
MEMORANDUM

Legislative Fiscal Office
900 Court St. NE, Room H-178
Salem, Oregon 97301
Phone 503-986-1828
FAX 503-373-7807

To: General Government Subcommittee

From: Steve Bender, Legislative Fiscal Office
(503) 986-1836

Date: June 9, 2013

Subject: Secretary of State – SB 5539
Work Session Recommendations

Secretary of State – Agency Totals

	2009-11 Actual	2011-13 Legislatively Approved	2013-15 Current Service Level	2013-15 LFO Recommended
General Fund	\$13,154,574	\$12,500,468	\$12,579,143	\$8,759,291
Lottery Funds	0	0	0	0
Other Funds	34,795,709	42,099,026	42,844,859	48,579,788
Federal Funds	5,632,259	7,559,402	7,736,442	7,715,111
Total Funds	\$53,582,542	\$62,158,896	\$63,160,444	\$65,054,190
Positions	198	197	196	200
FTE	197.30	195.69	195.19	199.11

Attached are the recommendations from the Legislative Fiscal Office for the Secretary of State. They include the following:

- Approve Packages 092 and 093, to reflect the impact of the policy changes in SB 822 and administrative actions of the PERS Board that reduce state employer contribution rates in the 2013-15 biennium by approximately 4.4 percentage points.
- Replace General Fund support for the Archives Division (equal to \$3.6 million) with a new assessment to state agencies, apportioned by agency full-time equivalent staffing levels. Recommend that agency budgets be adjusted for the new assessment, and for the elimination of portion of the Central Government Service Charge levied for the Archives Division, in the end-of-session appropriations bill.
- Approve \$500,000 in one-time expenditures to replace existing shelving in the Archives Building with compact shelving. These costs will be added to the newly-established Archives Division assessment.
- Increase Other Funds expenditures by \$713,016, and establish four positions (3.92 FTE) to support the services of the Information Systems Division.

- Approve \$1,767,483 of one-time Other Funds expenditures for Central Business Registry and Business Xpress One-Stop Business Portal upgrades.
- Approve \$220,797 of administrative expenditure reductions.
- Recommend the transfer of \$4 million of Corporation Division business registration fee revenues to the General Fund.

Adjustments to Current Service Level:

See attached "Work Session Presentation Report" dated 6/9/13.

Accept LFO Recommendation

Move the LFO recommendation to SB 5539, or move the LFO recommendation with modifications.

Budget Note

The Legislative Fiscal Office recommends adoption of two budget notes. The first relates to efforts to expand state agency participation in the Central Business Registry and the One-Stop Business Portal, and the second relates to management plans to address the looming exhaustion of Federal Help America Vote Act (HAVA) funds.

Budget Note

The Secretary of State is requested to report on efforts to include information and access to state agency programs within the functions of the Central Business Registry and the One-Stop Business Portal. The report shall identify any specific state agency objections to these efforts, and suggest, if appropriate, legislative actions to assist. The report shall be submitted to the interim Joint Committee on Ways and Means or to the Emergency Board no later than October 2014.

Budget Note

The Subcommittee anticipates that the Elections Division, at the conclusion of the 2013-15 biennium, will retain an ending balance of \$2.3 million in Federal Funds received under the Help America Vote Act (HAVA). No additional HAVA funds are expected to be received. The Secretary of State is requested to report on the use of Federal HAVA monies, and on Election Division plans to address the upcoming exhaustion of available HAVA monies. The report shall identify programs and expenditures that will be discontinued upon exhaustion of HAVA monies, and identify expenditures that the Secretary will request to be continued with alternative fund sources. The report shall be submitted to the Joint Committee on Ways and Means for its consideration in the 2014 legislative session.

Accept LFO Recommendation

Move the LFO recommended budget note.

Performance Measures

See attached “Legislatively Proposed 2013-15 Key Performance Measures” form.

Approve a motion to approve agency Key Performance Measures.

Move the LFO recommendation on Key Performance Measures, or move the LFO recommendation with modifications.

Recommended Changes to Appropriation Bill:

The Legislative Fiscal Office recommends a budget of \$8,759,291 General Fund, \$48,579,788 Other Funds, \$7,715,111 Federal Funds, and 200 positions (199.11 FTE), and that Senate Bill 5539 be amended accordingly.

Approve a motion to amend Senate Bill 5539 by the following:

Section 1

In line 7, delete “\$2,022,493” and insert “\$1,952,630”.

In line 8, delete “\$6,964,563” and insert “\$6,806,661”.

Delete line 9.

Section 2

In line 15, delete “\$16,368,591” and insert “\$15,111,625”.

In line 17, delete “\$18,595,799” and insert “\$18,183,958”.

In line 18, delete “\$8,381,814” and insert “\$7,323,888”.

In line 9, delete “\$8,242,406” and insert “\$7,832,265”.

Section 5

In line 21, delete “\$7,740,353” and insert “\$7,715,111”.

SB 5539 Final Subcommittee Action:

Final Motion: Move SB 5539 to the full committee with a “do pass” recommendation, as modified.

LFO102 - Work Session Presentation Report
2013-15 Biennium

Version: L - 01 - LFO Analyst Recommended
Cross Reference: 16500-000-00-00-00000
Secretary of State

	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
2011-13 Agy. Leg. Adopted	12,040,291	-	42,099,026	7,559,402	-	-	61,698,719	197	195.69
2011-13 Ebds, SS & Admin Act	460,177	-	-	-	-	-	460,177	-	-
Ways & Means Actions	-	-	-	-	-	-	-	-	-
2011-13 Leg Approved Budget	12,500,468	-	42,099,026	7,559,402	-	-	62,158,896	197	195.69
2011-13 Leg Approved Budget (Base)	11,906,971	-	42,099,026	7,559,402	-	-	61,565,399	197	195.69
Summary of Base Adjustments	837,720	-	2,014,896	4,021	-	-	2,856,637	(1)	(0.50)
2013-15 Base Budget	12,744,691	-	44,113,922	7,563,423	-	-	64,422,036	196	195.19
010: Non-PICS Pers Svc/Vacancy Factor	(2,616)	-	(108,200)	2,089	-	-	(108,727)	-	-
020: Phase In / Out Pgm & One-time Cost	-	-	(2,015,000)	-	-	-	(2,015,000)	-	-
030: Inflation & Price List Adjustments	(162,932)	-	854,137	170,930	-	-	862,135	-	-
2013-15 Current Service Level	12,579,143	-	42,844,859	7,736,442	-	-	63,160,444	196	195.19
080: E-Boards	2,559	-	61,615	-	-	-	64,174	-	-
Adjusted 2013-15 Current Service Level	12,581,702	-	42,906,474	7,736,442	-	-	63,224,618	196	195.19
Total LFO Recommended Packages	(3,822,411)	-	5,673,314	(21,331)	-	-	1,829,572	4	3.92
2013-15 Legislative Actions	8,759,291	-	48,579,788	7,715,111	-	-	65,054,190	200	199.11
Net change from 2011-13 Leg Approved Budget	(3,741,177)	-	6,480,762	155,709	-	-	2,895,294	3	3.42
Percent change from 2011-13 Leg Approved Budget	(29.9%)	0.0%	15.4%	2.1%	0.0%	0.0%	4.7%	1.5%	1.7%
Net change from 2013-15 Current Service Level	(3,822,411)	-	5,673,314	(21,331)	-	-	1,829,572	4	3.92
Percent change from 2013-15 Current Service Level	(30.4%)	0.0%	13.2%	(0.3%)	0.0%	0.0%	2.9%	2.0%	2.0%

LFO102 - Work Session Presentation Report
2013-15 BienniumVersion: L - 01 - LFO Analyst Recommended
Cross Reference: 16500-001-00-00-00000
Administrative Services Division

	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
2011-13 Agy. Leg. Adopted	260,957	-	1,333,100	-	-	-	1,594,057	6	6.00
2011-13 Ebds, SS & Admin Act	-	-	-	-	-	-	-	-	-
Ways & Means Actions	-	-	-	-	-	-	-	-	-
2011-13 Leg Approved Budget	260,957	-	1,333,100	-	-	-	1,594,057	6	6.00
2011-13 Leg Approved Budget (Base)	1,813,801	-	14,471,719	-	-	-	16,285,520	51	50.69
Summary of Base Adjustments	173,756	-	341,543	-	-	-	515,299	-	-
2013-15 Base Budget	1,987,557	-	14,813,262	-	-	-	16,800,819	51	50.69
010: Non-PICS Pers Svc/Vacancy Factor	924	-	(49,247)	-	-	-	(48,323)	-	-
020: Phase In / Out Pgm & One-time Cost	-	-	(2,015,000)	-	-	-	(2,015,000)	-	-
030: Inflation & Price List Adjustments	42,346	-	172,304	-	-	-	214,650	-	-
2013-15 Current Service Level	2,030,827	-	12,921,319	-	-	-	14,952,146	51	50.69
080: E-Boards	(16,091)	-	61,615	-	-	-	45,524	-	-
Adjusted 2013-15 Current Service Level	2,014,736	-	12,982,934	-	-	-	14,997,670	51	50.69
Total LFO Recommended Packages	(62,106)	-	2,128,691	-	-	-	2,066,585	4	3.92
2013-15 Legislative Actions	1,952,630	-	15,111,625	-	-	-	17,064,255	55	54.61
Net change from 2011-13 Leg Approved Budget	1,691,673	-	13,778,525	-	-	-	15,470,198	49	48.61
Percent change from 2011-13 Leg Approved Budget	648.3%	0.0%	1033.6%	0.0%	0.0%	0.0%	970.5%	816.7%	810.2%
Net change from 2013-15 Current Service Level	(62,106)	-	2,128,691	-	-	-	2,066,585	4	3.92
Percent change from 2013-15 Current Service Level	(3.1%)	0.0%	16.4%	0.0%	0.0%	0.0%	13.8%	7.8%	7.7%

	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
--	--------------	---------------	-------------	---------------	------------------------	--------------------------	-------------	-----------	----------------------------

Package 081 May 2012 E-Board

Package Description The analyst has modified this package to reflect a reduction in the budgeted PERS employer rate of 55-60 basis points by the PERS Board.

LFO Recommendation Approve.

LFO Recommended

Revenues	(16,091)	-	-	-	-	-	(16,091)		
Expenditures	(16,091)	-	61,615	-	-	-	45,524	-	-

	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
--	--------------	---------------	-------------	---------------	------------------------	--------------------------	-------------	-----------	----------------------------

Package 092 PERS Taxation Policy

Package Description This package reflects the policy change in SB 822 that eliminates the increased retirement benefits resulting from Oregon income taxation of payments if the person receiving payments does not pay Oregon income tax on those benefits and is not an Oregon resident. This change reduces state employer contribution rates by approximately 0.30%.

LFO Recommendation

LFO Recommended

Revenues	(4,701)	-	-	-	-	-	(4,701)		
Expenditures	(4,701)	-	(27,534)	-	-	-	(32,235)	-	-

	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
--	--------------	---------------	-------------	---------------	------------------------	--------------------------	-------------	-----------	----------------------------

Package 093 Other PERS Adjustments

Package Description This package reflects the policy change in SB 822 that modifies the cost-of-living adjustment under the Public Employees Retirement System. This change reduces state employer contribution rates by approximately 2.2%.

An administrative action by the PERS Board, as directed by a budget note in the SB 822 budget report, will reduce state employer contribution rates by up to an additional 1.9%. However, no employer rate is reduced below its 2011-13 biennium rate.

LFO Recommendation

LFO Recommended

Revenues	(37,608)	-	-	-	-	-	(37,608)		
Expenditures	(37,608)	-	(220,274)	-	-	-	(257,882)	-	-

	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
--	--------------	---------------	-------------	---------------	------------------------	--------------------------	-------------	-----------	----------------------------

Package 171 Technology Staffing – ISD

Package Description Increase the Other Funds expenditure limitation by \$1,329,786, and establish seven full-time positions (6.68 FTE) to support and expand services provided by the agency’s Information Systems Division.

LFO Recommendation Approve with modifications. Approve a \$713,016 Other Funds expenditure limitation increase, and establish three full-time permanent positions (2.92 FTE), and one full-time limited-duration position (1.00 FTE) to support the services provided by the agency’s Information Systems Division. The positions established are:

One limited-duration Information Systems Specialist 7 (1.00 FTE) – Developer: The position will help the applications team meet significant, robust changes to the Central Business Registry.

One Information Systems Specialist 4 (1.00 FTE) – Field Support Technician: The position will help meet the increased workload of helpdesk staff by handling IT calls, emails, trouble tickets, and desk-side support. The position also provides asset management and builds software packages for user computers.

One Operations and Policy Analyst 2 (1.00 FTE) – Technical Document Specialist: This position is approved to address findings from two IT assessments and one IT audit. The position will focus on creating a service catalogue, establishing a central repository for technical documentation, standardizing baselines, and improving workflow management processes by looking for ways to streamline efficiencies and prevent stop gaps.

One Information System Specialist 4 (0.92 FTE) – Web Usability Tester: This full-time position will be responsible for keeping the agency’s application and web portals accessible to the users of various mobile devices utilizing increasing numbers of multiple web browsers.

Budget Instructions Other Funds P.S. - LFO Analyst Adjustment [3995/3400] = (-\$574,483).

Other Funds S and S LFO Analyst Adjustment [4995/3400] = (-\$42,287).

Positions - LFO Analyst Adjustment [8195] = (-3)

FTE - LFO Analyst Adjustment [8295] = (-2.76).

LFO Recommended

Revenues	-	-	-	-	-	-	-	-	-
Expenditures	-	-	713,016	-	-	-	713,016	4	3.92

	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
--	--------------	---------------	-------------	---------------	------------------------	--------------------------	-------------	-----------	----------------------------

Package 172 Online Services for Businesses – ISD

Package Description Increase Other Funds expenditures by \$2,000,000, including \$800,000 for continued implementation of the online Central Business Registry and \$1,200,000 for the Business Xpress One-Stop Business Portal - Phase 2 project.

LFO Recommendation Increase Other Funds expenditures by \$1,767,483, including \$567,483 for continued implementation of the online Central Business Registry and \$1,200,000 for the Business Xpress One-Stop Business Portal - Phase 2 project. Approve as a one-time package. Expenditures will be phased-out in the development of the agency's 2015-17 biennium current service level.

Budget Notes The Secretary of State is requested to report on efforts to include information and access to state agency programs within the functions of the Central Business Registry and the One-Stop Business Portal. The report shall identify any specific state agency objections to these efforts, and suggest, if appropriate, legislative actions to assist. The report shall be submitted to the interim Joint Committee on Ways and Means or to the Emergency Board no later than October 2014.

Budget Instructions S and S - LFO Analyst Adjustment [4995/3400] = (-\$232,517).

LFO Recommended

Revenues	-	-	-	-	-	-	-	-	-
Expenditures	-	-	1,767,483	-	-	-	1,767,483	-	-

	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
--	--------------	---------------	-------------	---------------	------------------------	--------------------------	-------------	-----------	----------------------------

Package 810 LFO Analyst Adjustments

Package Description This package reduces expenditures in a manner similar to Package 091 approved in other agency budgets. The Governor's budget added Package 091, and the Co-Chairs' Budget approved it, in other agency budgets. The package reduces expenditures, based on the amount of certain administrative expenses in an agency budget.

The Governor did not add a Package 091 to the Secretary of State budget, however. For the Secretary of State budget, Package 810 includes reductions based on agency administrative expenditures.

LFO Recommendation Reduce General Fund expenditures by \$86,797 and Other Funds expenditures by \$134,000 agencywide.

Budget Instructions General Fund appropriation [0050/8000] = (-\$19,797).
General Fund Services and Supplies expenditures [4995/8000] = (-\$19,797).

Other Funds Services and Supplies expenditures [4995/3400] = (-\$104,000).

LFO Recommended

Revenues	(19,797)	-	-	-	-	-	(19,797)		
Expenditures	(19,797)	-	(104,000)	-	-	-	(123,797)	-	-

	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
--	--------------	---------------	-------------	---------------	------------------------	--------------------------	-------------	-----------	----------------------------

Package 813 Technical Adjustments

Package Description Package reduces the amount of Corporation Division revenues transferred to support expenditures in the Administrative Services Division by \$357,623 (to \$8,048,960).

LFO Recommendation Approve.

Budget Instructions Transfer In - Intrafund [1010/3400] = (-\$357,623).

LFO Recommended

Revenues	-	-	(357,623)	-	-	-	(357,623)		
Expenditures	-	-	-	-	-	-	-	-	-

LFO102 - Work Session Presentation Report
2013-15 Biennium

Version: L - 01 - LFO Analyst Recommended
Cross Reference: 16500-002-00-00-00000

Elections Division

	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
2011-13 Agy. Leg. Adopted	5,809,398	-	124,960	500,000	-	-	6,434,358	16	16.00
2011-13 Ebds, SS & Admin Act	570,841	-	-	-	-	-	570,841	-	-
Ways & Means Actions	-	-	-	-	-	-	-	-	-
2011-13 Leg Approved Budget	6,380,239	-	124,960	500,000	-	-	7,005,199	16	16.00
2011-13 Leg Approved Budget (Base)	6,583,231	-	124,960	7,394,983	-	-	14,103,174	20	20.00
Summary of Base Adjustments	397,631	-	-	4,021	-	-	401,652	-	-
2013-15 Base Budget	6,980,862	-	124,960	7,399,004	-	-	14,504,826	20	20.00
010: Non-PICS Pers Svc/Vacancy Factor	(1,059)	-	-	2,089	-	-	1,030	-	-
030: Inflation & Price List Adjustments	(49,409)	-	3,092	166,480	-	-	120,163	-	-
2013-15 Current Service Level	6,930,394	-	128,052	7,567,573	-	-	14,626,019	20	20.00
080: E-Boards	18,650	-	-	-	-	-	18,650	-	-
Adjusted 2013-15 Current Service Level	6,949,044	-	128,052	7,567,573	-	-	14,644,669	20	20.00
Total LFO Recommended Packages	(142,383)	-	-	(21,331)	-	-	(163,714)	-	-
2013-15 Legislative Actions	6,806,661	-	128,052	7,546,242	-	-	14,480,955	20	20.00
Net change from 2011-13 Leg Approved Budget	426,422	-	3,092	7,046,242	-	-	7,475,756	4	4.00
Percent change from 2011-13 Leg Approved Budget	6.7%	0.0%	2.5%	1409.2%	0.0%	0.0%	106.7%	25.0%	25.0%
Net change from 2013-15 Current Service Level	(142,383)	-	-	(21,331)	-	-	(163,714)	-	-
Percent change from 2013-15 Current Service Level	(2.0%)	0.0%	0.0%	(0.3%)	0.0%	0.0%	(1.1%)	0.0%	0.0%

	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
--	--------------	---------------	-------------	---------------	------------------------	--------------------------	-------------	-----------	----------------------------

Package 081 May 2012 E-Board

Package Description Finalizes impacts of reductions taken during the February 2012 Session.

LFO Recommendation Approve.

LFO Recommended

Revenues	18,650	-	-	-	-	-	18,650		
Expenditures	18,650	-	-	-	-	-	18,650	-	-

	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
--	--------------	---------------	-------------	---------------	------------------------	--------------------------	-------------	-----------	----------------------------

Package 092 PERS Taxation Policy

Package Description This package reflects the policy change in SB 822 that eliminates the increased retirement benefits resulting from Oregon income taxation of payments if the person receiving payments does not pay Oregon income tax on those benefits and is not an Oregon resident. This change reduces state employer contribution rates by approximately 0.30%.

LFO Recommendation

LFO Recommended

Revenues	(8,376)	-	-	-	-	-	(8,376)		
Expenditures	(8,376)	-	-	(2,370)	-	-	(10,746)	-	-

	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
--	--------------	---------------	-------------	---------------	------------------------	--------------------------	-------------	-----------	----------------------------

Package 093 Other PERS Adjustments

Package Description This package reflects the policy change in SB 822 that modifies the cost-of-living adjustment under the Public Employees Retirement System. This change reduces state employer contribution rates by approximately 2.2%.

An administrative action by the PERS Board, as directed by a budget note in the SB 822 budget report, will reduce state employer contribution rates by up to an additional 1.9%. However, no employer rate is reduced below its 2011-13 biennium rate.

LFO Recommendation

LFO Recommended

Revenues	(67,007)	-	-	-	-	-	(67,007)		
Expenditures	(67,007)	-	-	(18,961)	-	-	(85,968)	-	-

	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
--	--------------	---------------	-------------	---------------	------------------------	--------------------------	-------------	-----------	----------------------------

Package 810 LFO Analyst Adjustments

Package Description This package reduces expenditures in a manner similar to Package 091 approved in other agency budgets. The Governor's budget added Package 091, and the Co-Chairs' Budget approved it, in other agency budgets. The package reduces expenditures, based on the amount of certain administrative expenses in an agency budget.

The Governor did not add a Package 091 to the Secretary of State budget, however. For the Secretary of State budget, Package 810 includes reductions based on agency administrative expenditures.

LFO Recommendation Reduce General Fund expenditures by \$86,797 and Other Funds expenditures by \$134,000 agencywide.

Budget Instructions General Fund appropriation [0050/8000] = (-\$67,000).
General Fund Services and Supplies expenditures [4995/8000] = (-\$67,000).

LFO Recommended

Revenues	(67,000)	-	-	-	-	-	(67,000)		
Expenditures	(67,000)	-	-	-	-	-	(67,000)	-	-

	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
--	--------------	---------------	-------------	---------------	------------------------	--------------------------	-------------	-----------	----------------------------

Package 813 Technical Adjustments

Package Description Package revises Elections Division Federal Funds revenues and fund balances to conform to most recent information. The Elections Division does not anticipate receiving any Federal Funds revenues in the 2013-15 biennium, and anticipates beginning the biennium with \$9,752,688 of Federal Funds.

LFO Recommendation Reduce Federal Funds revenue by \$4,837,479 (to zero), and increase the Federal Funds beginning balance by \$104,066.

Budget Notes The Subcommittee anticipates that the Elections Division, at the conclusion of the 2013-15 biennium, will retain an ending balance of \$2.3 million in Federal Funds received under the Help America Vote Act (HAVA). No additional HAVA funds are expected to be received. The Secretary of State is requested to report on the use of Federal HAVA monies, and on Election Division plans to address the upcoming exhaustion of available HAVA monies. The report shall identify programs and expenditures that will be discontinued upon exhaustion of HAVA monies, and identify expenditures that the Secretary will request to be continued with alternative fund sources. The report shall be submitted to the Joint Committee on Ways and Means for its consideration in the 2014 legislative session.

Budget Instructions Beginning Balance Adjustment [0030/6400] = \$104,066.
Federal Funds revenue [0995/6400] = (-\$2,837,479).

LFO Recommended

Revenues	-	-	-	(2,837,479)	-	-	(2,837,479)		
Expenditures	-	-	-	-	-	-	-	-	-

	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
2011-13 Agy. Leg. Adopted	339,510	-	3,103,483	-	-	-	3,442,993	16	16.00
2011-13 Ebds, SS & Admin Act	(152)	-	-	-	-	-	(152)	-	-
Ways & Means Actions	-	-	-	-	-	-	-	-	-
2011-13 Leg Approved Budget	339,358	-	3,103,483	-	-	-	3,442,841	16	16.00
Net change from 2011-13 Leg Approved Budget	(339,358)	-	(3,103,483)	-	-	-	(3,442,841)	(16)	(16.00)
Percent change from 2011-13 Leg Approved Budget	(100.0%)	0.0%	(100.0%)	0.0%	0.0%	0.0%	(100.0%)	(100.0%)	(100.0%)

	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
2011-13 Agy. Leg. Adopted	1,252,630	-	9,400,017	-	-	-	10,652,647	26	26.00
2011-13 Ebds, SS & Admin Act	(110,080)	-	-	-	-	-	(110,080)	-	-
Ways & Means Actions	-	-	-	-	-	-	-	-	-
2011-13 Leg Approved Budget	1,142,550	-	9,400,017	-	-	-	10,542,567	26	26.00
Net change from 2011-13 Leg Approved Budget	(1,142,550)	-	(9,400,017)	-	-	-	(10,542,567)	(26)	(26.00)
Percent change from 2011-13 Leg Approved Budget	(100.0%)	0.0%	(100.0%)	0.0%	0.0%	0.0%	(100.0%)	(100.0%)	(100.0%)

	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
2011-13 Agy. Leg. Adopted	70,945	-	635,119	-	-	-	706,064	3	2.69
2011-13 Ebds, SS & Admin Act	(9)	-	-	-	-	-	(9)	-	-
Ways & Means Actions	-	-	-	-	-	-	-	-	-
2011-13 Leg Approved Budget	70,936	-	635,119	-	-	-	706,055	3	2.69
Net change from 2011-13 Leg Approved Budget	(70,936)	-	(635,119)	-	-	-	(706,055)	(3)	(2.69)
Percent change from 2011-13 Leg Approved Budget	(100.0%)	0.0%	(100.0%)	0.0%	0.0%	0.0%	(100.0%)	(100.0%)	(100.0%)

	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
2011-13 Agy. Leg. Adopted	-	-	16,949,422	-	-	-	16,949,422	71	71.00
2011-13 Ebds, SS & Admin Act	-	-	-	-	-	-	-	-	-
Ways & Means Actions	-	-	-	-	-	-	-	-	-
2011-13 Leg Approved Budget	-	-	16,949,422	-	-	-	16,949,422	71	71.00
2011-13 Leg Approved Budget (Base)	-	-	16,949,422	-	-	-	16,949,422	71	71.00
Summary of Base Adjustments	-	-	1,434,186	-	-	-	1,434,186	-	-
2013-15 Base Budget	-	-	18,383,608	-	-	-	18,383,608	71	71.00
010: Non-PICS Pers Svc/Vacancy Factor	-	-	(47,167)	-	-	-	(47,167)	-	-
030: Inflation & Price List Adjustments	-	-	195,552	-	-	-	195,552	-	-
2013-15 Current Service Level	-	-	18,531,993	-	-	-	18,531,993	71	71.00
Adjusted 2013-15 Current Service Level	-	-	18,531,993	-	-	-	18,531,993	71	71.00
Total LFO Recommended Packages	-	-	(348,035)	-	-	-	(348,035)	-	-
2013-15 Legislative Actions	-	-	18,183,958	-	-	-	18,183,958	71	71.00
Net change from 2011-13 Leg Approved Budget	-	-	1,234,536	-	-	-	1,234,536	-	-
Percent change from 2011-13 Leg Approved Budget	0.0%	0.0%	7.3%	0.0%	0.0%	0.0%	7.3%	0.0%	0.0%
Net change from 2013-15 Current Service Level	-	-	(348,035)	-	-	-	(348,035)	-	-
Percent change from 2013-15 Current Service Level	0.0%	0.0%	(1.9%)	0.0%	0.0%	0.0%	(1.9%)	0.0%	0.0%

	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
--	--------------	---------------	-------------	---------------	------------------------	--------------------------	-------------	-----------	----------------------------

Package 092 PERS Taxation Policy

Package Description This package reflects the policy change in SB 822 that eliminates the increased retirement benefits resulting from Oregon income taxation of payments if the person receiving payments does not pay Oregon income tax on those benefits and is not an Oregon resident. This change reduces state employer contribution rates by approximately 0.30%.

LFO Recommendation

LFO Recommended

Revenues	-	-	-	-	-	-	-	-	-
Expenditures	-	-	(38,671)	-	-	-	(38,671)	-	-

	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
--	--------------	---------------	-------------	---------------	------------------------	--------------------------	-------------	-----------	----------------------------

Package 093 Other PERS Adjustments

Package Description This package reflects the policy change in SB 822 that modifies the cost-of-living adjustment under the Public Employees Retirement System. This change reduces state employer contribution rates by approximately 2.2%.

An administrative action by the PERS Board, as directed by a budget note in the SB 822 budget report, will reduce state employer contribution rates by up to an additional 1.9%. However, no employer rate is reduced below its 2011-13 biennium rate.

LFO Recommendation

LFO Recommended

Revenues	-	-	-	-	-	-	-	-	-
Expenditures	-	-	(309,364)	-	-	-	(309,364)	-	-

LFO102 - Work Session Presentation Report
2013-15 BienniumVersion: L - 01 - LFO Analyst Recommended
Cross Reference: 16500-012-00-00-00000

Archives Division

	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
2011-13 Agy. Leg. Adopted	3,510,362	-	2,972,265	164,419	-	-	6,647,046	22	22.00
2011-13 Ebds, SS & Admin Act	(423)	-	-	-	-	-	(423)	-	-
Ways & Means Actions	-	-	-	-	-	-	-	-	-
2011-13 Leg Approved Budget	3,509,939	-	2,972,265	164,419	-	-	6,646,623	22	22.00
2011-13 Leg Approved Budget (Base)	3,509,939	-	2,972,265	164,419	-	-	6,646,623	22	22.00
Summary of Base Adjustments	266,333	-	66,688	-	-	-	333,021	-	-
2013-15 Base Budget	3,776,272	-	3,038,953	164,419	-	-	6,979,644	22	22.00
010: Non-PICS Pers Svc/Vacancy Factor	(2,481)	-	(5,051)	-	-	-	(7,532)	-	-
030: Inflation & Price List Adjustments	(155,869)	-	260,676	4,450	-	-	109,257	-	-
2013-15 Current Service Level	3,617,922	-	3,294,578	168,869	-	-	7,081,369	22	22.00
Adjusted 2013-15 Current Service Level	3,617,922	-	3,294,578	168,869	-	-	7,081,369	22	22.00
Total LFO Recommended Packages	(3,617,922)	-	4,029,310	-	-	-	411,388	-	-
2013-15 Legislative Actions	-	-	7,323,888	168,869	-	-	7,492,757	22	22.00
Net change from 2011-13 Leg Approved Budget	(3,509,939)	-	4,351,623	4,450	-	-	846,134	-	-
Percent change from 2011-13 Leg Approved Budget	(100.0%)	0.0%	146.4%	2.7%	0.0%	0.0%	12.7%	0.0%	0.0%
Net change from 2013-15 Current Service Level	(3,617,922)	-	4,029,310	-	-	-	411,388	-	-
Percent change from 2013-15 Current Service Level	(100.0%)	0.0%	122.3%	0.0%	0.0%	0.0%	5.8%	0.0%	0.0%

	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
--	--------------	---------------	-------------	---------------	------------------------	--------------------------	-------------	-----------	----------------------------

Package 092 PERS Taxation Policy

Package Description This package reflects the policy change in SB 822 that eliminates the increased retirement benefits resulting from Oregon income taxation of payments if the person receiving payments does not pay Oregon income tax on those benefits and is not an Oregon resident. This change reduces state employer contribution rates by approximately 0.30%.

LFO Recommendation

LFO Recommended

Revenues	-	-	-	-	-	-	-	-	-
Expenditures	-	-	(9,846)	-	-	-	(9,846)	-	-

	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
--	--------------	---------------	-------------	---------------	------------------------	--------------------------	-------------	-----------	----------------------------

Package 093 Other PERS Adjustments

Package Description This package reflects the policy change in SB 822 that modifies the cost-of-living adjustment under the Public Employees Retirement System. This change reduces state employer contribution rates by approximately 2.2%.

An administrative action by the PERS Board, as directed by a budget note in the SB 822 budget report, will reduce state employer contribution rates by up to an additional 1.9%. However, no employer rate is reduced below its 2011-13 biennium rate.

LFO Recommendation

LFO Recommended

Revenues	-	-	-	-	-	-	-	-	-
Expenditures	-	-	(78,766)	-	-	-	(78,766)	-	-

	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
--	--------------	---------------	-------------	---------------	------------------------	--------------------------	-------------	-----------	----------------------------

Package 121 Statewide Assessment / Shelving – Archives

Package Description Replaces General Fund support for the Archives Division with a new assessment charged to state agencies. Add one full-time Training and Development Specialist 1 position (1.00 FTE). Increase assessment to fund \$1,000,000 of compact shelving in the Archives Building.

LFO Recommendation Approve with modifications. Replace General Fund support for the Archives Division with a new assessment charged to state agencies. Total assessment revenues and expenditures approved with this package equal \$3,617,922 Other Funds each. Reduce the General Fund appropriation to the Archives Division by \$3,617,922 (i.e., eliminate the General Fund appropriation).

To implement the new Archives Division assessment, LFO recommends adjusting state agency budgets in the end-of-session appropriation bill to reflect the impact of the new assessments. These adjustments would include increasing Other Funds and Federal Funds expenditure limitations, and increasing General Fund appropriations and Lottery Funds allocations to agencies to support the assessment. LFO further recommends the eliminating, in the end-of-session appropriation bill, and the end-of-session program change bill, the components of the Central Government Service Charge assessed on agency Other Funds revenues attributable to providing General Fund revenue to support the Archives Division.

The additional General Fund appropriations to agencies, including the assessment recommendation in Package 811, total \$1.65 million General Fund, and the additional Lottery Funds allocations total approximately \$40,000. The recommended Central Government Service Charge reductions reduce General Fund revenue by an additional \$1.52 million.

- Budget Instructions Change General Fund reduction amount [0050/8000] to (-\$3,617,922).
 Eliminate Charges for Services revenue [0410/3400].
 Add Admin and Service Charge revenue [0415/3400] of \$3,617,922.
 Add General Fund P.S. - LFO Analyst Adjustment [3995/8000] of (-\$1).
 Eliminate Other Funds Office Furniture and Fixtures expenditure [5100/3400].
 Add Positions - LFO Analyst Adjustment (-1).
 Add FTE - LFO Analyst Adjustment (-1.00).
 Add Other Funds P.S. - LFO Analyst Adjustment [3995/3400] of (-\$133,069).
 Add Other Funds S and S - LFO Analyst Adjustment [4995/3400] of (-\$20,000).

LFO Recommended

Revenues	(3,617,922)	-	3,617,922	-	-	-	-	-	-
Expenditures	(3,617,922)	-	3,617,922	-	-	-	-	-	-

	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
--	--------------	---------------	-------------	---------------	------------------------	--------------------------	-------------	-----------	----------------------------

Package 811 Archives Division Shelving

Package Description The agency requested \$1,000,000 in revenues from a newly-establish Archives Division assessment on state agency budgets to purchase compact shelving for the Archives Building. The shelving will be used to expand the capacity to store the permanent, historical records of Oregon. The package would finance replacing one floor of standard shelving with compact shelving.

LFO Recommendation Increase the Other Funds expenditure limitation by \$500,000 for replacement of standard shelving in the Archives Building with compact shelving, on a one-biennium basis. The agency will charge an assessment to state agencies in the total amount of \$500,000, with the assessment charges apportioned on the basis of FTE employment (as in Package 121).

Budget Instructions The expenditures and assessments approved in this package are approved for one-biennium only and are to be phased-out in the development of the agency's 2015-17 biennium current service level. If the agency wishes to install additional compact shelving in future biennia, it shall request budget authorizaion in a policy option package.

Archives Division Assessment [0415/3400] = \$500,000.
Office Furniture and Fixtures [5100/3400] = \$500,000.

LFO Recommended

Revenues	-	-	500,000	-	-	-	500,000		
Expenditures	-	-	500,000	-	-	-	500,000	-	-

	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
2011-13 Agy. Leg. Adopted	-	-	7,580,660	-	-	-	7,580,660	33	32.00
2011-13 Ebds, SS & Admin Act	-	-	-	-	-	-	-	-	-
Ways & Means Actions	-	-	-	-	-	-	-	-	-
2011-13 Leg Approved Budget	-	-	7,580,660	-	-	-	7,580,660	33	32.00
2011-13 Leg Approved Budget (Base)	-	-	7,580,660	-	-	-	7,580,660	33	32.00
Summary of Base Adjustments	-	-	172,479	-	-	-	172,479	(1)	(0.50)
2013-15 Base Budget	-	-	7,753,139	-	-	-	7,753,139	32	31.50
010: Non-PICS Pers Svc/Vacancy Factor	-	-	(6,735)	-	-	-	(6,735)	-	-
030: Inflation & Price List Adjustments	-	-	222,513	-	-	-	222,513	-	-
2013-15 Current Service Level	-	-	7,968,917	-	-	-	7,968,917	32	31.50
Adjusted 2013-15 Current Service Level	-	-	7,968,917	-	-	-	7,968,917	32	31.50
Total LFO Recommended Packages	-	-	(136,652)	-	-	-	(136,652)	-	-
2013-15 Legislative Actions	-	-	7,832,265	-	-	-	7,832,265	32	31.50
Net change from 2011-13 Leg Approved Budget	-	-	251,605	-	-	-	251,605	(1)	(0.50)
Percent change from 2011-13 Leg Approved Budget	0.0%	0.0%	3.3%	0.0%	0.0%	0.0%	3.3%	(3.0%)	(1.6%)
Net change from 2013-15 Current Service Level	-	-	(136,652)	-	-	-	(136,652)	-	-
Percent change from 2013-15 Current Service Level	0.0%	0.0%	(1.7%)	0.0%	0.0%	0.0%	(1.7%)	0.0%	0.0%

	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
--	--------------	---------------	-------------	---------------	------------------------	--------------------------	-------------	-----------	----------------------------

Package 092 PERS Taxation Policy

Package Description This package reflects the policy change in SB 822 that eliminates the increased retirement benefits resulting from Oregon income taxation of payments if the person receiving payments does not pay Oregon income tax on those benefits and is not an Oregon resident. This change reduces state employer contribution rates by approximately 0.30%.

LFO Recommendation

LFO Recommended

Revenues	-	-	-	-	-	-	-	-	-
Expenditures	-	-	(11,850)	-	-	-	(11,850)	-	-

	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
--	--------------	---------------	-------------	---------------	------------------------	--------------------------	-------------	-----------	----------------------------

Package 093 Other PERS Adjustments

Package Description This package reflects the policy change in SB 822 that modifies the cost-of-living adjustment under the Public Employees Retirement System. This change reduces state employer contribution rates by approximately 2.2%.

An administrative action by the PERS Board, as directed by a budget note in the SB 822 budget report, will reduce state employer contribution rates by up to an additional 1.9%. However, no employer rate is reduced below its 2011-13 biennium rate.

LFO Recommendation

LFO Recommended

Revenues	-	-	-	-	-	-	-	-	-
Expenditures	-	-	(94,802)	-	-	-	(94,802)	-	-

	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
--	--------------	---------------	-------------	---------------	------------------------	--------------------------	-------------	-----------	----------------------------

Package 810 LFO Analyst Adjustments

Package Description This package reduces expenditures in a manner similar to Package 091 approved in other agency budgets. The Governor's budget added Package 091, and the Co-Chairs' Budget approved it, in other agency budgets. The package reduces expenditures, based on the amount of certain administrative expenses in an agency budget.

The Governor did not add a Package 091 to the Secretary of State budget, however. For the Secretary of State budget, Package 810 includes reductions based on agency administrative expenditures.

LFO Recommendation Reduce General Fund expenditures by \$86,797 and Other Funds expenditures by \$134,000 agencywide.

Budget Instructions Other Funds Services and Supplies expenditures [4995/3400] = (-\$30,000).

LFO Recommended

Revenues	-	-	-	-	-	-	-	-	-
Expenditures	-	-	(30,000)	-	-	-	(30,000)	-	-

	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
--	--------------	---------------	-------------	---------------	------------------------	--------------------------	-------------	-----------	----------------------------

Package 812 Business Registration Fee Revenues

Package Description Recommend the transfer of \$4 million of Corporation Division Business Registration Fee revenue to the General Fund for general purpose uses.

LFO Recommendation Approve the recommendation. The actual fund transfer will be included in the end-of-session program change bill. The action retains a projected ending fund balance of \$4.5 million. LFO anticipates that an additional \$2.2 million transfer to the General Fund could be approved in the 2014 Session.

If the second transfer is also approved, the agency would retain a \$2.3 million Other Funds ending balance in the Corporation Division, sufficient to finance 3.4 months of operations.

Budget Instructions General Fund Business Lic and Fees [0205/8800] = \$4,000,000.

Other Funds Business Lic and Fees [0205/3400] = (-\$4,000,000).

Transfer to General Fund [2060/8800] = (-\$4,000,000).

LFO Recommended

Revenues	-	-	(4,000,000)	-	-	-	(4,000,000)		
Expenditures	-	-	-	-	-	-	-	-	-

	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
--	--------------	---------------	-------------	---------------	------------------------	--------------------------	-------------	-----------	----------------------------

Package 813 Technical Adjustments

Package Description Package revises Corporation Division revenues and fund balances to conform to amounts in the May 2013 revenue forecast of the Office of Economic Analysis May 2013, and to conform to current fund balance projections.

Corporation Division Beginning Balance = \$4,577,916
 Corporation Division Revenues = \$70,844,339
 Revenue Transfer to the General Fund = \$50,800,000.

Package also reduces the amount of Corporation Division revenues transferred out to support expenditures in the Administrative Services Division by \$357,623 (to \$8,048,960).

Corrected information generates a projected 2013-15 biennium Other Funds ending balance of \$8,497,094.

LFO Recommendation Approve. Increase the Beginning Balance Adjustment by \$1,475,752, and the amount of Corporation Division revenues retained by the agency by \$4,637,289. Increase the amount of Corporation Division revenues collected and transferred to the General Fund by \$23,731,447.

Budget Instructions Other Funds Beginning Balance Adjustment [0030/3400] = \$1,475,752.
 Corporation Fees Retained by Agency [0220/3400] = \$4,637,289.
 Corporation Fees for Transfer to the General Fund [0220/8800] = \$23,731,447.
 Transfer to General Fund [2060/8800] = (-\$23,731,447).

Transfer Out - Intrafund [2010/3400] = \$357,623.

LFO Recommended

Revenues	-	-	4,994,912	-	-	-	4,994,912		
Expenditures	-	-	-	-	-	-	-	-	-

	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
2011-13 Agy. Leg. Adopted	796,489	-	-	6,894,983	-	-	7,691,472	4	4.00
2011-13 Ebds, SS & Admin Act	-	-	-	-	-	-	-	-	-
Ways & Means Actions	-	-	-	-	-	-	-	-	-
2011-13 Leg Approved Budget	796,489	-	-	6,894,983	-	-	7,691,472	4	4.00
Net change from 2011-13 Leg Approved Budget	(796,489)	-	-	(6,894,983)	-	-	(7,691,472)	(4)	(4.00)
Percent change from 2011-13 Leg Approved Budget	(100.0%)	0.0%	0.0%	(100.0%)	0.0%	0.0%	(100.0%)	(100.0%)	(100.0%)

Legislatively Proposed 2013-2015 Key Performance Measures

Agency: SECRETARY of STATE

Mission: The Secretary of State is a statewide elected constitutional office under Oregon Constitution Article VI section 2. She is the keeper of Oregon's history, the auditor of public funds, the first stop for Oregon businesses and the chief elections officer. The Secretary of State provides complete, factual information about elections, corporations, government history and government performance, and maintains secure systems and reliable operations. A government open to public inspection and review guards against fraud, corruption and excessive expense. The Secretary of State provides the public open access to the information that makes Oregon's representative democracy work. Our Vision The Secretary of State delivers better results for Oregonians through: -More effective and efficient service delivery; -Greater transparency and accountability; Using innovation to connect Oregonians to their government.

Legislatively Proposed KPMs	Customer Service Category	Agency Request	Most Current Result	Target 2014	Target 2015
1 - Electronic Access to Public Information- Percentage of targeted records made available electronically.		Approved KPM	20.00	30.00	35.00
2 - Audit Cost Savings- Dollar Value of Revenue Enhancements, savings, or questioned costs in performance audit reports.		Approved KPM	116.50	30.00	30.00
3 - Audit Efficiency- Dollar savings per dollar spent on economy and efficiency audits.		Approved KPM	44.00	15.00	15.00
4 - Audit Recommendation Implementation- Percentage of audit recommendations implemented.		Approved KPM	79.00	90.00	90.00
5 - Business registration-document processing turnaround time from receipt.		Approved KPM	1.30	1.30	1.20
6 - Notary-document processing turnaround time from receipt.		Approved KPM	0.90	1.00	1.00
7 - UCC-document processing turnaround time from receipt.		Approved KPM	1.50	1.30	1.20
8 - Petition Validity Rate- Percentage of assessed petition signatures that are validated		Approved KPM	66.31		
9 - Campaign Finance Information- Percent of committee filings determined to be sufficient.		Approved KPM	98.87	98.00	98.00
10 - Voter's Pamphlet Satisfaction- Percent of customers who rate the Voter's Pamphlet as useful or very useful		Approved KPM	0.00		
11 a - Staff Diversity- Percent of Women as a percentage of SOS workforce.		Approved KPM	61.00	62.00	62.00
11 b - Staff Diversity- Percent of People of Color as a percentage of SOS workforce.		Approved KPM	8.00	12.00	12.00

Agency: SECRETARY of STATE

Mission: The Secretary of State is a statewide elected constitutional office under Oregon Constitution Article VI section 2. She is the keeper of Oregon's history, the auditor of public funds, the first stop for Oregon businesses and the chief elections officer. The Secretary of State provides complete, factual information about elections, corporations, government history and government performance, and maintains secure systems and reliable operations. A government open to public inspection and review guards against fraud, corruption and excessive expense. The Secretary of State provides the public open access to the information that makes Oregon's representative democracy work. Our Vision The Secretary of State delivers better results for Oregonians through: -More effective and efficient service delivery; -Greater transparency and accountability; Using innovation to connect Oregonians to their government.

Legislatively Proposed KPMs	Customer Service Category	Agency Request	Most Current Result	Target 2014	Target 2015
11 c - Staff Diversity – Percent of Persons with Disabilities as a percentage of SOS workforce.		Approved KPM	3.00	5.00	5.00
12 - Customer Satisfaction- Percent of customers rating their overall satisfaction with the agency as "good" or "excellent": overall customer service, timeliness, accuracy, helpfulness, expertise aand availability of information.	Accuracy	Approved KPM	98.00	85.00	85.00
12 - Customer Satisfaction- Percent of customers rating their overall satisfaction with the agency as "good" or "excellent": overall customer service, timeliness, accuracy, helpfulness, expertise aand availability of information.	Availability of Information	Approved KPM	94.00	85.00	85.00
12 - Customer Satisfaction- Percent of customers rating their overall satisfaction with the agency as "good" or "excellent": overall customer service, timeliness, accuracy, helpfulness, expertise aand availability of information.	Expertise	Approved KPM	99.00	85.00	85.00
12 - Customer Satisfaction- Percent of customers rating their overall satisfaction with the agency as "good" or "excellent": overall customer service, timeliness, accuracy, helpfulness, expertise aand availability of information.	Helpfulness	Approved KPM	98.00	85.00	85.00
12 - Customer Satisfaction- Percent of customers rating their overall satisfaction with the agency as "good" or "excellent": overall customer service, timeliness, accuracy, helpfulness, expertise aand availability of information.	Overall	Approved KPM	98.00	85.00	85.00
12 - Customer Satisfaction- Percent of customers rating their overall satisfaction with the agency as "good" or "excellent": overall customer service, timeliness, accuracy, helpfulness, expertise aand availability of information.	Timeliness	Approved KPM	98.00	85.00	85.00

LFO Recommendation:

Approve Key Performance Measure targets as shown. Approve deletion of KPM #8 - Petition Validity Rate. The agency requested this deletion on the grounds that the validity of rate of submitted petitions is not a measure of the agency's performance. LFO recommends deletion. Approve deletion of KPM #10 - Voter's Pamphlet Satisfaction. The agency requested this deletion. LFO recommends deletion - the agency has never reported data on this measure. Approve establishment of a new KPM: Campaign Finance Proposed Penalty Notices - Percentage of notices mailed within five months of a deficient transaction. LFO recommends approval with 2014 and 2015 targets of 95.

Sub-Committee Action: