

Oregon Department of Energy



Appendix

- Actions to comply with HB 4131 (2012) regarding the ratio of employees to supervisory employees
 - Eliminated Deputy Director position (PEM G)

Appendix

(Continued)

- Results of all Secretary of State audits
 - The Secretary of State's conducts an annual audit of the Small-Scale Energy Loan Program (SELP). For the periods ending June 30, 2012, and June 30, 2013, SOS found the SELP financial statements and related footnotes were fairly presented in all material respects and in accordance with generally accepted accounting principles. A concurrent review of SELP internal controls did not detect any material deficiencies or instances of non-compliance in financial reporting controls. The 2013/2014 audit is currently in progress and no concerns have been raised thus far.

Appendix

(Continued)

- The Secretary of State’s Audits Division did not select any Oregon Department of Energy programs for review as part of the FY 2013 or FY 2014 A-133 statewide audits.
- The Department has partially implemented and is in the process of resolving a recommendation SOS Report No. 2011-14 (June 2011) to “*Develop a security incident response plan and complete an updated business continuity plan*”. The Department adopted a security information plan in 2012. It was most recently updated in June 2014. The Department has developed a draft business continuity plan but it has not been finalized pending the resolution of certain issues facing the department.

Appendix

(Continued)

- Description of how recent changes to agency budget and/or management flexibility affected agency operations
 - Elimination of Deputy Director position now requires Director to manage 11 direct reports
 - Elimination of 7 non-supervisory positions spreads workload amongst remaining staff
 - Scaling back the use of contracted consultants increases workload for department staff
- Summary of proposed technology and capital construction projects
 - ODOE has no proposed technology or capital construction projects

Appendix

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- List of position reclassifications

PFP	Position Number	From	To	PFP Change
03	0010001	Administrative Specialist 1	Administrative Specialist 2	\$8,568
03	0870001	Operation & Policy Analyst 1	Operation & Policy Analyst 2	\$23,784
04	9324013	UA Operation & Policy Analyst 2	MENN Operation & Policy Analyst 2	\$5,736

- 0010001 – Reclass occurred 5/1/14. Salary of employee went up one step from \$3077 to \$3226
- 0870001 – Reclass occurred 5/1/14. Salary of employee went up one step from \$4697 to \$4929
- 9324013 – Prior employee did not change from UA to MENN before her retirement 3/31/14. Current employee hired as MENN on 8/29/14. First step of a MENN is \$332 more than a UA. Top step of a MENN is \$244 more than UA.

Appendix

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- List of new hires made during 2013-15

Effective Date	Name	Step	Rate	Justification
7/8/2013	Reese	04	\$ 4,856	Hired within HRSD policy
8/30/2013	Del Mar	09	6,463	Former ODOE employee with exceptional qualifications
12/2/2013	Radcliff	04	4,929	Hired within HRSD policy
12/16/2013	Murphy	03	4,274	Hired within HRSD policy
12/30/2013	Maxwell	02	2,385	Hired within HRSD policy
1/16/2014	Lowe	03	4,274	Hired within HRSD policy
2/10/2014	Kainu	08	5,962	Exceptional qualification, hard to fill position
2/26/2014	Hobbs	01	3,895	Hired within HRSD policy
5/5/2014	Broad	06	6,861	Exceptional qualifications
7/21/2014	Shipley	07	7,199	Exceptional qualifications
7/21/2014	Woods	06	6,256	Exceptional qualifications, prior salary \$7,250
8/29/2014	Balsam	08	5,927	Exceptional qualifications
8/29/2014	Shelide	07	6,256	Exceptional qualification, hard to fill position
12/15/2014	Derrickson	09	5,802	Exceptional qualifications
12/29/2014	Sierman	05	5,530	Hard to fill position
1/14/2015	Daniels	06	3,139	Exceptional qualifications

Appendix

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- Ending balance form

(a) Other Fund Type	(b) Program Area (SCR)	(c) Treasury Fund #/Name	(d) Category/Description	(e) Constitutional and/or Statutory reference	(f) 2013-15 Ending Balance In LAB	(g) Revised	(h) 2015-17 Ending Balance In CSL	(i) Revised	(j) Comments
Limited	100 - Planning, Policy and Technical Analysis	00401 Oregon State General Fund	Other, Public Purpose Charge - Industrial	ORS 757.612, 469.040, OAR 330-140-0140	13,068	20,000	87,868	20,000	Fee based on percent of project. System project should be completed prior to completion of the biennium. Revised ending balance covers 2-3 months of operations
Limited	200 - Development	00401 Oregon State General Fund	Operations: Business Energy Tax Credit (BETC) Program	ORS 316.140-142, 317.104 and 469.185	0	437,079	121,617	121,617	BETC program sunsetted in AY13, remaining balance for final compliance and pass-through activities that can continue for 5 years.
Limited	200 - Development	00401 Oregon State General Fund	Operations: Energy Incentive Program (EIP)	ORS 469B.164, 469B.294, 469B.335	0	150,172	123,483	131,244	Fee based cost recovery program that will sunset January 1, 2018. Fees not subject to SB 333 process and may be revised for the AY17 biennium.
Limited	200 - Development	00401 Oregon State General Fund	Operations: Biomass Tax Credit	ORS 469B.403	0	(174,133)	(166,030)	(340,163)	Fee adjustments proposed in POP 201 [AY17] may bring the ending balance positive. Was previously grouped with EIP.
Limited	200 - Development	01492 Alternative Fuel Vehicle Revolving Fund	Grant Fund: Alternative Fuel Vehicle Revolving Fund	OR 469.690 - 469.966	n/a	946,537	42,339	0	Level of revolving activity is currently unknown.
Limited	200 - Development	01433 Renewable Energy Development Fund	Grant Fund: Renewable Energy Development Program	ORS 469B.253, 469B.256, 469B.259	0	4,523,548	768,071	853,549	Separate treasury fund, funds are obligated to projects, but are not distributed until projects are completed. Balance changes are due to timing of projects. May create limitation issue in AY17 if more projects are completed than expected.
Limited	200 - Development	00573 OF Oil Heated Dwellings Energy Audit Account	Other [Operations & Grant Fund]: State Home Oil Weatherization (SHOW)	ORS 469.681	16,098	0	0	0	Assessment is intended to be fully expended within the assessment time frame.
Limited	200 - Development	01357 Loan Offset Grant Fund (EEAST)	Grant Fund: Renamed under HB 2960 (2011) to Jobs, Energy and Schools Fund	ORS 470.575, HB 2960 (2011 Legislative Session)	0	538,972	0	500,000	Ending balance represents performance grant award reserve and will be released when compliance is met [CEWO]. Funds can be transferred to the Clean Energy Deployment Fund.
Limited	300 - Nuclear Safety	00401 Oregon State General Fund	Other, Radioactive Waste Transport Fee	ORS 469.605, 469.611	247,569	113,797	225,923	195,961	Reserves are held to adequately cover the agency's response to accidents in transporting radioactive waste in the State.
Limited	500 - Admin Services	00401 Oregon State General Fund	Other, Energy Supplier Assessment (ESA)	ORS 469.421	1,453,131	2,589,032	2,571,131	2,571,131	Assessment. Target ending balance is \$2.5M which funds a 4 months of service.
Non-Limited	200 - Development	1469: Clean Energy Deployment Fund	Other [Operations & Grant Fund]: Clean Energy Deployment Fund	ORS 470.800 - 470.810	n/a	0	0	0	Funding transferred from the Jobs, Energy and Schools Fund
Non-Limited and Non-Limited Debt Service	200 - Development	00493: Small Scale Local Energy Loan Fund 00494: Small Scale Local Energy Proj Admin & Bd	Loan Program, Small Scale Energy Loan Program	Oregon Constitution XI, ORS 470.090 & .091	17,789,604	22,174,408	26,692,661	26,692,661	Ending balance for SELP Non-Limited and Non-Limited Debt Service is constitutionally dedicated and cannot be used for any purposes other than indenture and constitutional bond requirements until all bonds are paid off and no longer outstanding. Variance in the ending balance is attributed to the LAB revenues being tied to bond authority, not tied to NL targets set in LAB.