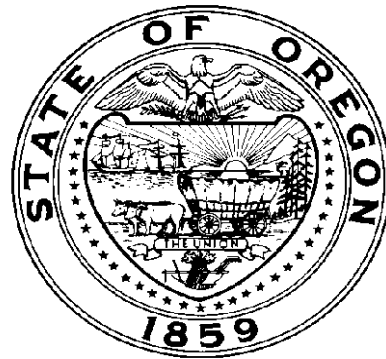


# Office of the Secretary of State



## Office of the Secretary of State 2017-19 Agency Request Budget

# Budget Narrative

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## CERTIFICATION

I hereby certify that the accompanying summary and detailed statements are true and correct to the best of my knowledge and belief and that the arithmetic accuracy of all numerical information has been verified.

Secretary of State

State Capitol Building

Room 136

Salem, Oregon 97310

AGENCY NAME

AGENCY ADDRESS



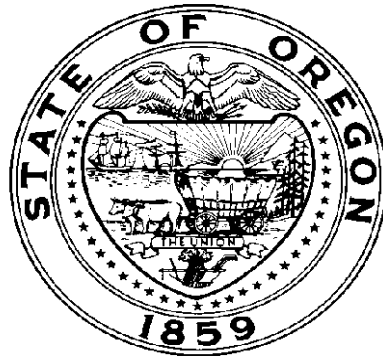
SIGNATURE

Secretary of State

TITLE

Notice: Request of those agencies headed by a board or commission must be approved by those bodies of official action and signed by the board or commission chairperson. The requests of other agencies must be approved and signed by the agency director or administrator.

# Office of the Secretary of State



## **Legislative Action 2017-19 Agency Request Budget**

BUDGET REPORT AND MEASURE SUMMARY

CARRIER: Sen. Johnson

Joint Committee On Ways and Means

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**Action:** Do Pass The A-Eng Bill.

**Action Date:** 06/26/15

**Vote:**

**Senate**

**Yeas:** 10 - Devlin, Girod, Hansell, Johnson, Monroe, Roblan, Shields, Steiner Hayward, Whitsett, Winters

**Nays:** 1 - Thomsen

**Exc:** 1 - Burdick

**House**

**Yeas:** 12 - Buckley, Gomberg, Huffman, Komp, McLane, Nathanson, Rayfield, Read, Smith, Whisnant, Whitsett, Williamson

**Prepared By:** Travis Miller, Department of Administrative Services

**Reviewed By:** Steve Bender, Legislative Fiscal Office

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**Agencies:** Secretary of State; Emergency Board

**Biennium:** 2015-17

## **Budget Summary\***

	2013-15 Legislatively Approved Budget <sup>(1)</sup>	2015-17 Current Service Level	2015-17 Committee Recommendation	Committee Change from 2013-15 Leg. Approved	
				\$ Change	% Change
General Fund	\$ 8,663,845	\$ 9,109,410	\$ 9,511,939	\$ 848,094	9.8%
Other Funds	\$ 50,265,885	\$ 49,566,983	\$ 54,768,224	\$ 4,502,339	9.0%
Federal Funds	\$ 5,045,103	\$ 5,144,079	\$ 6,251,910	\$ 1,206,807	23.9%
Total	\$ 63,974,833	\$ 63,820,472	\$ 70,532,073	\$ 6,557,240	10.2%

## **Position Summary**

Authorized Positions	202	199	212	10
Full-time Equivalent (FTE) positions	200.61	198.19	210.71	10.10

<sup>(1)</sup> Includes adjustments through December 2012

\* Excludes Capital Construction expenditures

## **Emergency Board**

General Fund Special Purpose Appropriation

Secretary of State Payments to Counties

for House Bill 2177 Costs

\$	-	\$	-	\$	384,000	\$	384,000	100.0%
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## **Revenue Summary**

The Secretary of State receives General Fund appropriations to support the Elections Division and a portion of the Administrative Services Division budget. The agency's Other Funds are received primarily from business registration fees and fees for services from the Corporation Division, and from assessments charged to state agencies for the Audits Division and the Archives Division. These three divisions transfer a portion of the revenues they receive to fund the balance of the Administrative Services Division budget. The agency also collects miscellaneous fees for documents and copier charges within the Elections and Archives Divisions.

The Subcommittee recommended two revenue-only packages that have no expenditure impact. The first revenue-only package (Package 802) adjusts intra-fund transfers to the Administrative Services Division and revises Corporation Division revenues and General Fund transfers. The second revenue-only package (Package 804) supports an additional transfer of Corporation Division business registration fee revenues to the General Fund:

- Package 802 – Revenue Adjustments. This package updates internal transfers of Other Funds from agency divisions to the Administrative Services Division for support of centralized functions. First, the package increases Other Funds transfer in-intrafund within

Administrative Services by \$510,745. Second, the package reduces Other Funds transfer out-intrafund within the Audits Division by \$112,258. Third, it reduces Other Funds transfer out-intrafund within the Archives Division by \$13,197. Fourth, the package increases Other Funds Transfer out-intrafund within the Corporation Division by \$636,200.

Additionally, this package revises Corporation Division revenues and fund balances to conform to amounts in the Office of Economic Analysis May 2015 revenue forecast, and to conform to current fund balance projections. The updated information generates a projected 2015-17 biennium Other Funds ending balance of \$8.9 million. The package increases the Beginning Balance Adjustment by \$2,438,043, and the amount of Corporation Division revenues retained by the agency by \$3,782,835. It also increases the amount of Corporation Division revenues collected and transferred to the General Fund by \$3,304,885.

- Package 804 – Business Registration Fee Revenues. This package transfers \$6.2 million of Corporation Division Business Registration Fee revenues to the General Fund for general purpose uses. The actual fund transfer will be included in the end-of-session program change bill. After the transfer in Package 804 is completed, the Corporation Division will retain a projected ending fund balance of \$2.7 million, sufficient to finance approximately 3.4 months of operations.

## **Summary of General Government Subcommittee Action**

The Secretary of State is an elected, constitutional office serving as auditor of public accounts, custodian of legislative and executive public records and Chief Elections Officer. It is one of three constitutional offices established at statehood. The Subcommittee approved a budget of \$70,532,073 total funds and 212 positions (210.71 FTE). This is 10.2 percent above the 2013-15 Legislatively Approved Budget.

The Subcommittee approved the base budget and essential packages for the Secretary of State. Additionally, the Subcommittee approved, with some modifications, nine other packages that had been requested by the Secretary of State. Those packages and other actions follow.

### **Administrative Services Division**

- Package 100 – New Information Technology Positions. This package adds \$533,529 General Fund and \$1,253,371 Other Funds expenditure limitation to support IT infrastructure security and application development and enhancements. The package adds seven full-time permanent positions and two full-time limited-duration positions (8.68 FTE) in the Information Services Division. The seven permanent positions include an Information Systems Specialist (ISS) 4, three ISS 7s, an ISS 8, a Public Affairs Specialist 2 and a Principal Executive Manager D. Four of the seven permanent positions were reduced from 1.00 FTE to 0.92 FTE each, to delay funding for the four new positions until September 1, 2015. The limited-duration positions support the Elections Division and include two Information Systems Specialist 7's.
- Package 102 – Oregon Business Registry Enhancements. This package adds \$624,000 Other Funds expenditure limitation to support Oregon Business Registry enhancements, including: continuation of ongoing efforts to modernize the Business Entry Registration and Information (BERI) interface with browser-based platforms, expanding the online filing capability of the Oregon Central Business Registry, expanding Central Business Registry integration of local government business licenses and state agency business licensing, and

other initiatives. Funding is approved on a one-time basis and will not be included in the agency's 2017-19 biennium current service level budget.

- Package 801 – Analyst Adjustments. This package shifts \$800,000 of Personal Services expenditures in the Administrative Services Division from General Fund to Other Funds. The shift is approved on a one-biennium basis only, and the fund source for the expenditures will be restored to General Fund in the development of the agency's 2017-19 biennium current service level budget. The package reduces the General Fund required to support the agency budget, but does not require any reduction in expenditures. The agency will use \$800,000 of accumulated Other Funds fund balances in lieu of General Fund.

### Elections Division

- Package 201 – Oregon Centralized Voter Registration Modernization and Other Funds Limitation Increase. This package increases Federal Funds expenditure limitation by \$488,710, including \$383,710 to fix bugs in the Oregon Centralized Voter Registration (OCVR) system and \$105,000 for testing of technology improvements to OCVR. The package also retains county payments for the use of OCVR. To correctly account for the continuing county payments, the package increases Other Funds expenditure limitation by \$1,013,990 and increases Other Revenues (county payments) by the same amount. The increases in Other Funds expenditures and revenues are technical adjustments to correctly include the ongoing county payments in the agency budget, and do not represent actual expenditure or revenue increases.
- Package 202 – ORESTAR Upgrades. This package adds \$285,000 General Fund for the agency's short-term plan to address Oregon Election System for Tracking and Reporting (ORESTAR) improvements and maintenance needs for the 2016 Election. The Secretary may submit a detailed plan for long-term ORESTAR upgrades and an associated request for funds to the 2016 Session of the Legislative Assembly.
- Package 841 – House Bill 2177 Implementation. House Bill 2177 (2015) allows Oregon Department of Transportation (ODOT) electronic records to be constituted as a completed voter registration card. The Secretary of State will use the ODOT records to add persons who are qualified to vote, but not already registered, to the elector registration list, unless they decline registration within 21 calendar days of notification.

This package adds \$384,000 General Fund for payments to counties for costs associated with the impact of House Bill 2177 on voter registration rolls. This package further establishes a \$384,000 General Fund special purpose appropriation to the Emergency Board, for the Secretary of State, for payments to counties for additional costs incurred in implementing House Bill 2177. The Secretary may request allocation of these moneys after submitting a report to the Emergency Board on the impact of House Bill 2177 on voter registration rolls and county costs. Any portion of the special purpose appropriation remaining unallocated on December 1, 2016 will become available to the Emergency Board for any legal purpose.

This package also increases Federal Funds expenditure limitation by \$753,445, and establishes one limited-duration ISS 8 position (0.50 FTE) with the Secretary of State, for implementation of House Bill 2177. The limited-duration position will serve as the project manager. These expenditures, which will be funded by federal Help America Vote Act funds, include Oregon Central Voter Registration software



and hardware upgrades. An amount of \$710,829 of the total Federal Funds expenditure limitation is approved on a one-time basis, and will be phased out in the development of the agency's 2017-19 current service level budget.

#### Audits Division

- Package 400 – New Auditor Positions. This package increases Other Funds expenditure limitation by \$347,928 to establish an additional Information Technology Audit team. The package adds two full-time permanent positions (1.84 FTE), including one State Auditor 2 and one State Auditor 3, with funding beginning on September 1, 2015.

#### Archives Division

- Package 121 – Phase 2 Compact Shelving. This package increases Other Funds expenditure limitation by \$500,000, to complete the transition to high density/compact shelving for the remaining half of the first floor of the Archives Building. Completion of this project will increase storage capacity by 45 percent over the capacity provided by the building's original shelving.
- Package 803 – Technical Adjustments. This package reduces Federal Funds expenditures and revenues by \$134,324 in order to phase out one-time grant funds and align expenditures with the \$40,000 of available funding.

#### Corporation Division

- Package 360 – Merchant and Treasury Fee Adjustment. This package increases Other Funds expenditure limitation by \$240,000 for increased credit card merchant fee charges. Charges are increasing as the proportion of payments made by credit cards increases.
- Package 361 – License Directory Modernization Subscription. This package increase Other Funds expenditure limitation by \$192,000 for a subscription to application services for modernizing and expanding Online Business Services. The subscription will be purchased in lieu of a \$1.2 million in-house system modernization approved during the 2013 Legislative Session.
- Package 362 – Permanent Financing for Positions. This package increases Other Funds expenditures by \$229,952, adds one full-time permanent Program Analyst 3 (1.00 FTE) for the Office of Small Business Assistance, increases one Public Service Representative permanent position in the Call Center from half-time to full-time (0.50 FTE), and approves a zero-net cost position reclassifications affecting 10 positions.

### **Emergency Board**

To support implementation of House Bill 2177 (2015), a \$384,000 General Fund special purpose appropriation is made to the Emergency Board, for the Secretary of State, for payments to counties for additional costs incurred in implementing the legislation. The Secretary may request allocation of these moneys after submitting a report to the Emergency Board regarding the impact of House Bill 2177 on voter registration rolls and county costs. Any portion of the special purpose appropriation remaining unallocated on December 1, 2016 will become available to the Emergency Board for any legal purpose.

## **Summary of Performance Measure Action**

See attached Legislatively Adopted 2015-17 Key Performance Measures form.

**DETAIL OF JOINT COMMITTEE ON WAYS AND MEANS ACTION**

**HB 5036-A**

**Secretary of State  
Travis Miller - 503-703-1109**

DESCRIPTION	GENERAL FUND	LOTTERY FUNDS	OTHER FUNDS		FEDERAL FUNDS		TOTAL ALL FUNDS	POS	FTE
			LIMITED	NONLIMITED	LIMITED	NONLIMITED			
2013-15 Legislatively Approved Budget at Dec 2012 *	\$ 8,663,845	\$ -	\$ 50,265,885	\$ -	\$ 5,045,103	\$ -	\$ 63,974,833	202	200.61
2015-17 ORBITS printed Current Service Level (CSL)*	\$ 9,109,410	\$ -	\$ 49,566,983	\$ -	\$ 5,144,079	\$ -	\$ 63,820,472	199	198.19
<b>SUBCOMMITTEE ADJUSTMENTS (from CSL)</b>									
<b>SCR 001 - Administrative Services Division</b>									
Package 100: New Information Technology Positions									
Personal Services	\$ 486,668	\$ -	\$ 1,102,332	\$ -	\$ -	\$ -	\$ 1,589,000	9	8.68
Services and Supplies	\$ 46,861	\$ -	\$ 151,039	\$ -	\$ -	\$ -	\$ 197,900		
Package 102: Oregon Business Registry Enhancements									
Services and Supplies	\$ -	\$ -	\$ 624,000	\$ -	\$ -	\$ -	\$ 624,000		
Package 801: LFO Analyst Adjustments									
Personal Services	\$ (800,000)	\$ -	\$ 800,000	\$ -	\$ -	\$ -	\$ -	0	0.00
<b>SCR 002 - Elections Division</b>									
Package 201: OCVR Modernization and OF Limitation Increase									
Services and Supplies	\$ -	\$ -	\$ 1,013,990	\$ -	\$ 488,710	\$ -	\$ 1,502,700		
Package 202: ORESTAR upgrades									
Services and Supplies	\$ 285,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 285,000		
Package 841: HB 2177 Implementation									
Personal Services	\$ -	\$ -	\$ -	\$ -	\$ 120,522	\$ -	\$ 120,522	1	0.50
Services and Supplies	\$ -	\$ -	\$ -	\$ -	\$ 632,923	\$ -	\$ 632,923		
Special Payments	\$ 384,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 384,000		
<b>SCR 007 - Audits Division</b>									
Package 400: New Aditors Positions									
Personal Services	\$ -	\$ -	\$ 331,844	\$ -	\$ -	\$ -	\$ 331,844	2	1.84
Services and Supplies	\$ -	\$ -	\$ 16,084	\$ -	\$ -	\$ -	\$ 16,084		
<b>SCR 012 - Archives Division</b>									
Package 121: Phase 2 Compact Shelving									
Capital Outlay	\$ -	\$ -	\$ 500,000	\$ -	\$ -	\$ -	\$ 500,000		
Package 803: Technical Adjustments									
Services and Supplies	\$ -	\$ -	\$ 0	\$ -	\$ (134,324)	\$ -	\$ (134,324)		

DESCRIPTION	GENERAL FUND	LOTTERY FUNDS	OTHER FUNDS		FEDERAL FUNDS		TOTAL ALL FUNDS	POS	FTE
			LIMITED	NONLIMITED	LIMITED	NONLIMITED			
<b>SCR 036 - Corporations Division</b>									
Package 360: Merchant and Treasury Fee Adjustment Services and Supplies	\$ -	\$ -	\$ 240,000	\$ -	\$ -	\$ -	\$ 240,000		
Package 361: License Directory Modernization Services and Supplies	\$ -	\$ -	\$ 192,000	\$ -	\$ -	\$ -	\$ 192,000		
Package 362: Permanent Financing for Positions Personal Services	\$ -	\$ -	\$ 211,668	\$ -	\$ -	\$ -	\$ 211,668	1	1.50
Services and Supplies	\$ -	\$ -	\$ 18,284	\$ -	\$ -	\$ -	\$ 18,284		
<b>TOTAL ADJUSTMENTS</b>	<b>\$ 402,529</b>	<b>\$ -</b>	<b>\$ 5,201,241</b>	<b>\$ -</b>	<b>\$ 1,107,831</b>	<b>\$ -</b>	<b>\$ 6,711,601</b>	<b>13</b>	<b>12.52</b>
<b>SUBCOMMITTEE RECOMMENDATION *</b>	<b>\$ 9,511,939</b>	<b>\$ -</b>	<b>\$ 54,768,224</b>	<b>\$ -</b>	<b>\$ 6,251,910</b>	<b>\$ -</b>	<b>\$ 70,532,073</b>	<b>212</b>	<b>210.71</b>

% Change from 2013-15 Leg Approved Budget  
 % Change from 2015-17 Current Service Level

9.8%      0.0%      9.0%      0.0%      23.9%      0.0%      10.2%  
 4.4%      0.0%      10.5%      0.0%      21.5%      0.0%      10.5%

\*Excludes Capital Construction Expenditures

**EMERGENCY BOARD**

Special Purpose Appropriation

Secretary of State Payments to Counties for House Bill 2177 Costs

\$ 384,000    \$ -    \$ -    \$ -    \$ -    \$ 384,000

## Legislatively Approved 2015-2017 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 2016	Target 2017
1 - Electronic Access to Public Information- Percentage of targeted records made available electronically.		Approved KPM	20.00	98.00	98.00
2 - Audit Cost Savings- Dollar Value of Revenue Enhancements, savings, or questioned costs in performance audit reports.		Approved KPM	35.12	30.00	30.00
3 - Audit Efficiency- Dollar savings per dollar spent on economy and efficiency audits.		Approved KPM	17.12	12.00	12.00
4 - Audit Recommendation Implementation- Percentage of audit recommendations implemented.		Approved KPM	0.00	90.00	90.00
5 - Business registration-document processing turnaround time from receipt.		Approved KPM	0.90	0.60	0.60
6 - Notary-document processing turnaround time from receipt.		Approved KPM	1.20	0.60	0.60
7 - UCC-document processing turnaround time from receipt.		Approved KPM	0.60	0.40	0.30
8 - Campaign Finance Information- Percent of committee filings determined to be sufficient.		Approved KPM	98.76	99.00	99.00
9 a - Staff Diversity- Percent of Women as a percentage of SOS workforce.		Approved KPM	58.00	62.00	62.00
9 b - Staff Diversity- Percent of People of Color as a percentage of SOS workforce.		Approved KPM	10.00	12.00	12.00
9 c - Staff Diversity – Percent of Persons with Disabilities as a percentage of SOS workforce.		Approved KPM	2.00	5.00	5.00

**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 2016	Target 2017
10 - 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	93.00	85.00	85.00
10 - 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	88.00	85.00	85.00
10 - 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	97.00	85.00	85.00
10 - 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	99.00	85.00	85.00
10 - 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
10 - 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	97.00	85.00	85.00
11 - Campaign Finance Proposed Penalty Notices - Percentage of notices mailed within five months of a deficient transaction.		Approved KPM		98.00	98.00

**LFO Recommendation:**

Approve the Key Performance Measures and Key Performance Measure targets shown in the table above.

**Sub-Committee Action:**

The Subcommittee approved the LFO recommendation.

BUDGET REPORT AND MEASURE SUMMARY

CARRIER: Rep. Buckley

**Joint Committee On Ways and Means**

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**Action:** Do Pass.

**Action Date:** 07/03/15

**Vote:**

**House**

**Yeas:** 11 - Buckley, Gomberg, Huffman, Komp, McLane, Nathanson, Rayfield, Read, Smith, Whitsett, Williamson

**Exc:** 1 - Whisnant

**Senate**

**Yeas:** 12 - Burdick, Devlin, Girod, Hansell, Johnson, Monroe, Roblan, Shields, Steiner Hayward, Thomsen, Whitsett, Winters

**Prepared By:** Linda Ames and Linda Gilbert, Legislative Fiscal Office

**Reviewed By:** Ken Rocco, Legislative Fiscal Office

---

**Agency:** Emergency Board

**Biennium:** 2015-17

**Agencies:** Various

**Biennium:** 2013-15



## **Budget Summary\***

	<u>2013-15 Legislatively Approved Budget</u>	<u>2015-17 Legislatively Adopted Budget</u>	<u>2015-17 Committee Recommendation</u>	<u>Committee Change</u>
<b><u>Emergency Board</u></b>				
General Fund - General Purpose	-	-	\$ 30,000,000	\$ 30,000,000
General Fund - Special Purpose Appropriations				
State employee compensation changes	-	-	\$ 120,000,000	\$ 120,000,000
Compensation changes for non-state employees	-	-	\$ 10,700,000	\$ 10,700,000
Oregon Health Authority/Department of Human Services caseload or other costs	-	-	\$ 40,000,000	\$ 40,000,000
Education - early learning through post-secondary	-	-	\$ 3,000,000	\$ 3,000,000
Department of Administrative Services - Enterprise Technology rate adjustment costs	-	-	\$ 6,500,000	\$ 6,500,000
Department of Justice - Defense of Criminal Convictions	-	-	\$ 2,000,000	\$ 2,000,000
Department of Human Services for provider audits	-	-	\$ 100,000	\$ 100,000
<b><u>Various Agencies - Omnibus Adjustments</u></b>				
General Fund	-	-	\$ (27,929,624)	\$ (27,929,624)
General Fund Debt Service	-	-	\$ (2,018,162)	\$ (2,018,162)
Lottery Funds	-	-	\$ (725,589)	\$ (725,589)
Other Funds	-	-	\$ (28,658,678)	\$ (28,658,678)
Federal Funds	-	-	\$ (11,062,641)	\$ (11,062,641)
<b><u>ADMINISTRATION PROGRAM AREA</u></b>				
<b><u>Department of Administrative Services</u></b>				
General Fund	-	-	\$ 2,540,000	\$ 2,540,000
Other Funds	-	-	\$ 16,800,847	\$ 16,800,847
Other Funds Nonlimited	-	-	\$ 145,875,000	\$ 145,875,000

<b><u>Budget Summary*</u></b>	<b><u>2013-15 Legislatively Approved Budget</u></b>	<b><u>2015-17 Legislatively Adopted Budget</u></b>	<b><u>2015-17 Committee Recommendation</u></b>	<b><u>Committee Change</u></b>
<b><u>Office of the Governor</u></b>				
General Fund	-	-	\$ 500,000	\$ 500,000
Lottery Funds	-	-	\$ 1,332,517	\$ 1,332,517
<b><u>Public Employees Retirement System</u></b>				
Other Funds	-	-	\$ 509,960	\$ 509,960
<b><u>Department of Revenue</u></b>				
General Fund	-	-	\$ 3,935,414	\$ 3,935,414
General Fund Debt Service	-	-	\$ 3,756,256	\$ 3,756,256
Other Funds	-	-	\$ 28,264,440	\$ 28,264,440
<b><u>ECONOMIC AND COMMUNITY DEVELOPMENT PROGRAM AREA</u></b>				
<b><u>Oregon Business Development Department</u></b>				
General Fund Debt Service	-	-	\$ 4,089,357	\$ 4,089,357
Lottery Funds	-	-	\$ 1,500,000	\$ 1,500,000
Other Funds	-	-	\$ 227,178,216	\$ 227,178,216
Other Funds Nonlimited	-	-	\$ 25,000,000	\$ 25,000,000
<b><u>Housing and Community Services Department</u></b>				
Other Funds	-	-	\$ 33,444,789	\$ 33,444,789
<b><u>Department of Veterans' Affairs</u></b>				
General Fund	-	-	\$ 500,000	\$ 500,000
<b><u>EDUCATION PROGRAM AREA</u></b>				
<b><u>Department of Education</u></b>				
General Fund	-	-	\$ 56,490,543	\$ 56,490,543
Lottery Funds	-	-	\$ 66,009,457	\$ 66,009,457
Other Funds	-	-	\$ 126,210,000	\$ 126,210,000

**Budget Summary\*****Higher Education Coordinating Commission**

	<u>2013-15 Legislatively Approved Budget</u>	<u>2015-17 Legislatively Adopted Budget</u>	<u>2015-17 Committee Recommendation</u>	<u>Committee Change</u>
General Fund	-	-	\$ 5,062,300	\$ 5,062,300
Other Funds	-	-	\$ 6,019,882	\$ 6,019,882
Other Funds Nonlimited	-	-	\$ 50,648,642	\$ 50,648,642

**Oregon Health & Science University**

General Fund Debt Service	-	-	\$ 8,522,485	\$ 8,522,485
Other Funds Debt Service	-	-	\$ 38,648,268	\$ 38,648,268
Other Funds	-	-	\$ 200,076,038	\$ 200,076,038

**HUMAN SERVICES PROGRAM AREA****Department of Human Services**

General Fund	-	-	\$ 5,437,494	\$ 5,437,494
General Fund Debt Service	-	-	\$ 839,543	\$ 839,543
Other Funds	-	-	\$ 3,355,000	\$ 3,355,000
Federal Funds	-	-	\$ 160,000	\$ 160,000

**Oregon Health Authority**

General Fund	-	-	\$ 11,060,000	\$ 11,060,000
Other Funds	-	-	\$ 137,152	\$ 137,152

**Long Term Care Ombudsman**

General Fund	-	-	\$ 100,000	\$ 100,000
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**JUDICIAL BRANCH****Judicial Department**

General Fund	-	-	\$ 700,000	\$ 700,000
Other Funds	-	-	\$ 40,255,000	\$ 40,255,000

**Budget Summary\***

	<u>2013-15 Legislatively Approved Budget</u>	<u>2015-17 Legislatively Adopted Budget</u>	<u>2015-17 Committee Recommendation</u>	<u>Committee Change</u>
<b><u>NATURAL RESOURCES PROGRAM AREA</u></b>				
<b><u>Department of Agriculture</u></b>				
General Fund	-	-	\$ 55,000	\$ 55,000
Other Funds	-	-	\$ 1,992,496	\$ 1,992,496
<b><u>Department of Environmental Quality</u></b>				
General Fund	-	-	\$ 280,000	\$ 280,000
Other Funds	-	-	\$ 110,092	\$ 110,092
<b><u>Department of Fish and Wildlife</u></b>				
General Fund	-	-	\$ 525,000	\$ 525,000
<b><u>Oregon Department of Forestry</u></b>				
General Fund	-	-	\$ 809,377	\$ 809,377
<b><u>Department of Land Conservation and Development</u></b>				
General Fund	-	-	\$ 494,000	\$ 494,000
<b><u>Department of State Lands</u></b>				
Federal Funds	-	-	\$ 161,488	\$ 161,488
<b><u>Parks and Recreation Department</u></b>				
Lottery Funds	-	-	\$ 2,190,640	\$ 2,190,640
Lottery Funds Debt Service	-	-	\$ (912,494)	\$ (912,494)
Other Funds	-	-	\$ 11,815,544	\$ 11,815,544
Federal Funds	-	-	\$ (899,575)	\$ (899,575)
<b><u>Water Resources Department</u></b>				
Other Funds	-	-	\$ 51,960,889	\$ 51,960,889
Other Funds Debt Service	-	-	\$ 1,201,865	\$ 1,201,865

**Budget Summary\***

	<u>2013-15 Legislatively Approved Budget</u>	<u>2015-17 Legislatively Adopted Budget</u>	<u>2015-17 Committee Recommendation</u>	<u>Committee Change</u>
<b><u>Oregon Watershed Enhancement Board</u></b>				
Federal Funds	-	-	\$ 200,000	\$ 200,000
<b><u>PUBLIC SAFETY PROGRAM AREA</u></b>				
<b><u>Department of Corrections</u></b>				
Other Funds	-	-	\$ 254,568	\$ 254,568
<b><u>Criminal Justice Commission</u></b>				
General Fund	-	-	\$ 5,000,000	\$ 5,000,000
<b><u>Department of Justice</u></b>				
General Fund	-	-	\$ 240,550	\$ 240,550
General Fund Debt Service	-	-	\$ 2,407,587	\$ 2,407,587
Other Funds	-	-	\$ 15,415,000	\$ 15,415,000
Federal Funds	-	-	\$ 29,997,991	\$ 29,997,991
<b><u>Military Department</u></b>				
General Fund	-	-	\$ 339,563	\$ 339,563
General Fund Debt Service	-	-	\$ 434,833	\$ 434,833
Other Funds	-	-	\$ 153,000	\$ 153,000
Federal Funds	-	-	\$ 358,253	\$ 358,253
<b><u>Department of State Police</u></b>				
Lottery Funds	-	-	\$ 278,788	\$ 278,788
Other Funds	-	-	\$ 1,072,470	\$ 1,072,470
Federal Funds	-	-	\$ 1,163	\$ 1,163

**Budget Summary\***

**Oregon Youth Authority**

	<u>2013-15 Legislatively Approved Budget</u>	<u>2015-17 Legislatively Adopted Budget</u>	<u>2015-17 Committee Recommendation</u>	<u>Committee Change</u>
General Fund Debt Service	-	-	\$ 3,115,428	\$ 3,115,428
Other Funds	-	-	\$ 1,055,565	\$ 1,055,565
Federal Funds Debt Service Nonlimited	-	-	\$ 1	\$ 1

**TRANSPORTATION PROGRAM AREA**

**Department of Transportation**

General Fund	-	-	\$ 130,000	\$ 130,000
Other Funds Debt Service	-	-	\$ 1,354,734	\$ 1,354,734
Other Funds	-	-	\$ 55,000,000	\$ 55,000,000

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**2015-17 Budget Summary**

<b>General Fund Total</b>			<b>\$ 299,716,944</b>	<b>\$ 299,716,944</b>
<b>Lottery Funds Total</b>			<b>\$ 69,673,319</b>	<b>\$ 69,673,319</b>
<b>Other Funds Limited Total</b>			<b>\$ 833,627,137</b>	<b>\$ 833,627,137</b>
<b>Other Funds Nonlimited Total</b>			<b>\$ 221,523,642</b>	<b>\$ 221,523,642</b>
<b>Federal Funds Limited Total</b>			<b>\$ 18,916,679</b>	<b>\$ 18,916,679</b>
<b>Federal Funds Nonlimited Total</b>			<b>\$ 1</b>	<b>\$ 1</b>

\* Excludes Capital Construction

**2013-15 Supplemental Appropriations**

**Oregon Health Authority**

Other Funds

**Department of Land Conservation and Development**

General Fund

	<u>2013-15 Legislatively Approved Budget</u>	<u>2013-15 Committee Recommendation</u>	<u>Committee Change</u>
	-	\$ 45,000,000	\$ 45,000,000
	-	\$ (194,000)	\$ (194,000)

## **2015-17 Position Summary**

### **Department of Administrative Services**

	<u>2013-15 Legislatively Approved Budget</u>	<u>2015-17 Legislatively Adopted Budget</u>	<u>2015-17 Committee Recommendation</u>	<u>Committee Change</u>
Authorized Positions	-	-	8	8
Full-Time Equivalent (FTE) positions	-	-	3.47	3.47

### **Office of the Governor**

Authorized Positions	-	-	6	6
Full-Time Equivalent (FTE) positions	-	-	5.92	5.92

### **Department of Revenue**

Authorized Positions	-	-	34	34
Full-Time Equivalent (FTE) positions	-	-	33.92	33.92

### **Oregon Health Authority**

Authorized Positions	-	-	3	3
Full-Time Equivalent (FTE) positions	-	-	2.50	2.50

### **Department of Agriculture**

Authorized Positions	-	-	6	6
Full-Time Equivalent (FTE) positions	-	-	5.76	5.76

### **Department of Environmental Quality**

Authorized Positions	-	-	2	2
Full-Time Equivalent (FTE) positions	-	-	1.25	1.25

### **Oregon Department of Forestry**

Authorized Positions	-	-	1	1
Full-Time Equivalent (FTE) positions	-	-	0.50	0.50



## **2015-17 Position Summary**

### **Department of Land Conservation and Development**

	<u>2013-15 Legislatively Approved Budget</u>	<u>2015-17 Legislatively Adopted Budget</u>	<u>2015-17 Committee Recommendation</u>	<u>Committee Change</u>
Authorized Positions	-	-	1	1
Full-Time Equivalent (FTE) positions	-	-	1.00	1.00

### **Department of Justice**

Authorized Positions	-	-	22	22
Full-Time Equivalent (FTE) positions	-	-	21.13	21.13

### **Oregon Military Department**

Authorized Positions	-	-	3	3
Full-Time Equivalent (FTE) positions	-	-	3.00	3.00

### **Oregon State Police**

Authorized Positions	-	-	-	-
Full-Time Equivalent (FTE) positions	-	-	(0.50)	(0.50)

## **Summary of Revenue Changes**

The General Fund appropriations made in the bill are within resources available as projected in the May 2015 economic and revenue forecast by the Department of Administrative Services, Office of Economic Analysis, supplemented by transfers from various agency accounts to the General Fund for general governmental purposes as authorized in Senate Bill 501, plus other actions to reduce state agency expenditures.

## **Summary of Capital Construction Subcommittee Action**

Senate Bill 5507 appropriates General Fund to the Emergency Board for general purpose and targeted special purpose appropriations, and makes other adjustments to individual agency budgets and position authority as described below.

## Emergency Board

The Emergency Board allocates General Fund and provides Lottery Funds, Other Funds, and Federal Funds expenditure limitation to state agencies for unanticipated needs in approved agency budgets when the Legislature is not in session. The Subcommittee appropriated \$30 million General Fund to the Emergency Board for general purposes.

Senate Bill 5507 makes seven special purpose appropriations to the Emergency Board, totaling \$182.3 million General Fund:

- \$120 million General Fund for state employee compensation changes.
- \$40 million General Fund for the Oregon Health Authority or the Department of Human Services for caseload costs or other budget challenges that the agencies are unable to mitigate. Known potential challenges include costs associated with federal fair labor standards act rule changes affecting home care and personal support workers; these are estimated to be around \$17 million but will depend in part on pending litigation and programmatic changes. Another unknown element is the full impact of second fiscal year costs for nursing facility rates that may fluctuate based on bed reduction targets; \$4.9 million of rate inflation was originally set aside as part of the Governor's budget to stimulate a discussion on aligning nursing facility cost increases with Oregon Health Plan inflation rates.
- \$10.7 million General Fund for allocation to state agencies for compensation changes driven by collective bargaining for workers who are not state employees. Allocations related to child care, adult foster care, homecare, and personal support workers are anticipated.
- \$6.5 million General Fund for Department of Administrative Services to be allocated, if necessary, to fund changes in Department of Administrative Services Enterprise Technology Services (ETS) rates and assessments. A budget note in SB 5502, the budget bill for the Department of Administrative Services, required the State Chief Information Officer to recommend during the 2016 Regular Session a new funding formula for ETS that refocuses charges to state agencies on fees for service and deemphasizes the use of assessments, which fund all positions regardless of reductions in services delivered, demonstrate how reductions in services purchased by state agencies would be reflected in reductions in operating expenses, and include price list adjustments needed for implementation of a new revenue formula at the start of second year of the biennium.
- \$3 million General Fund for Education, early learning through post-secondary.
- \$2 million General Fund for Department of Justice, Defense of Criminal Convictions caseload costs.
- \$100,000 General Fund for Department of Human Services (DHS), to be used – if warranted – for completing provider audits, compliance work, or reporting activities. These potential actions are specifically tied to a budget note providing direction regarding wage increases for direct care workers serving people with intellectual and developmental disabilities. The budget note is included in the DHS section of this budget report.

If these special purpose appropriations are not allocated by the Emergency Board before December 1, 2016, any remaining funds become available to the Emergency Board for general purposes.

## Adjustments to Approved 2015-17 Budgets

### **OMNIBUS ADJUSTMENTS**

Omnibus adjustments reflect budget changes in multiple agencies based on reductions in Department of Administrative Services' assessments and charges for services, Audits Division assessments, Attorney General rates, and debt service. Total savings are \$30.1 million General Fund, \$0.7 million Lottery Funds, \$28.5 million Other Funds, and \$11.1 million Federal Funds.

### **ADMINISTRATION**

#### Department of Administrative Services

The Subcommittee approved a one-time \$951,393 Other Funds expenditure limitation increase and establishment of six limited-duration positions (1.71 FTE) for the Chief Human Resources Office to review the Human Resource Information System project (HRIS). The positions will review and update the preparations in the current project for business processes realignment that will be necessary with the adoption and deployment of any new HR IT system, review and update existing IT modernization plans, and study and improve conversion planning for implementation of HRIS. The Department will report initial findings of this review to the appropriate subcommittees of the Joint Committee on Ways and Means during the 2016 legislative session.

The Subcommittee also approved a \$293,314 Other Funds expenditure limitation increase and the addition of two positions for Shared Financial Services to accommodate service provision for the Department of Geology and Mineral Industries, which will now have financial functions carried out by DAS.

The Subcommittee also approved continuing to give nonlimited authority to DAS to make Other Funds expenditures necessary to disburse general obligation bonds sold during the 2013-15 biennium for the benefit of public universities. Disbursement of future bond sales will be done by the Higher Education Coordinating Commission (HECC), but during the 2013-15 biennium, the Department of Administrative Services (DAS) was given initial authority to disburse these proceeds. As the bond project duties related to issuance of Article XI-F and XI-G general obligation bonds transition from DAS to HECC per House Bill 3199, both agencies were given nonlimited authority to disburse proceeds of bonds issued during 2013-15. The total amount of undisbursed proceeds as of June 30, 2015 from 2013-15 bond sales is \$196,523,642. The initial estimate of the amount of 2013-15 proceeds DAS will disburse in 2015-17 per agreements with public universities is \$145,875,000, with HECC assumed to disburse \$50,648,642. These amounts will likely change once the timing of final transition from DAS to HECC is known.

Senate Bill 5507 includes one-time General Fund appropriations to the Department of Administrative Services for the following purposes:

- \$1,100,000 for disbursement to the National Urban Housing and Economic Community Development Corporation (NUHECDC) for implementation of an affordable homes, skills training, and jobs for unemployed prior-offenders, at-risk youth, and veterans. NUHECDC is directed to provide written status reports to the Department of Administrative Services and the Legislative Fiscal Officer each quarter during the 2015-17 biennium to document progress in meeting the program's objectives of providing affordable housing for low to

moderate income Oregonians; skill training for prior-offenders, at-risk youth, and veterans; and job placement for those with barriers to quality employment.

- \$850,000 for disbursement to the Pine Valley Fire District for a new location and facility to house the Fire Department in the City of Halfway, Oregon.
- \$100,000 for disbursement to the City of Medford to pay for the completion of a feasibility study on development of a conference center in the Medford area. This project could grow beyond a simple conference center and, if feasible, could include sports and recreation components.
- \$90,000 for disbursement to the City of Gold Hill for engineering work needed to construct the Gold Hill Whitewater Park at Ti'lomikh Falls on the Rogue River. The Whitewater Park is being built into the new Gold Hills Parks Master Plan. The goal of the project is to turn Gold Hill into a whitewater destination. The engineering of the whitewater project will be completed in 2015. Permitting and fundraising for construction is expected to take two years. Construction of the whitewater features is expected to take two months. The goal is to finish the park before the 2016 Olympics and to have a local paddler trained at the site competing in the 2020 Olympics.

The Subcommittee added \$15,556,140 Other Funds expenditure limitation for one-time cost of issuance and special payments associated with the disbursement of proceeds from Lottery Bond sales; projects are detailed below and approved in House Bill 5030. Cost of issuance for these projects totals \$456,140. There is no debt service allocated in the 2015-17 biennium, as the bonds will not be sold until the Spring of 2017. Total debt service on all the projects described below is estimated at a total of \$2,919,215 Lottery Funds for the 2017-19 biennium.

- \$750,000 Other Funds for disbursement to Concordia University for the construction of the Faubion prekindergarten through grade eight school.
- \$1,250,000 Other Funds for disbursement to the Elgin Health District for a rural health care clinic.
- \$1,000,000 Other Funds for disbursement to Open Meadow for the construction of a new facility for the Open School in Portland.
- \$1,000,000 Other Funds for disbursement to the Boys and Girls Clubs of Portland Metropolitan Area for a new Boys and Girls Club in Rockwood.
- \$500,000 Other Funds for disbursement to the City of Grants Pass for the Riverside Park renovation project.
- \$1,000,000 Other Funds for disbursement to the Mountain West Career Technical Institute for the Career Technical Education Center in Salem.
- \$2,000,000 Other Funds for disbursement to Wheeler County for the construction of an underground fiber optic telecommunication line from Condon to Fossil.
- \$1,500,000 Other Funds for disbursement to the Port of Umatilla for facilities development at the Eastern Oregon Trade and Event Center in Hermiston.
- \$3,000,000 Other Funds for disbursement to Trillium Family Services for improving and expanding the Children's Farm Home near Corvallis which houses the Secure Adolescent Inpatient Program.
- \$1,600,000 Other Funds for disbursement to the Port of Morrow for development of an Early Childhood Development Center at the workforce training center at the Port of Morrow.

- \$1,500,000 Other Funds for disbursement to the City of Tigard for the Hunziker Development Project.

Senate Bill 5507 includes a one-time \$400,000 General Fund appropriation to the Department of Administrative Services for a community-based organization, the YWCA of Greater Portland, to administer the Family Preservation Program (FPP) at Coffee Creek Correctional Facility. The FPP works with the Department of Corrections (DOC) to serve the best interests of the children of incarcerated parents by increasing therapeutic visitation between children and parents. The YWCA of Greater Portland is expected to provide facilitated case management including:

- Participation of a qualified mental health professional with training and experience with persons who have experienced trauma,
- Parenting skills training, including information on child development and attachment,
- Intensive communication between parents and the guardian or caregiver of the child,
- Facilitation of transportation of program participants to and from the prison,
- Facilitation of lodging to program participants when determined to be appropriate,
- Referrals to home visiting services and attorney services,
- Assistance in navigating state agency processes and nonprofit resources, and
- Reporting to the Legislature on measurable outcomes related to the welfare of the participating children and recidivism of participating incarcerated parents.

While the YWCA of Greater Portland will implement the program, DOC also has a role in the program's success. A budget note is included in the DOC section of this report to clarify the DOC role in administering the Family Preservation Program.

#### Office of the Governor

The Office of the Governor is increased by \$1,332,517 Lottery Funds for the establishment of five regional solutions coordinator (PEM/F) positions (4.92 FTE). Three of these positions were in the Office of the Governor on a limited-duration basis during the 2013-15 biennium. The other two positions were in the Oregon Business Development Department on a limited-duration basis during the 2013-15 biennium.

The Office of the Governor is increased by \$500,000 General Fund for federal programs coordination. The increase includes one PEM/G position (1.00 FTE) for the program, as well as any needed services and supplies. This function had previously been housed in the Oregon Business Development Department.

#### Public Employees Retirement System

The Subcommittee increased the Other Funds expenditure limitation by \$509,960 for the estimated fiscal impacts of House Bill 3495 (\$284,960) and Senate Bill 370 (\$225,000).

The Department of Administrative Services is expected to unschedule \$509,960 of expenditure limitation that may only be scheduled based upon the joint approval of the Office of the State Chief Information Officer and the Legislative Fiscal Office and after a more detailed evaluation of the information technology implementation plans for these two measures.

### Department of Revenue

The Subcommittee approved funding for the second of a four phase project to replace most of the agency's core information technology systems (Core Systems Replacement project). The second phase includes: personal income, transit, self-employment, Senior Property Deferral, and estate and trust tax programs. The scheduled implementation date for this phase is December 1, 2015.

The Subcommittee approved \$25,929,440 of Other Funds expenditure limitation and the establishment of 33 permanent full-time positions (33.00 FTE), which is to be mostly financed with Article XI-Q bonds approved in House Bill 5005 (\$19 million). Project revenues also include an estimated \$6.9 million in bond proceeds that were authorized and issued during the 2013-15 biennium, but remained unexpended.

The Other Funds budget includes: personal services of \$7 million; \$532,500 for facility costs; \$12.6 million for vendor contract payments; \$1.3 million for an independent quality assurance; \$592,900 for project management costs; \$532,500 for change leadership; \$279,000 for hardware and software; and \$3 million for a contingency reserve.

Unless otherwise approved by the Legislature or the Emergency Board, the positions budgeted for the Core Systems Replacement (CSR) project are established as permanent full-time positions under the following conditions: (a) the positions will be abolished on or before the completion of the project; (b) the positions are to remain in the Core System Replacement program (i.e., CSR summary cross reference) and may not be transferred to any other program or used for any other purpose other than the development to the Core System Replacement project; and (c) the positions may not be included in any permanent finance plan action.

The Subcommittee approved \$3,935,414 General Fund for the agency's payments to the Department of Administrative Services for State Data Center charges related to phase-I of the project (\$1.3 million), vendor contract maintenance costs to support the ongoing maintenance of the vendor product after installation (\$2.4 million), and non-bondable expenditures related to phase-II of the project (\$240,000).

The Subcommittee approved \$3,684,413 in additional General Fund Debt Service to support repayment of Article XI-Q General Obligation bond proceeds approved in House Bill 5005.

Other Funds expenditure limitation of \$375,000 is included for the cost of issuance of the bonds.

The Subcommittee adopted the Joint Committee on Ways and Means – Information Technology Subcommittee recommendations for the Core Systems Replacement project:

- Continue to work closely with and regularly report project status to the Office of the State Chief Information Officer and the Legislative Fiscal Office throughout the project's lifecycle.
- Continue to follow the Joint State CIO/LFO Stage Gate Review Process.
- Report back to the Joint Interim Committee on Ways and Means on project status in the Fall of 2015 (on readiness to proceed with the CSR Project's Rollout 2 in December 2015), and to the Joint Committee on Ways and Means during the 2016 legislative session.

- Utilize the Office of the State CIO’s Enterprise Project and Portfolio Management system as it is deployed for all project review, approval, project status, and QA reporting activities throughout the life of the Core Systems Replacement Project, to include information on the new Fraud Analytics and Detection project planning and execution activities funded by package 151.

The Subcommittee also approved funding for the implementation of the Property Valuation System project, which is a commercial-off-the-shelf solution for an integrated appraisal application.

The Subcommittee approved \$1,880,000 of Other Funds expenditure limitation for project costs and the establishment of one permanent full-time position (0.92 FTE), which is to be financed with Article XI-Q bonds approved in House Bill 5005. This includes personal services of \$175,260; \$56,704 for capital outlay; \$1.5 million for vendor contract payments; and \$150,000 for an independent quality assurance.

Other Funds expenditure limitation of \$80,000 is included for the cost of issuance of the bonds.

The Subcommittee approved \$71,843 in General Fund Debt Service to support repayment of Article XI-Q General Obligation bond proceeds approved in House Bill 5005.

The Department of Administrative Services is expected to unschedule \$1.5 million of Other Funds expenditure limitation that may only be scheduled based upon the joint approval of the Office of the State Chief Information Officer, Department of Administrative Services – Chief Financial Office, and the Legislative Fiscal Office.

The Subcommittee adopted the Joint Committee on Ways and Means – Information Technology Subcommittee recommendations for the Property Valuation project:

- Continue to work closely with and regularly report project status to the OSCIO and LFO throughout the lifecycle of the proposed DOR Property Valuation System (PVS) project.
- Follow the Joint State CIO/LFO Stage Gate Review Process.
- Hire/retain or contract for qualified project management services with experience in planning and managing projects of this type, scope, and magnitude.
- Update the Business Case and foundational project management documents as required.
- Work with OSCIO to acquire Independent Quality Management Services as required to conduct an initial risk assessment, perform quality control reviews on the Business Case and foundational project management documents as appropriate, and perform ongoing, independent quality management services as directed by the OSCIO.
- Submit the updated Business Case, project management documents, initial risk assessment, and QC reviews to the OSCIO and LFO for Stage Gate Review.
- Report back to the Legislature on project status during the 2016 legislative session and/or to interim legislative committees as required.
- Utilize the Office of the State CIO’s Enterprise Project and Portfolio Management system as it is deployed for all project review, approval, project status, and closeout reporting activities throughout the life of the DOR PVS project.

### Secretary of State

The Subcommittee approved omnibus budget adjustments that include a \$1,149,279 total reduction in state agency assessments and billings for the Audits Division. Secretary of State revenues after this reduction remain sufficient to fully support the legislatively adopted budget for the Division and the Secretary of State.

### Treasurer of State

The Subcommittee adopted the following budget note related to the intermediate term pool investment program, with the expectation that the State Treasurer also report on what education and training can be provided local governments on the benefits and risks associated with investing in the intermediate term pool. The Subcommittee also expressed an interest in being provided a comprehensive list of state agencies that should be considered candidates for making investments in the existing state intermediate term investment pool:

#### **Budget Note:**

The State Treasurer is requested to report to the interim Joint Committee on Ways and Means during Legislative Days in November 2015 on local and tribal government investment opportunities in the intermediate term pool or other intermediate term pooled investment options offered by the State Treasurer.

The report is to define how, and when, the program will be implemented; how investments will be made, overseen, and administered; the status of development of administrative rules; and how the program compares to the existing state intermediate term investment pool.

The cost of administering the program is to be detailed, including both State Treasury and third party costs, and the basis on which local and tribal governments will be charged.

The agency is to identify the potential level of participation, both immediate and over the long-term, as well as the level of potential investment. The agency is to report on the number of pending and signed investment agreements. The agency is to identify how it will accommodate future demand for program growth as well as any short-term program capacity or resource constraints issues.

## **CONSUMER AND BUSINESS SERVICES**

### Public Utility Commission

House Bill 2599 (2015) relates to termination of electric or natural gas service. It requires utilities that provide electricity or natural gas service to prepare reports on processes the utilities use to not terminate for non-payment utility service to homes during very hot or very cold weather. To ensure legislative review of these reports, the Subcommittee approved the following budget note:

#### **Budget Note:**

The Public Utility Commission is directed to collect reports from the governing boards of all independent utilities in the state on each utility's program to ensure health and safety of vulnerable Oregonians during possible utility shutoffs that might take place during extreme weather situations. The Public Utility Commission will present a summary of the reports to the appropriate committees during the 2016 legislative session.



## ECONOMIC AND COMMUNITY DEVELOPMENT

### Oregon Business Development Department

The Subcommittee increased Oregon Business Development Department expenditures by \$257,767,573, including \$4,089,357 General Fund, \$1,500,000 Lottery Funds, \$227,178,216 Other Funds, and \$25,000,000 Nonlimited Other Funds.

Lottery Funds increases include \$1 million to supplement funding for the Regional Accelerator Innovation Network, and \$500,000 for transfer to the Oregon Growth Fund managed by the Oregon Growth Board. The additional funds for the Regional Accelerator Innovation Network bring total Lottery Funds support for the Network to \$2 million. Lottery Funds expenditures approved in this bill for the two programs are approved on a one-biennium basis and will be phased out in the development of the agency's 2017-19 biennium current service level budget.

Other Funds budget adjustments were approved for bond-funded programs approved in Senate Bill 5005 and House Bill 5030. The Other Funds expenditure limitation increases approved include:

- \$175 million of net Article XI-M general obligation bond Other Funds proceeds for seismic rehabilitation grants for schools. The proceeds are projected to finance approximately 115 school seismic rehabilitation projects during the 2015-17 biennium, and represent a more than eleven-fold increase over the \$15 million level of school seismic rehabilitation grant funding provided in the 2013-15 biennium. The Subcommittee also added \$4,089,357 General Fund to pay debt service on the bonds. The debt service funds are projected to allow the State Treasurer to issue \$50 million of net bond proceeds in the Spring of 2016, and the remaining \$125 million of bond proceeds in Spring of 2017. Debt service costs for the school seismic bonds are expected to total \$28.7 million General Fund, per biennium, when the costs fully phase in beginning in the 2017-19 biennium. The Subcommittee added \$1,870,000 Other Funds for the costs of issuing the Article XI-M bonds. These costs are paid from the gross proceeds of the bond sale. The agency may need to add staff to manage grant award activity associated with the Spring 2017 bond sale.
- \$30 million of net Article XI-N general obligation bond Other Funds proceeds for seismic rehabilitation grants for emergency services facilities. The proceeds are projected to finance approximately 50 emergency services facility seismic rehabilitation projects during the 2015-17 biennium, and represent a doubling of the \$15 million level of emergency services facility seismic rehabilitation grant funding provided in the 2013-15 biennium. The bonds will be issued in the Spring of 2017. Debt service costs for the emergency services facility seismic bonds are expected to total \$4.9 million General Fund, per biennium, when the costs fully phase in beginning in the 2017-19 biennium. The Subcommittee added \$440,000 Other Funds for the costs of issuing the Article XI-N bonds. These costs are paid from the gross proceeds of the bond sale.
- \$18 million of net Lottery bond Other Funds proceeds for deposit to the Special Public Works Fund, a revolving loan fund. The \$18 million total includes \$5 million specifically dedicated to finance levee inspection and repair projects as authorized by Senate Bill 306. The remaining \$13 million of bond proceeds may be applied to any eligible Special Public Works Fund projects. The funding designated for levees is projected to support approximately 17 levee projects, and the undesignated funding is projected to support an additional 11 projects. Because the bonds will be issued in the Spring of 2017, most project activity will occur after the end of the current biennium. Debt service costs for the Lottery bonds are expected to total \$3.8 million Lottery Funds, per biennium, when the costs fully phase in beginning in the 2017-19 biennium. The Subcommittee added \$323,147 Other Funds for the costs of issuing the Lottery bonds. These

costs are paid from the gross proceeds of the bond sale. The \$18 million of bond proceed expenditures were added to the agency budget as Nonlimited Other Funds, and as such, are not included in the expenditure limitation increases included in the bill.

- \$7 million of net Lottery bond Other Funds proceeds for deposit to the Brownfields Redevelopment Fund, a revolving loan fund. The funding is projected to support approximately 27 brownfields redevelopment projects. Because the bonds will be issued in the Spring of 2017, most project activity will occur after the end of the current biennium. Debt service costs for the Lottery bonds are expected to total \$1.5 million Lottery Funds, per biennium, when the costs fully phase in beginning in the 2017-19 biennium. The Subcommittee added \$129,239 Other Funds for the costs of issuing the Lottery bonds. These costs are paid from the gross proceeds of the bond sale. The \$7 million of bond proceed expenditures were added to the agency budget as Nonlimited Other Funds, and as such, are not included in the expenditure limitation increases included in the bill.
- \$13 million of net Lottery bond Other Funds proceeds for Regional Solutions capital construction priority projects identified by Regional Solutions Advisory Committees. The funding is projected to support approximately 28 capital construction projects in ten of the state's eleven Regional Solutions regions. The projects are funded with a combination of \$995,000 of Lottery bond proceeds remaining from the Spring 2015 bond sale and \$12,005,000 of new bond proceeds from Lottery bonds that will be issued in the Spring of 2017. Because most of the funding will become available late in the biennium, most project activity will occur after the end of the current biennium. Debt service costs for the Lottery bonds are expected to total \$2.6 million Lottery Funds, per biennium, when the costs fully phase in beginning in the 2017-19 biennium. The Subcommittee added \$243,677 Other Funds for the costs of issuing the Lottery bonds. These costs are paid from the gross proceeds of the bond sale. The Subcommittee approved \$13 million of support to fund projects on the identified Regional Solutions project list that total more than \$14 million in costs. The project list is posted on the Oregon Legislative Information System website with the Capital Construction Subcommittee July 3, 2015 meeting materials. The agency is directed to best apply the available funding toward the project list identified costs, taking into consideration other possible funding sources available for individual projects. If the agency determines that funds would be better utilized to support other projects not on the identified project list, it must obtain legislative approval to do so before the lottery bonds are issued. The agency is also expected to work with the Governor's Office to allow the agency to review proposed Regional Solutions projects to ensure they meet certain criteria, including: supporting job growth and retention, obtaining leverage from other sources, possessing a clear business plan for sustainability without additional state funding, meeting regional priorities recommended by a Regional Solutions Advisory Committee, and, if bond proceeds are requested as the funding source, qualifying as a capital construction project.
- \$4.5 million of net Lottery bond Other Funds proceeds for cultural capital construction projects. The funding is specifically dedicated as follows: \$2 million for the Oregon Shakespeare Festival, \$1.5 million for the Portland Japanese Garden, \$600,000 for Oregon Public Broadcasting, and \$400,000 for the Aurora Colony Museum. The bonds will be issued the Spring of 2017. Debt service costs for the Lottery bonds are expected to total approximately \$956,000 Lottery Funds, per biennium, when the costs fully phase in beginning in the 2017-19 biennium. The Subcommittee added \$68,184 Other Funds for the costs of issuing the Lottery bonds. These costs are paid from the gross proceeds of the bond sale. The \$4,568,184 of bond proceeds and costs of issuance expenditures were added to the agency's Arts and Cultural Trust Other Funds expenditure limitation.

- \$1,562,157 of net Lottery bond Other Funds proceeds for repairs and upgrades to the Port of Brookings Harbor dock. The bonds will be issued in the Spring of 2017. Debt service costs for the Lottery bonds are expected to total approximately \$300,000 Lottery Funds, per biennium, when the costs fully phase in beginning in the 2017-19 biennium. The Subcommittee added \$41,812 Other Funds for the costs of issuing the Lottery bonds. These costs are paid from the gross proceeds of the bond sale. The \$1,603,969 of bond proceeds and costs of issuance expenditures were added to the agency's Infrastructure Finance Authority Other Funds expenditure limitation.

#### Housing and Community Services Department

Other Funds expenditure limitation is increased by \$10 million for additional payments anticipated due to the passage of House Bill 3257, which extended until 2018 the period under which an additional \$5 million annually could be collected from residential electricity consumers for low income bill payment assistance. The funds are collected from utilities, transferred to the Housing and Community Services Department, and distributed to eligible Oregonians by local Community Action agencies under contract.

Other Funds expenditure limitation for the Housing and Community Services Department is increased by \$585,000, attributable to cost of issuance for \$40 million in Article XI-Q bonds issued for affordable housing development. The housing to be developed with the bonds will be targeted to low income individuals and families, pursuant to the provisions of House Bill 2198. That bill directs the Department to distribute the resources available based on criteria including geography, market data, need, and other factors, and directs the Department to develop the housing with the advice of the State Housing Council and to work with stakeholders to achieve objectives that include reducing project costs and reaching underserved communities. It is assumed that the investment will result in an estimated 1,600 units of new affordable housing developed. Expenditure limitation for a period of six years for the project amount (\$40 million) is located in House Bill 5006.

Other Funds expenditure limitation in the amount of \$2,551,972 is included to enable the Housing and Community Services Department to expend proceeds from Lottery bonds for preservation of affordable housing with expiring federal subsidies. Of this amount, \$2.5 million is attributable to project costs, and \$51,972 is related to cost of issuance.

Eligible projects for which these funds can be expended are defined as the following:

- Privately owned multi-family rental properties where at least 25% of the units are subsidized by a project-based rental assistance contract through the USDA Rural Development or the US Department of Housing and Urban Development;
- Existing manufactured housing communities to be acquired by a mission-based non-profit organization, resident cooperative, tenants' association, housing authority, or local government; or
- Public housing projects undergoing a preservation transaction which involves a comprehensive recapitalization, and which will secure ongoing rental subsidies.

Other Funds expenditure limitation in the amount of \$20,307,817 is included to enable the Housing and Community Services Department to expend proceeds from Lottery bonds for the purpose of financing construction of housing for individuals with mental illness or addiction disorders. Of this amount, \$20 million is attributable to project costs, and \$307,817 is related to cost of issuance. This limitation applies to the 2015-17 biennium only, as the project is not anticipated to be recurring. To the extent that proceeds are not fully expended for mental health

housing in 2015-17, the 2017-19 agency request budget should include a request that limitation for remaining proceeds be carried forward into the 2017-19 biennium. The Housing and Community Services Department will develop a process similar to but separate from its existing “Notice of Funds Availability” that is currently used to identify partners and financing for affordable housing projects. The Oregon Health Authority will work with the Housing and Community Services Department (HCSD) throughout the process of utilizing the \$20 million of bonding proceeds for the development of housing for individuals with mental illness or addictions disorders. The Oregon Health Authority will continue to work with their partners, including the National Alliance on Mental Illness (NAMI) and the Oregon Residential Provider Association (ORPA), as well as other stakeholders, to set up a workgroup that will be responsible for providing recommendations on project priorities to HCSD.

#### Department of Veterans’ Affairs

Additional one-time General Fund in the amount of \$500,000 is appropriated to the Oregon Department of Veterans’ Affairs for support for County Veterans’ Service Officers. This is in addition to the \$246,046 General Fund investment above the 2015-17 current service level that was included in the Department’s budget bill, Senate Bill 5539. With this increase, the amount of General Fund directed to County Veterans’ Service Officers for the 2015-17 biennium will total \$4.7 million, \$4.2 million of which is intended to be ongoing in future biennia.

### **EDUCATION**

#### Department of Education

The Subcommittee approved a net increase of \$51,990,543 General Fund and \$66,009,457 million Lottery Funds for the State School Fund. The increase reflects three separate actions:

- An increase of \$105,782,400 General Fund represents the increase due to the “trigger” included in the State School Fund bill (House Bill 5017) which directed to the State School Fund 40 percent of any General Fund increase in the 2015-17 revenue estimates between the March 2015 and the May 2015 forecasts;
- An additional \$12,217,600 General Fund is made available for the State School Fund beyond the amount resulting from the “trigger”; and
- A decrease of \$66,009,457 General Fund and a corresponding \$66,009,457 Lottery Funds increase is recommended to balance the use of available Lottery Funds across the entire state budget.

The Legislature assumes the State Land Board will increase the distribution from the Common School Fund from the current four percent to a five percent distribution which results in an estimated increase of \$27,544,741 of revenue available to districts through the school funding formula. If the State Land Board takes this action, there will be an equivalent of just over \$7.4 billion in combined General Fund, Lottery Funds, and these additional Common School Funds resources for the 2015-17 biennium.

House Bill 5017, the State School Fund bill, split the amount available to be distributed from the State School Fund between the two school years on an even basis or \$3,629,130,346 in each school year. The Subcommittee approved placing all of the additional State School Fund resources made available in this bill to be distributed in 2016-17, the second school year of the biennium. This results in a split between the two school years of 49.2 percent for 2015-16 and 50.8 percent for 2016-17.

The Subcommittee approved a one-time \$3,300,000 General Fund increase in the appropriation for the Department of Education’s nutrition programs relating to the Farm to School program under ORS 336.431. This increase is over and above the current \$1,219,189 General Fund appropriation included in the Department of Education’s budget bill (House Bill 5016) for this program. It is anticipated that grants under this program will be changed by language in Senate Bill 501 that is intended to increase participation in the program by school districts. The Department of Education may use up to two percent of the total funding for the Farm to School program under ORS 336.431 for the administration of the program. Of the remaining amount, the Department is instructed to allocate approximately 80% of the remaining funding for the noncompetitive grants and approximately 20% of the remaining funding for competitive grants.

The Subcommittee increased the funding for Relief Nurseries in the Early Learning Division by a one-time \$700,000 General Fund appropriation. This brings the total amount of state funding for Relief Nurseries to \$8,300,000 General Fund.

The Subcommittee approved a one-time increase of \$500,000 General Fund for the new leadership program designed to recruit and train “district turnaround leaders” to assist schools and districts to increase their overall achievement measures. This increase and the amount included in the budget bill for the Oregon Department of Education (House Bill 5016) brings the total amount of funding for this program to \$2,000,000 General Fund.

The Subcommittee approved the establishment of an Other Funds expenditure limitation of \$126,210,000 for the proceeds of Title XI-P general obligation bonds, which are for grants to assist school districts with their capital costs of facilities. The grant, funded with bond proceeds, provided to each district must be matched by the district to finance capital costs for projects that have received voter approval for locally issued bonds. State bond proceeds may not be used for operating costs of the district. The bonding bill (House Bill 5005) includes the authorization for issuing \$125,000,000 of Title XI-P bonds. Costs of issuance are estimated at \$1,210,000 Other Funds.

**Budget Note:**

The Department of Education is instructed to use \$500,000 General Fund from the Early Intervention/Early Childhood Special Education (EI/ECSE) budget to support two to four communities in developing pathways from screening to services to make it easier for families to receive services that screening identifies. Use of this funding is aligned with best practices for how EI/ECSE programs should address the needs of children and their families who do not meet the legal requirements for eligibility and connect them to other services and supports. The Early Learning Council shall report on the progress and outcomes of this work to the appropriate legislative committee and include any recommendations for the 2017 legislative session.

**Budget Note:**

Given the expanded Healthy Families Oregon home visiting funding added to the Early Learning Division’s budget, the Early Learning Division and the Oregon Health Authority are instructed to:

- Develop a set of outcome metrics connected to evidence of impact for consideration by the Early Learning Council and the Oregon Health Policy Board that any home based service that receives state dollars must meet in order to continue to receive state funds, effective July 1, 2016;
- Develop a plan and timeline for integrating the state’s professional development system for early learning providers with the emerging professional development system for home visitors; and
- Develop a common program agnostic screening tool to identify potential parent/child risk factors and intake form for families who are eligible for home visiting services and require implementation by state funded home visiting programs by July 1, 2016.

The Early Learning Division and the Oregon Health Authority shall report on progress to the appropriate legislative committee.

**Budget Note:**

The Department of Education is instructed to survey school districts on the financial effects of the: (1) adaptation of new instructional hour minimums, (2) mandated full scheduling of 92 percent of students, and (3) projections for programs and personnel possibly eliminated in order to comply with these mandates at current budget levels. The Department is to report back to the Joint Committee on Ways and Means by February 1, 2016.

**Higher Education Coordinating Commission**

The Subcommittee approved a one-time \$1,500,000 General Fund appropriation to fund academic counselors at community colleges during the second academic year of the biennium. Community Colleges currently have limited academic counseling services in place. With the potential of more students as a result of the tuition waiver grant program established in Senate Bill 81, there is concern that those limited resources will be stretched even further. Prior to the distribution of these funds, the Higher Education Coordinating Commission is to report to the Joint Committee on Ways and Means during the 2016 legislative session or to the Emergency Board what factors or variables will determine the distribution of these funds.

The Subcommittee approved the establishment of a \$1,542,827 Other Fund expenditure limitation for a grant to the Linn Benton Community College for the construction and capital expenditures for the Advanced Transportation Technology Center. This Center is established to advance statewide transportation energy policy as well as to provide education and training of students at the Community College. The project is to include an automotive technician training center with an alternative fuel area, a heavy transportation/diesel training center, an innovation center, and an anaerobic digester for renewable gas production. The Other Funds expenditure limitation increase represents the \$1,500,000 state share of the project cost and \$42,827 for the cost of issuing the bonds. Both of these items are funded through the sale of Lottery bonds.

The Subcommittee approved \$2,500,000 General Fund for the College of Forestry at Oregon State University to operate a center for the manufacturing and design of advanced wood products in cooperation with the University of Oregon. The \$2.5 million represents a partial biennium of expenses, and as such, state support for the center rolls up to \$3,400,000 in the 2017-19 biennium. The Subcommittee also approved \$300,000 General Fund on a one-time basis for use by Eastern Oregon University for costs associated with starting a collegiate wrestling program.

The Subcommittee approved a one-time \$350,000 General Fund appropriation to the Higher Education Coordinating Commission (HECC) for a grant to the College Inside program. This is a program designed to allow incarcerated students obtain a two-year college degree that is transferable to a four-year university.

The Subcommittee approved a one-time \$350,000 General Fund appropriation to Higher Education Coordinating Commission (HECC) for a grant to the College Possible organization. This program provides mentoring, coaching, and other assistance to low income students to encourage them to go to college and help them apply for college and financial aid.

The Subcommittee approved a \$62,300 General Fund appropriation for use by Oregon Solutions at Portland State University to pay the expenses of the Task Force on the Willamette Falls Navigation Canal and Locks as they conduct the work directed in SB 131.

The Subcommittee clarified that of the \$151,390,838 General Fund increase approved for the Public University Support Fund program area in House Bill 5024, \$41,095,238 was for continuation of the tuition buy down funding provided to public universities in House Bill 5101 (2013 Special Session).

The Subcommittee approved a \$4,477,055 increase in the Other Funds expenditure limitation for payment of the costs of issuing Article XI-F general obligation bonds, Article XI-G general obligation bonds, and Article XI-Q general obligation bonds on the behalf of community colleges and public universities.

The Subcommittee also approved giving the Higher Education Coordinating Commission (HECC) nonlimited authority to make Other Funds expenditures necessary to disburse general obligation bonds sold during the 2013-15 biennium for the benefit of public universities. Disbursement of future bond sales will be done by HECC, but during the 2013-15 biennium the Department of Administrative Services (DAS) was given initial authority to disburse these proceeds. As the bond project duties related to issuance of Article XI-F and XI-G general obligation bonds transition from DAS to HECC per House Bill 3199, both agencies were given nonlimited authority to disburse proceeds of bonds issued during 2013-15. The total amount of undisbursed proceeds as of June 30, 2015 from 2013-15 bond sales is \$196,523,642. The initial estimate of the amount of 2013-15 proceeds HECC will disburse per agreements with public universities in 2015-17 is \$50,648,642, with DAS disbursing \$145,875,000. These amounts will likely change once the timing of final transition from DAS to HECC is known.

#### Oregon Health & Science University

The Subcommittee approved the establishment of a \$200,035,000 Other Funds expenditure limitation for DAS to disburse Article XI-G bond proceeds to the Oregon Health and Science University (OHSU) to fund Knight Cancer Institute capital construction costs. In addition, the Subcommittee approved an \$8,522,485 General Fund appropriation to pay debt service on XI-G bonds issued during the 2015-17 biennium for the Knight Cancer Institute project.

House Bill 3199 (2015) provided that the Department of Administrative Services (DAS) would continue to make debt service payments on behalf of OHSU on legacy debt issuance, including \$30,909,888 debt service paid with Tobacco Master Settlement Agreement (TMSA) funds. To accommodate this requirement, the Subcommittee approved providing DAS with \$38,689,306 Other Funds expenditure limitation to make debt

service payments. Revenue for making \$7,779,418 debt service payments on non-TMSA supported Article XI-F bond debt will be provided by OHSU.

## **HUMAN SERVICES**

### Department of Human Services

To support two pilot projects in the Child Welfare program, the Subcommittee approved \$800,000 General Fund and increased Federal Funds expenditure limitation by \$160,000; funding is approved on a one-time basis with future program support or integration dependent on resources and pilot outcomes. The following budget note, which lays out the goals and expectations for the pilot projects, was also approved:

#### **Budget Note:**

The Department of Human Services is directed to work with community-based organizations to develop and implement two pilot programs, one serving a rural part of the state and the other one serving an urban area, to improve the quality and effectiveness of foster care for children and wards who have been placed in the Department's legal custody for care, placement, and supervision. The programs shall target youth who have experienced multiple foster care placements and who are at significant risk of suffering lifelong emotional, behavior, developmental, and physical consequences due to disrupted and unsuccessful placements in the foster care system. The following services for foster parents shall be included in the programs: trauma-informed, culturally appropriate care training; behavioral supports; ongoing child development and parent training; 24-hour, daily on-call caregiver support; respite care; tutoring; and assistance with locating immediate and extended healthy, biological family members.

Each pilot program will have an advisory group that includes at least one individual who has experienced multiple placements in the foster care system and at least one foster parent. The legislative expectation is that at least \$800,000 of the total funding for the pilots will be provided directly to community-based organizations to deliver program services. On or before May 1, 2017, the Department shall report to the legislative committees having authority over the subject areas of child welfare and juvenile dependency regarding the status of the pilot programs and, to the extent possible, placement outcomes for children and wards who participated in the pilot program and children and wards not receiving pilot program supports. The Department will also provide an update on the pilot projects as part of its budget presentation during the 2017 legislative session.

To provide and test targeted community college career pathway training opportunities for Temporary Assistance for Needy Families and Employment Related Day Care clients, the Subcommittee approved \$500,000 General Fund for a one-time pilot project in Jackson and Josephine counties. Eligible clients will be in enrolled training programs that match up with in-demand, high wage job openings, such as in the healthcare or information technology areas. Clients will receive a scholarship/stipend to help augment Pell grants, with average awards expected to be about \$2,000 per client; about 150 clients are estimated to participate in the program over the biennium. The pilot project is a joint effort between the Rogue Workforce Partnership, the Oregon Employment Department, and the Department of Human Services.



The Subcommittee approved \$350,000 General Fund to provide transitional (one-time) funding for the Home Care Commission's private pay registry. This program, which enables private payers to buy home care services through the home care registry, was authorized by House Bill 1542 (2014) and is expected to be fee supported once fully up and running in January 2016.

The Subcommittee approved \$1,800,000 General Fund to restore a reduction made in the primary budget bill for the Department (House Bill 5026). The funding will provide ongoing support for options counseling provided through the Aging and Disability Resource Connection (ADRC). The program helps people identify their long term care needs and preferences, understand the service options available to them, and make decisions about their care.

The Subcommittee approved \$400,000 General Fund, on a one-time basis, to increase support funding for the Oregon Hunger Response Fund (Oregon Food Bank); between funding in both the DHS and the Housing and Community Services Department budgets, a total of \$3.2 million General Fund is now appropriated in the 2015-17 biennium to help the fund fight hunger.

The Subcommittee approved \$150,000 General Fund to provide ongoing support for the Hunger Task Force, which is charged with advocating for hungry persons, and contributing to the implementation and operation of activities and programs designed to alleviate or eradicate hunger in Oregon. House Bill 2442 (2015) designates the Department of Human Services as the entity in administering the state policy on hunger and also requires the agency to support and staff the task force, based upon the availability of legislatively approved funding for such purposes.

To cover Phase II development and implementation of a streamlined and integrated Statewide Adult Abuse and Report Writing System, the Subcommittee approved \$2,277,037 General Fund and \$3,355,000 Other Funds expenditure limitation (\$5.6 million total funds). Phase I planning funding was approved by the Emergency Board in May 2014, based upon demonstrated need for a stable, integrated adult abuse data and report writing system to deal with Oregon's growth in an aging population, an annual increase of 5-8% in abuse referrals, and an increased need for services across all demographics. The Other Funds portion of the project will be financed with Article XI-Q bonds; the General Fund amount includes \$839,543 to cover debt service payments in the second year of the biennium.

The Department will continue its work on the project according to direction from the Joint Ways and Means Subcommittee on Information Technology, which recommended incremental and conditional project approval. Required actions under that guidance include, but are not limited to, working closely with and regularly reporting project status to the Office of the State Chief Information Officer (OSCIO) and Legislative Fiscal Office (LFO), while following the joint OSCIO/LFO Stage Gate Review Process. A detailed list of next steps and requirements was transmitted to the agency. The Department of Administrative Services is expected to unschedule the General Fund and Other Funds expenditure limitation for the project pending finalization of a controlled funding release plan that is tied to planning needs and the completion of certain stage gate requirements. Funding may be rescheduled with the joint approval of the OSCIO, the Chief Financial Office, and LFO.

House Bill 5026 included a rate increase for providers serving people with Intellectual and Developmental Disabilities (IDD). To ensure clarity of legislative direction regarding implementation of the rate increase, the Subcommittee adopted the following budget note:

**Budget Note:**

It is the intent of the Legislature that \$26.7 million total funds in provider rate increases approved in House Bill 5026 (budget bill for the Department of Human Services) result in wage increases for direct care staff serving people with intellectual and developmental disabilities (IDD). The legislative expectation is that compensation (wages and/or benefits) for direct care staff in programs serving people with IDD should be increased by at least 4% during the 2015-17 biennium.

During the 2016 legislative session, an informational hearing will be scheduled for IDD community providers to present the actions they have taken or plan to take to meet budget note requirements. On a parallel track and prior to seeking an allocation from the special purpose appropriation, the Department of Human Services will compile information on any complaints received regarding wage increases and consult with legal counsel and contract staff to determine the best, yet most cost-effective, approach to address potential provider non-compliance. The Department will also report to the Joint Committee on Ways and Means during the 2017 legislative session on activity related to and progress made under this budget note.

For the same program, the Subcommittee approved the budget note set out below on exploring a provider assessment component to help fund IDD programs. Along with the required reporting, and depending on assessment's content or results, the Department may also work with the appropriate interim policy committee on potential statutory changes.

**Budget Note:**

The Department of Human Services shall work with the intellectual and developmental disabilities (IDD) provider community and appropriate state and federal agencies to assess the feasibility, potential benefits, and potential drawbacks of a provider assessment, or transient lodging tax, on the provider organizations serving adults with IDD, with the goal of maximizing federal matching funds for IDD services and addressing the direct care workforce shortage. The Department shall report the results of its assessment to the Legislature by December 1, 2015.

**Oregon Health Authority**

Senate Bill 5507 approves \$10,000,000 one-time General Fund resources to provide grants to safety net providers, through the Safety Net Capacity Grant Program. This program will provide grants to community health centers, including Federally Qualified Health Centers and Rural Health Centers, as well as School-Based Health Centers, with the goal of providing services for children not eligible for any current state program. The agency will need to develop an application process for these competitive grants; develop a process to award the grants, including amounts to fund education and outreach to the target population; develop a process for clinics to report services rendered; provide reporting to the Legislature and stakeholders; and include a stakeholder engagement process to advise the program development and implementation. The agency expects to fund two full-time positions out of this total funding, in order to implement the program as described.

Because of the continuing transition of the Oregon Health Plan caseload, the Subcommittee recognized the increased risk of caseload forecast changes. A special purpose appropriation of \$40 million is made to the Emergency Board for caseload costs or other budget challenges in either the Oregon Health Authority (OHA) or Department of Human Services. The Subcommittee included two budget notes related to the Oregon Health Plan:

**Budget Note:**

The Oregon Health Authority shall engage in a rural hospital stakeholder process to gather input on potential transformation strategies to ensure that Oregon's small and rural hospitals continue to be sustainable in the future. Potential transformation strategies could include grant or bridge funding, transformation pilot programs, or incentive programs to assure funding stability for hospitals and access to health care services for rural Oregonians. Based on the work with stakeholders, OHA will develop a set of recommendations.

OHA shall report to the Joint Committee on Ways and Means Committee during the 2016 legislative session on any hospital assessment revenues received for the 2013-15 biennium and available for use in 2015-17. The revenue may include assumed hospital assessment revenue in the OHA 2015-17 budget or any additional hospital assessment revenue not included in the OHA budget, that could potentially be used to fund one or more of the strategies recommended, but not to exceed \$10 million. The agency should include in that report any information on federal matching resources that may be available for those strategies.

**Budget Note:**

The Oregon Health Authority is directed to prepare a report in collaboration with the Employment Department stating the number of Oregonians enrolled in the Oregon Health Plan while employed at least 260 hours in any calendar quarter by a company with 25 or more employees. This report should be presented to the interim Joint Committee on Ways and Means, Subcommittee on Human Services no later than January 2016.

The Subcommittee approved a one-time appropriation of \$160,000 General Fund for OHA to contract with the Dental Lifeline Network, or other qualified organization, for development and operation of a Donated Dental Services program to benefit needy, disabled, aged, and medically compromised individuals. The program will establish a network of volunteer dentists, including dental specialists, to donate dental services to eligible individuals, establish a system to refer eligible individuals to appropriate volunteers, and develop and implement a public awareness campaign to educate individuals about the availability of the program. The program will report to OHA at least annually the number of people served, procedures during the year, procedures completed, and the financial value of the services completed. The funding is part of a commitment to spending on senior programs that originated in the 2013 special session.

The Subcommittee approved \$200,000 General Fund for providing fresh Oregon-grown fruits, vegetables, and cut herbs from farmers' markets and roadside stands to eligible low-income seniors under the Senior Farm Direct Nutrition Program. Another \$100,000 General Fund was added for the same purpose for eligible individuals through the Women, Infants and Children Program. Both these program enhancements are one-time.

General Fund was increased by \$600,000 for school-based health centers. This funding will provide state grants of \$300,000 to three new school-based health centers that recently completed their planning processes. It will also allow the agency to provide \$300,000 of funding to existing school-based health centers to bring all centers closer to parity in state funding.

Other Funds expenditure limitation is increased by \$137,152 to increase the staffing level for the Pesticide Analytical Response Center by one half-time position (0.50 FTE). Funding for the position will come as a special payment from the Department of Agriculture supported by an increase in pesticide product registration fees.

The Subcommittee directed the Oregon Health Authority to collaborate with the Department of Consumer and Business Services and the University of Oregon, in the following budget note:

**Budget Note:**

The Oregon Health Authority, in collaboration with the Department of Consumer and Business Services, shall work with the University of Oregon on the vaccination program for meningitis. The Department of Consumer and Business Services shall ensure timely insurance coverage is covering appropriate costs for those with insurance. The Oregon Health Authority shall, within existing emergency preparedness funds, work with the University of Oregon on funding appropriate costs. The Oregon Health Authority and the University of Oregon shall report to the appropriate legislative committee the final cost of the program including any additional funding needs by December 2015 and any recommendations to ensure effective and efficient response to any future events.

Lottery bond proceeds of \$20 million were approved for the development of housing for individuals with mental illness or addiction disorders, through the Housing and Community Services Department (HCSD). OHA will work with HCSD throughout the process used to identify partners and financing for projects. OHA will continue to work with their partners, including the National Alliance on Mental Illness and the Oregon Residential Provider Association, as well as other stakeholders, to set up a workgroup that will be responsible for providing recommendations on project priorities to HCSD.

Lottery bond proceeds of \$3 million were approved to fund a portion of the costs to build a new sixteen-bed facility for the Secure Adolescent Inpatient Program, run by Trillium Family Services. These funds will be distributed through the Department of Administrative Services. This project will replace old, obsolete facilities at the Children's Farm Home campus near Corvallis. This program serves adolescents at the highest level of mental health acuity in the state, including children on the Oregon Health Plan, and those referred through the Oregon Youth Authority and the Juvenile Psychiatric Security Review Board.

The following budget note was included related to the Addictions and Mental Health programs:

**Budget Note:**

The Oregon Health Authority shall conduct a minimum of five community meetings in a variety of geographic locations across the state. The goal of the community meetings is to capture, understand, and report to the Legislature on the experience of children, adolescents, and adults experiencing mental illness and their ability to access timely and appropriate medical, mental health and human services to support their success in the community. The meetings shall not be restricted to publicly financed services or individuals eligible for public benefits. The focus will be on the entirety of the Oregon mental health system, both public and private. Issues to be considered should include but not be limited to:

- Access to child and adolescent services
- Boarding in hospital emergency rooms
- Access to housing, addiction, and recovery services
- Family support services
- Waiting periods for services

- Workforce capacity
- Affordability for non-covered individuals to access mental health services
- Coordination between behavioral health and physical health services

The Oregon Health Authority shall consult and coordinate with stakeholders to plan and conduct the community meetings. The Oregon Health Authority is expected to report progress and findings to the appropriate legislative committees and the 2016 Legislature.

The Subcommittee included the following direction in regards to fee-for-service (both Medicaid and non-Medicaid) rate increases to addiction treatment providers:

**Budget Note:**

The Oregon Health Authority will use \$3.5 million of the \$6 million included in the new investments for A&D services included in the OHA 2015-17 budget to increase rates to addiction treatment providers. OHA will report the final rate increases to the interim Joint Committee on Ways and Means by November 2015.

**Long Term Care Ombudsman**

The Subcommittee added \$100,000 General Fund on a one-time basis to provide interim support for the agency as it continues to ramp up new programs, including advocacy for residents of independent living sections of Continuing Care Retirement Communities as required under Senate Bill 307 (2015). The agency has also been undergoing a leadership transition and is facing challenges in volunteer recruitment; the additional funding will allow the Long Term Care Ombudsman to contract or to make a short-term hire for program development expertise to focus on these needs over the first year of the biennium.

**JUDICIAL BRANCH**

**Oregon Judicial Department**

The Subcommittee increased Judicial Department expenditures by \$40,955,000, including \$700,000 General Fund, and \$40,255,000 Other Funds.

The Subcommittee appropriated \$100,000 General Fund to increase funding for the Oregon Law Commission. This action raises total General Fund support for the Oregon Law Commission in the 2015-17 biennium budget to \$331,319, a 45.3 percent increase over the 2013-15 biennium funding level. The Subcommittee also added a one-time General Fund appropriation of \$600,000, for support of the Oregon State Bar Legal Services Program (a.k.a., Legal Aid). The General Fund appropriation will supplement the \$11,900,000 of Other Funds support for Legal Aid provided in Senate Bill 5514, and is approximately a 5 percent increase over the base funding level.

The Subcommittee approved Other Funds expenditure limitation increases for county courthouse capital construction projects funded through the Oregon Courthouse Capital Construction and Improvement Fund (OCCCIF). The legislatively adopted budget includes \$27,775,000 of Article XI-Q bond proceeds authorized in House Bill 5005 for the courthouse capital construction projections funded through the OCCCIF. The approved

bond proceeds include \$17.4 million for the Multnomah County Central Courthouse project, \$2.5 million for the Jefferson County Courthouse project, and \$7,875,000 for the Tillamook County Courthouse project.

The Legislature previously authorized Article XI-Q bonds for the Multnomah County and Jefferson County projects in the 2013-15 biennium budget. The Subcommittee increased the OCCCIF Other Funds expenditure limitation by \$39.8 million to allow expenditures of up to \$19.9 million of bond proceeds and of up to \$19.9 million of required county matching funds for these two projects. The Subcommittee did not approve Other Funds expenditure limitation for the Tillamook County Courthouse project. The Judicial Department will report to the Joint Committee on Ways and Means or to the Emergency Board on the Tillamook County Courthouse project, and request Other Funds expenditure limitation for the project, prior to distributing any money from the OCCCIF for the Tillamook County Courthouse project.

The Subcommittee also increased the Judicial Department operations Other Funds expenditure limitation for operations by \$455,000, for the cost of issuance of Article XI-Q bonds for OCCCIF projects.

## **NATURAL RESOURCES**

### Department of Agriculture

The Subcommittee approved a \$25,000 General Fund increase to the Predator Control program, bringing the program total to \$447,718 General Fund, as well as, a \$30,000 General Fund increase to the Wolf Compensation and Grant Assistance program, bringing the program total to \$233,000 General Fund.

The Subcommittee also approved a \$1,747,018 Other Funds expenditure limitation increase to support enhancements to the Pesticides program. The enhancements include the addition of 6 positions (5.26 FTE) to the program. The positions will be made up of four pesticide investigators (NRS 3), one customer service representative (NRS 3), and one case reviewer (NRS 4). The additional investigative staff is needed to manage existing caseload requirements. Other enhancements include laboratory testing and sampling of pesticides, as well as, modification of the existing investigation and case management database. An additional \$108,326 Other Funds was approved to increase the ODA staffing level for the Pesticide Analytical Response Center (PARC) by 0.50 FTE. ODA also increased the existing transfer made to the Oregon Health Authority (OHA) by \$137,152 Other Funds to increase the ODA paid OHA staffing level for the Pesticide Analytical Response Center by 0.50 FTE. Revenue to support these various Other Funds increases will come from increases in pesticide product registration fees approved in House Bill 3459.

### Department of Environmental Quality

The Subcommittee approved \$280,000 General Fund for a Portland Harbor Statewide Coordination policy position. According to the Governor's requested budget, this is a senior-level policy position that will be housed in DEQ, but will report to the Governor's natural resources policy advisor. This Operations and Policy Analyst 4 position will be phased in on January 1, 2016 (0.75 FTE). In addition, \$110,092 Other Funds expenditure limitation and one half-time NRS 3 position (0.50 FTE) was approved for implementation of the residential asbestos inspection program established by Senate Bill 705, which passed earlier this session.

### Department of Fish and Wildlife

The Subcommittee approved allowing the Oregon Department of Fish and Wildlife to retain \$5,000 General Fund savings from Department of Administrative Services' assessment reductions that will be used to pay for the study in Senate Bill 779. This study is to determine whether ORS 497.006 should be amended to allow additional members of the uniformed services to be considered resident persons for the purpose of purchasing licenses, tags, and permits issued by the State Fish and Wildlife Commission.

The Subcommittee approved a one-time General Fund appropriation of \$500,000 to improve and protect sage grouse habitat through actions, such as juniper removal, that improve the resilience of sagebrush habitat to wildfire.

The Subcommittee also approved a \$25,000 General Fund increase in state support for the Predator Control program, bringing the state support total to \$453,365 General Fund.

### Department of Forestry

The Subcommittee approved a one-time appropriation of \$809,377 General Fund to the Fire Protection Division of the Oregon Department of Forestry (ODF) for sage grouse habitat protection and improvement. This amount is in addition to amounts contained in the agency's budget bill for the same purposes. The appropriation includes \$109,377 for a limited-duration, half-time (0.50 FTE) Natural Resource Specialist 1 position and associated services and supplies to provide administrative support and technical training to rangeland protection associations. The appropriation also includes \$700,000 for grants to support rangeland wildfire threat reductions. The grant funding is for eligible services, supplies, and equipment expenditures of rangeland fire protection associations and counties in addressing rangeland wildfire management and suppression on unprotected or under-protected lands. The funding is to be implemented consistent with wildfire-related provisions of Oregon's plan for addressing the conservation of the greater sage grouse and rural community vitality. Oregon will provide the funding to the Oregon Watershed Enhancement Board, which will oversee the grant program in conjunction with other ODF grant programs.

### Department of Land Conservation and Development

The Subcommittee approved the reduction of the General Fund appropriation made to the Department of Land Conservation and Development for the Southern Oregon Regional Pilot Program (SORPP) in the agency's 2013-15 budget (SB 5530, 2013) in the amount of \$194,000 and the re-establishment of that amount as a one-time General Fund appropriation in the 2015-17 biennium. The funding is a portion of the amount established by policy option package 107 in the agency's 2013-15 budget for the purpose of carrying out Executive Order 12-07 that the agency will not expend during the 2013-2015 biennium and that the grant recipient counties have requested to be moved forward to the 2015-17 biennium to allow additional time for the grant-funded work to be completed.

The Subcommittee approved the appropriation of \$300,000 General Fund to establish a SageCon Coordinator, a limited duration Natural Resource Specialist 5 position, to lead staff participating in the SageCon Governance and Implementation Teams. The position will work closely with and take direction primarily from the Governor's Office to provide overall leadership and direction for state agencies working with public and private stakeholder interests in the energy, agricultural, and conservation sectors.

### Department of State Lands

Senate Bill 5507 increases the Federal Funds expenditure limitation in anticipation of an Environmental Protection Agency (EPA) wetlands grant in an amount up to \$133,000. The Department expects notification on the grant in October 2015. The Department of Administrative Services (DAS) is expected to unschedule the limitation until such time as State Lands notifies DAS and the Legislative Fiscal Office that the funds are awarded. There is an additional federal limitation increase for EPA grant carryforward in the amount of \$28,488.

### Parks and Recreation Department

Several adjustments are made in the Parks and Recreation Department (OPRD) budget to reflect the June 2015 Parks and Natural Resources (Measure 76) Lottery Funds forecast, an increase of \$3 million over the March 2015 forecast. The distribution is \$300,000 for property acquisition, \$500,000 for facilities maintenance, \$58,314 for direct services, and \$362,326 to satisfy the constitutionally directed 12% to local governments. The remainder of the increase is applied to the ending balance. There is also an increase in Other Funds of \$98,740 in direct services to keep funding and ending balances in proportion with approximate percentages of lottery and other funds expenditures.

A \$970,000 fund shift from Federal Funds to Lottery Funds reimburses OPRD for using M76 Lottery Funds to secure acquisition of the Beltz Farm in 2014-15. A subsequent federal grant frees up the lottery dollars for carry-forward expenditure limitation in park development. The State Historic Preservation Office is provided an increase in Federal Funds expenditure limitation of \$70,425. The limitation will be used to pass through two federal Maritime Heritage grants that local entities have been awarded.

The 2015-17 OPRD budget included \$912,494 non-Measure 76 lottery funds to provide debt service on the Willamette Falls bonding in the 2013-15 budget. The debt service is eliminated as it is not needed; the \$5 million bond request has been satisfied with cash instead.

Other Funds expenditure limitation is increased by \$11,716,805 for three lottery bond-funded purposes. There is no debt service in the 2015-17 biennium as the bonds will not be sold until the Spring of 2017. Debt service in 2017-19 is \$2.2 million non-Measure 76 Lottery Funds.

The Portland Parks and Recreation Department is to receive \$1,500,000 lottery bond proceeds passed through the Parks and Recreation Department for the Renew Forest Park project. The cost of issuance for this project is \$42,071 Other Funds.

The Main Street Revitalization Grant program is funded with \$2,500,000 lottery bond proceeds. OPRD will design, develop, administer, account for, and monitor the new grant program, beginning late in the 2015-17 biennium. Because new positions will be needed to manage the grants, OPRD will need to request funding for them during the 2016 legislative session. The cost of issuance for this bond sale is \$51,972 Other Funds.

Lottery bond proceeds in the amount of \$7,500,000 will be applied to the Willamette Falls Riverwalk project in Oregon City. The cost of issuance is \$122,761 Other Funds.

### Water Resources Department

The Subcommittee approved the establishment of Other Funds expenditure limitation for the Water Resources Department for the expenditure of lottery bond proceeds as follows:



- \$2,000,000 one-time Other Funds expenditure limitation for the purpose of making grants and paying the cost of direct services for the qualifying costs of planning studies performed to evaluate the feasibility of developing a water conservation, reuse, or storage project, as described in ORS 541.566, and \$47,477 one-time Other Funds expenditure limitation for the payment of bond issuance costs from Lottery bond proceeds from the Water Conservation, Reuse, and Storage Investment Fund established under ORS 541.576. The bonds are anticipated to be issued at the end of the 2015-17 biennium and, therefore, no debt service expenditures are anticipated in the 2015-17 biennium. The cost of debt service for the 2017-19 biennium is estimated to be \$418,891.
- \$750,000 one-time Other Funds expenditure limitation for the expenditure of Lottery bond proceeds for facilitation of the preparation of place-based integrated water resources strategies as described by Section 2(2) of Senate Bill 266 (2015) from the Water Supply Fund established by Chapter 906, Section 10(1), Oregon Laws 2009. The bonds are anticipated to be issued at the end of the 2015-17 biennium and, therefore, no debt service expenditures are anticipated in the 2015-17 biennium. The cost of debt service for the 2017-19 biennium is estimated to be \$156,831
- \$11,000,000 one-time Other Funds expenditure limitation for the purpose of making grants or entering into contracts to facilitate water supply projects in the Umatilla Basin and for the payment of professional services such as third-party contract administration and quality control contracts related to the projects from the Water Supply Fund established by Chapter 906, Section 10(1), Oregon Laws 2009. The bonds are anticipated to be issued at the end of the 2015-17 biennium and, therefore, no debt service expenditures are anticipated in the 2015-17 biennium. The cost of debt service for the 2017-19 biennium is estimated to be \$2.3 million.
- \$1,000,000 one-time Other Funds expenditure limitation for the purpose of making one or more grants to individuals or entities to repair, replace, or remediate water wells in the Mosier Creek area from the from the Water Supply Fund established by Chapter 906, Section 10(1), Oregon Laws 2009. The bonds are anticipated to be issued at the end of the 2015-17 biennium and, therefore, no debt service expenditures are anticipated in the 2015-17 biennium. The cost of debt service for the 2017-19 biennium is estimated to be \$190,071.
- \$280,433 one-time Other Funds expenditure limitation for the payment of bond issuance costs for the three items above from the Water Supply Fund established by Chapter 906, Section 10(1), Oregon Laws 2009. The cost of debt service for the 2017-19 biennium is estimated to be \$2.3 million.
- \$6,362,979 one-time Other Funds expenditure limitation for the purpose of carrying out sections 1 to 15 of Chapter 784, Oregon Laws 2013 and the payment of bond issuance costs from the Water Supply Development Fund established under ORS 541.656. Of the total, \$112,979 is for bond issuance costs.

The Subcommittee approved the establishment of \$30,000,000 one-time Other Funds expenditure limitation for the expenditure of general obligation bond proceeds from bonds issued under of Article XI-I (1) for the purposes provided in ORS 541.700 to 541.855 and for the payment of bond issuance costs from the Water Development Loan Fund.

The Subcommittee approved the establishment of Other Funds expenditure limitation in the amount of \$520,000 for bond issuance costs and \$1,201,865 for debt service payments associated with the issuance of bonds issued under of Article XI-I (1) for the purposes provided in ORS 541.700 to 541.855 from the Water Development Loan Administration and Bond Sinking Fund established under ORS 541.830.

### Oregon Watershed Enhancement Board

The Subcommittee approved a \$200,000 Federal Funds expenditure limitation increase to the Grants program from Pacific Coastal Salmon Recovery Fund (PCSRF) monies to increase the amount of PCSRF funding transferred to the Oregon Department of Fish and Wildlife (ODFW) to a total of \$9,511,859, which is the amount anticipated to be transferred by the Oregon Watershed Enhancement Board to ODFW in Senate Bill 5511, the budget bill for the Oregon Department of Fish and Wildlife. Miscommunication during development of the two agencies' request budgets prevented confirmation of matching amounts.

The Subcommittee also directed the Oregon Watershed Enhancement Board to increase the total amount of Lottery Funds from the Watershed Conservation Grant Fund made for weed grants by \$500,000, on a one-time basis. These additional Grant funds are to be used to improve sage grouse habitat through landowner actions to inventory, treat, and reduce plant invasive species threats to sage grouse habitat and rural economic values and restore native plant habitat. OWEB is directed to work with the Department of Agriculture, local weed boards, and other local delivery mechanisms in getting this additional \$500,000 on the ground improving sage grouse habitat in the shortest time possible.

## **PUBLIC SAFETY**

### Department of Corrections

Article XI-Q bonding in the amount of \$14.2 million is included in House Bill 5005 and capital construction expenditure limitation is approved in House Bill 5006. The bonding covers continued work at the Department's backlog of deferred maintenance. Specifically the funding addresses 25 priority 1, statewide projects. The bonds will be issued in 2017, with debt service beginning in the 2017-19 biennium at \$3.7 million General Fund. This bill includes Other Funds expenditure limitation for cost of issuance in the amount of \$254,568.

Senate Bill 5507 includes a one-time \$400,000 General Fund appropriation to the Department of Administrative Services for a community-based organization, the YWCA of Greater Portland, to administer the Family Preservation Program (FPP) at Coffee Creek Correctional Facility. The program description is in the Department of Administrative Services section of this report.

While the YWCA of Greater Portland will implement the program, the DOC also has a role in the program's success. The following budget note is intended to clarify the DOC role in administering the FPP:

#### **Budget Note:**

The Department of Corrections is directed to work with the YWCA to serve the best interests of the children of incarcerated parents by facilitating enriched visitation, parenting education, and family support. Cooperation will include:

- DOC staff assisting in the referral of high-risk offenders to the program and conferring with the Department of Human Services about referral of possible high-risk children,
- Providing adequate program space for twice-monthly therapeutic, face-to-face parent and child visiting sessions for a minimum of three hours per session,
- Facilitating parent-teacher conferences and parent-caregiver communication and visitation, and
- Providing appropriate outcome data to the YWCA.

### Criminal Justice Commission

The 2015-17 budget for the Criminal Justice Commission is increased by \$5,000,000 General Fund to enhance the \$35 million General Fund provided for Justice Reinvestment Initiative grants in the agency's budget bill, Senate Bill 5506. This appropriation brings the total available for the program in 2015-17 to \$40 million.

### Department of Justice

The Department of Justice generates the majority of its Other Funds revenue from charges to state agencies for legal services. The 2013-15 biennium Attorney General rate was \$159 per hour and generated an estimated \$139.1 million. The 2015-17 Attorney General rate for the legislatively adopted budget is \$175 and is estimated to generate \$153.3 million. This is a \$14.2 million increase (10.2 percent). The change to the Legal Services rate in agency budgets is addressed as part of this measure.

The Subcommittee approved funding for the second "execution phase" (design, construction, testing, and implementation) of the agency's child support information technology replacement project (Child Support Enforcement Automated System, or CSEAS). While the project is still in the latter stages of the initial planning phase, the agency plans to move into the execution phase of the project during the 2015-17 biennium. Application system source code, database design documentation, system documentation, and other necessary artifacts from California, Michigan, and New Jersey will be acquired to facilitate the development of the new system. The project will also begin requirements validation and conduct Joint Application and Joint Technical Design sessions prior to the designing of the new system. The project will then work on the system design and construction of the new system, including data conversion and migration planning, and eventually application testing and implementation.

However, because the agency has not completed all required planning phase activities and documentation, and because it has not received Stage Gate #3 Office of the State Chief Information Officer endorsement of its foundational project management documentation (including a readiness and ability assessment), the execution phase of the project cannot actually begin until the agency first satisfactorily completes all remaining planning phase activities, including the completion of all the Joint Committee on Ways and Means – Information Technology Subcommittee recommendations for the CSEAS project (see below). Until these funding conditions are met, almost all "execution phase" funding will remain unscheduled (see below direction that funds be unscheduled).

The Subcommittee approved \$15,209,670 of Other Funds expenditure limitation for project costs, which is to be financed with Article XI-Q bonds approved in House Bill 5005. The Subcommittee also approved \$29,997,991 Federal Funds expenditure limitation and the establishment of 22 permanent full-time positions (21.13 FTE). This includes personal services of \$3.6 million and services and supplies of \$41.8 million. The amount for services and supplies includes \$35.3 million total funds of contractor payments for: project management, including organization change management services; implementation; independent quality assurance; and independent verification and validation.

Project revenues also include an estimated \$2.9 million in bond proceeds that were authorized and issued during the 2013-15 biennium but remained unexpended. Associated Other Funds expenditure limitation, which was not part of the agency's request, may be requested at a future date.

The Department of Administrative Services is expected to unschedule \$10.7 million of Other Funds expenditure limitation and \$20.8 million Federal Funds expenditure limitation that may be scheduled based upon the joint approval of the Office of the State Chief Information Officer and

the Legislative Fiscal Office. The agency is to submit a report on its compliance, as part of a request to schedule funds, with the Joint Committee on Ways and Means – Information Technology Subcommittee recommendations for the CSEAS project (see below) as well as submit a rebaselined budget for the project.

The Department of Administrative Services is requested to establish a new Summary Cross Reference in the Oregon Budget Information Tracking System for the Child Support Enforcement Automated System program in order to segregate all project costs from the Child Support Division and other Division's operating costs.

Unless otherwise approved by the Legislature or the Emergency Board, the positions budgeted for the project are established as permanent full-time positions under the following conditions: (a) the positions will be abolished on or before the completion of the project; (b) the positions are to remain in the CSEAS program (i.e., CSEAS summary cross reference) and may not be transferred to any other program or used for any other purpose other than the development to the CSEAS project; and (c) the positions may not be included in any permanent finance plan action.

Other Funds expenditure limitation of \$205,330 is included for the cost of issuance of the bonds.

The Subcommittee appropriated \$2,407,587 in additional General Fund Debt Service to support repayment of Article XI-Q General Obligation bond proceeds approved in House Bill 5005.

The Subcommittee adopted the Joint Committee on Ways and Means – Information Technology Subcommittee recommendation for the CSEAS project:

- Work with the Office of the State Chief Information Officer (OSCIO) and LFO to finalize a corresponding incremental funding release plan that is based upon completing all remaining foundational documentation deficiencies and stage gate 2 and 3 requirements.
- Regularly report project status to the OSCIO and LFO throughout the project's lifecycle.
- Continue to follow the Joint State CIO/LFO Stage Gate Review Process.
- Utilize a qualified project manager with experience in planning and managing programs and projects of this type, scope, and magnitude.
- Work with the OSCIO to obtain independent quality management services. The contractor shall conduct an initial risk assessment and respond to DOJ feedback, perform quality control reviews on the key CSEAS Project deliverables including the business case, individual cost benefit/alternatives analysis documents, and foundational project management documents as appropriate, and perform ongoing, independent quality management services as directed by the OSCIO.
- Provide both OSCIO and LFO with copies of all QA vendor deliverables.
- Submit the updated detailed business case, all project management documents, initial risk assessment, and quality control reviews to the OSCIO and LFO for stage gate review.
- Work with OSCIO and LFO to conduct a formal readiness/ability assessment at stage gate 3 to validate readiness and ability to proceed to the execution phase of the project.
- Utilize the Office of the State CIO's Enterprise Project and Portfolio Management (PPM) System as it is deployed for all project review, approval, and project status and QA reporting activities throughout the life of the CSEAS Project. Legislative approval to proceed with the

CSEAS Project will be dependent upon OSCIO and LFO concurrence that DOJ is both ready and able to initiate project execution activities.

The Subcommittee established a \$2 million General Fund special purpose appropriation to the Emergency Board for the Defense of Criminal Convictions as a contingency for potential caseload increases.

The Subcommittee also appropriated \$240,550 General Fund to support the Oregon Crime Victims Law Center. This will bring total funding for the program to \$367,800 for the biennium, including \$77,250 General Fund of existing General Fund and \$50,000 Other Funds from the renewal of a state grant.

#### Oregon Military Department

Senate Bill 5507 includes \$89,563 General Fund and \$358,253 Federal Funds expenditure limitation for three permanent full-time federal operations and maintenance (FOMA) positions (3.00 FTE). These are 3 of 8 positions eliminated from the Portland Air National Guard (PANG) base in 2009 budget cuts, which brought the FOMA workforce to 18, of 26 National Guard authorized positions. In 2013 the Legislature restored the 8 positions as Limited Duration (LD). This funding restores 3 of the LD positions as permanent. The National Guard pays 80% of the cost, General Fund covers the rest. The restored positions will maintain liquid jet fuel receiving, storage, and distribution for all 21 F-15's at PANG; maintain pesticide and herbicide certifications to keep grassy areas in compliance with Port of Portland mandated wildlife standards, which are meant to deter birds from the airfield; and maintain HVAC systems for climate control of critical communications equipment, as well as base fire alarm systems.

Also included is \$250,000 one-time General Fund for the Oregon Military Museum for creation of exhibits and other capital expenditures directly related to the establishment and maintenance of the museum.

Two projects are approved for Article XI-Q bonding (House Bill 5005) and capital construction expenditure limitation (House Bill 5006). The first project is a new Joint Forces Headquarters facility to be located in Salem. Two-thirds of the total bonds will be sold in 2016 and the remainder in 2017. Debt Service in 2015-17 is approved in this bill at \$434,833 General Fund. Second is expansion of the Oregon Youth Challenge Armory in Bend. Those bonds will be issued in 2017, with debt service beginning in the 2017-19 biennium. Cost of issuance is \$153,000 for the two projects; expenditure limitation is included in this bill. Debt service for the two projects in 2017-19 is \$2.3 million General Fund.

#### Department of State Police

The Subcommittee increased the Other Funds expenditure limitation in the Fish and Wildlife Enforcement Division by \$993,640 for capital equipment replacements costs. Expenditure limitation is increased by \$78,830 Other Funds in the Administrative, Agency Support, Criminal Justice Information systems, and Office of the State Fire Marshal Other Funds limitation to pay for costs associated with reclassifying fourteen positions in the Firearms Background Check program to better address complexity and volume of firearm background checks.

Measure 76 Lottery Funds for Fish and Wildlife Enforcement are increased by \$278,788 for fish and wildlife enforcement. Fish and Wildlife troopers are reduced by (0.50) FTE due to the phase-in of one position approved for patrolling the Columbia River late in the 2015-17 biennium.

The Subcommittee approved nine position reclassifications in the Forensic Services division and one position reclassification in the Administrative Services division. These position reclassifications will better address workload issues associated with evidence handling and chain of custody in the laboratories, will properly align workload and responsibilities in the Administrative Services division, and do not require additional expenditure limitation to accomplish.

Federal Funds expenditure limitation is increased by \$1,163 in the administrative services, agency support, criminal justice information services, and the office of the State Fire Marshal to balance expenditures to federal grant revenues.

#### Oregon Youth Authority

Article XI-Q bond issuance totaling \$49 million for the 10-Year Strategic Facilities Plan is approved in House Bill 5005. House Bill 5006 authorizes Other Funds capital construction expenditure limitation in the same amount. \$33 million of the bonds will be sold in 2016 and the rest in 2017. General Fund Debt Service in 2015-17 is \$3,115,428, approved in this bill. Other Funds expenditure limitation in the amount of \$1,055,565 for cost of issuance expense is also included in this bill. Debt Service in 2017-19 will be \$8.6 million.

A \$1 placeholder for Federal Funds Debt Service Nonlimited is added; it was not included in the agency's budget report. The dollar acts as a base in the event the state needed to issue taxable bonds. If such bonds were issued, the federal Build America Bonds program could offset part of the additional associated interest costs.

## **TRANSPORTATION**

#### Department of Aviation

The Subcommittee approved the move of 0.20 FTE from the Operations program to the Search and Rescue program in the Department of Aviation. This shift aligns staff and resources in the Search and Rescue program. Other Funds expenditure limitation is reduced by \$22,537 in the Operations Division and is increased in the Search and Rescue Division in the same amount.

#### Department of Transportation

The Subcommittee approved the increase of \$130,000 General Fund for the Oregon Department of Transportation's Seniors and People with Disabilities Transportation Program; the funding is part of a commitment to spending on senior programs that originated in the 2013 special session. This program distributes funds to counties, transit districts, and tribes that provide transportation services for older adults and people with disabilities.

The Subcommittee approved an increase in Other Funds expenditure limitation in ODOT's Transportation Program Development section of \$45,000,000 in lottery bond proceeds for ConnectOregon VI. In addition, the limitation is increased by \$653,540 for cost of issuance expenses. There is no debt service in the 2015-17 biennium as the bonds will not be sold until the Spring of 2017. Debt service in 2015-17 is \$8,317,100 Lottery Funds.

Other Funds expenditure limitation is increased in the Rail Division by \$10,000,000 for lottery bond proceeds for the Coos Bay Rail line. In addition, the limitation is increased by \$226,194 for cost of issuance expenses. There is no debt service in the 2015-17 biennium as the bonds will not be sold until the Spring of 2017. Debt service in 2017-19 is \$1,865,288 Lottery Funds.

The Subcommittee approved an Other Funds expenditure limitation of \$475,000 for cost of issuance of \$35,000,000 in General Obligation bonds for seven highway safety improvement projects. There is no debt service in the 2015-17 biennium as the bonds will not be sold until the Spring of 2017. Debt service in 2017-19 is \$5,135,799 General Fund.

The measure gives approval to the agency to move four positions (4.00 FTE) from the Information Services Branch to the Procurement Branch within ODOT's Central Services Division to align purchasing functions agency-wide.

### **Adjustments to 2013-15 Budgets**

#### **Oregon Health Authority**

Other Funds expenditure limitation for the Public Employees' Benefit Board for the 2013-15 biennium was increased by \$45 million. This will allow the agency to pay premiums and claims costs for the rest of the biennium.

#### **Department of Land Conservation and Development**

The Subcommittee approved the reduction of the General Fund appropriation made to the Department of Land Conservation and Development for the Southern Oregon Regional Pilot Program (SORPP) in the agency's 2013-15 budget (Senate Bill 5530, 2013) in the amount of \$194,000 and the re-establishment of that amount as a one-time General Fund appropriation in the 2015-17 budget. The funding is a portion of the amount established by policy option package 107 in the agency's 2013-15 budget for the purpose of carrying out Executive Order 12-07 that the agency will not expend during the 2013-15 biennium and that the grant recipient counties have requested to be moved forward to the 2015-17 biennium to allow additional time for the grant-funded work to be completed.

#### **Commission on Judicial Fitness and Disability**

The Subcommittee transferred \$5,000 of General Fund from administration to extraordinary expenses in the 2013-15 biennium budget, to fund costs directly associated with the investigation of complaints and the prosecution of cases.

BUDGET REPORT AND MEASURE SUMMARY

CARRIER: Rep. Buckley

Joint Committee On Ways and Means

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**Action:** Do Pass The A-Eng Bill.

**Action Date:** 02/25/16

**Vote:**

**House**

**Yeas:** 11 - Buckley, Gomberg, Huffman, Komp, Nathanson, Rayfield, Read, Smith, Whisnant, Whitsett, Williamson

**Exc:** 1 - McLane

**Senate**

**Yeas:** 7 - Bates, Devlin, Johnson, Monroe, Roblan, Shields, Steiner Hayward

**Nays:** 4 - Girod, Hansell, Thomsen, Whitsett

**Exc:** 1 - Winters

**Prepared By:** Linda Ames and Theresa McHugh, Legislative Fiscal Office

**Reviewed By:** Daron Hill, Legislative Fiscal Office

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Emergency Board; Various Agencies

Biennium: 2015-17



## Budget Summary\*

	2015-17 Legislatively Approved Budget	2016 Committee Recommendation	Committee Change from 2015-17 Leg. Approved	
			\$ Change	% Change
<b><u>Emergency Board</u></b>				
General Fund - General Purpose	\$ 30,000,000	\$ 32,000,000	\$ 2,000,000	6.7%
General Fund - Special Purpose Appropriations				
State Agencies for state employee compensation	\$ 120,000,000	\$ -	\$ (120,000,000)	-100.0%
State Agencies for non-state worker compensation	\$ 10,700,000	\$ 700,147	\$ (9,999,853)	-93.5%
State Agencies for education issues	\$ 3,000,000	\$ 1,626,121	\$ (1,373,879)	-45.8%
Dept. of Education - mixed delivery preschool program	\$ 17,540,357	\$ -	\$ (17,540,357)	-100.0%
HECC - college readiness program implementation	\$ 6,865,921	\$ -	\$ (6,865,921)	-100.0%
Dept. of Forestry - fire protection expenses	\$ 6,000,000	\$ 3,945,177	\$ (2,054,823)	-34.2%
Dept. of Revenue - Property Tax Division	\$ 1,836,836	\$ -	\$ (1,836,836)	-100.0%
Dept. of Corrections - Deer Ridge operations expenses	\$ -	\$ 3,000,000	\$ 3,000,000	100.0%
Dept. of Corrections - expenses related to mentally ill	\$ -	\$ 2,000,000	\$ 2,000,000	100.0%
Malheur Nat'l Wildlife Refuge expense reimbursement	\$ -	\$ 2,000,000	\$ 2,000,000	100.0%
<b><u>ADMINISTRATION PROGRAM AREA</u></b>				
<b><u>Department of Administrative Services</u></b>				
General Fund	\$ 12,468,238	\$ 16,073,778	\$ 3,605,540	28.9%
Other Funds	\$ 898,482,207	\$ 911,637,817	\$ 13,155,610	1.5%
<b><u>Advocacy Commissions Office</u></b>				
General Fund	\$ 602,262	\$ 626,557	\$ 24,295	4.0%
<b><u>Employment Relations Board</u></b>				
General Fund	\$ 2,393,033	\$ 2,460,956	\$ 67,923	2.8%
Other Funds	\$ 2,014,991	\$ 2,066,561	\$ 51,570	2.6%
<b><u>Oregon Government Ethics Commission</u></b>				
Other Funds	\$ 2,720,429	\$ 2,789,379	\$ 68,950	2.5%
<b><u>Office of the Governor</u></b>				
General Fund	\$ 12,448,211	\$ 12,773,672	\$ 325,461	2.6%
Lottery Funds	\$ 4,058,418	\$ 4,209,051	\$ 150,633	3.7%
Other Funds	\$ 3,152,058	\$ 3,249,297	\$ 97,239	3.1%

**Budget Summary\***

	2015-17 Legislatively Approved Budget	2016 Committee Recommendation	Committee Change from 2015-17 Leg. Approved	
			\$ Change	% Change
<b><u>Oregon Liquor Control Commission</u></b>				
Other Funds	\$ 178,713,603	\$ 181,706,250	\$ 2,992,647	1.7%
<b><u>Public Employees Retirement System,</u></b>				
Other Funds	\$ 95,161,904	\$ 107,769,491	\$ 12,607,587	13.2%
<b><u>Racing Commission</u></b>				
Other Funds	\$ 6,193,966	\$ 6,276,229	\$ 82,263	1.3%
<b><u>Department of Revenue</u></b>				
General Fund	\$ 186,702,371	\$ 193,187,720	\$ 6,485,349	3.5%
Other Funds	\$ 130,931,438	\$ 134,486,949	\$ 3,555,511	2.7%
<b><u>Secretary of State</u></b>				
General Fund	\$ 9,422,659	\$ 9,949,390	\$ 526,731	5.6%
Other Funds	\$ 54,607,321	\$ 56,279,809	\$ 1,672,488	3.1%
Federal Funds	\$ 6,242,689	\$ 6,277,676	\$ 34,987	0.6%
<b><u>State Library</u></b>				
General Fund	\$ 3,536,497	\$ 3,626,974	\$ 90,477	2.6%
Other Funds	\$ 6,227,861	\$ 6,440,443	\$ 212,582	3.4%
Federal Funds	\$ 5,061,853	\$ 5,121,642	\$ 59,789	1.2%
<b><u>State Treasurer</u></b>				
General Fund	\$ 1,658,284	\$ 1,687,988	\$ 29,704	1.8%
Other Funds	\$ 61,114,368	\$ 62,170,171	\$ 1,055,803	1.7%
<b><u>CONSUMER AND BUSINESS SERVICES PROGRAM AREA</u></b>				
<b><u>State Board of Accountancy</u></b>				
Other Funds	\$ 2,454,268	\$ 2,506,638	\$ 52,370	2.1%

## Budget Summary\*

	2015-17 Legislatively Approved Budget	2016 Committee Recommendation	Committee Change from 2015-17 Leg. Approved	
			\$ Change	% Change
<b><u>Chiropractic Examiners Board</u></b>				
Other Funds	\$ 1,889,260	\$ 1,931,737	\$ 42,477	2.2%
<b><u>Consumer and Business Services</u></b>				
Other Funds	\$ 243,170,782	\$ 246,301,771	\$ 3,130,989	1.3%
Federal Funds	\$ 16,431,616	\$ 17,320,682	\$ 889,066	5.4%
<b><u>Construction Contractors Board</u></b>				
Other Funds	\$ 14,659,027	\$ 15,051,664	\$ 392,637	2.7%
<b><u>Board of Dentistry</u></b>				
Other Funds	\$ 2,985,971	\$ 3,043,804	\$ 57,833	1.9%
<b><u>Health Related Licensing Boards</u></b>				
Other Funds	\$ 5,707,058	\$ 5,876,450	\$ 169,392	3.0%
<b><u>Bureau of Labor and Industries</u></b>				
General Fund	\$ 12,563,620	\$ 12,892,771	\$ 329,151	2.6%
Other Funds	\$ 10,831,529	\$ 11,296,258	\$ 464,729	4.3%
Federal Funds	\$ 1,476,462	\$ 1,539,652	\$ 63,190	4.3%
<b><u>Licensed Professional Counselors and Therapists. Board of</u></b>				
Other Funds	\$ 1,505,938	\$ 1,540,904	\$ 34,966	2.3%
<b><u>Licensed Social Workers, Board of</u></b>				
Other Funds	\$ 1,471,646	\$ 1,500,640	\$ 28,994	2.0%
<b><u>Board of Medical Examiners</u></b>				
Other Funds	\$ 11,269,353	\$ 11,605,454	\$ 336,101	3.0%
<b><u>Board of Nursing</u></b>				
Other Funds	\$ 15,265,753	\$ 15,573,363	\$ 307,610	2.0%

## Budget Summary\*

	2015-17 Legislatively Approved Budget	2016 Committee Recommendation	Committee Change from 2015-17 Leg. Approved	
			\$ Change	% Change
<b><u>Board of Pharmacy</u></b>				
Other Funds	\$ 6,856,245	\$ 7,057,070	\$ 200,825	2.9%
<b><u>Psychologist Examiners Board</u></b>				
Other Funds	\$ 1,284,790	\$ 1,323,155	\$ 38,365	3.0%
<b><u>Public Utility Commission</u></b>				
Other Funds	\$ 44,128,339	\$ 45,429,873	\$ 1,301,534	2.9%
Federal Funds	\$ 698,049	\$ 726,238	\$ 28,189	4.0%
<b><u>Real Estate Agency</u></b>				
Other Funds	\$ 6,897,314	\$ 7,159,101	\$ 261,787	3.8%
<b><u>Tax Practitioners Board</u></b>				
Other Funds	\$ 1,235,571	\$ 1,260,908	\$ 25,337	2.1%
<b><u>ECONOMIC AND COMMUNITY DEVELOPMENT PROGRAM AREA</u></b>				
<b><u>Oregon Business Development Department</u></b>				
General Fund	\$ 16,845,486	\$ 15,565,790	\$ (1,279,696)	-7.6%
Lottery Funds	\$ 111,789,423	\$ 113,289,994	\$ 1,500,571	1.3%
Other Funds	\$ 293,644,535	\$ 295,973,576	\$ 2,329,041	0.8%
Other Funds Nonlimited	\$ 225,972,465	\$ 231,792,465	\$ 5,820,000	2.6%
Federal Funds	\$ 39,967,883	\$ 40,101,139	\$ 133,256	0.3%
<b><u>Employment Department</u></b>				
General Fund	\$ 6,112,818	\$ 6,133,655	\$ 20,837	0.3%
Other Funds	\$ 141,800,701	\$ 146,138,599	\$ 4,337,898	3.1%
Federal Funds	\$ 157,985,169	\$ 162,716,380	\$ 4,731,211	3.0%
<b><u>Housing and Community Services Department</u></b>				
General Fund	\$ 15,679,188	\$ 28,421,768	\$ 12,742,580	81.3%
Other Funds	\$ 212,088,734	\$ 223,456,192	\$ 11,367,458	5.4%
Federal Funds	\$ 119,926,854	\$ 120,114,238	\$ 187,384	0.2%

## Budget Summary\*

	2015-17 Legislatively Approved Budget	2016 Committee Recommendation	Committee Change from 2015-17 Leg. Approved	
			\$ Change	% Change
<b><u>Department of Veterans' Affairs</u></b>				
General Fund	\$ 12,748,351	\$ 13,002,777	\$ 254,426	2.0%
Other Funds	\$ 83,768,166	\$ 84,275,562	\$ 507,396	0.6%
Federal Funds	\$ 2,805,304	\$ 3,305,303	\$ 499,999	17.8%
<b><u>EDUCATION PROGRAM AREA</u></b>				
<b><u>Department of Education</u></b>				
General Fund	\$ 544,682,780	\$ 577,542,813	\$ 32,860,033	6.0%
Other Funds	\$ 273,993,743	\$ 277,228,514	\$ 3,234,771	1.2%
Federal Funds	\$ 1,026,393,576	\$ 1,038,273,634	\$ 11,880,058	1.2%
<b><u>State School Fund</u></b>				
General Fund	\$ 6,964,849,484	\$ 6,925,296,093	\$ (39,553,391)	-0.6%
Lottery Funds	\$ 408,150,516	\$ 447,703,907	\$ 39,553,391	9.7%
<b><u>Higher Education Coordinating Commission</u></b>				
General Fund	\$ 32,035,777	\$ 34,981,675	\$ 2,945,898	9.2%
Other Funds	\$ 30,509,613	\$ 31,541,490	\$ 1,031,877	3.4%
Federal Funds	\$ 111,680,983	\$ 111,923,269	\$ 242,286	0.2%
<b><u>State Support for Community Colleges</u></b>				
General Fund	\$ 589,305,847	\$ 596,555,847	\$ 7,250,000	1.2%
<b><u>State Support for Public Universities</u></b>				
General Fund	\$ 941,746,515	\$ 944,646,515	\$ 2,900,000	0.3%
<b><u>Chief Education Office</u></b>				
General Fund	\$ 6,239,594	\$ 12,857,142	\$ 6,617,548	106.1%
<b><u>Teacher Standards and Practices</u></b>				
Other Funds	\$ 6,155,894	\$ 6,511,902	\$ 356,008	5.8%

## Budget Summary\*

	2015-17 Legislatively Approved Budget	2016 Committee Recommendation	Committee Change from 2015-17 Leg. Approved	
			\$ Change	% Change
<b><u>HUMAN SERVICES PROGRAM AREA</u></b>				
<b><u>Commission for the Blind</u></b>				
General Fund	\$ 2,892,992	\$ 3,691,540	\$ 798,548	27.6%
Other Funds	\$ 992,094	\$ 1,183,539	\$ 191,445	19.3%
Federal Funds	\$ 12,319,703	\$ 15,827,037	\$ 3,507,334	28.5%
<b><u>Oregon Health Authority</u></b>				
General Fund	\$ 2,120,607,875	\$ 2,139,964,413	\$ 19,356,538	0.9%
Lottery Funds	\$ 11,292,544	\$ 11,348,753	\$ 56,209	0.5%
Other Funds	\$ 5,683,377,776	\$ 5,782,295,632	\$ 98,917,856	1.7%
Federal Funds	\$ 11,400,938,911	\$ 12,389,291,524	\$ 988,352,613	8.7%
<b><u>Department of Human Services</u></b>				
General Fund	\$ 2,700,922,689	\$ 2,765,044,703	\$ 64,122,014	2.4%
Other Funds	\$ 500,033,526	\$ 532,329,349	\$ 32,295,823	6.5%
Federal Funds	\$ 4,488,244,260	\$ 4,802,435,818	\$ 314,191,558	7.0%
<b><u>Long Term Care Ombudsman</u></b>				
General Fund	\$ 6,172,203	\$ 6,303,638	\$ 131,435	2.1%
Other Funds	\$ 719,522	\$ 737,480	\$ 17,958	2.5%
<b><u>Psychiatric Security Review Board</u></b>				
General Fund	\$ 2,604,005	\$ 2,688,017	\$ 84,012	3.2%
<b><u>JUDICIAL BRANCH</u></b>				
<b><u>Judicial Department</u></b>				
General Fund	\$ 424,653,443	\$ 433,042,702	\$ 8,389,259	2.0%
Other Funds	\$ 138,932,144	\$ 147,988,947	\$ 9,056,803	6.5%
Federal Funds	\$ 1,598,284	\$ 1,606,769	\$ 8,485	0.5%
<b><u>Commission on Judicial Fitness and Disability</u></b>				
General Fund	\$ 230,040	\$ 405,777	\$ 175,737	76.4%

## Budget Summary\*

	2015-17 Legislatively Approved Budget	2016 Committee Recommendation	Committee Change from 2015-17 Leg. Approved	
			\$ Change	% Change
<b><u>Public Defense Services Commission</u></b>				
General Fund	\$ 275,010,417	\$ 275,454,479	\$ 444,062	0.2%
Other Funds	\$ 3,833,764	\$ 3,846,904	\$ 13,140	0.3%
<b><u>LEGISLATIVE BRANCH</u></b>				
<b><u>Legislative Administration Committee</u></b>				
General Fund	\$ 34,865,791	\$ 37,515,179	\$ 2,649,388	7.6%
Other Funds	\$ 2,225,416	\$ 5,435,025	\$ 3,209,609	144.2%
<b><u>Legislative Assembly</u></b>				
General Fund	\$ 39,090,875	\$ 38,146,349	\$ (944,526)	-2.4%
Other Funds	\$ 225,352	\$ 223,530	\$ (1,822)	-0.8%
<b><u>Legislative Commission on Indian Services</u></b>				
General Fund	\$ 401,349	\$ 410,168	\$ 8,819	2.2%
<b><u>Legislative Counsel</u></b>				
General Fund	\$ 10,841,717	\$ 10,646,638	\$ (195,079)	-1.8%
Other Funds	\$ 1,515,091	\$ 1,552,105	\$ 37,014	2.4%
<b><u>Legislative Fiscal Office</u></b>				
General Fund	\$ 4,324,440	\$ 4,315,993	\$ (8,447)	-0.2%
Other Funds	\$ 3,443,858	\$ 3,530,895	\$ 87,037	2.5%
<b><u>Legislative Revenue Office</u></b>				
General Fund	\$ 2,414,923	\$ 2,496,087	\$ 81,164	3.4%
<b><u>NATURAL RESOURCES PROGRAM AREA</u></b>				
<b><u>State Department of Agriculture</u></b>				
General Fund	\$ 23,396,301	\$ 24,613,559	\$ 1,217,258	5.2%
Lottery Funds	\$ 6,289,958	\$ 6,491,591	\$ 201,633	3.2%
Other Funds	\$ 60,578,804	\$ 62,478,730	\$ 1,899,926	3.1%
Federal Funds	\$ 15,563,845	\$ 17,630,167	\$ 2,066,322	13.3%

## Budget Summary\*

	2015-17 Legislatively Approved Budget	2016 Committee Recommendation	Committee Change from 2015-17 Leg. Approved	
			\$ Change	% Change
<b><u>Columbia River Gorge Commission</u></b>				
General Fund	\$ 903,983	\$ 915,291	\$ 11,308	1.3%
Other Funds	\$ 5,000	\$ -	\$ (5,000)	-100.0%
<b><u>State Department of Energy</u></b>				
Other Funds	\$ 34,288,279	\$ 35,076,986	\$ 788,707	2.3%
Federal Funds	\$ 3,128,423	\$ 3,187,299	\$ 58,876	1.9%
<b><u>Department of Environmental Quality</u></b>				
General Fund	\$ 33,948,448	\$ 37,732,047	\$ 3,783,599	11.1%
Lottery Funds	\$ 3,945,160	\$ 4,084,177	\$ 139,017	3.5%
Other Funds	\$ 149,103,999	\$ 152,995,169	\$ 3,891,170	2.6%
Federal Funds	\$ 28,970,775	\$ 29,567,515	\$ 596,740	2.1%
<b><u>State Department of Fish and Wildlife</u></b>				
General Fund	\$ 30,081,289	\$ 31,046,604	\$ 965,315	3.2%
Lottery Funds	\$ 4,752,746	\$ 4,917,581	\$ 164,835	3.5%
Other Funds	\$ 174,604,641	\$ 178,016,434	\$ 3,411,793	2.0%
Federal Funds	\$ 138,976,588	\$ 142,316,627	\$ 3,340,039	2.4%
<b><u>Department of Forestry</u></b>				
General Fund	\$ 63,414,691	\$ 88,388,302	\$ 24,973,611	39.4%
Lottery Funds	\$ 7,481,960	\$ 7,554,096	\$ 72,136	1.0%
Other Funds	\$ 224,734,577	\$ 286,598,792	\$ 61,864,215	27.5%
Federal Funds	\$ 34,758,694	\$ 35,063,741	\$ 305,047	0.9%
<b><u>Department of Geology and Mineral Industries</u></b>				
General Fund	\$ 4,138,836	\$ 4,246,695	\$ 107,859	2.6%
Other Funds	\$ 6,092,210	\$ 6,207,283	\$ 115,073	1.9%
Federal Funds	\$ 5,356,535	\$ 5,465,149	\$ 108,614	2.0%



## Budget Summary\*

	2015-17 Legislatively Approved Budget	2016 Committee Recommendation	Committee Change from 2015-17 Leg. Approved	
			\$ Change	% Change
<b><u>Department of Land Conservation and Development</u></b>				
General Fund	\$ 13,152,774	\$ 13,483,719	\$ 330,945	2.5%
Other Funds	\$ 484,999	\$ 725,419	\$ 240,420	49.6%
Federal Funds	\$ 6,254,991	\$ 6,392,432	\$ 137,441	2.2%
<b><u>Land Use Board of Appeals</u></b>				
General Fund	\$ 1,772,887	\$ 1,817,836	\$ 44,949	2.5%
<b><u>Oregon Marine Board</u></b>				
Other Funds	\$ 26,181,068	\$ 26,498,709	\$ 317,641	1.2%
Federal Funds	\$ 7,464,524	\$ 7,467,774	\$ 3,250	0.0%
<b><u>Department of Parks and Recreation</u></b>				
Lottery Funds	\$ 81,406,896	\$ 82,917,301	\$ 1,510,405	1.9%
Other Funds	\$ 108,236,201	\$ 110,367,264	\$ 2,131,063	2.0%
Federal Funds	\$ 12,306,810	\$ 12,345,047	\$ 38,237	0.3%
<b><u>Department of State Lands</u></b>				
General Fund	\$ 328,228	\$ 346,082	\$ 17,854	5.4%
Other Funds	\$ 35,792,955	\$ 36,617,973	\$ 825,018	2.3%
Federal Funds	\$ 1,795,917	\$ 2,067,484	\$ 271,567	15.1%
<b><u>Water Resources Department</u></b>				
General Fund	\$ 29,622,753	\$ 31,160,564	\$ 1,537,811	5.2%
Other Funds	\$ 73,945,808	\$ 74,253,832	\$ 308,024	0.4%
Federal Funds	\$ 1,302,403	\$ 1,312,338	\$ 9,935	0.8%
<b><u>Watershed Enhancement Board</u></b>				
Lottery Funds	\$ 62,250,303	\$ 62,482,687	\$ 232,384	0.4%
Other Funds	\$ 3,545,968	\$ 3,553,093	\$ 7,125	0.2%
Federal Funds	\$ 37,179,454	\$ 37,274,113	\$ 94,659	0.3%

## Budget Summary\*

	2015-17 Legislatively Approved Budget	2016 Committee Recommendation	Committee Change from 2015-17 Leg. Approved	
			\$ Change	% Change
<b><u>PUBLIC SAFETY PROGRAM AREA</u></b>				
<b><u>Department of Corrections</u></b>				
General Fund	\$ 1,555,904,536	\$ 1,593,133,894	\$ 37,229,358	2.4%
Other Funds	\$ 53,232,352	\$ 55,776,993	\$ 2,544,641	4.8%
<b><u>Oregon Criminal Justice Commission</u></b>				
General Fund	\$ 55,035,612	\$ 55,130,454	\$ 94,842	0.2%
Other Funds	\$ 494,015	\$ 864,015	\$ 370,000	74.9%
Federal Funds	\$ 7,304,929	\$ 6,937,604	\$ (367,325)	-5.0%
<b><u>District Attorneys and their Deputies</u></b>				
General Fund	\$ 11,610,450	\$ 11,868,624	\$ 258,174	2.2%
<b><u>Department of Justice</u></b>				
General Fund	\$ 76,083,264	\$ 78,841,305	\$ 2,758,041	3.6%
Other Funds	\$ 284,955,845	\$ 295,519,057	\$ 10,563,212	3.7%
Federal Funds	\$ 142,401,423	\$ 157,871,008	\$ 15,469,585	10.9%
<b><u>Oregon Military Department</u></b>				
General Fund	\$ 25,019,969	\$ 25,350,514	\$ 330,545	1.3%
Other Funds	\$ 110,312,549	\$ 113,312,859	\$ 3,000,310	2.7%
Federal Funds	\$ 278,357,971	\$ 280,784,232	\$ 2,426,261	0.9%
<b><u>Oregon Board of Parole</u></b>				
General Fund	\$ 7,807,978	\$ 8,040,916	\$ 232,938	3.0%
<b><u>Oregon State Police</u></b>				
General Fund	\$ 271,442,947	\$ 279,647,826	\$ 8,204,879	3.0%
Lottery Funds	\$ 7,841,010	\$ 8,010,065	\$ 169,055	2.2%
Other Funds	\$ 100,483,764	\$ 109,285,417	\$ 8,801,653	8.8%
Federal Funds	\$ 9,760,242	\$ 9,780,941	\$ 20,699	0.2%
<b><u>Department of Public Safety Standards and Training</u></b>				
Other Funds	\$ 37,238,170	\$ 42,092,883	\$ 4,854,713	13.0%
Federal Funds	\$ 4,148,299	\$ 6,666,167	\$ 2,517,868	60.7%

## Budget Summary\*

	2015-17 Legislatively Approved Budget	2016 Committee Recommendation	Committee Change from 2015-17 Leg. Approved	
			\$ Change	% Change
<b><u>Oregon Youth Authority</u></b>				
General Fund	\$ 291,989,720	\$ 298,387,030	\$ 6,397,310	2.2%
Other Funds	\$ 63,325,954	\$ 63,399,605	\$ 73,651	0.1%
Federal Funds	\$ 36,097,766	\$ 36,316,493	\$ 218,727	0.6%

## **TRANSPORTATION PROGRAM AREA**

### **Department of Aviation**

Other Funds	\$ 11,979,625	\$ 12,370,913	\$ 391,288	3.3%
Federal Funds	\$ 8,504,014	\$ 8,514,798	\$ 10,784	0.1%

### **Department of Transportation**

General Fund	\$ 27,827,995	\$ 22,585,257	\$ (5,242,738)	-18.8%
Other Funds	\$ 3,275,943,658	\$ 3,313,477,220	\$ 37,533,562	1.1%
Federal Funds	\$ 110,110,886	\$ 110,175,491	\$ 64,605	0.1%

## **2015-17 Budget Summary**

<b>General Fund Total</b>	\$ 17,716,499,549	\$ 17,780,417,528	\$ 63,917,979	0.4%
<b>Lottery Funds Total</b>	\$ 709,258,934	\$ 753,009,203	\$ 43,750,269	6.2%
<b>Other Funds Total</b>	\$ 14,023,753,360	\$ 14,377,069,073	\$ 353,315,713	2.5%
<b>Other Funds Nonlimited Total</b>	\$ 225,972,465	\$ 231,792,465	\$ 5,820,000	2.6%
<b>Federal Funds Total</b>	\$ 18,281,516,085	\$ 19,633,717,421	\$ 1,352,201,336	7.4%

\* Excludes Capital Construction

## Position Summary

	2015-17 Legislatively Approved Budget	2016 Committee Recommendation	Committee Change from 2015-17 Leg. Approved	
			Change	% Change
<b>ADMINISTRATION PROGRAM AREA</b>				
<b><u>Department of Administrative Services</u></b>				
Authorized Positions	827	841	14	1.7%
Full-time Equivalent (FTE) positions	813.17	826.40	13.23	1.6%
<b><u>Oregon Liquor Control Commission</u></b>				
Authorized Positions	261	268	7	2.7%
Full-time Equivalent (FTE) positions	251.16	255.33	4.17	1.7%
<b><u>Department of Revenue</u></b>				
Authorized Positions	1,082	1,087	5	0.5%
Full-time Equivalent (FTE) positions	1,012.41	1,020.68	8.27	0.8%
<b><u>Secretary of State</u></b>				
Authorized Positions	212	213	1	0.5%
Full-time Equivalent (FTE) positions	210.71	210.96	0.25	0.1%
<b>CONSUMER AND BUSINESS SERVICES PROGRAM AREA</b>				
<b><u>Consumer and Business Services</u></b>				
Authorized Positions	962	960	(2)	-0.2%
Full-time Equivalent (FTE) positions	952.57	952.76	0.19	0.0%
<b><u>Public Utility Commission</u></b>				
Authorized Positions	128	129	1	0.8%
Full-time Equivalent (FTE) positions	125.97	126.60	0.63	0.5%
<b>ECONOMIC AND COMMUNITY DEVELOPMENT PROGRAM AREA</b>				
<b><u>Oregon Business Development Department</u></b>				
Authorized Positions	137	139	2	1.5%
Full-time Equivalent (FTE) positions	134.74	135.74	1.00	0.7%

## Position Summary

	2015-17 Legislatively Approved Budget	2016 Committee Recommendation	Committee Change from 2015-17 Leg. Approved	
			Change	% Change
<b>EDUCATION PROGRAM AREA</b>				
<b><u>Chief Education Office</u></b>				
Authorized Positions	17	20	3	17.6%
Full-time Equivalent (FTE) positions	14.64	18.25	3.61	24.7%
<b><u>Department of Education</u></b>				
Authorized Positions	552	555	3	0.5%
Full-time Equivalent (FTE) positions	519.01	520.90	1.89	0.4%
<b>HUMAN SERVICES PROGRAM AREA</b>				
<b><u>Oregon Health Authority</u></b>				
Authorized Positions	4,428	4,449	21	0.5%
Full-time Equivalent (FTE) positions	4,361.01	4,383.89	22.88	0.5%
<b><u>Department of Human Services</u></b>				
Authorized Positions	8,038	8,054	16	0.2%
Full-time Equivalent (FTE) positions	7,897.81	7,905.04	7.23	0.1%
<b>NATURAL RESOURCES PROGRAM AREA</b>				
<b><u>Department of Environmental Quality</u></b>				
Authorized Positions	739	752	13	1.8%
Full-time Equivalent (FTE) positions	722.57	730.15	7.58	1.0%
<b><u>Department of Fish and Wildlife</u></b>				
Authorized Positions	1,474	1,474	-	0.0%
Full-time Equivalent (FTE) positions	1,198.26	1,199.26	1.00	0.1%
<b><u>Department of Forestry</u></b>				
Authorized Positions	1,197	1,201	4	0.3%
Full-time Equivalent (FTE) positions	875.54	878.04	2.50	0.3%

## Position Summary

	2015-17 Legislatively Approved Budget	2016 Committee Recommendation	Committee Change from 2015-17 Leg. Approved	
			Change	% Change
<b><u>Department of Land Conservation and Development</u></b>				
Authorized Positions	57	58	1	1.8%
Full-time Equivalent (FTE) positions	55.90	56.57	0.67	1.2%
<b><u>Water Resources Department</u></b>				
Authorized Positions	164	165	1	0.6%
Full-time Equivalent (FTE) positions	162.58	163.25	0.67	0.4%
<b>PUBLIC SAFETY PROGRAM AREA</b>				
<b><u>Department of Corrections</u></b>				
Authorized Positions	4,523	4,534	11	0.2%
Full-time Equivalent (FTE) positions	4,479.62	4,487.41	7.79	0.2%
<b><u>Department of Justice</u></b>				
Authorized Positions	1,305	1,324	19	1.5%
Full-time Equivalent (FTE) positions	1,291.70	1,298.27	6.57	0.5%
<b><u>Oregon State Police</u></b>				
Authorized Positions	1,287	1,299	12	0.9%
Full-time Equivalent (FTE) positions	1,255.24	1,261.87	6.63	0.5%
<b><u>Department of Public Safety Standards and Training</u></b>				
Authorized Positions	28	43	15	53.6%
Full-time Equivalent (FTE) positions	26.00	35.74	9.74	37.5%

## **Summary of Revenue Changes**

The General Fund appropriations made in the bill are within resources available as projected in the February 2016 economic and revenue forecast by the Department of administrative Services Office of Economic Analysis.

## **Summary of Capital Construction Subcommittee Action**

Senate Bill 5701 is the omnibus budget reconciliation bill for the 2016 legislative session, implementing the statewide rebalance plan that addresses changes in projected revenues and expenditures since the close of the 2015 session. The Subcommittee approved Senate Bill 5701 with amendments to reflect budget adjustments as described below.

## **Statewide Adjustments**

### **EMPLOYEE COMPENSATION DISTRIBUTION**

The Subcommittee approved allocation of \$120 million General Fund to state agencies for employee compensation. The General Fund appropriation is expected to cover about 93% of the statewide estimate of costs for compensation and benefit changes agreed to through collective bargaining or other salary agreements. Total compensation adjustments include \$120 million General Fund, \$3.2 million Lottery Funds, \$111.7 Other Funds, and \$55.9 million Federal Funds. Lottery Funds, Other Funds, and Federal Funds expenditure limitations are calculated at fully-funded amounts.

### **OTHER STATEWIDE ADJUSTMENTS**

Other statewide adjustments include adjustments for Pension Obligation Bond (POB) payments and fully funding the General Fund need of employee compensation for small agencies. POB adjustments generated a net savings of \$4.3 million Total Funds, including General Fund savings of \$487,281. A portion of the savings was used to fully fund the General Fund collective bargaining agreement costs (\$243,932) of small agencies.

Section 116 of the budget bill reflects the changes, as described above, for each agency. These adjustments are not addressed in the agency narratives, although they are included in the table at the beginning of the budget report.

## **Emergency Board**

As part of the 2015-17 biennium statewide rebalance plan, Senate Bill 5701 adjusts the Emergency Board's general purpose and special purpose appropriations as described as follows:

- Increases the General Purpose Emergency Fund by \$2,000,000 for general governmental purposes, increasing the total amount available to the Emergency Board for the remainder of the 2015-17 interim to \$32,000,000.
- Eliminates a special purpose appropriation for state agencies of \$120 million, and makes corresponding General Fund appropriations to various state agencies for state employee compensation changes.
- Reduces the special purpose appropriation for state agencies of \$10.7 million, with General Fund appropriations of \$10.0 million to the Department of Human Services (\$9,502,291) and the Oregon Health Authority (\$497,562) for compensation changes driven by collective bargaining for workers who are not state employees.
- Reduces the \$3,000,000 special purpose appropriation for education by \$1,373,879 and uses these funds as part of the \$1,900,000 General Fund appropriation to the Higher Education Coordinating Commission to help fund 2015-17 compensation agreements for classified staff at Portland State University, Eastern Oregon University, Southern Oregon University, Western Oregon University, and the Oregon Institute of Technology. Details on how much each university receives is found under the Higher Education Coordinating Commission section of this budget report.
- Eliminates the \$17,540,357 General Fund special purpose appropriation to the Emergency Board for the mixed delivery preschool program established in House Bill 3380 (2015), with a corresponding appropriation to the Oregon Department of Education for the same purpose.
- Eliminates a \$6,865,921 special purpose appropriation for college readiness and appropriates most of these resources to the Oregon Department of Education, Chief Education Office, and the Higher Education Coordinating Commission for transitional services and supports, between secondary and post-secondary education.
- Reduces the special purpose appropriation of \$6 million for fire costs, and appropriates \$2,054,823 to the Department of Forestry for that purpose.
- Eliminates the \$1.8 million special purpose appropriation for the Department of Revenue and appropriates \$1,360,125 to the Property Tax Division of the Department of Revenue, primarily due to cover a revenue shortfall in the County Assessment Function Funding Assistance Account.
- Establishes a \$3,000,000 special purpose appropriation to be allocated to the Department of Corrections for operations support. The Department may request funds to finance continued activation of minimum security beds at the Deer Ridge Correctional Institution.
- Establishes a \$2,000,000 special purpose appropriation to be allocated to the Department of Corrections. The Department may request funds to finance continued activities and positions associated with improvements to housing and treatment for the seriously mentally ill.
- Establishes a special purpose appropriation for the Emergency Board of \$2,000,000 to be allocated to state and local governments that incurred costs not reimbursed by the federal government related to the armed occupation of the Malheur National Wildlife Refuge. The Department of Administrative Services and the Legislative Fiscal Office are directed to work with state and local government units to identify and validate reimbursable costs related to the incident.



## Adjustments to 2015-17 Agency Budgets

### ADMINISTRATION

#### Department of Administrative Services

The Subcommittee approved a technical adjustment to move Other Funds expenditure limitation, intended to pay for treasury fees that had been spread to programs in the 2015-17 legislatively adopted budget, back into the Other Funds expenditure limitation established in Senate Bill 5502 for Treasury Fees. These adjustments net to a zero overall change in the total Other Funds budget approved for the Department of Administrative Services (DAS).

The Subcommittee approved a number of budget adjustments related to a multi-part reorganization of DAS and the Oregon State Chief Information Officer (OSCIO) information technology (IT) related functions. A budget note required DAS to report on proposed changes to operations and rates for Enterprise Technology Services (ETS), which includes the state data center. During the 2015 session, the Legislature also passed House Bill 3099, which transferred substantial authority and responsibility surrounding statewide IT operations and policies from the DAS Director to the OSCIO. To implement House Bill 3099, the OSCIO has proposed significant changes in organizational structures. Under this reorganization there will be five sections: ETS; Enterprise Security Office; Office of Strategic IT Governance; Enterprise Shared Services; and the DAS Chief Information Office (CIO), which will be responsible for meeting DAS's IT needs, such as help desk support. While the DAS CIO will remain under the authority of the OSCIO, it will report to the DAS Deputy Chief Operating Officer. In addition, three administrative positions that did budget work in ETS were transferred to DAS Business Services and seven other ETS administrative positions were moved to the CIO.

The budget adjustments required to implement the IT reorganization and new OSCIO responsibilities, as well as to address the ETS budget note, affected a number of DAS program areas. These net adjustments by program area include: ETS decreased Other Funds by \$39,863,385 and 70 positions (64.00 FTE); CIO increased Other Funds by \$29,841,240 and 37 positions (34.06 FTE); Chief Operating Office increased Other Funds by \$12,171,544 and 38 positions (37.58 FTE); DAS Business Services increased Other Funds by \$644,351 and 3 positions (3.00 FTE); and Enterprise Goods and Services increased Other Funds by \$474,682 and 4 positions (2.32 FTE).

As part of the IT reorganization, a new structure was proposed for IT procurement and vendor management with dual responsibility between Enterprise Goods and Services and OSCIO. This new structure was reviewed by the Joint Committee on Ways and Means as well as the Joint Legislative Committee on Information Management and Technology (JLCIMT). The JLCIMT recommended conditional, temporary approval of the request for the remainder of the biennium. Specifically, the JLCIMT recommended that DAS and OSCIO:

1. Conduct an assessment to identify and evaluate the alternative State IT procurement-related organizational/operating models in use by other states across the nation. The assessment report should provide the raw findings and include, but not be limited to, the roles, responsibilities, accountability, staffing levels, and costs associated with:
  - (a) The most predominant organizational/operating models in use across the nation as compared to the shared IT vendor management program proposed within this request, and

- (b) A full transfer of state IT procurement duties, functions, and powers from DAS and the DAS Director to the State Chief Information Officer.
2. Submit the assessment report and a status report on IT vendor management program progress to date to the Legislative Fiscal Office in November 2016.
3. Jointly present the assessment report and status report on IT vendor management program progress to the JLCIMT and the Emergency Board during the December 2016 Legislative Days.

The Subcommittee approved six new positions associated with the new IT vendor management arrangement as limited duration to ensure the new arrangement was temporary and that DAS/OSCIO would need to return to the Legislature for funding for the 2017-19 biennium.

Other Funds expenditure limitation established in Senate Bill 55 (2015) was reduced by \$196,206 and the three positions established by the bill were reduced by a combined 0.99 FTE due to delays in implementing the legislation. None of the three positions will be hired until after the 2016 legislative session.

The Subcommittee also added two limited duration positions to implement House Bill 4135 to accomplish the coordination requirements and manage the production of electronic records as directed by the bill. An Information Systems Specialist 8 position (0.63 FTE) was added to provide the initial outreach, education, and coordination of the new policies with state agencies. An Operations and Policy Analyst 2 (0.63 FTE) was added to handle the query writing and production of records for DAS and to assist agencies in the querying and production of their records. The positions are added as limited duration to allow DAS to assess appropriate work load and classification. Positions needed to manage ongoing work will be proposed as part of the Governor's Budget for 2017-19. The Subcommittee determined that DAS can pay for the two positions in 2015-17 with existing Other Funds expenditure limitation and revenue.

The Subcommittee also approved one-time General Fund appropriations to DAS for the following purposes:

- \$1,000,000 for disbursement to the Holly Theater in Medford for the Holly Theater Restoration Project.
- \$650,000 for disbursement to the Salem Area Mass Transit District to provide free bus passes to state employees working in the Capitol Mall area and to operate an Airport Road Express Shuttle between the State Motor Pool and the Capitol Mall.
- \$500,000 for disbursement to Clackamas County for repairs at the Willamette Falls Locks and Canal.
- \$500,000 for disbursement to the City of Cornelius to help build the multi-use Cornelius Place project which includes a library, low income senior housing, and a YMCA.
- \$300,000 for disbursement to Verde for the Cully Park project in Northeast Portland's Cully neighborhood.
- \$250,000 for disbursement to Worksystems Inc. to recapitalize a tuition loan program first funded in 2011 for loans to students participating in commercial driver license training. These loans are not part of a state program and funding is provided only to establish the private program. This is the second one-time General Fund appropriation made for this purpose; the same entity received a one-time grant of \$400,000 for this purpose in 2011.
- \$200,000 for disbursement to Douglas County to partially reimburse public safety costs associated with the October 1, 2015 incident at Umpqua Community College.

- \$200,000 for disbursement to Portland Playhouse for renovation and restoration of Portland Playhouse's theater in Portland's King neighborhood.

The Subcommittee added \$3,059,680 Other Funds expenditure limitation for one-time costs of issuance and special payments associated with the disbursement of proceeds from the sale of \$3,000,000 in lottery bonds for the City of Warrenton to rebuild a dock used by Pacific Seafood at the site of a seafood processing facility that burned down in June 2013. The processing facility was built in 1941 and acquired, along with the dock, by Pacific Seafood in 1983. The lottery bonds are approved in House Bill 5201. There is no debt service allocated in the 2015-17 biennium, as the bonds will not be sold until the spring of 2017. Debt service for 2017-19 is estimated at \$675,152 Lottery Funds. The Subcommittee also increased Other Funds expenditure limitation by \$55,000 to pay the cost of issuing \$2,500,000 Article XI-Q bonds for repairs and improvements at the Oregon State Fair.

Other Funds limitation was increased by \$453,681 to allow planning for the Human Resources Information System (HRIS) replacement project to continue through May 2016. DAS is to bring any request for additional funding needed to complete stage gate 3 planning through the end of the current biennium to the May 2016 meeting of the Emergency Board. In addition, DAS shall bring a plan to adjust rates and assessment charges for the second year of the biennium to fund both the HRIS planning project and new positions established as a part of the IT reorganization operationalized in Senate Bill 5701. A \$6,500,000 General Fund special purpose appropriation to the Emergency Board for this purpose may be allocated to pay General Fund increases associated with assessment and rate increases.

### **Oregon Liquor Control Commission**

The Subcommittee approved an Other Funds expenditure limitation in the amount of \$1,117,762 for the Oregon Liquor Control Commission to implement the provisions of House Bill 4014, Senate Bill 1511, and Senate Bill 1598. Three permanent regulatory specialist positions and four permanent administrative specialist positions are anticipated to be needed due to an increase in the assumed number of licensees as medical marijuana producers are authorized to transfer excess marijuana to recreational retail outlets, and to cover costs associated with the additional number of people working in the marijuana industry that will be required to have work permits and training. Services and supplies expenditures include \$350,000 for updates to the agency's "What's Legal" public information platform and associated outreach. Of the total amount, \$350,665 Other Funds expenditure limitation is for costs associated with Senate Bill 1598; if that bill is not enacted, this expenditure limitation is to be unscheduled by the Department of Administrative Services Chief Financial Office.

A technical adjustment was approved to convert four limited duration liquor regulatory specialists approved as part of House Bill 5047 to permanent status. This adjustment will have no effect on expenditure limitation in the 2015-17 biennium.

### **Public Employees Retirement System**

The Subcommittee increased expenditure limitation for the Financial and Administrative Services Division by \$100,000 Other Funds for a shortfall in the Secretary of State audit charges assessment budget. In addition, increased expenditure limitation in the amount of \$6,601,170 Other Funds was approved for the Financial and Administrative Services Division for the Office of the State Chief Information Officer Enterprise Technology Services assessment.

The Subcommittee approved a one-time increase in Other Funds expenditure limitation of \$1,255,601 for the Public Employees Retirement System (PERS) Individual Account Program (IAP) information technology project. In addition, the Department of Administrative Services is to schedule all currently unscheduled Other Funds expenditure limitation for the project. The project is to move the administration of the IAP from a third-party administrator to the agency. A re-baselining of the project shows that initial project development costs have increased from \$2.9 million to \$6.1 million. The agency anticipates requesting an estimated \$1.9 million during the 2017-19 biennium to complete project development. The Joint Legislative Committee on Information Management and Technology (JLCIMT) recommendations were also approved.

A one-time increase in Other Funds expenditure limitation of \$1,659,976 was approved for information technology enhancements to the jClarety retirement system. JLCIMT recommendations were also approved. The Subcommittee directed the Department of Administrative Services to unschedule the entire \$1.7 million until the conditions set forth by JLCIMT are satisfied.

### **Department of Revenue**

The Subcommittee reduced the expenditure limitation for the Core Systems Replacement project by \$500,000 Other Funds (recreational marijuana tax proceeds) to account for contract savings for the recreational marijuana module. The original development cost was estimated at \$1 million in House Bill 5047 (2015).

Other Funds expenditure limitation for the Property Tax Division was reduced by \$500,000 because the limitation is in excess of the operational needs of the program and is without an underlying revenue source.

The Subcommittee approved a \$373,841 General Fund reduction and a reduction of 2.60 FTE for the Senior Citizens' and Disabled Citizens' Property Tax Deferral program. This technical adjustment will have no impact on the program, which is statutorily funded with Other Funds (Senior and Disabled Property Tax Deferral account). This is part of an effort to better align the agency's budget with actual program funding.

The General Fund appropriation for the Property Tax Division was increased by \$1.4 million in personal services and FTE on existing positions was increased by 7.20. This appropriation is to backfill Other Funds revenue shortfalls in the County Assessment Function Funding Assistance Account, but only for Department of Revenue Valuation Section (\$1.1 million), and for a reduction in county contract mapping services (\$240,986). A \$1.8 million reduction in Other Funds expenditure limitation was previously included in the agency's legislatively adopted budget. The 2017-19 biennial cost is estimated to be \$1.9 million General Fund.

The Subcommittee approved an increase of \$2,052,807 in Other Funds expenditure limitation (recreational marijuana tax) and the establishment of four permanent full-time Accounting Technician 2 positions (2.92 FTE) and one limited duration Principal Executive Manager B position (0.75 FTE) for the recreational marijuana program. In addition, an Economist 3 position, approved as part of House Bill 5047 (2015), is moved from permanent full-time to limited duration. Personal services costs total \$481,063, with \$653,792 in services and supplies and \$917,952 in capital outlay. Of the \$2.1 million expenditure limitation, \$633,920 is one-time limitation for program start-up and facility construction costs. The 2017-19 biennial cost is estimated to be \$1.4 million Other Funds. This request is for the processing of cash payments related to the recreational marijuana program; however, the Subcommittee's expectation is that this is to be done in an integrated fashion with the agency's current banking, Electronic Funds Transfer, and miscellaneous cash receipting of non-recreational marijuana taxes.

The Subcommittee approved an increase in Other Funds expenditure limitation of \$874,747 for the Core Systems Replacement project. It was estimated that there were \$6.9 million in bond proceeds for the project carried forward from the 2013-15 biennium; however, that figure was only recently revised to \$7,804,187. The Department of Administrative Services is directed to unschedule the entire \$874,747 pending the review and approval of the need for the expenditure limitation by the Legislative Fiscal Office.

### **Secretary of State**

The Subcommittee established a \$347,900 General Fund appropriation and one limited-duration position (0.25 FTE) to replace the Oregon Elections System for Tracking and Reporting (ORESTAR) Election Night Reporting module. The agency will use the funds to acquire a commercially-available off-the-shelf (COTS) product to replace an existing ORESTAR Election Night Reporting module that was developed in-house. The replacement system will offer expanded capabilities, including tabulation of local election vote counts and graphical and map-based display capabilities. A temporary project manager position was approved. The new system is expected to be fully operational in time for the 2016 General Election. The appropriation is approved on a one-time basis and will be phased out in the agency's 2017-19 biennium budget.

### **State Treasurer**

The Subcommittee reduced Other Funds expenditure limitation for the Debt Management Division by \$500,000 for a Rockefeller Foundation grant that the agency no longer receives.

## **CONSUMER AND BUSINESS SERVICES**

### **Department of Consumer and Business Services**

The Subcommittee approved an increase in the Other Funds limitation for the reclassification of positions in three divisions. The individual changes impacted ten positions. The adjustments included increased Other Funds expenditure limitation of \$32,660 in the Building Codes Division, \$30,878 in the Workers' Compensation Division, and \$108,488 in the Insurance Division, for a total of \$172,026. The additional expenditure limitation allows the agency to make position adjustments as approved by the Office of the Chief Human Resources Officer at the Department of Administrative Services without compromising the maintenance of the agency's ratio of supervisory to non-supervisory positions, as required under House Bill 4131 (2012).

The Subcommittee approved an increase in the Other Funds expenditure limitation of \$379,219 for the establishment of four new positions (2.52 FTE) in the Building Codes Division. These positions include a Plans Examiner 2 position to be housed in Salem and three Inspector positions (Mechanical, Plumbing, and Electrical) to be housed at the Eastern Region Office located in Pendleton. The positions will address ongoing workload increases of the Building Codes Division as the economy continues to recover.

A net decrease in Other Funds expenditure limitation of \$321,655 was made as a result of position adjustments in the Marketplace and Shared Services Divisions related to the operation of the Health Insurance Marketplace. Thirteen limited duration Program Analyst 2 positions were eliminated (-7.52 FTE) and six permanent, full-time positions (4.02 FTE) were established (one Outreach and Education Manager and five Program Analyst 2 positions). These changes result in a reduction of seven positions and \$558,617 Other Funds expenditure limitation in the

Marketplace Division. This reduction was partially offset by an increase in Other Funds expenditure limitation of \$236,962 in the Shared Services Division to cover the costs of converting one part-time, limited duration Operations and Policy Analyst 4 position to a full-time, permanent position (0.50 FTE) and to add an additional Procurement and Contract Specialist 3 position (0.67 FTE).

The Subcommittee approved a \$6.4 million reduction in Other Funds expenditure limitation in order to reconcile the budget of the Health Insurance Marketplace with actual and anticipated expenditures of the program, which have been significantly different than what was anticipated in the legislatively adopted budget. The changes include reductions in anticipated expenditures due to pre-payment of contracts prior to the transfer of the insurance marketplace from Cover Oregon to the Department of Consumer and Business Services (DCBS), changes in information technology contracts, lower than anticipated personal services costs, and a reduction in anticipated payments for tax reporting errors. These reductions are partially offset by increases in legal fees and new information technology contracts.

A \$1,732,528 Other Funds expenditure limitation increase was approved for additional marketing and outreach activities of the Oregon Health Insurance Marketplace. This additional expenditure limitation will be unscheduled until DCBS completes its review and analysis of the 2016 open enrollment year campaign and its plan for the 2017 open enrollment year campaign. The legislatively adopted budget included a budget note instructing the agency to complete a plan and report on each of the publicity and publication campaigns either upcoming or implemented for the Health Insurance Marketplace Program. DCBS submitted a publicity and publication plan and report to the Interim Joint Committee on Ways and Means in January 2015; however, that plan and report did not contain detailed information for the 2017 open enrollment year campaign since the agency had not yet completed its review of the 2016 plan. The additional funding, once rescheduled, will allow the agency to maintain the same level of expenditures during the 2017 open enrollment year as in 2016.

Discussions also took place regarding pharmacy benefit managers. The Subcommittee approved the following budget note.

**Budget Note:**

The purpose of this budget note is to clarify the Department of Consumer and Business Services' (DCBS) authority to regulate pharmacy benefit managers (PBMs). DCBS is directed to convene a workgroup to develop recommendations for rulemaking regarding PBM compliance. Based on those recommendations, the agency will draft rules regarding PBM compliance and report to the appropriate legislative policy committees by November 1, 2016. The report should include the draft rules, as well as any statutory changes or clarifications necessary to fully implement the draft rules, including fee recommendations for administration of the program.

Draft rules must include, but are not limited to:

- Notification system that includes a method for informing PBMs of new regulations, and for informing PBMs of complaints, investigations, and possible sanctions
- Investigation procedures
- Fees, fines, and resolution process that includes:
  - Overall schedule of fees and fines
  - Provisions for warnings before fines, based on circumstances

- Possible escalation of fine for multiple occurrences including combining multiple occurrences into a single complaint or enforcement action, or multiple claims related to a single reason or cause
- Setting a maximum annual per PBM fine
- Exceptions based on type of violation or other criteria
- A reasonable time to re-enter compliance
- Other provisions consistent with DCBS' existing enforcement authority and procedures

### **Bureau of Labor and Industries**

Technical adjustments are included to reflect the budget recommended to the Joint Committee on Ways and Means by the Transportation and Economic Development Subcommittee during the 2015 regular session. Multiple amendments to Senate Bill 5517 were considered during the legislative review process, and the amendment that was submitted to and adopted by the Joint Committee on Ways and Means did not properly reflect the budget recommended by the Subcommittee. The adjustments reduce the General Fund appropriation to the agency by \$113,604, increase Other Funds expenditure limitation by \$206,871, and increase Federal Funds expenditure limitation by \$2,696, for a total funds adjustment of \$95,963.

### **Oregon Public Utility Commission**

The Subcommittee increased the agency's Other Funds expenditure limitation by \$170,226 and authorized one permanent position (0.63 FTE) to increase analytic capacity to address additional agency responsibilities resulting from legislative changes to the Renewable Portfolio Standard made during the 2016 Legislative session.

## **ECONOMIC AND COMMUNITY DEVELOPMENT**

### **Oregon Business Development Department**

The Subcommittee reduced the General Fund appropriation for debt service by \$1,328,407, and established a \$1,330,500 Other Funds expenditure limitation for general obligation bond debt service. Debt service for general obligation bonds is paid by the General Fund; however, the agency will substitute \$1,330,500 of Article XI-M and Article XI-N bond proceeds, and interest earned on those proceeds, to pay debt service, in lieu of General Fund. The proceeds are from bonds originally issued for the Seismic Rehabilitation Grant program in 2010, 2011, and 2012. These proceeds were not used for seismic projects and will instead be used to offset debt service costs in the current biennium.

The Subcommittee increased Lottery Funds support by \$1.5 million. This includes an increase for employee compensation changes and \$960,514 Lottery Funds, approved on a one-time basis, for new or expanded programs. The Subcommittee increased Lottery Funds support for the Oregon Wave Energy Trust by \$200,000, bringing current-biennium support to \$450,000 Lottery Funds. Lottery Funds were increased by \$400,000 to reapprove funding for replacement of the Port of Port Orford Cannery Building for one more biennium. Funding for this project was initially approved in the 2013-15 biennium. The Subcommittee also approved \$100,000 of Lottery Funds to conduct a Willamette Valley Intermodal Hub Feasibility Study, to evaluate the viability of a strategic intermodal hub to optimize container shipment of Oregon agricultural products.

Lottery Funds totaling \$260,514 and two positions (1.00 FTE) were approved to address administrative costs associated with the expansion of grant activity in the Seismic Rehabilitation Grant Program. The Department will need to fill the newly-established positions for three years beginning July 1, 2016, and will include a policy option package in its 2017-19 biennium budget request to convert the two approved positions from permanent to limited-duration status. The Department is also instructed to report to the Legislative Fiscal Office, following each sale of Article XI-M or Article XI-N general obligation bonds, on the projects and dollar amounts of project grants financed by the bond sale, as well as on the amount of bond proceeds budgeted for agency administrative costs.

The Subcommittee established a \$1 Other Funds expenditure limitation for the American Manufacturing Innovation District, and increased Other Funds by \$54,868 for cost of issuance of lottery revenue bonds for this project. The American Manufacturing Innovation District is a collaborative effort between government, industry, and academic institutions to invest in manufacturing infrastructure to promote advanced manufacturing. A total of \$2.5 million of lottery revenue bond proceeds are authorized for this project in House Bill 5202, which also authorizes \$5 million of Article XI-G bond proceeds for distribution to Portland Community College (PCC) in support of this project. The Subcommittee limited expenditure of bond proceeds to \$1, pending a joint presentation with PCC of a business plan for developing the District. Debt service costs for the lottery revenue bonds authorized for this project are projected to total approximately \$535,000 Lottery Funds per biennium, beginning in the 2017-19 biennium. Because the bonds will not be issued until spring 2017, there will be no debt service payments due in the current biennium.

The Subcommittee also approved a technical correction to the budget for the State Small Business Credit Initiative (SSBCI) program. This correction increases Other Funds expenditure limitations in the Business, Innovation and Trade Division by \$388,773, and reduces the Division's Federal Funds expenditure limitations by the same amount. The SSBCI is funded from a federal grant the agency secured in 2011 that provided Federal Funds for revolving loan programs. It was noted when the grant was received that administrative costs for the program would transition to Other Funds over time, as the grant money was loaned out and the loan repayments were re-categorized as Other Funds. The Subcommittee added this anticipated fund shift, which had not been included in the agency's budget, to the bill.

Federal Funds expenditure limitation was increased for the Business, Innovation and Trade Division by \$450,000 for expenditure of funds received under the Year 4 State Trade and Export Promotion grant program. This increase more than offsets the \$388,773 Federal Funds expenditure limitation decrease for SSBCI and results in a net increase of \$61,227 for the Business, Innovation and Trade Division Federal Funds expenditure limitation.

Finally, the Subcommittee approved a budget adjustment to increase Nonlimited Other Funds expenditures by \$5,820,000. This adjustment reflects a greater level of loan repayments than originally anticipated in the budget. Loan repayments are not limited in the agency budget. The adjusted level of Nonlimited Other Funds in the Infrastructure Finance Authority will include approximately \$24.2 million of loan repayments.

### **Employment Department**

A technical adjustment is included for the Employment Department to more accurately reflect the amount expected to be utilized by the agency from \$85 million in modernization funds appropriated to the agency through the federal Social Security Act. Close of session budget reconciliation adjustments resulted in more dollars being available from the Supplemental Employment Department Administrative Fund for



Department operating expenditures. This adjustment does not change the overall amount of the agency's recommended budget, merely the source from which the Department can make expenditures. As such, the appropriation of modernization funds made to the Department is decreased by \$17 million; sufficient Other Funds expenditure limitation exists to enable the Department to make equivalent expenditures from a combination of Supplemental Employment Department Administrative Funds and the Special Administrative Fund.

### **Housing and Community Services Department**

The Subcommittee approved an increase in General Fund of \$2,727,660 for counseling services associated with the Oregon Foreclosure Avoidance Program. The 2015-17 legislatively adopted budget included \$1.4 million General Fund, which was estimated to be sufficient through February 2016. The Housing and Community Services Department was directed to report back to the Legislature on program utilization, foreclosure rates, and actual monthly expenditures to counseling agencies. The additional General Fund is included for program expenditures for the remainder of the 2015-17 biennium, as follows: \$2.36 million for counseling services provided on a fee-for-service basis as indicated via contract with the Housing and Community Services Department; \$233,333 for legal aid services for counseling clients with particularly complicated circumstances; and \$127,480 for agency program administration, with the understanding that the Department of Administrative Services will unschedule \$275,000 of the amount. Funding for the program is not anticipated to be ongoing, although the agency may request funding for consideration during the 2017-19 budget process.

Also included is a one-time General Fund appropriation in the amount of \$10 million to the Housing and Community Services Department to be utilized as follows: \$8 million is for homelessness assistance and prevention services through the Emergency Housing Assistance (EHA) program and \$2 million is to the State Housing Assistance program (SHAP) for operational support for emergency shelters and supportive services to shelter residents. Funding for the EHA program is spent as Other Funds by the Department, and is reflected in an additional \$8 million in Other Funds expenditure limitation.

Other Funds expenditure limitation in the amount of \$2,554,868 is included to enable the Housing and Community Services Department to expend proceeds from the sale of lottery bonds for preservation of affordable housing with expiring federal subsidies. Of this amount, \$2.5 million is attributable to project costs and \$54,868 is related to cost of issuance. Eligible projects for which these funds can be expended are defined as the following:

- Privately owned multi-family rental properties where at least 25% of the units are subsidized by a project-based rental assistance contract through the U.S. Department of Agriculture Rural Development or the U.S. Department of Housing and Urban Development;
- Existing manufactured housing communities to be acquired by a mission-based non-profit organization, resident cooperative, tenants' association, housing authority, or local government; or
- Public housing projects undergoing a preservation transaction which involves a comprehensive recapitalization and which will secure ongoing rental subsidies.

### **Oregon Department of Veterans' Affairs**

The Subcommittee approved an increase in Federal Funds expenditure limitation of \$499,999. The Oregon Department of Veterans' Affairs (ODVA) received a 2015 grant from the U.S. Department of Veteran's Affairs in the amount of \$500,000 for transportation of Oregon veterans in highly rural areas to medical appointments. Awards of \$50,000 per county will be used to preserve and maintain transportation programs established with the 2014 federal grant award. The counties receiving funds are Baker, Gilliam, Grant, Harney, Lake, Malheur, Morrow, Sherman,

Wallowa, and Wheeler. ODVA acts as the applicant and grantee on behalf of the counties, and will pass through funds and monitor compliance with grant requirements. The grant is for a period of one year and requires no matching funds or additional positions for administration. A placeholder amount of \$1 in Federal Funds expenditure limitation was included in the legislatively adopted budget for the agency.

## **EDUCATION**

### **State School Fund**

The Subcommittee approved a decrease of \$39,553,391 General Fund and an increase of \$39,553,391 Lottery Funds for the State School Fund. These changes reflect the balance of available General Fund and Lottery Funds for the overall state budget and maintains the amount of \$7,376 million total funds for the State School Fund for the 2015-17 biennium.

### **Department of Education**

The Subcommittee approved changes in the Federal Funds expenditure limitations for agency operations for federal grants received by Department of Education as described below:

- An increase of \$7,130,223 for a three-year federal grant from the U.S. Department of Education's Office of Innovation and Improvement. The purpose of the grant is to increase the number of high-quality charter schools by providing assistance to potential charter schools for planning, program design, and initial operations. Funds will also be used to share best practices among all charter schools and sponsoring districts. One limited duration position (0.63 FTE) was approved relating to the grant.
- An increase of \$1,160,860 for three separate child nutrition grants from the U.S. Department of Agriculture. The three grants were the Professional Standards Training grant (\$138,915), the Team Nutrition grant (\$203,563), and the Tier 2 Direct Certification Improvement grant (\$818,382). A limited duration position (0.63 FTE) was approved for the Tier 2 Direct Certification Improvement grant.

The Subcommittee approved an increase of \$515,200 Other Funds expenditure limitation to cover costs of an increase in the number of students participating in the Hospital Program. The agency is required to provide and pay for the costs of educational services for children, through age 21, who are expected to be hospitalized for an extended period of time. This increase will be funded through an increased distribution from the State School Fund. Also approved was a transfer of \$51,458 General Fund from the breakfast and summer food programs under Grant-in-Aid to agency Operations for the administration of the Farm-to-School program. A one-time increase in the Other Funds expenditure limitation of \$2,030,515 for the Oregon School for the Deaf was approved for deferred maintenance, including replacement of the School's Heating Ventilation Air Conditioning, or HVAC, system. The source of funds for this includes moneys set aside from the sale of the School for the Blind property, income from the rental of school facilities, and the anticipated sale of a vacant parcel of school property. The Department of Administrative Services is instructed to unschedule this increase until the final cost of the project is determined and the sale of the vacant property is completed.

To ensure that debt service payments on education-related Lottery Bonds are funded from the proper sources, the Subcommittee approved changes to the amount of Lottery Fund resources allocated to the Department of Education. House Bill 5016, the 2015 appropriation bill for the agency, allocated the entire \$1,434,927 required for debt service payments from the Oregon Education Fund. The actual allocation is \$593,395 from the Oregon Education Fund and the remaining \$841,532 is from the Administrative Services Economic Development Fund.

The Subcommittee approved an increase of \$3,130,000 General Fund for the Oregon Department of Education's agency operations to fully fund the Assessment and Accountability unit. The 2015-17 budget for this unit was inadvertently underfunded by \$3,771,938 General Fund and needs these funds to meet its responsibilities and commitments. This budget gap is resolved by transferring \$930,000 General Fund from the Grant-in-Aid budget in unallocated resources and an increase of \$2,200,000 in new General Fund resources. The remaining \$641,938 is to be found by the agency in savings in its existing agency operations budget, including holding positions vacant in the unit. There is also a transfer of \$2,000,000 in excess Federal Funds expenditure limitation from the Grant-in-Aid budget to Operations, and an additional increase of \$1,971,397 in Federal Funds expenditure limitation to match the amount of federal funding available for this function.

General Fund increases for existing programs were approved as described below:

- Funding for the Oregon Pre-Kindergarten program was increased by \$5.3 million, bringing the total General Fund resources for this program to \$145.3 million.
- Funding for the Early Intervention and Early Childhood Special Education programs was increased by \$5,393,340 General Fund. This increase reflects, in part, the growth in these two programs at a rate greater than estimated at the end of the 2015 session. Total General Fund resources for these programs, including this increase, is \$155.8 million.
- The Relief Nurseries program was increased by \$300,000 General Fund, bringing the total General Fund available for the 2015-17 biennium to \$8.6 million. This additional funding and the \$700,000 General Fund appropriated by chapter 837, section 109, Oregon Laws 2015 should be considered permanent for the purposes of developing the 2017-19 budget.

One-time General Fund appropriations were approved by the Subcommittee for new programs and grants as described below:

- \$260,000 General Fund for a grant to the Burnt River School District for the Burnt River Integrated Agriculture/Science Research Ranch program. This program provides educational opportunities to students from outside the district, including from the Portland area, and provides a number of educational services outside of the core curriculum common to all high school students, including natural resource studies, agricultural experience, water quality monitoring, animal husbandry, sustainable rangeland science, forest restoration, and organic food production.
- \$400,000 General Fund for grants to organizations which provide training and assistance relating to culturally relevant educational practices authorized as eligible services under the Network for Quality Teaching and Learning under House Bill 4033. Grants of equal value are to be provided to two organizations: (1) Center for Culturally Responsive Practices and (2) Teaching with Purpose.
- \$95,000 General Fund appropriation for a grant to the World of Speed organization for the High School Automotive Career Technical Education program. The organization partners with Clackamas Community College and area high schools to provide automotive related career technical education (CTE). Other high schools have expressed interest and the \$95,000 would be used to match other contributions to the program, assisting with cost of transporting students to the facility for classes, and other program costs.

The Subcommittee eliminated the \$17,540,357 General Fund special purpose appropriation to the Emergency Board for the mixed delivery preschool program established in House Bill 3380 (2015) and directly appropriated the same amount to the Oregon Department of Education for

the same purpose. The intent is for this funding to be distributed to four to six Early Learning Hubs that demonstrate that the Hub and the providers in their service area are prepared to implement the mixed delivery preschool model beginning in September 2016. In developing the 2017-19 current service level budget for this program, only the full two-year costs of this appropriation should be factored into the calculation. Any further expansion to add new Early Learning Hubs should be a separate policy decision made by the Legislature during the 2017 session. In addition to the annual report to the Legislature required in House Bill 3380 (2015), the agency is instructed to report to the Emergency Board prior to June 1, 2016 on which Early Learning Hubs were selected, the number of preschool providers estimated to be delivering the program, the estimated number of children that will be served under the program, and an update on the various cost components of the program.

One permanent Research Analyst 3 position (0.63 FTE) was approved to manage and analyze information collected through the Class Roster data from school districts under House Bill 2644 (2013). The agency will identify the funding from existing resources for the 2015-17 biennium.

### **Higher Education Coordinating Commission**

The Subcommittee approved a one-time \$1,800,000 General Fund appropriation to the Higher Education Coordinating Commission (HECC) for a grant to Umpqua Community College (UCC) to address the issues resulting from the shooting incident on the UCC campus on October 1, 2015. The funding may be used for: (1) staff, including security staff; (2) upgrading security communications equipment, door locks, and campus lighting; (3) upgrading the campus's network fiber system to accommodate the new communications equipment; and (4) other costs related to the October 1st incident. HECC is to report back to the Legislature as part of its budget presentation to the Joint Committee on Ways and Means in 2017 on how these resources were expended. Also approved was a one-time \$4,250,000 General Fund appropriation to HECC for a grant to UCC for the construction or renovation of a replacement for Snyder Hall where the shooting incident took place. The College is currently not using the classroom space in the building and is relying on temporary structures to replace some of the space.

The Subcommittee recognized the Community Colleges' needs regarding campus and student security and safety issues which were illustrated, in part, by the shooting incident at UCC. The Governor has appointed a workgroup to recommend actions and investments for security and safety at Community College and other Post-Secondary institutions. Based on the recommendations of the workgroup and the Community Colleges, the Legislature will address this issue during the 2017 session.

An \$804,506 increase in Other Funds expenditure limitation was approved by the Subcommittee for payment of the costs of issuing General Obligation bonds on behalf of community colleges and public universities. This increase represents the estimated amount required if all of the bonds authorized for the 2015-17 budget cycle are issued by the end of the current biennium.

The Subcommittee also approved three one-time General Fund appropriations to HECC to be allocated to Oregon State University. The first appropriation is \$800,000 for the Northwest National Marine Renewable Energy Center to serve as match for federal funds for the Pacific Marine Energy Center South Energy Test Site. The federal government has made an initial \$5 million available to fund a competitive grant to further develop a wave energy test facility, with the expectation that a 25% local match will be provided. HECC is only to release the funds if Oregon State University is awarded the grant. The second appropriation is \$100,000 for endophyte research which is to be matched by private dollars. These funds are to be used only for endophyte research in support of Oregon's fiber and straw export industry. A report to the Legislative Fiscal Office on how the funds were used in support of endophyte research and what was made possible by this additional influx of funds should be made by December 31, 2016. The third is \$100,000 for the purpose of establishing an endowed scholarship fund through the Oregon State

University Foundation. The scholarship must be used to support students engaged in research associated with Amyotrophic Lateral Sclerosis (ALS).

The Subcommittee approved a one-time General Fund appropriation of \$1,900,000 for the four technical and regional universities, along with Portland State University, to help fund new compensation agreements for classified staff. HECC is directed to distribute the following amounts to the following universities: Portland State University - \$400,000; Eastern Oregon University - \$251,559; Southern Oregon University - \$468,591; Western Oregon University - \$485,646; and Oregon Institute of Technology - \$294,204.

**Budget Note:**

The Subcommittee recognizes that the Current Service Level (CSL) is intended to estimate the cost of legislatively approved programs in the upcoming biennium. In 2009, the Joint Committee on Way and Means approved the adoption of a CSL model for the Community College Support Fund (CCSF) to reflect health benefit and retirement costs expected to exceed the Department of Administrative Services standard inflation rate.

To ensure consistency in post-secondary state support CSL calculations, the Department of Administrative Services (DAS) and the Legislative Fiscal Office (LFO) are directed to develop, in consultation with the Higher Education Coordinating Commission and the seven public universities, an estimated cost of applying the Community College Support Fund model to the Public University Support Fund, the Agricultural Experiment Station, the Extension Service, the Forest Research Laboratory, and Public University State Programs. The estimate will include data elements that the public universities will be required to submit to HECC in order to implement the model.

DAS and LFO will provide the estimated cost to implement the Community College Support Fund CSL model for Public University state support to the Emergency Board, through the Legislative Fiscal Office, by July 1, 2016.

**Chief Education Office**

The Chief Education Officer, in cooperation with other education agencies, has completed the steps necessary to receive Stage Gate 3 approval to move forward on the development of the Statewide Longitudinal Data System (SLDS). This means the project staff have completed the required project management documents with approval from the State's Chief Information Officer. As a result, the Subcommittee approved \$5,505,280 General Fund for the project development and staff for this biennium. Based on the project's schedule, this will leave one quarter's worth of development costs for 2017-19. Ongoing costs for the Data System, starting in 2017-19, are estimated to be roughly \$3.0 million per biennium, including staff for the operation, data integration, and maintenance, as well as the network-related costs due to the Department of Administrative Services (DAS). Also approved were 3 new permanent positions (1.75 FTE) and an additional 1.86 FTE to continue three existing limited duration positions for the remainder of the biennium. Two of these three limited duration positions, the Project Director and Systems Integration positions, are made permanent. DAS is instructed to unschedule \$495,000 of this appropriation, which represents the project contingency funds. The agency can make a request to DAS and the Legislative Fiscal Office to reschedule these contingency funds if need arises before the end of the biennium. The Chief Education Office is instructed to report to the Emergency Board prior to October 1, 2016 on the project's progress and expenditures.

### **Teacher Standards and Practices Commission**

Senate Bill 78 (2015) appropriated \$200,000 General Fund to the Teacher Standards and Practices Commission to be transferred to the Teacher Education Program Accreditation Account. This funding was intended to support grants for teacher education programs that incur costs associated with national teacher accreditation. According to current accounting practices, the agency needs to expend the \$200,000 as “Other Funds,” requiring an Other Funds expenditure limitation increase of \$200,000 so these grants may be awarded.

### **Various Agencies**

The Subcommittee approved the transfer of \$2.0 million General Fund from the Oregon Department of Education (ODE) to the Higher Education Coordinating Commission (HECC). These funds had been part of a larger investment in Career and Technical Education (CTE) and Science Technology Engineering and Mathematics (STEM) programs appropriated to ODE in House Bill 5016 (2015). One component of this CTE and STEM investment was a program related to post-secondary success to provide start-up funding and support services for the recruitment, retention, and attainment of underserved students in post-secondary programs related to high-demand fields including, but not limited to, health sciences, computer science, engineering, high tech manufacturing, precision agriculture, and advanced food processing. This program is more appropriately administered by HECC.

The Subcommittee approved one-time increases in the General Fund appropriations for the Chief Education Office, HECC, and ODE for student transitional services and supports between secondary and post-secondary education. This distribution reflects, in part, the product of a workgroup organized by HECC to recommend what services should be funded by a \$6,865,921 General Fund special purpose appropriation made in Senate Bill 418 (2015). This bill eliminates the special purpose appropriation and uses some of these resources to fund transitional services under House Bill 4076. Additionally, a total of \$4,025,000 is appropriated for transitional services and supports between secondary and post-secondary education as outlined below.

	<b>General Fund Appropriation</b>
<b>Chief Education Office</b>	
Summer summit for high school and post-secondary staff including counselors and financial aid staff	\$ 300,000
Local collaboration between high school counselors and post-secondary advisors	\$ 700,000
<b>Higher Education Coordinating Commission (HECC)</b>	
Community College support for improved Developmental Education models	\$ 600,000
Community College support for development and alignment of Career Pathways	\$ 600,000
Expansion of eMentoring for Oregon Promise students	\$ 120,000
Statewide expansion of FAFSA Plus	\$ 105,000
Subscription of Signal Vine connecting with students via two-way texting	\$ 100,000
Evaluation and tracking implementation of transitional supports and services in this bill	\$ 50,000
<b>Oregon Department of Education</b>	
License for College and Career Readiness counselor training modules	\$ 50,000
Expansion of AVID or similar program for high schools	\$ 1,400,000
<b>Total</b>	<b>\$ 4,025,000</b>

## HUMAN SERVICES

### **Oregon Commission for the Blind**

The Subcommittee approved one-time increases of \$680,109 General Fund, \$199,049 Other Funds, and \$3,248,343 Federal Funds to purchase vending machine equipment for the agency’s Business Enterprise Program. The Department of Administrative Services is expected to unschedule these amounts, which may only be rescheduled based upon the successful request of federal reallocation funds from the U.S. Department of Education.

### **Oregon Health Authority**

Senate Bill 5701 adjusts the Oregon Health Authority (OHA) budget for updated pricing of program caseloads, costs, and revenues to “rebalance” the budget. This information was presented at the January 2016 meeting of the Interim Joint Committee on Ways and Means. The agency’s rebalance plan resulted in an overall General Fund shortfall of \$37.6 million. This net position included budget problems of \$129.7 million General Fund related to increases in caseload and other program costs. Savings of \$67.1 million General Fund resulted from a change in the federal match rate, as well as from additional revenues from a number of sources. In addition, the agency is planning to implement management actions to decrease costs by \$25 million General Fund. These include an acceleration of the redetermination process next year, a delay in fee-for-service rate adjustments, and enhanced savings from program integrity efforts, including fraud detection.

The rebalance plan increases Federal Funds expenditure limitation by almost \$1 billion, mostly related to the increased caseload forecast. There are also a number of technical adjustments included in the rebalance. While these normally net to zero for the agency as a whole, in this case there is a transfer of 14 positions from the Department of Human Services to OHA.

As discussed during the 2015 legislative session, the agency has implemented an agency restructure as a part of this rebalance. The new structure is designed to promote health care transformation, including integration of physical, behavioral, and dental health. This structure better reflects the new work of coordinated care organizations, as well as public health programs aligned with system transformation. Most significantly, the old Medical Assistance Programs (MAP) and Addictions and Mental Health (AMH) are eliminated in the restructure, with MAP and community mental health and addictions programs moving to the new Health Systems Division (HSD). The Oregon State Hospital (OSH) will now be its own budget structure.

As a part of the agency restructure, a thorough review of positions was conducted. Partly historical, dating back a number of years, and partly as a result of the implementation of health care transformation and the Affordable Care Act when many staff were brought on to perform time-sensitive tasks, the agency found itself with many staff but without appropriate position authority. In addition, as health care transformation moved forward, the agency needed fewer positions in some areas but more and/or different kinds of positions in other areas. The true-up included in the rebalance resolves issues of permanent staff not having position authority, as well as limited duration staff that had been used for on-going functions and priorities now becoming permanent positions. Overall, the changes are budget neutral and result in a reduction of two positions and an increase of 9.52 FTE.

The agency continues to face a number of budget risks that were not explicitly included in the rebalance plan. These include changes to caseloads, prescription drug costs, increased Aid and Assist population in the Oregon State Hospital, and costs of pending litigation. The special purpose appropriation of \$40 million that was established during the 2015 legislative session for OHA or the Department of Human Services will remain in place to address caseload costs or other budget challenges that the agencies are unable to mitigate.

The Subcommittee approved the agency's rebalance plan, with one notable exception. Costs of \$17 million General Fund related to the Medicaid Oregon eligibility (ONE) system were not funded at this time. These are costs to maintain the old eligibility system for litigation purposes after the contract with Oracle expires in March 2016. In addition to rebalance adjustments, the Subcommittee approved \$25 million of additional hospital assessment revenue that is remaining from the program ending September 30, 2015, which will be used in the budget in place of General Fund.

Overall, the adjustments made in Senate Bill 5701 result in an increase in the agency's total funds budget of \$1.1 billion, a reduction of General Fund of \$1.5 million, and an increase of 21 positions (22.88FTE). These numbers do not include budget changes related to employee compensation cost changes, which total \$20.8 million General Fund and \$37.8 million total funds, and are also included as part of Senate Bill 5701.

A more detailed description by program area follows.



### Health Systems Division

The budget adjustments in Senate Bill 5701 reflect a net \$8.3 million decrease in General Fund in the Health Systems Division (HSD), with a \$75.4 million increase in Other Funds expenditure limitation and a \$964.7 million increase in Federal Funds expenditure limitation.

The rebalance plan for HSD approved by the Subcommittee includes increased caseload costs of \$84.4 million General Fund. Caseload forecasts are up primarily because redeterminations have been delayed several times over the past year. With the recent implementation of the new ONE eligibility system, the agency anticipates catching up on redeterminations over the next year. While the caseload forecasts have attempted to build in the timing of these redeterminations, forecast risks will remain higher than usual until the data has settled down over an extended period of time and there is good historical information on which to base the forecasts. Other costs include \$10.7 million General Fund for an increase in the Medicare Part D clawback required by the Centers for Medicare and Medicaid Services (CMS). Medicare Part B premiums have also increased, resulting in a General Fund need of \$7.2 million. Oregon pays these premiums for clients that are eligible for both Medicare and Medicaid. Eight additional Federally Qualified Health Centers (FQHCs) are moving to the alternative payment methodology, resulting in a one-time cost of \$3.1 million General Fund.

The rebalance plan includes a General Fund need of \$20.9 million General Fund for the new ONE eligibility system. Additional refinement of operational and maintenance costs for the system have resulted in a need for \$3.9 million General Fund above what is currently budgeted. The remaining \$17 million represents the costs to maintain the old eligibility system for litigation purposes after the contract with Oracle expires in March 2016. The Subcommittee did not approve that \$17 million General Fund in the final budget.

The rebalance plan includes a total of \$63.4 million General Fund savings in HSD. This includes a \$10.2 million savings resulting from an increase in the federal match rate for Oregon, and \$11.8 million freed up by an increase in the tobacco tax revenue forecast for the biennium. In addition, \$25 million of Other Funds are left over from 2013-15 and can be used to replace General Fund for the current biennium. Settlements and drug rebate revenues are coming in about \$15 million above budget and will replace General Fund as well. Finally, caseloads related to forensics patients living in the community went down slightly for a savings of \$1.4 million.

The rebalance plan includes management actions to decrease costs by \$25 million General Fund, all in HSD. These include an acceleration of the redetermination process next year, a delay in fee-for-service rate adjustments, and enhanced savings from program integrity efforts, including fraud detection. Finally, the rebalance includes an additional \$964.7 million in Federal Funds expenditure limitation, primarily because of the increased caseload. An addition of \$40.4 million Other Funds expenditure limitation results from the additional revenues discussed above.

In addition to rebalance adjustments, the Subcommittee adjustments include the addition of \$35 million of additional hospital assessment revenue that remains from the assessment program that ended September 30, 2015. Of the total, \$25 million will be used to replace General Fund in the 2015-17 budget, while the remaining \$10 million Other Funds has been approved for one-time investments in rural hospital transformation and sustainability as outlined below. These recommendations were brought forward by a workgroup required by a Senate Bill 5507 (2015) budget note.

For investment in rural health provider workforce capacity, it is expected that at least \$1.5 million Other Funds will be used to support the work of Oregon's Graduate Medical Education Consortium.

Investments in small and rural hospital transformation strategies include: establish transitional post-acute care programs (cost of \$4 to \$7 million over three years), establish virtual clinics in communities with acute primary care shortages (cost of up to \$1.1 million), and provide education for rural providers on population health (cost of \$100,000). Costs associated with each option available to rural hospitals will depend on the number of hospitals that pursue each option. Rural hospitals have the flexibility to select one or more options depending on local needs. The funding for hospital programs will be distributed through OHA, to the Oregon Association of Hospitals Research and Education Foundation, which will collaborate with OHA to identify related baseline and outcome data on each project and report that data to OHA as well as provide the funding to implement each of the projects available to rural hospitals.

The following budget note was approved by the Subcommittee.

**Budget Note:**

The Oregon Health Authority shall identify and track related outcomes on each project that is implemented as a result of the \$10 million investment in rural hospital transformation and sustainability, shall provide regular updates to the Legislative Fiscal Office and the Department of Administrative Services Chief Financial Office, and shall report back to the Joint Committee on Ways and Means during the 2017 legislative session on the implementation and status of the projects, outcomes to date, costs to date, as well as recommended policies which will improve population health outcomes in rural Oregon.

The Subcommittee included \$2 million General Fund for the Medicaid Primary Care Loan Repayment Program. This program was funded in the 2013-15 biennium, but not in the current biennium. The budget also includes \$0.5 million General Fund for negotiated compensation cost changes for non-state employees. As discussed above, most of the special purpose appropriation of \$10.7 million, which had been set aside for this purpose, was distributed to OHA and the Department of Human Services.

The Subcommittee included \$900,000 of one-time General Fund for planning and start-up costs related to providing medical assistance for additional children in Oregon. The following budget note was approved.

**Budget Note:**

The Oregon Health Authority is directed to develop a plan and recommendations for extending medical assistance to children not eligible under ORS 414.231(3) including: eligibility criteria, coverage options, enrollment estimates, issues of equity and inclusion, integration with other programs, outreach, administrative and staffing changes, phasing options, and cost estimates. In developing the recommendations, the agency is expected to engage stakeholders and legislators, and utilize information on experiences in other states. The agency will report back to the appropriate committees during the 2017 legislative session on their plan and recommendations.

**Oregon State Hospital**

The rebalance plan approved by the Subcommittee for the Oregon State Hospital (OSH) includes \$2.7 million General Fund to finish the implementation of the Avatar system, the electronic health record system at the hospital. Much of the Avatar system has been completed and adopted into the normal workflow processes. This includes the Clinician Work state, Lab Management, and Food and Nutrition Services.

However, the Medication Management and the Billing modules have not yet been fully implemented and adopted into the workflow processes. Implementation of the medication management module will allow the use of automated dispensing of medication, as well as electronic medication administration records. A recent Secretary of State audit noted the importance of finishing this work, both from an efficiency and patient safety perspective. The Billing module will assist in more accurate and timely reimbursement requests to Medicare, Medicaid, and third party insurance providers. The agency has contracted with a company to assist with the final adoption and implementation of these parts of the system.

The rebalance plan also includes the transfer of \$10 million General Fund from OSH to Statewide Assessments and Enterprise-wide Costs (SAEC). This funding was put in the OSH budget to be used for cost allocation purposes once the agency had done a thorough review of cost allocation issues within OSH and agreed with CMS on a new cost allocation plan. Once cost allocation is actually implemented, the funding will need to be in SAEC.

Although the agency believed it was too early to bring forward as a formal request, there is risk to the Oregon State Hospital budget. The Aid and Assist population at the hospital continues to grow and may ultimately result in the need to open an additional ward. The agency is in the process of implementing several investments that are expected to ease the pressure from this population, and so at this point is not requesting any funding. OSH is also closely monitoring the use of overtime, particularly as it relates to staff use of the federal Family and Medical Leave Act, and may eventually request additional positions to deal with these issues.

#### Public Health

The Subcommittee approved an Other Funds expenditure limitation of \$4.0 million and two permanent positions (1.00 FTE) for a youth marijuana-use prevention pilot project as required in House Bill 4014. The one-time funding for this program will be transferred from the Oregon Liquor Control Commission Account, to be repaid out of marijuana tax revenues. This evidence-based pilot project will serve as a basis for establishing a statewide program during the 2017-19 biennium. The distribution of marijuana taxes during the 2017-19 biennium may be adequate to fund the statewide program, but if not, the agency will need to request additional funding to operate an ongoing program.

The agency anticipates establishing a new fee for medical marijuana processors, and increasing the fee on growers, effective April 1, 2016. These fees are necessary to pay for the increased costs to the program with the changes that resulted during the 2015 session. The increased expenditure limitation was included in the agency's 2015-17 legislatively adopted budget.

The agency anticipates a fiscal impact from House Bill 4014 and Senate Bill 1511, which make changes to both the medical marijuana and recreational marijuana systems. In addition to the pilot project discussed above, House Bill 4014 requires the agency to issue receipts to medical marijuana registry applicants on the same day that they are received. This is expected to require additional staff. Senate Bill 1511 allows producers, processors, and distributors that currently are limited to medical marijuana only to choose to operate in both the medical and recreational markets. In that case, both the licensing revenue and the regulatory functions related to those entities will move to the Oregon Liquor Control Commission (OLCC). In the short run, this will create additional workload for program staff in Public Health, as paperwork is completed to allow the entities to shift. In the long run, OHA estimates up to a \$5.6 million loss of revenue during the 2015-17 biennium, as producers, processors, and dispensaries opt to be licensed and registered by OLCC. While the agency would also experience some cost reductions as less regulatory work would be required, it is likely that the revenue reduction would occur sooner than the costs can be reduced. The overall effects cannot be estimated accurately at this time.

The agency expects to include the necessary adjustments to expenditure limitation, as well as adjustments to numbers and classifications of positions needed, in the rebalance they will submit during the fall of 2016. In their rebalance report, the agency will also report on the estimated revenue loss and its program impact. A number of on-going core public health programs are funded with fee revenue generated through the medical marijuana program. If revenues are inadequate to fund these programs, General Fund could be required to continue these programs, or the programs would need to be reduced or discontinued. These programs include state support for local public health departments, the Safe Drinking Water Program, Emergency Medical Services, and others.

One full-time position (0.38 FTE) was approved for the Prescription Drug Monitoring Program for workload associated with House Bill 4124.

#### Central and Shared Services/Statewide Assessments and Enterprise-Wide Costs

The rebalance plan approved by the Subcommittee for the administrative units of the agency includes \$0.6 million General Fund for mass transit costs and treasury fees that were not included in the original budget. In the future, these need to be incorporated in the budget build process.

Debt service is also included within these budget units. The Oregon State Hospital Replacement Project is expected to close out with a surplus of \$3.7 million in bond proceeds. This surplus will be used to pay down debt service and free up General Fund. Another \$0.4 million Other Funds expenditure limitation has been identified by the Department of Administrative Services as available to pay debt service on these bonds, also freeing up General Fund.

#### Department of Human Services

The 2015-17 budget for the Department of Human Services (DHS) is built around nine budget structures and five appropriations. The budget structures reflect five direct program areas: Self Sufficiency (SS); Child Welfare (CW); Vocational Rehabilitation (VR); Aging and People with Disabilities (APD); Intellectual and Developmental Disabilities (IDD); and four program support functions: Program Design Services (PDS), Central Services (CS), Shared Services (Shared), and State Assessments and Enterprise-wide Costs (SAEC).

The majority of the DHS budget adjustments approved by the Subcommittee are driven by actions needed to rebalance the agency's budget. At the January 2016 meeting of the Interim Joint Committee on Ways and Means, the agency presented a rebalance report indicating a significant funding need – \$71.7 million General Fund – to sustain programs for the remainder of the biennium. This projection incorporates a number of issues affecting the agency's budget, including caseload changes, increases in cost per case, and other program changes or issues arising since the 2015 legislative session.

The biggest drivers of the budget deficit are caseload costs in the APD and IDD programs, some of which are compounded by collective bargaining actions and federal regulations. While these issues were identified as budget risks during the 2015 session and handled either directly in the budget or through special purpose appropriations, some costs were not adequately estimated. In addition to costs, the DHS rebalance calculation does factor in caseload savings in Temporary Assistance for Needy Families (TANF) and from federal match rate changes. The approved rebalance plan addresses part of the budget gap by directly adding \$37.4 million General Fund to the budget; however, this leaves about \$34.9 million General Fund associated with APD and IDD caseload costs unfunded (as of the current projection; the unfunded amount may change as expenditures are recorded and projections evolve).

The special purpose appropriation of \$40 million that was established during the 2015 legislative session for DHS or OHA has been left untouched and continues to be available for the Emergency Board to allocate to help cover caseload costs or other budget challenges that the agencies are unable to mitigate. However, if demand ends up being greater than the amount of funding set aside, other legislative action may be required early in the 2017 session. DHS will continue to closely monitor caseload counts and costs in all programs, while continuing to develop long term solutions to ensure budget sustainability.

Regarding sustainability, the budget report for House Bill 5026 (2015), contained a budget note directing the agency to report, during the 2016 legislative session, on ways to ensure program sustainability specifically for the APD and IDD programs. This direction was in response to concerns about budget growth and increases in both caseload volume and costs. The agency engaged an external consultant to support the development of independent and unbiased options for program sustainability. The final report, produced by the Lewin Group, was received on February 10, 2016, and identifies potential strategies for “bending the cost curve” in these programs. Suggestions primarily revolve around changing eligibility, modifying services, and increasing participant cost-share. Input from stakeholders was included in the report; while they acknowledge that projected program costs are unsustainable, there are varying perspectives on how best to deal with costs.

Legislative members expressed frustration with the report, as it had a limited amount of modeling, was unable to capture all potential budget drivers, and did not result in a list of succinct options for potential action. Both the Lewin Group and DHS indicated this was primarily due to time and data constraints. A group of legislators, primarily from the policy and budget committees overseeing human services issues, is committed to working with the agency and stakeholders to develop policy and program change options discrete enough to be fully vetted and priced for potential budget action in the 2017 legislative session. DHS has also identified some areas where it can start to make some changes, mostly around best practices for assessing client needs and validating that the most appropriate services/service levels are being authorized. To formalize these efforts, the Subcommittee adopted the following budget note:

**Budget Note:**

- 1) The Department of Human Services is directed to take steps to provide policy and budget options for decision making that will be required during the 2017 legislative session to ensure future sustainability of the APD and IDD programs. Steps include further refinement, analysis, and pricing of viable options or ideas brought forth by the agency, stakeholders, and other interested parties; the focus should be on ways to control caseload growth and utilization. The agency will reach out to legislators, stakeholders, and partners to assist in this effort. In developing sustainability proposals, the Department shall prioritize options that minimize impacts on consumers and providers. The Department will also formally report, at a minimum, to the Emergency Board during Legislative Days in May and December 2016 on progress made under both parts of this budget note. The agency may also be requested to report to interim legislative policy committees on human services.
- 2) In addition to the work described above, the Department is also directed to take immediate actions that may help contain costs without changing the current service system structure and that do not require statutory changes. The agency’s action plan includes:
  - Review and correct, if needed, the relationship between assessment tools and program eligibility criteria;
  - Take action to more efficiently align service authorization with people’s needs, also consider appropriate limits;

- Work to limit use of overtime in service plans; but the agency should take into account workforce shortage areas, the needs of consumers, and changes to current consumer provider relationships;
- Continue discussions with CMS to prevent the conversion of natural support to paid support, with consideration for parental responsibility; and
- Further restrict the live-in program to prohibit live-in service plans when the individual lives in their family's home or the family lives with the individual and is served by that relative (they would still be served in the hourly program).

Overall, the adjustments made in Senate Bill 5701 increase agency's budget by just under \$350.0 million total funds; comprised of \$36,651,673 General Fund, \$27,557,059 Other Funds expenditure limitation, and \$285,760,479 Federal Funds expenditure limitation. The associated staffing changes result in a net increase of 16 positions (7.23 FTE). These numbers do not include budget changes related to statewide employee compensation, which total \$27.5 million General Fund (\$60.6 million total funds), and are also included as a part of Senate Bill 5701.

In addition to caseload cost underfunding and caseload forecast/cost volatility, there are other budget risks. These include costs associated with the approved settlement agreement for the *Lane v. Brown* lawsuit (reduce number of clients in sheltered workshops) and other legal expenses; federal changes to funding streams, program requirements, and possible sequestration; and impacts of economic changes, such as a recession.

A more detailed description of each program area's budget adjustments follows. For context regarding caseload changes, the 2015-17 legislatively adopted budget was based on the spring 2015 caseload forecast; the rebalance adjustments in Senate Bill 5701 factor in caseload and cost changes tied to the fall 2015 forecast, published in January 2016.

#### Self Sufficiency

The budget adjustments approved by the Subcommittee for the Self Sufficiency (SS) program reflect a decrease of \$36.7 million General Fund (and total funds) and 1 position (no FTE change).

The fall 2015 forecast projects the 2015-17 overall Supplemental Nutrition Assistance Program (SNAP) caseload to be 5.3% lower than earlier estimates. Embedded in the net decrease is a decrease in the number of SS households receiving SNAP, while the number of Aging and People with Disabilities households receiving SNAP continues to grow. Caseloads in the TANF cash assistance programs are down 11.6% from the spring numbers, at a biennial average of 24,787 families. Overall caseload savings of \$37.0 million General Fund are included in the agency's rebalance calculation and used to offset costs in other programs.

While the 2015-17 budget included significant investments in, and changes to, the Employment Related Day Care (ERDC) program, the agency estimates an additional \$709,327 General Fund is needed to fully cover costs of collective bargaining for day care providers. This amount includes \$600,000 for AFSCME child care providers that was not part of the agency's original rebalance request. The costs are covered with an allocation from the \$10.7 million General Fund special purpose appropriation for collective bargaining costs for workers who are not state employees.

Technical adjustments and transfers account for a decrease of \$0.5 million total funds for this program, most of which aligns the budget between SS and support functions. This action is consistent with past budgeting practices which have made these budget changes as part of the first rebalance after the budget was approved; similar adjustments are approved in other programs. Two part-time positions are also combined into one full-time position to better meet program needs.

The Subcommittee approved \$130,000 General Fund, on a one-time basis, for distribution to the Oregon Food Bank. Through purchase of a refrigerated truck, the funding will support expansion of the Fresh Alliance initiative. This food recovery program picks up donations of perishable food (nearing end of shelf life) from grocery stores and then makes that food available to hunger-relief agencies.

### Child Welfare

For Child Welfare (CW), the Subcommittee approved a decrease of \$0.5 million General Fund, an increase of \$0.3 million Other Funds expenditure limitation, an increase of \$1.8 million Federal Funds expenditure limitation, and a decrease of 1 position (no FTE change).

Forecasts for individual caseloads within CW have fluctuated slightly between the spring and fall forecasts, with associated budget changes primarily due to an increase in cost per case. A net increase of \$1.9 million General Fund and \$4.4 million total funds is identified as being needed to fund caseloads, most of which is attributed to the Well Being program. The rebalance does include savings from a change in the Federal Medical Assistance Percentage (FMAP), decreasing the need for General Fund. Based on the latest federal estimates, the 2015-17 biennial average FMAP rate will increase from 64.21% to 64.37%, which reduces the state contribution and draws down additional federal dollars. This change will also affect other agency programs.

The agency's rebalance proposal included the establishment of a budget mechanism (\$19.5 million Other Funds expenditure limitation) to fully convert the General Fund budget for the Supporting, Preserving and Reunifying Families (SPRF) program into Other Funds. To avoid overstating the overall budget for this program, the approved rebalance plan does not include this adjustment. If, closer to the end of the 2015-17 biennium, DHS estimates it will underspend its General Fund budget for SPRF, the agency can request the legislature to approve paying those excess dollars into the SPRF fund (converted into Other Funds).

Technical adjustments and transfers are approved for this program, which generally align the budget between CW and support functions. A position action is included to combine two part-time positions into one full-time position to better meet program needs.

### Vocational Rehabilitation

The budget approved by the Subcommittee for Vocational Rehabilitation (VR) reflects increases of \$3.3 million General Fund, \$8.5 million Federal Funds expenditure limitation, and 8 positions (9.89 FTE).

The fall 2015 forecast projects the 2015-17 VR caseload to be about 1% lower than the spring estimate. Any potential savings associated with fewer clients is masked by higher than projected costs per case, which have grown by 16.3% from the spring 2015 forecast. Higher costs continue to be driven by an increase in the number of clients with cognitive and psychosocial disabilities who have complex needs that are more challenging to meet.

To maintain the program and cover these costs without activating the Order of Selection (priority wait list), the program estimates needing about \$7.5 million General Fund, since base federal dollars are capped. However, the rebalance plan uses \$8.5 million in one-time federal reallocation dollars to cover these costs for the 2015-17 biennium; these resources would need to be backfilled with General Fund in the 2017-19 budget to sustain program services. Another \$1.0 million of the one-time monies would cover costs associated with implementation of the federal Workforce Innovation and Opportunities Act (WIOA).

Technical adjustments and transfers account for an increase of \$3.3 million total funds and 11 positions (9.92 FTE); the dollars and the positions are associated with moving work tied to the Governor's Executive Order 15-01 and the Employment First policy package from Intellectual and Developmental Disabilities to VR. This position increase is partially offset by other actions converting part-time positions to full-time.

#### Aging and People with Disabilities

For the Aging and People with Disabilities (APD) program, the Subcommittee approved budget increases of \$33.5 million General Fund, \$17.2 million Other Funds expenditure limitation, and \$119.3 million Federal Funds expenditure limitation; no position changes were needed. The increases cover all but about \$8.7 million General Fund (plus corresponding Federal Funds expenditure limitation) of the agency's current projected budget shortfall associated with caseload costs. As noted previously, it is expected that most of these costs can be addressed via an allocation from the special purpose appropriation to the Emergency Board.

Caseloads in long-term care facilities are slightly above the level funded in the legislatively adopted budget. In-home and community-based facilities' caseloads are essentially flat, while nursing facilities' caseloads are 3.2% higher. Since nursing care is more expensive, that increase is driving a need for \$7.0 million General Fund and \$23.0 million total funds. A portion of these costs are offset by net savings in nursing facility rates of \$1.8 million General Fund (\$6.0 million total funds). Rates are anticipated to be lower in the second year of the biennium based on projected bed reduction targets; rates were pegged to those targets under House Bill 2216 (2013).

A key budget driver related to APD caseloads are costs per case associated with in-home care. Labor agreements and actions required by federal regulations are increasing hourly costs, while higher acuity and need levels are influencing service levels (hours per client). For some program services, cost per case has grown by as much as 15% over the spring forecast estimate. The approved rebalance plan covers \$13.8 million General Fund for overtime pay for home care workers that is being driven by federal labor regulations. Due to wage increases for these same workers, \$3,351,396 General Fund is added and is supported by an allocation from the \$10.7 million General Fund special purpose appropriation for compensation changes driven by collective bargaining for workers who are not state employees. In the approved rebalance plan, savings in community-based care are used to offset some of the in-home need.

Collective bargaining (rate increases) for adult foster care is behind an increase of \$1,241,568 General Fund (\$4.2 million total funds); this increase is also covered by an allocation from the special purpose appropriation for non-state worker collective bargaining. After allocations made in both the DHS and OHA budgets as part of Senate Bill 5701, there is \$700,147 remaining in that special purpose appropriation. It is anticipated that DHS and OHA will request this funding once outstanding bargaining issues are resolved; actual costs may vary based on outcomes.

APD's rebalance plan also includes \$4.0 million General Fund in savings due to the FMAP change noted previously, and another \$5.0 million General Fund savings tied to accessing more federal dollars for newly eligible clients.



To meet federal program requirements, the agency needs \$16.6 million Other Funds expenditure limitation for waived case management services. The approved limitation will help separately track program expenditures and receive the allowed higher match rate.

An expenditure limitation of \$7.0 million Federal Funds is included in the plan to reflect expenditures allowed under OHA's Designated State Health Program (DSHP) waiver associated with Oregon Project Independence.

Technical adjustments and transfers account for a net decrease of \$2.3 million total funds.

#### Intellectual and Developmental Disabilities

The rebalance changes approved by the Subcommittee for the Intellectual and Developmental Disabilities (IDD) program are increases of \$33.2 million General Fund and \$112.3 million Federal Funds expenditure limitation; positions were reduced by 11 (9.92 FTE). The increases cover all but about \$26.2 million General Fund (plus corresponding Federal Funds expenditure limitation) of the agency's current projected budget shortfall associated with caseload costs. As noted previously, it is expected that most of these costs can be addressed via an allocation from the special purpose appropriation to the Emergency Board.

Both caseloads and cost per case in IDD programs are expected to be higher than the previous forecast, driving an overall increase of \$64.6 million General Fund (\$210.3 million total funds). Caseload counts, particularly for children, are well over the spring 2015 forecast. This continues to be directly related to the K Plan, as under that state plan option services must be provided to all eligible applicants. Costs per case also continue to grow as they are driven by assessed client needs and no longer subject to any monetary caps.

The approved rebalance plan includes \$3.0 million General Fund to restore a reduction action taken during 2015-17 budget development. This amount was offered up by the agency as a reduction during session, but was attributed to the wrong program; if left in place the cut eliminates staff supporting children's programs. Participation rate changes for brokerage case management are driving an increase of \$2.1 million General Fund; the Department has a plan to improve participation rates going forward through provider training.

Labor agreements and federal rule changes also drive costs for IDD. Collective bargaining (rate increases) for adult foster care drives an increase of \$2,066,520 General Fund (\$7.0 million total funds). This change is covered by an allocation from the special purpose appropriation for non-state worker collective bargaining. Another allocation from the same source of \$2,133,480 General Fund (\$7.0 million total funds) is also approved to pay bargained wage increases for personal support workers. To address overtime rules also affecting personal support workers, \$3.2 million General Fund is added; this is part of a \$17 million General Fund need (APD and IDD combined) for this issue identified during the 2015 legislative session.

Some savings are available to help partially offset costs. In some parts of the program, Medicaid participation rates have improved and are projected to reduce General Fund spending by \$5.6 million. The change in the FMAP rate is anticipated to save \$4.6 million General Fund.

Technical adjustments and transfers reduce the IDD budget by \$4.6 million General Fund (\$6.2 million total funds) and 11 positions (9.92 FTE), most of which is moving the VR portion of the additional Employment First resources approved for 2015-17 from IDD to VR.

### Program Design Services

In Program Design Services (PDS), the Subcommittee approved a decrease of \$0.2 million General Fund, an increase of \$7.6 million Other Funds expenditure limitation, an increase of \$40.9 million Federal Funds expenditure limitation, and an increase of 32 positions (13.70 FTE). These adjustments include some small technical adjustments, but the changes mostly consist of budget increases needed to cover the next phase of the agency's Integrated Eligibility (IE) information technology project.

In House Bill 5026 (2015), DHS received \$750,000 General Fund (\$7.5 million total funds) for planning to improve eligibility determination systems for non-MAGI (Modified Adjusted Gross Income) Medicaid programs. These programs primarily serve clients in the APD and IDD programs. However, after planning work and a changing information technology landscape due to implementation of OHA's OregonONEligibility (ONE) system, the project approved by the Subcommittee will enhance ONE to support eligibility determinations for the non-MAGI Medicaid programs, plus the Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), and Employment Related Day Care (ERDC) programs.

The additional project funding in Senate Bill 5701 is \$47.9 million total funds. When coupled with the previously authorized planning money, the overall 2015-17 project budget represents about 43% of the overall estimated project cost of \$130 million total funds. Based on current federal match estimates, about 85% of project costs will be covered by federal dollars. In House Bill 5202, the Joint Ways and Means Subcommittee on Capital Construction approved \$7.5 million in proceeds from Article XI-Q Bonds to cover the state share of the project for the current biennium. DHS estimates that the project will take 33 months to execute, with completion targeted for the end of 2018. The 2017-19 state share of the project is estimated at about \$15 million and includes debt service on the 2015-17 bonds. The staffing component of the project is 35 limited duration positions (15.83 FTE), primarily consisting of project managers and operations/policy analysts. These resources would supplement permanent employees (information technology, fiscal, policy, management) that are located in both DHS and OHA; some of these resources had been previously approved for work on other system improvement initiatives and the ONE project.

Both the Joint Committee on Ways and Means Subcommittee on Human Services and the Joint Legislative Committee on Information Management and Technology (JLCIMT) reviewed the project. The JLCIMT recommended incremental, conditional approval of the request and set out several action items, in its recommendation to the Joint Committee on Ways and Means, which were adopted. The Subcommittee approved the project with the understanding that the funding will be unscheduled until the Legislative Fiscal Office and the Chief Financial Office of the Department of Administrative Services approve rescheduling; agency compliance with the JLCIMT recommendations will be key to making expenditure limitation available. Depending on project progress and timing, the Department may be asked to report during the interim to the Emergency Board and/or JLCIMT.

### Central Services

The budget adjustments, associated with technical change and transfers, included in Senate Bill 5701 for Central Services, are net decreases of \$0.3 million total funds and one position (1.00 FTE).

### Shared Services

The Subcommittee approved a net decrease of \$0.8 Other Funds expenditure limitation and 10 positions (5.44 FTE) for Shared Services. Included in this adjustment is the transfer of 11 positions (7.37 FTE) from the Provider Audit Unit within the Office of Payment Accuracy and Recovery

into OHA Central Services. This change is consistent with guidance from the federal Centers for Medicare and Medicaid Services regarding this unit's responsibility for auditing Medicaid providers.

#### Statewide Assessments and Enterprise-wide Costs

The budget adjustments approved by the Subcommittee include technical adjustments and transfers accounting for an increase of \$5.6 million General Fund (\$9.1 million total funds), primarily to align the assessment budget with 2015-17 policy package changes in program budget structures. There is also an adjustment to align with positions being moved to OHA from DHS Shared Services.

The approved rebalance plan includes \$118,318 General Fund (\$277,566 total funds) to cover Treasury fees. Due to an oversight during 2015-17 budget development, this line item, which is driven by the cost of banking services, was not adequately funded in the base budget. Also accounted for is an adjustment to capture and spend lease revenue, which reduces the need for both General and Federal Funds resources. To match up with the APD budget, \$2.5 million Other Funds expenditure limitation is added to support the budget mechanism for recording waived case management expenditures.

The agency's 2015-17 budget includes \$839,543 General Fund for debt service associated with the Central Abuse Management (formerly known as the Statewide Adult Abuse Data and Report-Writing System) and assumes a bond sale early in the biennium. Current project timing indicates the sale will not need to occur until spring 2017. Based on that timeframe, the debt service is eliminated because it is not needed; this savings amount is not included as a resource within the DHS rebalance plan.

## **JUDICIAL BRANCH**

### **Commission on Judicial Fitness and Disability**

The Subcommittee increased the General Fund appropriation for extraordinary expenses by \$172,000, equivalent to a 74.8% increase over the level of General Fund in the Commission's 2015-17 legislatively adopted budget. The funds were appropriated to pay the Commission's costs incurred from the investigation and prosecution of two charges of judicial misconduct. The action increases the General Fund appropriation for extraordinary expenses to \$189,753. The revised funding level covers the costs-to-date identified by the Commission, and provides an additional amount of approximately \$20,000 for projected Commission costs associated with the Supreme Court review of the cases. The agency will need to request additional funding later in the biennium, if the costs of completing the two current cases exceed projection, or if the Commission approves any additional cases for formal investigation. If the full appropriation is not needed, any remaining funds will be available to cover extraordinary expenses in the 2017-19 biennium. The General Fund increase was approved on a one-time basis and will be phased out in the development of the agency's 2017-19 budget.

### **Judicial Department**

The Subcommittee approved increases in total Judicial Department expenditures of \$17,454,547. The expenditure changes include a General Fund increase of \$8,389,259. Budget adjustments include employee compensation adjustments plus the specific items identified below.

The Subcommittee increased the General Fund appropriation for judicial compensation by \$630,000 for the 2015-17 biennium cost of providing a \$5,000 per year salary increase to all statutory judges, beginning on January 1, 2017. The salary increase is enacted by Senate Bill 1597, the 2016 session program change bill. The fiscal impact of the salary increase will increase to \$2,520,000 General Fund beginning with the 2017-19 biennium, when it will be in effect for the full biennium.

A \$200,000 General Fund increase was approved for the Oregon State Bar Legal Assistance Program (Legal Aid) for legal assistance in housing-related issues. As is the practice with unrestricted General Fund appropriations for Legal Aid, this supplemental funding is approved on a one-time basis and will be phased out in the development of the 2017-19 budget. The General Fund appropriation increases combined total 2015-17 biennium state support for Legal Aid, from both Other Funds (court filing fees) and General Fund sources, to \$12,700,000.

The Subcommittee increased the Other Funds expenditure limitation for the State Court Technology Fund (SCTF) by \$5,330,000 for costs of maintaining and supporting state court electronic systems and providing electronic service and filing services. The expenditure limitation increase largely reflects a higher rate of electronic filing of court documents than was anticipated when the Chief Justice's recommended budget was developed. The Department uses SCTF moneys to pay electronic filing charges and does not charge participating parties who file the documents. The SCTF is projected, following this authorization and the mid-biennium transfer of legacy technology fee revenues to the SCTF as required by Senate Bill 1597, to have a 2015-17 biennium ending balance exceeding \$860,000. SCTF resources are not, however, projected to cover costs in subsequent biennia without action to either increase SCTF revenues or reduce ongoing operating costs.

A \$2,800,000 Other Funds expenditure limitation increase was approved for the planning and design of a new Lane County Courthouse facility through the Oregon Courthouse Capital Construction and Improvement Fund (OCCCIF). This expenditure limitation amount allows for expenditures of up to \$1.4 million of Article XI-Q bond proceeds and of up to \$1.4 million of required county matching funds for the Lane County Courthouse project. Project bonds are authorized in House Bill 5202. The approved bond authority is in addition to the bond proceeds that were previously authorized for the 2015-17 biennium: \$17.4 million for the Multnomah County Central Courthouse project, \$2.5 million for the Jefferson County Courthouse project, and \$7,875,000 for the Tillamook County Courthouse project. Debt service costs for the Article XI-Q bonds authorized for the Lane County Courthouse project are projected to total approximately \$233,000 General Fund per biennium, beginning in the 2017-19 biennium. Because the bonds will not be issued until the spring of 2017, there will not be debt service payments due in the current biennium.

The approval of Article XI-Q bonds for planning and design of the Lane County Courthouse does not create or imply any commitment to provide state funds for the construction of the facility. The Subcommittee also increased the Judicial Department operations Other Funds expenditure limitation by \$45,000 for the cost of issuance of Article XI-Q bonds for planning and design of the Lane County Courthouse facility.

The Subcommittee approved the following budget note concerning courthouse funding through the Oregon Courthouse Capital Construction and Improvement Fund:

**Budget Note:**

The Chief Justice or his designee is requested to present a report to the Emergency Board, no later than December 2016, with a priority ranking and the projected costs of courthouse capital construction projects for which he may, within the next twelve years, request state funding support from the Oregon Courthouse Capital Construction and Improvement Fund. The report shall include recommendations for stabilizing biennial funding request amounts over the ten-year period beginning with the 2019-21 biennium.

**Public Defense Services Commission**

The Subcommittee increased the General Fund appropriation for the Contract and Business Services Division by \$18,834. The appropriation funds payment of a Secretary of State service charge that was omitted from the agency budget in error.

**LEGISLATIVE BRANCH**

The Subcommittee approved a net-zero General Fund rebalance. The adjustments include reductions to agency budgets to account for higher than anticipated reversions from the 2013-15 biennium, a \$180,000 increase for chamber improvements, and an increase of \$6.7 million in Legislative Administration for facilities projects. Unused bond proceeds of \$2.4 million are used to pay debt service in lieu of General Fund. The facilities projects will be the beginning of a \$50 million Capitol project that will make improvements to the mechanical, electrical, and plumbing systems; address security and life safety issues; and increase accessibility for people with disabilities. It is expected to take three years for all of the improvements to be completed. House Bill 5202 includes \$30 million in Article XI-Q bonds to continue the project into the 2017-19 biennium. The expenditure limitation for those bond proceeds are included in House Bill 5203, which is the bill for all capital construction limitations. The Subcommittee approved an Other Funds expenditure limitation of \$460,000 for the cost of issuance for the bonds. There is no debt service in the current biennium.

The Subcommittee also approved two new Other Funds expenditure limitations related to the Oregon Capitol Foundation. The Foundation is now a separate entity from the Legislative Administration Committee. The limitations include \$300,000 for the History Gateway and \$25,000 for expenses related to operations for the Foundation.

**NATURAL RESOURCES**

**Department of Agriculture**

The Subcommittee established a Federal Funds expenditure limitation of \$175,000 in the Administrative and Support Services program area to accommodate the awarding of a federal grant to be used for wolf depredation compensation claims, and for nonlethal preventative techniques.

The Subcommittee also increased Federal Funds expenditure limitation by \$1,700,000 and made a one-time \$539,338 General Fund appropriation as state match to pay for eradication efforts related to the Asian Gypsy Moth, a non-native invasive species, which was found in northwest Portland. The majority of the eradication project would occur during May and June of this year. On January 14, 2016, the U.S. Department of

Agriculture (USDA) notified the Department that \$1.7 million in federal funding would be made available for the eradication project. In the past, USDA has provided only 50% of eradication funding.

The Subcommittee also acknowledged that the Department anticipates increasing the wholesale seed dealer license from \$500 to \$750 in May 2016, and increasing the veterinary product registration fee from \$75 to \$100 in June 2016. The Other Funds revenues from these increases will be used, in part, to fund program compensation increases.

### **Columbia River Gorge Commission**

The Subcommittee increased the General Fund appropriation made to the Columbia River Gorge Commission by \$11,308 to match the amount provided to the Commission by the State of Washington for the 2015-17 biennium for operational costs. Included in the \$11,308 increase is \$6,000 for costs related to a once every five year audit; this amount is considered to be one-time and is not to be included in the base budget for 2017-19 budget development. The Subcommittee also eliminated the Commission's \$5,000 Other Funds expenditure limitation provided in the adopted Oregon budget since any non-General Fund revenues received by the Commission are expended through the Washington budget.

### **Department of Environmental Quality**

The Subcommittee approved a one-time \$100,000 General Fund appropriation for sampling, testing, and monitoring Harmful Algae Blooms. Of the total, \$30,000 will be used to purchase testing equipment so that samples do not need to be sent out of state for processing.

The Subcommittee also approved \$230,000 General Fund, on a one-time basis, to provide information for the 2017 legislative session on how a market-based carbon reduction system would work in Oregon. The money would be used to hire a full-time limited duration Operations and Policy Analyst 4 position (0.58 FTE). In addition, \$50,000 is to cover costs for an economic consultant to assist with research data and analysis. The DEQ work is to include:

- (1) Identify the type, scope, and design of the greenhouse gas emissions cap necessary to link with other jurisdictions and meet the state's greenhouse gas emissions reduction goals.
- (2) Assess how a market-based program would interact with existing programs, such as the Renewable Portfolio Standard, the Clean Power Plan, and the Clean Fuels program, and achieve the state's greenhouse gas emissions reduction goals.
- (3) Study and evaluate how existing market-based programs in other jurisdictions control leakage and how those methods might be adapted to align with Oregon's economy and business sectors.
- (4) Study and evaluate how existing market-based programs address potential impacts and benefits to disadvantaged populations and rural communities and how those methods might be adopted to Oregon.

The Subcommittee approved a \$2,500,000 General Fund appropriation to expand the Department's current Oregon Air Toxics Program. This will allow the immediate focus of increased air toxics monitoring efforts on cadmium, arsenic, and chromium hotspots in Portland, as well as, expand air toxics monitoring across the state. In addition, the increased funding will allow DEQ to develop a risk-based approach to air permitting for industrial sources through rulemaking. Over time this will allow DEQ to modify existing air permits to be risk-based. The air toxics monitoring funded through this appropriation uses moss collection and analysis to map pollution levels in Portland communities and develop maps of hot spots. This funding will allow the Department to purchase and set up two additional full air toxics monitoring stations that can be directed at areas with high levels of air toxics that are identified. A Natural Resources Specialist 3 position, three Natural Resources Specialist 2 positions, a

Chemist 2 position, and a Chemist 3 position are added as permanent positions for the monitoring and analysis work. DEQ will also use the funding to develop, through rulemaking, an Oregon specific air toxics program that ensures industrial hot spots are sufficiently controlled. During this process, discussions with local governments about their potential roles and involvement, either formally or informally, may occur. To work on this part of the program, six permanent positions were added (Principal Executive Manager E, Program Analyst 3, Natural Resources Specialist 4, Natural Resources Specialist 3, Operations and Policy Analyst 1, and Public Affairs Specialist 2). In all, 12 permanent positions (7.00 FTE) were added, with total Personal Services costs of \$1,266,789, Services and Supplies costs, including Professional Services, of \$883,211 and \$350,000 in Capital Outlay for monitoring equipment. This program is estimated to have a 2017-19 roll-up cost of \$3,626,239 General Fund.

### **Department of Fish and Wildlife**

The Subcommittee approved a one-time increase of \$180,000 Other Funds expenditure limitation to continue two limited-duration Natural Resource Specialist 2 positions authorized for one year in Senate Bill 5544 (2015). These two positions work with landowners to improve and protect sage grouse habitat.

### **Department of Forestry**

The Subcommittee approved an increase of \$23,115,122 in the General Fund appropriation made to the Department of Forestry, Fire Protection Division for the payment of emergency firefighting costs associated with the 2015 forest fire season. This amount is dedicated to the following specific uses:

- Unbudgeted emergency fire costs (\$19,558,783)
- Fire protection district deductibles (\$677,886)
- Training provided to Oregon National Guard troops (\$500,000)
- Oregon State Treasury loan interest (\$323,630)
- Severity resources (\$2,054,823)

The portion of the General Fund appropriation to the Department of Forestry included above for severity resources is offset by a reduction of the same amount in the special purpose appropriation that had been established for this purpose. In addition, Other Funds expenditure limitation is increased by \$56,334,408, which includes \$55,172,387 for unbudgeted emergency fire costs and \$1,162,021 for fire protection district deductibles.

The Subcommittee approved a decrease in the General Fund appropriation of \$238,581 and a decrease in the Other Funds expenditure limitation of \$726,392 made to the Oregon Department of Forestry for the payment of debt service. These amounts were originally included in the agency's budget for the payment of debt service obligations on bonds that were anticipated to be issued at the end of the 2013-15 biennium, but were not. This is a technical adjustment to remove the excess General Fund and Other Funds expenditure limitation from the agency's budget. An increase of \$45,000 Other Funds expenditure limitation was approved for the payment of bond issuance costs related to Article XI-Q General Obligation bonds to replace an equipment warehouse for the East Lane Fire Protection District.

The Subcommittee approved a General Fund appropriation of \$704,286 and an increase in the Other Funds limitation of \$813,594 for the implementation of a procurement and payment system replacement. The new system is intended to be an end-to-end solution for the agency, replacing its current ad-hoc system of manual and semi-automated information systems and processes. The funding includes the establishment of

four, 15-month, limited-duration positions (Project Manager 3, Information Systems Specialist 6, Accountant 1, and Procurement and Contract Specialist 3). The Subcommittee approved the project with the understanding that the funding will be uncheduled until the Legislative Fiscal Office (LFO) and the Chief Financial Office of the Department of Administrative Services approve rescheduling and that the agency comply with recommendations made by the Joint Legislative Committee on Information Management Technology (JLCIMT).

Recommendations include direction that the agency proceeds through the standard Stage Gate 3 process, including updated business case and other foundational documents. The agency will ensure that the independent quality management services contractor conducts an updated risk assessment and perform quality control reviews on the documents noted above. The agency will report back to JLCIMT or Emergency Board on project status in September 2016.

### **Department of Land Conservation and Development**

The Subcommittee approved an increase in the Other Funds expenditure limitation of \$216,000 to allow the agency to expend sub-grant funding received from the Oregon Office of Emergency Management made available through the Federal Emergency Management Agency. These funds will be used to aid in the development of local pre-disaster mitigation plans of local governments, including the cities of Albany, Medford, and Beaverton, Tillamook County, and cities within Tillamook County. A portion of this amount will be used to establish a limited duration Planner 2 position for 16 months (0.67 FTE).

### **Department of State Lands**

In the fall of 2015, sump pumps and the associated drainage pipe failed at the Department of State Lands' headquarters building in Salem. The Department made emergency, stop-gap repairs. The Subcommittee approved a one-time \$85,919 increase to the Capital Improvement Other Funds expenditure limitation for the repairs to date. Additional permanent repairs will be needed next summer; the Department will seek another expenditure limitation increase at an Emergency Board meeting.

The Department was awarded a U.S. Environmental Protection Agency grant for Wetland Program Development in the amount of \$347,502. During the 2015 legislative session, \$133,000 in one-time Federal Funds expenditure limitation was approved and uncheduled for this grant, pending retroactive approval to apply for the grant. This amount was intended to provide sufficient expenditure limitation for work through March, 2016. The Subcommittee approved the additional \$214,502 in one-time Federal Funds expenditure limitation to enable the Department to complete the work.

A reduction in Attorney General charges to reflect reduced rates in the legislatively adopted budget was inadvertently made to the Capital Improvement limitation and should have been made to the Common School Fund limitation. Other Funds expenditure limitation is decreased by \$176,890 for the Common School Fund and an increase of the same amount is made to Capital Improvements.

### **Water Resources Department**

The Subcommittee approved an increase in General Fund of \$705,288 to facilitate a groundwater study for the greater Harney Valley in coordination with the U.S. Geological Survey. The funding will support the establishment of a permanent Natural Resource Specialist position (\$130,288), one-time funding of \$400,000 for the drilling and construction of ten observation wells for data collection, and one-time funding of \$175,000 for the cost-sharing provisions of the groundwater study.



### **Oregon Watershed Enhancement Board**

The Subcommittee increased the Measure 76 Lottery Funds expenditure limitation for operations by \$40,123 to pay the costs of reclassifying the Administrative Manager position from an Administrative Specialist 2 to a Principal Executive Manager A and reclassifying the Capacity Coordinator from an Operations Policy Analyst 3 to an Operations Policy Analyst 4. The reclassifications are due to increased duties that resulted from an agency reorganization. These reclassifications were reviewed and supported by Department of Administrative Services Human Resources. In addition, Measure 76 Lottery Funds expenditure limitation was increased by \$17,329 to correct an error that omitted capital mall security assessments in the legislatively adopted budget for 2015-17.

## **PUBLIC SAFETY**

### **Department of Corrections**

The October, 2015 male prison population forecast was as much as 200 beds higher than the April 2015 forecast, which was the basis for the 2015-17 budget. In response to the higher forecast, the Subcommittee approved \$2,558,694 General Fund and 6 new correctional officer positions (4.46 FTE) to shift the 787 Deer Ridge Correctional Institution minimum security inmates to the medium security facility, which will be operated as minimum housing. Of this amount, \$1,821,701 is a one-time expense. As the additional recently-forecasted inmates enter the system, there will be other housing units within the facility available to accommodate them. The additional costs for 200 more beds for the rest of the biennium is about \$6.9 million.

A special purpose appropriation to the Emergency Board in the amount of \$3 million can fund part of the remaining need. There will be two more forecasts before the end of the biennium, April and October 2016. Whatever unfunded amount remains can be considered as part of the Department's agency-wide budget rebalance that typically occurs during the long legislative session as part of the current biennium final statewide budget reconciliation.

In response to an investigation of housing and treatment conditions for seriously mentally ill inmates by the federal protection and advocacy entity, Disability Rights Oregon, the Department requested \$8.2 million General Fund for architectural and staffing changes. The Subcommittee approved \$3,139,557 General Fund for construction and staffing that will provide the identified inmates more out-of-cell time and increased mental health therapy and counseling. The direct appropriation includes \$1,031,676 for permanent staff, including 4 registered nurses and a project manager (3.33 FTE); reclassification of a corporal to a sergeant; and associated services and supplies. The remaining \$2,107,881 General Fund is for one-time construction expenses for a modular building for treatment and office space on the Oregon State Penitentiary grounds and for changes inside the mental health unit of the penitentiary.

In addition, a special purpose appropriation to the Emergency Board in the amount of \$2 million will be available for the Department to request as they need additional staff. Any unfunded balance can be considered as part of the Department's agency-wide budget rebalance that typically occurs during the long legislative session as part of the current biennium final statewide budget reconciliation.

The Subcommittee approved redirecting unused Junction City Correctional Institution bond funding and unneeded cost of issuance funds for various Department of Corrections bond sales to Other Funds debt service. The total Other Funds limitation is \$2,094,636.

Pilot project General Fund that was intended to be one-time is phased out from the Offender Management and Rehabilitation unit within the Department. The reduction is \$1,009,135.

### **Criminal Justice Commission**

The Criminal Justice Commission was awarded \$370,000 in one-time grant funding from the U.S. Department of Justice, Office of Justice Programs and Bureau of Justice Assistance for technical assistance financing in support of Oregon's Justice Reinvestment implementation. The funds were made available to Oregon by a pass-through agreement with the Vera Institute of Justice, a private nonprofit research center for justice policy and practice. The funding was included in the agency's 2015-17 Federal Funds expenditure limitation, but because the Vera Institute is not a federal agency, the funding should have been included as Other Funds expenditure limitation. This technical adjustment increases Other Funds and decreases Federal Funds expenditure limitations by \$370,000.

### **Oregon Department of Justice**

The Subcommittee approved an increase of \$254,493 Other Funds expenditure limitation for the Department of Justice (DOJ) Criminal Justice Division and the authorization of two limited duration positions (1.08 FTE) for the Fusion Center. Funding for the positions would come from two separate federal grants received by the Oregon Military Department Office of Emergency Management (State Homeland Security Program for \$121,334 and the Urban Area Security Initiative for \$133,159). The grants are one-time in nature and require no state matching funds.

The Subcommittee approved an increase of \$129,405 Other Funds expenditure limitation for the DOJ Criminal Justice Division and the authorization of one limited duration position (0.25 FTE) for a traffic safety resource prosecutor with an emphasis on marijuana. The position is funded for six months beginning in April of 2016. The source of the grant is the U.S. Department of Transportation National Highway Traffic Safety Administration received by the Oregon Department of Transportation.

The Subcommittee approved an increase of \$184,714 Other Funds expenditure limitation for the DOJ General Counsel Division and the authorization of one permanent full-time position (0.63 FTE) for a marijuana civil legal services attorney. The revenue source to support the attorney is the legal services rate billed to state agencies. The 2017-19 biennial cost of the position is \$316,891.

An increase of \$12,613,368 Federal Funds expenditure limitation for the DOJ Crime Victims Services Division, as well as the authorization of two limited duration positions (1.42 FTE) for an increase in Victim of Crime Act (VOCA) assistance funding was approved. The grant increase will add one-time funding to existing direct service/non-profit providers, district attorney prosecutor-based victim assistance programs, child assessment centers, and other system investments. These are formula grants that require no state matching funds; however, a federal requirement does require sub-grantees to provide 20% matching funds. According to the Department, for this request, no additional state funds will be required to help sub-grantees meet their matching funds requirement.

The Subcommittee approved \$676,971 General Fund for the establishment of an elder abuse program in the Criminal Justice Division. The program will be staffed by one permanent full-time Senior Assistant Attorney General (Elder Abuse Resource Prosecutor) (0.63 FTE) and two

Criminal Investigator positions (1.25 FTE). The positions will assist local law enforcement with elder abuse cases, as well as provide statewide outreach and training. Personal services costs for the positions total \$457,573 and services and supplies costs total \$219,398. The 2017-19 biennial cost of the program is estimated to be \$1.2 million General Fund.

A change in the preliminary schedule for the DOJ Child Support Division's Child Support Enforcement Automated System (CSEAS) information technology project, which was completed after the close of the 2015 session, has increased the total cost of ownership and impacted the project's 2015-17 legislatively adopted budget, resulting in a shortfall of bonding authority, expenditure limitation(s), and cash liquidity.

The original feasibility study for the CSEAS project estimated total development costs at \$92.7 million and recurring costs after development of \$23.6 million for a total cost of ownership (TCO) of \$116.3 million (through fiscal year 2026). The rebaselined TCO is now estimated at \$122.7 million, which includes \$12 million in ongoing operations and maintenance costs. The Subcommittee approved \$3,086,760 of Other Funds expenditure limitation for project costs, which is to be financed with Article XI-Q bonds approved in House Bill 5202, and the establishment of 10 permanent part-time positions (1.31 FTE). Four reclassifications of existing permanent full-time positions was also approved.

Unless otherwise approved by the Legislature or the Emergency Board, the positions budgeted for the project are established as permanent fulltime positions under the following conditions: (a) the positions will be abolished on or before the completion of the project; (b) the positions are to remain in the CSEAS program (i.e., CSEAS summary cross reference) and may not be transferred to any other program or used for any other purpose than the development of the CSEAS project; and (c) the positions may not be included in any permanent finance plan action.

The Subcommittee appropriated \$1,161,194 in additional General Fund Debt Service to support repayment of Article XI-Q General Obligation bond proceeds approved in House Bill 5202. Other Funds expenditure limitation of \$123,240 is included for the cost of issuance of the bonds. The Subcommittee approved \$34,683 General Fund for repayment of interest costs for a short-term Treasury loan. The Department of Administrative Services was directed to unschedule \$3,086,760 Other Funds expenditure limitation (Article XI-Q bond project proceeds) and to schedule \$3,632,932 Other Funds and \$6,864,723 Federal Funds for the second quarter of calendar year 2016.

In absence of a comprehensive, integrated, and rebaselined master schedule, which is necessary to determine the project budget, and final Stage Gate 3 approval, the Subcommittee recommended a conservative, controlled release funding approach for the project. The recommendation provides full project funding through June 30, 2016, at which point the agency will need to request additional expenditure limitation from the Emergency Board. This recommendation will allow the agency to initially proceed to Stage Gate 3; however, the project should not operate for an extended period of time until "Stage Gate 3" review is officially completed and full endorsement granted. The Subcommittee adopted the Joint Legislative Committee on Information Management and Technology recommendations for the project.

The Subcommittee also approved the following budget note:

**Budget Note:**

The Department of Justice is to report at each meeting of the Emergency Board and the Interim Joint Committee on Information Management and Technology at each interim meeting with detailed project status reports (performance against plan) on the Child Support Enforcement Automated System (CSEAS). As part of the agency's report for the Emergency Board meeting in May of 2016, the agency is

to: (a) justify why an advisory steering committee is an appropriate form of governance; (b) provide a detailed cost-benefit analysis of the decision to use a private vendor vs. Department of Administrative Services State Data Center; (c) provide a justification for the indirect agency administrative charges to the CSEAS project, which may need to be repurposed and used for a general project contingency fund; and (d) report on improvements to quality assurance and agency status reporting.

### **Oregon Military Department**

The Other Funds expenditure limitation for the Community Support program was increased, on a one-time basis, by \$2,442,000 for the reimbursement of firefighting expenditures incurred during the 2015 fire season.

The 2015-17 legislatively adopted budget inadvertently made a General Fund reduction to services and supplies that should have been applied to personal services. The reduction is \$57,929 within the Administration division. Moving it to the right budget category will enable the agency to correctly build the 2017-19 budget.

The Subcommittee approved \$80,000 Other Funds expenditure limitation for the purpose of paying cost of issuance expenses associated with Article XI-Q bond authority approved for rehabilitating facilities at the Umatilla Depot site to prepare it for use as a Regional Training Center. The Umatilla site will replace the facility currently used on the Western Oregon University campus.

### **Department of Public Safety Standards and Training**

The Subcommittee approved an increase in Other Funds expenditure limitation of \$959,000 and the addition of three limited-duration positions (1.74 FTE) to support programs and activities in the Department of Public Safety Standards and Training's (DPSST) Center for Policing Excellence, funded by an Edward Byrne Memorial Justice Assistance Grant through the Criminal Justice Commission.

The agency's Federal Funds expenditure limitation was increased by \$2,497,563. This net-zero technical correction changes a revenue-only transfer between DPSST and the Department of Justice to a pass-through expenditure, a budgetary change required in order to ensure full reimbursement of costs related to the federal High Intensity Drug Trafficking Area program operated by the state Department of Justice.

The Subcommittee increased the agency's Other Funds expenditure limitation by \$2,790,195, and authorized twelve permanent positions (8.00 FTE) to add four basic police and two basic corrections classes to the agency's training calendar to meet demand during the 2015-17 biennium.

### **Oregon State Police**

The Subcommittee increased the agency's General Fund appropriation by \$1,320,216 and increased its Other Funds expenditure limitation by \$6,911,613 for Federal Emergency Management Agency-reimbursable expenses incurred during numerous mobilizations coordinated by the State Fire Marshal during the 2015 fire season in Oregon.

The Subcommittee increased the agency's General Fund appropriation by \$1,000,000 and authorized 12 positions (6.63 FTE) to increase staff capacity and reduce wait times and backlogs in the Firearm Instant Check System program.

## **TRANSPORTATION**

### **Department of Aviation**

The Subcommittee approved an increase of \$265,000 in Other Funds expenditure limitation for the Operations Division to purchase grant management software to implement and manage the agency's grant-making program established by House Bill 2075 (2015).

### **Department of Transportation**

The Subcommittee increased the agency's Other Funds expenditure limitation by \$6,231,467 to fund road repairs and clean-up expenses at seventeen sites across the state where wildfires damaged and forced the closure of roadways during the 2015 fire season. Other Funds expenditure limitation was increased in the Local Government program by \$2,000,000 toward reconstruction of the Juntura Cut-Off Road in Harney County, and by \$51,804 for cost of issuing the Lottery Bonds to finance the project.

A net-zero technical adjustment of \$1,354,734 was approved to move cost of issuance expenditure limitation for debt associated with highway safety improvements, the Coos Bay Rail Link, and ConnectOregon VI into the correct program budgets. A second net-zero technical adjustment of \$138,433 was approved to move legislatively-approved state government service charge reductions into the correct program budgets for the 2015-17 biennium.

The Subcommittee reduced the General Fund appropriation for debt service to the Department of Transportation by \$5,194,781. A bond sale anticipated for May, 2015 was postponed until May, 2016, reducing the debt service required in the 2015-17 biennium. General Fund was also reduced by \$47,835 to reflect the completion of the Driver and Motor Vehicles' veteran information sharing project with the Department of Veterans' Affairs.

**Enrolled**  
**Senate Bill 501**

Sponsored by Senator MONNES ANDERSON, Representatives GORSEK, PILUSO

CHAPTER .....

AN ACT

Relating to state financial administration; creating new provisions; amending ORS 291.278, 293.701, 336.431, 348.696, 357.195, 418.330, 418.335, 418.340, 461.559 and 471.810 and section 4, chapter 578, Oregon Laws 2013, section 3, chapter 20, Oregon Laws 2015 (Enrolled Senate Bill 605), section 2, chapter 459, Oregon Laws 2015 (Enrolled Senate Bill 779), and section 2, chapter 600, Oregon Laws 2015 (Enrolled Senate Bill 5520); repealing sections 7, 8 and 9, chapter 25, Oregon Laws 2015 (Enrolled House Bill 5017); and declaring an emergency.

**Be It Enacted by the People of the State of Oregon:**

**TASK FORCE ON THE CAPITAL  
CONSTRUCTION BUDGET PROCESS**

**SECTION 1.** (1) **The Task Force on the Capital Construction Budget Process is established. The task force shall consist of:**

- (a) **The cochairs of the Joint Committee on Ways and Means;**
  - (b) **One member of the Senate appointed by the President of the Senate and who is a member of a different political party from the Senate cochair of the joint committee;**
  - (c) **One member of the House of Representatives appointed by the Speaker of the House of Representatives and who is a member of a different political party from the House cochair of the joint committee;**
  - (d) **The Legislative Fiscal Officer; and**
  - (e) **The Director of the Oregon Department of Administrative Services or a designee of the Director of the Oregon Department of Administrative Services.**
- (2) **The task force shall:**
- (a) **Create a current inventory of state-owned buildings, including a description of the condition of each building;**
  - (b) **Review existing statutory provisions governing the process of developing the capital construction portion of the state budget, including but not limited to provisions in ORS chapters 291 and 293;**
  - (c) **Identify current statutory provisions relating to the capital construction portion of the state budget that are outdated, are unnecessary or need modification;**
  - (d) **Identify new provisions that would aid in the development of the capital construction portion of the state budget;**
  - (e) **Identify and recommend a long-range process for determining and implementing future capital construction needs and priorities for this state;**

(f) Identify and recommend a process for determining how capital construction budget requests relate to overall state budget priorities;

(g) Consider whether capital construction budgets should also include forecasts of the costs of operating and maintaining state buildings upon which capital construction moneys are spent; and

(h) Recommend a comprehensive package of statutory changes that will allow the Legislative Assembly to develop budgets for capital construction projects based on identified long-term goals, using an incremental process that is integrated into the overall state budget each biennium and that provides more transparency for the public.

(3) A majority of the members of the task force constitutes a quorum for the transaction of business.

(4) Official action by the task force requires the approval of a majority of the members of the task force.

(5) The cochairs of the Joint Committee on Ways and Means shall serve as chairpersons of the task force.

(6) If there is a vacancy for any cause in a position appointed by the President of the Senate or the Speaker of the House of Representatives, the appointing authority shall make an appointment to become immediately effective.

(7) The task force shall meet at times and places specified by the call of the chairpersons or of a majority of the members of the task force.

(8) The task force may adopt rules necessary for the operation of the task force.

(9) Not later than October 15, 2016, the task force shall submit a report to the Legislative Assembly in the manner provided by ORS 192.245, and may include recommendations for legislation.

(10) The Legislative Administrator shall provide staff support to the task force.

(11) Members of the task force who are not members of the Legislative Assembly are not entitled to compensation, but may be reimbursed for actual and necessary travel and other expenses incurred by them in the performance of their official duties in the manner and amounts provided for in ORS 292.495. Claims for expenses incurred in performing functions of the task force shall be paid out of funds appropriated to the Legislative Administration Committee for purposes of the task force.

(12) All agencies of state government, as defined in ORS 174.111, are directed to assist the task force in the performance of its duties and, to the extent permitted by laws relating to confidentiality, to furnish such information and advice as the members of the task force consider necessary to perform their duties.

**SECTION 2.** Section 1 of this 2015 Act is repealed on the date of the convening of the 2017 regular session of the Legislative Assembly as specified in ORS 171.010.

**SECTION 3.** The task force established by section 1 of this 2015 Act is a continuation of the Task Force on the Capital Construction Budget Process established by section 1, chapter 716, Oregon Laws 2013, and not a new task force. The members appointed under section 1, chapter 716, Oregon Laws 2013, and serving on the date of the convening of the 2015 regular session of the Legislative Assembly shall continue to serve for purposes of the task force established under section 1 of this 2015 Act.

## LEGISLATIVE BRANCH

**SECTION 4.** ORS 291.278 is amended to read:

291.278. (1) Upon completion of the determination by the Oregon Department of Administrative Services under ORS 291.274 and 291.276, the department shall:

(a) Transfer to the Legislative Fiscal Office Operating Fund, with appropriate notice to the State Treasurer, out of moneys appropriated to each state agency, the amount of [\$3 million] **\$4 million**; and

(b) After deducting the amounts specified in paragraph (a) of this subsection, transfer to the General Fund, with appropriate notice to the State Treasurer, out of moneys appropriated to each state agency, the amount of governmental service expenses certified for the agency.

(2) In the case of a state agency that collects or receives moneys for fees, fines, licenses or taxes not by law made a part of the General Fund available for general governmental purposes, if moneys available to such state agency are not sufficient to permit the transfers under subsection (1) of this section, the department shall notify the state agency of the amount certified with respect to the state agency under ORS 291.274 and 291.276, less any amount transferred out of moneys appropriated to such state agency under subsection (1) of this section. Thereafter, until such balance has been paid into the General Fund, 10 percent of all moneys collected or received by the state agency for fees, fines, licenses or taxes not by law made a part of the General Fund available for general governmental purposes shall be:

(a) Transferred by the department to and made a part of the General Fund available for general governmental purposes if such moneys are paid to the State Treasurer by the state agency; or

(b) Paid to the State Treasurer by the state agency receiving such moneys at the time when they are received by the state agency if such moneys are authorized by law to be kept and disbursed other than by and through the State Treasurer, and be credited by the State Treasurer to and made a part of the General Fund available for general governmental purposes.

(3) The transfers and payments to the Legislative Fiscal Office Operating Fund and the General Fund required by this section shall be made notwithstanding any law that appropriates such moneys or any of them to any other purposes, and such portion so paid and transferred is not subject to any special uses thereby provided.

**SECTION 5.** Section 4, chapter 578, Oregon Laws 2013, is amended to read:

**Sec. 4.** The amendments to ORS 171.072, 292.912 and 292.930 by sections 1 to 3 [of this 2013 Act], **chapter 578, Oregon Laws 2013**, apply to salaries established for biennia beginning on or after [July 1, 2015] **July 1, 2017**.

**SECTION 6.** **If this 2015 Act does not become effective until after June 30, 2015, the amendments to section 4, chapter 578, Oregon Laws 2013, by section 5 of this 2015 Act shall be operative retroactively to that date, and the operation and effect of section 4, chapter 578, Oregon Laws 2013, as amended by section 5 of this 2015 Act, shall continue unaffected from June 30, 2015, to the effective date of this 2015 Act. Any otherwise lawful action taken or otherwise lawful obligation incurred under the authority of section 4, chapter 578, Oregon Laws 2013, as amended by section 5 of this 2015 Act, after June 30, 2015, and before the effective date of this 2015 Act, is ratified and approved.**

#### SECRETARY OF STATE

**SECTION 7.** **Notwithstanding ORS 56.041 and in addition to transfers required by ORS 56.041 (4), the amount of \$6,200,000 is transferred from the Operating Account to the General Fund for general governmental purposes. The transfer shall be made on June 15, 2017.**

#### OREGON LIQUOR CONTROL COMMISSION

**SECTION 8.** ORS 471.810 is amended to read:

471.810. (1) At the end of each month, the Oregon Liquor Control Commission shall certify the amount of moneys available for distribution in the Oregon Liquor Control Commission Account and, after withholding such moneys as it may deem necessary to pay its outstanding obligations, shall within 35 days of the month for which a distribution is made direct the State Treasurer to pay the amounts due, upon warrants drawn by the Oregon Department of Administrative Services, as follows:



(a) Fifty-six percent, or the amount remaining after the distribution under subsection (4) of this section, credited to the General Fund available for general governmental purposes wherein it shall be considered as revenue during the quarter immediately preceding receipt;

(b) Twenty percent to the cities of the state in such shares as the population of each city bears to the population of the cities of the state, as determined by Portland State University last preceding such apportionment, under ORS 190.510 to 190.610;

(c) Ten percent to counties in such shares as their respective populations bear to the total population of the state, as estimated from time to time by Portland State University; and

(d) Fourteen percent to the cities of the state to be distributed as provided in ORS 221.770 and this section.

(2) The commission shall direct the Oregon Department of Administrative Services to transfer 50 percent of the revenues from the taxes imposed by ORS 473.030 and 473.035 to the Mental Health Alcoholism and Drug Services Account in the General Fund to be paid monthly as provided in ORS 430.380.

(3) If the amount of revenues received from the taxes imposed by ORS 473.030 for the preceding month was reduced as a result of credits claimed under ORS 473.047, the commission shall compute the difference between the amounts paid or transferred as described in subsections (1)(b), (c) and (d) and (2) of this section and the amounts that would have been paid or transferred under subsections (1)(b), (c) and (d) and (2) of this section if no credits had been claimed. The commission shall direct the Oregon Department of Administrative Services to pay or transfer amounts equal to the differences computed for subsections (1)(b), (c) and (d) and (2) of this section from the General Fund to the recipients or accounts described in subsections (1)(b), (c) and (d) and (2) of this section.

(4) Notwithstanding subsection (1) of this section, no city or county shall receive for any fiscal year an amount less than the amount distributed to the city or county in accordance with ORS 471.350 (1965 Replacement Part), 471.810, 473.190 and 473.210 (1965 Replacement Part) during the 1966-1967 fiscal year unless the city or county had a decline in population as shown by its census. If the population declined, the per capita distribution to the city or county shall be not less than the total per capita distribution during the 1966-1967 fiscal year. Any additional funds required to maintain the level of distribution under this subsection shall be paid from funds credited under subsection (1)(a) of this section.

**(5) Notwithstanding subsection (1) of this section, amounts to be distributed from the Oregon Liquor Control Commission Account that are attributable to a per bottle surcharge imposed by the Oregon Liquor Control Commission, shall be credited to the General Fund.**

**SECTION 8a. The amendments to ORS 471.810 by section 8 of this 2015 Act apply to moneys attributable to a per bottle surcharge collected or received by the Oregon Liquor Control Account on or after the effective date of this 2015 Act.**

**SECTION 9.** Section 2, chapter 600, Oregon Laws 2015 (Enrolled Senate Bill 5520), is amended to read:

**Sec. 2.** For the biennium beginning July 1, 2015, expenditures by the Oregon Liquor Control Commission for liquor purchases [*and bank card fees*] are not limited.

**SECTION 10.** If House Bill 2041 becomes law, section 3, chapter 20, Oregon Laws 2015 (Enrolled Senate Bill 605), is amended to read:

**Sec. 3.** (1) Notwithstanding ORS 221.770, 471.805 and 471.810, for the biennium beginning July 1, 2013, and the biennium beginning July 1, 2015, the Oregon Liquor Control Commission may expend moneys in the Oregon Liquor Control Commission Account to pay any expenses incurred by the commission in implementing and carrying out sections 3 to 70, chapter 1, Oregon Laws 2015 [*Control, Regulation and Taxation of Marijuana and Industrial Hemp Act*]. Any expenditure made under this subsection is considered a loan and must be repaid from the Oregon Marijuana Account established by section 44, chapter 1, Oregon Laws 2015. Expenditures made under this subsection shall be made from moneys in the Oregon Liquor Control Commission Account before the distributions required by ORS 471.810 are made.

(2) Notwithstanding [sections 43 and] **section 44**, chapter 1, Oregon Laws 2015, not later than June 30, 2017, the [commission] **Department of Revenue** shall transfer from the Oregon Marijuana Account to the **commission for deposit in the Oregon Liquor Control Commission Account** an amount equal to the total amount expended by the commission under subsection (1) of this section plus two percent of the total amount expended. The [commission] **department** shall make the transfer required by this subsection before making any other withholding, distribution or expenditure from the Oregon Marijuana Account for purposes described in [sections 43 and] **section 44**, chapter 1, Oregon Laws 2015.

## EMPLOYMENT DEPARTMENT

**SECTION 11.** Notwithstanding ORS 657.783, the amount of \$13 million is transferred from the Supplemental Employment Department Administration Fund to the General Fund for general governmental purposes. The transfer shall occur on May 1, 2017.

## DEPARTMENT OF EDUCATION

**SECTION 12.** Sections 7, 8 and 9, chapter 25, Oregon Laws 2015 (Enrolled House Bill 5017), are repealed.

**SECTION 13.** ORS 336.431 is amended to read:

336.431. (1) **The Department of Education shall administer a Farm-to-School Grant Program as provided by this section.**

[1] (2) A school district may apply to the department [of Education for a grant to be used by the school district for one or more of the following purposes] **for a grant as follows:**

(a) [To reimburse] **As a noncompetitive grant to assist** the school district **with paying** for costs incurred by the school district to purchase [Oregon food products described in subsection (3) of this section] **food produced or processed in this state;** or

(b) **As a competitive grant** to fund food-based, agriculture-based and garden-based educational activities in the school [districts] **district.**

[2] *The Department of Education shall distribute grant moneys under this section in a manner that ensures that:*

[a] *At least 80 percent of the moneys distributed are used for reimbursements as described in subsection (1)(a) of this section; and*

[b] *At least 10 percent of the moneys distributed are used for the educational activities described in subsection (1)(b) of this section.*

(3)(a) **Based on a noncompetitive process, the department shall provide grants to school districts to assist in paying for costs incurred by the school district to purchase food produced or processed in this state. The amount of a grant awarded as provided by this subsection shall be determined by the department based on the number of lunches served by the school district during the previous school year under the United States Department of Agriculture's National School Lunch Program.**

[(3)(a)] (b) [If a school district receives any grant moneys under this section for reimbursements, the school district] **A school district that receives a grant under this subsection** shall use the moneys for the costs incurred by the school district to purchase [Oregon] food products that were:

(A) Purchased on or after the date the school district received [the moneys for the grant] **notification from the Department of Education of the amount to be distributed to the school district as provided by this subsection;**

(B) Produced or processed in [Oregon] **this state;** and

(C) Used [in] **for meals that are served as part of the United States Department of Agriculture's [National School Lunch Program] child nutrition programs.**

[(b) For Oregon food products that satisfy the requirements of paragraph (a) of this subsection, reimbursements shall be in an amount that equals the lesser of:]

[A] *The amount paid per meal by the school district to purchase the Oregon food products; or*  
[B] *Fifteen cents for every school lunch that is served as part of the United States Department of Agriculture's National School Lunch Program and that uses Oregon food products.*

[C] *A school district that receives moneys for reimbursement as provided by paragraph (b) of this subsection:]*

[A] *Must use the moneys to purchase foods produced or processed in Oregon; and*

[B] *May not use the moneys to supplant purchases of food products with federal moneys, but may use the moneys to pay for the difference in cost between food products that are of higher quality and food products that are allowed to be purchased with federal moneys.]*

**(4)(a) Based on a competitive process, the department shall provide grants to school districts or nonprofit organizations, or commodity commissions or councils organized under ORS 576.051 to 576.455 or ORS chapter 577 or 578, to assist in paying the costs incurred to provide food-based, agriculture-based or garden-based educational activities in the school district.**

[4] **(b)** *[If a school district receives any moneys under this section for educational activities, the school district]* **An entity identified in paragraph (a) of this subsection that receives a grant under this subsection** shall use the moneys for costs directly associated with the educational activities, including staff time, travel costs and equipment purchased for the activities.

[5] *The Department of Education shall consult with the State Department of Agriculture to determine the recipients and amounts of grants awarded under this section.]*

[6] *The Department of Education may award a grant to a school district under this section only if the school district can demonstrate that the school district:]*

[a] *Has a program to purchase Oregon food products and a program to provide food-based, agriculture-based or garden-based educational activities; or*

[b] *Is developing the programs described in paragraph (a) of this subsection that the school district does not have at the time of application.]*

[7] **(c)** When awarding grants under this [section,] **subsection**, preference shall be given to [school districts] **entities that propose educational activities that:**

[a] *Propose farm-to-school projects or school garden projects that:]*

(A) *Are well designed;*

[B] *Incorporate positive changes in food purchasing;]*

[C] **(B)** *Promote healthy food activities;*

[D] **(C)** *Have clear educational objectives;*

[E] **(D)** *Involve parents or the community; [and]*

[F] *Have high potential for job creation;]*

**(E) Are connected to a school district's farm-to-school procurement activities; and**

**(F) Are culturally relevant to the students being served by the grant moneys.**

**(d) The department must ensure that the recipients of grants under this subsection:**

[b] **(A)** *Represent a variety of school sizes and geographic locations; and*

[c] **(B)** *Serve a high percentage of children who qualify for free or reduced price school meals under the United States Department of Agriculture's National School Lunch Program.*

[8] **(5)** *The Department of Education shall consult with the State Department of Agriculture to:*

**(a)** *Develop rules and standards related to the grants awarded under this section.*

**(b) Determine the recipients and amounts of grants awarded under this section.**

[9] **(6)** *The Department of Education may expend for the administrative costs incurred under this section no more than two percent of all moneys received by the department for the grant program.*

## DEPARTMENT OF TRANSPORTATION

**SECTION 14.** (1) In addition to and not in lieu of any other allocation, there is allocated to Multnomah County, for the biennium beginning July 1, 2015, out of moneys described in section 5 (6), chapter \_\_\_, Oregon Laws 2015 (Enrolled House Bill 5040), the amount of \$3,900,000 which may be expended for the construction of operational improvements on Cornelius Pass Road.

“(2) In addition to and not in lieu of any other allocation, there is allocated to Washington County, for the biennium beginning July 1, 2015, out of moneys described in section 5 (6), chapter \_\_\_, Oregon Laws 2015 (Enrolled House Bill 5040), the amount of \$5,000,000 which may be expended for the construction of safety improvement projects located on State Highway 47 at Verboort and Purdin Roads.

#### **PUBLIC EMPLOYEES’ BENEFIT BOARD**

**SECTION 15.** Notwithstanding ORS 243.167, the amount of \$120,000,000 is transferred from the Public Employees’ Revolving Fund to the General Fund for general governmental purposes. The transfer shall be made on May 1, 2017.

#### **DEPARTMENT OF HUMAN SERVICES**

**SECTION 16.** ORS 418.330 is amended to read:

418.330. (1) As used in this section:

(a) “Child” means:

(A) A person under 18 years of age;

(B) A person under 21 years of age if the Department of Human Services determines that the person has a mental or physical disability that warrants the continuation of assistance; or

(C) A person who has attained 18 years of age and:

(i) On whose behalf payments under this section were received prior to the person attaining 18 years of age, provided the person was at least 16 years of age at the time the payments commenced;

(ii) Has not attained 21 years of age; and

(iii)(I) Is completing secondary education or a program leading to an equivalent credential;

(II) Is enrolled in an institution or program that provides post-secondary or vocational education;

(III) Is participating in a program or activity designed to promote, or remove barriers to, employment;

(IV) Is employed for at least 80 hours per month; or

(V) Is incapable of doing any of the activities described in sub-sub-subparagraphs (I) to (IV) of this sub-subparagraph due to a medical condition, which incapability is supported by regularly updated documentation.

(b) “Child-caring agency” means:

(A) A child-caring agency as defined in ORS 418.205; and

(B) For a child who has attained 18 years of age, an independent residence facility established or certified under ORS 418.475 in which the child resides as an enrollee in an independent living program.

(c) “Nonrecurring adoption **or guardianship** expenses” means reasonable and necessary adoption **or guardianship** fees, court costs, attorney fees and other expenses that are directly related to the adoption of, **or establishment of a guardianship for**, a child with special needs and that are not incurred in violation of state or federal law.

(2) The department may make payments to adoptive parents **or guardians** on behalf of a child placed for adoption **or establishment of a guardianship** by the department, or **placed for adoption** by an approved child-caring agency, when the department determines:

(a) The child has special needs because of an impediment to adoptive placement **or establishment of a guardianship** by reason of the child's physical or mental condition, race, age, or membership in a sibling group; or

(b) The adoptive family **or guardian** is capable of providing the permanent family relationships needed by the child in all respects other than financial, and the needs of the child are beyond the economic ability and resources of the family.

(3) Payments to subsidize adoptions **or guardianships** made under subsection (2) of this section:

(a) Shall include payment of nonrecurring adoption **or guardianship** expenses incurred by or on behalf of adoptive parents **or guardians** in connection with the adoption of, **or establishment of a guardianship for**, a child with special needs;

(b) May include, but are not limited to, the maintenance costs, medical and surgical expenses, and other costs incidental to the care, training and education of the child;

(c) May not exceed the cost of providing comparable assistance in foster care; and

(d) May not be made:

(A) For a child who has not attained 18 years of age, when the adoptive parents **or guardians** are no longer legally responsible for the support of the child; or

(B) When the child is no longer receiving any support from the adoptive parents **or guardians**.

(4) Adoptive parents **or guardians** receiving payments under subsection (2) of this section shall inform the department of circumstances that would make the adoptive parents **or guardians**:

(a) Ineligible to receive the payments; or

(b) Eligible to receive the payments in a different amount.

**SECTION 17.** ORS 418.335 is amended to read:

418.335. (1) Qualification for payments under ORS 418.330 must be determined by the Department of Human Services prior to the completion of the adoption **or guardianship** proceeding.

(2) The department shall set the amount of payments under ORS 418.330 through negotiations with the prospective adoptive parents **or guardians**, taking into consideration the circumstances of the prospective adoptive parents **or guardians** and the needs of the child.

(3) The department may change the amount of payments under ORS 418.330:

(a) Through renegotiation with the adoptive parents **or guardians**, based upon a showing that there has been a change in the circumstances of the adoptive parents **or guardians** or the needs of the child; or

(b) When the department has reduced or increased the amount of comparable assistance in foster care under ORS 418.647.

(4) The department may suspend or terminate payments when one or more of the following conditions exist:

(a) The child *[attains 18 years of age]* **no longer meets the definition of "child" under ORS 418.330.**

(b) The adoptive parents **or guardians** are no longer legally responsible for the support of the child.

(c) The child is no longer receiving any support from the adoptive parents **or guardians**.

(5) If a payment under ORS 418.330 is suspended or terminated for a reason not related to the age of the child **or because a guardianship has been vacated by the court**, the adoptive parents **or guardians** of the child may petition the department for a review of the case. The department shall afford the petitioner an opportunity for a hearing, which must be held in the county the petitioner elects.

**SECTION 18.** ORS 418.340 is amended to read:

418.340. The Department of Human Services shall make all necessary rules for payments to subsidize adoptions **or guardianships**.

## STATE DEPARTMENT OF FISH AND WILDLIFE

**SECTION 19.** Section 2, chapter 459, Oregon Laws 2015 (Enrolled Senate Bill 779), is amended to read:

**Sec. 2.** Section 1, chapter 459, Oregon Laws 2015 (Enrolled Senate Bill 779), [of this 2015 Act] is repealed on January 2, [2016] 2017.

#### CONCILIATION AND MEDIATION SERVICES AND LAW LIBRARIES

**SECTION 20.** Notwithstanding section 8 (1), chapter \_\_, Oregon Laws 2015 (Enrolled Senate Bill 5514), the governing body of a county may, after consulting with the presiding judge of the circuit court, use up to one-half of the amount distributed to the county under section 8 (2), chapter \_\_, Oregon Laws (Enrolled Senate Bill 5514), for the purpose of providing conciliation and mediation services in circuit courts.

#### CONNECTING OREGON COMMUNITIES FUND

**SECTION 21.** The balance of the Connecting Oregon Communities Fund established by ORS 759.445, including the balances of the School Technology Account and the Public Access Account, is transferred to the General Fund for general governmental purposes.

#### OREGON EDUCATION FUND

**SECTION 22.** ORS 348.696 is amended to read:

348.696. (1) Pursuant to section 4 (4)(d), Article XV of the Oregon Constitution, the Education Stability Fund is established separate and distinct from the General Fund. Moneys in the Education Stability Fund shall be invested as provided in ORS 293.701 to 293.790. **Except as provided in subsection (2) of this section**, all declared earnings on moneys in the fund shall be transferred and are appropriated continuously as follows:

[1] (a) 75 percent to the Oregon Education Fund established by ORS 348.716; and

[2] (b) 25 percent to the Higher Education Coordinating Commission for the Oregon Opportunity Grant program under ORS 348.260.

**(2) If the Director of the Oregon Department of Administrative Services determines for any biennium that the amount to be transferred and appropriated continuously to the Oregon Education Fund under subsection (1)(a) of this section exceeds the amount needed to pay for public education and education lottery bond debt service in that biennium, the amount of the excess for that biennium shall be transferred and is appropriated continuously to the Higher Education Coordinating Commission for the Oregon Opportunity Grant program under ORS 348.260.**

#### STATE LIBRARY DONATION FUND

**SECTION 23.** ORS 357.195, as amended by section 20, chapter 328, Oregon Laws 2015, is amended to read:

357.195. (1) The State Library Donation Fund is established in the State Treasury, separate and distinct from the General Fund. The following moneys shall be placed in the fund:

(a) Gifts and donations to the State Library;

(b) The interest, income, dividends or profits received on any property or funds of the State Library derived from gifts, legacies, devises, bequests, endowments or other donations;

(c) Other interest earned by the fund; and

(d) Any other moneys placed in the fund as provided by law.

(2) Moneys in the fund that are derived from profits, interest or other earnings traceable to a specific gift, legacy, devise, bequest, endowment or other donation shall be used in the same manner as the principal or corpus of the gift, legacy, devise, bequest, endowment or other donation.

**(3) Moneys in the fund, including moneys in the Talking Book and Braille Library Endowment Fund subaccount if established pursuant to subsection (5) of this section, may, at the discretion of the State Library Board, be invested as provided in ORS 293.701 to 293.857.**

[3] (4) The State Treasurer shall credit monthly to the fund any interest or other income derived from the fund or the investing thereof.

[4] (5) The [State Library] board may establish a Talking Book and Braille Library Endowment Fund as a subaccount of the State Library Donation Fund.

[5] (6) Moneys in the State Library Donation Fund are continuously appropriated to the State Library for use by, and support and maintenance of, the State Library. Claims against the fund shall be approved and warrants issued in the manner provided by law.

**SECTION 24.** ORS 293.701 is amended to read:

293.701. As used in ORS 293.701 to 293.857, unless the context requires otherwise:

(1) "Council" means the Oregon Investment Council.

(2) "Investment funds" means:

(a) Public Employees Retirement Fund referred to in ORS 238.660;

(b) Industrial Accident Fund referred to in ORS 656.632;

(c) Consumer and Business Services Fund referred to in ORS 705.145;

(d) Employment Department Special Administrative Fund referred to in ORS 657.822;

(e) Insurance Fund referred to in ORS 278.425;

(f) Funds under the control and administration of the Department of State Lands;

(g) Oregon Student Assistance Fund referred to in ORS 348.570;

(h) Moneys made available to the Commission for the Blind under ORS 346.270 and 346.540 or rules adopted thereunder;

(i) Forest Development Revenue Bond Fund referred to in ORS 530.147 and State Forestry General Obligation Bond Fund referred to in ORS 530.280;

(j) Oregon War Veterans' Fund referred to in ORS 407.495;

(k) Oregon War Veterans' Bond Sinking Account referred to in ORS 407.515;

(l) World War II Veterans' Compensation Fund;

(m) World War II Veterans' Bond Sinking Fund;

(n) Funds in the hands of the State Treasurer that are not required to meet current demands and that are invested in the Oregon Short Term Fund established under ORS 293.728 or in another commingled investment vehicle;

(o) State funds that are not subject to the control and administration of officers or bodies specifically designated by law;

(p) Funds derived from the sale of state bonds;

(q) Social Security Revolving Account referred to in ORS 237.490;

(r) Oregon University System Fund established by ORS 351.506 and the Higher Education Donation Fund established by ORS 351.130;

(s) Local Government Employer Benefit Trust Fund referred to in ORS 657.513;

(t) Elderly and Disabled Special Transportation Fund established by ORS 391.800;

(u) Education Stability Fund established by ORS 348.696;

(v) Deferred Compensation Fund established under ORS 243.411; [and]

(w) Trust for Cultural Development Account established under ORS 359.405[.]; and

**(x) The State Library Donation Fund and the Talking Book and Braille Library Endowment Fund subaccount established under ORS 357.195.**

(3) "Investment officer" means the State Treasurer in the capacity as investment officer for the council.

## STATE TREASURER

### SECTION 25. Notwithstanding ORS 173.240:

(1) The Legislative Counsel and the Legislative Fiscal Officer shall conduct a review of state law governing the investment by the State Treasurer of the funds of this state and of local and tribal governments. The purpose of the review is to:

(a) Identify deficiencies in current law; and  
(b) Make recommendations to clarify, simplify, consolidate and update the existing statutory framework.

(2) For purposes of the review, the Legislative Counsel and the Legislative Fiscal Officer may consult with the Department of Justice and the State Treasurer and any other officer or employee of this state or of any local or tribal government.

(3) The Legislative Counsel and the Legislative Fiscal Officer shall submit a report in the manner provided in ORS 192.245, and may include recommendations for legislation, to the Joint Committee on Ways and Means, or the Joint Interim Committee on Ways and Means, no later than December 31, 2016.

SECTION 26. Section 25 of this 2015 Act is repealed on January 2, 2017.

## JUDICIAL SALARIES

SECTION 27. (1) Annual salaries of judges of the Supreme Court, the Court of Appeals, circuit courts and the Oregon Tax Court established under ORS 292.406, 292.411, 292.416 and 292.426 shall be adjusted to reflect the same percentage amount of any positive cost of living adjustment granted to employees in the management service in the executive department.

(2) The adjustment described in subsection (1) of this section shall occur at the same time that salaries of employees in the management service in the executive department are adjusted.

(3) As used in this section:

(a) "Executive department" has the meaning given that term in ORS 174.112.

(b) "Management service" means the management service as provided in ORS 240.212.

SECTION 28. Section 27 of this 2015 Act applies to any positive cost of living adjustment granted to employees in the management service in the executive department on or after the effective date of this 2015 Act.

## REVERSION OF LOTTERY ALLOCATIONS

SECTION 29. ORS 461.559 is amended to read:

461.559. (1) On December 31 in each odd-numbered year, all amounts remaining unspent by a state agency from statutory allocations made from the Administrative Services Economic Development Fund to that agency for the prior biennium shall revert to the Administrative Services Economic Development Fund.

(2) Subsection (1) of this section does not apply to allocations for **debt service**, capital construction, continuing contracts, contested claims or special allocations designated by legislative action.

## HIGHER EDUCATION COORDINATING COMMISSION

SECTION 30. (1) Notwithstanding any law limiting tuition and mandatory enrollment fee increases at public universities listed in ORS 352.002, if a public university listed in ORS 352.002 increases either resident undergraduate tuition or mandatory enrollment fees by more than three percent for the 2016-2017 academic year, the public university must report



the justification for the increase to the Higher Education Coordinating Commission and the Joint Committee on Ways and Means, or the Joint Interim Committee on Ways and Means.

(2) Subsection (1) of this section does not apply to public universities currently subject to existing financial agreements or plans with the Higher Education Coordinating Commission, or to four-year tuition guarantees or high cost, high demand degree programs that currently charge differential tuition.

(3) This section is repealed on December 31, 2018.

**TRANSFERS**

**SECTION 31.** Except as provided in sections 7, 11 and 15 of this 2015 Act, the transfers described in sections 7, 11, 15 and 21 of this 2015 Act shall be made on the effective date of this 2015 Act from moneys maintained, on the effective date of this 2015 Act, in the funds or accounts from which the transfers are made.

**CAPTIONS**

**SECTION 32.** The unit captions used in this 2015 Act are provided only for the convenience of the reader and do not become part of the statutory law of this state or express any legislative intent in the enactment of this 2015 Act.

**EMERGENCY CLAUSE**

**SECTION 33.** This 2015 Act being necessary for the immediate preservation of the public peace, health and safety, an emergency is declared to exist, and this 2015 Act takes effect on its passage.

Passed by Senate July 6, 2015

.....  
Lori L. Brocker, Secretary of Senate

.....  
Peter Courtney, President of Senate

Passed by House July 6, 2015

.....  
Tina Kotek, Speaker of House

Received by Governor:

.....M.,....., 2015

Approved:

.....M.,....., 2015

.....  
Kate Brown, Governor

Filed in Office of Secretary of State:

.....M.,....., 2015

.....  
Jeanne P. Atkins, Secretary of State

## Legislative Fiscal Office

900 Court St. NE, H-178  
Salem OR 97301  
503-986-1828



## Oregon Legislative Emergency Board

Sen. Peter Courtney, Senate Co-Chair  
Rep. Tina Kotek, House Co-Chair

### Certificate

May 25, 2016

Pursuant to the provisions of ORS 291.328, and acting under the authority of ORS 8.105; ORS 291.326(1)(a), (b), (c), and (d); ORS 276.390; ORS 291.371; and ORS 291.375; this hereby certifies that the Emergency Board, meeting on May 25, 2016, took the following actions:

- 1. Commission on Judicial Fitness and Disability**  
Acknowledged receipt of a report on compensation plan changes.
- 2. Public Defense Services Commission**  
Deferred consideration of a request to fund salary increases.
- 3. Department of Education**  
Acknowledged receipt of a report on the implementation of the mixed delivery preschool program.
- 4. Department of Education**  
Approved the submission of a federal grant application to the U.S. Department of Health and Human Services in an amount of up to \$75,000 for a Child Care and Development Block Grant Implementation Research and Evaluation Planning Grant.
- 6. Department of Education**  
Allocated \$273,062 from the Emergency Fund established by section 1, chapter 837, Oregon Laws 2015 to supplement the appropriation made to the Department of Education by section 1(1), chapter 759, Oregon Laws 2015, Operations, for grants to school districts to improve Internet connectivity and access, with the understanding the Department of Administrative Services will unschedule that amount until school districts and the Department of Education have been notified of the approval of the federal funding.
- 7. Higher Education Coordinating Commission**  
Acknowledged receipt of a report on 2016-17 proposed increases to resident undergraduate tuition and mandatory fees at public universities.
- 8. Higher Education Coordinating Commission**  
Acknowledged receipt of a report relating to the distribution of funding for Community College academic counselors.

- 9. Department of Human Services**  
Approved the submission of a federal grant application to the U.S. Department of Health and Human Services in the amount of \$206,000 per year for two years to enhance adult protective services.
- 10. Department of Human Services**  
Approved the submission of a federal grant application to the U.S. Department of Health and Human Services in the amount of \$200,000 per year for two years to enhance the state's system for providing information on and access to long term services and supports.
- 11. Department of Human Services**  
Acknowledged receipt of a report from the Department of Human Services on program sustainability options and actions.
- 12. Oregon Health Authority**  
Acknowledged receipt of a report on the Oregon Health Plan 1115 waiver renewal for 2017-22.
- 13. Oregon Health Authority**  
Acknowledged receipt of a report on recommendations regarding the Medicaid Management Information System and related systems and interfaces.
- 14. Oregon Health Authority**  
Approved, retroactively, the submission of a supplemental federal grant application to the Centers for Disease Control and Prevention in the amount of up to \$2.7 million for one year beginning August 1, 2016 for the Epidemiology and Laboratory Capacity Program grant to combat antibiotic-resistant organisms and diseases as well as the Zika virus.
- 15. Oregon Health Authority**  
Approved, retroactively, the submission of a federal grant application to the Centers for Disease Control and Prevention in the amount of up to \$250,000 a year for two years beginning September 1, 2016 for the Models for Collaboration for State Chronic Disease and Oral Health Programs grant to develop chronic disease prevention projects that integrate activities from both chronic disease and oral health programs.
- 16. Oregon Health Authority**  
Approved the submission of a federal grant application to the Centers for Disease Control and Prevention in the amount of up to \$3.5 million a year for five years beginning January 1, 2017 for the Emerging Infections Program grant to help monitor and prevent foodborne diseases, invasive bacterial infections, influenza, pertussis, human papillomavirus virus (HPV) disease, and healthcare-associated infections.
- 17. Oregon Health Authority**  
Approved the submission of the following three related federal grant applications by the Oregon Health Authority to the Substance Abuse and Mental Health Services Administration: 1) the Strategic Prevention Framework for Prescription Drugs grant in

the amount of \$373,616 a year for five years beginning January 1, 2017 to support and complement existing infrastructure building work partnering with coordinated care organizations to deliver provider and patient education to prevent prescription drug misuse; 2) the Grant to Prevent Prescription Drug/Opioid Overdose-Related Deaths in the amount of \$1 million a year for five years beginning January 1, 2017 to reduce the number of prescription drug/opioid overdose-related deaths and adverse events by training first responders and other key community sectors in prevention strategies, including the purchase and distribution of naloxone; and 3) the Targeted Capacity Expansion: Medication Assisted Treatment-Prescription Drug and Opioid Addiction grants cooperative agreement in the amount of \$1 million a year for five years beginning January 1, 2017 to expand and enhance access to integrated medication assisted treatment (e.g. buprenorphine, methadone, naltrexone) for individuals with opioid use disorder.

**18. Board of Nursing**

Increased the Other Funds expenditure limitation established for the Board of Nursing by section 1, chapter 439, Oregon Laws 2015, by \$244,452 and authorized the establishment of two full-time permanent positions (1.58 FTE) for personnel reclassifications and increased workload requirements.

**19. Department of Justice**

Acknowledged receipt of a report on the Child Support Enforcement Automated System information technology project, with instructions, and directed the agency to report to the Emergency Board in September of 2016.

**20. Department of Justice**

Increased the Federal Funds expenditure limitation established for the Department of Justice by section 13, chapter 837, Oregon Laws 2015, by \$2,538,107 for supplemental funding for the Child Support Enforcement Automated System information technology project, with the understanding that the Department of Administrative Services will un-schedule the limitation increase and will only re-schedule upon the joint approval of the Office of State Chief Information Officer, Chief Financial Officer, and Legislative Fiscal Office.

**21. Department of Public Safety Standards and Training**

Increased the Other Funds expenditure limitation established for the Department of Public Safety Standards and Training by section 2, chapter 658, Oregon Laws 2015, by \$337,000 for crisis intervention training for first responders.

**22. Department of Public Safety Standards and Training**

Increased the Other Funds expenditure limitation established for the Department of Public Safety Standards and Training by section 2, chapter 658, Oregon Laws 2015, by \$100,000 for additional training for 911 telecommunicators.

**23. Military Department**

Increased the Other Funds expenditure limitation established for the Military Department by section 2(4), chapter 594, Oregon Laws 2015, Community support, by \$256,000 and increased the Federal Funds expenditure limitation established for the

Military Department by section 3(3), chapter 594, Oregon Laws 2015, Community support, by \$518,000 for supplemental funding for the Oregon Youth Challenge Program.

**24. Military Department**

Increased the Federal Funds expenditure limitation established for the Military Department by section 3(3), chapter 594, Oregon Laws 2015, Community support, by \$270,000 for supplemental federal funds received for the STARBASE Program.

**25. Military Department**

Allocated \$170,000 from the Emergency Fund established by section 1, chapter 837, Oregon Laws 2015 to supplement the appropriation made to the Military Department by section 1(2), chapter 594, Oregon Laws 2015, Operations, for roof repairs at the Forest Grove and Kliever armories, and directed the Department to use \$500,000 of one-time General Fund savings available within current appropriations for the state's 50% share of the roof repairs.

**26. Department of State Police**

Approved the submission of a federal grant application to the U.S. Department of Justice in the amount of \$1.04 million over three years to establish a computerized system to track the inventory and processing of sexual assault forensic evidence kits in possession of the Department of State Police.

**27. Department of State Police**

Approved, retroactively, the submission of a federal grant application to the U.S. Department of Justice in the amount of \$9.4 million for up to eighteen months to replace the CrimeVue criminal history database and messaging system.

**28. Department of State Police**

Established a General Fund appropriation for the Department of Administrative Services and allocated \$73,053 from the Emergency Fund established by section 1, chapter 837, Oregon Laws 2015 and \$2,000,000 from the special purpose appropriation made to the Emergency Board by section 109 (1), chapter 82, Oregon Laws 2016, to the newly established appropriation for costs associated with the unlawful occupation of the Malheur National Wildlife Refuge in Harney County, for distribution to state and local agencies to reimburse for expenses incurred during the occupation; and increased the Other Funds expenditure limitation established for the Department of State Police by section 2(1), chapter 696, Oregon Laws 2015, Patrol services, criminal investigations and gaming enforcement, by \$874,188 in order to receive reimbursements due the agency from the Department of Administrative Services.

**29. Criminal Justice Commission**

Approved, retroactively, the submission of a federal grant application to the U.S. Department of Justice in the amount of up to \$1.75 million for three years to support Oregon's Justice Reinvestment efforts.

**30. Department of Corrections**

Acknowledged receipt of a report on female and male prison population trends and system bed capacity.

**31. Department of Corrections**

Allocated \$1,973,714 from the special purpose appropriation made to the Emergency Board by section 41(1), chapter 82, Oregon Laws 2016 to supplement the appropriation made to the Department of Corrections by section 1(1), chapter 655, Oregon Laws 2015, Operations and health services; allocated \$261,870 from the special purpose appropriation made to the Emergency Board by section 41(1), chapter 82, Oregon Laws 2016 to supplement the appropriation made to the Department of Corrections by section 1(2), chapter 655, Oregon Laws 2015, Administration, general services and human resources; allocated \$764,416 from the special purpose appropriation made to the Emergency Board by section 41(1), chapter 82, Oregon Laws 2016 to supplement the appropriation made to the Department of Corrections by section 1(3), chapter 655, Oregon Laws 2015, Offender management and rehabilitation; and authorized the establishment of 33 positions (18.64 FTE); for the Department to continue activating minimum security prison beds at the Deer Ridge Correctional Institution.

**32. Department of Corrections**

Allocated \$100,000 from the Emergency Fund established by section 1, chapter 837, Oregon Laws 2015 to supplement the appropriation made to the Department of Corrections by section 1(1), chapter 655, Oregon Laws 2015, Operations and health services; allocated \$900,000 from the Emergency Fund established by section 1, chapter 837, Oregon Laws 2015 to supplement the appropriation made to the Department of Corrections by section 1(2), chapter 655, Oregon Laws 2015, Administration, general services and human resources; and increased the Other Funds expenditure limitation established for the Department of Corrections by section 2(1), chapter 655, Oregon Laws 2015, Operations and health services, by \$100,000 to begin preparing the Oregon State Penitentiary-Minimum to house women offenders in the current biennium.

**33. Oregon Business Development Department**

Approved, retroactively, the submission of a federal grant application to the U.S. Small Business Administration in the amount of \$562,500 for funds available under the State Trade Expansion Program (STEP), and authorized the agency to submit future annual applications for STEP program grants if those grants: 1) are used to expand the Oregon Trade Promotion Program; 2) do not require the state to maintain any funded program levels after expiration of the grant; and 3) do not include match requirements that require additional Lottery Funds support or a reduction in the agency's other program services.

**34. Oregon Business Development Department  
Higher Education Coordinating Commission**

Acknowledged receipt of a report on a business plan for the American Manufacturing Innovation District; increased the Other Funds expenditure limitation established for the Oregon Business Development Department by section 1(8), chapter 82, Oregon Laws 2016, for the American Manufacturing Innovation District, by \$2,499,999; increased the Other Funds capital construction expenditure limitation established for the Higher

Education Coordinating Commission by section 7, chapter 67, Oregon Laws 2016, for the American Manufacturing Innovation District building at Portland Community College, by \$4,999,999; and increased the Other Funds expenditure limitation established for the Higher Education Coordinating Commission by section 5(1), chapter 642, Oregon Laws 2015, Operations, degree authorization and private career schools, by \$70,000; for development of the Oregon Manufacturing Innovation Center, with the understanding the agencies will present a progress report on the Oregon Manufacturing Innovation Center to the Joint Committee on Ways and Means during the 2017 session.

**36. Housing and Community Services Department**

Approved, retroactively, the submission of two federal grant applications to the U.S. Treasury in the combined amount of \$94,535,564 for assistance to Oregonians affected by foreclosure.

**37. Employment Department**

Approved, retroactively, the submission of a federal grant application to the U.S. Department of Labor in the amount of \$250,000 for the expansion and diversification of registered apprenticeship opportunities in Oregon.

**38. Columbia River Gorge Commission**

Allocated \$5,000 from the Emergency Fund established by section 1, chapter 837, Oregon Laws 2015, to supplement the appropriation made to the Columbia River Gorge Commission by section 1, chapter 189, Oregon Laws 2015, to match the operational budget of the Commission as provided by the State of Washington for the 2015-17 biennium.

**40. Department of Geology and Mineral Industries**

Acknowledged receipt of a report on the progress of the tactical IT remediation plan; allocated \$554,808 from the Emergency Fund established by section 1, chapter 837, Oregon Laws 2015 to supplement the appropriation made to the Department of Geology and Mineral Industries by section 1, chapter 657, Oregon Laws 2015 for implementation of the plan; authorized the establishment of two positions (1.00 FTE); and increased the Other Funds expenditure limitation established for the Department of Geology and Mineral Industries by section 2(2), chapter 657, Oregon Laws 2015, Mined land reclamation, by \$64,754 for the Mined Land Reclamation and Regulation program.

**41. Department of Fish and Wildlife**

Approved, retroactively, the submission of a federal grant application to the U.S. Fish and Wildlife Service in the amount of \$1 million to acquire a forest conservation easement for 1,751 acres near Ashland, Oregon.

**42. Department of Environmental Quality**

Approved the submission of a federal grant application to the U.S. Environmental Protection Agency in the amount of \$250,000 for pollution prevention technical assistance services as well as projects that reduce and eliminate pollution from water, air, and land.

- 43. Department of Environmental Quality**  
Allocated \$225,000 from the Emergency Fund established by section 1, chapter 837, Oregon Laws 2015, to supplement the appropriation made to the Department of Environmental Quality by section 1(1), chapter 593, Oregon Laws 2015, Air Quality, to acquire metals and particulate monitoring equipment.
- 44. Department of Forestry**  
Allocated \$2,176,549 from the special purpose appropriation made to the Emergency Board by section 5, chapter 809, Oregon Laws 2015, to supplement the appropriation made to the Department of Forestry by section 1(1), chapter 809, Oregon Laws 2015, Fire protection, for the payment of the catastrophic fire insurance premium for the 2016 fire season.
- 46. Department of Forestry**  
Allocated \$250,000 from the Emergency Fund established by section 1, chapter 837, Oregon Laws 2015, to supplement the appropriation made to the Department of Forestry by section 1(2), chapter 809, Oregon Laws 2015, Private forests, to provide additional preventative treatments for Phytophthora Ramorum infestations and for a \$50,000 grant to the Association of Oregon Counties.
- 47. Parks and Recreation Department**  
Approved, retroactively, the submission of a federal grant application to the U.S. Fish and Wildlife Service in the amount of \$500,000 for the purchase of land by the Southern Oregon Land Conservancy for habitat conservation.
- 48. Parks and Recreation Department**  
Increased the Other Funds expenditure limitation established for the Parks and Recreation Department by section 1(3), chapter 303, Oregon Laws 2015, Park development, by \$615,500 for the expenditure of two grants awarded the agency by the Marine Board.
- 49. Parks and Recreation Department**  
Increased the Federal Funds expenditure limitation established for the Parks and Recreation Department by section 4(3), chapter 303, Oregon Laws 2015, Community support and grants, by \$29,214 to correct an error in the allocation of Federal Funds expenditure limitation in prior legislation.
- 51. Department of Agriculture**  
Approved, retroactively, the submission of a federal grant application by the Department of Agriculture to the U.S. Food and Drug Administration in the amount of \$700,000 for designing a program to enhance produce safety to prepare for implementation of new FDA food safety rules.
- 52. Department of Transportation**  
Increased the Other Funds expenditure limitation established for the Department of Transportation by section 5(2), chapter 761, Oregon Laws 2015, Maintenance and emergency relief programs, by \$16,966,375 and by section 5(8), chapter 761, Oregon



Laws 2015, Local government program, by \$10,732,666 for highway repair costs resulting from winter storm damage due to the 2015-16 winter season.

**53. Department of Transportation**

Approved, retroactively, the submission of a federal grant application to the U.S. Federal Transit Administration in the amount of \$75.7 million for improvements to Abernethy Bridge on I-205, I-84 at Ladd Canyon, and I-5 between the Kuebler Interchange and Delaney Road.

**54. Department of Transportation**

Approved, retroactively, the submission of a federal grant application to the U.S. Federal Transit Administration in the amount of \$8,524,250 for vehicle replacements in rural transit districts, construction of bike lockers and electric vehicle charging stations at the Salem Baggage Depot, and a maintenance facility addition to a transit center in The Dalles.

**55. Department of Transportation**

Approved, retroactively, the submission of a federal grant application to the U.S. Federal Railroad Administration in the amount of \$750,000 to implement the use of Positive Train Control technology.

**56. Department of Transportation**

Approved, retroactively, the submission of a federal grant application to the U.S. Federal Highway Administration in the amount of \$75,000 to develop a manual for standardized railroad best practices.

**57. Department of Transportation**

Approved, retroactively, the submission of a federal grant application to the U.S. Federal Highway Administration in the amount of \$350,000 to develop a system to store underground utility location data, acquire technology that identifies the location and important attributes of utilities, and make revisions to the Utility Conflict Matrix.

**58. Department of Transportation**

Approved, retroactively, the submission of a federal grant application to the U.S. Federal Highway Administration in the amount of \$150,000 to acquire equipment used in non-destructive testing of concrete bridge decks and tunnel liners.

**59. Department of Consumer and Business Services**

Increased the Other Funds expenditure limitation established for the Department of Consumer and Business Services by section 3, chapter 592, Oregon Laws 2015 by \$558,617 to reverse a reduction in Other Funds expenditure limitation that was erroneously taken by prior legislation, and acknowledged receipt of a report on the operation of the Oregon Health Insurance Marketplace.

**60. Office of the Governor**

Acknowledged receipt of a report on the Office of the Governor organizational structure and Key Performance Measures.

- 61. Department of Administrative Services**  
Increased the Other Funds expenditure limitation established for the Department of Administrative Services by section 2(4), chapter 654, Oregon Laws 2015, Chief Human Resource Office, by \$6,520,731; authorized the establishment of 22 limited duration positions (9.17 FTE) and the extension of six existing limited duration positions through the end of the biennium (4.29 FTE), including the reclassification of one to a Principal Executive Manager (PEM) G; adjusted state agency budgets by allocating \$4,292,256 from the special purpose appropriation made to the Emergency Board by section 52, chapter 837, Oregon Laws 2015; increased Lottery Funds expenditure limitations by \$95,628; increased Other Funds expenditure limitations by \$3,357,479; and increased Federal Funds expenditure limitations by \$1,489,374; to adjust state agency budgets to fund assessment increases related to continuation of the Human Resources Information System project and staffing adjustments related to the previously approved DAS Information Technology reorganization per the attached table.
- 62. Department of Administrative Services**  
Established a \$2,336,040 Other Funds Capital Construction expenditure limitation for the Department of Administrative Services to replace the roof at the Department of Environmental Quality and Public Health laboratory, and established a \$4,000,000 Other Funds Capital Construction expenditure limitation for the Department of Administrative Services for capital and tenant improvements at the 550 Building.
- 63. Department of Administrative Services**  
Acknowledged receipt of a report on compensation plan changes and position allocations.
- 64. Department of Administrative Services**  
Approved the 2017-19 uniform rent rates as proposed by the Department of Administrative Services and required under ORS 276.390.
- 65. Department of Revenue**  
Deferred consideration of a funding request for the Property Valuation System information technology project, and directed the agency to report to the Emergency Board in September of 2016 on the status of the project.
- 66. Department of Revenue**  
Increased the Other Funds expenditure limitation established for the Department of Revenue by section 2(1), chapter 596, Oregon Laws 2015, Administration, by \$379,481 and authorized the establishment of five permanent full-time positions (2.71 FTE) for the Recreational Marijuana Program.
- 68. Department of Revenue**  
Acknowledged receipt of a report on the availability of data for tax research and forecasting purposes, and directed the agency to report to the Emergency Board in September of 2016 with an updated status report.

# #61 DAS - Attachment A

Agency Name	Chapter	Section	Total Assessment				Total
			GF	LF	OF	FF	
DEPT OF HUMAN SERVICES	760	03-01	-	-	-	838,975	838,975
DEPT OF HUMAN SERVICES	760	01-01	986,879	-	-	-	986,879
DEPT OF ADMIN SERVICES	654	02-09	-	-	3,507	-	3,507
DEPT OF ADMIN SERVICES	654	02-08	-	-	3,855	-	3,855
DEPT OF ADMIN SERVICES	654	02-01	-	-	4,570	-	4,570
DEPT OF ADMIN SERVICES	654	02-04	-	-	4,989	-	4,989
DEPT OF ADMIN SERVICES	654	02-03	-	-	5,898	-	5,898
DEPT OF ADMIN SERVICES	654	02-02	-	-	7,101	-	7,101
DEPT OF ADMIN SERVICES	654	02-05	-	-	21,955	-	21,955
DEPT OF ADMIN SERVICES	654	02-07	-	-	61,033	-	61,033
DEPT OF ADMIN SERVICES	654	02-06	-	-	78,607	-	78,607
COUNSELORS AND THERAPISTS BRD	331	01	-	-	855	-	855
AVIATION DEPARTMENT	329	01-01	-	-	3,051	-	3,051
LONG TERM CARE OMBUDSMAN	408	01-02	113	-	-	-	113
LONG TERM CARE OMBUDSMAN	408	01-01	3,004	-	-	-	3,004
LONG TERM CARE OMBUDSMAN	408	02	-	-	436	-	436
EMPLOYMENT RELATIONS BOARD	406	01	2,129	-	-	-	2,129
EMPLOYMENT RELATIONS BOARD	406	03	-	-	1,043	-	1,043
TAX PRACTITIONERS BOARD	336	01	-	-	976	-	976
STATE BOARD OF ACCOUNTANCY	302	01	-	-	1,953	-	1,953
OFFICE OF THE GOVERNOR	810	01	10,417	-	-	-	10,417
OFFICE OF THE GOVERNOR	810	03	-	2,052	-	-	2,052
OFFICE OF THE GOVERNOR	810	04	-	-	1,323	-	1,323
PSYCHOLOGISTS EXAMINERS BOARD	334	01	-	-	855	-	855
BUSINESS DEVELOPMENT	694	02-02	-	-	7,644	-	7,644
BUSINESS DEVELOPMENT	694	01-01	1,672	-	-	-	1,672
BUSINESS DEVELOPMENT	694	03-06	-	956	-	-	956
BUSINESS DEVELOPMENT	694	03-02	-	7,883	-	-	7,883
BUSINESS DEVELOPMENT	694	03-01	-	8,897	-	-	8,897
BUSINESS DEVELOPMENT	694	02-01	-	-	4,180	-	4,180
BUSINESS DEVELOPMENT	694	02-04	-	-	956	-	956
LICENSED SOCIAL WORKERS BOARD	376	01	-	-	1,465	-	1,465
ADVOCACY COMMISSIONS OFFICE	375	01	488	-	-	-	488
DEPT OF JUSTICE	692	03-01	-	-	-	1,457	1,457
DEPT OF JUSTICE	692	03-02	-	-	-	2,020	2,020
DEPT OF JUSTICE	692	03-03	-	-	-	1,666	1,666
DEPT OF JUSTICE	692	03-04	-	-	-	76,272	76,272
DEPT OF JUSTICE	692	01-02	246	-	-	-	246
DEPT OF JUSTICE	692	01-04	891	-	-	-	891
DEPT OF JUSTICE	692	01-03	6,374	-	-	-	6,374
DEPT OF JUSTICE	692	01-06	21,310	-	-	-	21,310
DEPT OF JUSTICE	692	02-05	-	-	6,070	-	6,070
DEPT OF JUSTICE	692	02-04	-	-	8,561	-	8,561
DEPT OF JUSTICE	692	02-02	-	-	10,218	-	10,218
DEPT OF JUSTICE	692	02-08	-	-	23,273	-	23,273
DEPT OF JUSTICE	692	02-06	-	-	29,219	-	29,219
DEPT OF JUSTICE	692	02-07	-	-	34,611	-	34,611
DEPT OF JUSTICE	692	02-03	-	-	38,512	-	38,512
DEPT OF JUSTICE	692	02-01	-	-	48,121	-	48,121
DEPARTMENT OF STATE LANDS	335	01-01	-	-	25,873	-	25,873
LEGISLATIVE COUNSEL COMMITTEE	772	08	11,129	-	-	-	11,129
LEGISLATIVE REVENUE OFFICE	772	12	1,953	-	-	-	1,953
LEGISLATIVE FISCAL OFFICER	772	11-01	5,125	-	-	-	5,125
DEPT OF REVENUE	596	01-01	196,270	-	-	-	196,270
DEPT OF REVENUE	596	02-01	-	-	53,786	-	53,786
LEGISLATIVE ASSEMBLY	772	04	61,330	-	-	-	61,330
LEGISLATIVE ADMIN COMMITTEE	772	01-01	24,566	-	-	-	24,566
SECRETARY OF STATE	688	03	-	-	-	606	606
SECRETARY OF STATE	688	01-01	1,228	-	-	-	1,228

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Agency Name	Chapter	Section	GF	LF	OF	FF	Total
SECRETARY OF STATE	688	01-02	11,079	-	-	-	11,079
SECRETARY OF STATE	688	02-04	-	-	3,767	-	3,767
SECRETARY OF STATE	688	02-01	-	-	7,211	-	7,211
SECRETARY OF STATE	688	02-05	-	-	7,636	-	7,636
SECRETARY OF STATE	688	02-03	-	-	17,437	-	17,437
OREGON STATE TREASURY	689	01-02	-	-	171	-	171
OREGON STATE TREASURY	689	01-01	-	-	21,769	-	21,769
JUDICIAL FIT OR DISABILITY COM	93	01-01	123	-	-	-	123
DISTRICT ATTORNEYS/DEPUTIES	332	01	8,787	-	-	-	8,787
JUDICIAL DEPARTMENT	691	01-02	430,457	-	-	-	430,457
GOVERNMENT ETHICS COMMISSION	465	01-01	-	-	1,924	-	1,924
CRIMINAL JUSTICE COMMISSION	606	03	-	-	-	23	23
CRIMINAL JUSTICE COMMISSION	606	01	1,995	-	-	-	1,995
CRIMINAL JUSTICE COMMISSION	606	02-00	-	-	27	-	27
DEPT OF MILITARY	594	03-01	-	-	-	40,057	40,057
DEPT OF MILITARY	594	03-02	-	-	-	1,878	1,878
DEPT OF MILITARY	594	03-03	-	-	-	9,518	9,518
DEPT OF MILITARY	594	01-04	2	-	-	-	2
DEPT OF MILITARY	594	01-03	1,969	-	-	-	1,969
DEPT OF MILITARY	594	01-01	9,999	-	-	-	9,999
DEPT OF MILITARY	594	01-02	11,713	-	-	-	11,713
DEPT OF MILITARY	594	02-01	-	-	933	-	933
DEPT OF MILITARY	594	02-02	-	-	5,292	-	5,292
DEPT OF MILITARY	594	02-04	-	-	6,653	-	6,653
DEPT OF MILITARY	594	02-03	-	-	28,657	-	28,657
MARINE BOARD	601	01-01	-	-	9,642	-	9,642
BOARD OF PAROLE/POST PRISON	304	01	3,825	-	-	-	3,825
OREGON STATE POLICE	696	03-02	-	-	-	821	821
OREGON STATE POLICE	696	03-04	-	-	-	183	183
OREGON STATE POLICE	696	01-02	1,968	-	-	-	1,968
OREGON STATE POLICE	696	01-03	16,107	-	-	-	16,107
OREGON STATE POLICE	696	01-04	32,324	-	-	-	32,324
OREGON STATE POLICE	696	01-01	162,181	-	-	-	162,181
OREGON STATE POLICE	696	04-00	-	7,935	-	-	7,935
OREGON STATE POLICE	696	02-03	-	-	171	-	171
OREGON STATE POLICE	696	02-01	-	-	21,845	-	21,845
OREGON STATE POLICE	696	02-02	-	-	27,833	-	27,833
OREGON STATE POLICE	696	02-04	-	-	33,030	-	33,030
PUBLIC SAFETY/STDS/TRAINING	658	02-01	-	-	32,477	-	32,477
DEPT OF VETERANS AFFAIRS	616	01-01	5,189	-	-	-	5,189
DEPT OF VETERANS AFFAIRS	616	03	-	-	14,629	-	14,629
DEPT OF CORRECTIONS	655	01-02	1,084,608	-	-	-	1,084,608
DEPARTMENT OF ENERGY	656	01	-	-	27,830	-	27,830
DEPT OF ENVIRONMENTAL QUALITY	593	02-04	-	-	172,399	-	172,399
PSYCHIATRIC REVIEW BOARD	411	01	2,685	-	-	-	2,685
PUBLIC DEFENSE SERVICES	615	01-03	6,104	-	-	-	6,104
PUBLIC DEFENSE SERVICES	615	01-01	12,395	-	-	-	12,395
OREGON YOUTH AUTHORITY	617	03	-	-	-	7,684	7,684
OREGON YOUTH AUTHORITY	617	01-01	234,585	-	-	-	234,585
INDIAN SERVICES COMMISSION	772	13	488	-	-	-	488
DEPT OF CONSUMER/BSN SERVICES	592	02	-	-	-	1,826	1,826
DEPT OF CONSUMER/BSN SERVICES	592	01	-	-	222,548	-	222,548
OREGON HEALTH AUTHORITY	838	04-01	-	-	-	191	191
OREGON HEALTH AUTHORITY	838	04-02	-	-	-	324,234	324,234
OREGON HEALTH AUTHORITY	838	01-01	2	-	-	-	2
OREGON HEALTH AUTHORITY	838	01-02	582,422	-	-	-	582,422
OREGON HEALTH AUTHORITY	838	02-01	-	-	31	-	31
OREGON HEALTH AUTHORITY	838	02-02	-	-	107,079	-	107,079
PUB EMPLOYEES RETIREMNT SYSTEI	595	01-01	-	-	89,634	-	89,634
DEPT OF EMPLOYMENT	485	04	-	-	-	149,532	149,532

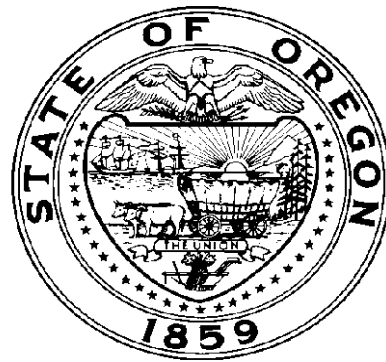
# #61 DAS - Attachment A

Agency Name	Chapter	Section	GF	LF	OF	FF	Total
DEPT OF EMPLOYMENT	485	01-02	-	-	30,433	-	30,433
DEPT OF EMPLOYMENT	485	01-01	-	-	134,172	-	134,172
OREGON EDUCATION INVESTMENT B	686	01	3,661	-	-	-	3,661
HIGHER EDUCATION COORD. COMM.	642	06-01	-	-	-	89	89
HIGHER EDUCATION COORD. COMM.	642	06-02	-	-	-	9,486	9,486
HIGHER EDUCATION COORD. COMM.	642	01-09	408	-	-	-	408
HIGHER EDUCATION COORD. COMM.	642	01-03	1,249	-	-	-	1,249
HIGHER EDUCATION COORD. COMM.	642	01-01	3,549	-	-	-	3,549
HIGHER EDUCATION COORD. COMM.	642	01-02	6,651	-	-	-	6,651
HIGHER EDUCATION COORD. COMM.	642	05-01	-	-	562	-	562
HIGHER EDUCATION COORD. COMM.	642	05-02	-	-	1,653	-	1,653
HIGHER EDUCATION COORD. COMM.	642	05-03	-	-	1,986	-	1,986
OREGON STATE LIBRARY	407	01	1,799	-	-	-	1,799
OREGON STATE LIBRARY	407	03	-	-	2,992	-	2,992
DEPT OF EDUCATION	759	05-01	-	-	-	52	52
DEPT OF EDUCATION	759	01-01	109,408	-	-	-	109,408
DEPT OF EDUCATION	759	04-01	-	-	7,704	-	7,704
TEACHER STANDARDS/PRACTICES	602	01	-	-	4,882	-	4,882
COMMISSION FOR THE BLIND	484	03	-	-	-	9,868	9,868
COMMISSION FOR THE BLIND	484	01	1,776	-	-	-	1,776
COMMISSION FOR THE BLIND	484	02	-	-	8	-	8
DEPT OF AGRICULTURE	683	01-04	3,770	-	-	-	3,770
DEPT OF AGRICULTURE	683	01-03	4,033	-	-	-	4,033
DEPT OF AGRICULTURE	683	01-02	8,766	-	-	-	8,766
DEPT OF AGRICULTURE	683	03	-	6,373	-	-	6,373
DEPT OF AGRICULTURE	683	02-01	-	-	446	-	446
DEPT OF AGRICULTURE	683	02-04	-	-	18,164	-	18,164
DEPT OF AGRICULTURE	683	02-03	-	-	21,090	-	21,090
DEPT OF AGRICULTURE	683	02-02	-	-	23,070	-	23,070
DEPT OF FORESTRY	809	04-01	-	-	-	334	334
DEPT OF FORESTRY	809	04-02	-	-	-	1,365	1,365
DEPT OF FORESTRY	809	04-04	-	-	-	740	740
DEPT OF FORESTRY	809	01-02	2,830	-	-	-	2,830
DEPT OF FORESTRY	809	01-01	5,731	-	-	-	5,731
DEPT OF FORESTRY	809	02-04	-	-	1,861	-	1,861
DEPT OF FORESTRY	809	02-07	-	-	2,115	-	2,115
DEPT OF FORESTRY	809	02-02	-	-	13,978	-	13,978
DEPT OF FORESTRY	809	02-03	-	-	15,087	-	15,087
DEPT OF FORESTRY	809	02-01	-	-	168,728	-	168,728
DEPT OF GEOLOGY AND INDUSTRIES	657	03	-	-	-	521	521
DEPT OF GEOLOGY AND INDUSTRIES	657	01	5,465	-	-	-	5,465
DEPT OF GEOLOGY AND INDUSTRIES	657	02-01	-	-	6,022	-	6,022
DEPT OF PARKS AND RECREATION	303	02-02	-	53,723	-	-	53,723
DEPT OF PARKS AND RECREATION	303	01-02	-	-	90,809	-	90,809
DEPT OF FISH AND WILDLIFE	690	01-03	115,475	-	-	-	115,475
DEPT OF FISH AND WILDLIFE	690	02-03	-	-	192,652	-	192,652
DEPT OF LAND CONSERVTN/DEVELOI	333	03	-	-	-	4,362	4,362
DEPT OF LAND CONSERVTN/DEVELOI	333	01-01	9,809	-	-	-	9,809
LAND USE APPEALS BOARD	193	01	1,404	-	-	-	1,404
DEPT OF WATER RESOURCES	597	01	34,473	-	-	-	34,473
DEPT OF WATER RESOURCES	597	03-01	-	-	3,310	-	3,310
WATERSHED ENHANCEMENT BOARD	659	05	-	7,809	-	-	7,809
OREGON DEPT OF TRANSPORTATION	761	05-11	-	-	302	-	302
OREGON DEPT OF TRANSPORTATION	761	05-09	-	-	16,479	-	16,479
OREGON DEPT OF TRANSPORTATION	761	05-07	-	-	35,915	-	35,915
OREGON DEPT OF TRANSPORTATION	761	05-02	-	-	318,593	-	318,593
OREGON DEPT OF TRANSPORTATION	761	05-16	-	-	719,247	-	719,247
CHIROPRACTIC EXAMINERS BOARD	330	01	-	-	1,191	-	1,191
HEALTH RELATED LICENSING BRDS	192	03	-	-	390	-	390
HEALTH RELATED LICENSING BRDS	192	05	-	-	598	-	598

## #61 DAS - Attachment A

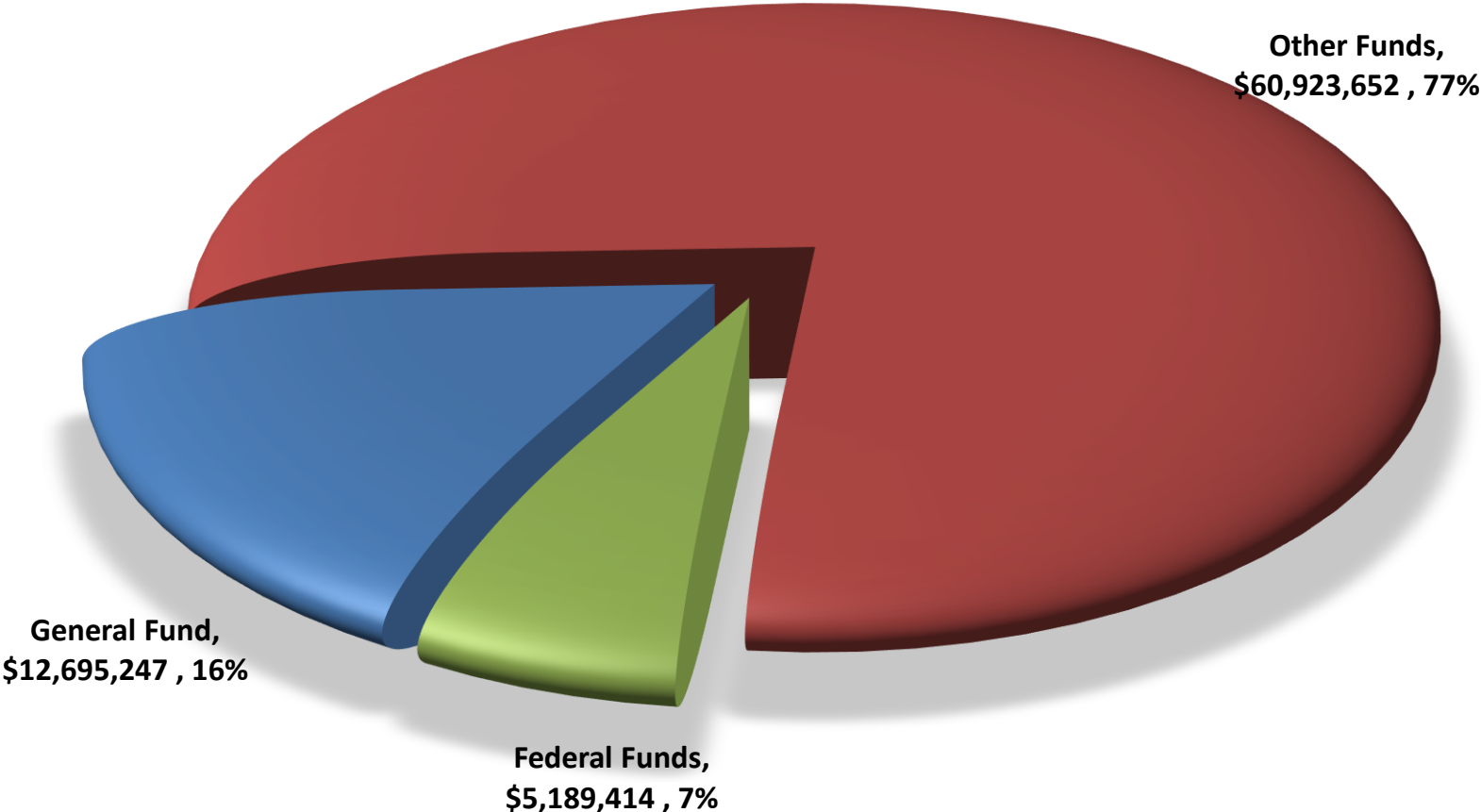
Agency Name	Chapter	Section	GF	LF	OF	FF	Total
HEALTH RELATED LICENSING BRDS	192	02	-	-	639	-	639
HEALTH RELATED LICENSING BRDS	192	04	-	-	658	-	658
HEALTH RELATED LICENSING BRDS	192	06	-	-	660	-	660
HEALTH RELATED LICENSING BRDS	192	01	-	-	1,256	-	1,256
OREGON BOARD OF DENTISTRY	191	01	-	-	1,707	-	1,707
BUREAU OF LABOR AND INDUSTRIES	693	04	-	-	-	1,558	1,558
BUREAU OF LABOR AND INDUSTRIES	693	01	15,723	-	-	-	15,723
BUREAU OF LABOR AND INDUSTRIES	693	02	-	-	6,761	-	6,761
LIQUOR CONTROL COMMISSION	817	07-00	-	-	5,102	-	5,102
LIQUOR CONTROL COMMISSION	600	01-01	-	-	50,457	-	50,457
MEDICAL EXAMINERS BOARD	409	01	-	-	9,469	-	9,469
BOARD OF NURSING	439	01	-	-	11,667	-	11,667
PHARMACY, OREGON BOARD OF	410	01	-	-	4,638	-	4,638
PUBLIC UTILITY COMMISSION	305	01-01	-	-	14	-	14
PUBLIC UTILITY COMMISSION	305	01-02	-	-	17	-	17
PUBLIC UTILITY COMMISSION	305	01-04	-	-	25	-	25
PUBLIC UTILITY COMMISSION	305	01-03	-	-	31,246	-	31,246
RACING COMMISSION	306	01-00	-	-	3,239	-	3,239
DEPT OF HOUSING/COMMUNITY SVCS	747	04	-	-	-	4,056	4,056
DEPT OF HOUSING/COMMUNITY SVCS	747	01	145	-	-	-	145
DEPT OF HOUSING/COMMUNITY SVCS	747	02	-	-	14,736	-	14,736
CONSTRUCTION CONTRACTOR BOAR	190	01	-	-	18,306	-	18,306
REAL ESTATE AGENCY	94	01	-	-	7,322	-	7,322
			<b>4,292,256</b>	<b>95,628</b>	<b>3,357,479</b>	<b>1,489,374</b>	<b>9,234,737</b>

# Office of the Secretary of State



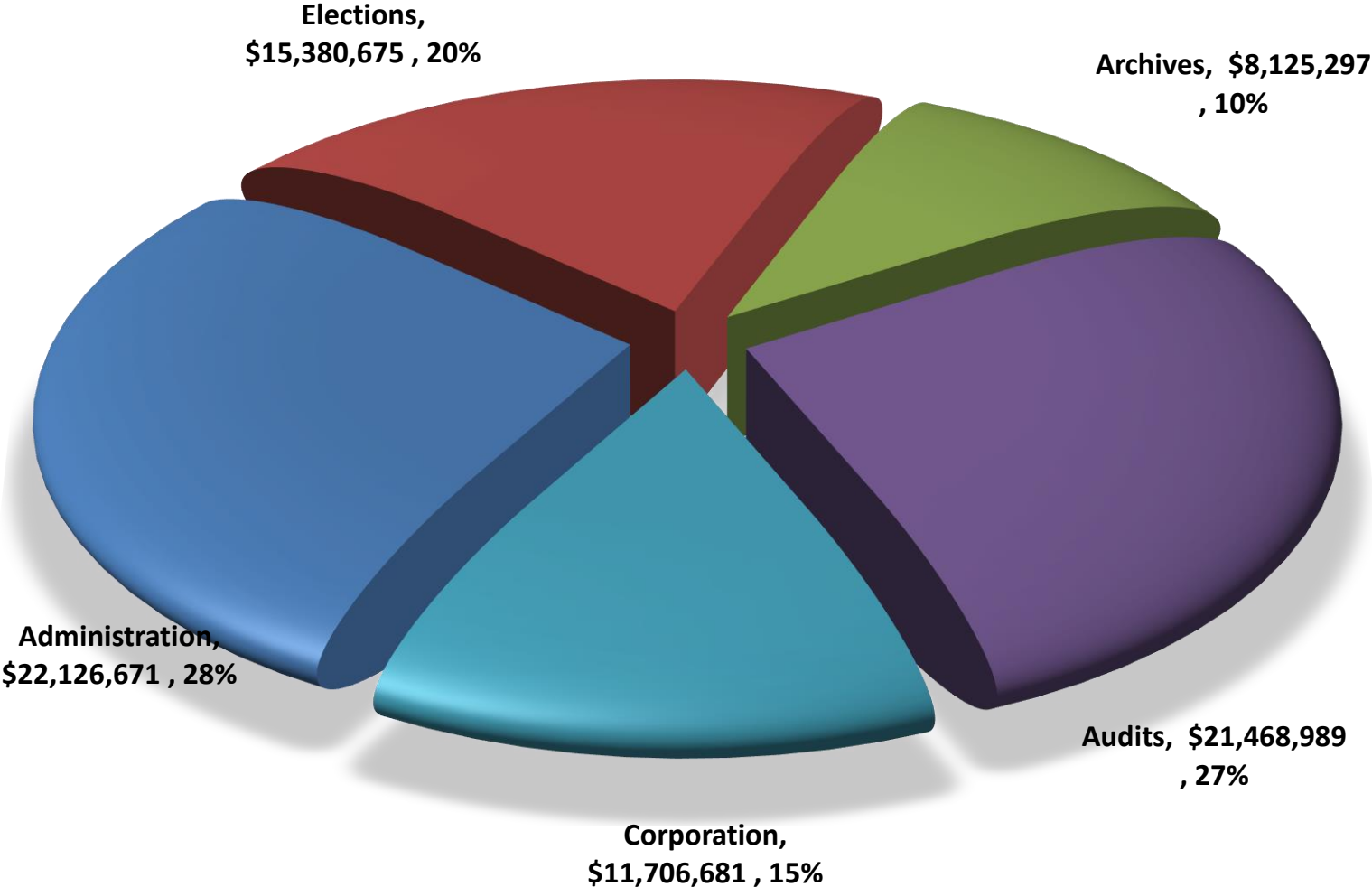
## **Agency Summary 2017-19 Agency Request Budget**

**SECRETARY OF STATE  
2017-19 AGENCY REQUEST BUDGET BY FUND**

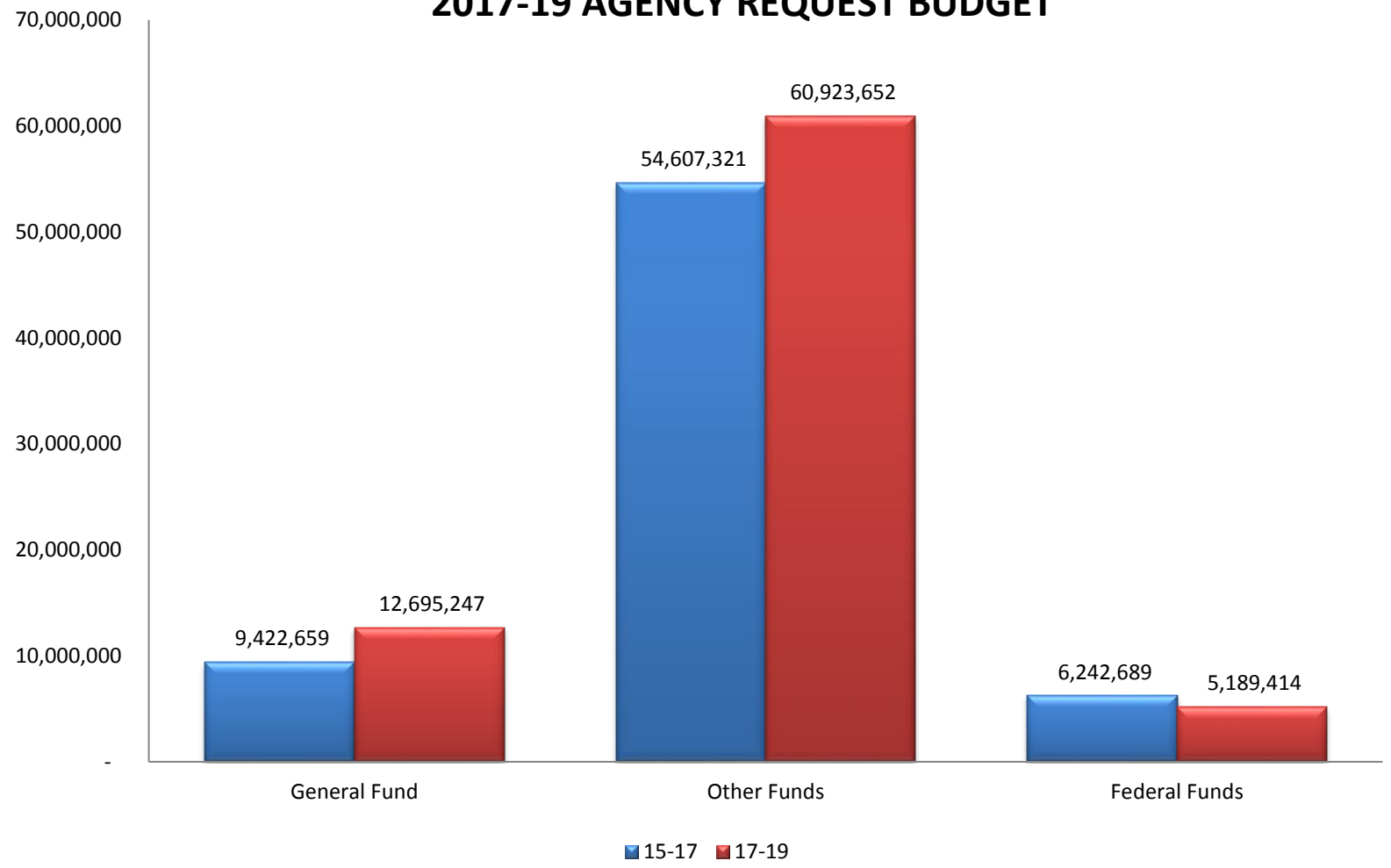




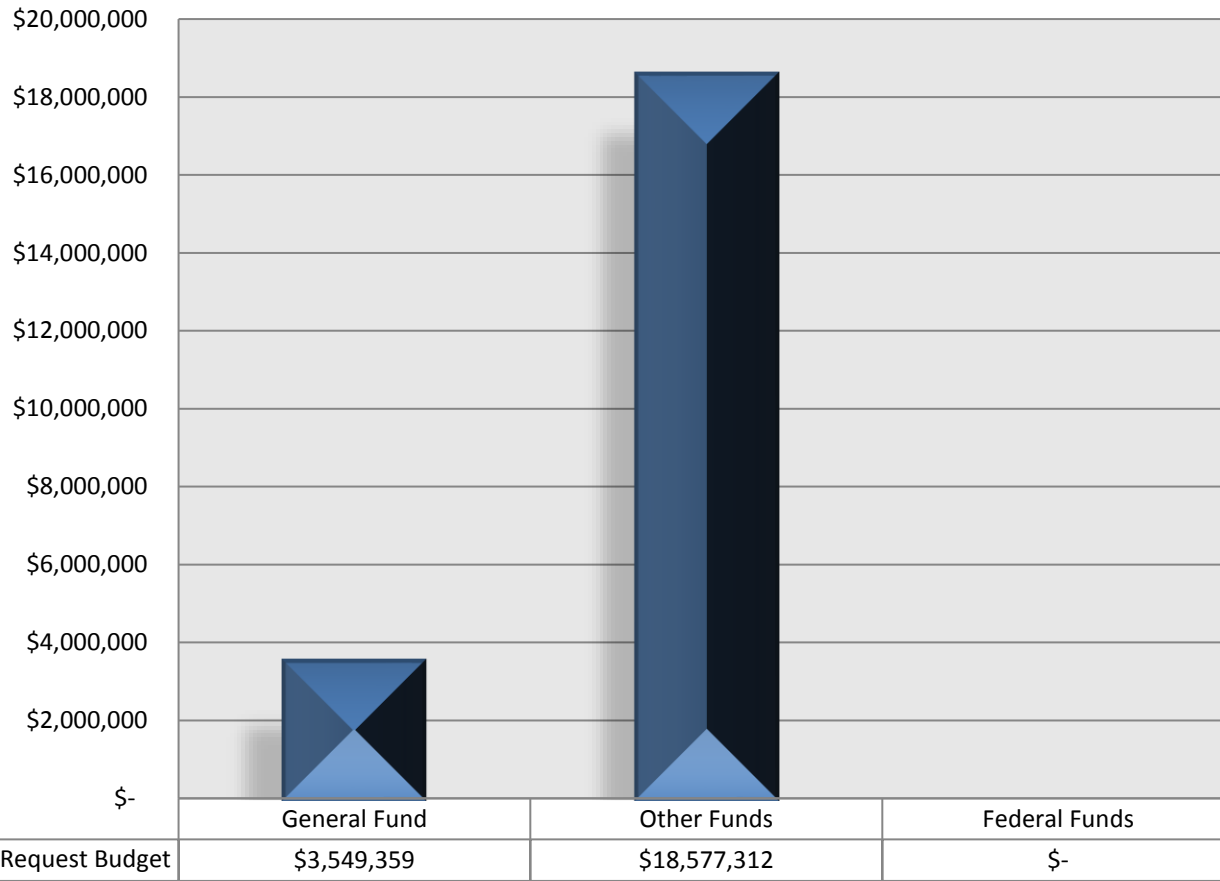
# 2017-19 AGENCY REQUEST BUDGET BY DIVISION



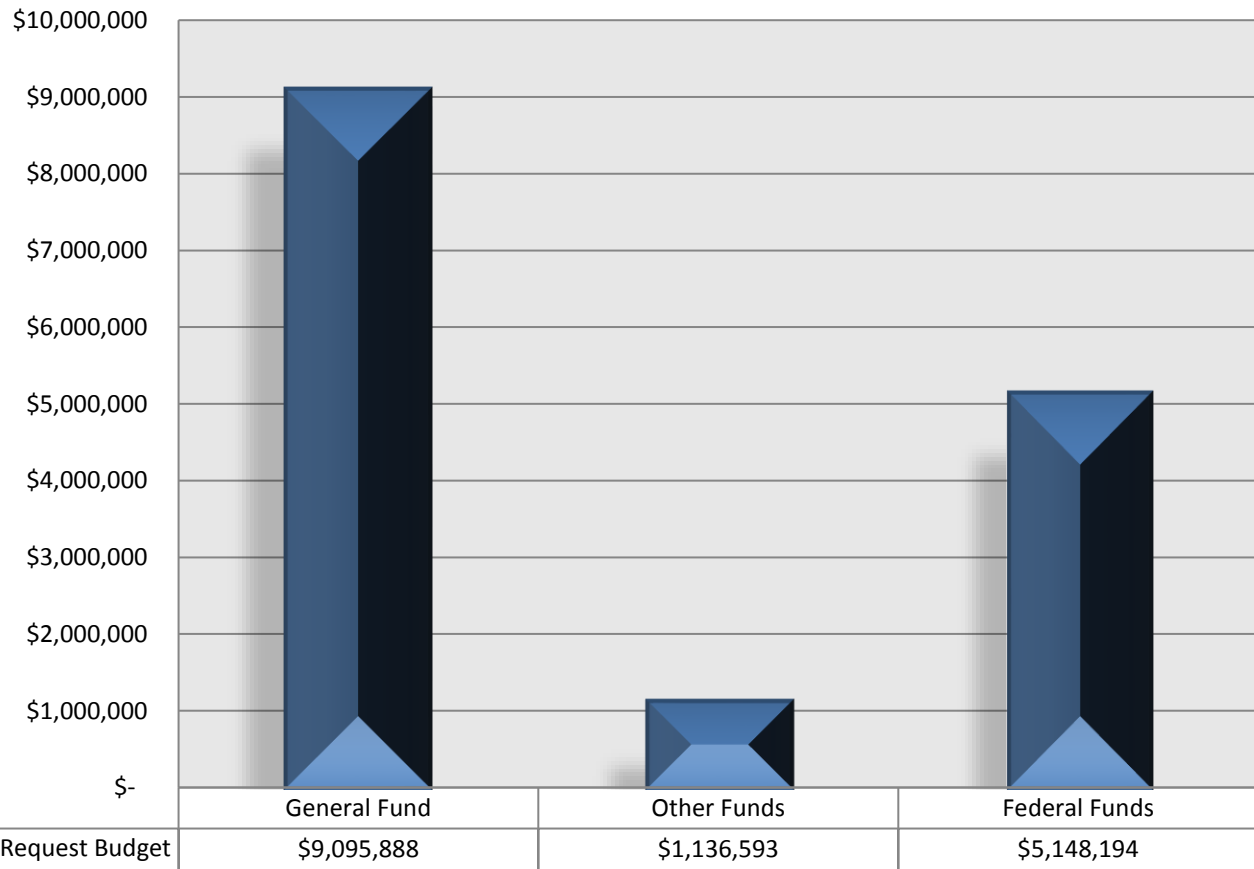
**SECRETARY OF STATE  
2015-17 LEGISLATIVELY ADOPTED BUDGET VS.  
2017-19 AGENCY REQUEST BUDGET**



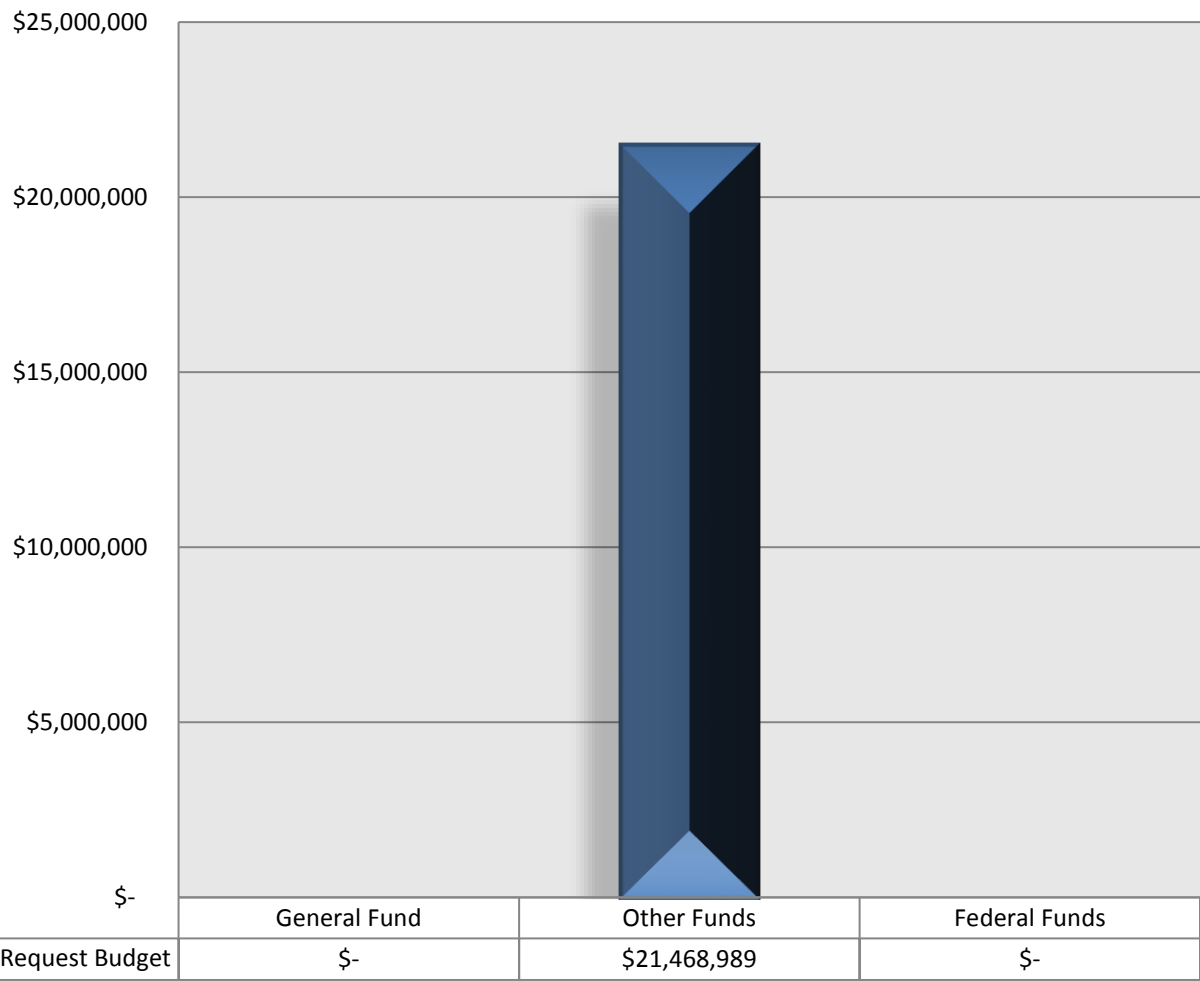
## SECRETARY OF STATE ADMINISTRATIVE SERVICES DIVISION



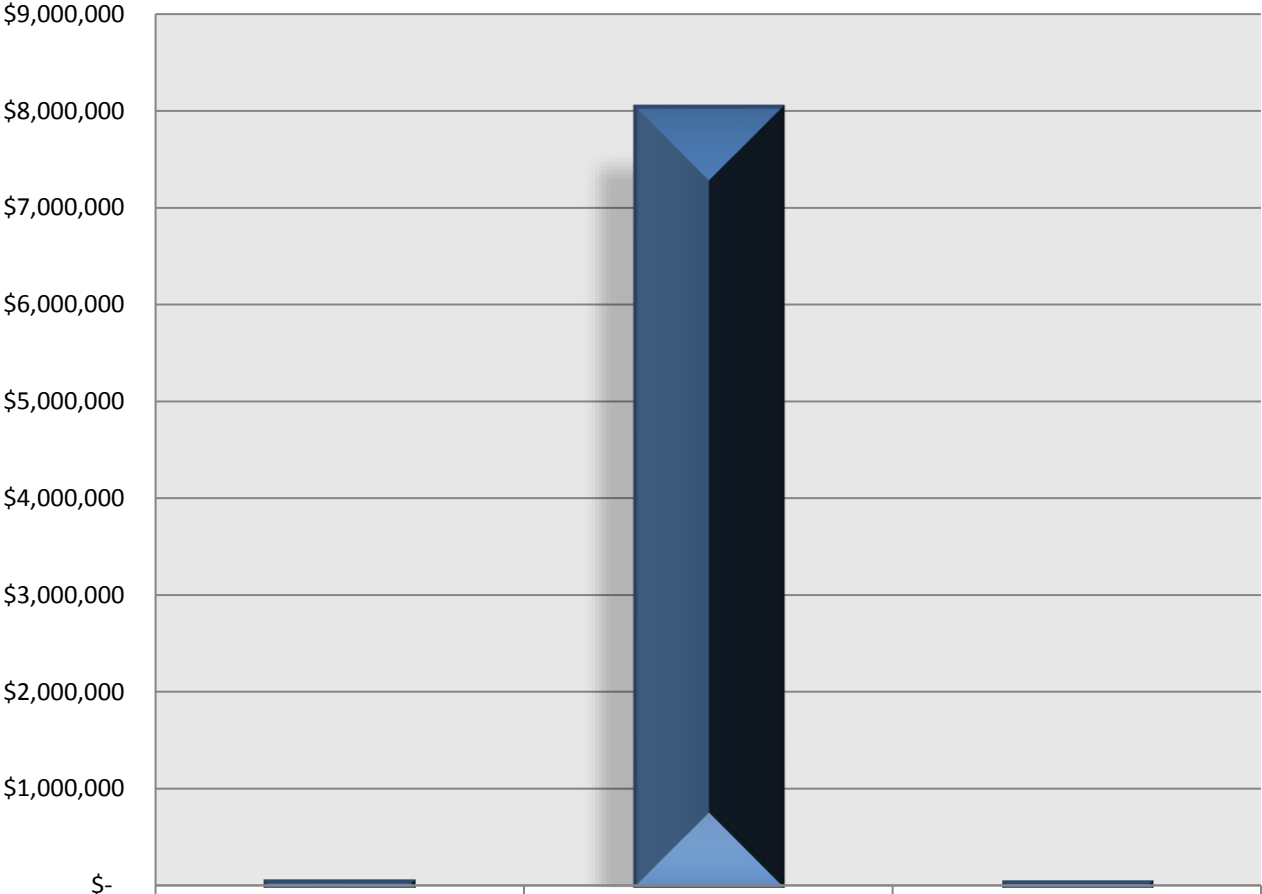
## SECRETARY OF STATE ELECTIONS DIVISION



## SECRETARY OF STATE AUDITS DIVISION



## SECRETARY OF STATE ARCHIVES DIVISION



17-19 Agency Request Budget

General Fund

\$50,000

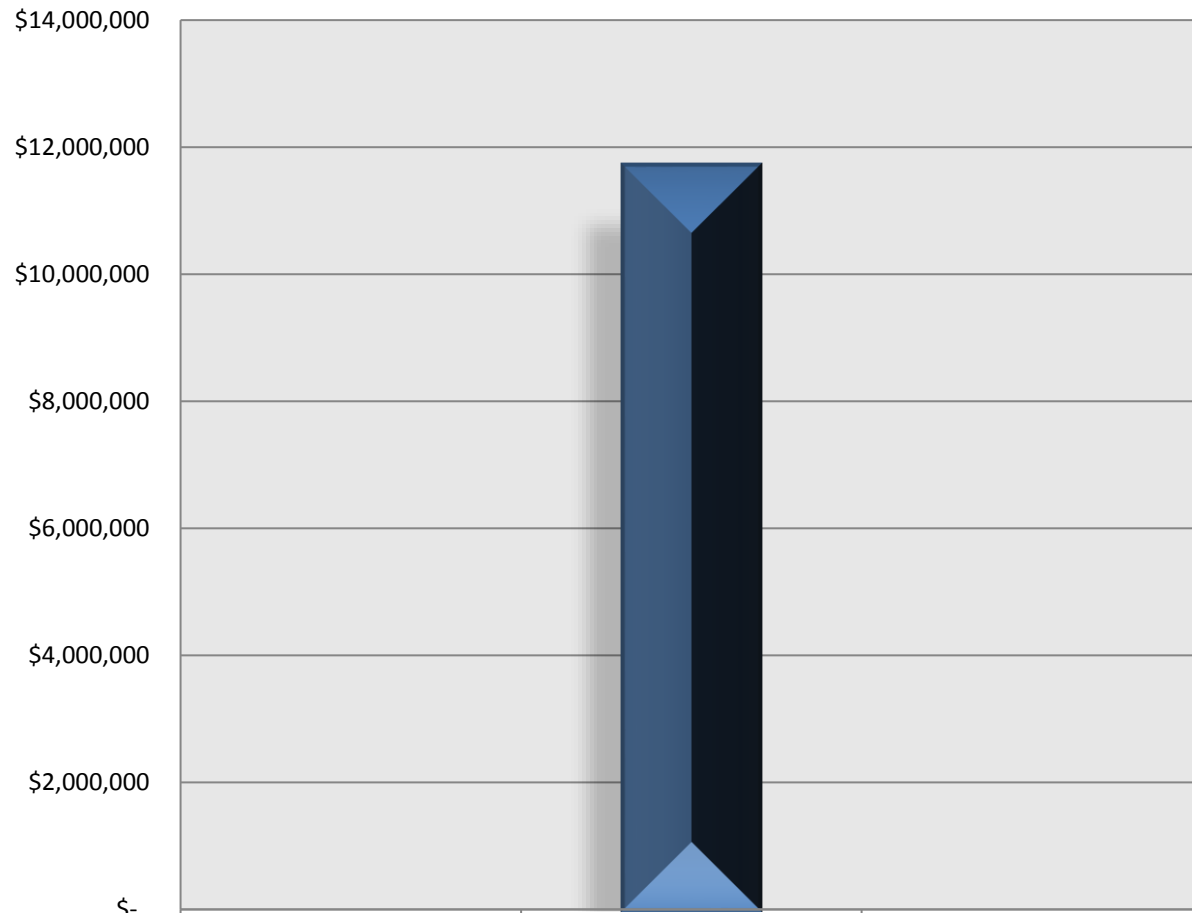
Other Funds

\$8,034,077

Federal Funds

\$41,220

## SECRETARY OF STATE CORPORATION DIVISION



17-19 Agency Request Budget

General Fund

Other Funds

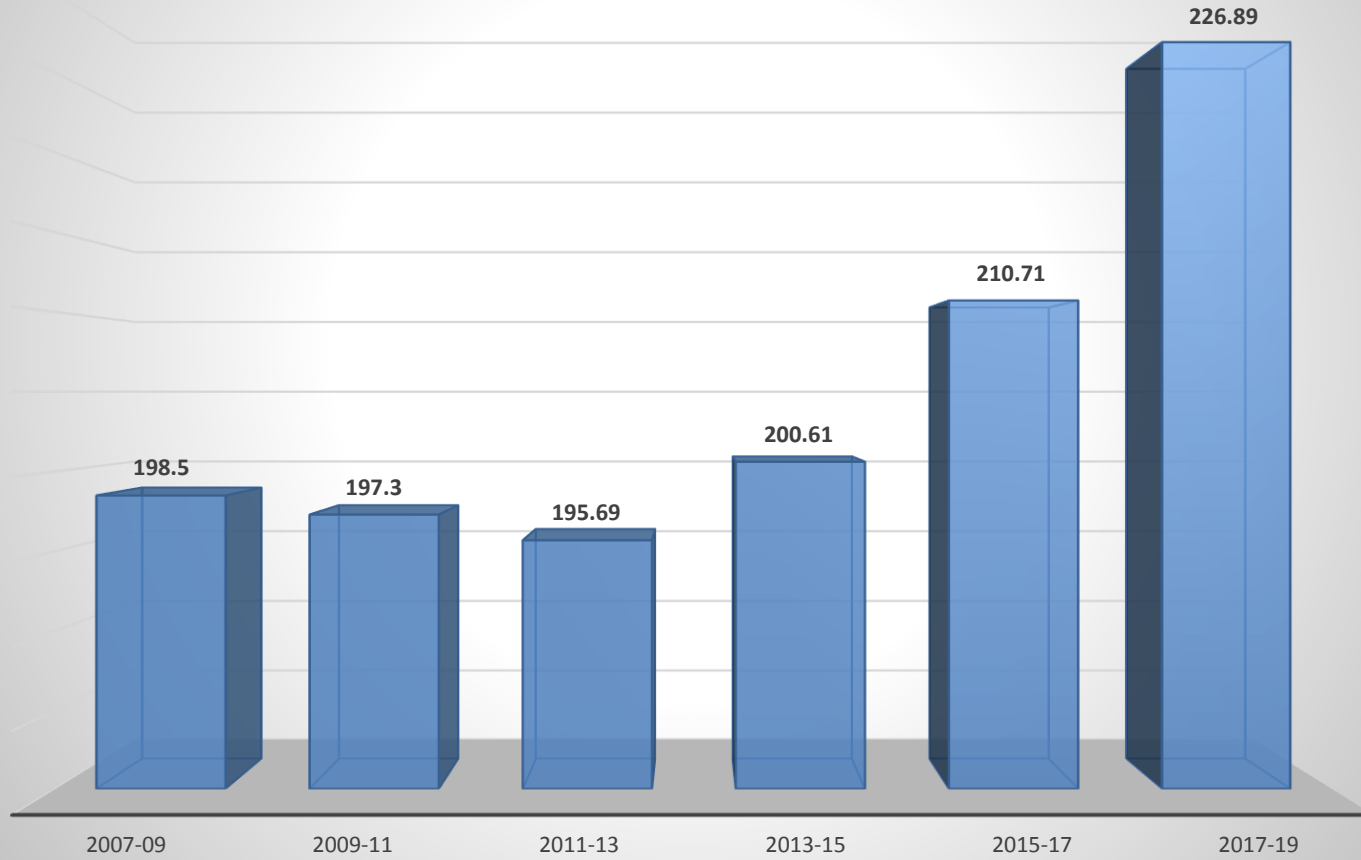
Federal Funds

\$-

\$11,706,681

\$-

# SECRETARY OF STATE EMPLOYEE FTE





# Budget Narrative

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## Agency Summary

### Mission Statement & Statutory Authority

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 state's 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 that promotes efficient and effective service to Oregonians.

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.

# Budget Narrative

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## Strategic Initiatives

### Manage for Performance

- Encourage business process improvements throughout the agency and state government
  - Review internal agency business practices for efficiency and increased use of technology to streamline processes and save resources;
  - Utilize increased performance auditing to encourage other state agencies to identify efficiency and cost-effective business improvements;
- Employee Management
  - Complete 100% of performance evaluations annually;
  - Motivate, train and engage employees and managers;

### Innovate for the 21<sup>st</sup> Century and Beyond

- Expand utilization of the statewide Electronic Records Management System with a goal of 3000 state and/or local users online;
- Develop phase 2 of the Business Xpress one-stop shop for businesses to expand service;
- Advocate for small business through the Office of Small Business Assistance;
- Increase online service delivery to Oregonians, including:
  - Online Municipal Audit Filing
  - Increased state and local participation in the Central Business Registry
  - Increased information and access to services in the Elections Division's My Vote

# Budget Narrative

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## **Improve Government Services**

- Continue expanding performance audit scope to improve government (cost-effective, efficient service delivery);
- Modernize our voter registration system;
- Implement Phase 3 of our HAVA program;
- Use our business practices to support and bridge urban/rural interests and develop public/private partnerships.

## **2017-19 Short Term Plan**

### **Archives Division**

The Archives Division improves government accountability by managing and providing access to the records created and maintained by all levels of government. We provide access to the permanently valuable records of Oregon government and house some of the state's oldest documents, including records of the provisional and territorial governments and the Oregon Constitution. We manage and help implement the Oregon Records Management Solution, allowing all public agencies that participate to manage all of their public records in a system that is systematic and routine. In addition, we provide training, retention schedules and advice and assistance on a variety of public records issues; operate the State Records Center; and Security Copy Depository. We also publish the Oregon Administrative Rules and the biennial Oregon Blue Book- the complete source of information on Oregon's history and government.

# Budget Narrative

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➤ **Archives Initiative #1:**

To expand the use of the statewide Oregon Records Management Solution (ORMS). Currently we have 50+ actively participating agencies representing all levels of Oregon government.

**Performance Measure:**

- Reach 2000 active, paying users. Continue to bring on new agencies throughout the biennium.

➤ **Archives Initiative #2:**

Only a small percentage of the Archives holdings are readily accessible online. This is due in part to three things: (1) Staff resources to scan and index holdings (2) An online tool that will make the records easy to search and view, and (3) The Archives reliance on Miscellaneous Receipts to purchase Supplies and Services. We have begun developing a strategy to address all three areas and have a solution for #2 in which we use the *WebDrawer* application that is part of the Oregon Records Management Solution (ORMS) to make the search and retrieval of records readily available to the public.

**Performance Measure:**

- We have begun the process of revamping Reference Services with a focus on putting more information online and developing a proactive outreach program. We have prioritized and developed a system of getting Archives holdings online and accessible to the public. Increase the number of records available through *WebDrawer* and continue to work with our Information Services Division to enable patrons to purchase records online, using a “store” to complete their transactions electronically.

## Budget Narrative

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➤ **Archives Initiative #3:**

The Archives Division has run out of physical space to store records. We have received funding to begin the transfer from conventional shelving to compact shelving for half of the first floor stack areas (Phase 1).

**Performance Measure:**

- We have completed Phase 2 of the shelving project completed in June 2016. We are also requesting funding for Phase 3 of the shelving to begin converting the second floor from traditional shelving to compact shelving floor with a POP request in the 2017-19 Biennium. The completion of the first floor increased storage by 45%.

➤ **Archives Initiative #4:**

Currently state agencies must file their permanent and temporary Administrative Rules using an automated manual process geared to a print outcome. With the ever increasing amount of Rules being filed, this process is outdated, laborious and inefficient for both the agency filing the Rule and the Archives Division's Publications Unit.

**Performance Measure:**

- Re-write the Administrative Rules applications to allow for the notification, filing and publication of Administrative Rules in a streamlined and automated approach. This would allow us to have an interactive search tool that is available not only for agencies to use but the general public as well. It will also allow us to change from the Publications Unit having to format and print the hardcopy of the Annual Compilation to going to a print on demand feature where those wanting a hard copy of the Rules could send the print request to the State Printer or print them internally, depending upon the volume. With the

## Budget Narrative

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completion of this database the Unit will be able to focus on other publication projects enabling the Archives to push out more information to the general public.

### ➤ **Archives Initiative #5:**

The Archives Division began actively using social media (i.e. Facebook, Twitter, etc.) in April 2012 as a way to advertise our holdings to a broader audience. To date, social media has raised the profile of the State Archives and increased the number of individuals using our holdings. We want to continue to grow and use this medium and explore new ways of getting information about the Archives out to the public.

#### **Performance Measure:**

- Increase the use of social media in all Archives programs; develop a way to measure the effectiveness of posts; and devise a plan moving forward based on the results of these measurements.

## **Audits Division**

The Audits Division carries out the Secretary's constitutional and statutory responsibility for evaluating and reporting on the financial condition and operations of state agencies and municipal corporations. As an independent auditing organization the Audits Division has the authority to review agencies in all three branches of state government and other organizations that receive state money. Audits ensure that public funds are efficiently and effectively spent on public programs and that state government is accountable to the people of Oregon.

### ➤ **Audits Initiative #1:**

Continue to improve our communication of audit results. Over the last couple of years, we have improved communication by enhancing our audit reports and by implementing an audits blog. Our new technologies also allow us to more clearly explain our audit results with richer graphic abilities

## Budget Narrative

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and data detail. This can help general readers quickly grasp the important issues, while readers with specific interests can delve more deeply into topics. Better communicating our audit results helps Oregon government be more transparent, and helps readers better understand the complex problems that agencies face.

➤ **Audits Initiative #2:**

Conduct audits and develop recommendations that better address broad scope, chronic problems. Addressing large problems can increase the cost savings of our audits, one of the key performance measures, and/or produce other benefits such as improved outcomes for Oregonians. We will also remain aware of opportunities for capstone reports. These reports synthesize results from multiple audit reports to describe 'core' issues facing our state. Our intention is to make connections and identify themes for legislators and the public that cross agency and jurisdictional boundaries.

### **Corporation Division & Office of Small Business Assistance**

As a separate constitutional officer, a distinct public service mission guides the Secretary of State. The mission of the Secretary's Corporation Division is to help startup and existing businesses grow and thrive by using faster and smarter business processes, while providing timely document processing and convenient access to information about businesses, notaries, secured transactions, and government resources. The Office of Small Business Assistance brings together businesses, nonprofits, state and local government to improve Oregon's business climate.

➤ **Corporations Initiative #1:**

Provide businesses with faster, more efficient electronic services and integration of government registration processes.

➤ **Corporations Initiative #2:**

Provide services to Oregon's business community and the public to increase knowledge and awareness of government services & requirements for businesses, and citizens.

# Budget Narrative

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## **Performance Measure:**

- Customer documents are processed faster, more efficiently, with increased accuracy.
- Increase the number of E-Government services available for online self-service.
- Increase the percentage of customer documents filed online.

## ➤ **Office of Small Business Assistance Initiative #1:**

Improve Oregon's business climate for small business.

## **Performance Measure:**

- Increase awareness of small business advocacy services; resulting increased caseload offers greater opportunities to advocate and solve problems on behalf of small business.
- Inform elected officials, executive agencies and business groups of trends, opportunities and potential solutions for improved regulation and service delivery through publication of OSBA annual report.

## **Elections Division**

The Elections Division interprets, applies and enforces election laws, provides election information to the public, and maintains all documents related to elections. The Elections Division operates under the authority of the Oregon Constitution and ORS Chapters 246-260. The Division is responsible for monitoring adherence to all applicable campaign finance and reporting laws and rules. The Division is also responsible for Oregon's implementation of federal election law, including the National Voter Registration Act (NVRA) and the Help America Vote Act (HAVA) of 2002.

## ➤ **Elections Initiative #1:**

Implement and support a new and improved secured Election Night Reporting system to enhance and allow for the immediate release of unofficial results as soon as possible after 8:00 PM on election night. Provide final official elections results for state and local elections on the Elections Division website.



# Budget Narrative

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## **Performance Measures:**

- Enhanced capabilities for counties to transfer election results to State Elections Division.
- Easy access to post election results on the SOS website to the public.
- The ability to provide graphical display of election results, maps and export features to the public.
- Allow for printable capabilities for the public.

## ➤ **Elections Initiative #2:**

Assert more state leadership and direction of the Oregon Centralized Voter Registration (OCVR) system as federal funds are exhausted and the final Phase of HAVA mandates are implemented.

## **Performance Measure:**

- Improved efficiencies regarding election administration at the county level.
- Provide training opportunities to counties in order to educate them and assist them with improving their business processes relating to election administration and ballot processing.

## ➤ **Elections Initiative #3:**

Develop a more proactive, effective and efficient maintenance and support of the Oregon Centralized Voter Registration System (OCVR) for tracking voter registration records, ballot status, and election results.

## **Performance Measures:**

- Consistent successful and timely releases of all upgrades and enhancements to the online system.
- Increased ability to successfully interface with new technology and modules to allow greater transparency and reporting capabilities.

# Budget Narrative

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➤ **Elections Initiative #4:**

Increase voter registration rolls and voter participation with the implementation of Oregon Motor Voter by utilizing technology to achieve the goal of “putting a ballot in the hand of every eligible Oregonian” for each election.

**Performance Measure:**

- Increase voter registration and eliminate impediments to ballot access.
- Increase voter participation in elections.

➤ **Elections Initiative #5:**

Continue expanding our voter outreach programs and policies to educate the public, encourage voting participation and provide greater transparency.

**Performance Measures:**

- A better educated electorate that is encouraged to register and participate in the voting process regularly.
- Increased civics education for the general public.

➤ **Elections Initiative #6:**

Accommodate and successfully implement all changes to election laws and rules.

**Performance Measures:**

- Smooth transitions within all statewide election processes and procedures when new legislation is passed and/or new rules are adopted.
- No interruptions or delays in ballot production, delivery and processing with any legislative changes that may occur.

# Budget Narrative

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## **ADMINISTRATIVE SERVICES DIVISION**

### **Executive Office**

The Executive Office provides policy direction, coordination and management oversight for all program divisions. The Secretary is also a member of the State Land Board sharing responsibility with the Governor and State Treasurer for supervising management of state-owned lands. In addition, the Executive Office provides services that are statutorily mandated but not assigned to a specific program division.

### **Business Services**

The Business Services Division provides central administrative and support services in accounting, budgeting, cashiering, purchasing, contract administration, safety and risk management, fixed assets and inventory control for the agency.

### **Human Resources**

The Human Resources Division provides centralized personnel services, advice and assistance in the interpretation and application of policies and procedure and is responsible for the oversight and conduct of personnel management activities in all program divisions and payroll.

### **Information Systems**

The Information Systems Division provides centralized services for the agency across the entire technology spectrum including design, installation, configuration, maintenance, and trouble-shooting services for hardware, software, telephone systems and networks; security administration; analysis for hardware and software purchases, and backup and recovery. The division also provides data management, database administration, standards administration, project and contractor management, business process improvement assistance, and business contingency planning. The division provides programming services for Internet development, application development and maintenance and production support.

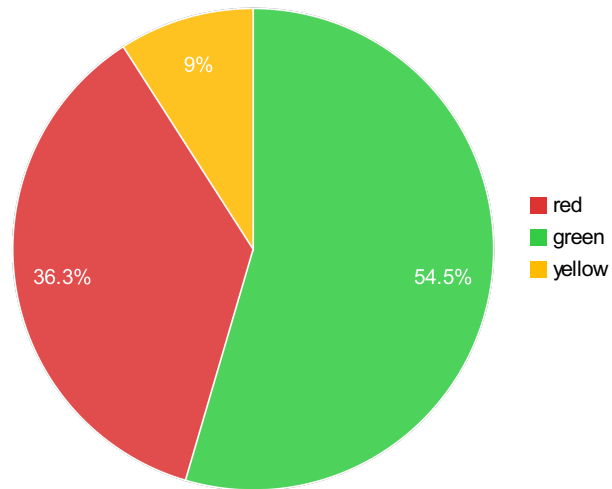
## **Secretary of State**

Annual Performance Progress Report

Reporting Year 2016

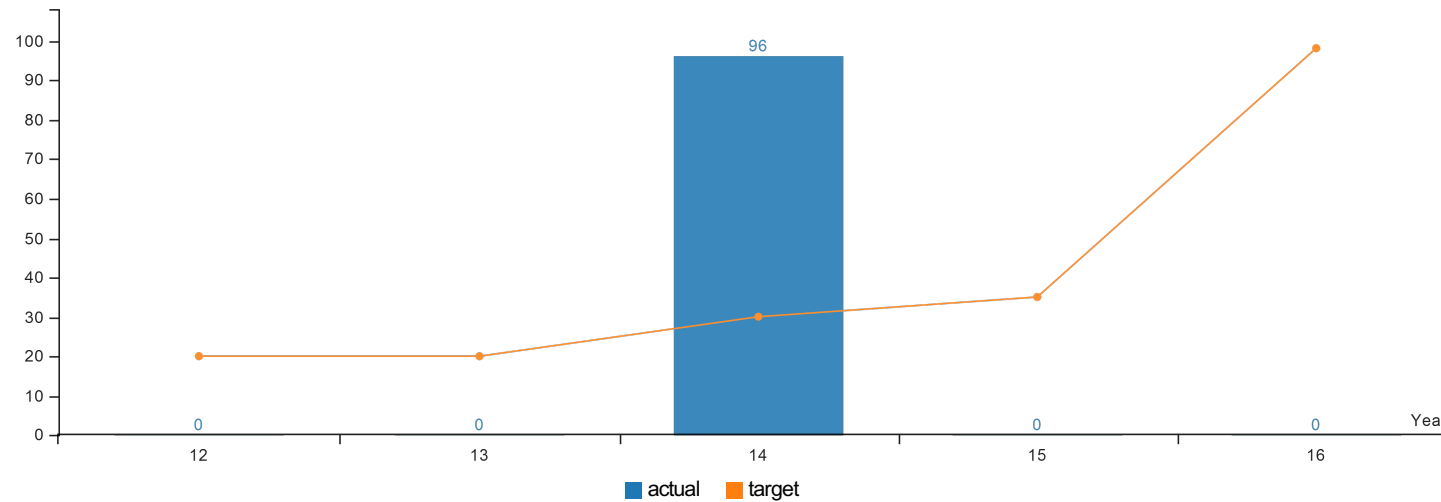
Published: 8/26/2016 11:51:34 AM

KPM #	Approved Key Performance Measures (KPMs)
1	Electronic Access to Public Information - Percentage of targeted records made available electronically.
2	Audit Cost Savings - Dollar Value of Revenue Enhancements, savings, or questioned costs in performance audit reports.
3	Audit Efficiency - Dollar savings per dollar spent on economy and efficiency audits.
4	Audit Recommendation Implementation - Percentage of audit recommendations implemented.
5	Business registration - Document processing turnaround time from receipt.
6	Notary - Document processing turnaround time from receipt.
7	UCC - Document processing turnaround time from receipt.
8	Campaign Finance Information - Percent of committee filings determined to be sufficient.
9	Staff Diversity - Percent of Women as a percentage of SOS workforce.
10	Customer Satisfaction - Percent of customers rating their overall satisfaction with the agency as "good" or "excellent": overall customer service, timeliness, accuracy, helpfulness, expertise and availability of information.
11	Campaign Finance Proposed Penalty Notices - Percentage of notices mailed within five months of a deficient transaction.



	Green	Yellow	Red
	= Target to -5%	= Target -6% to -15%	= Target > -15%
<b>Summary Stats:</b>	54.55%	9.09%	36.36%

KPM #1	Electronic Access to Public Information - Percentage of targeted records made available electronically.
	Data Collection Period: Jan 01 - Jan 01



Metric	2012	2013	2014	2015	2016
<b>Public Information Access- Improve access to public information</b>					
Actual	No Data	No Data	96%	No Data	No Data
Target	20%	20%	30%	35%	98%

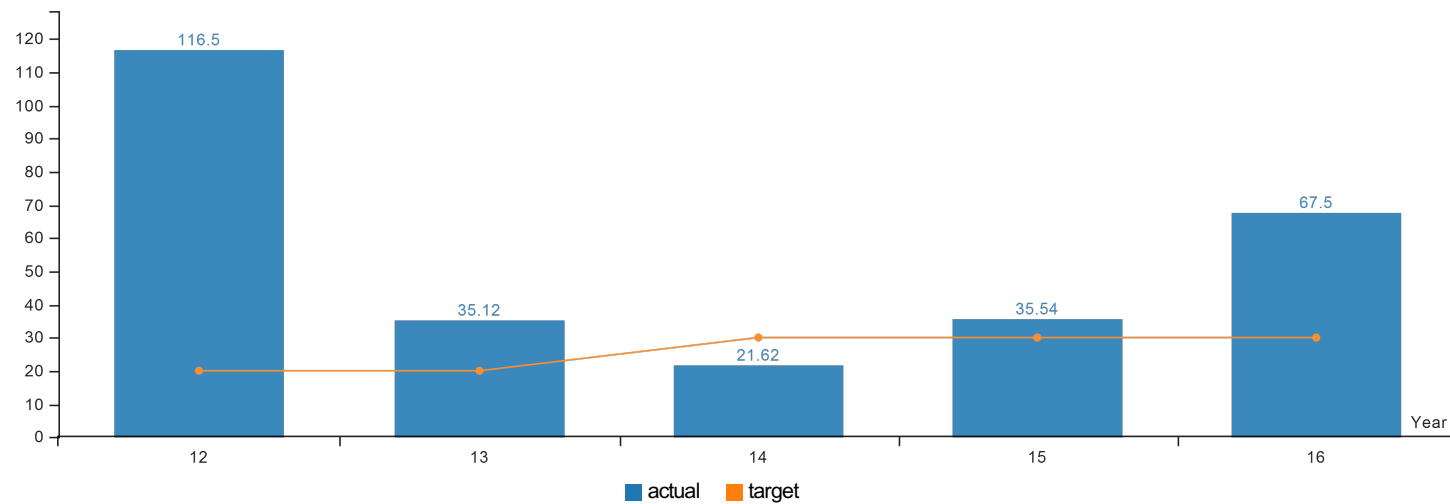
### How Are We Doing

Our Customer Service Survey shows that 97% of our customers who use the website like and find useful the information posted. Those that gave us an unsatisfactory rating commented that they wanted more information than what is currently there, an indicator that we are on the right track in making more information available. One addition to our website since last reported is our use of social media (Facebook and Twitter). Our statistics in this show that since we have gone with consistent and more thematic "Document/Picture of the Day" posting, our followings have gone up dramatically. Since January 2014 we have posted on Facebook or alert to a function or event at the Archives, are re-tweeted 95% of the time which means if an individual receives our tweet they are sending it out to others. Since January 2015 we have been averaging more than 27,000 monthly visitors to our website which puts us on pace to have 320,000+ visitors to our web pages this year. Data for 2015 is unavailable at this time. Chart will be updated as soon as data is available.

### Factors Affecting Results

Available funding to continue to improve existing work related to public access is a concern. Without funding of current staffing levels, we will not be able to continue down the path we are going. The February 2014 security breach faced by the Secretary of State's agency and subsequent security measures has impacted our statistics to a certain degree but our latest statistics show that recovery from that breach has begun. In addition, our analytics tool changed in early 2014 and we are still looking for a tool to use that will give us more accurate information.

KPM #2	Audit Cost Savings - Dollar Value of Revenue Enhancements, savings, or questioned costs in performance audit reports.
	Data Collection Period: Jul 01 - Jun 30



Metric	2012	2013	2014	2015	2016
<b>VALUE OF SAVINGS- Value of revenue enhancements, savings , or questioned costs in audit reports (millions of dollars)</b>					
Actual	\$116.50	\$35.12	\$21.62	\$35.54	\$67.50
Target	\$20.00	\$20.00	\$30.00	\$30.00	\$30.00

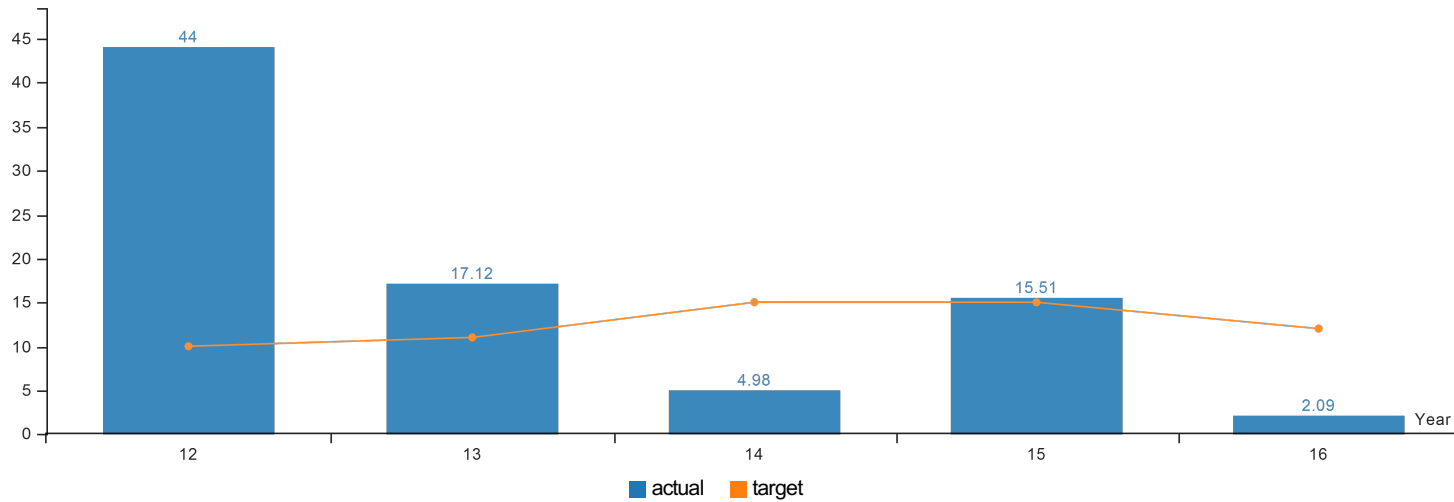
### How Are We Doing

In recent years, we have continued to identify revenue enhancements, savings, and questionable costs. Since we are responsible for selecting many audit projects, large financial impacts indicate we are selecting a percentage of projects that have identifiable and quantifiable savings. This information, combined with measure 165-003, shows a history of audit work that identifies significant savings and does so at a net benefit. We caution, though, that many audits do not have results that are measurable in dollar terms, such as improvements in quality of life.

### Factors Affecting Results

The main factor affecting this measure is the amount of performance audit resources dedicated to projects that may not have a significant potential for quantifiable savings. For example, recent audits we conducted at the Oregon State Hospital and the Teacher Standards and Practices Commission identified important actions to improve program results, but not quantifiable savings. In addition, we also respond to audit requests from the Legislature, which tend to pertain to how effectively programs are working, versus results with dollar impacts. Even though some work we undertake may have little potential for identifying savings or revenue enhancements, it is still important for protecting the public interest and improving Oregon government.

KPM #3	Audit Efficiency - Dollar savings per dollar spent on economy and efficiency audits.
	Data Collection Period: Jul 01 - Jun 30



Metric	2012	2013	2014	2015	2016
<b>DOLLAR SAVINGS PER DOLLAR SPENT- Dollar savings per dollar spent on economy and efficiency</b>					
Actual	\$44.00	\$17.12	\$4.98	\$15.51	\$2.09
Target	\$10.00	\$11.00	\$15.00	\$15.00	\$12.00

**How Are We Doing**

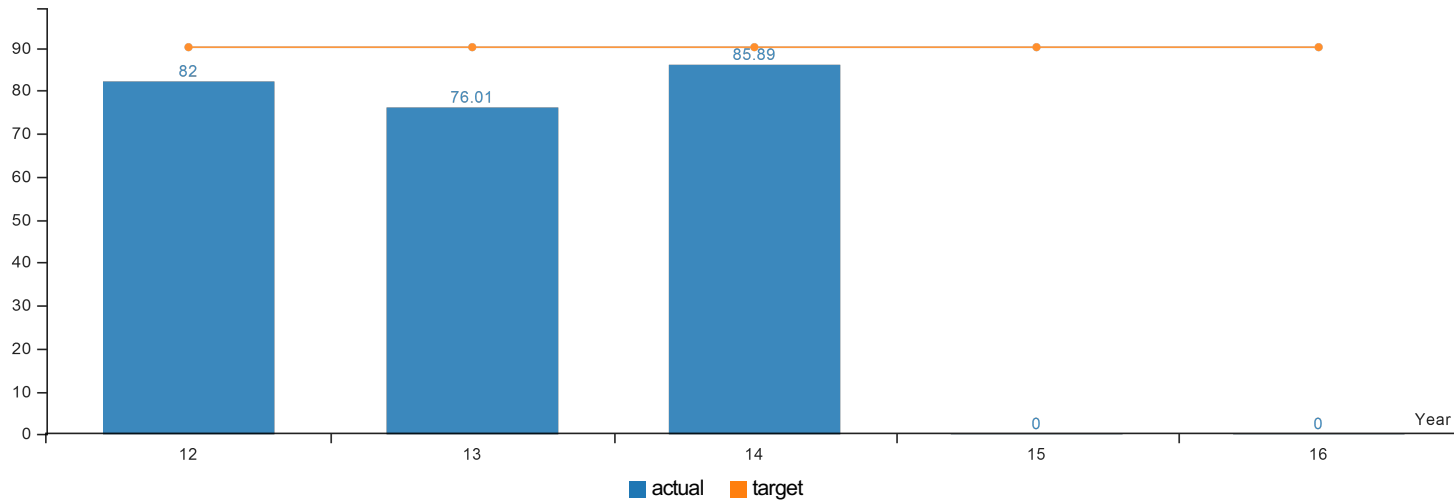
The historical trend has been up and our performance in this area has been good.

**Factors Affecting Results**

We will choose audit areas with the greatest likelihood of returning the largest benefits for our audit efforts, though we can't presume that every audit will produce dollar benefits. Some audits are mandated by statute and some are focused on qualitative improvements. Nonetheless, we will continue to track the overall costs of our performance audits as well as the benefits identified.



KPM #4	Audit Recommendation Implementation - Percentage of audit recommendations implemented.
	Data Collection Period: Jul 01 - Jun 30



Metric	2012	2013	2014	2015	2016
<b>IMPLEMENTED RECOMMENDATIONS- Percentage of recommendations implemented</b>					
Actual	82%	76.01%	85.89%	No Data	No Data
Target	90%	90%	90%	90%	90%

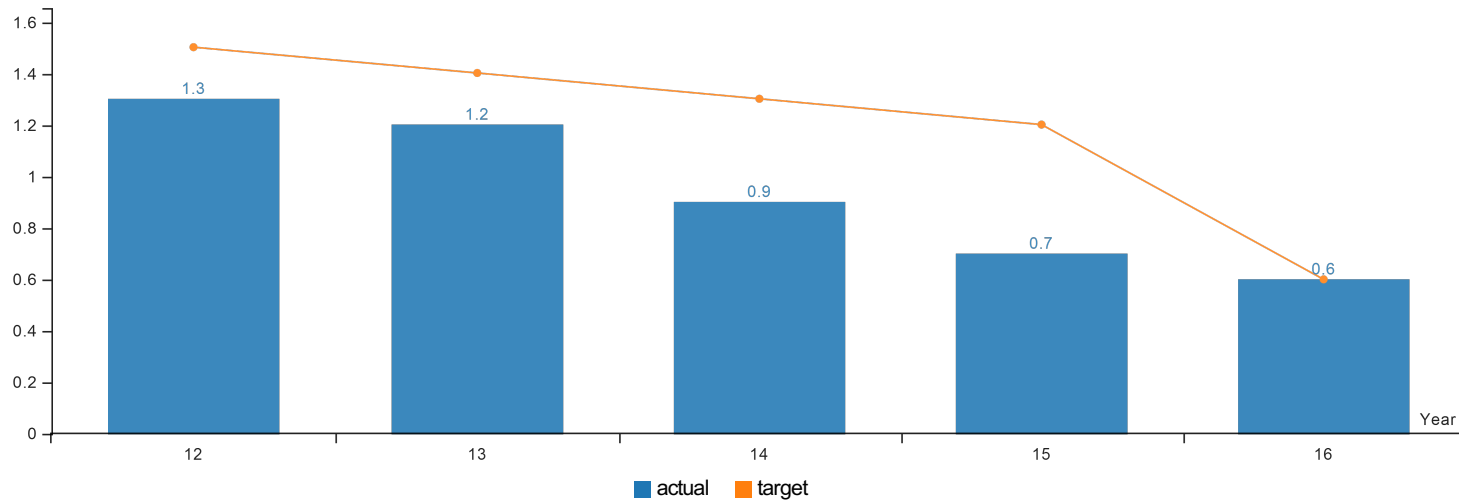
**How Are We Doing**

We returned a high percentage of implemented recommendations after a drop five years ago. We believe this is partially due to our increased emphasis on follow-up reports which review in detail the efforts made by agencies to implement our audit recommendations.

**Factors Affecting Results**

A primary factor in implementation is an agencies willingness to implement our recommendations. The only influence we have is in showing a convincing argument for implementation and reporting the status of recommendation implementation.

KPM #5	Business registration - Document processing turnaround time from receipt.
	Data Collection Period: Jul 01 - Jun 30



Metric	2012	2013	2014	2015	2016
<b>TIMELY DOCUMENT PROCESSING-CORPORATION DIVISION- Business Registration document processing turnaround time from receipt</b>					
Actual	1.30	1.20	0.90	0.70	0.60
Target	1.50	1.40	1.30	1.20	0.60

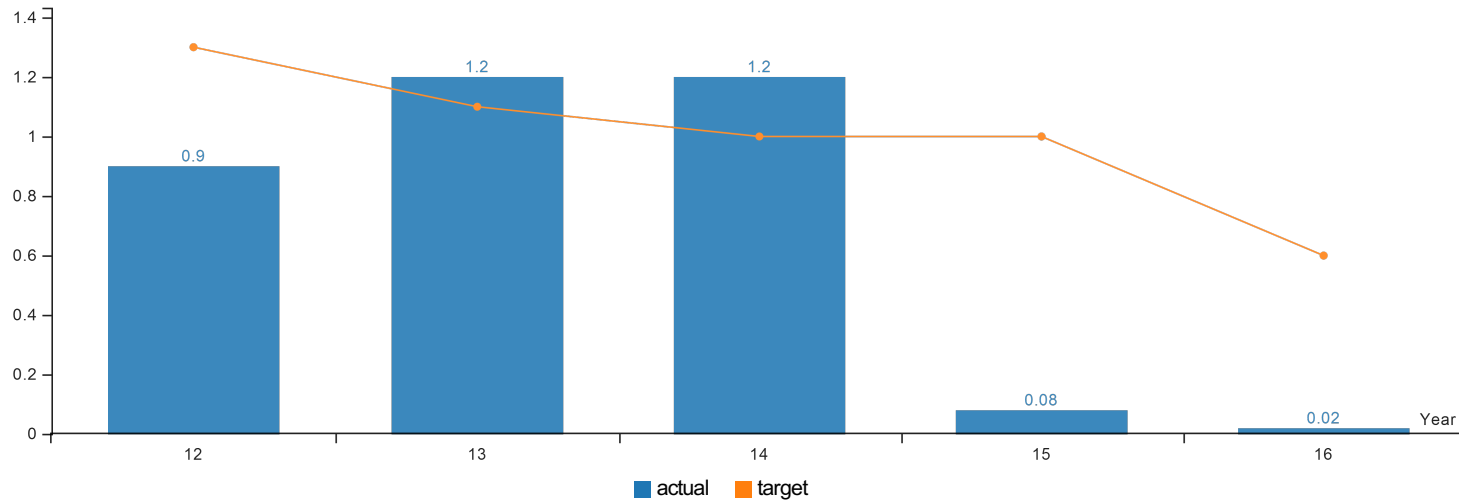
**How Are We Doing**

In FY 2016, document processing turnaround time was 0.6 days. This result is equal to the target of 0.6 days.

**Factors Affecting Results**

Implementation of the electronic filing for new business formations through the Central Business Registry has allowed the Division to speed the processing of customer documents. In addition, cross training allows staff resources to be reallocated to help manage peak volumes.

KPM #6	Notary - Document processing turnaround time from receipt.
	Data Collection Period: Jul 01 - Jun 30



Metric	2012	2013	2014	2015	2016
<b>TIMELY DOCUMENT PROCESSING- CORPORATION DIVISION- Notary Public document processing turnaround time from receipt</b>					
Actual	0.90	1.20	1.20	0.08	0.02
Target	1.30	1.10	1	1	0.60

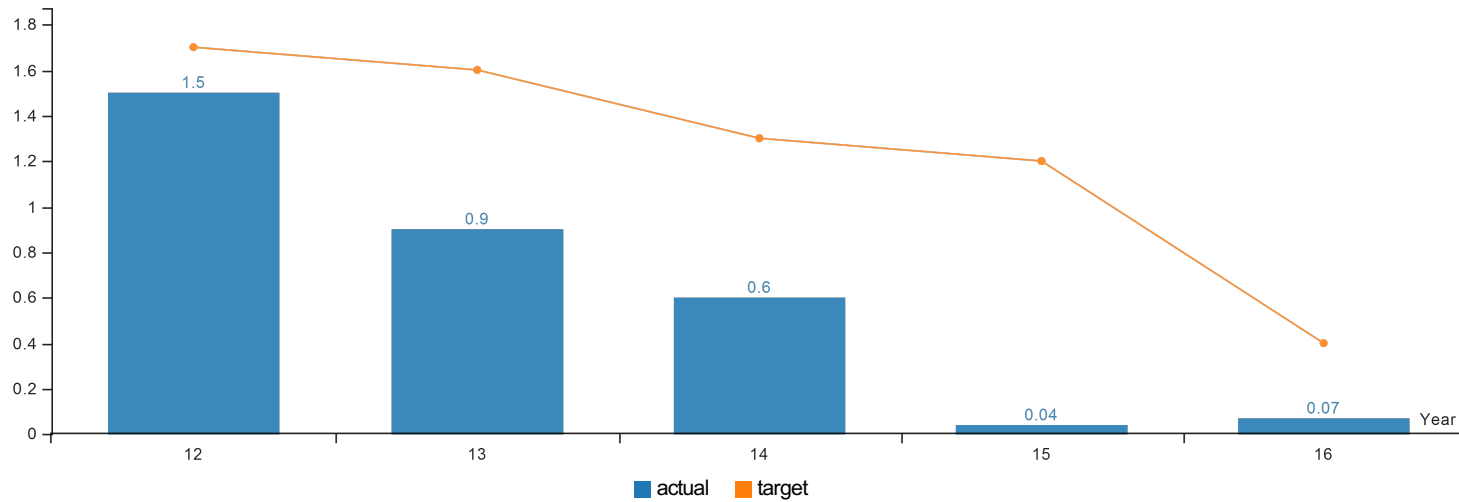
**How Are We Doing**

In FY 2016, document processing turnaround time was near real-time at 0.02 days. The result is considerably faster than the target goal of 0.60 days.

**Factors Affecting Results**

Cross training of staff has helped the Division to meet processing performance measures, as staff resources can be reallocated between programs to manage peak volumes.

KPM #7	UCC - Document processing turnaround time from receipt.
	Data Collection Period: Jul 01 - Jun 30



Metric	2012	2013	2014	2015	2016
<b>TIMELY DOCUMENT PROCESSING- CORPORATION DIVISION - Uniform Commercial Code document processing turnaround time from receipt</b>					
Actual	1.50	0.90	0.60	0.04	0.07
Target	1.70	1.60	1.30	1.20	0.40

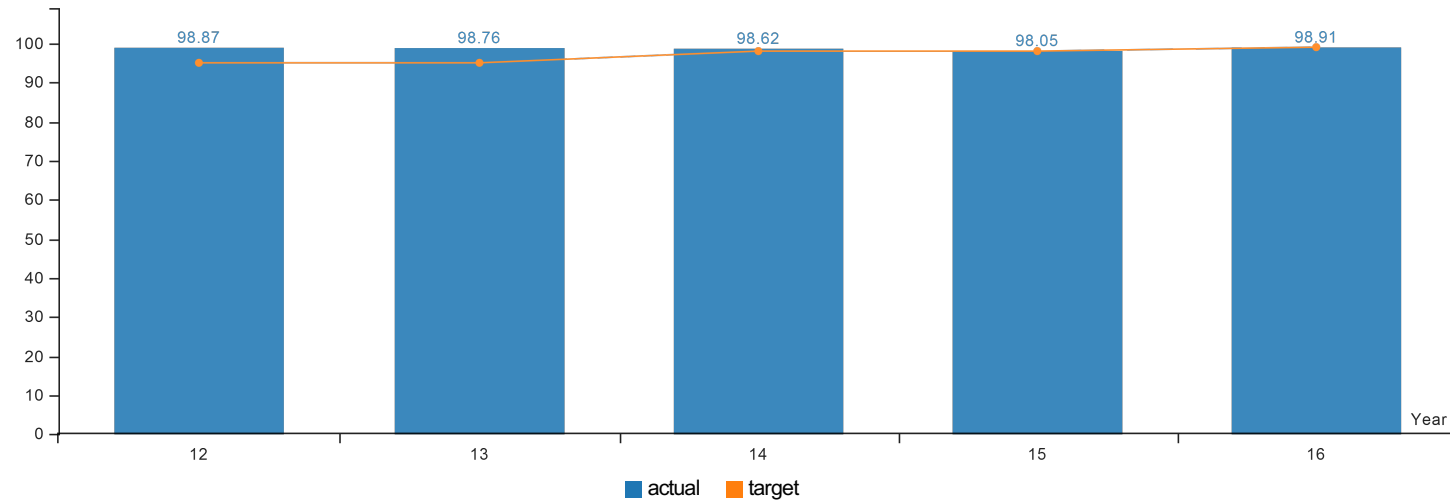
**How Are We Doing**

In FY 2016, document processing turnaround time was near real-time at 0.01 days. This result is considerable faster than the target goal of 0.40 days.

**Factors Affecting Results**

The Division implemented a new UCC application system with online electronic filing capability in the 2011-13 biennium to improve efficiency and document processing speed. Cross training of staff has helped the Division to improve processing performance measures, as staff resources can be reallocated between programs to manage peak volumes.

KPM #8	Campaign Finance Information - Percent of committee filings determined to be sufficient.
	Data Collection Period: Jul 01 - Jun 30



Metric	2012	2013	2014	2015	2016
<b>Public Access to Campaign Finance Information</b>					
Actual	98.87%	98.76%	98.62%	98.05%	98.91%
Target	95%	95%	98%	98%	99%

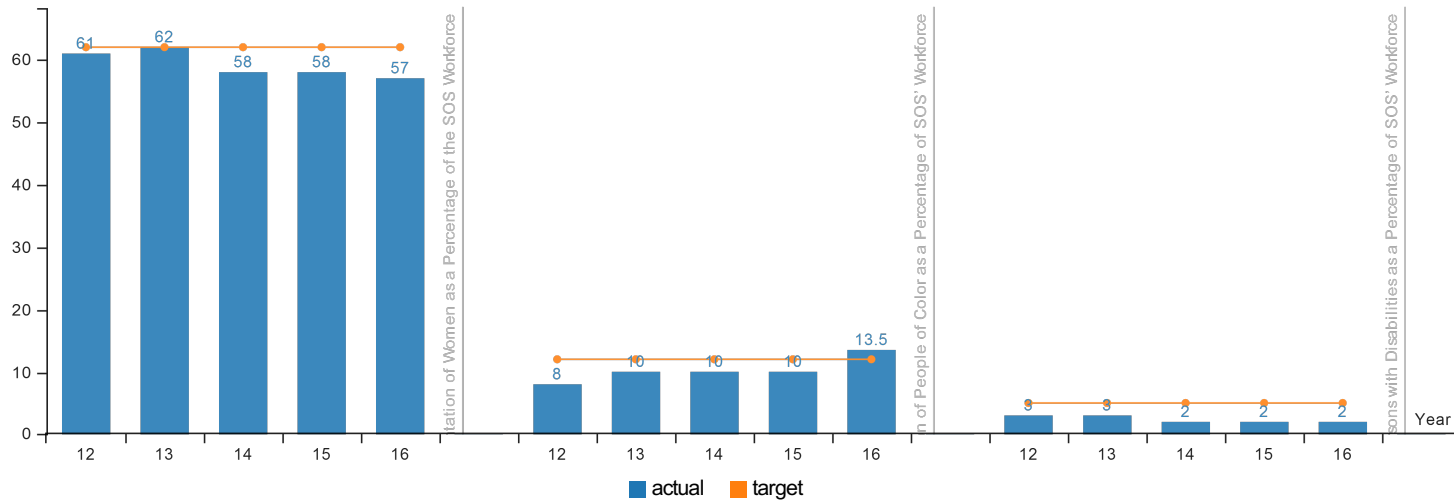
**How Are We Doing**

The Elections Divisions campaign finance staff has taken on more of the role of a "help desk" since the implementation of the ORESTAR system. Candidates and treasures contact our office on a daily basis with questions regarding how to file transactions as well as inquiries into what is reportable and what is not. Because we are able to assist them immediately and walk them through the correct process in filing transactions the number of sufficient filings continues to increase.

**Factors Affecting Results**

Individuals entering and filing transactions who may not completely understand campaign finance reporting requirements and who do not seek assistance from the Elections Division results in more insufficient filings.

KPM #9	Staff Diversity - Percent of Women as a percentage of SOS workforce.
	Data Collection Period: Jul 01 - Jun 30



Metric	2012	2013	2014	2015	2016
<b>Representation of Women as a Percentage of the SOS Workforce</b>					
Actual	61%	62%	58%	58%	57%
Target	62%	62%	62%	62%	62%
<b>Representation of People of Color as a Percentage of SOS' Workforce</b>					
Actual	8%	10%	10%	10%	13.50%
Target	12%	12%	12%	12%	12%
<b>Representation of Persons with Disabilities as a Percentage of SOS' Workforce</b>					
Actual	3%	3%	2%	2%	2%
Target	5%	5%	5%	5%	5%

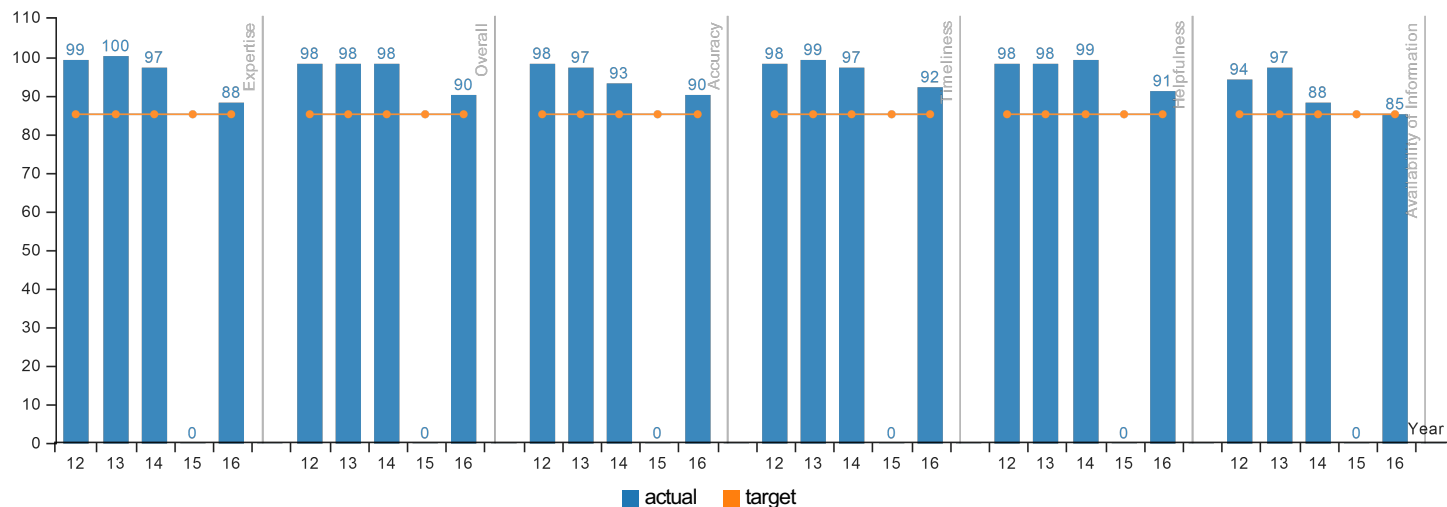
**How Are We Doing**

We increased our representation of people of color by 3.5% and exceed the statewide target. We essentially maintained our representation of both women and persons with disabilities. Our representation of women continues to exceed the statewide workforce.

**Factors Affecting Results**

Factors contributing to our ability to meet targets are driven in part by the applicant pool for vacant positions as well as our relatively small workforce and the impact of even minor attrition, which significantly fluctuates our representation. An additional factor for consideration is that employees frequently do not identify themselves as having a disability; therefore, our reports do not always reflect accurate figures for employees with disabilities.

KPM #10 Customer Satisfaction - Percent of customers rating their overall satisfaction with the agency as "good" or "excellent": overall customer service, timeliness, accuracy, helpfulness, expertise and availability of information.  
 Data Collection Period: Jul 01 - Jun 30



Metric	2012	2013	2014	2015	2016
<b>Expertise</b>					
Actual	99%	100%	97%	No Data	88%
Target	85%	85%	85%	85%	85%
<b>Overall</b>					
Actual	98%	98%	98%	No Data	90%
Target	85%	85%	85%	85%	85%
<b>Accuracy</b>					
Actual	98%	97%	93%	No Data	90%
Target	85%	85%	85%	85%	85%
<b>Timeliness</b>					
Actual	98%	99%	97%	No Data	92%
Target	85%	85%	85%	85%	85%
<b>Helpfulness</b>					
Actual	98%	98%	99%	No Data	91%
Target	85%	85%	85%	85%	85%
<b>Availability of Information</b>					
Actual	94%	97%	88%	No Data	85%
Target	85%	85%	85%	85%	85%

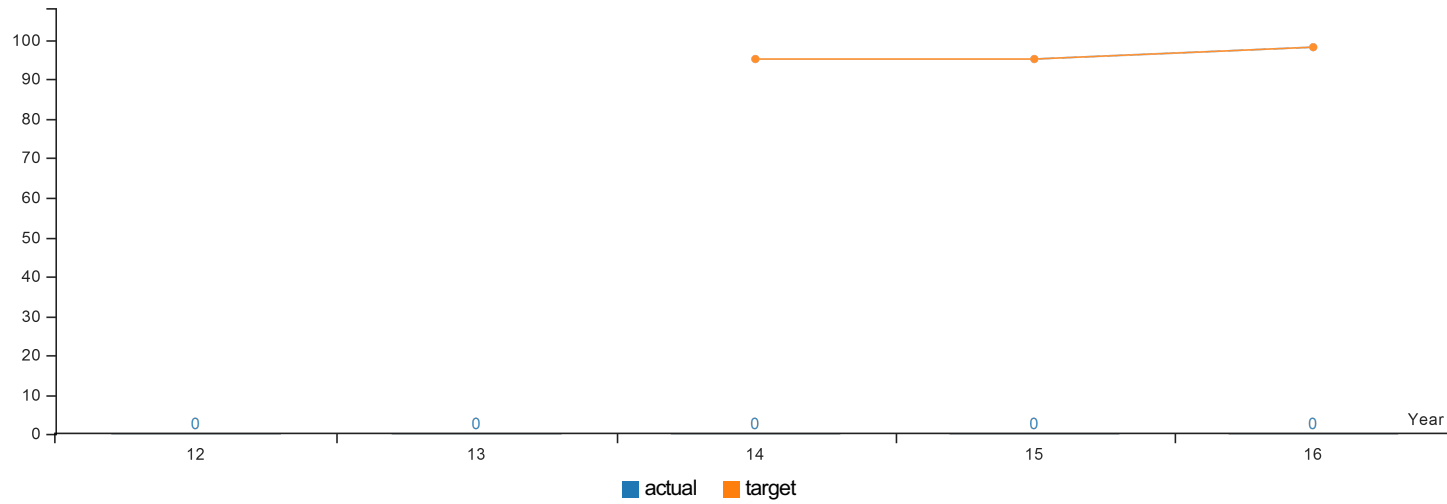
Our customers consistently give us high ratings for: Overall Level of Service Provided, Timeliness of Services Provided, Accuracy in Processing Requests, Helpfulness of our Employees, Knowledge and Expertise of our Employees, and making Information Easily Available. All targets are being exceeded.

**Factors Affecting Results**

Customers want timely and accurate services from the Secretary of State. Listening to our customers allows us to develop and provide services that meet the customers' needs.



KPM #11	Campaign Finance Proposed Penalty Notices - Percentage of notices mailed within five months of a deficient transaction.
	Data Collection Period: Jan 01 - Jan 01



Metric	2012	2013	2014	2015	2016
<b>Notices mailed within five months of a deficient transaction</b>					
Actual	No Data	No Data	No Data	No Data	No Data
Target	TBD	TBD	95%	95%	98%

**How Are We Doing**

This measure is no longer needed since the ORESTAR system automatically generates cases for late and insufficient filings and prompts Elections staff to mail notices within the targeted timelines. We are requesting this KPM be removed

**Factors Affecting Results**

## Budget Narrative

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**PROGRAM PRIORITIZATION FOR 2017-19**

Secretary of State																				
2017-19 Biennium																				
																		Agency Number: 16500		
Agency-Wide Priorities for 2017-19 Biennium																				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
Priority (ranked with highest priority first)	Agency Initials	Program or Activity Initials	Program Unit/Activity Description	Identify Key Performance Measure(s)	Primary Purpose Program- Activity Code	GF	LF	OF	NL-OF	FF	NL-FF	TOTAL FUNDS	Pos.	FTE	New or Enhanced Program (Y/N)	Included as Reduction Option (Y/N)	Legal Req. Code (C, D, FM, FO, S)	Legal Citation	Explain What is Mandatory (for C, FM, and FO Only)	
Agcy	Prgm/ Div																			
1	ELT	SOS	Conduct of Elections	Elections Divisions mission is to interpret, apply and enforce election laws, provide elections information to the public, and maintain all documents related to elections	KPM 8 & 10	4		2,745,374				122,603						S	Chapters 246-260	
2	ELT	SOS	Initiative & Referendum	The Division is the filing officer for all state initiatives, referendums, and recalls. Responsibilities include administration of ballot title process and assisting chief petitioners in compliance with laws and rules. In July of even-numbered years, the Division must review, sort, and prepare petitions sheets for signature verification by counties.	KPM 8	4		898,271				0						C&S	Chapter 250 and Article IV Sec. 1 of the Constitution	Reserves the right of initiative/ referendum to the people. Provides - required number of signatures to place an initiative/ referendum on the ballot. Provides timeline of submitting and completing signature verification. Provides effective date of measures and the election in which they will appear on the ballot.
3	AUD	SOS	Financial Audits	Audit Division conducts each year the single audit of the state's financial statements. This includes both a review of the state's Comprehensive Annual Financial Report and the state's internal controls and compliance with federal funding requirement, which are reported separately. The single audit is performed to satisfy the legislature, the governor, and citizens that the state's financial statements re presented fairly and that significant deficiencies in its fiscal systems are identified and corrected.	KPM 2 & 4	4						0						FM, S	Single Audit Act of 1984 (PL 92-502); ORS 286A.195	The single audit is performed to satisfy the legislature, the governor, and citizens that the state's financial statements are presented fairly and that significant deficiencies in its fiscal systems are identified and corrected. State law requires the Secretary of State to annually conduct a financial audit of bond programs.
4	ARC	SOS	Archives Division	The Archives Division manages and provides access to the state's information by identifying, preserving, and providing access to the permanently valuable records of Oregon government, as well as by working with state and local government agencies to facilitate the prompt disposition of records. In addition, the Archives Division is responsible for writing standards for the appropriate use of technology and media. By doing this, the Archives Division is working to ensure that government information is accessible to the public for as long as is required by the authorized retention schedules that it writes.	KPM 1 & 10	4						0						S	ORS192.001-192.170; ORS 357.805-357.920; ORS171.420-171.430;	

Priority (ranked with highest priority first)	Agency Initials	Program or Activity Initials	Program Unit/Activity Description	Identify Key Performance Measure(s)	Primary Purpose Program- Activity Code	GF	LF	OF	NL-OF	FF	NL-FF	TOTAL FUNDS	Pos.	FTE	New or Enhanced Program (Y/N)	Included as Reduction Option (Y/N)	Legal Req. Code (C, D, FM, FO, S)	Legal Citation	Explain What is Mandatory (for C, FM, and FO Only)	
5	CRP	SOS	<b>Corporation - Business Registry</b>	The Corporation Division Administers the state's Business Registration programs. The primary purpose of registration is to create a public record of business information that allows the public to know whom they are doing business with. An electronic Central Business Registry allows a business to register with the Secretary of State, Department of Revenue, and the Employment Department from a single online application. The program offers access to an online searchable database, publishes the Oregon Business Guide and provides a number of online tools to support business, such as the Business Xpress one-stop business portal, License Directory and Business Wizard.	KPM 5 & 12	4		0		5,134,094		\$ 5,134,094	19	18.50			S	ORS 56, 58, 60, 92, 63, 65, 67, 68, 128, 554, 647 and 648		
6	ELT	SOS	<b>Contributions &amp; Expenditures</b>	The Elections Division enforces laws related to public disclosure by political committees of campaign contributions and expenditures. The Division assists political candidates and committee treasurers and examines each campaign finance report filed by each committee. The Division makes campaign finance reports available to the public and investigates complaints alleging violation of campaign finance laws and rules.	KPM 8	4		1,584,217					\$ 1,584,217	6	5.75			S	Chapter 260	
7	CRP	SOS	<b>Corporation - Uniform Commercial Code</b>	The Corporation Division administers the state's state-wide lien filing programs, including filings for Uniform Commercial Code financing statements, Farm Product liens, Agricultural Services liens, Grain Producers liens, Effective Financing Statements, and IRS, Revenue, and Employment tax liens. The primary purpose of filing is to create a public notice of records of debt to establish priority of claim for the secured party in the event of a bankruptcy by the debtor. This reduces risk for creditors, which helps to open access to credit for small business. A searchable database is accessible over the internet.	KPM 7 & 12	4				1,179,261		\$ 1,179,261	3	3.00			S	ORS 79, 80, 87		
8	ASD	SOS	<b>ISD - Security</b>	This program covers all aspects of the agency security program which includes the development, implementation, and maintenance of security policies, procedures, standards and guidelines; tracking and documentation of security tools and identification of future hardware/software needs; tracking compliance and documentation of information security activities and security incidents; and scheduling and completion of security assessments and audits.		4		221,709		672,760		\$ 894,469	2.0	2.00						

Priority (ranked with highest priority first)	Agency Initials	Program or Activity Initials	Program Unit/Activity Description	Identify Key Performance Measure(s)	Primary Purpose Program- Activity Code	GF	LF	OF	NL-OF	FF	NL-FF	TOTAL FUNDS	Pos.	FTE	New or Enhanced Program (Y/N)	Included as Reduction Option (Y/N)	Legal Req. Code (C, D, FM, FO, S)	Legal Citation	Explain What is Mandatory (for C, FM, and FO Only)
9	ASD	SOS	<b>ISD - Application Development Support</b> Application Development Support consists of business process analysis, system analysis, project management and vendor management, application sustainment and maintenance, and system verification and validation. This program also covers all aspects of the system development lifecycle from initialization, planning, execution, controlling, to closure; providing support of designing development; maintaining the final application, managing requirements and providing preliminary and recurring quality assurance; and developing standards and methodology to ensure a successful product.		4	269,785		3,445,166				\$ 3,714,951	12	12.00					
10	ASD	SOS	<b>ISD - Tech Support</b> This program is responsible for hardware and software support; communications (mobile device and cell), network, and server administration; system and file back-up; service desk and end-user support; release and distribution management; database administration; service-level administration; oversight and reporting of service level agreements with agency divisions; coordinating, administering, maintaining, and monitoring technology standards; and keeping standards in alignment with business goals.		4	404,415		4,289,479				\$ 4,693,894	13	13.00					
11	ASD	SOS	<b>ISD - Testing and Quality Assurance</b> This program addresses all elements of ensuring in-house/custom built applications are tested for quality prior to release. This area includes; developing test cases; automating test scripts and supporting software for compliance with multiple web browsers; web security analysis and testing analysis; reviewing, validating, and reporting test results; evaluating user interactions; and conducting usability studies and presenting findings and recommendations in a plan that drives future design improvements.		4	163,531		1,050,973				\$ 1,214,504	3	3.00					
12	ASD	SOS	<b>ISD - Admin Oversight &amp; Strategic Planning</b> This program is responsible for budget preparation for the Division including controlling and managing a consistent budget process for technology resources. This includes development of a strategic plan defining how technology will be used in support of agency business needs; working with Management Council, DAS IRMD Division and the legislature; coordinating, administering, maintaining, and monitoring vendor and supplier services and contracts; oversight of service level agreements with agency divisions; coordinating, administering, maintaining, and monitoring technology standards; and keeping standards in alignment with business goals.		4	408,826		1,235,646				\$ 1,644,472	3	3.00					

Priority (ranked with highest priority first)	Agency Initials	Program or Activity Initials	Program Unit/Activity Description	Identify Key Performance Measure(s)	Primary Purpose Program- Activity Code	GF	LF	OF	NL-OF	FF	NL-FF	TOTAL FUNDS	Pos.	FTE	New or Enhanced Program (Y/N)	Included as Reduction Option (Y/N)	Legal Req. Code (C, D, FM, FO, S)	Legal Citation	Explain What is Mandatory (for C, FM, and FO Only)
	ASD	SOS	ISD - Web Services			223,238		920,183				\$ 1,143,421	3	3.00					
13	AUD	SOS	Investigations	KPM 2, 3 & 4	4			420,857				\$ 420,857	2	2.00			S	ORS 177.170	Statutes require that the Secretary of State Investigate and report on calls alleging fraud, waste, or abuse of state-funded programs
14	ELT	SOS	Voters' Pamphlet	KPM 10	4	1,532,137						\$ 1,532,137	0	0.90			S	Chapter 251	
15	AUD	SOS	Performance Audits	KPM 2, 3 & 4	4			8,070,813				\$ 8,070,813	27	27.00			S, C	ORS 419C.001, Section 4c of Article XV of the Constitution	Example mandated audit areas are the juvenile justice system and Health Exchange, both of which must be audited periodically.
16	AUD	SOS	Statewide Financial & Compliance Audits	KPM 2 & 4	4	0		10,165,435				\$ 10,165,435	34	34.00			FM		
17	AUD	SOS	Information Tech Audits	KPM 2, 3 & 4	4			1,584,339				\$ 1,584,339	5	5.00			FM, S	Single Audit Act of 1984 (PL 92-502); ORS 286A.195	Some Information Technology audits are required to determine the reliability of computer-processed information used to prepare the state's financial statements. Others address data security problems.
18	ARC	SOS	Administrative Rules Section	KPM 1 & 10	4			1,157,090				\$ 1,157,090	4	4.00			S	ORS183.325-183.362	

Priority (ranked with highest priority first)	Agency Initials	Program or Activity Initials	Program Unit/Activity Description	Identify Key Performance Measure(s)	Primary Purpose Program- Activity Code	GF	LF	OF	NL-OF	FF	NL-FF	TOTAL FUNDS	Pos.	FTE	New or Enhanced Program (Y/N)	Included as Reduction Option (Y/N)	Legal Req. Code (C, D, FM, FO, S)	Legal Citation	Explain What is Mandatory (for C, FM, and FO Only)	
19	ARC	SOS	State Records Center	The State Records Center serves state agencies by providing low-cost, high-density storage for inactive records. The unit provides access to records as the agency that stored them requires. They also store 230,000 rolls of security microfilm for state agencies and political subdivisions.	KPM 1 & 10	4		0		1,519,560		\$ 1,519,560	3	4.50						
20	CRP	SOS	Corporation - Notary Public	The Corporation Division administers the state's Notary Public program. The primary purpose is to commission and regulate the activities of the state's Notaries. The program investigates complaints of Notary misconduct, provides free training to Notaries, publishes the Oregon Notary Guide, and authenticates notarizations used in international adoptions and commerce.	KPM 6 & 12	4				1,179,261		\$ 1,179,261	6	5.50			S	ORS 194		
21	ELT	SOS	HAVA Program	HAVA Services	KPM 10	4		0				\$ 2,121,329	4	4.00				FM	Implement and oversee the Help America Vote Act regarding voter registration	
22	ELT	SOS	HAVA OCVR	HAVA OCVR	KPM 10	4	894,697			1,013,990		\$ 4,829,360	0	0.00				FM	Create and maintain a centralized voter registration system for all statewide voter registration records.	
23	ELT	SOS	HAVA ADA Services	HAVA ADA Services (Section 261)	KPM 10	4		0				\$ 106,192	0	0.00				FM	Provide the opportunity and tools for registered voters who are disabled and unable to vote to vote their ballot independently and privately.	
24	CRP	SOS	Corporation - Call Center	The Corporation Division operates a customer service call center as part of the Business Registration information Center to support businesses and prospective entrepreneurs starting and growing their business in Oregon.	KPM 12	4				1,651,275		\$ 1,651,275	5	5.00				S	ORS 56	
25	CRP	SOS	Office of Business Assistance	The Office of Small Business Assistance was authorized by House Bill 3459 (2013) to serve as an independent voice for small business' within state government by solving problems with state regulators and cut through red-tape.		4		0				\$ 635,008	3	3.00						
26	AUD	SOS	Municipal	All municipal corporations in Oregon are required to be audited every year and file copies of their financial reports with the Audits, Division. The Division reviews a sample of reports filed each year for compliance with administrative rules and professional standards regarding their preparations. Also, the Division conducts site visits to review the working papers of independent Certified Public Accountants who audit or review the annual financial reports for compliance with administrative rules and professional standards.	KPM 2, 3 & 4	4				679,968		\$ 679,968	2	2.00				S	ORS 297.415	The Division must review the audits for compliance with rules and professional guidelines. Currently about 1750 municipalities file reports.
27	ARC	SOS	Security Depository	Storage of microfilm for state and local government entities	KPM 1 & 10	4				267,661		\$ 267,661	1	1.00				S	ORS192.070-192.072	
28	ARC	SOS	Oregon Blue Book	The Oregon Blue Book is compiled, published and sold/distributed by the Archives Division.	KPM 1 & 10	4				106,943		\$ 106,943						S	ORS177.120	
29	ASD	SOS	Exec Office	The Executive Office coordinates policy development, strategic planning and legislative initiatives for the eight divisions of the agency and performs those duties not directly associated with those divisions. In addition staff serves as liaison with the State Land Board.		4	294,593			1,625,298		\$ 1,919,891	6	6.00						

Priority (ranked with highest priority first)	Agency Initials	Program or Activity Initials	Program Unit/Activity Description	Identify Key Performance Measure(s)	Primary Purpose Program- Activity Code	GF	LF	OF	NL-OF	FF	NL-FF	TOTAL FUNDS	Pos.	FTE	New or Enhanced Program (Y/N)	Included as Reduction Option (Y/N)	Legal Req. Code (C, D, FM, FO, S)	Legal Citation	Explain What is Mandatory (for C, FM, and FO Only)
Agcy	Prgm/ Div																		
30	ASD	SOS	<b>Purchasing &amp; Contracts</b>	Performs all levels of procurement activity (formal & informal solicitations) and contract administration for the agency.		97,812		1,252,786				\$ 1,350,598	5	5.00					
31	ASD	SOS	<b>HRD</b>	Human Resources Division provides advice and assistance in the interpretation and application of State and Federal laws and policies and Secretary of State policies and procedures. We maintain a complete and confidential personnel record system, monitor human resource management activities in the agency, and process payroll.	KPM 9	91,756		899,063				\$ 990,819	3	2.89					
32	ASD	SOS	<b>Financial Services</b>	The Financial Services Section in BSD provides accounting, financial reporting, fixed asset management, budget development & budget execution, cash management services, mail services.		184,869		1,873,434				\$ 2,058,303	9	8.00					
33	ASD	SOS	<b>BSD - Admin Oversight &amp; Strategic Planning</b>	Provides administrative support to section managers, policy and procedure development and review, strategic plan development and execution, serves as member of agency Executive Management Council, and acts as Agency's Chief Financial Officer, and risk management services.		36,408		353,259				\$ 389,667	1	1.00					
34	ASD	SOS	<b>BSD - Application Administration</b>	The BSD application administrator serves as the infrastructure subject matter expert for all BSD information technology applications (i.e the Deposit Interface System (DIS); Fixed Asset Management System; eCommerce tools used by SoS).		30,527		107,856				\$ 138,383	0.5	1.00					
	ELT	SOS	<b>HAVA</b>	Package 106 - Continuation of Oregon Motor Voter payments to Counties		831,278		0				\$ 831,278	0.0	0.00					
	ELT	SOS	<b>Elections Division</b>	Package 108 - Voter Registration Staffing Needs		168,063		0				\$ 168,063	1	1.00					
	ASD	SOS	<b>Elections Division</b>	Package 104 - Technology Pkg - ORESTAR/OCVR Interface		300,000						\$ 300,000	0	0.00					
	ELT	SOS	<b>Elections Division</b>	Package 116 - Technology Pkg - Ongoing Costs for Election Night Reporting		83,000						\$ 83,000	0	0.00					
35	ASD	SOS	<b>Administrative Services</b>	Package - 101 ASD Staffing Needs		738,890		581,788				\$ 1,320,678	6	6.00					
37	ASD	SOS	<b>Administrative Services</b>	Package 103 - OregonBuys eProcurement System		0		250,000				\$ 250,000	0	0.00					
	ASD	SOS	<b>Administrative Services</b>	Package 102 - ASD Positions True up		0		19,621				\$ 19,621	0	0.00					
38	ELT	SOS	<b>Elections</b>	Package 105 - Elections Positions True-up		0		0				\$ -	0	0.00					
	ARC	SOS	<b>Archives Division</b>	Package 111 - Archives Division Position True-Up		0		0				\$ -	0	0.00					
	CORP	SOS	<b>Corporations</b>	Package 112 - Registered Agent Licensing		0		628,182				\$ 628,182	4	4.00					
	CORP	SOS	<b>Corporations</b>	Package 113 - Corporation Compliance Investigations		0		193,460				\$ 193,460	1	1.00					
	CORP	SOS	<b>Corporations</b>	Package 114 - Corporation Transparency		0		1,106,140				\$ 1,106,140	6	6.00					



Priority (ranked with highest priority first)	Agency Initials	Program or Activity Initials	Program Unit/Activity Description	Identify Key Performance Measure(s)	Primary Purpose Program- Activity Code	GF	LF	OF	NL-OF	FF	NL-FF	TOTAL FUNDS	Pos.	FTE	New or Enhanced Program (Y/N)	Included as Reduction Option (Y/N)	Legal Req. Code (C, D, FM, FO, S)	Legal Citation	Explain What is Mandatory (for C, FM, and FO Only)	
	Agcy	Prgm/ Div																		
	CORP	SOS	Corporation Position	Package 115 - This package funds Corporation Division packages 113, 114 and a portion of ASD package 101	4	0		0				\$ -	0	0.00						
	ARC	SOS	Archives Division	Package 110 - Blue Book Secure stable funding source	4	50,000		0				\$ 50,000	0	0.00						
	ELT	SOS	HAVA	Package 107 - OCVR - Increase GF support	4	441,851		0		0		\$ 441,851	0	0.00						
46	ARC	SOS	Archives Division	Package - 109 Phase 3 Compact Shelving	4	0		500,000				\$ 500,000	0	0.00						
												\$ -								
												\$ -								
						12,695,247	-	60,923,652	-	5,189,414	-	\$ 78,808,313	227	226.89						

**7. Primary Purpose Program/Activity Exists**

- 1 Civil Justice
- 2 Community Development
- 3 Consumer Protection
- 4 Administrative Function
- 5 Criminal Justice
- 6 Economic Development
- 7 Education & Skill Development
- 8 Emergency Services
- 9 Environmental Protection
- 10 Public Health
- 11 Recreation, Heritage, or Cultural
- 12 Social Support

**19. Legal Requirement Code**

- C Constitutional
- D Debt Service
- FM Federal - Mandatory
- FO Federal - Optional (once you choose to participate, certain requirements exist)
- S Statutory

Prioritize each program activity for the Agency as a whole

**Document criteria used to prioritize activities:**

The Secretary of State is a statewide elected constitutional office under Oregon Constitution Article VI section 2, serving as Auditor of Public Accounts, custodian of Legislative and statewide Executive public records, and Chief Elections Officer. The Secretary oversees the functions of seven program Divisions. The Secretary of State's office provides stewardship of public resources by: facilitating access to government records and information; ensuring that public dollars are well-spent; offering registration services to businesses and consumers; safeguarding the democratic process; and overseeing state lands for the Common School Fund. The Secretary of State meets all of the constitutional and statutory responsibilities of the office while delivering high quality customer service at the lowest possible cost.

Agency program activities were prioritized on constitutional, federal and state statutes; services to citizens; and services provided to customers of the seven program divisions in the Secretary of State.

## Budget Narrative

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## 10/25% REDUCTIONS OPTIONS (ORS 291.216)

ACTIVITY OR PROGRAM (WHICH PROGRAM OR ACTIVITY WILL NOT BE UNDERTAKEN)	DESCRIBE REDUCTION (DESCRIBE THE EFFECTS OF THIS REDUCTION. INCLUDE POSITIONS AND FTE IN 2013-15 AND 2015-17)	AMOUNT AND FUND TYPE (GF, LF, OF, FF. IDENTIFY REVENUE SOURCE FOR OF, FF)	RANK AND JUSTIFICATION (RANK THE ACTIVITIES OR PROGRAMS NOT UNDERTAKEN IN ORDER OF LOWEST COST FOR BENEFIT OBTAINED)
<b>1. Administrative:</b> Reduce Services and Supplies	The majority of controllable General fund S & S would be depleted (in and out of state travel, employee training, office expenses, publicity & publications, employee recruitment, and other S&S). This would also reduce controllable Other Funds limitation used to fund IT maintenance and support; employee training; office expense and other S&S.	17,859 GF, 97,908 OF	
<b>2. Audits:</b> Reduce Services and Supplies	Reduce professional services, travel, employee training, office expenses, telecommunications, publicity and publications, employee recruitment & development, and other services and supplies.	383,877 OF	
<b>3. Corp:</b> Eliminate US Bank Lockbox Cashiering Service	Reduce Other Service & Supply costs for Business Registry renewal payment cashiering through US Bank Lockbox service. Increases mail volume delivered to Agency Mailroom increasing volume of payments processed manually. Elimination of Lockbox service may have a negative	60,770 OF	

## 10/25% REDUCTIONS OPTIONS (ORS 291.216)

	impact on division performance measure KPM #6 BUSINESS REGISTRY PROCESSING TIMES.		
<b>4. Corp:</b> Increase Management Span of Control	Eliminate one Principal Executive Manager B position. Reassign duties to other managers. Elimination of the PEMB position may have a negative impact on division performance measure KPM #10 CUSTOMER SATISFACTION	138,646 OF	
<b>5. Corp:</b> Reduce Service and Supplies	Reduce available funds for staff training, professional services, contracts and replacement of aging office equipment. Service & Supply reduction may have a negative impact on division performance measures KPM # 6 BUSINESS REGISTRY PROCESSING TIMES, KPM #7 NOTARY PROCESSING TIMES, KPM #8 UCC PROCESSING TIMES, AND KPM #10 CUSTOMER SATISFACTION	158,724 OF	
<b>6. Audits:</b> Cut Auditing Staff by 16%	11 FTE – Only audits critical to state operations would occur. Less attention to effectiveness of agencies for example.	1,763,022 OF	
<b>7. Corp:</b> Eliminate Office of Small Business Assistance	Reduce Service & Supply and professional services by eliminating the Office of Small Business Assistance. Reduce Personal Services by eliminating one Program Analyst 4 (Advocate)	420,014 OF	

## 10/25% REDUCTIONS OPTIONS (ORS 291.216)

	<p>position and one Public Service Representative 4 (Support position). Businesses will have to rely on their own resources and ingenuity to attempt to resolve issues and concerns in dealings with state and local government agencies. Policymakers will have to rely on anecdotal evidence and constituent driven complaints to identify issues and trends to improve Oregon's business climate. Loss of personal assistance may cause some entrepreneurs to decide to relocate their business out of Oregon. This will further the negative perception that Oregon is not a business friendly state and that Oregon does not value entrepreneurs. Elimination of the Small Business Advocate program will have a negative impact on the office's initiative to improve Oregon's business climate for small business.</p>		
<p><b>8. Corp:</b> Eliminate Outreach Training Program</p>	<p>Reduce Service &amp; Supply and professional services by eliminating one Training &amp; Development Specialist 2 position conducting notary education and outreach to the business community. Oregon notaries will</p>	<p>187,577 OF</p>	

## 10/25% REDUCTIONS OPTIONS (ORS 291.216)

	<p>no longer receive free in-person training on proper notarization procedures, increasing risk of improper notarizations leading to invalid contracts or increased malpractice liability for notaries. Notaries could still complete mandatory notary online through the Division website for free, or through private vendors for a fee. Elimination of the Outreach program will have a negative impact on division performance measure KPM #10 CUSTOMER SATISFACTION.</p>		
<p><b>9. Administrative:</b> Personal Services reduction</p>	<p>Reduce FTE: Reduce HR Analyst 2 to 70%. HRD services related to training and benefits support would negatively be impacted by this reduction. No HRD KPMs are expected to be impacted            1 FTE – Eliminate the second front desk support staff in the Executive Office. The impact would be increased work load to remaining front office staff.            1 FTE – One position would be in the Accounting section. The impact would be increased work load in the accounting unit by shifting all this work to the other Accountants; it would harm our internal control processes for</p>	<p>42,187 GF, 507,314 OF</p>	

## 10/25% REDUCTIONS OPTIONS (ORS 291.216)

	<p>adequate checks and balances, we would have longer turnaround times in processing invoices for payments to customers. This would also slow our turnaround time for invoicing agencies for assessments and other accounts receivables.</p> <p>1FTE - One position would be in the Procurement section. The impact would harm our ability to provide timely procurement of needed goods and services for our division customers; this in turn harms their ability to meet their core business functions. Workload would increase and be shifted to the one remaining Purchasing and Contracts Specialist 2.</p>		
<p><b>10. Elections:</b> Reduce HAVA Voter Services Professional Services</p>	<p>Reduce HAVA Voter professional services by \$212,133. This would reduce our ability to research and develop new programs and prohibit any substantial enhancements to existing programs pertaining to the Help America Vote Act (HAVA).</p>	<p>212,133 FF</p>	
<p><b>11. Elections:</b> Eliminate printing &amp; distribution of Voter's Pamphlet</p>	<p>Eliminate printing &amp; distribution of the Voters' Pamphlet. This eliminates the ability to produce, print and mail the pamphlet to every household in the state and</p>	<p>624,879 GF</p>	

## 10/25% REDUCTIONS OPTIONS (ORS 291.216)

	would necessitate a move to a personalized, limited-availability version of the Voters' Pamphlet through an online version and/or electronic version accessible on CD or other media.		
<b>12. Elections:</b> Reduce HAVA OCVR IT Professional Services	This would inhibit the maintenance, support and development of the Oregon Centralized Voter Registration and election administration system (OCVR). We would be forced to drastically reduce the number of development hours and number/frequency of releases that have become the standard to us and to the county offices as well as any election support our office provides to county elections officials through OCVR.	105,556 OF, 292,067 FF	
<b>13. Elections:</b> Personal Services reduction	Reduce FTE: This position would be an Office Specialist 1 position. The impact would harm our ability to provide timely responses to answering calls coming into the division, responding to questions received through the email system from citizens, state and local officials and other interested parties. In addition, numerous office support	154,281 GF	



## 10/25% REDUCTIONS OPTIONS (ORS 291.216)

	functions such as processing the mail timely and accepting elections documents on statutory filing deadlines would be significantly impacted. Workload would increase and be shifted to the remaining staff.		
<b>14. Administrative:</b> Eliminate Infrastructure Support positions and Business Apps Development positions	4 FTEs - These functions include helpdesk support, web development, systems administration, and technical documentation activities. Cutting these positions would have severe negative impact on our infrastructure's ability to respond to user IT issues, web support, troubleshooting PC and peripheral issues, providing any process improvement efforts and technical documentation of network diagrams, internal policies and forms. 3 FTEs - Cutting these positions would significantly impact our ability to support existing applications and develop new ones. These reductions would primarily impact all development of public-facing applications for the Elections and Corporation Divisions.	194,023 GF, 1,167,368 OF	
<b>15. Archives:</b> Personal Services reduction	1 FTE - This cut would eliminate 1 Office Specialist 2 position that	111,210 OF	

## 10/25% REDUCTIONS OPTIONS (ORS 291.216)

	<p>would serve all three program areas (Reference, Records Management and Publications). The net effect would be projects to put more information online to provide more access to government information to the public through the internet would not happen.</p>		
<p><b>16. Archives:</b> Eliminate the printed version of the Oregon Blue Book</p>	<p>For over 100 years, the Blue Book has served as Oregon’s “official” fact book. This would eliminate publication of a printed Blue Book. In addition, the production of the online Blue Book would only be done on a limited basis, as time permitted. Work in the core program areas would come first. <b><u>This reduction would require a statutory change.</u></b></p>	<p>135,432 OF</p>	
<p><b>17. Archives:</b> Personal Services reduction</p>	<p>This cut would eliminate the receptionist position compromising the security of the Archives Building. Currently, all patrons of the building must sign-in (PERS) and register to use the Archives Reference Room. Elimination of the position would enable people to freely roam the building, compromising security and endangering Oregon’s historical records including the</p>	<p>138,646 OF</p>	

## 10/25% REDUCTIONS OPTIONS (ORS 291.216)

	original Oregon Constitution.		
<p><b>18. Archives:</b> Reduce all Archives positions to a 36 hour work week</p>	<p>This cut would severely impact all of the program areas in the Archives Division. Reducing hours at the State Records Center will impact all state agencies - over 50 agencies currently storing with us – in that they would not be able to access their records for one-half day per week. We average over 100 transactions per day. The reduction to hours in the Records Management Unit would force us to significantly reduce our efforts in getting state and local governments on to the statewide Oregon Records Management Solution (ORMS) and maintaining our current customers because our work hour availability would collectively be reduced by 24 hours. This would cause participating state and local government agencies to incur costs for removing their records from the system. The results would cause our private partner – Chaves Consulting in Baker City, severe financial hardship. In addition, Records Management Analysts would only be able to respond to a limited number of</p>	<p>368,119 OF</p>	

## 10/25% REDUCTIONS OPTIONS (ORS 291.216)

	<p>requests for schedules, do no training on public records issues and provide limited advice and assistance. Ultimately this would cost the state more money as records are being stored longer than necessary. Not only increasing storage costs but also increasing the state's liability for not managing their records which in turn creates more costs associated with litigation and higher Risk Assessments. The Reference Unit would be closed one-half day per week denying access of public records to the public. Administrative Rules would also be impacted in that their availability would also be reduced by one-half day per week jeopardizing agencies ability to file Rules in a timely manner. Finally, the State Archives would be in danger of not fulfilling its statutory requirements.</p>		
<p><b>Total Reduction by fund type:</b></p>		<p><b>1,033,229 GF, 5,744,183 OF, 504,200 FF</b></p>	

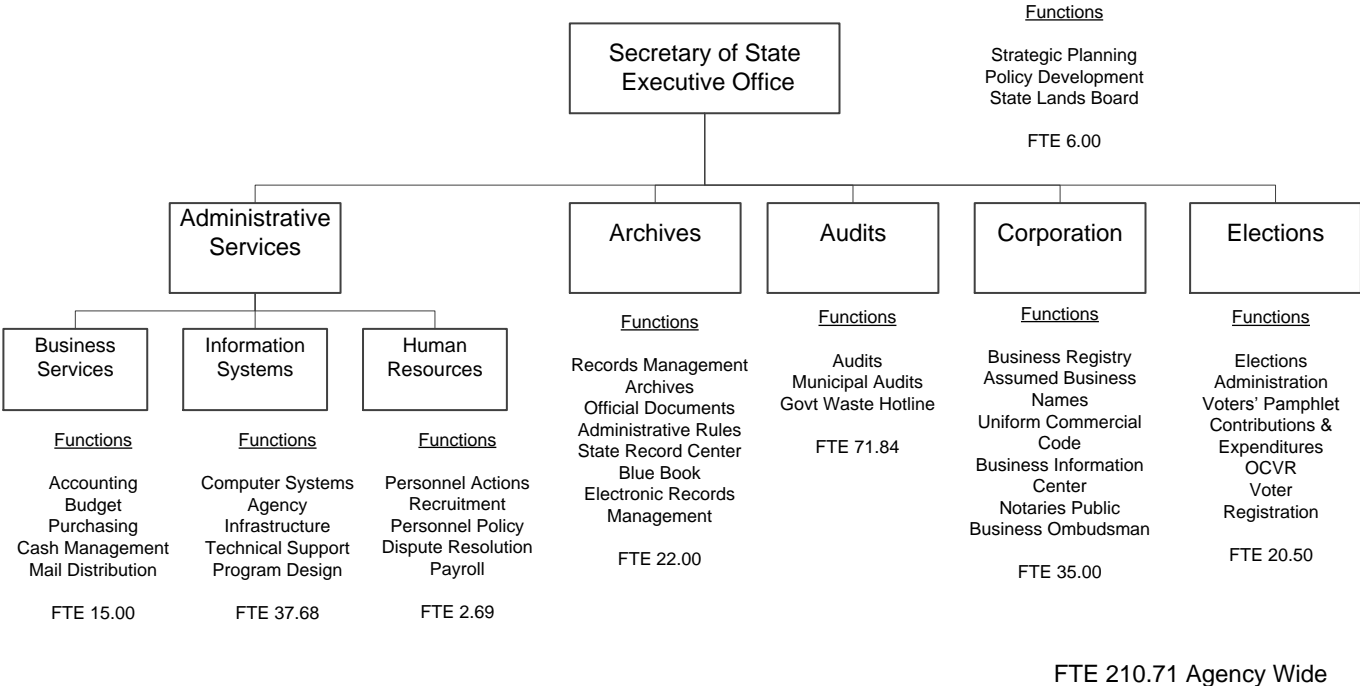
## Budget Narrative

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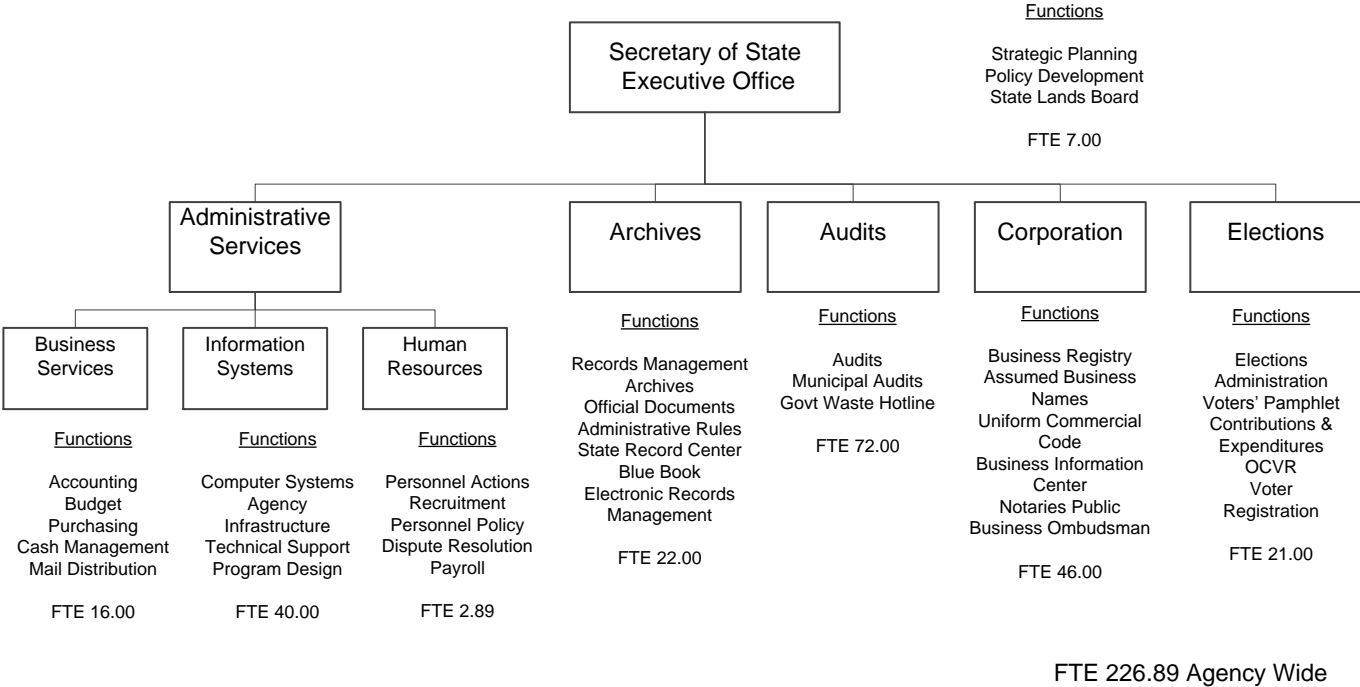
# Budget Narrative

OFFICE OF THE SECRETARY OF STATE  
Organizational Chart  
2015-17 Biennium



# Budget Narrative

OFFICE OF THE SECRETARY OF STATE  
Organizational Chart  
2017-19 Biennium



## Budget Narrative

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**Summary of 2017-19 Biennium Budget**

**Secretary of State  
Secretary of State  
2017-19 Biennium**

**Agency Request Budget  
Cross Reference Number: 16500-000-00-00-00000**

<i>Description</i>	<i>Positions</i>	<i>Full-Time Equivalent (FTE)</i>	<i>ALL FUNDS</i>	<i>General Fund</i>	<i>Lottery Funds</i>	<i>Other Funds</i>	<i>Federal Funds</i>	<i>Nonlimited Other Funds</i>	<i>Nonlimited Federal Funds</i>
2015-17 Leg Adopted Budget	212	210.71	70,272,669	9,422,659	-	54,607,321	6,242,689	-	-
2015-17 Emergency Boards	1	0.25	2,234,206	526,731	-	1,672,488	34,987	-	-
<b>2015-17 Leg Approved Budget</b>	<b>213</b>	<b>210.96</b>	<b>72,506,875</b>	<b>9,949,390</b>	<b>-</b>	<b>56,279,809</b>	6,277,676	<b>-</b>	<b>-</b>
<b>2017-19 Base Budget Adjustments</b>									
Net Cost of Position Actions									
Administrative Biennialized E-Board, Phase-Out	(4)	(2.07)	1,970,463	(196,212)	-	2,304,373	(137,698)	-	-
Estimated Cost of Merit Increase			-	-	-	-	-	-	-
Base Debt Service Adjustment			-	-	-	-	-	-	-
Base Nonlimited Adjustment			-	-	-	-	-	-	-
Capital Construction			-	-	-	-	-	-	-
<b>Subtotal 2017-19 Base Budget</b>	<b>209</b>	<b>208.89</b>	<b>74,477,338</b>	<b>9,753,178</b>	<b>-</b>	<b>58,584,182</b>	6,139,978	<b>-</b>	<b>-</b>
<b>Essential Packages</b>									
010 - Non-PICS Pers Svc/Vacancy Factor									
Vacancy Factor (Increase)/Decrease	-	-	(26,341)	20,850	-	(64,566)	17,375	-	-
Non-PICS Personal Service Increase/(Decrease)	-	-	114,663	3,819	-	116,001	(5,157)	-	-
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>88,322</b>	<b>24,669</b>	<b>-</b>	<b>51,435</b>	12,218	<b>-</b>	<b>-</b>
020 - Phase In / Out Pgm & One-time Cost									
021 - Phase - In	-	-	-	-	-	-	-	-	-
022 - Phase-out Pgm & One-time Costs	-	-	(2,759,788)	(669,000)	-	(932,000)	(1,158,788)	-	-
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>(2,759,788)</b>	<b>(669,000)</b>	<b>-</b>	<b>(932,000)</b>	(1,158,788)	<b>-</b>	<b>-</b>
030 - Inflation & Price List Adjustments									
Cost of Goods & Services Increase/(Decrease)	-	-	1,087,009	194,708	-	699,951	192,350	-	-
State Gov't & Services Charges Increase/(Decrease)			69,426	(67,266)	-	128,343	8,349	-	-

**Summary of 2017-19 Biennium Budget**

Secretary of State  
Secretary of State  
2017-19 Biennium

Agency Request Budget  
Cross Reference Number: 16500-000-00-00-00000

<i>Description</i>	<i>Positions</i>	<i>Full-Time Equivalent (FTE)</i>	<i>ALL FUNDS</i>	<i>General Fund</i>	<i>Lottery Funds</i>	<i>Other Funds</i>	<i>Federal Funds</i>	<i>Nonlimited Other Funds</i>	<i>Nonlimited Federal Funds</i>
<b>Subtotal</b>	-	-	1,156,435	127,442	-	828,294	200,699	-	-
040 - Mandated Caseload									
040 - Mandated Caseload	-	-	-	-	-	-	-	-	-
050 - Fundshifts and Revenue Reductions									
050 - Fundshifts	-	-	-	845,876	-	(845,876)	-	-	-
060 - Technical Adjustments									
060 - Technical Adjustments	-	-	-	-	-	-	-	-	-
<b>Subtotal: 2017-19 Current Service Level</b>	<b>209</b>	<b>208.89</b>	<b>72,962,307</b>	<b>10,082,165</b>	-	<b>57,686,035</b>	5,194,107	-	-

**Summary of 2017-19 Biennium Budget**

**Secretary of State  
Secretary of State  
2017-19 Biennium**

**Agency Request Budget  
Cross Reference Number: 16500-000-00-00-00000**

<i>Description</i>	<i>Positions</i>	<i>Full-Time Equivalent (FTE)</i>	<i>ALL FUNDS</i>	<i>General Fund</i>	<i>Lottery Funds</i>	<i>Other Funds</i>	<i>Federal Funds</i>	<i>Nonlimited Other Funds</i>	<i>Nonlimited Federal Funds</i>
<b>Subtotal: 2017-19 Current Service Level</b>	<b>209</b>	<b>208.89</b>	<b>72,962,307</b>	<b>10,082,165</b>	<b>-</b>	<b>57,686,035</b>	5,194,107	<b>-</b>	<b>-</b>
070 - Revenue Reductions/Shortfall									
070 - Revenue Shortfalls	-	-	(41,574)	-	-	(41,574)	-	-	-
<b>Modified 2017-19 Current Service Level</b>	<b>209</b>	<b>208.89</b>	<b>72,920,733</b>	<b>10,082,165</b>	<b>-</b>	<b>57,644,461</b>	5,194,107	<b>-</b>	<b>-</b>
080 - E-Boards									
080 - May 2016 E-Board	-	-	-	-	-	-	-	-	-
<b>Subtotal Emergency Board Packages</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Policy Packages									
101 - ASD Staffing Needs	6	6.00	1,320,678	738,890	-	581,788	-	-	-
102 - ASD Positions True Up	-	-	19,621	-	-	19,621	-	-	-
103 - OregonBuys eProcurement System	-	-	250,000	-	-	250,000	-	-	-
104 - Technology Pkg - ORESTAR/OCVR Integration	-	-	300,000	300,000	-	-	-	-	-
105 - Elections Positions True Up	-	-	-	-	-	-	-	-	-
106 - Continuation of Oregon Motor Voter payments to Counties	-	-	831,278	831,278	-	-	-	-	-
107 - OCVR - Increase GF support	-	-	441,851	441,851	-	-	-	-	-
108 - Voter Registration Staffing Needs	1	1.00	168,063	168,063	-	-	-	-	-
109 - Archives Bldg - Compact Shelving - Phase 3	-	-	500,000	-	-	500,000	-	-	-
110 - Blue Book - Secure stable funding source	-	-	50,000	50,000	-	-	-	-	-
111 - Archives Division - Position True Up	-	-	-	-	-	-	-	-	-
112 - Registered Agency Licensing	4	4.00	628,182	-	-	628,182	-	-	-
113 - Corporation Compliance Investigations	1	1.00	193,460	-	-	193,460	-	-	-
114 - Corporation Transparency	6	6.00	1,106,140	-	-	1,106,140	-	-	-
115 - Corporation Funding	-	-	-	-	-	-	-	-	-

**Summary of 2017-19 Biennium Budget**

Secretary of State  
Secretary of State  
2017-19 Biennium

Agency Request Budget  
Cross Reference Number: 16500-000-00-00-00000

<i>Description</i>	<i>Positions</i>	<i>Full-Time Equivalent (FTE)</i>	<i>ALL FUNDS</i>	<i>General Fund</i>	<i>Lottery Funds</i>	<i>Other Funds</i>	<i>Federal Funds</i>	<i>Nonlimited Other Funds</i>	<i>Nonlimited Federal Funds</i>
116 - Technology Pkg - Ongoing Cost for Election Night Reporting	-	-	83,000	83,000	-	-	-	-	-
<b>Subtotal Policy Packages</b>	<b>18</b>	<b>18.00</b>	<b>5,892,273</b>	<b>2,613,082</b>	-	<b>3,279,191</b>	-	-	-
<b>Total 2017-19 Agency Request Budget</b>	<b>227</b>	<b>226.89</b>	<b>78,813,006</b>	<b>12,695,247</b>	-	<b>60,923,652</b>	5,194,107	-	-
Percentage Change From 2015-17 Leg Approved Budget	6.57%	7.55%	8.69%	27.60%	-	8.25%	-17.34%	-	-
Percentage Change From 2017-19 Current Service Level	8.61%	8.62%	8.02%	25.92%	-	5.61%	-	-	-

**Summary of 2017-19 Biennium Budget**

**Secretary of State  
Administrative Services Division  
2017-19 Biennium**

**Agency Request Budget  
Cross Reference Number: 16500-001-00-00-00000**

<i>Description</i>	<i>Positions</i>	<i>Full-Time Equivalent (FTE)</i>	<i>ALL FUNDS</i>	<i>General Fund</i>	<i>Lottery Funds</i>	<i>Other Funds</i>	<i>Federal Funds</i>	<i>Nonlimited Other Funds</i>	<i>Nonlimited Federal Funds</i>
2015-17 Leg Adopted Budget	62	61.37	18,414,626	1,800,242	-	16,614,384	-	-	-
2015-17 Emergency Boards	-	-	518,504	32,532	-	485,972	-	-	-
<b>2015-17 Leg Approved Budget</b>	<b>62</b>	<b>61.37</b>	<b>18,933,130</b>	<b>1,832,774</b>	<b>-</b>	<b>17,100,356</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>2017-19 Base Budget Adjustments</b>									
Net Cost of Position Actions									
Administrative Biennialized E-Board, Phase-Out	(2)	(1.48)	787,713	(261,263)	-	1,048,976	-	-	-
Estimated Cost of Merit Increase			-	-	-	-	-	-	-
Base Debt Service Adjustment			-	-	-	-	-	-	-
Base Nonlimited Adjustment			-	-	-	-	-	-	-
Capital Construction			-	-	-	-	-	-	-
<b>Subtotal 2017-19 Base Budget</b>	<b>60</b>	<b>59.89</b>	<b>19,720,843</b>	<b>1,571,511</b>	<b>-</b>	<b>18,149,332</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Essential Packages</b>									
010 - Non-PICS Pers Svc/Vacancy Factor									
Vacancy Factor (Increase)/Decrease	-	-	33,695	3,475	-	30,220	-	-	-
Non-PICS Personal Service Increase/(Decrease)	-	-	39,586	(11,381)	-	50,967	-	-	-
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>73,281</b>	<b>(7,906)</b>	<b>-</b>	<b>81,187</b>	<b>-</b>	<b>-</b>	<b>-</b>
020 - Phase In / Out Pgm & One-time Cost									
021 - Phase - In	-	-	-	-	-	-	-	-	-
022 - Phase-out Pgm & One-time Costs	-	-	-	-	-	-	-	-	-
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
030 - Inflation & Price List Adjustments									
Cost of Goods & Services Increase/(Decrease)	-	-	199,123	8,942	-	190,181	-	-	-
State Gov't & Services Charges Increase/(Decrease)			160,125	9,046	-	151,079	-	-	-

**Summary of 2017-19 Biennium Budget**

**Secretary of State  
Administrative Services Division  
2017-19 Biennium**

**Agency Request Budget  
Cross Reference Number: 16500-001-00-00-00000**

<i>Description</i>	<i>Positions</i>	<i>Full-Time Equivalent (FTE)</i>	<i>ALL FUNDS</i>	<i>General Fund</i>	<i>Lottery Funds</i>	<i>Other Funds</i>	<i>Federal Funds</i>	<i>Nonlimited Other Funds</i>	<i>Nonlimited Federal Funds</i>
<b>Subtotal</b>	-	-	359,248	17,988	-	341,260	-	-	-
040 - Mandated Caseload									
040 - Mandated Caseload	-	-	-	-	-	-	-	-	-
050 - Fundshifts and Revenue Reductions									
050 - Fundshifts	-	-	-	845,876	-	(845,876)	-	-	-
060 - Technical Adjustments									
060 - Technical Adjustments	-	-	-	-	-	-	-	-	-
<b>Subtotal: 2017-19 Current Service Level</b>	<b>60</b>	<b>59.89</b>	<b>20,153,372</b>	<b>2,427,469</b>	-	<b>17,725,903</b>	-	-	-

**Summary of 2017-19 Biennium Budget**

**Secretary of State  
Administrative Services Division  
2017-19 Biennium**

**Agency Request Budget  
Cross Reference Number: 16500-001-00-00-00000**

<i>Description</i>	<i>Positions</i>	<i>Full-Time Equivalent (FTE)</i>	<i>ALL FUNDS</i>	<i>General Fund</i>	<i>Lottery Funds</i>	<i>Other Funds</i>	<i>Federal Funds</i>	<i>Nonlimited Other Funds</i>	<i>Nonlimited Federal Funds</i>
<b>Subtotal: 2017-19 Current Service Level</b>	<b>60</b>	<b>59.89</b>	<b>20,153,372</b>	<b>2,427,469</b>	<b>-</b>	<b>17,725,903</b>	<b>-</b>	<b>-</b>	<b>-</b>
070 - Revenue Reductions/Shortfall									
070 - Revenue Shortfalls	-	-	-	-	-	-	-	-	-
<b>Modified 2017-19 Current Service Level</b>	<b>60</b>	<b>59.89</b>	<b>20,153,372</b>	<b>2,427,469</b>	<b>-</b>	<b>17,725,903</b>	<b>-</b>	<b>-</b>	<b>-</b>
080 - E-Boards									
080 - May 2016 E-Board	-	-	-	-	-	-	-	-	-
<b>Subtotal Emergency Board Packages</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Policy Packages									
101 - ASD Staffing Needs	6	6.00	1,320,678	738,890	-	581,788	-	-	-
102 - ASD Positions True Up	-	-	19,621	-	-	19,621	-	-	-
103 - OregonBuys eProcurement System	-	-	250,000	-	-	250,000	-	-	-
104 - Technology Pkg - ORESTAR/OCVR Integration	-	-	300,000	300,000	-	-	-	-	-
105 - Elections Positions True Up	-	-	-	-	-	-	-	-	-
106 - Continuation of Oregon Motor Voter payments to Counties	-	-	-	-	-	-	-	-	-
107 - OCVR - Increase GF support	-	-	-	-	-	-	-	-	-
108 - Voter Registration Staffing Needs	-	-	-	-	-	-	-	-	-
109 - Archives Bldg - Compact Shelving - Phase 3	-	-	-	-	-	-	-	-	-
110 - Blue Book - Secure stable funding source	-	-	-	-	-	-	-	-	-
111 - Archives Division - Position True Up	-	-	-	-	-	-	-	-	-
112 - Registered Agency Licensing	-	-	-	-	-	-	-	-	-
113 - Corporation Compliance Investigations	-	-	-	-	-	-	-	-	-
114 - Corporation Transparency	-	-	-	-	-	-	-	-	-
115 - Corporation Funding	-	-	-	-	-	-	-	-	-

**Summary of 2017-19 Biennium Budget**

Secretary of State  
 Administrative Services Division  
 2017-19 Biennium

Agency Request Budget  
 Cross Reference Number: 16500-001-00-00-00000

<i>Description</i>	<i>Positions</i>	<i>Full-Time Equivalent (FTE)</i>	<i>ALL FUNDS</i>	<i>General Fund</i>	<i>Lottery Funds</i>	<i>Other Funds</i>	<i>Federal Funds</i>	<i>Nonlimited Other Funds</i>	<i>Nonlimited Federal Funds</i>
116 - Technology Pkg - Ongoing Cost for Election Night Reporting	-	-	83,000	83,000	-	-	-	-	-
<b>Subtotal Policy Packages</b>	<b>6</b>	<b>6.00</b>	<b>1,973,299</b>	<b>1,121,890</b>	-	<b>851,409</b>	-	-	-
<b>Total 2017-19 Agency Request Budget</b>	<b>66</b>	<b>65.89</b>	<b>22,126,671</b>	<b>3,549,359</b>	-	<b>18,577,312</b>	-	-	-
Percentage Change From 2015-17 Leg Approved Budget	6.45%	7.37%	16.87%	93.66%	-	8.64%	-	-	-
Percentage Change From 2017-19 Current Service Level	10.00%	10.02%	9.79%	46.22%	-	4.80%	-	-	-



**Summary of 2017-19 Biennium Budget**

**Secretary of State  
Elections Division  
2017-19 Biennium**

**Agency Request Budget  
Cross Reference Number: 16500-002-00-00-00000**

<i>Description</i>	<i>Positions</i>	<i>Full-Time Equivalent (FTE)</i>	<i>ALL FUNDS</i>	<i>General Fund</i>	<i>Lottery Funds</i>	<i>Other Funds</i>	<i>Federal Funds</i>	<i>Nonlimited Other Funds</i>	<i>Nonlimited Federal Funds</i>
2015-17 Leg Adopted Budget	21	20.50	14,971,028	7,622,417	-	1,145,922	6,202,689	-	-
2015-17 Emergency Boards	1	0.25	529,186	494,199	-	-	34,987	-	-
<b>2015-17 Leg Approved Budget</b>	<b>22</b>	<b>20.75</b>	<b>15,500,214</b>	<b>8,116,616</b>	<b>-</b>	<b>1,145,922</b>	<b>6,237,676</b>	<b>-</b>	<b>-</b>
<b>2017-19 Base Budget Adjustments</b>									
Net Cost of Position Actions									
Administrative Biennialized E-Board, Phase-Out	(2)	(0.75)	(86,948)	65,051	-	(14,301)	(137,698)	-	-
Estimated Cost of Merit Increase			-	-	-	-	-	-	-
Base Debt Service Adjustment			-	-	-	-	-	-	-
Base Nonlimited Adjustment			-	-	-	-	-	-	-
Capital Construction			-	-	-	-	-	-	-
<b>Subtotal 2017-19 Base Budget</b>	<b>20</b>	<b>20.00</b>	<b>15,413,266</b>	<b>8,181,667</b>	<b>-</b>	<b>1,131,621</b>	<b>6,099,978</b>	<b>-</b>	<b>-</b>
<b>Essential Packages</b>									
010 - Non-PICS Pers Svc/Vacancy Factor									
Vacancy Factor (Increase)/Decrease	-	-	34,750	17,375	-	-	17,375	-	-
Non-PICS Personal Service Increase/(Decrease)	-	-	10,043	15,200	-	-	(5,157)	-	-
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>44,793</b>	<b>32,575</b>	<b>-</b>	<b>-</b>	<b>12,218</b>	<b>-</b>	<b>-</b>
020 - Phase In / Out Pgm & One-time Cost									
021 - Phase - In	-	-	-	-	-	-	-	-	-
022 - Phase-out Pgm & One-time Costs	-	-	(1,827,788)	(669,000)	-	-	(1,158,788)	-	-
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>(1,827,788)</b>	<b>(669,000)</b>	<b>-</b>	<b>-</b>	<b>(1,158,788)</b>	<b>-</b>	<b>-</b>
030 - Inflation & Price List Adjustments									
Cost of Goods & Services Increase/(Decrease)	-	-	423,103	185,766	-	46,546	190,791	-	-
State Gov't & Services Charges Increase/(Decrease)			(67,963)	(76,312)	-	-	8,349	-	-

**Summary of 2017-19 Biennium Budget**

Secretary of State  
Elections Division  
2017-19 Biennium

Agency Request Budget  
Cross Reference Number: 16500-002-00-00-00000

<i>Description</i>	<i>Positions</i>	<i>Full-Time Equivalent (FTE)</i>	<i>ALL FUNDS</i>	<i>General Fund</i>	<i>Lottery Funds</i>	<i>Other Funds</i>	<i>Federal Funds</i>	<i>Nonlimited Other Funds</i>	<i>Nonlimited Federal Funds</i>
<b>Subtotal</b>	-	-	355,140	109,454	-	46,546	199,140	-	-
040 - Mandated Caseload									
040 - Mandated Caseload	-	-	-	-	-	-	-	-	-
050 - Fundshifts and Revenue Reductions									
050 - Fundshifts	-	-	-	-	-	-	-	-	-
060 - Technical Adjustments									
060 - Technical Adjustments	-	-	-	-	-	-	-	-	-
<b>Subtotal: 2017-19 Current Service Level</b>	<b>20</b>	<b>20.00</b>	<b>13,985,411</b>	<b>7,654,696</b>	<b>-</b>	<b>1,178,167</b>	<b>5,152,548</b>	<b>-</b>	<b>-</b>

**Summary of 2017-19 Biennium Budget**

**Secretary of State  
Elections Division  
2017-19 Biennium**

**Agency Request Budget  
Cross Reference Number: 16500-002-00-00-00000**

<i>Description</i>	<i>Positions</i>	<i>Full-Time Equivalent (FTE)</i>	<i>ALL FUNDS</i>	<i>General Fund</i>	<i>Lottery Funds</i>	<i>Other Funds</i>	<i>Federal Funds</i>	<i>Nonlimited Other Funds</i>	<i>Nonlimited Federal Funds</i>
<b>Subtotal: 2017-19 Current Service Level</b>	<b>20</b>	<b>20.00</b>	<b>13,985,411</b>	<b>7,654,696</b>	<b>-</b>	<b>1,178,167</b>	<b>5,152,548</b>	<b>-</b>	<b>-</b>
070 - Revenue Reductions/Shortfall									
070 - Revenue Shortfalls	-	-	(41,574)	-	-	(41,574)	-	-	-
<b>Modified 2017-19 Current Service Level</b>	<b>20</b>	<b>20.00</b>	<b>13,943,837</b>	<b>7,654,696</b>	<b>-</b>	<b>1,136,593</b>	<b>5,152,548</b>	<b>-</b>	<b>-</b>
080 - E-Boards									
080 - May 2016 E-Board	-	-	-	-	-	-	-	-	-
<b>Subtotal Emergency Board Packages</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Policy Packages									
101 - ASD Staffing Needs	-	-	-	-	-	-	-	-	-
102 - ASD Positions True Up	-	-	-	-	-	-	-	-	-
103 - OregonBuys eProcurement System	-	-	-	-	-	-	-	-	-
104 - Technology Pkg - ORESTAR/OCVR Integration	-	-	-	-	-	-	-	-	-
105 - Elections Positions True Up	-	-	-	-	-	-	-	-	-
106 - Continuation of Oregon Motor Voter payments to Counties	-	-	831,278	831,278	-	-	-	-	-
107 - OCVR - Increase GF support	-	-	441,851	441,851	-	-	-	-	-
108 - Voter Registration Staffing Needs	1	1.00	168,063	168,063	-	-	-	-	-
109 - Archives Bldg - Compact Shelving - Phase 3	-	-	-	-	-	-	-	-	-
110 - Blue Book - Secure stable funding source	-	-	-	-	-	-	-	-	-
111 - Archives Division - Position True Up	-	-	-	-	-	-	-	-	-
112 - Registered Agency Licensing	-	-	-	-	-	-	-	-	-
113 - Corporation Compliance Investigations	-	-	-	-	-	-	-	-	-
114 - Corporation Transparency	-	-	-	-	-	-	-	-	-
115 - Corporation Funding	-	-	-	-	-	-	-	-	-

**Summary of 2017-19 Biennium Budget**

Secretary of State  
Elections Division  
2017-19 Biennium

Agency Request Budget  
Cross Reference Number: 16500-002-00-00-00000

<i>Description</i>	<i>Positions</i>	<i>Full-Time Equivalent (FTE)</i>	<i>ALL FUNDS</i>	<i>General Fund</i>	<i>Lottery Funds</i>	<i>Other Funds</i>	<i>Federal Funds</i>	<i>Nonlimited Other Funds</i>	<i>Nonlimited Federal Funds</i>
116 - Technology Pkg - Ongoing Cost for Election Night Reporting	-	-	-	-	-	-	-	-	-
<b>Subtotal Policy Packages</b>	<b>1</b>	<b>1.00</b>	<b>1,441,192</b>	<b>1,441,192</b>	-	-	-	-	-
<b>Total 2017-19 Agency Request Budget</b>	<b>21</b>	<b>21.00</b>	<b>15,385,029</b>	<b>9,095,888</b>	-	<b>1,136,593</b>	5,152,548	-	-
Percentage Change From 2015-17 Leg Approved Budget	-4.55%	1.20%	-0.77%	12.07%	-	-0.81%	-17.47%	-	-
Percentage Change From 2017-19 Current Service Level	5.00%	5.00%	10.01%	18.83%	-	-3.53%	-	-	-

**Summary of 2017-19 Biennium Budget**

**Secretary of State  
Audits Division  
2017-19 Biennium**

**Agency Request Budget  
Cross Reference Number: 16500-007-00-00-00000**

<i>Description</i>	<i>Positions</i>	<i>Full-Time Equivalent (FTE)</i>	<i>ALL FUNDS</i>	<i>General Fund</i>	<i>Lottery Funds</i>	<i>Other Funds</i>	<i>Federal Funds</i>	<i>Nonlimited Other Funds</i>	<i>Nonlimited Federal Funds</i>
2015-17 Leg Adopted Budget	72	71.84	19,907,171	-	-	19,907,171	-	-	-
2015-17 Emergency Boards	-	-	819,886	-	-	819,886	-	-	-
<b>2015-17 Leg Approved Budget</b>	<b>72</b>	<b>71.84</b>	<b>20,727,057</b>	<b>-</b>	<b>-</b>	<b>20,727,057</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>2017-19 Base Budget Adjustments</b>									
Net Cost of Position Actions									
Administrative Biennialized E-Board, Phase-Out	-	0.16	673,741	-	-	673,741	-	-	-
Estimated Cost of Merit Increase			-	-	-	-	-	-	-
Base Debt Service Adjustment			-	-	-	-	-	-	-
Base Nonlimited Adjustment			-	-	-	-	-	-	-
Capital Construction			-	-	-	-	-	-	-
<b>Subtotal 2017-19 Base Budget</b>	<b>72</b>	<b>72.00</b>	<b>21,400,798</b>	<b>-</b>	<b>-</b>	<b>21,400,798</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Essential Packages</b>									
010 - Non-PICS Pers Svc/Vacancy Factor									
Vacancy Factor (Increase)/Decrease	-	-	(56,344)	-	-	(56,344)	-	-	-
Non-PICS Personal Service Increase/(Decrease)	-	-	36,137	-	-	36,137	-	-	-
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>(20,207)</b>	<b>-</b>	<b>-</b>	<b>(20,207)</b>	<b>-</b>	<b>-</b>	<b>-</b>
020 - Phase In / Out Pgm & One-time Cost									
021 - Phase - In	-	-	-	-	-	-	-	-	-
022 - Phase-out Pgm & One-time Costs	-	-	-	-	-	-	-	-	-
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
030 - Inflation & Price List Adjustments									
Cost of Goods & Services Increase/(Decrease)	-	-	150,479	-	-	150,479	-	-	-
State Gov't & Services Charges Increase/(Decrease)			(62,081)	-	-	(62,081)	-	-	-

**Summary of 2017-19 Biennium Budget**

Secretary of State  
Audits Division  
2017-19 Biennium

Agency Request Budget  
Cross Reference Number: 16500-007-00-00-00000

<i>Description</i>	<i>Positions</i>	<i>Full-Time Equivalent (FTE)</i>	<i>ALL FUNDS</i>	<i>General Fund</i>	<i>Lottery Funds</i>	<i>Other Funds</i>	<i>Federal Funds</i>	<i>Nonlimited Other Funds</i>	<i>Nonlimited Federal Funds</i>
<b>Subtotal</b>	-	-	88,398	-	-	88,398	-	-	-
040 - Mandated Caseload									
040 - Mandated Caseload	-	-	-	-	-	-	-	-	-
050 - Fundshifts and Revenue Reductions									
050 - Fundshifts	-	-	-	-	-	-	-	-	-
060 - Technical Adjustments									
060 - Technical Adjustments	-	-	-	-	-	-	-	-	-
<b>Subtotal: 2017-19 Current Service Level</b>	<b>72</b>	<b>72.00</b>	<b>21,468,989</b>	-	-	<b>21,468,989</b>	-	-	-

**Summary of 2017-19 Biennium Budget**

**Secretary of State  
Audits Division  
2017-19 Biennium**

**Agency Request Budget  
Cross Reference Number: 16500-007-00-00-00000**

<i>Description</i>	<i>Positions</i>	<i>Full-Time Equivalent (FTE)</i>	<i>ALL FUNDS</i>	<i>General Fund</i>	<i>Lottery Funds</i>	<i>Other Funds</i>	<i>Federal Funds</i>	<i>Nonlimited Other Funds</i>	<i>Nonlimited Federal Funds</i>
<b>Subtotal: 2017-19 Current Service Level</b>	<b>72</b>	<b>72.00</b>	<b>21,468,989</b>	-	-	<b>21,468,989</b>	-	-	-
070 - Revenue Reductions/Shortfall									
070 - Revenue Shortfalls	-	-	-	-	-	-	-	-	-
<b>Modified 2017-19 Current Service Level</b>	<b>72</b>	<b>72.00</b>	<b>21,468,989</b>	-	-	<b>21,468,989</b>	-	-	-
080 - E-Boards									
080 - May 2016 E-Board	-	-	-	-	-	-	-	-	-
<b>Subtotal Emergency Board Packages</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Policy Packages									
101 - ASD Staffing Needs	-	-	-	-	-	-	-	-	-
102 - ASD Positions True Up	-	-	-	-	-	-	-	-	-
103 - OregonBuys eProcurement System	-	-	-	-	-	-	-	-	-
104 - Technology Pkg - ORESTAR/OCVR Integration	-	-	-	-	-	-	-	-	-
105 - Elections Positions True Up	-	-	-	-	-	-	-	-	-
106 - Continuation of Oregon Motor Voter payments to Counties	-	-	-	-	-	-	-	-	-
107 - OCVR - Increase GF support	-	-	-	-	-	-	-	-	-
108 - Voter Registration Staffing Needs	-	-	-	-	-	-	-	-	-
109 - Archives Bldg - Compact Shelving - Phase 3	-	-	-	-	-	-	-	-	-
110 - Blue Book - Secure stable funding source	-	-	-	-	-	-	-	-	-
111 - Archives Division - Position True Up	-	-	-	-	-	-	-	-	-
112 - Registered Agency Licensing	-	-	-	-	-	-	-	-	-
113 - Corporation Compliance Investigations	-	-	-	-	-	-	-	-	-
114 - Corporation Transparency	-	-	-	-	-	-	-	-	-
115 - Corporation Funding	-	-	-	-	-	-	-	-	-

**Summary of 2017-19 Biennium Budget**

Secretary of State  
Audits Division  
2017-19 Biennium

Agency Request Budget  
Cross Reference Number: 16500-007-00-00-00000

<i>Description</i>	<i>Positions</i>	<i>Full-Time Equivalent (FTE)</i>	<i>ALL FUNDS</i>	<i>General Fund</i>	<i>Lottery Funds</i>	<i>Other Funds</i>	<i>Federal Funds</i>	<i>Nonlimited Other Funds</i>	<i>Nonlimited Federal Funds</i>
116 - Technology Pkg - Ongoing Cost for Election Night Reporting	-	-	-	-	-	-	-	-	-
<b>Subtotal Policy Packages</b>	-	-	-	-	-	-	-	-	-
<b>Total 2017-19 Agency Request Budget</b>	<b>72</b>	<b>72.00</b>	<b>21,468,989</b>	-	-	<b>21,468,989</b>	-	-	-
Percentage Change From 2015-17 Leg Approved Budget	-	0.22%	3.58%	-	-	3.58%	-	-	-
Percentage Change From 2017-19 Current Service Level	-	-	-	-	-	-	-	-	-



**Summary of 2017-19 Biennium Budget**

**Secretary of State  
Archives Division  
2017-19 Biennium**

**Agency Request Budget  
Cross Reference Number: 16500-012-00-00-00000**

<i>Description</i>	<i>Positions</i>	<i>Full-Time Equivalent (FTE)</i>	<i>ALL FUNDS</i>	<i>General Fund</i>	<i>Lottery Funds</i>	<i>Other Funds</i>	<i>Federal Funds</i>	<i>Nonlimited Other Funds</i>	<i>Nonlimited Federal Funds</i>
2015-17 Leg Adopted Budget	22	22.00	7,650,470	-	-	7,610,470	40,000	-	-
2015-17 Emergency Boards	-	-	165,653	-	-	165,653	-	-	-
<b>2015-17 Leg Approved Budget</b>	<b>22</b>	<b>22.00</b>	<b>7,816,123</b>	<b>-</b>	<b>-</b>	<b>7,776,123</b>	<b>40,000</b>	<b>-</b>	<b>-</b>
<b>2017-19 Base Budget Adjustments</b>									
Net Cost of Position Actions									
Administrative Biennialized E-Board, Phase-Out	-	-	91,664	-	-	91,664	-	-	-
Estimated Cost of Merit Increase			-	-	-	-	-	-	-
Base Debt Service Adjustment			-	-	-	-	-	-	-
Base Nonlimited Adjustment			-	-	-	-	-	-	-
Capital Construction			-	-	-	-	-	-	-
<b>Subtotal 2017-19 Base Budget</b>	<b>22</b>	<b>22.00</b>	<b>7,907,787</b>	<b>-</b>	<b>-</b>	<b>7,867,787</b>	<b>40,000</b>	<b>-</b>	<b>-</b>
<b>Essential Packages</b>									
010 - Non-PICS Pers Svc/Vacancy Factor									
Vacancy Factor (Increase)/Decrease	-	-	(54,235)	-	-	(54,235)	-	-	-
Non-PICS Personal Service Increase/(Decrease)	-	-	4,558	-	-	4,558	-	-	-
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>(49,677)</b>	<b>-</b>	<b>-</b>	<b>(49,677)</b>	<b>-</b>	<b>-</b>	<b>-</b>
020 - Phase In / Out Pgm & One-time Cost									
021 - Phase - In	-	-	-	-	-	-	-	-	-
022 - Phase-out Pgm & One-time Costs	-	-	(500,000)	-	-	(500,000)	-	-	-
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>(500,000)</b>	<b>-</b>	<b>-</b>	<b>(500,000)</b>	<b>-</b>	<b>-</b>	<b>-</b>
030 - Inflation & Price List Adjustments									
Cost of Goods & Services Increase/(Decrease)	-	-	175,307	-	-	173,748	1,559	-	-
State Gov't & Services Charges Increase/(Decrease)			42,219	-	-	42,219	-	-	-

**Summary of 2017-19 Biennium Budget**

Secretary of State  
Archives Division  
2017-19 Biennium

Agency Request Budget  
Cross Reference Number: 16500-012-00-00-00000

<i>Description</i>	<i>Positions</i>	<i>Full-Time Equivalent (FTE)</i>	<i>ALL FUNDS</i>	<i>General Fund</i>	<i>Lottery Funds</i>	<i>Other Funds</i>	<i>Federal Funds</i>	<i>Nonlimited Other Funds</i>	<i>Nonlimited Federal Funds</i>
<b>Subtotal</b>	-	-	<b>217,526</b>	-	-	<b>215,967</b>	1,559	-	-
040 - Mandated Caseload									
040 - Mandated Caseload	-	-	-	-	-	-	-	-	-
050 - Fundshifts and Revenue Reductions									
050 - Fundshifts	-	-	-	-	-	-	-	-	-
060 - Technical Adjustments									
060 - Technical Adjustments	-	-	-	-	-	-	-	-	-
<b>Subtotal: 2017-19 Current Service Level</b>	<b>22</b>	<b>22.00</b>	<b>7,575,636</b>	-	-	<b>7,534,077</b>	41,559	-	-

**Summary of 2017-19 Biennium Budget**

**Secretary of State  
Archives Division  
2017-19 Biennium**

**Agency Request Budget  
Cross Reference Number: 16500-012-00-00-00000**

<i>Description</i>	<i>Positions</i>	<i>Full-Time Equivalent (FTE)</i>	<i>ALL FUNDS</i>	<i>General Fund</i>	<i>Lottery Funds</i>	<i>Other Funds</i>	<i>Federal Funds</i>	<i>Nonlimited Other Funds</i>	<i>Nonlimited Federal Funds</i>
<b>Subtotal: 2017-19 Current Service Level</b>	<b>22</b>	<b>22.00</b>	<b>7,575,636</b>	-	-	<b>7,534,077</b>	41,559	-	-
070 - Revenue Reductions/Shortfall									
070 - Revenue Shortfalls	-	-	-	-	-	-	-	-	-
<b>Modified 2017-19 Current Service Level</b>	<b>22</b>	<b>22.00</b>	<b>7,575,636</b>	-	-	<b>7,534,077</b>	41,559	-	-
080 - E-Boards									
080 - May 2016 E-Board	-	-	-	-	-	-	-	-	-
<b>Subtotal Emergency Board Packages</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Policy Packages									
101 - ASD Staffing Needs	-	-	-	-	-	-	-	-	-
102 - ASD Positions True Up	-	-	-	-	-	-	-	-	-
103 - OregonBuys eProcurement System	-	-	-	-	-	-	-	-	-
104 - Technology Pkg - ORESTAR/OCVR Integration	-	-	-	-	-	-	-	-	-
105 - Elections Positions True Up	-	-	-	-	-	-	-	-	-
106 - Continuation of Oregon Motor Voter payments to Counties	-	-	-	-	-	-	-	-	-
107 - OCVR - Increase GF support	-	-	-	-	-	-	-	-	-
108 - Voter Registration Staffing Needs	-	-	-	-	-	-	-	-	-
109 - Archives Bldg - Compact Shelving - Phase 3	-	-	500,000	-	-	500,000	-	-	-
110 - Blue Book - Secure stable funding source	-	-	50,000	50,000	-	-	-	-	-
111 - Archives Division - Position True Up	-	-	-	-	-	-	-	-	-
112 - Registered Agency Licensing	-	-	-	-	-	-	-	-	-
113 - Corporation Compliance Investigations	-	-	-	-	-	-	-	-	-
114 - Corporation Transparency	-	-	-	-	-	-	-	-	-
115 - Corporation Funding	-	-	-	-	-	-	-	-	-

**Summary of 2017-19 Biennium Budget**

Secretary of State  
Archives Division  
2017-19 Biennium

Agency Request Budget  
Cross Reference Number: 16500-012-00-00-00000

<i>Description</i>	<i>Positions</i>	<i>Full-Time Equivalent (FTE)</i>	<i>ALL FUNDS</i>	<i>General Fund</i>	<i>Lottery Funds</i>	<i>Other Funds</i>	<i>Federal Funds</i>	<i>Nonlimited Other Funds</i>	<i>Nonlimited Federal Funds</i>
116 - Technology Pkg - Ongoing Cost for Election Night Reporting	-	-	-	-	-	-	-	-	-
<b>Subtotal Policy Packages</b>	-	-	<b>550,000</b>	<b>50,000</b>	-	<b>500,000</b>	-	-	-
<b>Total 2017-19 Agency Request Budget</b>	<b>22</b>	<b>22.00</b>	<b>8,125,636</b>	<b>50,000</b>	-	<b>8,034,077</b>	41,559	-	-
Percentage Change From 2015-17 Leg Approved Budget	-	-	3.96%	-	-	3.32%	3.05%	-	-
Percentage Change From 2017-19 Current Service Level	-	-	7.26%	-	-	6.64%	-	-	-

**Summary of 2017-19 Biennium Budget**

**Secretary of State  
Corporation Division  
2017-19 Biennium**

**Agency Request Budget  
Cross Reference Number: 16500-036-00-00-00000**

<i>Description</i>	<i>Positions</i>	<i>Full-Time Equivalent (FTE)</i>	<i>ALL FUNDS</i>	<i>General Fund</i>	<i>Lottery Funds</i>	<i>Other Funds</i>	<i>Federal Funds</i>	<i>Nonlimited Other Funds</i>	<i>Nonlimited Federal Funds</i>
2015-17 Leg Adopted Budget	35	35.00	9,329,374	-	-	9,329,374	-	-	-
2015-17 Emergency Boards	-	-	200,977	-	-	200,977	-	-	-
<b>2015-17 Leg Approved Budget</b>	<b>35</b>	<b>35.00</b>	<b>9,530,351</b>	<b>-</b>	<b>-</b>	<b>9,530,351</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>2017-19 Base Budget Adjustments</b>									
Net Cost of Position Actions									
Administrative Biennialized E-Board, Phase-Out	-	-	504,293	-	-	504,293	-	-	-
Estimated Cost of Merit Increase			-	-	-	-	-	-	-
Base Debt Service Adjustment			-	-	-	-	-	-	-
Base Nonlimited Adjustment			-	-	-	-	-	-	-
Capital Construction			-	-	-	-	-	-	-
<b>Subtotal 2017-19 Base Budget</b>	<b>35</b>	<b>35.00</b>	<b>10,034,644</b>	<b>-</b>	<b>-</b>	<b>10,034,644</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Essential Packages</b>									
010 - Non-PICS Pers Svc/Vacancy Factor									
Vacancy Factor (Increase)/Decrease	-	-	15,793	-	-	15,793	-	-	-
Non-PICS Personal Service Increase/(Decrease)	-	-	24,339	-	-	24,339	-	-	-
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>40,132</b>	<b>-</b>	<b>-</b>	<b>40,132</b>	<b>-</b>	<b>-</b>	<b>-</b>
020 - Phase In / Out Pgm & One-time Cost									
021 - Phase - In	-	-	-	-	-	-	-	-	-
022 - Phase-out Pgm & One-time Costs	-	-	(432,000)	-	-	(432,000)	-	-	-
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>(432,000)</b>	<b>-</b>	<b>-</b>	<b>(432,000)</b>	<b>-</b>	<b>-</b>	<b>-</b>
030 - Inflation & Price List Adjustments									
Cost of Goods & Services Increase/(Decrease)	-	-	138,997	-	-	138,997	-	-	-
State Gov't & Services Charges Increase/(Decrease)			(2,874)	-	-	(2,874)	-	-	-

**Summary of 2017-19 Biennium Budget**

Secretary of State  
 Corporation Division  
 2017-19 Biennium

Agency Request Budget  
 Cross Reference Number: 16500-036-00-00-00000

<i>Description</i>	<i>Positions</i>	<i>Full-Time Equivalent (FTE)</i>	<i>ALL FUNDS</i>	<i>General Fund</i>	<i>Lottery Funds</i>	<i>Other Funds</i>	<i>Federal Funds</i>	<i>Nonlimited Other Funds</i>	<i>Nonlimited Federal Funds</i>
<b>Subtotal</b>	-	-	136,123	-	-	136,123	-	-	-
040 - Mandated Caseload									
040 - Mandated Caseload	-	-	-	-	-	-	-	-	-
050 - Fundshifts and Revenue Reductions									
050 - Fundshifts	-	-	-	-	-	-	-	-	-
060 - Technical Adjustments									
060 - Technical Adjustments	-	-	-	-	-	-	-	-	-
<b>Subtotal: 2017-19 Current Service Level</b>	<b>35</b>	<b>35.00</b>	<b>9,778,899</b>	-	-	<b>9,778,899</b>	-	-	-

**Summary of 2017-19 Biennium Budget**

**Secretary of State  
Corporation Division  
2017-19 Biennium**

**Agency Request Budget  
Cross Reference Number: 16500-036-00-00-00000**

<i>Description</i>	<i>Positions</i>	<i>Full-Time Equivalent (FTE)</i>	<i>ALL FUNDS</i>	<i>General Fund</i>	<i>Lottery Funds</i>	<i>Other Funds</i>	<i>Federal Funds</i>	<i>Nonlimited Other Funds</i>	<i>Nonlimited Federal Funds</i>
<b>Subtotal: 2017-19 Current Service Level</b>	<b>35</b>	<b>35.00</b>	<b>9,778,899</b>	-	-	<b>9,778,899</b>	-	-	-
070 - Revenue Reductions/Shortfall									
070 - Revenue Shortfalls	-	-	-	-	-	-	-	-	-
<b>Modified 2017-19 Current Service Level</b>	<b>35</b>	<b>35.00</b>	<b>9,778,899</b>	-	-	<b>9,778,899</b>	-	-	-
080 - E-Boards									
080 - May 2016 E-Board	-	-	-	-	-	-	-	-	-
<b>Subtotal Emergency Board Packages</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Policy Packages									
101 - ASD Staffing Needs	-	-	-	-	-	-	-	-	-
102 - ASD Positions True Up	-	-	-	-	-	-	-	-	-
103 - OregonBuys eProcurement System	-	-	-	-	-	-	-	-	-
104 - Technology Pkg - ORESTAR/OCVR Integration	-	-	-	-	-	-	-	-	-
105 - Elections Positions True Up	-	-	-	-	-	-	-	-	-
106 - Continuation of Oregon Motor Voter payments to Counties	-	-	-	-	-	-	-	-	-
107 - OCVR - Increase GF support	-	-	-	-	-	-	-	-	-
108 - Voter Registration Staffing Needs	-	-	-	-	-	-	-	-	-
109 - Archives Bldg - Compact Shelving - Phase 3	-	-	-	-	-	-	-	-	-
110 - Blue Book - Secure stable funding source	-	-	-	-	-	-	-	-	-
111 - Archives Division - Position True Up	-	-	-	-	-	-	-	-	-
112 - Registered Agency Licensing	4	4.00	628,182	-	-	628,182	-	-	-
113 - Corporation Compliance Investigations	1	1.00	193,460	-	-	193,460	-	-	-
114 - Corporation Transparency	6	6.00	1,106,140	-	-	1,106,140	-	-	-
115 - Corporation Funding	-	-	-	-	-	-	-	-	-

**Summary of 2017-19 Biennium Budget**

Secretary of State  
 Corporation Division  
 2017-19 Biennium

Agency Request Budget  
 Cross Reference Number: 16500-036-00-00-00000

<i>Description</i>	<i>Positions</i>	<i>Full-Time Equivalent (FTE)</i>	<i>ALL FUNDS</i>	<i>General Fund</i>	<i>Lottery Funds</i>	<i>Other Funds</i>	<i>Federal Funds</i>	<i>Nonlimited Other Funds</i>	<i>Nonlimited Federal Funds</i>
116 - Technology Pkg - Ongoing Cost for Election Night Reporting	-	-	-	-	-	-	-	-	-
<b>Subtotal Policy Packages</b>	<b>11</b>	<b>11.00</b>	<b>1,927,782</b>	-	-	<b>1,927,782</b>	-	-	-
<b>Total 2017-19 Agency Request Budget</b>	<b>46</b>	<b>46.00</b>	<b>11,706,681</b>	-	-	<b>11,706,681</b>	-	-	-
Percentage Change From 2015-17 Leg Approved Budget	31.43%	31.43%	22.84%	-	-	22.84%	-	-	-
Percentage Change From 2017-19 Current Service Level	31.43%	31.43%	19.71%	-	-	19.71%	-	-	-



Agencywide Program Unit Summary  
2017-19 Biennium

Version: V - 01 - Agency Request Budget

Summary Cross Reference Number	Cross Reference Description	2013-15 Actuals	2015-17 Leg Adopted Budget	2015-17 Leg Approved Budget	2017-19 Agency Request Budget	2017-19 Governor's Budget	2017-19 Leg Adopted Budget
<b>001-00-00-00000</b>	<b>Administrative Services Division</b>						
	General Fund	1,968,306	1,800,242	1,832,774	3,549,359	-	-
	Other Funds	14,556,213	16,614,384	17,100,356	18,577,312	-	-
	All Funds	16,524,519	18,414,626	18,933,130	22,126,671	-	-
<b>002-00-00-00000</b>	<b>Elections Division</b>						
	General Fund	6,629,511	7,622,417	8,116,616	9,095,888	-	-
	Other Funds	103,104	1,145,922	1,145,922	1,136,593	-	-
	Federal Funds	2,698,979	6,202,689	6,237,676	5,148,194	-	-
	All Funds	9,431,594	14,971,028	15,500,214	15,380,675	-	-
<b>007-00-00-00000</b>	<b>Audits Division</b>						
	Other Funds	16,632,212	19,907,171	20,727,057	21,468,989	-	-
<b>012-00-00-00000</b>	<b>Archives Division</b>						
	General Fund	-	-	-	50,000	-	-
	Other Funds	6,696,576	7,610,470	7,776,123	8,034,077	-	-
	Federal Funds	133,683	40,000	40,000	41,220	-	-
	All Funds	6,830,259	7,650,470	7,816,123	8,125,297	-	-
<b>036-00-00-00000</b>	<b>Corporation Division</b>						
	Other Funds	8,093,304	9,329,374	9,530,351	11,706,681	-	-

Agencywide Program Unit Summary  
2017-19 Biennium

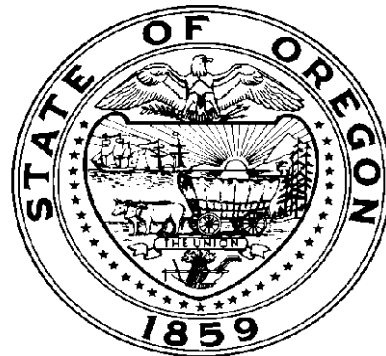
Version: V - 01 - Agency Request Budget

<i>Summary Cross Reference Number</i>	<i>Cross Reference Description</i>	<i>2013-15 Actuals</i>	<i>2015-17 Leg Adopted Budget</i>	<i>2015-17 Leg Approved Budget</i>	<i>2017-19 Agency Request Budget</i>	<i>2017-19 Governor's Budget</i>	<i>2017-19 Leg Adopted Budget</i>
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**TOTAL AGENCY**

General Fund	8,597,817	9,422,659	9,949,390	12,695,247	-	-
Other Funds	46,081,409	54,607,321	56,279,809	60,923,652	-	-
Federal Funds	2,832,662	6,242,689	6,277,676	5,189,414	-	-
All Funds	57,511,888	70,272,669	72,506,875	78,808,313	-	-

# Office of the Secretary of State



## **Revenues 2017-19 Agency Request Budget**

# Budget Narrative

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2017-19 Biennial Budget

Revenue Forecast Narrative

**Sources of Revenue-** The Secretary of State receives Other Funds and Federal Funds revenues from a variety of sources. Funds are received from the following sources and used for the purposes indicated:

*Other Funds Revenue:*

**Beginning Balance-** The beginning balance represents the agency projected Other Funds two month operating cash.

**Internal Assessment-** The internal assessment allocates the salaries and services and supplies of executive, business services, human resources, and information systems staff that supports multiple divisions to the Audit, Corporation and Archives divisions based on a FTE and expenditure calculation. Internal assessments are budgeted as transfers in and transfer out respectively.

**Corporation Fees-** Corporation Fees are the fees generated by the Corporation Division for Business Registrations, UCC filings and Notary fees. UCC fees are paid to file secured transactions. Notary fees are to commission a notary public or to obtain public records and certificates. Voter approved ballot measure 67 (2010) increased many of the division's business registration fees to provide additional support for the General Fund. General Fund revenue transfers are estimated at \$61,627,000 in the 2017-19 Biennium.

**Charges for Services-** The Archives and Audits division charge for services provided to state and local governments. The Audits Division charges each state agency based on their share of total state expenditures, revenues, cash and FTE. If cost estimates are too high at mid-biennium, the division reduces charges for the second year. The budget for the division reflects an early estimate of \$25,236,241 in assessments for the 2017-19 Biennium.

The Archives Division has five programs funded by Other Fund revenues: the Archives Records Management, State Records Center, Microfilm Storage (aka Security Depository), Oregon Administrative Rules, and Oregon Blue Book. In the 2017-19 Agency Request Budget, the Archives Division also included a policy package 109 to increase

## Budget Narrative

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capacity at the Archives Building. The policy package would be funded by an additional assessment to the agencies.

- The Archives Records Management assessment is based on positions plus operating costs and dividing that by the total number of agency FTE to get a per FTE rate. The 2017-19 Price list shows this Archives Records Management assessment at \$4,154,038.
- The State Records Center's assessment is based on 2017-19 projected expenditures at the charge of \$.066 per cubic foot per month divided by the estimated occupancy rate. The 2017-19 Price List shows the State Records Center at \$1,414,531.
- Security Depository (Microfilm Storage) is assessed by dividing the amount per reel by the total program cost. The 2017-19 Price List shows the Security Depository at \$266,940.
- The Administrative Rules revenue is made up of two funding streams. The first is through an assessment based on the number of rule filings and pages occupied divided by the program expenditures. The 2017-19 Price List shows Administrative Rules assessment at \$1,146,659. The second funding stream is from the publishing of an annual Oregon Administrative Rules Compilation, which is sold for \$650.
- The Oregon Blue Book program is funded through the sales of the book. The 2015 sale price was \$18.00 per book. Sales for the Oregon Blue Book have been declining since the on-line version was made available at no cost. The division will still continue to sell Oregon Blue Books in the 2017-19 biennium.

*Interest-* Interest is earned on the Federal Funds for the Help America Vote Act in the Elections Division.

*Miscellaneous-* Public and State agency customers have a need for copies of important documentation. Nominal charges are set for these services. The Archives also sells calendars depicting scenic images of Oregon taken by staff and cloth grocery bags illustrated with historic trademarks to help bolster Miscellaneous Receipts. In accordance with ORS 283.250, a miscellaneous receipts account is established at the State Treasury.

## Budget Narrative

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*Federal Funds Revenue:* In order to comply with the Help America Vote Act, the Elections Division adopted legislation to create the State Election Fund. The Election Fund consists of amounts appropriated or otherwise made available by Congress and the Oregon Legislative Assembly for carrying out mandates and activities involved in implementing HAVA. The Fund is separate and distinct from the General Fund of the State Treasury and, by requirement of the Federal law, interest earned by the fund is credited back to the fund.

The Archives Division is expected to receive \$40,000 in Federal Fund through the State Historical Records Advisory Board.

**Basis for 2017-2019 biennium estimates:**

Other Fund revenue estimates are based on historical trends with adjustments for projected changes.

Federal Fund revenue estimates are based on forecasts of future funding levels provided by the respective Elections and Archives Divisions.

Proposed changes in revenue sources or fees- None.

Proposals for new legislation- None

**DETAIL OF LOTTERY FUNDS, OTHER FUNDS, AND FEDERAL FUNDS REVENUE**

Secretary of State  
2017-19 Biennium

Agency Number: 16500  
Cross Reference Number: 16500-000-00-00-00000

<i>Source</i>	2013-15 Actuals	2015-17 Leg Adopted Budget	2015-17 Leg Approved Budget	2017-19 Agency Request Budget	2017-19 Governor's Budget	2017-19 Leg Adopted Budget
<b>Other Funds</b>						
Business Lic and Fees	74,306,204	74,487,991	74,487,991	81,756,156	-	-
Non-business Lic. and Fees	3,368,193	3,303,846	3,303,846	3,334,282	-	-
Charges for Services	29,384,530	32,883,114	32,883,114	37,956,857	-	-
Fines and Forfeitures	216,934	224,419	224,419	224,419	-	-
Sales Income	161,176	219,532	219,532	219,532	-	-
Donations	980	-	-	-	-	-
Grants (Non-Fed)	92,826	-	-	-	-	-
Other Revenues	-	1,013,990	2,686,478	1,013,990	-	-
Transfer In - Intrafund	15,041,490	16,106,423	16,106,423	18,449,332	-	-
Transfer Out - Intrafund	(15,041,490)	(16,106,423)	(16,106,423)	(18,449,332)	-	-
Transfer to General Fund	(59,041,919)	(62,508,930)	(62,508,930)	(63,201,287)	-	-
<b>Total Other Funds</b>	<b>\$48,488,924</b>	<b>\$49,623,962</b>	<b>\$51,296,450</b>	<b>\$61,303,949</b>	-	-
<b>Federal Funds</b>						
Federal Funds	366,938	659,792	694,779	182,399	-	-
<b>Total Federal Funds</b>	<b>\$366,938</b>	<b>\$659,792</b>	<b>\$694,779</b>	<b>\$182,399</b>	-	-

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2017-19 Biennium

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Legislatively Adopted  
Detail of LF, OF, and FF Revenues - BPR012

**DETAIL OF LOTTERY FUNDS, OTHER FUNDS, AND FEDERAL FUNDS REVENUE**

Secretary of State  
2017-19 Biennium

Agency Number: 16500  
Cross Reference Number: 16500-001-00-00-00000

<i>Source</i>	2013-15 Actuals	2015-17 Leg Adopted Budget	2015-17 Leg Approved Budget	2017-19 Agency Request Budget	2017-19 Governor's Budget	2017-19 Leg Adopted Budget
<b>Other Funds</b>						
Charges for Services	1,475	-	-	-	-	-
Other Revenues	-	-	485,972	-	-	-
Transfer In - Intrafund	14,841,490	16,106,423	16,106,423	18,449,332	-	-
<b>Total Other Funds</b>	<b>\$14,842,965</b>	<b>\$16,106,423</b>	<b>\$16,592,395</b>	<b>\$18,449,332</b>	-	-

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Legislatively Adopted  
Detail of LF, OF, and FF Revenues - BPR012



**DETAIL OF LOTTERY FUNDS, OTHER FUNDS, AND FEDERAL FUNDS REVENUE**

Secretary of State  
2017-19 Biennium

Agency Number: 16500

Cross Reference Number: 16500-002-00-00-00000

<i>Source</i>	2013-15 Actuals	2015-17 Leg Adopted Budget	2015-17 Leg Approved Budget	2017-19 Agency Request Budget	2017-19 Governor's Budget	2017-19 Leg Adopted Budget
<b>Other Funds</b>						
Non-business Lic. and Fees	607,675	657,511	657,511	657,511	-	-
Charges for Services	1,722	7,442	7,442	7,442	-	-
Fines and Forfeitures	216,934	224,419	224,419	224,419	-	-
Sales Income	7,825	84,532	84,532	84,532	-	-
Grants (Non-Fed)	92,826	-	-	-	-	-
Other Revenues	-	1,013,990	1,013,990	1,013,990	-	-
Transfer to General Fund	(825,044)	(881,930)	(881,930)	(881,930)	-	-
<b>Total Other Funds</b>	<b>\$101,938</b>	<b>\$1,105,964</b>	<b>\$1,105,964</b>	<b>\$1,105,964</b>	-	-
<b>Federal Funds</b>						
Federal Funds	234,519	619,792	654,779	141,179	-	-
<b>Total Federal Funds</b>	<b>\$234,519</b>	<b>\$619,792</b>	<b>\$654,779</b>	<b>\$141,179</b>	-	-

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2017-19 Biennium

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Legislatively Adopted  
Detail of LF, OF, and FF Revenues - BPR012

**DETAIL OF LOTTERY FUNDS, OTHER FUNDS, AND FEDERAL FUNDS REVENUE**

Secretary of State  
2017-19 Biennium

Agency Number: 16500

Cross Reference Number: 16500-007-00-00-00000

<i>Source</i>	2013-15 Actuals	2015-17 Leg Adopted Budget	2015-17 Leg Approved Budget	2017-19 Agency Request Budget	2017-19 Governor's Budget	2017-19 Leg Adopted Budget
<b>Other Funds</b>						
Charges for Services	22,516,325	25,236,241	25,236,241	26,738,024	-	-
Other Revenues	-	-	819,886	-	-	-
Transfer Out - Intrafund	(6,250,557)	(5,919,755)	(5,919,755)	(5,926,947)	-	-
<b>Total Other Funds</b>	<b>\$16,265,768</b>	<b>\$19,316,486</b>	<b>\$20,136,372</b>	<b>\$20,811,077</b>	-	-

Agency Request  
2017-19 Biennium

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Legislatively Adopted  
Detail of LF, OF, and FF Revenues - BPR012

**DETAIL OF LOTTERY FUNDS, OTHER FUNDS, AND FEDERAL FUNDS REVENUE**

Secretary of State  
2017-19 Biennium

Agency Number: 16500  
Cross Reference Number: 16500-012-00-00-00000

<i>Source</i>	2013-15 Actuals	2015-17 Leg Adopted Budget	2015-17 Leg Approved Budget	2017-19 Agency Request Budget	2017-19 Governor's Budget	2017-19 Leg Adopted Budget
<b>Other Funds</b>						
Charges for Services	6,627,982	7,629,431	7,629,431	10,531,391	-	-
Sales Income	153,351	135,000	135,000	135,000	-	-
Donations	980	-	-	-	-	-
Other Revenues	-	-	165,653	-	-	-
Transfer In - Intrafund	200,000	-	-	-	-	-
Transfer Out - Intrafund	(309,604)	(229,983)	(229,983)	(3,227,554)	-	-
<b>Total Other Funds</b>	<b>\$6,672,709</b>	<b>\$7,534,448</b>	<b>\$7,700,101</b>	<b>\$7,438,837</b>	-	-
<b>Federal Funds</b>						
Federal Funds	132,419	40,000	40,000	41,220	-	-
<b>Total Federal Funds</b>	<b>\$132,419</b>	<b>\$40,000</b>	<b>\$40,000</b>	<b>\$41,220</b>	-	-

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2017-19 Biennium

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Legislatively Adopted  
Detail of LF, OF, and FF Revenues - BPR012

**DETAIL OF LOTTERY FUNDS, OTHER FUNDS, AND FEDERAL FUNDS REVENUE**

Secretary of State  
2017-19 Biennium

Agency Number: 16500  
Cross Reference Number: 16500-036-00-00-00000

<i>Source</i>	2013-15 Actuals	2015-17 Leg Adopted Budget	2015-17 Leg Approved Budget	2017-19 Agency Request Budget	2017-19 Governor's Budget	2017-19 Leg Adopted Budget
<b>Other Funds</b>						
Business Lic and Fees	74,306,204	74,487,991	74,487,991	81,756,156	-	-
Non-business Lic. and Fees	2,760,518	2,646,335	2,646,335	2,676,771	-	-
Charges for Services	237,026	10,000	10,000	680,000	-	-
Other Revenues	-	-	200,977	-	-	-
Transfer Out - Intrafund	(8,481,329)	(9,956,685)	(9,956,685)	(9,294,831)	-	-
Transfer to General Fund	(58,216,875)	(61,627,000)	(61,627,000)	(62,319,357)	-	-
<b>Total Other Funds</b>	<b>\$10,605,544</b>	<b>\$5,560,641</b>	<b>\$5,761,618</b>	<b>\$13,498,739</b>	-	-

Agency Request  
2017-19 Biennium

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Legislatively Adopted  
Detail of LF, OF, and FF Revenues - BPR012

# DETAIL OF LOTTERY FUNDS, OTHER FUNDS, AND FEDERAL FUNDS REVENUE

Source	Fund	ORBITS Revenue Acct	2013-2015 Actual	2015-17 Legislatively Adopted	2015-17 Legislatively Approved	2017-19		
						Agency Request	Governor's Recommended	Legislatively Adopted
Business License Fees	OTH & GF	0205	74,306,204	74,487,991	74,487,991	81,756,156		
Non-Business Lic. Fees	OTH & GF	0210	3,368,193	3,303,846	3,303,846	3,334,282		
Charges for Services	OTH	0410	29,384,530	32,883,114	32,883,114	37,956,857		
Fines & Forfeitures	OTH & GF	0505	216,934	224,419	224,419	224,419		
Sales Income	OTH	0705	161,176	219,532	219,532	219,532		
Donations			980					
Grants (Non-Fed)			92,826					
Other Revenues	OTH	0975		1,013,990	2,686,478	1,013,990		
Transfers In	OTH	1010	15,041,490	16,106,423	16,106,423	18,449,332		
Transfers Out	OTH	2010	(15,041,490)	(16,106,423)	(16,106,423)	(18,449,332)		
Transfers to GF	GF	2060	(59,041,919)	(62,508,930)	(62,508,930)	(63,201,287)		
<b>Subtotal Other Funds</b>			<b>48,488,924</b>	<b>49,623,962</b>	<b>51,296,450</b>	<b>61,303,949</b>		
Federal Funds	FF	0995	366,938	659,792	694,779	182,399		
<b>Total Other Funds And Federal Funds</b>			<b>48,855,862</b>	<b>50,283,754</b>	<b>51,991,229</b>	<b>61,486,348</b>		

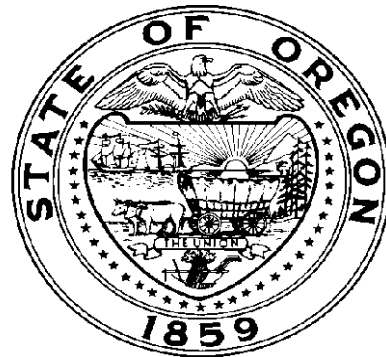
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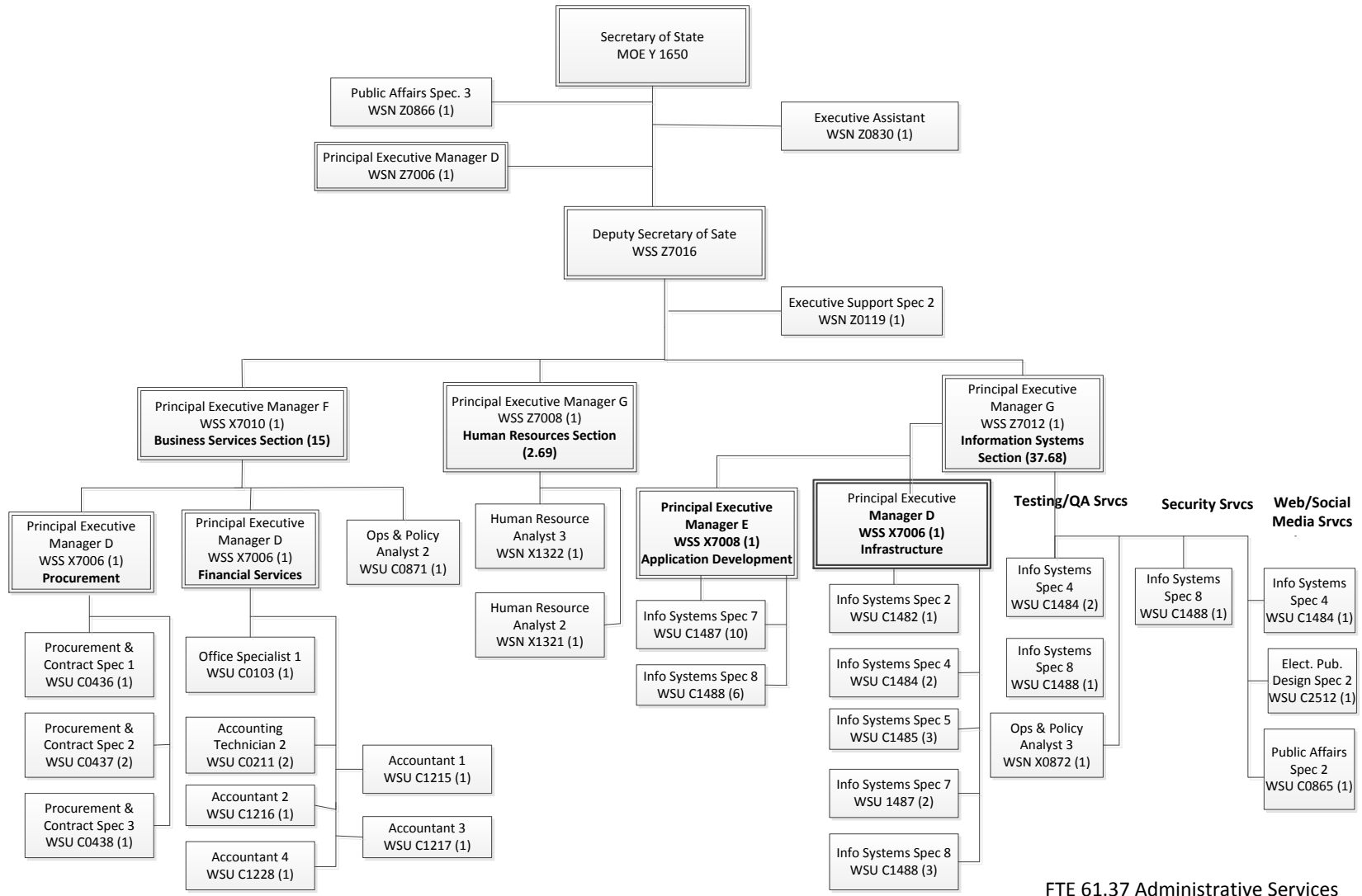
# Office of the Secretary of State



## **Administrative Services Division 2017-19 Agency Request Budget**

# Budget Narrative

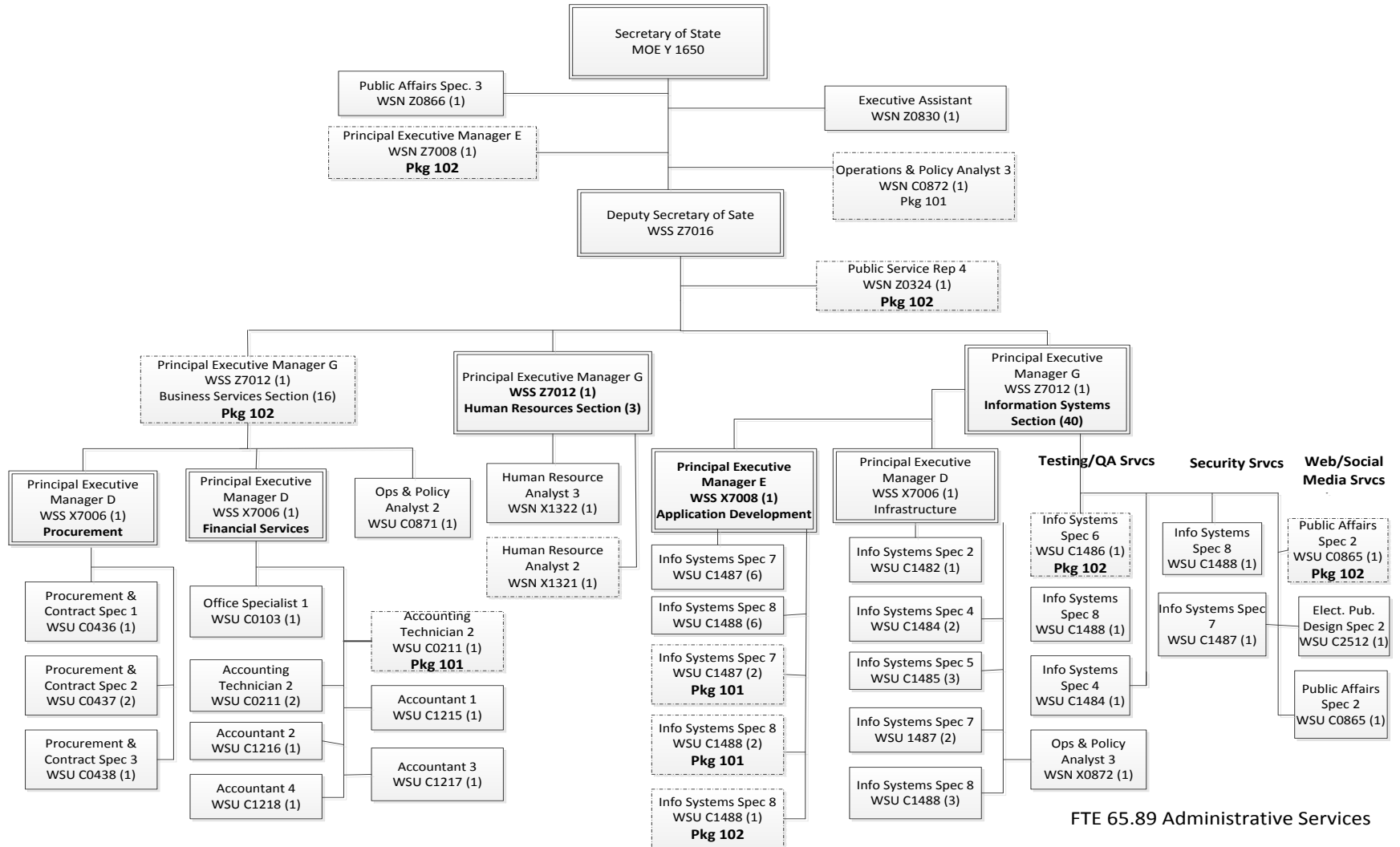
## Administrative Services Division Organizational Chart 2015-17 Biennium



FTE 61.37 Administrative Services

# Budget Narrative

## Administrative Services Division Organizational Chart 2017-19 Biennium





# Budget Narrative

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## **ADMINISTRATIVE SERVICES DIVISION**

### **Mission and Legal Authority**

The Administrative Services Division is comprised of the Executive Office, Business Services, Human Resources and Information Systems. The Administrative Services Division provides support services to all divisions of the Secretary of State and operates under the authority of the Oregon Constitution and ORS 177.050, 177.120, 240.160 and 359.400 to 359.444.

### **Revenue**

The operations of the Administrative Services Division are financed by a General Fund appropriation combined with revenue transfers from those divisions operating with Other Fund limitations, based on a cost allocation plan determined by the distribution of positions throughout the agency.

The General Fund appropriation for the 2017-19 Biennium will be \$3,549,359; the revenue transfers from Other Funds required for the 2017-19 Biennium will be \$18,449,332.

### ➤ **EXECUTIVE OFFICE**

The Executive Office provides the policy direction, oversight, management and coordination needed to administer the diverse and complex programs that are the Secretary of State's responsibilities, and support the specific duties of this independently elected constitutional officer. The Executive Office provides advice and direction to agency employees in all areas of management, policy, and external relations. External customers include the general public, candidates, political committees, elected officials and government agencies, the business community, the media, academics, scholars and other researchers.

### **Services**

The Executive Office supports the work of the Secretary in her Constitutional and statutory responsibilities, and supports the work of the agency in fulfilling the specific division missions.

# Budget Narrative

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## **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.

## **Our Mission**

The Secretary of State is the keeper of Oregon's history, the auditor of public funds, the first stop for Oregon businesses and the chief elections officer. We:

- Engage Oregonians
- Innovate for the Future
- Deliver Results

## **Specific Services include:**

- Providing overall policy and priority direction
- General oversight of the work of each division
- Managing external contact, including relations with other governments, other agencies of state government, the Legislature, the media and our customers
- The Executive Office also performs statutory and Constitutional functions not assigned to any division, such as supporting the work of the State Land Board, lending of the state flag and accepting and filing original bills during the legislative session. The Secretary is also the custodian of the State Seal.

## **Measurements**

The Executive Office holds itself accountable for each division meeting or exceeding their key performance measures.

## Budget Narrative

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### **Opportunities**

The Secretary of State continues to push for greater accountability, transparency and effective service to our internal and external customers. Major opportunities include:

Expanding the online services in the Central Business Registry to include additional state regulatory and licensing agencies and local municipal registrations and licenses;

Offering an Electronic Records Management Service as a “Software as a Service” to state and local government as a cost-effective way to manage public records electronically and facilitate retention and disposition and e-discovery needs efficiently;

Expanding the scope of performance audits to ensure state agencies are providing effective and efficient services, and to identify potential cost savings and improvements in business practices and program delivery;

Increasing the number of Oregonians registered to vote while simultaneously streamlining voter registration business practices to a more electronic system, saving time and money, improving the security and accuracy of the voter rolls and providing a more efficient system of voter registration for all legally eligible voters in Oregon.

## Budget Narrative

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### ➤ **INFORMATION SYSTEMS**

#### **Mission Statement:**

As a separate constitutional officer, the Secretary of State is guided by a distinct public service mission. The mission of the Secretary's Information Systems Division is to deliver quality, creative, and secure information technology solutions.

The Information Systems Division is the engine that drives the work of every other division in the agency.

The Information Systems Division provides centralized information technology services to the agency. We provide each Division the entire technology spectrum, from desktop support to complex application and system design and management to business continuity and citizen outreach through technology. These efforts help accomplish the Secretary of State's mission to Innovate for the Future, Engage Oregonians and Deliver Results.

The Information Systems Division is financed by a General Fund appropriation combined with revenue transfers from those divisions operating with Other Funds limitations. These revenues are based on an allocation plan based on positions in the agency. The 2017-19 allotment for the division is based on 2017-19 projected expenditures and revenues for each division.

#### **Customers and Business Drivers**

The Information Systems Division's primary customers are the divisions of the agency. Other customers include state agencies, counties, municipalities, elected officials, contractors, and the general public.

The business needs of the other divisions, the security of our systems, and the quality of our service offerings drive the technology priorities and workload of the Information Services Division. Other drivers include the evolving technology landscape and increasing citizen expectations. On-line services to the public, increasing reliance on technology and the continued increase in our customer and partnership base are a few examples of our current and future business drivers.

# Budget Narrative

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## **Program Activities**

The Division is comprised of five primary service categories: Administrative oversight and strategic planning, technical support, information systems support, application development and support, and business support.

### **Administrative oversight and strategic planning**

Technology Budget Administration; IS Strategic Planning & Execution; Contractor and Vendor Oversight; Service Level Agreement Administration; Resource Allocation & Management and Policy & Standards Oversight

### **Technical Support**

Hardware & Software Support; Hardware and Software Sizing; Communications and Network Administration; Help Desk and User Support; Security Administration & Management; Purchase of Hardware and Software; Release and Distribution Management and Disaster Recovery/Business Continuation Plan & Testing

### **Security**

Security Policy Development, Security Standards and Guidelines; Tracking and Documentation of Security Tools and Identification of Future Hardware/Software Needs; Tracking Compliance and Documentation of Information Security Activities and Security Incidents; and Scheduling and Completion of Security Assessments and Audits.

### **Application Development and Support**

Business Process Analysis; Systems Analysis; Project and Contractor Management; Application Development, Sustainment, and Maintenance; and System Verification and Validation

### **Web Support**

Web Presence Planning, Organizing, Architecture, and Implementation; User Interface Design; Usability, Accessibility, and Optimization; Informational Graphics and Dynamic Content

### **Testing and Quality Assurance Support**

Developing Test Cases; Automating Test Scripts and Supporting Software for Compliance with Multiple Web Browsers; Web Security Analysis and Testing Analysis

# Budget Narrative

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## Challenges

- Applications and Infrastructure Health – To avoid costly loss of functionality and services, we must continue to modernize public-serving applications that are no longer supported due to changing technology and expertise. The public is now accustomed to receiving fast, effective services online. To ensure top level support of our applications and systems, we must continue to invest in training our technicians in the most effective and efficient methods of developing and maintaining our applications and technical infrastructure. Limited staff resources in the area of analysis, architecture, security, and testing are a challenge to keep pace with the ever changing demands and technical security threats which are so common in our world and increasing daily.
- Technology and Maintenance Demands - The agency has implemented, and continues to develop several mission critical public facing, web based applications for Elections, Archives and the Corporation Divisions. Once developed and in production, these applications must be maintained, secured, enhanced and modernized to meet changing business needs and citizen's expectations. Accessibility and usability are becoming more and more important as we develop applications for delivery of data anywhere, on any device through mobile technologies such as smart phones and tablets. Our major challenges are compliance tracking of security vulnerabilities, developing applications to render with multiple web browsers (Internet Explorer, Chrome, Safari, and Firefox), and system architecture and quality analysis resources for services being pushed to the public via the internet.
- Desired Efficiency – As IT professionals and stewards to our Oregonian customer base, there's a constant need to look for efficiency and new ways to conduct business and serve the public. Efficiencies can be gained through initiatives such as automation of manual processes and partnering with other agencies and private providers to leverage resources. New ways of doing business and providing services include things such as increasing mobile computing both internally and to the citizens. In order to realize these types of efficiencies, investments are needed to architect, analyze, test, secure, implement and maintain the technology solutions.

# Budget Narrative

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## **Actions taken**

In addition to the daily support and maintenance of current systems and applications, the Information Systems Division has taken the following actions to address current challenges:

- Provided technical project direction and management, system and data design, and development of the Oregon Motor Voter (OMV) application.
- Implemented Acunetix and RiskSense to provide scalable protections for our business applications and infrastructure against potential security intrusion attempts.
- Assessments performed by independent third-party security experts against several public-facing applications. Internal staff developers and technical staff mitigated findings.
- Security Audit performed by independent auditing firm.
- Enhanced the Business Entity Registry Interface (BERI) system to better serve the public.
- Enhanced the on-line Elections web pages and applications to better serve Oregon citizens.
- Matured our governance model to provide enhanced risk management, agency project prioritization, change management, and strategic alignment.
- Updated the Division Strategic Plan and tactical initiatives to reflect the goals and performance measures of the Agency.
- To the level possible, with limited funding, continued staff education and training to stay fluent in our current technologies.
- Encouraged staff and management to devote time to research and continue learning about future technology and partnering solutions which will provide efficiencies for the agency and the State.
- Continued to provide IT Customer Service training to help staff see business challenges from the customer's perspective to better provide innovative solutions.
- Continued to mature our agile development method to increase project communication and decrease risks of project failure by quickly producing smaller pieces of the application for user review.
- Updated Division Technology Plans and updated Service Level Agreements based on business need.
- Updated the Agency Security and Business Continuity Plans and conducted an agency-wide exercise and completed plans for another table top exercise prior to the end of the year.

# Budget Narrative

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## **Measurements**

The Information Systems Division has identified performance measures and evaluates its performance through system monitoring, project tracking, customer survey, help desk statistics and regular meetings with the Deputy Secretary of State and the agency Directors. The Agency's Key Performance Measures of Customer Service and Accessibility are supported in the Information Systems Division strategic plan.



# Budget Narrative

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## ➤ **BUSINESS SERVICES**

### **Mission Statement:**

As a separate constitutional officer, the Secretary of State is guided by a distinct public service mission. The mission of the Secretary's Business Services Division is to provide timely, quality, and value-added services to the whole agency.

Business Services provides accounting, budgeting, cashiering, procurement, contract administration, safety and risk management, fixed assets and inventory control services to the agency. Business Services is comprised of 15 FTE.

### **Customers and Business Drivers**

Business Services' primary customers are the divisions of the agency. Other customers include other state agencies, counties, municipalities, financial institutions, elected officials, vendors and contractors, and the general public.

Other divisions within the agency and other state functions drive the workload of Business Services. Some examples are the Elections Division final filing days, Corporation and Business Registry filings, Blue Book sales, financial year end reporting, division turn over, changes in statute, technology upgrades, cost increases in goods and services, availability of goods and services, budget deadlines, and the impacts of new legislation passed during each legislative session.

### **Program Activities**

Business Services is comprised of three sections: Administration, Financial Services, and Procurement.

#### **Administration**

Strategic Development & Execution; Financial Management; Policies and Procedures; Administrative Support and Safety and Risk Management.

# Budget Narrative

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## **Financial Services**

Budget Analysis; Budget Development; Budget Execution; Fiscal Impact Statement Preparation and Emergency Board; Financial Reporting; Fiscal year end process; Financial Statement preparation; Accounts Receivables and Payables; and Financial Transaction processing; Blue Book Sales and Distribution; Cash and Cash Equivalents Processing; Accounting Assistance and Mail and Distribution.

## **Purchasing and Contracts Section**

Formal & Informal Procurement; Contract Risk Assessment; Contract Administration; Fixed Asset Tracking; and Storeroom and Inventory Management .

## **Challenges**

- Changes in Statutes, OAR's and Accounting Standards. Revisions to the public contracting statutes can cause a strain on staffing and funding resources; the 2015 Legislative Session passed two bills that place tighter controls over public contracting and places requirements in ongoing training and education of public buyers; changes in accounting standards by the Government Accounting Standards Board (GASB) have increased the amount of information required in producing financial reports and the level of detail requested in the agency biennial audits. GASB 51 has caused an increase in workload related to capturing the value of intangible assets (i.e. computer software). GASB 68- Accounting and Financial Reporting for Pensions has increased the amount of information that we need to report on the financial statements every biennium.
- Timely and Efficient Services- The ability to provide timely and efficient services for our customers remains a core focus and challenge. The agency relies heavily on technology to provide fast and efficient services to our customers. With much of the technology work being outsourced, it increases contract activity in the Purchasing and Contracts Section. We place a high focus on addressing agency risk and exposure through clearly defined SOW's, contract deliverables and contract terms and conditions that protect the agency while ensuring timely delivery of services and goods that meet the agency's expectations.

# Budget Narrative

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## **Actions Taken**

Business Services has aligned its strategic plan to align with the Secretary of State's strategic initiatives. The strategic plan provides for:

- Continued use of LEAN processes to streamline and eliminate unnecessary steps and processes which enables us to provide efficient and timely services to our customers;
- Modernized the Deposit Interface System (DIS) which is the agency cash management application, replaced our aging fixed asset application with a new application with barcode technology which significantly improves our reporting capabilities, annual fixed asset inventory, and adding new assets to the agency's capital assets;
- Continuing education and training opportunities remain a high priority in BSD. It is important that we provide these opportunities that allow our staff to enhance their knowledge, expertise and skill sets which enable them to provide outstanding services to our customers;
- Cross pollination/training opportunities for BSD staff within the Division and in other divisions of the agency to better understand the business practices and needs of our internal customers;
- Participation by BSD staff in leadership roles on statewide committees and enterprise wide projects; participation through leadership roles in professional organizations enabling us to take leadership roles in problem solving and developing solutions at the enterprise level; remaining informed on changes in statutes and legislation that will impact our core business functions and the division's ability to provide timely and efficient services to our customers.

## **Measurements**

Business Services evaluates its performance through scheduled monthly meetings with division directors/managers to review budget spending plans and discuss the quality of services provided. Meetings are scheduled as needed with the Secretary of State and the Deputy Secretary of State to review the health of the agency budget and discuss any concerns related to budget execution and availability of funding.

## Budget Narrative

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### ➤ **HUMAN RESOURCES**

#### **Mission Statement:**

As a separate constitutional officer, the Secretary of State is guided by a distinct public service mission. The mission of the Secretary's Human Resources Division is to deliver efficient and effective human resource services to all members of the agency.

The Human Resources Division provides employees with advice and guidance with the interpretation and application of state and federal laws, as well as the Secretary of State's policies, procedures and rules. The division is further responsible for recruitment, employee orientation and training; policy development, implementation, and compliance; payroll; classification and compensation; performance management; counseling and complaint resolution; progressive disciplinary action; development and monitoring the affirmative action plan; employee reduction, layoff and outplacement assistance; and maintaining a complete and confidential personnel records system. The Human Resources Division is comprised of three positions totaling 3.00 FTE.

#### **Customers and Business Drivers**

The Human Resources Division's customer base is both internal and external. Internal customers include employees seeking advice and assistance in all areas of human resource management. External customers include members of the general public and representatives from other state agencies requesting or providing information.

Business drivers include changes in legislation (both state and federal) requiring modification to current policies, procedures and practices that affect all aspects of human resource management. Additionally, resignation, retirement, dismissal, layoff and death contribute to the number of recruitments conducted.

#### **Program Activities:**

Provide advice and guidance to employees with interpretation and application of state and federal laws, as well as the Agency's personnel policies, procedures and rules. Furthermore, the division is responsible for the oversight and conduct of the following personnel management activities:

# Budget Narrative

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## **Affirmative Action**

Develop and monitor the Agency's Affirmative Action Plan.

## **Classification and Compensation**

Allocate positions to the appropriate classification. Ensure employee pay falls within the corresponding salary range and is adjusted when appropriate (annual salary increases, cost of living adjustments, demotions, reductions in pay, etc.) according to the Department of Administrative Services (DAS) Compensation Plan and Agency policies.

## **Discipline and Complaint Resolution**

Non-management employees are provided advice and assistance regarding Agency policy as well as employee rights and responsibilities during progressive discipline and complaint resolution. Management is advised when to initiate disciplinary action and how to proceed through the progressive discipline process.

## **Employee Records**

Establish and maintain the official personnel file (and electronic file) for each employee.

## **Performance Management**

Administer and monitor the employee performance management system.

## **Policy Development**

Implement law changes and human resource practices by developing and revising Agency personnel policies.

## **Recruitment and Selection**

Manage the recruitment process through development of recruitment strategies and process improvements, application screening, applicant selection, conducting employment references and background checks.

## **Training**

Conduct needs assessment of mandatory training for all employees, core management curriculum as well as a variety of training offerings. Conduct training on policies and procedures as well as provide employees developmental training opportunities.

# Budget Narrative

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## **Payroll**

Execute timely and accurate employee pay and benefits in compliance with state and federal laws.

## **Challenges**

Retaining outstanding employees – Employee retention and maintaining staff morale are top concerns.

## **Actions Taken**

The Human Resources Division has aligned its strategic goals to address the current business challenges by:

- Empowering employees to innovate and better serve customers;
- Investing time and resources to ensure employees feel valued and appreciated;
- Providing informal and continuous learning that offers personal and professional growth such as:
  - e-learning opportunities
  - “Lean” and/or business process improvement/streamlining awareness

## **Measurements**

The Human Resources Division measures its performance through various methods. The Human Resources Director meets with all Agency Directors on a bi-weekly basis to discuss business needs and service delivery. Feedback is solicited from training offerings.

## Budget Narrative

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### SECRETARY OF STATE ADMINISTRATIVE SERVICES ESSENTIAL PACKAGES

1. **Purpose** - Essential Packages adjust the base budget to reflect the agency's 2017-19 current service level requirements.
2. **How Achieved** – The following Essential Packages adjust Administrative Services' base budget to reflect 2017-19 current service level requirements.

010 – Adjusts projected vacancy factor budget savings expected from staff turnover in the 2017-19 biennium. The package also adjusts the costs of non-PICS personal services items not included in the PICS generated total. Non-PICS personal services items include debt service on the Pension Obligation Bonds (POB). The package decreases General Fund (\$7,906), and Other Funds \$81,187.

031 – Provides a general inflation increase for Services and Supplies costs. The package also adjusts State Government Service charges to reflect 2017-19 changes. The package increases General Fund \$17,988, and Other Funds \$341,260.

050- This package shifts personal services expenditures from Other Funds to General Fund in the 2017-19 biennium. The shift was a one-time funding shift that the legislature added to our budget for 2015-17. The package increases General Fund \$845,876 and decreases Other Funds (\$845,876).

3. **Staffing Impact** - None.
4. **Revenue Source** – General Fund is increased \$855,958. Other Funds is decreased (\$423,429).

# Budget Narrative

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## **Administrative Services Division**

### **Policy Package 101 – ASD Staffing Needs**

#### **Purpose**

The Administrative Services Division is comprised of the Executive Office, Business Services, Human Resources and Information Systems. The Administrative Services Division provides support services to all divisions of the Secretary of State and operates under the authority of the Oregon Constitution and ORS 177.050, 177.120, 240.160 and 359.400 to 359.444.

This package requests four new positions and requests two limited duration positions to become permanent full-time. The purpose of this package is to add one new position in the Executive Office to increase the office's capacity in the area of policy analysis and legislative process; one new position in Business Services to increase their ability for the timely processing of payments received by the agency and to take over the processing of fax business registration filings from the Corporation Division; and two new positions and two limited duration positions to become permanent full-time positions in Information Systems for succession planning and risk mitigation to help ensure on-going services are provided securely, timely and within budget to our customers and the public.

#### **Executive Office:**

The Executive Office staffing serves the Secretary of State by evaluating and implementing policy direction for the agency, managing public and intergovernmental communications, and coordination and management oversight for all program divisions. Historically, staffing within the Executive Office has varied, depending on the particular management structure and needs identified by the incumbent Secretary. Working within the parameters of the overall budget, Secretaries have varied the position descriptions, job titles, and salary levels depending on their identified needs. The purpose of the position to increase the office's capacity in the area of policy analysis and the legislative process.



## Budget Narrative

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### New Position

Position #	Title	Classification	Type	GF	OF	TF
1702004	Operations & Policy Analyst 3	WSN X0872	PF		201,429	201,429
Total Personal Services					201,429	201,429

### ***Operations and Policy Analyst 3 (Legislative Liaison, policy analysis and development) -***

The Secretary of State's Office is responsible for key government functions in state government. Of the current 6 FTE built into the overall budget for the Executive Office, there are currently no positions assigned to do policy analysis, policy development, or to serve as a legislative liaison. With the complexity of the statutory schemes governing the agency and the agency commitment to modernization, efficiency in service delivery, and greater transparency and accountability, the capacity is needed to provide internal evaluation, legislative analysis, and to engage proactively with the Legislature and other state leaders on how to move forward.

In combination with Policy Package 102, this package adds one position to support the Secretary in these efforts. It will provide support for all Divisions and expand the capacity of the Executive Office without unduly increasing the financial commitment to this branch of the agency.

### **Business Services:**

Business Services provides accounting, budgeting, cashiering, procurement, contract administration, safety and risk management, fixed assets and inventory control services to the agency. Business Services is requesting a new Accounting Tech 2 position in our Financial Services Section. Financial Services cashiers all payments coming into the office of the Secretary of State for our public facing divisions (Corporation Division; Audits Division; Elections Division; and Archives Division). The purpose of this position is to add a needed resource in the Financial Services Section for cashiering and taking over processing fax business registration filings for the Corporation Division.

## Budget Narrative

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### ***Accounting Technician 2 (Cashier)***

The primary source of workload for the cashiers is mail coming in for the Corporation Division. The Corporation Division assists the public in registering business entities, filing public notice of records of debt, commissions notaries public, and provides certification of records and notarized documents. The division provides access to public record information in the form of copies, certificates, lien searches, computer reports, and on-line database access to allow the public and businesses to know with whom they are doing business. These business activities in the Corporation Division creates high volumes of mail and payments on a very consistent basis. Our ability to process these payments timely has a direct impact on the Corporation Division's ability to serve their customers in a fast and efficient manner. The Corporation Division has legislatively approved Key Performance Measures (KPM's) in each of their primary program areas. These KPM's track and report on the Corporation Division's ability to maintain fast turnaround times to register a new business or renew existing businesses conducting business in the State of Oregon. The heaviest workload volumes related to the Audits Division is for municipal audit filings. These reports come due in September for small local governments and in December and January for the mid to large size local governments. During these cycles there is a significant increase in workload for the cashiers. The Elections Division increases workload for the cashiers during the Primary and General Election cycles which occurs every two years (even numbered years). The Archives Division has the Reference Center, the Reference Center sell copies of public records to its patrons. The Financial Services Section cashiers payments received by the Reference Center which is a consistent workload. In addition to workload cycles stated above, when we have staff out on vacation and other leave, this creates challenges in our ability to timely batch documents and process payments. Currently we have one Accounting Tech 2 and Office Specialist 2 dedicated to cashiering incoming payments to the agency. The impact of pulling staff from other sections in Business Services, causes them to fall behind in the timely processing of their work. By adding this additional staff resource, it will enable us to meet the high expectations of our customers in the timely processing of their payments. This in turn enables our public facing divisions to meet the needs and expectations of their customers. We also plan for this position to take over the processing of fax business registration filings currently done in the Corporation Division. By taking this function over for the Corporation Division, it frees their staff up to focus on their core business functions in helping businesses to register to do business in the State of Oregon in a faster and more efficient manner.

#### New Position

<b>Position #</b>	<b>Title</b>	<b>Classification</b>	<b>Type</b>	<b>GF</b>	<b>OF</b>	<b>TF</b>
1701000	Accounting Tech. 2	WSU C0211	PF		118,057	118,057
Total Personal Services					118,057	118,057

## Budget Narrative

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### Information Systems:

This package transitions two limited duration positions to permanent; adds two needed positions to provide continued support of application enhancements, development, and sustainment of existing and future public-facing applications in the Elections and Corporations Divisions.

This option addresses succession planning and risk mitigation to help ensure on-going services are provided securely, timely, and within budget to our customers and the public.

#### New Positions

Position #	Title	Classification	Type	GF	OF	TF
1703002	Information System Specialist 8	C1487	PF		215,915	215,915
1703003	Information System Specialist 8	C1487	PF	215,915		215,915
1703004	Information System Specialist 7	C1488	PF	264,405		263,388
1703005	Information System Specialist 7	C1488	PF	234,903		233,886
Total Personal Services				715,223	215,915	931,138

#### ***Information Systems Specialist 8 (Elections Lead Systems Analyst) -1703003***

This position will be assigned to the Elections Division. The Elections Division currently supports the Oregon Motor Voter (OMV) application and ORESTAR application, which consists of 8 separate modules (1. Campaign Finance, 2. Candidate Filing, 3. Compliance, 4. Contact Tracking, 5. Election Night Reporting, 6. My Vote, 7. Statement of Org., and 8. Voter Pamphlet) which has grown beyond the capacity of a project manager to provide both; project management and technical analysis of the application and its modules. Due to the mandated deadlines for modifications and additions to these modules, we need a full-time Lead Systems Analyst to focus on technical system design and technical team leadership, coordinate application support work with the division's ISD Project Manager to meet the constant deadlines, and handle

## Budget Narrative

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the additional workload. Their other primary focus is to provide technical and business analysis for the Oregon Central Voter Registration (OCVR) system.

### ***Information Systems Specialist 8 (Corporations Lead Systems Analyst) -1703002***

This position will be assigned to the Corporation Division. The Corporation Division continues to work across agencies and Governmental lines to provide more streamlined services to Oregon business for several different public-facing applications. Last biennium, this team supported the work of POP 171 to expand online services to business through the Central Business Registry and Business Entity Registration and Information applications. With the implementation of the new Oregon Business Registry, Business Wizard, and Licensing Directory project, this position is a necessary resource to address the additional workload associated with business and systems development analysis.

### ***Information Systems Specialist 7 (Elections Java Developer) -1703004***

This position was approved as a limited duration assigned to the Elections Division pending the recommendations of an independent assessment of ORESTAR. In the final report, the consultant recommended outsourcing two modules (Election Night Reporting and Contact Tracking) and maintaining, in-house, the other six modules (1. Campaign Finance, 2. Candidate Filing, 3. Compliance, 4. My Vote, 5. Statement of Org., and 6. Voter Pamphlet) for on-going development, maintenance, and sustainment. As such, the amount of work continues to require development support for the additional modules. Due to the mandated deadlines for modifications and enhancements to these modules, we need a full-time developer assigned as a permanent position to offset the aggressive schedule and additional workload.

### ***Information Systems Specialist 7 (Elections Java Developer) -1703005***

This position was approved as a limited duration assigned to the Elections Division pending the recommendations of an independent assessment of ORESTAR. In the final report, the consultant recommended outsourcing two modules (Election Night Reporting and Contact Tracking) and maintaining, in-house, the other six modules (1. Campaign Finance, 2. Candidate Filing, 3. Compliance, 4. My Vote, 5. Statement of Org., and 6. Voter Pamphlet) for on-going development, maintenance, and sustainment. As such, the amount of work continues to require development support for the additional modules. Due to the mandated deadlines for modifications and enhancements to these modules, we need a full-time developer assigned as a permanent position to offset the aggressive schedule and additional workload.

# Budget Narrative

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## **How Achieved**

### **Executive Office:**

1 FTE; Operations and Policy Analyst 3 - Other Funds

### **Business Services:**

1 FTE; Accounting Tech. 2 - Other Funds

### **Information Systems:**

FTE- 1- Information Specialist 8 - Other Funds,  
1- Information Specialist 8 - General Fund,  
2- Information Specialist 7 - Other Funds

## **Staffing Impact**

Six positions are needed in the Administrative Services Division. The Executive Office needs a position dedicated to policy analysis and legislative process; one new position in Business Services is needed to increase their ability for the timely batching of documents and processing payments received by the agency and taking over fax business registrations for the Corporation Division; and two new positions and two limited duration positions to become permanent full-time positions in Information Systems for succession planning and risk mitigation to help ensure on-going services are provided securely, timely and within budget to our customers and the public.

# Budget Narrative

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## **Quantifying Results**

The Executive Office holds itself accountable for each division meeting or exceeding their key performance measures. This position will take responsibility for providing policy and program analysis and providing legislative communications in support of each division's efforts.

Business Services holds itself accountable through regularly scheduled monthly meetings with the Secretary of State, Deputy Secretary of State, division directors and managers. Daily activity logs are used to measure and ensure targets are met for turnaround times for processing mail, cashiering funds received and the tracking of requests for goods and services.

The Information Systems Division has identified performance measures and evaluates its performance through system monitoring, project tracking, customer survey, help desk statistics and regular meetings with the Deputy Secretary of State and the agency Directors. The Agency's Key Performance Measures of Customer Service and Accessibility are supported in the Information Systems Division strategic plan.

## **Revenue Source**

\$738,890 General Fund

\$581,788 Other Funds

Note: Funding for a portion of this package (\$375,658 OF) is dependent on the approval of Package 115, a revenue package for the Corporation Division. This portion of the package costs represents one ISS 8 position in Information Systems which is 100% dedicated to the Corporation Division, an Accounting Technician 2 position in Business Services in which 50% of the position costs are funded with Corporation Division Other funds and an Operations and Policy Analyst 3 in the Executive Office in which 50% of the costs are funded with Corporation Division Other funds.

# Budget Narrative

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## **Administrative Services Division**

### **Policy Package 102 – ASD Positions True Up**

#### **Purpose**

The Administrative Services Division is comprised of the Executive Office, Business Services, Human Resources and Information Systems. The Administrative Services Division provides support services to all divisions of the Secretary of State and operates under the authority of the Oregon Constitution and ORS 177.050, 177.120, 240.160 and 359.400 to 359.444.

This Package seeks to reconcile current staffing patterns with approved budget. In coordination with Policy Package 101, it establishes staffing levels commensurate with current demands in the Executive Office, Business Services and Information Systems.

The Executive Office staffing serves the Secretary of State by evaluating and implementing policy direction for the agency, managing public and intergovernmental communications, and coordination and management oversight for all program divisions. Historically, staffing within the Executive Office has varied, depending on the particular management structure and needs identified by the incumbent Secretary. Working within the parameters of the overall budget, Secretaries have varied the position descriptions, job titles, and salary levels depending on their identified needs.

Business Services provides the full spectrum of accounting services; budget development and execution; cash management; centralized procurement from low value to highly complex and high value projects; contract administration; safety and risk management; fixed assets and inventory control services to the agency.

Information Systems is the engine that drives the work of every other division in the agency. Information Systems provides centralized information technology services to the agency. We provide each Division the entire technology spectrum, from desktop support to complex application and system design and management to business continuity and citizen outreach through technology. These efforts help accomplish the Secretary of State's mission to Innovate for the Future, Engage Oregonians and Deliver Results.

# Budget Narrative

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## **Executive Office:**

This portion of the package seeks to reclassify two positions in the Executive Office.

### **1. Chief of Staff- From a Principal Executive Manager (PEM) D to a PEM E**

The Chief of Staff position is currently budgeted as a PEM D. This proposal would increase the classification to a PEM E, more appropriate to the staff supervision ratio and responsibilities associated with this position.

### **2. Executive Support Specialist (ESS) 2 to a Public Service Representative (PSR) 4**

This package would also make a budget-neutral change to the Executive Support Specialist 2 (range 19) position to a Public Service Representative 4 at the same salary range as the ESS 2 position originally budgeted.

## **Business Services:**

This portion of the package seeks to reclassify one position in the Business Services.

### **1. Director of Business Services- From a PEM F to a PEM G**

This executive level position is responsible for the direction and administration of the agency's financial reporting over its revenue, expenditures, capital assets and the accurate representation and maintenance of those records; budget development and execution; all levels of procurement from low value to highly complex and high value projects; risk and safety management. A review of the responsibilities of this position was conducted in comparison with its peers in Information Systems and Human resources, both of which are classified as PEM G's. The result of this review is it was determined that the level of responsibility, decision making authority and judgment associated with this position is more appropriately classified as a PEM G. This also brings parity with the classification of the other two administrative services support directors in the agency.



# Budget Narrative

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## **Information Systems:**

This portion of the package seeks to reclassify three positions in Information Systems.

### **1. Enterprise Lead Systems Analyst- From an Information Systems Specialist (ISS) 7 to an ISS 8**

This position has been assigned to all Divisions. Many of the security initiatives and system innovation projects we are bringing into the agency require cross-divisional, cross-platform oversight and management. Although we currently have a Project Manager assigned to these projects, we needed to increase the responsibilities of the Business Analyst to provide technical oversight of the programming and design functions. This fundamentally changed the role from Business Analyst to Lead Systems Analyst. This position's additional responsibilities provide the oversight and expertise in the business processes, requirements and specific rules of each division assigned to ensure the technical specifications are met for the user requirements.

### **2. Web Content Coordinator- From an ISS 4 to a Public Affairs Specialist (PAS) 2**

This position has been assigned to the Administrative Services Division providing web consultant services for all Divisions. The primary objective of the web team has shifted to modernizing the "look and feel" of our web pages and migrating thousands of documents, links, slideshows, and PDFs on our website for accessibility. This position was originally budgeted as an Information Systems Specialist 4, which doesn't allow for the technical expertise and leadership required of this position. The primary purpose of the Content Coordinator is to develop, champion, and evolve the agency's content strategy. This position focuses on the user experience of our citizens as they access our web-based applications, ensuring quality, consistency, and effectiveness.

### **3. Web Usability Tester- From an ISS 4 to an ISS 6**

This position will be assigned to the Administrative Services Division providing advanced-level testing support to all Divisions. In the last few years, we have been developing more and more applications to be served to the public through the web. This position was originally budgeted as an Information Systems Specialist 4; however, this classification doesn't allow for the level of subject matter expertise required to ensure application usability and functionality. These applications need to be designed and tested differently than the standard client/server applications. Our goal is to develop applications providing "any data, any device, anywhere", which means that the applications must be tested for different devices. Links to and from web pages are also a challenge and must be tested on an ongoing basis.

## Budget Narrative

### **How Achieved**

#### Reclass Positions

	<b>Position #</b>	<b>Title After Reclassification</b>	<b>Current Classification</b>	<b>1Jul17 Classification</b>	<b>Reclass Type</b>	<b>GF</b>	<b>OF</b>	<b>FF</b>	<b>TF</b>
1	0000300	PEM E	WSSZ7006	WSSZ7008	Upward		-		-
2	0016001	Public Service Representative 4	WSN Z0119	WSU C0324	Upward		-		-
3	0031001	PEM G	WSS Z7010	WSS Z7012	Upward		-		-
4	4973011	Public Affairs Specialist 2	WSU C1484	WSU C0865	Upward		2,799		2,799
5	4973016	Information Specialist 6	WSU C1484	WSU C1486	Upward		7,057		7,057
6	4213421	Information Specialist 8	WSU C1487	WSU C1488	Upward		9,765		9,765
	Total Personal Services						19,621		19,621

### **Staffing Impact**

No staff would be added by this package. The goal of the package is to provide appropriate leadership for the Executive Office team and staff the team with appropriate levels of staff for each function; appropriately reflect the duties and responsibilities of the Director of Business Services; and properly classify three positions in Information Systems to reflect the increased level of responsibilities.

### **Quantifying Results**

The Executive Office holds itself accountable for each division meeting or exceeding their key performance measures. The activities in support of those measures include:

## Budget Narrative

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- Oversight and supervision of the Division Directors
- Providing policy and priority direction
- Managing external contact, including relations with the public, other governments, other agencies of state government, the Legislature, and the media.
- Performing statutory and Constitutional functions not assigned to any division, such as supporting the work of the State Land Board, protection of the state seal and lending of the state flag, and accepting and filing original bills during the legislative session.

Business Services holds itself accountable through regularly scheduled monthly meetings with the Secretary of State, Deputy Secretary of State, division directors and managers. Daily activity logs are used to measure and ensure targets are met for turnaround times for processing mail, cashiering funds received and the tracking of requests for goods and services.

The Information Systems Division has identified performance measures and evaluates its performance through system monitoring, project tracking, customer survey, help desk statistics and regular meetings with the Deputy Secretary of State and the agency Directors. The Agency's Key Performance Measures of Customer Service and Accessibility are supported in the Information Systems Division strategic plan.

### **Revenue Source**

\$19,621 Other Funds

# Budget Narrative

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## **Administrative Services Division**

### **Policy Package 103 – OregonBuys eProcurement System**

#### **Purpose**

The purpose of this project is to procure and implement an integrated end-to-end procurement system that will interface with common systems used by state agencies. Currently, the Secretary of State uses the State Financial Management Application (SFMA) - ADPICS for issuing purchase orders, SFMA- RStars for contract and purchase order payments, the Department of Administrative Services (DAS), ORPIN system for advertising and posting contract opportunities, and manual paper driven processes for tracking purchasing and contract activity in the agency. The current process is antiquated, inefficient, labor intensive, creates costly manual workarounds in staff resources, and uses a mix of different technologies to track the status of purchase requests from low value to highly complex and high value contracts. The risks associated with workarounds and manual processes is contract overpayments; expiration of the various insurance certificates and performance bonds, which mitigate the agency's exposure to risk; lack of information regarding vendor performance; inability to gather data and conduct spend analysis to leverage buying power to obtain the best value; and incomplete reporting capabilities which creates inconsistent and inaccurate information.

Currently, there is no single enterprise solution in the state that meets the business needs of state agencies for providing procurement services. As a result, state agencies continue to rely on antiquated, manual processes, which are an inefficient use of time, increases the risk of errors, difficult to measure and report on, confusing and inconsistent for users and vendors, and difficult to integrate with other systems. These manual processes make data collection time consuming, inaccurate, and the ability to create useful reports for spend analysis very difficult. Over the past 10 years, three independent studies were conducted, by outside consultants (Public Knowledge, Hackett Group, and Ikaso), identifying the need for an end-to-end e-procurement solution for state agencies.

In Oregon, procurement services, are both centralized and decentralized. Due to the decentralized approach, agencies have been left with trying to improve their procurement processes/systems in a silo. The lack of enterprise-wide

## Budget Narrative

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coordination among agencies limits solution options; leads to duplication of effort and resources; and creates inconsistent procurement processes that are confusing to vendors and contractors wanting to do business with state agencies.

The ability to improve statewide procurement services could be accomplished through a collaborative and shared service approach. By obtaining an end-to-end procurement system that met the collective needs of all state agencies, the state could effectively:

- automate processes and eliminate paper processes and wasteful work-arounds;
- reduce overpayments to contractors;
- streamline processes by removing unnecessary steps from receipt of a request to final payment and contract closeout;
- standardize processes and procurement documents making more consistent across state agencies for users and vendors for increased transparency;
- enable agencies to track and monitor procurements more easily, to help agencies manage the process;
- allow for easier administration of contracts, including deliverables, schedules, and spending, to ensure that the state and its partners fulfill all of their obligations;
- integrate with other systems, such as accounting systems, which would ensure better financial controls and accountability for taxpayer dollars; and
- allow agencies to access real-time, standardized data to create forward looking analyses and make strategic decisions about procurement.

In addition, a single e-procurement system used by all state agencies could avoid duplicative efforts, saving time and money; pool and share resources, to help to ensure agencies big and small have access to the resources they need to find the right solution; provide for a solution that incorporates the most current technology and industry best practices not otherwise achievable by agencies individually; increase agencies' buying power, reducing upfront and ongoing costs per agency; create uniformity and standardization across agencies, not just within agencies, for users, vendors, and data entry, which can be used for making strategic decisions about procurement; and lay the foundation for an enterprise-wide system that could lead to even greater efficiencies, by ensuring a flexible solution that meets a wide range of agency requirements and integration needs.

# Budget Narrative

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## **How Achieved**

In 2014, the Secretary of State began collaborating with two other state agencies to combine resources and select a single end-to-end e-procurement system. As other agencies learned of this collaborative approach between the Secretary of State, Department of Forestry, and the Department of Education, we had six other agencies join this effort in October 2015. These agencies formalized their support of this effort by establishing a nine agency Interagency Agreement (IAA), created and signed a project charter, appointed an Executive Sponsor Committee for executive oversight, and established a project Steering Committee to oversee the eProcurement project known as OregonBuys. These nine agencies have devoted subject matter experts in procurement, finance and information technology for the purpose of developing and agreeing on system requirements, quality assurance, change control processes, project governance structure, with the long-term goal of this becoming the DAS enterprise procurement solution. The group consists of Chief Information Officers (CIOs), Chief Financial Officers (CFOs), Chief Procurement Officers (CPOs), and their delegates from the following nine agencies.

- Secretary of State
- Oregon Judicial Department
- Oregon Department of Forestry
- Oregon Department of Fish and Wildlife
- Oregon Department of Education
- Department of Revenue
- Department of Human Services/Oregon Health Authority
- Department of Consumer and Business Services
- Department of Administrative Services (DAS)

In November 2015, the above nine agencies began working together to define common requirements for a new solution. These agencies created common requirements with the vision that changes to their agency business processes, to comply with best practices in procurement, will occur rather than automating their current inefficient manual and paper processes.

## Budget Narrative

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The DAS, Procurement Services (PS) issued a Request for Proposals (RFP) for the OregonBuys solution. Representatives from each agency have been involved in the RFP development and proposal evaluation process. Technical proposals have been scored for those vendors that submitted proposals in response to the RFP. Site visits were conducted by a team made up of subject matter experts in procurement, finance and information technology. Site visits were based on the solution being used by another state which is similar in nature and scope to the services and requirements requested and needed by state agencies in Oregon. Two proposers have been selected for the final round of negotiations and it is anticipated a price agreement will be executed in the fall of 2016. Once in place, each agency may purchase the access to the OregonBuys solution. The long-term expectation is that the OregonBuys solution will be adopted by DAS as the enterprise procurement solution for all state agencies.

The February 2016 Legislature approved a request from the Oregon Department of Forestry (ODF) to obtain a new system. Upon selection of the OregonBuys solution in the fall, ODF will be the first agency of the nine participating agencies to begin implementation. The remaining agencies will gain very useful knowledge, insights, and lessons learned from the ODF experience. State agencies may use the ODF experience as a model for their implementation plan. Several agencies will submit a package in their 2017-19 Agency Budget Request (ARB), for legislative approval and expenditure limitation to adopt and implement the OregonBuys solution.

### **Staffing Impact**

Until a price agreement is awarded and the pricing model is known, it is difficult to identify staffing impacts regarding implementation of an end-to-end eProcurement solution. It is anticipated that the price agreement will be awarded in the fall of 2016 at which time we will be able to identify the necessary resources needed for implementation of the selected system.

### **Quantifying Results**

- Increase in the availability, timeliness, and quality of data
- Decrease of risks associated with work-around controls

## Budget Narrative

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- Increase in the responsiveness to queries from internal customers, vendors/contractors, legislators and the general public
- Decrease in duplication of data entry
- Increase ability to manage organizational risk

### **Revenue Source**

\$250,000 Other Funds



**ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY**

Secretary of State  
 Pkg: 010 - Non-PICS Psnl Svc / Vacancy Factor

Cross Reference Name: Administrative Services Division  
 Cross Reference Number: 16500-001-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
<b>Revenues</b>							
General Fund Appropriation	(7,906)	-	-	-	-	-	(7,906)
<b>Total Revenues</b>	<b>(\$7,906)</b>	-	-	-	-	-	<b>(\$7,906)</b>
<b>Personal Services</b>							
Temporary Appointments	1,035	-	-	-	-	-	1,035
Overtime Payments	-	-	-	-	-	-	-
All Other Differential	-	-	-	-	-	-	-
Public Employees' Retire Cont	-	-	-	-	-	-	-
Pension Obligation Bond	(10,037)	-	40,203	-	-	-	30,166
Social Security Taxes	158	-	-	-	-	-	158
Unemployment Assessments	1	-	-	-	-	-	1
Mass Transit Tax	(2,538)	-	10,764	-	-	-	8,226
Vacancy Savings	3,475	-	30,220	-	-	-	33,695
<b>Total Personal Services</b>	<b>(\$7,906)</b>	-	<b>\$81,187</b>	-	-	-	<b>\$73,281</b>
<b>Services &amp; Supplies</b>							
State Gov. Service Charges	-	-	-	-	-	-	-
<b>Total Services &amp; Supplies</b>	-	-	-	-	-	-	-
<b>Total Expenditures</b>							
Total Expenditures	(7,906)	-	81,187	-	-	-	73,281
<b>Total Expenditures</b>	<b>(\$7,906)</b>	-	<b>\$81,187</b>	-	-	-	<b>\$73,281</b>

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**ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY**

Secretary of State  
 Pkg: 010 - Non-PICS Psnl Svc / Vacancy Factor

Cross Reference Name: Administrative Services Division  
 Cross Reference Number: 16500-001-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
<b>Ending Balance</b>							
Ending Balance	-	-	(81,187)	-	-	-	(81,187)
<b>Total Ending Balance</b>	<b>-</b>	<b>-</b>	<b>(\$81,187)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(\$81,187)</b>

**ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY**

**Secretary of State**  
**Pkg: 031 - Standard Inflation**

**Cross Reference Name: Administrative Services Division**  
**Cross Reference Number: 16500-001-00-00-00000**

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
<b>Revenues</b>							
General Fund Appropriation	17,988	-	-	-	-	-	17,988
<b>Total Revenues</b>	<b>\$17,988</b>	-	-	-	-	-	<b>\$17,988</b>

**Services & Supplies**

Instate Travel	338	-	1,406	-	-	-	1,744
Out of State Travel	169	-	711	-	-	-	880
Employee Training	543	-	6,049	-	-	-	6,592
Office Expenses	419	-	4,365	-	-	-	4,784
Telecommunications	463	-	4,319	-	-	-	4,782
State Gov. Service Charges	9,046	-	151,079	-	-	-	160,125
Data Processing	387	-	11,802	-	-	-	12,189
Publicity and Publications	145	-	714	-	-	-	859
Professional Services	27	-	8,952	-	-	-	8,979
IT Professional Services	-	-	79,893	-	-	-	79,893
Attorney General	-	-	7,730	-	-	-	7,730
Employee Recruitment and Develop	151	-	539	-	-	-	690
Dues and Subscriptions	60	-	449	-	-	-	509
Facilities Rental and Taxes	5,450	-	33,779	-	-	-	39,229
Facilities Maintenance	-	-	-	-	-	-	-
Agency Program Related S and S	-	-	139	-	-	-	139
Other Services and Supplies	409	-	1,755	-	-	-	2,164
Expendable Prop 250 - 5000	381	-	3,738	-	-	-	4,119

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**ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY**

Secretary of State  
Pkg: 031 - Standard Inflation

Cross Reference Name: Administrative Services Division  
Cross Reference Number: 16500-001-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
<b>Services &amp; Supplies</b>							
IT Expendable Property	-	-	6,511	-	-	-	6,511
<b>Total Services &amp; Supplies</b>	<b>\$17,988</b>	-	<b>\$323,930</b>	-	-	-	<b>\$341,918</b>
<b>Capital Outlay</b>							
Telecommunications Equipment	-	-	3,684	-	-	-	3,684
Technical Equipment	-	-	9,513	-	-	-	9,513
Data Processing Software	-	-	2,217	-	-	-	2,217
Data Processing Hardware	-	-	799	-	-	-	799
Other Capital Outlay	-	-	1,117	-	-	-	1,117
<b>Total Capital Outlay</b>	-	-	<b>\$17,330</b>	-	-	-	<b>\$17,330</b>
<b>Total Expenditures</b>							
Total Expenditures	17,988	-	341,260	-	-	-	359,248
<b>Total Expenditures</b>	<b>\$17,988</b>	-	<b>\$341,260</b>	-	-	-	<b>\$359,248</b>
<b>Ending Balance</b>							
Ending Balance	-	-	(341,260)	-	-	-	(341,260)
<b>Total Ending Balance</b>	-	-	<b>(\$341,260)</b>	-	-	-	<b>(\$341,260)</b>

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**ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY**

Secretary of State  
Pkg: 050 - Fundshifts

Cross Reference Name: Administrative Services Division  
Cross Reference Number: 16500-001-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
<b>Revenues</b>							
General Fund Appropriation	845,876	-	-	-	-	-	845,876
<b>Total Revenues</b>	<b>\$845,876</b>	-	-	-	-	-	<b>\$845,876</b>
<b>Personal Services</b>							
Class/Unclass Sal. and Per Diem	574,472	-	(574,472)	-	-	-	-
Empl. Rel. Bd. Assessments	198	-	(198)	-	-	-	-
Public Employees' Retire Cont	109,666	-	(109,666)	-	-	-	-
Social Security Taxes	43,950	-	(43,950)	-	-	-	-
Worker's Comp. Assess. (WCD)	242	-	(242)	-	-	-	-
Flexible Benefits	117,348	-	(117,348)	-	-	-	-
<b>Total Personal Services</b>	<b>\$845,876</b>	-	<b>(\$845,876)</b>	-	-	-	-
<b>Total Expenditures</b>							
Total Expenditures	845,876	-	(845,876)	-	-	-	-
<b>Total Expenditures</b>	<b>\$845,876</b>	-	<b>(\$845,876)</b>	-	-	-	-
<b>Ending Balance</b>							
Ending Balance	-	-	845,876	-	-	-	845,876
<b>Total Ending Balance</b>	-	-	<b>\$845,876</b>	-	-	-	<b>\$845,876</b>

**ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY**

Secretary of State  
Pkg: 101 - ASD Staffing Needs

Cross Reference Name: Administrative Services Division  
Cross Reference Number: 16500-001-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
<b>Revenues</b>							
General Fund Appropriation	738,890	-	-	-	-	-	738,890
Transfer In - Intrafund	-	-	557,018	-	-	-	557,018
<b>Total Revenues</b>	<b>\$738,890</b>	-	<b>\$557,018</b>	-	-	-	<b>\$1,295,908</b>
<b>Personal Services</b>							
Class/Unclass Sal. and Per Diem	482,832	-	341,616	-	-	-	824,448
Empl. Rel. Bd. Assessments	171	-	171	-	-	-	342
Public Employees' Retire Cont	92,172	-	65,215	-	-	-	157,387
Social Security Taxes	36,936	-	26,134	-	-	-	63,070
Worker's Comp. Assess. (WCD)	207	-	207	-	-	-	414
Mass Transit Tax	2,897	-	2,050	-	-	-	4,947
Flexible Benefits	100,008	-	100,008	-	-	-	200,016
<b>Total Personal Services</b>	<b>\$715,223</b>	-	<b>\$535,401</b>	-	-	-	<b>\$1,250,624</b>
<b>Services &amp; Supplies</b>							
Instate Travel	761	-	1,649	-	-	-	2,410
Employee Training	2,959	-	6,129	-	-	-	9,088
Office Expenses	2,536	-	6,340	-	-	-	8,876
Telecommunications	2,536	-	6,974	-	-	-	9,510
Publicity and Publications	634	-	1,111	-	-	-	1,745
Employee Recruitment and Develop	1,057	-	5,125	-	-	-	6,182
Dues and Subscriptions	613	-	782	-	-	-	1,395
Facilities Rental and Taxes	3,995	-	7,165	-	-	-	11,160
Agency Program Related S and S	-	-	-	-	-	-	-

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**ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY**

Secretary of State  
Pkg: 101 - ASD Staffing Needs

Cross Reference Name: Administrative Services Division  
Cross Reference Number: 16500-001-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
<b>Services &amp; Supplies</b>							
Other Services and Supplies	650	-	1,918	-	-	-	2,568
Expendable Prop 250 - 5000	7,926	-	9,194	-	-	-	17,120
<b>Total Services &amp; Supplies</b>	<b>\$23,667</b>	-	<b>\$46,387</b>	-	-	-	<b>\$70,054</b>
<b>Total Expenditures</b>							
Total Expenditures	738,890	-	581,788	-	-	-	1,320,678
<b>Total Expenditures</b>	<b>\$738,890</b>	-	<b>\$581,788</b>	-	-	-	<b>\$1,320,678</b>
<b>Ending Balance</b>							
Ending Balance	-	-	(24,770)	-	-	-	(24,770)
<b>Total Ending Balance</b>	-	-	<b>(\$24,770)</b>	-	-	-	<b>(\$24,770)</b>
<b>Total Positions</b>							
Total Positions	-	-	-	-	-	-	6
<b>Total Positions</b>	-	-	-	-	-	-	<b>6</b>
<b>Total FTE</b>							
Total FTE	-	-	-	-	-	-	6.00
<b>Total FTE</b>	-	-	-	-	-	-	<b>6.00</b>

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**ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY**

Secretary of State  
Pkg: 102 - ASD Positions True Up

Cross Reference Name: Administrative Services Division  
Cross Reference Number: 16500-001-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
<b>Personal Services</b>							
Class/Unclass Sal. and Per Diem	-	-	15,480	-	-	-	15,480
Public Employees' Retire Cont	-	-	2,956	-	-	-	2,956
Social Security Taxes	-	-	1,185	-	-	-	1,185
<b>Total Personal Services</b>	-	-	<b>\$19,621</b>	-	-	-	<b>\$19,621</b>
<b>Total Expenditures</b>							
Total Expenditures	-	-	19,621	-	-	-	19,621
<b>Total Expenditures</b>	-	-	<b>\$19,621</b>	-	-	-	<b>\$19,621</b>
<b>Ending Balance</b>							
Ending Balance	-	-	(19,621)	-	-	-	(19,621)
<b>Total Ending Balance</b>	-	-	<b>(\$19,621)</b>	-	-	-	<b>(\$19,621)</b>



**ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY**

Secretary of State  
Pkg: 103 - OregonBuys eProcurement System

Cross Reference Name: Administrative Services Division  
Cross Reference Number: 16500-001-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
<b>Revenues</b>							
Transfer In - Intrafund	-	-	250,000	-	-	-	250,000
<b>Total Revenues</b>	-	-	<b>\$250,000</b>	-	-	-	<b>\$250,000</b>
<b>Services &amp; Supplies</b>							
IT Professional Services	-	-	250,000	-	-	-	250,000
<b>Total Services &amp; Supplies</b>	-	-	<b>\$250,000</b>	-	-	-	<b>\$250,000</b>
<b>Total Expenditures</b>							
Total Expenditures	-	-	250,000	-	-	-	250,000
<b>Total Expenditures</b>	-	-	<b>\$250,000</b>	-	-	-	<b>\$250,000</b>
<b>Ending Balance</b>							
Ending Balance	-	-	-	-	-	-	-
<b>Total Ending Balance</b>	-	-	-	-	-	-	-

**ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY**

Secretary of State  
 Pkg: 104 - Technology Pkg - ORESTAR/OCVR Integration

Cross Reference Name: Administrative Services Division  
 Cross Reference Number: 16500-001-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
<b>Revenues</b>							
General Fund Appropriation	300,000	-	-	-	-	-	300,000
<b>Total Revenues</b>	<b>\$300,000</b>	-	-	-	-	-	<b>\$300,000</b>
<b>Services &amp; Supplies</b>							
IT Professional Services	300,000	-	-	-	-	-	300,000
<b>Total Services &amp; Supplies</b>	<b>\$300,000</b>	-	-	-	-	-	<b>\$300,000</b>
<b>Total Expenditures</b>							
Total Expenditures	300,000	-	-	-	-	-	300,000
<b>Total Expenditures</b>	<b>\$300,000</b>	-	-	-	-	-	<b>\$300,000</b>
<b>Ending Balance</b>							
Ending Balance	-	-	-	-	-	-	-
<b>Total Ending Balance</b>	-	-	-	-	-	-	-

**ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY**

Secretary of State

Cross Reference Name: Administrative Services Division

Pkg: 116 - Technology Pkg - Ongoing Cost for Election Night Reporting (ENR)

Cross Reference Number: 16500-001-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
<b>Revenues</b>							
General Fund Appropriation	83,000	-	-	-	-	-	83,000
<b>Total Revenues</b>	<b>\$83,000</b>	-	-	-	-	-	<b>\$83,000</b>
<b>Services &amp; Supplies</b>							
IT Professional Services	83,000	-	-	-	-	-	83,000
<b>Total Services &amp; Supplies</b>	<b>\$83,000</b>	-	-	-	-	-	<b>\$83,000</b>
<b>Total Expenditures</b>							
Total Expenditures	83,000	-	-	-	-	-	83,000
<b>Total Expenditures</b>	<b>\$83,000</b>	-	-	-	-	-	<b>\$83,000</b>
<b>Ending Balance</b>							
Ending Balance	-	-	-	-	-	-	-
<b>Total Ending Balance</b>	-	-	-	-	-	-	-

PACKAGE: 050 - Fundshifts

POSITION NUMBER	CLASS	COMP	CLASS NAME	POS CNT	FTE	MOS	STEP	RATE	GF SAL/OPE	OF SAL/OPE	FF SAL/OPE	LF SAL/OPE	AF SAL/OPE
0003902	WSU	C1485	IA INFO SYSTEMS SPECIALIST	5	1-	1.00-	24.00-	09	6,387.00		153,288- 74,452-		153,288- 74,452-
0003902	WSU	C1485	IA INFO SYSTEMS SPECIALIST	5	1	1.00	24.00	09	6,387.00	49,052 23,825	104,236 50,627		153,288 74,452
0003904	WSU	C1487	IA INFO SYSTEMS SPECIALIST	7	1-	1.00-	24.00-	09	7,559.00		181,416- 81,972-		181,416- 81,972-
0003904	WSU	C1487	IA INFO SYSTEMS SPECIALIST	7	1	1.00	24.00	09	7,559.00	58,053 26,231	123,363 55,741		181,416 81,972
0003905	WSU	C1488	IA INFO SYSTEMS SPECIALIST	8	1-	1.00-	24.00-	02	5,970.00		143,280- 71,775-		143,280- 71,775-
0003905	WSU	C1488	IA INFO SYSTEMS SPECIALIST	8	1	1.00	24.00	02	5,970.00	45,850 22,969	97,430 48,806		143,280 71,775
4123408	WSU	C1485	IA INFO SYSTEMS SPECIALIST	5	1-	1.00-	24.00-	09	6,387.00		153,288- 74,452-		153,288- 74,452-
4123408	WSU	C1485	IA INFO SYSTEMS SPECIALIST	5	1	1.00	24.00	09	6,387.00	49,052 23,825	104,236 50,627		153,288 74,452
4123409	WSU	C1487	IA INFO SYSTEMS SPECIALIST	7	1-	1.00-	24.00-	09	7,559.00		181,416- 81,972-		181,416- 81,972-
4123409	WSU	C1487	IA INFO SYSTEMS SPECIALIST	7	1	1.00	24.00	09	7,559.00	58,053 26,231	123,363 55,741		181,416 81,972
4123410	WSU	C1482	IA INFO SYSTEMS SPECIALIST	2	1-	1.00-	24.00-	07	4,195.00		100,680- 60,384-		100,680- 60,384-
4123410	WSU	C1482	IA INFO SYSTEMS SPECIALIST	2	1	1.00	24.00	07	4,195.00	32,218 19,323	68,462 41,061		100,680 60,384
4213411	WSU	C1487	IA INFO SYSTEMS SPECIALIST	7	1-	1.00-	24.00-	05	6,292.00		151,008- 73,841-		151,008- 73,841-
4213411	WSU	C1487	IA INFO SYSTEMS SPECIALIST	7	1	1.00	24.00	05	6,292.00	48,323 23,630	102,685 50,211		151,008 73,841
4213412	WSU	C1488	IA INFO SYSTEMS SPECIALIST	8	1-	1.00-	24.00-	09	8,253.00		198,072- 86,426-		198,072- 86,426-
4213412	WSU	C1488	IA INFO SYSTEMS SPECIALIST	8	1	1.00	24.00	09	8,253.00	63,383 27,657	134,689 58,769		198,072 86,426

REPORT: PACKAGE FISCAL IMPACT REPORT

2017-19

PROD FILE

AGENCY:16500 SECRETARY OF STATE

PICS SYSTEM: BUDGET PREPARATION

SUMMARY XREF:001-00-00 Administrative Services Divisi

PACKAGE: 050 - Fundshifts

POSITION NUMBER	CLASS	COMP	CLASS NAME	POS CNT	FTE	MOS	STEP	RATE	GF SAL/OPE	OF SAL/OPE	FF SAL/OPE	LF SAL/OPE	AF SAL/OPE
4213413	WSU	C1488	IA INFO SYSTEMS SPECIALIST	8	1-	1.00-	24.00-	09 8,253.00		198,072-			198,072-
										86,426-			86,426-
4213413	WSU	C1488	IA INFO SYSTEMS SPECIALIST	8	1	1.00	24.00	09 8,253.00	63,383	134,689			198,072
									27,657	58,769			86,426
4213414	WSU	C1487	IA INFO SYSTEMS SPECIALIST	7	1-	1.00-	24.00-	09 7,559.00		181,416-			181,416-
										81,972-			81,972-
4213414	WSU	C1487	IA INFO SYSTEMS SPECIALIST	7	1	1.00	24.00	09 7,559.00	58,053	123,363			181,416
									26,231	55,741			81,972
4213416	WSU	C1485	IA INFO SYSTEMS SPECIALIST	5	1-	1.00-	24.00-	09 6,387.00		153,288-			153,288-
										74,452-			74,452-
4213416	WSU	C1485	IA INFO SYSTEMS SPECIALIST	5	1	1.00	24.00	09 6,387.00	49,052	104,236			153,288
									23,825	50,627			74,452
TOTAL PICS SALARY									574,472	574,472-			
TOTAL PICS OPE									271,404	271,404-			
TOTAL PICS PERSONAL SERVICES =					---	-----	-----		845,876	845,876-			

REPORT: PACKAGE FISCAL IMPACT REPORT

2017-19

PROD FILE

AGENCY:16500 SECRETARY OF STATE

PICS SYSTEM: BUDGET PREPARATION

SUMMARY XREF:001-00-00 Administrative Services Divisi

PACKAGE: 101 - ASD Staffing Needs

POSITION NUMBER	CLASS COMP	CLASS NAME	POS CNT	FTE	MOS	STEP	RATE	GF SAL/OPE	OF SAL/OPE	FF SAL/OPE	LF SAL/OPE	AF SAL/OPE
1701000	WSU C0211 AA	ACCOUNTING TECHNICIAN 2	1	1.00	24.00	02	2,768.00		66,432 51,226			66,432 51,226
1702004	WSN X0872 AA	OPERATIONS & POLICY ANALYST 3	1	1.00	24.00	02	5,496.00		131,904 68,734			131,904 68,734
1703002	WSU C1488 IA	INFO SYSTEMS SPECIALIST 8	1	1.00	24.00	02	5,970.00		143,280 71,775			143,280 71,775
1703003	WSU C1488 IA	INFO SYSTEMS SPECIALIST 8	1	1.00	24.00	02	5,970.00	143,280 71,775				143,280 71,775
1703004	WSU C1487 IA	INFO SYSTEMS SPECIALIST 7	1	1.00	24.00	09	7,559.00	181,416 81,972				181,416 81,972
1703005	WSU C1487 IA	INFO SYSTEMS SPECIALIST 7	1	1.00	24.00	06	6,589.00	158,136 75,747				158,136 75,747
TOTAL PICS SALARY								482,832	341,616			824,448
TOTAL PICS OPE								229,494	191,735			421,229
TOTAL PICS PERSONAL SERVICES =			6	6.00	144.00			712,326	533,351			1,245,677

POSITION NUMBER	CLASS	COMP	CLASS NAME	POS CNT	FTE	MOS	STEP	RATE	GF SAL/OPE	OF SAL/OPE	FF SAL/OPE	LF SAL/OPE	AF SAL/OPE
0000300	WSN	Z7006	AA PRINCIPAL EXECUTIVE/MANAGER D	1-	1.00-	24.00-	10	8,091.00		194,184- 85,387-			194,184- 85,387-
0000300	WSN	Z7008	AA PRINCIPAL EXECUTIVE/MANAGER E	1	1.00	24.00	08	8,091.00		194,184 85,387			194,184 85,387
0016001	WSN	Z0119	AA EXECUTIVE SUPPORT SPECIALIST 2	1-	1.00-	24.00-	04	3,560.00		85,440- 56,308-			85,440- 56,308-
0016001	WSN	Z0324	AA PUBLIC SERVICE REP 4	1	1.00	24.00	04	3,560.00		85,440 56,308			85,440 56,308
0031001	WSS	Z7010	AA PRINCIPAL EXECUTIVE/MANAGER F	1-	1.00-	24.00-	10	9,827.00	23,585- 9,653-	212,263- 86,874-			235,848- 96,527-
0031001	WSS	Z7012	AA PRINCIPAL EXECUTIVE/MANAGER G	1	1.00	24.00	07	9,827.00	23,585 9,653	212,263 86,874			235,848 96,527
4213421	WSU	C1487	IA INFO SYSTEMS SPECIALIST 7	1-	1.00-	24.00-	09	7,559.00		181,416- 81,972-			181,416- 81,972-
4213421	WSU	C1488	IA INFO SYSTEMS SPECIALIST 8	1	1.00	24.00	08	7,880.00		189,120 84,033			189,120 84,033
4973011	WSU	C0865	AA PUBLIC AFFAIRS SPECIALIST 2	1	1.00	24.00	06	5,809.00		139,416 70,742			139,416 70,742
4973011	WSU	C1484	IA INFO SYSTEMS SPECIALIST 4	1-	1.00-	24.00-	09	5,717.00		137,208- 70,151-			137,208- 70,151-
4973016	WSU	C1484	IA INFO SYSTEMS SPECIALIST 4	1-	1.00-	24.00-	09	5,717.00		137,208- 70,151-			137,208- 70,151-
4973016	WSU	C1486	IA INFO SYSTEMS SPECIALIST 6	1	1.00	24.00	06	5,949.00		142,776 71,640			142,776 71,640
TOTAL PICS SALARY										15,480			15,480
TOTAL PICS OPE										4,141			4,141
TOTAL PICS PERSONAL SERVICES =				---	-----	-----			-----	-----	-----	-----	-----
					.00	.00				19,621			19,621

**DETAIL OF LOTTERY FUNDS, OTHER FUNDS, AND FEDERAL FUNDS REVENUE**

Secretary of State  
2017-19 Biennium

Agency Number: 16500

Cross Reference Number: 16500-001-00-00-00000

<i>Source</i>	2013-15 Actuals	2015-17 Leg Adopted Budget	2015-17 Leg Approved Budget	2017-19 Agency Request Budget	2017-19 Governor's Budget	2017-19 Leg Adopted Budget
<b>Other Funds</b>						
Charges for Services	1,475	-	-	-	-	-
Other Revenues	-	-	485,972	-	-	-
Transfer In - Intrafund	14,841,490	16,106,423	16,106,423	18,449,332	-	-
<b>Total Other Funds</b>	<b>\$14,842,965</b>	<b>\$16,106,423</b>	<b>\$16,592,395</b>	<b>\$18,449,332</b>	-	-

Agency Request  
2017-19 Biennium

Governor's Budget  
Page \_\_\_\_\_

Legislatively Adopted  
Detail of LF, OF, and FF Revenues - BPR012



# DETAIL OF LOTTERY FUNDS, OTHER FUNDS, AND FEDERAL FUNDS REVENUE

## Administrative Services Division

Source	Fund	ORBITS Revenue Acct	2013-2015 Actual	2015-17 Legislatively Adopted	2015-17 Legislatively Approved	2017-19		
						Agency Request	Governor's Recommended	Legislatively Adopted
Charges for Services	OTH	0410	1,475					
Other Revenue	OTH	0975			485,972			
Transfers In	OTH	1010	14,841,490	16,106,423	16,106,423	18,449,332		
<b>Total Other Funds</b>			<b>14,842,965</b>	<b>16,106,423</b>	<b>16,592,395</b>	<b>18,449,332</b>		

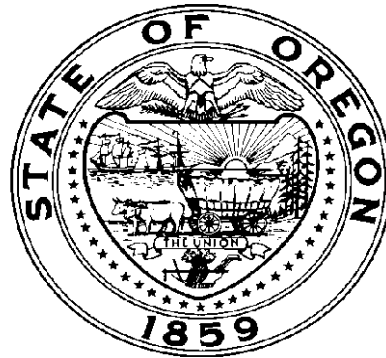
Agency Request

Governor's Recommended

Legislatively Adopted

Budget Page \_\_\_\_\_

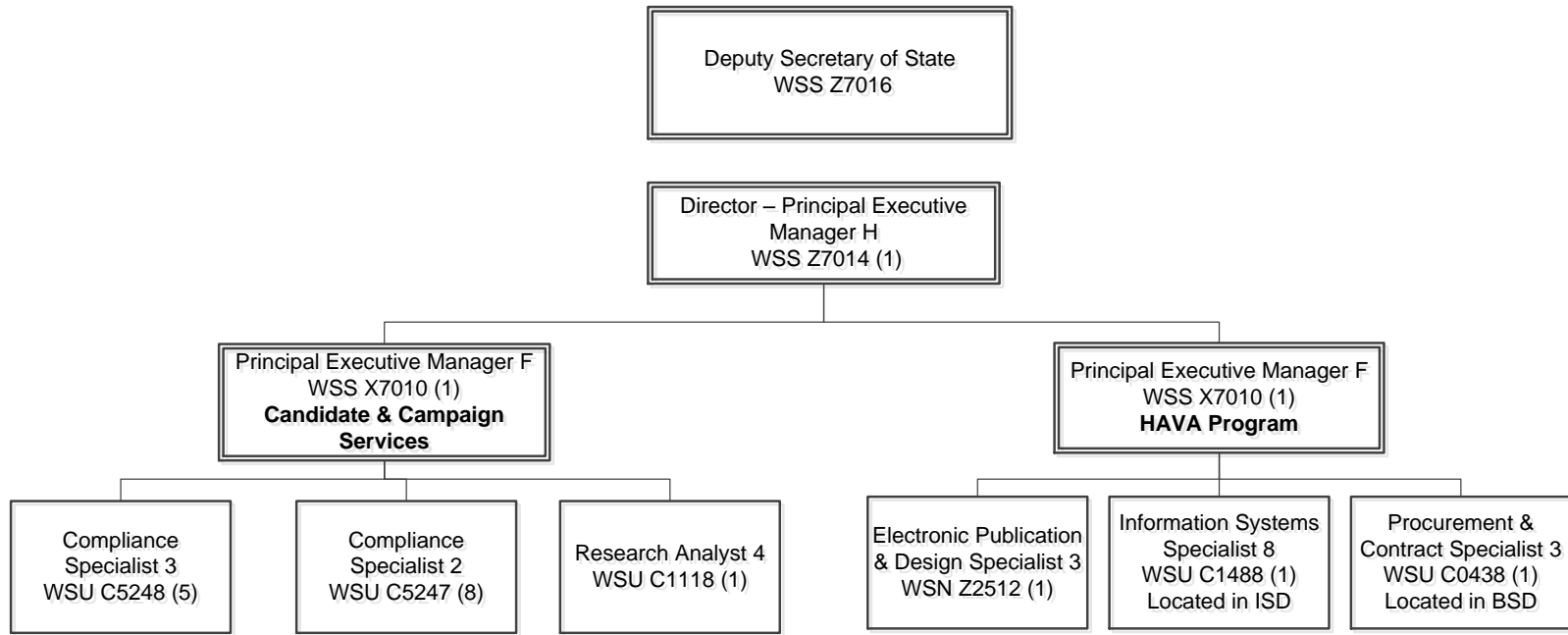
# Office of the Secretary of State



## **Elections Division 2017-19 Agency Request Budget**

# Budget Narrative

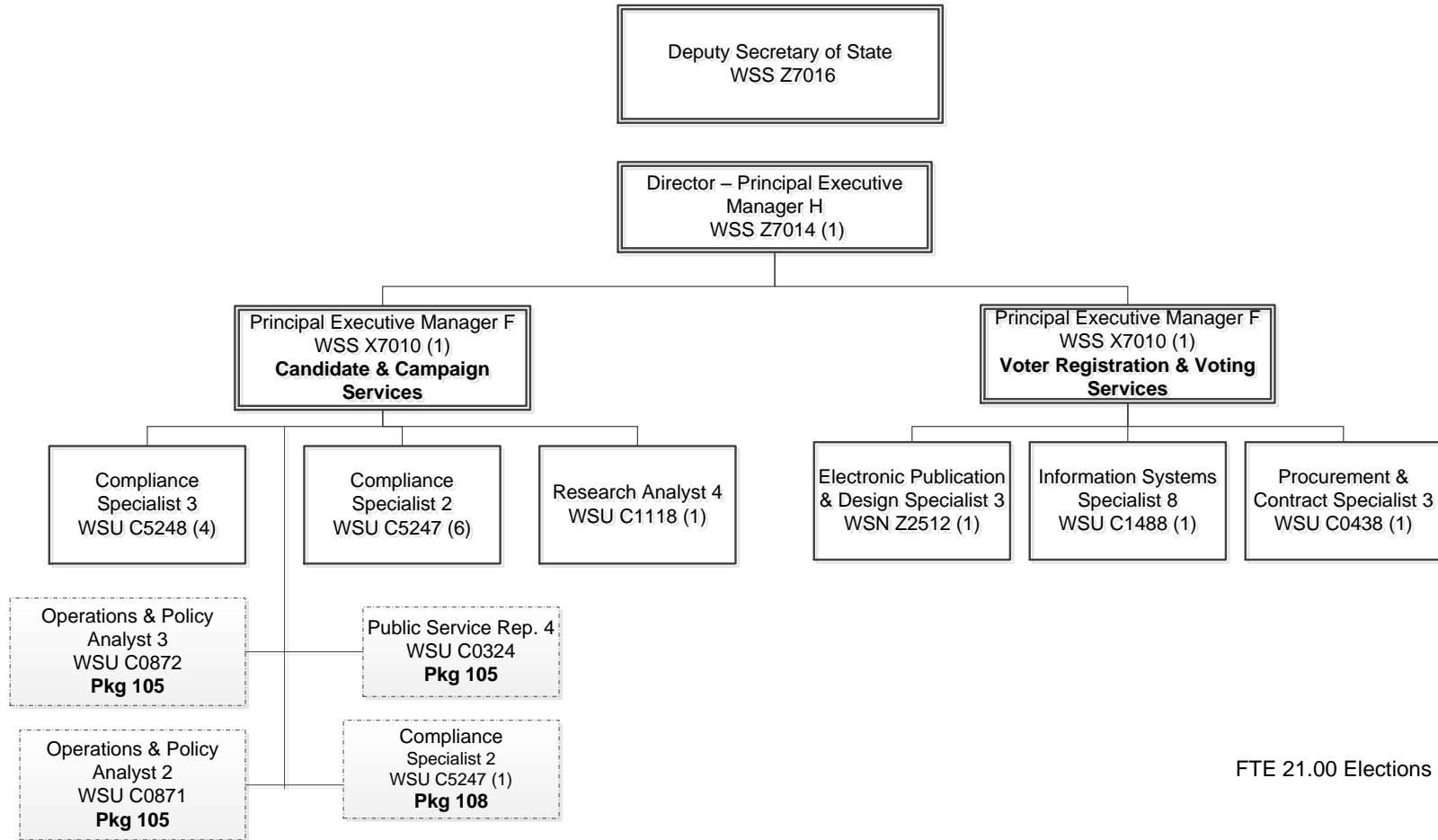
Elections Division  
Organization Chart  
2015-17 Biennium



FTE 20.50 Elections

# Budget Narrative

## Elections Division Organization Chart 2017-19 Biennium



FTE 21.00 Elections

# Budget Narrative

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## **ELECTIONS DIVISION**

### **Mission and Legal Authority**

As a separate constitutional officer, the Secretary of State is guided by a distinct public service mission. The mission of the Elections Division is to conduct fair, secure elections and to promote participation in Oregon's democracy.

The Elections Division interprets, applies and enforces election laws, provides election information to the public, and maintains all documents related to elections. The Elections Division operates under the authority of the Oregon Constitution and ORS Chapters 246-260. The Division is also responsible for implementation in Oregon of federal election law, including the National Voter Registration Act (NVRA) and the Help America Vote Act (HAVA) of 2002.

### **Revenue**

#### **General Fund Appropriation**

The Elections Division operates primarily from an appropriation from the General Fund to accomplish the mission of the Division. The requested General Fund appropriation for the 2017-19 biennium is \$9,095,888.

#### **Miscellaneous Receipts**

Private and public sector customers request copies of elections documents, records and special forms. Nominal charges are set for these services. In accordance with state law, a miscellaneous receipts account is established at the State Treasury. Revenues are budgeted at \$84,532 Other Funds in the 2017-19 biennium.

#### **Federal Receipts**

To comply with the Help America Vote Act, Oregon adopted legislation to create a State Election Fund. The Election Fund consists of amounts appropriated or otherwise made available by Congress and the Oregon

# Budget Narrative

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Legislative Assembly for carrying out mandates and activities involved in implementing HAVA. The Fund is separate and distinct from the General Fund of the State Treasury and, by requirement of the Federal law, interest earned by the fund is credited back to the fund. The Federal Fund expenditure limitation request is for \$5,148,194.

## **Customers and Business Drivers**

Customers include the general public, voters, county and city election officials, candidates, political committees, state and local agencies, federal agencies, state elected officials, the media, national research firms, public advocacy groups, and higher education institutions. HAVA customers include state and county election officials, voters with disabilities, advocacy groups, and anyone in Oregon who votes or who has interest in voting.

The Division's responsibilities are driven by many factors, including the number of elections, registered voters, candidates and political committees, the amount of campaign contributions and expenditures, the number of initiatives, referenda and recalls filed and certified to the ballot, and changes in state and federal election law and procedure.

## **Program Activities**

### **Elections Administration**

The Division provides oversight and coordination of the conduct of elections at the state and local level. The Division certifies voting equipment used by county elections officials to conduct elections; orders and supervises recounts; and coordinates counties' compliance with HAVA.

### **Candidate Services**

The Division is the filing officer for state candidates, including receiving and processing declarations of candidacy, petitions of nomination, and recall petitions. The Division prepares certified ballots for statewide elections, certificates of nomination and election, oaths of office, and abstracts of votes.

### **Training**

The Division conducts training programs for county and city election officials, political committee treasurers, political party representatives, candidates and representatives of National Voter Registration Act agencies and initiative petition circulators.

# Budget Narrative

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## **Campaign Finance Reporting**

The Division receives and examines contribution and expenditure transactions filed by candidates, political committees, political party committees and statewide chief petitioners. The Division prepares notices for noncompliance with campaign finance laws and regulations; calculates penalties for late and insufficient reporting; and responds to written and oral inquiries about contribution and expenditure reporting.

## **Election Law Enforcement**

The Division investigates alleged election law violations and administers civil penalties or refers alleged criminal election law violations to the Department of Justice. Employees advise candidates, political committees, school districts and state and local officials regarding election related materials for compliance with state law.

## **Voter Registration**

The Division is responsible for administering and maintaining the Oregon Centralized Voter Registration (OCVR) system, which is integral to managing and conducting elections in Oregon at both the state and county level. The Division also administers the online voter registration system. The Division provides oversight of state and local government compliance with the National Voter Registration Act (NVRA) and reporting to the U.S. Election Assistance Commission. In addition, the Division updates and publishes the Oregon Voter Registration Form, and receives and distributes original registrations and registration updates.

## **Initiative and Referendum**

The Division receives and processes state initiative and referendum petitions; reviews proposed initiative petitions for procedural constitutional compliance; determines timelines; prepares related correspondence and news releases; and tracks petitions. The Division coordinates the ballot title drafting process and makes draft and certified ballot titles available to the public. Employees accept filed petitions, conduct signature verification, and apply a random sampling procedure to determine whether petitions qualify as measures. The Division assists in coordinating fiscal impact and explanatory statement processes for ballot measures.

## **Election Information**

The Division explains and interprets laws, rules, policies and procedures to customers in order to ensure compliance with and an understanding of Oregon election laws. The Division maintains and updates a robust website with

## Budget Narrative

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information about candidates, initiative and referendum petitions, campaign finance reporting, political committees, voter registration and upcoming elections, as well as historical information about past elections.

### **Minor Parties**

The Division receives and processes petitions to form new minor political parties, as well as monitoring the status of minor parties to determine eligibility to nominate candidates for partisan offices.

### **Publications**

The Division publishes and distributes documents and publications including manuals, forms, abstracts of votes, calendars and statistics, although most publications and forms are only provided online and are no longer produced in paper form.

### **State Voters' Pamphlet**

The Division publishes and distributes the statewide Voters' Pamphlet for primary, general and statewide special elections to Oregon's 1.9 million households; coordinates the inclusion of county voters' pamphlets into state pamphlets with individual counties; and accepts and processes candidate statements and state ballot measure arguments.

### **Challenges**

- Special elections being called that have not been planned for or budgeted.
- Oregon having one of the highest voter turnouts in the country, but average voter registration numbers.
- Statutory changes affecting the performance and functionality of the ORESTAR application have not been accompanied by additional funding or resources to accommodate the changes.
- Gathering enough evidence to prosecute individuals who violate petition circulation and other voting laws.
- The time, expense and unpredictable number and nature of lawsuits against the Division.
- Maintaining and supporting the major applications in order to keep pace with rapid technological advancements in voting processes.
- Managing the two major applications of the Division (OCVR and ORESTAR) that exist in two distinctly separate architecture environments and are maintained and supported in contrasting ways.



## Budget Narrative

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- The Oregon Centralized Voter Registration System is currently funded with federal funds, we anticipate that these funds will be depleted by the 2021-2023 budget cycle. Providing general fund dollars to continue this system will be critical to the agency.

### **Actions Taken**

#### **Petition Processing**

During the 2015-2017 biennium, the Elections Division processed 82 initiative petitions that included the verification of approximately 8,500 sponsorship signatures to begin the ballot title process for the 2016 General Election cycle. Of those 82 petitions, 6 initiatives were submitted by the filing deadline for the division to conduct signature verification in order to obtain access to the General Election ballot. The total number of signatures submitted and processed by the division was 812,219. The number of initiatives that qualified for the ballot for the 2016 General Election was four. In addition, the division processed and registered 1,493 circulator applications.

#### **Campaign Finance Reporting**

During the 2015-2017 biennium, the Elections Division continued to refine and improve the online campaign finance filing system (ORESTAR). Some of these enhancements included: allowing for candidates registered in the “newly qualified” third major political party (Independent Party of Oregon) to file for office; improved performance for the XML upload process in order for a committee to file multiple batches of transactions at one time; and hardware upgrades to replace the infrastructure that supports the ORESTAR system for enhanced performance. There are currently 2,335 active committees using the ORESTAR system which encompasses 3,797 users. Over 223,000 transactions have been filed in the system from July 2015-July 2016. Of those transactions 110,035 transactions were examined for compliance with Oregon election laws. The Division has initiated 1,350 cases for late and insufficient filings. Based upon the issuance of final orders, civil penalties have been assessed in the amount of \$33,863. Over 1.9 million transactions have been filed historically since the implementation of the ORESTAR system.

## Budget Narrative

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### **Voters' Pamphlet**

During the 2015-2017 biennium the Division made enhancements to the system to allow the filings of candidate statements for the Independent Party as well as performance enhancements. The performance enhancements improved the filing and publishing processes with a large emphasis on ensuring ADA compliance of the HTML ballot publishing process. Additionally, the system was enhanced to allow individuals filing statements to also have the option of paying by ACH (electronic check) as well as by credit card. During the 2016 primary election 273 candidate statements and 22 measure arguments were filed electronically using the online system. The Division produced and distributed the state voters' pamphlet to approximately 1.9 households. The number of candidate statements and measure arguments filed electronically for the 2016 General Election state voters' pamphlet will not be known until after this document has been submitted. All voters' pamphlet filing fees received for candidate statements and measure arguments are directed to the general fund.

### **Conduct of Elections**

During the 2015-2017 biennium, the Elections Division successfully presided over two regular statewide elections, the regularly scheduled 2016 Primary Election and General Election. The division also introduced several new tools to increase voter education and engagement during each election cycle. In November 2016 the Elections Division will utilize a new online platform, Oregon Election Reporting (OER) for reporting election results. This new system will allow counties to upload results at the statewide, county and precinct levels. It will also include new functionalities for viewing maps, write-in results and customizable reports. While the system will be maintained by the Elections Division, it will also be a reporting solution for all 36 county elections offices, who can customize and use the system for local elections and post results on their own county websites. In the 2016 Primary the division partnered with 12 counties to offer BallotTrax, a free service that allows voters to sign up online to receive alert messages via text, phone or email. Voters received messages when their ballots were mailed out and when they were accepted for counting. The Primary also saw the first statewide launch of a new intuitive mobile interface for Oregonians to locate dropbox locations from their mobile phones or tablets. This collaborative effort between the Voting Information Project (VIP) and the Elections Division saw 92,331 total page views to the tool between April 26 and May 17. Nearly two-thirds of the total page views came from either a smartphone or a tablet.

Continued commitment to seeing fair and secure elections remained a top priority in the 2015-2017 biennium as well. In the fall of 2015, the division amended a rule to incorporate more clear and precise guidelines for tabulation

## Budget Narrative

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vendors wishing to obtain certification in the state of Oregon. These new guidelines were established through examination of current federal standards and consultation with local county elections officials. The Division also dedicates considerable time to the continued development and improvements to the Oregon Centralized Voter Registration (OCVR) system. Improvements have included interfaces for new ballot sorter technology and new tabulation equipment, which allow counties to process ballots more efficiently and accurately. The Elections Division continues to identify ways to make OCVR more robust and capable of enduring a long life cycle in preparation for the exhaustion of federal HAVA funds. Our POP 107 package request is designed to enable us to maximize those efforts before the state has to assume funding for the OCVR system.

### **Voter Registration**

During the 2015-2017 biennium, the Elections Division successfully implemented the nation's first automatic voter registration program. Oregon Motor Voter has expanded access to voting by automatically registering eligible Oregon citizens who apply for an original, renewal or replacement license, permit or ID card at the DMV. This new automated process has made the registration process more secure, simple and convenient for Oregonians to become registered. System enhancements and applications were developed to allow the Elections Division to receive DMV data, review that data and send a mailer to qualified individuals on an ongoing daily basis. The mailers allow Oregonians the opportunity to select a party or opt-out by returning a postage pre-paid envelope. After a 21-day deadline, voters who have not opted out are passed to county elections officials through the Oregon Centralized Voter Registration (OCVR) database for final registration. In just the first six months of the program, over 100,000 Oregonians were sent a mailer. A second phase of the project conducted in the summer of 2016 sent mailers to over 145,000 eligible but unregistered citizens who had a qualifying transaction with the DMV in 2014 or 2015. The continued high quality and accuracy of the program is attributed to several factors, including well designed database structures both for the state application and OCVR, matching review processes (both computer and manual reviews) and educational information provided in the mailer.

### **Measurements**

The Elections Division evaluates its performance by compliance with law and the success of the election process by answering the following questions:

- Have all statutory deadlines been met?
- Is each Voters' Pamphlet published and distributed on schedule?

## Budget Narrative

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- Are special statewide elections accomplished uniformly and timely?
- Does Division guidance on county election issues result in uniformity and local certainty?
- Are Division enforcement actions, including criminal convictions and civil hearings officer findings, upheld?
- Are voters successfully registered?
- Does the Division review and complete investigations of elections complaints in a timely manner?
- Has the Division met federal HAVA requirements on a timely basis?
- Do customers of the Division report they are receiving good service from employees?

Application of these measures shows that the Division was successful in its performance throughout the 2015-2017 election cycle.

## Budget Narrative

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SECRETARY OF STATE  
ELECTIONS DIVISION  
ESSENTIAL PACKAGES

1. **Purpose** - Essential Packages adjust the base budget to reflect the agency's 2017-19 current service level requirements.
2. **How Achieved** – The following Essential Packages adjust Elections base budget to reflect 2017-19 current service level requirements.

010 – Adjusts projected vacancy factor budget savings expected from staff turnover in the 2017-19 biennium. The package also adjusts the costs of non-PICS personal services items not included in the PICS generated total. Non-PICS personal services items include debt service on the Pension Obligation Bonds (POB). The package increases General Fund \$32,575, and increases Federal Funds \$12,218.

022 – This package phases out three items in the Elections division. It phases out the county payments under House Bill 2177 in the amount of General Fund (\$384,000). It also phases out the one time General Fund of (\$285,000) for ORESTAR upgrades. And it phases out Federal Funds of (\$1,158,788) for the Federal Voting Assistance Program and for one-time Federal Funds limitation.

031 – Provides a general inflation increase for Services and Supplies costs. The package also adjusts State Government Service charges to reflect 2017-19 changes. The package increases General Fund \$109,454, Other Funds \$46,546, and Federal Funds \$199,140.

070 – This package reduces expenditures of (\$41,574) in Other Funds to adjust current service level to available revenues.

3. **Staffing Impact** - None.
4. **Revenue Source** – General Fund decreases (\$526,971), Other Funds increases \$46,546 and Federal Funds decrease (\$947,430).

# Budget Narrative

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## Elections Division

### Policy Package 104 – Technology Package – ORESTAR/OCVR System Integration

#### **Purpose**

The mission of the Secretary’s Elections Division is to conduct fair, secure elections and promote participation in democracy. A big part of fulfilling this mission involves the Oregon Election System for Tracking and Reporting (ORESTAR) application and the Oregon Centralized Voter Registration Application (OCVR). ORESTAR is a tool utilized by candidates, committees and voters to file information electronically via the web, while OCVR is utilized by the counties and election staff to manage the conduct of elections and voter registration. Enhanced integration will allow the systems to communicate electronically to reduce overhead and facilitate the availability of data between the systems. The systems have integrated their voter registration modules allowing individuals to register to vote and update their registration information on-line via ORESTAR. OCVR sends registration information and ballot information to ORESTAR so registered voters can view their information online. This package will expand this integration to include additional sharable information between the systems.

#### NOTES:

1. Candidates who file their candidacy at the state level will automatically be transferred to OCVR
2. State election & local election setup information
3. State & local measure information
4. Office, district & jurisdiction Information
5. Elected official and officeholder holder information

#### **How Achieved**

Both ORESTAR and OCVR systems need to be modified and updated to incorporate this system integration. It is important to note that these systems cannot connect dynamically due to information security restrictions for OCVR. It is a closed system whose data is only accessible through a secure push/pull process due to the nature of the data. This package requests General Fund in the amount of \$300,000 to cover costs associated with this project for internal IT staff and OCVR vendor costs.

# Budget Narrative

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## **Staffing Impact**

Secretary of State ISD Elections Development Team would be utilized to modify ORESTAR with support from the Secretary of State Elections Division. HPe (software support vendor for OCVR) would also be tasked to create the OCVR enhancements for the same timeframe.

## **Quantifying Results**

The integration of the OCVR-ORESTAR systems will result in business staff time savings for each County Election Office. In addition, currently the division is required to conduct duplicate manual entries , integrating the systems will eliminate double entry and decrease data entry errors resulting in more accurate information.

## **Revenue Source**

\$300,000 General Fund

# Budget Narrative

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## Elections Division

### Policy Package 105 – Elections Division Staffing True up

#### Purpose

As Oregon's electorate population continues to grow it is essential the elections division has qualified and professional staff to assist a wide customer base. Critical and essential services risk being lost at current staffing levels. Some of those essential services include, but are not limited to assisting the public with various data requests, fielding calls and responding to emails regarding voter registration and election procedures, continuing support for county elections officials and providing resources to various levels of customers that can further educate and engage voters and ensure the continued success of Oregon's election process

#### ***1. Compliance Specialist 2 to a Public Service Representative 4***

Primary responsibility for the toll-free phone line required by the Help America Vote Act (HAVA). Answer all incoming division telephone calls and respond to inquiries about election laws and programs. Direct calls to the appropriate staff member. Greet customers in a professional, friendly and hospitable manner. Respond to routine customer questions. Explain basic Oregon election law, processes and procedures. Provide administrative and general support to the Elections Staff including but not limited to: daily mail, word processing, database entry, photocopying, faxing filing and collating.

#### ***2. Compliance Specialist 2 to an Operations and Policy Analyst 3***

**Application Requirements & Testing:** Test, troubleshoot and maintain the Division's business applications to ensure statutory obligations and business rules are met. Analyze and review detailed application requirements. Develop and administer test plans and scripts to meet requirements then document test results. Assist in applications implementation by maintaining code tables, error message tables and other master tables. Identify, log, prioritize and track maintenance issues. Recommend changes in business processes for effective utilization of



## Budget Narrative

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the system resources. Assist management in determining system security requirements. Create and maintain desk procedures for operation of the Division database systems. Identify and implement changes in policy/procedure/computer database systems as a result of passed legislation. Research and provide technical advice in development of administrative rules, directives and operational policies and goals.

### **3. Compliance Specialist 3 to an Operations and Policy Analyst 2**

Serve as the subject matter expert of the OCVR application. Assist users (internal and external) with training problems, corrections, and other application issues. Generate routine and ad hoc reports in response to requests and inquiries. Perform statistical analysis of data for various projects and reports. Work closely with management to establish protocols and methods for retaining and maintaining voter registration data, voting statistics and other data from OCVR. Assist with the communication and training of OCVR application changes and new features with users. Consult with Elections staff and county elections officials on policy issues and procedures. Assist in gathering and documenting detailed system requirements. Develop and administer test plans to meet requirements and document test results. Troubleshoot and provide maintenance of the OCVR application to ensure statutory obligations and business rules are met. Develop and maintain user documentation for the OCVR application.

## Budget Narrative

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### How Achieved

#### Reclass Positions

	Position #	Title After Reclassification	Current Classification	1Jul17 Classification	Reclass Type	GF	OF	FF	TF
1	0003005	Public Service Representative 4	WSU C5247	WSU C0324	Downward	0			0
2	6108015	Operations & Policy Analyst 3	WSU C5247	WSU C0872	Upward	0			0
3	6118016	Operations & Policy Analyst 2	WSU C5248	WSU C0871	Downward	0			0
	Total Personal Services					0			0

### Staffing Impact

No staff would be added by this package. The goal of the budget-neutral package is to more accurately reflect the increased levels and true responsibilities of these positions.

### Quantifying Results

The Elections Division evaluates its performance by monitoring and soliciting feedback from our wide customer base. We regularly communicate with the County Clerks and Elections offices as well as from voters and interest groups.

This package will directly affect our ability to provide better customer service, which is reflected in the agency's Key Performance Measure #10, Customer Satisfaction.

### Revenue Source

No impact

# Budget Narrative

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## Elections Division

### Policy Package 106 – Continuation of Oregon Motor Voter payments to Counties

#### Purpose

HB 2177 (2015) modernized voter registration in Oregon by providing a secure, simple and convenient way for more Oregonians to become registered voters and exercise their rights to participate in elections. On January 1, 2016 this law took effect and became known as Oregon Motor Voter (OMV). This is available to eligible voters who have a qualifying transaction with the DMV and are not currently on Oregon's voter registration rolls. OMV successfully sent over 206,000 new voters to Oregon county elections officials just in the first six months of the program.

The increase of voter registrants meant added costs would be incurred at the county level to pay for additional ballots and election costs. To offset this cost, the legislature approved annual county payments for a full eight year phase-in period at .15 cents per active registered voter. This calculation takes into account all voters regardless of whether they were registered initially through the OMV program or an additional source. The estimate of .15 cents per active voter will allow the cost to be spread over time for all voters who will have the opportunity of updating registrations automatically for citizens going through DMV. It is estimated that a full eight year cycle from the start of OMV will be the time frame in which all voters will have gone through the DMV renewal process.

Currently one annual payment in the amount of \$326,789 has been made to the counties. One remaining payment estimated to be \$384,000 will be made in early 2017. The purpose of this package is to request funds to cover the county costs for the 2017-19 biennium.

#### How Achieved

Based upon voter registration trends and the best data available, the Elections Division estimates that in 2018 and 2019 voter registration numbers may increase to as high as 2,770,926 (2016 data after the Primary election had over 2,517,456 voters registered). Based upon this highest case scenario and the agreed upon rate of .15 cents per voter, funds of \$415,638 for 2018 and funds of \$415,638 for 2019 should be appropriated.

## Budget Narrative

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As is current practice, counties designate a yearly “one time pull” of voter registration numbers. It is this one time examination of the registration numbers that the calculation will be based upon. Funds that are provided to these counties will assist them in providing the mandatory registration, ballot and conduct of elections services to the voters in their counties.

### **Staffing Impact**

None

### **Quantifying Results**

The Elections division will evaluate feedback from county elections officials and will continue to monitor to ensure they have the necessary tools and resources to meet these legislative requirements.

### **Revenue Source**

\$831,278 General Fund

# Budget Narrative

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## Elections Division

### Policy Package 107 – OCVR – Increase GF support

#### Purpose

As a separate constitutional officer, the Secretary of State is guided by a distinct public service mission. The mission of the Secretary's Elections Division is to conduct fair, secure elections and promote participation in democracy. A big part of fulfilling this mission involves the administration of the Oregon Centralized Voter Registration (OCVR) system. OCVR is the statewide, uniform system for managing voter registration and election management that is utilized by all 36 counties within the state. OCVR was implemented through federal funding provided as part of the Help America Vote Act (HAVA) of 2002. The HAVA program provided incentives for states to improve voting systems after the problems encountered in the 2000 Presidential Election. The OCVR system went live in Oregon for the 2006 statewide election and replaced the 36 separate, independent voter registration systems managed by the individual counties. Federal HAVA funds are still used alongside county payments and General Fund to help provide maintenance and support operations of OCVR. Based on current spending levels, federal funds are expected to be exhausted at some point during the 2021-23 biennium. This purpose of this package to increase the General Fund share by \$441,851 for the 2017-19 biennium. We would then request additional General Fund in the 2019-21 and 2021-23 Agency Budget Requests for the purpose of sustaining federal HAVA funds through the entire 2021-23 biennium.

OCVR has existed primarily as an outsourced product that includes hardware/network infrastructure maintenance and support, software maintenance and enhancement, and help desk support all operated through contracts with external vendors. Hewlett-Packard provides the hardware/network infrastructure and software maintenance and enhancement services. Chaves Consulting provides services for the help desk support. As a state owned system, elections division staff facilitate and coordinate services provided by these vendors. It is also our job to provide communication and support for OCVR to county elections offices.

At the time when federal funds are fully depleted, the state and counties will be expected to assume all funding for OCVR maintenance and operations. In preparation for the impending depletion of federal funds, the Elections Division would like to gradually transition out of its dependency upon federal HAVA funds. This request of \$441,851 for the 2017-19 biennium is estimated to be one third of the current federal funds used to support OCVR. Based on current HAVA program costs we anticipate we will run out of federal funds sometime during the 2021-23 biennium.

# Budget Narrative

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## **How Achieved**

This package would increase the General Fund share in funding OCVR. By increasing the General Fund share incrementally, it minimizes the burden on the State's General Fund over the next three biennia and sustains the federal HAVA funds for a longer period of time.

## **Staffing Impact**

None

## **Quantifying Results**

The Elections Division evaluates its performance by monitoring the effectiveness of our applications according to users of the application. We regularly communicate with the County Clerks and Elections offices and hear feedback from them as well as from voters and interest groups.

In providing a stable funding source for OCVR this package will directly affect our ability to provide better service to our customers, which is reflected in the agency's Key Performance Measure #10.

## **Revenue Source**

\$441,851 General Fund

# Budget Narrative

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## Elections Division

### Policy Package 108 – Elections Division Staffing Needs

#### Purpose

As Oregon’s electorate population continues to grow it is essential the elections division has qualified and professional staff to assist a wide customer base. Critical and essential services risk being lost at current staffing levels. Some of those essential services include, but are not limited to assisting the public with various data requests, fielding calls and responding to emails regarding voter registration and election procedures, continuing support for county elections officials and providing resources to various levels of customers that can further educate and engage voters and ensure the continued success of Oregon’s election process.

This package requests the addition of one position to assist in all aspects of creating and maintaining Elections Division publications, policies, and procedures. As well as ensuring the integrity of the data entered that is used for reporting is complete and accurate.

#### New Position

Position #	Title	Classification	Type	GF	OF	TF
1720005	Compliance Specialist 2	WSU C5247	PF	154,852		154,852
Total Personal Services				154,852		154,852

#### **Compliance Specialist 2 (Voting Services Specialist)**

This position is needed as an additional resource to work in the database systems that support the voter registration processes. The ability to provide accurate data entry and thorough review will help to maintain clean voter registration records and provide more detailed metrics. Additionally, Oregon’s Alternate Format Ballot (AFB) solution, which offers innovative voting technology to our military and disabled voters, will be further supported as this position will serve as a needed resource in providing extra education, training and awareness to users as well as county election officials.

# Budget Narrative

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In addition, this position would be used to assist in the drafting, revision and coordination of the Elections Division publications, policies and procedures, including but not limited to, the production of Oregon's Vote by Mail Manual, voter registration materials and adopted forms.

## **How Achieved**

1 FTE – Compliance Specialist 2

## **Staffing Impact**

One professional level position needed at the Compliance Specialist 2 level. An additional position at this level would assist in Elections Division publications such as Oregon's Vote by Mail Manual and division policies and procedures. This position would also be used as a resource for system users to help ensure accuracy of data entry.

## **Quantifying Results**

The Elections Division evaluates its performance by monitoring and soliciting feedback from our wide customer base. We regularly communicate with the County Clerks and Elections offices as well as from voters and interest groups.

This package will directly affect our ability to provide better customer service, which is reflected in the agency's Key Performance Measure #10, Customer Service.

## **Revenue Source**

\$168,063 General Fund



# Budget Narrative

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## **Elections Division**

### **Policy Package 116 – Ongoing Cost for Election Night Reporting (ENR)**

#### **Purpose**

As a separate constitutional officer, the Secretary of State is guided by a distinct public service mission. The mission of the Secretary's Elections Division is to conduct fair, secure elections and promote participation in democracy. This package seeks to continue support for a secure and creative technological solution for Election Night Reporting (ENR).

As a result of POP 202 (2015-17), the Elections Division received a complete evaluation of the ORESTAR system by an outside consultant. One of the recommendations from the consultant's report was to explore an alternative solution to the Election Night Reporting (ENR) module. In January 2016, an outside vendor was identified that could replace ORESTAR as the host of the ENR system, while also providing ongoing maintenance and support. Additional general funds were approved by the 2016 Legislature to launch ENR. It will be used in the 2016 General Election and will provide statewide and local race results as well as comprehensive maps and detailed reporting tools. By outsourcing this functionality from ORESTAR it has allowed us to better focus resources to other functionalities of the system, such as Candidate and Campaign Finance tracking and the filing of Voter Pamphlet statements. The purpose of this package is to request funds for the ongoing maintenance and support costs associated with ENR.

#### **How Achieved**

ENR is early in its inception, but has already shown significant promise with enhanced reporting and mapping features. It is also able to accommodate precinct level data and is compatible with all current certified Oregon tabulation equipment. This system will continue to expand its capabilities with further funding. If the package is approved, it will provide for the ongoing costs needed for maintenance and support of ENR.

#### **Staffing Impact**

None.

# Budget Narrative

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## **Quantifying Results**

The Elections Division evaluates its performance by monitoring the effectiveness of our applications according to users of the application. We regularly communicate with the County Clerks and Elections offices and hear feedback from them as well as from voters and interest groups.

This package will directly affect our ability to provide better customer service to users of the system, which is reflected in the agency's Key Performance Measure #10, Customer Satisfaction.

## **Revenue Source**

\$83,000 General Fund

**ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY**

Secretary of State  
Pkg: 010 - Non-PICS Psnl Svc / Vacancy Factor

Cross Reference Name: Elections Division  
Cross Reference Number: 16500-002-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
<b>Revenues</b>							
General Fund Appropriation	32,575	-	-	-	-	-	32,575
<b>Total Revenues</b>	<b>\$32,575</b>	-	-	-	-	-	<b>\$32,575</b>
<b>Personal Services</b>							
Temporary Appointments	8,827	-	-	-	-	-	8,827
Overtime Payments	940	-	-	-	-	-	940
All Other Differential	-	-	-	-	-	-	-
Public Employees' Retire Cont	179	-	-	-	-	-	179
Pension Obligation Bond	4,673	-	-	(5,157)	-	-	(484)
Social Security Taxes	747	-	-	-	-	-	747
Unemployment Assessments	8	-	-	-	-	-	8
Mass Transit Tax	(174)	-	-	-	-	-	(174)
Vacancy Savings	17,375	-	-	17,375	-	-	34,750
<b>Total Personal Services</b>	<b>\$32,575</b>	-	-	<b>\$12,218</b>	-	-	<b>\$44,793</b>
<b>Total Expenditures</b>							
Total Expenditures	32,575	-	-	12,218	-	-	44,793
<b>Total Expenditures</b>	<b>\$32,575</b>	-	-	<b>\$12,218</b>	-	-	<b>\$44,793</b>
<b>Ending Balance</b>							
Ending Balance	-	-	-	(12,218)	-	-	(12,218)
<b>Total Ending Balance</b>	-	-	-	<b>(\$12,218)</b>	-	-	<b>(\$12,218)</b>

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Legislatively Adopted  
Essential and Policy Package Fiscal Impact Summary - BPR013

**ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY**

Secretary of State  
Pkg: 022 - Phase-out Pgm & One-time Costs

Cross Reference Name: Elections Division  
Cross Reference Number: 16500-002-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
<b>Revenues</b>							
General Fund Appropriation	(669,000)	-	-	-	-	-	(669,000)
Federal Funds	-	-	-	(513,600)	-	-	(513,600)
<b>Total Revenues</b>	<b>(\$669,000)</b>	<b>-</b>	<b>-</b>	<b>(\$513,600)</b>	<b>-</b>	<b>-</b>	<b>(\$1,182,600)</b>
<b>Services &amp; Supplies</b>							
Office Expenses	-	-	-	(20,000)	-	-	(20,000)
Publicity and Publications	-	-	-	(43,923)	-	-	(43,923)
Professional Services	-	-	-	(8,000)	-	-	(8,000)
IT Professional Services	(285,000)	-	-	(1,086,865)	-	-	(1,371,865)
IT Expendable Property	-	-	-	-	-	-	-
<b>Total Services &amp; Supplies</b>	<b>(\$285,000)</b>	<b>-</b>	<b>-</b>	<b>(\$1,158,788)</b>	<b>-</b>	<b>-</b>	<b>(\$1,443,788)</b>
<b>Special Payments</b>							
Dist to Counties	(384,000)	-	-	-	-	-	(384,000)
<b>Total Special Payments</b>	<b>(\$384,000)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(\$384,000)</b>
<b>Total Expenditures</b>							
Total Expenditures	(669,000)	-	-	(1,158,788)	-	-	(1,827,788)
<b>Total Expenditures</b>	<b>(\$669,000)</b>	<b>-</b>	<b>-</b>	<b>(\$1,158,788)</b>	<b>-</b>	<b>-</b>	<b>(\$1,827,788)</b>
<b>Ending Balance</b>							
Ending Balance	-	-	-	645,188	-	-	645,188
<b>Total Ending Balance</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$645,188</b>	<b>-</b>	<b>-</b>	<b>\$645,188</b>

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Legislatively Adopted  
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**ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY**

**Secretary of State**  
**Pkg: 031 - Standard Inflation**

**Cross Reference Name: Elections Division**  
**Cross Reference Number: 16500-002-00-00-00000**

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
<b>Revenues</b>							
General Fund Appropriation	109,454	-	-	-	-	-	109,454
<b>Total Revenues</b>	<b>\$109,454</b>	-	-	-	-	-	<b>\$109,454</b>

**Services & Supplies**

Instate Travel	528	-	-	2,029	-	-	2,557
Out of State Travel	545	-	-	553	-	-	1,098
Employee Training	338	-	-	346	-	-	684
Office Expenses	16,491	-	3,731	2,733	-	-	22,955
Telecommunications	678	-	3	3,719	-	-	4,400
State Gov. Service Charges	(76,312)	-	-	8,349	-	-	(67,963)
Data Processing	328	-	2	3,879	-	-	4,209
Publicity and Publications	25,640	-	216	741	-	-	26,597
Professional Services	21,599	-	520	43,867	-	-	65,986
IT Professional Services	36,787	-	41,574	94,101	-	-	172,462
Attorney General	54,349	-	56	9,205	-	-	63,610
Employee Recruitment and Develop	37	-	-	-	-	-	37
Dues and Subscriptions	37	-	-	6	-	-	43
Facilities Rental and Taxes	13,066	-	-	2,341	-	-	15,407
Facilities Maintenance	-	-	-	-	-	-	-
Agency Program Related S and S	-	-	-	-	-	-	-
Other Services and Supplies	305	-	168	428	-	-	901
Expendable Prop 250 - 5000	83	-	-	944	-	-	1,027

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**Legislatively Adopted**  
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**ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY**

Secretary of State  
Pkg: 031 - Standard Inflation

Cross Reference Name: Elections Division  
Cross Reference Number: 16500-002-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
<b>Services &amp; Supplies</b>							
IT Expendable Property	747	-	276	12,025	-	-	13,048
<b>Total Services &amp; Supplies</b>	<b>\$95,246</b>	<b>-</b>	<b>\$46,546</b>	<b>\$185,266</b>	<b>-</b>	<b>-</b>	<b>\$327,058</b>
<b>Capital Outlay</b>							
Telecommunications Equipment	-	-	-	568	-	-	568
Data Processing Software	-	-	-	8,511	-	-	8,511
Data Processing Hardware	-	-	-	441	-	-	441
<b>Total Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$9,520</b>	<b>-</b>	<b>-</b>	<b>\$9,520</b>
<b>Special Payments</b>							
Dist to Counties	14,208	-	-	-	-	-	14,208
Dist to Non-Gov Units	-	-	-	-	-	-	-
Other Special Payments	-	-	-	-	-	-	-
<b>Total Special Payments</b>	<b>\$14,208</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$14,208</b>
<b>Total Expenditures</b>							
Total Expenditures	109,454	-	46,546	194,786	-	-	350,786
<b>Total Expenditures</b>	<b>\$109,454</b>	<b>-</b>	<b>\$46,546</b>	<b>\$194,786</b>	<b>-</b>	<b>-</b>	<b>\$350,786</b>
<b>Ending Balance</b>							
Ending Balance	-	-	(46,546)	(194,786)	-	-	(241,332)
<b>Total Ending Balance</b>	<b>-</b>	<b>-</b>	<b>(\$46,546)</b>	<b>(\$194,786)</b>	<b>-</b>	<b>-</b>	<b>(\$241,332)</b>

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Legislatively Adopted  
Essential and Policy Package Fiscal Impact Summary - BPR013

**ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY**

Secretary of State  
Pkg: 070 - Revenue Shortfalls

Cross Reference Name: Elections Division  
Cross Reference Number: 16500-002-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
<b>Services &amp; Supplies</b>							
IT Professional Services	-	-	(41,574)	-	-	-	(41,574)
<b>Total Services &amp; Supplies</b>	-	-	<b>(\$41,574)</b>	-	-	-	<b>(\$41,574)</b>
<b>Total Expenditures</b>							
Total Expenditures	-	-	(41,574)	-	-	-	(41,574)
<b>Total Expenditures</b>	-	-	<b>(\$41,574)</b>	-	-	-	<b>(\$41,574)</b>
<b>Ending Balance</b>							
Ending Balance	-	-	41,574	-	-	-	41,574
<b>Total Ending Balance</b>	-	-	<b>\$41,574</b>	-	-	-	<b>\$41,574</b>

**ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY**

Secretary of State  
Pkg: 105 - Elections Positions True Up

Cross Reference Name: Elections Division  
Cross Reference Number: 16500-002-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
<b>Personal Services</b>							
Class/Unclass Sal. and Per Diem	-	-	-	-	-	-	-
Empl. Rel. Bd. Assessments	-	-	-	-	-	-	-
Public Employees' Retire Cont	-	-	-	-	-	-	-
Social Security Taxes	-	-	-	-	-	-	-
Worker's Comp. Assess. (WCD)	-	-	-	-	-	-	-
Flexible Benefits	-	-	-	-	-	-	-
<b>Total Personal Services</b>	-	-	-	-	-	-	-
<b>Total Expenditures</b>							
Total Expenditures	-	-	-	-	-	-	-
<b>Total Expenditures</b>	-	-	-	-	-	-	-
<b>Ending Balance</b>							
Ending Balance	-	-	-	-	-	-	-
<b>Total Ending Balance</b>	-	-	-	-	-	-	-
<b>Total Positions</b>							
Total Positions							-
<b>Total Positions</b>	-	-	-	-	-	-	-
<b>Total FTE</b>							
Total FTE							-
<b>Total FTE</b>	-	-	-	-	-	-	-

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Legislatively Adopted  
Essential and Policy Package Fiscal Impact Summary - BPR013



**ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY**

Secretary of State  
 Pkg: 106 - Continuation of Oregon Motor Voter payments to Counties

Cross Reference Name: Elections Division  
 Cross Reference Number: 16500-002-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
<b>Revenues</b>							
General Fund Appropriation	831,278	-	-	-	-	-	831,278
<b>Total Revenues</b>	<b>\$831,278</b>	-	-	-	-	-	<b>\$831,278</b>
<b>Special Payments</b>							
Dist to Counties	831,278	-	-	-	-	-	831,278
<b>Total Special Payments</b>	<b>\$831,278</b>	-	-	-	-	-	<b>\$831,278</b>
<b>Total Expenditures</b>							
Total Expenditures	831,278	-	-	-	-	-	831,278
<b>Total Expenditures</b>	<b>\$831,278</b>	-	-	-	-	-	<b>\$831,278</b>
<b>Ending Balance</b>							
Ending Balance	-	-	-	-	-	-	-
<b>Total Ending Balance</b>	-	-	-	-	-	-	-

**ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY**

Secretary of State  
Pkg: 107 - OCVR - Increase GF support

Cross Reference Name: Elections Division  
Cross Reference Number: 16500-002-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
<b>Revenues</b>							
General Fund Appropriation	441,851	-	-	-	-	-	441,851
<b>Total Revenues</b>	<b>\$441,851</b>	-	-	-	-	-	<b>\$441,851</b>
<b>Services &amp; Supplies</b>							
IT Professional Services	441,851	-	-	-	-	-	441,851
<b>Total Services &amp; Supplies</b>	<b>\$441,851</b>	-	-	-	-	-	<b>\$441,851</b>
<b>Total Expenditures</b>							
Total Expenditures	441,851	-	-	-	-	-	441,851
<b>Total Expenditures</b>	<b>\$441,851</b>	-	-	-	-	-	<b>\$441,851</b>
<b>Ending Balance</b>							
Ending Balance	-	-	-	-	-	-	-
<b>Total Ending Balance</b>	-	-	-	-	-	-	-

**ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY**

Secretary of State  
Pkg: 108 - Voter Registration Staffing Needs

Cross Reference Name: Elections Division  
Cross Reference Number: 16500-002-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
<b>Revenues</b>							
General Fund Appropriation	168,063	-	-	-	-	-	168,063
<b>Total Revenues</b>	<b>\$168,063</b>	-	-	-	-	-	<b>\$168,063</b>
<b>Personal Services</b>							
Class/Unclass Sal. and Per Diem	95,328	-	-	-	-	-	95,328
Empl. Rel. Bd. Assessments	57	-	-	-	-	-	57
Public Employees' Retire Cont	18,198	-	-	-	-	-	18,198
Social Security Taxes	7,293	-	-	-	-	-	7,293
Worker's Comp. Assess. (WCD)	69	-	-	-	-	-	69
Mass Transit Tax	571	-	-	-	-	-	571
Flexible Benefits	33,336	-	-	-	-	-	33,336
<b>Total Personal Services</b>	<b>\$154,852</b>	-	-	-	-	-	<b>\$154,852</b>
<b>Services &amp; Supplies</b>							
Instate Travel	634	-	-	-	-	-	634
Employee Training	1,902	-	-	-	-	-	1,902
Office Expenses	1,902	-	-	-	-	-	1,902
Telecommunications	2,536	-	-	-	-	-	2,536
Publicity and Publications	318	-	-	-	-	-	318
Employee Recruitment and Develop	529	-	-	-	-	-	529
Dues and Subscriptions	318	-	-	-	-	-	318
Facilities Rental and Taxes	3,804	-	-	-	-	-	3,804
Agency Program Related S and S	-	-	-	-	-	-	-
Other Services and Supplies	634	-	-	-	-	-	634

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Essential and Policy Package Fiscal Impact Summary - BPR013

**ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY**

Secretary of State  
Pkg: 108 - Voter Registration Staffing Needs

Cross Reference Name: Elections Division  
Cross Reference Number: 16500-002-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
<b>Services &amp; Supplies</b>							
Expendable Prop 250 - 5000	634	-	-	-	-	-	634
<b>Total Services &amp; Supplies</b>	<b>\$13,211</b>	-	-	-	-	-	<b>\$13,211</b>
<b>Total Expenditures</b>							
Total Expenditures	168,063	-	-	-	-	-	168,063
<b>Total Expenditures</b>	<b>\$168,063</b>	-	-	-	-	-	<b>\$168,063</b>
<b>Ending Balance</b>							
Ending Balance	-	-	-	-	-	-	-
<b>Total Ending Balance</b>	-	-	-	-	-	-	-
<b>Total Positions</b>							
Total Positions							1
<b>Total Positions</b>	-	-	-	-	-	-	<b>1</b>
<b>Total FTE</b>							
Total FTE							1.00
<b>Total FTE</b>	-	-	-	-	-	-	<b>1.00</b>

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Essential and Policy Package Fiscal Impact Summary - BPR013

PACKAGE: 105 - Elections Positions True Up

POSITION NUMBER	CLASS	COMP	CLASS NAME	POS CNT	FTE	MOS	STEP	RATE	GF SAL/OPE	OF SAL/OPE	FF SAL/OPE	LF SAL/OPE	AF SAL/OPE
0003005	WSU	C0324	AA PUBLIC SERVICE REP 4	1	1.00	24.00	08	3,972.00	95,328 58,953				95,328 58,953
0003005	WSU	C5247	AA COMPLIANCE SPECIALIST 2	1-	1.00-	24.00-	02	3,972.00	95,328- 58,953-				95,328- 58,953-
6108015	WSU	C0872	AA OPERATIONS & POLICY ANALYST 3	1	1.00	24.00	03	5,282.00	126,768 67,360				126,768 67,360
6108015	WSU	C5247	AA COMPLIANCE SPECIALIST 2	1-	1.00-	24.00-	08	5,282.00	126,768- 67,360-				126,768- 67,360-
6118016	WSU	C0871	AA OPERATIONS & POLICY ANALYST 2	1	1.00	24.00	06	5,282.00	126,768 67,360				126,768 67,360
6118016	WSU	C5248	AA COMPLIANCE SPECIALIST 3	1-	1.00-	24.00-	04	5,282.00	126,768- 67,360-				126,768- 67,360-

TOTAL PICS SALARY  
 TOTAL PICS OPE

TOTAL PICS PERSONAL SERVICES =

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 .00 .00

PACKAGE: 108 - Voter Registration Staffing Ne

POSITION NUMBER	CLASS COMP	CLASS NAME	POS CNT	FTE	MOS	STEP	RATE	GF SAL/OPE	OF SAL/OPE	FF SAL/OPE	LF SAL/OPE	AF SAL/OPE
1720005	WSU C5247 AA	COMPLIANCE SPECIALIST 2	1	1.00	24.00	02	3,972.00	95,328 58,953				95,328 58,953
TOTAL PICS SALARY								95,328				95,328
TOTAL PICS OPE								58,953				58,953
TOTAL PICS PERSONAL SERVICES =			1	1.00	24.00			154,281				154,281

**DETAIL OF LOTTERY FUNDS, OTHER FUNDS, AND FEDERAL FUNDS REVENUE**

Secretary of State  
2017-19 Biennium

Agency Number: 16500  
Cross Reference Number: 16500-002-00-00-00000

<i>Source</i>	2013-15 Actuals	2015-17 Leg Adopted Budget	2015-17 Leg Approved Budget	2017-19 Agency Request Budget	2017-19 Governor's Budget	2017-19 Leg Adopted Budget
<b>Other Funds</b>						
Non-business Lic. and Fees	607,675	657,511	657,511	657,511	-	-
Charges for Services	1,722	7,442	7,442	7,442	-	-
Fines and Forfeitures	216,934	224,419	224,419	224,419	-	-
Sales Income	7,825	84,532	84,532	84,532	-	-
Grants (Non-Fed)	92,826	-	-	-	-	-
Other Revenues	-	1,013,990	1,013,990	1,013,990	-	-
Transfer to General Fund	(825,044)	(881,930)	(881,930)	(881,930)	-	-
<b>Total Other Funds</b>	<b>\$101,938</b>	<b>\$1,105,964</b>	<b>\$1,105,964</b>	<b>\$1,105,964</b>	-	-
<b>Federal Funds</b>						
Federal Funds	234,519	619,792	654,779	141,179	-	-
<b>Total Federal Funds</b>	<b>\$234,519</b>	<b>\$619,792</b>	<b>\$654,779</b>	<b>\$141,179</b>	-	-

Agency Request  
2017-19 Biennium

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Legislatively Adopted  
Detail of LF, OF, and FF Revenues - BPR012

# DETAIL OF LOTTERY FUNDS, OTHER FUNDS, AND FEDERAL FUNDS REVENUE

## Elections Division

Source	Fund	ORBITS Revenue Acct	2013-2015 Actual	2015-17 Legislatively Adopted	2015-17 Legislatively Approved	2017-19		
						Agency Request	Governor's Recommended	Legislatively Adopted
Non-business Lic. & Fees	GF	0210	607,675	657,511	657,511	657,511		
Charges for Services	OTH	0410	1,722	7,442	7,442	7,442		
Sales Income	OTH	0705	7,825	84,532	84,532	84,532		
Fines & Forfeitures	GF	0505	216,934	224,419	224,419	224,419		
Grants (Non-Fed)			92,826					
Other Revenues	OTH	0975		1,013,990	1,013,990	1,013,990		
Transfer to General Fund	GF	2060	(825,044)	(881,930)	(881,930)	(881,930)		
<b>Subtotal Other Funds</b>			<b>101,938</b>	<b>1,105,964</b>	<b>1,105,964</b>	<b>1,105,964</b>		
Federal Funds	FF	0995	234,519	619,792	654,779	141,179		
<b>Total Other Funds and Federal Funds</b>			<b>336,457</b>	<b>1,725,756</b>	<b>1,760,743</b>	<b>1,247,143</b>		

Agency Request

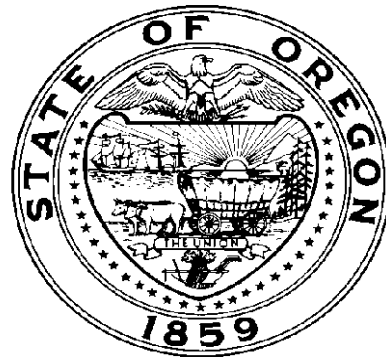
Governor's Recommended

Legislatively Adopted

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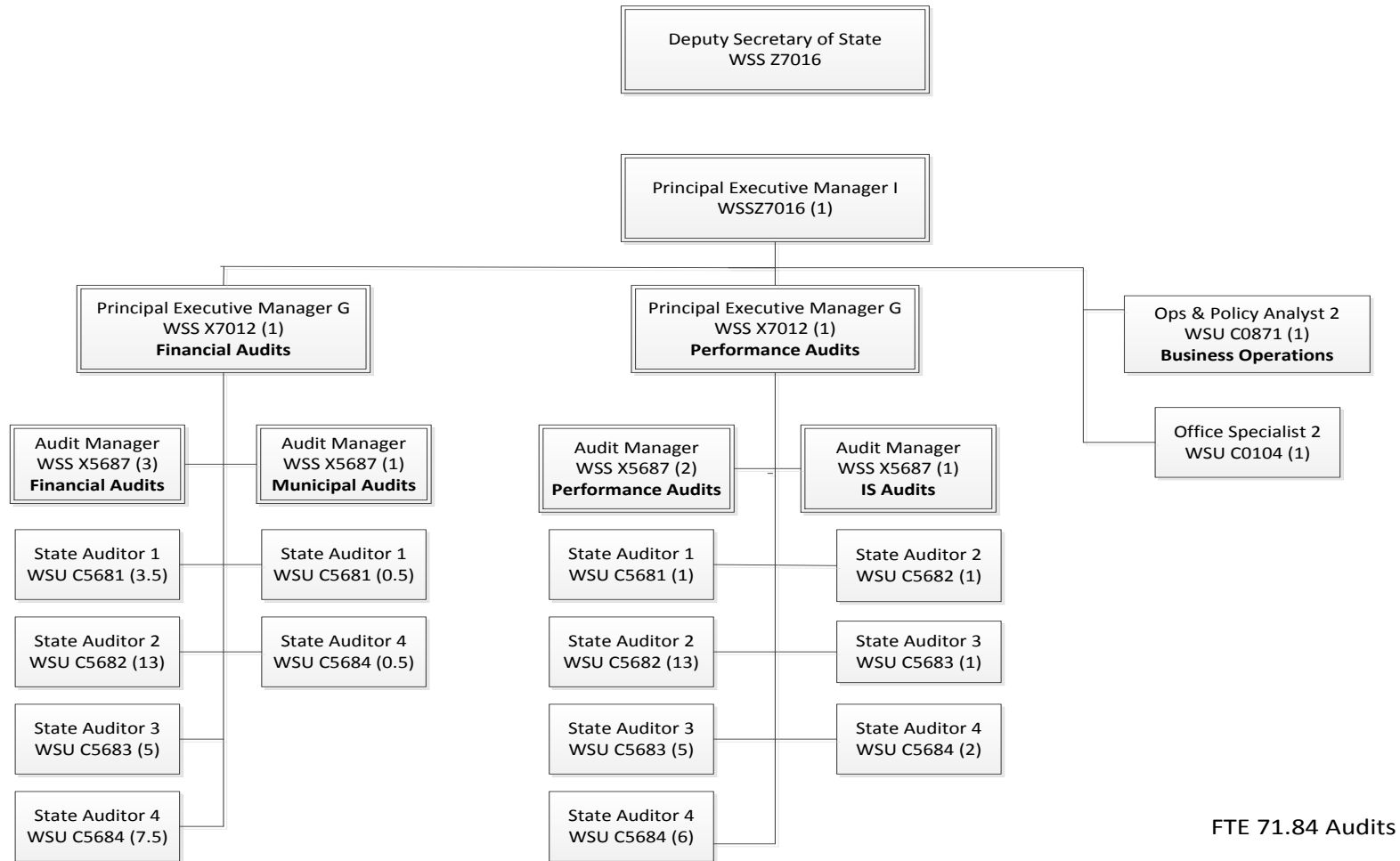
# Office of the Secretary of State



## **Audits Division 2017-19 Agency Request Budget**

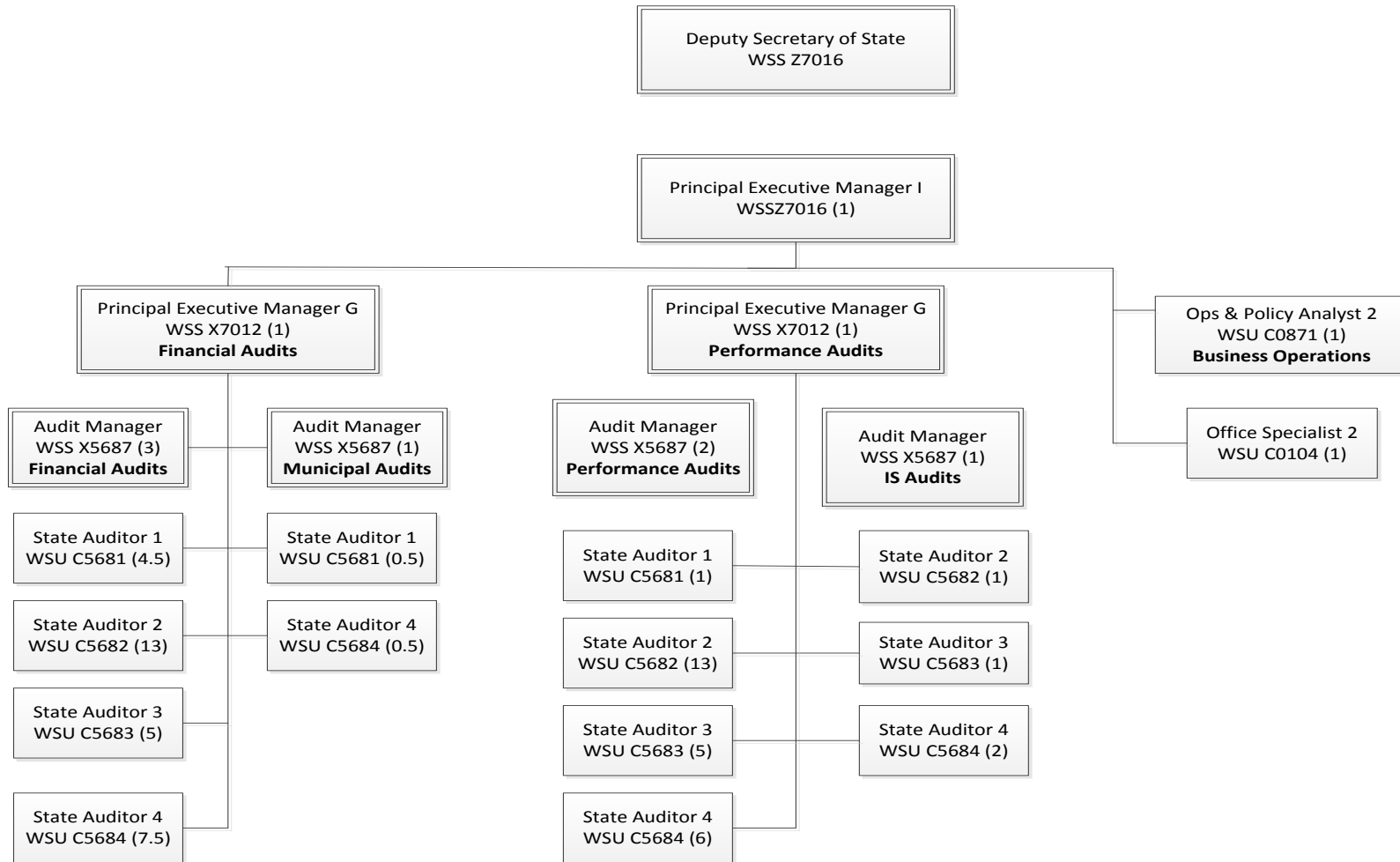
# Budget Narrative

## Audits Division Organizational Chart 2015 – 17 Biennium



# Budget Narrative

## Audits Division Organizational Chart 2017 – 19 Biennium



FTE 72.00 Audits

# Budget Narrative

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## AUDITS DIVISION

### Mission and Legal Authority

The Secretary of State's Audits Division conducts audits to protect the public interest and improve Oregon government. We ensure that public funds are properly accounted for, spent in accordance with legal requirements, and used to the best advantage. These efforts help accomplish the Secretary of State's vision to deliver better results for Oregonians through greater accountability and transparency, and to promote more efficient and effective service delivery. The Audits Division and the Secretary of State as Auditor of Public Accounts operate under the authority of the Oregon Constitution, Article VI, section 2, and ORS 297.010 through 297.990.

### Revenue

**General Account** - Under ORS 297.230, the Audits Division is required to estimate its expenses in advance and charge state officers, departments, boards and commissions for their share of audit costs during the biennium. This approach contributes to greater auditor independence and agency accountability. With few exceptions, the division charges each state agency based on their share of total state expenditures, revenues, cash and FTE. If cost estimates are too high at mid-biennium, the division reduces charges for the second year. The budget for the division reflects an early estimate of \$26,738,024 in assessments for the 2017-19 Biennium.

**Municipal Account** – In general, municipal corporations in Oregon are required to be audited every year and file copies of their financial reports with the division. Municipalities spending less than \$500,000 in a fiscal year that meet certain statutory requirements are only required to have a more limited review performed, and those that spend less than \$150,000 need only file a summary form. Approximately 1,800 municipal corporations file annually and pay a filing fee ranging from \$20 to \$400. The division estimates \$600,000 in fees for the 2017-19 Biennium.

### Auditing to protect the public interest

The Secretary of State's Audits Division helps inform public officials, legislators, and citizens who want to know whether government funds are handled properly and in compliance with laws and regulations; whether government

## Budget Narrative

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organizations, programs, and services are achieving their purposes; and whether these organizations, programs, and services are operating efficiently. To accomplish this, we direct our efforts to those areas of government that can most benefit from an independent assessment of the management of public funds and the results achieved.

### Activities

- **Financial Statement Audits** - These audits provide assurance as to whether the state, or a given agency, has followed generally accepted accounting principles in preparing its financial records and compiling its financial statements, and whether the amounts presented in those financial statements are essentially complete and accurate. In order to borrow funds, the state needs audited financial statements to satisfy credit-rating requirements. If an audit finds the statements lacking, Oregon's credit rating may worsen, increasing its costs to borrow money.
- **Compliance Audits** - These audits evaluate whether procedures followed are adequate and whether the state or agency has complied with applicable state and federal requirements. Recommendations are directed at improving procedures and compliance with laws and regulations. These audits are often mandated as part of federal funding.
- **Performance Audits** - These audits identify improvements an agency or program can apply to better achieve its objectives and mission. Recommendations are directed at improving management practices and procedures to increase efficiencies, generate savings, and produce better results.
- **Information Technology Audits** - These audits determine whether the state's computer systems adequately protect public funds and electronic information, and whether they operate as intended. Recommendations are directed at improving electronic information security, practices and procedures.
- **Municipal Auditor Monitoring** - The division's oversight of municipal auditors ensures that local governments are provided consistent and professional audit services. Municipalities contract with private audit firms to audit their financial records. Oversight is carried out by establishing requirements for these municipal auditors, reviewing a sample of their audit reports and work papers, and directly communicating deficiencies to the audit firms and municipalities. The division's oversight role is mandated by statute (ORS 297.405 - .555 and 297.990) and covers approximately 1,800 municipalities in Oregon.
- **Hotline Calls** - The Government Waste Hotline was authorized by statute (ORS 177.170 - .180) in 1995 to provide public employees and citizens an avenue for reporting fraud, waste, or abuse in state programs. The law provides confidentiality for any person making a report through the hotline. Reports may result in audits, investigations, or referrals to other appropriate entities. We continue to contract for 24-hour answering services and a web-based reporting application to assist with the reporting and tracking of complaints.

## Budget Narrative

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- **Letters of Assurance** - Letters of Assurance are written for the bond community, the State Treasurer, the Department of Administrative Services, and other agencies. These letters provide assurance to the bond underwriters, bond counsel and investment managers that the information included in the state or agency offering statements appears reliable, with no obvious misstatements of fact. In FY 2016, the division provided letters for over \$1.3 billion of bond and certificate of participation sales made by the state.

### Challenges

- **Barriers to audit information** – Our audit progress can be slowed by legal or procedural impediments to obtaining data from state agencies. In most cases it is federal law, intended to ensure privacy and confidentiality, which imposes use restrictions without regard to auditing.
- **Audit Mandates and Requests** – We are required by legislation or ballot measure to perform audits of certain state funded agencies and programs. In addition, issues of strong public interest often generate demands for an audit. At times, it can be challenging to accommodate these requests timely due to existing audit priorities. Further, some of the requested audits may not be feasible or the topics easily audited.
- **Balancing Performance Audit Priorities** – Our primary goal is to undertake audits that help agencies better meet their overall agency and program missions. These audits include findings and recommendations that can improve the efficiency and effectiveness of services state programs provide to Oregonians. The audits generate important benefits, but the benefits generally cannot be measured in terms of dollar impacts. On the other hand, a long-standing priority for the Audits Division has been to identify cost savings, questioned costs, and revenue enhancements. In fact, two of our KPMs measure our performance with this priority in mind.

### Actions taken

- **Audit Information** - We have worked with state agencies and DOJ to develop a data sharing agreement, which has helped to alleviate some of the impediments we encounter when seeking access to information. We will continue to work with state agencies and DOJ to improve access.

## Budget Narrative

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- **Mandates and Requests** – We monitor legislation that may require the division to perform audit procedures and provide input as to whether we have audit authority for that topic and, if so, whether the audit mandate is feasible. In 2015, we started conversations with the Joint Legislative Audit Committee about their role in reviewing and filtering legislative requests for audits to help ensure audit mandates are for areas of highest interest for legislators.
- **Performance Audits** - Over the last several years, we have broadened the scope of our performance audit work to focus on objectives that relate more directly to how well an agency achieves its mission. These audits may not result in cost savings but do have a great impact in terms of program effectiveness and, in some cases, have resulted in policy and law changes. At the same time, we have tried to conduct a small number of audits that can generate dollar impacts. The result may be a drop in our two KPMs that relate to the measurable dollar impacts of our audits.

Performance audit benefits include program improvements, better service delivery, policy and law changes, and/or cost savings. Below are some examples of the impacts of our performance audits from the past couple years.

- [Community Colleges: Targeted Investments Could Improve Completion Rates](#) - This report noted that a low percentage of degree seeking students completed an associate's degree or certificate within 7 years, partly due to constrained resources. Soon after the release of this report, the Higher Education Coordinating Committee voted to increase the Community College Support Fund, which was one of our recommendations.
- [Debt Collection: Oregon Needs Stronger Leadership, Sustained Focus to Improve Delinquent Debt Collection](#) –This report noted the state's delinquent debt grew to almost \$3.2 billion, nearly doubling since 2008. During our audit, a bill designed to improve collections (SB 55), was pending in the 2015 Legislature. To assist the Legislature, we provided a report on our preliminary audit results and recommended key statutory changes. We also met with legislators, bill sponsors and Legislative Fiscal Office officials; testified before Legislative committees; and met with an attorney from the Office of the Legislative Counsel to provide our recommendations as he worked on bill amendments. Statutory changes we suggested and an audit recommendation were included in the final legislation.
- [Education Audits Capstone](#) - Many of our education audit recommendations have been implemented, and the results of our work have been widely discussed and helped in setting policy direction for Oregon's

## Budget Narrative

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education system. The report also identified key challenges that need continued focus by state agencies, their partners, and the Legislature to help ensure an equitable and effective education for all Oregonians.

- [Fish and Wildlife Financial Condition Review](#) - We found the department had recurring cash flow problems that repeatedly put the agency's financial health at risk. In a subsequent audit in [2016](#), we recommended ways the agency could reduce the gap between resources and responsibilities, including the development and adoption of a long-term management strategy.
- [Oregon State Hospital: Significant Actions Taken, More Improvement Possible](#) - The state made significant investments in the State Hospital, including two new State Hospital facilities designed to provide a safe environment supportive to patient recovery. The movement to a patient recovery model was a significant undertaking. Our audit reported Hospital management's progress in moving to the new model, and identified areas for further improvement.
- [Oregon State Police: Forensic Services Division](#) - We recommended ways state crime labs can help reduce forensic backlogs, which have increased 90% since 2005.
- [Public Records Requests](#) – We reported that infrequent, complex requests create challenges for state agencies, and recommended Dept. of Administrative Services provide guidance and create training to help agencies develop procedures and timeline goals. We also reported that better monitoring, consistent fees, and use of technology and third party mediation could help improve trust in Oregon Government. Our report led to the immediate call for a public records ombudsman by the Governor.



# Budget Narrative

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## Measures

The Audits Division evaluates its performance with measures that address our efficiency and effectiveness.

### Quality and Timeliness

The Audits Division has consistently met two of the most critical measures. Government Auditing Standards require that audit agencies undergo an external review every three years to determine whether they follow those standards. The Audits Division passed its eighth consecutive outside review in May 2016, representing over 27 years of continuous, professional and reliable auditing.

In addition, we focus our efforts on two key deadlines for financial audits. By December 31 of each year, we must complete audits of agency financial statements as well as the combined statewide statement. Then, by March 31, we must complete and report on all our testing of transactions in agencies that receive federal funding for compliance with federal requirements. Despite increased auditing and reporting requirements and fewer auditors over the past 20 years, the state has met those deadlines, except for two cases with extraordinarily complex accounting changes.

## Budget Narrative

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### Value of Revenue Enhancements, Savings, or Questioned Costs

To accomplish our mission of improving Oregon government, it is important that we select audit topics and produce recommendations that have benefits for Oregonians. Measurable financial benefits such as opportunities to increase revenues and save money are key issues for state government and Oregonians.

We should note that one of our primary goals – to identify ways agencies and programs can better achieve their missions – produces benefits that cannot always be measured. For example, in our audit of OSP crime labs we identified ways the testing backlog could be reduced. The benefits of these recommendations are not reliably measurable in dollar terms, but program improvements will happen to some degree as the agency implements our recommendations. While the audit areas we select may not produce any financial savings, they still have potential to significantly improve program results, such as the quality of delivered services, the well-being and safety of Oregonians, and the stewardship of Oregon’s natural resources. As a result, the measures can only represent a portion of the benefits of our audits.

### Dollar Savings per Dollar Spent on Performance Audits

Because the scope and diversity of state services far exceed the Audits Division’s capacity to audit them, we need to be mindful of the cost of our work relative to benefits we generate. This measure is particularly important as we expand our scope to examine management issues that impede an agency from achieving its objectives and mission. These audits will take more time but they can generate much larger benefits, measurable and immeasurable. There is considerable variation from year-to-year in this measure, depending on the scope of the audits conducted and the audit results. In addition, some mandated audits may have a lower likelihood of efficiencies.

### Implementation of Audit Recommendations

Audit recommendations produce improvements only if they are implemented. We cannot direct agencies to implement our recommendations and audit standards would prohibit such a requirement. Nonetheless, agencies will implement recommendations that are based on a persuasive case for change, and the larger the benefits the more likely our recommendations will be implemented. We perform a series of follow-up actions to track the status of our

## Budget Narrative

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recommendations. First, we routinely contact the agency to determine recommendation status and update our files. We also selectively perform follow-up audit work on the status of the recommendations.

As we expand the scope of our audits, with far-reaching recommendations to improve management, implementation will likely take more than a year. For this reason, and because these recommendations often have a much larger impact on an agency's mission or bottom line, we track each recommendation's status for a period of three years and report the cumulative percentage of recommendations implemented for a period of three fiscal years.

## Budget Narrative

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SECRETARY OF STATE  
AUDITS DIVISION  
ESSENTIAL PACKAGES

1. **Purpose** - Essential Packages adjust the base budget to reflect the agency's 2017-19 current service level requirements.
2. **How Achieved** – The following Essential Packages adjust the Archives base budget to reflect 2017-19 current service level requirements.

010 – Adjusts projected vacancy factor budget savings expected from staff turnover in the 2015-17 biennium. The package also adjusts the costs of non-PICS personal services items not included in the PICS generated total. Non-PICS personal services items include debt service on the Pension Obligation Bonds (POB). The package decreases Other Funds (\$20,207).

031 – Provides a general inflation increase for Services and Supplies costs. The package also adjusts State Government Service charges to reflect 2017-19 changes. The package increases Other Funds \$88,398.

3. **Staffing Impact** - None.
4. **Revenue Source** – Other Funds is increased \$68,191.

**ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY**

Secretary of State  
 Pkg: 010 - Non-PICS Psnl Svc / Vacancy Factor

Cross Reference Name: Audits Division  
 Cross Reference Number: 16500-007-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
<b>Personal Services</b>							
Temporary Appointments	-	-	-	-	-	-	-
All Other Differential	-	-	-	-	-	-	-
Public Employees' Retire Cont	-	-	-	-	-	-	-
Pension Obligation Bond	-	-	34,401	-	-	-	34,401
Social Security Taxes	-	-	-	-	-	-	-
Unemployment Assessments	-	-	-	-	-	-	-
Mass Transit Tax	-	-	1,736	-	-	-	1,736
Vacancy Savings	-	-	(56,344)	-	-	-	(56,344)
<b>Total Personal Services</b>	-	-	<b>(\$20,207)</b>	-	-	-	<b>(\$20,207)</b>
<b>Total Expenditures</b>							
Total Expenditures	-	-	(20,207)	-	-	-	(20,207)
<b>Total Expenditures</b>	-	-	<b>(\$20,207)</b>	-	-	-	<b>(\$20,207)</b>
<b>Ending Balance</b>							
Ending Balance	-	-	20,207	-	-	-	20,207
<b>Total Ending Balance</b>	-	-	<b>\$20,207</b>	-	-	-	<b>\$20,207</b>

Agency Request  
 2017-19 Biennium

Governor's Budget  
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Legislatively Adopted  
 Essential and Policy Package Fiscal Impact Summary - BPR013

**ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY**

**Secretary of State**  
**Pkg: 031 - Standard Inflation**

**Cross Reference Name: Audits Division**  
**Cross Reference Number: 16500-007-00-00-00000**

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
<b>Services &amp; Supplies</b>							
Instate Travel	-	-	1,709	-	-	-	1,709
Out of State Travel	-	-	1,211	-	-	-	1,211
Employee Training	-	-	4,247	-	-	-	4,247
Office Expenses	-	-	2,941	-	-	-	2,941
Telecommunications	-	-	2,588	-	-	-	2,588
State Gov. Service Charges	-	-	(62,081)	-	-	-	(62,081)
Data Processing	-	-	2,557	-	-	-	2,557
Publicity and Publications	-	-	696	-	-	-	696
Professional Services	-	-	66,655	-	-	-	66,655
IT Professional Services	-	-	10,861	-	-	-	10,861
Attorney General	-	-	7,795	-	-	-	7,795
Employee Recruitment and Develop	-	-	417	-	-	-	417
Dues and Subscriptions	-	-	244	-	-	-	244
Facilities Rental and Taxes	-	-	42,063	-	-	-	42,063
Facilities Maintenance	-	-	-	-	-	-	-
Agency Program Related S and S	-	-	-	-	-	-	-
Other Services and Supplies	-	-	1,504	-	-	-	1,504
Expendable Prop 250 - 5000	-	-	870	-	-	-	870
IT Expendable Property	-	-	4,121	-	-	-	4,121
<b>Total Services &amp; Supplies</b>	-	-	<b>\$88,398</b>	-	-	-	<b>\$88,398</b>

**ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY**

Secretary of State  
Pkg: 031 - Standard Inflation

Cross Reference Name: Audits Division  
Cross Reference Number: 16500-007-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
<b>Capital Outlay</b>							
Telecommunications Equipment	-	-	-	-	-	-	-
<b>Total Capital Outlay</b>	-	-	-	-	-	-	-
<b>Total Expenditures</b>							
Total Expenditures	-	-	88,398	-	-	-	88,398
<b>Total Expenditures</b>	-	-	<b>\$88,398</b>	-	-	-	<b>\$88,398</b>
<b>Ending Balance</b>							
Ending Balance	-	-	(88,398)	-	-	-	(88,398)
<b>Total Ending Balance</b>	-	-	<b>(\$88,398)</b>	-	-	-	<b>(\$88,398)</b>

**DETAIL OF LOTTERY FUNDS, OTHER FUNDS, AND FEDERAL FUNDS REVENUE**

Secretary of State  
2017-19 Biennium

Agency Number: 16500

Cross Reference Number: 16500-007-00-00-00000

<i>Source</i>	2013-15 Actuals	2015-17 Leg Adopted Budget	2015-17 Leg Approved Budget	2017-19 Agency Request Budget	2017-19 Governor's Budget	2017-19 Leg Adopted Budget
<b>Other Funds</b>						
Charges for Services	22,516,325	25,236,241	25,236,241	26,738,024	-	-
Other Revenues	-	-	819,886	-	-	-
Transfer Out - Intrafund	(6,250,557)	(5,919,755)	(5,919,755)	(5,926,947)	-	-
<b>Total Other Funds</b>	<b>\$16,265,768</b>	<b>\$19,316,486</b>	<b>\$20,136,372</b>	<b>\$20,811,077</b>	-	-

Agency Request  
2017-19 Biennium

Governor's Budget  
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Legislatively Adopted  
Detail of LF, OF, and FF Revenues - BPR012



# DETAIL OF LOTTERY FUNDS, OTHER FUNDS, AND FEDERAL FUNDS REVENUE

Audits Division

Source	Fund	ORBITS Revenue Acct	2013-2015 Actual	2015-17 Legislatively Adopted	2015-17 Legislatively Approved	2017-19		
						Agency Request	Governor's Recommended	Legislatively Adopted
Charges for Services	OTH	0410	22,516,325	25,236,241	25,236,241	26,738,024		
Other Revenues					819,886			
Transfer Out - Intrafund			(6,250,557)	(5,919,755)	(5,919,755)	(5,926,947)		
<b>Total Other Funds</b>			<b>16,265,768</b>	<b>19,316,486</b>	<b>20,136,372</b>	<b>20,811,077</b>		

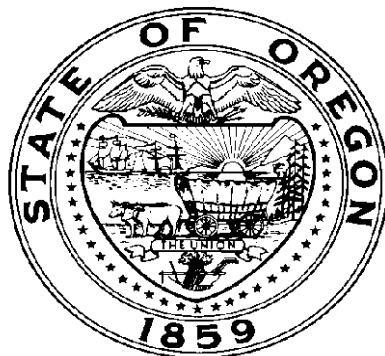
Agency Request

Governor's Recommended

Legislatively Adopted

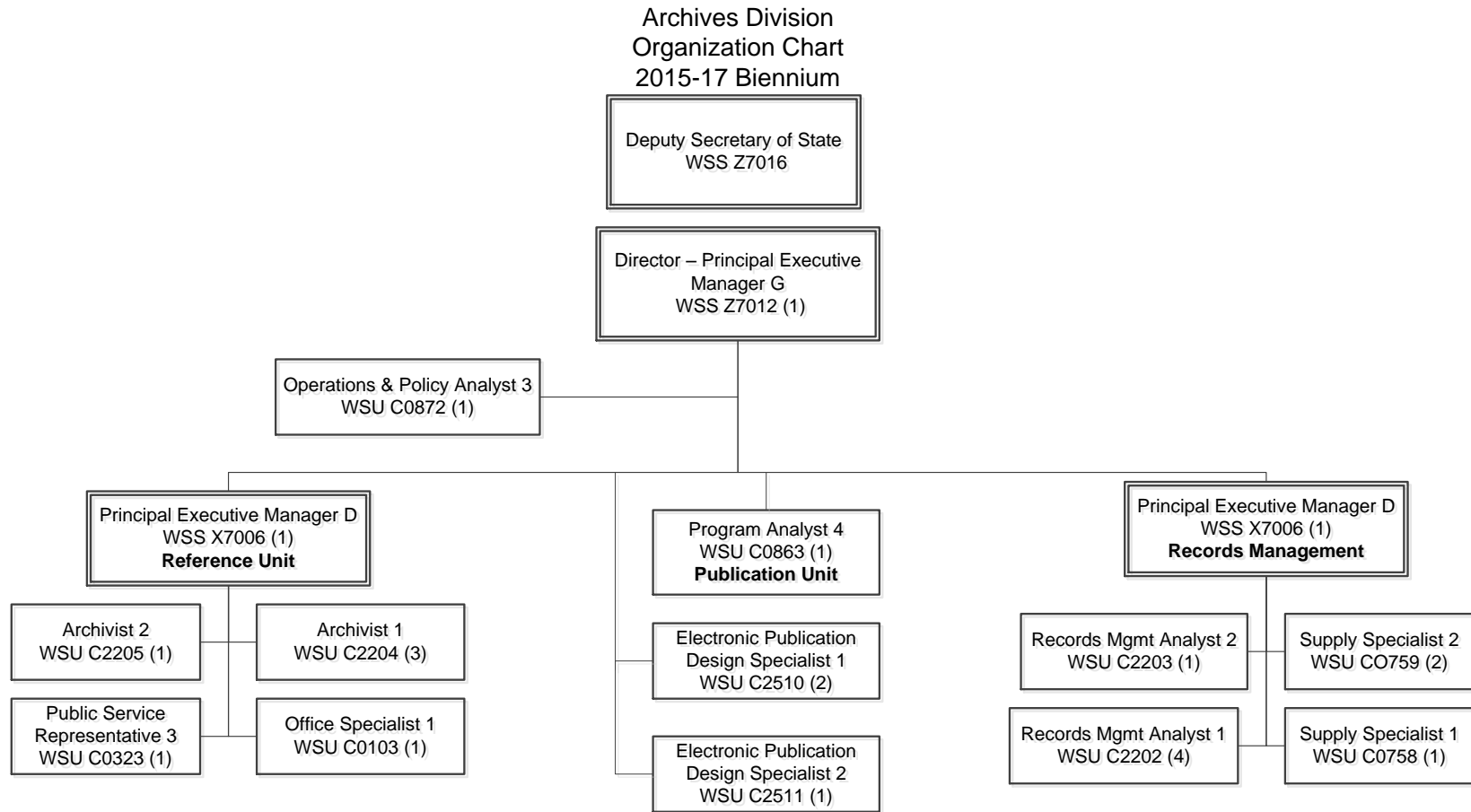
Budget Page \_\_\_\_\_

# Office of the Secretary of State



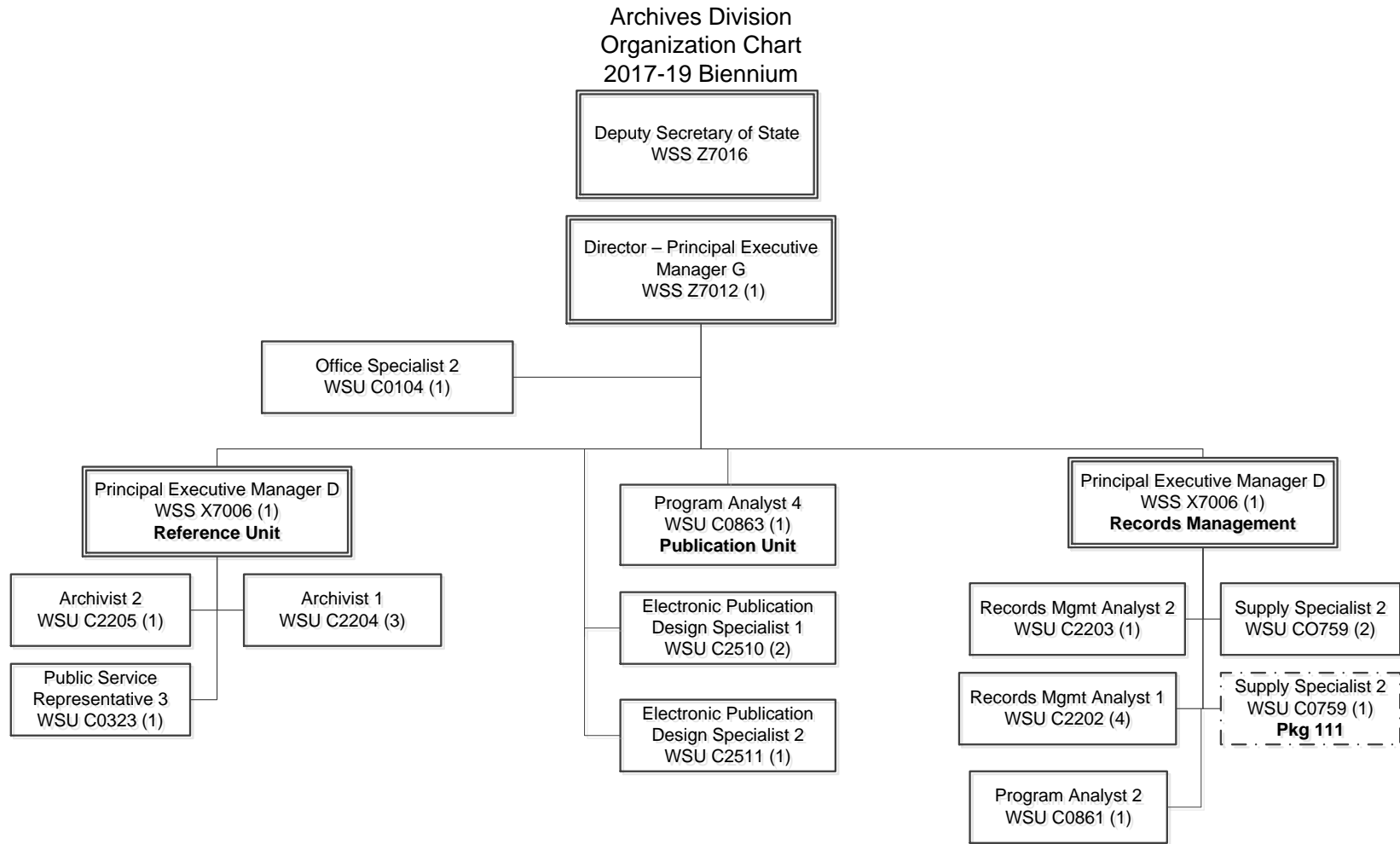
## Archives Division 2017-19 Agency Request Budget

# Budget Narrative



FTE 22.00 Archives

# Budget Narrative



FTE 22.00 Archives

# Budget Narrative

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## ARCHIVES DIVISION

### Mission and Legal Authority

The Archives Division manages and provides access to the State's information. The Division identifies, preserves, and provides access to the permanently valuable records of Oregon government and provides records management advice and assistance to all levels of Oregon government to facilitate the prompt disposition of records. We write standards for the appropriate use of technology and media to ensure that information is accessible for as long as it is required by the authorized records retention schedule. The Archives Division manages the Oregon Records Management Solution available to all Oregon government agents to manage their electronic and paper records in a single solution that is systematic and routine; operates the State Records Center, providing inexpensive storage of State agency records; and operates the Security Copy Depository, providing a secure, climate-controlled storage area for State agencies' and political subdivisions' microfilm. We also accept for filing the State's "Official Documents" required to be filed with the Secretary of State and staff and manage the State Historical Records Advisory Board. Additionally, the Archives Division accepts for filing and is responsible for receiving, verifying, processing, publishing and maintaining all State agencies' and boards' and commissions' administrative rules, and publishes the Oregon Blue Book. The Archives Division operates under the authority of ORS 192.001-192.170; ORS 357.805-357.895; ORS 171.407, 171.420-171.430; ORS 177.120; and ORS 183.325-183.362.

### Revenue

#### Other Fund Revenue

The Division has five programs funded by Other Fund revenues: Archives and Records Management, State Records Center, Microfilm Storage (aka Security Depository), Oregon Administrative Rules, and Oregon Blue Book. Services provided by the Archives and Records Management revenues include storage and access to Oregon's historically valuable records, training and advice and assistance in archives and records management, retention schedule development for all public agencies, implementation and management of the Oregon Records Management System (ORMS), publication of the Oregon Blue Book and the filing and management of Official Documents. Archives and Records Management Other Fund Revenues for 2017-19 is projected to be \$6,845,945. The Division publishes an annual Oregon Administrative Rules Compilation, which is sold for \$650. The Oregon Blue Book program is funded through the sales of the book. The 2015 sale price is \$18.00 per book. Starting in July

## Budget Narrative

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2009, the Publications Unit began being funded by an assessment process that is based on the number of rule notices filed by an agency and the number of pages that the agency's rules occupy in the annual compilation. The Publications Unit Other Fund Revenues for 2017-19 is projected to be \$1,636,445. The State Records Center is funded through an assessment process to State agencies based on their cubic storage space at the State Records Center. State Records Center Other Fund Revenues for 2017-19 is projected to be \$1,734,797. The Security Copy Depository charges a per reel based fee to State and local government agencies for environmentally secure storage of security microfilm. This fee covers the rent on the Archives Building charged to other funds and one full time employee responsible for managing the Depository. Security Depository Other Fund Revenues for 2017-19 is projected to be \$266,940.

The Division may also apply for Federal Funds, through grants provided by the National Historical Publications and Records Commission. The State Historical Records Advisory Board grant is a continuing grant.

### **Miscellaneous Receipts**

Public and State agency customers have a need for copies of important documentation. Nominal charges are set for these services. The Archives also sold calendars depicting scenic images of Oregon taken by staff and cloth grocery bags illustrated with historic trademarks to help bolster Miscellaneous Receipts. In accordance with ORS 283.250, a miscellaneous receipts account is established at the State Treasury.

### **Customers and Business Drivers**

The Archives Division is divided into three units: Reference (including Official Documents), Records Management (which includes the Oregon Records Management Solution, the State Records Center and Security Copy Depository), and Publications. In addition, the State Archives is responsible for managing and staffing the State Historical Records Advisory Board, which is charged with working to protect all of the state's historical resources by providing advice and assistance as well as working with the State Heritage Commission, State Library and State Archives to all historical societies, museums and Archives in the State. All programs are overseen by the State Archivist.

# Budget Narrative

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## Program Activities

### Reference

The Reference Unit acts as the State's information broker by maintaining and providing access to Oregon's permanently valuable records. Government agencies, attorneys, genealogists and family historians and the general public are all regular customers of the Archives Division's Reference Unit and use a variety of records including those of the legislature, elected officials, state agencies and local governments. Many of these records are used in a traditional manner such as proving legislative intent or tracing a family's history. However, the records in the Archives have also been used to do such things as market Oregon, help other states develop programs or legislation initially developed in Oregon, write or illustrate books and publications and even to decorate homes and offices.

Reference activities are driven by demand for services. Demand is a result of customer need and awareness of service availability. These variables are managed by providing more information about resources to customers, primarily on the Internet, and by providing more opportunity for customers to choose their own service. For example, customers can choose to serve themselves in the initial stages of an inquiry by using Internet searches and requesting information be sent electronically. Reference also promotes the records stored in the Archives by creating and posting many elaborate exhibits that not only provide users a glimpse into our holdings but to those in other repositories as well. Every October the Archives has an open house to commemorate National Archives Month. 2015's Open House showcased an exhibit titled "I Found it in the Archives" with many of the panels done by researchers who had a story to tell about their experience at the Archives. The event also featured a murder mystery created from our holdings. The 2016 event will focus on Oregon's brewing history.

The Reference Unit monitors a list-serv (OR-ROOTS) giving customers a forum to exchange information about Oregon and its rich history. The list-serv has helped to structure requests for services and ensures a prompt and accurate response. The State Archives Facebook page, which features a document or photo of the day, is a very popular outreach tool that brings Oregon's History to a whole new audience.

All of the services provided by this Unit are designed to promote government transparency.

# Budget Narrative

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## **Records Management**

The Records Management Unit is the State's information manager. The Unit is responsible for writing records retention schedules to assist agencies in keeping information only as long as it is beneficial to the citizens of Oregon; provides advice and assistance on a variety of Records Management issues; develops standards relating to information and technology delivering and storing information; trains State and local governments in the proper management of information; and operates the State Records Center and Security Copy Depository. The Records Management Unit has been instrumental in the implementation and management of the agency's Electronic Records Management System and in implementing the Oregon Records Management Solution (ORMS), the statewide electronic records management system currently being offered to all levels of government as a Software as a Service solution. There are over 50 state and local government agencies using ORMS.

The Unit relies on in person contact and the internet to do much of its work. It was the first program in the country to use web-based training applications and currently is using virtual machines to help with the implementation of ORMS, saving time and money on travel. Other tools on our website include manuals for disaster preparedness and training, e-mail management, micrographics and digital imaging; and records retention schedules for all state agencies and local governments. The Unit continues to write records retention schedules for many state and local government agencies and has developed and is offering to State agencies a process for and assistance in creating agency file structures for use in implementing an Electronic Records Management System (ERMS). The scheduling process and database inventory continues to be time-efficient; creates a better product that includes all public records created by the Agency, including electronic records; is easier for the Agency to use; and allows us to see what information currently resides in databases and how these databases are being maintained and managed.

The Unit has also participated in statewide and national committees on technology and records related issues including social media, electronic records management and public records. They also present their work at professional conferences.

## **State Records Center**

The State Records Center, which is part of the Records Management Unit, provides low-cost, high-density storage for inactive records of State agencies. The unit provides access to records stored at the State Records Center only to the agency that deposited them. Despite a 2 FTE staff, the Records Center services requests (average of 130 per day) on 90,000 cubic feet of records, within a 24 hour period and with a 100% accuracy rate.



# Budget Narrative

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## **Security Copy Depository**

The Security Copy Depository which is also a part of the Records Management Unit stores and manages over 178,000 rolls of security microfilm for state agencies and political subdivisions. Microfilm is inspected, stored, retrieved, and re-filed at the request of the Depository's customers.

## **Publications**

The Publications Unit serves state agencies by receiving, verifying, processing and filing administrative rules; publishes monthly, an electronic Oregon Bulletin which contains notices and full text of rulemaking actions by an agency and an update to the compilation of effective Administrative Rules; publishes annually in paper and electronically the Annual Oregon Administrative Rule Compilation and provides access to Administrative Orders. The Unit serves the legal community by publishing an annual, hard copy compilation of all of the administrative rules for State agencies and boards and commissions and by providing advice and assistance in researching previous versions of administrative rules. The Unit serves the general public by providing access to administrative rules and by providing notification of rulemaking in a free and continuously updated on-line version of Oregon's Administrative Rules.

In fall 2016, the Oregon Administrative Rules Database will premier. The database not only streamlines the process for filing Rules for the agency but allows, for the first time, the ability for the public to search all of the rules by a number of fields including keyword. The database also includes a built in reporting feature that will allow agencies to submit required reports to the Legislature on their Rulemaking activities.

The Unit is also responsible for compiling and publishing the print version of the Oregon Blue Book on a biennial basis, as well as the free, enhanced, web version of the Blue Book that is continuously updated.

## **Challenges**

### **Reference**

- Written, phone and e-mail requests are answered within five days of receipt.
- Official Document filings are processed within one day of receipt.
- Permanently valuable records are transferred from the creating agency to the State Archives, preserved (e.g. re-housed and stored in a proper environment) and made accessible to researchers in a timely manner.
- Technological Obsolescence.

# Budget Narrative

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- Legislative Records
- Archives stack areas are nearing capacity.

## Actions Taken

- Policies and procedures have been updated to ensure compliance to our standard.
- Increase use of technology to assist, not only in locating records, but in making more information available online to aid our users.
- Volunteers, interns and student workers are utilized to enhance services provided.
- Implemented Phase 2 of transitioning from traditional shelving to compact shelving and has a POP in for funding of Phase 3.
- Incorporated Web 2.0 capabilities, namely Twitter and Facebook. These additional capabilities allow patrons and staff to utilize social media and patrons to interact with Archives staff. Postings include a regular feature of “Photo of the Day,” and posting of historical records of importance to Oregon. We have included a feature in our electronic records management system called “Web Drawer” which allows almost immediate access to records classified as “level 1” in the State’s asset classification system. This is also how we are providing access to the digital audio tapes of the legislative sessions.
- Working with Legislative Administration to move current and past legislative audio, minutes and exhibits from the Legislative web pages to the Archives ORMS for access and storage.

## Records Management

- Need for a statewide solution for managing electronic information at all levels of government
- Need to update special retention and disposition schedules on a five-year cycle.
- Need to update our general schedules issued as OARs on a five-year cycle.
- The ever increasing demand for advice and assistance by state and local agencies on a variety of Records Management issues, especially those relating to electronic records (i.e. use, access, retention, ownership, social media, etc.)
- Ever changing standards and retention requirements set at the national, state and local level that affect how records are kept and for how long.
- Getting State and local government employees to understand their responsibilities as a public employee as it relates to public records.

# Budget Narrative

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## **State Records Center**

- Requests for records are filled within 24 hours of receipt.
- Records are destroyed as soon as their authorized retention period has been met.

## **Security Copy Depository**

- Requests for microfilm are filled within 24 hours of receipt.
- Each roll of microfilm is inspected to ensure compliance with national and international standards that have been adopted by the Archives Division.

## **Actions Taken**

- Implementing and managing the Oregon Records Management Solution on a statewide basis. This solution gives state and local governments (currently 50+) an efficient and cost-effective approach to managing their electronic records.
- Participated in national standards committees to develop solutions for the ever-developing technology industry. Completed participation on the National Standard for Social Media (Web 2.0) and subsequent white paper as well as the national Statewide Electronic Records Initiative Steering Committee.
- Training State and local government agencies on their responsibilities as a public employee as it relates to public records.
- Expanded the State Records Center capacity.
- Updating schedules to ensure that public records are only kept for as long as they are necessary to meet fiscal, legal, administrative and historical requirements. Using social media to provide wider access to information relating to public records and taking advantage of tools such as “Go to Meeting” to provide training virtually saving time and expenses associated with travel.

# Budget Narrative

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## **Publications**

Statutorily set publication deadlines are met despite the ever-increasing volume of Administrative Rules and Notices being filed on a monthly basis (approximately 1413 permanent and temporary Rules). State Agency Rules Coordinators are provided advice and assistance by telephone, on-site visits and email about filing requirements and procedures, and if necessary, referred to legal counsel.

The Oregon Blue Book is edited and revised every odd numbered year according to a strict publication schedule and the enhanced on-line version is updated daily.

## **Actions Taken**

- “Leaned” out the Rules filing and publication processes to be more efficient
- Created the Oregon Administrative Rules Database (OARD) for Rules filing and publication focusing on web publication rather than print.
- Training State agency rules coordinators so that they better understand the requirements of their position as it relates to Administrative Rules.
- Continuation of QR Codes and placed in 17 state parks connecting the park location to facts found in the Oregon Blue Book.
- The Internet version of the Oregon Blue Book will continue to evolve as an initial access point for information about Oregon government. Links to State agency websites and standardized, consistent and reliable information about government programs will help citizens navigate through what could be a maze of information.
- Enhancing the print version of the Oregon Blue Book to make it more marketable. The 2017 version will feature a new Oregon History. It will be the first Blue Book with a thematic approach focusing on “Outdoor Recreation”.
- Continuing to upgrade our website to incorporate web 2.0 capabilities.

## **Measurements**

The Archives Division evaluates its performance on an annual basis through a survey that measures the satisfaction of its customers, both public and government. The Archives Division also monitors access to its information online and to its physical holdings, and keeps track of web activity when new information is posted.

## Budget Narrative

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SECRETARY OF STATE  
ARCHIVES DIVISION  
ESSENTIAL PACKAGES

1. **Purpose** - Essential Packages adjust the base budget to reflect the agency's 2017-19 current service level requirements.
2. **How Achieved** – The following Essential Packages adjust the Archives base budget to reflect 2017-19 current service level requirements.

010 – Adjusts projected vacancy factor budget savings expected from staff turnover in the 2015-17 biennium. The package also adjusts the costs of non-PICS personal services items not included in the PICS generated total. Non-PICS personal services items include debt service on the Pension Obligation Bonds (POB). The package decreases Other Funds (\$49,677).

022 – This package phases-out \$500,000 in Other Funds for one-time funding for compact shelving approved within the 2015-17 budget.

031 – Provides a general inflation increase for Services and Supplies costs. The package also adjusts State Government Service charges to reflect 2017-19 changes. The package increases Other Funds \$215,967 and Federal Funds \$1,559.

060- This package shifted expenditure categories for a net zero effect.

3. **Staffing Impact** - None.
4. **Revenue Source** – Other Funds is decreased (\$333,710) and Federal Funds is increased \$1,559.

# Budget Narrative

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## Archives Division

### Policy Package 109 – Archives Bldg. – Compact Shelving – Phase 3

#### **Purpose**

As a separate constitutional officer, the Secretary of State is guided by a distinct public service mission. The mission of the Secretary's Archives Division is to manage and promote access to information while protecting and celebrating Oregon's historic legacy. The Secretary of State's Archives Division houses the permanently valuable records of all levels of Oregon Government. The Archives Building opened in December 1991, with a storage capacity of approximately 50,000 cubic feet of storage space. At the time of construction, the building was designed to switch out to compact/high density storage at a future date when the Archives reached capacity. Today, the Archives is storing over 50,000+ cubic feet of historical records. During the 2013 and 2015 legislative sessions, the Archives Division was given \$500,000 each session to complete the first two phases of this transition which are now done.

This package represents Phase 3 of the transition and requests a special assessment to cover the costs to change out the Archives traditional shelving with high density compact shelving.

#### **How Achieved**

Agencies would be assessed a rate determined by FTE included in the 2017-19 Price List.

#### **Staffing Impact**

None

#### **Quantifying Results**

The Archives Division's traditional shelving is nearing capacity, occupying over 45,000 cubic feet of the approximately available 50,000 cubic feet. By replacing the traditional shelving with high density compact shelving the storage capacity is nearly doubled and will allow the Archives Division to manage the increased volume of records stored permanently by the Division. We are proposing to replace the traditional shelving in phases. The first phase was funded during the 2013 legislative session and was completed in September, 2014, with half of the first floor being changed to high

## Budget Narrative

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density/compact shelving. Phase 2 was completed in June 2016 and now the first floor of the Archives Building has been completely changed out from traditional to compact shelving. Our funding needs were based on a 2010 Request for Information with projected costs associated with this move at \$2 million. That figure is still valid, especially since we are able to use the existing shelving for a cost savings of \$100,000 per phase. This package is asking for funding to complete the transition to high density/compact shelving for the first half of the second floor during the 2017-2019 biennium. Completion of the 1<sup>st</sup> floor of the Archives Building increased storage capacity by 45%.

### **Revenue Source**

\$500,000 Other Funds.

# Budget Narrative

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## Archives Division

### Policy Package 110 – Blue Book- Secure stable funding source

#### Purpose

As a separate constitutional officer, the Secretary of State is guided by a distinct public service mission. The mission of the Secretary's Archives Division is to manage and promote access to information while protecting and celebrating Oregon's historic legacy. The Secretary of State's Archives Division publishes, every biennium, the Oregon Blue Book. The Oregon Blue Book is an institution, regularly published in hard copy since 1911, and since 1997 on the internet. Whereas the printed version is out of date almost immediately, the online version is kept up to date, providing links to other relevant sources and featuring interactive activities in the "Explore Oregon" section. Because of the success of the online version of the Oregon Blue Book, we have seen the run of the printed Blue Book go from 20,000 in 1997 to 5,000 in 2015. The sale of Blue Books had been self-sustaining but as of the run in 2017, that will no longer be the case.

This package requests General Fund in the amount of \$50,000 to cover the cost of publishing the hard copy (paper) version of the Blue Book.

#### How Achieved

Appropriation of General Fund totaling \$50,000

#### Staffing Impact

None

#### Quantifying Results

The Archives Division has been publishing the Oregon Blue Book since 1999 in both hard copy and on the Web. In 1997, the first year that an abbreviated version of the Blue Book appeared on the Web, 20,000 books were printed with approximately 7,000 given away as part of the free distribution and the rest made available for sale. In 1999, the Archives Division put the entire Blue Book on the Web and decreased the free distribution to 5,000. Over the years as the online version was



## Budget Narrative

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expanded and became more popular, the Archives Division has decreased the runs and lowered the free distribution to 2,500, of which almost half go to the K-12 schools. In 2015 the run was 5,000, leaving 2,500 to be sold. To date 1,492 have been sold. We have looked at ways to decrease costs (reduced runs, limiting page counts, etc.) and increase sales (refresh content, thematic approach, student essays, etc.) and have kept the price steady at \$18.00. This is due in large part to the online version being kept current, while the printed version is “out of date” as soon as it is printed. The result of the decreased sales and reliance on the online version is that the Archives division programs have had to absorb costs related to the publication such as the indexer, proof reader and part of the cost of publication, while sales cover only part of the publication costs. This will be the last Blue Book that sales will actually be able to cover part of the publication costs.

### **Revenue Source**

\$50,000 General Fund

# Budget Narrative

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## Archives Division

### Policy Package 111 – Archives Division Position True Up

#### Purpose

As a separate constitutional officer, the Secretary of State is guided by a distinct public service mission. The mission of the Secretary's Archives Division is to manage and promote access to information while protecting and celebrating Oregon's historic legacy. The Archives Division has three main program areas: Reference – maintains and provides access to the historical records of Oregon; Records Management – works with all government entities to manage public records from creation until final disposition; and Publications – responsible for the filing and publishing of Oregon Administrative Rules and the creation and publication of Oregon's Blue Book.

Within the Records Management Unit is the Oregon State Records Center; a facility that provides low-cost, high-density storage for inactive records of State agencies. The unit provides access to records stored at the State Records Center only to the agency that deposited them. With a 2 FTE staff, the Records Center services requests (average of 130 per day) on 90,000 cubic feet of records, within a 24 hour period and with a 100% accuracy rate.

This package seeks to reclassify one position from a Supply Specialist 1 to a Supply Specialist 2.

#### How Achieved

	Position #	Title After Reclassification	Current Classification	1Jul17 Classification	Reclass Type	GF	OF	FF	TF
1	4001001	Supply Specialist 2	WSU C0758	WSU C0759	Upward		0		0

A review of the responsibilities of this position was conducted and found that both staff members of the State Records Center have the same job responsibilities except that the existing Supply Specialist 2 has lead work responsibilities and is paid a lead work differential. It was determined that the Supply Specialist 1 needed to be upgraded to a Supply Specialist 2.

# Budget Narrative

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## **Staffing Impact**

None

## **Quantifying Results**

The Archives Division evaluates its performance on an annual basis through a survey that measures the satisfaction of its customers, both public and government. The Archives Division also monitors access to its information online and to its physical holdings, and keeps track of web activity when new information is posted.

## **Revenue Source**

No fiscal impact.

**ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY**

Secretary of State  
Pkg: 010 - Non-PICS Psnl Svc / Vacancy Factor

Cross Reference Name: Archives Division  
Cross Reference Number: 16500-012-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
<b>Personal Services</b>							
Temporary Appointments	-	-	1,315	-	-	-	1,315
Overtime Payments	-	-	-	-	-	-	-
All Other Differential	-	-	-	-	-	-	-
Public Employees' Retire Cont	-	-	-	-	-	-	-
Pension Obligation Bond	-	-	3,411	-	-	-	3,411
Social Security Taxes	-	-	101	-	-	-	101
Unemployment Assessments	-	-	-	-	-	-	-
Mass Transit Tax	-	-	(269)	-	-	-	(269)
Vacancy Savings	-	-	(54,235)	-	-	-	(54,235)
<b>Total Personal Services</b>	-	-	<b>(\$49,677)</b>	-	-	-	<b>(\$49,677)</b>
<b>Services &amp; Supplies</b>							
State Gov. Service Charges	-	-	-	-	-	-	-
<b>Total Services &amp; Supplies</b>	-	-	-	-	-	-	-
<b>Total Expenditures</b>							
Total Expenditures	-	-	(49,677)	-	-	-	(49,677)
<b>Total Expenditures</b>	-	-	<b>(\$49,677)</b>	-	-	-	<b>(\$49,677)</b>
<b>Ending Balance</b>							
Ending Balance	-	-	49,677	-	-	-	49,677
<b>Total Ending Balance</b>	-	-	<b>\$49,677</b>	-	-	-	<b>\$49,677</b>

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Legislatively Adopted  
Essential and Policy Package Fiscal Impact Summary - BPR013

**ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY**

Secretary of State  
Pkg: 022 - Phase-out Pgm & One-time Costs

Cross Reference Name: Archives Division  
Cross Reference Number: 16500-012-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
<b>Capital Outlay</b>							
Office Furniture and Fixtures	-	-	(500,000)	-	-	-	(500,000)
<b>Total Capital Outlay</b>	-	-	<b>(\$500,000)</b>	-	-	-	<b>(\$500,000)</b>
<b>Total Expenditures</b>							
Total Expenditures	-	-	(500,000)	-	-	-	(500,000)
<b>Total Expenditures</b>	-	-	<b>(\$500,000)</b>	-	-	-	<b>(\$500,000)</b>
<b>Ending Balance</b>							
Ending Balance	-	-	500,000	-	-	-	500,000
<b>Total Ending Balance</b>	-	-	<b>\$500,000</b>	-	-	-	<b>\$500,000</b>

**ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY**

Secretary of State  
Pkg: 031 - Standard Inflation

Cross Reference Name: Archives Division  
Cross Reference Number: 16500-012-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
<b>Services &amp; Supplies</b>							
Instate Travel	-	-	704	304	-	-	1,008
Out of State Travel	-	-	906	-	-	-	906
Employee Training	-	-	1,697	-	-	-	1,697
Office Expenses	-	-	2,893	-	-	-	2,893
Telecommunications	-	-	1,666	-	-	-	1,666
State Gov. Service Charges	-	-	42,219	-	-	-	42,219
Data Processing	-	-	421	-	-	-	421
Publicity and Publications	-	-	9,947	234	-	-	10,181
Professional Services	-	-	932	479	-	-	1,411
IT Professional Services	-	-	12,658	-	-	-	12,658
Attorney General	-	-	1,624	-	-	-	1,624
Employee Recruitment and Develop	-	-	22	-	-	-	22
Dues and Subscriptions	-	-	40	164	-	-	204
Facilities Rental and Taxes	-	-	130,509	-	-	-	130,509
Fuels and Utilities	-	-	1,917	-	-	-	1,917
Facilities Maintenance	-	-	-	-	-	-	-
Agency Program Related S and S	-	-	544	-	-	-	544
Other Services and Supplies	-	-	1,327	39	-	-	1,366
Expendable Prop 250 - 5000	-	-	548	-	-	-	548
IT Expendable Property	-	-	1,327	-	-	-	1,327
<b>Total Services &amp; Supplies</b>	-	-	<b>\$211,901</b>	<b>\$1,220</b>	-	-	<b>\$213,121</b>

**Capital Outlay**

Office Furniture and Fixtures	-	-	4,066	-	-	-	4,066
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Legislatively Adopted  
Essential and Policy Package Fiscal Impact Summary - BPR013

**ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY**

Secretary of State  
Pkg: 031 - Standard Inflation

Cross Reference Name: Archives Division  
Cross Reference Number: 16500-012-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
<b>Capital Outlay</b>							
Other Capital Outlay	-	-	-	-	-	-	-
<b>Total Capital Outlay</b>	-	-	<b>\$4,066</b>	-	-	-	<b>\$4,066</b>
<b>Total Expenditures</b>							
Total Expenditures	-	-	215,967	1,220	-	-	217,187
<b>Total Expenditures</b>	-	-	<b>\$215,967</b>	<b>\$1,220</b>	-	-	<b>\$217,187</b>
<b>Ending Balance</b>							
Ending Balance	-	-	(215,967)	(1,220)	-	-	(217,187)
<b>Total Ending Balance</b>	-	-	<b>(\$215,967)</b>	<b>(\$1,220)</b>	-	-	<b>(\$217,187)</b>

**ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY**

Secretary of State  
Pkg: 060 - Technical Adjustments

Cross Reference Name: Archives Division  
Cross Reference Number: 16500-012-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
<b>Services &amp; Supplies</b>							
Instate Travel	-	-	2,000	-	-	-	2,000
Out of State Travel	-	-	3,000	-	-	-	3,000
Publicity and Publications	-	-	(68,000)	-	-	-	(68,000)
Professional Services	-	-	15,000	-	-	-	15,000
IT Professional Services	-	-	10,000	-	-	-	10,000
Dues and Subscriptions	-	-	5,000	-	-	-	5,000
Fuels and Utilities	-	-	15,000	-	-	-	15,000
Other Services and Supplies	-	-	3,000	-	-	-	3,000
Expendable Prop 250 - 5000	-	-	10,000	-	-	-	10,000
IT Expendable Property	-	-	5,000	-	-	-	5,000
<b>Total Services &amp; Supplies</b>	-	-	-	-	-	-	-
<b>Total Expenditures</b>							
Total Expenditures	-	-	-	-	-	-	-
<b>Total Expenditures</b>	-	-	-	-	-	-	-
<b>Ending Balance</b>							
Ending Balance	-	-	-	-	-	-	-
<b>Total Ending Balance</b>	-	-	-	-	-	-	-



**ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY**

Secretary of State  
 Pkg: 109 - Archives Bldg - Compact Shelving - Phase 3

Cross Reference Name: Archives Division  
 Cross Reference Number: 16500-012-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
<b>Revenues</b>							
Charges for Services	-	-	500,000	-	-	-	500,000
<b>Total Revenues</b>	-	-	<b>\$500,000</b>	-	-	-	<b>\$500,000</b>
<b>Capital Outlay</b>							
Office Furniture and Fixtures	-	-	500,000	-	-	-	500,000
<b>Total Capital Outlay</b>	-	-	<b>\$500,000</b>	-	-	-	<b>\$500,000</b>
<b>Total Expenditures</b>							
Total Expenditures	-	-	500,000	-	-	-	500,000
<b>Total Expenditures</b>	-	-	<b>\$500,000</b>	-	-	-	<b>\$500,000</b>
<b>Ending Balance</b>							
Ending Balance	-	-	-	-	-	-	-
<b>Total Ending Balance</b>	-	-	-	-	-	-	-

**ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY**

Secretary of State  
 Pkg: 110 - Blue Book - Secure stable funding source

Cross Reference Name: Archives Division  
 Cross Reference Number: 16500-012-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
<b>Revenues</b>							
General Fund Appropriation	50,000	-	-	-	-	-	50,000
<b>Total Revenues</b>	<b>\$50,000</b>	-	-	-	-	-	<b>\$50,000</b>
<b>Services &amp; Supplies</b>							
Publicity and Publications	50,000	-	-	-	-	-	50,000
<b>Total Services &amp; Supplies</b>	<b>\$50,000</b>	-	-	-	-	-	<b>\$50,000</b>
<b>Total Expenditures</b>							
Total Expenditures	50,000	-	-	-	-	-	50,000
<b>Total Expenditures</b>	<b>\$50,000</b>	-	-	-	-	-	<b>\$50,000</b>
<b>Ending Balance</b>							
Ending Balance	-	-	-	-	-	-	-
<b>Total Ending Balance</b>	-	-	-	-	-	-	-

POSITION NUMBER	CLASS COMP	CLASS NAME	POS CNT	FTE	MOS	STEP	RATE	GF SAL/OPE	OF SAL/OPE	FF SAL/OPE	LF SAL/OPE	AF SAL/OPE
4001001	WSU C0758 AA	SUPPLY SPECIALIST 1	1-	1.00-	24.00-	09	3,298.00		79,152- 54,627-			79,152- 54,627-
4001001	WSU C0759 AA	SUPPLY SPECIALIST 2	1	1.00	24.00	03	3,298.00		79,152 54,627			79,152 54,627

TOTAL PICS SALARY

TOTAL PICS OPE

TOTAL PICS PERSONAL SERVICES =

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**DETAIL OF LOTTERY FUNDS, OTHER FUNDS, AND FEDERAL FUNDS REVENUE**

Secretary of State  
2017-19 Biennium

Agency Number: 16500  
Cross Reference Number: 16500-012-00-00-00000

<i>Source</i>	2013-15 Actuals	2015-17 Leg Adopted Budget	2015-17 Leg Approved Budget	2017-19 Agency Request Budget	2017-19 Governor's Budget	2017-19 Leg Adopted Budget
<b>Other Funds</b>						
Charges for Services	6,627,982	7,629,431	7,629,431	10,531,391	-	-
Sales Income	153,351	135,000	135,000	135,000	-	-
Donations	980	-	-	-	-	-
Other Revenues	-	-	165,653	-	-	-
Transfer In - Intrafund	200,000	-	-	-	-	-
Transfer Out - Intrafund	(309,604)	(229,983)	(229,983)	(3,227,554)	-	-
<b>Total Other Funds</b>	<b>\$6,672,709</b>	<b>\$7,534,448</b>	<b>\$7,700,101</b>	<b>\$7,438,837</b>	-	-
<b>Federal Funds</b>						
Federal Funds	132,419	40,000	40,000	41,220	-	-
<b>Total Federal Funds</b>	<b>\$132,419</b>	<b>\$40,000</b>	<b>\$40,000</b>	<b>\$41,220</b>	-	-

Agency Request  
2017-19 Biennium

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Legislatively Adopted  
Detail of LF, OF, and FF Revenues - BPR012

# DETAIL OF LOTTERY FUNDS, OTHER FUNDS, AND FEDERAL FUNDS REVENUE

Archives Division

Source	Fund	ORBITS Revenue Acct	2013-2015 Actual	2015-17 Legislatively Adopted	2015-17 Legislatively Approved	2017-19		
						Agency Request	Governor's Recommended	Legislatively Adopted
Charges for Services	OTH	0410	6,627,982	7,629,431	7,629,431	10,531,391		
Sales Income	OTH	0705	153,351	135,000	135,000	135,000		
Donations	OTH		980					
Other Revenue	OTH	0975			165,653			
Transfer In – Intrafund	OTH		200,000					
Transfer Out-Intrafund	OTH	2010	(309,604)	(229,983)	(229,983)	(3,227,554)		
<b>Subtotal Other Funds</b>			<b>6,672,709</b>	<b>7,534,448</b>	<b>7,700,101</b>	<b>7,438,837</b>		
Federal Funds	FF	0995	132,419	40,000	40,000	41,220		
<b>Total Other Funds and Federal Funds</b>			<b>6,805,128</b>	<b>7,574,448</b>	<b>7,740,101</b>	<b>7,480,057</b>		

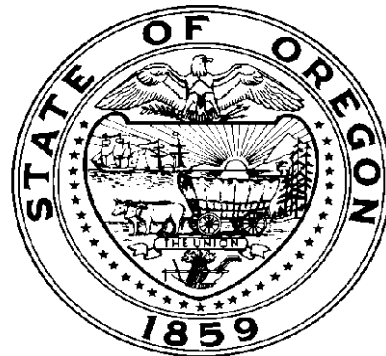
Agency Request

Governor's Recommended

Legislatively Adopted

Budget Page \_\_\_\_\_

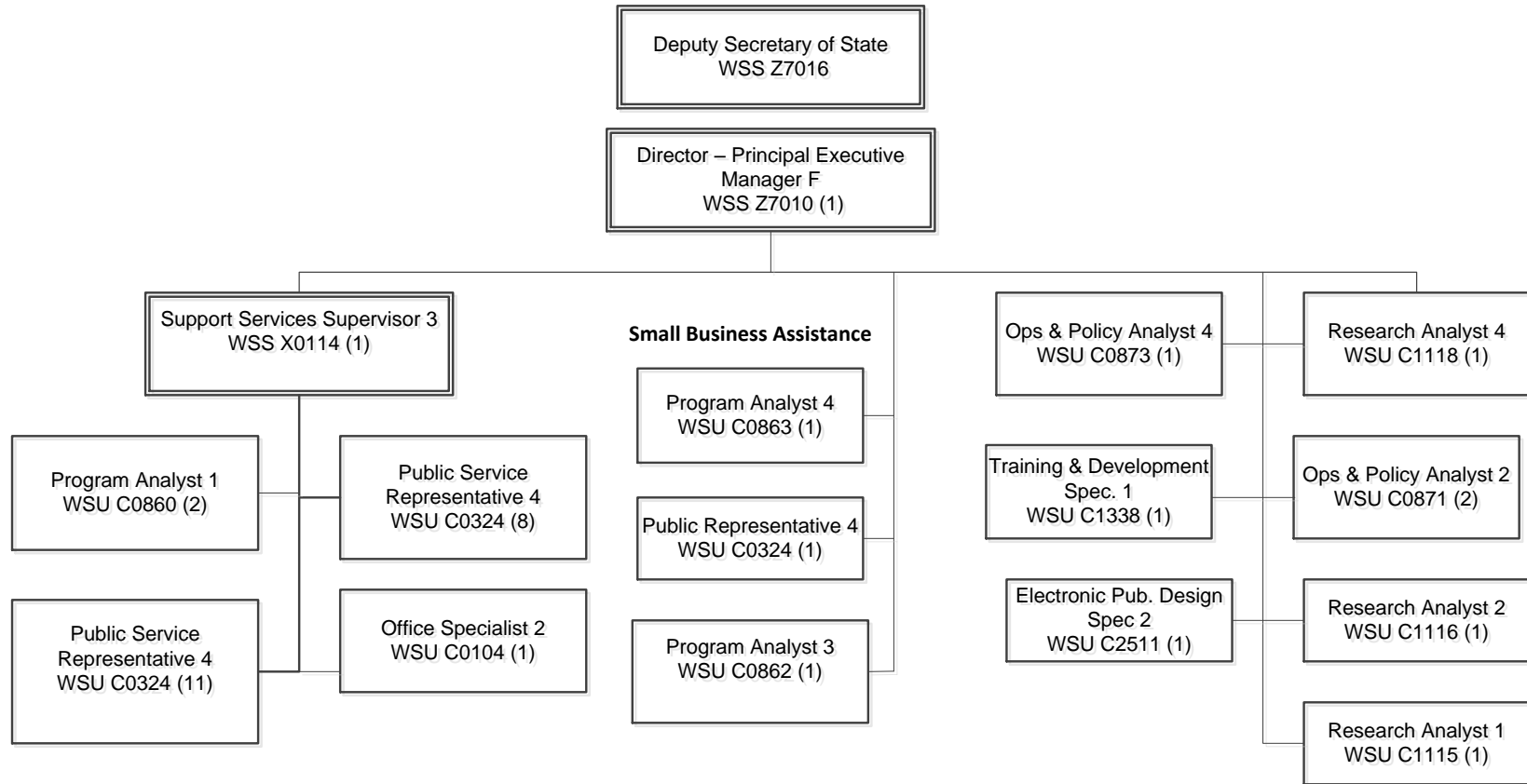
# Office of the Secretary of State



## Corporation Division 2017-19 Agency Request Budget

# Budget Narrative

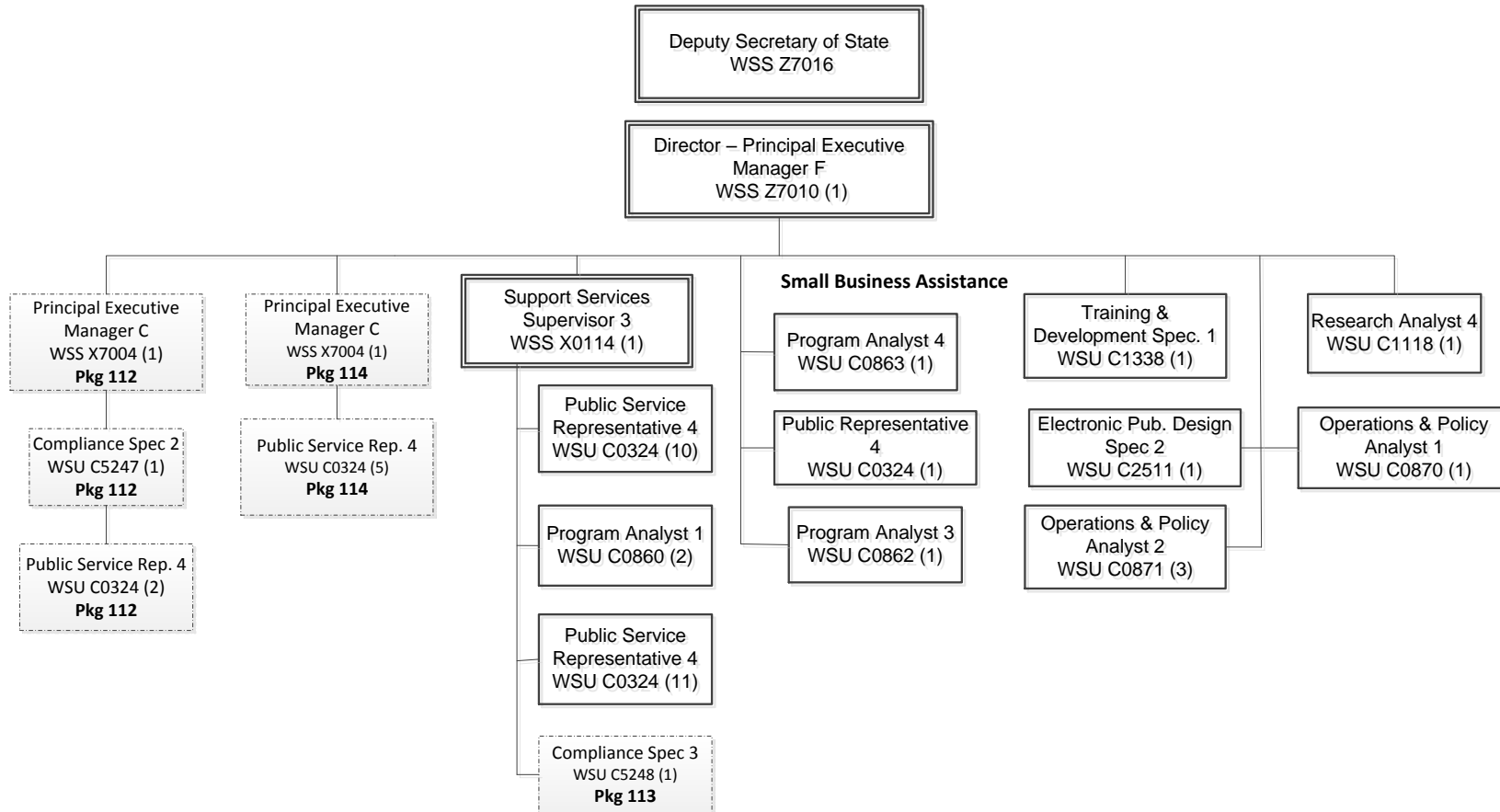
## Corporation Division Organization Chart 2015-17 Biennium



FTE 35.0 Corporation

# Budget Narrative

## Corporation Division Organization Chart 2017-19 Biennium



FTE 46.0 Corporation



# Budget Narrative

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## **CORPORATION DIVISION**

### **Mission and Legal Authority**

#### **Mission Statement:**

As a separate constitutional officer, the Secretary of State is guided by a distinct public service mission. The mission of the Secretary's Corporation Division is to help startup and existing businesses grow and thrive by using faster and smarter business processes. The Corporation Division provides timely document processing services and convenient access to information about businesses, notaries, secured transactions, and government resources for a prosperous Oregon. The Office of Small Business Assistance cuts through red tape and is an independent voice for small business within state government.

The Corporation Division assists the public in registering business entities, filing public notice of records of debt, commissions notaries public, and provides certification of records and notarized documents. The Division provides access to public record information in the form of copies, certificates, lien searches, computer reports, and on-line database access to allow the public and businesses to know with whom they are doing business.

The Office of Small Business Assistance assists businesses who experience difficulty in their interactions with a state agency, and connects businesses with state and non-state resources. The Office acts as an ombudsman to help resolve problems between businesses and state agencies or local government.

We help entrepreneurs start a business in Oregon by ensuring government registration processes are as fast, simple and easy as possible. These efforts help accomplish the Secretary of State's vision to deliver better results to Oregonians through more efficient and effective service delivery, greater transparency and accountability, and using innovation to connect Oregonians to their government. The Corporation Division and Office of Small Business Assistance operate with a staff of 35 employees under the authority of Oregon Revised Statutes Chapters 56, 58, 60, 62, 63, 65, 67, 68, 79, 80, 87, 128, 194, 554, 647, and 648.

# Budget Narrative

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## Revenue

The Corporation Division is funded from a share of Other Fund user fees paid by businesses and the public to register a business, and fees paid to file a secured transaction, commission a notary public, or to obtain public records and certificates. The division estimates revenues of \$79.8 million in the 2017-19 Biennium.

Voter approved ballot measure 67 (2010) increased many of the division's business registration fees to provide additional support for the General Fund. The division estimates \$61.7 million General Fund revenue transfers in the 2017-19 Biennium.

## Customers and Business Drivers

Customer demands, technology, legislative changes and national trends are the major drivers changing the way the division does business. Major external customers include law firms, financial institutions, accounting firms, title companies, small businesses and service companies, as well as federal, state and local government agencies. Any person may file a business entity, trademark, UCC financing statement, apply for a notary commission; request information on a registered business, notary public, or UCC filing; use the Business Xpress business portal, or request information on starting a business, hiring employees, and becoming a notary in Oregon. Small businesses may also request assistance from the Small Business Advocate to help resolve problems with state and local agencies.

## Program Activities

### Document Filing

- **Oregon Central Business Registry** – The division hosts and maintains the Oregon Central Business Registry as a one-stop business registration portal. The online business registry provides entrepreneurs with a fast and convenient way to register and maintain a business with multiple government agencies. Online transactions are completed in minutes as opposed to waiting days and weeks when mailing a paper form. The Oregon Central Business Registry also saves the business owner time by eliminating redundant data entry and sharing data with agency partners, like the Departments of Revenue, Employment and Consumer & Business Services, Contractor's Board and the City of Portland.

## Budget Narrative

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Development is underway to expand the service to include more state and city business licenses. The division works to simplify business registration processes and improve user experience with online systems and to inform and connect entrepreneurs with the services of the Small Business Development Centers (SBDC) and Certification Office for Business Inclusion & Diversity (COBID) to help businesses grow and succeed.

- **Business Registration Documents** – The division helps entrepreneurs register new businesses and maintain existing business registrations. Entrepreneurs register businesses to help establish a business identity, pool resources as shareholders or partners, limit personal liability, gain access to credit financing, have access to the courts to enforce and defend company interests, and comply with laws.
- **Notary Public Documents** – The division trains and commissions citizens to provide notary services. Notaries serve as an impartial witness to a legal proceeding, allowing businesses and citizens to execute contracts, obtain credit, and conduct business. The division also legalizes notarized documents for use internationally, by citizens and businesses.
- **Uniform Commercial Code Documents** – The division files UCC financing statements, agricultural and government tax liens, and effective financing statements for farm products to create a public notice of a personal debt. UCC and lien filings reduce risks for creditors, opening access to credit financing options for small businesses, farmers, and consumers.

### **Public Records & Information**

- **Access to Public Records** – The division provides access to public records for business registration, notary public and UCC documents filed with the office. The public can search database records online with free access to over 3 million public record documents. Certifications of filings and extracts of databases are also available.
- **Business Xpress** – The Business Xpress business portal is a multi-agency collaboration that provides a one-stop online portal where businesses can find all state government resources for business. The Business Xpress uses customer centric organization to present the tasks a business wants to complete as opposed to following the organizational structure of government. This easy-to-use website provides quick access to resources for starting, expanding, operating or relocating a business, training and contracting opportunities, and understanding compliance with state regulations.

## Budget Narrative

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- **License Directory** – The License Directory is an easy-to-use search engine to help entrepreneurs find and understand state and local government licensing requirements for over 1,400 licenses issued by over 250 government agencies in Oregon.

### **Customer Service and Education**

- **Customer Service** – In an increasingly automated world, citizens appreciate the ability to speak and interact with a real and knowledgeable person. The division serves and assists customers by telephone at our Customer Service Call Center, in-person at the Public Service Counter in our office, and on the web.
- **Outreach and Education** – Businesses and the public want help understanding government requirements and the services available to them. The division provides free training, instructional guides, interactive web applications and the Business Xpress one-stop business portal and License Directory to connect Oregonians with their government, understand requirements for businesses, employers, notaries, and to identify services available to help a business grow and succeed.

### **Office of Small Business Assistance**

**Small Business Advocacy** – Small business needs an independent voice within state government to help remove barriers and cut through red tape. When problems arise, the advocate works collaboratively with small businesses and state agencies to resolve issues. The Small Business Advocate brings together businesses and government to continuously improve Oregon's business climate.

### **Challenges**

- **Timely document processing demands** - Businesses want all requests and documents processed as quickly as possible. There is increased demand for online self-service to process all types of documents and transfer funds electronically.

## Budget Narrative

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- **Streamlined business registration** - Businesses want to understand and comply with government registration requirements quickly and conveniently. Government agencies want to collect consistent and accurate registration information in the most cost-effective and least burdensome manner possible.
- **Personalized services** - Business customers place a high value on the ability to interact with a real and knowledgeable person. Expansion of electronic services delivered over the Internet should enhance and supplement, not eliminate the ability to interact with a real person to receive service.
- **Continuously improving services** - Increasing workloads, customer expectations for faster service, and budgetary limitations drive the need for continually improving services and operational efficiency. Customer feedback is used to identify processes and services for improvement and measure satisfaction with changes.
- **Transparency** - The public wants quick and convenient access to Public Record documents held by the division to facilitate their business transactions and due diligence. The digitization of public records promotes integrity in the marketplace by enabling people to find information on companies and officers to make better decisions, compare companies and carry out analysis. The division aims to provide Public Records in the most efficient, transparent and cost-effective manner possible.
- **Privacy** – The public goal of transparency often conflicts with the individual’s desire for privacy and the protection of their personally identifiable information. Customers want to know the information they regard as private, is not made public through registration. The division goes to great lengths to ensure that personally identifiable information, such as credit card and social security numbers is kept out of the public record.
- **Online security** – Fortifying and protecting technology investments is essential to ensure continued availability of mission critical business systems, while preserving access to legitimate business customers.
- **Government red tape** – Small business needs an advocate within state government to help navigate bureaucracy, solve problems, and identify administrative and legislative solutions to systemic problems impeding the growth of small business.
- **Legislative changes** - New state and federal laws, or changes in legal interpretation of existing laws, can create new programs or require changes to existing program operations and computer systems.

## Budget Narrative

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### Actions taken

To address these challenges, the Corporation Division developed a strategic plan to align with the Secretary of State's vision and goals for improving Oregon's business environment. In the context of those plans, the division:

- **Expanded the Central Business Registry** – The division added new functionality to the online Central Business Registry as part of our efforts to provide businesses with faster, more efficient electronic services and integration of government registration processes. New features include assisting businesses register with the Construction Contractor's Board and City of Portland and reinstating an inactive corporation or limited liability company online.
- **Upgraded Business Entity Registration & Information application** – The division modernized the 16-year old Business Entity Registration Information (BERI) application replacing the outdated system with a new operating system. The updated system includes a supported operating system and streamlined workflow. The BERI application is the primary book-of-record system for all business registry information maintained by the Secretary of State. It is used to determine business name availability, register businesses, keep track of businesses registered in Oregon, and produce the annual notices and invoices responsible for generating the majority of revenues collected by the division.
- **License Directory** – The division transformed the 12-year old Oregon License Directory database of licenses, permits and registrations into a modern, mobile first solution that is accessible and usable for all Oregonians on any device. In addition to an improved and simplified public interface, new administrative functionality increases data accuracy, improves security and disaster recovery capabilities, provides automated reminder notifications to government agencies for annual updates, and reduces time and effort required to update license information.
- **Improved work processes & services** – The division implemented a customer relationship management (CRM) system to record, track and monitor customer issues and concerns. Quantifiable data is used to improve services and business processes. A built-in knowledgebase presents staff with consistent answers to customer issues to improve service and customer interaction. Recording of customer service calls and desktop interactions provide effective tools for coaching staff to improve future service delivery and performance.

## Budget Narrative

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- **Office of Small Business Assistance** – The Office of Small Business Assistance provides small business an advocate within government to help them navigate, resolve problems with state agencies and regulations, and document proposed solutions to systemic problems. Senate Bill 1583 (2016) expanded the duties of the office to include assisting small business and local governments.
  
- **Implemented legislative changes** – The division implemented:
  - Senate Bill 76 (2015) to simplify and streamline business filings;
  - Senate Bill 77 (2015) to prevent abuse of Corporation Sole nonprofit filings;
  - Senate Bill 161 (2015) to allow Counties to record Business Personal Property Tax Liens with the Secretary of State;
  - Senate Bill 462A (2015) to update debtor identification requirements on UCC filings;
  - Senate Bill 1583 (2016) to expand the services of the Office of Small Business Assistance; and
  - House Bill 4128 (2016) to strengthen laws to prevent illegal immigration consultant abuse;
  
- **Proposed Policy Package 112 – Registered Agent Licensing** will provide four (4) staff resources and Other Funds revenues necessary to support the Secretary of State’s Legislative Concept LC#841 creating an annual licensing requirement for individuals and entities serving as a Commercial Registered Agent for 50 or more businesses. Licensing of Commercial Registered Agents will deter abuses by agents who operate without maintaining a physical presence in Oregon and facilitate the registration of businesses for illicit purposes. This package is self-funded from license fees paid by Commercial Registered Agents.
  
- **Proposed Policy Package 113 – Corporation Compliance Investigations** will provide one (1) staff resource necessary to support the Secretary of State’s Legislative Concept LC#838 providing the division with authority to investigate potential or suspected violations of Business Corporation Act (ORS 60) and Limited Liability Company Act (ORS 63). This is necessary to ensure the integrity of business registration activities and discourage bad actors from registering businesses in Oregon by requiring each company to provide at formation, a physical street address and description of the business activity. Prohibit activities that conceal the identities of owners or company location, bearer shares, and provide that certain principals of a corporation maybe held liable for fraudulent securities activities. Authorize the Department of Revenue to dissolve a Business Corporation or LLC for failure to comply with Oregon tax reporting obligations.
  
- **Proposed Policy Package 114 – Corporation Transparency** will provide six (6) staff resources necessary to support the Secretary of State’s Legislative Concept on Corporate Transparency. LC#839 will reduce the

## Budget Narrative

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misuse of anonymous companies in tax evasion and crimes by requiring Oregon Business Corporations and Limited Liability Companies who do not file tax reports with the Oregon Department of Revenue to disclose the individuals who own and control the company in filings to the Secretary of State. The division will make this information available to law enforcement conducting criminal investigations. LC #840 and Policy Package #115 is necessary to provide the funding required for this package and LC #839.

### Measures

The Corporation Division evaluates its performance by monitoring the processing turnaround time of customer documents presented for filing, and customer satisfaction levels as determined through periodic customer surveys.

#### **Customer documents are completed timely**

The division minimizes delays in processing of customer documents by consistently completing business registration, notary, and UCC documents within target timelines.

#### **Customer Satisfaction**

The division works to exceed customer expectations for service by maintaining an average favorable rating of 85 percent or better on customer service surveys.

### Proposed Legislation

The Corporation Division will propose four legislative concepts.

- **LC#839 Corporation Transparency** – Reduce misuse of anonymous companies by requiring Oregon Business Corporations and Limited Liability Companies who do not file tax reports with the Oregon Department of Revenue to disclose the individuals who own and control the company in filings to the Secretary of State. Passage of LC#840 is necessary to provide funding to support increased staffing required for increased workload.



## Budget Narrative

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- **LC#840 Corporation Funding** – Update the share of Other Fund business registration fees allocated to the Secretary of State to fund business registration operations and activities from \$20 to \$25 out of each fee paid to file a business registration document. The agency has operated the business registration program out of the \$20 per filing fee since 2001 and the existing formula is sufficient to fund current service levels through 2017-19. However due to inflation and prior expansion of services including increased computer security, Oregon Business Registry, Business Xpress, License Directory and the Office of Small Business Assistance, the \$20 fee is no longer adequate to support the expanded services proposed in LC#838 and LC#839, or current service level operational costs beyond 2017-19.
  
- **LC#838 Corporation Compliance Investigations** – Ensure the integrity of business registration activities and discourage use of companies for tax evasion by requiring Business Corporations and Limited Liability Companies to provide at formation, a physical street address and description of the business activity. Prohibit activities to conceal the identities of owners or company location, bearer shares, and provide that certain principals of a corporation maybe held liable for fraudulent securities activities. Authorize the Department of Revenue to dissolve a Business Corporation or LLC for failure to comply with Oregon tax reporting obligations. Provide the Secretary of State with authority to investigate potential or suspected violations in business filings and compliance with statute.
  
- **LC#841 Registered Agent Licensing** – Create an annual licensing requirement for individuals and entities serving as a Commercial Registered Agent for 50 or more businesses to deter abuses by agents who operate without maintaining a physical presence in Oregon and facilitate the registration of businesses for illicit purposes.

## Budget Narrative

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### SECRETARY OF STATE CORPORATION DIVISION ESSENTIAL PACKAGES

1. **Purpose** - Essential Packages adjust the base budget to reflect the agency's 2017-19 current service level requirements.
2. **How Achieved** – The following Essential Packages adjust the Corporations base budget to reflect 2017-19 current service level requirements.

010 – Adjusts projected vacancy factor budget savings expected from staff turnover in the 2017-19 biennium. The package also adjusts the costs of non-PICS personal services items not included in the PICS generated total. Non-PICS personal services items include debt service on the Pension Obligation Bonds (POB). The package increases Other Funds \$40,132.

022 – This package phases out two one-time packages from 2015-17 biennium. The first package is Other Funds (\$192,000) for License Directory Modernization Subscription and the second package is for Other Funds (\$240,000) for Merchant and Treasury Fee Adjustment.

031 – Provides a general inflation increase for Services and Supplies costs. The package also adjusts State Government Service charges to reflect 2015-17 changes. The package increases Other Funds \$136,123.

060- This package shifted expenditure categories for a net zero effect.

3. **Staffing Impact** - None.
4. **Revenue Source** - Other Funds decreases (\$255,745).

# Budget Narrative

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## Corporation Division

### Policy Package 112 – Registered Agent Licensing

#### Purpose

This package requests funding and four positions to support the Secretary of State's legislative concept to provide oversight and regulation of Commercial Registered Agents.

Oregon law requires business entities, like corporations and limited liability companies to provide a registered agent and registered office at a physical street address within Oregon for legal service of process on the business entity. Current law allows both individuals and entities to serve as a registered agent, without any registration, license or oversight required to do so.

While most individuals and entities serving as Registered Agents do so lawfully, some use their role to help criminals and others conceal the identity of owners, directors, officers or managers to evade taxes and facilitate the use of registered businesses in criminal activity.

#### How Achieved

##### New Positions

Position #	Title	Classification	Type	GF	OF	TF
1736006	Principal Executive Manager C	WSS X7004	PF		177,827	177,827
1736007	Compliance Specialist 2	WSU C5247	PF		154,279	154,279
1736008	Public Service Representative 4	WSU C0324	PF		125,325	125,325
1736009	Public Service Representative 4	WSU C0324	PF		125,325	125,325
Total Personal Services					582,756	582,756

# Budget Narrative

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## **Principal Executive Manager (PEM) C (Registered Agent Licensing Manager)**

*This position will manage a new Commercial Registered Agent Licensing program, compliance staff and licensing staff. Position insures that licensing applications are completed timely and accurately, while monitoring program compliance and performance to insure that all eligible Commercial Registered Agents comply with licensing requirements. Consult with the Registered Agent License Investigator on case investigations; that case findings are thorough, accurate, completed timely and represent the Division in Contested Case Hearings and other legal proceedings.*

## **Compliance Specialist 2 (Registered Agent License Investigator)**

*This position will audit and investigate Commercial Agent License applications and Business Registration database to insure that large Commercial Registered Agents are in-compliance with licensing and statutory requirements. Perform state and federal background checks of licensees. Conduct field investigations and site visits to audit compliance with physical office, employee requirements and to examine records of Commercial Registered Agents. Investigate Commercial Registered Agents to insure they do not engage in misleading, deceptive or harmful business practices or market shell, shelf, aged-shelf companies, or market claims or statements that promote anonymity, secrecy or hidden owners in business registration filings.*

## **Two each Public Service Representative 4 (Registered Agent License Filing Officer)**

*This position will receive, review and process Commercial Registered Agent License applications in conformance with new licensing statute and administrative rules. Consult with Registered Agent Licensing Manager and Investigator as necessary to make license approval determination, notify applicants of approved and deficient license applications. Respond to phone, written and in-person communications and requests for information on requirements for license applicants and requests from the public.*

## **Staffing Impact**

Four positions are required to manage and investigate registered agent licensing activities and process registered agent license applications.

## **Quantifying Results**

The Corporation Division evaluates its performance by monitoring the processing turnaround time of customer documents presented for filing, and customer satisfaction levels as determined through periodic customer surveys.

## Budget Narrative

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### **Customer documents completed timely**

The division minimizes delays in processing of customer documents by consistently completing business registration, notary, and UCC documents within target timelines.

### **Revenue Source**

This package is entirely self-funded through fees paid to license as a Commercial Registered Agent and an appropriation of \$628,182 Other Funds (Corporation Division).

# Budget Narrative

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## Corporation Division

### Policy Package 113 – Corporation Compliance Investigations

#### Purpose

This package requests funding and one position to support the Secretary of State’s legislative concept to investigate and enforce corporation and limited liability company compliance with statutes.

Oregon business law does not expressly prohibit certain questionable activities, leaving Oregon government open to criticism that our laws create a safe-haven for unsavory characters to form and register anonymous shell companies to facilitate crime, evade taxes, and hide the true owners of corporations.

Current law does not provide the Secretary of State with authority or investigative powers to verify the truthfulness of documents submitted to the office for filing, or to collaborate with the Department of Revenue to ensure corporate tax compliance and the Attorney General to protect unwary investors from securities fraud.

#### New Position

Position #	Title	Classification	Type	GF	OF	TF
1736010	Compliance Specialist 3	WSU C5248	PF		180,249	180,249
Total Personal Services					180,249	180,249

#### **Compliance Specialist 3 (Corporate Compliance Investigator)**

*This position will investigate complaints against businesses and suspicious business registration filings to ensure adherence to statutes. The Corporate Compliance Investigator will conduct reviews of business registrations filing documents for compliance with statute, and conduct site visits of business premises to determine physical location. Prepare and issue interrogatory letters to compel corporations and limited liability companies to provide the Secretary of State or law enforcement with answers to questions regarding business registration filings, corporate ownership records, actual business location and business activity. The Investigator will issue notices of administrative dissolutions when corporations fail to comply with interrogatory requests. Represent the Division and present evidence supporting proposed*

# Budget Narrative

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*actions at Contested Case Hearings. Work in collaboration with the Oregon Department of Justice and Oregon Department of Revenue to ensure statutory compliance and tax compliance of Oregon corporations and limited liability companies.*

## **How Achieved**

Additional FTE

1 – Compliance Specialist 3

## **Staffing Impact**

One position is required to investigate business registration irregularities and enforce compliance with statutes.

## **Quantifying Results**

The Corporation Division evaluates its performance by monitoring the processing turnaround time of customer documents presented for filing, and customer satisfaction levels as determined through periodic customer surveys.

## **Percent of Investigations Completed Timely (New Internal Measure)**

The division resolves complaints quickly by consistently completing investigations within 90 days of initiation.

## **Revenue Source**

This package is funded through fees currently paid to register a business and an appropriation of \$193,460 Other Funds (Corporation Division). Funding for this package is dependent on approval of Policy Package 115.

# Budget Narrative

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## Corporation Division

### Policy Package 114 – Corporation Transparency

#### Purpose

This package requests funding and six positions to support the Secretary of State's legislative concept to require corporations and limited liability companies to report their Oregon tax filing status or report individuals who own and control the company to help prevent corporate tax evasion.

Lack of access to information about the true and beneficial owners of corporations and limited liability companies registered in the United States, including Oregon, has impeded tax authority and law enforcement investigations involving corporations and LLCs. Criminals and off shore individuals seek to use U.S. companies as shell companies to evade tax liabilities and hide the identity of corporate owners from tax authorities and law enforcement. Proposed legislation will require corporations and Limited Liability Companies registered in Oregon to disclose owners when the company does not file Oregon tax reports.

#### New Positions

Position #	Title	Classification	Type	GF	OF	TF
1736011	Principal Executive Manager C	WSS X7004	PF		177,827	177,827
1736012	Public Service Representative 4	WSU C0324	PF		125,325	125,325
1736013	Public Service Representative 4	WSU C0324	PF		125,325	125,325
1736014	Public Service Representative 4	WSU C0324	PF		125,325	125,325
1736015	Public Service Representative 4	WSU C0324	PF		125,325	125,325
1736016	Public Service Representative 4	WSU C0324	PF		125,325	125,325
Total Personal Services					804,452	804,452



# Budget Narrative

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## **Principal Executive Manager (PEM) C (Corporate Transparency & Accountability Manager)**

*This position will manage new business registration requirements to ensure that corporations and limited liability companies comply with new statutes and requirements to disclose Oregon tax filing status or provide detailed information on the beneficial owners of the company. Position ensures that all registered corporations and limited liability companies comply with new law, and that filings are completed timely and accurately. Ensure that staff timely, securely process, and document requests from law enforcement for beneficial ownership records and information. Respond to information requests from business owners, representatives and the public as appropriate. Represent Division in contested Case Hearings and other legal proceedings.*

## **Five each Public Service Representative 4 (Customer Service Specialist)**

*The primary purpose of these positions is to provide customer assistance, document review and processing as well as fulfilling public records requests of Division business registration programs. Review, approve and process Business Registry submissions received in the mail, by fax, or electronically for compliance with the Oregon Revised Statutes and Oregon Administrative Rules. Perform all other tasks associated with filings, including producing rejection letters, copies, refund requests, letters of inquiry, and telephone follow-up. Respond to inquiries about division programs and services. Explain and clarify rules, processes and procedures to businesses, banks and law firms, state and local agencies and the public.*

## **How Achieved**

Additional FTE

- 1 – Principal Executive Manager C
- 5 – Public Service Representative 4

Increase to Other Service & Supply, Merchant Fees - \$245,000 Other Fund to convert Limited Liability Company Annual Reports to online filing, reducing need for additional processing staff.

## **Staffing Impact**

Six positions are required to manage and process additional business filings and reports and fulfill law enforcement requests for information.

## **Quantifying Results**

# Budget Narrative

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The Corporation Division evaluates its performance by monitoring the processing turnaround time of customer documents presented for filing, and customer satisfaction levels as determined through periodic customer surveys.

## **Customer documents completed timely (KPM 5, 6, 7)**

The division minimizes delays in processing of customer documents by consistently completing business registration, notary, and UCC documents within target timelines. The division strives to maintain average processing times of 0.6 business days or less in all program areas.

## **Electronic filing adoption (Internal Measure)**

The division provides online filing systems as a fast and convenient alternative for customers to make doing business in Oregon as simple and easy as possible. The division tracks online filing adoption as an internal division performance measure.

## **Open Company Data Index Ranking (New Internal Measure)**

The division provides free, open and transparent online access to registered business data and filed reports. OpenCorporates and the World Bank track, score and rank company registries around the world for openness and transparency on a scale of zero to 100. The division strives to maintain a score and ranking among the top jurisdictions in the United States for openness, transparency and access to public records.

The Open Company Data Index is available at [http://registries.opencorporates.com/jurisdiction/average\\_us](http://registries.opencorporates.com/jurisdiction/average_us)

## **Revenue Source**

This package is funded through fees currently paid to register a business and an appropriation of \$1,106,140 Other Funds (Corporation Division). Funding for this package is dependent on approval of Policy Package 115.

# Budget Narrative

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## Corporation Division

### **Policy Package 115 – This package funds Corporation Division Packages 113 & 114 and a portion of ASD Package 101**

#### **Purpose**

The \$20 Business Registration fee used by the Secretary of State to fund the operations of Corporation Division programs has not changed in over 15 years. During this same time, Business Registration fees have increased from \$20 per filing to \$50 per filing in 2004, and again to \$100 (Oregon for-profit entity) and \$275 (out-of-state for-profit entity) in 2010, contributing over \$300 million to the General Fund since the 2003-05 biennium. The division's Business Registry program now supports over 415,000 registered businesses representing an increase 143,000 (53%) over the last 20 years.

Update the share of Other Fund business registration fees allocated to the Secretary of State to fund business registration operations and activities from \$20 to \$25 out of each fee paid to file a business registration document. The agency has operated the business registration program out of the \$20 per filing fee since 2001. However due to inflation and expansion of services including increased computer security, Oregon Business Registry, Business Xpress, License Directory and the Office of Small Business Assistance, the \$20 fee is no longer adequate to support future operational costs.

#### **How Achieved**

Increase share of Other Fund fees retained by the Corporation Division paid to register and maintain a business, resulting in an increase of available Other Fund revenue (\$3,894,960) to fund operations and a decrease of Other Fund revenue transferred to the General Fund (\$3,894,960).

#### **Staffing Impact**

None

#### **Quantifying Results**

The Corporation Division evaluates its performance by monitoring the processing turnaround time of customer documents presented for filing, and customer satisfaction levels as determined through periodic customer surveys.

# Budget Narrative

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## **Customer documents completed timely**

The division minimizes delays in processing of customer documents by consistently completing business registration, notary, and UCC documents within target timelines.

## **Customer Satisfaction**

The division works to exceed customer expectations for service by maintaining an average favorable rating of 85 percent or better on customer service surveys.

## **Revenue Source**

\$3,894,960 Other Funds. An increased share of the Other Fund fees paid to register and maintain a business (Corporation Division) funds this package. This revenue package provides funding for Package 113- Corporation Compliance Investigations (\$1,106,460), Package 114- Corporation Transparency and Package 101- ASD Staffing Needs (\$375,658).

**ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY**

Secretary of State  
 Pkg: 010 - Non-PICS Psnl Svc / Vacancy Factor

Cross Reference Name: Corporation Division  
 Cross Reference Number: 16500-036-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
<b>Personal Services</b>							
Temporary Appointments	-	-	7,042	-	-	-	7,042
Overtime Payments	-	-	-	-	-	-	-
All Other Differential	-	-	-	-	-	-	-
Public Employees' Retire Cont	-	-	-	-	-	-	-
Pension Obligation Bond	-	-	14,448	-	-	-	14,448
Social Security Taxes	-	-	539	-	-	-	539
Unemployment Assessments	-	-	-	-	-	-	-
Mass Transit Tax	-	-	2,310	-	-	-	2,310
Vacancy Savings	-	-	15,793	-	-	-	15,793
<b>Total Personal Services</b>	-	-	<b>\$40,132</b>	-	-	-	<b>\$40,132</b>
<b>Total Expenditures</b>							
Total Expenditures	-	-	40,132	-	-	-	40,132
<b>Total Expenditures</b>	-	-	<b>\$40,132</b>	-	-	-	<b>\$40,132</b>
<b>Ending Balance</b>							
Ending Balance	-	-	(40,132)	-	-	-	(40,132)
<b>Total Ending Balance</b>	-	-	<b>(\$40,132)</b>	-	-	-	<b>(\$40,132)</b>

**ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY**

Secretary of State  
Pkg: 022 - Phase-out Pgm & One-time Costs

Cross Reference Name: Corporation Division  
Cross Reference Number: 16500-036-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
<b>Revenues</b>							
Business Lic and Fees	-	-	(6,200,000)	-	-	-	(6,200,000)
<b>Total Revenues</b>	-	-	<b>(\$6,200,000)</b>	-	-	-	<b>(\$6,200,000)</b>
<b>Transfers Out</b>							
Transfer to General Fund	-	-	6,200,000	-	-	-	6,200,000
<b>Total Transfers Out</b>	-	-	<b>\$6,200,000</b>	-	-	-	<b>\$6,200,000</b>
<b>Services &amp; Supplies</b>							
IT Professional Services	-	-	(192,000)	-	-	-	(192,000)
Other Services and Supplies	-	-	(240,000)	-	-	-	(240,000)
<b>Total Services &amp; Supplies</b>	-	-	<b>(\$432,000)</b>	-	-	-	<b>(\$432,000)</b>
<b>Total Expenditures</b>							
Total Expenditures	-	-	(432,000)	-	-	-	(432,000)
<b>Total Expenditures</b>	-	-	<b>(\$432,000)</b>	-	-	-	<b>(\$432,000)</b>
<b>Ending Balance</b>							
Ending Balance	-	-	432,000	-	-	-	432,000
<b>Total Ending Balance</b>	-	-	<b>\$432,000</b>	-	-	-	<b>\$432,000</b>

**ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY**

Secretary of State  
Pkg: 031 - Standard Inflation

Cross Reference Name: Corporation Division  
Cross Reference Number: 16500-036-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
<b>Services &amp; Supplies</b>							
Instate Travel	-	-	815	-	-	-	815
Out of State Travel	-	-	325	-	-	-	325
Employee Training	-	-	736	-	-	-	736
Office Expenses	-	-	24,656	-	-	-	24,656
Telecommunications	-	-	3,660	-	-	-	3,660
State Gov. Service Charges	-	-	(2,874)	-	-	-	(2,874)
Data Processing	-	-	367	-	-	-	367
Publicity and Publications	-	-	3,940	-	-	-	3,940
Professional Services	-	-	8,561	-	-	-	8,561
IT Professional Services	-	-	27,579	-	-	-	27,579
Attorney General	-	-	5,889	-	-	-	5,889
Employee Recruitment and Develop	-	-	48	-	-	-	48
Dues and Subscriptions	-	-	119	-	-	-	119
Facilities Rental and Taxes	-	-	25,906	-	-	-	25,906
Facilities Maintenance	-	-	-	-	-	-	-
Other Services and Supplies	-	-	31,944	-	-	-	31,944
Expendable Prop 250 - 5000	-	-	372	-	-	-	372
IT Expendable Property	-	-	3,235	-	-	-	3,235
<b>Total Services &amp; Supplies</b>	-	-	<b>\$135,278</b>	-	-	-	<b>\$135,278</b>

**Capital Outlay**

Telecommunications Equipment	-	-	-	-	-	-	-
Technical Equipment	-	-	672	-	-	-	672
Data Processing Software	-	-	-	-	-	-	-

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**ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY**

Secretary of State  
Pkg: 031 - Standard Inflation

Cross Reference Name: Corporation Division  
Cross Reference Number: 16500-036-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
<b>Capital Outlay</b>							
Other Capital Outlay	-	-	173	-	-	-	173
<b>Total Capital Outlay</b>	-	-	<b>\$845</b>	-	-	-	<b>\$845</b>
<b>Total Expenditures</b>							
Total Expenditures	-	-	136,123	-	-	-	136,123
<b>Total Expenditures</b>	-	-	<b>\$136,123</b>	-	-	-	<b>\$136,123</b>
<b>Ending Balance</b>							
Ending Balance	-	-	(136,123)	-	-	-	(136,123)
<b>Total Ending Balance</b>	-	-	<b>(\$136,123)</b>	-	-	-	<b>(\$136,123)</b>



**ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY**

Secretary of State  
Pkg: 060 - Technical Adjustments

Cross Reference Name: Corporation Division  
Cross Reference Number: 16500-036-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
<b>Services &amp; Supplies</b>							
Telecommunications	-	-	22,837	-	-	-	22,837
<b>Total Services &amp; Supplies</b>	-	-	<b>\$22,837</b>	-	-	-	<b>\$22,837</b>
<b>Capital Outlay</b>							
Technical Equipment	-	-	(18,162)	-	-	-	(18,162)
Other Capital Outlay	-	-	(4,675)	-	-	-	(4,675)
<b>Total Capital Outlay</b>	-	-	<b>(\$22,837)</b>	-	-	-	<b>(\$22,837)</b>
<b>Total Expenditures</b>							
Total Expenditures	-	-	-	-	-	-	-
<b>Total Expenditures</b>	-	-	-	-	-	-	-
<b>Ending Balance</b>							
Ending Balance	-	-	-	-	-	-	-
<b>Total Ending Balance</b>	-	-	-	-	-	-	-

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**ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY**

**Secretary of State**  
**Pkg: 112 - Registered Agency Licensing**

**Cross Reference Name: Corporation Division**  
**Cross Reference Number: 16500-036-00-00-00000**

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
<b>Revenues</b>							
Business Lic and Fees	-	-	642,000	-	-	-	642,000
<b>Total Revenues</b>	-	-	<b>\$642,000</b>	-	-	-	<b>\$642,000</b>
<b>Personal Services</b>							
Class/Unclass Sal. and Per Diem	-	-	354,192	-	-	-	354,192
Empl. Rel. Bd. Assessments	-	-	228	-	-	-	228
Public Employees' Retire Cont	-	-	67,614	-	-	-	67,614
Social Security Taxes	-	-	27,097	-	-	-	27,097
Worker's Comp. Assess. (WCD)	-	-	276	-	-	-	276
Mass Transit Tax	-	-	2,125	-	-	-	2,125
Flexible Benefits	-	-	133,344	-	-	-	133,344
<b>Total Personal Services</b>	-	-	<b>\$584,876</b>	-	-	-	<b>\$584,876</b>
<b>Services &amp; Supplies</b>							
Instate Travel	-	-	1,776	-	-	-	1,776
Employee Training	-	-	6,340	-	-	-	6,340
Office Expenses	-	-	7,608	-	-	-	7,608
Telecommunications	-	-	7,608	-	-	-	7,608
Publicity and Publications	-	-	954	-	-	-	954
Facilities Rental and Taxes	-	-	13,948	-	-	-	13,948
Other Services and Supplies	-	-	2,536	-	-	-	2,536
Expendable Prop 250 - 5000	-	-	2,536	-	-	-	2,536
<b>Total Services &amp; Supplies</b>	-	-	<b>\$43,306</b>	-	-	-	<b>\$43,306</b>

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**ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY**

Secretary of State  
Pkg: 112 - Registered Agency Licensing

Cross Reference Name: Corporation Division  
Cross Reference Number: 16500-036-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
<b>Total Expenditures</b>							
Total Expenditures	-	-	628,182	-	-	-	628,182
<b>Total Expenditures</b>	-	-	<b>\$628,182</b>	-	-	-	<b>\$628,182</b>
<b>Ending Balance</b>							
Ending Balance	-	-	13,818	-	-	-	13,818
<b>Total Ending Balance</b>	-	-	<b>\$13,818</b>	-	-	-	<b>\$13,818</b>
<b>Total Positions</b>							
Total Positions							4
<b>Total Positions</b>	-	-	-	-	-	-	<b>4</b>
<b>Total FTE</b>							
Total FTE							4.00
<b>Total FTE</b>	-	-	-	-	-	-	<b>4.00</b>

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**ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY**

**Secretary of State**  
**Pkg: 113 - Corporation Compliance Investigations**

**Cross Reference Name: Corporation Division**  
**Cross Reference Number: 16500-036-00-00-00000**

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
<b>Personal Services</b>							
Class/Unclass Sal. and Per Diem	-	-	115,272	-	-	-	115,272
Empl. Rel. Bd. Assessments	-	-	57	-	-	-	57
Public Employees' Retire Cont	-	-	22,005	-	-	-	22,005
Social Security Taxes	-	-	8,818	-	-	-	8,818
Worker's Comp. Assess. (WCD)	-	-	69	-	-	-	69
Mass Transit Tax	-	-	692	-	-	-	692
Flexible Benefits	-	-	33,336	-	-	-	33,336
<b>Total Personal Services</b>	-	-	<b>\$180,249</b>	-	-	-	<b>\$180,249</b>
<b>Services &amp; Supplies</b>							
Instate Travel	-	-	634	-	-	-	634
Employee Training	-	-	1,902	-	-	-	1,902
Office Expenses	-	-	1,902	-	-	-	1,902
Telecommunications	-	-	2,536	-	-	-	2,536
Publicity and Publications	-	-	318	-	-	-	318
Employee Recruitment and Develop	-	-	529	-	-	-	529
Dues and Subscriptions	-	-	318	-	-	-	318
Facilities Rental and Taxes	-	-	3,804	-	-	-	3,804
Other Services and Supplies	-	-	634	-	-	-	634
Expendable Prop 250 - 5000	-	-	634	-	-	-	634
<b>Total Services &amp; Supplies</b>	-	-	<b>\$13,211</b>	-	-	-	<b>\$13,211</b>

Agency Request  
 2017-19 Biennium

Governor's Budget  
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Legislatively Adopted  
 Essential and Policy Package Fiscal Impact Summary - BPR013

**ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY**

Secretary of State  
Pkg: 113 - Corporation Compliance Investigations

Cross Reference Name: Corporation Division  
Cross Reference Number: 16500-036-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
<b>Total Expenditures</b>							
Total Expenditures	-	-	193,460	-	-	-	193,460
<b>Total Expenditures</b>	-	-	<b>\$193,460</b>	-	-	-	<b>\$193,460</b>
<b>Ending Balance</b>							
Ending Balance	-	-	(193,460)	-	-	-	(193,460)
<b>Total Ending Balance</b>	-	-	<b>(\$193,460)</b>	-	-	-	<b>(\$193,460)</b>
<b>Total Positions</b>							
Total Positions							1
<b>Total Positions</b>	-	-	-	-	-	-	<b>1</b>
<b>Total FTE</b>							
Total FTE							1.00
<b>Total FTE</b>	-	-	-	-	-	-	<b>1.00</b>

**ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY**

**Secretary of State**  
**Pkg: 114 - Corporation Transparency**

**Cross Reference Name: Corporation Division**  
**Cross Reference Number: 16500-036-00-00-00000**

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
<b>Personal Services</b>							
Class/Unclass Sal. and Per Diem	-	-	476,304	-	-	-	476,304
Empl. Rel. Bd. Assessments	-	-	342	-	-	-	342
Public Employees' Retire Cont	-	-	90,924	-	-	-	90,924
Social Security Taxes	-	-	36,439	-	-	-	36,439
Worker's Comp. Assess. (WCD)	-	-	414	-	-	-	414
Mass Transit Tax	-	-	2,858	-	-	-	2,858
Flexible Benefits	-	-	200,016	-	-	-	200,016
<b>Total Personal Services</b>	-	-	<b>\$807,297</b>	-	-	-	<b>\$807,297</b>
<b>Services &amp; Supplies</b>							
Instate Travel	-	-	1,650	-	-	-	1,650
Employee Training	-	-	6,974	-	-	-	6,974
Office Expenses	-	-	9,510	-	-	-	9,510
Telecommunications	-	-	10,144	-	-	-	10,144
Publicity and Publications	-	-	954	-	-	-	954
Employee Recruitment and Develop	-	-	793	-	-	-	793
Dues and Subscriptions	-	-	994	-	-	-	994
Facilities Rental and Taxes	-	-	16,484	-	-	-	16,484
Other Services and Supplies	-	-	248,170	-	-	-	248,170
Expendable Prop 250 - 5000	-	-	3,170	-	-	-	3,170
<b>Total Services &amp; Supplies</b>	-	-	<b>\$298,843</b>	-	-	-	<b>\$298,843</b>

Agency Request  
 2017-19 Biennium

Governor's Budget  
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Legislatively Adopted  
 Essential and Policy Package Fiscal Impact Summary - BPR013

**ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY**

Secretary of State  
Pkg: 114 - Corporation Transparency

Cross Reference Name: Corporation Division  
Cross Reference Number: 16500-036-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
<b>Total Expenditures</b>							
Total Expenditures	-	-	1,106,140	-	-	-	1,106,140
<b>Total Expenditures</b>	-	-	<b>\$1,106,140</b>	-	-	-	<b>\$1,106,140</b>
<b>Ending Balance</b>							
Ending Balance	-	-	(1,106,140)	-	-	-	(1,106,140)
<b>Total Ending Balance</b>	-	-	<b>(\$1,106,140)</b>	-	-	-	<b>(\$1,106,140)</b>
<b>Total Positions</b>							
Total Positions							6
<b>Total Positions</b>	-	-	-	-	-	-	<b>6</b>
<b>Total FTE</b>							
Total FTE							6.00
<b>Total FTE</b>	-	-	-	-	-	-	<b>6.00</b>

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Legislatively Adopted  
Essential and Policy Package Fiscal Impact Summary - BPR013

**ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY**

Secretary of State  
Pkg: 115 - Corporation Funding

Cross Reference Name: Corporation Division  
Cross Reference Number: 16500-036-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
<b>Revenues</b>							
Business Lic and Fees	-	-	3,894,960	-	-	-	3,894,960
<b>Total Revenues</b>	-	-	<b>\$3,894,960</b>	-	-	-	<b>\$3,894,960</b>
<b>Ending Balance</b>							
Ending Balance	-	-	3,894,960	-	-	-	3,894,960
<b>Total Ending Balance</b>	-	-	<b>\$3,894,960</b>	-	-	-	<b>\$3,894,960</b>



REPORT: PACKAGE FISCAL IMPACT REPORT

2017-19

PROD FILE

AGENCY:16500 SECRETARY OF STATE

PICS SYSTEM: BUDGET PREPARATION

SUMMARY XREF:036-00-00 Corporation Division

PACKAGE: 112 - Registered Agency Licensing

POSITION NUMBER	CLASS	COMP	CLASS NAME	POS CNT	FTE	MOS	STEP	RATE	GF SAL/OPE	OF SAL/OPE	FF SAL/OPE	LF SAL/OPE	AF SAL/OPE
1736006	WSS	X7004	AA PRINCIPAL EXECUTIVE/MANAGER C	1	1.00	24.00	02	4,746.00		113,904 63,920			113,904 63,920
1736007	WSU	C5247	AA COMPLIANCE SPECIALIST 2	1	1.00	24.00	02	3,972.00		95,328 58,953			95,328 58,953
1736008	WSU	C0324	AA PUBLIC SERVICE REP 4	1	1.00	24.00	02	3,020.00		72,480 52,843			72,480 52,843
1736009	WSU	C0324	AA PUBLIC SERVICE REP 4	1	1.00	24.00	02	3,020.00		72,480 52,843			72,480 52,843
TOTAL PICS SALARY										354,192			354,192
TOTAL PICS OPE										228,559			228,559
TOTAL PICS PERSONAL SERVICES =				4	4.00	96.00				582,751			582,751

REPORT: PACKAGE FISCAL IMPACT REPORT

2017-19

PROD FILE

AGENCY:16500 SECRETARY OF STATE

PICS SYSTEM: BUDGET PREPARATION

SUMMARY XREF:036-00-00 Corporation Division

PACKAGE: 113 - Corporation Compliance Investi

POSITION NUMBER	CLASS COMP	CLASS NAME	POS CNT	FTE	MOS	STEP	RATE	GF SAL/OPE	OF SAL/OPE	FF SAL/OPE	LF SAL/OPE	AF SAL/OPE
1736010	WSU C5248 AA	COMPLIANCE SPECIALIST 3	1	1.00	24.00	02	4,803.00		115,272			115,272
									64,285			64,285
TOTAL PICS SALARY									115,272			115,272
TOTAL PICS OPE									64,285			64,285
TOTAL PICS PERSONAL SERVICES =			1	1.00	24.00				179,557			179,557

PACKAGE: 114 - Corporation Transparency

POSITION NUMBER	CLASS	COMP	CLASS NAME	POS CNT	FTE	MOS	STEP	RATE	GF SAL/OPE	OF SAL/OPE	FF SAL/OPE	LF SAL/OPE	AF SAL/OPE
1736011	WSS	X7004	AA PRINCIPAL EXECUTIVE/MANAGER C	1	1.00	24.00	02	4,746.00		113,904 63,920			113,904 63,920
1736012	WSU	C0324	AA PUBLIC SERVICE REP 4	1	1.00	24.00	02	3,020.00		72,480 52,843			72,480 52,843
1736013	WSU	C0324	AA PUBLIC SERVICE REP 4	1	1.00	24.00	02	3,020.00		72,480 52,843			72,480 52,843
1736014	WSU	C0324	AA PUBLIC SERVICE REP 4	1	1.00	24.00	02	3,020.00		72,480 52,843			72,480 52,843
1736015	WSU	C0324	AA PUBLIC SERVICE REP 4	1	1.00	24.00	02	3,020.00		72,480 52,843			72,480 52,843
1736016	WSU	C0324	AA PUBLIC SERVICE REP 4	1	1.00	24.00	02	3,020.00		72,480 52,843			72,480 52,843
TOTAL PICS SALARY										476,304			476,304
TOTAL PICS OPE										328,135			328,135
TOTAL PICS PERSONAL SERVICES =				---	6.00	144.00				804,439			804,439

**DETAIL OF LOTTERY FUNDS, OTHER FUNDS, AND FEDERAL FUNDS REVENUE**

Secretary of State  
2017-19 Biennium

Agency Number: 16500  
Cross Reference Number: 16500-036-00-00-00000

<i>Source</i>	2013-15 Actuals	2015-17 Leg Adopted Budget	2015-17 Leg Approved Budget	2017-19 Agency Request Budget	2017-19 Governor's Budget	2017-19 Leg Adopted Budget
<b>Other Funds</b>						
Business Lic and Fees	74,306,204	74,487,991	74,487,991	81,756,156	-	-
Non-business Lic. and Fees	2,760,518	2,646,335	2,646,335	2,676,771	-	-
Charges for Services	237,026	10,000	10,000	680,000	-	-
Other Revenues	-	-	200,977	-	-	-
Transfer Out - Intrafund	(8,481,329)	(9,956,685)	(9,956,685)	(9,294,831)	-	-
Transfer to General Fund	(58,216,875)	(61,627,000)	(61,627,000)	(62,319,357)	-	-
<b>Total Other Funds</b>	<b>\$10,605,544</b>	<b>\$5,560,641</b>	<b>\$5,761,618</b>	<b>\$13,498,739</b>	-	-

Agency Request  
2017-19 Biennium

Governor's Budget  
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Legislatively Adopted  
Detail of LF, OF, and FF Revenues - BPR012

# DETAIL OF LOTTERY FUNDS, OTHER FUNDS, AND FEDERAL FUNDS REVENUE

## Corporation

Source	Fund	ORBITS Revenue Acct	2013-2015 Actual	2015-17 Legislatively Adopted	2015-17 Legislatively Approved	2017-19		
						Agency Request	Governor's Recommended	Legislatively Adopted
Business License Fees	OTH & GF	0205	74,306,204	74,487,991	74,487,991	81,756,156		
Non-Business Lic. Fees	OTH & GF	0210	2,760,518	2,646,335	2,646,335	2,676,771		
Charges for Services	OTH	0410	237,026	10,000	10,000	680,000		
Other Revenues	OTH	0975			200,977			
Transfers Out – Intrafund	OTH	2010	(8,481,329)	(9,956,685)	(9,956,685)	(9,294,831)		
Transfers to GF	GF	2060	(58,216,875)	(61,627,000)	(61,627,000)	(62,319,357)		
<b>Total Other Funds</b>			<b>10,605,544</b>	<b>5,560,641</b>	<b>5,761,618</b>	<b>13,498,739</b>		

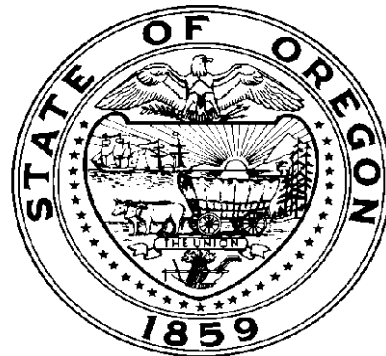
Agency Request

Governor's Recommended

Legislatively Adopted

Budget Page \_\_\_\_\_

# Office of the Secretary of State



## **Special Reports 2017-19 Agency Request Budget**

# Budget Narrative

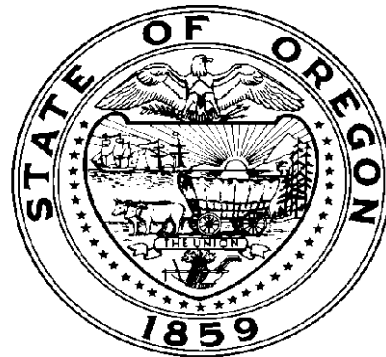
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## Appendix One Legal Authority

The Secretary of State is a constitutional officer (Oregon Constitution Art. VI, sec 2) and serves as the auditor of public accounts and custodian of Legislative and Executive public records. The Secretary serves with the Governor and State Treasurer as a member of the State Land Board (Oregon Constitution Art. VIII, sec 5). The Secretary also performs other statutory function including:

Administrative Rules	ORS Ch. 183
Assumed Business Names	ORS Ch. 648
Business Corporations	ORS Ch. 60
Business Registry	ORS Ch. 56
Business Trusts	ORS Ch. 128
Chief Elections Officer	ORS Ch. 128
Cooperatives	ORS Ch. 246-260
Insignias and Names of Organizations	ORS Ch. 62
Keeper of the State Seal (Const. Art. VI, sec 3)	ORS Ch. 649
Limited Liability Companies	ORS Ch. 177
Non-Profit Corporations	ORS Ch. 63
Notaries Public	ORS Ch. 70
Oregon Blue Book	ORS Ch. 65
Organized Labor, Union Labels	ORS Ch. 194
Partnerships; Limited Liability Partnerships	ORS Ch. 177
Professional Corporations	ORS Ch. 661
Public Records Administrator and Supervisor of State Archives	ORS Ch. 67
Trademarks	ORS Ch. 58
Uniform Commercial Code	ORS Ch. 79
Uniform Partnership Act	ORS Ch. 68

# Office of the Secretary of State



## **Affirmative Action Report 2017-19 Agency Request Budget**



# Budget Narrative

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## **Appendix Two AFFIRMATIVE ACTION REPORT As of June 30, 2016**

The Department of Administrative Services Affirmative Action Report as of June 30, 2016 was the data source used for this narrative.

### **Workforce Representation - Women**

Women currently represent 57% of the Agency workforce exceeding the statewide workforce by 8%. From July 1, 2014 through June 30, 2016 we hired and/or promoted two (2) women into Official and Administrator category, thirty (30) women in the Professional category, eight (8) women in the Administration Support category.

### **Workforce Representation – People of Color (POC)**

People of Color (POC) currently represent 13.5% of the Agency workforce. However, we do fall short of the statewide representation by 4%. We hired and/or promoted nine (9) people of color in the Professional category, three (3) people of color in the Administration Support category.

### **Workforce Representation – Persons with Disabilities (PWD)**

Persons with Disabilities (PWD) represents 2% of the Agency workforce. Our representation of persons with disabilities remained relatively stable and falls short of the statewide workforce of 3%.

# Budget Narrative

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## Summary

The Agency's goals are set to gradually increase the representation of women, people of color and persons with disabilities in the Secretary of State's workforce while tracking at the same or better representation levels as the State as a whole.

Factors contributing to our ability to meet targets are driven in part by the applicant pool for vacant positions as well as our relatively small workforce and the impact of even minor attrition, which significantly fluctuates our representation. An additional factor for consideration is that employees frequently do not identify themselves as having a disability: therefore, our reports do not always reflect accurate figures for employees with disabilities.

From July 1, 2014 through June 30, 2016 18% of our vacancies were filled by internal promotion. The Secretary of State's office experienced thirteen (13) retirements during this period.

We will be striving to maintain our gains and gradually increase in each job category.

Attrition offers the Agency the opportunity to evaluate the makeup of our workforce and place emphasis during recruitment efforts on promoting or hiring women, people of color, and persons with disabilities into all job categories.

The Agency continues to use the affirmative action workshops as a resource to accomplish these goals we have set forth relating to retaining and promoting protected classes and to keep our staff informed of upcoming diversity events and proclamations.

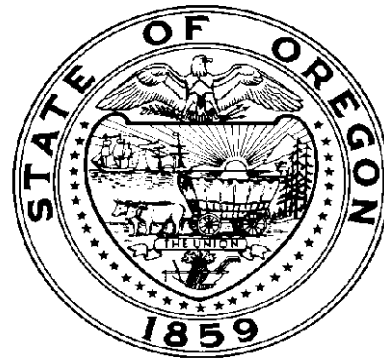
The Agency will continue its efforts to attract job applicants and retain employees that are representative of the diversity of the local workforce and will diligently work toward achieving AA/EEO objectives. We will maintain the requirement that 100% of all open competitive vacancies be advertised on diversity websites, sent to the Governor's Office list serve and distribution on Affirmative Action mailing list.

## Budget Narrative

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# Office of the Secretary of State



## **ORBITS Reports 2017-19 Agency Request Budget**

**Secretary of State**

**Summary Cross Reference Listing and Packages  
2017-19 Biennium**

**Agency Number: 16500  
BAM Analyst: Medina, Anthony  
Budget Coordinator: Flores, Fabiola - (503)986-2238**

<b>Cross Reference Number</b>	<b>Cross Reference Description</b>	<b>Package Number</b>	<b>Priority</b>	<b>Package Description</b>	<b>Package Group</b>
001-00-00-00000	Administrative Services Division	010	0	Non-PICS Psnl Svc / Vacancy Factor	Essential Packages
001-00-00-00000	Administrative Services Division	021	0	Phase - In	Essential Packages
001-00-00-00000	Administrative Services Division	022	0	Phase-out Pgm & One-time Costs	Essential Packages
001-00-00-00000	Administrative Services Division	031	0	Standard Inflation	Essential Packages
001-00-00-00000	Administrative Services Division	050	0	Fundshifts	Essential Packages
001-00-00-00000	Administrative Services Division	060	0	Technical Adjustments	Essential Packages
001-00-00-00000	Administrative Services Division	070	0	Revenue Shortfalls	Policy Packages
001-00-00-00000	Administrative Services Division	080	0	May 2016 E-Board	Policy Packages
001-00-00-00000	Administrative Services Division	101	2	ASD Staffing Needs	Policy Packages
001-00-00-00000	Administrative Services Division	102	2	ASD Positions True Up	Policy Packages
001-00-00-00000	Administrative Services Division	103	5	OregonBuys eProcurement System	Policy Packages
001-00-00-00000	Administrative Services Division	104	6	Technology Pkg - ORESTAR/OCVR Integration	Policy Packages
001-00-00-00000	Administrative Services Division	105	7	Elections Positions True Up	Policy Packages
001-00-00-00000	Administrative Services Division	116	10	Technology Pkg - Ongoing Cost for Election Night Reportin	Policy Packages
002-00-00-00000	Elections Division	010	0	Non-PICS Psnl Svc / Vacancy Factor	Essential Packages
002-00-00-00000	Elections Division	021	0	Phase - In	Essential Packages
002-00-00-00000	Elections Division	022	0	Phase-out Pgm & One-time Costs	Essential Packages
002-00-00-00000	Elections Division	031	0	Standard Inflation	Essential Packages
002-00-00-00000	Elections Division	050	0	Fundshifts	Essential Packages
002-00-00-00000	Elections Division	060	0	Technical Adjustments	Essential Packages
002-00-00-00000	Elections Division	070	0	Revenue Shortfalls	Policy Packages
002-00-00-00000	Elections Division	080	0	May 2016 E-Board	Policy Packages

**Secretary of State**

**Summary Cross Reference Listing and Packages  
2017-19 Biennium**

**Agency Number: 16500  
BAM Analyst: Medina, Anthony  
Budget Coordinator: Flores, Fabiola - (503)986-2238**

<b>Cross Reference Number</b>	<b>Cross Reference Description</b>	<b>Package Number</b>	<b>Priority</b>	<b>Package Description</b>	<b>Package Group</b>
002-00-00-00000	Elections Division	105	7	Elections Positions True Up	Policy Packages
002-00-00-00000	Elections Division	106	1	Continuation of Oregon Motor Voter payments to Counties	Policy Packages
002-00-00-00000	Elections Division	107	8	OCVR - Increase GF support	Policy Packages
002-00-00-00000	Elections Division	108	3	Voter Registration Staffing Needs	Policy Packages
007-00-00-00000	Audits Division	010	0	Non-PICS Psnl Svc / Vacancy Factor	Essential Packages
007-00-00-00000	Audits Division	021	0	Phase - In	Essential Packages
007-00-00-00000	Audits Division	022	0	Phase-out Pgm & One-time Costs	Essential Packages
007-00-00-00000	Audits Division	031	0	Standard Inflation	Essential Packages
007-00-00-00000	Audits Division	050	0	Fundshifts	Essential Packages
007-00-00-00000	Audits Division	060	0	Technical Adjustments	Essential Packages
007-00-00-00000	Audits Division	070	0	Revenue Shortfalls	Policy Packages
007-00-00-00000	Audits Division	080	0	May 2016 E-Board	Policy Packages
012-00-00-00000	Archives Division	010	0	Non-PICS Psnl Svc / Vacancy Factor	Essential Packages
012-00-00-00000	Archives Division	021	0	Phase - In	Essential Packages
012-00-00-00000	Archives Division	022	0	Phase-out Pgm & One-time Costs	Essential Packages
012-00-00-00000	Archives Division	031	0	Standard Inflation	Essential Packages
012-00-00-00000	Archives Division	050	0	Fundshifts	Essential Packages
012-00-00-00000	Archives Division	060	0	Technical Adjustments	Essential Packages
012-00-00-00000	Archives Division	070	0	Revenue Shortfalls	Policy Packages
012-00-00-00000	Archives Division	080	0	May 2016 E-Board	Policy Packages
012-00-00-00000	Archives Division	109	15	Archives Bldg - Compact Shelving - Phase 3	Policy Packages
012-00-00-00000	Archives Division	110	9	Blue Book - Secure stable funding source	Policy Packages

**Secretary of State**

**Summary Cross Reference Listing and Packages  
2017-19 Biennium**

**Agency Number: 16500  
BAM Analyst: Medina, Anthony  
Budget Coordinator: Flores, Fabiola - (503)986-2238**

<b>Cross Reference Number</b>	<b>Cross Reference Description</b>	<b>Package Number</b>	<b>Priority</b>	<b>Package Description</b>	<b>Package Group</b>
012-00-00-00000	Archives Division	111	4	Archives Division - Position True Up	Policy Packages
036-00-00-00000	Corporation Division	010	0	Non-PICS Psnl Svc / Vacancy Factor	Essential Packages
036-00-00-00000	Corporation Division	021	0	Phase - In	Essential Packages
036-00-00-00000	Corporation Division	022	0	Phase-out Pgm & One-time Costs	Essential Packages
036-00-00-00000	Corporation Division	031	0	Standard Inflation	Essential Packages
036-00-00-00000	Corporation Division	050	0	Fundshifts	Essential Packages
036-00-00-00000	Corporation Division	060	0	Technical Adjustments	Essential Packages
036-00-00-00000	Corporation Division	070	0	Revenue Shortfalls	Policy Packages
036-00-00-00000	Corporation Division	080	0	May 2016 E-Board	Policy Packages
036-00-00-00000	Corporation Division	112	12	Registered Agency Licensing	Policy Packages
036-00-00-00000	Corporation Division	113	13	Corporation Compliance Investigations	Policy Packages
036-00-00-00000	Corporation Division	114	14	Corporation Transparency	Policy Packages
036-00-00-00000	Corporation Division	115	11	Corporation Funding	Policy Packages

**Secretary of State**

**Policy Package List by Priority  
2017-19 Biennium**

**Agency Number: 16500**

**BAM Analyst: Medina, Anthony**

**Budget Coordinator: Flores, Fabiola - (503)986-2238**

<i>Priority</i>	<i>Policy Pkg Number</i>	<i>Policy Pkg Description</i>	<i>Summary Cross Reference Number</i>	<i>Cross Reference Description</i>
0	070	Revenue Shortfalls	001-00-00-00000	Administrative Services Division
			002-00-00-00000	Elections Division
			007-00-00-00000	Audits Division
			012-00-00-00000	Archives Division
			036-00-00-00000	Corporation Division
	080	May 2016 E-Board	001-00-00-00000	Administrative Services Division
			002-00-00-00000	Elections Division
			007-00-00-00000	Audits Division
			012-00-00-00000	Archives Division
			036-00-00-00000	Corporation Division
1	106	Continuation of Oregon Motor Voter payments	002-00-00-00000	Elections Division
2	101	ASD Staffing Needs	001-00-00-00000	Administrative Services Division
	102	ASD Positions True Up	001-00-00-00000	Administrative Services Division
3	108	Voter Registration Staffing Needs	002-00-00-00000	Elections Division
4	111	Archives Division - Position True Up	012-00-00-00000	Archives Division
5	103	OregonBuys eProcurement System	001-00-00-00000	Administrative Services Division
6	104	Technology Pkg - ORESTAR/OCVR Integration	001-00-00-00000	Administrative Services Division
7	105	Elections Positions True Up	001-00-00-00000	Administrative Services Division
			002-00-00-00000	Elections Division
8	107	OCVR - Increase GF support	002-00-00-00000	Elections Division
9	110	Blue Book - Secure stable funding source	012-00-00-00000	Archives Division
10	116	Technology Pkg - Ongoing Cost for Election Ni	001-00-00-00000	Administrative Services Division
11	115	Corporation Funding	036-00-00-00000	Corporation Division



**Secretary of State**

**Policy Package List by Priority  
2017-19 Biennium**

**Agency Number: 16500**

**BAM Analyst: Medina, Anthony**

**Budget Coordinator: Flores, Fabiola - (503)986-2238**

<b>Priority</b>	<b>Policy Pkg Number</b>	<b>Policy Pkg Description</b>	<b>Summary Cross Reference Number</b>	<b>Cross Reference Description</b>
12	112	Registered Agency Licensing	036-00-00-00000	Corporation Division
13	113	Corporation Compliance Investigations	036-00-00-00000	Corporation Division
14	114	Corporation Transparency	036-00-00-00000	Corporation Division
15	109	Archives Bldg - Compact Shelving - Phase 3	012-00-00-00000	Archives Division

DESCRIPTION	2013-15 Actuals	2015-17 Leg Adopted Budget	2015-17 Emergency Boards	2015-17 Leg Approved Budget	2017-19 Base Budget	2017-19 Current Service Level
<b>BEGINNING BALANCE</b>						
<b>0025 Beginning Balance</b>						
3400 Other Funds Ltd	16,525,785	11,272,633	-	11,272,633	7,960,127	7,960,127
6400 Federal Funds Ltd	10,008,158	7,371,520	-	7,371,520	5,516,216	5,516,216
All Funds	26,533,943	18,644,153	-	18,644,153	13,476,343	13,476,343
<b>0030 Beginning Balance Adjustment</b>						
3400 Other Funds Ltd	(6,651,709)	2,438,043	-	2,438,043	1,018,739	1,018,739
6400 Federal Funds Ltd	132,432	-	-	-	-	-
All Funds	(6,519,277)	2,438,043	-	2,438,043	1,018,739	1,018,739
<b>TOTAL BEGINNING BALANCE</b>						
3400 Other Funds Ltd	9,874,076	13,710,676	-	13,710,676	8,978,866	8,978,866
6400 Federal Funds Ltd	10,140,590	7,371,520	-	7,371,520	5,516,216	5,516,216
<b>TOTAL BEGINNING BALANCE</b>	<b>\$20,014,666</b>	<b>\$21,082,196</b>	<b>-</b>	<b>\$21,082,196</b>	<b>\$14,495,082</b>	<b>\$14,495,082</b>

REVENUE CATEGORIES

GENERAL FUND APPROPRIATION

0050 General Fund Appropriation

8000 General Fund	8,663,845	9,422,659	526,731	9,949,390	9,753,178	10,082,165
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LICENSES AND FEES

0205 Business Lic and Fees

3400 Other Funds Ltd	16,089,329	12,860,991	-	12,860,991	14,899,839	14,899,839
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DESCRIPTION	2013-15 Actuals	2015-17 Leg Adopted Budget	2015-17 Emergency Boards	2015-17 Leg Approved Budget	2017-19 Base Budget	2017-19 Current Service Level
8800 General Fund Revenue	58,216,875	61,627,000	-	61,627,000	68,519,357	62,319,357
All Funds	74,306,204	74,487,991	-	74,487,991	83,419,196	77,219,196
<b>0210 Non-business Lic. and Fees</b>						
3400 Other Funds Ltd	2,760,518	2,646,335	-	2,646,335	2,676,771	2,676,771
8800 General Fund Revenue	607,675	657,511	-	657,511	657,511	657,511
All Funds	3,368,193	3,303,846	-	3,303,846	3,334,282	3,334,282
<b>TOTAL LICENSES AND FEES</b>						
3400 Other Funds Ltd	18,849,847	15,507,326	-	15,507,326	17,576,610	17,576,610
8800 General Fund Revenue	58,824,550	62,284,511	-	62,284,511	69,176,868	62,976,868
<b>TOTAL LICENSES AND FEES</b>	<b>\$77,674,397</b>	<b>\$77,791,837</b>	<b>-</b>	<b>\$77,791,837</b>	<b>\$86,753,478</b>	<b>\$80,553,478</b>
<b>CHARGES FOR SERVICES</b>						
<b>0410 Charges for Services</b>						
3400 Other Funds Ltd	29,384,095	32,883,114	-	32,883,114	37,456,857	37,456,857
8800 General Fund Revenue	435	-	-	-	-	-
All Funds	29,384,530	32,883,114	-	32,883,114	37,456,857	37,456,857
<b>FINES, RENTS AND ROYALTIES</b>						
<b>0505 Fines and Forfeitures</b>						
8800 General Fund Revenue	216,934	224,419	-	224,419	224,419	224,419
<b>SALES INCOME</b>						
<b>0705 Sales Income</b>						

DESCRIPTION	2013-15 Actuals	2015-17 Leg Adopted Budget	2015-17 Emergency Boards	2015-17 Leg Approved Budget	2017-19 Base Budget	2017-19 Current Service Level
3400 Other Funds Ltd	161,176	219,532	-	219,532	219,532	219,532
<b>DONATIONS AND CONTRIBUTIONS</b>						
<b>0905 Donations</b>						
3400 Other Funds Ltd	980	-	-	-	-	-
<b>0910 Grants (Non-Fed)</b>						
3400 Other Funds Ltd	92,826	-	-	-	-	-
<b>TOTAL DONATIONS AND CONTRIBUTIONS</b>						
3400 Other Funds Ltd	93,806	-	-	-	-	-
<b>TOTAL DONATIONS AND CONTRIBUTIONS</b>	<b>\$93,806</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>OTHER</b>						
<b>0975 Other Revenues</b>						
3400 Other Funds Ltd	-	1,013,990	1,672,488	2,686,478	1,013,990	1,013,990
<b>FEDERAL FUNDS REVENUE</b>						
<b>0995 Federal Funds</b>						
6400 Federal Funds Ltd	366,938	659,792	34,987	694,779	695,999	182,399
<b>TRANSFERS IN</b>						
<b>1010 Transfer In - Intrafund</b>						
3400 Other Funds Ltd	15,041,490	16,106,423	-	16,106,423	17,642,314	17,642,314
<b>REVENUES</b>						
8000 General Fund	8,663,845	9,422,659	526,731	9,949,390	9,753,178	10,082,165

Agency Worksheet - Revenues & Expenditures  
2017-19 Biennium  
Secretary of State

Version: V - 01 - Agency Request Budget  
Cross Reference Number: 16500-000-00-00-00000

DESCRIPTION	2013-15 Actuals	2015-17 Leg Adopted Budget	2015-17 Emergency Boards	2015-17 Leg Approved Budget	2017-19 Base Budget	2017-19 Current Service Level
3400 Other Funds Ltd	63,530,414	65,730,385	1,672,488	67,402,873	73,909,303	73,909,303
8800 General Fund Revenue	59,041,919	62,508,930	-	62,508,930	69,401,287	63,201,287
6400 Federal Funds Ltd	366,938	659,792	34,987	694,779	695,999	182,399
<b>TOTAL REVENUES</b>	<b>\$131,603,116</b>	<b>\$138,321,766</b>	<b>\$2,234,206</b>	<b>\$140,555,972</b>	<b>\$153,759,767</b>	<b>\$147,375,154</b>
<b>TRANSFERS OUT</b>						
<b>2010 Transfer Out - Intrafund</b>						
3400 Other Funds Ltd	(15,041,490)	(16,106,423)	-	(16,106,423)	(18,449,332)	(18,449,332)
<b>2060 Transfer to General Fund</b>						
8800 General Fund Revenue	(59,041,919)	(62,508,930)	-	(62,508,930)	(69,401,287)	(63,201,287)
<b>TOTAL TRANSFERS OUT</b>						
3400 Other Funds Ltd	(15,041,490)	(16,106,423)	-	(16,106,423)	(18,449,332)	(18,449,332)
8800 General Fund Revenue	(59,041,919)	(62,508,930)	-	(62,508,930)	(69,401,287)	(63,201,287)
<b>TOTAL TRANSFERS OUT</b>	<b>(\$74,083,409)</b>	<b>(\$78,615,353)</b>	<b>-</b>	<b>(\$78,615,353)</b>	<b>(\$87,850,619)</b>	<b>(\$81,650,619)</b>
<b>AVAILABLE REVENUES</b>						
8000 General Fund	8,663,845	9,422,659	526,731	9,949,390	9,753,178	10,082,165
3400 Other Funds Ltd	58,363,000	63,334,638	1,672,488	65,007,126	64,438,837	64,438,837
6400 Federal Funds Ltd	10,507,528	8,031,312	34,987	8,066,299	6,212,215	5,698,615
<b>TOTAL AVAILABLE REVENUES</b>	<b>\$77,534,373</b>	<b>\$80,788,609</b>	<b>\$2,234,206</b>	<b>\$83,022,815</b>	<b>\$80,404,230</b>	<b>\$80,219,617</b>
<b>EXPENDITURES</b>						
<b>PERSONAL SERVICES</b>						

DESCRIPTION	2013-15 Actuals	2015-17 Leg Adopted Budget	2015-17 Emergency Boards	2015-17 Leg Approved Budget	2017-19 Base Budget	2017-19 Current Service Level
<b>SALARIES &amp; WAGES</b>						
<b>3110 Class/Unclass Sal. and Per Diem</b>						
8000 General Fund	3,187,969	3,230,630	189,522	3,420,152	3,185,000	3,759,472
3400 Other Funds Ltd	20,840,663	24,758,430	1,162,880	25,921,310	26,720,692	26,146,220
6400 Federal Funds Ltd	411,381	647,736	26,397	674,133	567,840	567,840
All Funds	24,440,013	28,636,796	1,378,799	30,015,595	30,473,532	30,473,532
<b>3160 Temporary Appointments</b>						
8000 General Fund	44,003	266,558	-	266,558	266,558	276,420
3400 Other Funds Ltd	128,069	35,562	190,335	225,897	225,897	234,254
All Funds	172,072	302,120	190,335	492,455	492,455	510,674
<b>3170 Overtime Payments</b>						
8000 General Fund	12,720	25,404	-	25,404	25,404	26,344
3400 Other Funds Ltd	128,821	-	-	-	-	-
6400 Federal Funds Ltd	58	-	-	-	-	-
All Funds	141,599	25,404	-	25,404	25,404	26,344
<b>3190 All Other Differential</b>						
8000 General Fund	39,297	-	-	-	-	-
3400 Other Funds Ltd	425,450	-	-	-	-	-
6400 Federal Funds Ltd	9,664	-	-	-	-	-
All Funds	474,411	-	-	-	-	-

DESCRIPTION	2013-15 Actuals	2015-17 Leg Adopted Budget	2015-17 Emergency Boards	2015-17 Leg Approved Budget	2017-19 Base Budget	2017-19 Current Service Level
<b>TOTAL SALARIES &amp; WAGES</b>						
8000 General Fund	3,283,989	3,522,592	189,522	3,712,114	3,476,962	4,062,236
3400 Other Funds Ltd	21,523,003	24,793,992	1,353,215	26,147,207	26,946,589	26,380,474
6400 Federal Funds Ltd	421,103	647,736	26,397	674,133	567,840	567,840
<b>TOTAL SALARIES &amp; WAGES</b>	<b>\$25,228,095</b>	<b>\$28,964,320</b>	<b>\$1,569,134</b>	<b>\$30,533,454</b>	<b>\$30,991,391</b>	<b>\$31,010,550</b>
<b>OTHER PAYROLL EXPENSES</b>						
<b>3210 Empl. Rel. Bd. Assessments</b>						
8000 General Fund	801	962	46	1,008	1,141	1,339
3400 Other Funds Ltd	5,956	8,078	-	8,078	10,490	10,292
6400 Federal Funds Ltd	124	198	-	198	228	228
All Funds	6,881	9,238	46	9,284	11,859	11,859
<b>3220 Public Employees' Retire Cont</b>						
8000 General Fund	482,840	514,123	29,926	544,049	612,865	722,710
3400 Other Funds Ltd	3,154,212	3,909,354	183,619	4,092,973	5,100,985	4,991,319
6400 Federal Funds Ltd	58,818	102,277	4,168	106,445	108,401	108,401
All Funds	3,695,870	4,525,754	217,713	4,743,467	5,822,251	5,822,430
<b>3221 Pension Obligation Bond</b>						
8000 General Fund	207,240	215,880	(24,292)	191,588	191,588	186,224
3400 Other Funds Ltd	1,385,243	1,432,795	24,013	1,456,808	1,456,808	1,549,271
6400 Federal Funds Ltd	25,642	35,868	2,245	38,113	38,113	32,956

DESCRIPTION	2013-15 Actuals	2015-17 Leg Adopted Budget	2015-17 Emergency Boards	2015-17 Leg Approved Budget	2017-19 Base Budget	2017-19 Current Service Level
All Funds	1,618,125	1,684,543	1,966	1,686,509	1,686,509	1,768,451
<b>3230 Social Security Taxes</b>						
8000 General Fund	248,110	266,840	14,499	281,339	260,784	305,639
3400 Other Funds Ltd	1,608,214	1,886,565	103,522	1,990,087	2,049,254	2,005,944
6400 Federal Funds Ltd	31,617	49,552	2,019	51,571	43,440	43,440
All Funds	1,887,941	2,202,957	120,040	2,322,997	2,353,478	2,355,023
<b>3240 Unemployment Assessments</b>						
8000 General Fund	20,688	236	-	236	236	245
3400 Other Funds Ltd	41,516	-	-	-	-	-
All Funds	62,204	236	-	236	236	245
<b>3250 Worker's Comp. Assess. (WCD)</b>						
8000 General Fund	1,409	1,582	69	1,651	1,448	1,690
3400 Other Funds Ltd	9,769	12,662	-	12,662	12,694	12,452
6400 Federal Funds Ltd	183	310	-	310	276	276
All Funds	11,361	14,554	69	14,623	14,418	14,418
<b>3260 Mass Transit Tax</b>						
8000 General Fund	19,305	22,525	1,099	23,624	23,624	20,912
3400 Other Funds Ltd	130,137	139,118	7,913	147,031	147,031	161,572
All Funds	149,442	161,643	9,012	170,655	170,655	182,484
<b>3270 Flexible Benefits</b>						



DESCRIPTION	2013-15 Actuals	2015-17 Leg Adopted Budget	2015-17 Emergency Boards	2015-17 Leg Approved Budget	2017-19 Base Budget	2017-19 Current Service Level
8000 General Fund	669,778	700,125	7,917	708,042	699,633	816,981
3400 Other Funds Ltd	4,632,470	5,603,907	206	5,604,113	6,134,247	6,016,899
6400 Federal Funds Ltd	94,180	137,376	158	137,534	133,344	133,344
All Funds	5,396,428	6,441,408	8,281	6,449,689	6,967,224	6,967,224
<b>TOTAL OTHER PAYROLL EXPENSES</b>						
8000 General Fund	1,650,171	1,722,273	29,264	1,751,537	1,791,319	2,055,740
3400 Other Funds Ltd	10,967,517	12,992,479	319,273	13,311,752	14,911,509	14,747,749
6400 Federal Funds Ltd	210,564	325,581	8,590	334,171	323,802	318,645
<b>TOTAL OTHER PAYROLL EXPENSES</b>	<b>\$12,828,252</b>	<b>\$15,040,333</b>	<b>\$357,127</b>	<b>\$15,397,460</b>	<b>\$17,026,630</b>	<b>\$17,122,134</b>
<b>P.S. BUDGET ADJUSTMENTS</b>						
<b>3455 Vacancy Savings</b>						
8000 General Fund	-	(20,850)	-	(20,850)	(20,850)	-
3400 Other Funds Ltd	-	(239,777)	-	(239,777)	(239,777)	(304,343)
6400 Federal Funds Ltd	-	(17,375)	-	(17,375)	(17,375)	-
All Funds	-	(278,002)	-	(278,002)	(278,002)	(304,343)
<b>3465 Reconciliation Adjustment</b>						
8000 General Fund	-	842	-	842	-	-
3400 Other Funds Ltd	-	80,465	-	80,465	-	-
6400 Federal Funds Ltd	-	21,036	-	21,036	-	-
All Funds	-	102,343	-	102,343	-	-

DESCRIPTION	2013-15 Actuals	2015-17 Leg Adopted Budget	2015-17 Emergency Boards	2015-17 Leg Approved Budget	2017-19 Base Budget	2017-19 Current Service Level
<b>TOTAL P.S. BUDGET ADJUSTMENTS</b>						
8000 General Fund	-	(20,008)	-	(20,008)	(20,850)	-
3400 Other Funds Ltd	-	(159,312)	-	(159,312)	(239,777)	(304,343)
6400 Federal Funds Ltd	-	3,661	-	3,661	(17,375)	-
<b>TOTAL P.S. BUDGET ADJUSTMENTS</b>	<b>-</b>	<b>(\$175,659)</b>	<b>-</b>	<b>(\$175,659)</b>	<b>(\$278,002)</b>	<b>(\$304,343)</b>
<b>TOTAL PERSONAL SERVICES</b>						
8000 General Fund	4,934,160	5,224,857	218,786	5,443,643	5,247,431	6,117,976
3400 Other Funds Ltd	32,490,520	37,627,159	1,672,488	39,299,647	41,618,321	40,823,880
6400 Federal Funds Ltd	631,667	976,978	34,987	1,011,965	874,267	886,485
<b>TOTAL PERSONAL SERVICES</b>	<b>\$38,056,347</b>	<b>\$43,828,994</b>	<b>\$1,926,261</b>	<b>\$45,755,255</b>	<b>\$47,740,019</b>	<b>\$47,828,341</b>
<b>SERVICES &amp; SUPPLIES</b>						
<b>4100 Instate Travel</b>						
8000 General Fund	15,035	21,411	2,000	23,411	23,411	24,277
3400 Other Funds Ltd	73,924	125,270	-	125,270	125,270	131,904
6400 Federal Funds Ltd	21,303	63,042	-	63,042	63,042	65,375
All Funds	110,262	209,723	2,000	211,723	211,723	221,556
<b>4125 Out of State Travel</b>						
8000 General Fund	26,322	19,292	-	19,292	19,292	20,006
3400 Other Funds Ltd	51,462	85,203	-	85,203	85,203	91,356
6400 Federal Funds Ltd	5,849	14,947	-	14,947	14,947	15,500

DESCRIPTION	2013-15 Actuals	2015-17 Leg Adopted Budget	2015-17 Emergency Boards	2015-17 Leg Approved Budget	2017-19 Base Budget	2017-19 Current Service Level
All Funds	83,633	119,442	-	119,442	119,442	126,862
<b>4150 Employee Training</b>						
8000 General Fund	34,770	23,808	-	23,808	23,808	24,689
3400 Other Funds Ltd	251,310	344,048	-	344,048	344,048	356,777
6400 Federal Funds Ltd	9,710	9,346	-	9,346	9,346	9,692
All Funds	295,790	377,202	-	377,202	377,202	391,158
<b>4175 Office Expenses</b>						
8000 General Fund	467,189	457,025	-	457,025	457,025	473,935
3400 Other Funds Ltd	783,494	1,042,856	-	1,042,856	1,028,555	1,067,141
6400 Federal Funds Ltd	39,615	93,860	-	93,860	93,860	76,593
All Funds	1,290,298	1,593,741	-	1,593,741	1,579,440	1,617,669
<b>4200 Telecommunications</b>						
8000 General Fund	16,678	30,844	-	30,844	30,844	31,985
3400 Other Funds Ltd	396,808	330,714	-	330,714	330,714	365,787
6400 Federal Funds Ltd	52,945	100,531	-	100,531	100,531	104,250
All Funds	466,431	462,089	-	462,089	462,089	502,022
<b>4225 State Gov. Service Charges</b>						
8000 General Fund	392,110	399,744	-	399,744	399,744	332,478
3400 Other Funds Ltd	891,308	1,170,959	-	1,170,959	1,170,959	1,299,302
6400 Federal Funds Ltd	201	19,666	-	19,666	19,666	28,015

DESCRIPTION	2013-15 Actuals	2015-17 Leg Adopted Budget	2015-17 Emergency Boards	2015-17 Leg Approved Budget	2017-19 Base Budget	2017-19 Current Service Level
All Funds	1,283,619	1,590,369	-	1,590,369	1,590,369	1,659,795
<b>4250 Data Processing</b>						
8000 General Fund	381,658	19,305	-	19,305	19,305	20,020
3400 Other Funds Ltd	892,559	409,445	-	409,445	409,445	424,594
6400 Federal Funds Ltd	206,285	104,820	-	104,820	104,820	108,699
All Funds	1,480,502	533,570	-	533,570	533,570	553,313
<b>4275 Publicity and Publications</b>						
8000 General Fund	831,912	696,863	-	696,863	696,863	722,648
3400 Other Funds Ltd	258,051	419,267	-	419,267	419,267	366,780
6400 Federal Funds Ltd	11,583	70,276	-	70,276	70,276	27,328
All Funds	1,101,546	1,186,406	-	1,186,406	1,186,406	1,116,756
<b>4300 Professional Services</b>						
8000 General Fund	217,235	527,479	-	527,479	527,479	549,105
3400 Other Funds Ltd	2,078,404	2,088,254	-	2,088,254	2,088,254	2,188,874
6400 Federal Funds Ltd	316,060	1,195,807	-	1,195,807	1,195,807	1,232,153
All Funds	2,611,699	3,811,540	-	3,811,540	3,811,540	3,970,132
<b>4315 IT Professional Services</b>						
8000 General Fund	351,499	876,304	305,945	1,182,249	1,182,249	934,036
3400 Other Funds Ltd	1,769,040	4,400,881	-	4,400,881	4,400,881	4,391,446
6400 Federal Funds Ltd	916,254	2,864,423	-	2,864,423	2,864,423	1,871,659

DESCRIPTION	2013-15 Actuals	2015-17 Leg Adopted Budget	2015-17 Emergency Boards	2015-17 Leg Approved Budget	2017-19 Base Budget	2017-19 Current Service Level
All Funds	3,036,793	8,141,608	305,945	8,447,553	8,447,553	7,197,141
<b>4325 Attorney General</b>						
8000 General Fund	451,923	413,617	-	413,617	413,617	467,966
3400 Other Funds Ltd	87,285	175,750	-	175,750	175,750	198,844
6400 Federal Funds Ltd	31,097	70,057	-	70,057	70,057	79,262
All Funds	570,305	659,424	-	659,424	659,424	746,072
<b>4375 Employee Recruitment and Develop</b>						
8000 General Fund	5,419	5,111	-	5,111	5,111	5,299
3400 Other Funds Ltd	8,879	27,744	-	27,744	27,744	28,770
6400 Federal Funds Ltd	-	7	-	7	7	7
All Funds	14,298	32,862	-	32,862	32,862	34,076
<b>4400 Dues and Subscriptions</b>						
8000 General Fund	7,396	2,618	-	2,618	2,618	2,715
3400 Other Funds Ltd	37,254	23,025	-	23,025	23,025	28,877
6400 Federal Funds Ltd	130,739	4,580	-	4,580	4,580	4,750
All Funds	175,389	30,223	-	30,223	30,223	36,342
<b>4425 Facilities Rental and Taxes</b>						
8000 General Fund	240,713	268,347	-	268,347	268,347	286,863
3400 Other Funds Ltd	3,191,356	3,366,052	-	3,366,052	3,366,052	3,598,309
6400 Federal Funds Ltd	23,433	33,924	-	33,924	33,924	36,265

DESCRIPTION	2013-15 Actuals	2015-17 Leg Adopted Budget	2015-17 Emergency Boards	2015-17 Leg Approved Budget	2017-19 Base Budget	2017-19 Current Service Level
All Funds	3,455,502	3,668,323	-	3,668,323	3,668,323	3,921,437
<b>4450 Fuels and Utilities</b>						
3400 Other Funds Ltd	61,781	51,809	-	51,809	51,809	68,726
<b>4475 Facilities Maintenance</b>						
8000 General Fund	643	-	-	-	-	-
3400 Other Funds Ltd	28,818	-	-	-	-	-
All Funds	29,461	-	-	-	-	-
<b>4575 Agency Program Related S and S</b>						
3400 Other Funds Ltd	365	18,454	-	18,454	18,454	19,137
6400 Federal Funds Ltd	243	-	-	-	-	-
All Funds	608	18,454	-	18,454	18,454	19,137
<b>4650 Other Services and Supplies</b>						
8000 General Fund	10,354	19,303	-	19,303	19,303	20,017
3400 Other Funds Ltd	1,197,248	1,231,818	-	1,231,818	1,231,818	1,031,516
6400 Federal Funds Ltd	1,590	12,619	-	12,619	12,619	13,086
All Funds	1,209,192	1,263,740	-	1,263,740	1,263,740	1,064,619
<b>4700 Expendable Prop 250 - 5000</b>						
8000 General Fund	19,328	12,553	-	12,553	12,553	13,017
3400 Other Funds Ltd	193,320	149,397	-	149,397	149,397	164,925
6400 Federal Funds Ltd	6,448	25,502	-	25,502	25,502	26,446

DESCRIPTION	2013-15 Actuals	2015-17 Leg Adopted Budget	2015-17 Emergency Boards	2015-17 Leg Approved Budget	2017-19 Base Budget	2017-19 Current Service Level
All Funds	219,096	187,452	-	187,452	187,452	204,388
<b>4715 IT Expendable Property</b>						
8000 General Fund	42,498	20,178	-	20,178	20,178	20,925
3400 Other Funds Ltd	643,584	418,122	-	418,122	418,122	438,592
6400 Federal Funds Ltd	69,465	324,999	-	324,999	324,999	337,024
All Funds	755,547	763,299	-	763,299	763,299	796,541
<b>TOTAL SERVICES &amp; SUPPLIES</b>						
8000 General Fund	3,512,682	3,813,802	307,945	4,121,747	4,121,747	3,949,981
3400 Other Funds Ltd	12,896,250	15,879,068	-	15,879,068	15,864,767	16,261,657
6400 Federal Funds Ltd	1,842,820	5,008,406	-	5,008,406	5,008,406	4,036,104
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>\$18,251,752</b>	<b>\$24,701,276</b>	<b>\$307,945</b>	<b>\$25,009,221</b>	<b>\$24,994,920</b>	<b>\$24,247,742</b>
<b>CAPITAL OUTLAY</b>						
<b>5100 Office Furniture and Fixtures</b>						
3400 Other Funds Ltd	-	609,881	-	609,881	609,881	113,947
<b>5150 Telecommunications Equipment</b>						
8000 General Fund	4,097	-	-	-	-	-
3400 Other Funds Ltd	108,277	99,575	-	99,575	99,575	103,259
6400 Federal Funds Ltd	-	15,361	-	15,361	15,361	15,929
All Funds	112,374	114,936	-	114,936	114,936	119,188
<b>5200 Technical Equipment</b>						

DESCRIPTION	2013-15 Actuals	2015-17 Leg Adopted Budget	2015-17 Emergency Boards	2015-17 Leg Approved Budget	2017-19 Base Budget	2017-19 Current Service Level
3400 Other Funds Ltd	-	275,277	-	275,277	275,277	267,300
<b>5550 Data Processing Software</b>						
3400 Other Funds Ltd	30,164	59,908	-	59,908	59,908	62,125
6400 Federal Funds Ltd	-	230,018	-	230,018	230,018	238,529
All Funds	30,164	289,926	-	289,926	289,926	300,654
<b>5600 Data Processing Hardware</b>						
3400 Other Funds Ltd	12,706	21,601	-	21,601	21,601	22,400
6400 Federal Funds Ltd	-	11,926	-	11,926	11,926	12,367
All Funds	12,706	33,527	-	33,527	33,527	34,767
<b>5900 Other Capital Outlay</b>						
3400 Other Funds Ltd	542,849	34,852	-	34,852	34,852	31,467
<b>TOTAL CAPITAL OUTLAY</b>						
8000 General Fund	4,097	-	-	-	-	-
3400 Other Funds Ltd	693,996	1,101,094	-	1,101,094	1,101,094	600,498
6400 Federal Funds Ltd	-	257,305	-	257,305	257,305	266,825
<b>TOTAL CAPITAL OUTLAY</b>	<b>\$698,093</b>	<b>\$1,358,399</b>	<b>-</b>	<b>\$1,358,399</b>	<b>\$1,358,399</b>	<b>\$867,323</b>
<b>SPECIAL PAYMENTS</b>						
<b>6020 Dist to Counties</b>						
8000 General Fund	-	384,000	-	384,000	384,000	14,208
6400 Federal Funds Ltd	25,665	-	-	-	-	-



DESCRIPTION	2013-15 Actuals	2015-17 Leg Adopted Budget	2015-17 Emergency Boards	2015-17 Leg Approved Budget	2017-19 Base Budget	2017-19 Current Service Level
All Funds	25,665	384,000	-	384,000	384,000	14,208
<b>6030 Dist to Non-Gov Units</b>						
6400 Federal Funds Ltd	94,015	-	-	-	-	-
<b>6085 Other Special Payments</b>						
8000 General Fund	146,878	-	-	-	-	-
3400 Other Funds Ltd	643	-	-	-	-	-
6400 Federal Funds Ltd	238,495	-	-	-	-	-
All Funds	386,016	-	-	-	-	-
<b>TOTAL SPECIAL PAYMENTS</b>						
8000 General Fund	146,878	384,000	-	384,000	384,000	14,208
3400 Other Funds Ltd	643	-	-	-	-	-
6400 Federal Funds Ltd	358,175	-	-	-	-	-
<b>TOTAL SPECIAL PAYMENTS</b>	<b>\$505,696</b>	<b>\$384,000</b>	<b>-</b>	<b>\$384,000</b>	<b>\$384,000</b>	<b>\$14,208</b>
<b>EXPENDITURES</b>						
8000 General Fund	8,597,817	9,422,659	526,731	9,949,390	9,753,178	10,082,165
3400 Other Funds Ltd	46,081,409	54,607,321	1,672,488	56,279,809	58,584,182	57,686,035
6400 Federal Funds Ltd	2,832,662	6,242,689	34,987	6,277,676	6,139,978	5,189,414
<b>TOTAL EXPENDITURES</b>	<b>\$57,511,888</b>	<b>\$70,272,669</b>	<b>\$2,234,206</b>	<b>\$72,506,875</b>	<b>\$74,477,338</b>	<b>\$72,957,614</b>
<b>REVERSIONS</b>						
9900 Reversions						

DESCRIPTION	2013-15 Actuals	2015-17 Leg Adopted Budget	2015-17 Emergency Boards	2015-17 Leg Approved Budget	2017-19 Base Budget	2017-19 Current Service Level
8000 General Fund	(66,028)	-	-	-	-	-
<b>ENDING BALANCE</b>						
8000 General Fund	-	-	-	-	-	-
3400 Other Funds Ltd	12,281,591	8,727,317	-	8,727,317	5,854,655	6,752,802
6400 Federal Funds Ltd	7,674,866	1,788,623	-	1,788,623	72,237	509,201
<b>TOTAL ENDING BALANCE</b>	<b>\$19,956,457</b>	<b>\$10,515,940</b>	<b>-</b>	<b>\$10,515,940</b>	<b>\$5,926,892</b>	<b>\$7,262,003</b>
<b>AUTHORIZED POSITIONS</b>						
8150 Class/Unclass Positions	200	212	1	213	209	209
<b>AUTHORIZED FTE POSITIONS</b>						
8250 Class/Unclass FTE Positions	198.61	210.71	0.25	210.96	208.89	208.89

DESCRIPTION	2013-15 Actuals	2015-17 Leg Adopted Budget	2015-17 Emergency Boards	2015-17 Leg Approved Budget	2017-19 Base Budget	2017-19 Current Service Level
<b>BEGINNING BALANCE</b>						
<b>0025 Beginning Balance</b>						
3400 Other Funds Ltd	2,558,672	3,342,418	-	3,342,418	2,442,466	2,442,466
<b>0030 Beginning Balance Adjustment</b>						
3400 Other Funds Ltd	(220,748)	-	-	-	-	-
<b>TOTAL BEGINNING BALANCE</b>						
3400 Other Funds Ltd	2,337,924	3,342,418	-	3,342,418	2,442,466	2,442,466
<b>TOTAL BEGINNING BALANCE</b>	<b>\$2,337,924</b>	<b>\$3,342,418</b>	<b>-</b>	<b>\$3,342,418</b>	<b>\$2,442,466</b>	<b>\$2,442,466</b>

**REVENUE CATEGORIES**

**GENERAL FUND APPROPRIATION**

**0050 General Fund Appropriation**

8000 General Fund	1,998,063	1,800,242	32,532	1,832,774	1,571,511	2,427,469
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**CHARGES FOR SERVICES**

**0410 Charges for Services**

3400 Other Funds Ltd	1,475	-	-	-	-	-
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**OTHER**

**0975 Other Revenues**

3400 Other Funds Ltd	-	-	485,972	485,972	-	-
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**TRANSFERS IN**

**1010 Transfer In - Intrafund**

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3400 Other Funds Ltd	14,841,490	16,106,423	-	16,106,423	17,642,314	17,642,314
<b>REVENUES</b>						
8000 General Fund	1,998,063	1,800,242	32,532	1,832,774	1,571,511	2,427,469
3400 Other Funds Ltd	14,842,965	16,106,423	485,972	16,592,395	17,642,314	17,642,314
<b>TOTAL REVENUES</b>	<b>\$16,841,028</b>	<b>\$17,906,665</b>	<b>\$518,504</b>	<b>\$18,425,169</b>	<b>\$19,213,825</b>	<b>\$20,069,783</b>
<b>AVAILABLE REVENUES</b>						
8000 General Fund	1,998,063	1,800,242	32,532	1,832,774	1,571,511	2,427,469
3400 Other Funds Ltd	17,180,889	19,448,841	485,972	19,934,813	20,084,780	20,084,780
<b>TOTAL AVAILABLE REVENUES</b>	<b>\$19,178,952</b>	<b>\$21,249,083</b>	<b>\$518,504</b>	<b>\$21,767,587</b>	<b>\$21,656,291</b>	<b>\$22,512,249</b>
<b>EXPENDITURES</b>						
<b>PERSONAL SERVICES</b>						
<b>SALARIES &amp; WAGES</b>						
<b>3110 Class/Unclass Sal. and Per Diem</b>						
8000 General Fund	1,190,856	1,022,990	40,284	1,063,274	866,888	1,441,360
3400 Other Funds Ltd	6,851,972	8,083,252	346,717	8,429,969	8,914,252	8,339,780
All Funds	8,042,828	9,106,242	387,001	9,493,243	9,781,140	9,781,140
<b>3160 Temporary Appointments</b>						
8000 General Fund	-	27,970	-	27,970	27,970	29,005
3400 Other Funds Ltd	26,733	-	-	-	-	-
All Funds	26,733	27,970	-	27,970	27,970	29,005

DESCRIPTION	2013-15 Actuals	2015-17 Leg Adopted Budget	2015-17 Emergency Boards	2015-17 Leg Approved Budget	2017-19 Base Budget	2017-19 Current Service Level
<b>3170 Overtime Payments</b>						
8000 General Fund	1,342	-	-	-	-	-
3400 Other Funds Ltd	56,588	-	-	-	-	-
All Funds	57,930	-	-	-	-	-
<b>3190 All Other Differential</b>						
8000 General Fund	21,954	-	-	-	-	-
3400 Other Funds Ltd	140,113	-	-	-	-	-
All Funds	162,067	-	-	-	-	-
<b>TOTAL SALARIES &amp; WAGES</b>						
8000 General Fund	1,214,152	1,050,960	40,284	1,091,244	894,858	1,470,365
3400 Other Funds Ltd	7,075,406	8,083,252	346,717	8,429,969	8,914,252	8,339,780
<b>TOTAL SALARIES &amp; WAGES</b>	<b>\$8,289,558</b>	<b>\$9,134,212</b>	<b>\$387,001</b>	<b>\$9,521,213</b>	<b>\$9,809,110</b>	<b>\$9,810,145</b>
<b>OTHER PAYROLL EXPENSES</b>						
<b>3210 Empl. Rel. Bd. Assessments</b>						
8000 General Fund	246	258	-	258	229	427
3400 Other Funds Ltd	1,586	2,410	-	2,410	3,134	2,936
All Funds	1,832	2,668	-	2,668	3,363	3,363
<b>3220 Public Employees' Retire Cont</b>						
8000 General Fund	187,562	161,527	6,361	167,888	165,489	275,155
3400 Other Funds Ltd	1,044,443	1,276,345	54,747	1,331,092	1,701,731	1,592,065

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All Funds	1,232,005	1,437,872	61,108	1,498,980	1,867,220	1,867,220
<b>3221 Pension Obligation Bond</b>						
8000 General Fund	80,820	77,631	(17,437)	60,194	60,194	50,157
3400 Other Funds Ltd	456,774	419,721	55,904	475,625	475,625	515,828
All Funds	537,594	497,352	38,467	535,819	535,819	565,985
<b>3230 Social Security Taxes</b>						
8000 General Fund	91,867	79,435	3,082	82,517	66,503	110,611
3400 Other Funds Ltd	529,256	615,237	26,524	641,761	673,887	629,937
All Funds	621,123	694,672	29,606	724,278	740,390	740,548
<b>3240 Unemployment Assessments</b>						
8000 General Fund	-	25	-	25	25	26
3400 Other Funds Ltd	18,116	-	-	-	-	-
All Funds	18,116	25	-	25	25	26
<b>3250 Worker's Comp. Assess. (WCD)</b>						
8000 General Fund	482	478	-	478	344	586
3400 Other Funds Ltd	2,920	3,776	-	3,776	3,796	3,554
All Funds	3,402	4,254	-	4,254	4,140	4,140
<b>3260 Mass Transit Tax</b>						
8000 General Fund	6,816	7,695	203	7,898	7,898	5,360
3400 Other Funds Ltd	42,957	40,690	1,874	42,564	42,564	53,328

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DESCRIPTION	2013-15 Actuals	2015-17 Leg Adopted Budget	2015-17 Emergency Boards	2015-17 Leg Approved Budget	2017-19 Base Budget	2017-19 Current Service Level
All Funds	49,773	48,385	2,077	50,462	50,462	58,688
<b>3270 Flexible Benefits</b>						
8000 General Fund	221,194	211,677	39	211,716	166,257	283,605
3400 Other Funds Ltd	1,339,331	1,670,883	206	1,671,089	1,833,903	1,716,555
All Funds	1,560,525	1,882,560	245	1,882,805	2,000,160	2,000,160
<b>TOTAL OTHER PAYROLL EXPENSES</b>						
8000 General Fund	588,987	538,726	(7,752)	530,974	466,939	725,927
3400 Other Funds Ltd	3,435,383	4,029,062	139,255	4,168,317	4,734,640	4,514,203
<b>TOTAL OTHER PAYROLL EXPENSES</b>	<b>\$4,024,370</b>	<b>\$4,567,788</b>	<b>\$131,503</b>	<b>\$4,699,291</b>	<b>\$5,201,579</b>	<b>\$5,240,130</b>
<b>P.S. BUDGET ADJUSTMENTS</b>						
<b>3455 Vacancy Savings</b>						
8000 General Fund	-	(3,475)	-	(3,475)	(3,475)	-
3400 Other Funds Ltd	-	(66,025)	-	(66,025)	(66,025)	(35,805)
All Funds	-	(69,500)	-	(69,500)	(69,500)	(35,805)
<b>3465 Reconciliation Adjustment</b>						
8000 General Fund	-	842	-	842	-	-
3400 Other Funds Ltd	-	1,630	-	1,630	-	-
All Funds	-	2,472	-	2,472	-	-
<b>TOTAL P.S. BUDGET ADJUSTMENTS</b>						
8000 General Fund	-	(2,633)	-	(2,633)	(3,475)	-

DESCRIPTION	2013-15 Actuals	2015-17 Leg Adopted Budget	2015-17 Emergency Boards	2015-17 Leg Approved Budget	2017-19 Base Budget	2017-19 Current Service Level
3400 Other Funds Ltd	-	(64,395)	-	(64,395)	(66,025)	(35,805)
<b>TOTAL P.S. BUDGET ADJUSTMENTS</b>	-	<b>(\$67,028)</b>	-	<b>(\$67,028)</b>	<b>(\$69,500)</b>	<b>(\$35,805)</b>
<b>TOTAL PERSONAL SERVICES</b>						
8000 General Fund	1,803,139	1,587,053	32,532	1,619,585	1,358,322	2,196,292
3400 Other Funds Ltd	10,510,789	12,047,919	485,972	12,533,891	13,582,867	12,818,178
<b>TOTAL PERSONAL SERVICES</b>	<b>\$12,313,928</b>	<b>\$13,634,972</b>	<b>\$518,504</b>	<b>\$14,153,476</b>	<b>\$14,941,189</b>	<b>\$15,014,470</b>
<b>SERVICES &amp; SUPPLIES</b>						
<b>4100 Instate Travel</b>						
8000 General Fund	4,757	9,143	-	9,143	9,143	9,481
3400 Other Funds Ltd	14,198	38,023	-	38,023	38,023	39,429
All Funds	18,955	47,166	-	47,166	47,166	48,910
<b>4125 Out of State Travel</b>						
8000 General Fund	9,277	4,562	-	4,562	4,562	4,731
3400 Other Funds Ltd	14,759	19,226	-	19,226	19,226	19,937
All Funds	24,036	23,788	-	23,788	23,788	24,668
<b>4150 Employee Training</b>						
8000 General Fund	2,980	14,676	-	14,676	14,676	15,219
3400 Other Funds Ltd	102,614	163,487	-	163,487	163,487	169,536
All Funds	105,594	178,163	-	178,163	178,163	184,755
<b>4175 Office Expenses</b>						



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8000 General Fund	543	11,321	-	11,321	11,321	11,740
3400 Other Funds Ltd	79,805	117,971	-	117,971	117,971	122,336
All Funds	80,348	129,292	-	129,292	129,292	134,076
<b>4200 Telecommunications</b>						
8000 General Fund	937	12,511	-	12,511	12,511	12,974
3400 Other Funds Ltd	200,639	116,712	-	116,712	116,712	121,031
All Funds	201,576	129,223	-	129,223	129,223	134,005
<b>4225 State Gov. Service Charges</b>						
8000 General Fund	29,830	39,891	-	39,891	39,891	48,937
3400 Other Funds Ltd	205,234	234,224	-	234,224	234,224	385,303
All Funds	235,064	274,115	-	274,115	274,115	434,240
<b>4250 Data Processing</b>						
8000 General Fund	1,585	10,443	-	10,443	10,443	10,830
3400 Other Funds Ltd	648,549	318,979	-	318,979	318,979	330,781
All Funds	650,134	329,422	-	329,422	329,422	341,611
<b>4275 Publicity and Publications</b>						
8000 General Fund	381	3,907	-	3,907	3,907	4,052
3400 Other Funds Ltd	12,762	19,291	-	19,291	19,291	20,005
All Funds	13,143	23,198	-	23,198	23,198	24,057
<b>4300 Professional Services</b>						

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8000 General Fund	-	661	-	661	661	688
3400 Other Funds Ltd	220,734	218,329	-	218,329	218,329	227,281
All Funds	220,734	218,990	-	218,990	218,990	227,969
<b>4315 IT Professional Services</b>						
8000 General Fund	27,464	4	-	4	4	4
3400 Other Funds Ltd	1,422,505	1,948,607	-	1,948,607	1,948,607	2,028,500
All Funds	1,449,969	1,948,611	-	1,948,611	1,948,611	2,028,504
<b>4325 Attorney General</b>						
8000 General Fund	16	-	-	-	-	-
3400 Other Funds Ltd	22,778	58,825	-	58,825	58,825	66,555
All Funds	22,794	58,825	-	58,825	58,825	66,555
<b>4375 Employee Recruitment and Develop</b>						
8000 General Fund	-	4,100	-	4,100	4,100	4,251
3400 Other Funds Ltd	3,807	14,570	-	14,570	14,570	15,109
All Funds	3,807	18,670	-	18,670	18,670	19,360
<b>4400 Dues and Subscriptions</b>						
8000 General Fund	787	1,618	-	1,618	1,618	1,678
3400 Other Funds Ltd	11,988	12,138	-	12,138	12,138	12,587
All Funds	12,775	13,756	-	13,756	13,756	14,265
<b>4425 Facilities Rental and Taxes</b>						

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8000 General Fund	56,536	78,979	-	78,979	78,979	84,429
3400 Other Funds Ltd	452,533	489,568	-	489,568	489,568	523,347
All Funds	509,069	568,547	-	568,547	568,547	607,776
<b>4475 Facilities Maintenance</b>						
3400 Other Funds Ltd	2,815	-	-	-	-	-
<b>4575 Agency Program Related S and S</b>						
3400 Other Funds Ltd	237	3,754	-	3,754	3,754	3,893
<b>4650 Other Services and Supplies</b>						
8000 General Fund	6,855	11,068	-	11,068	11,068	11,477
3400 Other Funds Ltd	91,802	47,401	-	47,401	47,401	49,156
All Funds	98,657	58,469	-	58,469	58,469	60,633
<b>4700 Expendable Prop 250 - 5000</b>						
8000 General Fund	-	10,305	-	10,305	10,305	10,686
3400 Other Funds Ltd	18,756	101,016	-	101,016	101,016	104,754
All Funds	18,756	111,321	-	111,321	111,321	115,440
<b>4715 IT Expendable Property</b>						
8000 General Fund	23,219	-	-	-	-	-
3400 Other Funds Ltd	409,701	175,968	-	175,968	175,968	182,479
All Funds	432,920	175,968	-	175,968	175,968	182,479
<b>TOTAL SERVICES &amp; SUPPLIES</b>						

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DESCRIPTION	2013-15 Actuals	2015-17 Leg Adopted Budget	2015-17 Emergency Boards	2015-17 Leg Approved Budget	2017-19 Base Budget	2017-19 Current Service Level
8000 General Fund	165,167	213,189	-	213,189	213,189	231,177
3400 Other Funds Ltd	3,936,216	4,098,089	-	4,098,089	4,098,089	4,422,019
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>\$4,101,383</b>	<b>\$4,311,278</b>	-	<b>\$4,311,278</b>	<b>\$4,311,278</b>	<b>\$4,653,196</b>
<b>CAPITAL OUTLAY</b>						
<b>5150 Telecommunications Equipment</b>						
3400 Other Funds Ltd	81,420	99,575	-	99,575	99,575	103,259
<b>5200 Technical Equipment</b>						
3400 Other Funds Ltd	-	257,115	-	257,115	257,115	266,628
<b>5550 Data Processing Software</b>						
3400 Other Funds Ltd	15,082	59,908	-	59,908	59,908	62,125
<b>5600 Data Processing Hardware</b>						
3400 Other Funds Ltd	12,706	21,601	-	21,601	21,601	22,400
<b>5900 Other Capital Outlay</b>						
3400 Other Funds Ltd	-	30,177	-	30,177	30,177	31,294
<b>TOTAL CAPITAL OUTLAY</b>						
3400 Other Funds Ltd	109,208	468,376	-	468,376	468,376	485,706
<b>TOTAL CAPITAL OUTLAY</b>	<b>\$109,208</b>	<b>\$468,376</b>	-	<b>\$468,376</b>	<b>\$468,376</b>	<b>\$485,706</b>
<b>EXPENDITURES</b>						
8000 General Fund	1,968,306	1,800,242	32,532	1,832,774	1,571,511	2,427,469
3400 Other Funds Ltd	14,556,213	16,614,384	485,972	17,100,356	18,149,332	17,725,903

DESCRIPTION	2013-15 Actuals	2015-17 Leg Adopted Budget	2015-17 Emergency Boards	2015-17 Leg Approved Budget	2017-19 Base Budget	2017-19 Current Service Level
<b>TOTAL EXPENDITURES</b>	<b>\$16,524,519</b>	<b>\$18,414,626</b>	<b>\$518,504</b>	<b>\$18,933,130</b>	<b>\$19,720,843</b>	<b>\$20,153,372</b>
<b>REVERSIONS</b>						
<b>9900 Reversions</b>						
8000 General Fund	(29,757)	-	-	-	-	-
<b>ENDING BALANCE</b>						
8000 General Fund	-	-	-	-	-	-
3400 Other Funds Ltd	2,624,676	2,834,457	-	2,834,457	1,935,448	2,358,877
<b>TOTAL ENDING BALANCE</b>	<b>\$2,624,676</b>	<b>\$2,834,457</b>	<b>-</b>	<b>\$2,834,457</b>	<b>\$1,935,448</b>	<b>\$2,358,877</b>
<b>AUTHORIZED POSITIONS</b>						
8150 Class/Unclass Positions	54	62	-	62	60	60
<b>AUTHORIZED FTE POSITIONS</b>						
8250 Class/Unclass FTE Positions	53.61	61.37	-	61.37	59.89	59.89

DESCRIPTION	2013-15 Actuals	2015-17 Leg Adopted Budget	2015-17 Emergency Boards	2015-17 Leg Approved Budget	2017-19 Base Budget	2017-19 Current Service Level
<b>BEGINNING BALANCE</b>						
<b>0025 Beginning Balance</b>						
3400 Other Funds Ltd	103,829	40,000	-	40,000	30,629	30,629
6400 Federal Funds Ltd	10,006,894	7,371,520	-	7,371,520	5,516,216	5,516,216
All Funds	10,110,723	7,411,520	-	7,411,520	5,546,845	5,546,845
<b>0030 Beginning Balance Adjustment</b>						
3400 Other Funds Ltd	(69,517)	-	-	-	-	-
6400 Federal Funds Ltd	132,432	-	-	-	-	-
All Funds	62,915	-	-	-	-	-
<b>TOTAL BEGINNING BALANCE</b>						
3400 Other Funds Ltd	34,312	40,000	-	40,000	30,629	30,629
6400 Federal Funds Ltd	10,139,326	7,371,520	-	7,371,520	5,516,216	5,516,216
<b>TOTAL BEGINNING BALANCE</b>	<b>\$10,173,638</b>	<b>\$7,411,520</b>	<b>-</b>	<b>\$7,411,520</b>	<b>\$5,546,845</b>	<b>\$5,546,845</b>

REVENUE CATEGORIES

GENERAL FUND APPROPRIATION

0050 General Fund Appropriation

8000 General Fund	6,665,782	7,622,417	494,199	8,116,616	8,181,667	7,654,696
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LICENSES AND FEES

0210 Non-business Lic. and Fees

8800 General Fund Revenue	607,675	657,511	-	657,511	657,511	657,511
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DESCRIPTION	2013-15 Actuals	2015-17 Leg Adopted Budget	2015-17 Emergency Boards	2015-17 Leg Approved Budget	2017-19 Base Budget	2017-19 Current Service Level
<b>CHARGES FOR SERVICES</b>						
<b>0410 Charges for Services</b>						
3400 Other Funds Ltd	1,287	7,442	-	7,442	7,442	7,442
8800 General Fund Revenue	435	-	-	-	-	-
All Funds	1,722	7,442	-	7,442	7,442	7,442
<b>FINES, RENTS AND ROYALTIES</b>						
<b>0505 Fines and Forfeitures</b>						
8800 General Fund Revenue	216,934	224,419	-	224,419	224,419	224,419
<b>SALES INCOME</b>						
<b>0705 Sales Income</b>						
3400 Other Funds Ltd	7,825	84,532	-	84,532	84,532	84,532
<b>DONATIONS AND CONTRIBUTIONS</b>						
<b>0910 Grants (Non-Fed)</b>						
3400 Other Funds Ltd	92,826	-	-	-	-	-
<b>OTHER</b>						
<b>0975 Other Revenues</b>						
3400 Other Funds Ltd	-	1,013,990	-	1,013,990	1,013,990	1,013,990
<b>FEDERAL FUNDS REVENUE</b>						
<b>0995 Federal Funds</b>						
6400 Federal Funds Ltd	234,519	619,792	34,987	654,779	654,779	141,179

DESCRIPTION	2013-15 Actuals	2015-17 Leg Adopted Budget	2015-17 Emergency Boards	2015-17 Leg Approved Budget	2017-19 Base Budget	2017-19 Current Service Level
<b>REVENUES</b>						
8000 General Fund	6,665,782	7,622,417	494,199	8,116,616	8,181,667	7,654,696
3400 Other Funds Ltd	101,938	1,105,964	-	1,105,964	1,105,964	1,105,964
8800 General Fund Revenue	825,044	881,930	-	881,930	881,930	881,930
6400 Federal Funds Ltd	234,519	619,792	34,987	654,779	654,779	141,179
<b>TOTAL REVENUES</b>	<b>\$7,827,283</b>	<b>\$10,230,103</b>	<b>\$529,186</b>	<b>\$10,759,289</b>	<b>\$10,824,340</b>	<b>\$9,783,769</b>
<b>TRANSFERS OUT</b>						
<b>2060 Transfer to General Fund</b>						
8800 General Fund Revenue	(825,044)	(881,930)	-	(881,930)	(881,930)	(881,930)
<b>AVAILABLE REVENUES</b>						
8000 General Fund	6,665,782	7,622,417	494,199	8,116,616	8,181,667	7,654,696
3400 Other Funds Ltd	136,250	1,145,964	-	1,145,964	1,136,593	1,136,593
6400 Federal Funds Ltd	10,373,845	7,991,312	34,987	8,026,299	6,170,995	5,657,395
<b>TOTAL AVAILABLE REVENUES</b>	<b>\$17,175,877</b>	<b>\$16,759,693</b>	<b>\$529,186</b>	<b>\$17,288,879</b>	<b>\$15,489,255</b>	<b>\$14,448,684</b>
<b>EXPENDITURES</b>						
<b>PERSONAL SERVICES</b>						
<b>SALARIES &amp; WAGES</b>						
<b>3110 Class/Unclass Sal. and Per Diem</b>						
8000 General Fund	1,997,113	2,207,640	149,238	2,356,878	2,318,112	2,318,112
6400 Federal Funds Ltd	411,381	647,736	26,397	674,133	567,840	567,840



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DESCRIPTION	2013-15 Actuals	2015-17 Leg Adopted Budget	2015-17 Emergency Boards	2015-17 Leg Approved Budget	2017-19 Base Budget	2017-19 Current Service Level
All Funds	2,408,494	2,855,376	175,635	3,031,011	2,885,952	2,885,952
<b>3160 Temporary Appointments</b>						
8000 General Fund	44,003	238,588	-	238,588	238,588	247,415
<b>3170 Overtime Payments</b>						
8000 General Fund	11,378	25,404	-	25,404	25,404	26,344
6400 Federal Funds Ltd	58	-	-	-	-	-
All Funds	11,436	25,404	-	25,404	25,404	26,344
<b>3190 All Other Differential</b>						
8000 General Fund	17,343	-	-	-	-	-
6400 Federal Funds Ltd	9,664	-	-	-	-	-
All Funds	27,007	-	-	-	-	-
<b>TOTAL SALARIES &amp; WAGES</b>						
8000 General Fund	2,069,837	2,471,632	149,238	2,620,870	2,582,104	2,591,871
6400 Federal Funds Ltd	421,103	647,736	26,397	674,133	567,840	567,840
<b>TOTAL SALARIES &amp; WAGES</b>	<b>\$2,490,940</b>	<b>\$3,119,368</b>	<b>\$175,635</b>	<b>\$3,295,003</b>	<b>\$3,149,944</b>	<b>\$3,159,711</b>
<b>OTHER PAYROLL EXPENSES</b>						
<b>3210 Empl. Rel. Bd. Assessments</b>						
8000 General Fund	555	704	46	750	912	912
6400 Federal Funds Ltd	124	198	-	198	228	228
All Funds	679	902	46	948	1,140	1,140

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DESCRIPTION	2013-15 Actuals	2015-17 Leg Adopted Budget	2015-17 Emergency Boards	2015-17 Leg Approved Budget	2017-19 Base Budget	2017-19 Current Service Level
<b>3220 Public Employees' Retire Cont</b>						
8000 General Fund	295,278	352,596	23,565	376,161	447,376	447,555
6400 Federal Funds Ltd	58,818	102,277	4,168	106,445	108,401	108,401
All Funds	354,096	454,873	27,733	482,606	555,777	555,956
<b>3221 Pension Obligation Bond</b>						
8000 General Fund	126,420	138,249	(6,855)	131,394	131,394	136,067
6400 Federal Funds Ltd	25,642	35,868	2,245	38,113	38,113	32,956
All Funds	152,062	174,117	(4,610)	169,507	169,507	169,023
<b>3230 Social Security Taxes</b>						
8000 General Fund	156,243	187,405	11,417	198,822	194,281	195,028
6400 Federal Funds Ltd	31,617	49,552	2,019	51,571	43,440	43,440
All Funds	187,860	236,957	13,436	250,393	237,721	238,468
<b>3240 Unemployment Assessments</b>						
8000 General Fund	20,688	211	-	211	211	219
<b>3250 Worker's Comp. Assess. (WCD)</b>						
8000 General Fund	927	1,104	69	1,173	1,104	1,104
6400 Federal Funds Ltd	183	310	-	310	276	276
All Funds	1,110	1,414	69	1,483	1,380	1,380
<b>3260 Mass Transit Tax</b>						
8000 General Fund	12,489	14,830	896	15,726	15,726	15,552

DESCRIPTION	2013-15 Actuals	2015-17 Leg Adopted Budget	2015-17 Emergency Boards	2015-17 Leg Approved Budget	2017-19 Base Budget	2017-19 Current Service Level
<b>3270 Flexible Benefits</b>						
8000 General Fund	448,584	488,448	7,878	496,326	533,376	533,376
6400 Federal Funds Ltd	94,180	137,376	158	137,534	133,344	133,344
All Funds	542,764	625,824	8,036	633,860	666,720	666,720
<b>TOTAL OTHER PAYROLL EXPENSES</b>						
8000 General Fund	1,061,184	1,183,547	37,016	1,220,563	1,324,380	1,329,813
6400 Federal Funds Ltd	210,564	325,581	8,590	334,171	323,802	318,645
<b>TOTAL OTHER PAYROLL EXPENSES</b>	<b>\$1,271,748</b>	<b>\$1,509,128</b>	<b>\$45,606</b>	<b>\$1,554,734</b>	<b>\$1,648,182</b>	<b>\$1,648,458</b>
<b>P.S. BUDGET ADJUSTMENTS</b>						
<b>3455 Vacancy Savings</b>						
8000 General Fund	-	(17,375)	-	(17,375)	(17,375)	-
6400 Federal Funds Ltd	-	(17,375)	-	(17,375)	(17,375)	-
All Funds	-	(34,750)	-	(34,750)	(34,750)	-
<b>3465 Reconciliation Adjustment</b>						
6400 Federal Funds Ltd	-	21,036	-	21,036	-	-
<b>TOTAL P.S. BUDGET ADJUSTMENTS</b>						
8000 General Fund	-	(17,375)	-	(17,375)	(17,375)	-
6400 Federal Funds Ltd	-	3,661	-	3,661	(17,375)	-
<b>TOTAL P.S. BUDGET ADJUSTMENTS</b>	<b>-</b>	<b>(\$13,714)</b>	<b>-</b>	<b>(\$13,714)</b>	<b>(\$34,750)</b>	<b>-</b>
<b>TOTAL PERSONAL SERVICES</b>						

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DESCRIPTION	2013-15 Actuals	2015-17 Leg Adopted Budget	2015-17 Emergency Boards	2015-17 Leg Approved Budget	2017-19 Base Budget	2017-19 Current Service Level
8000 General Fund	3,131,021	3,637,804	186,254	3,824,058	3,889,109	3,921,684
6400 Federal Funds Ltd	631,667	976,978	34,987	1,011,965	874,267	886,485
<b>TOTAL PERSONAL SERVICES</b>	<b>\$3,762,688</b>	<b>\$4,614,782</b>	<b>\$221,241</b>	<b>\$4,836,023</b>	<b>\$4,763,376</b>	<b>\$4,808,169</b>
<b>SERVICES &amp; SUPPLIES</b>						
<b>4100 Instate Travel</b>						
8000 General Fund	10,278	12,268	2,000	14,268	14,268	14,796
6400 Federal Funds Ltd	20,219	54,815	-	54,815	54,815	56,844
All Funds	30,497	67,083	2,000	69,083	69,083	71,640
<b>4125 Out of State Travel</b>						
8000 General Fund	17,045	14,730	-	14,730	14,730	15,275
6400 Federal Funds Ltd	-	14,947	-	14,947	14,947	15,500
All Funds	17,045	29,677	-	29,677	29,677	30,775
<b>4150 Employee Training</b>						
8000 General Fund	31,790	9,132	-	9,132	9,132	9,470
6400 Federal Funds Ltd	1,485	9,346	-	9,346	9,346	9,692
All Funds	33,275	18,478	-	18,478	18,478	19,162
<b>4175 Office Expenses</b>						
8000 General Fund	466,646	445,704	-	445,704	445,704	462,195
3400 Other Funds Ltd	50,407	100,849	-	100,849	86,548	90,279
6400 Federal Funds Ltd	36,225	93,860	-	93,860	93,860	76,593

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DESCRIPTION	2013-15 Actuals	2015-17 Leg Adopted Budget	2015-17 Emergency Boards	2015-17 Leg Approved Budget	2017-19 Base Budget	2017-19 Current Service Level
All Funds	553,278	640,413	-	640,413	626,112	629,067
<b>4200 Telecommunications</b>						
8000 General Fund	15,741	18,333	-	18,333	18,333	19,011
3400 Other Funds Ltd	-	82	-	82	82	85
6400 Federal Funds Ltd	47,392	100,531	-	100,531	100,531	104,250
All Funds	63,133	118,946	-	118,946	118,946	123,346
<b>4225 State Gov. Service Charges</b>						
8000 General Fund	362,280	359,853	-	359,853	359,853	283,541
3400 Other Funds Ltd	3	-	-	-	-	-
6400 Federal Funds Ltd	201	19,666	-	19,666	19,666	28,015
All Funds	362,484	379,519	-	379,519	379,519	311,556
<b>4250 Data Processing</b>						
8000 General Fund	380,073	8,862	-	8,862	8,862	9,190
3400 Other Funds Ltd	7,082	56	-	56	56	58
6400 Federal Funds Ltd	121,256	104,820	-	104,820	104,820	108,699
All Funds	508,411	113,738	-	113,738	113,738	117,947
<b>4275 Publicity and Publications</b>						
8000 General Fund	831,531	692,956	-	692,956	692,956	718,596
3400 Other Funds Ltd	33,027	5,832	-	5,832	5,832	6,048
6400 Federal Funds Ltd	9,432	63,948	-	63,948	63,948	20,766

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All Funds	873,990	762,736	-	762,736	762,736	745,410
<b>4300 Professional Services</b>						
8000 General Fund	217,235	526,818	-	526,818	526,818	548,417
3400 Other Funds Ltd	-	12,672	-	12,672	12,672	13,192
6400 Federal Funds Ltd	296,000	1,184,126	-	1,184,126	1,184,126	1,219,993
All Funds	513,235	1,723,616	-	1,723,616	1,723,616	1,781,602
<b>4315 IT Professional Services</b>						
8000 General Fund	324,035	876,300	305,945	1,182,245	1,182,245	934,032
3400 Other Funds Ltd	-	1,013,990	-	1,013,990	1,013,990	1,055,564
6400 Federal Funds Ltd	916,254	2,856,144	-	2,856,144	2,856,144	1,863,380
All Funds	1,240,289	4,746,434	305,945	5,052,379	5,052,379	3,852,976
<b>4325 Attorney General</b>						
8000 General Fund	451,907	413,617	-	413,617	413,617	467,966
3400 Other Funds Ltd	-	428	-	428	428	484
6400 Federal Funds Ltd	29,427	70,057	-	70,057	70,057	79,262
All Funds	481,334	484,102	-	484,102	484,102	547,712
<b>4375 Employee Recruitment and Develop</b>						
8000 General Fund	5,419	1,011	-	1,011	1,011	1,048
6400 Federal Funds Ltd	-	7	-	7	7	7
All Funds	5,419	1,018	-	1,018	1,018	1,055

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<b>4400 Dues and Subscriptions</b>						
8000 General Fund	6,609	1,000	-	1,000	1,000	1,037
6400 Federal Funds Ltd	130,139	150	-	150	150	156
All Funds	136,748	1,150	-	1,150	1,150	1,193
<b>4425 Facilities Rental and Taxes</b>						
8000 General Fund	184,177	189,368	-	189,368	189,368	202,434
6400 Federal Funds Ltd	23,433	33,924	-	33,924	33,924	36,265
All Funds	207,610	223,292	-	223,292	223,292	238,699
<b>4475 Facilities Maintenance</b>						
8000 General Fund	643	-	-	-	-	-
<b>4575 Agency Program Related S and S</b>						
6400 Federal Funds Ltd	243	-	-	-	-	-
<b>4650 Other Services and Supplies</b>						
8000 General Fund	3,499	8,235	-	8,235	8,235	8,540
3400 Other Funds Ltd	9,900	4,542	-	4,542	4,542	4,710
6400 Federal Funds Ltd	1,518	11,564	-	11,564	11,564	11,992
All Funds	14,917	24,341	-	24,341	24,341	25,242
<b>4700 Expendable Prop 250 - 5000</b>						
8000 General Fund	19,328	2,248	-	2,248	2,248	2,331
6400 Federal Funds Ltd	6,448	25,502	-	25,502	25,502	26,446

DESCRIPTION	2013-15 Actuals	2015-17 Leg Adopted Budget	2015-17 Emergency Boards	2015-17 Leg Approved Budget	2017-19 Base Budget	2017-19 Current Service Level
All Funds	25,776	27,750	-	27,750	27,750	28,777
<b>4715 IT Expendable Property</b>						
8000 General Fund	19,279	20,178	-	20,178	20,178	20,925
3400 Other Funds Ltd	2,042	7,471	-	7,471	7,471	7,747
6400 Federal Funds Ltd	69,465	324,999	-	324,999	324,999	337,024
All Funds	90,786	352,648	-	352,648	352,648	365,696
<b>TOTAL SERVICES &amp; SUPPLIES</b>						
8000 General Fund	3,347,515	3,600,613	307,945	3,908,558	3,908,558	3,718,804
3400 Other Funds Ltd	102,461	1,145,922	-	1,145,922	1,131,621	1,178,167
6400 Federal Funds Ltd	1,709,137	4,968,406	-	4,968,406	4,968,406	3,994,884
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>\$5,159,113</b>	<b>\$9,714,941</b>	<b>\$307,945</b>	<b>\$10,022,886</b>	<b>\$10,008,585</b>	<b>\$8,891,855</b>
<b>CAPITAL OUTLAY</b>						
<b>5150 Telecommunications Equipment</b>						
8000 General Fund	4,097	-	-	-	-	-
6400 Federal Funds Ltd	-	15,361	-	15,361	15,361	15,929
All Funds	4,097	15,361	-	15,361	15,361	15,929
<b>5550 Data Processing Software</b>						
6400 Federal Funds Ltd	-	230,018	-	230,018	230,018	238,529
<b>5600 Data Processing Hardware</b>						
6400 Federal Funds Ltd	-	11,926	-	11,926	11,926	12,367



DESCRIPTION	2013-15 Actuals	2015-17 Leg Adopted Budget	2015-17 Emergency Boards	2015-17 Leg Approved Budget	2017-19 Base Budget	2017-19 Current Service Level
<b>TOTAL CAPITAL OUTLAY</b>						
8000 General Fund	4,097	-	-	-	-	-
6400 Federal Funds Ltd	-	257,305	-	257,305	257,305	266,825
<b>TOTAL CAPITAL OUTLAY</b>	<b>\$4,097</b>	<b>\$257,305</b>	-	<b>\$257,305</b>	<b>\$257,305</b>	<b>\$266,825</b>
<b>SPECIAL PAYMENTS</b>						
<b>6020 Dist to Counties</b>						
8000 General Fund	-	384,000	-	384,000	384,000	14,208
6400 Federal Funds Ltd	25,665	-	-	-	-	-
All Funds	25,665	384,000	-	384,000	384,000	14,208
<b>6030 Dist to Non-Gov Units</b>						
6400 Federal Funds Ltd	94,015	-	-	-	-	-
<b>6085 Other Special Payments</b>						
8000 General Fund	146,878	-	-	-	-	-
3400 Other Funds Ltd	643	-	-	-	-	-
6400 Federal Funds Ltd	238,495	-	-	-	-	-
All Funds	386,016	-	-	-	-	-
<b>TOTAL SPECIAL PAYMENTS</b>						
8000 General Fund	146,878	384,000	-	384,000	384,000	14,208
3400 Other Funds Ltd	643	-	-	-	-	-
6400 Federal Funds Ltd	358,175	-	-	-	-	-

**Secretary of State**

**Agency Number: 16500**

**Agency Worksheet - Revenues & Expenditures  
2017-19 Biennium  
Elections Division**

**Version: V - 01 - Agency Request Budget  
Cross Reference Number: 16500-002-00-00-00000**

<i>DESCRIPTION</i>	<i>2013-15 Actuals</i>	<i>2015-17 Leg Adopted Budget</i>	<i>2015-17 Emergency Boards</i>	<i>2015-17 Leg Approved Budget</i>	<i>2017-19 Base Budget</i>	<i>2017-19 Current Service Level</i>
<b>TOTAL SPECIAL PAYMENTS</b>	<b>\$505,696</b>	<b>\$384,000</b>	<b>-</b>	<b>\$384,000</b>	<b>\$384,000</b>	<b>\$14,208</b>
<b>EXPENDITURES</b>						
8000 General Fund	6,629,511	7,622,417	494,199	8,116,616	8,181,667	7,654,696
3400 Other Funds Ltd	103,104	1,145,922	-	1,145,922	1,131,621	1,178,167
6400 Federal Funds Ltd	2,698,979	6,202,689	34,987	6,237,676	6,099,978	5,148,194
<b>TOTAL EXPENDITURES</b>	<b>\$9,431,594</b>	<b>\$14,971,028</b>	<b>\$529,186</b>	<b>\$15,500,214</b>	<b>\$15,413,266</b>	<b>\$13,981,057</b>
<b>REVERSIONS</b>						
<b>9900 Reversions</b>						
8000 General Fund	(36,271)	-	-	-	-	-
<b>ENDING BALANCE</b>						
8000 General Fund	-	-	-	-	-	-
3400 Other Funds Ltd	33,146	42	-	42	4,972	(41,574)
6400 Federal Funds Ltd	7,674,866	1,788,623	-	1,788,623	71,017	509,201
<b>TOTAL ENDING BALANCE</b>	<b>\$7,708,012</b>	<b>\$1,788,665</b>	<b>-</b>	<b>\$1,788,665</b>	<b>\$75,989</b>	<b>\$467,627</b>
<b>AUTHORIZED POSITIONS</b>						
8150 Class/Unclass Positions	20	21	1	22	20	20
<b>AUTHORIZED FTE POSITIONS</b>						
8250 Class/Unclass FTE Positions	20.00	20.50	0.25	20.75	20.00	20.00

DESCRIPTION	2013-15 Actuals	2015-17 Leg Adopted Budget	2015-17 Emergency Boards	2015-17 Leg Approved Budget	2017-19 Base Budget	2017-19 Current Service Level
<b>BEGINNING BALANCE</b>						
<b>0025 Beginning Balance</b>						
3400 Other Funds Ltd	2,384,552	2,983,790	-	2,983,790	3,527,513	3,527,513
<b>0030 Beginning Balance Adjustment</b>						
3400 Other Funds Ltd	(28,643)	-	-	-	-	-
<b>TOTAL BEGINNING BALANCE</b>						
3400 Other Funds Ltd	2,355,909	2,983,790	-	2,983,790	3,527,513	3,527,513
<b>TOTAL BEGINNING BALANCE</b>	<b>\$2,355,909</b>	<b>\$2,983,790</b>	<b>-</b>	<b>\$2,983,790</b>	<b>\$3,527,513</b>	<b>\$3,527,513</b>
<b>REVENUE CATEGORIES</b>						
<b>CHARGES FOR SERVICES</b>						
<b>0410 Charges for Services</b>						
3400 Other Funds Ltd	22,516,325	25,236,241	-	25,236,241	26,738,024	26,738,024
<b>OTHER</b>						
<b>0975 Other Revenues</b>						
3400 Other Funds Ltd	-	-	819,886	819,886	-	-
<b>REVENUES</b>						
3400 Other Funds Ltd	22,516,325	25,236,241	819,886	26,056,127	26,738,024	26,738,024
<b>TRANSFERS OUT</b>						
<b>2010 Transfer Out - Intrafund</b>						
3400 Other Funds Ltd	(6,250,557)	(5,919,755)	-	(5,919,755)	(5,926,947)	(5,926,947)

DESCRIPTION	2013-15 Actuals	2015-17 Leg Adopted Budget	2015-17 Emergency Boards	2015-17 Leg Approved Budget	2017-19 Base Budget	2017-19 Current Service Level
<b>AVAILABLE REVENUES</b>						
3400 Other Funds Ltd	18,621,677	22,300,276	819,886	23,120,162	24,338,590	24,338,590
<b>EXPENDITURES</b>						
<b>PERSONAL SERVICES</b>						
<b>SALARIES &amp; WAGES</b>						
<b>3110 Class/Unclass Sal. and Per Diem</b>						
3400 Other Funds Ltd	8,609,481	10,799,546	676,386	11,475,932	11,541,768	11,541,768
<b>3160 Temporary Appointments</b>						
3400 Other Funds Ltd	13,966	-	-	-	-	-
<b>3190 All Other Differential</b>						
3400 Other Funds Ltd	220,063	-	-	-	-	-
<b>TOTAL SALARIES &amp; WAGES</b>						
3400 Other Funds Ltd	8,843,510	10,799,546	676,386	11,475,932	11,541,768	11,541,768
<b>TOTAL SALARIES &amp; WAGES</b>	<b>\$8,843,510</b>	<b>\$10,799,546</b>	<b>\$676,386</b>	<b>\$11,475,932</b>	<b>\$11,541,768</b>	<b>\$11,541,768</b>
<b>OTHER PAYROLL EXPENSES</b>						
<b>3210 Empl. Rel. Bd. Assessments</b>						
3400 Other Funds Ltd	2,374	3,160	-	3,160	4,104	4,104
<b>3220 Public Employees' Retire Cont</b>						
3400 Other Funds Ltd	1,289,982	1,705,245	106,801	1,812,046	2,203,326	2,203,326
<b>3221 Pension Obligation Bond</b>						

DESCRIPTION	2013-15 Actuals	2015-17 Leg Adopted Budget	2015-17 Emergency Boards	2015-17 Leg Approved Budget	2017-19 Base Budget	2017-19 Current Service Level
3400 Other Funds Ltd	572,829	654,558	(19,103)	635,455	635,455	669,856
<b>3230 Social Security Taxes</b>						
3400 Other Funds Ltd	659,464	819,825	51,744	871,569	879,975	879,975
<b>3240 Unemployment Assessments</b>						
3400 Other Funds Ltd	8,694	-	-	-	-	-
<b>3250 Worker's Comp. Assess. (WCD)</b>						
3400 Other Funds Ltd	3,661	4,956	-	4,956	4,968	4,968
<b>3260 Mass Transit Tax</b>						
3400 Other Funds Ltd	53,298	63,457	4,058	67,515	67,515	69,251
<b>3270 Flexible Benefits</b>						
3400 Other Funds Ltd	1,750,690	2,192,928	-	2,192,928	2,400,192	2,400,192
<b>TOTAL OTHER PAYROLL EXPENSES</b>						
3400 Other Funds Ltd	4,340,992	5,444,129	143,500	5,587,629	6,195,535	6,231,672
<b>TOTAL OTHER PAYROLL EXPENSES</b>	<b>\$4,340,992</b>	<b>\$5,444,129</b>	<b>\$143,500</b>	<b>\$5,587,629</b>	<b>\$6,195,535</b>	<b>\$6,231,672</b>
<b>P.S. BUDGET ADJUSTMENTS</b>						
<b>3455 Vacancy Savings</b>						
3400 Other Funds Ltd	-	(86,876)	-	(86,876)	(86,876)	(143,220)
<b>3465 Reconciliation Adjustment</b>						
3400 Other Funds Ltd	-	1	-	1	-	-
<b>TOTAL P.S. BUDGET ADJUSTMENTS</b>						

DESCRIPTION	2013-15 Actuals	2015-17 Leg Adopted Budget	2015-17 Emergency Boards	2015-17 Leg Approved Budget	2017-19 Base Budget	2017-19 Current Service Level
3400 Other Funds Ltd	-	(86,875)	-	(86,875)	(86,876)	(143,220)
<b>TOTAL P.S. BUDGET ADJUSTMENTS</b>	-	<b>(\$86,875)</b>	-	<b>(\$86,875)</b>	<b>(\$86,876)</b>	<b>(\$143,220)</b>
<b>TOTAL PERSONAL SERVICES</b>						
3400 Other Funds Ltd	13,184,502	16,156,800	819,886	16,976,686	17,650,427	17,630,220
<b>TOTAL PERSONAL SERVICES</b>	<b>\$13,184,502</b>	<b>\$16,156,800</b>	<b>\$819,886</b>	<b>\$16,976,686</b>	<b>\$17,650,427</b>	<b>\$17,630,220</b>
<b>SERVICES &amp; SUPPLIES</b>						
<b>4100 Instate Travel</b>						
3400 Other Funds Ltd	16,608	46,186	-	46,186	46,186	47,895
<b>4125 Out of State Travel</b>						
3400 Other Funds Ltd	22,653	32,742	-	32,742	32,742	33,953
<b>4150 Employee Training</b>						
3400 Other Funds Ltd	116,527	114,787	-	114,787	114,787	119,034
<b>4175 Office Expenses</b>						
3400 Other Funds Ltd	43,526	79,478	-	79,478	79,478	82,419
<b>4200 Telecommunications</b>						
3400 Other Funds Ltd	56,057	69,948	-	69,948	69,948	72,536
<b>4225 State Gov. Service Charges</b>						
3400 Other Funds Ltd	457,807	566,356	-	566,356	566,356	504,275
<b>4250 Data Processing</b>						
3400 Other Funds Ltd	97,764	69,100	-	69,100	69,100	71,657

DESCRIPTION	2013-15 Actuals	2015-17 Leg Adopted Budget	2015-17 Emergency Boards	2015-17 Leg Approved Budget	2017-19 Base Budget	2017-19 Current Service Level
<b>4275 Publicity and Publications</b>						
3400 Other Funds Ltd	9,666	18,805	-	18,805	18,805	19,501
<b>4300 Professional Services</b>						
3400 Other Funds Ltd	1,705,475	1,625,727	-	1,625,727	1,625,727	1,692,382
<b>4315 IT Professional Services</b>						
3400 Other Funds Ltd	61,993	264,897	-	264,897	264,897	275,758
<b>4325 Attorney General</b>						
3400 Other Funds Ltd	43,393	59,320	-	59,320	59,320	67,115
<b>4375 Employee Recruitment and Develop</b>						
3400 Other Funds Ltd	4,472	11,280	-	11,280	11,280	11,697
<b>4400 Dues and Subscriptions</b>						
3400 Other Funds Ltd	20,007	6,605	-	6,605	6,605	6,849
<b>4425 Facilities Rental and Taxes</b>						
3400 Other Funds Ltd	551,210	609,603	-	609,603	609,603	651,666
<b>4475 Facilities Maintenance</b>						
3400 Other Funds Ltd	2,544	-	-	-	-	-
<b>4575 Agency Program Related S and S</b>						
3400 Other Funds Ltd	128	-	-	-	-	-
<b>4650 Other Services and Supplies</b>						
3400 Other Funds Ltd	6,076	40,647	-	40,647	40,647	42,151

DESCRIPTION	2013-15 Actuals	2015-17 Leg Adopted Budget	2015-17 Emergency Boards	2015-17 Leg Approved Budget	2017-19 Base Budget	2017-19 Current Service Level
<b>4700 Expendable Prop 250 - 5000</b>						
3400 Other Funds Ltd	82,467	23,522	-	23,522	23,522	24,392
<b>4715 IT Expendable Property</b>						
3400 Other Funds Ltd	130,161	111,368	-	111,368	111,368	115,489
<b>TOTAL SERVICES &amp; SUPPLIES</b>						
3400 Other Funds Ltd	3,428,534	3,750,371	-	3,750,371	3,750,371	3,838,769
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>\$3,428,534</b>	<b>\$3,750,371</b>	<b>-</b>	<b>\$3,750,371</b>	<b>\$3,750,371</b>	<b>\$3,838,769</b>
<b>CAPITAL OUTLAY</b>						
<b>5150 Telecommunications Equipment</b>						
3400 Other Funds Ltd	19,176	-	-	-	-	-
<b>EXPENDITURES</b>						
3400 Other Funds Ltd	16,632,212	19,907,171	819,886	20,727,057	21,400,798	21,468,989
<b>ENDING BALANCE</b>						
3400 Other Funds Ltd	1,989,465	2,393,105	-	2,393,105	2,937,792	2,869,601
<b>TOTAL ENDING BALANCE</b>	<b>\$1,989,465</b>	<b>\$2,393,105</b>	<b>-</b>	<b>\$2,393,105</b>	<b>\$2,937,792</b>	<b>\$2,869,601</b>
<b>AUTHORIZED POSITIONS</b>						
8150 Class/Unclass Positions	70	72	-	72	72	72
<b>AUTHORIZED FTE POSITIONS</b>						
8250 Class/Unclass FTE Positions	70.00	71.84	-	71.84	72.00	72.00



DESCRIPTION	2013-15 Actuals	2015-17 Leg Adopted Budget	2015-17 Emergency Boards	2015-17 Leg Approved Budget	2017-19 Base Budget	2017-19 Current Service Level
<b>BEGINNING BALANCE</b>						
<b>0025 Beginning Balance</b>						
3400 Other Funds Ltd	780,891	840,335	-	840,335	886,654	886,654
6400 Federal Funds Ltd	1,264	-	-	-	-	-
All Funds	782,155	840,335	-	840,335	886,654	886,654
<b>0030 Beginning Balance Adjustment</b>						
3400 Other Funds Ltd	(91,975)	-	-	-	1,018,739	1,018,739
<b>TOTAL BEGINNING BALANCE</b>						
3400 Other Funds Ltd	688,916	840,335	-	840,335	1,905,393	1,905,393
6400 Federal Funds Ltd	1,264	-	-	-	-	-
<b>TOTAL BEGINNING BALANCE</b>	<b>\$690,180</b>	<b>\$840,335</b>	<b>-</b>	<b>\$840,335</b>	<b>\$1,905,393</b>	<b>\$1,905,393</b>

**REVENUE CATEGORIES**

**CHARGES FOR SERVICES**

**0410 Charges for Services**

3400 Other Funds Ltd	6,627,982	7,629,431	-	7,629,431	10,031,391	10,031,391
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**SALES INCOME**

**0705 Sales Income**

3400 Other Funds Ltd	153,351	135,000	-	135,000	135,000	135,000
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**DONATIONS AND CONTRIBUTIONS**

**0905 Donations**

DESCRIPTION	2013-15 Actuals	2015-17 Leg Adopted Budget	2015-17 Emergency Boards	2015-17 Leg Approved Budget	2017-19 Base Budget	2017-19 Current Service Level
3400 Other Funds Ltd	980	-	-	-	-	-
<b>OTHER</b>						
<b>0975 Other Revenues</b>						
3400 Other Funds Ltd	-	-	165,653	165,653	-	-
<b>FEDERAL FUNDS REVENUE</b>						
<b>0995 Federal Funds</b>						
6400 Federal Funds Ltd	132,419	40,000	-	40,000	41,220	41,220
<b>TRANSFERS IN</b>						
<b>1010 Transfer In - Intrafund</b>						
3400 Other Funds Ltd	200,000	-	-	-	-	-
<b>REVENUES</b>						
3400 Other Funds Ltd	6,982,313	7,764,431	165,653	7,930,084	10,166,391	10,166,391
6400 Federal Funds Ltd	132,419	40,000	-	40,000	41,220	41,220
<b>TOTAL REVENUES</b>	<b>\$7,114,732</b>	<b>\$7,804,431</b>	<b>\$165,653</b>	<b>\$7,970,084</b>	<b>\$10,207,611</b>	<b>\$10,207,611</b>
<b>TRANSFERS OUT</b>						
<b>2010 Transfer Out - Intrafund</b>						
3400 Other Funds Ltd	(309,604)	(229,983)	-	(229,983)	(3,227,554)	(3,227,554)
<b>AVAILABLE REVENUES</b>						
3400 Other Funds Ltd	7,361,625	8,374,783	165,653	8,540,436	8,844,230	8,844,230
6400 Federal Funds Ltd	133,683	40,000	-	40,000	41,220	41,220

DESCRIPTION	2013-15 Actuals	2015-17 Leg Adopted Budget	2015-17 Emergency Boards	2015-17 Leg Approved Budget	2017-19 Base Budget	2017-19 Current Service Level
<b>TOTAL AVAILABLE REVENUES</b>	<b>\$7,495,308</b>	<b>\$8,414,783</b>	<b>\$165,653</b>	<b>\$8,580,436</b>	<b>\$8,885,450</b>	<b>\$8,885,450</b>
<b>EXPENDITURES</b>						
<b>PERSONAL SERVICES</b>						
<b>SALARIES &amp; WAGES</b>						
<b>3110 Class/Unclass Sal. and Per Diem</b>						
3400 Other Funds Ltd	2,365,253	2,534,664	139,777	2,674,441	2,628,504	2,628,504
<b>3160 Temporary Appointments</b>						
3400 Other Funds Ltd	33,158	35,562	-	35,562	35,562	36,877
<b>3170 Overtime Payments</b>						
3400 Other Funds Ltd	1,121	-	-	-	-	-
<b>3190 All Other Differential</b>						
3400 Other Funds Ltd	14,004	-	-	-	-	-
<b>TOTAL SALARIES &amp; WAGES</b>						
3400 Other Funds Ltd	2,413,536	2,570,226	139,777	2,710,003	2,664,066	2,665,381
<b>TOTAL SALARIES &amp; WAGES</b>	<b>\$2,413,536</b>	<b>\$2,570,226</b>	<b>\$139,777</b>	<b>\$2,710,003</b>	<b>\$2,664,066</b>	<b>\$2,665,381</b>
<b>OTHER PAYROLL EXPENSES</b>						
<b>3210 Empl. Rel. Bd. Assessments</b>						
3400 Other Funds Ltd	783	968	-	968	1,257	1,257
<b>3220 Public Employees' Retire Cont</b>						
3400 Other Funds Ltd	367,265	400,223	22,071	422,294	501,783	501,783

Agency Worksheet - Revenues & Expenditures  
2017-19 Biennium  
Archives Division

Version: V - 01 - Agency Request Budget  
Cross Reference Number: 16500-012-00-00-00000

DESCRIPTION	2013-15 Actuals	2015-17 Leg Adopted Budget	2015-17 Emergency Boards	2015-17 Leg Approved Budget	2017-19 Base Budget	2017-19 Current Service Level
<b>3221 Pension Obligation Bond</b>						
3400 Other Funds Ltd	157,417	156,869	(7,727)	149,142	149,142	152,553
<b>3230 Social Security Taxes</b>						
3400 Other Funds Ltd	180,090	195,927	10,693	206,620	202,667	202,768
<b>3240 Unemployment Assessments</b>						
3400 Other Funds Ltd	9,514	-	-	-	-	-
<b>3250 Worker's Comp. Assess. (WCD)</b>						
3400 Other Funds Ltd	1,278	1,515	-	1,515	1,515	1,515
<b>3260 Mass Transit Tax</b>						
3400 Other Funds Ltd	14,480	15,422	839	16,261	16,261	15,992
<b>3270 Flexible Benefits</b>						
3400 Other Funds Ltd	602,050	671,616	-	671,616	733,392	733,392
<b>TOTAL OTHER PAYROLL EXPENSES</b>						
3400 Other Funds Ltd	1,332,877	1,442,540	25,876	1,468,416	1,606,017	1,609,260
<b>TOTAL OTHER PAYROLL EXPENSES</b>	<b>\$1,332,877</b>	<b>\$1,442,540</b>	<b>\$25,876</b>	<b>\$1,468,416</b>	<b>\$1,606,017</b>	<b>\$1,609,260</b>
<b>P.S. BUDGET ADJUSTMENTS</b>						
<b>3455 Vacancy Savings</b>						
3400 Other Funds Ltd	-	(17,375)	-	(17,375)	(17,375)	(71,610)
<b>TOTAL PERSONAL SERVICES</b>						
3400 Other Funds Ltd	3,746,413	3,995,391	165,653	4,161,044	4,252,708	4,203,031

DESCRIPTION	2013-15 Actuals	2015-17 Leg Adopted Budget	2015-17 Emergency Boards	2015-17 Leg Approved Budget	2017-19 Base Budget	2017-19 Current Service Level
<b>TOTAL PERSONAL SERVICES</b>	<b>\$3,746,413</b>	<b>\$3,995,391</b>	<b>\$165,653</b>	<b>\$4,161,044</b>	<b>\$4,252,708</b>	<b>\$4,203,031</b>
<b>SERVICES &amp; SUPPLIES</b>						
<b>4100 Instate Travel</b>						
3400 Other Funds Ltd	14,627	19,021	-	19,021	19,021	21,725
6400 Federal Funds Ltd	1,084	8,227	-	8,227	8,227	8,531
All Funds	15,711	27,248	-	27,248	27,248	30,256
<b>4125 Out of State Travel</b>						
3400 Other Funds Ltd	6,663	24,464	-	24,464	24,464	28,370
6400 Federal Funds Ltd	5,849	-	-	-	-	-
All Funds	12,512	24,464	-	24,464	24,464	28,370
<b>4150 Employee Training</b>						
3400 Other Funds Ltd	3,707	45,881	-	45,881	45,881	47,578
6400 Federal Funds Ltd	8,225	-	-	-	-	-
All Funds	11,932	45,881	-	45,881	45,881	47,578
<b>4175 Office Expenses</b>						
3400 Other Funds Ltd	51,299	78,185	-	78,185	78,185	81,078
6400 Federal Funds Ltd	3,390	-	-	-	-	-
All Funds	54,689	78,185	-	78,185	78,185	81,078
<b>4200 Telecommunications</b>						
3400 Other Funds Ltd	39,576	45,049	-	45,049	45,049	46,715

DESCRIPTION	2013-15 Actuals	2015-17 Leg Adopted Budget	2015-17 Emergency Boards	2015-17 Leg Approved Budget	2017-19 Base Budget	2017-19 Current Service Level
6400 Federal Funds Ltd	5,553	-	-	-	-	-
All Funds	45,129	45,049	-	45,049	45,049	46,715
<b>4225 State Gov. Service Charges</b>						
3400 Other Funds Ltd	82,742	122,371	-	122,371	122,371	164,590
<b>4250 Data Processing</b>						
3400 Other Funds Ltd	9,449	11,384	-	11,384	11,384	11,805
6400 Federal Funds Ltd	85,029	-	-	-	-	-
All Funds	94,478	11,384	-	11,384	11,384	11,805
<b>4275 Publicity and Publications</b>						
3400 Other Funds Ltd	96,037	268,855	-	268,855	268,855	210,802
6400 Federal Funds Ltd	2,151	6,328	-	6,328	6,328	6,562
All Funds	98,188	275,183	-	275,183	275,183	217,364
<b>4300 Professional Services</b>						
3400 Other Funds Ltd	34,085	22,732	-	22,732	22,732	38,664
6400 Federal Funds Ltd	20,060	11,681	-	11,681	11,681	12,160
All Funds	54,145	34,413	-	34,413	34,413	50,824
<b>4315 IT Professional Services</b>						
3400 Other Funds Ltd	63,858	308,733	-	308,733	308,733	331,391
6400 Federal Funds Ltd	-	8,279	-	8,279	8,279	8,279
All Funds	63,858	317,012	-	317,012	317,012	339,670

DESCRIPTION	2013-15 Actuals	2015-17 Leg Adopted Budget	2015-17 Emergency Boards	2015-17 Leg Approved Budget	2017-19 Base Budget	2017-19 Current Service Level
<b>4325 Attorney General</b>						
3400 Other Funds Ltd	4,858	12,357	-	12,357	12,357	13,981
6400 Federal Funds Ltd	1,670	-	-	-	-	-
All Funds	6,528	12,357	-	12,357	12,357	13,981
<b>4375 Employee Recruitment and Develop</b>						
3400 Other Funds Ltd	485	601	-	601	601	623
<b>4400 Dues and Subscriptions</b>						
3400 Other Funds Ltd	2,183	1,070	-	1,070	1,070	6,110
6400 Federal Funds Ltd	600	4,430	-	4,430	4,430	4,594
All Funds	2,783	5,500	-	5,500	5,500	10,704
<b>4425 Facilities Rental and Taxes</b>						
3400 Other Funds Ltd	1,858,248	1,891,426	-	1,891,426	1,891,426	2,021,935
<b>4450 Fuels and Utilities</b>						
3400 Other Funds Ltd	61,781	51,809	-	51,809	51,809	68,726
<b>4475 Facilities Maintenance</b>						
3400 Other Funds Ltd	22,794	-	-	-	-	-
<b>4575 Agency Program Related S and S</b>						
3400 Other Funds Ltd	-	14,700	-	14,700	14,700	15,244
<b>4650 Other Services and Supplies</b>						
3400 Other Funds Ltd	7,617	35,890	-	35,890	35,890	40,217

DESCRIPTION	2013-15 Actuals	2015-17 Leg Adopted Budget	2015-17 Emergency Boards	2015-17 Leg Approved Budget	2017-19 Base Budget	2017-19 Current Service Level
6400 Federal Funds Ltd	72	1,055	-	1,055	1,055	1,094
All Funds	7,689	36,945	-	36,945	36,945	41,311
<b>4700 Expendable Prop 250 - 5000</b>						
3400 Other Funds Ltd	36,832	14,799	-	14,799	14,799	25,347
<b>4715 IT Expendable Property</b>						
3400 Other Funds Ltd	10,473	35,871	-	35,871	35,871	42,198
<b>TOTAL SERVICES &amp; SUPPLIES</b>						
3400 Other Funds Ltd	2,407,314	3,005,198	-	3,005,198	3,005,198	3,217,099
6400 Federal Funds Ltd	133,683	40,000	-	40,000	40,000	41,220
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>\$2,540,997</b>	<b>\$3,045,198</b>	<b>-</b>	<b>\$3,045,198</b>	<b>\$3,045,198</b>	<b>\$3,258,319</b>
<b>CAPITAL OUTLAY</b>						
<b>5100 Office Furniture and Fixtures</b>						
3400 Other Funds Ltd	-	609,881	-	609,881	609,881	113,947
<b>5900 Other Capital Outlay</b>						
3400 Other Funds Ltd	542,849	-	-	-	-	-
<b>TOTAL CAPITAL OUTLAY</b>						
3400 Other Funds Ltd	542,849	609,881	-	609,881	609,881	113,947
<b>TOTAL CAPITAL OUTLAY</b>	<b>\$542,849</b>	<b>\$609,881</b>	<b>-</b>	<b>\$609,881</b>	<b>\$609,881</b>	<b>\$113,947</b>
<b>EXPENDITURES</b>						
3400 Other Funds Ltd	6,696,576	7,610,470	165,653	7,776,123	7,867,787	7,534,077



**Secretary of State**

**Agency Number: 16500**

**Agency Worksheet - Revenues & Expenditures  
2017-19 Biennium  
Archives Division**

**Version: V - 01 - Agency Request Budget  
Cross Reference Number: 16500-012-00-00-00000**

<i>DESCRIPTION</i>	<i>2013-15 Actuals</i>	<i>2015-17 Leg Adopted Budget</i>	<i>2015-17 Emergency Boards</i>	<i>2015-17 Leg Approved Budget</i>	<i>2017-19 Base Budget</i>	<i>2017-19 Current Service Level</i>
6400 Federal Funds Ltd	133,683	40,000	-	40,000	40,000	41,220
<b>TOTAL EXPENDITURES</b>	<b>\$6,830,259</b>	<b>\$7,650,470</b>	<b>\$165,653</b>	<b>\$7,816,123</b>	<b>\$7,907,787</b>	<b>\$7,575,297</b>
<b>ENDING BALANCE</b>						
3400 Other Funds Ltd	665,049	764,313	-	764,313	976,443	1,310,153
6400 Federal Funds Ltd	-	-	-	-	1,220	-
<b>TOTAL ENDING BALANCE</b>	<b>\$665,049</b>	<b>\$764,313</b>	<b>-</b>	<b>\$764,313</b>	<b>\$977,663</b>	<b>\$1,310,153</b>
<b>AUTHORIZED POSITIONS</b>						
8150 Class/Unclass Positions	22	22	-	22	22	22
<b>AUTHORIZED FTE POSITIONS</b>						
8250 Class/Unclass FTE Positions	22.00	22.00	-	22.00	22.00	22.00

DESCRIPTION	2013-15 Actuals	2015-17 Leg Adopted Budget	2015-17 Emergency Boards	2015-17 Leg Approved Budget	2017-19 Base Budget	2017-19 Current Service Level
<b>BEGINNING BALANCE</b>						
<b>0025 Beginning Balance</b>						
3400 Other Funds Ltd	10,697,841	4,066,090	-	4,066,090	1,072,865	1,072,865
<b>0030 Beginning Balance Adjustment</b>						
3400 Other Funds Ltd	(6,240,826)	2,438,043	-	2,438,043	-	-
<b>TOTAL BEGINNING BALANCE</b>						
3400 Other Funds Ltd	4,457,015	6,504,133	-	6,504,133	1,072,865	1,072,865
<b>TOTAL BEGINNING BALANCE</b>	<b>\$4,457,015</b>	<b>\$6,504,133</b>	<b>-</b>	<b>\$6,504,133</b>	<b>\$1,072,865</b>	<b>\$1,072,865</b>
<b>REVENUE CATEGORIES</b>						
<b>LICENSES AND FEES</b>						
<b>0205 Business Lic and Fees</b>						
3400 Other Funds Ltd	16,089,329	12,860,991	-	12,860,991	14,899,839	14,899,839
8800 General Fund Revenue	58,216,875	61,627,000	-	61,627,000	68,519,357	62,319,357
All Funds	74,306,204	74,487,991	-	74,487,991	83,419,196	77,219,196
<b>0210 Non-business Lic. and Fees</b>						
3400 Other Funds Ltd	2,760,518	2,646,335	-	2,646,335	2,676,771	2,676,771
<b>TOTAL LICENSES AND FEES</b>						
3400 Other Funds Ltd	18,849,847	15,507,326	-	15,507,326	17,576,610	17,576,610
8800 General Fund Revenue	58,216,875	61,627,000	-	61,627,000	68,519,357	62,319,357
<b>TOTAL LICENSES AND FEES</b>	<b>\$77,066,722</b>	<b>\$77,134,326</b>	<b>-</b>	<b>\$77,134,326</b>	<b>\$86,095,967</b>	<b>\$79,895,967</b>

DESCRIPTION	2013-15 Actuals	2015-17 Leg Adopted Budget	2015-17 Emergency Boards	2015-17 Leg Approved Budget	2017-19 Base Budget	2017-19 Current Service Level
<b>CHARGES FOR SERVICES</b>						
<b>0410 Charges for Services</b>						
3400 Other Funds Ltd	237,026	10,000	-	10,000	680,000	680,000
<b>OTHER</b>						
<b>0975 Other Revenues</b>						
3400 Other Funds Ltd	-	-	200,977	200,977	-	-
<b>REVENUES</b>						
3400 Other Funds Ltd	19,086,873	15,517,326	200,977	15,718,303	18,256,610	18,256,610
8800 General Fund Revenue	58,216,875	61,627,000	-	61,627,000	68,519,357	62,319,357
<b>TOTAL REVENUES</b>	<b>\$77,303,748</b>	<b>\$77,144,326</b>	<b>\$200,977</b>	<b>\$77,345,303</b>	<b>\$86,775,967</b>	<b>\$80,575,967</b>
<b>TRANSFERS OUT</b>						
<b>2010 Transfer Out - Intrafund</b>						
3400 Other Funds Ltd	(8,481,329)	(9,956,685)	-	(9,956,685)	(9,294,831)	(9,294,831)
<b>2060 Transfer to General Fund</b>						
8800 General Fund Revenue	(58,216,875)	(61,627,000)	-	(61,627,000)	(68,519,357)	(62,319,357)
<b>TOTAL TRANSFERS OUT</b>						
3400 Other Funds Ltd	(8,481,329)	(9,956,685)	-	(9,956,685)	(9,294,831)	(9,294,831)
8800 General Fund Revenue	(58,216,875)	(61,627,000)	-	(61,627,000)	(68,519,357)	(62,319,357)
<b>TOTAL TRANSFERS OUT</b>	<b>(\$66,698,204)</b>	<b>(\$71,583,685)</b>	<b>-</b>	<b>(\$71,583,685)</b>	<b>(\$77,814,188)</b>	<b>(\$71,614,188)</b>

**AVAILABLE REVENUES**

DESCRIPTION	2013-15 Actuals	2015-17 Leg Adopted Budget	2015-17 Emergency Boards	2015-17 Leg Approved Budget	2017-19 Base Budget	2017-19 Current Service Level
3400 Other Funds Ltd	15,062,559	12,064,774	200,977	12,265,751	10,034,644	10,034,644
<b>EXPENDITURES</b>						
<b>PERSONAL SERVICES</b>						
<b>SALARIES &amp; WAGES</b>						
<b>3110 Class/Unclass Sal. and Per Diem</b>						
3400 Other Funds Ltd	3,013,957	3,340,968	-	3,340,968	3,636,168	3,636,168
<b>3160 Temporary Appointments</b>						
3400 Other Funds Ltd	54,212	-	190,335	190,335	190,335	197,377
<b>3170 Overtime Payments</b>						
3400 Other Funds Ltd	71,112	-	-	-	-	-
<b>3190 All Other Differential</b>						
3400 Other Funds Ltd	51,270	-	-	-	-	-
<b>TOTAL SALARIES &amp; WAGES</b>						
3400 Other Funds Ltd	3,190,551	3,340,968	190,335	3,531,303	3,826,503	3,833,545
<b>TOTAL SALARIES &amp; WAGES</b>	<b>\$3,190,551</b>	<b>\$3,340,968</b>	<b>\$190,335</b>	<b>\$3,531,303</b>	<b>\$3,826,503</b>	<b>\$3,833,545</b>
<b>OTHER PAYROLL EXPENSES</b>						
<b>3210 Empl. Rel. Bd. Assessments</b>						
3400 Other Funds Ltd	1,213	1,540	-	1,540	1,995	1,995
<b>3220 Public Employees' Retire Cont</b>						
3400 Other Funds Ltd	452,522	527,541	-	527,541	694,145	694,145

DESCRIPTION	2013-15 Actuals	2015-17 Leg Adopted Budget	2015-17 Emergency Boards	2015-17 Leg Approved Budget	2017-19 Base Budget	2017-19 Current Service Level
<b>3221 Pension Obligation Bond</b>						
3400 Other Funds Ltd	198,223	201,647	(5,061)	196,586	196,586	211,034
<b>3230 Social Security Taxes</b>						
3400 Other Funds Ltd	239,404	255,576	14,561	270,137	292,725	293,264
<b>3240 Unemployment Assessments</b>						
3400 Other Funds Ltd	5,192	-	-	-	-	-
<b>3250 Worker's Comp. Assess. (WCD)</b>						
3400 Other Funds Ltd	1,910	2,415	-	2,415	2,415	2,415
<b>3260 Mass Transit Tax</b>						
3400 Other Funds Ltd	19,402	19,549	1,142	20,691	20,691	23,001
<b>3270 Flexible Benefits</b>						
3400 Other Funds Ltd	940,399	1,068,480	-	1,068,480	1,166,760	1,166,760
<b>TOTAL OTHER PAYROLL EXPENSES</b>						
3400 Other Funds Ltd	1,858,265	2,076,748	10,642	2,087,390	2,375,317	2,392,614
<b>TOTAL OTHER PAYROLL EXPENSES</b>	<b>\$1,858,265</b>	<b>\$2,076,748</b>	<b>\$10,642</b>	<b>\$2,087,390</b>	<b>\$2,375,317</b>	<b>\$2,392,614</b>
<b>P.S. BUDGET ADJUSTMENTS</b>						
<b>3455 Vacancy Savings</b>						
3400 Other Funds Ltd	-	(69,501)	-	(69,501)	(69,501)	(53,708)
<b>3465 Reconciliation Adjustment</b>						
3400 Other Funds Ltd	-	78,834	-	78,834	-	-

DESCRIPTION	2013-15 Actuals	2015-17 Leg Adopted Budget	2015-17 Emergency Boards	2015-17 Leg Approved Budget	2017-19 Base Budget	2017-19 Current Service Level
<b>TOTAL P.S. BUDGET ADJUSTMENTS</b>						
3400 Other Funds Ltd	-	9,333	-	9,333	(69,501)	(53,708)
<b>TOTAL P.S. BUDGET ADJUSTMENTS</b>	-	<b>\$9,333</b>	-	<b>\$9,333</b>	<b>(\$69,501)</b>	<b>(\$53,708)</b>
<b>TOTAL PERSONAL SERVICES</b>						
3400 Other Funds Ltd	5,048,816	5,427,049	200,977	5,628,026	6,132,319	6,172,451
<b>TOTAL PERSONAL SERVICES</b>	<b>\$5,048,816</b>	<b>\$5,427,049</b>	<b>\$200,977</b>	<b>\$5,628,026</b>	<b>\$6,132,319</b>	<b>\$6,172,451</b>
<b>SERVICES &amp; SUPPLIES</b>						
<b>4100 Instate Travel</b>						
3400 Other Funds Ltd	28,491	22,040	-	22,040	22,040	22,855
<b>4125 Out of State Travel</b>						
3400 Other Funds Ltd	7,387	8,771	-	8,771	8,771	9,096
<b>4150 Employee Training</b>						
3400 Other Funds Ltd	28,462	19,893	-	19,893	19,893	20,629
<b>4175 Office Expenses</b>						
3400 Other Funds Ltd	558,457	666,373	-	666,373	666,373	691,029
<b>4200 Telecommunications</b>						
3400 Other Funds Ltd	100,536	98,923	-	98,923	98,923	125,420
<b>4225 State Gov. Service Charges</b>						
3400 Other Funds Ltd	145,522	248,008	-	248,008	248,008	245,134
<b>4250 Data Processing</b>						

DESCRIPTION	2013-15 Actuals	2015-17 Leg Adopted Budget	2015-17 Emergency Boards	2015-17 Leg Approved Budget	2017-19 Base Budget	2017-19 Current Service Level
3400 Other Funds Ltd	129,715	9,926	-	9,926	9,926	10,293
<b>4275 Publicity and Publications</b>						
3400 Other Funds Ltd	106,559	106,484	-	106,484	106,484	110,424
<b>4300 Professional Services</b>						
3400 Other Funds Ltd	118,110	208,794	-	208,794	208,794	217,355
<b>4315 IT Professional Services</b>						
3400 Other Funds Ltd	220,684	864,654	-	864,654	864,654	700,233
<b>4325 Attorney General</b>						
3400 Other Funds Ltd	16,256	44,820	-	44,820	44,820	50,709
<b>4375 Employee Recruitment and Develop</b>						
3400 Other Funds Ltd	115	1,293	-	1,293	1,293	1,341
<b>4400 Dues and Subscriptions</b>						
3400 Other Funds Ltd	3,076	3,212	-	3,212	3,212	3,331
<b>4425 Facilities Rental and Taxes</b>						
3400 Other Funds Ltd	329,365	375,455	-	375,455	375,455	401,361
<b>4475 Facilities Maintenance</b>						
3400 Other Funds Ltd	665	-	-	-	-	-
<b>4650 Other Services and Supplies</b>						
3400 Other Funds Ltd	1,081,853	1,103,338	-	1,103,338	1,103,338	895,282
<b>4700 Expendable Prop 250 - 5000</b>						

Agency Worksheet - Revenues & Expenditures  
 2017-19 Biennium  
 Corporation Division

Version: V - 01 - Agency Request Budget  
 Cross Reference Number: 16500-036-00-00-00000

DESCRIPTION	2013-15 Actuals	2015-17 Leg Adopted Budget	2015-17 Emergency Boards	2015-17 Leg Approved Budget	2017-19 Base Budget	2017-19 Current Service Level
3400 Other Funds Ltd	55,265	10,060	-	10,060	10,060	10,432
<b>4715 IT Expendable Property</b>						
3400 Other Funds Ltd	91,207	87,444	-	87,444	87,444	90,679
<b>TOTAL SERVICES &amp; SUPPLIES</b>						
3400 Other Funds Ltd	3,021,725	3,879,488	-	3,879,488	3,879,488	3,605,603
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>\$3,021,725</b>	<b>\$3,879,488</b>	<b>-</b>	<b>\$3,879,488</b>	<b>\$3,879,488</b>	<b>\$3,605,603</b>
<b>CAPITAL OUTLAY</b>						
<b>5150 Telecommunications Equipment</b>						
3400 Other Funds Ltd	7,681	-	-	-	-	-
<b>5200 Technical Equipment</b>						
3400 Other Funds Ltd	-	18,162	-	18,162	18,162	672
<b>5550 Data Processing Software</b>						
3400 Other Funds Ltd	15,082	-	-	-	-	-
<b>5900 Other Capital Outlay</b>						
3400 Other Funds Ltd	-	4,675	-	4,675	4,675	173
<b>TOTAL CAPITAL OUTLAY</b>						
3400 Other Funds Ltd	22,763	22,837	-	22,837	22,837	845
<b>TOTAL CAPITAL OUTLAY</b>	<b>\$22,763</b>	<b>\$22,837</b>	<b>-</b>	<b>\$22,837</b>	<b>\$22,837</b>	<b>\$845</b>
<b>EXPENDITURES</b>						
3400 Other Funds Ltd	8,093,304	9,329,374	200,977	9,530,351	10,034,644	9,778,899



<i>DESCRIPTION</i>	<i>2013-15 Actuals</i>	<i>2015-17 Leg Adopted Budget</i>	<i>2015-17 Emergency Boards</i>	<i>2015-17 Leg Approved Budget</i>	<i>2017-19 Base Budget</i>	<i>2017-19 Current Service Level</i>
<b>ENDING BALANCE</b>						
3400 Other Funds Ltd	6,969,255	2,735,400	-	2,735,400	-	255,745
<b>TOTAL ENDING BALANCE</b>	<b>\$6,969,255</b>	<b>\$2,735,400</b>	-	<b>\$2,735,400</b>	-	<b>\$255,745</b>
<b>AUTHORIZED POSITIONS</b>						
8150 Class/Unclass Positions	34	35	-	35	35	35
<b>AUTHORIZED FTE POSITIONS</b>						
8250 Class/Unclass FTE Positions	33.00	35.00	-	35.00	35.00	35.00

Description	2017-19 Base Budget	Essential Packages	2017-19 Current Service Level	Policy Packages	2017-19 Agency Request Budget
<b>BEGINNING BALANCE</b>					
<b>0025 Beginning Balance</b>					
3400 Other Funds Ltd	7,960,127	-	7,960,127	-	7,960,127
6400 Federal Funds Ltd	5,516,216	-	5,516,216	-	5,516,216
All Funds	13,476,343	-	13,476,343	-	13,476,343
<b>0030 Beginning Balance Adjustment</b>					
3400 Other Funds Ltd	1,018,739	-	1,018,739	-	1,018,739
<b>TOTAL BEGINNING BALANCE</b>					
3400 Other Funds Ltd	8,978,866	-	8,978,866	-	8,978,866
6400 Federal Funds Ltd	5,516,216	-	5,516,216	-	5,516,216
<b>TOTAL BEGINNING BALANCE</b>	<b>\$14,495,082</b>	<b>-</b>	<b>\$14,495,082</b>	<b>-</b>	<b>\$14,495,082</b>
<b>REVENUE CATEGORIES</b>					
<b>GENERAL FUND APPROPRIATION</b>					
<b>0050 General Fund Appropriation</b>					
8000 General Fund	9,753,178	328,987	10,082,165	2,613,082	12,695,247
<b>LICENSES AND FEES</b>					
<b>0205 Business Lic and Fees</b>					
3400 Other Funds Ltd	14,899,839	-	14,899,839	4,536,960	19,436,799
8800 General Fund Revenue	68,519,357	(6,200,000)	62,319,357	-	62,319,357
All Funds	83,419,196	(6,200,000)	77,219,196	4,536,960	81,756,156
<b>0210 Non-business Lic. and Fees</b>					
3400 Other Funds Ltd	2,676,771	-	2,676,771	-	2,676,771
8800 General Fund Revenue	657,511	-	657,511	-	657,511

Detail Revenues & Expenditures - Requested Budget  
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 Secretary of State

Version: V - 01 - Agency Request Budget  
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Description	2017-19 Base Budget	Essential Packages	2017-19 Current Service Level	Policy Packages	2017-19 Agency Request Budget
All Funds	3,334,282	-	3,334,282	-	3,334,282
<b>TOTAL LICENSES AND FEES</b>					
3400 Other Funds Ltd	17,576,610	-	17,576,610	4,536,960	22,113,570
8800 General Fund Revenue	69,176,868	(6,200,000)	62,976,868	-	62,976,868
<b>TOTAL LICENSES AND FEES</b>	<b>\$86,753,478</b>	<b>(\$6,200,000)</b>	<b>\$80,553,478</b>	<b>\$4,536,960</b>	<b>\$85,090,438</b>
<b>CHARGES FOR SERVICES</b>					
<b>0410 Charges for Services</b>					
3400 Other Funds Ltd	37,456,857	-	37,456,857	500,000	37,956,857
<b>FINES, RENTS AND ROYALTIES</b>					
<b>0505 Fines and Forfeitures</b>					
8800 General Fund Revenue	224,419	-	224,419	-	224,419
<b>SALES INCOME</b>					
<b>0705 Sales Income</b>					
3400 Other Funds Ltd	219,532	-	219,532	-	219,532
<b>OTHER</b>					
<b>0975 Other Revenues</b>					
3400 Other Funds Ltd	1,013,990	-	1,013,990	-	1,013,990
<b>FEDERAL FUNDS REVENUE</b>					
<b>0995 Federal Funds</b>					
6400 Federal Funds Ltd	695,999	(513,600)	182,399	-	182,399
<b>TRANSFERS IN</b>					
<b>1010 Transfer In - Intrafund</b>					
3400 Other Funds Ltd	17,642,314	-	17,642,314	807,018	18,449,332

Detail Revenues & Expenditures - Requested Budget  
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Description	2017-19 Base Budget	Essential Packages	2017-19 Current Service Level	Policy Packages	2017-19 Agency Request Budget
<b>TOTAL REVENUES</b>					
8000 General Fund	9,753,178	328,987	10,082,165	2,613,082	12,695,247
3400 Other Funds Ltd	73,909,303	-	73,909,303	5,843,978	79,753,281
8800 General Fund Revenue	69,401,287	(6,200,000)	63,201,287	-	63,201,287
6400 Federal Funds Ltd	695,999	(513,600)	182,399	-	182,399
<b>TOTAL REVENUES</b>	<b>\$153,759,767</b>	<b>(\$6,384,613)</b>	<b>\$147,375,154</b>	<b>\$8,457,060</b>	<b>\$155,832,214</b>
<b>TRANSFERS OUT</b>					
<b>2010 Transfer Out - Intrafund</b>					
3400 Other Funds Ltd	(18,449,332)	-	(18,449,332)	-	(18,449,332)
<b>2060 Transfer to General Fund</b>					
8800 General Fund Revenue	(69,401,287)	6,200,000	(63,201,287)	-	(63,201,287)
<b>TOTAL TRANSFERS OUT</b>					
3400 Other Funds Ltd	(18,449,332)	-	(18,449,332)	-	(18,449,332)
8800 General Fund Revenue	(69,401,287)	6,200,000	(63,201,287)	-	(63,201,287)
<b>TOTAL TRANSFERS OUT</b>	<b>(\$87,850,619)</b>	<b>\$6,200,000</b>	<b>(\$81,650,619)</b>	<b>-</b>	<b>(\$81,650,619)</b>
<b>AVAILABLE REVENUES</b>					
8000 General Fund	9,753,178	328,987	10,082,165	2,613,082	12,695,247
3400 Other Funds Ltd	64,438,837	-	64,438,837	5,843,978	70,282,815
6400 Federal Funds Ltd	6,212,215	(513,600)	5,698,615	-	5,698,615
<b>TOTAL AVAILABLE REVENUES</b>	<b>\$80,404,230</b>	<b>(\$184,613)</b>	<b>\$80,219,617</b>	<b>\$8,457,060</b>	<b>\$88,676,677</b>
<b>EXPENDITURES</b>					
<b>PERSONAL SERVICES</b>					
<b>SALARIES &amp; WAGES</b>					

Description	2017-19 Base Budget	Essential Packages	2017-19 Current Service Level	Policy Packages	2017-19 Agency Request Budget
<b>3110 Class/Unclass Sal. and Per Diem</b>					
8000 General Fund	3,185,000	574,472	3,759,472	578,160	4,337,632
3400 Other Funds Ltd	26,720,692	(574,472)	26,146,220	1,302,864	27,449,084
6400 Federal Funds Ltd	567,840	-	567,840	-	567,840
All Funds	30,473,532	-	30,473,532	1,881,024	32,354,556
<b>3160 Temporary Appointments</b>					
8000 General Fund	266,558	9,862	276,420	-	276,420
3400 Other Funds Ltd	225,897	8,357	234,254	-	234,254
All Funds	492,455	18,219	510,674	-	510,674
<b>3170 Overtime Payments</b>					
8000 General Fund	25,404	940	26,344	-	26,344
<b>TOTAL SALARIES &amp; WAGES</b>					
8000 General Fund	3,476,962	585,274	4,062,236	578,160	4,640,396
3400 Other Funds Ltd	26,946,589	(566,115)	26,380,474	1,302,864	27,683,338
6400 Federal Funds Ltd	567,840	-	567,840	-	567,840
<b>TOTAL SALARIES &amp; WAGES</b>	<b>\$30,991,391</b>	<b>\$19,159</b>	<b>\$31,010,550</b>	<b>\$1,881,024</b>	<b>\$32,891,574</b>
<b>OTHER PAYROLL EXPENSES</b>					
<b>3210 Empl. Rel. Bd. Assessments</b>					
8000 General Fund	1,141	198	1,339	228	1,567
3400 Other Funds Ltd	10,490	(198)	10,292	798	11,090
6400 Federal Funds Ltd	228	-	228	-	228
All Funds	11,859	-	11,859	1,026	12,885
<b>3220 Public Employees' Retire Cont</b>					

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8000 General Fund	612,865	109,845	722,710	110,370	833,080
3400 Other Funds Ltd	5,100,985	(109,666)	4,991,319	248,714	5,240,033
6400 Federal Funds Ltd	108,401	-	108,401	-	108,401
All Funds	5,822,251	179	5,822,430	359,084	6,181,514
<b>3221 Pension Obligation Bond</b>					
8000 General Fund	191,588	(5,364)	186,224	-	186,224
3400 Other Funds Ltd	1,456,808	92,463	1,549,271	-	1,549,271
6400 Federal Funds Ltd	38,113	(5,157)	32,956	-	32,956
All Funds	1,686,509	81,942	1,768,451	-	1,768,451
<b>3230 Social Security Taxes</b>					
8000 General Fund	260,784	44,855	305,639	44,229	349,868
3400 Other Funds Ltd	2,049,254	(43,310)	2,005,944	99,673	2,105,617
6400 Federal Funds Ltd	43,440	-	43,440	-	43,440
All Funds	2,353,478	1,545	2,355,023	143,902	2,498,925
<b>3240 Unemployment Assessments</b>					
8000 General Fund	236	9	245	-	245
<b>3250 Worker's Comp. Assess. (WCD)</b>					
8000 General Fund	1,448	242	1,690	276	1,966
3400 Other Funds Ltd	12,694	(242)	12,452	966	13,418
6400 Federal Funds Ltd	276	-	276	-	276
All Funds	14,418	-	14,418	1,242	15,660
<b>3260 Mass Transit Tax</b>					
8000 General Fund	23,624	(2,712)	20,912	3,468	24,380

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3400 Other Funds Ltd	147,031	14,541	161,572	7,725	169,297
All Funds	170,655	11,829	182,484	11,193	193,677
<b>3270 Flexible Benefits</b>					
8000 General Fund	699,633	117,348	816,981	133,344	950,325
3400 Other Funds Ltd	6,134,247	(117,348)	6,016,899	466,704	6,483,603
6400 Federal Funds Ltd	133,344	-	133,344	-	133,344
All Funds	6,967,224	-	6,967,224	600,048	7,567,272
<b>TOTAL OTHER PAYROLL EXPENSES</b>					
8000 General Fund	1,791,319	264,421	2,055,740	291,915	2,347,655
3400 Other Funds Ltd	14,911,509	(163,760)	14,747,749	824,580	15,572,329
6400 Federal Funds Ltd	323,802	(5,157)	318,645	-	318,645
<b>TOTAL OTHER PAYROLL EXPENSES</b>	<b>\$17,026,630</b>	<b>\$95,504</b>	<b>\$17,122,134</b>	<b>\$1,116,495</b>	<b>\$18,238,629</b>
<b>P.S. BUDGET ADJUSTMENTS</b>					
<b>3455 Vacancy Savings</b>					
8000 General Fund	(20,850)	20,850	-	-	-
3400 Other Funds Ltd	(239,777)	(64,566)	(304,343)	-	(304,343)
6400 Federal Funds Ltd	(17,375)	17,375	-	-	-
All Funds	(278,002)	(26,341)	(304,343)	-	(304,343)
<b>TOTAL PERSONAL SERVICES</b>					
8000 General Fund	5,247,431	870,545	6,117,976	870,075	6,988,051
3400 Other Funds Ltd	41,618,321	(794,441)	40,823,880	2,127,444	42,951,324
6400 Federal Funds Ltd	874,267	12,218	886,485	-	886,485
<b>TOTAL PERSONAL SERVICES</b>	<b>\$47,740,019</b>	<b>\$88,322</b>	<b>\$47,828,341</b>	<b>\$2,997,519</b>	<b>\$50,825,860</b>

Description	2017-19 Base Budget	Essential Packages	2017-19 Current Service Level	Policy Packages	2017-19 Agency Request Budget
<b>SERVICES &amp; SUPPLIES</b>					
<b>4100 Instate Travel</b>					
8000 General Fund	23,411	866	24,277	1,395	25,672
3400 Other Funds Ltd	125,270	6,634	131,904	5,709	137,613
6400 Federal Funds Ltd	63,042	2,333	65,375	-	65,375
All Funds	211,723	9,833	221,556	7,104	228,660
<b>4125 Out of State Travel</b>					
8000 General Fund	19,292	714	20,006	-	20,006
3400 Other Funds Ltd	85,203	6,153	91,356	-	91,356
6400 Federal Funds Ltd	14,947	553	15,500	-	15,500
All Funds	119,442	7,420	126,862	-	126,862
<b>4150 Employee Training</b>					
8000 General Fund	23,808	881	24,689	4,861	29,550
3400 Other Funds Ltd	344,048	12,729	356,777	21,345	378,122
6400 Federal Funds Ltd	9,346	346	9,692	-	9,692
All Funds	377,202	13,956	391,158	26,206	417,364
<b>4175 Office Expenses</b>					
8000 General Fund	457,025	16,910	473,935	4,438	478,373
3400 Other Funds Ltd	1,028,555	38,586	1,067,141	25,360	1,092,501
6400 Federal Funds Ltd	93,860	(17,267)	76,593	-	76,593
All Funds	1,579,440	38,229	1,617,669	29,798	1,647,467
<b>4200 Telecommunications</b>					
8000 General Fund	30,844	1,141	31,985	5,072	37,057



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3400 Other Funds Ltd	330,714	35,073	365,787	27,262	393,049
6400 Federal Funds Ltd	100,531	3,719	104,250	-	104,250
All Funds	462,089	39,933	502,022	32,334	534,356
<b>4225 State Gov. Service Charges</b>					
8000 General Fund	399,744	(67,266)	332,478	-	332,478
3400 Other Funds Ltd	1,170,959	128,343	1,299,302	-	1,299,302
6400 Federal Funds Ltd	19,666	8,349	28,015	-	28,015
All Funds	1,590,369	69,426	1,659,795	-	1,659,795
<b>4250 Data Processing</b>					
8000 General Fund	19,305	715	20,020	-	20,020
3400 Other Funds Ltd	409,445	15,149	424,594	-	424,594
6400 Federal Funds Ltd	104,820	3,879	108,699	-	108,699
All Funds	533,570	19,743	553,313	-	553,313
<b>4275 Publicity and Publications</b>					
8000 General Fund	696,863	25,785	722,648	50,952	773,600
3400 Other Funds Ltd	419,267	(52,487)	366,780	3,337	370,117
6400 Federal Funds Ltd	70,276	(42,948)	27,328	-	27,328
All Funds	1,186,406	(69,650)	1,116,756	54,289	1,171,045
<b>4300 Professional Services</b>					
8000 General Fund	527,479	21,626	549,105	-	549,105
3400 Other Funds Ltd	2,088,254	100,620	2,188,874	-	2,188,874
6400 Federal Funds Ltd	1,195,807	36,346	1,232,153	-	1,232,153
All Funds	3,811,540	158,592	3,970,132	-	3,970,132

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<b>4315 IT Professional Services</b>					
8000 General Fund	1,182,249	(248,213)	934,036	824,851	1,758,887
3400 Other Funds Ltd	4,400,881	(9,435)	4,391,446	208,426	4,599,872
6400 Federal Funds Ltd	2,864,423	(992,764)	1,871,659	-	1,871,659
All Funds	8,447,553	(1,250,412)	7,197,141	1,033,277	8,230,418
<b>4325 Attorney General</b>					
8000 General Fund	413,617	54,349	467,966	-	467,966
3400 Other Funds Ltd	175,750	23,094	198,844	-	198,844
6400 Federal Funds Ltd	70,057	9,205	79,262	-	79,262
All Funds	659,424	86,648	746,072	-	746,072
<b>4375 Employee Recruitment and Develop</b>					
8000 General Fund	5,111	188	5,299	1,586	6,885
3400 Other Funds Ltd	27,744	1,026	28,770	6,447	35,217
6400 Federal Funds Ltd	7	-	7	-	7
All Funds	32,862	1,214	34,076	8,033	42,109
<b>4400 Dues and Subscriptions</b>					
8000 General Fund	2,618	97	2,715	931	3,646
3400 Other Funds Ltd	23,025	5,852	28,877	2,094	30,971
6400 Federal Funds Ltd	4,580	170	4,750	-	4,750
All Funds	30,223	6,119	36,342	3,025	39,367
<b>4425 Facilities Rental and Taxes</b>					
8000 General Fund	268,347	18,516	286,863	7,799	294,662
3400 Other Funds Ltd	3,366,052	232,257	3,598,309	41,401	3,639,710

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6400 Federal Funds Ltd	33,924	2,341	36,265	-	36,265
All Funds	3,668,323	253,114	3,921,437	49,200	3,970,637
<b>4450 Fuels and Utilities</b>					
3400 Other Funds Ltd	51,809	16,917	68,726	-	68,726
<b>4575 Agency Program Related S and S</b>					
3400 Other Funds Ltd	18,454	683	19,137	-	19,137
<b>4650 Other Services and Supplies</b>					
8000 General Fund	19,303	714	20,017	1,284	21,301
3400 Other Funds Ltd	1,231,818	(200,302)	1,031,516	253,258	1,284,774
6400 Federal Funds Ltd	12,619	467	13,086	-	13,086
All Funds	1,263,740	(199,121)	1,064,619	254,542	1,319,161
<b>4700 Expendable Prop 250 - 5000</b>					
8000 General Fund	12,553	464	13,017	8,560	21,577
3400 Other Funds Ltd	149,397	15,528	164,925	15,534	180,459
6400 Federal Funds Ltd	25,502	944	26,446	-	26,446
All Funds	187,452	16,936	204,388	24,094	228,482
<b>4715 IT Expendable Property</b>					
8000 General Fund	20,178	747	20,925	-	20,925
3400 Other Funds Ltd	418,122	20,470	438,592	-	438,592
6400 Federal Funds Ltd	324,999	12,025	337,024	-	337,024
All Funds	763,299	33,242	796,541	-	796,541
<b>TOTAL SERVICES &amp; SUPPLIES</b>					
8000 General Fund	4,121,747	(171,766)	3,949,981	911,729	4,861,710

Description	2017-19 Base Budget	Essential Packages	2017-19 Current Service Level	Policy Packages	2017-19 Agency Request Budget
3400 Other Funds Ltd	15,864,767	396,890	16,261,657	610,173	16,871,830
6400 Federal Funds Ltd	5,008,406	(972,302)	4,036,104	-	4,036,104
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>\$24,994,920</b>	<b>(\$747,178)</b>	<b>\$24,247,742</b>	<b>\$1,521,902</b>	<b>\$25,769,644</b>
<b>CAPITAL OUTLAY</b>					
<b>5100 Office Furniture and Fixtures</b>					
3400 Other Funds Ltd	609,881	(495,934)	113,947	500,000	613,947
<b>5150 Telecommunications Equipment</b>					
3400 Other Funds Ltd	99,575	3,684	103,259	-	103,259
6400 Federal Funds Ltd	15,361	568	15,929	-	15,929
All Funds	114,936	4,252	119,188	-	119,188
<b>5200 Technical Equipment</b>					
3400 Other Funds Ltd	275,277	(7,977)	267,300	-	267,300
<b>5550 Data Processing Software</b>					
3400 Other Funds Ltd	59,908	2,217	62,125	-	62,125
6400 Federal Funds Ltd	230,018	8,511	238,529	-	238,529
All Funds	289,926	10,728	300,654	-	300,654
<b>5600 Data Processing Hardware</b>					
3400 Other Funds Ltd	21,601	799	22,400	-	22,400
6400 Federal Funds Ltd	11,926	441	12,367	-	12,367
All Funds	33,527	1,240	34,767	-	34,767
<b>5900 Other Capital Outlay</b>					
3400 Other Funds Ltd	34,852	(3,385)	31,467	-	31,467
<b>TOTAL CAPITAL OUTLAY</b>					

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3400 Other Funds Ltd	1,101,094	(500,596)	600,498	500,000	1,100,498
6400 Federal Funds Ltd	257,305	9,520	266,825	-	266,825
<b>TOTAL CAPITAL OUTLAY</b>	<b>\$1,358,399</b>	<b>(\$491,076)</b>	<b>\$867,323</b>	<b>\$500,000</b>	<b>\$1,367,323</b>
<b>SPECIAL PAYMENTS</b>					
<b>6020 Dist to Counties</b>					
8000 General Fund	384,000	(369,792)	14,208	831,278	845,486
<b>TOTAL EXPENDITURES</b>					
8000 General Fund	9,753,178	328,987	10,082,165	2,613,082	12,695,247
3400 Other Funds Ltd	58,584,182	(898,147)	57,686,035	3,237,617	60,923,652
6400 Federal Funds Ltd	6,139,978	(950,564)	5,189,414	-	5,189,414
<b>TOTAL EXPENDITURES</b>	<b>\$74,477,338</b>	<b>(\$1,519,724)</b>	<b>\$72,957,614</b>	<b>\$5,850,699</b>	<b>\$78,808,313</b>
<b>ENDING BALANCE</b>					
3400 Other Funds Ltd	5,854,655	898,147	6,752,802	2,606,361	9,359,163
6400 Federal Funds Ltd	72,237	436,964	509,201	-	509,201
<b>TOTAL ENDING BALANCE</b>	<b>\$5,926,892</b>	<b>\$1,335,111</b>	<b>\$7,262,003</b>	<b>\$2,606,361</b>	<b>\$9,868,364</b>
<b>AUTHORIZED POSITIONS</b>					
8150 Class/Unclass Positions	209	-	209	18	227
<b>AUTHORIZED FTE</b>					
8250 Class/Unclass FTE Positions	208.89	-	208.89	18.00	226.89

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<b>BEGINNING BALANCE</b>					
<b>0025 Beginning Balance</b>					
3400 Other Funds Ltd	2,442,466	-	2,442,466	-	2,442,466
<b>REVENUE CATEGORIES</b>					
<b>GENERAL FUND APPROPRIATION</b>					
<b>0050 General Fund Appropriation</b>					
8000 General Fund	1,571,511	855,958	2,427,469	1,121,890	3,549,359
<b>TRANSFERS IN</b>					
<b>1010 Transfer In - Intrafund</b>					
3400 Other Funds Ltd	17,642,314	-	17,642,314	807,018	18,449,332
<b>TOTAL REVENUES</b>					
8000 General Fund	1,571,511	855,958	2,427,469	1,121,890	3,549,359
3400 Other Funds Ltd	17,642,314	-	17,642,314	807,018	18,449,332
<b>TOTAL REVENUES</b>	<b>\$19,213,825</b>	<b>\$855,958</b>	<b>\$20,069,783</b>	<b>\$1,928,908</b>	<b>\$21,998,691</b>
<b>AVAILABLE REVENUES</b>					
8000 General Fund	1,571,511	855,958	2,427,469	1,121,890	3,549,359
3400 Other Funds Ltd	20,084,780	-	20,084,780	807,018	20,891,798
<b>TOTAL AVAILABLE REVENUES</b>	<b>\$21,656,291</b>	<b>\$855,958</b>	<b>\$22,512,249</b>	<b>\$1,928,908</b>	<b>\$24,441,157</b>
<b>EXPENDITURES</b>					
<b>PERSONAL SERVICES</b>					
<b>SALARIES &amp; WAGES</b>					
<b>3110 Class/Unclass Sal. and Per Diem</b>					
8000 General Fund	866,888	574,472	1,441,360	482,832	1,924,192

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3400 Other Funds Ltd	8,914,252	(574,472)	8,339,780	357,096	8,696,876
All Funds	9,781,140	-	9,781,140	839,928	10,621,068
<b>3160 Temporary Appointments</b>					
8000 General Fund	27,970	1,035	29,005	-	29,005
<b>TOTAL SALARIES &amp; WAGES</b>					
8000 General Fund	894,858	575,507	1,470,365	482,832	1,953,197
3400 Other Funds Ltd	8,914,252	(574,472)	8,339,780	357,096	8,696,876
<b>TOTAL SALARIES &amp; WAGES</b>	<b>\$9,809,110</b>	<b>\$1,035</b>	<b>\$9,810,145</b>	<b>\$839,928</b>	<b>\$10,650,073</b>
<b>OTHER PAYROLL EXPENSES</b>					
<b>3210 Empl. Rel. Bd. Assessments</b>					
8000 General Fund	229	198	427	171	598
3400 Other Funds Ltd	3,134	(198)	2,936	171	3,107
All Funds	3,363	-	3,363	342	3,705
<b>3220 Public Employees' Retire Cont</b>					
8000 General Fund	165,489	109,666	275,155	92,172	367,327
3400 Other Funds Ltd	1,701,731	(109,666)	1,592,065	68,171	1,660,236
All Funds	1,867,220	-	1,867,220	160,343	2,027,563
<b>3221 Pension Obligation Bond</b>					
8000 General Fund	60,194	(10,037)	50,157	-	50,157
3400 Other Funds Ltd	475,625	40,203	515,828	-	515,828
All Funds	535,819	30,166	565,985	-	565,985
<b>3230 Social Security Taxes</b>					
8000 General Fund	66,503	44,108	110,611	36,936	147,547

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3400 Other Funds Ltd	673,887	(43,950)	629,937	27,319	657,256
All Funds	740,390	158	740,548	64,255	804,803
<b>3240 Unemployment Assessments</b>					
8000 General Fund	25	1	26	-	26
<b>3250 Worker's Comp. Assess. (WCD)</b>					
8000 General Fund	344	242	586	207	793
3400 Other Funds Ltd	3,796	(242)	3,554	207	3,761
All Funds	4,140	-	4,140	414	4,554
<b>3260 Mass Transit Tax</b>					
8000 General Fund	7,898	(2,538)	5,360	2,897	8,257
3400 Other Funds Ltd	42,564	10,764	53,328	2,050	55,378
All Funds	50,462	8,226	58,688	4,947	63,635
<b>3270 Flexible Benefits</b>					
8000 General Fund	166,257	117,348	283,605	100,008	383,613
3400 Other Funds Ltd	1,833,903	(117,348)	1,716,555	100,008	1,816,563
All Funds	2,000,160	-	2,000,160	200,016	2,200,176
<b>TOTAL OTHER PAYROLL EXPENSES</b>					
8000 General Fund	466,939	258,988	725,927	232,391	958,318
3400 Other Funds Ltd	4,734,640	(220,437)	4,514,203	197,926	4,712,129
<b>TOTAL OTHER PAYROLL EXPENSES</b>	<b>\$5,201,579</b>	<b>\$38,551</b>	<b>\$5,240,130</b>	<b>\$430,317</b>	<b>\$5,670,447</b>
<b>P.S. BUDGET ADJUSTMENTS</b>					
<b>3455 Vacancy Savings</b>					
8000 General Fund	(3,475)	3,475	-	-	-



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3400 Other Funds Ltd	(66,025)	30,220	(35,805)	-	(35,805)
All Funds	(69,500)	33,695	(35,805)	-	(35,805)
<b>TOTAL PERSONAL SERVICES</b>					
8000 General Fund	1,358,322	837,970	2,196,292	715,223	2,911,515
3400 Other Funds Ltd	13,582,867	(764,689)	12,818,178	555,022	13,373,200
<b>TOTAL PERSONAL SERVICES</b>	<b>\$14,941,189</b>	<b>\$73,281</b>	<b>\$15,014,470</b>	<b>\$1,270,245</b>	<b>\$16,284,715</b>
<b>SERVICES &amp; SUPPLIES</b>					
<b>4100 Instate Travel</b>					
8000 General Fund	9,143	338	9,481	761	10,242
3400 Other Funds Ltd	38,023	1,406	39,429	1,649	41,078
All Funds	47,166	1,744	48,910	2,410	51,320
<b>4125 Out of State Travel</b>					
8000 General Fund	4,562	169	4,731	-	4,731
3400 Other Funds Ltd	19,226	711	19,937	-	19,937
All Funds	23,788	880	24,668	-	24,668
<b>4150 Employee Training</b>					
8000 General Fund	14,676	543	15,219	2,959	18,178
3400 Other Funds Ltd	163,487	6,049	169,536	6,129	175,665
All Funds	178,163	6,592	184,755	9,088	193,843
<b>4175 Office Expenses</b>					
8000 General Fund	11,321	419	11,740	2,536	14,276
3400 Other Funds Ltd	117,971	4,365	122,336	6,340	128,676
All Funds	129,292	4,784	134,076	8,876	142,952

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<b>4200 Telecommunications</b>					
8000 General Fund	12,511	463	12,974	2,536	15,510
3400 Other Funds Ltd	116,712	4,319	121,031	6,974	128,005
All Funds	129,223	4,782	134,005	9,510	143,515
<b>4225 State Gov. Service Charges</b>					
8000 General Fund	39,891	9,046	48,937	-	48,937
3400 Other Funds Ltd	234,224	151,079	385,303	-	385,303
All Funds	274,115	160,125	434,240	-	434,240
<b>4250 Data Processing</b>					
8000 General Fund	10,443	387	10,830	-	10,830
3400 Other Funds Ltd	318,979	11,802	330,781	-	330,781
All Funds	329,422	12,189	341,611	-	341,611
<b>4275 Publicity and Publications</b>					
8000 General Fund	3,907	145	4,052	634	4,686
3400 Other Funds Ltd	19,291	714	20,005	1,111	21,116
All Funds	23,198	859	24,057	1,745	25,802
<b>4300 Professional Services</b>					
8000 General Fund	661	27	688	-	688
3400 Other Funds Ltd	218,329	8,952	227,281	-	227,281
All Funds	218,990	8,979	227,969	-	227,969
<b>4315 IT Professional Services</b>					
8000 General Fund	4	-	4	383,000	383,004
3400 Other Funds Ltd	1,948,607	79,893	2,028,500	250,000	2,278,500

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All Funds	1,948,611	79,893	2,028,504	633,000	2,661,504
<b>4325 Attorney General</b>					
3400 Other Funds Ltd	58,825	7,730	66,555	-	66,555
<b>4375 Employee Recruitment and Develop</b>					
8000 General Fund	4,100	151	4,251	1,057	5,308
3400 Other Funds Ltd	14,570	539	15,109	5,125	20,234
All Funds	18,670	690	19,360	6,182	25,542
<b>4400 Dues and Subscriptions</b>					
8000 General Fund	1,618	60	1,678	613	2,291
3400 Other Funds Ltd	12,138	449	12,587	782	13,369
All Funds	13,756	509	14,265	1,395	15,660
<b>4425 Facilities Rental and Taxes</b>					
8000 General Fund	78,979	5,450	84,429	3,995	88,424
3400 Other Funds Ltd	489,568	33,779	523,347	7,165	530,512
All Funds	568,547	39,229	607,776	11,160	618,936
<b>4575 Agency Program Related S and S</b>					
3400 Other Funds Ltd	3,754	139	3,893	-	3,893
<b>4650 Other Services and Supplies</b>					
8000 General Fund	11,068	409	11,477	650	12,127
3400 Other Funds Ltd	47,401	1,755	49,156	1,918	51,074
All Funds	58,469	2,164	60,633	2,568	63,201
<b>4700 Expendable Prop 250 - 5000</b>					
8000 General Fund	10,305	381	10,686	7,926	18,612

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3400 Other Funds Ltd	101,016	3,738	104,754	9,194	113,948
All Funds	111,321	4,119	115,440	17,120	132,560
<b>4715 IT Expendable Property</b>					
3400 Other Funds Ltd	175,968	6,511	182,479	-	182,479
<b>TOTAL SERVICES &amp; SUPPLIES</b>					
8000 General Fund	213,189	17,988	231,177	406,667	637,844
3400 Other Funds Ltd	4,098,089	323,930	4,422,019	296,387	4,718,406
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>\$4,311,278</b>	<b>\$341,918</b>	<b>\$4,653,196</b>	<b>\$703,054</b>	<b>\$5,356,250</b>
<b>CAPITAL OUTLAY</b>					
<b>5150 Telecommunications Equipment</b>					
3400 Other Funds Ltd	99,575	3,684	103,259	-	103,259
<b>5200 Technical Equipment</b>					
3400 Other Funds Ltd	257,115	9,513	266,628	-	266,628
<b>5550 Data Processing Software</b>					
3400 Other Funds Ltd	59,908	2,217	62,125	-	62,125
<b>5600 Data Processing Hardware</b>					
3400 Other Funds Ltd	21,601	799	22,400	-	22,400
<b>5900 Other Capital Outlay</b>					
3400 Other Funds Ltd	30,177	1,117	31,294	-	31,294
<b>TOTAL CAPITAL OUTLAY</b>					
3400 Other Funds Ltd	468,376	17,330	485,706	-	485,706
<b>TOTAL EXPENDITURES</b>					
8000 General Fund	1,571,511	855,958	2,427,469	1,121,890	3,549,359

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3400 Other Funds Ltd	18,149,332	(423,429)	17,725,903	851,409	18,577,312
<b>TOTAL EXPENDITURES</b>	<b>\$19,720,843</b>	<b>\$432,529</b>	<b>\$20,153,372</b>	<b>\$1,973,299</b>	<b>\$22,126,671</b>
<b>ENDING BALANCE</b>					
3400 Other Funds Ltd	1,935,448	423,429	2,358,877	(44,391)	2,314,486
<b>AUTHORIZED POSITIONS</b>					
8150 Class/Unclass Positions	60	-	60	6	66
<b>AUTHORIZED FTE</b>					
8250 Class/Unclass FTE Positions	59.89	-	59.89	6.00	65.89

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<b>BEGINNING BALANCE</b>					
<b>0025 Beginning Balance</b>					
3400 Other Funds Ltd	30,629	-	30,629	-	30,629
6400 Federal Funds Ltd	5,516,216	-	5,516,216	-	5,516,216
All Funds	5,546,845	-	5,546,845	-	5,546,845
<b>REVENUE CATEGORIES</b>					
<b>GENERAL FUND APPROPRIATION</b>					
<b>0050 General Fund Appropriation</b>					
8000 General Fund	8,181,667	(526,971)	7,654,696	1,441,192	9,095,888
<b>LICENSES AND FEES</b>					
<b>0210 Non-business Lic. and Fees</b>					
8800 General Fund Revenue	657,511	-	657,511	-	657,511
<b>CHARGES FOR SERVICES</b>					
<b>0410 Charges for Services</b>					
3400 Other Funds Ltd	7,442	-	7,442	-	7,442
<b>FINES, RENTS AND ROYALTIES</b>					
<b>0505 Fines and Forfeitures</b>					
8800 General Fund Revenue	224,419	-	224,419	-	224,419
<b>SALES INCOME</b>					
<b>0705 Sales Income</b>					
3400 Other Funds Ltd	84,532	-	84,532	-	84,532
<b>OTHER</b>					
<b>0975 Other Revenues</b>					

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3400 Other Funds Ltd	1,013,990	-	1,013,990	-	1,013,990
<b>FEDERAL FUNDS REVENUE</b>					
<b>0995 Federal Funds</b>					
6400 Federal Funds Ltd	654,779	(513,600)	141,179	-	141,179
<b>TOTAL REVENUES</b>					
8000 General Fund	8,181,667	(526,971)	7,654,696	1,441,192	9,095,888
3400 Other Funds Ltd	1,105,964	-	1,105,964	-	1,105,964
8800 General Fund Revenue	881,930	-	881,930	-	881,930
6400 Federal Funds Ltd	654,779	(513,600)	141,179	-	141,179
<b>TOTAL REVENUES</b>	<b>\$10,824,340</b>	<b>(\$1,040,571)</b>	<b>\$9,783,769</b>	<b>\$1,441,192</b>	<b>\$11,224,961</b>
<b>TRANSFERS OUT</b>					
<b>2060 Transfer to General Fund</b>					
8800 General Fund Revenue	(881,930)	-	(881,930)	-	(881,930)
<b>AVAILABLE REVENUES</b>					
8000 General Fund	8,181,667	(526,971)	7,654,696	1,441,192	9,095,888
3400 Other Funds Ltd	1,136,593	-	1,136,593	-	1,136,593
6400 Federal Funds Ltd	6,170,995	(513,600)	5,657,395	-	5,657,395
<b>TOTAL AVAILABLE REVENUES</b>	<b>\$15,489,255</b>	<b>(\$1,040,571)</b>	<b>\$14,448,684</b>	<b>\$1,441,192</b>	<b>\$15,889,876</b>
<b>EXPENDITURES</b>					
<b>PERSONAL SERVICES</b>					
<b>SALARIES &amp; WAGES</b>					
<b>3110 Class/Unclass Sal. and Per Diem</b>					
8000 General Fund	2,318,112	-	2,318,112	95,328	2,413,440

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6400 Federal Funds Ltd	567,840	-	567,840	-	567,840
All Funds	2,885,952	-	2,885,952	95,328	2,981,280
<b>3160 Temporary Appointments</b>					
8000 General Fund	238,588	8,827	247,415	-	247,415
<b>3170 Overtime Payments</b>					
8000 General Fund	25,404	940	26,344	-	26,344
<b>TOTAL SALARIES &amp; WAGES</b>					
8000 General Fund	2,582,104	9,767	2,591,871	95,328	2,687,199
6400 Federal Funds Ltd	567,840	-	567,840	-	567,840
<b>TOTAL SALARIES &amp; WAGES</b>	<b>\$3,149,944</b>	<b>\$9,767</b>	<b>\$3,159,711</b>	<b>\$95,328</b>	<b>\$3,255,039</b>
<b>OTHER PAYROLL EXPENSES</b>					
<b>3210 Empl. Rel. Bd. Assessments</b>					
8000 General Fund	912	-	912	57	969
6400 Federal Funds Ltd	228	-	228	-	228
All Funds	1,140	-	1,140	57	1,197
<b>3220 Public Employees' Retire Cont</b>					
8000 General Fund	447,376	179	447,555	18,198	465,753
6400 Federal Funds Ltd	108,401	-	108,401	-	108,401
All Funds	555,777	179	555,956	18,198	574,154
<b>3221 Pension Obligation Bond</b>					
8000 General Fund	131,394	4,673	136,067	-	136,067
6400 Federal Funds Ltd	38,113	(5,157)	32,956	-	32,956
All Funds	169,507	(484)	169,023	-	169,023



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<b>3230 Social Security Taxes</b>					
8000 General Fund	194,281	747	195,028	7,293	202,321
6400 Federal Funds Ltd	43,440	-	43,440	-	43,440
All Funds	237,721	747	238,468	7,293	245,761
<b>3240 Unemployment Assessments</b>					
8000 General Fund	211	8	219	-	219
<b>3250 Worker's Comp. Assess. (WCD)</b>					
8000 General Fund	1,104	-	1,104	69	1,173
6400 Federal Funds Ltd	276	-	276	-	276
All Funds	1,380	-	1,380	69	1,449
<b>3260 Mass Transit Tax</b>					
8000 General Fund	15,726	(174)	15,552	571	16,123
<b>3270 Flexible Benefits</b>					
8000 General Fund	533,376	-	533,376	33,336	566,712
6400 Federal Funds Ltd	133,344	-	133,344	-	133,344
All Funds	666,720	-	666,720	33,336	700,056
<b>TOTAL OTHER PAYROLL EXPENSES</b>					
8000 General Fund	1,324,380	5,433	1,329,813	59,524	1,389,337
6400 Federal Funds Ltd	323,802	(5,157)	318,645	-	318,645
<b>TOTAL OTHER PAYROLL EXPENSES</b>	<b>\$1,648,182</b>	<b>\$276</b>	<b>\$1,648,458</b>	<b>\$59,524</b>	<b>\$1,707,982</b>
<b>P.S. BUDGET ADJUSTMENTS</b>					
<b>3455 Vacancy Savings</b>					
8000 General Fund	(17,375)	17,375	-	-	-

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6400 Federal Funds Ltd	(17,375)	17,375	-	-	-
All Funds	(34,750)	34,750	-	-	-
<b>TOTAL PERSONAL SERVICES</b>					
8000 General Fund	3,889,109	32,575	3,921,684	154,852	4,076,536
6400 Federal Funds Ltd	874,267	12,218	886,485	-	886,485
<b>TOTAL PERSONAL SERVICES</b>	<b>\$4,763,376</b>	<b>\$44,793</b>	<b>\$4,808,169</b>	<b>\$154,852</b>	<b>\$4,963,021</b>
<b>SERVICES &amp; SUPPLIES</b>					
<b>4100 Instate Travel</b>					
8000 General Fund	14,268	528	14,796	634	15,430
6400 Federal Funds Ltd	54,815	2,029	56,844	-	56,844
All Funds	69,083	2,557	71,640	634	72,274
<b>4125 Out of State Travel</b>					
8000 General Fund	14,730	545	15,275	-	15,275
6400 Federal Funds Ltd	14,947	553	15,500	-	15,500
All Funds	29,677	1,098	30,775	-	30,775
<b>4150 Employee Training</b>					
8000 General Fund	9,132	338	9,470	1,902	11,372
6400 Federal Funds Ltd	9,346	346	9,692	-	9,692
All Funds	18,478	684	19,162	1,902	21,064
<b>4175 Office Expenses</b>					
8000 General Fund	445,704	16,491	462,195	1,902	464,097
3400 Other Funds Ltd	86,548	3,731	90,279	-	90,279
6400 Federal Funds Ltd	93,860	(17,267)	76,593	-	76,593

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All Funds	626,112	2,955	629,067	1,902	630,969
<b>4200 Telecommunications</b>					
8000 General Fund	18,333	678	19,011	2,536	21,547
3400 Other Funds Ltd	82	3	85	-	85
6400 Federal Funds Ltd	100,531	3,719	104,250	-	104,250
All Funds	118,946	4,400	123,346	2,536	125,882
<b>4225 State Gov. Service Charges</b>					
8000 General Fund	359,853	(76,312)	283,541	-	283,541
6400 Federal Funds Ltd	19,666	8,349	28,015	-	28,015
All Funds	379,519	(67,963)	311,556	-	311,556
<b>4250 Data Processing</b>					
8000 General Fund	8,862	328	9,190	-	9,190
3400 Other Funds Ltd	56	2	58	-	58
6400 Federal Funds Ltd	104,820	3,879	108,699	-	108,699
All Funds	113,738	4,209	117,947	-	117,947
<b>4275 Publicity and Publications</b>					
8000 General Fund	692,956	25,640	718,596	318	718,914
3400 Other Funds Ltd	5,832	216	6,048	-	6,048
6400 Federal Funds Ltd	63,948	(43,182)	20,766	-	20,766
All Funds	762,736	(17,326)	745,410	318	745,728
<b>4300 Professional Services</b>					
8000 General Fund	526,818	21,599	548,417	-	548,417
3400 Other Funds Ltd	12,672	520	13,192	-	13,192

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6400 Federal Funds Ltd	1,184,126	35,867	1,219,993	-	1,219,993
All Funds	1,723,616	57,986	1,781,602	-	1,781,602
<b>4315 IT Professional Services</b>					
8000 General Fund	1,182,245	(248,213)	934,032	441,851	1,375,883
3400 Other Funds Ltd	1,013,990	41,574	1,055,564	(41,574)	1,013,990
6400 Federal Funds Ltd	2,856,144	(992,764)	1,863,380	-	1,863,380
All Funds	5,052,379	(1,199,403)	3,852,976	400,277	4,253,253
<b>4325 Attorney General</b>					
8000 General Fund	413,617	54,349	467,966	-	467,966
3400 Other Funds Ltd	428	56	484	-	484
6400 Federal Funds Ltd	70,057	9,205	79,262	-	79,262
All Funds	484,102	63,610	547,712	-	547,712
<b>4375 Employee Recruitment and Develop</b>					
8000 General Fund	1,011	37	1,048	529	1,577
6400 Federal Funds Ltd	7	-	7	-	7
All Funds	1,018	37	1,055	529	1,584
<b>4400 Dues and Subscriptions</b>					
8000 General Fund	1,000	37	1,037	318	1,355
6400 Federal Funds Ltd	150	6	156	-	156
All Funds	1,150	43	1,193	318	1,511
<b>4425 Facilities Rental and Taxes</b>					
8000 General Fund	189,368	13,066	202,434	3,804	206,238
6400 Federal Funds Ltd	33,924	2,341	36,265	-	36,265

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All Funds	223,292	15,407	238,699	3,804	242,503
<b>4650 Other Services and Supplies</b>					
8000 General Fund	8,235	305	8,540	634	9,174
3400 Other Funds Ltd	4,542	168	4,710	-	4,710
6400 Federal Funds Ltd	11,564	428	11,992	-	11,992
All Funds	24,341	901	25,242	634	25,876
<b>4700 Expendable Prop 250 - 5000</b>					
8000 General Fund	2,248	83	2,331	634	2,965
6400 Federal Funds Ltd	25,502	944	26,446	-	26,446
All Funds	27,750	1,027	28,777	634	29,411
<b>4715 IT Expendable Property</b>					
8000 General Fund	20,178	747	20,925	-	20,925
3400 Other Funds Ltd	7,471	276	7,747	-	7,747
6400 Federal Funds Ltd	324,999	12,025	337,024	-	337,024
All Funds	352,648	13,048	365,696	-	365,696
<b>TOTAL SERVICES &amp; SUPPLIES</b>					
8000 General Fund	3,908,558	(189,754)	3,718,804	455,062	4,173,866
3400 Other Funds Ltd	1,131,621	46,546	1,178,167	(41,574)	1,136,593
6400 Federal Funds Ltd	4,968,406	(973,522)	3,994,884	-	3,994,884
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>\$10,008,585</b>	<b>(\$1,116,730)</b>	<b>\$8,891,855</b>	<b>\$413,488</b>	<b>\$9,305,343</b>
<b>CAPITAL OUTLAY</b>					
<b>5150 Telecommunications Equipment</b>					
6400 Federal Funds Ltd	15,361	568	15,929	-	15,929

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<b>5550 Data Processing Software</b>					
6400 Federal Funds Ltd	230,018	8,511	238,529	-	238,529
<b>5600 Data Processing Hardware</b>					
6400 Federal Funds Ltd	11,926	441	12,367	-	12,367
<b>TOTAL CAPITAL OUTLAY</b>					
6400 Federal Funds Ltd	257,305	9,520	266,825	-	266,825
<b>SPECIAL PAYMENTS</b>					
<b>6020 Dist to Counties</b>					
8000 General Fund	384,000	(369,792)	14,208	831,278	845,486
<b>TOTAL EXPENDITURES</b>					
8000 General Fund	8,181,667	(526,971)	7,654,696	1,441,192	9,095,888
3400 Other Funds Ltd	1,131,621	46,546	1,178,167	(41,574)	1,136,593
6400 Federal Funds Ltd	6,099,978	(951,784)	5,148,194	-	5,148,194
<b>TOTAL EXPENDITURES</b>	<b>\$15,413,266</b>	<b>(\$1,432,209)</b>	<b>\$13,981,057</b>	<b>\$1,399,618</b>	<b>\$15,380,675</b>
<b>ENDING BALANCE</b>					
3400 Other Funds Ltd	4,972	(46,546)	(41,574)	41,574	-
6400 Federal Funds Ltd	71,017	438,184	509,201	-	509,201
<b>TOTAL ENDING BALANCE</b>	<b>\$75,989</b>	<b>\$391,638</b>	<b>\$467,627</b>	<b>\$41,574</b>	<b>\$509,201</b>
<b>AUTHORIZED POSITIONS</b>					
8150 Class/Unclass Positions	20	-	20	1	21
<b>AUTHORIZED FTE</b>					
8250 Class/Unclass FTE Positions	20.00	-	20.00	1.00	21.00

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<b>BEGINNING BALANCE</b>					
<b>0025 Beginning Balance</b>					
3400 Other Funds Ltd	3,527,513	-	3,527,513	-	3,527,513
<b>REVENUE CATEGORIES</b>					
<b>CHARGES FOR SERVICES</b>					
<b>0410 Charges for Services</b>					
3400 Other Funds Ltd	26,738,024	-	26,738,024	-	26,738,024
<b>TRANSFERS OUT</b>					
<b>2010 Transfer Out - Intrafund</b>					
3400 Other Funds Ltd	(5,926,947)	-	(5,926,947)	-	(5,926,947)
<b>AVAILABLE REVENUES</b>					
3400 Other Funds Ltd	24,338,590	-	24,338,590	-	24,338,590
<b>EXPENDITURES</b>					
<b>PERSONAL SERVICES</b>					
<b>SALARIES &amp; WAGES</b>					
<b>3110 Class/Unclass Sal. and Per Diem</b>					
3400 Other Funds Ltd	11,541,768	-	11,541,768	-	11,541,768
<b>OTHER PAYROLL EXPENSES</b>					
<b>3210 Empl. Rel. Bd. Assessments</b>					
3400 Other Funds Ltd	4,104	-	4,104	-	4,104
<b>3220 Public Employees' Retire Cont</b>					
3400 Other Funds Ltd	2,203,326	-	2,203,326	-	2,203,326
<b>3221 Pension Obligation Bond</b>					

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3400 Other Funds Ltd	635,455	34,401	669,856	-	669,856
<b>3230 Social Security Taxes</b>					
3400 Other Funds Ltd	879,975	-	879,975	-	879,975
<b>3250 Worker's Comp. Assess. (WCD)</b>					
3400 Other Funds Ltd	4,968	-	4,968	-	4,968
<b>3260 Mass Transit Tax</b>					
3400 Other Funds Ltd	67,515	1,736	69,251	-	69,251
<b>3270 Flexible Benefits</b>					
3400 Other Funds Ltd	2,400,192	-	2,400,192	-	2,400,192
<b>TOTAL OTHER PAYROLL EXPENSES</b>					
3400 Other Funds Ltd	6,195,535	36,137	6,231,672	-	6,231,672
<b>P.S. BUDGET ADJUSTMENTS</b>					
<b>3455 Vacancy Savings</b>					
3400 Other Funds Ltd	(86,876)	(56,344)	(143,220)	-	(143,220)
<b>TOTAL PERSONAL SERVICES</b>					
3400 Other Funds Ltd	17,650,427	(20,207)	17,630,220	-	17,630,220
<b>SERVICES &amp; SUPPLIES</b>					
<b>4100 Instate Travel</b>					
3400 Other Funds Ltd	46,186	1,709	47,895	-	47,895
<b>4125 Out of State Travel</b>					
3400 Other Funds Ltd	32,742	1,211	33,953	-	33,953
<b>4150 Employee Training</b>					
3400 Other Funds Ltd	114,787	4,247	119,034	-	119,034



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<b>4175 Office Expenses</b>					
3400 Other Funds Ltd	79,478	2,941	82,419	-	82,419
<b>4200 Telecommunications</b>					
3400 Other Funds Ltd	69,948	2,588	72,536	-	72,536
<b>4225 State Gov. Service Charges</b>					
3400 Other Funds Ltd	566,356	(62,081)	504,275	-	504,275
<b>4250 Data Processing</b>					
3400 Other Funds Ltd	69,100	2,557	71,657	-	71,657
<b>4275 Publicity and Publications</b>					
3400 Other Funds Ltd	18,805	696	19,501	-	19,501
<b>4300 Professional Services</b>					
3400 Other Funds Ltd	1,625,727	66,655	1,692,382	-	1,692,382
<b>4315 IT Professional Services</b>					
3400 Other Funds Ltd	264,897	10,861	275,758	-	275,758
<b>4325 Attorney General</b>					
3400 Other Funds Ltd	59,320	7,795	67,115	-	67,115
<b>4375 Employee Recruitment and Develop</b>					
3400 Other Funds Ltd	11,280	417	11,697	-	11,697
<b>4400 Dues and Subscriptions</b>					
3400 Other Funds Ltd	6,605	244	6,849	-	6,849
<b>4425 Facilities Rental and Taxes</b>					
3400 Other Funds Ltd	609,603	42,063	651,666	-	651,666
<b>4650 Other Services and Supplies</b>					

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3400 Other Funds Ltd	40,647	1,504	42,151	-	42,151
<b>4700 Expendable Prop 250 - 5000</b>					
3400 Other Funds Ltd	23,522	870	24,392	-	24,392
<b>4715 IT Expendable Property</b>					
3400 Other Funds Ltd	111,368	4,121	115,489	-	115,489
<b>TOTAL SERVICES &amp; SUPPLIES</b>					
3400 Other Funds Ltd	3,750,371	88,398	3,838,769	-	3,838,769
<b>TOTAL EXPENDITURES</b>					
3400 Other Funds Ltd	21,400,798	68,191	21,468,989	-	21,468,989
<b>ENDING BALANCE</b>					
3400 Other Funds Ltd	2,937,792	(68,191)	2,869,601	-	2,869,601
<b>AUTHORIZED POSITIONS</b>					
8150 Class/Unclass Positions	72	-	72	-	72
<b>AUTHORIZED FTE</b>					
8250 Class/Unclass FTE Positions	72.00	-	72.00	-	72.00

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<b>BEGINNING BALANCE</b>					
<b>0025 Beginning Balance</b>					
3400 Other Funds Ltd	886,654	-	886,654	-	886,654
<b>0030 Beginning Balance Adjustment</b>					
3400 Other Funds Ltd	1,018,739	-	1,018,739	-	1,018,739
<b>TOTAL BEGINNING BALANCE</b>					
3400 Other Funds Ltd	1,905,393	-	1,905,393	-	1,905,393
<b>REVENUE CATEGORIES</b>					
<b>GENERAL FUND APPROPRIATION</b>					
<b>0050 General Fund Appropriation</b>					
8000 General Fund	-	-	-	50,000	50,000
<b>CHARGES FOR SERVICES</b>					
<b>0410 Charges for Services</b>					
3400 Other Funds Ltd	10,031,391	-	10,031,391	500,000	10,531,391
<b>SALES INCOME</b>					
<b>0705 Sales Income</b>					
3400 Other Funds Ltd	135,000	-	135,000	-	135,000
<b>FEDERAL FUNDS REVENUE</b>					
<b>0995 Federal Funds</b>					
6400 Federal Funds Ltd	41,220	-	41,220	-	41,220
<b>TOTAL REVENUES</b>					
8000 General Fund	-	-	-	50,000	50,000
3400 Other Funds Ltd	10,166,391	-	10,166,391	500,000	10,666,391

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6400 Federal Funds Ltd	41,220	-	41,220	-	41,220
<b>TOTAL REVENUES</b>	<b>\$10,207,611</b>	<b>-</b>	<b>\$10,207,611</b>	<b>\$550,000</b>	<b>\$10,757,611</b>
<b>TRANSFERS OUT</b>					
<b>2010 Transfer Out - Intrafund</b>					
3400 Other Funds Ltd	(3,227,554)	-	(3,227,554)	-	(3,227,554)
<b>AVAILABLE REVENUES</b>					
8000 General Fund	-	-	-	50,000	50,000
3400 Other Funds Ltd	8,844,230	-	8,844,230	500,000	9,344,230
6400 Federal Funds Ltd	41,220	-	41,220	-	41,220
<b>TOTAL AVAILABLE REVENUES</b>	<b>\$8,885,450</b>	<b>-</b>	<b>\$8,885,450</b>	<b>\$550,000</b>	<b>\$9,435,450</b>
<b>EXPENDITURES</b>					
<b>PERSONAL SERVICES</b>					
<b>SALARIES &amp; WAGES</b>					
<b>3110 Class/Unclass Sal. and Per Diem</b>					
3400 Other Funds Ltd	2,628,504	-	2,628,504	-	2,628,504
<b>3160 Temporary Appointments</b>					
3400 Other Funds Ltd	35,562	1,315	36,877	-	36,877
<b>TOTAL SALARIES &amp; WAGES</b>					
3400 Other Funds Ltd	2,664,066	1,315	2,665,381	-	2,665,381
<b>OTHER PAYROLL EXPENSES</b>					
<b>3210 Empl. Rel. Bd. Assessments</b>					
3400 Other Funds Ltd	1,257	-	1,257	-	1,257
<b>3220 Public Employees' Retire Cont</b>					

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3400 Other Funds Ltd	501,783	-	501,783	-	501,783
<b>3221 Pension Obligation Bond</b>					
3400 Other Funds Ltd	149,142	3,411	152,553	-	152,553
<b>3230 Social Security Taxes</b>					
3400 Other Funds Ltd	202,667	101	202,768	-	202,768
<b>3250 Worker's Comp. Assess. (WCD)</b>					
3400 Other Funds Ltd	1,515	-	1,515	-	1,515
<b>3260 Mass Transit Tax</b>					
3400 Other Funds Ltd	16,261	(269)	15,992	-	15,992
<b>3270 Flexible Benefits</b>					
3400 Other Funds Ltd	733,392	-	733,392	-	733,392
<b>TOTAL OTHER PAYROLL EXPENSES</b>					
3400 Other Funds Ltd	1,606,017	3,243	1,609,260	-	1,609,260
<b>P.S. BUDGET ADJUSTMENTS</b>					
<b>3455 Vacancy Savings</b>					
3400 Other Funds Ltd	(17,375)	(54,235)	(71,610)	-	(71,610)
<b>TOTAL PERSONAL SERVICES</b>					
3400 Other Funds Ltd	4,252,708	(49,677)	4,203,031	-	4,203,031
<b>SERVICES &amp; SUPPLIES</b>					
<b>4100 Instate Travel</b>					
3400 Other Funds Ltd	19,021	2,704	21,725	-	21,725
6400 Federal Funds Ltd	8,227	304	8,531	-	8,531
All Funds	27,248	3,008	30,256	-	30,256

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<b>4125 Out of State Travel</b>					
3400 Other Funds Ltd	24,464	3,906	28,370	-	28,370
<b>4150 Employee Training</b>					
3400 Other Funds Ltd	45,881	1,697	47,578	-	47,578
<b>4175 Office Expenses</b>					
3400 Other Funds Ltd	78,185	2,893	81,078	-	81,078
<b>4200 Telecommunications</b>					
3400 Other Funds Ltd	45,049	1,666	46,715	-	46,715
<b>4225 State Gov. Service Charges</b>					
3400 Other Funds Ltd	122,371	42,219	164,590	-	164,590
<b>4250 Data Processing</b>					
3400 Other Funds Ltd	11,384	421	11,805	-	11,805
<b>4275 Publicity and Publications</b>					
8000 General Fund	-	-	-	50,000	50,000
3400 Other Funds Ltd	268,855	(58,053)	210,802	-	210,802
6400 Federal Funds Ltd	6,328	234	6,562	-	6,562
All Funds	275,183	(57,819)	217,364	50,000	267,364
<b>4300 Professional Services</b>					
3400 Other Funds Ltd	22,732	15,932	38,664	-	38,664
6400 Federal Funds Ltd	11,681	479	12,160	-	12,160
All Funds	34,413	16,411	50,824	-	50,824
<b>4315 IT Professional Services</b>					
3400 Other Funds Ltd	308,733	22,658	331,391	-	331,391

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6400 Federal Funds Ltd	8,279	-	8,279	-	8,279
All Funds	317,012	22,658	339,670	-	339,670
<b>4325 Attorney General</b>					
3400 Other Funds Ltd	12,357	1,624	13,981	-	13,981
<b>4375 Employee Recruitment and Develop</b>					
3400 Other Funds Ltd	601	22	623	-	623
<b>4400 Dues and Subscriptions</b>					
3400 Other Funds Ltd	1,070	5,040	6,110	-	6,110
6400 Federal Funds Ltd	4,430	164	4,594	-	4,594
All Funds	5,500	5,204	10,704	-	10,704
<b>4425 Facilities Rental and Taxes</b>					
3400 Other Funds Ltd	1,891,426	130,509	2,021,935	-	2,021,935
<b>4450 Fuels and Utilities</b>					
3400 Other Funds Ltd	51,809	16,917	68,726	-	68,726
<b>4575 Agency Program Related S and S</b>					
3400 Other Funds Ltd	14,700	544	15,244	-	15,244
<b>4650 Other Services and Supplies</b>					
3400 Other Funds Ltd	35,890	4,327	40,217	-	40,217
6400 Federal Funds Ltd	1,055	39	1,094	-	1,094
All Funds	36,945	4,366	41,311	-	41,311
<b>4700 Expendable Prop 250 - 5000</b>					
3400 Other Funds Ltd	14,799	10,548	25,347	-	25,347
<b>4715 IT Expendable Property</b>					

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3400 Other Funds Ltd	35,871	6,327	42,198	-	42,198
<b>TOTAL SERVICES &amp; SUPPLIES</b>					
8000 General Fund	-	-	-	50,000	50,000
3400 Other Funds Ltd	3,005,198	211,901	3,217,099	-	3,217,099
6400 Federal Funds Ltd	40,000	1,220	41,220	-	41,220
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>\$3,045,198</b>	<b>\$213,121</b>	<b>\$3,258,319</b>	<b>\$50,000</b>	<b>\$3,308,319</b>
<b>CAPITAL OUTLAY</b>					
<b>5100 Office Furniture and Fixtures</b>					
3400 Other Funds Ltd	609,881	(495,934)	113,947	500,000	613,947
<b>TOTAL EXPENDITURES</b>					
8000 General Fund	-	-	-	50,000	50,000
3400 Other Funds Ltd	7,867,787	(333,710)	7,534,077	500,000	8,034,077
6400 Federal Funds Ltd	40,000	1,220	41,220	-	41,220
<b>TOTAL EXPENDITURES</b>	<b>\$7,907,787</b>	<b>(\$332,490)</b>	<b>\$7,575,297</b>	<b>\$550,000</b>	<b>\$8,125,297</b>
<b>ENDING BALANCE</b>					
3400 Other Funds Ltd	976,443	333,710	1,310,153	-	1,310,153
6400 Federal Funds Ltd	1,220	(1,220)	-	-	-
<b>TOTAL ENDING BALANCE</b>	<b>\$977,663</b>	<b>\$332,490</b>	<b>\$1,310,153</b>	<b>-</b>	<b>\$1,310,153</b>
<b>AUTHORIZED POSITIONS</b>					
8150 Class/Unclass Positions	22	-	22	-	22
<b>AUTHORIZED FTE</b>					
8250 Class/Unclass FTE Positions	22.00	-	22.00	-	22.00



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<b>BEGINNING BALANCE</b>					
<b>0025 Beginning Balance</b>					
3400 Other Funds Ltd	1,072,865	-	1,072,865	-	1,072,865
<b>REVENUE CATEGORIES</b>					
<b>LICENSES AND FEES</b>					
<b>0205 Business Lic and Fees</b>					
3400 Other Funds Ltd	14,899,839	-	14,899,839	4,536,960	19,436,799
8800 General Fund Revenue	68,519,357	(6,200,000)	62,319,357	-	62,319,357
All Funds	83,419,196	(6,200,000)	77,219,196	4,536,960	81,756,156
<b>0210 Non-business Lic. and Fees</b>					
3400 Other Funds Ltd	2,676,771	-	2,676,771	-	2,676,771
<b>TOTAL LICENSES AND FEES</b>					
3400 Other Funds Ltd	17,576,610	-	17,576,610	4,536,960	22,113,570
8800 General Fund Revenue	68,519,357	(6,200,000)	62,319,357	-	62,319,357
<b>TOTAL LICENSES AND FEES</b>	<b>\$86,095,967</b>	<b>(\$6,200,000)</b>	<b>\$79,895,967</b>	<b>\$4,536,960</b>	<b>\$84,432,927</b>
<b>CHARGES FOR SERVICES</b>					
<b>0410 Charges for Services</b>					
3400 Other Funds Ltd	680,000	-	680,000	-	680,000
<b>TOTAL REVENUES</b>					
3400 Other Funds Ltd	18,256,610	-	18,256,610	4,536,960	22,793,570
8800 General Fund Revenue	68,519,357	(6,200,000)	62,319,357	-	62,319,357
<b>TOTAL REVENUES</b>	<b>\$86,775,967</b>	<b>(\$6,200,000)</b>	<b>\$80,575,967</b>	<b>\$4,536,960</b>	<b>\$85,112,927</b>
<b>TRANSFERS OUT</b>					

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<b>2010 Transfer Out - Intrafund</b>					
3400 Other Funds Ltd	(9,294,831)	-	(9,294,831)	-	(9,294,831)
<b>2060 Transfer to General Fund</b>					
8800 General Fund Revenue	(68,519,357)	6,200,000	(62,319,357)	-	(62,319,357)
<b>TOTAL TRANSFERS OUT</b>					
3400 Other Funds Ltd	(9,294,831)	-	(9,294,831)	-	(9,294,831)
8800 General Fund Revenue	(68,519,357)	6,200,000	(62,319,357)	-	(62,319,357)
<b>TOTAL TRANSFERS OUT</b>	<b>(\$77,814,188)</b>	<b>\$6,200,000</b>	<b>(\$71,614,188)</b>	-	<b>(\$71,614,188)</b>
<b>AVAILABLE REVENUES</b>					
3400 Other Funds Ltd	10,034,644	-	10,034,644	4,536,960	14,571,604
<b>EXPENDITURES</b>					
<b>PERSONAL SERVICES</b>					
<b>SALARIES &amp; WAGES</b>					
<b>3110 Class/Unclass Sal. and Per Diem</b>					
3400 Other Funds Ltd	3,636,168	-	3,636,168	945,768	4,581,936
<b>3160 Temporary Appointments</b>					
3400 Other Funds Ltd	190,335	7,042	197,377	-	197,377
<b>TOTAL SALARIES &amp; WAGES</b>					
3400 Other Funds Ltd	3,826,503	7,042	3,833,545	945,768	4,779,313
<b>OTHER PAYROLL EXPENSES</b>					
<b>3210 Empl. Rel. Bd. Assessments</b>					
3400 Other Funds Ltd	1,995	-	1,995	627	2,622
<b>3220 Public Employees' Retire Cont</b>					

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3400 Other Funds Ltd	694,145	-	694,145	180,543	874,688
<b>3221 Pension Obligation Bond</b>					
3400 Other Funds Ltd	196,586	14,448	211,034	-	211,034
<b>3230 Social Security Taxes</b>					
3400 Other Funds Ltd	292,725	539	293,264	72,354	365,618
<b>3250 Worker's Comp. Assess. (WCD)</b>					
3400 Other Funds Ltd	2,415	-	2,415	759	3,174
<b>3260 Mass Transit Tax</b>					
3400 Other Funds Ltd	20,691	2,310	23,001	5,675	28,676
<b>3270 Flexible Benefits</b>					
3400 Other Funds Ltd	1,166,760	-	1,166,760	366,696	1,533,456
<b>TOTAL OTHER PAYROLL EXPENSES</b>					
3400 Other Funds Ltd	2,375,317	17,297	2,392,614	626,654	3,019,268
<b>P.S. BUDGET ADJUSTMENTS</b>					
<b>3455 Vacancy Savings</b>					
3400 Other Funds Ltd	(69,501)	15,793	(53,708)	-	(53,708)
<b>TOTAL PERSONAL SERVICES</b>					
3400 Other Funds Ltd	6,132,319	40,132	6,172,451	1,572,422	7,744,873
<b>SERVICES &amp; SUPPLIES</b>					
<b>4100 Instate Travel</b>					
3400 Other Funds Ltd	22,040	815	22,855	4,060	26,915
<b>4125 Out of State Travel</b>					
3400 Other Funds Ltd	8,771	325	9,096	-	9,096

Detail Revenues & Expenditures - Requested Budget  
 2017-19 Biennium  
 Corporation Division

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Description	2017-19 Base Budget	Essential Packages	2017-19 Current Service Level	Policy Packages	2017-19 Agency Request Budget
<b>4150 Employee Training</b>					
3400 Other Funds Ltd	19,893	736	20,629	15,216	35,845
<b>4175 Office Expenses</b>					
3400 Other Funds Ltd	666,373	24,656	691,029	19,020	710,049
<b>4200 Telecommunications</b>					
3400 Other Funds Ltd	98,923	26,497	125,420	20,288	145,708
<b>4225 State Gov. Service Charges</b>					
3400 Other Funds Ltd	248,008	(2,874)	245,134	-	245,134
<b>4250 Data Processing</b>					
3400 Other Funds Ltd	9,926	367	10,293	-	10,293
<b>4275 Publicity and Publications</b>					
3400 Other Funds Ltd	106,484	3,940	110,424	2,226	112,650
<b>4300 Professional Services</b>					
3400 Other Funds Ltd	208,794	8,561	217,355	-	217,355
<b>4315 IT Professional Services</b>					
3400 Other Funds Ltd	864,654	(164,421)	700,233	-	700,233
<b>4325 Attorney General</b>					
3400 Other Funds Ltd	44,820	5,889	50,709	-	50,709
<b>4375 Employee Recruitment and Develop</b>					
3400 Other Funds Ltd	1,293	48	1,341	1,322	2,663
<b>4400 Dues and Subscriptions</b>					
3400 Other Funds Ltd	3,212	119	3,331	1,312	4,643
<b>4425 Facilities Rental and Taxes</b>					

Detail Revenues & Expenditures - Requested Budget  
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Description	2017-19 Base Budget	Essential Packages	2017-19 Current Service Level	Policy Packages	2017-19 Agency Request Budget
3400 Other Funds Ltd	375,455	25,906	401,361	34,236	435,597
<b>4650 Other Services and Supplies</b>					
3400 Other Funds Ltd	1,103,338	(208,056)	895,282	251,340	1,146,622
<b>4700 Expendable Prop 250 - 5000</b>					
3400 Other Funds Ltd	10,060	372	10,432	6,340	16,772
<b>4715 IT Expendable Property</b>					
3400 Other Funds Ltd	87,444	3,235	90,679	-	90,679
<b>TOTAL SERVICES &amp; SUPPLIES</b>					
3400 Other Funds Ltd	3,879,488	(273,885)	3,605,603	355,360	3,960,963
<b>CAPITAL OUTLAY</b>					
<b>5200 Technical Equipment</b>					
3400 Other Funds Ltd	18,162	(17,490)	672	-	672
<b>5900 Other Capital Outlay</b>					
3400 Other Funds Ltd	4,675	(4,502)	173	-	173
<b>TOTAL CAPITAL OUTLAY</b>					
3400 Other Funds Ltd	22,837	(21,992)	845	-	845
<b>TOTAL EXPENDITURES</b>					
3400 Other Funds Ltd	10,034,644	(255,745)	9,778,899	1,927,782	11,706,681
<b>ENDING BALANCE</b>					
3400 Other Funds Ltd	-	255,745	255,745	2,609,178	2,864,923
<b>AUTHORIZED POSITIONS</b>					
8150 Class/Unclass Positions	35	-	35	11	46
<b>AUTHORIZED FTE</b>					

Description	2017-19 Base Budget	Essential Packages	2017-19 Current Service Level	Policy Packages	2017-19 Agency Request Budget
8250 Class/Unclass FTE Positions	35.00	-	35.00	11.00	46.00

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Description	Total Essential Packages	Pkg: 010 Non-PICS Psnl Svc / Vacancy Factor  Priority: 00	Pkg: 022 Phase-out Pgm & One-time Costs  Priority: 00	Pkg: 031 Standard Inflation  Priority: 00	Pkg: 050 Fundshifts  Priority: 00	Pkg: 060 Technical Adjustments  Priority: 00
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**REVENUE CATEGORIES**

**GENERAL FUND APPROPRIATION**

**0050 General Fund Appropriation**

8000 General Fund	328,987	24,669	(669,000)	127,442	845,876	-
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**LICENSES AND FEES**

**0205 Business Lic and Fees**

8800 General Fund Revenue	(6,200,000)	-	(6,200,000)	-	-	-
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**FEDERAL FUNDS REVENUE**

**0995 Federal Funds**

6400 Federal Funds Ltd	(513,600)	-	(513,600)	-	-	-
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**REVENUE CATEGORIES**

8000 General Fund	328,987	24,669	(669,000)	127,442	845,876	-
8800 General Fund Revenue	(6,200,000)	-	(6,200,000)	-	-	-
6400 Federal Funds Ltd	(513,600)	-	(513,600)	-	-	-

<b>TOTAL REVENUE CATEGORIES</b>	<b>(\$6,384,613)</b>	<b>\$24,669</b>	<b>(\$7,382,600)</b>	<b>\$127,442</b>	<b>\$845,876</b>	<b>-</b>
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**TRANSFERS OUT**

**2060 Transfer to General Fund**

8800 General Fund Revenue	6,200,000	-	6,200,000	-	-	-
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**AVAILABLE REVENUES**

8000 General Fund	328,987	24,669	(669,000)	127,442	845,876	-
8800 General Fund Revenue	-	-	-	-	-	-
6400 Federal Funds Ltd	(513,600)	-	(513,600)	-	-	-

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Description	Total Essential Packages	Pkg: 010 Non-PICS Psnl Svc / Vacancy Factor  Priority: 00	Pkg: 022 Phase-out Pgm & One-time Costs  Priority: 00	Pkg: 031 Standard Inflation  Priority: 00	Pkg: 050 Fundshifts  Priority: 00	Pkg: 060 Technical Adjustments  Priority: 00
<b>TOTAL AVAILABLE REVENUES</b>	<b>(\$184,613)</b>	<b>\$24,669</b>	<b>(\$1,182,600)</b>	<b>\$127,442</b>	<b>\$845,876</b>	<b>-</b>
<b>EXPENDITURES</b>						
<b>PERSONAL SERVICES</b>						
<b>SALARIES &amp; WAGES</b>						
<b>3110 Class/Unclass Sal. and Per Diem</b>						
8000 General Fund	574,472	-	-	-	574,472	-
3400 Other Funds Ltd	(574,472)	-	-	-	(574,472)	-
All Funds	-	-	-	-	-	-
<b>3160 Temporary Appointments</b>						
8000 General Fund	9,862	9,862	-	-	-	-
3400 Other Funds Ltd	8,357	8,357	-	-	-	-
All Funds	18,219	18,219	-	-	-	-
<b>3170 Overtime Payments</b>						
8000 General Fund	940	940	-	-	-	-
<b>SALARIES &amp; WAGES</b>						
8000 General Fund	585,274	10,802	-	-	574,472	-
3400 Other Funds Ltd	(566,115)	8,357	-	-	(574,472)	-
<b>TOTAL SALARIES &amp; WAGES</b>	<b>\$19,159</b>	<b>\$19,159</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>OTHER PAYROLL EXPENSES</b>						
<b>3210 Empl. Rel. Bd. Assessments</b>						
8000 General Fund	198	-	-	-	198	-
3400 Other Funds Ltd	(198)	-	-	-	(198)	-



Description	Total Essential Packages	Pkg: 010 Non-PICS Psnl Svc / Vacancy Factor  Priority: 00	Pkg: 022 Phase-out Pgm & One-time Costs  Priority: 00	Pkg: 031 Standard Inflation  Priority: 00	Pkg: 050 Fundshifts  Priority: 00	Pkg: 060 Technical Adjustments  Priority: 00
All Funds	-	-	-	-	-	-
<b>3220 Public Employees Retire Cont</b>						
8000 General Fund	109,845	179	-	-	109,666	-
3400 Other Funds Ltd	(109,666)	-	-	-	(109,666)	-
All Funds	179	179	-	-	-	-
<b>3221 Pension Obligation Bond</b>						
8000 General Fund	(5,364)	(5,364)	-	-	-	-
3400 Other Funds Ltd	92,463	92,463	-	-	-	-
6400 Federal Funds Ltd	(5,157)	(5,157)	-	-	-	-
All Funds	81,942	81,942	-	-	-	-
<b>3230 Social Security Taxes</b>						
8000 General Fund	44,855	905	-	-	43,950	-
3400 Other Funds Ltd	(43,310)	640	-	-	(43,950)	-
All Funds	1,545	1,545	-	-	-	-
<b>3240 Unemployment Assessments</b>						
8000 General Fund	9	9	-	-	-	-
<b>3250 Workers Comp. Assess. (WCD)</b>						
8000 General Fund	242	-	-	-	242	-
3400 Other Funds Ltd	(242)	-	-	-	(242)	-
All Funds	-	-	-	-	-	-
<b>3260 Mass Transit Tax</b>						
8000 General Fund	(2,712)	(2,712)	-	-	-	-
3400 Other Funds Ltd	14,541	14,541	-	-	-	-

Description	Total Essential Packages	Pkg: 010	Pkg: 022	Pkg: 031	Pkg: 050	Pkg: 060
		Non-PICS Psnl Svc / Vacancy Factor	Phase-out Pgm & One-time Costs	Standard Inflation	Fundshifts	Technical Adjustments
		Priority: 00	Priority: 00	Priority: 00	Priority: 00	Priority: 00
All Funds	11,829	11,829	-	-	-	-
<b>3270 Flexible Benefits</b>						
8000 General Fund	117,348	-	-	-	117,348	-
3400 Other Funds Ltd	(117,348)	-	-	-	(117,348)	-
All Funds	-	-	-	-	-	-
<b>OTHER PAYROLL EXPENSES</b>						
8000 General Fund	264,421	(6,983)	-	-	271,404	-
3400 Other Funds Ltd	(163,760)	107,644	-	-	(271,404)	-
6400 Federal Funds Ltd	(5,157)	(5,157)	-	-	-	-
<b>TOTAL OTHER PAYROLL EXPENSES</b>	<b>\$95,504</b>	<b>\$95,504</b>	-	-	-	-
<b>P.S. BUDGET ADJUSTMENTS</b>						
<b>3455 Vacancy Savings</b>						
8000 General Fund	20,850	20,850	-	-	-	-
3400 Other Funds Ltd	(64,566)	(64,566)	-	-	-	-
6400 Federal Funds Ltd	17,375	17,375	-	-	-	-
All Funds	(26,341)	(26,341)	-	-	-	-
<b>PERSONAL SERVICES</b>						
8000 General Fund	870,545	24,669	-	-	845,876	-
3400 Other Funds Ltd	(794,441)	51,435	-	-	(845,876)	-
6400 Federal Funds Ltd	12,218	12,218	-	-	-	-
<b>TOTAL PERSONAL SERVICES</b>	<b>\$88,322</b>	<b>\$88,322</b>	-	-	-	-
<b>SERVICES &amp; SUPPLIES</b>						

Description	Total Essential Packages	Pkg: 010	Pkg: 022	Pkg: 031	Pkg: 050	Pkg: 060
		Non-PICS Psnl Svc / Vacancy Factor	Phase-out Pgm & One-time Costs	Standard Inflation	Fundshifts	Technical Adjustments
		Priority: 00	Priority: 00	Priority: 00	Priority: 00	Priority: 00
<b>4100 Instate Travel</b>						
8000 General Fund	866	-	-	866	-	-
3400 Other Funds Ltd	6,634	-	-	4,634	-	2,000
6400 Federal Funds Ltd	2,333	-	-	2,333	-	-
All Funds	9,833	-	-	7,833	-	2,000
<b>4125 Out of State Travel</b>						
8000 General Fund	714	-	-	714	-	-
3400 Other Funds Ltd	6,153	-	-	3,153	-	3,000
6400 Federal Funds Ltd	553	-	-	553	-	-
All Funds	7,420	-	-	4,420	-	3,000
<b>4150 Employee Training</b>						
8000 General Fund	881	-	-	881	-	-
3400 Other Funds Ltd	12,729	-	-	12,729	-	-
6400 Federal Funds Ltd	346	-	-	346	-	-
All Funds	13,956	-	-	13,956	-	-
<b>4175 Office Expenses</b>						
8000 General Fund	16,910	-	-	16,910	-	-
3400 Other Funds Ltd	38,586	-	-	38,586	-	-
6400 Federal Funds Ltd	(17,267)	-	(20,000)	2,733	-	-
All Funds	38,229	-	(20,000)	58,229	-	-
<b>4200 Telecommunications</b>						
8000 General Fund	1,141	-	-	1,141	-	-
3400 Other Funds Ltd	35,073	-	-	12,236	-	22,837

Description	Total Essential Packages	Pkg: 010	Pkg: 022	Pkg: 031	Pkg: 050	Pkg: 060
		Non-PICS Psnl Svc / Vacancy Factor	Phase-out Pgm & One-time Costs	Standard Inflation	Fundshifts	Technical Adjustments
		Priority: 00	Priority: 00	Priority: 00	Priority: 00	Priority: 00
6400 Federal Funds Ltd	3,719	-	-	3,719	-	-
All Funds	39,933	-	-	17,096	-	22,837
<b>4225 State Gov. Service Charges</b>						
8000 General Fund	(67,266)	-	-	(67,266)	-	-
3400 Other Funds Ltd	128,343	-	-	128,343	-	-
6400 Federal Funds Ltd	8,349	-	-	8,349	-	-
All Funds	69,426	-	-	69,426	-	-
<b>4250 Data Processing</b>						
8000 General Fund	715	-	-	715	-	-
3400 Other Funds Ltd	15,149	-	-	15,149	-	-
6400 Federal Funds Ltd	3,879	-	-	3,879	-	-
All Funds	19,743	-	-	19,743	-	-
<b>4275 Publicity and Publications</b>						
8000 General Fund	25,785	-	-	25,785	-	-
3400 Other Funds Ltd	(52,487)	-	-	15,513	-	(68,000)
6400 Federal Funds Ltd	(42,948)	-	(43,923)	975	-	-
All Funds	(69,650)	-	(43,923)	42,273	-	(68,000)
<b>4300 Professional Services</b>						
8000 General Fund	21,626	-	-	21,626	-	-
3400 Other Funds Ltd	100,620	-	-	85,620	-	15,000
6400 Federal Funds Ltd	40,700	-	(8,000)	48,700	-	-
All Funds	162,946	-	(8,000)	155,946	-	15,000
<b>4315 IT Professional Services</b>						

Description	Total Essential Packages	Pkg: 010	Pkg: 022	Pkg: 031	Pkg: 050	Pkg: 060
		Non-PICS Psnl Svc / Vacancy Factor	Phase-out Pgm & One-time Costs	Standard Inflation	Fundshifts	Technical Adjustments
		Priority: 00	Priority: 00	Priority: 00	Priority: 00	Priority: 00
8000 General Fund	(248,213)	-	(285,000)	36,787	-	-
3400 Other Funds Ltd	(9,435)	-	(192,000)	172,565	-	10,000
6400 Federal Funds Ltd	(992,425)	-	(1,086,865)	94,440	-	-
All Funds	(1,250,073)	-	(1,563,865)	303,792	-	10,000
<b>4325 Attorney General</b>						
8000 General Fund	54,349	-	-	54,349	-	-
3400 Other Funds Ltd	23,094	-	-	23,094	-	-
6400 Federal Funds Ltd	9,205	-	-	9,205	-	-
All Funds	86,648	-	-	86,648	-	-
<b>4375 Employee Recruitment and Develop</b>						
8000 General Fund	188	-	-	188	-	-
3400 Other Funds Ltd	1,026	-	-	1,026	-	-
All Funds	1,214	-	-	1,214	-	-
<b>4400 Dues and Subscriptions</b>						
8000 General Fund	97	-	-	97	-	-
3400 Other Funds Ltd	5,852	-	-	852	-	5,000
6400 Federal Funds Ltd	170	-	-	170	-	-
All Funds	6,119	-	-	1,119	-	5,000
<b>4425 Facilities Rental and Taxes</b>						
8000 General Fund	18,516	-	-	18,516	-	-
3400 Other Funds Ltd	232,257	-	-	232,257	-	-
6400 Federal Funds Ltd	2,341	-	-	2,341	-	-
All Funds	253,114	-	-	253,114	-	-

Description	Total Essential Packages	Pkg: 010	Pkg: 022	Pkg: 031	Pkg: 050	Pkg: 060
		Non-PICS Psnl Svc / Vacancy Factor	Phase-out Pgm & One-time Costs	Standard Inflation	Fundshifts	Technical Adjustments
		Priority: 00	Priority: 00	Priority: 00	Priority: 00	Priority: 00
<b>4450 Fuels and Utilities</b>						
3400 Other Funds Ltd	16,917	-	-	1,917	-	15,000
<b>4575 Agency Program Related S and S</b>						
3400 Other Funds Ltd	683	-	-	683	-	-
<b>4650 Other Services and Supplies</b>						
8000 General Fund	714	-	-	714	-	-
3400 Other Funds Ltd	(200,302)	-	(240,000)	36,698	-	3,000
6400 Federal Funds Ltd	467	-	-	467	-	-
All Funds	(199,121)	-	(240,000)	37,879	-	3,000
<b>4700 Expendable Prop 250 - 5000</b>						
8000 General Fund	464	-	-	464	-	-
3400 Other Funds Ltd	15,528	-	-	5,528	-	10,000
6400 Federal Funds Ltd	944	-	-	944	-	-
All Funds	16,936	-	-	6,936	-	10,000
<b>4715 IT Expendable Property</b>						
8000 General Fund	747	-	-	747	-	-
3400 Other Funds Ltd	20,470	-	-	15,470	-	5,000
6400 Federal Funds Ltd	12,025	-	-	12,025	-	-
All Funds	33,242	-	-	28,242	-	5,000
<b>SERVICES &amp; SUPPLIES</b>						
8000 General Fund	(171,766)	-	(285,000)	113,234	-	-
3400 Other Funds Ltd	396,890	-	(432,000)	806,053	-	22,837
6400 Federal Funds Ltd	(967,609)	-	(1,158,788)	191,179	-	-

Description	Total Essential Packages	Pkg: 010 Non-PICS Psnl Svc / Vacancy Factor  Priority: 00	Pkg: 022 Phase-out Pgm & One-time Costs  Priority: 00	Pkg: 031 Standard Inflation  Priority: 00	Pkg: 050 Fundshifts  Priority: 00	Pkg: 060 Technical Adjustments  Priority: 00
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>(\$742,485)</b>	-	<b>(\$1,875,788)</b>	<b>\$1,110,466</b>	-	<b>\$22,837</b>
<b>CAPITAL OUTLAY</b>						
<b>5100 Office Furniture and Fixtures</b>						
3400 Other Funds Ltd	(495,934)	-	(500,000)	4,066	-	-
<b>5150 Telecommunications Equipment</b>						
3400 Other Funds Ltd	3,684	-	-	3,684	-	-
6400 Federal Funds Ltd	568	-	-	568	-	-
All Funds	4,252	-	-	4,252	-	-
<b>5200 Technical Equipment</b>						
3400 Other Funds Ltd	(7,977)	-	-	10,185	-	(18,162)
<b>5550 Data Processing Software</b>						
3400 Other Funds Ltd	2,217	-	-	2,217	-	-
6400 Federal Funds Ltd	8,511	-	-	8,511	-	-
All Funds	10,728	-	-	10,728	-	-
<b>5600 Data Processing Hardware</b>						
3400 Other Funds Ltd	799	-	-	799	-	-
6400 Federal Funds Ltd	441	-	-	441	-	-
All Funds	1,240	-	-	1,240	-	-
<b>5900 Other Capital Outlay</b>						
3400 Other Funds Ltd	(3,385)	-	-	1,290	-	(4,675)
<b>CAPITAL OUTLAY</b>						
3400 Other Funds Ltd	(500,596)	-	(500,000)	22,241	-	(22,837)
6400 Federal Funds Ltd	9,520	-	-	9,520	-	-

Description	Total Essential Packages	Pkg: 010	Pkg: 022	Pkg: 031	Pkg: 050	Pkg: 060
		Non-PICS Psnl Svc / Vacancy Factor	Phase-out Pgm & One-time Costs	Standard Inflation	Fundshifts	Technical Adjustments
		Priority: 00	Priority: 00	Priority: 00	Priority: 00	Priority: 00
<b>TOTAL CAPITAL OUTLAY</b>	<b>(\$491,076)</b>	-	<b>(\$500,000)</b>	<b>\$31,761</b>	-	<b>(\$22,837)</b>
<b>SPECIAL PAYMENTS</b>						
6020 Dist to Counties						
8000 General Fund	(369,792)	-	(384,000)	14,208	-	-
<b>EXPENDITURES</b>						
8000 General Fund	328,987	24,669	(669,000)	127,442	845,876	-
3400 Other Funds Ltd	(898,147)	51,435	(932,000)	828,294	(845,876)	-
6400 Federal Funds Ltd	(945,871)	12,218	(1,158,788)	200,699	-	-
<b>TOTAL EXPENDITURES</b>	<b>(\$1,515,031)</b>	<b>\$88,322</b>	<b>(\$2,759,788)</b>	<b>\$1,156,435</b>	-	-
<b>ENDING BALANCE</b>						
8000 General Fund	-	-	-	-	-	-
3400 Other Funds Ltd	898,147	(51,435)	932,000	(828,294)	845,876	-
8800 General Fund Revenue	-	-	-	-	-	-
6400 Federal Funds Ltd	432,271	(12,218)	645,188	(200,699)	-	-
<b>TOTAL ENDING BALANCE</b>	<b>\$1,330,418</b>	<b>(\$63,653)</b>	<b>\$1,577,188</b>	<b>(\$1,028,993)</b>	<b>\$845,876</b>	-



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Description	Total Essential Packages	Pkg: 010 Non-PICS Psnl Svc / Vacancy Factor  Priority: 00	Pkg: 031 Standard Inflation  Priority: 00	Pkg: 050 Fundshifts  Priority: 00		
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**REVENUE CATEGORIES**

**GENERAL FUND APPROPRIATION**

**0050 General Fund Appropriation**

8000 General Fund	855,958	(7,906)	17,988	845,876		
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**AVAILABLE REVENUES**

8000 General Fund	855,958	(7,906)	17,988	845,876		
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**TOTAL AVAILABLE REVENUES**

<b>\$855,958</b>	<b>(\$7,906)</b>	<b>\$17,988</b>	<b>\$845,876</b>			
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**EXPENDITURES**

**PERSONAL SERVICES**

**SALARIES & WAGES**

**3110 Class/Unclass Sal. and Per Diem**

8000 General Fund	574,472	-	-	574,472		
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3400 Other Funds Ltd	(574,472)	-	-	(574,472)		
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All Funds	-	-	-	-		
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**3160 Temporary Appointments**

8000 General Fund	1,035	1,035	-	-		
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**SALARIES & WAGES**

8000 General Fund	575,507	1,035	-	574,472		
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3400 Other Funds Ltd	(574,472)	-	-	(574,472)		
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**TOTAL SALARIES & WAGES**

<b>\$1,035</b>	<b>\$1,035</b>	-	-			
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**OTHER PAYROLL EXPENSES**

**3210 Empl. Rel. Bd. Assessments**

Description	Total Essential Packages	Pkg: 010	Pkg: 031	Pkg: 050		
		Non-PICS Psnl Svc / Vacancy Factor	Standard Inflation	Fundshifts		
		Priority: 00	Priority: 00	Priority: 00		
8000 General Fund	198	-	-	198		
3400 Other Funds Ltd	(198)	-	-	(198)		
All Funds	-	-	-	-		
<b>3220 Public Employees Retire Cont</b>						
8000 General Fund	109,666	-	-	109,666		
3400 Other Funds Ltd	(109,666)	-	-	(109,666)		
All Funds	-	-	-	-		
<b>3221 Pension Obligation Bond</b>						
8000 General Fund	(10,037)	(10,037)	-	-		
3400 Other Funds Ltd	40,203	40,203	-	-		
All Funds	30,166	30,166	-	-		
<b>3230 Social Security Taxes</b>						
8000 General Fund	44,108	158	-	43,950		
3400 Other Funds Ltd	(43,950)	-	-	(43,950)		
All Funds	158	158	-	-		
<b>3240 Unemployment Assessments</b>						
8000 General Fund	1	1	-	-		
<b>3250 Workers Comp. Assess. (WCD)</b>						
8000 General Fund	242	-	-	242		
3400 Other Funds Ltd	(242)	-	-	(242)		
All Funds	-	-	-	-		
<b>3260 Mass Transit Tax</b>						
8000 General Fund	(2,538)	(2,538)	-	-		

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Description	Total Essential Packages	Pkg: 010 Non-PICS Psnl Svc / Vacancy Factor	Pkg: 031 Standard Inflation	Pkg: 050 Fundshifts		
		Priority: 00	Priority: 00	Priority: 00		
3400 Other Funds Ltd	10,764	10,764	-	-		
All Funds	8,226	8,226	-	-		
<b>3270 Flexible Benefits</b>						
8000 General Fund	117,348	-	-	117,348		
3400 Other Funds Ltd	(117,348)	-	-	(117,348)		
All Funds	-	-	-	-		
<b>OTHER PAYROLL EXPENSES</b>						
8000 General Fund	258,988	(12,416)	-	271,404		
3400 Other Funds Ltd	(220,437)	50,967	-	(271,404)		
<b>TOTAL OTHER PAYROLL EXPENSES</b>	<b>\$38,551</b>	<b>\$38,551</b>	-	-		
<b>P.S. BUDGET ADJUSTMENTS</b>						
<b>3455 Vacancy Savings</b>						
8000 General Fund	3,475	3,475	-	-		
3400 Other Funds Ltd	30,220	30,220	-	-		
All Funds	33,695	33,695	-	-		
<b>PERSONAL SERVICES</b>						
8000 General Fund	837,970	(7,906)	-	845,876		
3400 Other Funds Ltd	(764,689)	81,187	-	(845,876)		
<b>TOTAL PERSONAL SERVICES</b>	<b>\$73,281</b>	<b>\$73,281</b>	-	-		
<b>SERVICES &amp; SUPPLIES</b>						
<b>4100 Instate Travel</b>						
8000 General Fund	338	-	338	-		

Description	Total Essential Packages	Pkg: 010	Pkg: 031	Pkg: 050		
		Non-PICS Psnl Svc / Vacancy Factor	Standard Inflation	Fundshifts		
		Priority: 00	Priority: 00	Priority: 00		
3400 Other Funds Ltd	1,406	-	1,406	-		
All Funds	1,744	-	1,744	-		
<b>4125 Out of State Travel</b>						
8000 General Fund	169	-	169	-		
3400 Other Funds Ltd	711	-	711	-		
All Funds	880	-	880	-		
<b>4150 Employee Training</b>						
8000 General Fund	543	-	543	-		
3400 Other Funds Ltd	6,049	-	6,049	-		
All Funds	6,592	-	6,592	-		
<b>4175 Office Expenses</b>						
8000 General Fund	419	-	419	-		
3400 Other Funds Ltd	4,365	-	4,365	-		
All Funds	4,784	-	4,784	-		
<b>4200 Telecommunications</b>						
8000 General Fund	463	-	463	-		
3400 Other Funds Ltd	4,319	-	4,319	-		
All Funds	4,782	-	4,782	-		
<b>4225 State Gov. Service Charges</b>						
8000 General Fund	9,046	-	9,046	-		
3400 Other Funds Ltd	151,079	-	151,079	-		
All Funds	160,125	-	160,125	-		
<b>4250 Data Processing</b>						

Description	Total Essential Packages	Pkg: 010	Pkg: 031	Pkg: 050		
		Non-PICS Psnl Svc / Vacancy Factor	Standard Inflation	Fundshifts		
		Priority: 00	Priority: 00	Priority: 00		
8000 General Fund	387	-	387	-		
3400 Other Funds Ltd	11,802	-	11,802	-		
All Funds	12,189	-	12,189	-		
<b>4275 Publicity and Publications</b>						
8000 General Fund	145	-	145	-		
3400 Other Funds Ltd	714	-	714	-		
All Funds	859	-	859	-		
<b>4300 Professional Services</b>						
8000 General Fund	27	-	27	-		
3400 Other Funds Ltd	8,952	-	8,952	-		
All Funds	8,979	-	8,979	-		
<b>4315 IT Professional Services</b>						
3400 Other Funds Ltd	79,893	-	79,893	-		
<b>4325 Attorney General</b>						
3400 Other Funds Ltd	7,730	-	7,730	-		
<b>4375 Employee Recruitment and Develop</b>						
8000 General Fund	151	-	151	-		
3400 Other Funds Ltd	539	-	539	-		
All Funds	690	-	690	-		
<b>4400 Dues and Subscriptions</b>						
8000 General Fund	60	-	60	-		
3400 Other Funds Ltd	449	-	449	-		
All Funds	509	-	509	-		

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Description	Total Essential Packages	Pkg: 010 Non-PICS Psnl Svc / Vacancy Factor  Priority: 00	Pkg: 031 Standard Inflation  Priority: 00	Pkg: 050 Fundshifts  Priority: 00		
<b>4425 Facilities Rental and Taxes</b>						
8000 General Fund	5,450	-	5,450	-		
3400 Other Funds Ltd	33,779	-	33,779	-		
All Funds	39,229	-	39,229	-		
<b>4575 Agency Program Related S and S</b>						
3400 Other Funds Ltd	139	-	139	-		
<b>4650 Other Services and Supplies</b>						
8000 General Fund	409	-	409	-		
3400 Other Funds Ltd	1,755	-	1,755	-		
All Funds	2,164	-	2,164	-		
<b>4700 Expendable Prop 250 - 5000</b>						
8000 General Fund	381	-	381	-		
3400 Other Funds Ltd	3,738	-	3,738	-		
All Funds	4,119	-	4,119	-		
<b>4715 IT Expendable Property</b>						
3400 Other Funds Ltd	6,511	-	6,511	-		
<b>SERVICES &amp; SUPPLIES</b>						
8000 General Fund	17,988	-	17,988	-		
3400 Other Funds Ltd	323,930	-	323,930	-		
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>\$341,918</b>	-	<b>\$341,918</b>	-		
<b>CAPITAL OUTLAY</b>						
<b>5150 Telecommunications Equipment</b>						
3400 Other Funds Ltd	3,684	-	3,684	-		

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Description	Total Essential Packages	Pkg: 010 Non-PICS Psnl Svc / Vacancy Factor	Pkg: 031 Standard Inflation	Pkg: 050 Fundshifts		
		Priority: 00	Priority: 00	Priority: 00		
<b>5200 Technical Equipment</b>						
3400 Other Funds Ltd	9,513	-	9,513	-		
<b>5550 Data Processing Software</b>						
3400 Other Funds Ltd	2,217	-	2,217	-		
<b>5600 Data Processing Hardware</b>						
3400 Other Funds Ltd	799	-	799	-		
<b>5900 Other Capital Outlay</b>						
3400 Other Funds Ltd	1,117	-	1,117	-		
<b>CAPITAL OUTLAY</b>						
3400 Other Funds Ltd	17,330	-	17,330	-		
<b>TOTAL CAPITAL OUTLAY</b>	<b>\$17,330</b>	<b>-</b>	<b>\$17,330</b>	<b>-</b>		
<b>EXPENDITURES</b>						
8000 General Fund	855,958	(7,906)	17,988	845,876		
3400 Other Funds Ltd	(423,429)	81,187	341,260	(845,876)		
<b>TOTAL EXPENDITURES</b>	<b>\$432,529</b>	<b>\$73,281</b>	<b>\$359,248</b>	<b>-</b>		
<b>ENDING BALANCE</b>						
8000 General Fund	-	-	-	-		
3400 Other Funds Ltd	423,429	(81,187)	(341,260)	845,876		
<b>TOTAL ENDING BALANCE</b>	<b>\$423,429</b>	<b>(\$81,187)</b>	<b>(\$341,260)</b>	<b>\$845,876</b>		

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Description	Total Essential Packages	Pkg: 010 Non-PICS Psnl Svc / Vacancy Factor  Priority: 00	Pkg: 022 Phase-out Pgm & One-time Costs  Priority: 00	Pkg: 031 Standard Inflation  Priority: 00		
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**REVENUE CATEGORIES**

**GENERAL FUND APPROPRIATION**

**0050 General Fund Appropriation**

8000 General Fund (526,971) 32,575 (669,000) 109,454

**FEDERAL FUNDS REVENUE**

**0995 Federal Funds**

6400 Federal Funds Ltd (513,600) - (513,600) -

**REVENUE CATEGORIES**

8000 General Fund (526,971) 32,575 (669,000) 109,454

6400 Federal Funds Ltd (513,600) - (513,600) -

**TOTAL REVENUE CATEGORIES (\$1,040,571) \$32,575 (\$1,182,600) \$109,454**

**AVAILABLE REVENUES**

8000 General Fund (526,971) 32,575 (669,000) 109,454

6400 Federal Funds Ltd (513,600) - (513,600) -

**TOTAL AVAILABLE REVENUES (\$1,040,571) \$32,575 (\$1,182,600) \$109,454**

**EXPENDITURES**

**PERSONAL SERVICES**

**SALARIES & WAGES**

**3160 Temporary Appointments**

8000 General Fund 8,827 8,827 - -

**3170 Overtime Payments**

8000 General Fund 940 940 - -



Description	Total Essential Packages	Pkg: 010 Non-PICS Psnl Svc / Vacancy Factor  Priority: 00	Pkg: 022 Phase-out Pgm & One-time Costs  Priority: 00	Pkg: 031 Standard Inflation  Priority: 00		
<b>SALARIES &amp; WAGES</b>						
8000 General Fund	9,767	9,767	-	-		
<b>TOTAL SALARIES &amp; WAGES</b>	<b>\$9,767</b>	<b>\$9,767</b>	-	-		
<b>OTHER PAYROLL EXPENSES</b>						
<b>3220 Public Employees Retire Cont</b>						
8000 General Fund	179	179	-	-		
<b>3221 Pension Obligation Bond</b>						
8000 General Fund	4,673	4,673	-	-		
6400 Federal Funds Ltd	(5,157)	(5,157)	-	-		
All Funds	(484)	(484)	-	-		
<b>3230 Social Security Taxes</b>						
8000 General Fund	747	747	-	-		
<b>3240 Unemployment Assessments</b>						
8000 General Fund	8	8	-	-		
<b>3260 Mass Transit Tax</b>						
8000 General Fund	(174)	(174)	-	-		
<b>OTHER PAYROLL EXPENSES</b>						
8000 General Fund	5,433	5,433	-	-		
6400 Federal Funds Ltd	(5,157)	(5,157)	-	-		
<b>TOTAL OTHER PAYROLL EXPENSES</b>	<b>\$276</b>	<b>\$276</b>	-	-		
<b>P.S. BUDGET ADJUSTMENTS</b>						
<b>3455 Vacancy Savings</b>						

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		Non-PICS Psnl Svc / Vacancy Factor	Phase-out Pgm & One-time Costs	Standard Inflation		
		Priority: 00	Priority: 00	Priority: 00		
8000 General Fund	17,375	17,375	-	-		
6400 Federal Funds Ltd	17,375	17,375	-	-		
All Funds	34,750	34,750	-	-		
<b>PERSONAL SERVICES</b>						
8000 General Fund	32,575	32,575	-	-		
6400 Federal Funds Ltd	12,218	12,218	-	-		
<b>TOTAL PERSONAL SERVICES</b>	<b>\$44,793</b>	<b>\$44,793</b>	-	-		
<b>SERVICES &amp; SUPPLIES</b>						
<b>4100 Instate Travel</b>						
8000 General Fund	528	-	-	528		
6400 Federal Funds Ltd	2,029	-	-	2,029		
All Funds	2,557	-	-	2,557		
<b>4125 Out of State Travel</b>						
8000 General Fund	545	-	-	545		
6400 Federal Funds Ltd	553	-	-	553		
All Funds	1,098	-	-	1,098		
<b>4150 Employee Training</b>						
8000 General Fund	338	-	-	338		
6400 Federal Funds Ltd	346	-	-	346		
All Funds	684	-	-	684		
<b>4175 Office Expenses</b>						
8000 General Fund	16,491	-	-	16,491		
3400 Other Funds Ltd	3,731	-	-	3,731		

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Description	Total Essential Packages	Pkg: 010	Pkg: 022	Pkg: 031		
		Non-PICS Psnl Svc / Vacancy Factor	Phase-out Pgm & One-time Costs	Standard Inflation		
		Priority: 00	Priority: 00	Priority: 00		
6400 Federal Funds Ltd	(17,267)	-	(20,000)	2,733		
All Funds	2,955	-	(20,000)	22,955		
<b>4200 Telecommunications</b>						
8000 General Fund	678	-	-	678		
3400 Other Funds Ltd	3	-	-	3		
6400 Federal Funds Ltd	3,719	-	-	3,719		
All Funds	4,400	-	-	4,400		
<b>4225 State Gov. Service Charges</b>						
8000 General Fund	(76,312)	-	-	(76,312)		
6400 Federal Funds Ltd	8,349	-	-	8,349		
All Funds	(67,963)	-	-	(67,963)		
<b>4250 Data Processing</b>						
8000 General Fund	328	-	-	328		
3400 Other Funds Ltd	2	-	-	2		
6400 Federal Funds Ltd	3,879	-	-	3,879		
All Funds	4,209	-	-	4,209		
<b>4275 Publicity and Publications</b>						
8000 General Fund	25,640	-	-	25,640		
3400 Other Funds Ltd	216	-	-	216		
6400 Federal Funds Ltd	(43,182)	-	(43,923)	741		
All Funds	(17,326)	-	(43,923)	26,597		
<b>4300 Professional Services</b>						
8000 General Fund	21,599	-	-	21,599		

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Description	Total Essential Packages	Pkg: 010	Pkg: 022	Pkg: 031		
		Non-PICS Psnl Svc / Vacancy Factor	Phase-out Pgm & One-time Costs	Standard Inflation		
		Priority: 00	Priority: 00	Priority: 00		
3400 Other Funds Ltd	520	-	-	520		
6400 Federal Funds Ltd	40,221	-	(8,000)	48,221		
All Funds	62,340	-	(8,000)	70,340		
<b>4315 IT Professional Services</b>						
8000 General Fund	(248,213)	-	(285,000)	36,787		
3400 Other Funds Ltd	41,574	-	-	41,574		
6400 Federal Funds Ltd	(992,764)	-	(1,086,865)	94,101		
All Funds	(1,199,403)	-	(1,371,865)	172,462		
<b>4325 Attorney General</b>						
8000 General Fund	54,349	-	-	54,349		
3400 Other Funds Ltd	56	-	-	56		
6400 Federal Funds Ltd	9,205	-	-	9,205		
All Funds	63,610	-	-	63,610		
<b>4375 Employee Recruitment and Develop</b>						
8000 General Fund	37	-	-	37		
<b>4400 Dues and Subscriptions</b>						
8000 General Fund	37	-	-	37		
6400 Federal Funds Ltd	6	-	-	6		
All Funds	43	-	-	43		
<b>4425 Facilities Rental and Taxes</b>						
8000 General Fund	13,066	-	-	13,066		
6400 Federal Funds Ltd	2,341	-	-	2,341		
All Funds	15,407	-	-	15,407		

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Description	Total Essential Packages	Pkg: 010	Pkg: 022	Pkg: 031		
		Non-PICS Psnl Svc / Vacancy Factor	Phase-out Pgm & One-time Costs	Standard Inflation		
		Priority: 00	Priority: 00	Priority: 00		
<b>4650 Other Services and Supplies</b>						
8000 General Fund	305	-	-	305		
3400 Other Funds Ltd	168	-	-	168		
6400 Federal Funds Ltd	428	-	-	428		
All Funds	901	-	-	901		
<b>4700 Expendable Prop 250 - 5000</b>						
8000 General Fund	83	-	-	83		
6400 Federal Funds Ltd	944	-	-	944		
All Funds	1,027	-	-	1,027		
<b>4715 IT Expendable Property</b>						
8000 General Fund	747	-	-	747		
3400 Other Funds Ltd	276	-	-	276		
6400 Federal Funds Ltd	12,025	-	-	12,025		
All Funds	13,048	-	-	13,048		
<b>SERVICES &amp; SUPPLIES</b>						
8000 General Fund	(189,754)	-	(285,000)	95,246		
3400 Other Funds Ltd	46,546	-	-	46,546		
6400 Federal Funds Ltd	(969,168)	-	(1,158,788)	189,620		
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>(\$1,112,376)</b>	<b>-</b>	<b>(\$1,443,788)</b>	<b>\$331,412</b>		
<b>CAPITAL OUTLAY</b>						
<b>5150 Telecommunications Equipment</b>						
6400 Federal Funds Ltd	568	-	-	568		
<b>5550 Data Processing Software</b>						

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Description	Total Essential Packages	Pkg: 010	Pkg: 022	Pkg: 031		
		Non-PICS Psnl Svc / Vacancy Factor	Phase-out Pgm & One-time Costs	Standard Inflation		
		Priority: 00	Priority: 00	Priority: 00		
6400 Federal Funds Ltd	8,511	-	-	8,511		
<b>5600 Data Processing Hardware</b>						
6400 Federal Funds Ltd	441	-	-	441		
<b>CAPITAL OUTLAY</b>						
6400 Federal Funds Ltd	9,520	-	-	9,520		
<b>TOTAL CAPITAL OUTLAY</b>	<b>\$9,520</b>	-	-	<b>\$9,520</b>		
<b>SPECIAL PAYMENTS</b>						
<b>6020 Dist to Counties</b>						
8000 General Fund	(369,792)	-	(384,000)	14,208		
<b>EXPENDITURES</b>						
8000 General Fund	(526,971)	32,575	(669,000)	109,454		
3400 Other Funds Ltd	46,546	-	-	46,546		
6400 Federal Funds Ltd	(947,430)	12,218	(1,158,788)	199,140		
<b>TOTAL EXPENDITURES</b>	<b>(\$1,427,855)</b>	<b>\$44,793</b>	<b>(\$1,827,788)</b>	<b>\$355,140</b>		
<b>ENDING BALANCE</b>						
8000 General Fund	-	-	-	-		
3400 Other Funds Ltd	(46,546)	-	-	(46,546)		
6400 Federal Funds Ltd	433,830	(12,218)	645,188	(199,140)		
<b>TOTAL ENDING BALANCE</b>	<b>\$387,284</b>	<b>(\$12,218)</b>	<b>\$645,188</b>	<b>(\$245,686)</b>		

Description	Total Essential Packages	Pkg: 010 Non-PICS Psnl Svc / Vacancy Factor  Priority: 00	Pkg: 031 Standard Inflation  Priority: 00			
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**EXPENDITURES**

**PERSONAL SERVICES**

**OTHER PAYROLL EXPENSES**

**3221 Pension Obligation Bond**

3400 Other Funds Ltd 34,401 34,401 -

**3260 Mass Transit Tax**

3400 Other Funds Ltd 1,736 1,736 -

**OTHER PAYROLL EXPENSES**

3400 Other Funds Ltd 36,137 36,137 -

**TOTAL OTHER PAYROLL EXPENSES \$36,137 \$36,137 -**

**P.S. BUDGET ADJUSTMENTS**

**3455 Vacancy Savings**

3400 Other Funds Ltd (56,344) (56,344) -

**PERSONAL SERVICES**

3400 Other Funds Ltd (20,207) (20,207) -

**TOTAL PERSONAL SERVICES (\$20,207) (\$20,207) -**

**SERVICES & SUPPLIES**

**4100 Instate Travel**

3400 Other Funds Ltd 1,709 - 1,709

**4125 Out of State Travel**

3400 Other Funds Ltd 1,211 - 1,211

**4150 Employee Training**

Description	Total Essential Packages	Pkg: 010 Non-PICS Psnl Svc / Vacancy Factor  Priority: 00	Pkg: 031 Standard Inflation  Priority: 00			
3400 Other Funds Ltd	4,247	-	4,247			
<b>4175 Office Expenses</b>						
3400 Other Funds Ltd	2,941	-	2,941			
<b>4200 Telecommunications</b>						
3400 Other Funds Ltd	2,588	-	2,588			
<b>4225 State Gov. Service Charges</b>						
3400 Other Funds Ltd	(62,081)	-	(62,081)			
<b>4250 Data Processing</b>						
3400 Other Funds Ltd	2,557	-	2,557			
<b>4275 Publicity and Publications</b>						
3400 Other Funds Ltd	696	-	696			
<b>4300 Professional Services</b>						
3400 Other Funds Ltd	66,655	-	66,655			
<b>4315 IT Professional Services</b>						
3400 Other Funds Ltd	10,861	-	10,861			
<b>4325 Attorney General</b>						
3400 Other Funds Ltd	7,795	-	7,795			
<b>4375 Employee Recruitment and Develop</b>						
3400 Other Funds Ltd	417	-	417			
<b>4400 Dues and Subscriptions</b>						
3400 Other Funds Ltd	244	-	244			
<b>4425 Facilities Rental and Taxes</b>						
3400 Other Funds Ltd	42,063	-	42,063			



Description	Total Essential Packages	Pkg: 010 Non-PICS Psnl Svc / Vacancy Factor	Pkg: 031 Standard Inflation			
		Priority: 00	Priority: 00			
<b>4650 Other Services and Supplies</b>						
3400 Other Funds Ltd	1,504	-	1,504			
<b>4700 Expendable Prop 250 - 5000</b>						
3400 Other Funds Ltd	870	-	870			
<b>4715 IT Expendable Property</b>						
3400 Other Funds Ltd	4,121	-	4,121			
<b>SERVICES &amp; SUPPLIES</b>						
3400 Other Funds Ltd	88,398	-	88,398			
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>\$88,398</b>	<b>-</b>	<b>\$88,398</b>			
<b>EXPENDITURES</b>						
3400 Other Funds Ltd	68,191	(20,207)	88,398			
<b>TOTAL EXPENDITURES</b>	<b>\$68,191</b>	<b>(\$20,207)</b>	<b>\$88,398</b>			
<b>ENDING BALANCE</b>						
3400 Other Funds Ltd	(68,191)	20,207	(88,398)			
<b>TOTAL ENDING BALANCE</b>	<b>(\$68,191)</b>	<b>\$20,207</b>	<b>(\$88,398)</b>			

Description	Total Essential Packages	Pkg: 010	Pkg: 022	Pkg: 031	Pkg: 060	
		Non-PICS Psnl Svc / Vacancy Factor	Phase-out Pgm & One-time Costs	Standard Inflation	Technical Adjustments	
		Priority: 00	Priority: 00	Priority: 00	Priority: 00	

EXPENDITURES

PERSONAL SERVICES

SALARIES & WAGES

3160 Temporary Appointments

3400 Other Funds Ltd	1,315	1,315	-	-	-
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OTHER PAYROLL EXPENSES

3221 Pension Obligation Bond

3400 Other Funds Ltd	3,411	3,411	-	-	-
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3230 Social Security Taxes

3400 Other Funds Ltd	101	101	-	-	-
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3260 Mass Transit Tax

3400 Other Funds Ltd	(269)	(269)	-	-	-
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OTHER PAYROLL EXPENSES

3400 Other Funds Ltd	3,243	3,243	-	-	-
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**TOTAL OTHER PAYROLL EXPENSES**

<b>\$3,243</b>	<b>\$3,243</b>	-	-	-
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P.S. BUDGET ADJUSTMENTS

3455 Vacancy Savings

3400 Other Funds Ltd	(54,235)	(54,235)	-	-	-
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PERSONAL SERVICES

3400 Other Funds Ltd	(49,677)	(49,677)	-	-	-
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**TOTAL PERSONAL SERVICES**

<b>(\$49,677)</b>	<b>(\$49,677)</b>	-	-	-
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SERVICES & SUPPLIES

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Description	Total Essential Packages	Pkg: 010	Pkg: 022	Pkg: 031	Pkg: 060	
		Non-PICS Psnl Svc / Vacancy Factor	Phase-out Pgm & One-time Costs	Standard Inflation	Technical Adjustments	
		Priority: 00	Priority: 00	Priority: 00	Priority: 00	
<b>4100 Instate Travel</b>						
3400 Other Funds Ltd	2,704	-	-	704	2,000	
6400 Federal Funds Ltd	304	-	-	304	-	
All Funds	3,008	-	-	1,008	2,000	
<b>4125 Out of State Travel</b>						
3400 Other Funds Ltd	3,906	-	-	906	3,000	
<b>4150 Employee Training</b>						
3400 Other Funds Ltd	1,697	-	-	1,697	-	
<b>4175 Office Expenses</b>						
3400 Other Funds Ltd	2,893	-	-	2,893	-	
<b>4200 Telecommunications</b>						
3400 Other Funds Ltd	1,666	-	-	1,666	-	
<b>4225 State Gov. Service Charges</b>						
3400 Other Funds Ltd	42,219	-	-	42,219	-	
<b>4250 Data Processing</b>						
3400 Other Funds Ltd	421	-	-	421	-	
<b>4275 Publicity and Publications</b>						
3400 Other Funds Ltd	(58,053)	-	-	9,947	(68,000)	
6400 Federal Funds Ltd	234	-	-	234	-	
All Funds	(57,819)	-	-	10,181	(68,000)	
<b>4300 Professional Services</b>						
3400 Other Funds Ltd	15,932	-	-	932	15,000	
6400 Federal Funds Ltd	479	-	-	479	-	

Description	Total Essential Packages	Pkg: 010	Pkg: 022	Pkg: 031	Pkg: 060	
		Non-PICS Psnl Svc / Vacancy Factor	Phase-out Pgm & One-time Costs	Standard Inflation	Technical Adjustments	
		Priority: 00	Priority: 00	Priority: 00	Priority: 00	
All Funds	16,411	-	-	1,411	15,000	
<b>4315 IT Professional Services</b>						
3400 Other Funds Ltd	22,658	-	-	12,658	10,000	
6400 Federal Funds Ltd	339	-	-	339	-	
All Funds	22,997	-	-	12,997	10,000	
<b>4325 Attorney General</b>						
3400 Other Funds Ltd	1,624	-	-	1,624	-	
<b>4375 Employee Recruitment and Develop</b>						
3400 Other Funds Ltd	22	-	-	22	-	
<b>4400 Dues and Subscriptions</b>						
3400 Other Funds Ltd	5,040	-	-	40	5,000	
6400 Federal Funds Ltd	164	-	-	164	-	
All Funds	5,204	-	-	204	5,000	
<b>4425 Facilities Rental and Taxes</b>						
3400 Other Funds Ltd	130,509	-	-	130,509	-	
<b>4450 Fuels and Utilities</b>						
3400 Other Funds Ltd	16,917	-	-	1,917	15,000	
<b>4575 Agency Program Related S and S</b>						
3400 Other Funds Ltd	544	-	-	544	-	
<b>4650 Other Services and Supplies</b>						
3400 Other Funds Ltd	4,327	-	-	1,327	3,000	
6400 Federal Funds Ltd	39	-	-	39	-	
All Funds	4,366	-	-	1,366	3,000	

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Description	Total Essential Packages	Pkg: 010	Pkg: 022	Pkg: 031	Pkg: 060	
		Non-PICS Psnl Svc / Vacancy Factor	Phase-out Pgm & One-time Costs	Standard Inflation	Technical Adjustments	
		Priority: 00	Priority: 00	Priority: 00	Priority: 00	
<b>4700 Expendable Prop 250 - 5000</b>						
3400 Other Funds Ltd	10,548	-	-	548	10,000	
<b>4715 IT Expendable Property</b>						
3400 Other Funds Ltd	6,327	-	-	1,327	5,000	
<b>SERVICES &amp; SUPPLIES</b>						
3400 Other Funds Ltd	211,901	-	-	211,901	-	
6400 Federal Funds Ltd	1,559	-	-	1,559	-	
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>\$213,460</b>	-	-	<b>\$213,460</b>	-	
<b>CAPITAL OUTLAY</b>						
<b>5100 Office Furniture and Fixtures</b>						
3400 Other Funds Ltd	(495,934)	-	(500,000)	4,066	-	
<b>EXPENDITURES</b>						
3400 Other Funds Ltd	(333,710)	(49,677)	(500,000)	215,967	-	
6400 Federal Funds Ltd	1,559	-	-	1,559	-	
<b>TOTAL EXPENDITURES</b>	<b>(\$332,151)</b>	<b>(\$49,677)</b>	<b>(\$500,000)</b>	<b>\$217,526</b>	-	
<b>ENDING BALANCE</b>						
3400 Other Funds Ltd	333,710	49,677	500,000	(215,967)	-	
6400 Federal Funds Ltd	(1,559)	-	-	(1,559)	-	
<b>TOTAL ENDING BALANCE</b>	<b>\$332,151</b>	<b>\$49,677</b>	<b>\$500,000</b>	<b>(\$217,526)</b>	-	

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Description	Total Essential Packages	Pkg: 010 Non-PICS Psnl Svc / Vacancy Factor  Priority: 00	Pkg: 022 Phase-out Pgm & One-time Costs  Priority: 00	Pkg: 031 Standard Inflation  Priority: 00	Pkg: 060 Technical Adjustments  Priority: 00	
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**REVENUE CATEGORIES**

**LICENSES AND FEES**

**0205 Business Lic and Fees**

8800 General Fund Revenue	(6,200,000)	-	(6,200,000)	-	-
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**TRANSFERS OUT**

**2060 Transfer to General Fund**

8800 General Fund Revenue	6,200,000	-	6,200,000	-	-
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**AVAILABLE REVENUES**

8800 General Fund Revenue	-	-	-	-	-
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**TOTAL AVAILABLE REVENUES**

-	-	-	-	-	-
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**EXPENDITURES**

**PERSONAL SERVICES**

**SALARIES & WAGES**

**3160 Temporary Appointments**

3400 Other Funds Ltd	7,042	7,042	-	-	-
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**OTHER PAYROLL EXPENSES**

**3221 Pension Obligation Bond**

3400 Other Funds Ltd	14,448	14,448	-	-	-
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**3230 Social Security Taxes**

3400 Other Funds Ltd	539	539	-	-	-
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**3260 Mass Transit Tax**

3400 Other Funds Ltd	2,310	2,310	-	-	-
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**OTHER PAYROLL EXPENSES**

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Description	Total Essential Packages	Pkg: 010	Pkg: 022	Pkg: 031	Pkg: 060	
		Non-PICS Psnl Svc / Vacancy Factor	Phase-out Pgm & One-time Costs	Standard Inflation	Technical Adjustments	
		Priority: 00	Priority: 00	Priority: 00	Priority: 00	
3400 Other Funds Ltd	17,297	17,297	-	-	-	
<b>TOTAL OTHER PAYROLL EXPENSES</b>	<b>\$17,297</b>	<b>\$17,297</b>	-	-	-	
<b>P.S. BUDGET ADJUSTMENTS</b>						
<b>3455 Vacancy Savings</b>						
3400 Other Funds Ltd	15,793	15,793	-	-	-	
<b>PERSONAL SERVICES</b>						
3400 Other Funds Ltd	40,132	40,132	-	-	-	
<b>TOTAL PERSONAL SERVICES</b>	<b>\$40,132</b>	<b>\$40,132</b>	-	-	-	
<b>SERVICES &amp; SUPPLIES</b>						
<b>4100 Instate Travel</b>						
3400 Other Funds Ltd	815	-	-	815	-	
<b>4125 Out of State Travel</b>						
3400 Other Funds Ltd	325	-	-	325	-	
<b>4150 Employee Training</b>						
3400 Other Funds Ltd	736	-	-	736	-	
<b>4175 Office Expenses</b>						
3400 Other Funds Ltd	24,656	-	-	24,656	-	
<b>4200 Telecommunications</b>						
3400 Other Funds Ltd	26,497	-	-	3,660	22,837	
<b>4225 State Gov. Service Charges</b>						
3400 Other Funds Ltd	(2,874)	-	-	(2,874)	-	
<b>4250 Data Processing</b>						

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Description	Total Essential Packages	Pkg: 010	Pkg: 022	Pkg: 031	Pkg: 060	
		Non-PICS Psnl Svc / Vacancy Factor	Phase-out Pgm & One-time Costs	Standard Inflation	Technical Adjustments	
		Priority: 00	Priority: 00	Priority: 00	Priority: 00	
3400 Other Funds Ltd	367	-	-	367	-	
<b>4275 Publicity and Publications</b>						
3400 Other Funds Ltd	3,940	-	-	3,940	-	
<b>4300 Professional Services</b>						
3400 Other Funds Ltd	8,561	-	-	8,561	-	
<b>4315 IT Professional Services</b>						
3400 Other Funds Ltd	(164,421)	-	(192,000)	27,579	-	
<b>4325 Attorney General</b>						
3400 Other Funds Ltd	5,889	-	-	5,889	-	
<b>4375 Employee Recruitment and Develop</b>						
3400 Other Funds Ltd	48	-	-	48	-	
<b>4400 Dues and Subscriptions</b>						
3400 Other Funds Ltd	119	-	-	119	-	
<b>4425 Facilities Rental and Taxes</b>						
3400 Other Funds Ltd	25,906	-	-	25,906	-	
<b>4650 Other Services and Supplies</b>						
3400 Other Funds Ltd	(208,056)	-	(240,000)	31,944	-	
<b>4700 Expendable Prop 250 - 5000</b>						
3400 Other Funds Ltd	372	-	-	372	-	
<b>4715 IT Expendable Property</b>						
3400 Other Funds Ltd	3,235	-	-	3,235	-	
<b>SERVICES &amp; SUPPLIES</b>						
3400 Other Funds Ltd	(273,885)	-	(432,000)	135,278	22,837	



Description	Total Essential Packages	Pkg: 010 Non-PICS Psnl Svc / Vacancy Factor	Pkg: 022 Phase-out Pgm & One-time Costs	Pkg: 031 Standard Inflation	Pkg: 060 Technical Adjustments	
		Priority: 00	Priority: 00	Priority: 00	Priority: 00	
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>(\$273,885)</b>	-	<b>(\$432,000)</b>	<b>\$135,278</b>	<b>\$22,837</b>	
<b>CAPITAL OUTLAY</b>						
<b>5200 Technical Equipment</b>						
3400 Other Funds Ltd	(17,490)	-	-	672	(18,162)	
<b>5900 Other Capital Outlay</b>						
3400 Other Funds Ltd	(4,502)	-	-	173	(4,675)	
<b>CAPITAL OUTLAY</b>						
3400 Other Funds Ltd	(21,992)	-	-	845	(22,837)	
<b>TOTAL CAPITAL OUTLAY</b>	<b>(\$21,992)</b>	-	-	<b>\$845</b>	<b>(\$22,837)</b>	
<b>EXPENDITURES</b>						
3400 Other Funds Ltd	(255,745)	40,132	(432,000)	136,123	-	
<b>TOTAL EXPENDITURES</b>	<b>(\$255,745)</b>	<b>\$40,132</b>	<b>(\$432,000)</b>	<b>\$136,123</b>	-	
<b>ENDING BALANCE</b>						
3400 Other Funds Ltd	255,745	(40,132)	432,000	(136,123)	-	
8800 General Fund Revenue	-	-	-	-	-	
<b>TOTAL ENDING BALANCE</b>	<b>\$255,745</b>	<b>(\$40,132)</b>	<b>\$432,000</b>	<b>(\$136,123)</b>	-	

Description	Total Policy Packages	Pkg: 070 Revenue Shortfalls  Priority: 00	Pkg: 106 Continuation of Oregon Motor Voter payments to Counties  Priority: 01	Pkg: 101 ASD Staffing Needs  Priority: 02	Pkg: 102 ASD Positions True Up  Priority: 02	Pkg: 108 Voter Registration Staffing Needs  Priority: 03
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REVENUE CATEGORIES

GENERAL FUND APPROPRIATION

0050 General Fund Appropriation

8000 General Fund	2,613,082	-	831,278	738,890	-	168,063
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LICENSES AND FEES

0205 Business Lic and Fees

3400 Other Funds Ltd	4,536,960	-	-	-	-	-
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CHARGES FOR SERVICES

0410 Charges for Services

3400 Other Funds Ltd	500,000	-	-	-	-	-
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TRANSFERS IN

1010 Transfer In - Intrafund

3400 Other Funds Ltd	807,018	-	-	557,018	-	-
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REVENUE CATEGORIES

8000 General Fund	2,613,082	-	831,278	738,890	-	168,063
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3400 Other Funds Ltd	5,843,978	-	-	557,018	-	-
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<b>TOTAL REVENUE CATEGORIES</b>	<b>\$8,457,060</b>	<b>-</b>	<b>\$831,278</b>	<b>\$1,295,908</b>	<b>-</b>	<b>\$168,063</b>
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AVAILABLE REVENUES

8000 General Fund	2,613,082	-	831,278	738,890	-	168,063
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3400 Other Funds Ltd	5,843,978	-	-	557,018	-	-
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<b>TOTAL AVAILABLE REVENUES</b>	<b>\$8,457,060</b>	<b>-</b>	<b>\$831,278</b>	<b>\$1,295,908</b>	<b>-</b>	<b>\$168,063</b>
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EXPENDITURES

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Description	Total Policy Packages	Pkg: 070	Pkg: 106	Pkg: 101	Pkg: 102	Pkg: 108
		Revenue Shortfalls	Continuation of Oregon Motor Voter payments to Counties	ASD Staffing Needs	ASD Positions True Up	Voter Registration Staffing Needs
		Priority: 00	Priority: 01	Priority: 02	Priority: 02	Priority: 03

**PERSONAL SERVICES**

**SALARIES & WAGES**

**3110 Class/Unclass Sal. and Per Diem**

8000 General Fund	578,160	-	-	482,832	-	95,328
3400 Other Funds Ltd	1,302,864	-	-	341,616	15,480	-
All Funds	1,881,024	-	-	824,448	15,480	95,328

**OTHER PAYROLL EXPENSES**

**3210 Empl. Rel. Bd. Assessments**

8000 General Fund	228	-	-	171	-	57
3400 Other Funds Ltd	798	-	-	171	-	-
All Funds	1,026	-	-	342	-	57

**3220 Public Employees Retire Cont**

8000 General Fund	110,370	-	-	92,172	-	18,198
3400 Other Funds Ltd	248,714	-	-	65,215	2,956	-
All Funds	359,084	-	-	157,387	2,956	18,198

**3230 Social Security Taxes**

8000 General Fund	44,229	-	-	36,936	-	7,293
3400 Other Funds Ltd	99,673	-	-	26,134	1,185	-
All Funds	143,902	-	-	63,070	1,185	7,293

**3250 Workers Comp. Assess. (WCD)**

8000 General Fund	276	-	-	207	-	69
3400 Other Funds Ltd	966	-	-	207	-	-
All Funds	1,242	-	-	414	-	69

Description	Total Policy Packages	Pkg: 070	Pkg: 106	Pkg: 101	Pkg: 102	Pkg: 108
		Revenue Shortfalls	Continuation of Oregon Motor Voter payments to Counties	ASD Staffing Needs	ASD Positions True Up	Voter Registration Staffing Needs
		Priority: 00	Priority: 01	Priority: 02	Priority: 02	Priority: 03
<b>3260 Mass Transit Tax</b>						
8000 General Fund	3,468	-	-	2,897	-	571
3400 Other Funds Ltd	7,725	-	-	2,050	-	-
All Funds	11,193	-	-	4,947	-	571
<b>3270 Flexible Benefits</b>						
8000 General Fund	133,344	-	-	100,008	-	33,336
3400 Other Funds Ltd	466,704	-	-	100,008	-	-
All Funds	600,048	-	-	200,016	-	33,336
<b>OTHER PAYROLL EXPENSES</b>						
8000 General Fund	291,915	-	-	232,391	-	59,524
3400 Other Funds Ltd	824,580	-	-	193,785	4,141	-
<b>TOTAL OTHER PAYROLL EXPENSES</b>	<b>\$1,116,495</b>	-	-	<b>\$426,176</b>	<b>\$4,141</b>	<b>\$59,524</b>
<b>PERSONAL SERVICES</b>						
8000 General Fund	870,075	-	-	715,223	-	154,852
3400 Other Funds Ltd	2,127,444	-	-	535,401	19,621	-
<b>TOTAL PERSONAL SERVICES</b>	<b>\$2,997,519</b>	-	-	<b>\$1,250,624</b>	<b>\$19,621</b>	<b>\$154,852</b>
<b>SERVICES &amp; SUPPLIES</b>						
<b>4100 Instate Travel</b>						
8000 General Fund	1,395	-	-	761	-	634
3400 Other Funds Ltd	5,709	-	-	1,649	-	-
All Funds	7,104	-	-	2,410	-	634
<b>4150 Employee Training</b>						

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Description	Total Policy Packages	Pkg: 070	Pkg: 106	Pkg: 101	Pkg: 102	Pkg: 108
		Revenue Shortfalls	Continuation of Oregon Motor Voter payments to Counties	ASD Staffing Needs	ASD Positions True Up	Voter Registration Staffing Needs
		Priority: 00	Priority: 01	Priority: 02	Priority: 02	Priority: 03
8000 General Fund	4,861	-	-	2,959	-	1,902
3400 Other Funds Ltd	21,345	-	-	6,129	-	-
All Funds	26,206	-	-	9,088	-	1,902
<b>4175 Office Expenses</b>						
8000 General Fund	4,438	-	-	2,536	-	1,902
3400 Other Funds Ltd	25,360	-	-	6,340	-	-
All Funds	29,798	-	-	8,876	-	1,902
<b>4200 Telecommunications</b>						
8000 General Fund	5,072	-	-	2,536	-	2,536
3400 Other Funds Ltd	27,262	-	-	6,974	-	-
All Funds	32,334	-	-	9,510	-	2,536
<b>4275 Publicity and Publications</b>						
8000 General Fund	50,952	-	-	634	-	318
3400 Other Funds Ltd	3,337	-	-	1,111	-	-
All Funds	54,289	-	-	1,745	-	318
<b>4315 IT Professional Services</b>						
8000 General Fund	824,851	-	-	-	-	-
3400 Other Funds Ltd	208,426	(41,574)	-	-	-	-
All Funds	1,033,277	(41,574)	-	-	-	-
<b>4375 Employee Recruitment and Develop</b>						
8000 General Fund	1,586	-	-	1,057	-	529
3400 Other Funds Ltd	6,447	-	-	5,125	-	-
All Funds	8,033	-	-	6,182	-	529

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Description	Total Policy Packages	Pkg: 070	Pkg: 106	Pkg: 101	Pkg: 102	Pkg: 108
		Revenue Shortfalls	Continuation of Oregon Motor Voter payments to Counties	ASD Staffing Needs	ASD Positions True Up	Voter Registration Staffing Needs
		Priority: 00	Priority: 01	Priority: 02	Priority: 02	Priority: 03
<b>4400 Dues and Subscriptions</b>						
8000 General Fund	931	-	-	613	-	318
3400 Other Funds Ltd	2,094	-	-	782	-	-
All Funds	3,025	-	-	1,395	-	318
<b>4425 Facilities Rental and Taxes</b>						
8000 General Fund	7,799	-	-	3,995	-	3,804
3400 Other Funds Ltd	41,401	-	-	7,165	-	-
All Funds	49,200	-	-	11,160	-	3,804
<b>4650 Other Services and Supplies</b>						
8000 General Fund	1,284	-	-	650	-	634
3400 Other Funds Ltd	253,258	-	-	1,918	-	-
All Funds	254,542	-	-	2,568	-	634
<b>4700 Expendable Prop 250 - 5000</b>						
8000 General Fund	8,560	-	-	7,926	-	634
3400 Other Funds Ltd	15,534	-	-	9,194	-	-
All Funds	24,094	-	-	17,120	-	634
<b>SERVICES &amp; SUPPLIES</b>						
8000 General Fund	911,729	-	-	23,667	-	13,211
3400 Other Funds Ltd	610,173	(41,574)	-	46,387	-	-
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>\$1,521,902</b>	<b>(\$41,574)</b>	<b>-</b>	<b>\$70,054</b>	<b>-</b>	<b>\$13,211</b>
<b>CAPITAL OUTLAY</b>						
<b>5100 Office Furniture and Fixtures</b>						
3400 Other Funds Ltd	500,000	-	-	-	-	-

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Description	Total Policy Packages	Pkg: 070 Revenue Shortfalls  Priority: 00	Pkg: 106 Continuation of Oregon Motor Voter payments to Counties  Priority: 01	Pkg: 101 ASD Staffing Needs  Priority: 02	Pkg: 102 ASD Positions True Up  Priority: 02	Pkg: 108 Voter Registration Staffing Needs  Priority: 03
<b>SPECIAL PAYMENTS</b>						
<b>6020 Dist to Counties</b>						
8000 General Fund	831,278	-	831,278	-	-	-
<b>EXPENDITURES</b>						
8000 General Fund	2,613,082	-	831,278	738,890	-	168,063
3400 Other Funds Ltd	3,237,617	(41,574)	-	581,788	19,621	-
<b>TOTAL EXPENDITURES</b>	<b>\$5,850,699</b>	<b>(\$41,574)</b>	<b>\$831,278</b>	<b>\$1,320,678</b>	<b>\$19,621</b>	<b>\$168,063</b>
<b>ENDING BALANCE</b>						
8000 General Fund	-	-	-	-	-	-
3400 Other Funds Ltd	2,606,361	41,574	-	(24,770)	(19,621)	-
<b>TOTAL ENDING BALANCE</b>	<b>\$2,606,361</b>	<b>\$41,574</b>	<b>-</b>	<b>(\$24,770)</b>	<b>(\$19,621)</b>	<b>-</b>
<b>AUTHORIZED POSITIONS</b>						
8150 Class/Unclass Positions	18	-	-	6	-	1
<b>AUTHORIZED FTE</b>						
8250 Class/Unclass FTE Positions	18.00	-	-	6.00	-	1.00

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Description	Pkg: 103 OregonBuys eProcurement System  Priority: 05	Pkg: 104 Technology Pkg - ORESTAR/OCVR Integration  Priority: 06	Pkg: 107 OCVR - Increase GF support  Priority: 08	Pkg: 110 Blue Book - Secure stable funding source  Priority: 09	Pkg: 116 Technology Pkg - Ongoing Cost for Election Night Reporting (ENR)  Priority: 10	Pkg: 115 Corporation Funding  Priority: 11
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REVENUE CATEGORIES

GENERAL FUND APPROPRIATION

0050 General Fund Appropriation

8000 General Fund	-	300,000	441,851	50,000	83,000	-
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LICENSES AND FEES

0205 Business Lic and Fees

3400 Other Funds Ltd	-	-	-	-	-	3,894,960
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TRANSFERS IN

1010 Transfer In - Intrafund

3400 Other Funds Ltd	250,000	-	-	-	-	-
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REVENUE CATEGORIES

8000 General Fund	-	300,000	441,851	50,000	83,000	-
3400 Other Funds Ltd	250,000	-	-	-	-	3,894,960

<b>TOTAL REVENUE CATEGORIES</b>	<b>\$250,000</b>	<b>\$300,000</b>	<b>\$441,851</b>	<b>\$50,000</b>	<b>\$83,000</b>	<b>\$3,894,960</b>
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AVAILABLE REVENUES

8000 General Fund	-	300,000	441,851	50,000	83,000	-
3400 Other Funds Ltd	250,000	-	-	-	-	3,894,960

<b>TOTAL AVAILABLE REVENUES</b>	<b>\$250,000</b>	<b>\$300,000</b>	<b>\$441,851</b>	<b>\$50,000</b>	<b>\$83,000</b>	<b>\$3,894,960</b>
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EXPENDITURES

SERVICES & SUPPLIES

4275 Publicity and Publications

8000 General Fund	-	-	-	50,000	-	-
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Description	Pkg: 103 OregonBuys eProcurement System  Priority: 05	Pkg: 104 Technology Pkg - ORESTAR/OCVR Integration  Priority: 06	Pkg: 107 OCVR - Increase GF support  Priority: 08	Pkg: 110 Blue Book - Secure stable funding source  Priority: 09	Pkg: 116 Technology Pkg - Ongoing Cost for Election Night Reporting (ENR)  Priority: 10	Pkg: 115 Corporation Funding  Priority: 11
<b>4315 IT Professional Services</b>						
8000 General Fund	-	300,000	441,851	-	83,000	-
3400 Other Funds Ltd	250,000	-	-	-	-	-
All Funds	250,000	300,000	441,851	-	83,000	-
<b>SERVICES &amp; SUPPLIES</b>						
8000 General Fund	-	300,000	441,851	50,000	83,000	-
3400 Other Funds Ltd	250,000	-	-	-	-	-
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>\$250,000</b>	<b>\$300,000</b>	<b>\$441,851</b>	<b>\$50,000</b>	<b>\$83,000</b>	-
<b>ENDING BALANCE</b>						
8000 General Fund	-	-	-	-	-	-
3400 Other Funds Ltd	-	-	-	-	-	3,894,960
<b>TOTAL ENDING BALANCE</b>	-	-	-	-	-	<b>\$3,894,960</b>

Description	Pkg: 112 Registered Agency Licensing  Priority: 12	Pkg: 113 Corporation Compliance Investigations  Priority: 13	Pkg: 114 Corporation Transparency  Priority: 14	Pkg: 109 Archives Bldg - Compact Shelving - Phase 3  Priority: 15		
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REVENUE CATEGORIES

LICENSES AND FEES

0205 Business Lic and Fees

3400 Other Funds Ltd	642,000	-	-	-
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CHARGES FOR SERVICES

0410 Charges for Services

3400 Other Funds Ltd	-	-	-	500,000
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REVENUE CATEGORIES

3400 Other Funds Ltd	642,000	-	-	500,000
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<b>TOTAL REVENUE CATEGORIES</b>	<b>\$642,000</b>	-	-	<b>\$500,000</b>
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AVAILABLE REVENUES

3400 Other Funds Ltd	642,000	-	-	500,000
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<b>TOTAL AVAILABLE REVENUES</b>	<b>\$642,000</b>	-	-	<b>\$500,000</b>
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EXPENDITURES

PERSONAL SERVICES

SALARIES & WAGES

3110 Class/Unclass Sal. and Per Diem

3400 Other Funds Ltd	354,192	115,272	476,304	-
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OTHER PAYROLL EXPENSES

3210 Empl. Rel. Bd. Assessments

3400 Other Funds Ltd	228	57	342	-
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3220 Public Employees Retire Cont

Description	Pkg: 112 Registered Agency Licensing	Pkg: 113 Corporation Compliance Investigations	Pkg: 114 Corporation Transparency	Pkg: 109 Archives Bldg - Compact Shelving - Phase 3		
	Priority: 12	Priority: 13	Priority: 14	Priority: 15		
3400 Other Funds Ltd	67,614	22,005	90,924	-		
<b>3230 Social Security Taxes</b>						
3400 Other Funds Ltd	27,097	8,818	36,439	-		
<b>3250 Workers Comp. Assess. (WCD)</b>						
3400 Other Funds Ltd	276	69	414	-		
<b>3260 Mass Transit Tax</b>						
3400 Other Funds Ltd	2,125	692	2,858	-		
<b>3270 Flexible Benefits</b>						
3400 Other Funds Ltd	133,344	33,336	200,016	-		
<b>OTHER PAYROLL EXPENSES</b>						
3400 Other Funds Ltd	230,684	64,977	330,993	-		
<b>TOTAL OTHER PAYROLL EXPENSES</b>	<b>\$230,684</b>	<b>\$64,977</b>	<b>\$330,993</b>	-		
<b>PERSONAL SERVICES</b>						
3400 Other Funds Ltd	584,876	180,249	807,297	-		
<b>TOTAL PERSONAL SERVICES</b>	<b>\$584,876</b>	<b>\$180,249</b>	<b>\$807,297</b>	-		
<b>SERVICES &amp; SUPPLIES</b>						
<b>4100 Instate Travel</b>						
3400 Other Funds Ltd	1,776	634	1,650	-		
<b>4150 Employee Training</b>						
3400 Other Funds Ltd	6,340	1,902	6,974	-		
<b>4175 Office Expenses</b>						
3400 Other Funds Ltd	7,608	1,902	9,510	-		

Description	Pkg: 112 Registered Agency Licensing	Pkg: 113 Corporation Compliance Investigations	Pkg: 114 Corporation Transparency	Pkg: 109 Archives Bldg - Compact Shelving - Phase 3		
	Priority: 12	Priority: 13	Priority: 14	Priority: 15		
<b>4200 Telecommunications</b>						
3400 Other Funds Ltd	7,608	2,536	10,144	-		
<b>4275 Publicity and Publications</b>						
3400 Other Funds Ltd	954	318	954	-		
<b>4375 Employee Recruitment and Develop</b>						
3400 Other Funds Ltd	-	529	793	-		
<b>4400 Dues and Subscriptions</b>						
3400 Other Funds Ltd	-	318	994	-		
<b>4425 Facilities Rental and Taxes</b>						
3400 Other Funds Ltd	13,948	3,804	16,484	-		
<b>4650 Other Services and Supplies</b>						
3400 Other Funds Ltd	2,536	634	248,170	-		
<b>4700 Expendable Prop 250 - 5000</b>						
3400 Other Funds Ltd	2,536	634	3,170	-		
<b>SERVICES &amp; SUPPLIES</b>						
3400 Other Funds Ltd	43,306	13,211	298,843	-		
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>\$43,306</b>	<b>\$13,211</b>	<b>\$298,843</b>	-		
<b>CAPITAL OUTLAY</b>						
<b>5100 Office Furniture and Fixtures</b>						
3400 Other Funds Ltd	-	-	-	500,000		
<b>EXPENDITURES</b>						
3400 Other Funds Ltd	628,182	193,460	1,106,140	500,000		

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Description	Pkg: 112 Registered Agency Licensing  Priority: 12	Pkg: 113 Corporation Compliance Investigations  Priority: 13	Pkg: 114 Corporation Transparency  Priority: 14	Pkg: 109 Archives Bldg - Compact Shelving - Phase 3  Priority: 15		
<b>TOTAL EXPENDITURES</b>	<b>\$628,182</b>	<b>\$193,460</b>	<b>\$1,106,140</b>	<b>\$500,000</b>		
<b>ENDING BALANCE</b>						
3400 Other Funds Ltd	13,818	(193,460)	(1,106,140)	-		
<b>TOTAL ENDING BALANCE</b>	<b>\$13,818</b>	<b>(\$193,460)</b>	<b>(\$1,106,140)</b>	<b>-</b>		
<b>AUTHORIZED POSITIONS</b>						
8150 Class/Unclass Positions	4	1	6	-		
<b>AUTHORIZED FTE</b>						
8250 Class/Unclass FTE Positions	4.00	1.00	6.00	-		

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Description	Total Policy Packages	Pkg: 101 ASD Staffing Needs  Priority: 02	Pkg: 102 ASD Positions True Up  Priority: 02	Pkg: 103 OregonBuys eProcurement System  Priority: 05	Pkg: 104 Technology Pkg - ORESTAR/OCVR Integration  Priority: 06	Pkg: 116 Technology Pkg - Ongoing Cost for Election Night Reporting (ENR)  Priority: 10
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REVENUE CATEGORIES

GENERAL FUND APPROPRIATION

0050 General Fund Appropriation

8000 General Fund	1,121,890	738,890	-	-	300,000	83,000
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TRANSFERS IN

1010 Transfer In - Intrafund

3400 Other Funds Ltd	807,018	557,018	-	250,000	-	-
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REVENUE CATEGORIES

8000 General Fund	1,121,890	738,890	-	-	300,000	83,000
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3400 Other Funds Ltd	807,018	557,018	-	250,000	-	-
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<b>TOTAL REVENUE CATEGORIES</b>	<b>\$1,928,908</b>	<b>\$1,295,908</b>	<b>-</b>	<b>\$250,000</b>	<b>\$300,000</b>	<b>\$83,000</b>
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AVAILABLE REVENUES

8000 General Fund	1,121,890	738,890	-	-	300,000	83,000
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3400 Other Funds Ltd	807,018	557,018	-	250,000	-	-
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<b>TOTAL AVAILABLE REVENUES</b>	<b>\$1,928,908</b>	<b>\$1,295,908</b>	<b>-</b>	<b>\$250,000</b>	<b>\$300,000</b>	<b>\$83,000</b>
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EXPENDITURES

PERSONAL SERVICES

SALARIES & WAGES

3110 Class/Unclass Sal. and Per Diem

8000 General Fund	482,832	482,832	-	-	-	-
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3400 Other Funds Ltd	357,096	341,616	15,480	-	-	-
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All Funds	839,928	824,448	15,480	-	-	-
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Description	Total Policy Packages	Pkg: 101 ASD Staffing Needs  Priority: 02	Pkg: 102 ASD Positions True Up  Priority: 02	Pkg: 103 OregonBuys eProcurement System  Priority: 05	Pkg: 104 Technology Pkg - ORESTAR/OCVR Integration  Priority: 06	Pkg: 116 Technology Pkg - Ongoing Cost for Election Night Reporting (ENR)  Priority: 10
<b>OTHER PAYROLL EXPENSES</b>						
<b>3210 Empl. Rel. Bd. Assessments</b>						
8000 General Fund	171	171	-	-	-	-
3400 Other Funds Ltd	171	171	-	-	-	-
All Funds	342	342	-	-	-	-
<b>3220 Public Employees Retire Cont</b>						
8000 General Fund	92,172	92,172	-	-	-	-
3400 Other Funds Ltd	68,171	65,215	2,956	-	-	-
All Funds	160,343	157,387	2,956	-	-	-
<b>3230 Social Security Taxes</b>						
8000 General Fund	36,936	36,936	-	-	-	-
3400 Other Funds Ltd	27,319	26,134	1,185	-	-	-
All Funds	64,255	63,070	1,185	-	-	-
<b>3250 Workers Comp. Assess. (WCD)</b>						
8000 General Fund	207	207	-	-	-	-
3400 Other Funds Ltd	207	207	-	-	-	-
All Funds	414	414	-	-	-	-
<b>3260 Mass Transit Tax</b>						
8000 General Fund	2,897	2,897	-	-	-	-
3400 Other Funds Ltd	2,050	2,050	-	-	-	-
All Funds	4,947	4,947	-	-	-	-
<b>3270 Flexible Benefits</b>						
8000 General Fund	100,008	100,008	-	-	-	-

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Description	Total Policy Packages	Pkg: 101	Pkg: 102	Pkg: 103	Pkg: 104	Pkg: 116
		ASD Staffing Needs	ASD Positions True Up	OregonBuys eProcurement System	Technology Pkg - ORESTAR/OCVR Integration	Technology Pkg - Ongoing Cost for Election Night Reporting (ENR)
		Priority: 02	Priority: 02	Priority: 05	Priority: 06	Priority: 10
3400 Other Funds Ltd	100,008	100,008	-	-	-	-
All Funds	200,016	200,016	-	-	-	-
<b>OTHER PAYROLL EXPENSES</b>						
8000 General Fund	232,391	232,391	-	-	-	-
3400 Other Funds Ltd	197,926	193,785	4,141	-	-	-
<b>TOTAL OTHER PAYROLL EXPENSES</b>	<b>\$430,317</b>	<b>\$426,176</b>	<b>\$4,141</b>	-	-	-
<b>PERSONAL SERVICES</b>						
8000 General Fund	715,223	715,223	-	-	-	-
3400 Other Funds Ltd	555,022	535,401	19,621	-	-	-
<b>TOTAL PERSONAL SERVICES</b>	<b>\$1,270,245</b>	<b>\$1,250,624</b>	<b>\$19,621</b>	-	-	-
<b>SERVICES &amp; SUPPLIES</b>						
<b>4100 Instate Travel</b>						
8000 General Fund	761	761	-	-	-	-
3400 Other Funds Ltd	1,649	1,649	-	-	-	-
All Funds	2,410	2,410	-	-	-	-
<b>4150 Employee Training</b>						
8000 General Fund	2,959	2,959	-	-	-	-
3400 Other Funds Ltd	6,129	6,129	-	-	-	-
All Funds	9,088	9,088	-	-	-	-
<b>4175 Office Expenses</b>						
8000 General Fund	2,536	2,536	-	-	-	-
3400 Other Funds Ltd	6,340	6,340	-	-	-	-



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Description	Total Policy Packages	Pkg: 101	Pkg: 102	Pkg: 103	Pkg: 104	Pkg: 116
		ASD Staffing Needs	ASD Positions True Up	OregonBuys eProcurement System	Technology Pkg - ORESTAR/OCVR Integration	Technology Pkg - Ongoing Cost for Election Night Reporting (ENR)
		Priority: 02	Priority: 02	Priority: 05	Priority: 06	Priority: 10
All Funds	8,876	8,876	-	-	-	-
<b>4200 Telecommunications</b>						
8000 General Fund	2,536	2,536	-	-	-	-
3400 Other Funds Ltd	6,974	6,974	-	-	-	-
All Funds	9,510	9,510	-	-	-	-
<b>4275 Publicity and Publications</b>						
8000 General Fund	634	634	-	-	-	-
3400 Other Funds Ltd	1,111	1,111	-	-	-	-
All Funds	1,745	1,745	-	-	-	-
<b>4315 IT Professional Services</b>						
8000 General Fund	383,000	-	-	-	300,000	83,000
3400 Other Funds Ltd	250,000	-	-	250,000	-	-
All Funds	633,000	-	-	250,000	300,000	83,000
<b>4375 Employee Recruitment and Develop</b>						
8000 General Fund	1,057	1,057	-	-	-	-
3400 Other Funds Ltd	5,125	5,125	-	-	-	-
All Funds	6,182	6,182	-	-	-	-
<b>4400 Dues and Subscriptions</b>						
8000 General Fund	613	613	-	-	-	-
3400 Other Funds Ltd	782	782	-	-	-	-
All Funds	1,395	1,395	-	-	-	-
<b>4425 Facilities Rental and Taxes</b>						
8000 General Fund	3,995	3,995	-	-	-	-

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Description	Total Policy Packages	Pkg: 101	Pkg: 102	Pkg: 103	Pkg: 104	Pkg: 116
		ASD Staffing Needs	ASD Positions True Up	OregonBuys eProcurement System	Technology Pkg - ORESTAR/OCVR Integration	Technology Pkg - Ongoing Cost for Election Night Reporting (ENR)
		Priority: 02	Priority: 02	Priority: 05	Priority: 06	Priority: 10
3400 Other Funds Ltd	7,165	7,165	-	-	-	-
All Funds	11,160	11,160	-	-	-	-
<b>4650 Other Services and Supplies</b>						
8000 General Fund	650	650	-	-	-	-
3400 Other Funds Ltd	1,918	1,918	-	-	-	-
All Funds	2,568	2,568	-	-	-	-
<b>4700 Expendable Prop 250 - 5000</b>						
8000 General Fund	7,926	7,926	-	-	-	-
3400 Other Funds Ltd	9,194	9,194	-	-	-	-
All Funds	17,120	17,120	-	-	-	-
<b>SERVICES &amp; SUPPLIES</b>						
8000 General Fund	406,667	23,667	-	-	300,000	83,000
3400 Other Funds Ltd	296,387	46,387	-	250,000	-	-
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>\$703,054</b>	<b>\$70,054</b>	<b>-</b>	<b>\$250,000</b>	<b>\$300,000</b>	<b>\$83,000</b>
<b>EXPENDITURES</b>						
8000 General Fund	1,121,890	738,890	-	-	300,000	83,000
3400 Other Funds Ltd	851,409	581,788	19,621	250,000	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$1,973,299</b>	<b>\$1,320,678</b>	<b>\$19,621</b>	<b>\$250,000</b>	<b>\$300,000</b>	<b>\$83,000</b>
<b>ENDING BALANCE</b>						
8000 General Fund	-	-	-	-	-	-
3400 Other Funds Ltd	(44,391)	(24,770)	(19,621)	-	-	-
<b>TOTAL ENDING BALANCE</b>	<b>(\$44,391)</b>	<b>(\$24,770)</b>	<b>(\$19,621)</b>	<b>-</b>	<b>-</b>	<b>-</b>

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Description	Total Policy Packages	Pkg: 101 ASD Staffing Needs  Priority: 02	Pkg: 102 ASD Positions True Up  Priority: 02	Pkg: 103 OregonBuys eProcurement System  Priority: 05	Pkg: 104 Technology Pkg - ORESTAR/OCVR Integration  Priority: 06	Pkg: 116 Technology Pkg - Ongoing Cost for Election Night Reporting (ENR)  Priority: 10
<b>AUTHORIZED POSITIONS</b>						
8150 Class/Unclass Positions	6	6	-	-	-	-
<b>AUTHORIZED FTE</b>						
8250 Class/Unclass FTE Positions	6.00	6.00	-	-	-	-

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 Elections Division

Version: V - 01 - Agency Request Budget  
 Cross Reference Number: 16500-002-00-00-00000

Description	Total Policy Packages	Pkg: 070	Pkg: 106	Pkg: 108	Pkg: 107	
		Revenue Shortfalls	Continuation of Oregon Motor Voter payments to Counties	Voter Registration Staffing Needs	OCVR - Increase GF support	
		Priority: 00	Priority: 01	Priority: 03	Priority: 08	

REVENUE CATEGORIES

GENERAL FUND APPROPRIATION

0050 General Fund Appropriation

8000 General Fund	1,441,192	-	831,278	168,063	441,851
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AVAILABLE REVENUES

8000 General Fund	1,441,192	-	831,278	168,063	441,851
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<b>TOTAL AVAILABLE REVENUES</b>	<b>\$1,441,192</b>	<b>-</b>	<b>\$831,278</b>	<b>\$168,063</b>	<b>\$441,851</b>
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EXPENDITURES

PERSONAL SERVICES

SALARIES & WAGES

3110 Class/Unclass Sal. and Per Diem

8000 General Fund	95,328	-	-	95,328	-
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OTHER PAYROLL EXPENSES

3210 Empl. Rel. Bd. Assessments

8000 General Fund	57	-	-	57	-
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3220 Public Employees Retire Cont

8000 General Fund	18,198	-	-	18,198	-
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3230 Social Security Taxes

8000 General Fund	7,293	-	-	7,293	-
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3250 Workers Comp. Assess. (WCD)

8000 General Fund	69	-	-	69	-
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3260 Mass Transit Tax

8000 General Fund	571	-	-	571	-
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Description	Total Policy Packages	Pkg: 070	Pkg: 106	Pkg: 108	Pkg: 107	
		Revenue Shortfalls	Continuation of Oregon Motor Voter payments to Counties	Voter Registration Staffing Needs	OCVR - Increase GF support	
		Priority: 00	Priority: 01	Priority: 03	Priority: 08	
<b>3270 Flexible Benefits</b>						
8000 General Fund	33,336	-	-	33,336	-	
<b>OTHER PAYROLL EXPENSES</b>						
8000 General Fund	59,524	-	-	59,524	-	
<b>TOTAL OTHER PAYROLL EXPENSES</b>	<b>\$59,524</b>	-	-	<b>\$59,524</b>	-	
<b>PERSONAL SERVICES</b>						
8000 General Fund	154,852	-	-	154,852	-	
<b>TOTAL PERSONAL SERVICES</b>	<b>\$154,852</b>	-	-	<b>\$154,852</b>	-	
<b>SERVICES &amp; SUPPLIES</b>						
<b>4100 Instate Travel</b>						
8000 General Fund	634	-	-	634	-	
<b>4150 Employee Training</b>						
8000 General Fund	1,902	-	-	1,902	-	
<b>4175 Office Expenses</b>						
8000 General Fund	1,902	-	-	1,902	-	
<b>4200 Telecommunications</b>						
8000 General Fund	2,536	-	-	2,536	-	
<b>4275 Publicity and Publications</b>						
8000 General Fund	318	-	-	318	-	
<b>4315 IT Professional Services</b>						
8000 General Fund	441,851	-	-	-	441,851	
3400 Other Funds Ltd	(41,574)	(41,574)	-	-	-	

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Description	Total Policy Packages	Pkg: 070	Pkg: 106	Pkg: 108	Pkg: 107	
		Revenue Shortfalls	Continuation of Oregon Motor Voter payments to Counties	Voter Registration Staffing Needs	OCVR - Increase GF support	
		Priority: 00	Priority: 01	Priority: 03	Priority: 08	
All Funds	400,277	(41,574)	-	-	441,851	
<b>4375 Employee Recruitment and Develop</b>						
8000 General Fund	529	-	-	529	-	
<b>4400 Dues and Subscriptions</b>						
8000 General Fund	318	-	-	318	-	
<b>4425 Facilities Rental and Taxes</b>						
8000 General Fund	3,804	-	-	3,804	-	
<b>4650 Other Services and Supplies</b>						
8000 General Fund	634	-	-	634	-	
<b>4700 Expendable Prop 250 - 5000</b>						
8000 General Fund	634	-	-	634	-	
<b>SERVICES &amp; SUPPLIES</b>						
8000 General Fund	455,062	-	-	13,211	441,851	
3400 Other Funds Ltd	(41,574)	(41,574)	-	-	-	
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>\$413,488</b>	<b>(\$41,574)</b>	<b>-</b>	<b>\$13,211</b>	<b>\$441,851</b>	
<b>SPECIAL PAYMENTS</b>						
<b>6020 Dist to Counties</b>						
8000 General Fund	831,278	-	831,278	-	-	
<b>EXPENDITURES</b>						
8000 General Fund	1,441,192	-	831,278	168,063	441,851	
3400 Other Funds Ltd	(41,574)	(41,574)	-	-	-	
<b>TOTAL EXPENDITURES</b>	<b>\$1,399,618</b>	<b>(\$41,574)</b>	<b>\$831,278</b>	<b>\$168,063</b>	<b>\$441,851</b>	

BDV004B  
 2017-19 Biennium  
 Elections Division

Version: V - 01 - Agency Request Budget  
 Cross Reference Number: 16500-002-00-00-00000

Description	Total Policy Packages	Pkg: 070 Revenue Shortfalls  Priority: 00	Pkg: 106 Continuation of Oregon Motor Voter payments to Counties  Priority: 01	Pkg: 108 Voter Registration Staffing Needs  Priority: 03	Pkg: 107 OCVR - Increase GF support  Priority: 08	
<b>ENDING BALANCE</b>						
8000 General Fund	-	-	-	-	-	-
3400 Other Funds Ltd	41,574	41,574	-	-	-	-
<b>TOTAL ENDING BALANCE</b>	<b>\$41,574</b>	<b>\$41,574</b>	-	-	-	-
<b>AUTHORIZED POSITIONS</b>						
8150 Class/Unclass Positions	1	-	-	1	-	-
<b>AUTHORIZED FTE</b>						
8250 Class/Unclass FTE Positions	1.00	-	-	1.00	-	-

BDV004B  
 2017-19 Biennium  
 Archives Division

Version: V - 01 - Agency Request Budget  
 Cross Reference Number: 16500-012-00-00-00000

Description	Total Policy Packages	Pkg: 110 Blue Book - Secure stable funding source  Priority: 09	Pkg: 109 Archives Bldg - Compact Shelving - Phase 3  Priority: 15			
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REVENUE CATEGORIES

GENERAL FUND APPROPRIATION

0050 General Fund Appropriation

8000 General Fund 50,000 50,000 -

CHARGES FOR SERVICES

0410 Charges for Services

3400 Other Funds Ltd 500,000 - 500,000

REVENUE CATEGORIES

8000 General Fund 50,000 50,000 -

3400 Other Funds Ltd 500,000 - 500,000

**TOTAL REVENUE CATEGORIES \$550,000 \$50,000 \$500,000**

AVAILABLE REVENUES

8000 General Fund 50,000 50,000 -

3400 Other Funds Ltd 500,000 - 500,000

**TOTAL AVAILABLE REVENUES \$550,000 \$50,000 \$500,000**

EXPENDITURES

SERVICES & SUPPLIES

4275 Publicity and Publications

8000 General Fund 50,000 50,000 -

CAPITAL OUTLAY

5100 Office Furniture and Fixtures

3400 Other Funds Ltd 500,000 - 500,000



BDV004B  
 2017-19 Biennium  
 Archives Division

Version: V - 01 - Agency Request Budget  
 Cross Reference Number: 16500-012-00-00-00000

Description	Total Policy Packages	Pkg: 110 Blue Book - Secure stable funding source  Priority: 09	Pkg: 109 Archives Bldg - Compact Shelving - Phase 3  Priority: 15			
<b>EXPENDITURES</b>						
8000 General Fund	50,000	50,000	-			
3400 Other Funds Ltd	500,000	-	500,000			
<b>TOTAL EXPENDITURES</b>	<b>\$550,000</b>	<b>\$50,000</b>	<b>\$500,000</b>			
<b>ENDING BALANCE</b>						
8000 General Fund	-	-	-			
3400 Other Funds Ltd	-	-	-			
<b>TOTAL ENDING BALANCE</b>	<b>-</b>	<b>-</b>	<b>-</b>			

BDV004B  
 2017-19 Biennium  
 Corporation Division

Version: V - 01 - Agency Request Budget  
 Cross Reference Number: 16500-036-00-00-00000

Description	Total Policy Packages	Pkg: 115	Pkg: 112	Pkg: 113	Pkg: 114	
		Corporation Funding	Registered Agency Licensing	Corporation Compliance Investigations	Corporation Transparency	
		Priority: 11	Priority: 12	Priority: 13	Priority: 14	

REVENUE CATEGORIES

LICENSES AND FEES

0205 Business Lic and Fees

3400 Other Funds Ltd	4,536,960	3,894,960	642,000	-	-
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AVAILABLE REVENUES

3400 Other Funds Ltd	4,536,960	3,894,960	642,000	-	-
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<b>TOTAL AVAILABLE REVENUES</b>	<b>\$4,536,960</b>	<b>\$3,894,960</b>	<b>\$642,000</b>	-	-
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EXPENDITURES

PERSONAL SERVICES

SALARIES & WAGES

3110 Class/Unclass Sal. and Per Diem

3400 Other Funds Ltd	945,768	-	354,192	115,272	476,304
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OTHER PAYROLL EXPENSES

3210 Empl. Rel. Bd. Assessments

3400 Other Funds Ltd	627	-	228	57	342
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3220 Public Employees Retire Cont

3400 Other Funds Ltd	180,543	-	67,614	22,005	90,924
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3230 Social Security Taxes

3400 Other Funds Ltd	72,354	-	27,097	8,818	36,439
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3250 Workers Comp. Assess. (WCD)

3400 Other Funds Ltd	759	-	276	69	414
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3260 Mass Transit Tax

3400 Other Funds Ltd	5,675	-	2,125	692	2,858
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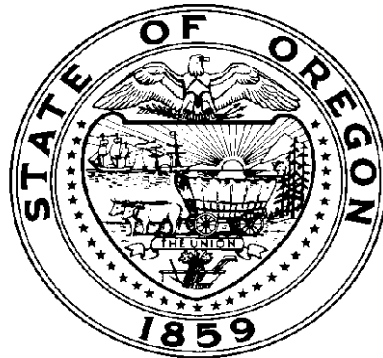
Description	Total Policy Packages	Pkg: 115	Pkg: 112	Pkg: 113	Pkg: 114	
		Corporation Funding	Registered Agency Licensing	Corporation Compliance Investigations	Corporation Transparency	
		Priority: 11	Priority: 12	Priority: 13	Priority: 14	
<b>3270 Flexible Benefits</b>						
3400 Other Funds Ltd	366,696	-	133,344	33,336	200,016	
<b>OTHER PAYROLL EXPENSES</b>						
3400 Other Funds Ltd	626,654	-	230,684	64,977	330,993	
<b>TOTAL OTHER PAYROLL EXPENSES</b>	<b>\$626,654</b>	<b>-</b>	<b>\$230,684</b>	<b>\$64,977</b>	<b>\$330,993</b>	
<b>PERSONAL SERVICES</b>						
3400 Other Funds Ltd	1,572,422	-	584,876	180,249	807,297	
<b>TOTAL PERSONAL SERVICES</b>	<b>\$1,572,422</b>	<b>-</b>	<b>\$584,876</b>	<b>\$180,249</b>	<b>\$807,297</b>	
<b>SERVICES &amp; SUPPLIES</b>						
<b>4100 Instate Travel</b>						
3400 Other Funds Ltd	4,060	-	1,776	634	1,650	
<b>4150 Employee Training</b>						
3400 Other Funds Ltd	15,216	-	6,340	1,902	6,974	
<b>4175 Office Expenses</b>						
3400 Other Funds Ltd	19,020	-	7,608	1,902	9,510	
<b>4200 Telecommunications</b>						
3400 Other Funds Ltd	20,288	-	7,608	2,536	10,144	
<b>4275 Publicity and Publications</b>						
3400 Other Funds Ltd	2,226	-	954	318	954	
<b>4375 Employee Recruitment and Develop</b>						
3400 Other Funds Ltd	1,322	-	-	529	793	
<b>4400 Dues and Subscriptions</b>						

BDV004B  
 2017-19 Biennium  
 Corporation Division

Version: V - 01 - Agency Request Budget  
 Cross Reference Number: 16500-036-00-00-00000

Description	Total Policy Packages	Pkg: 115	Pkg: 112	Pkg: 113	Pkg: 114	
		Corporation Funding	Registered Agency Licensing	Corporation Compliance Investigations	Corporation Transparency	
		Priority: 11	Priority: 12	Priority: 13	Priority: 14	
3400 Other Funds Ltd	1,312	-	-	318	994	
<b>4425 Facilities Rental and Taxes</b>						
3400 Other Funds Ltd	34,236	-	13,948	3,804	16,484	
<b>4650 Other Services and Supplies</b>						
3400 Other Funds Ltd	251,340	-	2,536	634	248,170	
<b>4700 Expendable Prop 250 - 5000</b>						
3400 Other Funds Ltd	6,340	-	2,536	634	3,170	
<b>SERVICES &amp; SUPPLIES</b>						
3400 Other Funds Ltd	355,360	-	43,306	13,211	298,843	
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>\$355,360</b>	<b>-</b>	<b>\$43,306</b>	<b>\$13,211</b>	<b>\$298,843</b>	
<b>EXPENDITURES</b>						
3400 Other Funds Ltd	1,927,782	-	628,182	193,460	1,106,140	
<b>TOTAL EXPENDITURES</b>	<b>\$1,927,782</b>	<b>-</b>	<b>\$628,182</b>	<b>\$193,460</b>	<b>\$1,106,140</b>	
<b>ENDING BALANCE</b>						
3400 Other Funds Ltd	2,609,178	3,894,960	13,818	(193,460)	(1,106,140)	
<b>TOTAL ENDING BALANCE</b>	<b>\$2,609,178</b>	<b>\$3,894,960</b>	<b>\$13,818</b>	<b>(\$193,460)</b>	<b>(\$1,106,140)</b>	
<b>AUTHORIZED POSITIONS</b>						
8150 Class/Unclass Positions	11	-	4	1	6	
<b>AUTHORIZED FTE</b>						
8250 Class/Unclass FTE Positions	11.00	-	4.00	1.00	6.00	

# Office of the Secretary of State



## **PICS Reports 2017-19 Agency Request Budget**

REPORT: SUMMARY LIST BY PKG BY SUMMARY XREF

2017-19

PROD FILE

AGENCY:16500 SECRETARY OF STATE

PICS SYSTEM: BUDGET PREPARATION

SUMMARY XREF:001-00-00 000 Administrative Servi

PKG	CLASS	COMP	DESCRIPTION	POS CNT	FTE	MOS	AVERAGE RATE	GF SAL	OF SAL	FF SAL	LF SAL	AF SAL
000	MOE	Y1650	AB SECRETARY OF STATE	1	1.00	24.00	6,416.67	154,000				154,000
000	WSN	X0872	AA OPERATIONS & POLICY ANALYST 3	1	1.00	24.00	5,496.00		131,904			131,904
000	WSN	X1321	AA HUMAN RESOURCE ANALYST 2	1	1.00	24.00	6,056.00	13,357	131,987			145,344
000	WSN	X1322	AA HUMAN RESOURCE ANALYST 3	1	.89	21.45	7,352.00	5,772	151,928			157,700
000	WSN	Z0119	AA EXECUTIVE SUPPORT SPECIALIST 2	1	1.00	24.00	3,560.00		85,440			85,440
000	WSN	Z0830	AA EXECUTIVE ASSISTANT	1	1.00	24.00	5,770.00	6,578	131,902			138,480
000	WSN	Z0866	AA PUBLIC AFFAIRS SPECIALIST 3	1	1.00	24.00	7,352.00		176,448			176,448
000	WSN	Z7006	AA PRINCIPAL EXECUTIVE/MANAGER D	1	1.00	24.00	8,091.00		194,184			194,184
000	WSS	X7006	AA PRINCIPAL EXECUTIVE/MANAGER D	2	2.00	48.00	7,545.50	19,418	342,766			362,184
000	WSS	X7006	IA PRINCIPAL EXECUTIVE/MANAGER D	1	1.00	24.00	9,369.00	71,954	152,902			224,856
000	WSS	X7008	IA PRINCIPAL EXECUTIVE/MANAGER E	1	1.00	24.00	10,319.00		247,656			247,656
000	WSS	Z7010	AA PRINCIPAL EXECUTIVE/MANAGER F	1	1.00	24.00	9,827.00	23,585	212,263			235,848
000	WSS	Z7012	AA PRINCIPAL EXECUTIVE/MANAGER G	1	1.00	24.00	11,374.00	37,370	235,606			272,976
000	WSS	Z7012	IA PRINCIPAL EXECUTIVE/MANAGER G	1	1.00	24.00	13,816.00	106,107	225,477			331,584
000	WSS	Z7016	AA PRINCIPAL EXECUTIVE/MANAGER I	1	1.00	24.00	12,528.00		300,672			300,672
000	WSU	C0103	AA OFFICE SPECIALIST 1	1	1.00	24.00	2,667.00		64,008			64,008
000	WSU	C0211	AA ACCOUNTING TECHNICIAN 2	2	2.00	48.00	3,708.00	17,798	160,186			177,984
000	WSU	C0436	AA PROCUREMENT & CONTRACT SPEC 1	1	1.00	24.00	5,034.00	12,082	108,734			120,816
000	WSU	C0437	AA PROCUREMENT & CONTRACT SPEC 2	2	2.00	48.00	5,449.50	26,157	235,419			261,576
000	WSU	C0438	AA PROCUREMENT & CONTRACT SPEC 3	1	1.00	24.00	6,704.00	16,074	144,822			160,896
000	WSU	C0865	AA PUBLIC AFFAIRS SPECIALIST 2	1	1.00	24.00	6,096.00		146,304			146,304
000	WSU	C0871	AA OPERATIONS & POLICY ANALYST 2	1	1.00	24.00	6,096.00	38,668	107,636			146,304
000	WSU	C1215	AA ACCOUNTANT 1	1	1.00	24.00	4,580.00	10,992	98,928			109,920
000	WSU	C1216	AA ACCOUNTANT 2	1	1.00	24.00	5,034.00	12,082	108,734			120,816
000	WSU	C1217	AA ACCOUNTANT 3	1	1.00	24.00	4,580.00	8,794	101,126			109,920

REPORT: SUMMARY LIST BY PKG BY SUMMARY XREF

2017-19

PROD FILE

AGENCY:16500 SECRETARY OF STATE

PICS SYSTEM: BUDGET PREPARATION

SUMMARY XREF:001-00-00 000 Administrative Servi

PKG	CLASS	COMP	DESCRIPTION	POS CNT	FTE	MOS	AVERAGE RATE	GF SAL	OF SAL	FF SAL	LF SAL	AF SAL
000	WSU	C1218	AA ACCOUNTANT 4	1	1.00	24.00	7,035.00	15,196	153,644			168,840
000	WSU	C1482	IA INFO SYSTEMS SPECIALIST 2	1	1.00	24.00	4,195.00		100,680			100,680
000	WSU	C1484	IA INFO SYSTEMS SPECIALIST 4	5	5.00	120.00	5,240.00		628,800			628,800
000	WSU	C1485	IA INFO SYSTEMS SPECIALIST 5	3	3.00	72.00	6,387.00		459,864			459,864
000	WSU	C1487	IA INFO SYSTEMS SPECIALIST 7	10	10.00	240.00	7,035.70	42,094	1,646,474			1,688,568
000	WSU	C1488	IA INFO SYSTEMS SPECIALIST 8	11	11.00	264.00	7,711.18	190,149	1,845,603			2,035,752
000	WSU	C2512	AA ELECTRONIC PUB DESIGN SPEC 3	1	1.00	24.00	5,034.00	38,661	82,155			120,816
000				60	59.89	1437.45	6,805.47	866,888	8,914,252			9,781,140

REPORT: SUMMARY LIST BY PKG BY SUMMARY XREF

2017-19

PROD FILE

AGENCY:16500 SECRETARY OF STATE

PICS SYSTEM: BUDGET PREPARATION

SUMMARY XREF:001-00-00 050 Administrative Servi

PKG	CLASS	COMP	DESCRIPTION	POS CNT	FTE	MOS	AVERAGE RATE	GF SAL	OF SAL	FF SAL	LF SAL	AF SAL
050	WSU	C1482	IA INFO SYSTEMS SPECIALIST 2		.00	.00	4,195.00	32,218	32,218-			
050	WSU	C1485	IA INFO SYSTEMS SPECIALIST 5		.00	.00	6,387.00	147,156	147,156-			
050	WSU	C1487	IA INFO SYSTEMS SPECIALIST 7		.00	.00	7,242.25	222,482	222,482-			
050	WSU	C1488	IA INFO SYSTEMS SPECIALIST 8		.00	.00	7,492.00	172,616	172,616-			
050					.00	.00	6,800.09	574,472	574,472-			



REPORT: SUMMARY LIST BY PKG BY SUMMARY XREF

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AGENCY:16500 SECRETARY OF STATE

PICS SYSTEM: BUDGET PREPARATION

SUMMARY XREF:001-00-00 101 Administrative Servi

PKG	CLASS	COMP	DESCRIPTION	POS CNT	FTE	MOS	AVERAGE RATE	GF SAL	OF SAL	FF SAL	LF SAL	AF SAL
101	WSN	X0872	AA OPERATIONS & POLICY ANALYST 3	1	1.00	24.00	5,496.00		131,904			131,904
101	WSU	C0211	AA ACCOUNTING TECHNICIAN 2	1	1.00	24.00	2,768.00		66,432			66,432
101	WSU	C1487	IA INFO SYSTEMS SPECIALIST 7	2	2.00	48.00	7,074.00	339,552				339,552
101	WSU	C1488	IA INFO SYSTEMS SPECIALIST 8	2	2.00	48.00	5,970.00	143,280	143,280			286,560
101				6	6.00	144.00	5,725.33	482,832	341,616			824,448

REPORT: SUMMARY LIST BY PKG BY SUMMARY XREF

2017-19

PROD FILE

AGENCY:16500 SECRETARY OF STATE

PICS SYSTEM: BUDGET PREPARATION

SUMMARY XREF:001-00-00 102 Administrative Servi

PKG	CLASS	COMP	DESCRIPTION	POS CNT	FTE	MOS	AVERAGE RATE	GF SAL	OF SAL	FF SAL	LF SAL	AF SAL
102	WSN	Z0119	AA EXECUTIVE SUPPORT SPECIALIST 2	1-	1.00-	24.00-	3,560.00		85,440-			85,440-
102	WSN	Z0324	AA PUBLIC SERVICE REP 4	1	1.00	24.00	3,560.00		85,440			85,440
102	WSN	Z7006	AA PRINCIPAL EXECUTIVE/MANAGER D	1-	1.00-	24.00-	8,091.00		194,184-			194,184-
102	WSN	Z7008	AA PRINCIPAL EXECUTIVE/MANAGER E	1	1.00	24.00	8,091.00		194,184			194,184
102	WSS	Z7010	AA PRINCIPAL EXECUTIVE/MANAGER F	1-	1.00-	24.00-	9,827.00	23,585-	212,263-			235,848-
102	WSS	Z7012	AA PRINCIPAL EXECUTIVE/MANAGER G	1	1.00	24.00	9,827.00	23,585	212,263			235,848
102	WSU	C0865	AA PUBLIC AFFAIRS SPECIALIST 2	1	1.00	24.00	5,809.00		139,416			139,416
102	WSU	C1484	IA INFO SYSTEMS SPECIALIST 4	2-	2.00-	48.00-	5,717.00		274,416-			274,416-
102	WSU	C1486	IA INFO SYSTEMS SPECIALIST 6	1	1.00	24.00	5,949.00		142,776			142,776
102	WSU	C1487	IA INFO SYSTEMS SPECIALIST 7	1-	1.00-	24.00-	7,559.00		181,416-			181,416-
102	WSU	C1488	IA INFO SYSTEMS SPECIALIST 8	1	1.00	24.00	7,880.00		189,120			189,120
102					.00	.00	6,798.91		15,480			15,480
				66	65.89	1581.45	6,738.69	1,924,192	8,696,876			10,621,068

08/09/16 REPORT NO.: PPDPLBUDCL  
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 SUMMARY XREF:002-00-00 000 Elections Division

DEPT. OF ADMIN. SVCS. -- PPDB PICS SYSTEM

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 PICS SYSTEM: BUDGET PREPARATION

PKG	CLASS	COMP	DESCRIPTION	POS CNT	FTE	MOS	AVERAGE RATE	GF SAL	OF SAL	FF SAL	LF SAL	AF SAL
000	WSN	Z2512	AA ELECTRONIC PUB DESIGN SPEC 3	1	1.00	24.00	4,317.00			103,608		103,608
000	WSS	X7010	AA PRINCIPAL EXECUTIVE/MANAGER F	1	1.00	24.00	9,827.00	235,848				235,848
000	WSS	X7010	IA PRINCIPAL EXECUTIVE/MANAGER F	1	1.00	24.00	8,091.00			194,184		194,184
000	WSS	Z7014	AA PRINCIPAL EXECUTIVE/MANAGER H	1	1.00	24.00	12,528.00	300,672				300,672
000	WSU	C0438	AA PROCUREMENT & CONTRACT SPEC 3	1	1.00	24.00	5,282.00			126,768		126,768
000	WSU	C1118	AA RESEARCH ANALYST 4	1	1.00	24.00	7,035.00	168,840				168,840
000	WSU	C1488	IA INFO SYSTEMS SPECIALIST 8	1	1.00	24.00	5,970.00			143,280		143,280
000	WSU	C5247	AA COMPLIANCE SPECIALIST 2	8	8.00	192.00	4,625.12	888,024				888,024
000	WSU	C5248	AA COMPLIANCE SPECIALIST 3	5	5.00	120.00	6,039.40	724,728				724,728
000				20	20.00	480.00	6,012.40	2,318,112		567,840		2,885,952

08/09/16 REPORT NO.: PPDPLBUDCL  
 REPORT: SUMMARY LIST BY PKG BY SUMMARY XREF  
 AGENCY:16500 SECRETARY OF STATE  
 SUMMARY XREF:002-00-00 105 Elections Division

DEPT. OF ADMIN. SVCS. -- PPDB PICS SYSTEM

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 PICS SYSTEM: BUDGET PREPARATION

PKG	CLASS	COMP	DESCRIPTION	POS CNT	FTE	MOS	AVERAGE RATE	GF SAL	OF SAL	FF SAL	LF SAL	AF SAL
105	WSU	C0324	AA PUBLIC SERVICE REP 4	1	1.00	24.00	3,972.00	95,328				95,328
105	WSU	C0871	AA OPERATIONS & POLICY ANALYST 2	1	1.00	24.00	5,282.00	126,768				126,768
105	WSU	C0872	AA OPERATIONS & POLICY ANALYST 3	1	1.00	24.00	5,282.00	126,768				126,768
105	WSU	C5247	AA COMPLIANCE SPECIALIST 2	2-	2.00-	48.00-	4,627.00	222,096-				222,096-
105	WSU	C5248	AA COMPLIANCE SPECIALIST 3	1-	1.00-	24.00-	5,282.00	126,768-				126,768-
105					.00	.00	4,845.33					

08/09/16 REPORT NO.: PPDPLBUDCL  
 REPORT: SUMMARY LIST BY PKG BY SUMMARY XREF  
 AGENCY:16500 SECRETARY OF STATE  
 SUMMARY XREF:002-00-00 108 Elections Division

DEPT. OF ADMIN. SVCS. -- PPDB PICS SYSTEM

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 PROD FILE  
 PICS SYSTEM: BUDGET PREPARATION

PKG	CLASS	COMP	DESCRIPTION	POS CNT	FTE	MOS	AVERAGE RATE	GF SAL	OF SAL	FF SAL	LF SAL	AF SAL
108	WSU	C5247	AA COMPLIANCE SPECIALIST 2	1	1.00	24.00	3,972.00	95,328				95,328
108				1	1.00	24.00	3,972.00	95,328				95,328
				21	21.00	504.00	5,677.48	2,413,440		567,840		2,981,280

PKG	CLASS	COMP	DESCRIPTION	POS CNT	FTE	MOS	AVERAGE RATE	GF SAL	OF SAL	FF SAL	LF SAL	AF SAL
000	WSS	X5687	AA STATE AUDIT MANAGER	7	7.00	168.00	10,616.57		1,783,584			1,783,584
000	WSS	X7012	AA PRINCIPAL EXECUTIVE/MANAGER G	2	2.00	48.00	11,374.00		545,952			545,952
000	WSS	Z7016	AA PRINCIPAL EXECUTIVE/MANAGER I	1	1.00	24.00	9,369.00		224,856			224,856
000	WSU	C0104	AA OFFICE SPECIALIST 2	1	1.00	24.00	3,458.00		82,992			82,992
000	WSU	C0871	AA OPERATIONS & POLICY ANALYST 2	1	1.00	24.00	6,096.00		146,304			146,304
000	WSU	C5681	AA STATE AUDITOR 1	6	6.00	144.00	4,221.50		607,896			607,896
000	WSU	C5682	AA STATE AUDITOR 2	27	27.00	648.00	5,141.40		3,331,632			3,331,632
000	WSU	C5683	AA STATE AUDITOR 3	11	11.00	264.00	6,536.09		1,725,528			1,725,528
000	WSU	C5684	AA STATE AUDITOR 4	16	16.00	384.00	8,054.75		3,093,024			3,093,024
000				72	72.00	1728.00	6,679.26		11,541,768			11,541,768
				72	72.00	1728.00	6,679.26		11,541,768			11,541,768

08/09/16 REPORT NO.: PPDPLBUDCL  
 REPORT: SUMMARY LIST BY PKG BY SUMMARY XREF  
 AGENCY:16500 SECRETARY OF STATE  
 SUMMARY XREF:012-00-00 000 Archives Division

DEPT. OF ADMIN. SVCS. -- PPDB PICS SYSTEM

PKG	CLASS	COMP	DESCRIPTION	POS CNT	FTE	MOS	AVERAGE RATE	GF SAL	OF SAL	FF SAL	LF SAL	AF SAL
000	WSS	X7006	AA PRINCIPAL EXECUTIVE/MANAGER D	2	2.00	48.00	6,793.50		326,088			326,088
000	WSS	Z7012	AA PRINCIPAL EXECUTIVE/MANAGER G	1	1.00	24.00	11,374.00		272,976			272,976
000	WSU	C0104	AA OFFICE SPECIALIST 2	1	1.00	24.00	2,556.00		61,344			61,344
000	WSU	C0323	AA PUBLIC SERVICE REP 3	1	1.00	24.00	3,458.00		82,992			82,992
000	WSU	C0758	AA SUPPLY SPECIALIST 1	1	1.00	24.00	3,298.00		79,152			79,152
000	WSU	C0759	AA SUPPLY SPECIALIST 2	2	2.00	48.00	4,373.00		209,904			209,904
000	WSU	C0861	AA PROGRAM ANALYST 2	1	1.00	24.00	4,373.00		104,952			104,952
000	WSU	C0863	AA PROGRAM ANALYST 4	1	1.00	24.00	7,381.00		177,144			177,144
000	WSU	C2202	AA RECORDS MANAGEMENT ANALYST 1	4	4.00	96.00	4,381.28		420,504			420,504
000	WSU	C2203	AA RECORDS MANAGEMENT ANALYST 2	1	1.00	24.00	5,809.00		139,416			139,416
000	WSU	C2204	AA ARCHIVIST 1	3	3.00	72.00	4,593.33		330,720			330,720
000	WSU	C2205	AA ARCHIVIST 2	1	1.00	24.00	5,809.00		139,416			139,416
000	WSU	C2510	AA ELECTRONIC PUB DESIGN SPEC 1	2	2.00	48.00	3,624.50		173,976			173,976
000	WSU	C2511	AA ELECTRONIC PUB DESIGN SPEC 2	1	1.00	24.00	4,580.00		109,920			109,920
000				22	22.00	528.00	4,906.76		2,628,504			2,628,504

08/09/16 REPORT NO.: PPDPLBUDCL  
 REPORT: SUMMARY LIST BY PKG BY SUMMARY XREF  
 AGENCY:16500 SECRETARY OF STATE  
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DEPT. OF ADMIN. SVCS. -- PPDB PICS SYSTEM

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 PICS SYSTEM: BUDGET PREPARATION

PKG	CLASS	COMP	DESCRIPTION	POS CNT	FTE	MOS	AVERAGE RATE	GF SAL	OF SAL	FF SAL	LF SAL	AF SAL
111	WSU	C0758	AA SUPPLY SPECIALIST 1	1-	1.00-	24.00-	3,298.00		79,152-			79,152-
111	WSU	C0759	AA SUPPLY SPECIALIST 2	1	1.00	24.00	3,298.00		79,152			79,152
111					.00	.00	3,298.00					
				22	22.00	528.00	4,787.59		2,628,504			2,628,504



REPORT: SUMMARY LIST BY PKG BY SUMMARY XREF

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AGENCY:16500 SECRETARY OF STATE

PICS SYSTEM: BUDGET PREPARATION

SUMMARY XREF:036-00-00 000 Corporation Division

PKG	CLASS	COMP	DESCRIPTION	POS CNT	FTE	MOS	AVERAGE RATE	GF SAL	OF SAL	FF SAL	LF SAL	AF SAL
000	UA	C0863	AA PROGRAM ANALYST 4	1	1.00	24.00	5,809.00		139,416			139,416
000	WSS	X0114	AA SUPPORT SERVICES SUPERVISOR 3	1	1.00	24.00	4,969.00		119,256			119,256
000	WSS	Z7010	AA PRINCIPAL EXECUTIVE/MANAGER F	1	1.00	24.00	9,827.00		235,848			235,848
000	WSU	C0324	AA PUBLIC SERVICE REP 4	22	22.00	528.00	3,604.63		1,903,248			1,903,248
000	WSU	C0860	AA PROGRAM ANALYST 1	2	2.00	48.00	4,503.00		216,144			216,144
000	WSU	C0862	AA PROGRAM ANALYST 3	1	1.00	24.00	4,803.00		115,272			115,272
000	WSU	C0870	AA OPERATIONS & POLICY ANALYST 1	1	1.00	24.00	5,034.00		120,816			120,816
000	WSU	C0871	AA OPERATIONS & POLICY ANALYST 2	3	3.00	72.00	5,369.33		386,592			386,592
000	WSU	C1118	AA RESEARCH ANALYST 4	1	1.00	24.00	7,035.00		168,840			168,840
000	WSU	C1338	AA TRAINING & DEVELOPMENT SPEC 1	1	1.00	24.00	5,034.00		120,816			120,816
000	WSU	C2511	AA ELECTRONIC PUB DESIGN SPEC 2	1	1.00	24.00	4,580.00		109,920			109,920
000				35	35.00	840.00	4,328.77		3,636,168			3,636,168

REPORT: SUMMARY LIST BY PKG BY SUMMARY XREF

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AGENCY:16500 SECRETARY OF STATE

PICS SYSTEM: BUDGET PREPARATION

SUMMARY XREF:036-00-00 112 Corporation Division

PKG	CLASS	COMP	DESCRIPTION	POS CNT	FTE	MOS	AVERAGE RATE	GF SAL	OF SAL	FF SAL	LF SAL	AF SAL
112	WSS	X7004	AA PRINCIPAL EXECUTIVE/MANAGER C	1	1.00	24.00	4,746.00		113,904			113,904
112	WSU	C0324	AA PUBLIC SERVICE REP 4	2	2.00	48.00	3,020.00		144,960			144,960
112	WSU	C5247	AA COMPLIANCE SPECIALIST 2	1	1.00	24.00	3,972.00		95,328			95,328
112				4	4.00	96.00	3,689.50		354,192			354,192

REPORT: SUMMARY LIST BY PKG BY SUMMARY XREF

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AGENCY:16500 SECRETARY OF STATE

PICS SYSTEM: BUDGET PREPARATION

SUMMARY XREF:036-00-00 113 Corporation Division

PKG	CLASS	COMP	DESCRIPTION	POS CNT	FTE	MOS	AVERAGE RATE	GF SAL	OF SAL	FF SAL	LF SAL	AF SAL
113	WSU	C5248	AA COMPLIANCE SPECIALIST 3	1	1.00	24.00	4,803.00		115,272			115,272
113				1	1.00	24.00	4,803.00		115,272			115,272

REPORT: SUMMARY LIST BY PKG BY SUMMARY XREF

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AGENCY:16500 SECRETARY OF STATE

PICS SYSTEM: BUDGET PREPARATION

SUMMARY XREF:036-00-00 114 Corporation Division

PKG	CLASS	COMP	DESCRIPTION	POS CNT	FTE	MOS	AVERAGE RATE	GF SAL	OF SAL	FF SAL	LF SAL	AF SAL
114	WSS	X7004	AA PRINCIPAL EXECUTIVE/MANAGER C	1	1.00	24.00	4,746.00		113,904			113,904
114	WSU	C0324	AA PUBLIC SERVICE REP 4	5	5.00	120.00	3,020.00		362,400			362,400
114				6	6.00	144.00	3,307.66		476,304			476,304
				46	46.00	1104.00	4,150.30		4,581,936			4,581,936
				227	226.89	5445.45	5,986.20	4,337,632	27,449,084	567,840		32,354,556

REPORT: SUMMARY LIST BY PKG BY SUMMARY XREF

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AGENCY:16500 SECRETARY OF STATE

PICS SYSTEM: BUDGET PREPARATION

SUMMARY XREF:036-00-00 114 Corporation Division

PKG	CLASS	COMP	DESCRIPTION	POS CNT	FTE	MOS	AVERAGE RATE	GF SAL	OF SAL	FF SAL	LF SAL	AF SAL
				227	226.89	5445.45	5,986.20	4,337,632	27,449,084	567,840		32,354,556

PKG	CLASS	COMP	DESCRIPTION	POS CNT	FTE	MOS	AVERAGE RATE	GF SAL	OF SAL	FF SAL	LF SAL	AF SAL
000	MOE	Y1650	AB SECRETARY OF STATE	1	1.00	24.00	6,416.67	154,000				154,000
000	UA	C0863	AA PROGRAM ANALYST 4	1	1.00	24.00	5,809.00		139,416			139,416
101	WSN	X0872	AA OPERATIONS & POLICY ANALYST 3	2	2.00	48.00	5,496.00		263,808			263,808
000	WSN	X1321	AA HUMAN RESOURCE ANALYST 2	1	1.00	24.00	6,056.00	13,357	131,987			145,344
000	WSN	X1322	AA HUMAN RESOURCE ANALYST 3	1	.89	21.45	7,352.00	5,772	151,928			157,700
102	WSN	Z0119	AA EXECUTIVE SUPPORT SPECIALIST 2		.00	.00	3,560.00					
102	WSN	Z0324	AA PUBLIC SERVICE REP 4	1	1.00	24.00	3,560.00		85,440			85,440
000	WSN	Z0830	AA EXECUTIVE ASSISTANT	1	1.00	24.00	5,770.00	6,578	131,902			138,480
000	WSN	Z0866	AA PUBLIC AFFAIRS SPECIALIST 3	1	1.00	24.00	7,352.00		176,448			176,448
000	WSN	Z2512	AA ELECTRONIC PUB DESIGN SPEC 3	1	1.00	24.00	4,317.00			103,608		103,608
102	WSN	Z7006	AA PRINCIPAL EXECUTIVE/MANAGER D		.00	.00	8,091.00					
102	WSN	Z7008	AA PRINCIPAL EXECUTIVE/MANAGER E	1	1.00	24.00	8,091.00		194,184			194,184
000	WSS	X0114	AA SUPPORT SERVICES SUPERVISOR 3	1	1.00	24.00	4,969.00		119,256			119,256
000	WSS	X5687	AA STATE AUDIT MANAGER	7	7.00	168.00	10,616.57		1,783,584			1,783,584
114	WSS	X7004	AA PRINCIPAL EXECUTIVE/MANAGER C	2	2.00	48.00	4,746.00		227,808			227,808
000	WSS	X7006	AA PRINCIPAL EXECUTIVE/MANAGER D	4	4.00	96.00	7,169.50	19,418	668,854			688,272
000	WSS	X7006	IA PRINCIPAL EXECUTIVE/MANAGER D	1	1.00	24.00	9,369.00	71,954	152,902			224,856
000	WSS	X7008	IA PRINCIPAL EXECUTIVE/MANAGER E	1	1.00	24.00	10,319.00		247,656			247,656
000	WSS	X7010	AA PRINCIPAL EXECUTIVE/MANAGER F	1	1.00	24.00	9,827.00	235,848				235,848
000	WSS	X7010	IA PRINCIPAL EXECUTIVE/MANAGER F	1	1.00	24.00	8,091.00			194,184		194,184
000	WSS	X7012	AA PRINCIPAL EXECUTIVE/MANAGER G	2	2.00	48.00	11,374.00		545,952			545,952
102	WSS	Z7010	AA PRINCIPAL EXECUTIVE/MANAGER F	1	1.00	24.00	9,827.00		235,848			235,848
000	WSS	Z7012	AA PRINCIPAL EXECUTIVE/MANAGER G	3	3.00	72.00	10,858.33	60,955	720,845			781,800
000	WSS	Z7012	IA PRINCIPAL EXECUTIVE/MANAGER G	1	1.00	24.00	13,816.00	106,107	225,477			331,584
000	WSS	Z7014	AA PRINCIPAL EXECUTIVE/MANAGER H	1	1.00	24.00	12,603.00	300,672				300,672

PKG	CLASS	COMP	DESCRIPTION	POS CNT	FTE	MOS	AVERAGE RATE	GF SAL	OF SAL	FF SAL	LF SAL	AF SAL
000	WSS	Z7016	AA PRINCIPAL EXECUTIVE/MANAGER I	2	2.00	48.00	10,948.50		525,528			525,528
000	WSU	C0103	AA OFFICE SPECIALIST 1	1	1.00	24.00	2,667.00		64,008			64,008
000	WSU	C0104	AA OFFICE SPECIALIST 2	2	2.00	48.00	3,007.00		144,336			144,336
101	WSU	C0211	AA ACCOUNTING TECHNICIAN 2	3	3.00	72.00	3,394.66	17,798	226,618			244,416
000	WSU	C0323	AA PUBLIC SERVICE REP 3	1	1.00	24.00	3,458.00		82,992			82,992
114	WSU	C0324	AA PUBLIC SERVICE REP 4	30	30.00	720.00	3,480.46	95,328	2,410,608			2,505,936
000	WSU	C0436	AA PROCUREMENT & CONTRACT SPEC 1	1	1.00	24.00	5,034.00	12,082	108,734			120,816
000	WSU	C0437	AA PROCUREMENT & CONTRACT SPEC 2	2	2.00	48.00	5,449.50	26,157	235,419			261,576
000	WSU	C0438	AA PROCUREMENT & CONTRACT SPEC 3	2	2.00	48.00	5,993.00	16,074	144,822	126,768		287,664
111	WSU	C0758	AA SUPPLY SPECIALIST 1		.00	.00	3,298.00					
000	WSU	C0759	AA SUPPLY SPECIALIST 2	3	3.00	72.00	4,014.66		289,056			289,056
000	WSU	C0860	AA PROGRAM ANALYST 1	2	2.00	48.00	4,503.00		216,144			216,144
000	WSU	C0861	AA PROGRAM ANALYST 2	1	1.00	24.00	4,373.00		104,952			104,952
000	WSU	C0862	AA PROGRAM ANALYST 3	1	1.00	24.00	4,803.00		115,272			115,272
000	WSU	C0863	AA PROGRAM ANALYST 4	1	1.00	24.00	7,381.00		177,144			177,144
000	WSU	C0865	AA PUBLIC AFFAIRS SPECIALIST 2	2	2.00	48.00	5,952.50		285,720			285,720
000	WSU	C0870	AA OPERATIONS & POLICY ANALYST 1	1	1.00	24.00	5,034.00		120,816			120,816
105	WSU	C0871	AA OPERATIONS & POLICY ANALYST 2	6	6.00	144.00	5,597.00	165,436	640,532			805,968
105	WSU	C0872	AA OPERATIONS & POLICY ANALYST 3	1	1.00	24.00	5,282.00	126,768				126,768
000	WSU	C1118	AA RESEARCH ANALYST 4	2	2.00	48.00	7,035.00	168,840	168,840			337,680
000	WSU	C1215	AA ACCOUNTANT 1	1	1.00	24.00	4,580.00	10,992	98,928			109,920
000	WSU	C1216	AA ACCOUNTANT 2	1	1.00	24.00	5,034.00	12,082	108,734			120,816
000	WSU	C1217	AA ACCOUNTANT 3	1	1.00	24.00	4,580.00	8,794	101,126			109,920
000	WSU	C1218	AA ACCOUNTANT 4	1	1.00	24.00	7,035.00	15,196	153,644			168,840
000	WSU	C1338	AA TRAINING & DEVELOPMENT SPEC 1	1	1.00	24.00	5,034.00		120,816			120,816

PKG	CLASS	COMP	DESCRIPTION	POS CNT	FTE	MOS	AVERAGE RATE	GF SAL	OF SAL	FF SAL	LF SAL	AF SAL
050	WSU	C1482	IA INFO SYSTEMS SPECIALIST 2	1	1.00	24.00	4,195.00	32,218	68,462			100,680
000	WSU	C1484	IA INFO SYSTEMS SPECIALIST 4	3	3.00	72.00	5,376.28		354,384			354,384
050	WSU	C1485	IA INFO SYSTEMS SPECIALIST 5	3	3.00	72.00	6,387.00	147,156	312,708			459,864
102	WSU	C1486	IA INFO SYSTEMS SPECIALIST 6	1	1.00	24.00	5,949.00		142,776			142,776
101	WSU	C1487	IA INFO SYSTEMS SPECIALIST 7	11	11.00	264.00	7,142.95	604,128	1,242,576			1,846,704
101	WSU	C1488	IA INFO SYSTEMS SPECIALIST 8	15	15.00	360.00	7,407.85	506,045	2,005,387	143,280		2,654,712
000	WSU	C2202	AA RECORDS MANAGEMENT ANALYST 1	4	4.00	96.00	4,381.28		420,504			420,504
000	WSU	C2203	AA RECORDS MANAGEMENT ANALYST 2	1	1.00	24.00	5,809.00		139,416			139,416
000	WSU	C2204	AA ARCHIVIST 1	3	3.00	72.00	4,593.33		330,720			330,720
000	WSU	C2205	AA ARCHIVIST 2	1	1.00	24.00	5,809.00		139,416			139,416
000	WSU	C2510	AA ELECTRONIC PUB DESIGN SPEC 1	2	2.00	48.00	3,624.50		173,976			173,976
000	WSU	C2511	AA ELECTRONIC PUB DESIGN SPEC 2	2	2.00	48.00	4,580.00		219,840			219,840
000	WSU	C2512	AA ELECTRONIC PUB DESIGN SPEC 3	1	1.00	24.00	5,034.00	38,661	82,155			120,816
112	WSU	C5247	AA COMPLIANCE SPECIALIST 2	8	8.00	192.00	4,516.58	761,256	95,328			856,584
113	WSU	C5248	AA COMPLIANCE SPECIALIST 3	5	5.00	120.00	5,754.57	597,960	115,272			713,232
000	WSU	C5681	AA STATE AUDITOR 1	6	6.00	144.00	4,221.50		607,896			607,896
000	WSU	C5682	AA STATE AUDITOR 2	27	27.00	648.00	5,141.40		3,331,632			3,331,632
000	WSU	C5683	AA STATE AUDITOR 3	11	11.00	264.00	6,536.09		1,725,528			1,725,528
000	WSU	C5684	AA STATE AUDITOR 4	16	16.00	384.00	8,054.75		3,093,024			3,093,024
				227	226.89	5445.45	5,986.20	4,337,632	27,449,084	567,840		32,354,556



PKG	CLASS	COMP	DESCRIPTION	POS CNT	FTE	MOS	AVERAGE RATE	GF SAL	OF SAL	FF SAL	LF SAL	AF SAL
				227	226.89	5445.45	5,986.20	4,337,632	27,449,084	567,840		32,354,556

REPORT: DETAIL LISTING BY SUMMARY XREF AGENCY

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PROD FILE

AGENCY: 16500 SECRETARY OF STATE

PICS SYSTEM: BUDGET PREPARATION

SUMMARY XREF: 001-00-00 050 Administrative Servi

POSITION NUMBER	AUTH NO	ORG STRUC	F POS PKG Y TYP	CLASS COMP	S T POS RNG P	FTE	BUDGET RATE	MOS	GF SAL	OF SAL	FF SAL	LF SAL	T R K
0003902	000040470	001-03-00-00000	050 0 PF	WSU C1485 IA	28 09 1-	1.00-	6,387.00	24.00-		153,288-			
EST DATE: 2017/07/01 EXP DATE: 9999/01/01													
0003902	000040470	001-03-00-00000	050 0 PF	WSU C1485 IA	28 09 1	1.00	6,387.00	24.00	49,052	104,236			
EST DATE: 2017/07/01 EXP DATE: 9999/01/01													
0003904	000040490	001-03-00-00000	050 0 PF	WSU C1487 IA	31 09 1-	1.00-	7,559.00	24.00-		181,416-			
EST DATE: 2017/07/01 EXP DATE: 9999/01/01													
0003904	000040490	001-03-00-00000	050 0 PF	WSU C1487 IA	31 09 1	1.00	7,559.00	24.00	58,053	123,363			
EST DATE: 2017/07/01 EXP DATE: 9999/01/01													
0003905	000040500	001-03-00-00000	050 0 PF	WSU C1488 IA	33 02 1-	1.00-	5,970.00	24.00-		143,280-			
EST DATE: 2017/07/01 EXP DATE: 9999/01/01													
0003905	000040500	001-03-00-00000	050 0 PF	WSU C1488 IA	33 02 1	1.00	5,970.00	24.00	45,850	97,430			
EST DATE: 2017/07/01 EXP DATE: 9999/01/01													
4123408	000621670	001-03-00-00000	050 0 PF	WSU C1485 IA	28 09 1-	1.00-	6,387.00	24.00-		153,288-			
EST DATE: 2017/07/01 EXP DATE: 9999/01/01													
4123408	000621670	001-03-00-00000	050 0 PF	WSU C1485 IA	28 09 1	1.00	6,387.00	24.00	49,052	104,236			
EST DATE: 2017/07/01 EXP DATE: 9999/01/01													
4123409	000621680	001-03-00-00000	050 0 PF	WSU C1487 IA	31 09 1-	1.00-	7,559.00	24.00-		181,416-			
EST DATE: 2017/07/01 EXP DATE: 9999/01/01													
4123409	000621680	001-03-00-00000	050 0 PF	WSU C1487 IA	31 09 1	1.00	7,559.00	24.00	58,053	123,363			
EST DATE: 2017/07/01 EXP DATE: 9999/01/01													
4123410	000621190	001-03-00-00000	050 0 PF	WSU C1482 IA	21 07 1-	1.00-	4,195.00	24.00-		100,680-			
EST DATE: 2017/07/01 EXP DATE: 9999/01/01													
4123410	000621190	001-03-00-00000	050 0 PF	WSU C1482 IA	21 07 1	1.00	4,195.00	24.00	32,218	68,462			
EST DATE: 2017/07/01 EXP DATE: 9999/01/01													
4213411	000707940	001-03-00-00000	050 0 PF	WSU C1487 IA	31 05 1-	1.00-	6,292.00	24.00-		151,008-			
EST DATE: 2017/07/01 EXP DATE: 9999/01/01													
4213411	000707940	001-03-00-00000	050 0 PF	WSU C1487 IA	31 05 1	1.00	6,292.00	24.00	48,323	102,685			
EST DATE: 2017/07/01 EXP DATE: 9999/01/01													
4213412	000707950	001-03-00-00000	050 0 PF	WSU C1488 IA	33 09 1-	1.00-	8,253.00	24.00-		198,072-			
EST DATE: 2017/07/01 EXP DATE: 9999/01/01													
4213412	000707950	001-03-00-00000	050 0 PF	WSU C1488 IA	33 09 1	1.00	8,253.00	24.00	63,383	134,689			
EST DATE: 2017/07/01 EXP DATE: 9999/01/01													

08/09/16 REPORT NO.: PPDPLWSBUD  
 REPORT: DETAIL LISTING BY SUMMARY XREF AGENCY  
 AGENCY: 16500 SECRETARY OF STATE  
 SUMMARY XREF: 001-00-00 050 Administrative Servi

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 PICS SYSTEM: BUDGET PREPARATION

POSITION NUMBER	AUTH NO	ORG STRUC	F POS PKG Y TYP	CLASS COMP	S T POS CNT	RNG P	FTE	BUDGET RATE	MOS	GF SAL	OF SAL	FF SAL	LF SAL	T R K
4213413	000707960	001-03-00-00000	050 0 PF	WSU C1488 IA	33 09	1-	1.00-	8,253.00	24.00-		198,072-			
EST DATE: 2017/07/01 EXP DATE: 9999/01/01														
4213413	000707960	001-03-00-00000	050 0 PF	WSU C1488 IA	33 09	1	1.00	8,253.00	24.00	63,383	134,689			
EST DATE: 2017/07/01 EXP DATE: 9999/01/01														
4213414	000707970	001-03-00-00000	050 0 PF	WSU C1487 IA	31 09	1-	1.00-	7,559.00	24.00-		181,416-			
EST DATE: 2017/07/01 EXP DATE: 9999/01/01														
4213414	000707970	001-03-00-00000	050 0 PF	WSU C1487 IA	31 09	1	1.00	7,559.00	24.00	58,053	123,363			
EST DATE: 2017/07/01 EXP DATE: 9999/01/01														
4213416	000731230	001-03-00-00000	050 0 PF	WSU C1485 IA	28 09	1-	1.00-	6,387.00	24.00-		153,288-			
EST DATE: 2017/07/01 EXP DATE: 9999/01/01														
4213416	000731230	001-03-00-00000	050 0 PF	WSU C1485 IA	28 09	1	1.00	6,387.00	24.00	49,052	104,236			
EST DATE: 2017/07/01 EXP DATE: 9999/01/01														
							050	.00	.00	574,472	574,472-			

08/09/16 REPORT NO.: PPDPLWSBUD  
 REPORT: DETAIL LISTING BY SUMMARY XREF AGENCY  
 AGENCY: 16500 SECRETARY OF STATE  
 SUMMARY XREF: 001-00-00 101 Administrative Servi

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 PICS SYSTEM: BUDGET PREPARATION

POSITION NUMBER	AUTH NO	ORG STRUC	F POS PKG Y TYP	CLASS COMP	S T POS RNG P	CNT	FTE	BUDGET RATE	MOS	GF SAL	OF SAL	FF SAL	LF SAL	T R K
1701000	001293670	001-02-00-00000	101 0 PF	WSU C0211 AA	17 02	1	1.00	2,768.00	24.00		66,432			
EST DATE: 2017/07/01 EXP DATE: 9999/01/01														
1702004	001293730	001-01-00-00000	101 0 PF	WSN X0872 AA	30 02	1	1.00	5,496.00	24.00		131,904			
EST DATE: 2017/07/01 EXP DATE: 9999/01/01														
1703002	001293680	001-03-00-00000	101 0 PF	WSU C1488 IA	33 02	1	1.00	5,970.00	24.00		143,280			
EST DATE: 2017/07/01 EXP DATE: 9999/01/01														
1703003	001293740	001-03-00-00000	101 0 PF	WSU C1488 IA	33 02	1	1.00	5,970.00	24.00	143,280				
EST DATE: 2017/07/01 EXP DATE: 9999/01/01														
1703004	001294100	001-03-00-00000	101 0 PF	WSU C1487 IA	31 09	1	1.00	7,559.00	24.00	181,416				
EST DATE: 2017/07/01 EXP DATE: 9999/01/01														
1703005	001294110	001-03-00-00000	101 0 PF	WSU C1487 IA	31 06	1	1.00	6,589.00	24.00	158,136				
EST DATE: 2017/07/01 EXP DATE: 9999/01/01														
			101				6	6.00	144.00	482,832	341,616			

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 REPORT: DETAIL LISTING BY SUMMARY XREF AGENCY  
 AGENCY: 16500 SECRETARY OF STATE  
 SUMMARY XREF: 001-00-00 102 Administrative Servi

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 PICS SYSTEM: BUDGET PREPARATION

POSITION NUMBER	AUTH NO	ORG STRUC	F POS PKG Y TYP	CLASS COMP	S T POS RNG P	FTE	BUDGET RATE	MOS	GF SAL	OF SAL	FF SAL	LF SAL	T R K
0000300	000040230	001-01-00-00000	102 0 PF	WSN Z7006 AA	31X 10	1-	1.00-	8,091.00	24.00-			194,184-	
EST DATE: 2017/07/01 EXP DATE: 9999/01/01													
0000300	000040230	001-01-00-00000	102 0 PF	WSN Z7008 AA	33X 08	1	1.00	8,091.00	24.00			194,184	
EST DATE: 2017/07/01 EXP DATE: 9999/01/01													
0016001	000040910	001-01-00-00000	102 0 PF	WSN Z0119 AA	19 04	1-	1.00-	3,560.00	24.00-			85,440-	
EST DATE: 2017/07/01 EXP DATE: 9999/01/01													
0016001	000040910	001-01-00-00000	102 0 PF	WSN Z0324 AA	19 04	1	1.00	3,560.00	24.00			85,440	
EST DATE: 2017/07/01 EXP DATE: 9999/01/01													
0031001	000041270	001-02-00-00000	102 0 PF	WSS Z7010 AA	35X 10	1-	1.00-	9,827.00	24.00-	23,585-		212,263-	
EST DATE: 2017/07/01 EXP DATE: 9999/01/01													
0031001	000041270	001-02-00-00000	102 0 PF	WSS Z7012 AA	38X 07	1	1.00	9,827.00	24.00	23,585		212,263	
EST DATE: 2017/07/01 EXP DATE: 9999/01/01													
4213421	000844700	001-03-00-00000	102 0 PF	WSU C1487 IA	31 09	1-	1.00-	7,559.00	24.00-			181,416-	
EST DATE: 2017/07/01 EXP DATE: 9999/01/01													
4213421	000844700	001-03-00-00000	102 0 PF	WSU C1488 IA	33 08	1	1.00	7,880.00	24.00			189,120	
EST DATE: 2017/07/01 EXP DATE: 9999/01/01													
4973011	001066900	001-03-00-00000	102 0 PF	WSU C1484 IA	25 09	1-	1.00-	5,717.00	24.00-			137,208-	
EST DATE: 2017/07/01 EXP DATE: 9999/01/01													
4973011	001066900	001-03-00-00000	102 0 PF	WSU C0865 AA	29 06	1	1.00	5,809.00	24.00			139,416	
EST DATE: 2017/07/01 EXP DATE: 9999/01/01													
4973016	001193830	001-03-00-00000	102 0 PF	WSU C1484 IA	25 09	1-	1.00-	5,717.00	24.00-			137,208-	
EST DATE: 2017/07/01 EXP DATE: 9999/01/01													
4973016	001193830	001-03-00-00000	102 0 PF	WSU C1486 IA	29 06	1	1.00	5,949.00	24.00			142,776	
EST DATE: 2017/07/01 EXP DATE: 9999/01/01													
						102		.00		.00		15,480	
						6	6.00		144.00	1,057,304		217,376-	

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 REPORT: DETAIL LISTING BY SUMMARY XREF AGENCY  
 AGENCY: 16500 SECRETARY OF STATE  
 SUMMARY XREF: 002-00-00 105 Elections Division

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POSITION NUMBER	AUTH NO	ORG STRUC	F POS PKG Y TYP	CLASS COMP	S T POS RNG P	CNT	FTE	BUDGET RATE	MOS	GF SAL	OF SAL	FF SAL	LF SAL	T R K
0003005	000040430	002-01-00-00000	105 0 PF	WSU C5247 AA	25 02	1-	1.00-	3,972.00	24.00-	95,328-				
EST DATE: 2017/07/01 EXP DATE: 9999/01/01														
0003005	000040430	002-01-00-00000	105 0 PF	WSU C0324 AA	19 08	1	1.00	3,972.00	24.00	95,328				
EST DATE: 2017/07/01 EXP DATE: 9999/01/01														
6108015	000625700	002-01-00-00000	105 0 PF	WSU C5247 AA	25 08	1-	1.00-	5,282.00	24.00-	126,768-				
EST DATE: 2017/07/01 EXP DATE: 9999/01/01														
6108015	000625700	002-01-00-00000	105 0 PF	WSU C0872 AA	30 03	1	1.00	5,282.00	24.00	126,768				
EST DATE: 2017/07/01 EXP DATE: 9999/01/01														
6118016	001066860	002-01-00-00000	105 0 PF	WSU C5248 AA	29 04	1-	1.00-	5,282.00	24.00-	126,768-				
EST DATE: 2017/07/01 EXP DATE: 9999/01/01														
6118016	001066860	002-01-00-00000	105 0 PF	WSU C0871 AA	27 06	1	1.00	5,282.00	24.00	126,768				
EST DATE: 2017/07/01 EXP DATE: 9999/01/01														
105							.00		.00					

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 REPORT: DETAIL LISTING BY SUMMARY XREF AGENCY  
 AGENCY: 16500 SECRETARY OF STATE  
 SUMMARY XREF: 002-00-00 108 Elections Division

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 PICS SYSTEM: BUDGET PREPARATION

POSITION NUMBER	AUTH NO	ORG STRUC	F POS PKG Y TYP	CLASS	COMP	S T RNG P	POS CNT	FTE	BUDGET RATE	MOS	GF SAL	OF SAL	FF SAL	LF SAL	T R K
1720005	001293690	002-01-00-00000	108 0 PF	WSU	C5247 AA	25 02	1	1.00	3,972.00	24.00	95,328				
			EST DATE: 2017/07/01		EXP DATE: 9999/01/01										
			108				1	1.00		24.00	95,328				
							1	1.00		24.00	95,328				

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 REPORT: DETAIL LISTING BY SUMMARY XREF AGENCY  
 AGENCY: 16500 SECRETARY OF STATE  
 SUMMARY XREF: 012-00-00 111 Archives Division

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 PICS SYSTEM: BUDGET PREPARATION

POSITION NUMBER	AUTH NO	ORG STRUC	F POS PKG Y TYP	CLASS	COMP	S T RNG P	POS CNT	FTE	BUDGET RATE	MOS	GF SAL	OF SAL	FF SAL	LF SAL	T R K
4001001	000043010	012-08-00-00000	111 0 PF	WSU C0758	AA	14 09	1-	1.00-	3,298.00	24.00-		79,152-			
EST DATE: 2017/07/01 EXP DATE: 9999/01/01															
4001001	000043010	012-08-00-00000	111 0 PF	WSU C0759	AA	20 03	1	1.00	3,298.00	24.00		79,152			
EST DATE: 2017/07/01 EXP DATE: 9999/01/01															
			111					.00		.00					
								.00		.00					



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 REPORT: DETAIL LISTING BY SUMMARY XREF AGENCY  
 AGENCY: 16500 SECRETARY OF STATE  
 SUMMARY XREF: 036-00-00 112 Corporation Division

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 PICS SYSTEM: BUDGET PREPARATION

POSITION NUMBER	AUTH NO	ORG STRUC	F POS PKG Y TYP	CLASS COMP	S T POS R	RNG P	CNT	FTE	BUDGET RATE	MOS	GF SAL	OF SAL	FF SAL	LF SAL	T R K
1736006	001293750	036-01-00-00000	112 0 PF	WSS X7004 AA	28X 02	1	1.00	4,746.00	24.00			113,904			
EST DATE: 2017/07/01 EXP DATE: 9999/01/01															
1736007	001293760	036-01-00-00000	112 0 PF	WSU C5247 AA	25 02	1	1.00	3,972.00	24.00			95,328			
EST DATE: 2017/07/01 EXP DATE: 9999/01/01															
1736008	001293770	036-01-00-00000	112 0 PF	WSU C0324 AA	19 02	1	1.00	3,020.00	24.00			72,480			
EST DATE: 2017/07/01 EXP DATE: 9999/01/01															
1736009	001293780	036-01-00-00000	112 0 PF	WSU C0324 AA	19 02	1	1.00	3,020.00	24.00			72,480			
EST DATE: 2017/07/01 EXP DATE: 9999/01/01															
			112				4	4.00		96.00		354,192			

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 REPORT: DETAIL LISTING BY SUMMARY XREF AGENCY  
 AGENCY: 16500 SECRETARY OF STATE  
 SUMMARY XREF: 036-00-00 113 Corporation Division

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 PICS SYSTEM: BUDGET PREPARATION

POSITION NUMBER	AUTH NO	ORG STRUC	F POS PKG Y TYP	CLASS COMP	S T RNG P	POS CNT	FTE	BUDGET RATE	MOS	GF SAL	OF SAL	FF SAL	LF SAL	T R K
1736010	001293790	036-01-00-00000	113 0 PF	WSU C5248 AA	29 02	1	1.00	4,803.00	24.00		115,272			
EST DATE: 2017/07/01			EXP DATE: 9999/01/01											
			113			1	1.00		24.00		115,272			

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 REPORT: DETAIL LISTING BY SUMMARY XREF AGENCY  
 AGENCY: 16500 SECRETARY OF STATE  
 SUMMARY XREF: 036-00-00 114 Corporation Division

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POSITION NUMBER	AUTH NO	ORG STRUC	F POS PKG Y TYP	CLASS COMP	S T POS RNG P	CNT	FTE	BUDGET RATE	MOS	GF SAL	OF SAL	FF SAL	LF SAL	T R K
1736011	001293800	036-01-00-00000	114 0 PF	WSS X7004 AA	28X 02	1	1.00	4,746.00	24.00		113,904			
EST DATE: 2017/07/01 EXP DATE: 9999/01/01														
1736012	001293810	036-01-00-00000	114 0 PF	WSU C0324 AA	19 02	1	1.00	3,020.00	24.00		72,480			
EST DATE: 2017/07/01 EXP DATE: 9999/01/01														
1736013	001293820	036-01-00-00000	114 0 PF	WSU C0324 AA	19 02	1	1.00	3,020.00	24.00		72,480			
EST DATE: 2017/07/01 EXP DATE: 9999/01/01														
1736014	001293830	036-01-00-00000	114 0 PF	WSU C0324 AA	19 02	1	1.00	3,020.00	24.00		72,480			
EST DATE: 2017/07/01 EXP DATE: 9999/01/01														
1736015	001293840	036-01-00-00000	114 0 PF	WSU C0324 AA	19 02	1	1.00	3,020.00	24.00		72,480			
EST DATE: 2017/07/01 EXP DATE: 9999/01/01														
1736016	001293850	036-01-00-00000	114 0 PF	WSU C0324 AA	19 02	1	1.00	3,020.00	24.00		72,480			
EST DATE: 2017/07/01 EXP DATE: 9999/01/01														
			114				6	6.00	144.00		476,304			
							11	11.00	264.00		945,768			
							18	18.00	432.00	1,152,632	728,392			

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REPORT: DETAIL LISTING BY SUMMARY XREF AGENCY  
AGENCY: 16500 SECRETARY OF STATE  
SUMMARY XREF: 036-00-00 114 Corporation Division

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PICS SYSTEM: BUDGET PREPARATION

POSITION NUMBER	AUTH NO	ORG STRUC	F POS PKG Y TYP	CLASS COMP	S T RNG P	POS CNT	FTE	BUDGET RATE	MOS	GF SAL	OF SAL	FF SAL	LF SAL	T R K
						18	18.00		432.00	1,152,632	728,392			