

## Legislative Fiscal Office

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## Joint Committee on Ways and Means

Sen. Richard Devlin, Senate Co-Chair  
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Rep. Greg Smith, House Co-Vice Chair

**To:** General Government Subcommittee  
**From:** Steve Bender, Legislative Fiscal Office  
**Date:** June 26, 2017  
**Subject:** SB 5536 – Secretary of State  
Work Session Recommendations

### Secretary of State (SOS) – Agency Totals

	2013-15 Actual	2015-17 Legislatively Approved	2017-19 Current Service Level	2017-19 LFO Recommended
General Fund	8,597,817	10,286,479	10,082,165	10,773,265
Other Funds	46,081,409	56,315,860	57,686,035	57,871,511
Federal Funds	2,832,662	6,278,282	5,194,107	5,194,107
<b>Total Funds</b>	<b>\$57,511,888</b>	<b>\$72,880,621</b>	<b>\$72,962,307</b>	<b>\$73,838,883</b>
Positions	200	213	209	212
FTE	198.61	210.96	208.89	211.89

The Legislative Fiscal Office (LFO) recommendations for the Secretary of State budget are attached.

The principal recommendations for SB 5536 include:

- Continuation of two limited-duration positions in the Information Services Division to support Elections Division information systems.
- Addition of \$706,000 General Fund to continue assistance to counties for Motor Voter program-related costs.
- Addition of \$83,000 General Fund to continue operation of the Election Night Reporting system.
- Establishment of an Other Funds-supported position in the Executive Office for policy development and analysis and legislative affairs.

- \$90,000 Other Funds expenditures for OregonBuys eProcurement System.
- \$250,000 Other Funds expenditures for new IT security enhancement systems.
- \$50,000 Other Funds to continue publication of a printed edition of the Oregon Blue Book.
- \$250,000 General Fund reduction to Services & Supplies to help balance the statewide General Fund budget.
- \$971,900 in General Fund and Other Funds reductions to remove expenditures that were included in the budget in error.

### **Adjustments to Current Service Level**

See attached “Work Session Presentation Report.”

Note: Statewide adjustments and six-year capital construction expenditures are not included in these recommendations. Any needed adjustments will be made in end of session bills.

***Accept*** LFO Recommendation:

**MOTION:** I move the LFO recommendation to SB 5536. (VOTE)

**OR**

***Change*** LFO Recommendation:

**MOTION:** I move the LFO recommendation to SB 5536, with modifications. (VOTE)

### **Performance Measures**

See attached “Legislatively Proposed 2017-19 Key Performance Measures.”

***Accept*** LFO Recommendation:

**MOTION:** I move the LFO recommendation on Key Performance Measures. (VOTE)

**OR**

***Change*** LFO Recommendation:

**MOTION:** I move the LFO recommendation on Key Performance Measures, with modifications. (VOTE)

**Recommended Changes**

LFO recommends a budget of \$10,773,265 General Fund, \$57,871,511 Other Funds, \$5,194,107 Federal Funds, and 212 positions (211.89 FTE), which is reflected in the -1 amendment.

**MOTION: I move adoption of the -1 amendment to SB 5536. (VOTE)**

**Final Subcommittee Action**

LFO recommends that SB 5536, as amended by the -1 amendment, to be moved to the Ways and Means Full Committee.

**MOTION: I move SB 5536, as amended, to the Full Committee with a do pass recommendation. (VOTE)**

**Carriers**

Full Committee: \_\_\_\_\_

House Floor: \_\_\_\_\_

Senate Floor: \_\_\_\_\_

	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
<b>2015-17 Agy. Leg. Adopted</b>	<b>9,422,659</b>	-	<b>54,607,321</b>	<b>6,242,689</b>	-	-	<b>70,272,669</b>	<b>212</b>	<b>210.71</b>
2015-17 Ebds, SS & Admin Act	863,820	-	1,708,539	35,593	-	-	2,607,952	1	0.25
Ways & Means Actions	-	-	-	-	-	-	-	-	-
<b>2015-17 Leg Approved Budget</b>	<b>10,286,479</b>	-	<b>56,315,860</b>	<b>6,278,282</b>	-	-	<b>72,880,621</b>	<b>213</b>	<b>210.96</b>
<b>2015-17 Leg Approved Budget (Base)</b>	<b>9,949,390</b>	-	<b>56,279,809</b>	<b>6,277,676</b>	-	-	<b>72,506,875</b>	<b>213</b>	<b>210.96</b>
Summary of Base Adjustments	(196,212)	-	2,304,373	(137,698)	-	-	1,970,463	(4)	(2.07)
<b>2017-19 Base Budget</b>	<b>9,753,178</b>	-	<b>58,584,182</b>	<b>6,139,978</b>	-	-	<b>74,477,338</b>	<b>209</b>	<b>208.89</b>
010: Non-PICS Pers Svc/Vacancy Factor	24,669	-	51,435	12,218	-	-	88,322	-	-
020: Phase In / Out Pgm & One-time Cost	(669,000)	-	(932,000)	(1,158,788)	-	-	(2,759,788)	-	-
030: Inflation & Price List Adjustments	127,442	-	828,294	200,699	-	-	1,156,435	-	-
050: Fundshifts and Revenue Reductions	845,876	-	(845,876)	-	-	-	-	-	-
<b>2017-19 Current Service Level</b>	<b>10,082,165</b>	-	<b>57,686,035</b>	<b>5,194,107</b>	-	-	<b>72,962,307</b>	<b>209</b>	<b>208.89</b>
070: Revenue Reductions/Shortfall	-	-	(41,574)	-	-	-	(41,574)	-	-
<b>Adjusted 2017-19 Current Service Level</b>	<b>10,082,165</b>	-	<b>57,644,461</b>	<b>5,194,107</b>	-	-	<b>72,920,733</b>	<b>209</b>	<b>208.89</b>
<b>Total LFO Recommended Packages</b>	<b>691,100</b>	-	<b>227,050</b>	-	-	-	<b>918,150</b>	<b>3</b>	<b>3.00</b>
<b>2017-19 Legislative Actions</b>	<b>10,773,265</b>	-	<b>57,871,511</b>	<b>5,194,107</b>	-	-	<b>73,838,883</b>	<b>212</b>	<b>211.89</b>
Net change from 2015-17 Leg Approved Budget	486,786	-	1,555,651	(1,084,175)	-	-	958,262	(1)	0.93
Percent change from 2015-17 Leg Approved Budget	4.7%	0.0%	2.8%	(17.3%)	0.0%	0.0%	1.3%	(0.5%)	0.4%
Net change from 2017-19 Adj Current Service Level	691,100	-	227,050	-	-	-	918,150	3	3.00
Percent change from 2017-19 Adj Current Service Level	6.9%	0.0%	0.4%	0.0%	0.0%	0.0%	1.3%	1.4%	1.4%

LFO102 - Work Session Presentation Report  
2017-19 Biennium

Version: L - 01 - LFO Analyst Recommended  
Cross Reference: 16500-001-00-00-00000  
Administrative Services Division

	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
<b>2015-17 Agy. Leg. Adopted</b>	<b>1,800,242</b>	-	<b>16,614,384</b>	-	-	-	<b>18,414,626</b>	<b>62</b>	<b>61.37</b>
2015-17 Ebds, SS & Admin Act	33,760	-	493,183	-	-	-	526,943	-	-
Ways & Means Actions	-	-	-	-	-	-	-	-	-
<b>2015-17 Leg Approved Budget</b>	<b>1,834,002</b>	-	<b>17,107,567</b>	-	-	-	<b>18,941,569</b>	<b>62</b>	<b>61.37</b>
<b>2015-17 Leg Approved Budget (Base)</b>	<b>1,832,774</b>	-	<b>17,100,356</b>	-	-	-	<b>18,933,130</b>	<b>62</b>	<b>61.37</b>
Summary of Base Adjustments	(261,263)	-	1,048,976	-	-	-	787,713	(2)	(1.48)
<b>2017-19 Base Budget</b>	<b>1,571,511</b>	-	<b>18,149,332</b>	-	-	-	<b>19,720,843</b>	<b>60</b>	<b>59.89</b>
010: Non-PICS Pers Svc/Vacancy Factor	(7,906)	-	81,187	-	-	-	73,281	-	-
030: Inflation & Price List Adjustments	17,988	-	341,260	-	-	-	359,248	-	-
050: Fundshifts and Revenue Reductions	845,876	-	(845,876)	-	-	-	-	-	-
<b>2017-19 Current Service Level</b>	<b>2,427,469</b>	-	<b>17,725,903</b>	-	-	-	<b>20,153,372</b>	<b>60</b>	<b>59.89</b>
<b>Adjusted 2017-19 Current Service Level</b>	<b>2,427,469</b>	-	<b>17,725,903</b>	-	-	-	<b>20,153,372</b>	<b>60</b>	<b>59.89</b>
<b>Total LFO Recommended Packages</b>	<b>235,100</b>	-	<b>(62,950)</b>	-	-	-	<b>172,150</b>	<b>3</b>	<b>3.00</b>
<b>2017-19 Legislative Actions</b>	<b>2,662,569</b>	-	<b>17,662,953</b>	-	-	-	<b>20,325,522</b>	<b>63</b>	<b>62.89</b>
Net change from 2015-17 Leg Approved Budget	828,567	-	555,386	-	-	-	1,383,953	1	1.52
Percent change from 2015-17 Leg Approved Budget	45.2%	0.0%	3.3%	0.0%	0.0%	0.0%	7.3%	1.6%	2.5%
Net change from 2017-19 Adj Current Service Level	235,100	-	(62,950)	-	-	-	172,150	3	3.00
Percent change from 2017-19 Adj Current Service Level	9.7%	0.0%	(0.4%)	0.0%	0.0%	0.0%	0.9%	5.0%	5.0%

	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
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**Package 101 ASD Staffing Needs**

Package Description Package 101 addresses staffing needs in the Administrative Services Division. The package originally requested four new positions and continuation and conversion of two limited-duration positions to permanent status, for a total of six positions (6.00 FTE). The Secretary later identified three of the six positions as highest priorities, to either maintain current service capacities or to establish support for policy development and analysis for the Office.

LFO Recommendation Continue the two limited-duration Information Systems Specialist 7 positions (#1703004 and #1703005) as permanent positions (2.00 FTE). The positions serve as Java Developers supporting Elections Division information systems. LFO also recommends establishment of one Operations & Policy Analyst 3 (#1702004) position (1.00 FTE) in the Executive Office for policy development and analysis.

Budget Instructions General Fund appropriation [0050/8000] - +\$500,000

Personal Services (GF) [3995/8000] - +\$499,308  
 Personal Services (OF) [3995/8000] - +\$201,429  
 Services & Supplies (GF) [4995/8000] - +\$692

Positions [8195] - +3  
 FTE [8295] - +3.00

**LFO Recommended**

Revenues	500,000	-	-	-	-	-	500,000		
Expenditures	500,000	-	201,429	-	-	-	701,429	3	3.00

	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
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**Package 102 ASD Positions True Up**

Package Description Package 102 authorizes reclassification of two Executive Office positions, one position in Business Services, and three positions in Information Systems. The reclassifications reflect current position responsibilities and job requirements.

LFO Recommendation Approve the request and increase Other Funds Personal Services expenditures by \$19,621.

**LFO Recommended**

Revenues	-	-	-	-	-	-	-	-	-
Expenditures	-	-	19,621	-	-	-	19,621	-	-

	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
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**Package 103 OregonBuys eProcurement System**

Package Description Package 103 funds procurement and implementation of 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.

LFO Recommendation Increase Other Funds by \$90,000.

Budget Instructions IT Professional Services [4315/3400] - \$90,000

**LFO Recommended**

Revenues	-	-	90,000	-	-	-	90,000		
Expenditures	-	-	90,000	-	-	-	90,000	-	-



	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
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**Package 116 Technology Pkg - Ongoing Cost for Election Night Reporting (ENR)**

Package Description Package 116 provides General Fund for the ongoing biennial costs of maintaining and supporting the Election Night Reporting system installed in 2016.

LFO Recommendation Appropriate \$83,000 General Fund.

Budget Instructions General Fund appropriation [0050/8000] - +\$83,000

IT Professional Services [4315/8000] - +\$83,000

**LFO Recommended**

Revenues	83,000	-	-	-	-	-	83,000		
Expenditures	83,000	-	-	-	-	-	83,000	-	-

	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
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**Package 801 LFO Analyst Adjustments**

Package Description Package 801 includes a request IT Security Enhancements requested by the agency as Package 118. The package increases Other Funds expenditures by \$250,000 to acquire and implement three new security systems and to engage a third party security company to conduct a full information security assessment and penetration test of the agency’s infrastructure and applications. The new security systems are a network access control system (NAC), a web security gateway (WSG), and a network full packet capture system. The increase is approved on a one-time basis, and the expenditure limitation associated with this package will be phased-out in the development of the agency's 2019-21 biennium current service level.

LFO Recommendation Approve the request, and increase Other Funds expenditures by \$250,000.

Budget Instructions The expenditure limitation is approved on a one-time basis and will be phased out in the development of the agency's 2019-21 biennium current service level budget. If necessary, the agency may include a policy option package request for system maintenance costs in its 2019-21 biennium agency request budget.

IT Professional Services [4315/3400] - +\$250,000.

**LFO Recommended**

Revenues	-	-	-	-	-	-	-	-	-
Expenditures	-	-	250,000	-	-	-	250,000	-	-

	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
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**Package 802 Technical and Revenue Adjustments**

Package Description Package 802 makes technical adjustments to correct two errors in the current service level calculation for the Administrative Services Division budget. The Legislature appropriated \$347,900 General Fund to the agency in the 2016 session, for a new Election Night Reporting system. The appropriation financed acquisition of the new system, and was provided on a one-time basis. The current service level calculation, however, did not phase out the funding, so Package 802 is recommended to correct the error.

The Legislature also approved \$624,000 of one-time Other Funds expenditures for Oregon Business Registry Enhancements. The current service level calculation did not, however, phase out these expenditures, so Package 802 is recommended to correct this error too.

LFO Recommendation Reduce General Fund by \$347,900 to phase out one-time funding provided to acquire the Election Night Reporting system, and reduce Other Funds expenditures by 624,000, to phase-out one-time support for Oregon Business Registry enhancements.

Note that ongoing maintenance costs for the Election Night Reporting system are provided in Package 116.

Budget Instructions General Fund appropriation [0050/8000] - (\$347,000)

IT Professional Services [4315/8000] - (\$347,900)  
Services and Supplies (OF) [4995/3400] - (\$624,000).

**LFO Recommended**

Revenues	(347,900)	-	-	-	-	-	(347,900)		
Expenditures	(347,900)	-	(624,000)	-	-	-	(971,900)	-	-

LFO102 - Work Session Presentation Report  
2017-19 Biennium

Version: L - 01 - LFO Analyst Recommended

Cross Reference: 16500-002-00-00-00000

Elections Division

	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
<b>2015-17 Agy. Leg. Adopted</b>	<b>7,622,417</b>	-	<b>1,145,922</b>	<b>6,202,689</b>	-	-	<b>14,971,028</b>	<b>21</b>	<b>20.50</b>
2015-17 Ebds, SS & Admin Act	830,060	-	-	35,593	-	-	865,653	1	0.25
Ways & Means Actions	-	-	-	-	-	-	-	-	-
<b>2015-17 Leg Approved Budget</b>	<b>8,452,477</b>	-	<b>1,145,922</b>	<b>6,238,282</b>	-	-	<b>15,836,681</b>	<b>22</b>	<b>20.75</b>
<b>2015-17 Leg Approved Budget (Base)</b>	<b>8,116,616</b>	-	<b>1,145,922</b>	<b>6,237,676</b>	-	-	<b>15,500,214</b>	<b>22</b>	<b>20.75</b>
Summary of Base Adjustments	65,051	-	(14,301)	(137,698)	-	-	(86,948)	(2)	(0.75)
<b>2017-19 Base Budget</b>	<b>8,181,667</b>	-	<b>1,131,621</b>	<b>6,099,978</b>	-	-	<b>15,413,266</b>	<b>20</b>	<b>20.00</b>
010: Non-PICS Pers Svc/Vacancy Factor	32,575	-	-	12,218	-	-	44,793	-	-
020: Phase In / Out Pgm & One-time Cost	(669,000)	-	-	(1,158,788)	-	-	(1,827,788)	-	-
030: Inflation & Price List Adjustments	109,454	-	46,546	199,140	-	-	355,140	-	-
<b>2017-19 Current Service Level</b>	<b>7,654,696</b>	-	<b>1,178,167</b>	<b>5,152,548</b>	-	-	<b>13,985,411</b>	<b>20</b>	<b>20.00</b>
070: Revenue Reductions/Shortfall	-	-	(41,574)	-	-	-	(41,574)	-	-
<b>Adjusted 2017-19 Current Service Level</b>	<b>7,654,696</b>	-	<b>1,136,593</b>	<b>5,152,548</b>	-	-	<b>13,943,837</b>	<b>20</b>	<b>20.00</b>
<b>Total LFO Recommended Packages</b>	<b>456,000</b>	-	-	-	-	-	<b>456,000</b>	-	-
<b>2017-19 Legislative Actions</b>	<b>8,110,696</b>	-	<b>1,136,593</b>	<b>5,152,548</b>	-	-	<b>14,399,837</b>	<b>20</b>	<b>20.00</b>
Net change from 2015-17 Leg Approved Budget	(341,781)	-	(9,329)	(1,085,734)	-	-	(1,436,844)	(2)	(0.75)
Percent change from 2015-17 Leg Approved Budget	(4.0%)	0.0%	(0.8%)	(17.4%)	0.0%	0.0%	(9.1%)	(9.1%)	(3.6%)
Net change from 2017-19 Adj Current Service Level	456,000	-	-	-	-	-	456,000	-	-
Percent change from 2017-19 Adj Current Service Level	6.0%	0.0%	0.0%	0.0%	0.0%	0.0%	3.3%	0.0%	0.0%

	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
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**Package 105 Elections Positions True Up**

Package Description Package 105 authorizes reclassification of three Elections Division positions. The reclassifications reflect current position responsibilities and job requirements.

LFO Recommendation Approve the request. There are no budget adjustments associated with the package.

**LFO Recommended**

Revenues	-	-	-	-	-	-	-	-	-
Expenditures	-	-	-	-	-	-	-	-	-

	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
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**Package 106 Continuation of Oregon Motor Voter payments to Counties**

Package Description Package 106 provides General Fund to continue assistance payment to counties for costs incurred from the Motor Voter program. The Legislature provided support to counties in the 2015-17 biennium budget after passing Moter Votor in the 2015 session.

LFO Recommendation Increase the General Fund appropriation by \$706,000, to assist counties in meeting additional costs from the establishment of the Motor Voter program.

Budget Instructions General Fund appropriation [0050/8000] - +\$706,000

Distributions to Counties [6020/8000] - +\$706,000.

**LFO Recommended**

Revenues	706,000	-	-	-	-	-	706,000		
Expenditures	706,000	-	-	-	-	-	706,000	-	-

	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
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**Package 801 LFO Analyst Adjustments**

Package Description Package 801 includes General Fund reductions to balance the statewide General Fund budget within the level of available resources.

LFO Recommendation Reduce General Fund support for Services and Supplies by \$250,000.

Budget Instructions General Fund appropriation [0050/8000] - (\$250,000)

Services & Supplies (GF) [4995/8000] - (\$250,000)

**LFO Recommended**

Revenues	(250,000)	-	-	-	-	-	(250,000)		
Expenditures	(250,000)	-	-	-	-	-	(250,000)	-	-

	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
<b>2015-17 Agy. Leg. Adopted</b>	-	-	19,907,171	-	-	-	19,907,171	72	71.84
2015-17 Ebds, SS & Admin Act	-	-	837,323	-	-	-	837,323	-	-
Ways & Means Actions	-	-	-	-	-	-	-	-	-
<b>2015-17 Leg Approved Budget</b>	-	-	20,744,494	-	-	-	20,744,494	72	71.84
<b>2015-17 Leg Approved Budget (Base)</b>	-	-	20,727,057	-	-	-	20,727,057	72	71.84
Summary of Base Adjustments	-	-	673,741	-	-	-	673,741	-	0.16
<b>2017-19 Base Budget</b>	-	-	21,400,798	-	-	-	21,400,798	72	72.00
010: Non-PICS Pers Svc/Vacancy Factor	-	-	(20,207)	-	-	-	(20,207)	-	-
030: Inflation & Price List Adjustments	-	-	88,398	-	-	-	88,398	-	-
<b>2017-19 Current Service Level</b>	-	-	21,468,989	-	-	-	21,468,989	72	72.00
<b>Adjusted 2017-19 Current Service Level</b>	-	-	21,468,989	-	-	-	21,468,989	72	72.00
<b>Total LFO Recommended Packages</b>	-	-	-	-	-	-	-	-	-
<b>2017-19 Legislative Actions</b>	-	-	21,468,989	-	-	-	21,468,989	72	72.00
Net change from 2015-17 Leg Approved Budget	-	-	724,495	-	-	-	724,495	-	0.16
Percent change from 2015-17 Leg Approved Budget	0.0%	0.0%	3.5%	0.0%	0.0%	0.0%	3.5%	0.0%	0.2%
Net change from 2017-19 Adj Current Service Level	-	-	-	-	-	-	-	-	-
Percent change from 2017-19 Adj Current Service Level	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%



	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
<b>2015-17 Agy. Leg. Adopted</b>	-	-	7,610,470	40,000	-	-	7,650,470	22	22.00
2015-17 Ebds, SS & Admin Act	-	-	169,420	-	-	-	169,420	-	-
Ways & Means Actions	-	-	-	-	-	-	-	-	-
<b>2015-17 Leg Approved Budget</b>	-	-	7,779,890	40,000	-	-	7,819,890	22	22.00
<b>2015-17 Leg Approved Budget (Base)</b>	-	-	7,776,123	40,000	-	-	7,816,123	22	22.00
Summary of Base Adjustments	-	-	91,664	-	-	-	91,664	-	-
<b>2017-19 Base Budget</b>	-	-	7,867,787	40,000	-	-	7,907,787	22	22.00
010: Non-PICS Pers Svc/Vacancy Factor	-	-	(49,677)	-	-	-	(49,677)	-	-
020: Phase In / Out Pgm & One-time Cost	-	-	(500,000)	-	-	-	(500,000)	-	-
030: Inflation & Price List Adjustments	-	-	215,967	1,559	-	-	217,526	-	-
<b>2017-19 Current Service Level</b>	-	-	7,534,077	41,559	-	-	7,575,636	22	22.00
<b>Adjusted 2017-19 Current Service Level</b>	-	-	7,534,077	41,559	-	-	7,575,636	22	22.00
<b>Total LFO Recommended Packages</b>	-	-	50,000	-	-	-	50,000	-	-
<b>2017-19 Legislative Actions</b>	-	-	7,584,077	41,559	-	-	7,625,636	22	22.00
Net change from 2015-17 Leg Approved Budget	-	-	(195,813)	1,559	-	-	(194,254)	-	-
Percent change from 2015-17 Leg Approved Budget	0.0%	0.0%	(2.5%)	3.9%	0.0%	0.0%	(2.5%)	0.0%	0.0%
Net change from 2017-19 Adj Current Service Level	-	-	50,000	-	-	-	50,000	-	-
Percent change from 2017-19 Adj Current Service Level	0.0%	0.0%	0.7%	0.0%	0.0%	0.0%	0.7%	0.0%	0.0%

	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
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**Package 110 Blue Book - Secure stable funding source**

Package Description Package 110 increases the Archives Division Other Funds expenditure limitation by \$50,000 for costs of publishing the paper copies of the Oregon Blue Book. Since 1999, the Archives Division has posted the Blue Book online. This has resulted in a reduction in paper copy sales, which are sold for \$18. Because of the resulting sales revenue decline, the Division lacks sufficient funds to cover printing costs, even though the number of copies has been reduced.

LFO Recommendation Increase the Other Funds expenditure limitation by \$50,000, for the Division to spend up to this amount of revenue from assessments on publishing the printed Blue Book. Revenues generated from Archives assessments to state agencies are sufficient to cover these expenditures.

Budget Instructions Publicity and Publications [4275/3400] - +\$50,000.

**LFO Recommended**

Revenues	-	-	-	-	-	-	-	-	-
Expenditures	-	-	50,000	-	-	-	50,000	-	-

	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
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**Package 111 Archives Division - Position True Up**

Package Description Package 111 authorizes reclassification of one Archives Division position, to reflect the current responsibilities and job requirements associated with the position.

LFO Recommendation Approve the request. There are no budget adjustments associated with the package.

**LFO Recommended**

Revenues	-	-	-	-	-	-	-	-	-
Expenditures	-	-	-	-	-	-	-	-	-

	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
<b>2015-17 Agy. Leg. Adopted</b>	-	-	9,329,374	-	-	-	9,329,374	35	35.00
2015-17 Ebds, SS & Admin Act	-	-	208,613	-	-	-	208,613	-	-
Ways & Means Actions	-	-	-	-	-	-	-	-	-
<b>2015-17 Leg Approved Budget</b>	-	-	9,537,987	-	-	-	9,537,987	35	35.00
<b>2015-17 Leg Approved Budget (Base)</b>	-	-	9,530,351	-	-	-	9,530,351	35	35.00
Summary of Base Adjustments	-	-	504,293	-	-	-	504,293	-	-
<b>2017-19 Base Budget</b>	-	-	10,034,644	-	-	-	10,034,644	35	35.00
010: Non-PICS Pers Svc/Vacancy Factor	-	-	40,132	-	-	-	40,132	-	-
020: Phase In / Out Pgm & One-time Cost	-	-	(432,000)	-	-	-	(432,000)	-	-
030: Inflation & Price List Adjustments	-	-	136,123	-	-	-	136,123	-	-
<b>2017-19 Current Service Level</b>	-	-	9,778,899	-	-	-	9,778,899	35	35.00
<b>Adjusted 2017-19 Current Service Level</b>	-	-	9,778,899	-	-	-	9,778,899	35	35.00
<b>Total LFO Recommended Packages</b>	-	-	240,000	-	-	-	240,000	-	-
<b>2017-19 Legislative Actions</b>	-	-	10,018,899	-	-	-	10,018,899	35	35.00
Net change from 2015-17 Leg Approved Budget	-	-	480,912	-	-	-	480,912	-	-
Percent change from 2015-17 Leg Approved Budget	0.0%	0.0%	5.0%	0.0%	0.0%	0.0%	5.0%	0.0%	0.0%
Net change from 2017-19 Adj Current Service Level	-	-	240,000	-	-	-	240,000	-	-
Percent change from 2017-19 Adj Current Service Level	0.0%	0.0%	2.5%	0.0%	0.0%	0.0%	2.5%	0.0%	0.0%

	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
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**Package 801 LFO Analyst Adjustments**

Package Description Package 801 increases Other Funds expenditures for credit card merchant fees by \$240,000, to offset underfunding in the current service level budget. The funds are available from the Package 802 reduction in expenditures for Oregon Business Registry enhancements (in Administrative Services Division budget).

LFO Recommendation Increase Other Funds expenditures by \$240,000, to increase total expenditures for credit card merchant fees to \$480,000.

Budget Instructions Services & Supplies (OF) [4995/3400] - +\$240,000

**LFO Recommended**

Revenues	-	-	-	-	-	-	-	-	-
Expenditures	-	-	240,000	-	-	-	240,000	-	-

# Legislatively Proposed 2017 - 2019 Key Performance Measures

Published: 6/26/2017 5:02:25 PM

Agency: Secretary of State

**Mission Statement:**

The Secretary of State is Oregon's chief elections officer, auditor of public funds, first stop for Oregon businesses, and keeper of our shared public records. As servant leaders, we apply our experience, knowledge, and abilities to improve transparency, accountability, and integrity in Oregon government. The Secretary of State is committed to: serving our community by building relationships and focusing on equity for all Oregonians; upholding the Constitution and the laws of the state of Oregon; encouraging voter participation and maximizing access while ensuring election integrity; ensuring taxpayers receive maximum value for their tax dollars and protection of their privacy and personal information; building Oregon's economy by making it easier to start and do business in Oregon, removing barriers, providing small business assistance, and creating an environment where new businesses can grow, prosper, and create family-wage jobs; preserving and promoting accessibility to Oregon's public records for the benefit of all peoples; and empowering Oregonians by providing timely and accurate information about their government, connecting through outreach activities, and protecting whistle blowers.

Legislatively Proposed KPMs	Metrics	Agency Request	Last Reported Result	Target 2018	Target 2019
1. Electronic Access to Public Information - Percentage of targeted records made available electronically.		Approved	96%	98%	98%
2. Audit Cost Savings - Dollar Value of Revenue Enhancements, savings, or questioned costs in performance audit reports.		Approved	\$6.75	\$30.00	\$30.00
3. Audit Efficiency - Dollar savings per dollar spent on economy and efficiency audits.		Approved	\$2.09	\$12.00	\$12.00
4. Audit Recommendation Implementation - Percentage of audit recommendations implemented.		Approved	88%	90%	90%
5. Business registration - Document processing turnaround time from receipt.		Approved	0.60	0.60	0.60
6. Notary - Document processing turnaround time from receipt.		Approved	0.02	0.20	0.20
7. UCC - Document processing turnaround time from receipt.		Approved	0.07	0.20	0.20
8. Campaign Finance Information - Percent of committee filings determined to be sufficient.		Approved	98.91%	99%	99%
9. Staff Diversity - Employment of Women, People of Color, and Persons with Disabilities as a percentage of the SOS workforce.	a) Representation of Women as a Percentage of the SOS Workforce	Approved	57%	62%	62%
	b) Representation of People of Color as a Percentage of SOS' Workforce		13.50%	12%	12%
	c) Representation of Persons with Disabilities as a Percentage of SOS' Workforce		2%	5%	5%
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.	Expertise	Approved	88%	90%	90%
	Overall		90%	90%	90%
	Accuracy		90%	90%	90%
	Timeliness		92%	90%	90%
	Helpfulness		91%	90%	90%
	Availability of Information		85%	90%	90%
11. Campaign Finance Proposed Penalty Notices - Percentage of notices mailed within five months of a deficient transaction.		Proposed Delete	No Data	98%	TBD

**LFO Recommendation:**

Approve the Key Performance Measures, and the Key Performance Measure targets, identified in the above table. The Secretary of State plans to review Key Performance Measures and targets in the coming year, and may propose KPM changes with his 2019-21 biennium budget request.

**SubCommittee Action:**