

**HB 5002 A BUDGET REPORT and MEASURE SUMMARY**

**Carrier:** Sen. Manning Jr

**Joint Committee On Ways and Means**

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**Action Date:** 06/21/17

**Action:** Do pass the A-Eng bill.

**Senate Vote**

**Yeas:** 12 - DeBoer, Devlin, Frederick, Girod, Hansell, Johnson, Manning Jr, Monroe, Roblan, Steiner Hayward, Thomsen, Winters

**House Vote**

**Yeas:** 8 - Gomberg, Holvey, Huffman, Nathanson, Rayfield, Smith G, Smith Warner, Williamson

**Nays:** 3 - McLane, Stark, Whisnant

**Prepared By:** Patrick Heath, Department of Administrative Services

**Reviewed By:** Paul Siebert, Legislative Fiscal Office

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**Department of Administrative Services**

**2017-19**

## **Budget Summary\***

	2015-17	2017-19	2017-19	Committee Change from 2015-17	
	Legislatively Approved Budget <sup>(1)</sup>	Current Service Level	Committee Recommendation	Leg. Approved	
				\$ Change	% Change
General Fund	\$ 12,048,226	\$ 2,564,353	\$ 2,564,353	\$ (9,483,873)	(78.7%)
General Fund Debt Service	\$ 6,757,997	\$ 7,332,455	\$ 7,332,455	\$ 574,458	8.5%
Lottery Funds	\$ 3,864,000	\$ 3,648,000	\$ 3,648,000	\$ (216,000)	(5.6%)
Lottery Funds Debt Service	\$ 12,777,096	\$ 18,612,472	\$ 18,612,472	\$ 5,835,376	45.7%
Other Funds Limited	\$ 517,188,404	\$ 470,466,189	\$ 488,505,436	\$ (28,682,968)	(5.5%)
Other Funds Capital Improvements	\$ 4,403,176	\$ 4,566,094	\$ 4,403,176	\$ -	0.0%
Other Funds Debt Service	\$ 379,307,447	\$ 405,504,482	\$ 405,504,482	\$ 26,197,035	6.9%
Other Funds Debt Svc Nonlimited	\$ 6,329,225	\$ -	\$ -	\$ (6,329,225)	(100.0%)
Other Funds Nonlimited	\$ 272,123,526	\$ 129,986,751	\$ 129,986,751	\$ (142,136,775)	(52.2%)
<b>Total</b>	<b>\$ 1,214,799,097</b>	<b>\$ 1,042,680,796</b>	<b>\$ 1,060,557,125</b>	<b>\$ (154,241,972)</b>	<b>(12.7%)</b>

## **Position Summary**

Authorized Positions	864	810	898	34
Full-time Equivalent (FTE) positions	840.32	809.50	893.75	53.43

<sup>(1)</sup> Includes adjustments through December 2016

\* Excludes Capital Construction expenditures

## **Summary of Revenue Changes**

The Department of Administrative Services' (DAS) Other Funds operating revenue comes primarily through two sources: fees billed to state agencies for direct services and assessments to state agencies for indirect services. Fees for services are billed to agencies based on usage. Assessments are generally calculated based on budgeted full-time equivalent (FTE) positions recovered through the State Government Service Charges line item in agency budgets. For example, the Chief Operating Office (COO) recovers its costs through assessments. In addition, agencies benefiting from pension obligation bonds are assessed their share of debt service and debt management costs.

DAS will update its beginning fund balances based on the department's monthly budget status report, as of March 2017 month-end close and reconcile assessments and charges for services revenue accounts to align with expenditure changes in the DAS budget. These changes are expected to reduce state agency costs through lowering assessments and service charges paid by state agencies.

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

DAS is the central administrative agency of Oregon State Government. DAS provides management oversight and technical and administrative support to state government. The agency is the state's enterprise provider of accounting, finance, budgeting, purchasing, human resources, information technology, facilities, fleet and publishing and distribution services. DAS also provides statewide leadership and policy direction for agencies providing their own services in these domains.

The General Government Subcommittee approved a budget of \$1,060,557,125 total funds including 898 positions (893.75 FTE). The total funds budget includes \$9,896,808 General Fund, \$22,260,472 Lottery Funds, \$898,413,094 Other Funds expenditure limitation and \$129,986,751 Other Funds Nonlimited. The 2017-19 total funds budget is a 13 percent decrease from the agency's 2015-17 Legislatively Approved Budget.

### **Chief Operating Office**

The COO houses the DAS Director and provides statewide operations and policy leadership. The Office of Economic Analysis (OEA), which is led by the State Economist, as well as DAS Information Technology (IT), also reside in this office. The Subcommittee recommended a total funds budget of \$19,711,913 and 56 positions (56.00 FTE).

The Subcommittee recommended approval of the following packages:

Package 090, Analyst Adjustments. This package adds \$420,155 Other Funds limitation to continue two full-time positions (2.00 FTE) as permanent, originally established in the 2016 Legislative Session to assist agencies with requests of public records stored in electronic form.

Package 102, Convert 2015-17 LDs to Permanent Staff. This package provides \$204,989 Other Funds limitation to convert a limited duration Information Systems Specialist 5 position into a permanent, full-time position. The position provides internal DAS IT support.

Package 103, Growing Demand for COO Services. This package adds \$208,162 Other Funds limitation to establish a permanent, full-time position to provide staffing for the DAS IT help desk. The position will provide dedicated support for important finance applications, work on workstation lifecycle replacement and conduct operational assessments of IT at DAS.

Package 801, LFO Analyst Adjustments. This package eliminates most standard inflation on Services and Supplies and removes funding for out of state travel (\$240,033 Other Funds limitation). The package also moves an Operations and Policy Analyst 4 position to Enterprise Asset Management to be the new DAS Sustainability Coordinator (\$217,667 Other Funds limitation).

Package 809, Hiring Slowdown. This package reduces Other Funds limitation by \$395,213 to reflect holding vacant positions for a longer than normal period of time, in order to generate additional savings from the planned hiring slowdown to be conducted during the 2017-19 biennium, as a means of achieving statewide cost containment in salaries and wages.

Package 812, Vacant Position Elimination. This package reduces Other Funds limitation by \$590,411 and eliminates three permanent, full-time positions (two project managers and an economist) that were vacant more than 12 months.

Package 814, IT Security Positions Consolidation. This package reduces Other Funds limitation by \$323,289 and transfers one permanent, full-time Information Systems Specialist 8 position to the Office of the State Chief Information Officer (OSCIO) as part of the centralization of information technology security functions and responsibilities.

#### Chief Financial Office

The Chief Financial Office (CFO) provides direct oversight of agency fiscal performance and is an integral part of assisting the Governor and the COO in managing state government. The Budget and Management Section of the department oversees the state's biennial budget process. The Statewide Accounting Policy and Reporting Section oversees the preparation of the state's annual financial statements and the overall accounting policies of the state. Finally, the Capital Finance and Facilities Planning team works with the State Treasurer to administer the state's debt financing and capital planning. The Subcommittee recommended a budget of \$14,074,569 and 44 positions (44.00 FTE).

The Subcommittee recommended approval of Package 801: LFO Analyst Adjustments. This package cuts \$250,000 Other Funds limitation by eliminating most standard inflation on Services and Supplies, removing funding for out of state travel, and making additional unspecified reductions to Services and Supplies.

The Subcommittee approved Package 809, Hiring Slowdown. This package reduces Other Funds limitation by \$214,606 to reflect holding vacant positions for a longer than normal period of time, in order to generate additional savings from the planned hiring slowdown to be conducted during the 2017-19 biennium, as a means of achieving statewide cost containment in salaries and wages.

#### Oregon State Chief Information Office

OSCIO provides enterprise policy leadership, planning and oversight to state government in enterprise information resource management. OSCIO sets statewide IT policy and implements the state's IT governance framework for new projects, providing project planning, quality assurance, vendor management and oversight through the Stage Gate process. The Subcommittee recommended a budget of \$61,023,009 and 104 positions (103.75 FTE).

The Subcommittee recommended approval of the following packages:

Package 101, IT Procurement and Vendor Management Program. This package adds \$449,678 Other Funds limitation for two limited duration, full-time positions to implement the BaseCamp model of information technology procurement, which intends to simplify IT procurement by negotiating standard agreements with vendors to address specific business needs.

Package 801, LFO Analyst Adjustments. This package reduces Other Funds limitation by a total of \$3,844,701, due to the elimination of most standard inflation on Services and Supplies and elimination of six Strategic Technology Officers established in the 2015-17 biennium to act as coordinators between OSCIO and executive branch agencies. The package also reduced the estimated cost to complete Project MUSIC by \$522,492, while continuing six limited duration positions to complete the project. The reduction of six positions coupled with the continuation of six limited duration positions, to finish the MUSIC project results in no net change in position authorization.

Package 802, Position Reclassifications. This package reclassifies four positions to a higher classification ( a Principal Executive Manager H to a Principal Executive Manager I, a Principal Executive Manager F to a Principal Executive Manager G, a Principal Executive Manager E to a Principal Executive Manager F and Support Specialist 1 to Support Specialist 2). It reclassifies two positions to a lower classification (Information System Specialist 8 to Information System Specialist 7 and an Information System Specialist 7 to an Information System Specialist 5) and establishes a new Program Analyst 4 position to serve as the Transparency Program Manager. This package moves an Information System Specialist 8 position working on customers' business needs out of OSCIO to the State Data Center and moves a Principal Executive Manager F manager position, which was supposed to be moved in a previous reorganization, from the State Data Center into OSCIO. The net budgetary impact of these actions is an increase of \$373,764 Other Funds limitation and one position (1.00 FTE).

Package 809, Hiring Slowdown. This position reduces Other Funds limitation by \$957,232 to reflect holding vacant positions for a longer than normal period of time in order to generate additional savings from the planned hiring slowdown, to be conducted during the 2017-19 biennium as a means of achieving statewide cost containment in salaries and wages.

Package 812, Vacant Position Elimination. This package cuts Other Funds limitation by \$218,064, due to the elimination of a long-term vacant Information System Specialist 8 position.

Package 814, IT Security Positions Consolidation. This package adds \$9,459,247 Other Funds limitation for the transfer of 30 permanent, full-time IT security positions (29.75 FTE), from 12 different state agencies to OSCIO, and the creation of five new permanent positions (5.00 FTE) as part of the centralization of information technology security functions and responsibilities in the OSCIO in accordance with Senate Bill 90 (2017).

### Chief Human Resource Office

The Chief Human Resources Office (CHRO) provides enterprise-wide policy leadership necessary to maintain a reliable and qualified workforce for the state of Oregon. The Subcommittee recommended a budget of \$34,182,107 and 76 positions (72.50 FTE).

The Subcommittee recommended approval of the following packages:

Package 090, Analyst Adjustments. This package eliminates three permanent, full-time positions, including an executive recruiter, an Administrative Specialist 1, and a Training and Development Specialist, which results in Other Funds limitation savings of \$685,019.

Package 100, Human Resources Information System. This package adds \$20,162,468 Other Funds limitation, 30 limited duration positions and three permanent, full-time positions to implement a new human resources information system (HRIS) to replace the state's legacy system. The HRIS project planning began in 2012. At the May 2016 meeting of the Emergency Board, the project received an additional \$6.5 million Other Funds limitation to complete project planning through Stage Gate 3, issue a request for proposals, evaluate the proposals, issue an intent to award and complete a fit-gap analysis. The project selected Workday, a Software-as-a-Service solution. IBM will serve as the systems integrator and Gartner will provide quality assurance on the project. Ongoing costs of the project are assumed to be \$5,939,974 Other Funds limitation in 2019-21, with the remaining funding and limited duration positions phased-out during 2019-21 budget development.

DAS will need \$1,602,085 less in assessment revenue to implement HRIS during the 2017-19 biennium, than was assumed in the current service level because \$3,280,423 will remain unspent, at the end of the current biennium, from the amount approved in May 2015. Within the \$20.2 million Other Funds limitation approved for this package, \$220,516 Other Funds limitation is for planning costs related to replacing the state's payroll system, the next major replacement of a statewide administrative information system.

Package 801, LFO Analyst Adjustments. This package reduces Other Funds limitation by a total of \$37,811, due to elimination of most standard inflation on Services and Supplies.

Package 802, Position Reclassifications. This package reclassifies a Human Resources Consultant 1 position to a Human Resources Consultant 2. There is no 2017-19 cost to the reclassification because the current occupant will occupy a lower step in the new classification.

Package 809: Hiring Slowdown. Reduces Other Funds limitation by \$484,092 to reflect holding vacant positions for a longer than normal period of time, in order to generate additional savings from the planned hiring slowdown to be conducted during the 2017-19 biennium, as a means of achieving statewide cost containment in salaries and wages.

### Office of the State Chief Information Officer – State Data Center

The OSCIO – State Data Center (SDC) is the leading supplier of managed computing technology for Oregon state government. The SDC focuses on maximizing the value of state technology investments so the business of government runs efficiently, securely, and reliably. The Subcommittee recommended a budget of \$148,477,916 and 159 positions (159.00 FTE).

The Subcommittee recommended approval of the following packages:

Package 090, Analyst Adjustments. This package reduces Other Funds limitation by \$3,483,642 to reflect reduced expenditures related to mainframe data processing, eliminated contracting expenditures and reduced maintenance on end-of-life IT resources.

Package 102, Convert 2015-17 LDs to Permanent Staff. This package adds \$531,652 Other Funds limitation to make permanent three positions established in 2015-17, as limited duration: An Information Systems Specialist 3; an Operations and Policy Analyst 4; and an Office Specialist 2. These positions will provide services to state agencies and replace work done through outside contractors.

Package 105, Growing Demand for SDC Services. This package adds three positions required to support growth for existing and new services needed for the ongoing modernization of the state's IT system. The cost of the three positions is offset by an equal reduction in Services and Supplies, making this package a net zero change expenditures.

Package 108, Windows Server Hardware / Software. This package adds three positions required to support growth for existing and new services for agencies. The cost of the three positions is offset by an equal reduction in Services and Supplies.

Package 801, LFO Analyst Adjustments. This package reduces Other Funds limitation by \$3,943,975, due to elimination of standard inflation on Services and Supplies and Capital Outlay.

Package 802, Position Reclassifications. This package reclassifies three positions to higher classifications (an Administrative Specialist 2 to an Office Manager 2; an Information Systems Specialist 6 to an Information System Specialist 7; and an Information System Specialist 4 to an Information System Specialist 6. The package also moves a Principal Executive Manager F position from the State Data Center to OSCIO and moves an Information System Specialist 8, working on customers' business needs, from OSCIO to SDC. The net change from these position actions is a reduction of \$113,947 Other Funds limitation.

Package 809, Hiring Slowdown. This package reduces Other Funds limitation by \$1,062,217 to reflect holding vacant positions for a longer than normal period of time, in order to generate additional savings from the planned hiring slowdown to be conducted during the 2017-19 biennium, as a means of achieving statewide cost containment in salaries and wages.

## Enterprise Asset Management

Enterprise Asset Management (EAM) is comprised of Facilities Services, the Statewide Fleet Administration and Parking Services Program and the Oregon Surplus Property Program. The core focus of these programs is property management, both real and personal, and optimal use of agencies' office space, travel and operational needs. The Subcommittee recommended a budget of \$91,124,567 and 198 positions (197.50 FTE).

The Subcommittee recommended approval of the following packages:

Package 090, Analyst Adjustments. This package reduces Services and Supplies limitation to account for lower fuel costs (\$1,384,372) and lower utilities costs in uniform rent buildings (\$1,973,078), reduces Services and Supplies expenditures (\$397,027), and eliminates several building maintenance contracts for DAS owned buildings (\$747,000). The package reduces Other Funds limitation by \$4,501,477.

Package 102, Convert 2015-17 LDs to Permanent Staff. This package makes permanent five positions established in 2015-17 as limited duration. These positions perform custodial, maintenance, grounds keeping, project management and real estate leasing work. The cost of the five positions is funded by an equal reduction in Services and Supplies expenditures.

Package 106, Growing Demand for EAM Services. This package adds a construction inspector position (1.00 FTE) to help agencies address deferred maintenance and renovation projects. The position is created by an equal reduction in Services and Supplies.

Package 801, LFO Analyst Adjustments. This package reduces Other Funds limitation by \$1,926,374, due to elimination of most standard inflation on Services and Supplies and Capital Outlay and removes funding for out of state travel. The package also moves an Operations and Policy Analyst 4 position from COO into EAM to serve as the new DAS Sustainability Coordinator.

Package 802, Position Reclassifications. This package reclassifies seven positions to higher classifications (Planner 3 to a Planner 4, three Principal Executive Manager Es to Principal Executive Manager Fs, two Public Service Representative 3s to Public Service Representative 4s and an Operations Supervisor to a Principal Executive Manager C. There is no cost in 2017-19 because the current occupants will occupy a lower step in the new classifications.

Package 809, Hiring Slowdown. This package reduces Other Funds limitation by \$721,530 to reflect holding vacant positions for a longer than normal period of time, in order to generate additional savings from the planned hiring slowdown to be conducted during the 2017-19 biennium, as a means of achieving statewide cost containment in salaries and wages.

Package 812, Vacant Position Elimination. This package eliminates a vacant manager position (Principal Executive Manager E) and reduces Other Funds limitation by \$293,113.



### Enterprise Goods & Services

Enterprise Goods and Services (EGS) provides publishing and distribution, risk management, procurement services, shared financial services and financial business systems to state agencies and local government customers. The Subcommittee recommended a budget of \$195,419,241 total funds and 241 positions (241.00 FTE).

The Subcommittee recommended approval of the following packages:

Package 081, September 2016 Emergency Board. This package adds \$134,465 Other Funds limitation to establish a permanent, full-time Accounting Tech 3 position, as approved during the September 2016 meeting of the Emergency Board.

Package 090, Analyst Adjustments. The package eliminates \$1,611,276 Other Funds limitation due to cuts to overtime and temporary employees, reductions in Services and Supplies limitation for lower publicity and publication costs, reductions in training, delaying software updates, reductions in office expenses and lower Attorney General costs.

Package 101, IT Procurement and Vendor Management Program. This package adds \$868,365 Other Funds limitation for four limited duration, full-time positions needed to simplify IT procurement by negotiating standard agreements with vendors to address specific business needs.

Package 102, Convert 2015-17 LDs to Permanent Staff. This package makes permanent five positions established in 2015-17, as limited duration. These positions help with procurement training and forms and with administration for Publishing and Distribution. The cost of the five positions is offset by an equal reduction in Services and Supplies.

Package 107, Growing Demand for EGS Services. This package adds \$268,532 Other Funds limitation for a claims consultant position in the Risk Management program.

Package 801, LFO Analyst Adjustments. This package eliminates most standard inflation on Services and Supplies and reduces Other Funds limitation by \$755,768.

Package 802, Position Reclassifications. This package reclassifies six positions to higher classifications: An Accountant 2 to an Accountant 3, two Program Analyst 2s to Program Analyst 3s, an Operations and Policy Analyst 1 to an Operations and Policy Analyst 2, an Accountant 3 to a Fiscal Analyst 3 and a Principal Executive Manager F to a Principal Executive Manager G.

Package 809, Hiring Slowdown. This package reduces Other Funds limitation by \$1,224,192 to reflect holding vacant positions for a longer than normal period of time, in order to generate additional savings from the planned hiring slowdown to be conducted during the 2017-19 biennium, as a means of achieving statewide cost containment in salaries and wages.

### Enterprise Human Resource Services

Enterprise Human Resource Services (EHRS) provides human resource services, including recruitment, position management, investigations and safety management by contract to 29 state agencies and to each of DAS' operating divisions. The Subcommittee recommended a budget of \$2,188,976 and seven positions (7.00 FTE).

The Subcommittee recommended approval of Package 090, Analyst Adjustments. This package eliminates a full-time Safety Specialist 2 position and reduces Other Funds limitation by \$228,455.

The Subcommittee recommended approval of Package 801, LFO Analyst Adjustments. This package cuts Other Funds limitation by \$30,255, due to the elimination of most standard inflation on Services and Supplies.

### DAS Business Services

DAS Business Services provides budget, business continuity, performance management and data analysis services to the divisions and programs of the Department of Administrative Services. The Subcommittee recommended a budget of \$13,013,657 and 13 positions (13.00 FTE).

The Subcommittee recommended approval of the following packages:

Package 090, Analyst Adjustments. This package eliminates \$335,965 Other Funds limitation and two positions supporting the Customer Utility Boards: a senior performance strategist and an Executive Support Specialist. DAS service divisions will assume the workload of supporting their related Customer Utility Boards.

Package 801, LFO Analyst Adjustments. This package cuts Other Funds limitation by \$37,871, due to the elimination of most standard inflation on Services and Supplies.

Package 802, Position Reclassifications. This package reclassifies an Office Specialist 1 to an Office Specialist 2. The net change in this package is zero, during 2017-19.

Package 809, Hiring Slowdown. This package increases assumed savings from vacancies by holding vacant positions for a longer than normal period of time, in order to generate additional savings from the planned hiring slowdown to be conducted during the 2017-19 biennium, as a means of achieving statewide cost containment in salaries and wages. The package reduces Other Funds limitation by \$76,483.

Package 812, Vacant Position Elimination. This package reduces Other Funds limitation by \$218,543, due to the elimination of a vacant Operations and Policy Analyst 4 position.

### Capital Improvements

The Capital Improvement Program, administered by the Facilities Division, includes remodeling and renovation projects costing less than \$500,000. The funding for the program comes from the Capital Projects Fund, which is primarily sourced by Uniform Rent depreciation. The Subcommittee recommended a budget of \$4,403,176.

The Subcommittee recommended approval of Package 801, LFO Analyst Adjustments. This package eliminates most standard inflation on Capital Outlay, therefore Other Funds limitation is reduced by \$162,918.

### Capital Construction

The Facilities Division also administers the Capital Construction Program, which includes major remodeling, renovation, and new construction or acquisition projects costing more than \$1.0 million, in the aggregate. Funding for DAS Capital Construction projects typically comes from bond proceeds or the Capital Projects Fund. The Capital Projects Fund receives revenues from various sources, primarily the depreciation component of the Uniform Rent charge, service agreements and parking facilities income.

Capital construction limitation is approved on a project-by-project basis and is authorized for six years. Because this limitation spans six years, it is established in a separate bill and is not included in House Bill 5002.

### Miscellaneous Distributions

In accordance with legislative directives, this program unit receives and distributes certain federal, lottery and state moneys to state agencies and local governments. Distributions include quarterly OLCC earnings distributions to Oregon cities, cigarette tax proceeds sharing to cities and counties and Mass Transit assessment and distribution. The Subcommittee recommended a budget of \$24,716,507 Other Funds Nonlimited and no position authority. There is no change from the 2017-19 current service level.

### Debt Service

This program unit includes debt service payments specific to DAS. Debt service payments are made on Certificates of Participation, Article XI-Q Bonds and State Energy Loan Program funds. The Subcommittee recommended a budget of \$15,447,344 Other Funds limitation. There is no change from the 2017-19 current service level.

### Bonds

This program unit includes debt service payments of specific amounts as directed by law. Debt service payments are made on Article XI-O Bonds, also known as Pension Obligation Bonds. The Subcommittee recommended a budget of \$390,934,927. There is no change from the 2017-19 current service level.

### Special Government Payments

This program unit includes payments of specific amounts from the General Fund and Lottery Funds, as well as transfers of Other Funds revenues from bond proceeds. Payments include debt service for both General Fund and Lottery Funds backed bonds. The Subcommittee recommended a total funds budget of \$45,839,216.

The Subcommittee recommended approval of Package 801, LFO Analyst Adjustments. This package adds \$13,980,990 Other Funds limitation for grants funded through the issuance of Lottery Bonds not expected to be fully disbursed by the end of the 2015-17 biennium and need to be accommodated in the next biennium.

### **Summary of Performance Measure Action**

See attached Legislatively Adopted 2017-19 Key Performance Measures form.

## DETAIL OF JOINT COMMITTEE ON WAYS AND MEANS ACTION

Department of Administrative Services  
Patrick Heath - 503-378-3742

DESCRIPTION	GENERAL FUND	LOTTERY FUNDS	OTHER FUNDS		FEDERAL FUNDS		TOTAL ALL FUNDS	POS	FTE
			LIMITED	NONLIMITED	LIMITED	NONLIMITED			
2015-17 Legislatively Approved Budget at Dec 2016 *	\$ 18,806,223	\$ 16,641,096	\$ 900,899,027	\$ 278,452,751	\$ -	\$ -	\$ 1,214,799,097	864	840.32
2017-19 Current Service Level (CSL)*	\$ 9,896,808	\$ 22,260,472	\$ 880,536,765	\$ 129,986,751	\$ -	\$ -	\$ 1,042,680,796	810	809.50
<b>SUBCOMMITTEE ADJUSTMENTS (from CSL)</b>									
<b>SCR 030 - Chief Operating Office</b>									
Package 090: DAS Analyst									
Personal Services	\$ -	\$ -	\$ 390,057	\$ -	\$ -	\$ -	\$ 390,057	2	2.00
Services and Supplies	\$ -	\$ -	\$ 30,098	\$ -	\$ -	\$ -	\$ 30,098		
Package 102: Convert 2015-17 LDs to Permanent Staff									
Personal Services	\$ -	\$ -	\$ 149,309	\$ -	\$ -	\$ -	\$ 149,309	1	1.00
Services and Supplies	\$ -	\$ -	\$ 55,680	\$ -	\$ -	\$ -	\$ 55,680		
Package 103: Convert 2015-17 LDs to Permanent Staff									
Personal Services	\$ -	\$ -	\$ 185,710	\$ -	\$ -	\$ -	\$ 185,710	1	1.00
Services and Supplies	\$ -	\$ -	\$ 22,452	\$ -	\$ -	\$ -	\$ 22,452		
Package 801: LFO Analyst Adjustment									
Personal Services	\$ -	\$ -	\$ (217,667)	\$ -	\$ -	\$ -	\$ (217,667)	(1)	(1.00)
Services and Supplies	\$ -	\$ -	\$ (240,033)	\$ -	\$ -	\$ -	\$ (240,033)		
Package 809: Hiring Slowdown									
Personal Services	\$ -	\$ -	\$ (395,213)	\$ -	\$ -	\$ -	\$ (395,213)	0	0.00
Package 812: Vacant Positions									
Personal Services	\$ -	\$ -	\$ (590,411)	\$ -	\$ -	\$ -	\$ (590,411)	(3)	(3.00)
Package 814: IT Security Position Consolidation									
Personal Services	\$ -	\$ -	\$ (312,505)	\$ -	\$ -	\$ -	\$ (312,505)	(1)	(1.00)
Services and Supplies	\$ -	\$ -	\$ (10,784)	\$ -	\$ -	\$ -	\$ (10,784)		
<b>SCR 035 - Chief Financial Office</b>									
Package 801: LFO Analyst Adjustment									
Services and Supplies	\$ -	\$ -	\$ (250,000)	\$ -	\$ -	\$ -	\$ (250,000)		
Package 809: Hiring Slowdown									
Personal Services	\$ -	\$ -	\$ (214,606)	\$ -	\$ -	\$ -	\$ (214,606)	0	0.00
<b>SCR 042 - Office of the State Chief Information Officer Policy</b>									
Package 101: IT Procurement & Vendor Management Program									
Personal Services	\$ -	\$ -	\$ 437,086	\$ -	\$ -	\$ -	\$ 437,086	2	2.00
Services and Supplies	\$ -	\$ -	\$ 12,592	\$ -	\$ -	\$ -	\$ 12,592		
Package 801: LFO Analyst Adjustment									
Personal Services	\$ -	\$ -	\$ (2,087,694)	\$ -	\$ -	\$ -	\$ (2,087,694)	0	0.00
Services and Supplies	\$ -	\$ -	\$ (1,742,045)	\$ -	\$ -	\$ -	\$ (1,742,045)		
Capital Outlay	\$ -	\$ -	\$ (14,962)	\$ -	\$ -	\$ -	\$ (14,962)		
Package 802: Position Reclassifications									
Personal Services	\$ -	\$ -	\$ 373,764	\$ -	\$ -	\$ -	\$ 373,764	1	1.00

DESCRIPTION	GENERAL FUND	LOTTERY FUNDS	OTHER FUNDS		FEDERAL FUNDS		TOTAL ALL FUNDS	POS	FTE
			LIMITED	NONLIMITED	LIMITED	NONLIMITED			
Package 809: Hiring Slowdown Personal Services	\$ -	\$ -	(957,232)	\$ -	\$ -	\$ -	(957,232)	0	0.00
Package 812: Vacant Position Elimination Personal Services	\$ -	\$ -	(218,064)	\$ -	\$ -	\$ -	(218,064)	(1)	(1.00)
Package 814: IT Security Positions Consolidation Personal Services	\$ -	\$ -	8,896,167	\$ -	\$ -	\$ -	8,896,167	35	34.75
Services and Supplies	\$ -	\$ -	563,080	\$ -	\$ -	\$ -	563,080		
<b>SCR 045 - Chief Human Resources Office</b>									
Package 090: Analyst Adjustments Personal Services	\$ -	\$ -	(647,050)	\$ -	\$ -	\$ -	(647,050)	(3)	(3.00)
Services and Supplies	\$ -	\$ -	(37,969)	\$ -	\$ -	\$ -	(37,969)		
Package 100: Human Resource Information System Personal Services	\$ -	\$ -	6,553,180	\$ -	\$ -	\$ -	6,553,180	33	29.50
Services and Supplies	\$ -	\$ -	13,609,289	\$ -	\$ -	\$ -	13,609,289		
Package 801: LFO Analyst Adjustment Services and Supplies	\$ -	\$ -	(37,811)	\$ -	\$ -	\$ -	(37,811)	0	0.00
Package 809: Hiring Slowdown Personal Services	\$ -	\$ -	(484,092)	\$ -	\$ -	\$ -	(484,092)	0	0.00
<b>SCR 052 - Office of the State Chief Information Officer SDC</b>									
Package 090: Analyst Adjustments Services and Supplies	\$ -	\$ -	(3,483,642)	\$ -	\$ -	\$ -	(3,483,642)	0	0.00
Package 102: Convert 2015-17 LDs to Permanent Staff Personal Services	\$ -	\$ -	531,652	\$ -	\$ -	\$ -	531,652	3	3.00
Package 105: Growing Demand for SDC Services Personal Services	\$ -	\$ -	654,192	\$ -	\$ -	\$ -	654,192	3	3.00
Services and Supplies	\$ -	\$ -	(654,192)	\$ -	\$ -	\$ -	(654,192)		
Package 108: Windows Server Hardware/Software Personal Services	\$ -	\$ -	654,191	\$ -	\$ -	\$ -	654,191	3	3.00
Services and Supplies	\$ -	\$ -	(654,191)	\$ -	\$ -	\$ -	(654,191)		
Package 801: LFO Analyst Adjustments Services and Supplies	\$ -	\$ -	(3,451,212)	\$ -	\$ -	\$ -	(3,451,212)		
Capital Outlay	\$ -	\$ -	(492,763)	\$ -	\$ -	\$ -	(492,763)		
Package 802: Position Reclassifications Personal Services	\$ -	\$ -	(113,947)	\$ -	\$ -	\$ -	(113,947)	0	0.00
Package 809: Hiring Slowdown Personal Services	\$ -	\$ -	(1,062,217)	\$ -	\$ -	\$ -	(1,062,217)	0	0.00

DESCRIPTION	GENERAL FUND	LOTTERY FUNDS	OTHER FUNDS		FEDERAL FUNDS		TOTAL ALL FUNDS	POS	FTE
			LIMITED	NONLIMITED	LIMITED	NONLIMITED			
<b>SCR 060 - Enterprise Asset Management</b>									
Package 090: Analyst Adjustments									
Services and Supplies	\$ -	\$ -	\$ (4,501,477)	\$ -	\$ -	\$ -	(4,501,477)		
Package 102: Convert 2015-17 LDs to Permanent Staff									
Personal Services	\$ -	\$ -	\$ 682,558	\$ -	\$ -	\$ -	682,558	5	5.00
Services and Supplies	\$ -	\$ -	\$ (682,558)	\$ -	\$ -	\$ -	(682,558)		
Package 106: Growing Demand for SDC Services									
Personal Services	\$ -	\$ -	\$ 168,615	\$ -	\$ -	\$ -	168,615	1	1.00
Services and Supplies	\$ -	\$ -	\$ (168,615)	\$ -	\$ -	\$ -	(168,615)		
Package 801: LFO Analyst Adjustments									
Personal Services	\$ -	\$ -	\$ 217,667	\$ -	\$ -	\$ -	217,667	1	1.00
Services and Supplies	\$ -	\$ -	\$ (1,609,268)	\$ -	\$ -	\$ -	(1,609,268)		
Capital Outlay	\$ -	\$ -	\$ (534,773)	\$ -	\$ -	\$ -	(534,773)		
Package 809: Hiring Slowdown									
Personal Services	\$ -	\$ -	\$ (721,530)	\$ -	\$ -	\$ -	(721,530)	0	0.00
Package 812: Vacant Position Elimination									
Personal Services	\$ -	\$ -	\$ (293,113)	\$ -	\$ -	\$ -	(293,113)	(1)	(1.00)
<b>SCR 065 - Enterprise Goods and Services</b>									
Package 081: September 2016 Emergency Board									
Personal Services	\$ -	\$ -	\$ 126,797	\$ -	\$ -	\$ -	126,797	1	1.00
Services and Supplies	\$ -	\$ -	\$ 7,668	\$ -	\$ -	\$ -	7,668		
Package 090: Analyst Adjustments									
Personal Services	\$ -	\$ -	\$ (13,660)	\$ -	\$ -	\$ -	(13,660)	0	0.00
Services and Supplies	\$ -	\$ -	\$ (1,597,616)	\$ -	\$ -	\$ -	(1,597,616)		
Package 101: IT Procurement and Vendor Management Program									
Personal Services	\$ -	\$ -	\$ 837,466	\$ -	\$ -	\$ -	837,466	4	4.00
Services and Supplies	\$ -	\$ -	\$ 30,899	\$ -	\$ -	\$ -	30,899		
Package 102: Convert 2015-17 LDs to Permanent Staff									
Personal Services	\$ -	\$ -	\$ 710,293	\$ -	\$ -	\$ -	710,293	5	5.00
Services and Supplies	\$ -	\$ -	\$ (710,293)	\$ -	\$ -	\$ -	(710,293)		
Package 107: Growing Demand for EGS Services									
Personal Services	\$ -	\$ -	\$ 218,543	\$ -	\$ -	\$ -	218,543	1	1.00
Services and Supplies	\$ -	\$ -	\$ 49,989	\$ -	\$ -	\$ -	49,989		
Package 801: LFO Analyst Adjustments									
Services and Supplies	\$ -	\$ -	\$ (755,768)	\$ -	\$ -	\$ -	(755,768)		
Package 809: Hiring Slowdown									
Personal Services	\$ -	\$ -	\$ (1,224,192)	\$ -	\$ -	\$ -	(1,224,192)	0	0.00

DESCRIPTION	GENERAL FUND	LOTTERY FUNDS	OTHER FUNDS		FEDERAL FUNDS		TOTAL ALL FUNDS	POS	FTE
			LIMITED	NONLIMITED	LIMITED	NONLIMITED			
Services and Supplies	\$ -	\$ -	\$ (10,784)	\$ -	\$ -	\$ -	(10,784)		
Package 801: LFO Analyst Adjustments									
Services and Supplies	\$ -	\$ -	\$ (30,255)	\$ -	\$ -	\$ -	(30,255)		
<b>SCR 075 - DAS Business Services</b>									
Package 090: Analyst Adjustments									
Personal Services	\$ -	\$ -	\$ (303,613)	\$ -	\$ -	\$ -	(303,613)	(2)	(2.00)
Services and Supplies	\$ -	\$ -	\$ (32,352)	\$ -	\$ -	\$ -	(32,352)		
Package 801: LFO Analyst Adjustments									
Services and Supplies	\$ -	\$ -	\$ (37,871)	\$ -	\$ -	\$ -	(37,871)		
Package 809: Hiring Slowdown									
Personal Services	\$ -	\$ -	\$ (76,483)	\$ -	\$ -	\$ -	(76,483)	0	0.00
Package 812: Vacant Position Elimination									
Personal Services	\$ -	\$ -	\$ (218,543)	\$ -	\$ -	\$ -	(218,543)	(1)	(1.00)
<b>SCR 088 - Capital Improvements</b>									
Package 801: LFO Analyst Adjustments									
Capital Outlay	\$ -	\$ -	\$ (162,918)	\$ -	\$ -	\$ -	(162,918)		
<b>SCR 099 - Special Governmental Payments</b>									
Package 801: LFO Analyst Adjustments									
Special Payments	\$ -	\$ -	\$ 13,980,990	\$ -	\$ -	\$ -	13,980,990	0	0.00
<b>TOTAL ADJUSTMENTS</b>	<b>0</b>	<b>0</b>	<b>17,876,329</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>17,876,329</b>	<b>88</b>	<b>84.25</b>
<b>SUBCOMMITTEE RECOMMENDATION *</b>	<b>9,896,808</b>	<b>22,260,472</b>	<b>898,413,094</b>	<b>129,986,751</b>	<b>0</b>	<b>0</b>	<b>1,060,557,125</b>	<b>898</b>	<b>893.75</b>
% Change from 2015-17 Leg Approved Budget	(47.4%)	33.8%	(0.3%)	(53.3%)	0.0%	0.0%	(12.7%)	3.9%	6.4%
% Change from 2017-19 Current Service Level	0.0%	0.0%	2.0%	0.0%	0.0%	0.0%	1.7%	10.9%	10.4%

\*Excludes Capital Construction Expenditures



# Legislatively Approved 2017 - 2019 Key Performance Measures

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**Agency:** Administrative Services, Department of

**Mission Statement:**

Lead the pursuit of excellence in state government.

Legislatively Approved KPMs	Metrics	Agency Request	Last Reported Result	Target 2018	Target 2019
1. CUSTOMER SERVICE - Percent of customers rating their satisfaction with the agency's customer service as "good" or "excellent": overall customer service, timeliness, accuracy, helpfulness, expertise and availability of information.	Helpfulness	Approved	78%	90%	90%
	Timeliness		76%	90%	90%
	Expertise		78%	90%	90%
	Overall		75%	90%	90%
	Availability of Information		71%	90%	90%
	Accuracy		76%	90%	90%
2. FORECAST RELIABILITY - General Fund Forecast Tracking Metric		Approved	100.14%	100%	100%
3. FINANCIAL REPORTING - Percent of Agencies receiving Gold Star Award (The Gold Star Award is the state agency equivalent of the GFOA Certificate of Achievement for Excellence in Financial Reporting)		Approved	98%	100%	100%
4. WORKFORCE TURNOVER - Annual turnover rate for the State and DAS workforce.	a) State Workforce Turnover	Approved	5.77%	5.60%	5.60%
	b) DAS Workforce Turnover		3.52%	4.50%	4.50%
5. WORKFORCE DIVERSITY - Racial/ethnic diversity in the state workforce as a percentage of the total civilian labor force.	a) State Workforce Diversity	Approved	76.64%	100%	100%
	b) DAS Workforce Diversity		72.90%	100%	100%
6. FLEET ADMINISTRATION - Average Miles Per Gallon for DAS Permanently Assigned Fleet Vehicles.		Approved	20.43	21	21
7. RENT COSTS - DAS negotiated lease rates in private sector vs. average market rates.		Approved	15%	15%	15%
8. INFORMATION SECURITY - Overall information security maturity rating based on a sample of state agencies. Rating achieved using a compilation and aggregate score based on the ISO 27002 standard and assigning a rating using the Carnegie-Mellon Capability Maturity Model. (3rd party conducting information security business risk assessments)		Approved	3.11	3.50	3.50
9. PROCUREMENT EFFECTIVENESS - Estimated savings resulting from price agreement pricing compared to prices that would be paid without the benefit of a price agreement.		Approved	2.55%	5%	5%
10. RISK MANAGEMENT - Annual number of Severe Worker's Compensation claims per 100 FTE		Approved	1.56	1.45	1.45
11. DATA CENTER - Percentage of time systems are available.		Approved	99.90%	99.90%	99.90%
11. SUSTAINABILITY - Percentage reduction in greenhouse gas emissions.		Legislatively Deleted	No Data	0%	0%

**LFO Recommendation:**

HB 5002 A

The Legislative Fiscal Office recommends approval of all the proposed Key Performance Measures and targets except KPM #11, is recommended to be deleted.

**SubCommittee Action:**

The General Government Subcommittee approved the LFO recommendation on Key Performance Measures.