

Office of the Secretary of State



Office of the Secretary of State 2019-21 Agency Request Budget

Budget Narrative

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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

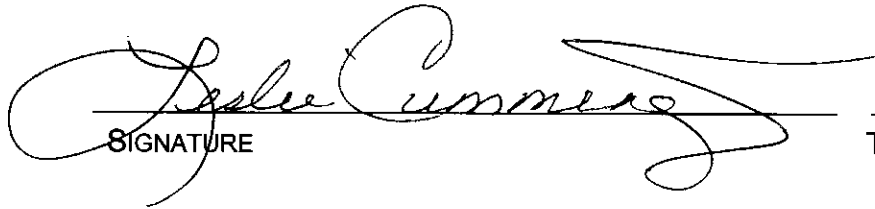
AGENCY NAME

State Capitol Building

Room 136

Salem, Oregon 97310

AGENCY ADDRESS



SIGNATURE

Deputy 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 2019-21 Agency Request Budget

Budget Narrative

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SB 5536 A BUDGET REPORT and MEASURE SUMMARY

Carrier: Sen. Manning Jr

Joint Committee On Ways and Means

Action Date: 07/01/17

Action: Do pass with amendments. (Printed A-Eng.)

Senate Vote

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

House Vote

Yeas: 10 - Gomberg, Holvey, Huffman, McLane, Nathanson, Rayfield, Smith G, Smith Warner, Whisnant, Williamson

Exc: 1 - Stark

Prepared By: Anthony Medina, Department of Administrative Services

Reviewed By: Steve Bender, Legislative Fiscal Office

**Secretary of State
2017-19**

Budget Summary*

	2015-17 Legislatively Approved Budget ⁽¹⁾	2017-19 Current Service Level	2017-19 Committee Recommendation	Committee Change from 2015-17 Leg. Approved	
				\$ Change	% Change
General Fund	\$ 10,286,479	\$ 10,082,165	\$ 10,773,265	\$ 486,786	4.7%
Other Funds Limited	\$ 56,315,860	\$ 57,686,035	\$ 57,871,511	\$ 1,555,651	2.8%
Federal Funds Limited	\$ 6,278,282	\$ 5,194,107	\$ 5,194,107	\$ (1,084,175)	(17.3%)
Total	\$ 72,880,621	\$ 72,962,307	\$ 73,838,883	\$ 958,262	1.3%

Position Summary

Authorized Positions	213	209	212	(1)
Full-time Equivalent (FTE) positions	210.96	208.89	211.89	0.93

⁽¹⁾ Includes adjustments through December 2016

* Excludes Capital Construction expenditures

Summary of Revenue Changes

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 agency also collects miscellaneous fees for documents and copier charges within the Elections and Archives Divisions.

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. He is one of three constitutional offices established at statehood. The Subcommittee approved a budget of \$73,838,883 total funds (\$10,773,265 General Fund, \$57,871,511 Other Funds expenditure limitation, \$5,194,107 Federal Funds expenditure limitation) and 212 positions (211.89 FTE). This is a 1.3 percent increase above the 2015-17 Legislatively Approved Budget.

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

Administrative Services Division

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. For this unit, the Subcommittee approved a 2017-19 budget of \$20,325,522 total funds (\$2,662,569 General Fund and \$17,662,953 Other Funds limitation) and 63 positions (62.89 FTE). The following adjustments have been made to the current service level:

Package 101, ASD Staffing Needs. This package provides \$500,000 General Fund, \$201,429 Other Funds limitation and three positions (3.00 FTE) to increase the office's capacity in the areas of policy analysis and information systems.

Package 102, ASD Positions True Up. This package provides \$19,621 Other Funds limitation to reconcile current staffing patterns with current demands in the Executive Office, Business Services, and Information Systems in a reclassification package reflecting the current position responsibilities and job requirements. The package approves reclassification of six positions.

Package 103, OregonBuys eProcurement System. This package increases Other Funds expenditure limitation by \$90,000 for procurement and implementation of OregonBuys eProcurement System.

Package 116, Technology Pkg – Ongoing Cost for Election Night Reporting (ENR). This package provides \$83,000 General Fund for the ongoing biennial costs of maintaining and supporting the Election Night Reporting system installed in 2016.

Package 801, LFO Analyst Adjustments. This package increases Other Funds limitation 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 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.

Package 802, Technical and Revenue Adjustments. This package reduces General Fund by \$347,900 to phase out one-time funding provided to acquire the Election Night Reporting system and reduces Other Funds limitation by \$624,000 to phase out one-time support for Oregon Business Registry enhancements. Ongoing maintenance costs for the Election Night Reporting system are provided in Package 116.

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 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. For this unit, the Subcommittee approved a 2017-19 budget of

\$14,399,837 total funds (\$8,110,696 General Fund, \$1,136,593 Other Funds limitation and \$5,152,548 Federal Funds limitation) and 20 positions (20.00 FTE). The following adjustments have been made to the current service level:

Package 105, Elections Positions True Up. This package authorizes reclassification of three Elections Division positions. The reclassifications reflect current position responsibilities and job requirements. There are no budget adjustments associated with the package.

Package 106, Continuation of Oregon Motor Voter payments to Counties. This package provides \$706,000 General Fund to counties for Motor Voter-related costs, to assist counties in meeting additional costs accruing from establishment of the Motor Voter program.

Package 801, LFO Analyst Adjustments. This package reduces General Fund Services & Supplies by \$250,000 to balance the statewide General Fund budget with the level of available resources.

Audits Division

The Audits Division conducts audits to protect the public interest and improve Oregon government. The division ensures public funds are properly accounted for, spent in accordance with legal requirements and used to the best advantage. For this unit, the Subcommittee approved a 2017-19 budget of \$21,468,989 Other Funds limitation and 72 positions (72.00 FTE). No adjustments have been made to the current service level.

Archives Division

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. For this unit, the Subcommittee approved a 2017-19 budget of \$7,625,636 total funds (\$7,584,077 Other Funds limitation and \$41,559 Federal Funds limitation) and 22 positions (22.00 FTE). The following adjustments have been made to the current service level:

Package 110, Blue Book – Secure stable funding source. This package increases Other Funds limitation by \$50,000 for costs of publishing the paper copies of the Oregon Blue Book.

Package 111, Archives Division Position True Up. This package authorizes reclassification of one Archives Division position to reflect the current responsibilities and job requirements associated with the position.

Corporation Division

The Corporation Division is guided by its mission to help startup and existing businesses grow and thrive in Oregon. The 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 also 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. For this unit, the Subcommittee approved a 2017-19 budget of \$10,018,899 Other Funds and 35 positions (35.00 FTE). The following adjustment has been made to the current service level:

Package 801, LFO Analyst Adjustments. This package increases Other Funds limitation by \$240,000 for credit card merchant fees to offset underfunding in the current service level budget.

Summary of Performance Measure Action

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

DETAIL OF JOINT COMMITTEE ON WAYS AND MEANS ACTION

Secretary of State
Anthony Medina -- 971-209-9980

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 *	\$ 10,286,479	\$ -	\$ 56,315,860	\$ -	\$ 6,278,282	\$ -	\$ 72,880,621	213	210.96
2017-19 Current Service Level (CSL)*	\$ 10,082,165	\$ -	\$ 57,686,035	\$ -	\$ 5,194,107	\$ -	\$ 72,962,307	209	208.89
SUBCOMMITTEE ADJUSTMENTS (from CSL)									
SCR 001 - Administrative Services									
Package 101: ASD Staffing Needs									
Personal Services	\$ 499,308	\$ -	\$ 201,429	\$ -	\$ -	\$ -	\$ 700,737	3	3.00
Services and Supplies	\$ 692	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 692		
Package 102: ASD Positions True Up									
Personal Services	\$ -	\$ -	\$ 19,621	\$ -	\$ -	\$ -	\$ 19,621	0	0.00
Package 103: OregonBuys eProcurement System									
Services and Supplies	\$ -	\$ -	\$ 90,000	\$ -	\$ -	\$ -	\$ 90,000		
Package 116: Technology Pkg - Ongoing Cost for Election Night Reporting									
Services and Supplies	\$ 83,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 83,000		
Package 801: LFO Adjustment									
Services and Supplies	\$ -	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ 250,000		
Package 802: Technical and Revenue Adjustments									
Services and Supplies	\$ (347,900)	\$ -	\$ (624,000)	\$ -	\$ -	\$ -	\$ (971,900)		
SCR 002 - Elections Division									
Package 070: Revenue Shortfalls									
Services and Supplies	\$ -	\$ -	\$ (41,574)	\$ -	\$ -	\$ -	\$ (41,574)		
Package 106: Continuation of Oregon Motor Voter Payments to Counties									
Special Payments (Dist. to Counties)	\$ 706,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 706,000		
Package 801: LFO Adjustment									
Services and Supplies	\$ (250,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (250,000)		
SCR 012 - Archives Division									
Package 110: Blue Book - Secure stable funding source									
Services and Supplies	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000		
SCR 036 - Corporation Division									
Package 801: LFO Analyst Adjustment									
Services and Supplies	\$ -	\$ -	\$ 240,000	\$ -	\$ -	\$ -	\$ 240,000		
TOTAL ADJUSTMENTS	\$ 691,100	\$ -	\$ 185,476	\$ -	\$ -	\$ -	\$ 876,576	3	3.00
SUBCOMMITTEE RECOMMENDATION *	\$ 10,773,265	\$ -	\$ 57,871,511	\$ -	\$ 5,194,107	\$ -	\$ 73,838,883	212	211.89
% Change from 2015-17 Leg Approved Budget	4.7%	0.0%	2.8%	0.0%	(17.3%)	0.0%	1.3%	(0.5%)	0.4%
% Change from 2017-19 Current Service Level	6.9%	0.0%	0.3%	0.0%	0.0%	0.0%	1.2%	1.4%	1.4%

*Excludes Capital Construction Expenditures

Legislatively Approved 2017 - 2019 Key Performance Measures

Published: 7/1/2017 12:27:16 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 Approved 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%
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%
2. Audit Cost Savings - Dollar Value of Revenue Enhancements, savings, or questioned costs in performance audit reports.		Legislatively Deleted	\$6.75	\$30.00	\$30.00
11. Campaign Finance Proposed Penalty Notices - Percentage of notices mailed within five months of a deficient transaction.		Legislatively Deleted	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:

The Subcommittee modified the LFO recommendations to also delete Key Performance Measure #2 - Audit Cost Savings.

HB 2191 C BUDGET REPORT and MEASURE SUMMARY

Carrier: Sen. DeBoer

Joint Committee On Ways and Means

Action Date: 07/06/17

Action: Do pass with amendments to resolve conflicts. (Printed C-Eng.)

Senate Vote

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

House Vote

Yeas: 11 - Gomberg, Holvey, Huffman, McLane, Nathanson, Rayfield, Smith G, Smith Warner, Stark, Whisnant, Williamson

Prepared By: Anthony Medina, Department of Administrative Services

Reviewed By: Steve Bender, Legislative Fiscal Office

**Secretary of State
2017-19**

Budget Summary*

	2015-17 Legislatively Approved Budget ⁽¹⁾	2017-19 Current Service Level	2017-19 Committee Recommendation	Committee Change from 2015-17 Leg. Approved	
				\$ Change	% Change
Other Funds Limited	\$ -	\$ -	\$ 157,718	\$ 157,718	0.0%
Total	\$ -	\$ -	\$ 157,718	\$ 157,718	0.0%

Position Summary

Authorized Positions	0	0	1	1	
Full-time Equivalent (FTE) positions	0.00	0.00	0.88	0.88	

⁽¹⁾ Includes adjustments through December 2016

* Excludes Capital Construction expenditures

Summary of Revenue Changes

House Bill 2191 provides Other Funds expenditure limitation to the Corporation Division. The Secretary of State's Other Funds are received primarily from business registration fees and fees for services from the Corporation Division. The agency has sufficient Other Funds revenue to support the limitation increase.

Summary of General Government Subcommittee Action

This bill authorizes the Secretary of State to order a corporation or limited liability company to submit specified information and to share this information with law enforcement. It provides other authorities to the Secretary of State and the Department of Revenue regarding businesses failing to comply with specified laws and orders. It specifies liability for damages in certain circumstances and establishes prohibitions and requirements to prevent fraud.

The Subcommittee approved a \$157,718 Other Funds expenditure limitation for the Secretary of State and the establishment of one permanent, full-time Compliance Specialist 3 position (0.88 FTE).

DETAIL OF JOINT COMMITTEE ON WAYS AND MEANS ACTION

Secretary of State
 Anthony Medina -- 971-209-9980

DESCRIPTION	GENERAL FUND	LOTTERY FUNDS	OTHER FUNDS		FEDERAL FUNDS		TOTAL ALL FUNDS	POS	FTE
			LIMITED	NONLIMITED	LIMITED	NONLIMITED			
<u>SUBCOMMITTEE ADJUSTMENTS (from CSL)</u>									
SCR 036 - Corporation Division									
Personal Services	\$ -	\$ -	\$ 157,718	\$ -	\$ -	\$ -	\$ 157,718	1	0.88
TOTAL ADJUSTMENTS	\$ -	\$ -	\$ 157,718	\$ -	\$ -	\$ -	\$ 157,718	1	0.88
SUBCOMMITTEE RECOMMENDATION *	\$ -	\$ -	\$ 157,718	\$ -	\$ -	\$ -	\$ 157,718	1	0.88
% Change from 2015-17 Leg Approved Budget	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
% Change from 2017-19 Current Service Level	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	

*Excludes Capital Construction Expenditures

Budget Narrative

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HB 5006 A BUDGET REPORT and MEASURE SUMMARY

Carrier: Sen. Devlin

Joint Committee On Ways and Means

Action Date: 07/03/17

Action: Do pass the A-Eng bill.

Senate Vote

Yeas: 11 - DeBoer, Devlin, Frederick, Girod, Hansell, Johnson, Manning Jr, Monroe, Roblan, Steiner Hayward, Winters

Nays: 1 - Thomsen

House Vote

Yeas: 7 - Gomberg, Holvey, Huffman, Nathanson, Rayfield, Smith Warner, Williamson

Nays: 1 - McLane

Exc: 3 - Smith G, Stark, Whisnant

Prepared By: Laurie Byerly and Gregory Jolivette, Legislative Fiscal Office

Reviewed By: Paul Siebert, Legislative Fiscal Office

Emergency Board

2017-19

Various Agencies

2015-17

Budget Summary*

	<u>2015-17 Legislatively Approved Budget</u>	<u>2017-19 Committee Recommendation</u>	<u>Committee Change</u>
<u>Emergency Board</u>			
General Fund - General Purpose	-	\$ 50,000,000	\$ 50,000,000
General Fund - Special Purpose Appropriations			
State Agencies for state employee compensation	-	\$ 100,000,000	\$ 100,000,000
State Agencies for non-state worker compensation	-	\$ 10,000,000	\$ 10,000,000
Reduction to SB 505 special purpose appropriation	-	\$ (600,000)	\$ (600,000)
<u>ADMINISTRATION PROGRAM AREA</u>			
<u>Department of Administrative Services</u>			
General Fund	-	\$ 9,091,000	\$ 9,091,000
General Fund Debt Service	-	\$ (4,962,907)	\$ (4,962,907)
Lottery Funds	-	\$ 180,000	\$ 180,000
Lottery Funds Debt Service	-	\$ (2,317,505)	\$ (2,317,505)
Other Funds	-	\$ 23,939,750	\$ 23,939,750
Other Funds Debt Service	-	\$ 1,080,828	\$ 1,080,828
<u>Advocacy Commissions Office</u>			
General Fund	-	\$ 10,471	\$ 10,471
<u>Employment Relations Board</u>			
General Fund	-	\$ (29,574)	\$ (29,574)
Other Funds	-	\$ (16,497)	\$ (16,497)
<u>Oregon Government Ethics Commission</u>			
Other Funds	-	\$ (28,614)	\$ (28,614)
<u>Office of the Governor</u>			
General Fund	-	\$ (525,236)	\$ (525,236)
Lottery Funds	-	\$ (138,447)	\$ (138,447)
Other Funds	-	\$ (110,630)	\$ (110,630)
<u>Oregon Liquor Control Commission</u>			
Other Funds	-	\$ (1,458,427)	\$ (1,458,427)

Budget Summary*

	<u>2015-17 Legislatively Approved Budget</u>	<u>2017-19 Committee Recommendation</u>	<u>Committee Change</u>
<u>Public Employees Retirement System,</u>			
Other Funds	-	\$ (2,508,616)	\$ (2,508,616)
<u>Racing Commission</u>			
Other Funds	-	\$ (89,929)	\$ (89,929)
<u>Department of Revenue</u>			
General Fund	-	\$ (5,581,902)	\$ (5,581,902)
General Fund Debt Service	-	\$ (6,870,670)	\$ (6,870,670)
Other Funds	-	\$ 7,676,661	\$ 7,676,661
<u>Secretary of State</u>			
General Fund	-	\$ (346,704)	\$ (346,704)
Other Funds	-	(1,030,747)	\$ (1,030,747)
Federal Funds	-	\$ (472,720)	\$ (472,720)
<u>State Library</u>			
General Fund	-	\$ 128,123	\$ 128,123
Other Funds	-	\$ (137,871)	\$ (137,871)
Federal Funds	-	\$ (1,625)	\$ (1,625)
<u>State Treasurer</u>			
General Fund	-	\$ 1,013,497	\$ 1,013,497
Other Funds	-	\$ (1,557,357)	\$ (1,557,357)
<u>CONSUMER AND BUSINESS SERVICES PROGRAM AREA</u>			
<u>State Board of Accountancy</u>			
Other Funds	-	\$ (56,046)	\$ (56,046)
<u>Chiropractic Examiners Board</u>			
Other Funds	-	\$ (51,085)	\$ (51,085)

Budget Summary*

	2015-17 Legislatively Approved Budget	2017-19 Committee Recommendation	Committee Change
<u>Consumer and Business Services</u>			
Other Funds	-	\$ (5,252,286)	\$ (5,252,286)
Federal Funds	-	\$ (475,260)	\$ (475,260)
<u>Construction Contractors Board</u>			
Other Funds	-	\$ (461,875)	\$ (461,875)
<u>Board of Dentistry</u>			
Other Funds	-	\$ (38,848)	\$ (38,848)
<u>Health Related Licensing Boards</u>			
Other Funds	-	\$ (83,199)	\$ (83,199)
<u>Bureau of Labor and Industries</u>			
General Fund	-	\$ (127,909)	\$ (127,909)
Other Funds	-	\$ (278,736)	\$ (278,736)
Federal Funds	-	\$ (960)	\$ (960)
<u>Licensed Professional Counselors and Therapists. Board of</u>			
Other Funds	-	\$ (24,871)	\$ (24,871)
<u>Licensed Social Workers, Board of</u>			
Other Funds	-	\$ (25,841)	\$ (25,841)
<u>Medical Board</u>			
Other Funds	-	\$ (345,981)	\$ (345,981)
<u>Board of Nursing</u>			
Other Funds	-	\$ (450,604)	\$ (450,604)
<u>Board of Pharmacy</u>			
Other Funds	-	\$ (261,147)	\$ (261,147)

Budget Summary*

	<u>2015-17 Legislatively Approved Budget</u>	<u>2017-19 Committee Recommendation</u>	<u>Committee Change</u>
<u>Psychologist Examiners Board</u>			
Other Funds	-	\$ (26,589)	\$ (26,589)
<u>Public Utility Commission</u>			
Other Funds	-	\$ (1,156,876)	\$ (1,156,876)
Federal Funds	-	\$ (6,858)	\$ (6,858)
<u>Real Estate Agency</u>			
Other Funds	-	\$ (276,826)	\$ (276,826)
<u>Tax Practitioners Board</u>			
Other Funds	-	\$ (18,835)	\$ (18,835)
<u>ECONOMIC AND COMMUNITY DEVELOPMENT PROGRAM AREA</u>			
<u>Oregon Business Development Department</u>			
General Fund	-	\$ 3,628,465	\$ 3,628,465
General Fund Debt Service	-	\$ (1,481,045)	\$ (1,481,045)
Lottery Funds	-	\$ (247,934)	\$ (247,934)
Lottery Funds Debt Service	-	\$ (1,410,613)	\$ (1,410,613)
Other Funds	-	\$ 151,174,323	\$ 151,174,323
Other Funds Nonlimited	-	\$ 30,000,000	\$ 30,000,000
Federal Funds	-	\$ (13,232)	\$ (13,232)
<u>Employment Department</u>			
Other Funds	-	\$ (3,490,798)	\$ (3,490,798)
Federal Funds	-	\$ (4,403,080)	\$ (4,403,080)
<u>Housing and Community Services Department</u>			
General Fund	-	\$ 21,433,916	\$ 21,433,916
General Fund Debt Service	-	\$ 2,640,239	\$ 2,640,239
Lottery Funds	-	\$ 350,000	\$ 350,000
Other Funds	-	\$ 25,972,449	\$ 25,972,449
Federal Funds	-	\$ (7,227,385)	\$ (7,227,385)

Budget Summary***Department of Veterans' Affairs**

	<u>2015-17 Legislatively Approved Budget</u>	<u>2017-19 Committee Recommendation</u>	<u>Committee Change</u>
General Fund	-	\$ (136,724)	\$ (136,724)
Lottery Funds	-	\$ -	\$ -
Other Funds	-	\$ (140,617)	\$ (140,617)
Federal Funds	-	\$ -	\$ -

EDUCATION PROGRAM AREA**Department of Education**

General Fund	-	\$ (1,685,086)	\$ (1,685,086)
General Fund Debt Service	-	\$ (1,587,898)	\$ (1,587,898)
Other Funds	-	\$ 270,433,393	\$ 270,433,393
Federal Funds	-	\$ (957,295)	\$ (957,295)

State School Fund

General Fund	-	\$ (30,372,945)	\$ (30,372,945)
Lottery Funds	-	\$ 12,465,745	\$ 12,465,745
Other Funds	-	\$ 17,907,200	\$ 17,907,200

Higher Education Coordinating Commission

General Fund	-	\$ 8,532,950	\$ 8,532,950
General Fund Debt Service	-	\$ (13,840,783)	\$ (13,840,783)
Lottery Funds Debt Service	-	\$ (73,975)	\$ (73,975)
Other Funds	-	\$ 6,614,787	\$ 6,614,787
Federal Funds	-	\$ (430,293)	\$ (430,293)

Chief Education Office

General Fund	-	\$ (369,306)	\$ (369,306)
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Teacher Standards and Practices

Other Funds	-	\$ (214,668)	\$ (214,668)
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Budget Summary*

HUMAN SERVICES PROGRAM AREA

Commission for the Blind

	<u>2015-17 Legislatively Approved Budget</u>	<u>2017-19 Committee Recommendation</u>	<u>Committee Change</u>
General Fund	-	\$ (41,304)	\$ (41,304)
Other Funds	-	\$ (11,467)	\$ (11,467)
Federal Funds	-	\$ (157,969)	\$ (157,969)

Oregon Health Authority

General Fund	-	\$ (59,956,387)	\$ (59,956,387)
General Fund Debt Service	-	\$ 4,001	\$ 4,001
Lottery Funds	-	\$ (4,617)	\$ (4,617)
Other Funds	-	\$ 71,374,612	\$ 71,374,612
Federal Funds	-	\$ (9,456,614)	\$ (9,456,614)

Department of Human Services

General Fund	-	\$ (8,487,786)	\$ (8,487,786)
General Fund Debt Service	-	\$ 10,521,010	\$ 10,521,010
Other Funds	-	\$ 45,175,634	\$ 45,175,634
Federal Funds	-	\$ 138,153,153	\$ 138,153,153

Long Term Care Ombudsman

General Fund	-	\$ (272,509)	\$ (272,509)
Other Funds	-	\$ (2,593)	\$ (2,593)

Psychiatric Security Review Board

General Fund	-	\$ (33,233)	\$ (33,233)
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JUDICIAL BRANCH

Judicial Department

General Fund	-	\$ (7,171,498)	\$ (7,171,498)
General Fund Debt Service	-	\$ (2,555,411)	\$ (2,555,411)
Other Funds	-	\$ 195,971,790	\$ 195,971,790

Budget Summary*

	<u>2015-17 Legislatively Approved Budget</u>	<u>2017-19 Committee Recommendation</u>	<u>Committee Change</u>
<u>Commission on Judicial Fitness and Disability</u>			
General Fund	-	\$ (577)	\$ (577)
<u>Public Defense Services Commission</u>			
General Fund	-	\$ 1,060,699	\$ 1,060,699
<u>LEGISLATIVE BRANCH</u>			
<u>Legislative Administration Committee</u>			
General Fund	-	\$ 4,109,449	\$ 4,109,449
General Fund Debt Service	-	\$ (445,481)	\$ (445,481)
Other Funds	-	\$ 239,358	\$ 239,358
Other Funds Debt Service	-	\$ (28,305)	\$ (28,305)
<u>Legislative Assembly</u>			
General Fund	-	\$ (1,324,394)	\$ (1,324,394)
<u>Legislative Commission on Indian Services</u>			
General Fund	-	\$ (1,750)	\$ (1,750)
<u>Legislative Counsel</u>			
General Fund	-	\$ (232,754)	\$ (232,754)
Other Funds	-	\$ (59,154)	\$ (59,154)
<u>Legislative Fiscal Office</u>			
General Fund	-	\$ (183,583)	\$ (183,583)
Other Funds	-	\$ (124,420)	\$ (124,420)
<u>Legislative Revenue Office</u>			
General Fund	-	\$ (18,516)	\$ (18,516)
<u>Legislative Policy and Research Office</u>			
General Fund	-	\$ (45,374)	\$ (45,374)

Budget Summary*

NATURAL RESOURCES PROGRAM AREA

State Department of Agriculture

	<u>2015-17 Legislatively Approved Budget</u>	<u>2017-19 Committee Recommendation</u>	<u>Committee Change</u>
General Fund	-	\$ (1,066,655)	\$ (1,066,655)
Lottery Funds	-	\$ (231,617)	\$ (231,617)
Other Funds	-	\$ (2,054,053)	\$ (2,054,053)
Federal Funds	-	\$ (388,340)	\$ (388,340)

Columbia River Gorge Commission

General Fund	-	\$ 24,081	\$ 24,081
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State Department of Energy

Other Funds	-	\$ (538,561)	\$ (538,561)
Federal Funds	-	\$ (72,012)	\$ (72,012)

Department of Environmental Quality

General Fund	-	\$ (352,190)	\$ (352,190)
Lottery Funds	-	\$ (77,348)	\$ (77,348)
Other Funds	-	\$ (3,614,762)	\$ (3,614,762)
Federal Funds	-	\$ (461,243)	\$ (461,243)

State Department of Fish and Wildlife

General Fund	-	\$ 182,646	\$ 182,646
Lottery Funds	-	\$ (167,378)	\$ (167,378)
Other Funds	-	\$ (3,153,172)	\$ (3,153,172)
Federal Funds	-	\$ (3,058,576)	\$ (3,058,576)

Department of Forestry

General Fund	-	\$ (1,201,103)	\$ (1,201,103)
General Fund Debt Service	-	\$ (410,919)	\$ (410,919)
Lottery Funds Debt Service	-	\$ (5,594)	\$ (5,594)
Other Funds	-	\$ 96,885,643	\$ 96,885,643
Other Funds Debt Service	-	\$ 79,996	\$ 79,996
Federal Funds	-	\$ (495,371)	\$ (495,371)

Budget Summary*

	<u>2015-17 Legislatively Approved Budget</u>	<u>2017-19 Committee Recommendation</u>	<u>Committee Change</u>
<u>Department of Geology and Mineral Industries</u>			
General Fund	-	\$ (104,725)	\$ (104,725)
Other Funds	-	\$ (141,422)	\$ (141,422)
Federal Funds	-	\$ (65,496)	\$ (65,496)
<u>Department of Land Conservation and Development</u>			
General Fund	-	\$ (395,929)	\$ (395,929)
Other Funds	-	\$ (1,373)	\$ (1,373)
Federal Funds	-	\$ (108,803)	\$ (108,803)
<u>Land Use Board of Appeals</u>			
General Fund	-	\$ 266	\$ 266
<u>Oregon Marine Board</u>			
Other Funds	-	\$ (335,800)	\$ (335,800)
Federal Funds	-	\$ (1,373)	\$ (1,373)
<u>Department of Parks and Recreation</u>			
Lottery Funds	-	\$ (1,881,005)	\$ (1,881,005)
Lottery Funds Debt Service	-	\$ (895,019)	\$ (895,019)
Other Funds	-	\$ 3,232,341	\$ 3,232,341
Federal Funds	-	\$ (7,925)	\$ (7,925)
<u>Department of State Lands</u>			
General Fund	-	\$ 5,000,000	\$ 5,000,000
Other Funds	-	\$ 11,149,657	\$ 11,149,657
Federal Funds	-	\$ (3,183)	\$ (3,183)
<u>Water Resources Department</u>			
General Fund	-	\$ (748,813)	\$ (748,813)
Lottery Funds Debt Service	-	\$ (2,078,875)	\$ (2,078,875)
Other Funds	-	\$ 21,943,095	\$ 21,943,095
Federal Funds	-	\$ -	\$ -

Budget Summary*

Watershed Enhancement Board

	2015-17 Legislatively Approved Budget	2017-19 Committee Recommendation	Committee Change
Lottery Funds	-	\$ (205,451)	\$ (205,451)
Federal Funds	-	\$ (1,136)	\$ (1,136)

PUBLIC SAFETY PROGRAM AREA

Department of Corrections

General Fund	-	\$ (23,762,896)	\$ (23,762,896)
General Fund Debt Service	-	\$ 1,268,059	\$ 1,268,059
Other Funds	-	\$ 272,630	\$ 272,630
Federal Funds	-	\$ (10,323)	\$ (10,323)

Oregon Criminal Justice Commission

General Fund	-	\$ (87,794)	\$ (87,794)
Other Funds	-	\$ (1,137)	\$ (1,137)
Federal Funds	-	\$ (3,503)	\$ (3,503)

District Attorneys and their Deputies

General Fund	-	\$ (23,359)	\$ (23,359)
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Department of Justice

General Fund	-	\$ (3,386,309)	\$ (3,386,309)
General Fund Debt Service	-	\$ 3,235,629	\$ 3,235,629
Other Funds	-	\$ 15,825,892	\$ 15,825,892
Federal Funds	-	\$ 29,064,361	\$ 29,064,361

Oregon Military Department

General Fund	-	\$ 932,333	\$ 932,333
General Fund Debt Service	-	\$ (802,765)	\$ (802,765)
Other Funds	-	\$ 4,796,923	\$ 4,796,923
Other Funds Debt Service	-	\$ 448,429	\$ 448,429
Federal Funds	-	\$ (1,156,392)	\$ (1,156,392)

Budget Summary*

	<u>2015-17 Legislatively Approved Budget</u>	<u>2017-19 Committee Recommendation</u>	<u>Committee Change</u>
<u>Oregon Board of Parole</u>			
General Fund	-	\$ (340,944)	\$ (340,944)
<u>Oregon State Police</u>			
General Fund	-	\$ (2,667,382)	\$ (2,667,382)
Lottery Funds	-	\$ (240,268)	\$ (240,268)
Other Funds	-	\$ (26,542)	\$ (26,542)
Federal Funds	-	\$ (142,526)	\$ (142,526)
<u>Department of Public Safety Standards and Training</u>			
Other Funds	-	\$ (1,183,157)	\$ (1,183,157)
Federal Funds	-	\$ 464,466	\$ 464,466
<u>Oregon Youth Authority</u>			
General Fund	-	\$ (4,902,061)	\$ (4,902,061)
General Fund Debt Service	-	\$ 1,925,787	\$ 1,925,787
Other Funds	-	\$ 567,980	\$ 567,980
Federal Funds	-	\$ (218,984)	\$ (218,984)
<u>TRANSPORTATION PROGRAM AREA</u>			
<u>Department of Aviation</u>			
Other Funds	-	\$ (39,973)	\$ (39,973)
Federal Funds	-	\$ (1,538)	\$ (1,538)
<u>Department of Transportation</u>			
General Fund	-	\$ (389,942)	\$ (389,942)
General Fund Debt Service	-	\$ (1,037,553)	\$ (1,037,553)
Lottery Funds Debt Service	-	\$ (6,039,258)	\$ (6,039,258)
Other Funds	-	\$ (1,415,838)	\$ (1,415,838)
Other Funds Debt Service	-	\$ 10	\$ 10
Federal Funds	-	\$ (227,030)	\$ (227,030)

Budget Summary*

	<u>2015-17 Legislatively Approved Budget</u>	<u>2017-19 Committee Recommendation</u>	<u>Committee Change</u>
2017-19 Budget Summary			
General Fund Total	-	\$ 58,172,743	\$ 58,172,743
General Fund Debt Service	-	\$ (14,400,707)	\$ (14,400,707)
Lottery Funds Total	-	\$ 9,801,680	\$ 9,801,680
Lottery Funds Debt Service	-	\$ (12,820,839)	\$ (12,820,839)
Other Funds Total	-	\$ 938,856,278	\$ 938,856,278
Other Funds Debt Service	-	\$ 1,580,778	\$ 1,580,778
Other Funds Nonlimited	-	\$ 30,000,000	\$ 30,000,000
Federal Funds Total	-	\$ 137,654,935	\$ 137,654,935

* Excludes Capital Construction

	<u>2015-17 Legislatively Approved Budget</u>	<u>2015-17 Committee Recommendation</u>	<u>Committee Change</u>
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2015-17 Supplemental Appropriations

Commission on Judicial Fitness and Disability

General Fund	-	\$ 35,000	\$ 35,000
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Department of Transportation

Other Funds	-	\$ 45,500,000	\$ 45,500,000
Federal Funds	-	\$ 8,100,000	\$ 8,100,000

2017-19 Position Summary

	<u>2015-17 Legislatively Approved Budget</u>	<u>2017-19 Committee Recommendation</u>	<u>Committee Change</u>
ADMINISTRATION PROGRAM AREA			
<u>Department of Administrative Services</u>			
Authorized Positions	-	6	6
Full-time Equivalent (FTE) positions	-	6.00	6.00
<u>Public Employees Retirement System</u>			
Authorized Positions	-	1	1
Full-time Equivalent (FTE) positions	-	0.92	0.92
<u>Department of Revenue</u>			
Authorized Positions	-	33	33
Full-time Equivalent (FTE) positions	-	9.00	9.00
<u>State Treasurer</u>			
Authorized Positions	-	2	2
Full-time Equivalent (FTE) positions	-	2.34	2.34
CONSUMER AND BUSINESS SERVICES PROGRAM AREA			
<u>Consumer and Business Services</u>			
Authorized Positions	-	11	11
Full-time Equivalent (FTE) positions	-	9.68	9.68
<u>Bureau of Labor and Industries</u>			
Authorized Positions	-	3	3
Full-time Equivalent (FTE) positions	-	2.50	2.50
ECONOMIC AND COMMUNITY DEVELOPMENT PROGRAM AREA			
<u>Housing and Community Services Department</u>			
Authorized Positions	-	3	3
Full-time Equivalent (FTE) positions	-	0.75	0.75

2017-19 Position Summary

2015-17 Legislatively
Approved Budget

2017-19 Committee
Recommendation

Committee Change

HUMAN SERVICES PROGRAM AREA

Oregon Health Authority

Authorized Positions	-	63	63
Full-time Equivalent (FTE) positions	-	51.46	51.46

Department of Human Services

Authorized Positions	-	113	113
Full-time Equivalent (FTE) positions	-	74.33	74.33

JUDICIAL BRANCH

Judicial Department

Authorized Positions	-	4	4
Full-time Equivalent (FTE) positions	-	2.00	2.00

NATURAL RESOURCES PROGRAM AREA

Oregon Department of Agriculture

Authorized Positions	-	(1)	(1)
Full-time Equivalent (FTE) positions	-	(1.00)	(1.00)

Department of Fish and Wildlife

Authorized Positions	-	6	6
Full-time Equivalent (FTE) positions	-	5.33	5.33

Department of Forestry

Authorized Positions	-	4	4
Full-time Equivalent (FTE) positions	-	3.50	3.50

Department of State Lands

Authorized Positions	-	1	1
Full-time Equivalent (FTE) positions	-	1.00	1.00

2017-19 Position Summary

Water Resources Department

	2015-17 Legislatively Approved Budget	2017-19 Committee Recommendation	Committee Change
Authorized Positions	-	1	1
Full-time Equivalent (FTE) positions	-	1.00	1.00

PUBLIC SAFETY PROGRAM AREA

Department of Justice

Authorized Positions	-	68	68
Full-time Equivalent (FTE) positions	-	54.99	54.99

Oregon Military Department

Authorized Positions	-	2	2
Full-time Equivalent (FTE) positions	-	2.00	2.00

Oregon State Police

Authorized Positions	-	27	27
Full-time Equivalent (FTE) positions	-	25.32	25.32

Summary of Revenue Changes

The General Fund appropriations made in the bill are within resources available as projected in the May 2017 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 HB 3470, plus other actions to reduce state agency expenditures.

Summary of Capital Construction Subcommittee Action

HB 5006 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 \$50 million General Fund to the Emergency Board for general purposes.

HB 5006 makes two special purpose appropriations to the Emergency Board, totaling \$110 million General Fund; the bill also adjusts a special purpose appropriation already approved in a different bill:

- \$100 million General Fund for state employee compensation changes.
- \$10 million General Fund for allocation to state agencies for compensation changes driven by collective bargaining for workers who are not state employees.
- Reduces the special purpose appropriation made by SB 505 for costs associated with the requirement to record grand jury proceedings, by \$600,000 General Fund. The budget for the Judicial Department is increased by this amount.

If these special purpose appropriations are not allocated by the Emergency Board before December 1, 2018, any remaining funds become available to the Emergency Board for general purposes.

Adjustments to Approved 2017-19 Agency Budgets

STATEWIDE ADJUSTMENTS

Statewide adjustments reflect budget changes in multiple agencies based on reductions in Department of Administrative Services assessments and charges for services, Attorney General rates, certain services and supplies, and additional vacancy savings expected as a result of a hiring slowdown. Statewide adjustments also reflect net reductions to debt service realized through interest rate savings on bond sales and refunding of outstanding general obligation and lottery revenue bonds. Total savings are \$135.8 million General Fund, \$16.7 million Lottery Funds, \$105.5 million Other Funds, and \$35.6 million Federal Funds.

Specific adjustments include \$126 million total funds savings from implementing a hiring slowdown implemented across all three branches of government; \$25 million in General Fund and Lottery Funds savings from eliminating most inflation on services and supplies implemented across all three branches of government; \$9.3 million total funds from a 10% reduction to travel in Executive Branch agencies to implement the Governor's previously announced cost containment effort; \$68 million total funds reduction from lower Department of Administrative Services assessments and service rates; and \$13 million total funds from lower Attorney General rates.

Section 145 of the budget bill reflects the changes, as described above, for each agency. These adjustments are not addressed in the individual agency narratives, although they are included in the table at the beginning of the budget report.

ADMINISTRATION

Department of Administrative Services

The Subcommittee approved various one-time General Fund appropriations to the Department of Administrative Services (DAS) for the following purposes:

- \$1,895,000 for disbursement to the Rogue River Valley Irrigation District for the Bradshaw Drop Irrigation Canal project to pipe over three miles of irrigation canal to conserve water and provide pressurized water to district patrons.
- \$1,836,000 for disbursement to the City of John Day to extend a fiber optic line along US 395 from US 20 to John Day.
- \$1,000,000 for disbursement to the JPR Foundation, Inc. for the Holly Theater restoration project in Medford.
- \$1,000,000 for disbursement to the Deschutes Rim Clinic Foundation for the Rim Health Clinic in Maupin to supplement capacity at the current facility.
- \$750,000 for disbursement to the Medford Youth Baseball Society for improvements at Harry and David Baseball Park.
- \$500,000 for disbursement to the City of Mosier for a joint use facility, encompassing a city hall, main fire station, and multi-use community space to be built on land donated by Union Pacific Railroad.
- \$500,000 for disbursement to the Oregon Wine Board for marketing and increasing the market access of Oregon produced wine.
- \$420,000 for disbursement to the City of John Day for operations of a public safety answering point through the 2017-19 biennium.
- \$400,000 for disbursement to the Greater Portland YWCA for the Family Preservation Project.
- \$250,000 for disbursement to the Southern Oregon Veterans Benefit organization for construction of a replica of the Vietnam Memorial Traveling Wall.
- \$200,000 for disbursement to the Mid-Columbia Health Foundation for a hospital modernization and expansion project involving a regional rural community hospital in The Dalles that was built in 1859.
- \$50,000 for disbursement to the World of Speed organization as transition funding for the High School Automotive Career Technical Education program as the organization seeks other support for the program.
- \$50,000 for disbursement to the Family YMCA of Marion and Polk Counties for the YMCA Youth and Government program.
- \$50,000 for disbursement to the Bag and Baggage Productions, a professional theater located in Hillsboro, for its Cultural Innovation Project involving the purchase and installation of a 360 degree digitally immersive projection system.
- \$40,000 for disbursement to the Cities of Turner, Aumsville, and Salem, for use as flood mitigation planning match.

A total of \$28,177,202 Other Funds expenditure limitation was added by the Subcommittee for the 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 SB 5530. Cost of issuance for these projects totals \$707,202. There is no debt service allocated in the 2017-19 biennium, as the bonds will not be sold until the

spring of 2019. Total debt service on all the projects described below is estimated at a total of \$4,743,599 Lottery Funds for the 2017-19 biennium and \$47,153,969 over the life of the bonds.

- \$12,235,018 Other Funds for disbursement to the YMCA of Marion and Polk counties for construction of a new YMCA facility in Salem.
- \$6,125,396 Other Funds for disbursement to the Eugene Civic Alliance to redevelop the site of the former Civic Stadium into a community sports and recreation complex.
- \$2,050,587 Other Funds for disbursement to the Gresham Redevelopment Commission for the construction of an innovation and workforce training center in the Rockwood neighborhood in Gresham.
- \$2,050,587 Other Funds for disbursement to the Family Nurturing Center (Rogue Valley Children’s Relief Nursery) to purchase and rehabilitate affordable housing adjacent to the Center’s campus.
- \$1,042,655 Other Funds for disbursement to the Cascade AIDS Project for the acquisition and renovation of a primary care and mental health center for the lesbian, gay, bisexual, transgender, queer, and other minority gender identities and sexual orientation community.
- \$1,041,303 Other Funds for disbursement to the City of Independence for the Independence Landing Revitalization Project.
- \$1,041,303 Other Funds for disbursement to Klamath County for construction of the Klamath Youth Inspiration Program residential treatment center in Klamath Falls.
- \$1,041,303 Other Funds for disbursement to the City of Woodburn to develop a community center in Woodburn.
- \$784,922 Other Funds for disbursement to The Dalles Civic Auditorium Preservation Commission to continue reconstruction of The Dalles Civic Auditorium theater.
- \$764,128 Other Funds for disbursement to the City of Spray to construct a public safety and emergency services center, which includes fire protection and emergency medical services.

The Subcommittee approved two one-time increases to existing subsidy programs funded through the DAS budget: \$150,000 General Fund was added to the special payments made to the Oregon Historical Society, increasing its total state support in 2017-19 to \$900,000 General Fund. The Subcommittee also approved increasing the 2017-19 special payments to county fairs by \$180,000 Lottery Funds, which provides county fairs with a total of \$3,828,000 Lottery Funds in 2017-19.

To complete projects approved in SB 5506, the capital construction bill, the Subcommittee approved the establishment of five limited duration Project Manager 2 positions (5.00 FTE) and one limited duration Project Manager 3 position (1.00 FTE) within the DAS Planning and Construction Management program. This is position establishment authority only, as all position costs will be charged against project funding.

The Subcommittee approved \$1,080,818 in additional Other Funds Debt Service to support repayment of Article XI-Q General Obligation bond proceeds approved in SB 5505 for renovations at the Portland State Office Building, and an Other Funds expenditure limitation increase of \$214,000 for the cost of issuance of the bonds.

Public Employees Retirement System

An Other Funds expenditure limitation increase of \$209,443 was approved by the Subcommittee, which supports one permanent full-time Principal Executive Manager G (0.92 FTE) to serve as the agency's Chief Financial Officer, with the understanding that the agency competitively recruit for, and hire, a Certified Public Accountant for this position.

Department of Revenue

The Subcommittee approved funding for the final project phase to replace most of the agency's core information technology systems (Core Systems Replacement project). The final phase includes: Timber tax; electrical cooperative tax; rail car tax; gas and oil production tax; County Assessment Funding Assistance; Green Light; Non-profit homes; court fines and assessments; and revenue accounting. The scheduled implementation date is November 13, 2017.

The Subcommittee approved \$8,383,109 of Other Funds expenditure limitation and the establishment of 32 limited duration positions (8.00 FTE), which is to be mostly financed with Article XI-Q bonds approved in SB 5505 (\$4,781,944). Project revenues also include an estimated \$3,501,165 in bond proceeds that were authorized and issued during the 2015-17 biennium, but remained unexpended, and \$100,000 of state marijuana tax revenue. The Department of Administrative Services is directed to unschedule \$276,599 of Other Funds expenditure limitation associated with the Core Systems Replacement project, which may be rescheduled upon the approval of the Legislative Fiscal Office.

The Subcommittee appropriated \$1,000,000 General Fund for vendor contract maintenance costs to support the ongoing maintenance of the vendor product after installation and \$60,000 General Fund for non-bondable expenditures related to the project; these are one-time costs that should be phased out for 2019-21.

To support repayment of Article XI-Q General Obligation bond proceeds approved in SB 5505 for the project, the Subcommittee appropriated \$796,311 in additional General Fund Debt Service and added \$73,056 Other Funds expenditure limitation for the cost of issuance of the bonds.

The Subcommittee increased the General Fund appropriation by \$276,906 and Other Funds expenditure limitation by \$24,079 for one permanent full-time Principal Executive Manager F position (1.00 FTE) to restore funding for the agency's Finance Manager position, a long-term vacancy that was eliminated in SB 5535, with the understanding that the agency competitively recruit for, and fill, this position.

To balance available revenues with Other Funds expenditure limitation, the Subcommittee decreased Other Funds expenditure limitation by \$187,277 for services and supplies in the Property Tax Division.

The Subcommittee increased Other Funds expenditure limitation by \$244,058 for services and supplies in the Marijuana Program. Of the increase, \$200,000 is for a remodel of the cash transaction space in the Salem headquarters building. This will bring the total estimated project

costs to \$1.33 million, of which \$1 million will be funded during the 2017-19 biennium. This is a one-time expense. The remaining \$44,058 is for services and supplies approved by the Emergency Board in May of 2016.

Oregon Advocacy Commissions Office

To restore a reduction in services and supplies included in the budget bill for the Oregon Advocacy Commissions Office (SB 5501), the Subcommittee approved \$17,000 General Fund.

State Library

The Subcommittee approved a \$197,488 General Fund appropriation to restore a reduction to the Ready to Read Grant program included in the budget bill for the State Library (HB 5018). The Ready to Read Grant program provides grants to public libraries for early literacy services and summer reading programs.

State Treasurer

For the Oregon Retirement Savings Board, the Subcommittee increased General Fund by \$1,056,224 and established three permanent full-time positions (2.84 FTE) for additional implementation work. The positions are: one permanent full-time Operations and Policy Analyst 4 to serve as a Public Engagement Manager (1.00 FTE); one permanent full-time Operations and Policy Analyst 3 to serve as a Compliance Manager (0.92 FTE); and one permanent full-time Executive Support Special 1 (0.92 FTE). The Subcommittee abolished one permanent part-time Program Analyst 1 position, a long-term vacant position (-0.50 FTE). A General Fund appropriation is required to fund the Board's operating expenses until the Retirement Savings Plan Administrative Fund has sufficient revenue to support the Board. General Fund expenditures are to be repaid with future administrative fees.

CONSUMER AND BUSINESS SERVICES

Department of Consumer and Business Services

The Subcommittee approved an increase in Other Funds expenditure limitation of \$154,056 for the Department of Consumer and Business Services (DCBS), Division of Financial Regulation and authorized the establishment of a limited duration Operation and Policy Analyst 3 position (0.88 FTE). This position will support work required by the passage of HB 2391, which requires DCBS to establish a reinsurance program for individual and group health insurance policies. The position will assist existing staff at the agency with the additional rulemaking process required to establish the reinsurance program and with the application to the US Department of Health and Human Services for a 1332 waiver to implement the Oregon Reinsurance Program.

The Subcommittee approved an increase in Other Funds expenditure limitation of \$1,748,149 for the DCBS Building Codes Division and the establishment of 10 positions (8.80 FTE). Three of the positions, two Operations and Policy Analyst 3 and a Professional Engineer 2, are for building code development. These positions will provide policy and technical research, analysis, and subject matter expertise related to developing statewide standards, and provide support on special projects related to statewide consistency and uniformity within the building

code. Two Administrative Specialist 2 positions will support analysts, engineers, and subject matter experts in the process of statewide code development, and facilitate and coordinate on special projects, permit services, and project tracking. Two Plans Examiner 2 positions will provide technical expertise and support to special projects, by reviewing plans and specifications for those projects and providing additional support to operational programs in the Pendleton and Coos Bay field offices. One Structural and Mechanical Inspector, a Plumbing Inspector, and one Electrical Inspector will provide field support for site-built construction in the Pendleton and Coos Bay field offices.

Bureau of Labor and Industries

General Fund in the amount of \$413,787 is added to the budget of the Bureau of Labor and Industries for anticipated investigatory and enforcement provisions related to the passage of SB 828. The funding supports a permanent Civil Rights Field Representative (0.75 FTE), and a Permanent Compliance Specialist (0.75 FTE). In addition, funding to support a limited duration Training and Development Specialist 2 position (1.00 FTE) is also included; this position will develop notice materials for posting in the work place, and provide employer training opportunities on the new requirements.

ECONOMIC AND COMMUNITY DEVELOPMENT

Oregon Business Development Department

The Subcommittee established a one-time \$1,650,000 General Fund appropriation for the Arts Commission to distribute grants to the following cultural institutions in the following amounts:

- APANO Cultural Center - \$300,000
- Benton County Historical Society & Museum - Corvallis Museum - \$500,000
- Cottage Theatre Expansion - \$125,000
- High Desert Museum - By Hand Through Memory Exhibit - \$125,000
- Liberty Theatre Foundation - Theatre Restoration in La Grande - \$200,000
- Oregon Coast Council for the Arts - Newport Performing Arts Center - \$300,000
- Portland Institute of Contemporary Art - Capital Campaign NE Hancock \$100,000

The Subcommittee established a one-time \$2,000,000 General Fund appropriation for a grant to the Crescent Sanitary District to support a sewer system/wastewater treatment facility project. To supplement support for the Regional Accelerator Innovation Network (RAIN), the Subcommittee increased the one-time Lottery Funds expenditure limitation by \$500,000. With the expenditure increase in this bill, total support in the budget for RAIN will total \$1,000,000. The Subcommittee also established a one-time Other Funds expenditure limitation of \$3,000,000 to support operating and research expenses of the Oregon Manufacturing Innovation Center (OMIC). The source of these funds are moneys transferred from the Connect Oregon Fund in the Department of Transportation. With the expenditure increase in this bill, support in the Oregon Business Development Department budget for OMIC operations will total \$6.6 million of combined Lottery Funds and Other Funds expenditures.

The Subcommittee increased Other Funds expenditures for distribution of bond proceeds authorized in SB 5505 and SB 5530, and HB 2278 (2015 Session). These expenditures include expenditures for the following projects for the following amounts:

- Seismic Rehabilitation Grants - \$120 million total, including \$100 million for school facilities and \$20 million for emergency services facilities.
- Port of Coos Bay - Channel Deepening Project - \$15,000,000
- Oregon Manufacturing Innovation Center Roads - \$3,390,000
- City of Sweet Home - Wastewater Treatment Plant Upgrade - \$2,000,000
- Crescent Sanitary District Sewer System - \$3,000,000
- Portland Art Museum 0 Connection Campaign - \$1,000,000
- Eugene Ballet Company - Midtown Arts Center - \$700,000
- Friends of the Oregon Caves & Chateau - Balcony Restoration Project - \$750,000
- Regional Solutions - \$1

Regarding Regional Solutions, SB 5530 authorizes \$4 million of lottery bond proceeds for the Regional Infrastructure Fund for Regional Solutions projects. After the Department presents a funding request with identified Regional Solutions projects, the Legislature or Emergency Board will increase the Other Funds expenditure limitation to allow funding of the approved projects. The expenditure limitation applies solely to lottery bond proceeds received in the 2017-19 biennium. Proceeds from previously issued bonds that have been transferred to the Regional Infrastructure Fund, and any earnings in the Fund, are not subject to the \$1 expenditure limitation.

The Subcommittee also increased Nonlimited Other Funds expenditures by \$30 million for distribution of lottery bond proceeds authorized for the Special Public Works Fund. The \$30 million include \$20 million for adding capital to the base Fund, and \$10 million restricted to levee projects.

Other Funds expenditures are increased by a total of \$2,746,249 to pay costs of issuing the general obligation and lottery revenue bonds authorized for the above projects. Proceeds of bonds are used to finance these costs.

Finally, the General Fund appropriation for debt service is increased by \$2,836,985 to pay 2017-19 biennium debt service costs for approved Seismic Rehabilitation Grant bonds. This supports debt service costs for \$25 million of seismic school bonds, and \$10 million of seismic emergency services facility bonds, issued in spring 2018. The remaining seismic bonds, and all lottery bonds authorized for projects in this budget, will be issued in spring 2019, and related debt service will not be paid until the 2019-21 biennium.

Housing and Community Services Department

The Housing and Community Services Department budget is adjusted by the Subcommittee as follows:

Local Innovation and Fast Track (LIFT) housing program - Other Funds expenditure limitation is increased by \$1,090,000 attributable to the cost of issuance for \$80 million in Article XI-Q Bonds for affordable housing development; the housing developed with the bonds will be targeted to low income individuals and families. It is assumed that this investment will result in an additional 1,200 - 1,500 units of new housing, depending on economic factors and the extent to which the program is modified (specifically, to include single family home ownership). Expenditure limitation for a period of six years for the project amount (\$80 million) is in SB 5506. Administration of the \$80 million in additional bond proceeds drives the need for additional expenditure limitation and General Fund support in the 2017-19 biennium, as follows: Two limited duration Loan Specialist positions (0.75 FTE) and two permanent Compliance Specialist positions (1.00 FTE) are authorized to add appropriate underwriting and project monitoring for affordable housing units developed through the LIFT housing program, as authorized by the 2017 Legislative Assembly. The compliance specialist positions are funded through fees charged to the projects, while the loan specialists are supported by General Fund. Finally, General Fund of \$3.4 million is appropriated for debt service, assuming half of the total authorized amount (\$40 million) is issued in the spring of 2018.

Preservation of Affordable Housing - Other Funds expenditure limitation in the amount of \$25,395,235 is included to enable the Housing and Community Services Department (HCSD) to expend lottery bond proceeds for preservation of affordable housing. Of this amount, \$25 million is attributable to project costs, and \$395,235 is related to cost of issuance. Eligible projects for which these funds can be expended will be defined by HCSD and include activities such as: 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 and affordable housing units to be acquired by a mission-based non-profit organization, resident cooperative, tenants' association, housing authority, or local government; existing multifamily projects with affordability restrictions in need of rehabilitation and contract renewal; and public housing projects undergoing a preservation transaction which involves a comprehensive recapitalization and which will secure ongoing rental subsidies.

Oregon Foreclosure Avoidance Program - General Fund of \$1.3 million is included for the program. This 2017-19 funding is intended to be the final installment for the program, with the expectation that HCSD will cease administration and payment reimbursement by June 30, 2019, or the time at which funds are fully expended, whichever comes first.

Emergency Housing Account and State Homeless Assistance Program - An additional \$13,200,000 General Fund is added to the Emergency Housing Account (EHA) program, and an additional \$6,800,000 General Fund is included for the State Homeless Assistance Program (SHAP). These are one-time enhancements that bring the total 2017-19 budget for EHA to \$27,893,832 (a 93% increase over the 2015-17 legislatively approved budget) and SHAP to \$12,226,228 (a 129% increase over the 2015-17 legislatively approved budget).

Oregon Commission for Voluntary Action and Service - Federal Funds expenditure limitation is reduced by \$7.1 million and one position (1.00 FTE) to reflect funding associated with transfer of administration of the Commission from HCSD to the Office of the Governor. The statutory changes to accomplish the transfer of the program are included in HB 3470.

Measure 96 Lottery Funds Allocation - Lottery Funds expenditure limitation, attributable to the 2016 passage of Measure 96, in the amount of \$350,000 is added for emergency housing assistance to veterans, as provided through the Emergency Housing Account program. The funds are allocated to the Department in SB 140. A budget note in HB 5012 (the HCSD budget bill) directs HCSD and the Department of Veterans' Affairs to report back to the Joint Committee on Ways and Means in February 2018 with advice on strategic investments of available funds that will result in long-term housing stability for veterans.

Oregon Department of Veterans' Affairs

The Subcommittee approved increasing Other Funds expenditure limitation by \$310,000 for costs of issuance on Article XI-Q general obligation bonds authorized in SB 5505 for a parking lot at the Lebanon Veterans' Home, an educational and daycare facility at The Dalles Veterans' Home, and a new veterans' home in Roseburg. Costs of issuance will be paid with bond proceeds. Bonds are scheduled to be sold in spring 2019, with debt service of \$2.2 million General Fund in the 2019-21 biennium.

Due to the shortage of nurses and medical technicians in the City of Roseburg and Douglas County that would be required to staff the approved Veterans' Home, the Subcommittee adopted the following budget note:

Budget Note:

The Oregon Department of Veterans' Affairs, in collaboration with the Oregon Health Authority and the Oregon State Board of Nursing, is directed to convene a rural medical training facilities workgroup that will investigate issues related to alleviating a shortage of skilled and experienced nurses and medical technicians in the City of Roseburg and in Douglas County. Representatives from the City of Roseburg, Douglas County, local hospital or medical facilities, including the Roseburg VA Medical Center, and local medical practitioners with experience in training nursing and medical technician students should be included in the workgroup membership. The workgroup should consider issues related to establishing a medical training facility in partnership with local academic programs and methods of reintegrating veterans who are transitioning out of military service into society through higher education and career training. The Department shall report the results of the workgroup and recommendations to the Legislature by September 15, 2018.

EDUCATION

State School Fund

The Subcommittee approved a decrease of \$30,372,945 General Fund and an increase of \$12,465,745 Lottery Funds for the State School Fund, which reflects the balancing of available Lottery Funds across the entire state budget. In addition, Other Funds expenditure limitation was

increased by \$17,907,200 to account for the total amount of Marijuana revenues dedicated to the State School Fund. Overall, the net change to the State School Fund is zero from the \$8.2 billion included in SB 5517, the State School Fund budget bill.

Department of Education

The Subcommittee approved \$480,517 General Fund for debt service on Article XI-Q bonds sold for deferred maintenance projects at the Oregon School for the Deaf. The bond proceeds will be used to address long standing deferred maintenance issues including replacement or repair of roofs (\$2.5 million) and various improvements (\$1.8 million) to address accessibility issues at the facility necessary to comply with the Americans with Disabilities Act (ADA). For the sale of Article XI-P bonds for the Oregon School Capital Improvement Matching program, \$100 million Other Funds expenditure limitation is included. The XI-P bonds will be sold later in the biennium, so no debt service is required. For both the sale of XI-Q bonds for the Oregon School for the Deaf and the Article XI-P bonds for school district facilities, an increase of \$1,052,442 in Other Funds expenditure limitation is included for the issuance costs of the bonds.

An Other Funds expenditure limitation of \$170.0 million is included for payments to school districts under Ballot Measure 98. A \$170 million General Fund appropriation was made in SB 5516, the budget bill for the Oregon Department of Education, but payments out of the new High School Graduation and College and Career Readiness Fund must be budgeted as an Other Funds expenditure under the language of Ballot Measure 98 and for accounting practices.

Higher Education Coordinating Commission

The Subcommittee approved an increase of \$6,831,534 in Other Funds expenditure limitation for the Higher Education Coordinating Commission (HECC) for the issuance costs of general obligation bonds sold for public universities and community colleges. These include both Article XI-G and XI-Q bonds for the seven public universities and Article XI-G bonds for community colleges.

A General Fund appropriation of \$1.2 million was approved for a one-time grant to Eastern Oregon University for the construction of a new dedicated technology infrastructure equipment facility. This facility will be the campus hub for communications and network infrastructure. Also approved was \$490,000 General Fund for a one-time grant to Oregon State University for the renovation of the Graduate and Research Center at the Cascades Campus in Bend. This will create office space for teaching and research at the campus as it offers new programs and courses.

An additional \$5.3 million General Fund was approved for the Oregon Promise program which provides financial assistance to recent high school graduates with tuition waivers or subsidies at a community college. The increase, along with \$34.7 million General Fund included in the HECC budget bill (SB 5524), brings 2017-19 funding for this program to \$40 million General Fund. At this funding level, the Commission will need to implement policies limiting participation, including restricting program eligibility based on Earned Family Contribution. The intent is to “grandfather” in the first year’s students who started in the program during the 2016-17 academic year under the former requirements and implement any changes for those students who start during or after the fall quarter of the 2017-18 academic year. SB 1032 will include authority for HECC to limit the number of Oregon Promise participants by setting a maximum Earned Family Contribution for program eligibility.

The Subcommittee also approved a budget note related to community colleges:

Budget Note:

The Higher Education Coordinating Commission shall convene a workgroup to develop recommendations for enabling community colleges to offer an associate's degree that is completed in coordination with credits earned in registered apprenticeship or training programs that are at least four years long. The commission shall report their findings and recommendations to the appropriate legislative interim committee.

For College Possible, the Subcommittee approved a one-time \$350,000 General Fund appropriation to HECC for a one-time grant to the 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.

One-time funding for two Agricultural Experiment Station positions are added in this bill. One is located at the Hermiston Agricultural Research and Extension Center for potato research and one is at the North Willamette Research and Extension Center. The costs are \$260,000 and \$120,000 General Fund, respectively. Funding for the Renewable Energy Center at the Oregon Institute of Technology was approved in the amount of \$500,000 General Fund.

The Subcommittee approved one-time funding for two projects through Oregon State University resulting, in part, from the work of the Oregon Shellfish Task Force. The first is \$570,000 General Fund for the Molluscan Broodstock program at the Hatfield Marine Science Center in conjunction with the Whiskey Creek Shellfish Hatchery. The second project is \$280,000 General Fund for monitoring the effects of ocean acidification and conducting ocean acidification research at the Whiskey Creek Shellfish Hatchery.

HUMAN SERVICES

Oregon Health Authority

HB 5006 includes \$10,000,000 General Fund for costs related to treating Hepatitis C - Stage 2 for members of the Oregon Health Plan (OHP). Coverage is already included for Stages 3 and 4. It is estimated that roughly 3,200 OHP members have Hepatitis C at Stage 2, and if all these members pursue treatment, the 2017-19 estimated cost is about \$21.6 million General Fund. The agency will include data on current treatment patterns and costs in its first 2017-19 rebalance, and may need to request additional funding during the 2018 legislative session. A portion of this funding is expected to be one-time, as the existing OHP population is treated and only new cases will need treatment in the following biennium.

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 \$1,000,000 General Fund was

added for the same purpose for eligible individuals through the Women, Infants and Children Program. Both program enhancements are one-time.

Additional one-time Tobacco Master Settlement Agreement (TMSA) resources of \$63,250,000 are available because of a series of legal settlements. Other Funds expenditure limitation is increased for OHP by \$63,250,000, and General Fund is reduced by a like amount. Other TMSA resources in the OHP budget include funding that had previously been used for tobacco prevention and cessation programs. The Subcommittee approved the following budget note:

Budget Note:

The Oregon Health Authority, in collaboration with the Tobacco Reduction Advisory Committee, shall make recommendations to the Public Health Advisory Board on reductions to the Tobacco Prevention and Education Program, based on the loss of Tobacco Master Settlement Agreement (TMSA) funding, that reflects best practices for tobacco control, to minimize programmatic disruption. The Oregon Health Authority shall report to the Legislature the impact of the loss of TMSA funding to tobacco prevention in Oregon, across state and local programs, health communications, tobacco cessation, and data and evaluation.

In order to balance to the final revenue forecast, an additional \$375,000 of recreational marijuana proceeds are expected to be distributed to the Oregon Health Authority (OHA) for alcohol and drug prevention and treatment programs. Other Funds expenditure limitation is increased by \$375,000 and General Fund is reduced by that same amount.

HB 5006 reduces General Fund by \$401,413 for the Oregon State Hospital, and reduces one FTE. SB 65 consolidates all persons found guilty except for insanity of a felony and committed to the Oregon State Hospital, under the jurisdiction of the Psychiatric Security Review Board. As a result, the State Hospital Review Panel (SHRP) will no longer be needed after June 30, 2018. The Subcommittee approved \$3,226,060 General Fund for rural provider incentive programs. This is funding that was mistakenly taken out of the current service level at Governor's Budget.

HB 5006 increases General Fund by \$10,000 to make the necessary changes to the Medicaid Management Information System (MMIS) to ensure that children who are placed in substitute care are enrolled in a coordinated care organization (CCO). This would apply to children in the legal custody of the Department of Human Services, and eligible for medical assistance. The new MMIS coding would allow a child who changes placement to remain in the original CCO until the transition of the child's care to another CCO has been completed.

The bill includes \$196,111 Other Funds expenditure limitation and one position (0.75 FTE) to implement HB 3440, which will open up the Prescription Drug Monitoring Program to out-of-state practitioners. This will create additional workload as the program will need to implement and manage a process of auditing out-of-state users' credentials and use of the system.

To support the ongoing DHS effort to develop and implement an integrated eligibility system, now called the ONE Integrated Eligibility and Medicaid Eligibility (ONE IE & ME), the Subcommittee approved \$322,233 General Fund, \$13,595,873 Other Funds expenditure limitation,

\$1,306,605 Federal Funds expenditure limitation, and 62 positions (51.71 FTE); 41 of the positions are limited duration. The 21 permanent positions are associated with a core need for legacy system integration, as well as system maintenance and operations.

Department of Human Services

The Subcommittee approved \$1,300,000 General Fund, on a one-time basis, to increase funding for the Oregon Hunger Response Fund, which is a 26.2% increase from the 2015-17 funding level. This additional support will help the Oregon Food Bank, through its 20 regional food banks, acquire and distribute a higher volume of food to over 950 local agencies.

Another adjustment in the Self Sufficiency program is a change to a budget reduction included in SB 5526, the primary budget bill for the Department of Human Services (DHS). Instead of a \$3.4 million General Fund reduction in the Temporary Assistance for Needy Families (TANF) program, which affected households with a Non-Needy Caretaker Relative, the Subcommittee decreased funding in the Employment Related Day Care program by \$3.4 million General Fund, which reduces the caseload by about 200 cases.

Regarding TANF, the DHS budget approved in SB 5526, assumes \$22.2 million in General Fund cost avoidance related to program restrictions that have been in place since the 2009-11 biennium; this requires statutory date changes that are included in HB 3470. In addition, \$60.0 million General Fund in TANF program caseload savings was used to help balance the agency-wide budget. These savings were due to the projected 2017-19 caseload decreasing by more than 3,000 families between the fall 2016 and spring 2017 caseload forecasts. The Subcommittee noted that, ideally, TANF savings would be retained within the TANF program to help improve services to families and client outcomes. To help institute this practice, the Subcommittee approved the budget note set out below.

Budget Note:

During the 2017-19 biennium, after each biannual caseload forecast, the Department of Human Services is directed to calculate any General Fund or Federal Funds savings resulting from a decrease in the TANF caseload below the level assumed in the 2017-19 legislatively adopted budget. As part of its first rebalance report to or request of the Legislature following that calculation, the agency will present a proposal for directing any savings to either increase the TANF grant amount or invest in the JOBS program.

For the Intellectual and Developmental Disabilities (IDD) program, the Subcommittee discussed the need to ensure individuals with IDD receive information about all service setting options. Accordingly, DHS is directed to present to all adults with IDD the option to receive in-home services as described in ORS 427.101(3)b. The Subcommittee also approved the following budget note related to IDD group homes:

Budget Note:

The Department of Human Services will convene a workgroup to review rules and statutes regarding substantiated abuse findings, fines, and enforcement for Intellectual and Developmental Disability (IDD) group homes. The workgroup shall include representation from IDD providers, clients served in the IDD system, employees working in IDD group homes, and other stakeholders. The workgroup shall report

their findings and recommended statutory changes to the appropriate legislative interim policy committees no later than February 1, 2018. The workgroup shall discuss and report on:

- Recommendations for rule or statutory changes to abuse definitions and substantiated abuse findings.
- A review of current enforcement statutes and recommended changes that result in consistent applications of fines across the IDD group home system.
- Recommendations for mandatory minimum fines for substantiated abuse.

The Subcommittee approved funding for the continued development and implementation of an integrated eligibility system, now called the ONE Integrated Eligibility and Medicaid Eligibility (ONE IE & ME) project. This effort will integrate eligibility determinations for DHS programs; Non-MAGI Medicaid, Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), and Employment Related Day Care (ERDC); into the OregonONEligibility (ONE) system used by OHA.

While a 2017-19 funding request was always expected, the 2017-19 cost estimate for the project has increased over the budget development timeframe; the current project estimate and approved amount for 2017-19 is \$203,272,716 total funds. (The former estimate for 2017-19 spending was \$132.0 million total funds). This budget includes: state staff costs of \$42.3 million; \$128.2 million for contracted information technology services; \$21.0 million for software costs and hosting charges; \$2.2 million for training; and \$9.5 million for debt service. Cost allocation, contingencies, legacy system integration work, and payments to OHA for its project work are accounted for in these estimates. The state staffing component consists of 113 positions (74.33 FTE) and primarily supports business analytics and training activities; 88 positions (50.83 FTE) are limited duration.

The bulk of the project budget, at \$146.3 million or 72% of 2017-19 costs, is supported by Federal Funds; this is due to enhanced federal funding for the project. Some of that higher match expires on December 31, 2018, but the Medicaid portion at a 90% federal/10% state share does not have a set end date. The current project timeline and updated budget estimates account for these match rates. General Fund supports \$11.5 million of project costs and debt service; the bulk of the state share will be covered by \$45.0 million in proceeds from Article XI-Q bonds.

In SB 5505, the Joint Ways and Means Subcommittee on Capital Construction approved \$34,045,000 Article XI-Q bonds to finance \$33,523,000 of project costs and \$522,000 for costs of issuing the bonds. The Subcommittee also approved additional funding of \$11,477,000 for this project through the repurposing of bond proceeds originally issued for the Oregon Military Department (OMD).

The Joint Legislative Committee on Information Management and Technology (JLCIMT) reviewed the project on May 25, 2017, and recommended incremental, conditional approval of the project and set out detailed next steps in its recommendation, which was adopted. In addition to completion of 26 specific actions, the recommendation requires a minimum of two progress reports to JLCIMT; one in September 2017 and another in February 2018. The agency will also work closely with and regularly report project status to the Office of the State Chief Information Officer (OSCIO) and the Legislative Fiscal Office (LFO) throughout the project's lifecycle. It is likely additional formal reporting may

be required by JCLIMT or interim budget committees, depending on agency progress and any need to address project or budget issues flagged by LFO or OSCIO. The Subcommittee approved the project with the understanding that the funding will be unscheduled until LFO and the Chief Financial Office of the Department of Administrative Services approve rescheduling; agency compliance with the JLCIMT recommendations will be key to making funding available.

Since this project will result in eligibility determinations for multiple programs in both OHA and DHS being done through one system, to perform these determinations most efficiently, eligibility functions (responsibility for the work and staffing) from both agencies will be centralized at DHS. The following budget note was approved by the Subcommittee:

Budget Note:

The Department of Human Services and the Oregon Health Authority are currently planning to centralize eligibility processing at DHS in the fall of 2017. DHS has begun an assessment of current processes and will need 9-12 months to complete a comprehensive assessment and business plan that meets Medicaid requirements. DHS will report to the Interim Joint Committee on Ways and Means by June 30, 2018, and will include in its report a plan to increase jobs in rural Oregon including the option of outsourcing, in order to provide the highest quality, most efficient and cost effective Medicaid enrollment services to Oregonians.

JUDICIAL BRANCH

Judicial Department

The Subcommittee increased General Fund for the Judicial Department by \$600,000, and established four full-time positions (2.00 FTE) for additional workloads associated with an increased number of preliminary hearings anticipated as a result of SB 505. SB 505 requires grand jury proceeding to be recorded. A special purpose appropriation in SB 505 to the Emergency Board for additional costs associated with the measure was reduced by the same amount.

The Subcommittee also established a \$1,200,000 General Fund appropriation to provide a grant to Clackamas County for planning costs associated with a project to replace the county's courthouse. The county must spend at least an equal amount of matching funds for planning costs. The provision of this support does not establish a commitment or expectation for any additional state support for the capital project.

The Subcommittee added Other Funds expenditures to the budget associated with the authorization, in SB 5505, of Article XI-Q bonds for grants and capital construction projects. This limitation will allow the Judicial Department to provide grants to counties for courthouse capital construction projects through the Oregon Courthouse Capital Construction and Improvement Fund (OCCCIF), and pay costs associated with issuing the bonds for both the OCCCIF grants, and for capital construction projects approved in SB 5506. A \$195.2 million Other Funds limitation is established for the OCCCIF, for transfer of \$97.6 million of Article XI-Q proceeds, and an equal amount of county matching funds, for the following two county courthouse replacement projects:

- Multnomah County Courthouse - \$185.2 million (including \$92.6 million of bond proceeds) for the Multnomah County Courthouse replacement project. The funds will permit the county to complete construction of the courthouse project. With these moneys, the state will have provided a total of \$125 million of bond proceeds for the project over a three-biennium period.
- Lane County Courthouse - \$10 million (including \$5 million of bond proceeds) for the Lane County Courthouse replacement project. These funds will provide support for planning and development of the project. With these moneys, the state will have provided a total of \$6.4 million of bond proceeds for the project over a two-biennium period. The provision of this support does not establish a commitment or expectation for any additional state support for the capital project.

Other Funds expenditures were increased by \$1,235,000 for costs of issuing Article XI-Q bonds for the OCCIF-supported projects, and for two capital construction projects approved in SB 5506. Proceeds of bonds are used to finance these costs.

Finally, the Subcommittee established a distinct Other Funds expenditure limitation for the State Court Technology Fund (SCTF), and transferred \$17,942,354 from the Operations expenditure limitation to the newly established SCTF expenditure limitation. The SCTF receives revenues from court filing fees, charges for technology services, and the Criminal Fine Account, and its use is restricted to providing support state court electronic systems.

Public Defense Services Commission

The Subcommittee approved a \$1,800,000 increase in General Fund for the Professional Services Account. This appropriation brings total General Fund support for the program to the current service level. The Professional Services Account finances the costs of all trial-level and certain appellate-level public defense services.

LEGISLATIVE BRANCH

Legislative Administration Committee

General Fund of \$5,145,277 for Legislative Administration was approved by the Subcommittee for security enhancements to the Oregon State Capitol. The increased funds include: \$20,000 for a mass communication system, \$528,000 for third party monitoring services, and \$4,597,277 for security cameras and networks, independent distribution facility (network closet) upgrade, safety film installation, garage gate replacement, and other security needs.

The Subcommittee also approved \$906,053 General Fund for debt service on Article XI-Q bonds sold for the Capitol Accessibility, Maintenance, and Safety project. Bonds are scheduled to be sold in spring 2018. In addition, Other Funds expenditure limitation was increased by \$239,358 for costs of issuance on the bonds, which will be paid with bond proceeds.

NATURAL RESOURCES

Department of Agriculture

In the Agricultural Development and Marketing program, the Subcommittee reduced General Fund by \$250,000 due to elimination of a marketing position. This action eliminates one of three permanent full-time positions added to the program during the 2011-13 biennium to increase economic activity in the agriculture sector.

Columbia River Gorge Commission

The Subcommittee added \$24,081 General Fund to the Columbia River Gorge Commission budget to match the amount provided by the State of Washington as required by interstate compact; \$14,686 of the increase is provided for the Joint Expenses Program and the remaining \$9,395 is for Commissioner Expenses.

Department of Environmental Quality

The Subcommittee approved a \$500,000 one-time General Fund appropriation to complete an inventory of non-road diesel engines with the expectation that DEQ would use a third-party contractor to conduct a state-wide and multi-sector inventory of non-road diesel engines currently in use by private and public fleets for the purposes of informing and refining air quality models. This inventory is expected to be completed no later than May 1, 2019. To ensure the survey results are representative of the statewide inventory, data collection shall be conducted using a mix of sampling techniques, including, but not limited to whole fleet inventories (census style counts), representative sampling of fleets by fleet-size, and industry surveying. Results and assumptions should be verified using existing relevant and complementary data, such as fuel use and business asset data collected by county tax assessors. The Department is to consult with interested stakeholders during various phases of the inventory work including, but not limited to, prior to releasing the inventory request-for-proposal and upon the development of preliminary results. The Department shall make the results of this inventory available to interested stakeholders but only in aggregate form.

Department of Fish and Wildlife

The Subcommittee approved three General Fund increases for the Department of Fish and Wildlife (ODFW) totaling \$1,325,000 for several program changes. First, \$425,000 General Fund was added to fund a permanent Natural Resources Specialist 5 position to serve as the Department's Sage Grouse Mitigation Program Coordinator. Approximately \$175,000 of the \$425,000 is for professional services contracts to assist in implementation of the sage grouse mitigation program. Next, \$250,000 General Fund was added to restore and make permanent two positions (1.67 FTE) to work on the Integrated Water Resources Strategy involving water flows necessary to maintain fish habitat and in-stream water rights consultations. In addition, it is expected that the positions would also examine the need for a sediment study of the lower Rogue River. Finally, \$650,000 General Fund was added to restore three of the five permanent full-time positions eliminated from the Western Oregon Stream Program as part of the General Fund reductions taken in HB 5018, the ODFW budget bill. The three positions that were restored work in Clackamas, Roseburg, and Tillamook. Along with the funding for position costs, \$40,839 was added for services and supplies.

The Subcommittee also established a one-time Other Funds expenditure limitation of \$215,000 for the cost of issuance of Article XI-Q General Obligation bonds approved in SB 5505 for repairs and capital improvements at ODFW facilities.

Department of Forestry

The Subcommittee approved a \$57,568 increase in the General Fund appropriation made to the Oregon Department of Forestry (ODF) for the payment of debt service on General Obligation bonds issued for the replacement of a shared facility at Toledo. The Subcommittee also approved an increase in Other Funds expenditure limitation of \$1,114,991 to accommodate the payment of \$79,991 for debt service and \$50,000 in bond issuance costs related to bonds issued for the Toledo facility; the remaining \$985,000 is for the cost of issuance of Certificates of Participation related to the Elliott State Forest.

In addition, the Subcommittee approved the establishment of an Other Funds expenditure limitation for ODF, in the amount of \$100 million, for the payment, from the net proceeds from the sale of Certificates of Participation, of monies to finance the release of all or a portion of the Elliott forest from restrictions resulting from ownership of that forest by the Common School Fund, or to compensate the Common School Fund for the preservation of non-economic benefits of the forest through the imposition, transfer, or sale of restrictions such as easements, use requirements or restrictions, or other methods that preserve non-economic benefits of the forest for the public such as recreation, aesthetics, wildlife or habitat preservation, or other environmental and quality of life considerations.

For the initial work required for the development of a federal Habitat Conservation Plan (HCP), the Subcommittee approved a \$300,000 increase in Other Funds expenditure limitation pursuant to an agreement with the Department of State Lands for the development of the plan. ODF will use this funding to establish four limited duration positions (3.50 FTE) including a project leader, a HCP coordinator, a threatened and endangered species coordinator, and a data manager/analyst to work with federal agencies to develop a Request for Proposal to complete all the technical work needed for completing the HCP. The Department is also expected to apply for a federal grant to help with the cost of developing the Environmental Impact Statement required for completion of the HCP. It is anticipated that the agency will seek additional expenditure limitation once the remaining project costs are better known.

Land Use Board of Appeals

For the Land Use Board of Appeals, the Subcommittee added \$11,650 General Fund to reclassify a position from Executive Support Specialist I to Executive Support Specialist II.

Department of Parks and Recreation

The Subcommittee approved an increase in the Other Funds expenditure limitation for the Oregon Department of Parks and Recreation of \$5,111,682 for the expenditure of lottery bond proceeds for the Oregon Main Street Revitalization program. The funding will be used to provide competitive grants to organizations participating in the Oregon Main Street Network. The program focuses on projects that acquire, rehabilitate, and construct buildings on properties in designated downtown areas and facilitate community revitalization leading to additional private

investment, job creation or retention, expansion or establishment of viable businesses, or creating a stronger tax base. The expenditure limitation increase includes \$111,682 for bond issuance costs.

Department of State Lands

For work related to the Elliott State Forest, the Subcommittee established an Other Funds expenditure limitation of \$3,985,377 and the establishment of a Project Manager 3 position (1.0 FTE). Specifically, \$1,608,930 of the total is for paying costs associated with a custodial forest management contract for the Elliott State Forest. Under the contract, the manager will be responsible for four primary tasks: maintaining road systems for safe public access and fire protection activities; ensuring compliance with all applicable laws; conducting reforestation activities to comply with Oregon's Forest Practices Act; and providing general forest management and oversight. The manager will be the first point of contact for any questions; responsible for identifying problems specific to the property and coordinating with local officials and DSL as necessary; and manage access to the property and coordinate proper disposal of trash and removal of abandoned property.

Other components include \$608,000 for estimated cost of fire patrol assessments to be paid to the Oregon Department of Forestry (ODF) for wildfire protection, \$268,447 for a Project Manager 3 position (1.00 FTE) that will provide general coordination for the Elliott Forest as well as providing project management for the Portland Harbor Superfund Site and Goble cleanup site. Also included is \$1,500,000 for development of a federal Habitat Conservation Plan (HCP) and an Environmental Impact Statement (EIS). The HCP development will be via an agreement with ODF; that agency will lead the collaborative work with other state, federal, and private entities. The initial ODF work is anticipated to cost \$300,000, the remaining \$1,200,000 is to be administratively unscheduled until a better estimate of the total cost to develop the HCP and EIS can be established. ODF anticipates that it will apply for federal grant funding for at least a portion of the cost to develop the EIS.

The Subcommittee approved \$5,000,000 General Fund for the Department of State Lands to deposit into the Portland Harbor Cleanup Fund established in SB 5530; after deposit (payment), the money is available to be spent as Other Funds. In SB 5530, \$3,000,000 in lottery bond proceeds is also allocated for deposit into the Cleanup Fund. To spend the \$8,000,000 total subsequently available, a new \$8,000,000 Other Funds expenditure limitation is established. To pay costs associated with the issuance of the lottery bonds, the Subcommittee approved an increase in Other Funds expenditure limitation of \$57,587.

Monies in the Cleanup Fund are for the coordination and participation in any contracts or agreements relating to or arising out of the Portland Harbor Superfund Site that may include investigation of baseline conditions, investigation of key sediment sites, potential infrastructure needs related to contaminated sediments, development and administration of a comprehensive data management system for the site, satisfaction of obligations under any settlement or administrative order, work required by the United States Environmental Protection Agency in connection with the site, and other activities directly related to minimizing the state's liability for costs related to the Portland Harbor Superfund Site.

Water Resources Department

The Subcommittee approved a General Fund appropriation of \$333,677 for the Water Resources Department (WRD) to fund two Assistant Watermaster positions and an Office Specialist position in Umatilla County, in the Pendleton and Milton-Freewater offices. The former Umatilla

County positions were authorized in the agency's primary budget bill (SB 5542) using Other Funds expenditure limitation of \$433,677. This action assumed Umatilla County would be covering the cost of the positions via contract with WRD. However, available county resources are projected to be able to provide only \$100,000 of this amount, so General Fund will cover the remaining cost. To complete the fundshift, the Subcommittee also approved a \$333,677 reduction in Other Funds expenditure limitation.

To support pilot programs in several locations throughout the state, the Subcommittee approved an increase of \$203,870 General Fund and the establishment of a limited duration, Natural Resource Specialist 4 position (1.00 FTE). The Department was allocated \$750,000 in lottery bond proceeds during the 2015-17 biennium to make grants and provide technical assistance to local governments to establish place-based water resource planning pilot programs. Of that grant funding, \$600,000 is carried forward into the 2017-19 biennium; \$56,000 of that amount remains unobligated. The position authorized by the Subcommittee is a continuation of the limited duration position that was established in the prior biennium to assist in the administration of the program and the distribution of the grant funding.

The Subcommittee approved an increase of \$1,547,235 Other Funds expenditure limitation for making grants, loans, or providing technical assistance for feasibility studies, and for the payment of bond issuance costs from lottery bond sale proceeds deposited into the Water Conservation, Reuse, and Storage Investment Fund. Of the amount allocated to the Fund, \$47,235 is for the payment of bond issuance costs.

For water supply projects, the Subcommittee approved a total increase of \$21,075,301 Other Funds expenditure limitation for making grants, loans, and paying the cost of bond issuance from lottery bond proceeds deposited into the Water Supply Development Fund established under section 3, chapter 784, Oregon Laws 2013. At \$15,000,000, the bulk of the additional limitation provided for the expenditure of net bond proceeds allocated to the fund is for Water Supply Development grants and loans to evaluate, plan, and develop in-stream and out-of-stream water development projects that repair or replace infrastructure to increase the efficiency of water use; provide new or expanded water storage; improve or alter operations of existing water storage facilities in connection with newly developed water; create new, expanded, improved, or altered water distribution, conveyance, or delivery systems in connection with newly developed water; allocate federally stored water; promote water reuse or conservation; provide streamflow protection or restoration; provide for water management or measurement in connection with newly developed water; and, determine seasonally varying flows in connection with newly developed water. To pay for bond issuance costs, \$375,301 Other Funds expenditure limitation is needed.

The remaining expenditure limitation approved by the Subcommittee is for three specific projects that, while comporting to the other requirements of grants made from the Water Supply Development Fund, are not subject to any application process, public benefit scoring, or ranking. The projects and amounts are:

- City of Carlton, Panther Creek Reservoir sediment reduction and water storage capacity increase project - \$2,500,000
- City of Carlton, Finished water supply line loss reduction project - \$2,000,000
- Santiam Water Control District, Mill Creek Corporate Center irrigation conversion and efficiency project - \$1,200,000

PUBLIC SAFETY

Department of Corrections

To purchase two new transport buses to replace vehicles at the end of their service life, the Subcommittee approved a one-time appropriation of \$708,788 General Fund in the Department of Corrections' Operations Division.

The Subcommittee approved an increase in Other Funds expenditure limitation of \$721,466 for cost of issuance of \$39,215,000 in Article XI-Q bonds authorized in SB 5506 for the Department of Corrections' deferred maintenance program and for technology infrastructure upgrades. Bonds will be issued in May 2018 and in March 2019.

The agency's General Fund appropriation for debt service was increased by \$1,926,252 for new debt service estimated to be paid in 2017-19. Debt service for bonds issued in 2017-19 is estimated to be \$7,616,448 General Fund in 2019-21.

Oregon Department of Justice

The Subcommittee approved \$16,573,792 Other Funds expenditure limitation for project costs, which is to be financed with \$16,267,633 of Article XI-Q bonds approved in SB 5505 and \$306,159 in bond proceeds that were authorized and issued during the 2015-17 biennium but remained unexpended. The Subcommittee also approved \$32,136,210 Federal Funds expenditure limitation and the establishment of 32 permanent full-time positions (23.81 FTE). This includes personal services of \$5.8 million and services and supplies of \$43.0 million. The amount for services and supplies includes \$35.8 million total funds of contractor payments for: project management, including organization change management services; implementation; independent quality assurance; and independent verification and validation.

Unless otherwise approved by the Legislature or the Emergency Board, the positions budgeted for the project are established as permanent full-time 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 purpose other than the development of the CSEAS project; and (c) the positions may not be included in any permanent finance plan action.

Other Funds expenditure limitation of \$317,367 is included for the cost of issuance of the bonds. The Subcommittee appropriated \$3,391,920 in additional General Fund Debt Service to support repayment of Article XI-Q General Obligation bond proceeds approved in SB 5505.

The Subcommittee approved \$6,916,041 Other Funds expenditure limitation and 35 permanent full-time positions (30.80 FTE) for the Civil Enforcement Division - Child Advocacy Section to represent Child Welfare caseworkers in court and provide full access to legal representation, legal counsel, legal advice, litigation support, and training. The revenue to support this package was approved in SB 5526, the primary budget bill for the Department of Human Services (DHS). DHS will be billed by DOJ no more than \$6.9 million for the increase in juvenile dependency workload using DOJ's traditional fee-for-service billing model. DOJ will also provide DHS with a monthly billing summary of the legal work performed. DOJ has committed to tracking quality assurance measures, including outcome measures.

Statewide implementation will be through a three-phase approach across all 36 counties: Phase-I will be completed by January 1, 2018 for: Benton; Coos; Gilliam; Grant; Hood River; Josephine; Lane; Lincoln; Linn; Morrow; Polk; Sherman; Tillamook; Wasco; and Wheeler Counties. Phase-II will be completed by July 1, 2018 for: Columbia; Crook; Deschutes; Douglas; Harney; Jackson; Jefferson; Klamath, Lake; Malheur; Umatilla; and Yamhill counties. Phase-III will be completed by January 1, 2019 for: Baker; Clackamas; Clatsop; Curry; Marion; Multnomah; Union; Washington; and Willowa counties. The final implementation schedule, however, may change depending upon the needs of a specific county. Both DOJ and DHS will work collaboratively with county District Attorneys to ensure juvenile dependency cases are handled in a consistent and coordinated manner with as much continuity as possible throughout the legal proceedings.

This investment in legal services was, in part, the result of work completed by the Task Force on Legal Representation in Childhood Dependency, which was established by SB 222 (2015). While, due to limited General Fund resources, the Legislature was unable to fund most Task Force recommendations, the affected state agencies and legal partners are committed to continuing to work on system improvements. In recognition of this commitment, the Subcommittee approved the following budget note:

Budget Note:

The Department of Human Services, Department of Justice, Oregon Judicial Department, and Public Defense Services Commission shall work collaboratively, at both the state and local levels, to solicit input on, develop, and implement strategies to improve the effectiveness and efficiency of Oregon's juvenile dependency systems and to determine the appropriate level of legal services. Potential strategies should include standardizing forms, streamlining processes, conforming practices, and adopting administrative or court rules. The agencies are expected to identify and begin implementing strategies no later than July 1, 2018. Options for providing more effective and cost-efficient legal and other services should also be reviewed and analyzed. The agencies will submit a joint report on the progress of these efforts to the Interim Joint Committee on Ways and Means or the Emergency Board by October 2018. In addition, each agency shall include an update, in its budget presentation to the Joint Committee on Ways and Means during the 2019 session, on its specific roles, activities, strategies, and costs to improve the effectiveness and efficiency of Oregon's juvenile dependency system.

In addition, the Legislature, under separate legislation (HB 3470), extended the sunset on the provision authorizing DHS to appear as a party in a juvenile court proceeding without appearance of an Attorney General from June 30, 2018 to June 30, 2020 to accommodate the planned implementation schedule.

The Department of Administrative Services is directed to unschedule \$4.0 million of the General Fund in the DHS budget and \$4.0 million of the Other Funds expenditure limitation in the DOJ budget pending demonstration to the Legislative Fiscal Office that the work performed, billing, reporting, and communication between the agencies is consistent with the budget cap, implementation schedule, and service level expectations for the caseworker legal representation program.

For SB 243, the Subcommittee approved implementation costs of \$123,932 Other Funds and established one permanent part-time Assistant Attorney General position (0.38 FTE) in DOJ's Civil Enforcement Division. The Division provides services to train caseworkers and certifiers on the new legal standard of abuse, advises Department of Human Services (DHS) in the preparation and adoption of administrative rules, as well as child protective services investigations, confidentiality laws, and release of records. The Division also provides advice and legal representation to DHS in all administrative appeals of those investigations and related certification actions for certified foster homes. The revenue source to fund this expense is legal service charges billed to DHS. The roll-up costs are estimated to be \$89,084 Other Funds and one position (0.25 FTE) for the 2019-21 biennium.

The Subcommittee approved \$500,000 General Fund to support Community Assessment Centers, as a one-time increase, in order to provide child abuse medical assessments. The funding will be administered through the Oregon Department of Justice, Crime Victims Services Division, as pass through funds distributed to the statewide Community Assessment Centers network association, which will ensure equitable distribution.

To support the Oregon Crime Victims Law Center, the Subcommittee also appropriated \$175,000 General Fund as a one-time increase. This will bring total funding for the Law Center from the Department of Justice to \$554,559, including \$504,599 General Fund and \$50,000 Other Funds; the latter is from the renewal of a state grant funded from punitive damage awards.

Oregon Military Department

The Subcommittee approved an increase in Other Funds expenditure limitation of \$448,244 for cost of issuance of \$23,730,000 in Article XI-Q bonds authorized in SB 5506 for three Regional Armory Emergency Enhancement projects in Salem, Newport, and Coos Bay; an Armory Service Life Extension project at the Grants Pass armory; and to re-issue bonds for the Regional Training Institute and Youth Challenge capital construction projects in 2017-19. Bonds are planned to be issued in October 2017, and in March 2019.

The agency's General Fund appropriation for debt service was decreased by \$378,344 for debt service estimated to be paid in 2017-19 due to anticipated debt service savings. Debt service in 2019-21 for bonds issued in 2017-19 is estimated to be \$4,305,134 General Funds.

The Subcommittee approved a one-time appropriation of \$1,000,000 General Fund for construction of or repairs to the Oregon Military Museum at Camp Withycombe in Clackamas, Oregon.

To operationalize the provisions of HB 2687, the Subcommittee increased Other Funds expenditure limitation in the Oregon Military Department, Office of Emergency Management by \$5,000,000 to capitalize the Resiliency Grant Fund, and increased Other Funds expenditure limitation by \$70,000 to pay for the cost of bond issuance. Other Funds limitation is funded by the sale of Article XI-Q bonds authorized in SB 5506. The Subcommittee added \$181,178 General Fund and increased Federal Funds expenditure limitation by \$181,178 and approved two permanent positions (2.00 FTE) to administer the program and the grant-making process.

Department of Public Safety Standards and Training

The Department of Public Safety Standards and Training's Federal Funds expenditure limitation was increased by \$469,566 to allow the expenditure of grant funds from the federal Assistance to Firefighters grant program on a new mobile fire training unit, to replace equipment at the end of its service life.

Oregon State Police

The Subcommittee increased Other Funds expenditure limitation in the Patrol Division by \$2,521,711 to support the addition of six troopers and one sergeant (7.00 FTE) in the Capitol Mall Security Unit.

The Subcommittee approved \$6,230,000 General Fund and established twenty sworn positions (18.32 FTE) to increase highway patrol coverage statewide, and to provide additional drug enforcement detectives in central and southern Oregon counties.

Oregon Youth Authority

To continue the installation of video monitoring systems to supplement the Oregon Youth Authority's sexual abuse prevention, detection, and response efforts for adherence to the US Prison Rape Elimination Act of 2003 (PREA), the Subcommittee approved a one-time appropriation of \$771,000 General Fund.

The Subcommittee approved an increase in Other Funds expenditure limitation of \$676,086 for cost of issuance of \$39,995,000 in Article XI-Q bonds authorized in SB 5506 to remodel five living unit cottages at the MacLaren Youth Correctional Facility, to remodel two dormitory spaces at the Rogue Valley Youth Correctional Facility, and to undertake deferred maintenance projects in 2017-19. Bonds are planned to be issued in May 2018 and in March 2019.

The agency's General Fund appropriation for debt service was increased by \$1,695,236 for new debt service estimated to be paid in 2017-19. Debt service for bonds issued in 2017-19 is estimated to be \$6,104,546 General Fund in 2019-21.

TRANSPORTATION

Department of Transportation

Other Funds expenditure limitation for the Oregon Department of Transportation (ODOT) for the 2017-19 biennium is decreased by \$406,813 as an adjustment to Central Services to account for the transfer of positions from ODOT to the Office of the State Chief Information Officer.

The Subcommittee approved an increase in Other Funds expenditure limitation in ODOT's Transportation Program Development section of \$30 million in lottery bond proceeds for ConnectOregon VII. In addition, the Other Funds expenditure limitation is increased by \$433,693 for cost of issuance expenses. There is no debt service in the 2017-19 biennium as the bonds will not be sold until the spring of 2019.

The Subcommittee approved an increase in Other Funds expenditure limitation in ODOT's Public Transit Program of \$5 million in lottery bond proceeds for the Lane Transit District's expansion of the EmX Bus Rapid Transit network. In addition, the limitation is increased by \$119,541 for cost of issuance expenses. There is no debt service in the 2017-19 biennium as the bonds will not be sold until the spring of 2019.

The Subcommittee approved an increase in Other Funds expenditure limitation in ODOT's Local Government Program of \$2 million in lottery bond proceeds for City of Portland SW Capitol Highway safety improvements. In addition, the Other Funds expenditure limitation is increased by \$50,587 for cost of issuance expenses. There is no debt service in the 2017-19 biennium as the bonds will not be sold until the spring of 2019.

Adjustments to 2015-17 Budgets

Commission on Judicial Fitness and Disability

The Subcommittee increased the 2015-17 biennium General Fund appropriation for extraordinary expenses by \$35,000 to fund costs incurred for the investigation and prosecution of cases of judicial misconduct.

Oregon Department of Transportation

Other Funds expenditure limitation for the Oregon Department of Transportation for the 2015-17 biennium was increased by \$45.5 million for Highway Division programs for costs associated with winter storms, implementation of an ADA-related settlement agreement, and for increased project payout.

Federal Funds expenditure limitation for the Oregon Department of Transportation for the 2015-17 biennium was increased by \$8.1 million to complete commitments carried over from the 2013-15 biennium.

Budget Narrative

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HB 5201 A BUDGET REPORT and MEASURE SUMMARY

Carrier: Rep. Nathanson

Joint Committee On Ways and Means

Action Date: 03/02/18

Action: Do pass with amendments. (Printed A-Eng.)

House Vote

Yeas: 10 - Gomberg, Holvey, McLane, Nathanson, Noble, Rayfield, Smith Warner, Stark, Whisnant, Williamson

Exc: 1 - Smith G

Senate Vote

Yeas: 11 - DeBoer, Frederick, Girod, Hansell, Johnson, Manning Jr, Monroe, President Courtney, Roblan, Steiner Hayward, Thomsen

Exc: 1 - Winters

Prepared By: Linda Ames and Gregory Jolivette, Legislative Fiscal Office

Reviewed By: Paul Siebert, Legislative Fiscal Office

Emergency Board

2017-19

Various Agencies

2017-19

*** CORRECTED ***

Budget Summary*

	2017-19 Legislatively Adopted Budget	2018 Committee Recommendation	Committee Change from 2017-19 Leg. Adopted	
			\$ Change	% Change
<u>Emergency Board</u>				
General Fund - General Purpose	\$ 49,747,628	\$ 49,747,628	\$ -	0.0%
General Fund - Special Purpose Appropriations				
State Agencies for state employee compensation	\$ 100,000,000	\$ -	\$ (100,000,000)	-100.0%
State Agencies for non-state worker compensation	\$ 10,000,000	\$ -	\$ (10,000,000)	-100.0%
Long Term Care Ombudsman - public guardian	\$ 200,000	\$ -	\$ (200,000)	-100.0%
Dept. of Human Services - foster parent supports	\$ 750,000	\$ -	\$ (750,000)	-100.0%
Chief Education Office - 2nd year funding	\$ 3,972,118	\$ -	\$ (3,972,118)	-100.0%
Judicial Dept. - grand jury recordings	\$ 7,900,000	\$ 7,900,000	\$ -	0.0%
Dept. of Forestry - fire protection expenses	\$ 6,000,000	\$ 4,000,000	\$ (2,000,000)	-33.3%
Department of Revenue - position reconciliation	\$ -	\$ 650,000	\$ 650,000	
Secretary of State - 2018 Special Election costs	\$ -	\$ 1,656,115	\$ 1,656,115	
Oregon Health Authority - mental health res. rates	\$ -	\$ 2,000,000	\$ 2,000,000	
Department of Human Services - ventilator costs	\$ -	\$ 300,000	\$ 300,000	
Dept. of Human Services/Oregon Health Auth. - caseload costs or other budget challenges	\$ -	\$ 30,000,000	\$ 30,000,000	
Department of Human Services - child welfare costs	\$ -	\$ 2,500,000	\$ 2,500,000	
<u>ADMINISTRATION PROGRAM AREA</u>				
<u>Department of Administrative Services</u>				
General Fund	\$ 12,606,693	\$ 20,931,500	\$ 8,324,807	66.0%
General Fund Debt Service	\$ 7,254,563	\$ 7,137,196	\$ (117,367)	-1.6%
Lottery Funds Debt Service	\$ 16,294,967	\$ 15,873,695	\$ (421,272)	-2.6%
Other Funds	\$ 514,676,438	\$ 537,626,451	\$ 22,950,013	4.5%
Other Funds Debt Service	\$ 406,585,310	\$ 406,616,039	\$ 30,729	0.0%
<u>Advocacy Commissions Office</u>				
General Fund	\$ 697,136	\$ 720,802	\$ 23,666	3.4%
<u>Employment Relations Board</u>				
General Fund	\$ 2,491,749	\$ 2,556,694	\$ 64,945	2.6%
Other Funds	\$ 2,500,764	\$ 2,556,456	\$ 55,692	2.2%

Budget Summary*

	2017-19 Legislatively Adopted Budget	2018 Committee Recommendation	Committee Change from 2017-19 Leg. Adopted	
			\$ Change	% Change
<u>Oregon Government Ethics Commission</u>				
Other Funds	\$ 2,705,247	\$ 2,758,688	\$ 53,441	2.0%
<u>Office of the Governor</u>				
General Fund	\$ 12,947,791	\$ 13,660,135	\$ 712,344	5.5%
Lottery Funds	\$ 3,689,100	\$ 3,723,949	\$ 34,849	0.9%
Other Funds	\$ 3,322,288	\$ 3,413,769	\$ 91,481	2.8%
Federal Funds	\$ 6,907,780	\$ 3,585,152	\$ (3,322,628)	-48.1%
<u>Oregon Liquor Control Commission</u>				
Other Funds	\$ 206,250,022	\$ 212,267,011	\$ 6,016,989	2.9%
<u>Public Employees Retirement System,</u>				
Other Funds	\$ 98,448,004	\$ 101,458,179	\$ 3,010,175	3.1%
<u>Racing Commission</u>				
Other Funds	\$ 6,353,396	\$ 6,422,599	\$ 69,203	1.1%
<u>Department of Revenue</u>				
General Fund	\$ 188,533,904	\$ 194,469,572	\$ 5,935,668	3.1%
Other Funds	\$ 124,776,501	\$ 129,820,700	\$ 5,044,199	4.0%
<u>Secretary of State</u>				
General Fund	\$ 10,426,561	\$ 12,649,135	\$ 2,222,574	21.3%
Other Funds	\$ 56,998,482	\$ 58,170,519	\$ 1,172,037	2.1%
Federal Funds	\$ 4,721,387	\$ 4,882,166	\$ 160,779	3.4%
<u>State Library</u>				
General Fund	\$ 3,990,257	\$ 4,060,172	\$ 69,915	1.8%
Other Funds	\$ 6,717,774	\$ 6,842,189	\$ 124,415	1.9%
Federal Funds	\$ 5,275,247	\$ 5,309,791	\$ 34,544	0.7%

Budget Summary*

	2017-19 Legislatively Adopted Budget	2018 Committee Recommendation	Committee Change from 2017-19 Leg. Adopted	
			\$ Change	% Change
<u>State Treasurer</u>				
General Fund	\$ 3,490,552	\$ 5,361,270	\$ 1,870,718	53.6%
Other Funds	\$ 80,418,025	\$ 82,003,898	\$ 1,585,873	2.0%
<u>CONSUMER AND BUSINESS SERVICES PROGRAM AREA</u>				
<u>State Board of Accountancy</u>				
Other Funds	\$ 2,583,982	\$ 2,617,527	\$ 33,545	1.3%
<u>Chiropractic Examiners Board</u>				
Other Funds	\$ 2,014,079	\$ 2,027,840	\$ 13,761	0.7%
<u>Consumer and Business Services</u>				
Other Funds	\$ 246,276,380	\$ 252,580,722	\$ 6,304,342	2.6%
Federal Funds	\$ 14,466,034	\$ 16,803,370	\$ 2,337,336	16.2%
<u>Construction Contractors Board</u>				
Other Funds	\$ 15,859,876	\$ 16,174,047	\$ 314,171	2.0%
<u>Board of Dentistry</u>				
Other Funds	\$ 3,277,010	\$ 3,328,763	\$ 51,753	1.6%
<u>Health Related Licensing Boards</u>				
State Mortuary and Cemetery Board				
Other Funds	\$ 2,152,200	\$ 2,191,749	\$ 39,549	1.8%
Board of Naturopathic Medicine				
Other Funds	\$ 799,923	\$ 809,413	\$ 9,490	1.2%
Occupational Therapy Licensing Board				
Other Funds	\$ 483,425	\$ 514,522	\$ 31,097	6.4%
Board of Medical Imaging				
Other Funds	\$ 886,265	\$ 898,304	\$ 12,039	1.4%
State Board of Examiners for Speech-Language Pathology and Audiology				
Other Funds	\$ 615,945	\$ 756,010	\$ 140,065	22.7%

Budget Summary*

	2017-19 Legislatively Adopted Budget	2018 Committee Recommendation	Committee Change from 2017-19 Leg. Adopted	
			\$ Change	% Change
Oregon State Veterinary Medical Examining Board Other Funds	\$ 973,220	\$ 1,034,917	\$ 61,697	6.3%
<u>Bureau of Labor and Industries</u>				
General Fund	\$ 13,119,229	\$ 13,461,114	\$ 341,885	2.6%
Other Funds	\$ 12,162,061	\$ 12,675,846	\$ 513,785	4.2%
Federal Funds	\$ 1,258,596	\$ 1,297,545	\$ 38,949	3.1%
<u>Licensed Social Workers, Board of</u>				
Other Funds	\$ 1,697,440	\$ 1,717,671	\$ 20,231	1.2%
<u>Oregon Medical Board</u>				
Other Funds	\$ 12,595,547	\$ 12,840,109	\$ 244,562	1.9%
<u>Mental Health Regulatory Agency</u>				
Other Funds	\$ 3,462,553	\$ 3,509,699	\$ 47,146	1.4%
<u>Board of Nursing</u>				
Other Funds	\$ 16,595,386	\$ 16,847,478	\$ 252,092	1.5%
<u>Board of Pharmacy</u>				
Other Funds	\$ 7,335,399	\$ 7,464,610	\$ 129,211	1.8%
<u>Public Utility Commission</u>				
Other Funds	\$ 45,128,415	\$ 45,919,838	\$ 791,423	1.8%
Federal Funds	\$ 715,100	\$ 742,231	\$ 27,131	3.8%
<u>Real Estate Agency</u>				
Other Funds	\$ 7,621,789	\$ 7,781,918	\$ 160,129	2.1%

Budget Summary*

	2017-19 Legislatively Adopted Budget	2018 Committee Recommendation	Committee Change from 2017-19 Leg. Adopted	
			\$ Change	% Change
<u>ECONOMIC AND COMMUNITY DEVELOPMENT PROGRAM AREA</u>				
<u>Oregon Business Development Department</u>				
General Fund	\$ 15,951,696	\$ 15,977,133	\$ 25,437	0.2%
General Fund Debt Service	\$ 39,144,515	\$ 39,036,407	\$ (108,108)	-0.3%
Lottery Funds	\$ 115,975,469	\$ 117,789,412	\$ 1,813,943	1.6%
Other Funds	\$ 378,417,137	\$ 379,465,905	\$ 1,048,768	0.3%
Other Funds Debt Service	\$ -	\$ 108,109	\$ 108,109	
Federal Funds	\$ 40,717,603	\$ 41,457,527	\$ 739,924	1.8%
<u>Employment Department</u>				
Other Funds	\$ 144,544,337	\$ 152,904,308	\$ 8,359,971	5.8%
Federal Funds	\$ 155,927,081	\$ 159,644,349	\$ 3,717,268	2.4%
<u>Housing and Community Services Department</u>				
General Fund	\$ 54,438,010	\$ 59,693,031	\$ 5,255,021	9.7%
Lottery Funds	\$ 16,357,282	\$ 17,507,282	\$ 1,150,000	7.0%
Other Funds	\$ 209,274,996	\$ 228,524,093	\$ 19,249,097	9.2%
Federal Funds	\$ 122,692,797	\$ 122,817,211	\$ 124,414	0.1%
<u>Department of Veterans' Affairs</u>				
General Fund	\$ 8,380,599	\$ 8,568,114	\$ 187,515	2.2%
Lottery Funds	\$ 14,856,025	\$ 15,062,268	\$ 206,243	1.4%
Other Funds	\$ 100,316,941	\$ 100,525,917	\$ 208,976	0.2%
Federal Funds	\$ 500,000	\$ 1,000,000	\$ 500,000	100.0%
<u>EDUCATION PROGRAM AREA</u>				
<u>Department of Education</u>				
General Fund	\$ 802,687,885	\$ 806,519,417	\$ 3,831,532	0.5%
General Fund Debt Service	\$ 18,263,417	\$ 18,239,116	\$ (24,301)	-0.1%
Other Funds	\$ 441,326,984	\$ 481,934,415	\$ 40,607,431	9.2%
Other Funds Debt Service	\$ -	\$ 24,302	\$ 24,302	
Federal Funds	\$ 1,053,144,232	\$ 1,054,258,511	\$ 1,114,279	0.1%

Budget Summary*

	2017-19 Legislatively Adopted Budget	2018 Committee Recommendation	Committee Change from 2017-19 Leg. Adopted	
			\$ Change	% Change
<u>State School Fund</u>				
General Fund	\$ 7,653,853,380	\$ 7,582,892,067	\$ (70,961,313)	-0.9%
Lottery Funds	\$ 464,758,594	\$ 535,719,907	\$ 70,961,313	15.3%
<u>Higher Education Coordinating Commission</u>				
General Fund	\$ 31,611,113	\$ 32,288,585	\$ 677,472	2.1%
Other Funds	\$ 34,277,137	\$ 35,810,339	\$ 1,533,202	4.5%
Federal Funds	\$ 114,075,784	\$ 118,191,072	\$ 4,115,288	3.6%
<u>State Support for Community Colleges</u>				
General Fund Debt Service	\$ 26,778,761	\$ 26,551,170	\$ (227,591)	-0.8%
Other Funds Debt Service	\$ 550,000	\$ 777,592	\$ 227,592	41.4%
<u>State Support for Public Universities</u>				
General Fund	\$ 904,264,998	\$ 907,514,998	\$ 3,250,000	0.4%
General Fund Debt Service	\$ 153,230,455	\$ 150,990,325	\$ (2,240,130)	-1.5%
Other Funds Debt Service	\$ 900,000	\$ 3,140,132	\$ 2,240,132	248.9%
<u>Oregon Health Sciences University</u>				
General Fund Debt Service	\$ 21,774,770	\$ 21,750,337	\$ (24,433)	-0.1%
Other Funds Debt Service	\$ 38,828,443	\$ 38,576,738	\$ (251,705)	-0.6%
<u>Chief Education Office</u>				
General Fund	\$ 3,652,812	\$ 8,207,271	\$ 4,554,459	124.7%
<u>Teacher Standards and Practices</u>				
Other Funds	\$ 8,961,470	\$ 9,106,410	\$ 144,940	1.6%
<u>HUMAN SERVICES PROGRAM AREA</u>				
<u>Commission for the Blind</u>				
General Fund	\$ 3,426,922	\$ 3,535,937	\$ 109,015	3.2%
Other Funds	\$ 1,475,033	\$ 1,482,049	\$ 7,016	0.5%
Federal Funds	\$ 16,372,609	\$ 16,645,593	\$ 272,984	1.7%

Budget Summary*

	2017-19 Legislatively Adopted Budget	2018 Committee Recommendation	Committee Change from 2017-19 Leg. Adopted	
			\$ Change	% Change
<u>Oregon Health Authority</u>				
General Fund	\$ 2,118,221,508	\$ 2,095,006,278	\$ (23,215,230)	-1.1%
General Fund Debt Service	\$ 67,714,171	\$ 66,343,686	\$ (1,370,485)	-2.0%
Lottery Funds	\$ 12,457,116	\$ 12,498,909	\$ 41,793	0.3%
Other Funds	\$ 6,653,688,309	\$ 6,729,723,047	\$ 76,034,738	1.1%
Other Funds Debt Service	\$ -	\$ 1,371,293	\$ 1,371,293	
Federal Funds	\$ 10,913,483,621	\$ 11,157,123,747	\$ 243,640,126	2.2%
<u>Department of Human Services</u>				
General Fund	\$ 3,109,000,548	\$ 3,197,087,399	\$ 88,086,851	2.8%
Other Funds	\$ 598,001,557	\$ 654,392,908	\$ 56,391,351	9.4%
Federal Funds	\$ 5,463,087,605	\$ 5,574,153,008	\$ 111,065,403	2.0%
<u>Long Term Care Ombudsman</u>				
General Fund	\$ 6,087,623	\$ 6,401,552	\$ 313,929	5.2%
Other Funds	\$ 894,242	\$ 908,057	\$ 13,815	1.5%
<u>Psychiatric Security Review Board</u>				
General Fund	\$ 2,966,321	\$ 3,047,827	\$ 81,506	2.7%
<u>JUDICIAL BRANCH</u>				
<u>Judicial Department</u>				
General Fund	\$ 447,037,989	\$ 454,524,551	\$ 7,486,562	1.7%
Other Funds	\$ 247,670,281	\$ 248,093,590	\$ 423,309	0.2%
Federal Funds	\$ 1,339,352	\$ 1,344,289	\$ 4,937	0.4%
<u>Commission on Judicial Fitness and Disability</u>				
General Fund	\$ 251,551	\$ 252,710	\$ 1,159	0.5%
<u>Public Defense Services Commission</u>				
General Fund	\$ 303,430,035	\$ 305,425,556	\$ 1,995,521	0.7%
Other Funds	\$ 4,954,313	\$ 4,967,943	\$ 13,630	0.3%

Budget Summary*

	2017-19 Legislatively Adopted Budget	2018 Committee Recommendation	Committee Change from 2017-19 Leg. Adopted	
			\$ Change	% Change
<u>LEGISLATIVE BRANCH</u>				
<u>Legislative Administration Committee</u>				
General Fund	\$ 28,445,653	\$ 29,236,618	\$ 790,965	2.8%
General Fund Debt Service	\$ 12,428,295	\$ 12,379,677	\$ (48,618)	-0.4%
Other Funds	\$ 3,017,853	\$ 3,183,430	\$ 165,577	5.5%
Other Funds Debt Service	\$ 1,164,070	\$ 1,212,689	\$ 48,619	4.2%
<u>Legislative Assembly</u>				
General Fund	\$ 40,368,569	\$ 40,959,543	\$ 590,974	1.5%
<u>Legislative Commission on Indian Services</u>				
General Fund	\$ 537,318	\$ 542,353	\$ 5,035	0.9%
<u>Legislative Counsel</u>				
General Fund	\$ 12,552,965	\$ 12,329,541	\$ (223,424)	-1.8%
Other Funds	\$ 1,579,137	\$ 1,846,216	\$ 267,079	16.9%
<u>Legislative Fiscal Office</u>				
General Fund	\$ 4,117,795	\$ 4,165,598	\$ 47,803	1.2%
Other Funds	\$ 3,655,385	\$ 3,692,282	\$ 36,897	1.0%
<u>Legislative Policy and Research Office</u>				
General Fund	\$ 8,847,088	\$ 9,903,112	\$ 1,056,024	11.9%
<u>Legislative Revenue Office</u>				
General Fund	\$ 3,017,916	\$ 3,045,581	\$ 27,665	0.9%

Budget Summary*

	2017-19 Legislatively Adopted Budget	2018 Committee Recommendation	Committee Change from 2017-19 Leg. Adopted	
			\$ Change	% Change
<u>NATURAL RESOURCES PROGRAM AREA</u>				
<u>State Department of Agriculture</u>				
General Fund	\$ 22,307,042	\$ 22,698,953	\$ 391,911	1.8%
Lottery Funds	\$ 8,103,745	\$ 9,001,307	\$ 897,562	11.1%
Other Funds	\$ 66,605,463	\$ 68,154,857	\$ 1,549,394	2.3%
Federal Funds	\$ 17,452,844	\$ 17,615,623	\$ 162,779	0.9%
<u>State Department of Energy</u>				
Other Funds	\$ 35,206,624	\$ 35,609,279	\$ 402,655	1.1%
Federal Funds	\$ 2,412,636	\$ 2,455,398	\$ 42,762	1.8%
<u>Department of Environmental Quality</u>				
General Fund	\$ 40,804,031	\$ 43,718,803	\$ 2,914,772	7.1%
General Fund Debt Service	\$ 3,824,980	\$ 4,658,847	\$ 833,867	21.8%
Lottery Funds	\$ 4,610,577	\$ 4,732,711	\$ 122,134	2.6%
Other Funds	\$ 169,639,110	\$ 192,862,876	\$ 23,223,766	13.7%
Federal Funds	\$ 28,593,914	\$ 29,266,525	\$ 672,611	2.4%
<u>State Department of Fish and Wildlife</u>				
General Fund	\$ 28,408,880	\$ 29,458,285	\$ 1,049,405	3.7%
Lottery Funds	\$ 5,212,514	\$ 5,326,259	\$ 113,745	2.2%
Other Funds	\$ 181,354,898	\$ 183,825,411	\$ 2,470,513	1.4%
Federal Funds	\$ 133,139,592	\$ 135,372,685	\$ 2,233,093	1.7%
<u>Department of Forestry</u>				
General Fund	\$ 68,242,727	\$ 96,105,737	\$ 27,863,010	40.8%
Other Funds	\$ 340,602,781	\$ 366,655,973	\$ 26,053,192	7.6%
Federal Funds	\$ 33,657,195	\$ 33,907,251	\$ 250,056	0.7%
<u>Department of Geology and Mineral Industries</u>				
General Fund	\$ 4,631,168	\$ 4,709,949	\$ 78,781	1.7%
Other Funds	\$ 6,787,859	\$ 6,881,528	\$ 93,669	1.4%
Federal Funds	\$ 5,937,915	\$ 6,040,857	\$ 102,942	1.7%

Budget Summary*

	2017-19 Legislatively Adopted Budget	2018 Committee Recommendation	Committee Change from 2017-19 Leg. Adopted	
			\$ Change	% Change
<u>Department of Land Conservation and Development</u>				
General Fund	\$ 12,951,689	\$ 13,430,953	\$ 479,264	3.7%
Other Funds	\$ 1,734,829	\$ 1,785,545	\$ 50,716	2.9%
Federal Funds	\$ 6,421,857	\$ 6,487,739	\$ 65,882	1.0%
<u>Land Use Board of Appeals</u>				
General Fund	\$ 1,927,050	\$ 1,952,556	\$ 25,506	1.3%
<u>Oregon Marine Board</u>				
Other Funds	\$ 26,923,945	\$ 27,142,592	\$ 218,647	0.8%
Federal Funds	\$ 6,631,041	\$ 6,633,313	\$ 2,272	0.0%
<u>Department of Parks and Recreation</u>				
General Fund	\$ 218,894	\$ 228,729	\$ 9,835	4.5%
Lottery Funds	\$ 100,597,217	\$ 102,148,107	\$ 1,550,890	1.5%
Other Funds	\$ 99,889,179	\$ 101,176,692	\$ 1,287,513	1.3%
Federal Funds	\$ 16,389,923	\$ 16,422,002	\$ 32,079	0.2%
<u>Department of State Lands</u>				
Other Funds	\$ 47,925,059	\$ 56,436,137	\$ 8,511,078	17.8%
Federal Funds	\$ 2,261,458	\$ 2,466,188	\$ 204,730	9.1%
<u>Water Resources Department</u>				
General Fund	\$ 31,483,809	\$ 32,150,986	\$ 667,177	2.1%
Other Funds	\$ 61,306,639	\$ 66,865,131	\$ 5,558,492	9.1%
Federal Funds	\$ 1,879,534	\$ 1,905,917	\$ 26,383	1.4%
<u>Watershed Enhancement Board</u>				
Lottery Funds	\$ 74,415,091	\$ 79,589,460	\$ 5,174,369	7.0%
Federal Funds	\$ 41,671,381	\$ 41,759,143	\$ 87,762	0.2%

Budget Summary*

	2017-19 Legislatively Adopted Budget	2018 Committee Recommendation	Committee Change from 2017-19 Leg. Adopted	
			\$ Change	% Change
<u>PUBLIC SAFETY PROGRAM AREA</u>				
<u>Department of Corrections</u>				
General Fund	\$ 1,568,314,745	\$ 1,593,929,231	\$ 25,614,486	1.6%
General Fund Debt Service	\$ 112,749,173	\$ 112,706,132	\$ (43,041)	0.0%
Other Funds	\$ 43,244,547	\$ 43,508,746	\$ 264,199	0.6%
Other Funds Debt Service	\$ -	\$ 43,042	\$ 43,042	
<u>Oregon Criminal Justice Commission</u>				
General Fund	\$ 64,926,239	\$ 65,021,569	\$ 95,330	0.1%
Other Funds	\$ 511,392	\$ 961,392	\$ 450,000	88.0%
Federal Funds	\$ 7,170,201	\$ 8,224,498	\$ 1,054,297	14.7%
<u>District Attorneys and their Deputies</u>				
General Fund	\$ 12,478,724	\$ 12,592,454	\$ 113,730	0.9%
<u>Department of Justice</u>				
General Fund	\$ 72,122,805	\$ 73,202,693	\$ 1,079,888	1.5%
General Fund Debt Service	\$ 12,530,237	\$ 12,507,190	\$ (23,047)	-0.2%
Other Funds	\$ 321,296,607	\$ 330,308,027	\$ 9,011,420	2.8%
Federal Funds	\$ 179,004,039	\$ 186,688,612	\$ 7,684,573	4.3%
<u>Oregon Military Department</u>				
General Fund	\$ 25,608,114	\$ 27,578,231	\$ 1,970,117	7.7%
Other Funds	\$ 106,851,901	\$ 112,711,583	\$ 5,859,682	5.5%
Federal Funds	\$ 271,814,624	\$ 289,973,794	\$ 18,159,170	6.7%
<u>Oregon Board of Parole</u>				
General Fund	\$ 8,868,686	\$ 9,048,876	\$ 180,190	2.0%
<u>Department of State Police</u>				
General Fund	\$ 269,292,257	\$ 280,526,031	\$ 11,233,774	4.2%
Lottery Funds	\$ 8,069,250	\$ 8,145,961	\$ 76,711	1.0%
Other Funds	\$ 136,707,491	\$ 151,266,325	\$ 14,558,834	10.6%
Federal Funds	\$ 12,249,830	\$ 12,274,226	\$ 24,396	0.2%

Budget Summary*

	2017-19 Legislatively Adopted Budget	2018 Committee Recommendation	Committee Change from 2017-19 Leg. Adopted	
			\$ Change	% Change
<u>Department of Public Safety Standards and Training</u>				
Other Funds	\$ 43,523,261	\$ 49,116,738	\$ 5,593,477	12.9%
Federal Funds	\$ 8,007,963	\$ 8,012,359	\$ 4,396	0.1%
<u>Oregon Youth Authority</u>				
General Fund	\$ 307,443,048	\$ 312,595,798	\$ 5,152,750	1.7%
Other Funds	\$ 11,597,846	\$ 11,533,519	\$ (64,327)	-0.6%
Federal Funds	\$ 37,166,220	\$ 37,328,320	\$ 162,100	0.4%
<u>TRANSPORTATION PROGRAM AREA</u>				
<u>Department of Aviation</u>				
Other Funds	\$ 12,190,805	\$ 13,213,366	\$ 1,022,561	8.4%
Federal Funds	\$ 4,514,961	\$ 4,525,743	\$ 10,782	0.2%
<u>Department of Transportation</u>				
Lottery Funds Debt Service	\$ 120,644,222	\$ 119,636,050	\$ (1,008,172)	-0.8%
Other Funds	\$ 3,232,865,421	\$ 3,371,912,838	\$ 139,047,417	4.3%
Other Funds Debt Service	\$ 415,126,500	\$ 416,134,673	\$ 1,008,173	0.2%
Federal Funds	\$ 105,699,330	\$ 105,756,768	\$ 57,438	0.1%
2017-19 Budget Summary				
General Fund Total	\$ 18,530,053,820	\$ 18,572,698,743	\$ 42,644,923	0.2%
General Fund Debt Service Total	\$ 475,693,337	\$ 472,300,083	\$ (3,393,254)	-0.7%
Lottery Funds Total	\$ 829,101,980	\$ 911,245,532	\$ 82,143,552	9.9%
Lottery Funds Debt Service Total	\$ 136,939,189	\$ 135,509,745	\$ (1,429,444)	-1.0%
Other Funds Total	\$ 15,264,508,605	\$ 15,763,520,906	\$ 499,012,301	3.3%
Other Funds Debt Service Total	\$ 863,154,323	\$ 868,004,609	\$ 4,850,286	0.6%
Federal Funds Total	\$ 18,836,761,286	\$ 19,232,372,523	\$ 395,611,237	2.1%

* Excludes Capital Construction

Position Summary	2017-19 Legislatively Adopted Budget	2018 Committee Recommendation	Committee Change from 2017-19 Leg. Adopted	
			Change	% Change
ADMINISTRATION PROGRAM AREA				
<u>Department of Administrative Services</u>				
Authorized Positions	908	914	6	0.7%
Full-time Equivalent (FTE) positions	903.38	906.96	3.58	0.4%
<u>Office of the Governor</u>				
Authorized Positions	59	61	2	3.4%
Full-time Equivalent (FTE) positions	58.50	59.13	0.63	1.1%
<u>Oregon Liquor Control Commission</u>				
Authorized Positions	304	321	17	5.6%
Full-time Equivalent (FTE) positions	298.82	310.16	11.34	3.8%
<u>Public Employees Retirement System</u>				
Authorized Positions	373	376	3	0.8%
Full-time Equivalent (FTE) positions	372.29	374.30	2.01	0.5%
<u>Department of Revenue</u>				
Authorized Positions	1,007	1,101	94	9.3%
Full-time Equivalent (FTE) positions	933.85	963.28	29.43	3.2%
<u>Secretary of State</u>				
Authorized Positions	213	215	2	0.9%
Full-time Equivalent (FTE) positions	212.77	214.03	1.26	0.6%
CONSUMER AND BUSINESS SERVICES PROGRAM AREA				
<u>Consumer and Business Services</u>				
Authorized Positions	965	966	1	0.1%
Full-time Equivalent (FTE) positions	957.36	958.03	0.67	0.1%

Position Summary	2017-19 Legislatively Adopted Budget	2018 Committee Recommendation	Committee Change from 2017-19 Leg. Adopted	
			Change	% Change
<u>Bureau of Labor and Industries</u>				
Authorized Positions	107	107	-	0.0%
Full-time Equivalent (FTE) positions	104.88	105.38	0.50	0.5%
<u>Health-Related Licensing Boards</u>				
Authorized Positions	21	22	1	4.8%
Full-time Equivalent (FTE) positions	20.25	20.56	0.31	1.5%
ECONOMIC AND COMMUNITY DEVELOPMENT PROGRAM AREA				
<u>Employment Department</u>				
Authorized Positions	1,298.00	1,320	22	1.7%
Full-time Equivalent (FTE) positions	1,239.78	1,259.03	19.25	1.6%
<u>Housing and Community Services</u>				
Authorized Positions	164	165	1	0.6%
Full-time Equivalent (FTE) positions	152.65	153.28	0.63	0.4%
EDUCATION PROGRAM AREA				
<u>Chief Education Office</u>				
Authorized Positions	14	15	1	7.1%
Full-time Equivalent (FTE) positions	6.75	12.50	5.75	85.2%
<u>Department of Education</u>				
Authorized Positions	551	565	14	2.5%
Full-time Equivalent (FTE) positions	537.54	544.76	7.22	1.3%
<u>Higher Education Coordinating Commission</u>				
Authorized Positions	124	130	6	4.8%
Full-time Equivalent (FTE) positions	116.20	118.45	2.25	1.9%

Position Summary

	2017-19 Legislatively Adopted Budget	2018 Committee Recommendation	Committee Change from 2017-19 Leg. Adopted	
			Change	% Change
HUMAN SERVICES PROGRAM AREA				
<u>Oregon Health Authority</u>				
Authorized Positions	4,646	4,177	(469)	-10.1%
Full-time Equivalent (FTE) positions	4,591.03	4,274.45	(316.58)	-6.9%
<u>Department of Human Services</u>				
Authorized Positions	8,349	9,056	707	8.5%
Full-time Equivalent (FTE) positions	8,164.07	8,612.17	448.10	5.5%
<u>Long Term Care Ombudsman</u>				
Authorized Positions	25	27	2	8.0%
Full-time Equivalent (FTE) positions	24.50	25.50	1.00	4.1%
NATURAL RESOURCES PROGRAM AREA				
<u>State Department of Agriculture</u>				
Authorized Positions	489	501	12	2.5%
Full-time Equivalent (FTE) positions	370.46	375.73	5.27	1.4%
<u>Department of Environmental Quality</u>				
Authorized Positions	745	751	6	0.8%
Full-time Equivalent (FTE) positions	723.89	730.67	6.78	0.9%
<u>Department of State Lands</u>				
Authorized Positions	111	113	2	1.8%
Full-time Equivalent (FTE) positions	109.33	110.67	1.34	1.2%
PUBLIC SAFETY PROGRAM AREA				
<u>Department of Justice</u>				
Authorized Positions	1,374	1,379	5	0.4%
Full-time Equivalent (FTE) positions	1,348.42	1,355.40	6.98	0.5%

Position Summary	2017-19 Legislatively Adopted Budget	2018 Committee Recommendation	Committee Change from 2017-19 Leg. Adopted	
			Change	% Change
<u>Department of State Police</u>				
Authorized Positions	1,345	1,370	25	1.9%
Full-time Equivalent (FTE) positions	1,321.62	1,346.62	25.00	1.9%
<u>Department of Public Safety Standards and Training</u>				
Authorized Positions	152	165	13	8.6%
Full-time Equivalent (FTE) positions	150.05	157.59	7.54	5.0%
TRANSPORTATION PROGRAM AREA				
<u>Department of Transportation</u>				
Authorized Positions	4,537	4,716	179	3.9%
Full-time Equivalent (FTE) positions	4,425.34	4,502.97	77.63	1.8%
LEGISLATIVE BRANCH				
<u>Legislative Administration Committee</u>				
Authorized Positions	86	87	1	1.2%
Full-time Equivalent (FTE) positions	72.16	72.66	0.50	0.7%

Summary of Revenue Changes

The General Fund appropriations made in the bill are within resources available as projected in the March 2018 economic and revenue forecast by the Department of Administrative Services Office of Economic Analysis.

Summary of Capital Construction Subcommittee Action

HB 5201 is the omnibus budget reconciliation bill for the 2018 legislative session, implementing the statewide rebalance plan that addresses changes in projected revenues and expenditures since the close of the 2017 session. The Subcommittee approved HB 5201 with amendments to reflect budget adjustments as described below.

Statewide Adjustments

EMPLOYEE COMPENSATION DISTRIBUTION

The Subcommittee approved allocation of \$98.4 million General Fund to state agencies for employee compensation. The General Fund appropriation is expected to cover 100% of the statewide estimate of costs for compensation and benefit changes agreed to through collective bargaining or other salary agreements. Total compensation adjustments include \$98.4 million General Fund, \$2.3 million Lottery Funds, \$80.8 million Other Funds, and \$43.3 million Federal Funds.

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 cost of \$1.7 million Total Funds, but included General Fund savings of \$1.5 million.

Section 180 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.

Other statewide adjustments also reflect budget changes in multiple agencies to apply Other Fund balances generated through excess Lottery Fund reserves, excess bond proceeds, and interest earnings to debt service. A technical adjustment to the Department of Administrative Services Other Fund debt service is also included. Total net debt service savings are \$2.8 million General Fund and \$1.4 million Lottery Funds. New Other Funds expenditure limitations for the Oregon Business Development Department (\$108,109), the Department of Education (\$24,302), the Higher Education Coordinating Commission (\$24,434), and the Department of Corrections (\$42,042) are established to accommodate the use of fund balances for debt payments, while existing Other Funds expenditure limitations for a number of other agencies are collectively increased by \$3.6 million.

Sections 75, 76, 77, 95, and 170 of the budget bill reflect 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 2017-19 biennium statewide rebalance plan, HB 5201 adjusts the Emergency Board's special purpose appropriations as follows:

- Eliminates the special purpose appropriation for state agencies for compensation of state employees of \$100 million, and makes General Fund appropriations to various state agencies of \$96.9 for state employee compensation changes and adjustments for Pension Obligation Bond payments.
- Eliminates the \$10 million special purpose appropriation for compensation driven by collective bargaining costs of workers who are not state employees; the bulk of these funds are appropriated to the Department of Human Services. Details on how the funding is being used is found under that agency's section of this budget report.
- Eliminates the \$200,000 special purpose appropriation to the Emergency Board for costs associated with the public guardian program and makes a corresponding appropriation to the Long Term Care Ombudsman to provide the program additional resources.
- Eliminates the \$750,000 special purpose appropriation to the Emergency Board for foster parent supports and adds the same amount of General Fund to the Child Welfare program budget within the Department of Human Services.
- Eliminates the \$3,972,118 special purpose appropriation to the Emergency Board for funding the second year of the biennium for the Chief Education Office. This bill does appropriate General Fund for the full biennium for the Chief Education Office. The Office is set to sunset at the end of the current biennium.
- Reduces the special purpose appropriation for the Department of Forestry for fire protection expenses by \$2.0 million in conjunction with a corresponding General Fund appropriation to the Department of Forestry for emergency firefighting costs during the 2017 fire season.
- Establishes a \$650,000 special purpose appropriation for the Department of Revenue for potential position reconciliation costs with the priority assigned to those in the Property Tax Division.
- Establishes a \$2,000,000 special purpose appropriation for the Oregon Health Authority for rate increases for certain residential mental health service providers.
- Establishes a \$1,656,115 special purpose appropriation to be allocated to the Secretary of State for reimbursement of Elections Division and county costs of conducting the January 2018 Special Election. The appropriation is available to reimburse eligible costs that were not reimbursed through a similar appropriation made directly to the Secretary of State for this purpose in this bill.
- Establishes a \$300,000 special purpose appropriation for Department of Human Services to increase access to ventilator-assisted services in nursing facilities.

- Establishes a \$30 million special purpose appropriation 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 changes to caseloads based on future forecasts, the agencies' ability to manage personal services expenditures including cost of living increases or other bargained costs, volatility in usage-based costs or charges for services, assessment of federal program penalties or repayments, federal law or funding changes, and legal costs.
- Establishes a new \$2.5 million special purpose appropriation for the Department of Human Services to access for the Child Welfare program as the agency continues to develop and implement its action plan to improve child safety, stabilize the workforce stability, and help foster families.

If remaining special purpose appropriations are not allocated by the Emergency Board before December 1, 2018, any remaining funds become available to the Emergency Board for general purposes.

The Subcommittee established a reservation within the general purpose Emergency Fund of \$1.0 million for the Oregon Department of Forestry for the purpose of eradication efforts of the European lineage (EU1) of *Phytophthora ramorum*, the invasive, non-native, pathogen that causes the sudden oak death (SOD) disease in tanoak and possibly damages or kills certain conifer tree species. The Oregon Department of Forestry (ODF) may request allocation of the reservation from the Emergency Board if all other sources of funding supporting SOD eradication efforts have been expended and the agency evidences that additional funding will result in a demonstrative reduction in the incidence or spread of the pathogen in Oregon.

Adjustments to 2017-19 Agency Budgets

ADMINISTRATION

Department of Administrative Services

The Subcommittee approved a one-time \$438,465 General Fund appropriation to restore a reduction to the CASA Volunteer Program that was transferred temporarily to the Department of Administrative Services (DAS) by HB 2600 (2017) and increased the Other Funds expenditure limitation by \$170,000 for the same program to accommodate payments to local CASA programs that are eligible to receive federal Title IV-E monies transferred to DAS by the Department of Human Services (DHS).

A one-time \$2.5 million Other Funds expenditure limitation increase was included for the Office of the State Chief Information Officer to support acquisition of fiber assets in partnership with Oregon State University for the establishment of a new core fiber network to support state agencies and Oregon's research universities through the "OregonFIBER" partnership. This expenditure will enable the establishment of a new public statewide core network spanning more than 2,200 miles with speeds up to 100 Gbs. In addition, the Other Funds expenditure limitation

for the State Data Center (SDC) was increased by \$779,157 on a one-time basis to pay the costs associated with moving the Oregon Youth Authority's (OYA) information technology assets into the SDC.

Technical budget adjustments necessary to finalize the consolidation of IT security positions started in the 2017-19 adopted budget for DAS were also approved. These adjustments included decreasing Other Funds expenditure limitation for the State Data Center by \$288,399 and one position (1.00 FTE), with a corresponding increase in the Office of the State Chief Information of \$288,399 Other Funds expenditure limitation and one position (1.00 FTE).

The Subcommittee approved an Other Funds expenditure limitation increase of \$132,524 in the Chief Operating Office for an economist position (0.63 FTE) dedicated to working on forecasting revenues from the sale of cannabis products and to produce the annual forecast on the supply of clean fuels. The Departments of Environmental Quality and Transportation will contribute two-thirds of the cost of the position and the Oregon Liquor Control Commission will provide the remaining one-third of the position funding for the remainder of the 2017-19 biennium, with the understanding the ongoing cost of the position will be proposed for funding through DAS rates in the 2019-21 biennium.

The Subcommittee also approved the transfer of an IT procurement position from DHS to DAS Enterprise Goods and Services by increasing the Other Funds expenditure limitation by \$152,247 and establishing one position (0.63 FTE). DHS will continue to pay for the position for the remainder of the 2017-19 biennium, with the understanding the ongoing cost of the position will be proposed for funding through DAS rates in the 2019-21 biennium.

The following one-time Other Funds expenditure limitation increases were approved for Enterprise Asset Management for the following purposes:

- \$6,250,000 for infrastructure improvements at the Mill Creek Corporate Center. Infrastructure improvements at the Center are necessary for parcels to be sold and developed. These improvements are paid for with proceeds from land sales at the Center.
- \$1,375,000 Other Funds expenditure limitation increase for six limited duration construction manager positions established in the 2017-19 legislatively adopted budget to oversee deferred maintenance projects funded through the Capital Projects Fund. At the time the budget was adopted, DAS thought the positions could be paid for using expenditure limitation from each project. Since then the Department determined that the positions should be supported through standalone Other Funds expenditure limitation for personal services.
- \$860,000 to secure and maintain the Hillcrest (\$550,000) and North Coast (\$310,000) Youth Correctional Facilities. Both facilities were transferred to DAS by OYA as surplus property. DAS will start the process of disposing of both properties in the current biennium, however, it is likely that final disposition will not occur until the 2019-21 biennium.

House Bill 5201 includes one-time General Fund appropriations to the Department of Administrative Services for the following purposes:

- \$1,895,000 for disbursement to the Rogue River Valley Irrigation District for the Bradshaw Drop Irrigation Canal project;
- \$1,100,000 for disbursement to the National Urban Housing and Economic Community Development Corporation (NUHECDC) for implementation of a program to provide 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 remainder of the 2017-19 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;
- \$1,000,000 for disbursement to the City of Maupin for a new Civic Center that will replace the current library and City Hall;
- \$1,000,000 for disbursement to the Port of Umatilla for a new facility to house the Hermiston Chamber of Commerce;
- \$500,000 for disbursement to the City of Maupin to complete a fiber project;
- \$300,000 for disbursement to the City of Milwaukie for expansion of the Ledding Library;
- \$300,000 for disbursement to Athena's Gem, Inc for transforming the Gem Theater property into a regional art center;
- \$200,000 for disbursement to Benton County for a ranked choice voting pilot project;
- \$100,000 for disbursement to Harney County for a study of the Silvies River and its drainages.

The Subcommittee added \$3,058,514 Other Funds expenditure limitation for one-time cost of issuance and special payments associated with the disbursement of proceeds from the sale of \$3,000,000 in lottery bonds for disbursement to Trillium Family Services for construction of a secure adolescent inpatient facility at the Trillium Children's Farm Home. The Subcommittee also approved an Other Funds expenditure limitation increase of \$2,050,587 for one-time cost of issuance and special payments associated with the disbursement of proceeds from the sale of \$2,000,000 in lottery bonds for disbursement to DePaul Treatment Centers for construction of a new treatment facility. The lottery bonds for both projects are authorized in Senate Bill 5702. There is no debt service allocated in the 2017-19 biennium for these sales, as the bonds will not be sold until the spring of 2019. Debt service for 2019-21 is estimated at a total of \$864,212 Lottery Funds per biennium.

The Subcommittee approved a one-time \$1,435,000 General Fund appropriation to support operations of a Carbon Policy Office to be housed temporarily in the Department of Administrative Services. The Office will be staffed by four limited duration positions (2.32 FTE); the Governor's Carbon Policy Advisor; a Climate Policy Manager, a Project Manager, and a support staff position. The approved one-time funding includes \$650,000 for studies to examine the following areas: an economic impact analysis of a cap and trade program on Oregon's jobs and economy, leakage risk of emission intensive, trade exposed industries (EITEs); and carbon sequestration.

Office of the Governor

The Subcommittee increased the General Fund appropriation by \$222,022, and added one full-time education policy advisor position (0.50 FTE). The policy advisor position is classified as a Principal Executive/Manager G.

The Subcommittee also established a one-time \$230,772 General Fund appropriation and one limited-duration full-time Principal Executive/Manager E position (0.63 FTE), to serve as a census coordinator. The employee will coordinate state efforts to ensure an accurate census count in the federal 2020 Census. The Office is expected to request re-establishment of the position for an additional eighteen-month period in the 2019-21 biennium Governor's recommended budget.

Finally, the Subcommittee adjusted the Office budget to reflect the transfer of the Oregon Volunteers Commission for Voluntary Action and Service (Oregon Volunteers) to the Higher Education Coordinating Commission. House Bill 4163, the 2018 session program change bill, transfers the Oregon Volunteers program from the Office of the Governor to the Higher Education Coordinating Commission, effective July 1, 2018. The Subcommittee increased the General Fund appropriation for Oregon Volunteers by \$50,000, decreased the Federal Funds expenditure limitation for Oregon Volunteers by \$3,337,261, and decreased the position authorization by 0.50 FTE to reflect the transfer out of the program Director position in the middle of the biennium. The corresponding adjustments to the Higher Education Coordinating Commission are described in that section of the budget report.

Oregon Liquor Control Commission

In total, 17 permanent positions (11.34 FTE) and \$4.3 million Other Funds expenditure limitation are included for the Oregon Liquor Control Commission (OLCC). The limitation and positions are for the following issues:

- \$197,175 and one position (0.67 FTE) to serve as a Chief Information Officer at a Principal Executive Manager F level to manage, plan, implement, and upgrade the agency's disparate systems related to agency administration and regulation of alcohol and cannabis.
- \$180,000 related to increases in the agency's software licensing, maintenance, and support costs.
- \$300,000 for preliminary business case and project planning for a new online privilege tax payment and reporting system, as required by HB 2150 (2017 Session).
- \$51,122 to extend a contracted position via interagency agreement with the Oregon Health Authority that provides Geographic Information Systems (GIS) analysis to support OLCC licensing and registration information.
- \$960,000 for payments of monthly access and user fees attributable to medical marijuana registrants required to use the Cannabis Tracking System under the provisions of SB 1057 (2017 Session).
- Thirteen additional regulatory specialist positions (8.67 FTE) and an associated \$2,145,992 for OLCC responsibilities for investigations and inspections related to medical marijuana under the provisions of SB 1057. This amount assumes an estimated 2,000 medical marijuana registrants for the remainder of the 2017-19 biennium.
- Three positions (2.00 FTE) -- a Compliance Specialist 3, a Compliance Specialist 1, and an Administrative Support Specialist 1 -- and \$474,672 for additional administrative support in the marijuana program to prevent backlogs, develop and refine licensing and compliance protocols, train investigators, and review work for accuracy and consistency.

Public Employees Retirement System

The Subcommittee approved an increase of \$80,000 Other Funds expenditure limitation for the Compliance, Audit, and Risk Division and a pension and healthcare independent actuarial review. A review confirms the reasonableness and consistency of the agency's consulting actuarial firm's valuation. This is an industry best practice; the last time such a review was undertaken was in 2009. Revenue transfers from earnings on invested funds will be used to pay for these expenditures.

The bill includes an increase of \$176,661 Other Funds expenditure limitation and the establishment of one permanent full-time Principal Executive Manager E position (0.67 FTE) for an information security and risk officer position, with the instruction that the position be filled with a person professionally credentialed in information security and risk. In January of 2016, the Public Employees Retirement System (PERS) received an information security program review from an independent security consultant. The review identified numerous information security and other vulnerabilities. The executive and legislative branches of government directed PERS to undertake a comprehensive effort to remediate security vulnerabilities and standup programs for cybersecurity, disaster recovery, and business continuity, which is currently underway. The security and risk officer position will help facilitate this effort. Revenue transfers from earnings on invested funds will be used to pay for these expenditures.

The Subcommittee approved a \$487,174 Other Funds expenditure limitation increase for the Information Services Division and two permanent full-time positions, an Information Systems Specialist 6 and an Information Systems Specialist 7 (a total of 1.34 FTE). The Legislature, in 2017, enacted SB 90, which permanently reassigned responsibility for information technology security for most state agencies to the Department of Administrative Services, Office of the State Chief Information Officer. The two positions at PERS that were reassigned had duties primarily related to network operational activities rather than just information security. The agency has had to contract with a private vendor for these services at a cost of \$206,000, which has proven more expensive than restoring the two positions. The Subcommittee approved the \$206,000 on a one-time basis. Revenue transfers from earnings on invested funds will be used to pay for these expenditures.

The Oregon Investment Council (OIC) voted to move the Individual Account Program (IAP) to a target-date fund solution beginning January 2, 2018. This is an age-based approach that moves a member's IAP assets into an increasingly conservative investment portfolio. This mandatory change is expected to lower a PERS member's defined contribution benefit, and provides for no member choice to make individual investment decisions. A one-time \$200,000 Other Funds expenditure limitation increase was approved as a first installment to pay for expenditures that the agency has had to make to conform to the OIC decision.

Two technical adjustments were approved to move the State Government Service Charge and Attorney General line-items from the Compliance, Audit, and Risk Division to the Central Administration Division and the agency's Deputy Director position from the Operations Division to the Central Administration Division. This position was mistakenly moved as part of a reorganization plan approved by the Legislature in 2017. The agency-wide impact of these two adjustments nets to zero.

Department of Revenue

The Subcommittee approved a combined increase of \$2,380,791 Other Funds expenditure limitation for the Administration and Business Divisions, a \$497,420 decrease for the Core Systems Replacement program, and establishment of 13 permanent full-time positions (5.59 FTE), and 30 limited duration positions (9.38 FTE) for the implementation of HB 2017 (2017), a comprehensive transportation initiative which relies on the establishment of four new taxes. The Department of Revenue (DOR) requires supplemental funding over what was already included in the 2017-19 adopted budget for communications and outreach, information technology, return and payment processing, collections, compliance, and customer assistance. Revenue to support these expenditures will come from gross transportation tax receipts. The Legislature in 2019 will re-evaluate the ratio of electronic vs. manual filing of the payroll transit tax and the long-term need for positions. A one-time increase of \$50,000 Other Funds expenditure limitation was also approved for the Administration Division for costs related to the implementation of HB 2017. This funding is for the Processing Center Modernization project and the electronic imaging of paper documents; revenue to support this expenditure is from transportation taxes. The reduction to the Core Systems Replacement program budget of \$497,420 Other Funds expenditure limitation is to account for final contract savings.

An increase of \$1,787,696 Other Funds expenditure limitation and 11 permanent full-time positions (5.79 FTE) was established for the implementation of SB 1067 (2017), a measure to reduce and control future government costs. One element of this measure was to centralize most debt collection activity in state government within DOR. As a result, DOR requires funding for additional staff and to pay for information technology needs to manage the increase in debtor accounts. A fee will be charged to debtors to offset the cost.

An increase of \$377,227 General Fund and \$94,427 Other Funds expenditure limitation was approved for the implementation of SB 254 (2017), which requires financial institutions to participate in a data match program with DOR. Financial institutions compare a list of delinquent debtors with the names of account holders. If a match is found, DOR may administratively garnish the debtor's account. Funding is required for the initial setup as well as ongoing costs to pay financial institutions for data matching and vendor service fees. The Department of Administrative Services is directed to unschedule \$377,227 General Fund, which may be rescheduled based upon actual costs incurred by DOR.

The Subcommittee approved a decrease of \$604,613 General Fund and \$52,575 Other Funds for services and supplies expenditures as a result of savings in the Processing Center Modernization project and a re-estimation of State Data Center charges.

A one-time increase of \$604,613 General Fund and \$52,575 Other Funds expenditure limitation and the establishment of a limited duration Operations and Policy Analyst 4 in the Director's Office, two limited duration Accountant 4 positions, and one limited duration Fiscal Analyst 3 position in the Finance Unit were approved (2.42 FTE). These resources are to address the following issues: (a) any Financial Management Review findings, comprehensive external financial audit findings; (b) Secretary of State financial audit(s) findings; (c) alignment of agency

operations with state budget and accounting systems; (d) transition to the use of the state’s payroll system; (e) revamping of the cost allocation system; and (f) support for 2019-21 budget development activities.

The Subcommittee approved the following position reclassification changes, abolishments, and establishments related to the post-implementation of the Core Systems Replacement (CSR) project and Research Sections activities. The Department is able to self-fund this action by moving General Fund and Other Funds between programs, resulting in a net reduction of 6 positions (4.97 FTE). The following position actions were approved: reclassification of a Tax Audit 2 to an Operations and Policy Analyst 3; Tax Audit 2 to an Operations and Policy Analyst 3; an Administrative Specialist 1 to an Operations and Policy Analyst 3; an Operations and Policy Analyst 1 to an Operations and Policy Analyst 3; an Information Specialist 4 to an Operations and Policy Analyst 3; an Information Specialist 4 to an Operations and Policy Analyst 3; and the establishment of two Economist 4 positions. Additional funding for these changes comes from the abolishment of: one Administrative Specialist 2, two Office Specialist 1 positions, one Office Assistant 1, one Information Systems Specialist 3, one Office Specialist 2, and two Revenue Agent 1 positions. The six Operations and Policy Analyst 3 positions are to be assigned to the Administrative Services Division and Project Management Office and will resolve CSR issues by serving as an interface between operating programs, information technology staff, and the CSR vendor. The two Economist 4 positions are to be assigned to the Administrative Services Division and the Research Section to provide internally-focused CSR research for agency management and performance purposes.

The bill includes an increase of \$928,651 General Fund and \$192,204 Other Funds expenditure limitation and the establishment of seven permanent full-time positions (4.51 FTE) and 27 seasonal full-time positions (3.29 FTE). At the direction of the Legislature, the Department of Administrative Services, Chief Human Resources Office undertook a review of DOR’s personnel policies and DOR internally reviewed positions from the budget perspective. These reviews identified numerous misalignments of human resource policy and practice, as well as positions being either: (a) unbudgeted; (b) double-filled; (c) underbudgeted; (d) misclassified; (e) a result of budgeting errors; or (f) critically needed for financial management purposes. The following table reflects the actions to remedy most of these issues and achieve needed alignment with the legislatively approved budget:

Category	General Fund	Other Fund	Position	FTE
Financial Management positions	\$220,327	\$20,646	2	1.33
Misclassifications/Reclassifications	(\$6,252)	(\$3,647)	<1>	<0.49>
Unbudgeted Positions	\$98,243	\$12,738	1	0.50
New Positions - Permanent Full-time	\$227,097	\$16,034	5	1.50
New Positions - Seasonal Full-Time	\$353,347	\$30,726	27	3.29
Unbudgeted Full-time Equivalent	\$9,268	\$8,359	--	0.25
Other Adjustments	\$26,621	\$107,347	--	1.42
Total	\$928,651	\$192,204	34	7.80

With this realignment, DOR should now return to relying upon the regular administrative process for rectifying any remaining position misalignments. The Legislature can expect that prior to the start of the 2019-21 biennium, DOR will be able to have positions: (a) correctly classified in the state's human resource and budget applications; (b) properly assigned to the correct program and subprogram; (c) appropriately funded, by revenue source, and fund-type; (d) correctly budgeted in the state's budget system; and (e) appropriately expensed in the state's payroll and accounting systems.

A special purpose appropriation to the Emergency Board in the amount of \$650,000 was approved for additional position adjustments, with the priority being given to those in the Property Tax Division. Systemic financial management and funding issues within this Division have remained unaddressed for multiple biennia. Action to address these issues had to be deferred once again due to the lack of complete and accurate financial information. The Department's request for an allocation from the special purpose appropriation will need to be based upon a comprehensive plan to permanently address the systemic issues within the Property Tax Division. The Department of Administrative Services is directed to unschedule \$339,034 General Fund in the Property Tax Division related to compensation plan changes. The funds may be rescheduled as part of the Department's submission of a comprehensive plan.

The Subcommittee approved an increase of \$184,140 Other Funds expenditure limitation and the establishment of one permanent full-time Principal Executive Manager G position (0.50 FTE) to serve as the agency's Collections Administrator and, eventually, as the Collections Division Administrator once the division is formally established next biennium. DOR is directed to move the Other Agency Accounts Section in the Business Division into a new Summary Cross Reference Program beginning with the 2019-21 biennium.

In addition, the Subcommittee directed the Department to report to the Legislature in 2019 on the following:

- A feasibility study, as directed by a budget note in SB 5535 (2017), related to the establishment of a collections division.
- Report on what collection functions were consolidated under SB 1067 (2017), from which agencies, and identify which agencies were exempt from consolidation and why. The Department is also to prepare a detailed revenue estimate, by agency and fund-type, for SB 1067 (2017) and those agency accounts subject to consolidation.
- Report on the agency's use of private collection firms and private collection firm's rates as compared to the agency's internal collection activities and rates.

The Subcommittee approved an increase of \$524,929 General Fund and \$10,713 Other Funds expenditure limitation and the establishment of seven permanent full-time positions (2.92 FTE) for a remote customer service call center.

Secretary of State

The Subcommittee established a one-time \$1,663,885 General Fund appropriation for reimbursement of Elections Division and county costs of conducting the January 2018 Special Election. These costs were not previously budgeted. The funds will reimburse costs documented as of

February 7, 2018, including \$353,922 of Elections Division expenditures, and \$1,309,963 for county costs that will be distributed to twenty-four counties. The appropriation is approved on a one-time basis and will be phased out in the agency's 2019-21 biennium budget request. The reimbursable costs of the special election are expected to total approximately \$3.32 million. The Secretary of State may request reimbursement for remaining costs from a special purpose appropriation to the Emergency Board included in the bill for this purpose.

The Subcommittee increased the General Fund appropriation for the Elections Division by \$257,306, and decreased the Federal Funds expenditure limitation by \$42,616, to finance printing and distribution of Oregon Motor Voter mailers required under state law. The funding will allow for continued distribution of notifications and postage-paid return envelopes to persons about to be registered to vote under the Oregon Motor Voter program, with instructions on how to opt-out of voter registration, and how to affiliate with a political party. The Federal government has advised that the Federal Funds previously budgeted are ineligible to be applied for this purpose. The Subcommittee also increased the General Fund appropriation for the Administrative Services Division by \$156,357, and established one full-time Information Systems Specialist 8 position (0.63 FTE), to support operational resilience and cyber security capabilities.

The Subcommittee increased the Other Funds expenditure limitation for the Administrative Services Division by \$139,367, and established one limited-duration full-time Training and Development 2 position (0.63 FTE) in the Office's Human Resources Division. The expenditure limitation increase is provided on a one-time basis and will phase out in the development of the Office's 2019-21 current service level budget. The Secretary may request reestablishment of the position as a permanent position in the 2019-21 biennium agency request budget.

Finally, the Subcommittee approved two technical adjustments to the agency budget. The Subcommittee transferred \$347,900 General Fund from the Elections Division to the Administrative Services Division to correct the impact of the phase-out of one-time funding for the Election Night Reporting System. The Subcommittee also reallocated funding for state government services charges, decreasing General Fund appropriations by a total of \$32,651, decreasing Other Funds expenditure limitations by a total of \$172,854, and increasing the Federal Funds expenditure limitation by \$160,505.

State Treasurer

The Subcommittee approved an increase of \$1.8 million General Fund for services and supplies for the Oregon Retirement Savings Board (ORSB), which brings the 2017-19 approved budget to \$4 million General Fund. The supplemental increase is to pay for outreach and marketing. A General Fund appropriation continues to be required to fund the ORSB's operating expenses until sufficient Other Funds revenue can be generated to support the Board. General Fund expenditures are to be repaid with future administrative fees. A current accounting of the loan for the 2015-17 biennium and the 2017-19 biennium, if this request is approved, totals \$5.3 million. At present, there is no identified timeline for the repayment of this loan, which is dependent upon a level of program participation large enough to generate fee revenue to both operate the ORSB and repay the state's General Fund loan.

The Subcommittee also directed the State Treasury to report to the Interim Joint Committee on Ways and Means or the Emergency Board in May 2018 on investment expenses related to the Oregon Public Employees Retirement Fund.

CONSUMER AND BUSINESS SERVICES

Department of Consumer and Business Services

An increase in the Federal Funds expenditure limitation for the Department of Consumer and Business Services (DCBS) of \$810,000 is included in the bill for the Senior Health Insurance Benefit Assistance program (SHIBA) providing outreach, education, and financial support to seniors to maximize their Medicare benefits. The program is funded through several federal grant programs including the Safety and Health Investments Projects (SHIP) program, the Medicare Improvements for Patients and Providers Act (MIPPA), and the Senior Medicare Patrol (SMP) program. The additional expenditure limitation allows DCBS to expend federal amounts received that were in addition to those amounts originally anticipated in the agency's budget.

The Subcommittee approved a one-time only increase in the Federal Funds expenditure limitation for DCBS of \$1,157,514 and authorized the establishment of a limited-duration position (0.67 FTE) in conjunction with a federal grant award from the U.S. Department of Health and Human Services (DHHS) for the planning and implementation of health insurance market reforms through the Health Insurance Enforcement and Consumer Protections (HIECP) grant program. The grant will be used to fund a limited-duration Market Conduct Field Examiner position and to replace up to 10% of the existing funding for three market Analyst positions and a Grant Coordinator position at a total cost of \$281,261 in the 2017-19 biennium. The savings in Other Funds for the existing positions will be recognized in the program's fund balance. DCBS has budgeted \$876,252 of the remaining grant funding for contracted services to provide consulting services by experienced clinicians with pharmaceutical expertise to review formularies and create standard operating procedures to ensure form filing reviewers can accurately review formularies and related documentation submitted by insurers.

An increase in the Other Fund expenditure limitation for DCBS of \$118,392 was approved to reclassify positions in the Workers' Compensation Division and the Division of Financial Regulation. The change impacted three positions in total and each of the reclassification requests were reviewed and approved by the Department of Administrative Services, Chief Human Resources Office.

Bureau of Labor and Industries

Other Funds expenditure limitation in the amount of \$275,000 is included, and 0.50 FTE added to an existing position on a limited duration basis, for the Bureau of Labor and Industries (BOLI) related to a grant award for apprenticeship expansion and diversification. The grant was awarded to the Higher Education Coordinating Commission (HECC) in August 2016, which will pass funding through to BOLI to execute its responsibilities per the grant application. Those responsibilities include data base improvements, a searchable web application for

apprenticeship records review, cultural competency training, and months added to an existing Apprenticeship Representative position, which serves as a liaison between BOLI and other workforce partners. At its September 2017 meeting, the Interim Joint Committee on Ways and Means recommended the additional expenditure limitation and the addition of twelve months (0.50 FTE) on a limited duration basis to the position; the performance period of the grant is not anticipated to extend beyond the 2017-19 biennium.

Health-Related Licensing Boards

The Subcommittee approved an increase in Other Funds expenditure limitation of \$24,000 for the Occupational Therapy Licensing Board for conducting fingerprint background checks on new applicants.

The Subcommittee approved an increase of \$131,158 Other Funds expenditure limitation and the establishment of a permanent half-time Investigator 2 position (0.31 FTE) for the Board of Speech-Language Pathology and Audiology to address the Board's costs related to investigations. Included in the \$131,158 increase is \$42,587 for personal services, \$3,571 services and supplies, \$60,000 for professional services, and \$25,000 for Attorney General costs.

An increase of \$46,111 Other Funds expenditure limitation is included for the Veterinary Medical Examining Board for costs related to the veterinary facility inspection program established by HB 2474 (2015). The increase in limitation will be used to fund the cost of the full-time inspector position at a salary level higher than the budgeted step 2 and includes services and supplies for travel and per diem costs.

ECONOMIC AND COMMUNITY DEVELOPMENT

Oregon Business Development Department

The Subcommittee increased Lottery Funds by a total of \$1,500,000, to provide one-time support for three programs: \$500,000 was provided for the City of Warrenton to finance the rebuilding of a dock destroyed by fire; \$500,000 was provided for the Port of Cascade Locks to finance infrastructure and business recruitment at the Port's Business Park; and \$500,000 was provided for deposit into the Local Economic Opportunity Fund, to assist community economic resilience planning.

The Subcommittee also transferred \$1,250,000 of Lottery Funds expenditure limitation from the Strategic Reserve Fund program to the Oregon Growth Fund. The Lottery Funds expenditures for the Oregon Growth Fund are 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. The Oregon Growth Board will utilize the Oregon Growth Fund moneys as allowed to increase capital to the state's early-stage small businesses.

Other Funds expenditure limitation of \$642,194 was approved for repairing and improving docks owned by the Port of Brookings Harbor. Lottery bonds were approved to finance this project in the 2017 session, but because of an error, expenditure limitation of the bond proceeds

was not added to the agency budget. This additional Other Funds expenditure limitation corrects this error and permits the agency to distribute the bond proceeds, which are expected to be issued in the spring of 2019. The Federal Funds expenditure limitation was increased by \$703,125 to accommodate expenditure of federal grants awarded under the State Trade Expansion Program.

Employment Department

Other Funds expenditure limitation of \$5,574,000 and 22 limited duration positions (19.25 FTE) are added to the 2017-19 budget for the Oregon Employment Department (OED) related to a grant received to fund enhanced employment services to Supplemental Nutritional Assistance Program eligible customers. OED will contract with the Department of Human Services to provide these services to their customers. Funding and FTE are not assumed to be included in calculations for service delivery in subsequent biennia.

Housing and Community Services Department

A General Fund appropriation in the amount of \$5,000,000 was added as a one-time enhancement to the 2017-19 legislatively approved budget for the Housing and Community Services Department for homeless shelter capacity and homelessness prevention services provided through the Emergency Housing Account Program. This additional funding is not intended to go through the Department's regular funding formula, but instead will be distributed as follows:

- Multnomah County: \$2,373,351
- Lane County Human Services Division: \$498,399
- Central Oregon Neighborhood Impact: \$319,485
- Clackamas County Mobile Housing Services: \$782,107
- Jackson County Community Action Agency (ACCESS): \$228,202
- Options for Homeless Residents of Ashland: \$35,000
- Mid-Willamette Valley Community Action Agency for additional shelter efforts outside of Salem: \$50,000
- Community Connection of Northeast Oregon, Inc: \$141,483
- Washington County Community Action: \$571,973

This amount is intended for the 2017-19 biennium only, and is not intended to factor into calculations of future, ongoing service levels. The following budget note was included.

Budget Note:

The Housing Stability Council, in alignment with preliminary findings from the Statewide Housing Plan, shall make recommendations to the Director of Oregon Housing and Community Services about how to prioritize funding for the Emergency Housing Account and the State Homeless Assistance Program to ensure that funds are being spent as efficiently and effectively as possible.

At a minimum, the Council shall consider how the use of funding incentivizes regionally and nationally recognized best practices, and outcome oriented strategies, to create a more effective system to prevent and reduce homelessness.

The Director shall present recommendations to the Legislature by February 28, 2019.

A one-time General Fund appropriation in the amount of \$200,000 was included for costs related to creating a youth shelter for unaccompanied minors in Salem.

Due to an oversight, Other Funds expenditure limitation in the Housing and Community Services Department 2017-19 legislatively adopted budget was insufficient to accommodate the transfer of General Fund that is spent by the Department as Other Funds. Technical adjustments are included to increase other funds expenditure limitation, attributable to 2017-19 General Fund support for the following HCSD programs:

- Emergency Housing Assistance program: \$18,200,000
- Rent Guarantee Program: \$125,000
- Wildfire Damage Housing Relief program: \$150,000

Lottery Funds expenditure limitation in the amount of \$1,150,000 was added on a one-time basis to the Housing and Community Services Department budget pursuant to a plan presented by the Housing and Community Services Department and the Oregon Department of Veterans' Affairs. The agencies were directed via budget note to present a plan to utilize \$1,150,000 of Lottery Funds associated with the passage of Measure 96, allocated during the 2017 session to the Housing and Community Services Department for veterans' homelessness and housing issues. The expenditure limitation will be utilized to develop a by-name registry of homeless veterans in selected communities, a limited duration veteran homelessness integrator position (0.63 FTE) to serve as designated staff in assisting communities that develop the by-name registry, development of new affordable housing units for veterans, and funding for eligible veterans that need improvements or special accommodations to homes they own. A total of \$350,000 in Lottery Funds expenditure limitation was approved for emergency housing assistance services to veterans during the 2017 legislative session, also considered one-time.

Oregon Department of Veterans' Affairs

The Subcommittee approved increasing Federal Funds expenditure limitation by \$500,000 for transportation of veterans' in highly rural areas, with the understanding that the Department of Administrative Services will unschedule the limitation increase until the Oregon Department of Veterans' Affairs (ODVA) has been notified that its application for the federal FY2018 Highly Rural Transportation Grant has been successful. ODVA received authorization from the interim Joint Committee on Ways and Means to apply for the FY2017 Highly Rural Transportation Grant and to continue to apply for future annual renewal grants. The increase results in total Federal Funds expenditure limitation of \$1 million, which will accommodate ongoing receipt and disbursement of the annual \$500,000 grants.

Lottery Distributions to Counties for Economic Development

The Subcommittee approved the following actions relating to the distribution of Lottery Funds to counties for economic development. Following the last quarterly transfer of Oregon State Lottery revenues to counties each biennium, the Joint Committee on Ways and Means shall compare the amounts transferred to each county during the biennium to the amounts that would have been transferred to each county during the biennium pursuant to ORS 461.547. The Committee shall review the impact of adjusting the amounts that were transferred to the amounts that would have been transferred pursuant to ORS 461.547 on the state budget and on the ability of the counties to accommodate any funding reductions.

EDUCATION

State School Fund

The Subcommittee approved a decrease of \$70,961,313 General Fund and an increase of \$70,961,313 Lottery Funds for the State School Fund, which reflects the balancing of available Lottery Funds across the entire state budget. Overall, there is no net change from the total \$8.2 billion provided in the 2017-19 legislatively adopted budget.

Department of Education

The Subcommittee approved additional Other Funds expenditure limitation of \$39,312,315 for the Oregon School Capital Improvement Matching program in the Oregon Department of Education (ODE). This amount represents the estimated proceeds available for the program from bonds issued during the 2015-17 biennium for distribution during 2017-19. This amount was inadvertently not included in the 2017-19 budget for ODE. An increase in Other Funds expenditure limitation of \$750,000 is also included for funding received through an interagency agreement with the Department of Human Services for child care worker professional development.

An increase of \$1,980,708 General Fund and 14 positions (7.72 FTE) were approved for the Office of Child Care in the Early Learning Division to address safety and quality issues in the child care system, as well as to provide funding for testing of lead contamination in drinking water in child care facilities. Three Compliance Specialist 2 positions (1.62 FTE) are added to reduce the caseloads for existing staff who currently face caseloads of 1 inspector to 150 facilities, which is significantly above the suggested ratio of 1 to 50. Another three Compliance Specialist 3 positions (1.74 FTE) are added for providing training to licensing staff, reviewing findings of enforcement actions, leading case reviews, and reducing caseloads. Three management positions were also approved -- a Principal Executive/Manager E (0.58 FTE) for a Licensing Manager, a PEM D (0.54 FTE) for a regional manager in Medford, and a PEM C (0.54 FTE) for a Background, Intake and Customer Service manager. The Subcommittee also approved five limited duration Compliance Specialist 2 positions (2.70 FTE) for a pilot program in collaboration with the Department of Human Services (DHS). This pilot program will provide teams of ODE and DHS staff to jointly investigate neglect and other cases

that take place in a child care facility. Total funding of \$1,740,912 General Fund will support these positions and associated costs. The remaining \$239,796 is to offset the cost of testing drinking water for lead contamination in child care facilities.

The Subcommittee approved a one-time General Fund appropriation of \$250,000 for a grant to the Salem-Keizer Education Foundation to assist in the funding for the Mike McLaran Center for Student Success which provides a variety of services for students of the Salem Keizer School District. The Center provides services relating to: (1) college preparation and awareness; (2) career exploration and exposure; (3) academic supports like tutoring and mentoring; and (3) social supports.

Budget Note:

The Oregon Department of Education is instructed to use one-time funding from the Network for Teaching and Learning to provide up to \$100,000 to support the Civic Scholars program under HB 2955 (2015) for the annual Oregon Civics Day for Teachers for the 2018-19 school year. This program provides ongoing professional development for civics teachers across the state.

Budget Note:

Before disbursing any matching funds from the Connecting Oregon Schools Fund to provide schools with broadband access, the Oregon Department of Education shall consult with the Office of the State CIO in order to prioritize the disbursement of matching funds so as to leverage existing public fiber assets to the greatest extent possible. The Oregon Department of Education shall provide a report on the disbursement of funds to the Joint Committee on Information Management and Technology during the first Legislative Days after the disbursement of funds. The report shall identify the schools benefitting from the matching funds, the status of any broadband deployments, the broadband speed available per user, and the extent to which the disbursements leverage existing public fiber.

Higher Education Coordinating Commission

The Subcommittee approved a net increase of \$65,049 General Fund for Higher Education Coordination Commission (HECC) operations to fill budget gaps related to Enterprise Technology Services (ETS) charges and funding for Client Services from the Department of Administrative Services (DAS). At the end of the 2017 legislative session, HECC had not yet received a firm estimate of the increased ETS charges resulting from the required move of post-secondary related data systems to the ETS servers. Now a firm estimate is known resulting in a \$263,275 shortfall in the HECC operations budget. The second shortfall is due to reducing the HECC operations budget twice for DAS Client Services charges as the agency hired staff to perform payroll and human resources functions formerly provided through DAS Client Services, leaving a \$161,774 General Fund gap in the budget. Also related to this second item is an \$11,030 increase in Other Funds expenditure limitation and \$198,541 increase in Federal Funds expenditure limitation. The combined \$425,049 General Fund budget hole is largely offset by \$360,000 of savings for Open Education Resources (HB 2729; 2017 Session) that are no longer required; the net result is the need for the \$65,049 General Fund.

The Subcommittee also approved continuation of nonlimited authority to HECC to make Other Funds expenditures necessary to disburse general obligation bonds sold during the 2013-15 biennium for the benefit of public universities. HECC has approximately \$31 million in bond proceeds from 2013-15 issuances that are expected to be disbursed during the 2017-19 biennium. An increase of \$1,219,645 in Other Funds expenditure limitation was also approved for HECC for the issuance costs of general obligation and Lottery bonds sold for public universities. These include XI-G, XI-Q, XI-F, and Lottery bonds.

A \$250,000 General Fund appropriation to HECC was approved for the Oregon Volunteers Commission for Voluntary Action and Service program. The primary program administered by this Commission is AmeriCorps which requires a state match for administrative costs. This program is currently in the Governor's Office and is being transferred to HECC effective July 1, 2018. Six positions (2.25 FTE) are established in HECC including three full-time positions -- Director (0.50 FTE), a Program Analyst 2 (0.50 FTE), Administrative Specialist 1 (0.50 FTE); and three part-time positions -- Accountant 2 (0.25 FTE), Procurement Specialist 2 (0.25 FTE), and Administrative Specialist 1 (0.25 FTE). An increase in Federal Funds expenditure limitation of \$3,606,774 was also approved for the federally funded program administrative costs and for the AmeriCorps grants for the second year of the biennium. A General Fund appropriation of \$50,000 was approved for the Governor's Office to provide sufficient state match for the first year of the biennium, as well as a decrease in Federal Funds expenditure limitation of \$3,337,261 to reflect the transfer of the program to HECC in the second year of the biennium.

Two one-time appropriations were approved through HECC for public universities. The first is a \$250,000 General Fund investment for a Portland State University/Oregon Health and Science University Center for Violence Prevention Research, Education, and Practice. The work of the Center is to research identifying causal factors and other social determinants of health that are linked to various health conditions and dangerous outcomes (e.g., abuse or motor vehicle accidents), distribution of culturally and geographical appropriate best practices, and improved public awareness. Funding is to be distributed to the hospital operations component of the Oregon Health and Science University. The second appropriation of \$3,000,000 General Fund is to provide a portion of the match for federal funds for a project at Oregon State University's Northwest National Marine Renewable Energy Center (NNMREC). The project is the Pacific Marine Energy Center South Energy Test Site which is a wave energy test site off the Oregon Coast. An \$800,000 General Fund appropriation was provided in 2016 as part of the match for the first \$5 million in federal funds for this project; this \$3.0 million will help secure the remaining \$35.0 million in federal funds. An additional \$1.6 million state contribution may be required for the 2019-21 biennium for the project.

Debt service on outstanding Article XI-F (1), Article XI-L, and Article XI-G general obligation bonds issued for the benefit of the Oregon Health and Science University (OHSU) is transferred from the Department of Administrative Services (DAS) to the Higher Education Coordinating Commission (HECC). HB 4163 includes statutory changes necessary for the transfer, including the requirement that HECC request General Fund debt service on outstanding OHSU Cancer Challenge Article XI-G bonds and that HECC may enter into agreements with OHSU related to debt service payments. The amount of the transfers reflects a May 1, 2018 effective date. Debt service in DAS's budget for OHSU is reduced by \$11,785,250 General Fund (XI-G bonds) and \$21,346,063 (XI-F and XI-L bonds). The debt service budget for HECC is increased by \$11,760,817

General Fund and new limitation of \$21,069,924 Other Funds is established. The net difference in amounts between the two agencies reflects current projections of debt service needs for the 2017-19 biennium. Consolidating debt service on outstanding state bonds issued for the benefit of OHSU does not make or imply any changes to OHSU's long standing direct relationship with the State of Oregon by which OHSU is governed, and no authority over OHSU is being transferred or granted to HECC.

Chief Education Office

The Subcommittee approved a total 2017-19 budget for the Chief Education office of \$8,207,271 General Fund after factoring in the adjustments for employee compensation in this bill as well as the statewide savings included in HB 5006 (2017). The 2017 Legislature approved a net General Fund budget for the first year of the biennium of \$3,652,812 (\$4,022,118 in the agency's budget bill (HB 5522) minus the statewide savings of \$369,306 in HB 5006). HB 5522 also included a \$3,972,118 special purpose appropriation to the Emergency Board for the second year of the biennium. This bill adds to the first year's funding to also cover second year's costs, and repeals the special purpose appropriation from SB 5522 (2017).

The General Fund appropriation in this bill reflects the two-year amount authorized for the coordination and research role of the Office as well as the funding for the Statewide Longitudinal Data System (SLDS). This amount includes an increase of \$1,640,000 General Fund for the completion of developing the SLDS. The development of the SLDS was not completed during 2015-17 and \$1.9 million was reverted to the General Fund at the close of the 2017-19 biennium. This SLDS funding will be used to complete payment for the primary contractor, an extension of the third-party Quality Assurance contractor, costs to transition the SLDS to the updated version of the relational database management system at the State Data Center, and provide full funding for the project's state positions.

The appropriation amount reflects staffing changes from the first year of the biennium which moves the agency to more of a research organization given that the development of the SLDS is nearing completion. These changes include elimination of a Principal Executive/Manager (PEM) G position which was the STEM/CTE Director and a PEM F position which was the Education Innovation Officer. A PEM F position which acts as the Public Affairs Director is reclassified to an Operations and Policy Analyst 4. An Executive Specialist position was reduced to a half-time position. Finally, a Solutions Architect position was added to the SLDS staff. The result of these staffing changes reflects a decrease in FTE from 6.75 for the first year of the biennium to 5.75 FTE in the second year. As part of these changes, \$222,002 General Fund was provided for one Policy Advisor in the Governor's Office since the Chief Education Officer will no longer perform this function.

HUMAN SERVICES

Oregon Health Authority

HB 5201 adjusts the Oregon Health Authority (OHA) budget for updated program caseloads, costs, and revenues to “rebalance” the budget. This information was presented at the January 2018 meeting of the Interim Joint Committee on Ways and Means. At that time, the agency’s rebalance plan resulted in an overall General Fund shortfall of \$30.5 million. This net position included budget problems of \$51.5 million related to federal match rate changes, loss of hospital assessment revenue resulting from the delay caused by the referendum to repeal parts of HB 2391, and a community mental health General Fund shortfall related to marijuana tax revenues. Savings of \$21.1 million General Fund resulted mostly from Medicaid caseload savings and lower than budgeted Medicare premium costs. While total caseload is up, General Fund costs are down slightly.

The rebalance plan also increased Federal Funds expenditure limitation related to the increased caseload forecast, as well as federal funding adjustments that were missed in the legislatively adopted budget for the Hospital Transformation Performance Program and Hepatitis C treatment services.

The agency identified a number of budget risks, including caseloads, the implementation of new quality and access programs for the Oregon Health and Science University and rural hospitals, and several ongoing and emerging issues that the agency is in the process of analyzing.

The Subcommittee approved the agency’s rebalance plan, but with significant changes. The community mental health General Fund shortfall of \$16 million related to marijuana tax revenues was not funded. This issue will be resolved for the current biennium, assuming passage of SB 1555, and additional General Fund was not needed. This issue will need to be revisited for the 2019-21 budget. The Subcommittee also approved \$17.2 million of additional hospital assessment revenue remaining from the 2015-17 biennium, which will be used in the budget in place of General Fund. In addition, the Subcommittee approved several new budget adjustments. The final adjustments, before the transfer of eligibility services is considered, result in a decrease of \$3.5 million General Fund in the agency.

In addition, a total of \$39.0 million General Fund is moved from OHA to the Department of Human Services (DHS) to reflect the transition of all Medicaid eligibility services to DHS, based on an effective date of April 1, 2018. This includes the transfer of 476 positions (320.37 FTE), as well as costs associated with the ONE eligibility system. Total budget adjustments, including the transfer, result in a \$266.0 million increase in the agency’s total funds budget and a \$42.7 million reduction of General Fund. These numbers do not include budget changes related to employee compensation cost changes, which total \$18.1 million General Fund and \$30.2 million total funds, and are also included as part of HB 5201.

The Subcommittee recognized the ongoing risk of caseload forecast changes, as well as the potential risk in OHA of various eligibility and payment issues that are currently being analyzed. A special purpose appropriation of \$30 million is made to the Emergency Board for caseload costs or other budget challenges in either OHA or DHS.

A more detailed description by program area follows.

Health Systems Division

The budget adjustments in HB 5201 reflect a net \$39.5 million decrease in General Fund in the Health Systems Division (HSD), with a \$44.4 million increase in Other Funds expenditure limitation, a \$245.2 million increase in Federal Funds expenditure limitation, and a reduction of 477 positions (321.70 FTE). This includes a budget reduction of \$36.4 million General Fund because of the transfer of all eligibility services to DHS.

General Fund costs increase primarily as a result of the following issues. Final federal match rates for FY 2019 resulted in a General Fund cost of \$16.7 million for the biennium. In addition, the referendum to repeal parts of HB 2391 (2017) resulted in a loss of hospital assessment revenue of \$15 million which must be covered with General Fund. The referendum delayed the additional 0.7% assessment on larger hospitals from October 5, 2017 to January 1, 2018; that assessment cannot be imposed retroactively. Finally, a small increase in the community mental health caseload (Guilty Except for Insanity population) results in a need for \$0.9 million General Fund.

These costs are more than offset by General Fund savings in HSD. Medicare Part B premiums increased less than budgeted, resulting in a General Fund savings of \$3.8 million. Oregon pays these premiums for clients that are eligible for both Medicare and Medicaid. Savings of \$15.9 million General Fund result from the new Fall 2017 Medicaid caseload forecast, as compared to the Spring 2017 caseload forecast on which the legislatively adopted budget was based. Overall, the forecast is up 1.5% or about 15,000 clients, resulting in an increased total funds cost. However, categories with the highest increases include the Affordable Care Act population and the Children's Health Insurance Program, both of which have very high federal match rates. Categories showing decline include those with higher state costs, such as the Children's Medicaid Program and Pregnant Women. The net result is a savings to the General Fund, but an increase in Federal Funds expenditure limitation of about \$150 million. Additional hospital assessment revenue of \$17.2 million is available from the 2015-17 biennium, which will be used in the budget in place of General Fund. Finally, the forecast for tobacco tax revenues is up slightly, resulting in reduced need for General Fund of \$1.5 million.

The Subcommittee approved an additional \$245.2 million in Federal Funds expenditure limitation for HSD related to the increased caseload forecast, as well as federal funding adjustments that were missed in the legislatively adopted budget for the Hospital Transformation Performance Program and Hepatitis C treatment services. The net includes a reduction of Federal Funds limitation of \$98.4 million related to the transfer of eligibility services to DHS.

The Subcommittee approved a special purpose appropriation to the Emergency Board of \$2 million, to be available for rate increases for certain residential mental health service providers, if needed. The agency has also identified \$3 million of internal resources that can be used for this purpose. The agency is in the process of conducting a thorough rate analysis in order to produce a standard rate or set of rates. Currently, different providers are paid different rates, partly depending on when they originally signed contracts with the agency. In addition, not all providers can bill for all types of reimbursement. The agency began working on this analysis during the summer of 2017, starting with data collection from providers. Although additional data collection and analysis is needed, OHA hopes to review rates for those providers in the lowest range of per-bed revenues and operating margins by summer of 2018, in anticipation of an interim rate adjustment for these providers. After completion of data collection and analysis, another rate adjustment may be necessary for other providers. This work is not expected to be completed until the end of the year. Another \$152,500 General Fund is provided to OHA for actuarial services and to provide technical assistance to providers with data collection and billing.

General Fund was increased by \$950,000 to supplement existing funding for the school-based mental health capacity fund. This fund is run by OHA to provide funding to place mental health providers in school-based health centers and in schools without school-based health centers. The current 2017-19 funding level, before this addition, is \$8.1 million General Fund. While funding is primarily used to support mental health therapists, there are other needs for funding that support the therapists, such as rural transportation, reconfiguring school environments to support a suitable space, and materials for education and outreach. For purposes of building the 2019-21 budget, these programs are considered ongoing. The Subcommittee included the following direction:

Budget Note:

The Oregon Health Authority will use this additional funding to supplement the existing capacity grant program. Applicants should be encouraged to list potential community partnerships; other local, foundation or CCO financial participation; and how the efforts respond to adverse childhood experiences, critical mental or behavioral health challenges facing youth, or ensuring school and student safety. The proposals could be through direct funding of in-school services and/or leveraging other community resources and partnerships. The agency is encouraged to pass through these dollars to school and education service districts or their key partners, process applications in an efficient and timely manner, and to report back to the appropriate interim Committees by January 1, 2019 as to number of proposals received and project funding granted.

A General Fund appropriation of \$900,000 was approved to expand the current Oregon Psychiatric Access Line program at Oregon Health and Science University (OHSU). The program currently provides telephone or electronic real-time psychiatric physician consultations to primary care providers caring for children and adolescents. The funding resides in the OHA budget and is provided to OHSU through contract. This \$900,000 will allow the program to expand to provide access to the Oregon Psychiatric Access Line for primary care providers caring for individuals 19 years of age or older. For purposes of building the 2019-21 budget, these programs are considered ongoing.

The Subcommittee approved a General Fund appropriation of \$150,000 to help fund one-time capital costs for a sobering center located in Salem. This is a partnership among several groups, including the City of Salem, Marion County, Marion County Sheriff, Salem Police Chief, Salem Hospital, Mid-Willamette Valley Community Action Agency, and Bridgeway Recovery Services.

Health Policy and Analytics

The Subcommittee approved an Other Funds expenditure limitation of \$10 million to allow additional revenues received in the Health Care Provider Incentive Fund to be spent on workforce training programs and/or provider incentive programs. It is anticipated that the inter-governmental transfer mechanism with OHSU that is related to fee-for-service expenditures will generate roughly \$8-10 million during the 2017-19 biennium that will be available for these programs. For purposes of building the 2019-21 budget, these programs are considered ongoing.

Public Health

HB 5201 includes \$0.7 million General Fund to support rising caseloads in the Breast and Cervical Cancer Screening Program because of increased outreach, at the same time as the Komen grant revenues for the program have declined over time. Based on agency projections, this funding will allow the program to adequately serve the over-50 age group. The intention is that younger women (of reproductive age) will be able to access screenings through the CCare program and the new funding from HB 3391, which funds reproductive health services for women who are eligible for Medicaid except for their immigration status. The agency will continue to monitor the caseload and service levels for these programs to be sure that specific gaps in coverage do not result from these changes.

The CCare program closed out the 2015-17 biennium with an excess of \$3 million Other Funds revenues. These were distributions of revenue from the Medical Marijuana Program during the 2015-17 biennium; CCare no longer receives medical marijuana revenues in the 2017-19 biennium. These revenues will be returned to the Medical Marijuana Program. It is anticipated that additional resources will be needed in the Medical Marijuana Program during the 2019-21 biennium.

The Subcommittee approved an additional 4 positions (2.62 FTE) for the Medical Marijuana Program. That 2.62 FTE includes increasing two existing partially funded positions to full-time. As a part of SB 1057, the major marijuana bill from the 2017 session, this program was reduced by 16 positions. In addition, 6 more vacant positions were eliminated as part of the agency budget. All Compliance Specialists were eliminated from the staff as of July 1, 2018. At the time, it was estimated that most processors, dispensaries, and growers would move to the recreational marijuana program under the Oregon Liquor Control Commission (OLCC). While most processors and dispensaries have moved, most of the 30,000 growers still remain with OHA. It is essential that the program has the capability to do the compliance work necessary to enforce medical marijuana laws, as well as maintain administrative functions. An increase of \$1.4 million Other Funds expenditure limitation is included. The appropriate staffing level for this program will be reexamined as part of the agency budget process during the 2019 legislative session, when more data is available on numbers of growers remaining with the Medical Marijuana Program.

SB 1057 also required OHA to enter into an agreement with OLCC to use its cannabis tracking system to track the propagation, processing and transfer of medical marijuana. The bill also required OHA to establish a new fee to cover these costs and to transfer all resulting revenue to the Marijuana Control and Regulation Fund for use by OLCC to pay program costs. OHA implemented, by rule, an annual fee of \$480, identical to the fee already in place for recreational marijuana users of the system. This is expected to result in \$3.6 million of revenues to be transferred to the Fund. A budget adjustment of \$3.6 million Other Funds expenditure limitation is included allowing the agency to transfer those resources.

Two positions (0.50 FTE) are added to the Health Licensing Office to address the added workload associated with HB 4129, issuing residential care facility administrator licenses. The additional Other Funds expenditure limitation needed for this change can be absorbed within the agency's existing expenditure limitation.

The budget includes an increase of \$10.8 million Other Funds expenditure limitation, which allows the agency to spend available revenues on enhancements to the Women, Infants, and Children (WIC) Information System Tracker. These revenues were recovered through a lawsuit after an earlier WIC contractor failed to fulfill contract requirements.

Central Services/Statewide Assessments and Enterprise-Wide Costs

Budget adjustments include the use of leftover bond proceeds from the Oregon State Hospital Replacement Project to pay debt service, freeing up \$1.4 million General Fund for other purposes. The transfer of eligibility services and the ONE system to DHS results in a reduction of \$2.8 million General Fund in Statewide Assessments and Enterprise-wide Costs. This includes the transfer of funding needed to pay usage-based assessments related to the Processing Center, such as Enterprise Technology Services, as well as facility costs, starting April 1, 2018.

Department of Human Services

Many of the budget adjustments in HB 5201 for the Department of Human Services (DHS) are driven by actions needed to rebalance the agency's budget and realign work between DHS and the Oregon Health Authority (OHA). At the January 2018 meeting of the Interim Joint Committee on Ways and Means, the agency presented a rebalance report tied to several dynamics affecting DHS' budget. These include savings or funding gaps due to changes in caseload and costs increases; costs associated with negotiated collective bargaining agreements for non-state employees; and other program changes or issues arising since the 2017 legislative session.

Overall, the DHS rebalance plan projects savings of \$4.3 million General Fund; the calculation assumes availability of \$9.7 million from the special purpose appropriation for non-state employees and excludes the transfer in of Medicaid eligibility staff from OHA since those additional costs also come with funding from OHA. The \$4.3 million in General Fund savings consists of \$20.1 million in net savings from caseload and cost per case updates offset by \$15.8 million in other costs, which are mostly due to a decrease in the federal Medicaid match rate.

The rebalance plan approved by the Subcommittee is generally consistent with the DHS request from January; initial rebalance assumptions around cost projections in the Intellectual and Developmental Disabilities (IDD) and Employment Related Day Care (ERDC) programs have been modified. Notably, the revised IDD assumptions will allow the agency to delay action on program eligibility or service changes until at least next biennium; this timeframe supports further vetting of options during the 2019 legislative session, if warranted or desired. Since the January report, the timing of the formal transition of Medicaid eligibility services to DHS from OHA was shifted from March 1 to April 1, 2018, which drives different numbers for that action.

The Subcommittee also approved new budget adjustments or investments, including the agency's request to use rebalance savings to address workload and backlog issues in the background check unit. Additional funding was provided for Oregon Food Bank and positions were added to help the Child Welfare program address its most immediate needs.

While many issues are covered in the DHS rebalance plan and by other budget adjustments, budget risks do remain. These include changes to caseloads based on future forecasts, the agency's ability to manage personal services expenditures including cost of living increases or other bargained costs, volatility in usage-based costs or charges for services, assessment of federal program penalties, federal law or funding changes, and legal costs. The Subcommittee acted on these risks by, as noted previously, approving a \$30 million special purpose appropriation to the Emergency Board for both DHS and OHA to access if caseload costs or other budget challenges prove to be unmanageable.

A more detailed description of significant budget changes by program follows.

Self Sufficiency Programs

The budget adjustments approved by the Subcommittee for the Self Sufficiency Programs (SSP) increase the budget by \$44.8 million General Fund (\$137.3 million total funds) and 475 positions (319.66 FTE). The increase is primarily due the transition of Oregon Health Plan eligibility work and staff from OHA to DHS.

The fall 2017 forecast projects the 2017-19 overall Supplemental Nutrition Assistance Program (SNAP) caseload to be 5.3% lower than earlier estimates, which equates to serving 6,759 fewer households over the biennium. Caseloads in the Temporary Assistance for Needy Families (TANF) cash assistance programs are up 2.5% from the spring numbers, at a biennial average of 18,559 families. The associated cost of \$5.8 million is covered by one-time federal TANF carryforward in the DHS rebalance plan.

Since the TANF caseload number went up with the fall forecast, there are no cost savings for the agency to calculate and report on as directed in a budget note contained in the budget report for HB 5006 (2017). The next checkpoint for calculating savings will be upon completion of the next biannual caseload forecast, which is the spring forecast expected to be finalized by May 2018.

The Subcommittee approved \$300,000 General Fund, on a one-time basis, for distribution to the Oregon Food Bank for improvements in cold storage infrastructure. Funding will help the state's food bank network upgrade and expand commercial refrigerators, freezers, mobile coolers, and refrigerated trucks.

Initially, the DHS rebalance proposed repurposing \$2.7 million General Fund within the SSP budget to ensure adequate capacity for supporting both the ERDC and the Teen Parent programs. Upon further review, the agency plans to continue to manage the caseload at the highest level possible – but still under budget – by using the reservation list, which was activated in November 2017. The Subcommittee approved \$1,904,453 General Fund from the \$10 million special purpose appropriation made to the Emergency Board for non-state employees to cover higher rates negotiated for SEIU (effective 10/1/17) and AFSCME (effective 1/1/18) child care providers. While sound estimates are used to project these costs, changes in the ERDC caseload composition or provider changes later in the biennium may decrease the purchasing power of the program's budget. The agency is also experiencing some provider attrition, which adds another layer of complexity to the program capacity balancing act; based on latest costs projections DHS is still expecting to serve an average of about 8,300 families over the biennium.

Another \$750,000 General Fund was approved, also sourced by the special purpose appropriation, for one-time training costs for SEIU and AFSCME child care providers. The funding will be spent by DHS as a pass-through to the Early Learning Division (ELD) within the Oregon Department of Education; ELD will use the dollars to expand existing contracts with Portland State University to support the training.

Consistent with legislative discussions and effective September 1, 2017, OHA operationally shifted management of its Medicaid eligibility work to DHS; the move is intended to help centralize and streamline eligibility processes. The related budget adjustment approved by the Subcommittee reflects a "lift and place" of the OHP processing center into SSP, which adds \$35.5 million General Fund, \$96.5 million Federal Funds expenditure limitation, and 474 positions (318.86 22 FTE). A corresponding decrease is in the OHA budget; these values reflect an April 1, 2018 transfer date.

Other costs affecting the SSP budget in the rebalance plan approved by the Subcommittee include \$1.2 million General Fund to pay for a phone system contract for the OHP processing center; the expenditure was not in the OHA budget so it is not covered in the transfer. One position (0.79 FTE) is added to prevent a double fill and support activities under the My Future My Choice program, which is supported with federal dollars. The budget includes technical adjustments and transfers, the largest of which is a transfer of \$24.3 million Federal Funds to Child Welfare to realign TANF expenditure limitation. HB 5201 also adds \$13.8 million General Fund (\$13.8 million total funds) for this program's share of the statewide salary distribution.

The approved rebalance also includes a technical adjustment to more evenly distribute reductions taken during the legislative session; these are related to Department of Administrative Services' assessments and charges that ended up hitting some programs disproportionately. The adjustment affects other programs and is net-zero agencywide.

Child Welfare

The budget approved by the Subcommittee for Child Welfare (CW) reflects increases of \$29.0 million General Fund, \$7.9 Other Funds expenditure limitation, \$46.2 million Federal Funds expenditure limitation, and 177 positions (76.94 FTE). This amount includes \$9.9 million General Fund (\$16.9 million total funds) from the statewide salary adjustment.

Budget adjustments include the DHS rebalance plan as presented in January 2018; forecasts for all individual caseloads within CW grew between the spring and fall forecasts, driving a net increase of \$8.2 million General Fund (\$16.7 million total funds) between caseload and changes in cost per case growth. The overall number of children served is expected to average 22,321 over the biennium, which is an increase of 3.4% from the prior forecast. The approved rebalance also reflects an increase of \$0.7 million General Fund due to an update in the Federal Medical Assistance Percentage (FMAP). Based on the latest federal estimates, the 2017-19 biennial average FMAP rate will decrease from 63.53% to 63.33%, which raises the state contribution and reduces federal support. This rate change also affects other agency programs.

Other and Federal Funds expenditure limitation increases support a federal grant, capture federal match on applicable child savings, and provide for the purchase of software and technical assistance supporting domestic and sexual assault programs. Position clean-up actions reclassify four positions and a net decrease of 0.04 FTE. Technical adjustments and transfers account for a decrease of \$4.1 million General Fund (total fund increase of \$18.1 million); this includes the movement of 9 positions (9.00 FTE) from CW to Shared Services to help improve coordination between investigations and regulatory oversight of child caring agencies. The net total funds increase is driven by the \$24.3 million Federal Funds related to TANF transferred to CW.

In addition to rebalance adjustments, the Subcommittee added \$750,000 General Fund to the budget for three initiatives supporting foster parents; the funding was obtained from a special purpose appropriation established in SB 5526 (2017) for this use. DHS convened a statewide workgroup to identify a set of services to help support foster parents. About 60% of the funding would go to respite care, paying for a mix of services for both group (Foster Parents' Night Out model) and child-specific services. The program plans to spend 25% on training experienced foster parents to be mentors; these parents will provide support to new foster parents by helping them meet the needs of children in care and navigate the system. The remaining 15% will be used to cover immediate needs, such as purchasing a car seat or crib, of a child or sibling group in a foster home.

The approved spending plan also includes an adjustment to budget changes approved in SB 5526 (2017). These are connected to SB 102 (2017), which established an account to capture and spend savings required under federal law; these are state monies that would have been spent on adoption assistance if the federal government had not begun to help pay for more placements. During the 2017 session, enough funding (\$3.3 million) was moved to the account to support a program (October 1, 2017 start date) paying working foster parents caring for children (ages 0 through 3) a \$300 monthly stipend to defray the cost of child care. Since the 2017 session, DHS identified additional savings for another transfer

of \$6.5 million in 2017-19; with this transfer plus federal match, about \$10 million total funds will be available for childcare stipends in 2017-19. Assuming an April 1, 2018 start date, this funding level supports a higher stipend of \$375 per month, includes children ages 0 through 5, and is expected to serve close to 1,300 children when fully implemented. The \$10 million spending level is tied to federal rules which allow only 70% of the savings to be used for this new program, the remaining 30% must be spent on post-adoption and/or post-guardianship assistance activities. With the current funding mechanism, the stipend should be sustainable at this level going forward, if caseload and savings projections hold.

To address ongoing concerns from both executive and legislative leadership about child safety and staff workload in CW, the Subcommittee also approved \$13.3 million General Fund, \$4.5 million Federal Funds expenditure limitation, and 186 positions (85.90 FTE). The funding supports a thoughtful and incremental roll-out of this supplemental position authority, as the Subcommittee recognized the agency is currently challenged to fill already existing vacant positions. The budget package also includes positions dedicated to CW recruitment efforts, which is expected to help the agency make progress in filling and reporting on positions. The following positions are approved:

Child Welfare Staffing Increase - February 2018

Start Date	Class	Role	General Fund	Federal Funds	Total Funds	Pos	FTE
Apr-18	SSA	Case Aide	\$ 2,135,125	\$ 532,575	\$ 2,667,700	25	15.75
Apr-18	HRA3	Recruiting	\$ 236,890	\$ 59,036	\$ 295,926	2	1.26
Jul-18	SSA	Case Aide	\$ 1,640,001	\$ 409,115	\$ 2,049,116	23	11.50
Jul-18	PEMC	Manager	\$ 354,453	\$ 88,343	\$ 442,796	4	2.00
Jul-18	SSA	Case Aide	\$ 1,782,610	\$ 444,690	\$ 2,227,300	25	12.50
Jul-18	SS1	Caseworker	\$ 2,153,355	\$ 947,045	\$ 3,100,400	25	12.50
Jul-18	OS2	Office Specialist (Case Support)	\$ 1,557,410	\$ 388,440	\$ 1,945,850	25	12.50
Oct-18	PEMC	Manager	\$ 210,547	\$ 52,484	\$ 263,031	3	1.14
Oct-18	SS1	Caseworker	\$ 1,708,060	\$ 836,090	\$ 2,544,150	25	9.50
Jan-19	PEMC	Manager	\$ 155,261	\$ 38,716	\$ 193,977	3	0.75
Jan-19	SS1	Caseworker	\$ 1,262,840	\$ 725,160	\$ 1,988,000	25	6.25
Jan-19	HRA3	Recruiting	\$ 52,327	\$ 13,043	\$ 65,370	1	0.25
Total			\$ 13,248,879	\$ 4,534,737	\$ 17,783,616	186	85.90

In addition to direct funding, the Subcommittee also approved a \$2.5 million special purpose appropriation to the Emergency Board for the program to access as the agency continues to develop and implement its action plan to improve child safety, stabilize the workforce, and help foster families. The CW program will report on these efforts as part of the interim reporting required under a budget note in the budget report for SB 5526 (2017).

Vocational Rehabilitation

The budget approved by the Subcommittee for Vocational Rehabilitation (VR) reflects increases of \$0.5 million General Fund, along with \$5,910 Other Funds expenditure limitation and \$4.5 million Federal Funds expenditure limitation. No changes are made to position counts or FTE; total funds of \$1.6 million cover the statewide salary adjustment for this program.

The fall 2017 forecast projects the 2017-19 VR caseload to be about 8.4%, or 820 clients, higher than the spring estimate. With a recent award of \$3.4 million in federal reallocation dollars, the program is hoping to continue to avoid activating the Order of Selection (priority wait list) in 2017-19. The rebalance request approved by the Subcommittee contains the additional expenditure limitation to spend the reallocation funding. One position is reclassified in the rebalance plan.

The rebalance also includes a technical adjustment to more evenly distribute reductions taken during the legislative session; these are related to Department of Administrative Services' assessments and charges that ended up hitting some programs disproportionately. The adjustment affects other programs and is net-zero agencywide.

Aging and People with Disabilities

Budget adjustments made by the Subcommittee for the Aging and People with Disabilities (APD) program reflect a decrease of \$4.7 million General Fund, an increase of \$33.2 million Other Funds expenditure limitation, a decrease of \$35.2 million Federal Funds expenditure limitation, and a net decrease of 2 positions (2.00 FTE). Total funds of \$8.7 million cover the statewide salary adjustment for this program.

The 2017-19 legislatively adopted budget included higher rates for Community Based Care providers (Assisted Living, Residential Care, Memory Care, and In-home Agency). The Subcommittee added \$1,180,695 General Fund and \$2,467,705 Federal Funds expenditure limitation to augment the rate increase scheduled for July 1, 2018. When coupled with \$2.2 million General Fund in savings from an expected lower than budgeted nursing facility rate in the second half of the biennium and matched with \$7.2 million in Federal Funds, rates will increase by 5% instead of 2.5% on that date. These same providers received a 5% rate increase on July 1, 2017.

As noted in the Emergency Board overview section, the Subcommittee approved a \$300,000 special purpose appropriation to be allocated to the DHS Aging and People with Disabilities program to increase access to ventilator-assisted services in nursing facilities. The agency may

request these funds, which are anticipated to help cover a higher rate paid for these services, after completing work under the following budget note, which was also approved by the Subcommittee:

Budget Note:

The Department of Human Services shall work with the Oregon Health Authority to develop a plan to increase access to ventilator-assisted services in nursing facilities, effective January 1, 2019. The plan should address criteria used to enroll nursing facilities and respiratory providers; the rate methodology proposed for compensating these services; state Medicaid plan amendments and administrative rules required to implement this initiative; any information technology changes needed to support the program; the projected costs for these services in the 2017-19 and 2019-21 biennium for the two agencies; and any other actions needed or barriers to be mitigated before service implementation. The Department shall prepare and submit a report containing the plan elements to the Emergency Board prior to October 1, 2018.

A rebalance plan based on the fall 2017 caseload forecast was also approved by the Subcommittee. While, overall, long term care caseloads are 1.8% below the spring 2017 forecast (a decrease of 655 clients), nursing facilities' caseloads are 3.2% higher. That change plus an increase in cost per case is driving a need of \$8.5 million General Fund (\$28.9 million total funds). However, these costs are more than offset by net savings of \$17.3 General Fund (\$57.7 total funds) across the in home and community based care caseloads. These savings also help cover increased costs due to the FMAP change; in APD that shifts \$5.9 million in costs from federal dollars to state General Fund.

The rebalance also includes a management action decreasing the budget by \$10 million General Fund (\$31 million total funds) to account for the caseload forecast not yet capturing the decrease in caseload expected to occur from strengthening the level of care assessment. This change was not implemented until after data used for the fall forecast were captured. The agency will be tracking eligibility changes for clients to determine the associated impact on the caseload and to ensure savings will not be double counted in future rebalances.

There is also risk that the actual caseload reduction may be offset by costs; some of these are tied to providing ongoing supports to people who would have otherwise become homeless, been evicted, or are at risk of abuse or exploitation. In addition, a recent legal agreement requires APD to pause policy and rule changes affecting hours and eligibility that were implemented last summer and fall. This means most consumers will be temporarily restored to their prior level of care while the agency and advocates negotiate future standards and procedures for in-home and residential care, which will affect expenditures. This work is expected to be done by May 2018.

The APD budget is also affected by collective bargaining for non-state workers. The Subcommittee approved \$1,340,585 General Fund from the \$10 million special purpose appropriation made to the Emergency Board for non-state employees to cover higher adult foster care rates. Based on negotiations, rates will increase by 2.0% on February 1, 2018 and again by 4.5% on January 1, 2019. To cover a \$0.15 per hour wage increase

for home care workers effective April 1, 2018, the Subcommittee approved \$2,625,292 also originating from the special purpose appropriation. Collectively, these non-state worker costs will be matched with just over \$7.6 million Federal Funds.

To meet federal program requirements, the approved rebalance adds \$31.2 million Other Funds expenditure limitation for waived case management services. The additional limitation is needed to separately track program expenditures and receive the allowed higher match rate.

Technical adjustments and transfers account for a net decrease of \$0.7 million General Fund (\$2.0 million total funds). Actions include the transfer of positions between APD and other programs, driving a net decrease of one position (1.00 FTE). Other position actions include reclassifying one position and abolishing one position (1.00 FTE).

Intellectual and Developmental Disabilities

Budget adjustments made by the Subcommittee for the Intellectual and Developmental Disabilities (IDD) program reflect an increase of \$3.2 million General Fund, an increase of \$111,296 Other Funds expenditure limitation, a decrease of \$12.2 million Federal Funds expenditure limitation, and a net increase of 11 positions (7.70 FTE). Total funds of \$4.6 million cover the program's statewide salary adjustment.

The Subcommittee acknowledged the program's revised plan toward meeting a generic \$12 million General Fund reduction approved in the 2017-19 legislatively adopted budget. Instead of making eligibility or other program changes to meet the target, the agency will manage the reduction with management actions. These actions are spending \$1.3 million less on housing maintenance contracts and rent subsidies, based on an updated assessment of needs; reducing ability to respond to cost per case by volatility by \$6.0 million, based on recent cost per case actuals; and assuming approximately \$6.0 million in enhanced federal match for system work, pending federal approval. While these changes do not address long term budget sustainability, they do allow the agency to continue its work with stakeholders on IDD program changes that can help bend the cost curve. There is also some risk that these assumptions, particularly around cost per case, may not hold and possibly require legislative budget action before the end of the biennium.

The rebalance actions approved by the Subcommittee reflect decreases in both case management enrollment and services' caseloads from the previous forecast, at 3.2% lower overall or 1,527 fewer clients over the biennium. However, individuals are expected to be served in higher cost settings (group homes), which is a cost driver. The net projected budget effect is a decrease of \$9.2 million General Fund (\$31.6 million total funds). This helps offset FMAP General Fund impacts; for IDD the rate change shifts \$6.3 million in costs from federal to state funding.

The approved plan also uses \$0.7 million General Fund (\$1.4 million total funds) in savings to pay for an error made in building the 2017-19 budget. Workload model positions (case managers) supporting children with intensive medical and/or behavioral needs were overlooked; these caseloads have collectively grown by more than 20% over the last two years. A total of 10 positions (6.70 FTE) are funded.

The IDD budget is also affected by collective bargaining for non-state workers. The Subcommittee approved \$1,165,140 General Fund from the \$10 million special purpose appropriation made to the Emergency Board for non-state employees to cover higher adult foster care rates. Based on negotiations, rates will increase by 2.0% on July 1, 2018. To cover a \$0.15 per hour wage increase for personal support workers, effective April 1, 2018, the Subcommittee approved \$1,902,412 from the same special purpose appropriation. Collectively, these non-state worker costs will be matched with just over \$6.9 million Federal Funds.

The approved budget changes include technical adjustments and transfers increasing the IDD budget by \$0.8 million total funds and transferring in one position (1.00 FTE) from APD.

Central Services

For this program, the Subcommittee approved a budget increase of \$294,639 total funds and one position (1.00 FTE). The changes tie to a rebalance action transferring in a human resources position from OHA (1.00 FTE); this is a companion action to the lift and place transfer of OHP eligibility between the two agencies. Technical adjustments and transfers account for a net decrease of \$0.2 million total funds. Five compliance specialist positions are also reclassified in the agency's plan. An additional \$255,557 total funds for the statewide salary adjustment is also part of the overall increase.

Shared Services

The budget approved by the Subcommittee for Shared Services is a net increase of \$14.9 million Other Funds expenditure limitation and 45 positions (44.80 FTE) over the legislatively adopted budget. Adjustments include the net transfer in of 11 positions (11.00 FTE) from various programs, including positions from Child Welfare noted previously. Other changes are due to position realignment between agency programs (in both DHS and OHA) and Shared Services after new positions are approved in the budget; sometime programs request and carry the budget for shared components directly during budget build. For the statewide salary adjustment, \$3.5 million Other Funds expenditure limitation is added.

Other position actions move one position (1.00 FTE) in from OHA due to the OHP processing center transition. The approved rebalance plan also includes several actions to clean-up positions: reclassifications upward and downward; abolishing and establishing positions; and bringing part-time positions to full-time. These changes will allow DHS to alleviate several double fills and make positions more consistent with how they are really being used. Effective April 1, 2018, a procurement position is transferred to the Department of Administrative Services (DAS), which reduces the budget by \$152,247 Other Funds and one position (0.63 FTE). The position supports the consolidation of certain information technology contracting work at DAS.

In response to a DHS request from January 2018, the Subcommittee approved the use of General Fund savings from rebalance to support adding positions to the Background Check Unit (BCU), which is part of Shared Services. The corresponding budget increase for the program is

\$6,644,952 Other Funds expenditure limitation and 33 positions (24.75 FTE). With these positions in place, BCU expects to see the processing backlog drop down to 2 weeks by December 2018; currently many checks take more than 8 weeks and sometimes 10 weeks or longer.

Just over half of the projected cost is for positions or position-related expenditures, with the bulk of the remainder going to cover fingerprint processing fees charged by the Department of State Police and the Federal Bureau of Investigation. Currently BCU does not recover any costs from individuals or entities undergoing background checks; costs are covered by the applicable DHS and OHA programs. Subject individuals include agency employees, home care workers, personal support workers, child care providers, child caring agencies, child welfare providers, direct support professionals, residential care facilities, nursing facilities, and adult foster homes. About 80% of the work is related to DHS programs.

State Assessments and Enterprise-wide Costs

The budget approved for this program by the Subcommittee reflect net increases of \$15.5 million General Fund, \$228,063 Other Funds expenditure limitation, and \$15.1 million Federal Funds expenditure limitation. Drivers include an increase of \$3.4 million General Fund (\$10.3 million total funds) due to the OHP processing center move; these funds are transferred from OHA and cover rent, utilities, telecommunications, information technology, and other centralized costs associated with these positions. The approved rebalance contains a shift of \$0.6 million total funds from OHA to DHS to transfer rent, utilities, and janitorial costs for part of a Salem building (Cherry City Business Center). OHA has vacated the space and DHS, which already occupies part of the building, needs more square footage.

To support the additional BCU resources, the Subcommittee added \$4,281,343 General Fund, \$161,472 Other Funds expenditure limitation, and \$2,202,137 Federal Funds expenditure limitation; these adjustments allow the shared services funding line to cover the costs of the 33 positions (24.75 FTE) added to the unit.

Technical adjustments and transfers account for an increase of \$5.0 million General Fund (\$8.9 million total funds), primarily to align the assessment budget with policy package changes in program budget structures. Changes tied to position transfers affecting Shared Services are also included. Funding for the statewide salary adjustment is also included, at \$4.6 million totals funds; this primarily covers increased costs tied to collective bargaining for Shared Services positions.

Long Term Care Ombudsman

Budget adjustments for this agency include a technical action shifting \$28,639 General Fund between programs; the statewide inflation reduction taken in HB 5006 (2017) was incorrectly calculated, removing too much funding from the Long Care Ombudsman budget structure and not enough from the Oregon Public Guardian (OPG) structure. The change nets to zero agency-wide.

The Subcommittee also eliminated a \$200,000 General Fund special purpose appropriation to the Emergency Board for costs associated with the public guardian and conservator program HB 5021 (2017) and directly appropriated the same amount to the agency for the OPG program. The special purpose appropriation was sourced by funding removed from the OPG 2017-19 budget during the legislative process. In January 2018, as directed by a budget note, the agency reported on several steps taken to help manage program spending. These include minimizing legal costs, streamlining banking processes, and maximizing caseload capacity. Since the 2017 legislative session, the program has refocused its work, with an emphasis on developing the volunteer program and working with local entities to provide services. Regarding pro bono services, OPG is also developing a concept that would tap professional fiduciaries to act as volunteer deputies. In turn for helping OPG with cases, fiduciaries would receive training and experience that could also be used to meet professional continuing education requirements.

The \$200,000 General Fund restored to the program will pay for two permanent, full-time Deputy Guardian positions (Program Analyst 2 classification) effective July 1, 2018 (1.00 FTE). The positions will be out-stationed in rural areas of the state, which will overcome barriers to contracting in certain areas, provide maximum support for volunteers, and expand program access. With these resources, OPG should be able to serve a minimum of 40 additional clients and possibly more as the volunteer program evolves.

JUDICIAL BRANCH

Judicial Department

The Subcommittee increased the General Fund appropriation for judicial compensation by \$735,683, for the 2017-19 biennium costs of providing a \$5,000 per year salary increase to all statutory judges, beginning on July 1, 2018. The judicial salary increase is enacted by House Bill 4163, the 2018 session program change bill. The total fiscal impact of the salary increase will be \$1,300,000 General Fund in the current biennium. This cost will be financed from the combination of the General Fund appropriation increase and the carryforward of \$564,317 General Fund from the prior biennium. The cost of the salary increase will rise to approximately \$2,600,000 General Fund beginning with the 2019-21 biennium, when it will be in effect for the full twenty-four months of the biennium.

The Subcommittee increased the General Fund appropriation for operations by \$2,378,568, to avoid employee layoffs, furloughs, court closures, and other significant public service reductions during the second year of the current biennium. The Judicial Department presented a \$5.3 million General Fund request for this purpose to the interim Joint Committee on Ways and Means in January 2018. The combination of the approved General Fund increase, the distribution of General Fund to the Department for employee compensation costs, and the carryforward of General Fund from the prior biennium, will support the expenditure level targeted in the January 2018 request and enable the Department to avoid additional service reductions.

The Subcommittee also acknowledged receipt of a compensation plan change report required under ORS 8.105 (1). The report is posted on the Oregon Legislative Information System website under the Capital Construction Subcommittee March 2, 2018 meeting materials. The

Department reported that the Chief Justice has approved the same provision in the executive branch compensation plan for management service and unrepresented employees, whereby effective February 1, 2019, salaries are increased 6.95% and responsibility to pay the 6% PERS pick-up switches from the employer to the employee. The changes do not affect judges, and are projected to cost \$854,000 General Fund and \$62,800 Other Funds during the 2017-19 biennium. The costs will be covered within the legislatively approved budget provided in this bill.

Public Defense Services Commission

The Subcommittee increased the General Fund appropriation for professional services by \$1,340,000, to expand the Parent Child Representation Program. This program works to improve the quality of legal representation for parents and children in juvenile dependency and termination of parental rights cases. The program currently operates in three counties. The funding will be used to expand the program to Coos and Lincoln counties, beginning July 1, 2018. The cost of this expansion will double to \$2,680,000 General Fund in the 2019-21 biennium, when it will be in effect for the full twenty-four months of the biennium.

The Subcommittee also approved a one-time General Fund appropriation of \$450,000 to fund an Oregon-specific caseload standards study and an assessment of Oregon public defense services. The Commission will work with the American Bar Association for a study to develop standards for the time attorneys need to adequately represent clients in various case types, and to develop associated workload/caseload standards. The Commission will also work with the Sixth Amendment Center to assess the status of public defense services in the state.

The Subcommittee also approved an adjustment to the calculation of the 2019-21 biennium current service level for professional services. The Commission is instructed to add \$4.2 million General Fund to the current service level as otherwise historically calculated. This adjustment is intended to address concerns about contract rate amounts paid to trial-level public defense contract and hourly-paid providers. The amount is calculated to equal the cost of providing a 2% increase in rates for the full twenty-four months of the 2019-21 biennium, however, it is understood that the Commission may choose to allocate the funds in another manner to best address concerns about provider pay.

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 2015-17 biennium, appropriately split reversions between Legislative Administration Committee (LAC) and the Legislative Policy and Research Office as those budgets became newly separated agency budgets beginning this biennium, and to accommodate LAC projects including closed captioning, online training, and additional ADA and diversity needs, including one additional position (0.50 FTE) dedicated to such work. In addition to projects funded through rebalance described above, \$700,000 General Fund is provided to LAC for workplace improvements for the Legislative Branch. The Subcommittee approved increasing Other Funds expenditure limitation by \$151,550 for costs of issuance on Article XI-Q general obligation bonds authorized in SB 5702 for the Capitol Accessibility,

Maintenance, and Safety project. Costs of issuance will be paid with bond proceeds. Bonds are scheduled to be sold in spring 2019, so no additional debt service is due in the 2017-19 biennium. An adjustment to debt service is also included, which results in a General Fund reduction of \$48,618 and an increase in Other Funds expenditure limitation of \$48,619. An increase of \$250,000 Other Funds expenditure limitation is included for the Legislative Counsel Committee for ongoing staffing and office needs.

NATURAL RESOURCES

Department of Agriculture

The Subcommittee increased, on a one-time basis, constitutionally dedicated Lottery Funds expenditure limitation by \$846,821 and authorized 13 limited duration positions (5.37 FTE) for additional costs related to Japanese beetle eradication efforts. During the 2016 invasive pests trapping season, the Oregon Department of Agriculture (ODA) trapped a record number of Japanese beetles in the Cedar Mill and Bethany neighborhoods in NW Portland. Early in the 2017 legislative session, ODA received \$801,380 constitutionally dedicated Lottery Funds for the 2015-17 biennium to begin a five-year eradication effort. An additional \$1,113,115 in constitutionally dedicated Lottery Funds was included in the ODA budget for 2017-19 for continuing eradication costs. During the 2017 eradication project, even more beetles were trapped in this area and were found in areas surrounding the initial treatment area, as well as in traps at the Portland airport, Swan Island, and Douglas County. The increase in areas needing treatment, coupled with higher than anticipated costs to maintain the quarantine and dispose of green waste in the existing treatment area, will require additional resources beyond what was approved in the 2017-19 adopted budget for ODA. In addition, the Lottery Funds allocation for the Department was increased by \$1,359,653 to pay for any additional eradication efforts as needed. The Department would need to request an increase in expenditure limitation from either the Emergency Board or the Legislature to spend this additional Lottery Funds allocation.

A technical adjustment was also approved that reduced the Certifications Program Other Funds expenditure limitation by \$16,836 and 0.10 FTE to correct an error in the position count that occurred when a position budgeted in two programs was eliminated.

Department of Environmental Quality

The Subcommittee approved a one-time increase of \$1,917,084 General Fund, \$2,965,300 Other Funds expenditure limitation, and the addition of months to six existing limited duration positions (3.38 FTE) to continue planning and begin development of an environmental data management system (EDMS). The Other Funds represent the portion of the proceeds from the sale of \$5 million Article XI-Q bonds that will be spent in the 2017-19 biennium and includes \$70,000 for the cost of issuing the bonds. This funding is to be used to implement the foundational build of a customized off-the-shelf software solution that will replace multiple outdated and disparate information technology systems currently in use at the Department of Environmental Quality (DEQ). The EDMS project will improve regulatory processes, provide a common platform to receive and share environmental information, and support e-commerce and web-based interactions. Of the total General Fund appropriated,

\$833,867 will pay the debt service on the \$5 million in 2017-19 as the bonds are scheduled to be sold May 2018. The remaining \$1,083,217 General Fund will be used to update and complete foundational documents required to complete Stage Gate 3 endorsement, prepare the Request for Proposal, and pay a Quality Assurance contract. Early estimates indicate the EDMS project will cost \$18 million when completed.

The Subcommittee approved an Other Funds expenditure limitation increase of \$17,834,248 to implement a new electric vehicle rebate program, with the understanding that the Department of Administrative Services (DAS) will unschedule the limitation until sufficient revenues are received. HB 2017 (2017) included a privilege tax of 0.5% on the sale of vehicles beginning January 1, 2018. Monies raised by this tax will be deposited in the Zero-emissions Incentive Fund to be used for rebates on the purchase or lease of electric vehicles to encourage increased utilization of these vehicles. The bill tasked DEQ with establishing and operating the electric vehicle rebate program. At the time the bill passed, no expenditure limitation was provided for the actual rebate payments. The use of this privilege tax for rebates had been challenged in court, therefore DAS is directed to unschedule the increase until these legal challenges are resolved.

A technical adjustment was approved that increased Federal Funds expenditure limitation by \$342,092 and decreased Other Funds expenditure limitation by \$272,092 to accommodate the transfer of administration of a federal grant from the Oregon Health Authority (OHA) to DEQ. OHA had been receiving an on-going federal grant for coastal water monitoring and passing most of the grant funding on to DEQ to do the actual water quality monitoring work. In 2017, both agencies agreed that DEQ should take over the administration of the grant. The 2017-19 OHA budget was adjusted to reflect this change, but the DEQ adjustment was not included in its budget.

The Subcommittee also approved a \$1 million General Fund increase and the addition of 4 positions (2.32 FTE) in the Air Quality program. This funding is to be used to address backlogs in air quality permitting, with emphasis on processing permit renewals. Of the amount approved, \$343,092 is for process improvement activities and is being added on a one-time basis. This funding will not be used to support Title V permitting work because the federal Clean Air Act requires that all Title V permitting work be supported through fees paid by regulated entities. As such, the Department will need to seek authorization to increase fees for the Title V program during the 2019 Legislative session to ensure Title V related permitting operations are sufficiently staffed.

A \$165,892 Other Funds expenditure limitation increase was approved for the Air Quality program to support two positions (1.08 FTE) using existing fund balance revenue from current Greenhouse Gas Reporting (GHG) fees. These positions will work on expanding the Department's existing GHG program to include collection of product output data, as well as, provide quality assurance of currently submitted emissions data.

Department of Fish and Wildlife

The Subcommittee approved a one-time General Fund appropriation increase of \$350,000 for the Fish Division to operate the Leaburg Fish Hatchery located on the McKenzie River for the second year of the 2017-19 biennium. On July 1, 2018, the U.S. Army Corps of Engineers (Corps) will no longer pay for the Oregon Department of Fish and Wildlife (ODFW) to operate and maintain the hatchery, which it had done since

the facility was constructed in 1953 to mitigate for lost trout habitat caused by construction of federal dams in the Willamette Valley. The Corps will now instead contract with a private entity to purchase trout and will continue to pay ODFW to produce steelhead at another ODFW facility. ODFW plans to continue to produce trout at the facility, which would boost the pounds of trout released in the Willamette Valley by 20% and increase Chinook releases by 6%.

In addition, a one-time \$50,000 General Fund increase was approved for culling of elk herds on the Cold Springs National Wildlife Refuge, which is located just outside Hermiston. The elk forage outside the Wildlife Area and damage commercial agriculture operations on land adjacent to Cold Springs. The funding would be used to pay for the time of existing ODFW staff to work on this project, as well as for a contract with the U.S. Department of Agriculture, Wildlife Services for removing the elk that move onto adjacent farms to feed. The elk meat resulting from the culling of the elk herd will be donated to the local food bank.

Department of Forestry

A one-time increase of \$26,194,224 General Fund to the Department of Forestry, Fire Protection Division was approved for the payment of emergency firefighting costs associated with the 2017 forest fire season. This amount is dedicated to the following specific uses:

- Unbudgeted emergency fire costs (\$22,722,123)
- Fire protection district deductibles (\$915,600)
- Oregon State Treasury loan interest (\$63,561)
- Severity resources (\$2,492,940)

Of the total increase, \$2.0 million is offset by a reduction of the same amount in the special purpose appropriation to the Emergency Board that had been established for this purpose. In addition, Other Funds expenditure limitation is increased one-time only by \$22,743,921, which includes \$10,130,317 for unbudgeted emergency fire costs, \$4,101,866 for reimbursed costs of emergency fire costs from other agencies including the Federal Emergency Management Agency, \$7.0 million for the payment of pass-through reimbursements to other agencies from federal sources, and \$1,511,738 for fire protection district deductibles.

The Subcommittee approved an increase in the General Fund appropriation made to the Department of Forestry in the amount of \$500,000 and a decrease in Other Funds expenditure limitation of \$500,000 to reverse a reduction in General Fund subsidy for fire patrol assessments on low-productivity, east-side forest lands that was included in SB 5519 (2017), the agency's budget bill.

A reservation in the Emergency Fund was made to fund Sudden Oak Death eradication work by the Oregon Department of Forestry as detailed in the Emergency Board section above.

Department of Land Conservation and Development

A one-time increase of \$300,000 General Fund for the Department of Land Conservation and Development's local government grants program was approved for the provisioning of technical assistance grants to eastern Oregon counties for conducting economic opportunity analyses.

Parks and Recreation Department

The Subcommittee approved a \$200,000 increase in Other Funds expenditure limitation for the Oregon Parks and Recreation Department (OPRD) for expenses associated with Sudden Oak Death mitigation work on State Parks properties within the Cape Sebastian State Scenic Corridor. OPRD estimates that the eradication project will be completed by the end of February 2018. Funding for the treatment will come from the Park Stewardship account which receives a portion of fees charged by the agency and is dedicated for the management of natural resources, hazard trees, landscape, and the ocean shore.

An increase of \$20,000 Lottery Funds expenditure limitation was approved for the purpose of making grants to repair recreational trails damaged due to the Chetco Bar fire during the 2017 fire season.

Department of State Lands

An increase in Federal Funds expenditure limitation in the amount of \$155,734 for the Department of State Lands (DSL) was approved for the expenditure of Wetland Program grant funds from the U.S. Environmental Protection Agency (EPA). Of the total, \$121,734 supports five individual initiatives identified in the updated Oregon Wetland Program Plan and will be used in conjunction with an intergovernmental agreement with Oregon State University, Institute for Natural Resources. Additionally, DSL was awarded a supplemental Wetland Program Development Grant (WPDG) that is in addition to the 2015 grant it received from the EPA. The funding award of \$25,000 allows DSL to contract with a third party to complete wetland functional assessments on existing wetland mitigation bank sites prior to the implementation of the Aquatic Resources Mitigation Program initiative in 2018. The reestablishment of expenditure limitation for residual Federal Funds totaling \$9,000 that were not expended in the prior biennium from the original 2015 EPA WPDG is also included in the total additional Federal Funds expenditure limitation for these grants.

A one-time expenditure limitation increase of \$7,244,215 Other Funds is included for cleanup efforts at the Goble, Oregon site on the Columbia River. The funding is for the costs of site security, inventory, and disposal of solid waste and hazardous material, asbestos inventory and abatement, and dewatering and disposal of vessels and structures due to default by the former lessee of the site. DSL is continuing to avail itself of all legal means to recover the costs of the cleanup from the former lessee or the lessee's insurance carrier.

A one-time technical adjustment of \$235,081 Other Funds expenditure limitation is included in the measure to carry forward 2015-17 biennium unexpended grant funding from the University of Michigan for the South Slough National Estuarine Research Reserve. Normally, this limitation would have been reestablished in the agency's budget bill, but the actual unexpended amount was not known at the time of the bill's passage.

The Subcommittee approved an increase in Other Funds expenditure limitation of \$410,102 and authorized the establishment of a limited-duration project manager position (0.67 FTE), the establishment of a permanent, full-time network architect position (0.67 FTE), and the upward reclassification of an existing information systems supervisor position to continue planning for the replacement of the aging Land Administration System (LAS) through the end of the current biennium and ongoing management of the agency's information technology systems.

Water Resources Department

Technical adjustments to the Other Funds and Federal Funds expenditure limitations of the Water Resources Department are included in the measure to rebalance budgeted expenditure authority between programs at the agency. This action results in no net change to the overall expenditure limitation of the agency.

The Subcommittee approved a one-time increase in the expenditure limitation for the Water Resources Department of \$5,269,633 Other Funds for the expenditure of Lottery Revenue bond proceeds for distribution to the City of Carlton to replace the city's finished water supply line in the amount of \$5.15 million and for the payment of bond issuance costs of \$119,633.

Oregon Watershed Enhancement Board

The Subcommittee increased the Measure 76 Lottery Funds expenditure limitation for the Oregon Watershed Enhancement Board (OWEB) grants program by \$5,000,000 to reflect increases in forecasted Lottery revenues constitutionally dedicated to the Parks and Natural Resources Fund, for local grant expenditures.

PUBLIC SAFETY

Department of Corrections

The Subcommittee approved a net-zero technical adjustment to move a total of thirteen positions between program units to align reporting relationships, advance organizational initiatives, and properly assign oversight functions within the agency.

The Subcommittee provided the following direction to the Department of Corrections:

Budget Note:

As of January 25, 2018, the Department of Corrections had 297 inmates in custody over the age of 70. Elderly inmates are housed throughout the state, depending on the location of infirmary and hospice beds, single-story and single-bunk cells and dormitories, and proximity to health care facilities.

The Department of Corrections is directed to evaluate the feasibility of using the Oregon State Penitentiary - Minimum as a dedicated facility for housing male prison inmates over the age of seventy-five. The Department should evaluate the suitability of using OSPM to house elderly inmates and identify any and all facility modifications that would be required to safely house a population that has an above average incidence of mobility limitations and serious health conditions. The suitability evaluation should include a detailed cost analysis and an estimated construction timeframe for those modifications to the existing facility necessary to provide an adequate number of infirmary and hospice beds for this population, as well as any security upgrades, infirmary improvements, medical equipment purchases, and accessibility modifications. The Department is directed to report to the Legislature by February 2019 on the cost and timeframe for remodeling and equipping OSPM, and on the estimated cost of operating the facility, including any extraordinary costs for medical staff, transportation, and other reasonably necessary resources for housing an elderly inmate population.

Criminal Justice Commission

The Subcommittee increased the Criminal Justice Commission's Federal Funds expenditure limitation by \$1,045,940 for two grants awards received in larger amounts than anticipated in the 2017-19 legislatively adopted budget. The awards supplement an existing program supporting Local Public Safety Coordinating Councils in rural Oregon counties and the state's Statistical Analysis Center program.

The Criminal Justice Commission's Other Funds expenditure limitation was increased by \$450,000 for implementation of a new case management system for Oregon's specialty courts. Revenues supporting the expenditure limitation are from asset forfeitures, statutorily dedicated to specialty courts.

Oregon Department of Justice

The Subcommittee approved an increase of \$53,241 Other Funds, \$159,723 Federal Funds, and 0.25 full-time equivalent for the Civil Enforcement Division's Medicaid Fraud Unit. The Unit is projecting a personal services budget shortfall and requested a temporary funding increase. The Subcommittee recommended a permanent resolution of the underlying budget issues with the upward reclassification of two Assistant Attorney General positions to Senior Assistant Attorney General, an upward reclassification of a Principal Executive Manager C to a D (Chief Investigator), and adding 0.25 FTE to an existing Legal Secretary position budgeted at 0.75 FTE.

The Subcommittee approved \$2.8 million Other Funds expenditure limitation for the Child Support Enforcement Automated System (CSEAS), which is to be financed with Article XI-Q bonds authorized in SB 5702. The Subcommittee also approved \$5.4 million Federal Funds expenditure limitation and an increase of 0.25 full-time equivalent. These are one-time costs. Other Funds expenditure limitation of \$56,463 was also added

for the cost of issuance of the bonds. The Subcommittee reduced General Fund Debt Service by \$23,047 to account for a delayed issuance in previously authorized bonding authority. The 2017-19 Article XI-Q bond authority for the project totals \$19.4 million, including \$19,026,170 for project costs and \$373,830 costs of issuance. General Fund Debt Service totals \$12.5 million.

Since 2010, the Oregon Department of Justice's Division of Child Support has been working on a multi-biennia plan to replace its current COBOL-based mainframe child support case management and financial system with a transfer or hybrid solution with custom development that will use some existing software from three states. CSEAS is expected to be completed by 2021 with an implementation cost estimated at \$137.3 million. Federal Funds will provide 66% of eligible program costs under Title IV-D of the federal Social Security Act for both development and ongoing operations and maintenance costs.

The project is within scope, on schedule, and within budget. The primary purpose of the additional bond authority is to safeguard the progress of the project should there be a major issue during User Acceptance Testing (UAT). UAT started in February of 2018 and continues through May of 2018. If by September 30, 2018 any of the additional bonding authority provided for UAT is unneeded, the unused portion is to be released for other statewide purposes. The project does, however, require the immediate expenditure of \$120,738 Other Funds and \$234,374 Federal Funds for contract change orders. The Department of Administrative Services is directed to unschedule \$2,637,799 Other Funds and \$5,164,513 Federal Funds, which may be rescheduled upon the approval of the Legislative Fiscal Office, but only if unanticipated UAT issues arise.

The bill includes an increase of \$185,916 General Fund and the establishment of one permanent full-time Assistant Attorney General (0.63 FTE) in the Criminal Justice Division for the prosecution of election fraud violations under ORS 260.345, which have increased over the course of the last several biennia. The 2019-21 cost totals \$293,381 General Fund.

The Subcommittee approved an increase of \$1.3 million Other Funds expenditure limitation and the establishment of four limited duration positions (2.68 FTE) in the General Counsel Division as one-time costs. The position cost is \$1 million and includes: one Assistant Attorney General position for Health and Human Services; one Assistant Attorney General position for Tax and Finance; one Assistant Attorney General position for Business Transactions; and one Senior Assistant Attorney General position for Government Services. The Division is experiencing higher caseload work related to: procurement, bonding, expended lottery offerings, litigation agreement implementation, legal sufficiency reviews, and agency administrative rules development. An additional \$258,252 was approved for administratively-authorized limited duration position costs that the agency incurred pending the approval of this request. The revenue to support this request will come from billings to state agencies, which will total \$1.9 million (\$574,288 above the limitation request to account for agency overhead costs).

Two technical adjustments were approved to the Civil Enforcement Division's General Fund appropriation. HB 5015 (2017) eliminated a \$3.2 million General Fund appropriation for enforcement of the Master Tobacco Settlement Agreement (MTSA) as the Department no longer requires the General Fund for defending the state's enforcement actions to the arbitration panel. A portion of the reduction included \$127,059

General Fund for standard inflation; however, HB 5006 (2017), as part of a statewide adjustment, also included a reduction of \$127,059 for inflation. The Subcommittee's action restores the inflation reduction to provide funding for civil rights enforcement.

The Subcommittee also approved a technical adjustment to transfer \$25,646 General Fund from the Appellate Division to the Civil Enforcement Division to correct for an Oregon Law reference error in HB 5006 (2017).

A technical adjustment to the Child Support Enforcement Automated System (CSEAS) information technology project was approved. The adjustment increases months on six existing positions by 3.17 FTE. This adjustment is self-financed by reducing budgeted services and supplies by \$708,017 and increasing personal services by a corresponding amount. This adjustment aligns budgeted indirect charges for the program with agency practice.

Oregon Military Department

The Subcommittee approved a one-time General Fund appropriation of \$260,724 to cover expenses incurred by the Oregon Military Department for services provided by the Oregon National Guard during and after the total solar eclipse on August 21^t, 2017.

The Other Funds expenditure limitation for the Community Support program was increased, on a one-time basis, by \$5,442,829 to reimburse wildland firefighting expenses incurred by the Oregon Military Department during the 2017 fire season.

The Subcommittee increased the agency's Federal Funds expenditure limitation by \$16,421,308 for lead dust abatement projects at eight armories located throughout Oregon.

Pending federal approval of the agency's proposed indirect cost allocation plan, the Subcommittee recommended \$1,590,544 General Fund be added to the Office of Emergency Management to cover 2017-19 administrative expenses that can no longer be charged to federal grants. The Subcommittee also approved the following budget note:

Budget Note:

The Oregon Military Department - Office of Emergency Management (OEM) is directed to assess and update OEM's processes, policies, and practices for internal control over grants management, separate from and in addition to any external financial or programmatic audits currently underway. The updated practices should align to the Internal Control-Integrated Framework as updated in 2013 by the Committee of Sponsoring Organizations of the Treadway Commission (COSO). The Military Department is to undertake immediate action to correct any identified deficiencies.

The Military Department is directed to submit a quarterly progress report to the Legislature at each meeting of the Emergency Board in 2018. The Military Department is directed to provide a final written report on the assessment and corresponding updated processes, policies, and procedures to the Joint Committee on Ways and Means during the 2019 legislative session, prior to consideration of the agency's budget for 2019-21.

Department of Public Safety Standards and Training

The Other Funds expenditure limitation for the Operations program was increased, on a one-time basis, by \$623,260 to reimburse the Department of Public Safety Standards and Training for expenses incurred for training and certifying Oregon National Guard members as wildland firefighters during the 2017 fire season.

The Subcommittee increased the Department of Public Safety Standards and Training's Other Funds expenditure limitation by \$400,000 to continue and expand mental health and crisis intervention training for first responders with funding from the Oregon Health Authority.

The Subcommittee increased the agency's Other Funds expenditure limitation by \$3,657,838, and authorized seven permanent positions (4.06 FTE) and six limited duration positions (3.48 FTE) to add five basic police classes and one basic corrections class to the agency's training calendar to meet demand during the 2017-19 biennium.

Department of State Police

The Subcommittee increased the agency's Other Funds expenditure limitation by \$12,770,000 for federally reimbursable expenses incurred during mobilizations coordinated by the State Fire Marshal during the 2017 fire season in Oregon. Additionally, the agency's General Fund appropriation was increased by \$3,255,945 to cover the portion of the Patrol Division's and State Fire Marshal's 2017 fire season expenses that are not eligible for federal reimbursement.

The Department of State Police is undertaking a significant rebalance of its resources between program units to better support the Patrol Division and to minimize the practice of holding trooper positions vacant. The Subcommittee approved \$2,975,558 General Fund and 25 positions (25.00 FTE) to resolve double-filled support positions. This action requires the agency to reduce its 2017-19 appropriation for services and supplies and capital outlay to fund \$1,737,202 of the total cost of these positions, which is \$4,712,760. It is the intention of the Legislature that the agency's services and supplies and capital outlay budgets be restored to current service levels for the 2019-21 budget.

The Subcommittee also approved a net-zero budget action to re-classify 49 positions per classification studies completed by the Department of Administrative Services, Chief Human Resources Office. Three studies reclassified five Automotive Technician 1 positions to Automotive Technician 2s, three Office Specialist 1 positions to Office Specialist 2s, fourteen Administrative Specialist 1 positions to Administrative Specialist 2s, twenty-five Office Specialist 2 positions to Administrative Specialist 1s, and two Office Coordinator positions to Administrative Specialist 1s.

Once implemented, these position actions and increased General Fund support will allow the agency to begin to fill trooper positions, with a recruit school class of fourteen troopers anticipated for October 2018, and an additional class of twenty troopers in January 2019.

TRANSPORTATION

Department of Aviation

Other Funds expenditure limitation for the Department of Aviation is increased by \$950,000 on a one-time basis to provide oversight and funding for three unmanned aircraft system test ranges in the state.

Department of Transportation

Other Funds expenditure limitation for the Oregon Department of Transportation (ODOT) is increased by \$117,530,107 to fund implementation of the Transportation Package of 2017 (HB 2017), and includes 179 positions (77.63 FTE).

Other Funds expenditure limitation for ODOT is increased by \$10,000 to implement SB 375 (2017) related to the posting of informational materials about human trafficking at roadside rest areas. This is a one-time adjustment supported by the Transportation Operating Fund.

The Other Funds expenditure limitation for the Local Government Program includes funds for highway safety improvements near the Kenton Line to aid enhanced safety related to trains, pedestrians, and vehicles.

Legislative Fiscal Office

Oregon State Capitol
900 Court Street NE, H-178
Salem, OR 97301



Oregon Legislative Emergency Board

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

Certificate

Pursuant to the provisions of ORS 291.328, and acting under the authority of ORS 291.326(1)(a), (b), (c), and (d), this hereby certifies that the Emergency Board, meeting on May 23, 2018, took the following actions:

1. Secretary of State

Allocated \$1,371,527 from the special purpose appropriation made to the Emergency Board by section 156(1), chapter 99, Oregon Laws 2018, to supplement the appropriation made to the Secretary of State by section 155(3), chapter 99, Oregon Laws 2018, for the Elections Division and county costs of conducting the January 2018 special election.

2. Secretary of State

Allocated \$336,660 from the Emergency Fund established by section 1, chapter 702, Oregon Laws 2017, to supplement the appropriation made to the Secretary of State by section 1(2), chapter 602, Oregon Laws 2017, Elections Division, for a quality assurance contract for the Oregon Centralized Voter Registration Transition Program.

3. Secretary of State

Increased the Federal Funds expenditure limitation established for the Secretary of State by section 3, chapter 602, Oregon Laws 2017, by \$3,250,453, and authorized the establishment of two full-time positions (1.00 FTE), for expenditures of Help America Vote Act monies appropriated by Congress in 2018.

Budget Narrative

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Office of the Secretary of State

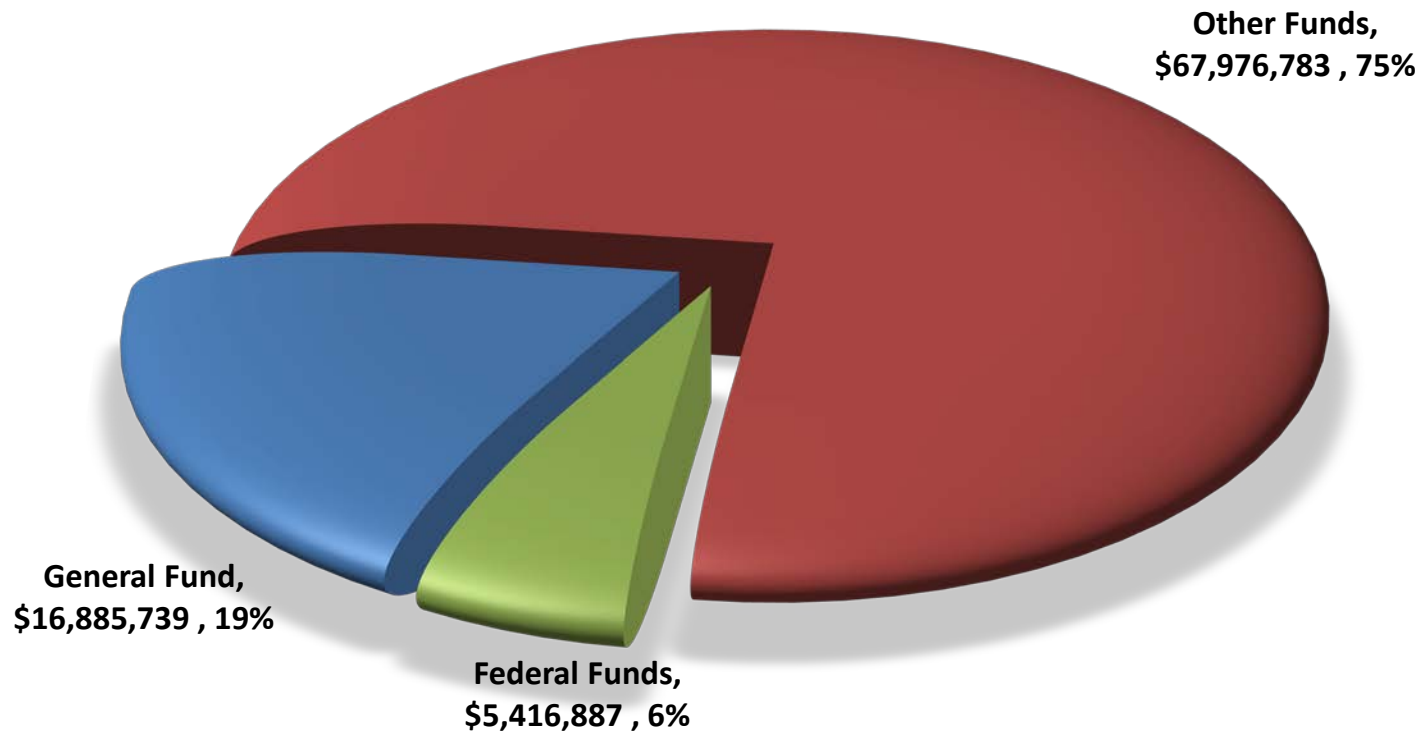


Agency Summary 2019-21 Agency Request Budget

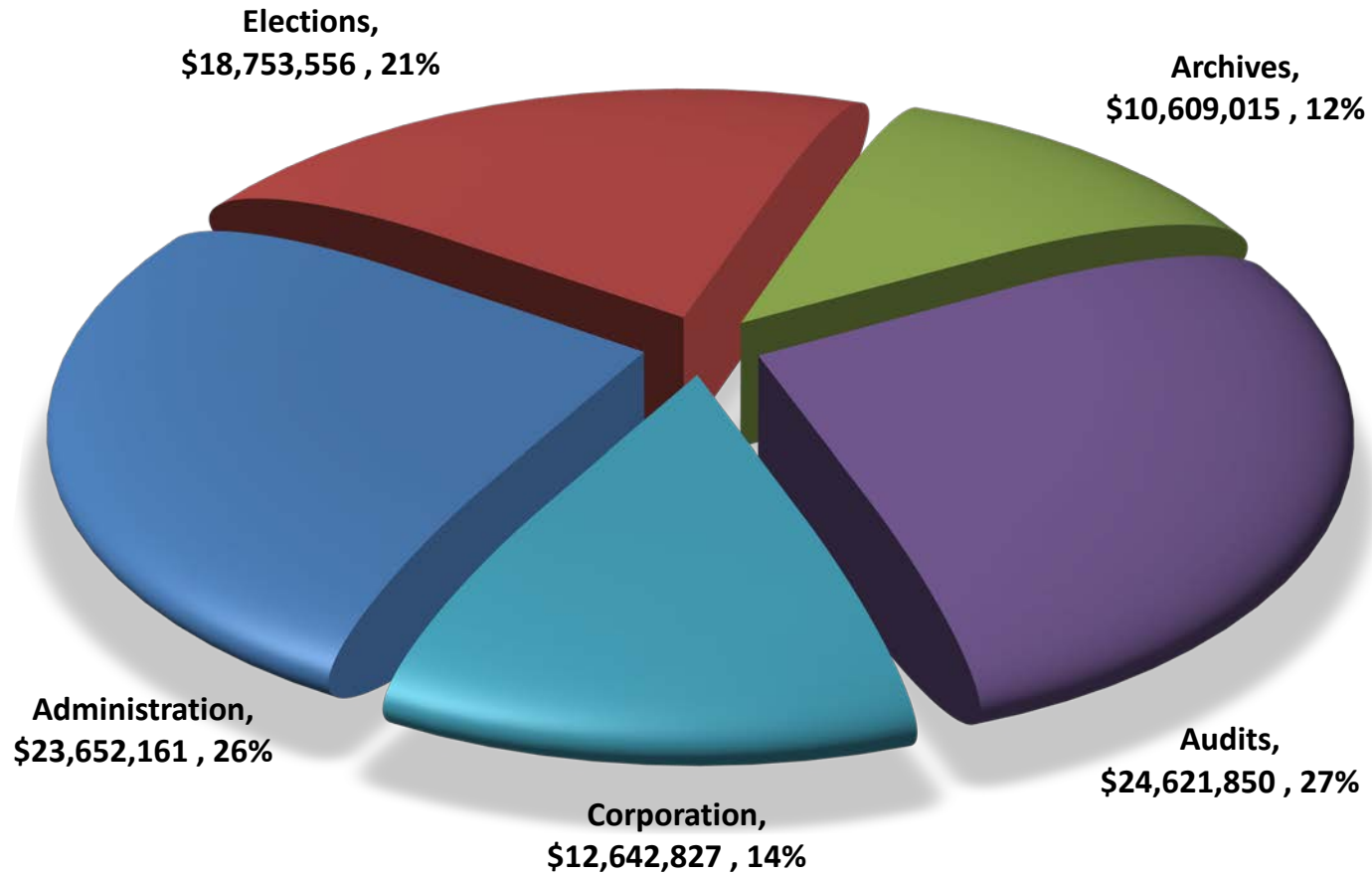
Budget Narrative

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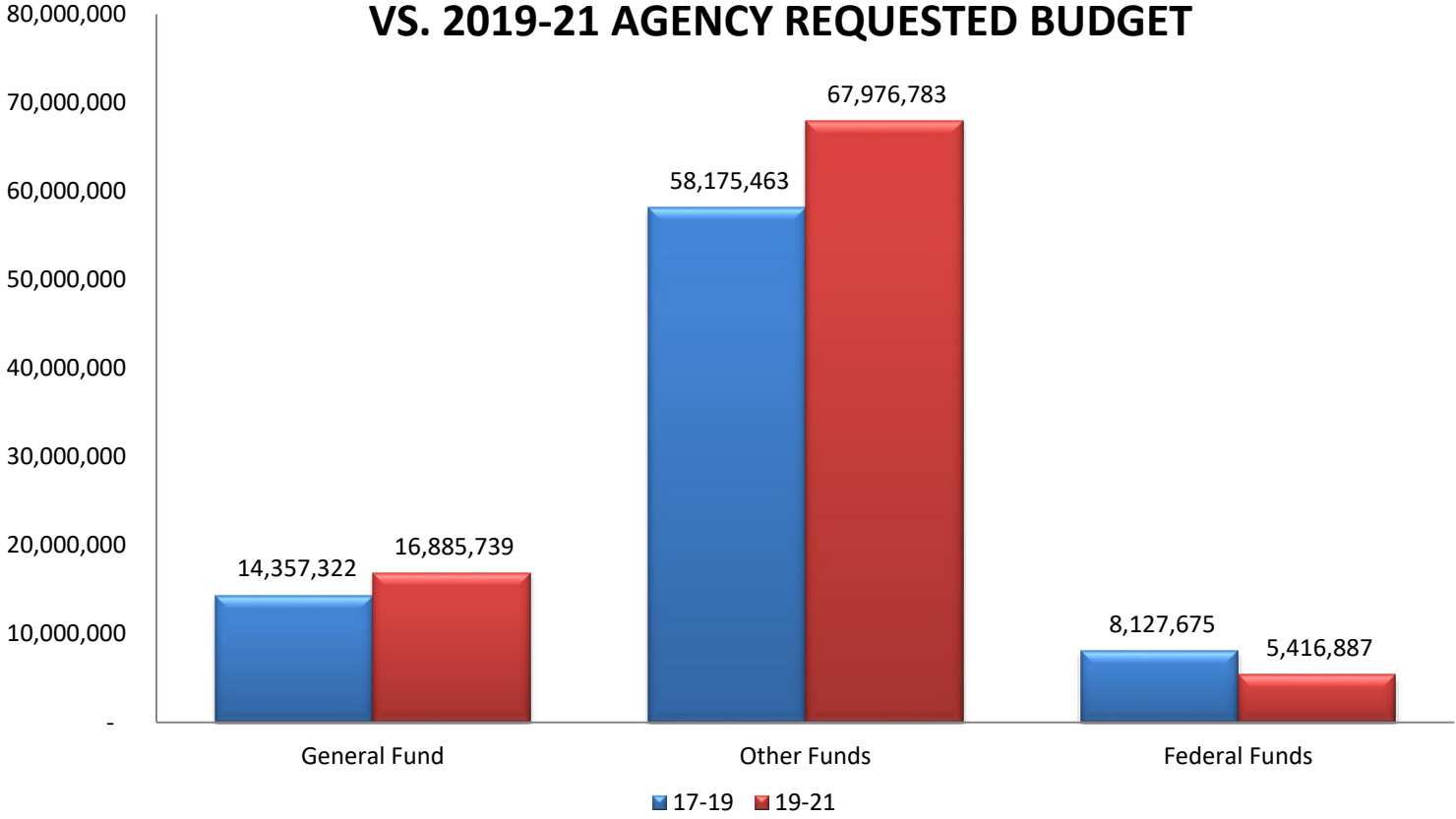
**SECRETARY OF STATE
2019-21 AGENCY REQUEST BUDGET BY FUND**



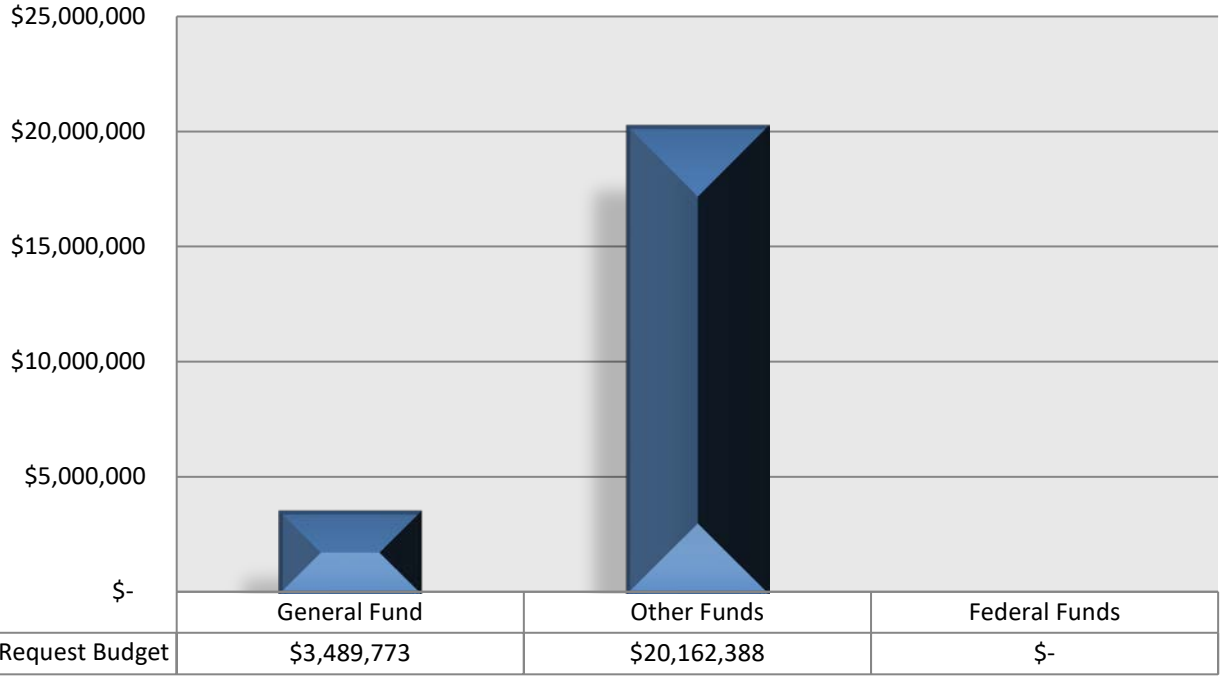
2019-21 AGENCY REQUEST BUDGET BY DIVISION



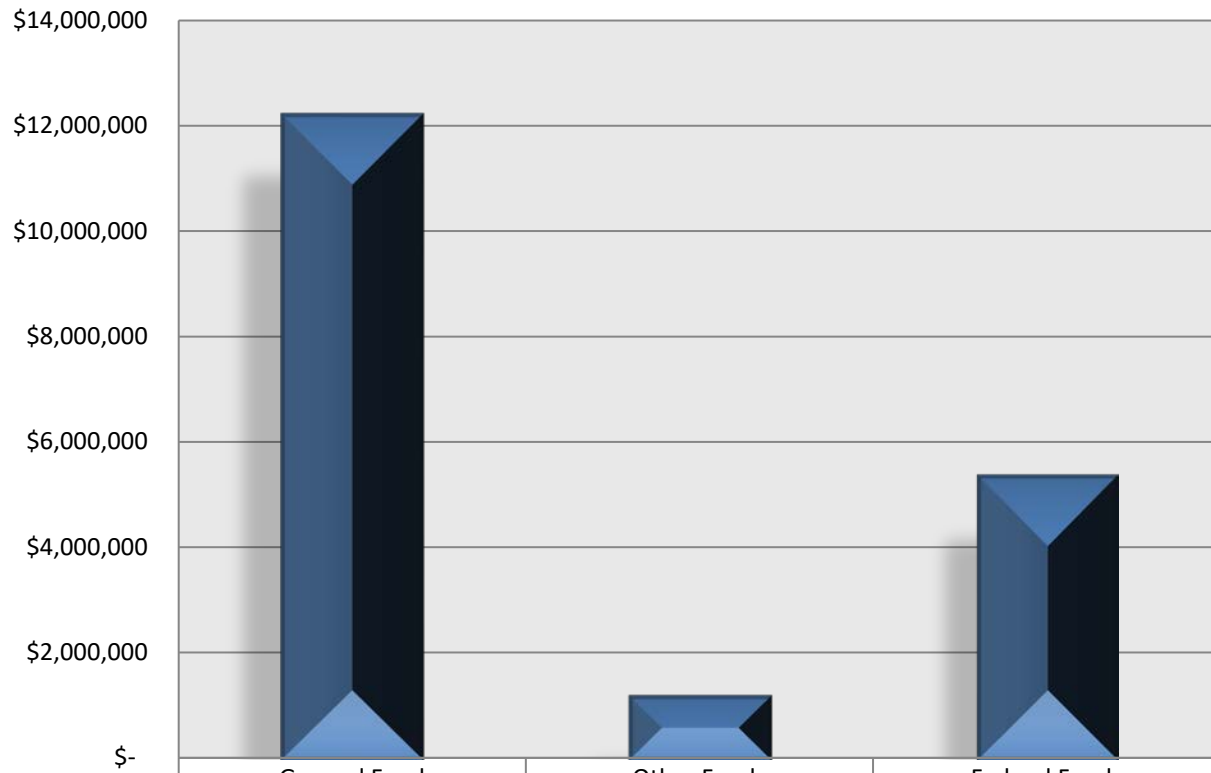
**SECRETARY OF STATE
2017-19 LEGISLATIVELY APPROVED BUDGET
VS. 2019-21 AGENCY REQUESTED BUDGET**



SECRETARY OF STATE ADMINISTRATIVE DIVISION

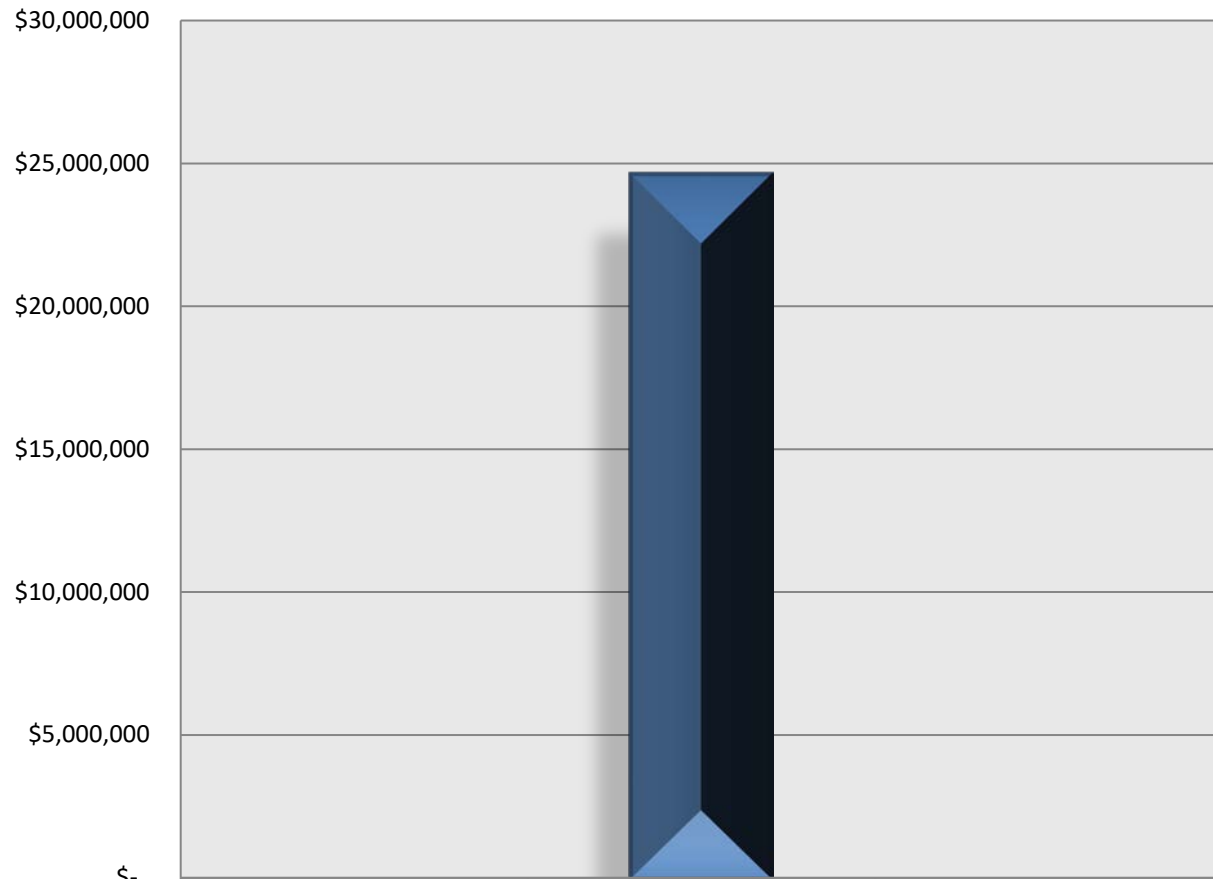


SECRETARY OF STATE ELECTIONS DIVISION



\$-	General Fund	Other Funds	Federal Funds
19-21 Agency Request Budget	\$12,195,966	\$1,183,925	\$5,373,665

SECRETARY OF STATE AUDITS DIVISION



19-21 Agency Request Budget

General Fund

Other Funds

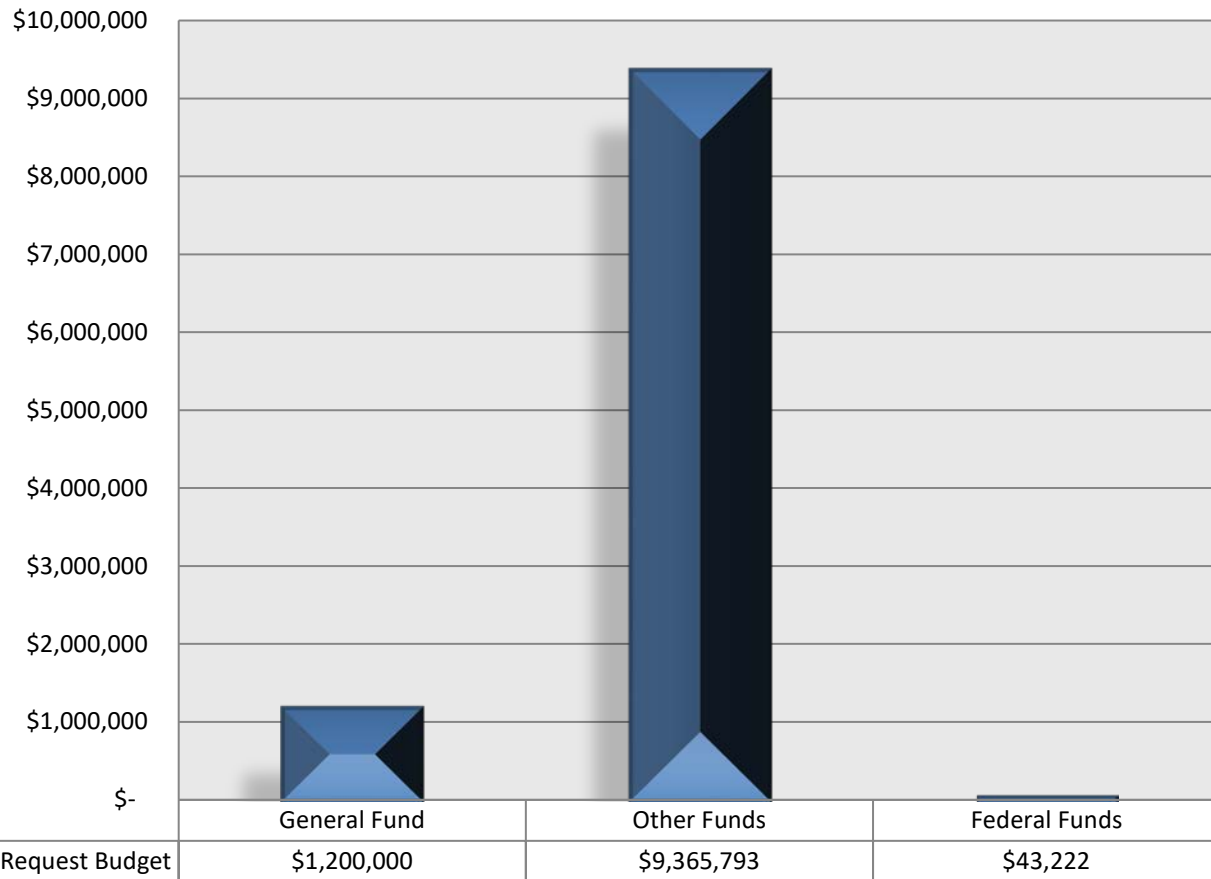
Federal Funds

\$-

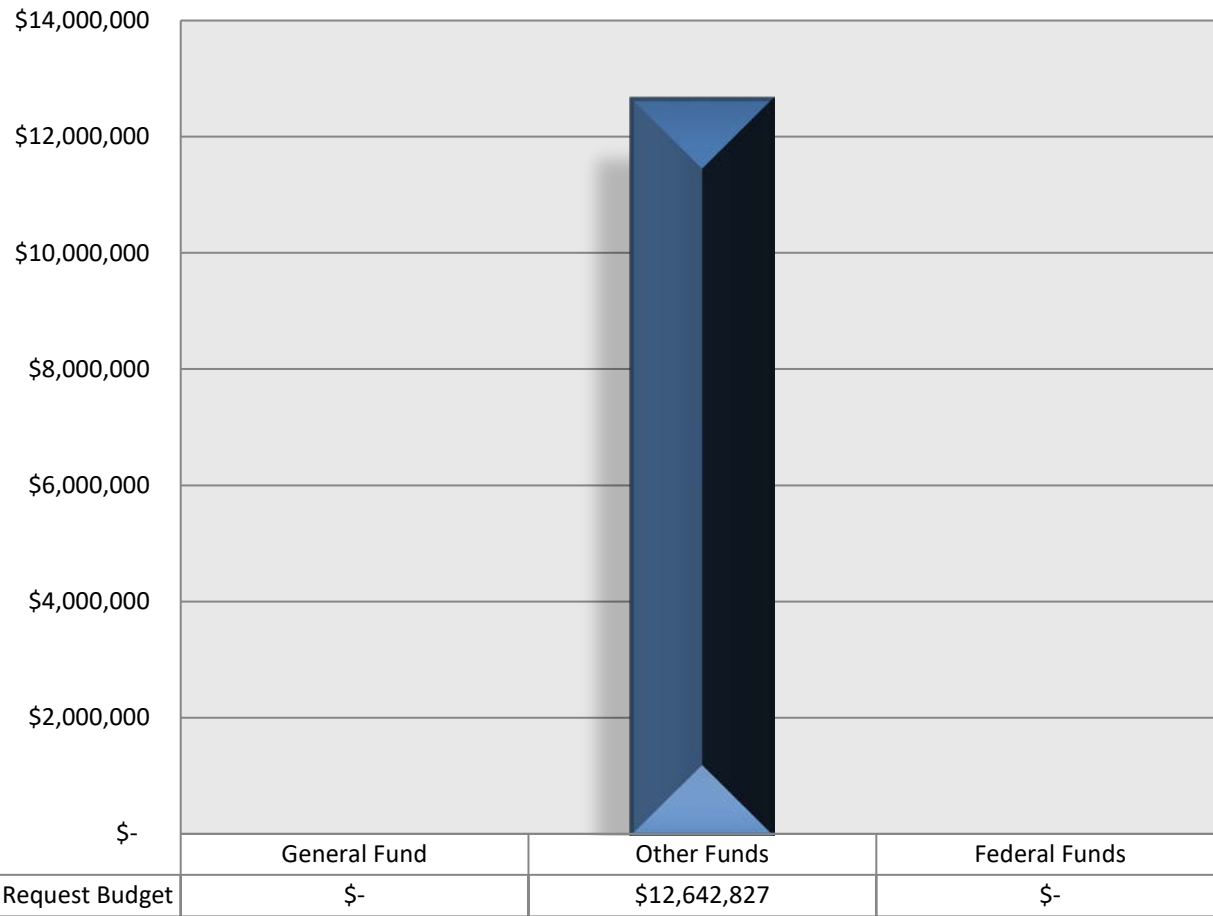
\$24,621,850

\$-

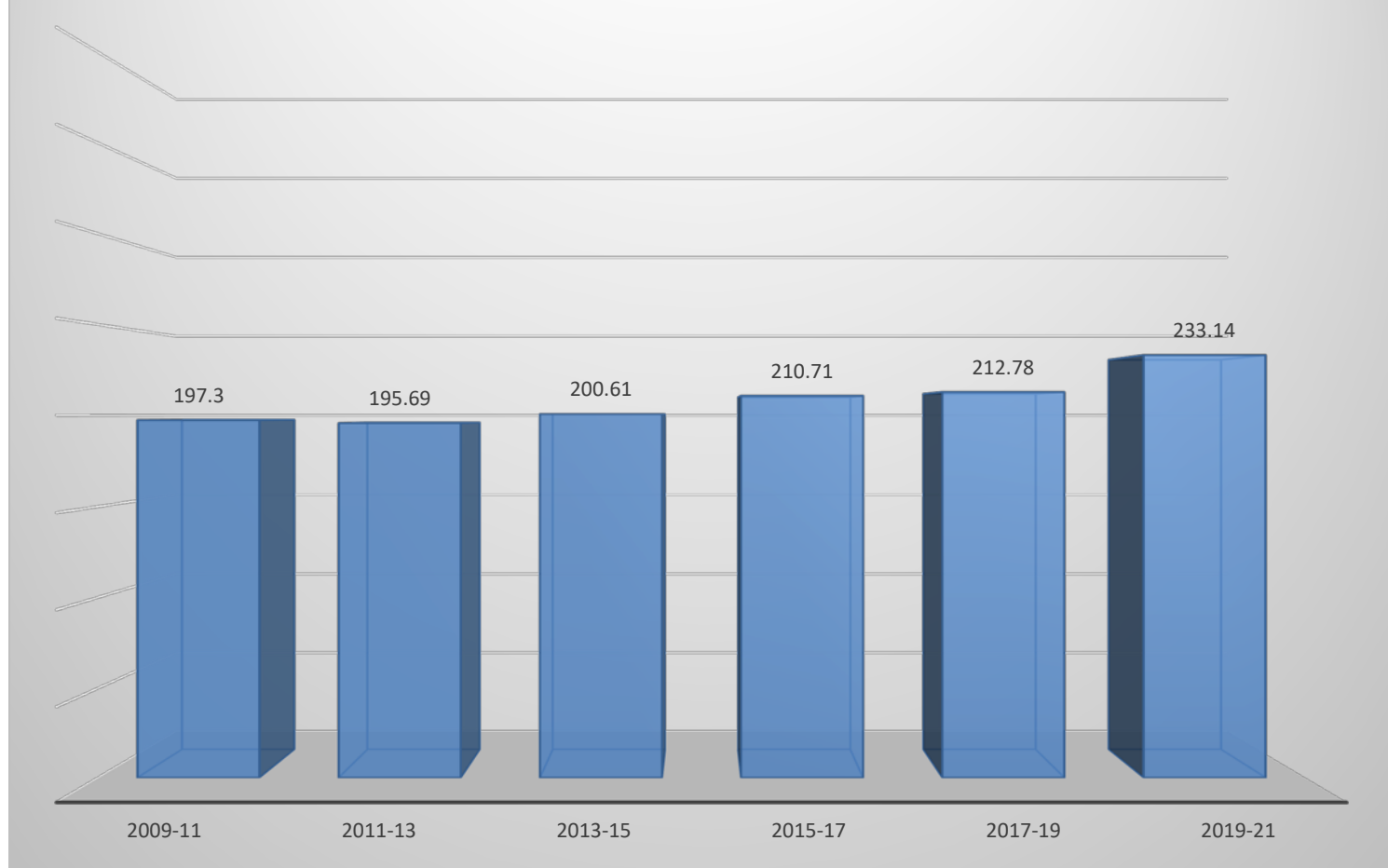
SECRETARY OF STATE ARCHIVES DIVISION



SECRETARY OF STATE CORPORATION DIVISION



SECRETARY OF STATE EMPLOYEE FTE



Budget Narrative

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Budget Narrative

Mission Statement & Statutory Authority

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.
- Empowering Oregonians by providing timely and accurate information about their government, connecting through outreach activities, and protecting whistle blowers.

Our Vision

As Servant Leaders, we will apply our experience, knowledge, and abilities to improve transparency, accountability, and integrity in Oregon government.

Budget Narrative

Strategic Initiatives

Archives Division

- Increase access and transparency to and accountability of public records.
- Civic education, starting with Kid Governor.

Audits Division

- Improve Oregon government programs and services.
- Improve transparency of government practices so Oregonians can hold leaders accountable.

Corporation Division

- Assist in building Oregon's economy by making it easier to start and conduct business in Oregon.
- Improve small business customer experience.
- Reduce government red-tape for business

Elections Division

- Encourage voter participation while maximizing access and integrity of voter rolls.
- Improve security and resiliency of all election systems. Improve understanding of election processes and integrity.

Budget Narrative

Administrative Services

- Continue to update IT infrastructure and Application Development methodologies in an effort to bolster our security posture to protect public data and information.
- Revise Application Development processes, policies, and tools to enhance our ability to deliver robust, user-friendly applications that meet the business needs of our Oregon Citizens.
- Utilize technology to provide timely, efficient and cost effective services to our division partners and external customers.
- Be prepared for significant loss of key business knowledge due to staff retirements.
- Utilize technology to resolve logistics issues, maximize effectiveness, and lower costs.
- Provide review and analysis of division budgets to ensure spending remains within execution budget limitations and expenditures support the mission and the goals of the Secretary of State.
- Support employee satisfaction through support of continuing education and training.

2019-21 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 one system, helping to ensure accessibility, transparency, and

Budget Narrative

accountability while also saving taxpayer dollars. 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, the biennial Oregon Blue Book- the complete source of information on Oregon's history and government, and manage the Oregon Kid Governor Program.

➤ **Archives Initiative #1:**

To make ORMS mandatory for state agencies.

Performance Measure:

- Reach 70+ actively participating agencies.

➤ **Archives Initiative #2:**

Re-engineer Reference to make the unit more nimble and flexible to handle a 21st Century Archival Program, which includes balancing traditional reference services against making more information online; having a strong, social media presence; a vibrant intern/volunteer program; outreach and civics education; and preservation of old and new technologies.

Performance Measure:

- Automate administrative tasks such as registration and bookkeeping; increase the number of records available through WebDrawer and enable patrons to purchase records online; keep social media presence growing; produce exhibits and other outreach programs; continue to grow the intern/volunteer program; and seek grants for digital preservation projects.

Budget Narrative

➤ **Archives Initiative #3:**

We have completed the first floor stack conversion and have received funding (although not the limitation) to begin the transfer from conventional shelving to compact shelving for half of the second floor stack areas (Phase 3).

Performance Measure:

- We have completed Phases 1 and 2 of the shelving project. We received funding (although not the limitation) for Phase 3 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:**

Implement the space management tool in our electronic records management system for the Archives, Records Center, and Security Copy Depository. This system will allow for better control and management of our physical space and holdings and allow us to further streamline business processes.

Performance Measure:

- Have the State Records Center and Security Copy Depository fully implemented in space management and have at least 50% of the State Archives holdings in the new system.

➤ **Archives Initiative #5:**

Develop effective, online training for all Archives Division programs allowing agencies and the public access to training tools, on demand through our website.

Budget Narrative

Performance Measure:

- Have at least two trainings for each program online.

➤ **Archives Initiative #6**

Develop civics education programs.

Performance Measure:

- Successful Kid Governor Program; bring the Oregon Constitution to all 36 counties; and have a civics education program for students and adults using tools such as trivia night.

➤ **Archives Initiative #7**

Succession Planning – nearly 50% of the Archives Division staff is eligible to retire in the next 5 years.

Performance Measure:

- Have a plan in place to fill vacancies based on where the program is going. Have key position descriptions updated and classified correctly.

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 some other organizations receiving 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.

Budget Narrative

➤ **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, implementing an audits blog, and introducing briefings for legislators and legislative branch staff. Our new technologies also allow us to more clearly explain our audit results with richer graphic abilities 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.

Performance Measures:

- We currently survey the directors and managers of the agencies/programs we audit to gauge their satisfaction with our audit process and audit report. We will revisit and revise the survey instrument to obtain better feedback on the effectiveness of our audit reports. We will also develop measures of the success of other communication strategies we employ, such as our blog.
- We have recently implemented a robust audit follow-up monitoring and reporting program. The percentages of both audit report recommendations agreed with and implemented will be publicly reported. These measures directly assess the quality of our audit communications.

➤ **Audits Initiative #2:**

Oregon state government is a multibillion-dollar enterprise that touches every Oregonian. This means there is a substantive range of potential audit topics for the Secretary of State's office to assess that includes a plethora of programs and services, each with their own risks. In addition, we are requested by legislation or ballot measure to perform audits of certain state funded agencies

Budget Narrative

and programs, which reduces our other discretionary audit work. Given that we have limited audit resources and cannot possibly cover all of these risks, we must make strategic decisions about what to audit.

Initiate a more comprehensive risk assessment process and resulting audit plan that identify high priority audit topics and objectives. Obtain input from legislators, agencies, and the public when developing the plan. The audit plan will include “real time” audits. In contrast to a traditional audit, which is retrospective, real time audits evaluate programs that are under development or just beginning to be implemented. The idea is to identify problems before costly mistakes are made.

Performance Measures:

- We will track the extent which we obtain feedback from key stakeholders – legislators, agency heads and the public – as part of our revised risk assessment process. We will also leverage the survey we send to agency directors and managers to obtain feedback on whether the topics we audit are of significant value to them. Finally, our new risk assessment process includes consideration of high priority audit areas when developing our audit plan, such as public health and safety, critical infrastructure, and vulnerable populations. We will develop a method for tracking the extent to which we cover those high priority areas with the audit topics we choose for our plan.
- We have recently implemented a robust audit follow-up monitoring and reporting program. The percentages of both audit report recommendations agreed with and implemented will be publicly reported. These measures will help to assess the quality of our annual risk assessment process.

Budget Narrative

Corporation Division & Office of Small Business Assistance

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.

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.

Budget Narrative

- 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:**

Develop and implement 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.
- 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.

Budget Narrative

➤ **Elections Initiative #2:**

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 #3:**

Continue expanding our voter outreach programs and policies to educate the public, encourage voting participation and provide greater transparency through videos of processes, streaming video of petition review, “Did you know?” tweets, work with 3rd party groups, and improved website navigation and information.

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 #4:**

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.

Budget Narrative

- No interruptions or delays in ballot production, delivery and processing with any legislative changes that may occur.

➤ **Elections Initiative #5:**

Improve security and resiliency of all election systems.

Performance Measures:

- Redundant sites for all election systems to better protect against loss of service for stakeholders.
- Analysis of our security protocols and implementation of best practices for election security.
- Security Awareness & Cyber Security exercises completed.

ADMINISTRATIVE SERVICES DIVISION

Executive Office

The Secretary is Oregon's de facto Lieutenant Governor assisting the Governor's office as appropriate. The Executive Office provides policy direction, coordination and management oversight for all program divisions. In coordination with Department of Justice, the Executive Office oversees legal services required of Secretary of State Divisions and in government liaison activities as appropriate. 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 and the Department of State Lands. As an ex officio member, the Secretary provides valuable input to the Board of Education and serves on National Association of Secretaries of State and National Lieutenant Governors Association as Oregon's representative for National issues. In addition, the Executive Office provides services that are statutorily mandated but not assigned to a specific program division.

Budget Narrative

Business Services

The Business Services Division provides central administrative and support services in accounting, budgeting, cashiering, payroll and benefits, 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. HR ensures education and training is planned and available to Secretary of State staff. HR also encourages diversity through leadership in Affirmative Action plans, conferences, and other diversity events.

Information Systems

The Information Systems Division provides centralized services for the agency across the entire technology spectrum. The division provides programming services for Internet development, application development, maintenance, and production support: including design, installation, configuration, maintenance, and trouble-shooting services for hardware, software, telephone systems and networks; security administration; analysis for hardware and software purchases; backup and recovery; and acquisition support. The division also provides data management, database administration, standards administration, project and contractor management, business process improvement assistance, and business contingency planning.

Budget Narrative

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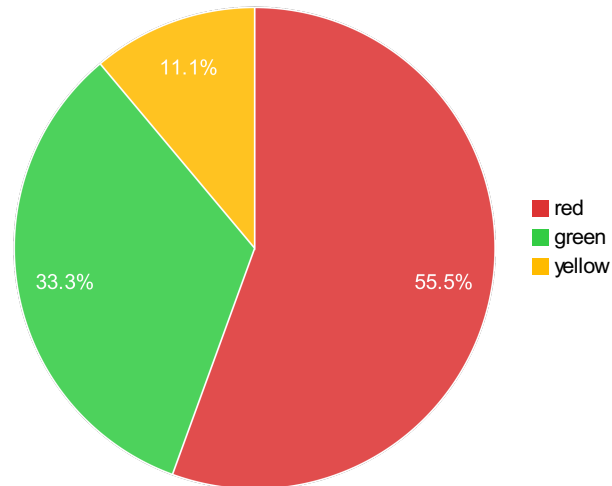
Secretary of State

Annual Performance Progress Report

Reporting Year 2018

Published: 8/28/2018 12:39:20 PM

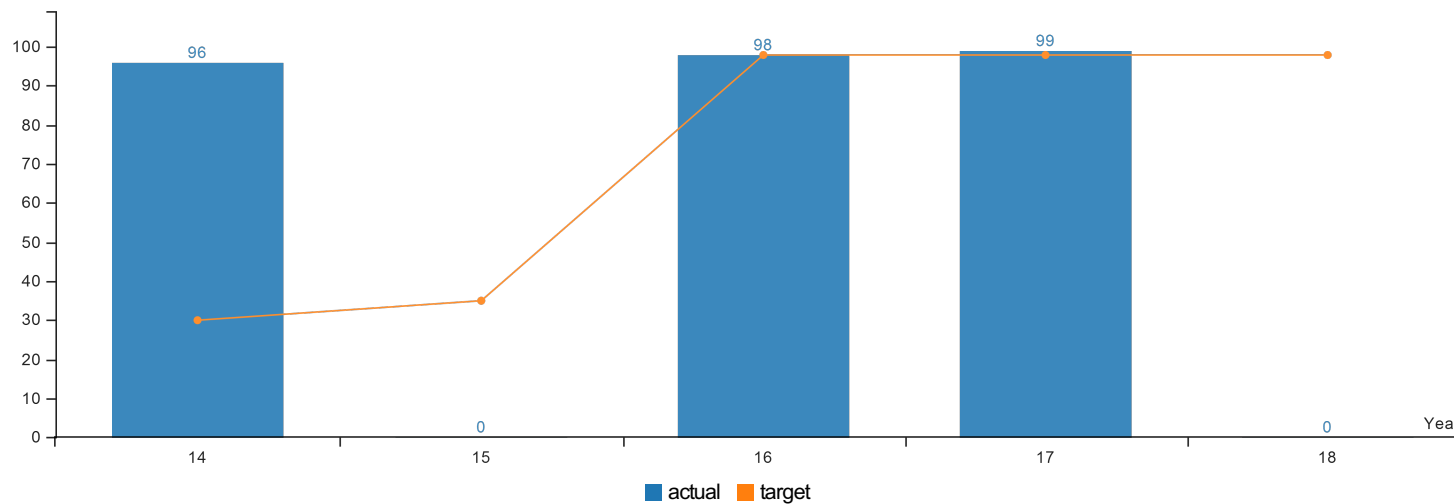
KPM #	Approved Key Performance Measures (KPMs)
1	Electronic Access to Public Information - Percentage of targeted records made available electronically.
3	Audit Efficiency - Dollar savings per dollar spent on economy and efficiency audits.
4	Audit Recommendation Implementation - Percentage of audit recommendations 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 - Employment of Women, People of Color, and Persons with Disabilities as a percentage of the 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.



Performance Summary	Green	Yellow	Red
	= Target to -5%	= Target -5% to -15%	= Target > -15%
Summary Stats:	33.33%	11.11%	55.56%

KPM #1	Electronic Access to Public Information - Percentage of targeted records made available electronically.
	Data Collection Period: Jan 01 - Jan 01

* Upward Trend = positive result



Report Year	2014	2015	2016	2017	2018
Public Information Access- Improve access to public information					
Actual	96%	No Data	98%	99%	No Data
Target	30%	35%	98%	98%	98%

How Are We Doing

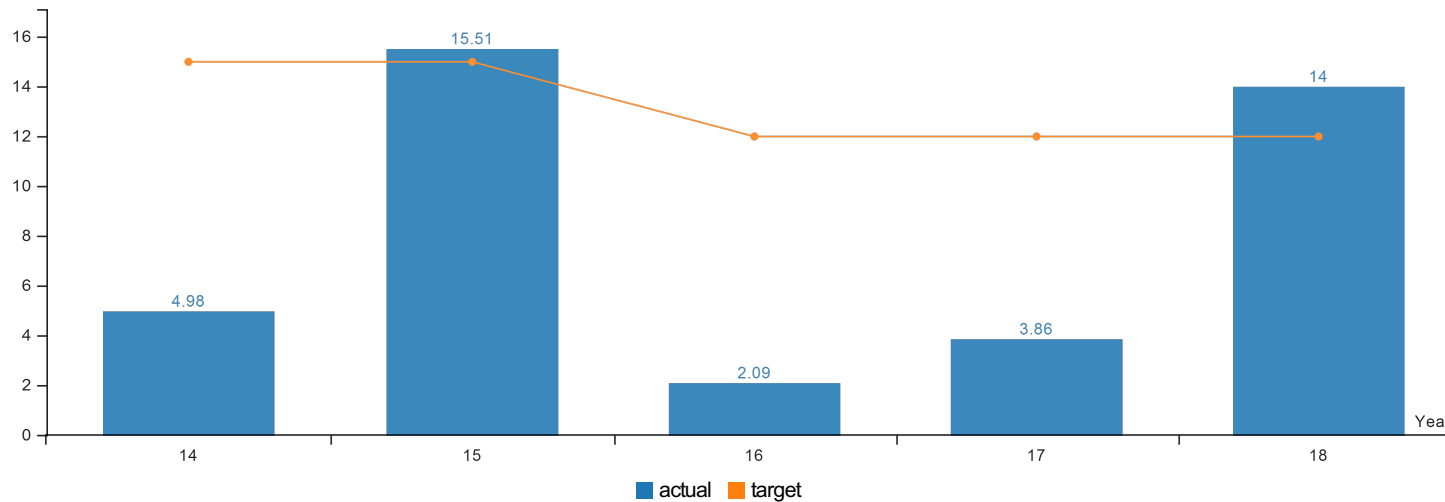
Our Customer Service Survey and Electronic Access to Public Information reflect a January 1 through December 31st collection period. Data for 2017 continues to show that 97% of our customers who use the website like and find useful the information posted. Those that gave us a satisfactory or less than 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. Our use of social media (Facebook and Twitter) continues and our audiences have grown significantly, since we started in 2014. To date, we have had over 600,000 unique visitors to our webpages.

Factors Affecting Results

Consistent and easy to use web analytics tools make it hard to compare results from year to year. Settling on what we actually need to collect and measure to give us a clear picture of how we are succeeding has also been problematic. As far as we know, we may still be the only state archives collecting this information. However we do know that we are continuing to add records that will be easily accessed online by tracking how many records from our holdings are being added to the web portal for the public to access. In 2016 we had 40,000 records available and to date we have over 120,000 records.

KPM #3	Audit Efficiency - Dollar savings per dollar spent on economy and efficiency audits.
	Data Collection Period: Jul 01 - Jun 30

* Upward Trend = positive result



Report Year	2014	2015	2016	2017	2018
DOLLAR SAVINGS PER DOLLAR SPENT- Dollar savings per dollar spent on economy and efficiency					
Actual	\$4.98	\$15.51	\$2.09	\$3.86	\$14.00
Target	\$15.00	\$15.00	\$12.00	\$12.00	\$12.00

How Are We Doing

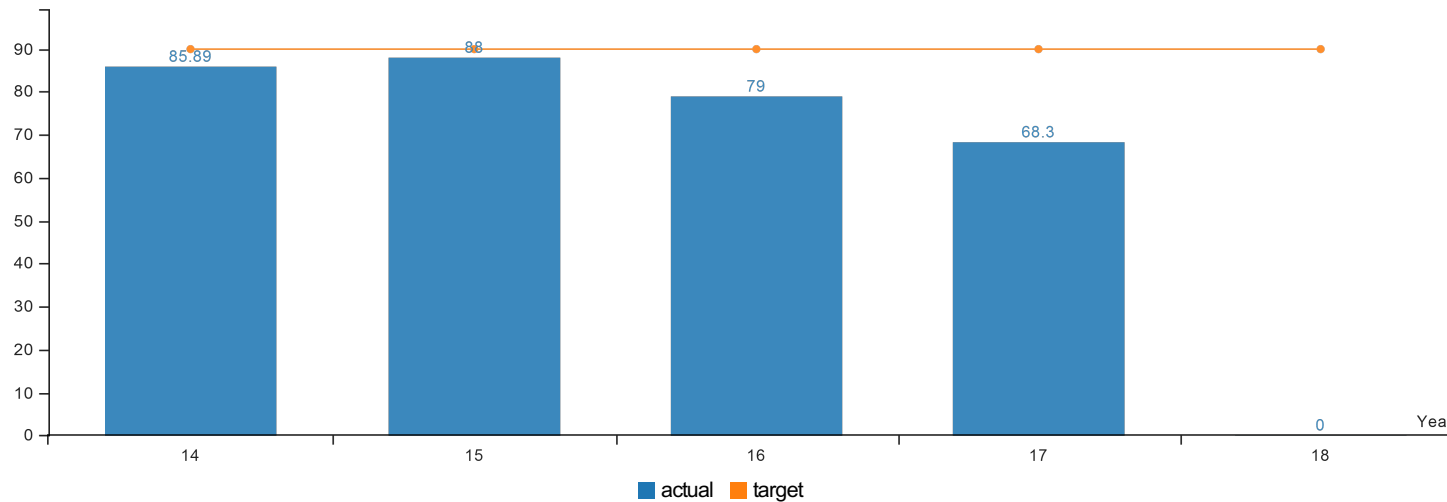
We have consistently returned more in revenue enhancements, savings and questioned costs than our audits have cost. That said, this measure has fluctuated over time. For example, in fiscal years 2016 and 2017, we returned in the range of \$2.00 to \$4.00 for every dollar spent on economy and efficiency audits. For FY 2018, the measure rose to \$14.

Factors Affecting Results

All audits we complete have important benefits, such as increased transparency about how well state government programs are working and improvements in program efficiency and effectiveness. Our results on this measure, however, depend on how many audits we undertake that have the potential for identifiable and quantifiable revenue enhancements, savings, or questioned costs. We will continue to undertake audits with the potential for these financial benefits, but we caution that many high impact audits will not have benefits that are measurable in dollar terms.

KPM #4	Audit Recommendation Implementation - Percentage of audit recommendations implemented.
	Data Collection Period: Jul 01 - Jun 30

* Upward Trend = positive result



Report Year	2014	2015	2016	2017	2018
IMPLEMENTED RECOMMENDATIONS- Percentage of recommendations implemented					
Actual	85.89%	88%	79%	68.30%	No Data
Target	90%	90%	90%	90%	90%

How Are We Doing

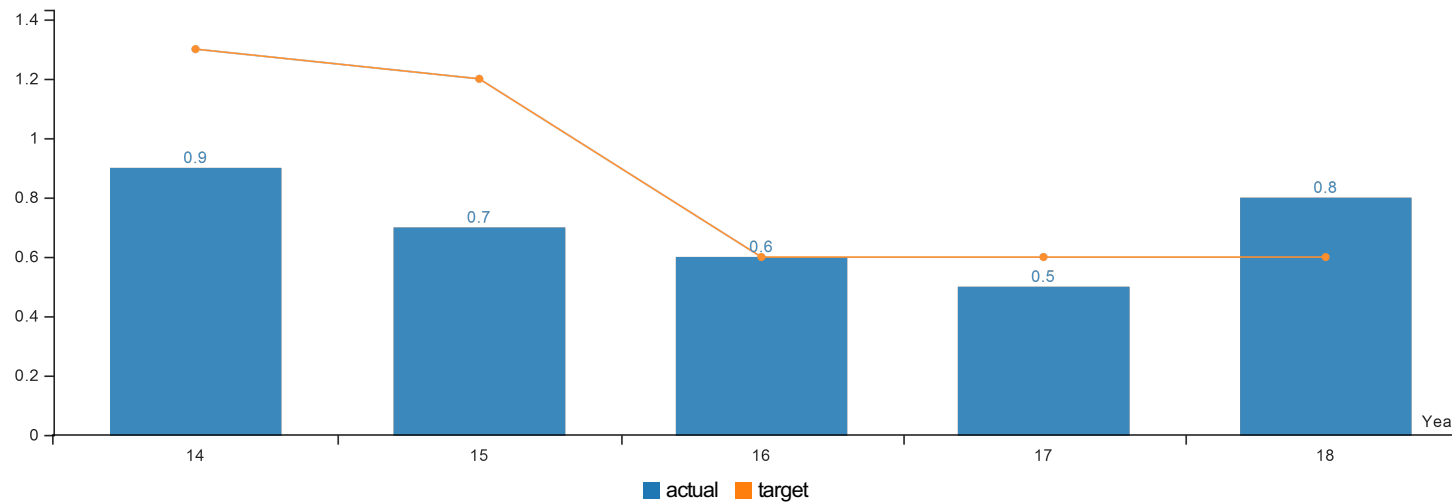
Audited agencies implemented 79% of the recommendations we made in reports issued in fiscal year 2016. This measure decreased to 68% in fiscal year 2017, though a substantial number of recommendations were partially completed as opposed to the prior fiscal year. This indicates that progress is being made towards mitigating identified risks. FY 2017 is the most recent year for which we have data. That is because we allow agencies time to implement our recommendations before initiating our follow up work.

Factors Affecting Results

In the past, we followed up with agencies for three consecutive years to determine the implementation status of our recommendations. Given that agencies may take more than a year to implement some recommendations, the implementation percentage tended to increase over time. In 2018, we implemented a new process where we follow up once, at point in time when the agency committed to having implemented all recommendations. This process will allow for more complete reporting and will increase process efficiency. As noted above, we saw more partially implemented recommendations in FY 2017 versus FY 2016. We suspect that this was a result of the change in our follow up methodology. We also anticipate this measure will rise over time as we put our new follow process into place.

KPM #5	Business registration - Document processing turnaround time from receipt.
	Data Collection Period: Jul 01 - Jun 30

* Upward Trend = negative result



Report Year	2014	2015	2016	2017	2018
TIMELY DOCUMENT PROCESSING-CORPORATION DIVISION- Business Registration document processing turnaround time from receipt					
Actual	0.90	0.70	0.60	0.50	0.80
Target	1.30	1.20	0.60	0.60	0.60

How Are We Doing

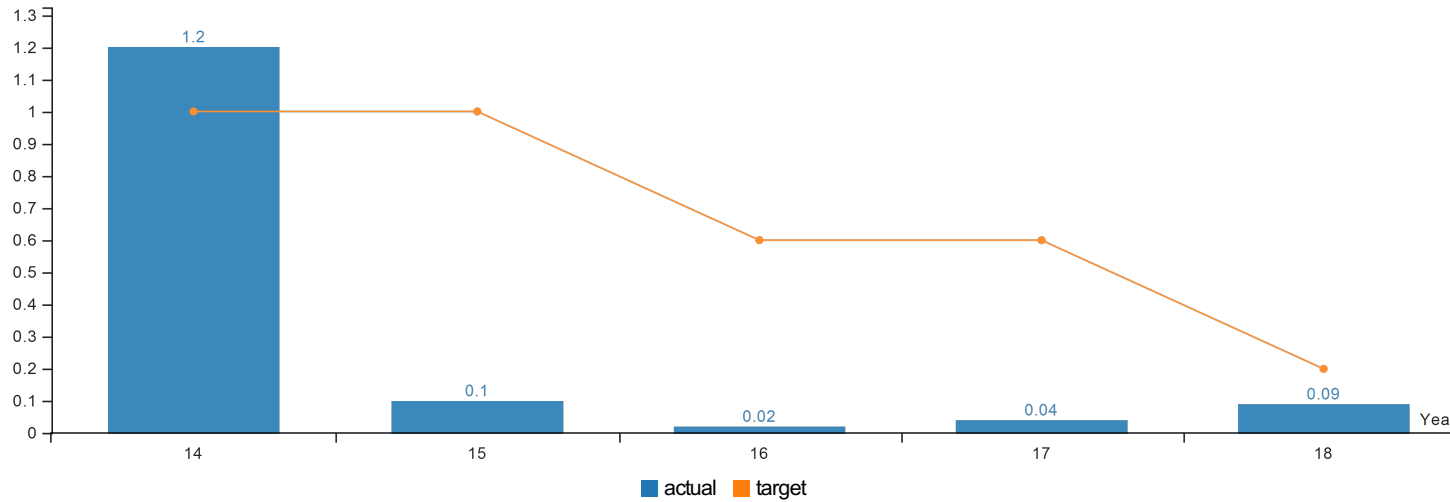
In FY 2018, document processing turnaround time averaged 0.80 days. While this is slower than the target goal of 0.60 days, according to the World Bank's Doing Business 2018 the result ranks just behind #1 New Zealand (0.50 days) and #2 Canada (1.0 days) for fastest place to register a business.

Factors Affecting Results

Increased volume of customer phone calls and business registrations required an increase in staffing through double filling of four positions. Delays in the recruiting, hiring and training process combined with staff retirements and turnover limited staffing levels available to maintain business registration document processing and aggressive performance targets.

KPM #6	Notary - Document processing turnaround time from receipt.
	Data Collection Period: Jul 01 - Jun 30

* Upward Trend = negative result



Report Year	2014	2015	2016	2017	2018
TIMELY DOCUMENT PROCESSING- CORPORATION DIVISION- Notary Public document processing turnaround time from receipt					
Actual	1.20	0.10	0.02	0.04	0.09
Target	1	1	0.60	0.60	0.20

How Are We Doing

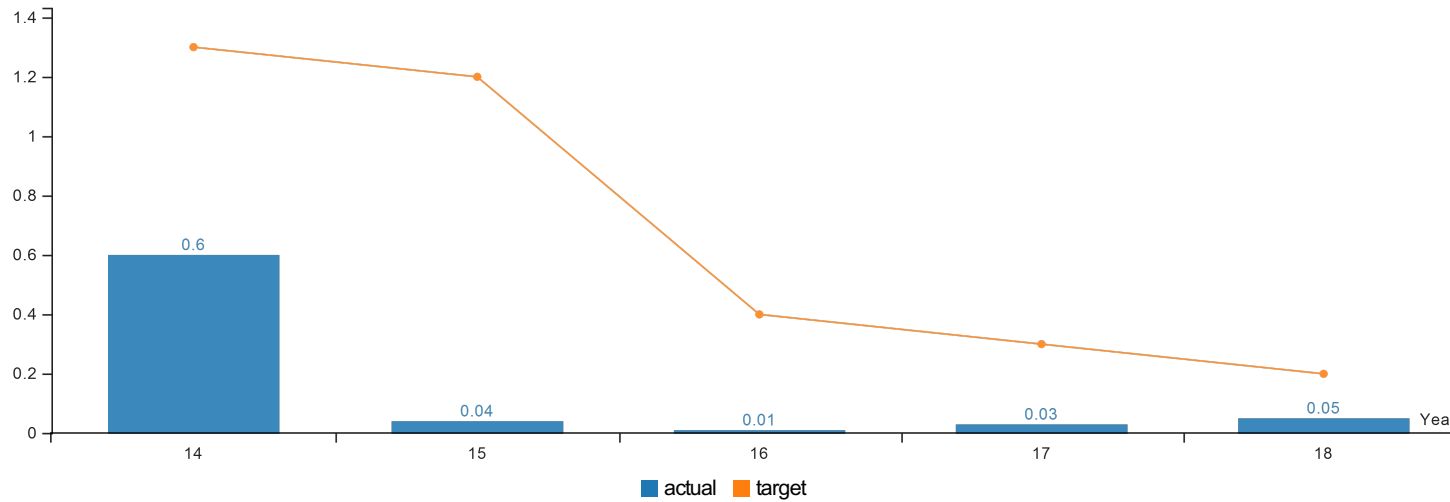
In FY 2018, document processing turnaround time averaged 0.09 days. This is considerable faster than the target goal of 0.20 days.

Factors Affecting Results

Cross training of staff has helped the Division to meet and exceed processing performance measures. Notary documents are consistently processed same day received.

KPM #7	UCC - Document processing turnaround time from receipt.
	Data Collection Period: Jul 01 - Jun 30

* Upward Trend = negative result



Report Year	2014	2015	2016	2017	2018
TIMELY DOCUMENT PROCESSING- CORPORATION DIVISION - Uniform Commercial Code document processing turnaround time from receipt					
Actual	0.60	0.04	0.01	0.03	0.05
Target	1.30	1.20	0.40	0.30	0.20

How Are We Doing

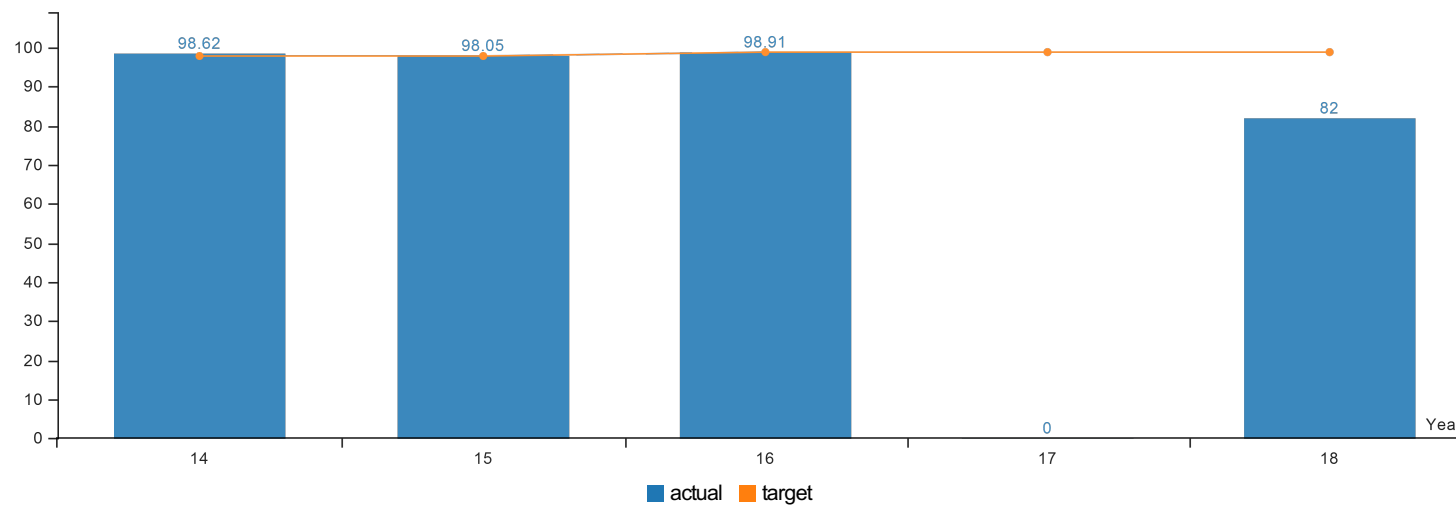
In FY 2018, document processing turnaround time averaged 0.05 days. This is considerable faster than the target goal of 0.20 days.

Factors Affecting Results

Successful adoption of electronic filing of UCC documents including Revenue Warrants reduces the volume of paper filings requiring manual data entry. This results in faster all-around UCC document processing. UCC documents are consistently processed same day received.

KPM #8	Campaign Finance Information - Percent of committee filings determined to be sufficient.
	Data Collection Period: Jul 01 - Jun 30

* Upward Trend = positive result



Report Year	2014	2015	2016	2017	2018
Public Access to Campaign Finance Information					
Actual	98.62%	98.05%	98.91%	No Data	82%
Target	98%	98%	99%	99%	99%

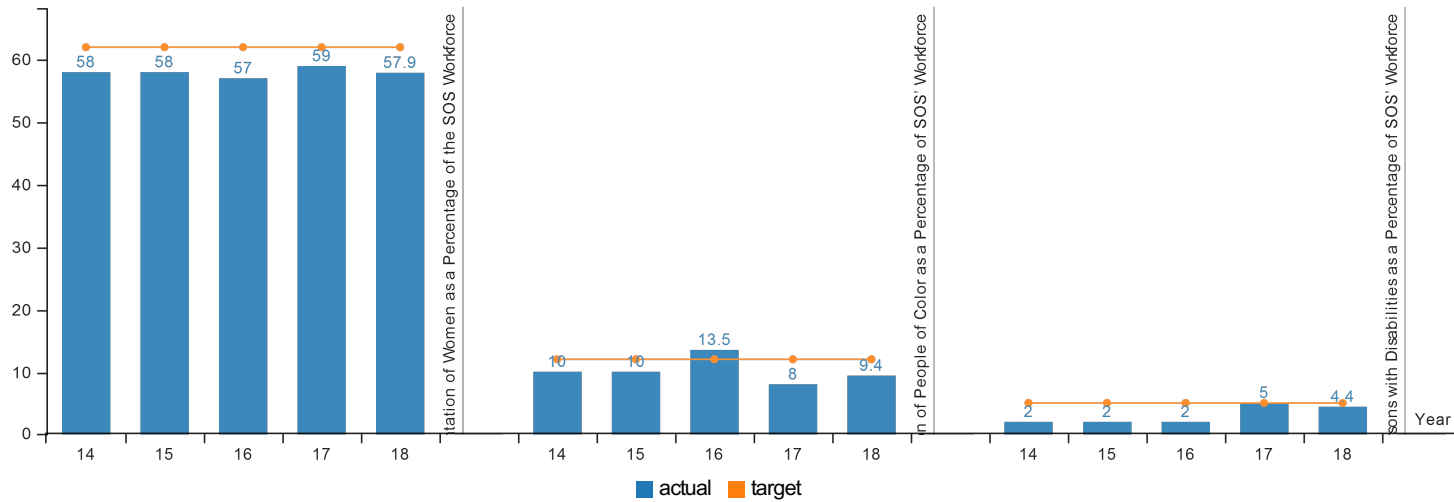
How Are We Doing

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 treasurers 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 - Employment of Women, People of Color, and Persons with Disabilities as a percentage of the SOS workforce.
	Data Collection Period: Jul 01 - Jun 30



Report Year	2014	2015	2016	2017	2018
Representation of Women as a Percentage of the SOS Workforce					
Actual	58%	58%	57%	59%	57.90%
Target	62%	62%	62%	62%	62%
Representation of People of Color as a Percentage of SOS' Workforce					
Actual	10%	10%	13.50%	8%	9.40%
Target	12%	12%	12%	12%	12%
Representation of Persons with Disabilities as a Percentage of SOS' Workforce					
Actual	2%	2%	2%	5%	4.40%
Target	5%	5%	5%	5%	5%

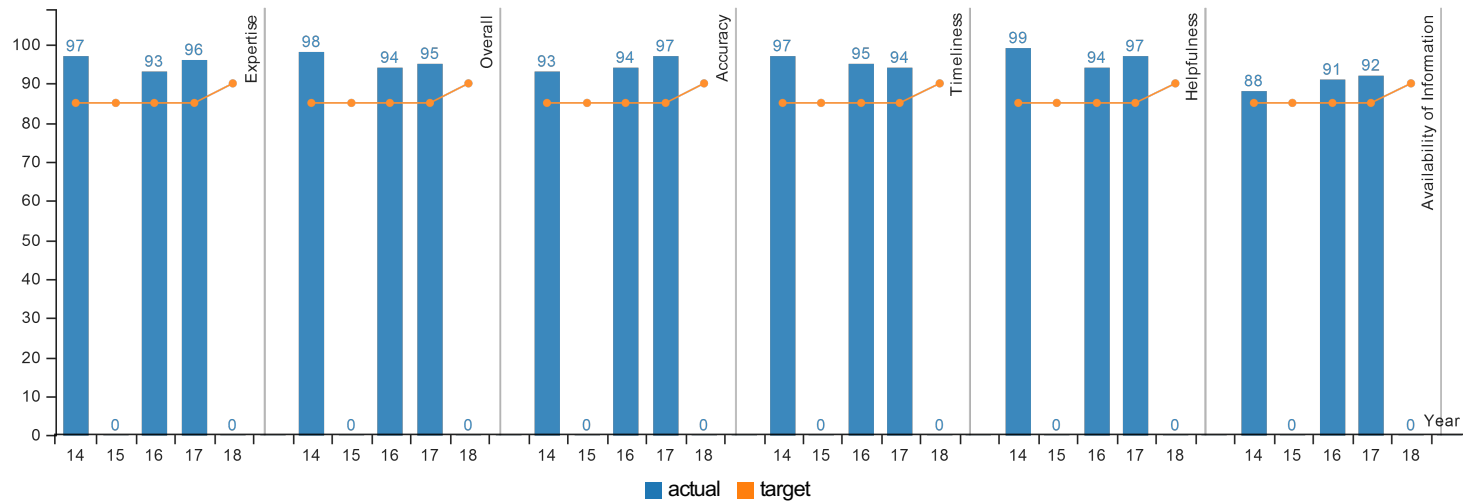
How Are We Doing

We have slightly decreased our representation of women by about 1%. We have increased our representation of people of color by 1.4 percent, highlighting our progress toward reaching the target goal. Our representation of people with disabilities has slightly decreased.

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. We continue to look for outreach strategies that will allow us to progress towards our goals.

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: Jan 01 - Dec 31



Report Year	2014	2015	2016	2017	2018
Expertise					
Actual	97%	No Data	93%	96%	No Data
Target	85%	85%	85%	85%	90%
Overall					
Actual	98%	No Data	94%	95%	No Data
Target	85%	85%	85%	85%	90%
Accuracy					
Actual	93%	No Data	94%	97%	No Data
Target	85%	85%	85%	85%	90%
Timeliness					
Actual	97%	No Data	95%	94%	No Data
Target	85%	85%	85%	85%	90%
Helpfulness					
Actual	99%	No Data	94%	97%	No Data
Target	85%	85%	85%	85%	90%
Availability of Information					
Actual	88%	No Data	91%	92%	No Data
Target	85%	85%	85%	85%	90%

In FY 2017, Our customers gave us high ratings for Overall level of service, Timeliness of services, Accuracy in processing requests, Helpfulness, Knowledge and Expertise of our employees, and Making information easily available. All targets are being exceeded. The Corporation Division will conduct the next customer satisfaction survey in 2018.

2018 Data not yet collected, data collection period runs from Jan 1 – Dec 31

Factors Affecting Results

Customers want timely and accurate services from the Secretary of State. Listening to our customers allows us to deliver services that meet and exceed customer expectations.

PROGRAM PRIORITIZATION FOR 2019-21

Secretary of State
2019-21 Biennium **Agency Number: 16500**

Agency-Wide Priorities for 2019-21 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		2,816,154		33,347		0		\$ 2,849,501	4	3.95			S	Chapters 246-260
2	ASD	SOS	ISD - Security	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		450,918		1,016,612			\$ 1,467,531	4.0	4.00					
3	AUD	SOS	Performance Audits	Performance auditing is an objective and systematic examination of evidence to provide an independent assessment of a government organization, program, activity, or function. The goal of these performance audits is to provide information to improve public accountability and facilitate decisionmaking by parties with responsibility for overseeing or initiating corrective action.	KPM 3 & 4	4				8,565,819			\$ 8,565,819	27	27.00			S, C	ORS 419C.001, Section 4c of Article XV of the Constituition	Example mandated audit areas are the juvenile justice system and Health Exchange, both of which must be audited periodically.
4	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		910,397		0			\$ 910,397	6	5.40			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.
5	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 4	4		0		631,769		0	\$ 631,769	2	2.00			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.

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																			
6	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		4,787,503		43,222		\$ 4,830,725	14	12.25			S	ORS192.001-192.170; ORS 357.805-357.920; ORS171.420-171.430;		
7	CRP	SOS	Corporation - Business Registry 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	4	0		5,683,396				\$ 5,683,396	18	18.10			S	ORS 56, 58, 60, 92, 63, 65, 67, 68, 128, 554, 647 and 648		
8	ELT	SOS	Contributions & Expenditures 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	1,582,364							\$ 1,582,364	6	5.75			S	Chapter 260	

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																		
9	CRP	SOS	Corporation - Uniform Commercial Code 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	4			1,152,912				\$ 1,152,912	3	3.50			S	ORS 79, 80, 87	
10	ASD	SOS	ISD - Application Development Support 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	1,062,495		3,437,868				\$ 4,500,363	12	12.00					
11	ASD	SOS	ISD - Tech Support 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	649,494		2,861,235				\$ 3,510,729	10	10.00					
12	ASD	SOS	ISD - Testing and Quality Assurance 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	24,878		1,073,662				\$ 1,098,539	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)
Agcy	Prgm/ Div																		
13	ASD	SOS	ISD - Project Management Office The Project Management Office program focuses on being the center of excellence for project-related governance processes, methodologies, tools, and techniques. In addition, the PMO coordinates project resources; develops best practices and standards; supports an agency prioritized project portfolio; mentors and coaches project managers; centralizes monitoring and project control; and centralizes project operations. The PMO provides assurance to senior management that projects are compliant to standards and procedures and acts as a formal and structured governance body.		4	129,840		1,431,813				\$ 1,561,654	4	4.00					
14	ASD	SOS	ISD - Admin Oversight & Strategic Planning 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, administrating, maintaining, and monitoring vendor and supplier services and contracts; oversight of service level agreements with agency divisions; coordinating, administrating, maintaining, and monitoring technology standards; and keeping standards in alignment with business goals.		4	293,648		1,618,354				\$ 1,912,003	4	4.00					
15	ASD	SOS	ISD - Web Services This program consists of planning, organizing, and implementing the Agency's web presence, including information architecture; user interface design; usability and search engine optimization; informational graphics and dynamic content; ensuring all design elements, templates and finished solutions meet identified usable accessibility standards within multiple screen settings along with the constraints set by development and design; and monitoring performance of web elements through automated analytic tools.		4	79,948		583,592				\$ 663,540	2	2.00					
16	AUD	SOS	Investigations The Audits Division investigates allegations related to improper governmental activities by state employees or agencies. Investigations are also initiated when auditors, while on assignment or through data mining, become aware of inappropriate or suspicious activity.	KPM 3 & 4	4			472,953				\$ 472,953	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
17	ELT	SOS	Voters' Pamphlet Elections Division mission is to interpret, apply and enforce election laws, provide elections information to the public, and maintain all documents related to elections.	KPM 10	4	1,578,820						\$ 1,578,820	0	0.90			S	Chapter 251	

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																				
18	AUD	SOS	Statewide Financial & Compliance Audits	Each year the Audits Division conducts the single audit of the state's financial statements. This includes an audit of the state's Comprehensive Annual Financial Report and the state's internal controls and compliance with federal funding requirements, which are reported separately. This audit includes auditing financial records and federal programs at several state agencies. The single audit is performed to satisfy the Legislature, Governor, and citizens that the State of Oregon's financial statements are presented fairly and that significant deficiencies in its fiscal systems are identified and corrected.	KPM 4	4		0				11,199,383						FM			
19	AUD	SOS	Information Tech Audits	Information Technology audits fall into four major categories: General control reviews; Application control reviews; Security reviews; and System development reviews.	KPM 3 & 4	4						1,657,664					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.		
20	ARC	SOS	Administrative Rules Section	Administrative Rules provides a statewide centralized filing of all Agencies Administrative Rules. The unit publishes the Oregon Administrative Rules Compilation.	KPM 1 & 10	4						1,186,994					S	ORS183.325-183.362			
21	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				1,686,470									
22	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	4						1,137,874						S	ORS 194		
23	ELT	SOS	HAVA OCVR	HAVA OCVR	KPM 10	4	917,469					1,150,578						FM		Create and maintain a centralized voter registration system for all statewide voter registration records.	
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.		4						1,751,995						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					1,056,888									

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)	
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 3 & 4	4		713,818				\$ 713,818	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		287,713				\$ 287,713	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		162,965				\$ 162,965					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	297,553		2,016,331			\$ 2,313,884	7	7.00						
30	ASD	SOS	Purchasing & Contracts	Performs all levels of procurement activity (formal & informal solicitations) and contract administration for the agency.		4	126,921		1,545,213			\$ 1,672,135	5	5.50						
31	ASD	SOS	HRD	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	4	98,127		919,495			\$ 1,017,622	3	2.89						
32	ASD	SOS	Financial Services	The Financial Services Section in BSD provides accounting, financial reporting, fixed asset management, budget development & budget execution, cash management services, mail services.		4	242,895		2,264,469			\$ 2,507,363	10	9.50						
33	ELT	SOS	HAVA	Package 202 - Continuation of Oregon Motor Voter Payments to Counties		4	879,248		0			\$ 879,248	0.0	0.00						
34	ASD	SOS	Administrative Services	Package 101 - ASD Staffing True Up		4	7,056		52,681			\$ 59,737	0	0.00						
35	ASD	SOS	Administrative Services	Package 102 - ASD Staffing Needs		4	0		502,043			\$ 502,043	2	2.00						
36	AUD	SOS	Audits Division	Package 103 - Audits Staffing True Up		4			58,604			\$ 58,604	0	0.00						
37	AUD	SOS	Audits Division	Package 104 - Audits Staffing Needs		4			542,043			\$ 542,043	2	2.00						
38	ELT	SOS	Elections	Package 105 - Elections Staffing Needs		4	624,364		0			\$ 624,364	3	3.00						
39	CORP	SOS	Corporations	Package 106 - Corporations Staffing True Up		4	0		33,065			\$ 33,065	0	0.00						

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)
40	CORP	SOS	Corporations	Package 107 - Corporations Staffing Needs	4	0		1,326,697				\$ 1,326,697	9	8.50					
41	ARC	SOS	Archives Division	Package 108 - Archives Staffing TrueUp	4	0		4,148				\$ 4,148	0	0.00					
42	AUD	SOS	Medicaid Audits	Package 109 - Audits Medicaid Staffing	4			779,797				\$ 779,797	3	3.00					
43	ASD	SOS	Administrative Services	Package 110 - SoS Internal Auditor	4	0		241,690				\$ 241,690	1	1.00					
44	CORP	SOS	Corporations	Package 201 - Corporations Merchant Fees	4	0		500,000				\$ 500,000	0	0.00					
45	ARC	SOS	Archives Division	Package 203 - Archives Bldg.- Compact Shelving	4	0		1,250,000				\$ 1,250,000	0	0.00					
46	ASD	SOS	Administrative Services	Package 204 - Exec S&S Request	4	26,000		245,100				\$ 271,100	0	0.00					
47	ASD	SOS	Administrative Services	Package 205 - IT Cloud Migration	4	0		271,528				\$ 271,528	0	0.00					
48	ASD	SOS	Administrative Services	Package 206 - IT Security	4	0		80,700				\$ 80,700	0	0.00					
49	ARC	SOS	Archives Division	Package 209 - Archives Generator	4	1,200,000		0				\$ 1,200,000	0	0.00					
50	ELT	SOS	Elections Division	Package 210 - Voter Choices and Party Equity	4	100,000		0				\$ 100,000	0	0.00					
51	ELT	SOS	Elections Division	Package 211 - Nonaffiliated Primary	4	100,000						\$ 100,000	0	0.00					
52	ELT	SOS	HAVA	Package 207 - Paid Return Postage on Ballots	4	2,687,150		0		0		\$ 2,687,150	0	0.00					
												\$ -							
												\$ -							
						16,885,739	-	67,976,782	-	5,416,887	-	\$ 90,279,408	226	225.19					

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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ACTIVITY OR PROGRAM	DESCRIBE REDUCTION	AMOUNT AND FUND TYPE	RANK AND JUSTIFICATION
(WHICH PROGRAM OR ACTIVITY WILL NOT BE UNDERTAKEN)	(DESCRIBE THE EFFECTS OF THIS REDUCTION. INCLUDE POSITIONS AND FTE IN 2019-21 AND 2021-23)	(\$GF, LF, OF, FF. IDENTIFY REVENUE SOURCE FOR OF, FF)	(RANK THE ACTIVITIES OR PROGRAMS NOT UNDERTAKEN IN ORDER OF LOWEST COST FOR BENEFIT OBTAINED)
1. Administrative: Reduce Services & Supplies	The majority of controllable General Fund S&S would be depleted (Attorney General, in/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.	\$41,114 GF \$56,747 OF	
2. Corp: 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 impact on division performance measure KPM #6 BUSINESS REGISTRY PROCESSING TIMES.	\$55,887 OF	
3. Audits: Reduce Services and Supplies	Reduce professional services, travel, employee training, office expenses, telecommunications, publicity and publications, employee recruitment & development, and other services and supplies.	\$474,109 OF	

4. Corp: 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	\$259,800 OF	
5. Elections: Reduce Attorney General Expenditures	This will result in fewer inquiries to the Attorney General for legal advice which could risk legal exposure.	\$418,622 GF	
6. Archives: Eliminate the printed version of the Oregon Blue Book	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. <u>This reduction would require a statutory change.</u>	\$162,965 OF	
7. Elections: Eliminate OMV Mailer Letter and Replace with Postcard	Currently every citizen who transacts business at DMV has an automatic voter registration process start and is sent a letter where they can choose to opt out of registration, select a political	\$220,000 GF	

	party, or do nothing. This reduction would eliminate this letter and replace it with a notice postcard without a return envelope option.		
8. Elections: 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.	\$118,393 OF \$491,712 FF	
9. Administrative: Personal Services reduction	Reduce FTE: <ol style="list-style-type: none"> 1. Reduce HR Analyst 2 to 0.35 FTE. HRD services related to succession planning, diversity and outreach activities and staff training and development would be negatively impacted. No HRD KPMs are expected to be impacted. 2. Eliminate 1 FTE in Executive office causing increased work load to remaining front office staff. 3. Eliminate 1 FTE in Accounting section 	\$304,558 GF \$1,820,118 OF	

	<p>increasing work load in accounting unit by shifting work to remaining two accountants. It would harm internal control processes and adequate checks and balances creating longer turnaround times in invoice processing for assessments as well as other accounts receivable.</p> <p>4. Eliminate 1 FTE in Procurement section impacting our ability to provide timely procurement of needed goods and services thereby reducing their ability to meet their own core functions. Workload would be shifted to remaining Purchasing and Contracts Specialist 2.</p> <p>5. Eliminate 6 FTE's in ISD. The Infrastructure Operations functions include service desk 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 agency IT issues, web support, enterprise monitoring, deployment and</p>		
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	<p>maintenance of desktop and laptop troubleshooting PC and peripheral issues, providing any process improvement efforts and technical documentation of network diagrams, internal policies and forms. The Software Development positions support the development of software applications for agency business divisions. Cutting these positions would significantly impact our ability to design, develop, deploy, and maintain existing public facing business applications for four agency divisions including Elections, Corporation, Archives, and Audits.</p>		
<p>10. Corp: Scale back Office of Small Business Assistance</p>	<p>Reduce Service & Supply and professional services by scaling back the Office of Small Business Assistance. Reduce Personal Services by eliminating one Program Analyst 4 (Advocate) 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</p>	<p>\$564,666 OF</p>	

	<p>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. Scaling back 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>11. Archives: Personal Services reduction (Reduce all remaining Archives positions to 37 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 are 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</p>	<p>\$321,480 OF</p>	

	<p>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 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 would also be incurred.</p> <p>The Reference Unit would be closed one-half day per week denying access of public records to the public. Public outreach would be minimized and the intern program reduced or all together, eliminated. Migration of obsolete formats would only be done as records were requested.</p>		
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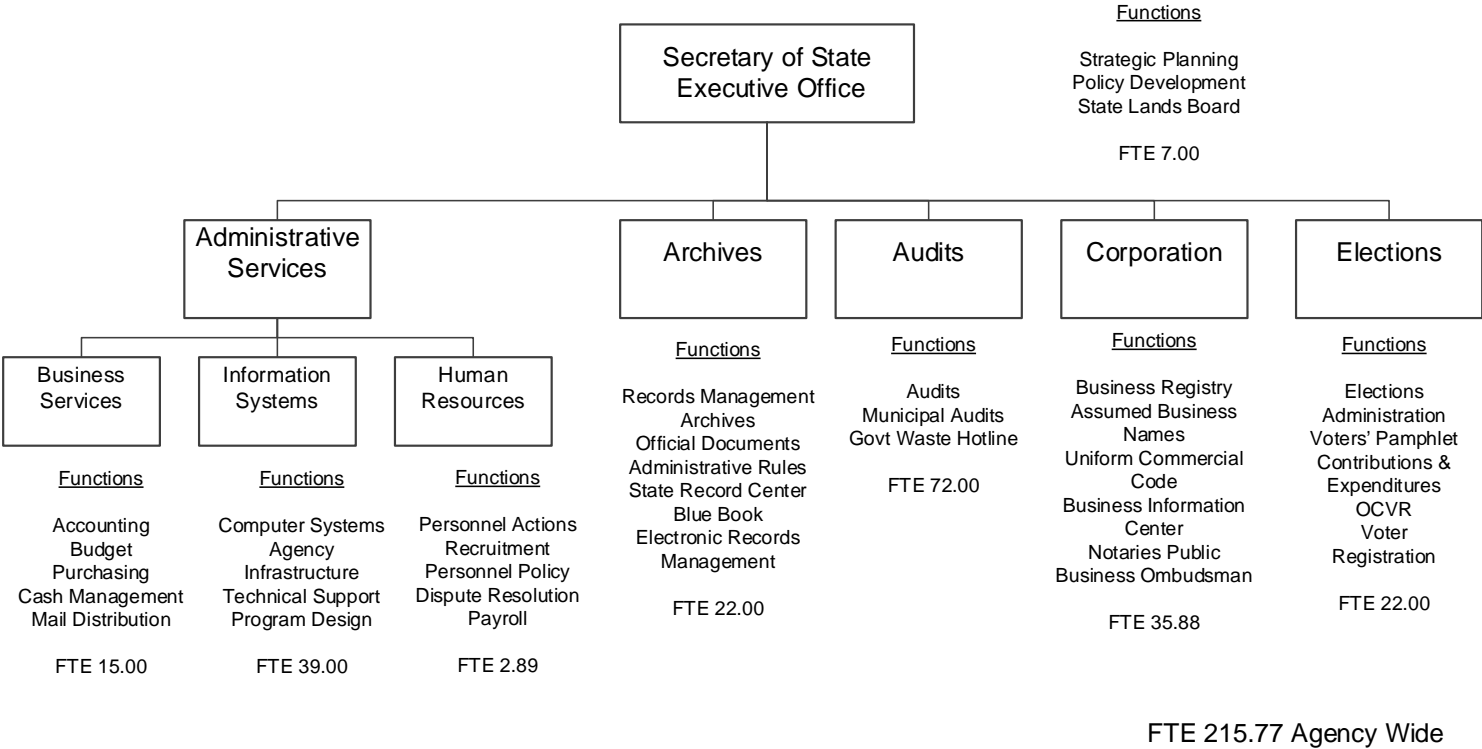
	<p>Administrative Rules would also be impacted in that their availability would also be reduced by one-half day per week jeopardizing agencies ability to file Rules in a timely manner.</p> <p>Finally, the State Archives would be in danger of not fulfilling its statutory requirements.</p>		
12. Archives: Personal Services reduction	<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 original Oregon Constitution.</p>	\$121,530 OF	
13. Archives: Personal Services reduction	<p>Office Specialist 2 - This cut would eliminate 1 Office Specialist 2 position that 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>Electronic Publishing Design</p>	\$228,891 OF	

	<p>Specialist 1 - This cut would eliminate 1 Electronic Publishing Design Specialist 1 that works in the Publications Unit at the Archives. This position is responsible for working with filing agencies to ensure that their Administrative Rules are done according to statute and that the agency completes its statutorily required 5 year review of their Administrative Rules. This position also works on the Oregon Blue Book and other outreach programs that the Archives provides to agencies and the citizens of Oregon. Eliminating this position would delay the completion of all of the work mentioned.</p>		
<p>14. Corp: Eliminate Outreach Training Program</p>	<p>Reduce Service & Supply and professional services by eliminating one Training & Development Specialist 1 position conducting notary education and outreach to the business community. Oregon notaries will 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</p>	<p>\$205,254 OF</p>	

	through private vendors for a fee. Elimination of the Outreach program will have a negative impact on division performance measure KPM #10 CUSTOMER SATISFACTION.		
15. Elections: Personal Services Reduction	Eliminate 1 Public Service Rep 4 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 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.	\$141,898 GF	
16. Audits: Reduce Personal Services	11 FTE – Reduce SA1 and SA2 positions. Mandated audits would continue. Limit number of critical audits conducted to improve efficiency and effectiveness of state programs.	\$1,850,031 OF	

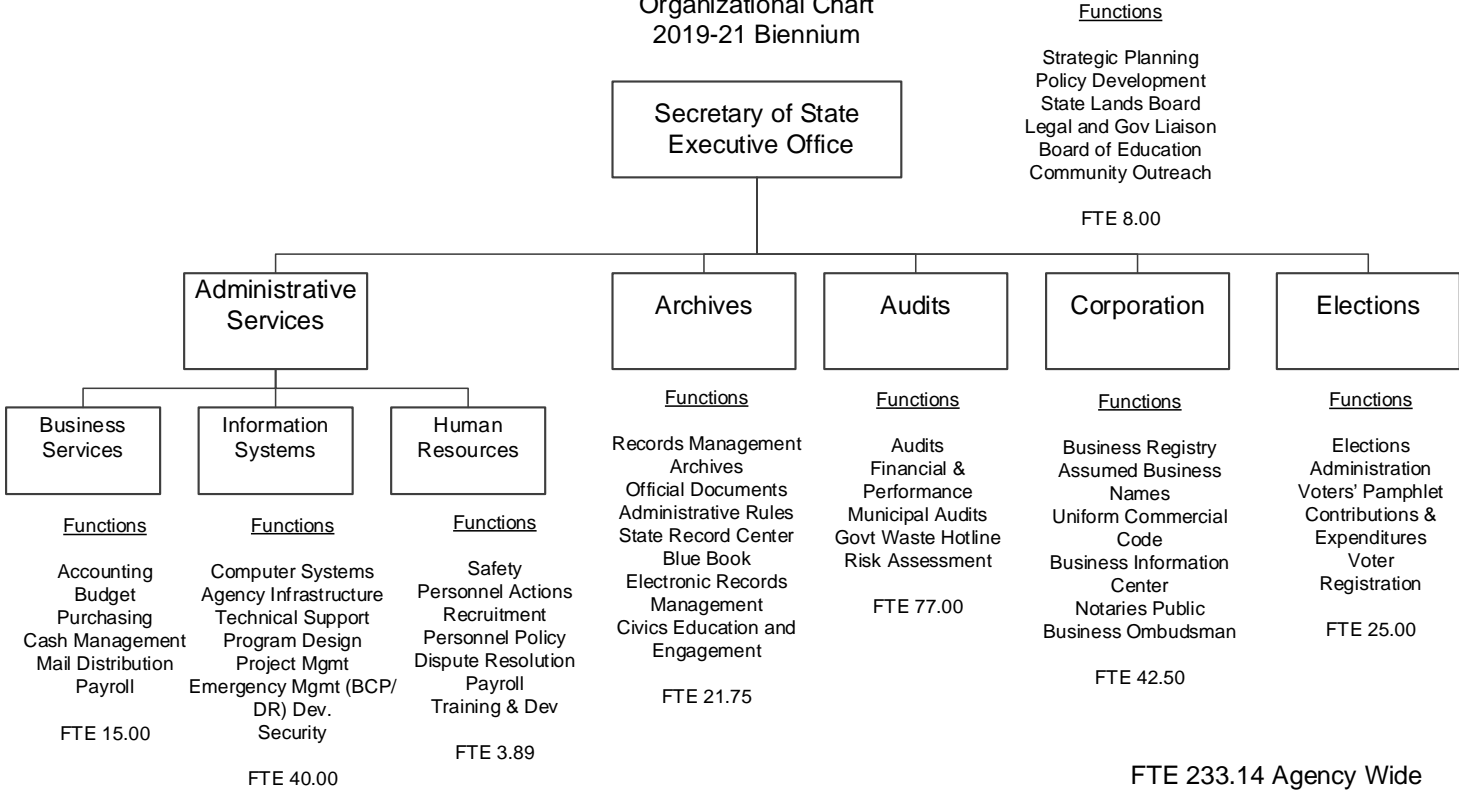
Budget Narrative

OFFICE OF THE SECRETARY OF STATE
Organizational Chart
2017-19 Biennium



Budget Narrative

OFFICE OF THE SECRETARY OF STATE
Organizational Chart
2019-21 Biennium



Summary of 2019-21 Biennium Budget

**Secretary of State
Secretary of State
2019-21 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>
2017-19 Leg Adopted Budget	213	212.77	72,146,430	10,426,561	-	56,998,482	4,721,387	-	-
2017-19 Emergency Boards	2	1.26	3,555,390	2,222,574	-	1,172,037	160,779	-	-
2017-19 Leg Approved Budget	215	214.03	75,701,820	12,649,135	-	58,170,519	4,882,166	-	-
2019-21 Base Budget Adjustments									
Net Cost of Position Actions									
Administrative Biennialized E-Board, Phase-Out	(3)	(2.39)	2,418,914	437,431	-	2,073,860	(92,377)	-	-
Estimated Cost of Merit Increase			-	-	-	-	-	-	-
Base Debt Service Adjustment			-	-	-	-	-	-	-
Base Nonlimited Adjustment			-	-	-	-	-	-	-
Capital Construction			-	-	-	-	-	-	-
Subtotal 2019-21 Base Budget	212	211.64	78,120,734	13,086,566	-	60,244,379	4,789,789	-	-
Essential Packages									
010 - Non-PICS Pers Svc/Vacancy Factor									
Vacancy Factor (Increase)/Decrease	-	-	979,786	200,099	-	779,687	-	-	-
Non-PICS Personal Service Increase/(Decrease)	-	-	224,860	47,268	-	179,844	(2,252)	-	-
Subtotal	-	-	1,204,646	247,367	-	959,531	(2,252)	-	-
020 - Phase In / Out Pgm & One-time Cost									
021 - Phase - In	-	-	-	-	-	-	-	-	-
022 - Phase-out Pgm & One-time Costs	-	-	(2,492,804)	(2,384,093)	-	(108,711)	-	-	-
Subtotal	-	-	(2,492,804)	(2,384,093)	-	(108,711)	-	-	-
030 - Inflation & Price List Adjustments									
Cost of Goods & Services Increase/(Decrease)	-	-	1,003,825	190,490	-	640,535	172,800	-	-
State Gov't & Services Charges Increase/(Decrease)			474,543	112,246	-	362,297	-	-	-

Summary of 2019-21 Biennium Budget

Secretary of State
Secretary of State
2019-21 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>
Subtotal	-	-	1,478,368	302,736	-	1,002,832	172,800	-	-
040 - Mandated Caseload									
040 - Mandated Caseload	-	-	-	-	-	-	-	-	-
050 - Fundshifts and Revenue Reductions									
050 - Fundshifts	-	-	-	-	-	-	-	-	-
060 - Technical Adjustments									
060 - Technical Adjustments	-	-	-	9,345	-	(9,345)	-	-	-
Subtotal: 2019-21 Current Service Level	212	211.64	78,310,944	11,261,921	-	62,088,686	4,960,337	-	-

Summary of 2019-21 Biennium Budget

**Secretary of State
Secretary of State
2019-21 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>
Subtotal: 2019-21 Current Service Level	212	211.64	78,310,944	11,261,921	-	62,088,686	4,960,337	-	-
070 - Revenue Reductions/Shortfall									
070 - Revenue Shortfalls	-	-	-	-	-	-	-	-	-
Modified 2019-21 Current Service Level	212	211.64	78,310,944	11,261,921	-	62,088,686	4,960,337	-	-
080 - E-Boards									
080 - May 2018 E-Board	2	2.00	456,550	-	-	-	456,550	-	-
Subtotal Emergency Board Packages	2	2.00	456,550	-	-	-	456,550	-	-
Policy Packages									
101 - ASD Staffing True Up	-	-	59,737	7,056	-	52,681	-	-	-
102 - ASD Staffing Needs	2	2.00	502,044	-	-	502,044	-	-	-
103 - Audits Staffing True Up	-	-	58,604	-	-	58,604	-	-	-
104 - Audits Staffing Needs	2	2.00	542,043	-	-	542,043	-	-	-
105 - Elections Staffing Needs	3	3.00	624,364	624,364	-	-	-	-	-
106 - Corporations Staffing True Up	-	-	33,065	-	-	33,065	-	-	-
107 - Corporations Staffing Needs	9	8.50	1,326,697	-	-	1,326,697	-	-	-
108 - Archives Staffing True Up	-	-	4,148	-	-	4,148	-	-	-
109 - Audits Medicaid Staffing	3	3.00	779,797	-	-	779,797	-	-	-
110 - SOS Internal Auditor	1	1.00	241,690	-	-	241,690	-	-	-
201 - Corporations Merchant Fees	-	-	500,000	-	-	500,000	-	-	-
202 - 202 Continuation of Oregon Motor Voter Payments to Counti	-	-	879,248	879,248	-	-	-	-	-
203 - Archives Bldg.- Compact Shelving	-	-	1,250,000	-	-	1,250,000	-	-	-
204 - Exec S&S requests	-	-	271,100	26,000	-	245,100	-	-	-
205 - 205 IT Cloud Migration	-	-	271,528	-	-	271,528	-	-	-

Summary of 2019-21 Biennium Budget

Secretary of State
Secretary of State
2019-21 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>
206 - IT Security	-	-	80,700	-	-	80,700	-	-	-
207 - Paid Return Postage on Ballots	-	-	2,687,150	2,687,150	-	-	-	-	-
208 - Help America Vote Act	-	-	-	-	-	-	-	-	-
209 - Archives Generator	-	-	1,200,000	1,200,000	-	-	-	-	-
210 - Voter Choices and Party Equity	-	-	100,000	100,000	-	-	-	-	-
211 - Nonaffiliated Primary	-	-	100,000	100,000	-	-	-	-	-
Subtotal Policy Packages	20	19.50	11,511,915	5,623,818	-	5,888,097	-	-	-
Total 2019-21 Agency Request Audit	234	233.14	90,279,409	16,885,739	-	67,976,783	5,416,887	-	-
Percentage Change From 2017-19 Leg Approved Budget	8.84%	8.93%	19.26%	33.49%	-	16.86%	10.95%	-	-
Percentage Change From 2019-21 Current Service Level	10.38%	10.16%	15.28%	49.94%	-	9.48%	9.20%	-	-

Summary of 2019-21 Biennium Budget

**Secretary of State
Administrative Services Division
2019-21 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>
2017-19 Leg Adopted Budget	63	62.89	19,872,960	2,536,161	-	17,336,799	-	-	-
2017-19 Emergency Boards	2	1.26	975,009	586,930	-	388,079	-	-	-
2017-19 Leg Approved Budget	65	64.15	20,847,969	3,123,091	-	17,724,878	-	-	-
2019-21 Base Budget Adjustments									
Net Cost of Position Actions									
Administrative Biennialized E-Board, Phase-Out	(1)	(0.26)	896,135	223,857	-	672,278	-	-	-
Estimated Cost of Merit Increase			-	-	-	-	-	-	-
Base Debt Service Adjustment			-	-	-	-	-	-	-
Base Nonlimited Adjustment			-	-	-	-	-	-	-
Capital Construction			-	-	-	-	-	-	-
Subtotal 2019-21 Base Budget	64	63.89	21,744,104	3,346,948	-	18,397,156	-	-	-
Essential Packages									
010 - Non-PICS Pers Svc/Vacancy Factor									
Vacancy Factor (Increase)/Decrease	-	-	158,924	70,505	-	88,419	-	-	-
Non-PICS Personal Service Increase/(Decrease)	-	-	75,446	22,509	-	52,937	-	-	-
Subtotal	-	-	234,370	93,014	-	141,356	-	-	-
020 - Phase In / Out Pgm & One-time Cost									
021 - Phase - In	-	-	-	-	-	-	-	-	-
022 - Phase-out Pgm & One-time Costs	-	-	(108,711)	-	-	(108,711)	-	-	-
Subtotal	-	-	(108,711)	-	-	(108,711)	-	-	-
030 - Inflation & Price List Adjustments									
Cost of Goods & Services Increase/(Decrease)	-	-	183,782	8,821	-	174,961	-	-	-
State Gov't & Services Charges Increase/(Decrease)			64,817	(1,411)	-	66,228	-	-	-

Summary of 2019-21 Biennium Budget

Secretary of State
 Administrative Services Division
 2019-21 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>
Subtotal	-	-	248,599	7,410	-	241,189	-	-	-
040 - Mandated Caseload									
040 - Mandated Caseload	-	-	-	-	-	-	-	-	-
050 - Fundshifts and Revenue Reductions									
050 - Fundshifts	-	-	-	-	-	-	-	-	-
060 - Technical Adjustments									
060 - Technical Adjustments	-	-	107,000	9,345	-	97,655	-	-	-
Subtotal: 2019-21 Current Service Level	64	63.89	22,225,362	3,456,717	-	18,768,645	-	-	-

Summary of 2019-21 Biennium Budget

**Secretary of State
Administrative Services Division
2019-21 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>
Subtotal: 2019-21 Current Service Level	64	63.89	22,225,362	3,456,717	-	18,768,645	-	-	-
070 - Revenue Reductions/Shortfall									
070 - Revenue Shortfalls	-	-	-	-	-	-	-	-	-
Modified 2019-21 Current Service Level	64	63.89	22,225,362	3,456,717	-	18,768,645	-	-	-
080 - E-Boards									
080 - May 2018 E-Board	-	-	-	-	-	-	-	-	-
Subtotal Emergency Board Packages	-	-	-	-	-	-	-	-	-
Policy Packages									
101 - ASD Staffing True Up	-	-	59,737	7,056	-	52,681	-	-	-
102 - ASD Staffing Needs	2	2.00	502,044	-	-	502,044	-	-	-
103 - Audits Staffing True Up	-	-	-	-	-	-	-	-	-
104 - Audits Staffing Needs	-	-	-	-	-	-	-	-	-
105 - Elections Staffing Needs	-	-	-	-	-	-	-	-	-
106 - Corporations Staffing True Up	-	-	-	-	-	-	-	-	-
107 - Corporations Staffing Needs	-	-	-	-	-	-	-	-	-
108 - Archives Staffing True Up	-	-	-	-	-	-	-	-	-
109 - Audits Medicaid Staffing	-	-	-	-	-	-	-	-	-
110 - SOS Internal Auditor	1	1.00	241,690	-	-	241,690	-	-	-
201 - Corporations Merchant Fees	-	-	-	-	-	-	-	-	-
202 - 202 Continuation of Oregon Motor Voter Payments to Counti	-	-	-	-	-	-	-	-	-
203 - Archives Bldg.- Compact Shelving	-	-	-	-	-	-	-	-	-
204 - Exec S&S requests	-	-	271,100	26,000	-	245,100	-	-	-
205 - 205 IT Cloud Migration	-	-	271,528	-	-	271,528	-	-	-

Summary of 2019-21 Biennium Budget

**Secretary of State
Administrative Services Division
2019-21 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>
206 - IT Security	-	-	80,700	-	-	80,700	-	-	-
207 - Paid Return Postage on Ballots	-	-	-	-	-	-	-	-	-
208 - Help America Vote Act	-	-	-	-	-	-	-	-	-
209 - Archives Generator	-	-	-	-	-	-	-	-	-
210 - Voter Choices and Party Equity	-	-	-	-	-	-	-	-	-
211 - Nonaffiliated Primary	-	-	-	-	-	-	-	-	-
Subtotal Policy Packages	3	3.00	1,426,799	33,056	-	1,393,743	-	-	-

Total 2019-21 Agency Request Audit	67	66.89	23,652,161	3,489,773	-	20,162,388	-	-	-
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Percentage Change From 2017-19 Leg Approved Budget	3.08%	4.27%	13.45%	11.74%	-	13.75%	-	-	-
Percentage Change From 2019-21 Current Service Level	4.69%	4.70%	6.42%	0.96%	-	7.43%	-	-	-

Summary of 2019-21 Biennium Budget

**Secretary of State
Elections Division
2019-21 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>
2017-19 Leg Adopted Budget	20	20.00	13,706,782	7,890,400	-	1,136,554	4,679,828	-	-
2017-19 Emergency Boards	-	-	1,796,423	1,635,644	-	-	160,779	-	-
2017-19 Leg Approved Budget	20	20.00	15,503,205	9,526,044	-	1,136,554	4,840,607	-	-
2019-21 Base Budget Adjustments									
Net Cost of Position Actions									
Administrative Biennialized E-Board, Phase-Out	-	-	121,197	213,574	-	-	(92,377)	-	-
Estimated Cost of Merit Increase			-	-	-	-	-	-	-
Base Debt Service Adjustment			-	-	-	-	-	-	-
Base Nonlimited Adjustment			-	-	-	-	-	-	-
Capital Construction			-	-	-	-	-	-	-
Subtotal 2019-21 Base Budget	20	20.00	15,624,402	9,739,618	-	1,136,554	4,748,230	-	-
Essential Packages									
010 - Non-PICS Pers Svc/Vacancy Factor									
Vacancy Factor (Increase)/Decrease	-	-	129,594	129,594	-	-	-	-	-
Non-PICS Personal Service Increase/(Decrease)	-	-	22,507	24,759	-	-	(2,252)	-	-
Subtotal	-	-	152,101	154,353	-	-	(2,252)	-	-
020 - Phase In / Out Pgm & One-time Cost									
021 - Phase - In	-	-	-	-	-	-	-	-	-
022 - Phase-out Pgm & One-time Costs	-	-	(2,384,093)	(2,384,093)	-	-	-	-	-
Subtotal	-	-	(2,384,093)	(2,384,093)	-	-	-	-	-
030 - Inflation & Price List Adjustments									
Cost of Goods & Services Increase/(Decrease)	-	-	400,177	181,669	-	47,371	171,137	-	-
State Gov't & Services Charges Increase/(Decrease)			113,657	113,657	-	-	-	-	-

Summary of 2019-21 Biennium Budget

Secretary of State
Elections Division
2019-21 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>
Subtotal	-	-	513,834	295,326	-	47,371	171,137	-	-
040 - Mandated Caseload									
040 - Mandated Caseload	-	-	-	-	-	-	-	-	-
050 - Fundshifts and Revenue Reductions									
050 - Fundshifts	-	-	-	-	-	-	-	-	-
060 - Technical Adjustments									
060 - Technical Adjustments	-	-	-	-	-	-	-	-	-
Subtotal: 2019-21 Current Service Level	20	20.00	13,906,244	7,805,204	-	1,183,925	4,917,115	-	-

Summary of 2019-21 Biennium Budget

**Secretary of State
Elections Division
2019-21 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>
Subtotal: 2019-21 Current Service Level	20	20.00	13,906,244	7,805,204	-	1,183,925	4,917,115	-	-
070 - Revenue Reductions/Shortfall									
070 - Revenue Shortfalls	-	-	-	-	-	-	-	-	-
Modified 2019-21 Current Service Level	20	20.00	13,906,244	7,805,204	-	1,183,925	4,917,115	-	-
080 - E-Boards									
080 - May 2018 E-Board	2	2.00	456,550	-	-	-	456,550	-	-
Subtotal Emergency Board Packages	2	2.00	456,550	-	-	-	456,550	-	-
Policy Packages									
101 - ASD Staffing True Up	-	-	-	-	-	-	-	-	-
102 - ASD Staffing Needs	-	-	-	-	-	-	-	-	-
103 - Audits Staffing True Up	-	-	-	-	-	-	-	-	-
104 - Audits Staffing Needs	-	-	-	-	-	-	-	-	-
105 - Elections Staffing Needs	3	3.00	624,364	624,364	-	-	-	-	-
106 - Corporations Staffing True Up	-	-	-	-	-	-	-	-	-
107 - Corporations Staffing Needs	-	-	-	-	-	-	-	-	-
108 - Archives Staffing True Up	-	-	-	-	-	-	-	-	-
109 - Audits Medicaid Staffing	-	-	-	-	-	-	-	-	-
110 - SOS Internal Auditor	-	-	-	-	-	-	-	-	-
201 - Corporations Merchant Fees	-	-	-	-	-	-	-	-	-
202 - 202 Continuation of Oregon Motor Voter Payments to Counti	-	-	879,248	879,248	-	-	-	-	-
203 - Archives Bldg.- Compact Shelving	-	-	-	-	-	-	-	-	-
204 - Exec S&S requests	-	-	-	-	-	-	-	-	-
205 - 205 IT Cloud Migration	-	-	-	-	-	-	-	-	-

Summary of 2019-21 Biennium Budget

**Secretary of State
Elections Division
2019-21 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>
206 - IT Security	-	-	-	-	-	-	-	-	-
207 - Paid Return Postage on Ballots	-	-	2,687,150	2,687,150	-	-	-	-	-
208 - Help America Vote Act	-	-	-	-	-	-	-	-	-
209 - Archives Generator	-	-	-	-	-	-	-	-	-
210 - Voter Choices and Party Equity	-	-	100,000	100,000	-	-	-	-	-
211 - Nonaffiliated Primary	-	-	100,000	100,000	-	-	-	-	-
Subtotal Policy Packages	3	3.00	4,390,762	4,390,762	-	-	-	-	-
Total 2019-21 Agency Request Audit	25	25.00	18,753,556	12,195,966	-	1,183,925	5,373,665	-	-
Percentage Change From 2017-19 Leg Approved Budget	25.00%	25.00%	20.97%	28.03%	-	4.17%	11.01%	-	-
Percentage Change From 2019-21 Current Service Level	25.00%	25.00%	34.86%	56.25%	-	-	9.28%	-	-

Summary of 2019-21 Biennium Budget

**Secretary of State
Audits Division
2019-21 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>
2017-19 Leg Adopted Budget	72	72.00	21,019,632	-	-	21,019,632	-	-	-
2017-19 Emergency Boards	-	-	508,424	-	-	508,424	-	-	-
2017-19 Leg Approved Budget	72	72.00	21,528,056	-	-	21,528,056	-	-	-
2019-21 Base Budget Adjustments									
Net Cost of Position Actions									
Administrative Biennialized E-Board, Phase-Out	-	-	927,071	-	-	927,071	-	-	-
Estimated Cost of Merit Increase			-	-	-	-	-	-	-
Base Debt Service Adjustment			-	-	-	-	-	-	-
Base Nonlimited Adjustment			-	-	-	-	-	-	-
Capital Construction			-	-	-	-	-	-	-
Subtotal 2019-21 Base Budget	72	72.00	22,455,127	-	-	22,455,127	-	-	-
Essential Packages									
010 - Non-PICS Pers Svc/Vacancy Factor									
Vacancy Factor (Increase)/Decrease	-	-	496,763	-	-	496,763	-	-	-
Non-PICS Personal Service Increase/(Decrease)	-	-	75,576	-	-	75,576	-	-	-
Subtotal	-	-	572,339	-	-	572,339	-	-	-
020 - Phase In / Out Pgm & One-time Cost									
021 - Phase - In	-	-	-	-	-	-	-	-	-
022 - Phase-out Pgm & One-time Costs	-	-	-	-	-	-	-	-	-
Subtotal	-	-	-	-	-	-	-	-	-
030 - Inflation & Price List Adjustments									
Cost of Goods & Services Increase/(Decrease)	-	-	144,457	-	-	144,457	-	-	-
State Gov't & Services Charges Increase/(Decrease)			69,483	-	-	69,483	-	-	-

Summary of 2019-21 Biennium Budget

Secretary of State
Audits Division
2019-21 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>
Subtotal	-	-	213,940	-	-	213,940	-	-	-
040 - Mandated Caseload									
040 - Mandated Caseload	-	-	-	-	-	-	-	-	-
050 - Fundshifts and Revenue Reductions									
050 - Fundshifts	-	-	-	-	-	-	-	-	-
060 - Technical Adjustments									
060 - Technical Adjustments	-	-	-	-	-	-	-	-	-
Subtotal: 2019-21 Current Service Level	72	72.00	23,241,406	-	-	23,241,406	-	-	-

Summary of 2019-21 Biennium Budget

**Secretary of State
Audits Division
2019-21 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>
Subtotal: 2019-21 Current Service Level	72	72.00	23,241,406	-	-	23,241,406	-	-	-
070 - Revenue Reductions/Shortfall									
070 - Revenue Shortfalls	-	-	-	-	-	-	-	-	-
Modified 2019-21 Current Service Level	72	72.00	23,241,406	-	-	23,241,406	-	-	-
080 - E-Boards									
080 - May 2018 E-Board	-	-	-	-	-	-	-	-	-
Subtotal Emergency Board Packages	-	-	-	-	-	-	-	-	-
Policy Packages									
101 - ASD Staffing True Up	-	-	-	-	-	-	-	-	-
102 - ASD Staffing Needs	-	-	-	-	-	-	-	-	-
103 - Audits Staffing True Up	-	-	58,604	-	-	58,604	-	-	-
104 - Audits Staffing Needs	2	2.00	542,043	-	-	542,043	-	-	-
105 - Elections Staffing Needs	-	-	-	-	-	-	-	-	-
106 - Corporations Staffing True Up	-	-	-	-	-	-	-	-	-
107 - Corporations Staffing Needs	-	-	-	-	-	-	-	-	-
108 - Archives Staffing True Up	-	-	-	-	-	-	-	-	-
109 - Audits Medicaid Staffing	3	3.00	779,797	-	-	779,797	-	-	-
110 - SOS Internal Auditor	-	-	-	-	-	-	-	-	-
201 - Corporations Merchant Fees	-	-	-	-	-	-	-	-	-
202 - 202 Continuation of Oregon Motor Voter Payments to County	-	-	-	-	-	-	-	-	-
203 - Archives Bldg.- Compact Shelving	-	-	-	-	-	-	-	-	-
204 - Exec S&S requests	-	-	-	-	-	-	-	-	-
205 - 205 IT Cloud Migration	-	-	-	-	-	-	-	-	-

Summary of 2019-21 Biennium Budget

**Secretary of State
Audits Division
2019-21 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>
206 - IT Security	-	-	-	-	-	-	-	-	-
207 - Paid Return Postage on Ballots	-	-	-	-	-	-	-	-	-
208 - Help America Vote Act	-	-	-	-	-	-	-	-	-
209 - Archives Generator	-	-	-	-	-	-	-	-	-
210 - Voter Choices and Party Equity	-	-	-	-	-	-	-	-	-
211 - Nonaffiliated Primary	-	-	-	-	-	-	-	-	-
Subtotal Policy Packages	5	5.00	1,380,444	-	-	1,380,444	-	-	-
Total 2019-21 Agency Request Audit	77	77.00	24,621,850	-	-	24,621,850	-	-	-
Percentage Change From 2017-19 Leg Approved Budget	6.94%	6.94%	14.37%	-	-	14.37%	-	-	-
Percentage Change From 2019-21 Current Service Level	6.94%	6.94%	5.94%	-	-	5.94%	-	-	-

Summary of 2019-21 Biennium Budget

**Secretary of State
Archives Division
2019-21 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>
2017-19 Leg Adopted Budget	22	22.00	7,521,987	-	-	7,480,428	41,559	-	-
2017-19 Emergency Boards	-	-	112,136	-	-	112,136	-	-	-
2017-19 Leg Approved Budget	22	22.00	7,634,123	-	-	7,592,564	41,559	-	-
2019-21 Base Budget Adjustments									
Net Cost of Position Actions									
Administrative Biennialized E-Board, Phase-Out	-	(0.25)	272,557	-	-	272,557	-	-	-
Estimated Cost of Merit Increase			-	-	-	-	-	-	-
Base Debt Service Adjustment			-	-	-	-	-	-	-
Base Nonlimited Adjustment			-	-	-	-	-	-	-
Capital Construction			-	-	-	-	-	-	-
Subtotal 2019-21 Base Budget	22	21.75	7,906,680	-	-	7,865,121	41,559	-	-
Essential Packages									
010 - Non-PICS Pers Svc/Vacancy Factor									
Vacancy Factor (Increase)/Decrease	-	-	113,868	-	-	113,868	-	-	-
Non-PICS Personal Service Increase/(Decrease)	-	-	21,330	-	-	21,330	-	-	-
Subtotal	-	-	135,198	-	-	135,198	-	-	-
020 - Phase In / Out Pgm & One-time Cost									
021 - Phase - In	-	-	-	-	-	-	-	-	-
022 - Phase-out Pgm & One-time Costs	-	-	-	-	-	-	-	-	-
Subtotal	-	-	-	-	-	-	-	-	-
030 - Inflation & Price List Adjustments									
Cost of Goods & Services Increase/(Decrease)	-	-	127,426	-	-	125,763	1,663	-	-
State Gov't & Services Charges Increase/(Decrease)			19,563	-	-	19,563	-	-	-

Summary of 2019-21 Biennium Budget

Secretary of State
Archives Division
2019-21 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>
Subtotal	-	-	146,989	-	-	145,326	1,663	-	-
040 - Mandated Caseload									
040 - Mandated Caseload	-	-	-	-	-	-	-	-	-
050 - Fundshifts and Revenue Reductions									
050 - Fundshifts	-	-	-	-	-	-	-	-	-
060 - Technical Adjustments									
060 - Technical Adjustments	-	-	(34,000)	-	-	(34,000)	-	-	-
Subtotal: 2019-21 Current Service Level	22	21.75	8,154,867	-	-	8,111,645	43,222	-	-

Summary of 2019-21 Biennium Budget

**Secretary of State
Archives Division
2019-21 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>
Subtotal: 2019-21 Current Service Level	22	21.75	8,154,867	-	-	8,111,645	43,222	-	-
070 - Revenue Reductions/Shortfall									
070 - Revenue Shortfalls	-	-	-	-	-	-	-	-	-
Modified 2019-21 Current Service Level	22	21.75	8,154,867	-	-	8,111,645	43,222	-	-
080 - E-Boards									
080 - May 2018 E-Board	-	-	-	-	-	-	-	-	-
Subtotal Emergency Board Packages	-	-	-	-	-	-	-	-	-
Policy Packages									
101 - ASD Staffing True Up	-	-	-	-	-	-	-	-	-
102 - ASD Staffing Needs	-	-	-	-	-	-	-	-	-
103 - Audits Staffing True Up	-	-	-	-	-	-	-	-	-
104 - Audits Staffing Needs	-	-	-	-	-	-	-	-	-
105 - Elections Staffing Needs	-	-	-	-	-	-	-	-	-
106 - Corporations Staffing True Up	-	-	-	-	-	-	-	-	-
107 - Corporations Staffing Needs	-	-	-	-	-	-	-	-	-
108 - Archives Staffing True Up	-	-	4,148	-	-	4,148	-	-	-
109 - Audits Medicaid Staffing	-	-	-	-	-	-	-	-	-
110 - SOS Internal Auditor	-	-	-	-	-	-	-	-	-
201 - Corporations Merchant Fees	-	-	-	-	-	-	-	-	-
202 - 202 Continuation of Oregon Motor Voter Payments to Counti	-	-	-	-	-	-	-	-	-
203 - Archives Bldg.- Compact Shelving	-	-	1,250,000	-	-	1,250,000	-	-	-
204 - Exec S&S requests	-	-	-	-	-	-	-	-	-
205 - 205 IT Cloud Migration	-	-	-	-	-	-	-	-	-

Summary of 2019-21 Biennium Budget

Secretary of State
Archives Division
2019-21 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>
206 - IT Security	-	-	-	-	-	-	-	-	-
207 - Paid Return Postage on Ballots	-	-	-	-	-	-	-	-	-
208 - Help America Vote Act	-	-	-	-	-	-	-	-	-
209 - Archives Generator	-	-	1,200,000	1,200,000	-	-	-	-	-
210 - Voter Choices and Party Equity	-	-	-	-	-	-	-	-	-
211 - Nonaffiliated Primary	-	-	-	-	-	-	-	-	-
Subtotal Policy Packages	-	-	2,454,148	1,200,000	-	1,254,148	-	-	-
Total 2019-21 Agency Request Audit	22	21.75	10,609,015	1,200,000	-	9,365,793	43,222	-	-
Percentage Change From 2017-19 Leg Approved Budget	-	-1.14%	38.97%	-	-	23.35%	4.00%	-	-
Percentage Change From 2019-21 Current Service Level	-	-	30.09%	-	-	15.46%	-	-	-

Summary of 2019-21 Biennium Budget

**Secretary of State
Corporation Division
2019-21 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>
2017-19 Leg Adopted Budget	36	35.88	10,025,069	-	-	10,025,069	-	-	-
2017-19 Emergency Boards	-	-	163,398	-	-	163,398	-	-	-
2017-19 Leg Approved Budget	36	35.88	10,188,467	-	-	10,188,467	-	-	-
2019-21 Base Budget Adjustments									
Net Cost of Position Actions									
Administrative Biennialized E-Board, Phase-Out	(2)	(1.88)	201,954	-	-	201,954	-	-	-
Estimated Cost of Merit Increase			-	-	-	-	-	-	-
Base Debt Service Adjustment			-	-	-	-	-	-	-
Base Nonlimited Adjustment			-	-	-	-	-	-	-
Capital Construction			-	-	-	-	-	-	-
Subtotal 2019-21 Base Budget	34	34.00	10,390,421	-	-	10,390,421	-	-	-
Essential Packages									
010 - Non-PICS Pers Svc/Vacancy Factor									
Vacancy Factor (Increase)/Decrease	-	-	80,637	-	-	80,637	-	-	-
Non-PICS Personal Service Increase/(Decrease)	-	-	30,001	-	-	30,001	-	-	-
Subtotal	-	-	110,638	-	-	110,638	-	-	-
020 - Phase In / Out Pgm & One-time Cost									
021 - Phase - In	-	-	-	-	-	-	-	-	-
022 - Phase-out Pgm & One-time Costs	-	-	-	-	-	-	-	-	-
Subtotal	-	-	-	-	-	-	-	-	-
030 - Inflation & Price List Adjustments									
Cost of Goods & Services Increase/(Decrease)	-	-	147,983	-	-	147,983	-	-	-
State Gov't & Services Charges Increase/(Decrease)			207,023	-	-	207,023	-	-	-

Summary of 2019-21 Biennium Budget

Secretary of State
 Corporation Division
 2019-21 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>
Subtotal	-	-	355,006	-	-	355,006	-	-	-
040 - Mandated Caseload									
040 - Mandated Caseload	-	-	-	-	-	-	-	-	-
050 - Fundshifts and Revenue Reductions									
050 - Fundshifts	-	-	-	-	-	-	-	-	-
060 - Technical Adjustments									
060 - Technical Adjustments	-	-	(73,000)	-	-	(73,000)	-	-	-
Subtotal: 2019-21 Current Service Level	34	34.00	10,783,065	-	-	10,783,065	-	-	-

Summary of 2019-21 Biennium Budget

**Secretary of State
Corporation Division
2019-21 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>
Subtotal: 2019-21 Current Service Level	34	34.00	10,783,065	-	-	10,783,065	-	-	-
070 - Revenue Reductions/Shortfall									
070 - Revenue Shortfalls	-	-	-	-	-	-	-	-	-
Modified 2019-21 Current Service Level	34	34.00	10,783,065	-	-	10,783,065	-	-	-
080 - E-Boards									
080 - May 2018 E-Board	-	-	-	-	-	-	-	-	-
Subtotal Emergency Board Packages	-	-	-	-	-	-	-	-	-
Policy Packages									
101 - ASD Staffing True Up	-	-	-	-	-	-	-	-	-
102 - ASD Staffing Needs	-	-	-	-	-	-	-	-	-
103 - Audits Staffing True Up	-	-	-	-	-	-	-	-	-
104 - Audits Staffing Needs	-	-	-	-	-	-	-	-	-
105 - Elections Staffing Needs	-	-	-	-	-	-	-	-	-
106 - Corporations Staffing True Up	-	-	33,065	-	-	33,065	-	-	-
107 - Corporations Staffing Needs	9	8.50	1,326,697	-	-	1,326,697	-	-	-
108 - Archives Staffing True Up	-	-	-	-	-	-	-	-	-
109 - Audits Medicaid Staffing	-	-	-	-	-	-	-	-	-
110 - SOS Internal Auditor	-	-	-	-	-	-	-	-	-
201 - Corporations Merchant Fees	-	-	500,000	-	-	500,000	-	-	-
202 - 202 Continuation of Oregon Motor Voter Payments to Counti	-	-	-	-	-	-	-	-	-
203 - Archives Bldg.- Compact Shelving	-	-	-	-	-	-	-	-	-
204 - Exec S&S requests	-	-	-	-	-	-	-	-	-
205 - 205 IT Cloud Migration	-	-	-	-	-	-	-	-	-

Summary of 2019-21 Biennium Budget

**Secretary of State
Corporation Division
2019-21 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>
206 - IT Security	-	-	-	-	-	-	-	-	-
207 - Paid Return Postage on Ballots	-	-	-	-	-	-	-	-	-
208 - Help America Vote Act	-	-	-	-	-	-	-	-	-
209 - Archives Generator	-	-	-	-	-	-	-	-	-
210 - Voter Choices and Party Equity	-	-	-	-	-	-	-	-	-
211 - Nonaffiliated Primary	-	-	-	-	-	-	-	-	-
Subtotal Policy Packages	9	8.50	1,859,762	-	-	1,859,762	-	-	-
Total 2019-21 Agency Request Audit	43	42.50	12,642,827	-	-	12,642,827	-	-	-
Percentage Change From 2017-19 Leg Approved Budget	19.44%	18.45%	24.09%	-	-	24.09%	-	-	-
Percentage Change From 2019-21 Current Service Level	26.47%	25.00%	17.25%	-	-	17.25%	-	-	-

Agencywide Program Unit Summary
2019-21 Biennium

Version: V - 01 - Agency Request Budget

Summary Cross Reference Number	Cross Reference Description	2015-17 Actuals	2017-19 Leg Adopted Budget	2017-19 Leg Approved Budget	2019-21 Agency Request Audit	2019-21 Governor's Budget	2019-21 Leg. Adopted Audit
001-00-00-00000	Administrative Services Division						
	General Fund	1,833,979	2,536,161	3,123,091	3,489,773	-	-
	Other Funds	16,752,217	17,336,799	17,724,878	20,162,388	-	-
	All Funds	18,586,196	19,872,960	20,847,969	23,652,161	-	-
002-00-00-00000	Elections Division						
	General Fund	8,451,721	7,890,400	9,526,044	12,195,966	-	-
	Other Funds	616,823	1,136,554	1,136,554	1,183,925	-	-
	Federal Funds	1,845,372	4,679,828	4,840,607	5,373,665	-	-
	All Funds	10,913,916	13,706,782	15,503,205	18,753,556	-	-
007-00-00-00000	Audits Division						
	Other Funds	17,739,595	21,019,632	21,528,056	24,621,850	-	-
012-00-00-00000	Archives Division						
	General Fund	-	-	-	1,200,000	-	-
	Other Funds	6,867,120	7,480,428	7,592,564	9,365,793	-	-
	Federal Funds	-	41,559	41,559	43,222	-	-
	All Funds	6,867,120	7,521,987	7,634,123	10,609,015	-	-
036-00-00-00000	Corporation Division						
	Other Funds	9,534,235	10,025,069	10,188,467	12,642,827	-	-

<i>Summary Cross Reference Number</i>	<i>Cross Reference Description</i>	<i>2015-17 Actuals</i>	<i>2017-19 Leg Adopted Budget</i>	<i>2017-19 Leg Approved Budget</i>	<i>2019-21 Agency Request Audit</i>	<i>2019-21 Governor's Budget</i>	<i>2019-21 Leg. Adopted Audit</i>
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TOTAL AGENCY

General Fund	10,285,700	10,426,561	12,649,135	16,885,739	-	-
Other Funds	51,509,990	56,998,482	58,170,519	67,976,783	-	-
Federal Funds	1,845,372	4,721,387	4,882,166	5,416,887	-	-
All Funds	63,641,062	72,146,430	75,701,820	90,279,409	-	-

Office of the Secretary of State



Revenues 2019-21 Agency Request Budget

Budget Narrative

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Budget Narrative

2019-21 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 personal services and services and supplies of executive, business services, human resources, and information systems staff that supports the Audit, Corporation and Archives divisions based on a FTE and expenditure calculation. Internal assessments are budgeted as transfers in and transfers 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 \$70,858,021 in the 2019-21 Biennium.

Charges for Services- The Audits and Archives divisions 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 \$30,560,552 in assessments for the 2019-21 biennium.

Budget Narrative

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 2019-21 Agency Request Budget, the Archives Division also included a policy package 109 to increase 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 2019-21 Price List shows this Archives Records Management assessment at \$7,742,457.
- The State Records Center's assessment is based on 2019-21 projected expenditures divided by the estimated occupancy rate at a charge of \$1.001 per cubic foot per month. The 2019-21 Price List shows the State Records Center at \$2,107,541.
- Security Depository (Microfilm Storage) is assessed by dividing the amount per reel by the total program cost. The 2019-19 Price List shows the Security Depository at \$276,821.
- 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 2019-21 Price List shows Administrative Rules assessment at \$1,730,630. The second funding stream is from Oregon Administrative Rules online access licenses, estimated total of \$50,000 for the 2019-21 biennium.
- The Oregon Blue Book program is funded through the sales of the book. The 2017 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 2019-21 biennium. Total anticipated sales revenue is \$35,000.

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

Budget Narrative

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.

Federal Funds Revenue: In order to comply with the Help America Vote Act, the Elections Division ensured adoption of 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 may receive up to \$20,000 in Federal Funds through the State Historical Records Advisory Board.

Basis for 2019-2021 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.

Budget Narrative

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DETAIL OF LOTTERY FUNDS, OTHER FUNDS, AND FEDERAL FUNDS REVENUE

Secretary of State
2019-21 Biennium

Agency Number: 16500

Cross Reference Number: 16500-000-00-00-00000

<i>Source</i>	2015-17 Actuals	2017-19 Leg Adopted Budget	2017-19 Leg Approved Budget	2019-21 Agency Request Audit	2019-21 Governor's Budget	2019-21 Leg. Adopted Audit
Other Funds						
Business Lic and Fees	82,283,720	77,219,196	79,219,196	88,572,526	-	-
Non-business Lic. and Fees	3,615,660	3,334,282	3,334,282	3,567,810	-	-
Charges for Services	32,900,791	37,956,857	37,956,857	43,345,957	-	-
Fines and Forfeitures	274,241	224,419	224,419	224,419	-	-
Sales Income	145,738	219,532	219,532	145,000	-	-
Donations	(980)	-	-	-	-	-
Grants (Non-Fed)	500	-	-	-	-	-
Other Revenues	1,027,850	1,013,990	1,013,990	1,013,990	-	-
Transfer In - Intrafund	16,919,023	17,933,743	18,220,294	20,162,388	-	-
Transfer Out - Intrafund	(16,726,438)	(17,933,743)	(18,220,294)	(20,162,388)	-	-
Transfer to General Fund	(67,388,691)	(63,201,287)	(63,201,287)	(71,739,951)	-	-
Tsfr To Forestry, Dept of	(14,999)	-	-	-	-	-
Total Other Funds	\$53,036,415	\$56,766,989	\$58,766,989	\$65,129,751	-	-
Federal Funds						
Interest Income	117,493	-	-	-	-	-
Donations	31	-	-	-	-	-
Federal Funds	100,774	187,092	187,092	43,222	-	-
Total Federal Funds	\$218,298	\$187,092	\$187,092	\$43,222	-	-

DETAIL OF LOTTERY FUNDS, OTHER FUNDS, AND FEDERAL FUNDS REVENUE

Secretary of State
2019-21 Biennium

Agency Number: 16500
Cross Reference Number: 16500-001-00-00-00000

<i>Source</i>	2015-17 Actuals	2017-19 Leg Adopted Budget	2017-19 Leg Approved Budget	2019-21 Agency Request Audit	2019-21 Governor's Budget	2019-21 Leg. Adopted Audit
Other Funds						
Charges for Services	12,083	-	-	-	-	-
Transfer In - Intrafund	16,606,423	17,933,743	18,220,294	20,162,388	-	-
Transfer Out - Intrafund	(500,000)	-	-	-	-	-
Tsfr To Forestry, Dept of	(14,999)	-	-	-	-	-
Total Other Funds	\$16,103,507	\$17,933,743	\$18,220,294	\$20,162,388	-	-

DETAIL OF LOTTERY FUNDS, OTHER FUNDS, AND FEDERAL FUNDS REVENUE

Secretary of State
2019-21 Biennium

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

<i>Source</i>	2015-17 Actuals	2017-19 Leg Adopted Budget	2017-19 Leg Approved Budget	2019-21 Agency Request Audit	2019-21 Governor's Budget	2019-21 Leg. Adopted Audit
Other Funds						
Non-business Lic. and Fees	666,724	657,511	657,511	657,511	-	-
Charges for Services	3,402	7,442	7,442	5,000	-	-
Fines and Forfeitures	274,241	224,419	224,419	224,419	-	-
Sales Income	6,593	84,532	84,532	10,000	-	-
Other Revenues	1,013,990	1,013,990	1,013,990	1,013,990	-	-
Transfer to General Fund	(940,965)	(881,930)	(881,930)	(881,930)	-	-
Total Other Funds	\$1,023,985	\$1,105,964	\$1,105,964	\$1,028,990	-	-
Federal Funds						
Interest Income	117,493	-	-	-	-	-
Donations	31	-	-	-	-	-
Federal Funds	100,774	145,533	145,533	-	-	-
Total Federal Funds	\$218,298	\$145,533	\$145,533	-	-	-

DETAIL OF LOTTERY FUNDS, OTHER FUNDS, AND FEDERAL FUNDS REVENUE

Secretary of State
2019-21 Biennium

Agency Number: 16500
Cross Reference Number: 16500-007-00-00-00000

<i>Source</i>	2015-17 Actuals	2017-19 Leg Adopted Budget	2017-19 Leg Approved Budget	2019-21 Agency Request Audit	2019-21 Governor's Budget	2019-21 Leg. Adopted Audit
Other Funds						
Charges for Services	24,522,665	26,738,024	26,738,024	30,560,552	-	-
Other Revenues	13,860	-	-	-	-	-
Transfer In - Intrafund	300,000	-	-	-	-	-
Transfer Out - Intrafund	(6,027,169)	(5,926,947)	(6,017,841)	(6,473,692)	-	-
Total Other Funds	\$18,809,356	\$20,811,077	\$20,720,183	\$24,086,860	-	-

DETAIL OF LOTTERY FUNDS, OTHER FUNDS, AND FEDERAL FUNDS REVENUE

Secretary of State
2019-21 Biennium

Agency Number: 16500
Cross Reference Number: 16500-012-00-00-00000

<i>Source</i>	2015-17 Actuals	2017-19 Leg Adopted Budget	2017-19 Leg Approved Budget	2019-21 Agency Request Audit	2019-21 Governor's Budget	2019-21 Leg. Adopted Audit
Other Funds						
Charges for Services	7,613,755	10,531,391	10,531,391	12,004,713	-	-
Sales Income	139,145	135,000	135,000	135,000	-	-
Donations	(980)	-	-	-	-	-
Grants (Non-Fed)	500	-	-	-	-	-
Transfer In - Intrafund	12,600	-	-	-	-	-
Transfer Out - Intrafund	(242,583)	(2,711,965)	(2,761,452)	(3,673,632)	-	-
Total Other Funds	\$7,522,437	\$7,954,426	\$7,904,939	\$8,466,081	-	-
Federal Funds						
Federal Funds	-	41,559	41,559	43,222	-	-
Total Federal Funds	-	\$41,559	\$41,559	\$43,222	-	-

DETAIL OF LOTTERY FUNDS, OTHER FUNDS, AND FEDERAL FUNDS REVENUE

Secretary of State
2019-21 Biennium

Agency Number: 16500

Cross Reference Number: 16500-036-00-00-00000

<i>Source</i>	2015-17 Actuals	2017-19 Leg Adopted Budget	2017-19 Leg Approved Budget	2019-21 Agency Request Audit	2019-21 Governor's Budget	2019-21 Leg. Adopted Audit
Other Funds						
Business Lic and Fees	82,283,720	77,219,196	79,219,196	88,572,526	-	-
Non-business Lic. and Fees	2,948,936	2,676,771	2,676,771	2,910,299	-	-
Charges for Services	748,886	680,000	680,000	775,692	-	-
Transfer Out - Intrafund	(9,956,686)	(9,294,831)	(9,441,001)	(10,015,064)	-	-
Transfer to General Fund	(66,447,726)	(62,319,357)	(62,319,357)	(70,858,021)	-	-
Total Other Funds	\$9,577,130	\$8,961,779	\$10,815,609	\$11,385,432	-	-

DETAIL OF LOTTERY FUNDS, OTHER FUNDS, AND FEDERAL FUNDS REVENUE

Source	Fund	ORBITS Revenue Acct	2015-2017 Actual	2017-19 Legislatively Adopted	2017-19 Estimated	2019-21		
						Agency Request	Governor's	Legislatively Adopted
Business License Fees	OF & GF	0205	82,283,720	77,219,196	79,219,196	88,572,526		
Non-Business Lic. Fees	OF & GF	0210	3,615,660	3,334,282	3,334,282	3,567,810		
Charges for Services	OF	0410	32,900,791	37,956,857	37,956,857	43,345,957		
Fines & Forfeitures	OF & GF	0505	274,241	224,419	224,419	224,419		
Sales Income	OF	0705	145,738	219,532	219,532	145,000		
Donations	OF & FF	0905	(980)					
Grants (Non-Fed)	OF	0910	500					
Other Revenues	OF	0975	1,027,850	1,013,990	1,013,990	1,013,990		
Transfers In – Intrafund	OF	1010	16,919,023	17,933,743	18,220,294	20,162,388		
Transfers Out - Intrafund	OF	2010	(16,726,438)	(17,933,743)	(18,220,294)	(20,162,388)		
Transfers to GF	GF	2060	(67,388,691)	(63,201,287)	(63,201,287)	(71,739,951)		
Tsfr to Forestry, Dept of	OF	2629	(14,999)					
Subtotal Other Funds			53,036,415	56,766,989	58,866,989	65,129,751		
Interest Income	FF	0605	117,493					
Donations	FF	0905	31					
Federal Funds	FF	0995	100,774	187,092	5,550,073	43,222		
Total Other Funds And Federal Funds			53,254,713	56,954,081	64,317,062	65,172,973		

Budget Narrative

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Office of the Secretary of State



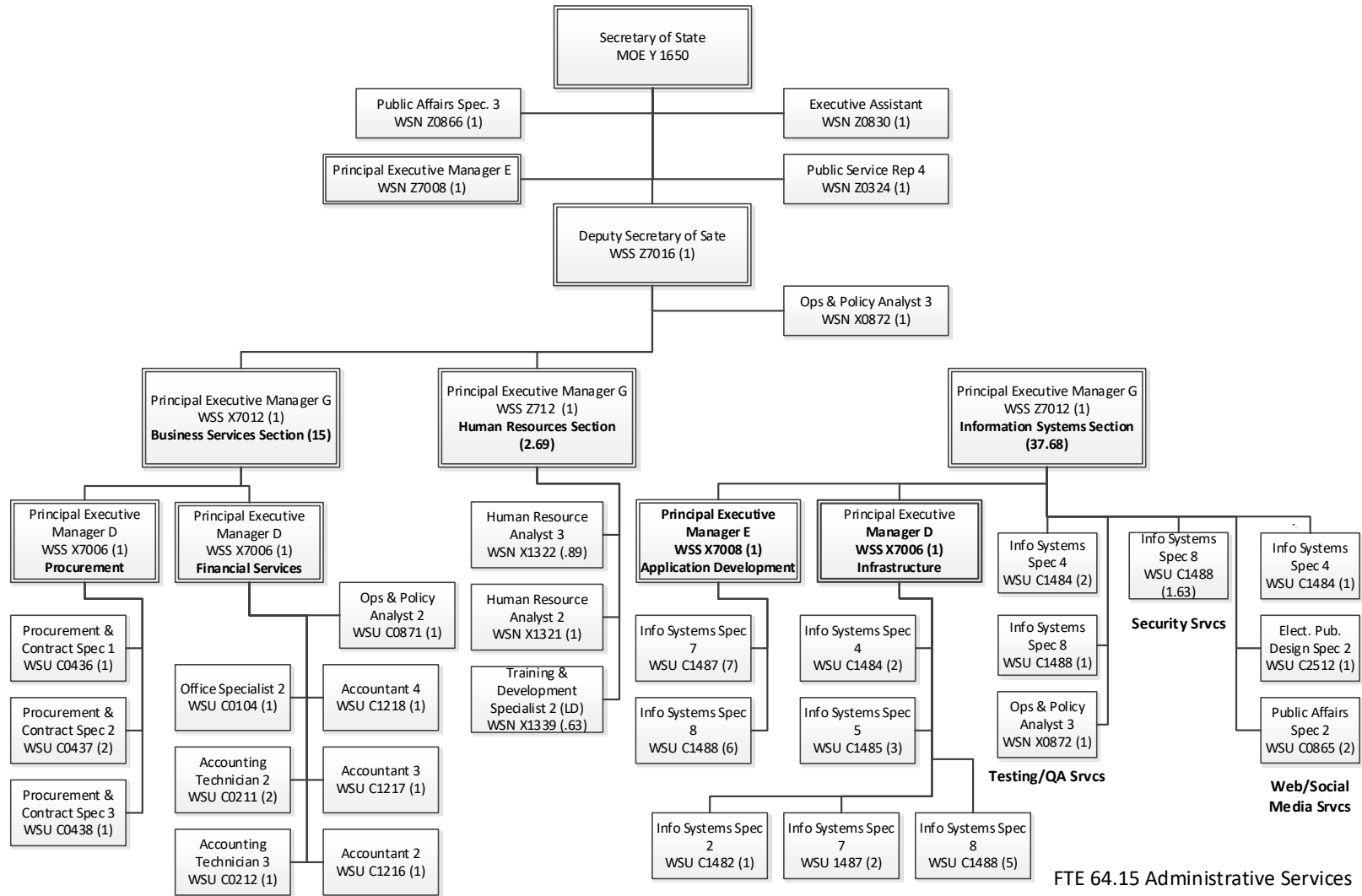
Administrative Services Division 2019-21 Agency Request Budget

Budget Narrative

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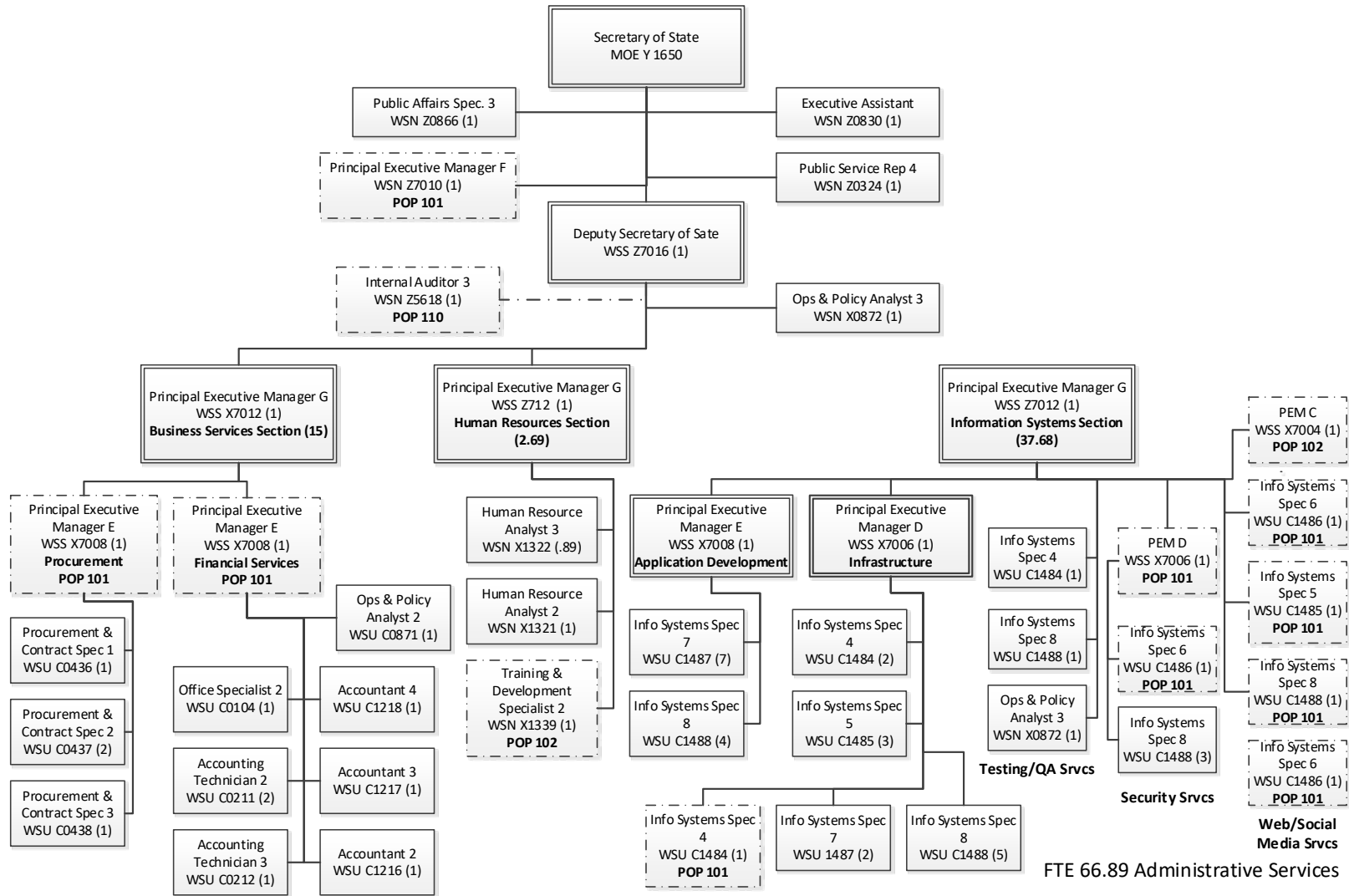
Budget Narrative

Administrative Services Division Organizational Chart 2017-19 Biennium



Budget Narrative

Administrative Services Division Organizational Chart 2019-21 Biennium



Budget Narrative

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 2019-21 Biennium will be \$3,489,773; the revenue transfers from Other Funds required for the 2019-21 Biennium will be \$20,162,388.

➤ EXECUTIVE OFFICE

The Secretary is Oregon's de facto Lieutenant Governor assisting the Governor's office as appropriate. The Executive Office provides policy direction, coordination and management oversight for all program divisions. In coordination with Department of Justice, the Executive Office oversees legal services required of Secretary of State Divisions and in government liaison activities as appropriate. 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 and the Department of State Lands. As an ex officio member, the Secretary provides valuable input to the Board of Education and serves on National Association of Secretaries of State and National Lieutenant Governors Association as Oregon's representative for National issues. In addition, the Executive Office provides services that are statutorily mandated but not assigned to a specific program division.

Budget Narrative

Services

The Executive Office supports the work of the Secretary in his Constitutional and statutory responsibilities, and supports the work of the agency in fulfilling the specific division missions.

Our Vision

As Servant Leaders, we will apply our experience, knowledge, and abilities to improve transparency, accountability, and integrity in Oregon government.

Our Mission

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.
- Empowering Oregonians by providing timely and accurate information about their government, connecting through outreach activities, and protecting whistle blowers.

Budget Narrative

Measurements

The Executive Office holds itself accountable for validating whether each division either meets or exceeds their key performance measures.

Opportunities

Enhance elections security to ensure elections systems and services are available, confidential, and accurate (data integrity preserved). Backup and restore capabilities are improved for 24x7 service.

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.
- 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.
- Expanding Audit services to include security and IT for all performance audits, expand Medicaid financial and performance audits, and establish internal audit services.

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.

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

➤ **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 2019-21 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 federal & 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. Online 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

Program Activities

The Division is comprised of five primary service categories: Administrative oversight and strategic planning, technical support, information security, application development and support, and business support.

Administrative oversight, strategic planning & project portfolio management

Technology Budget Administration; IS Strategic Planning & Execution; Contractor and Vendor Oversight; Service Level Agreement Administration; Project portfolio and technical project management, Resource Allocation & Management and Policy & Standards Oversight

Technical & Infrastructure Support

Hardware & Software Support; Hardware and Software Sizing; Communications and Network Administration; Network Operations Security Center (NOSC) responsible for Enterprise Monitoring and Control, Cybersecurity Operations, and Service Desk Management; Security Administration & Management; Purchase of Hardware and Software; Release and Distribution Management and Disaster Recovery/Business Continuation Plan & Testing

Information 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

Business Support

- **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

- **Emergency & Risk Management (Agency Operations Center, Business Continuity Plan, and Disaster Recovery)**

Challenges

- **Elections Security** – Elections was deemed critical infrastructure in early 2017 by Department of Homeland Security. Enhancements are required to ensure 24x7 availability, integrity, and confidentiality. Federal funding was provided to upgrade state elections systems to a higher level of protection due to continued threats both locally and nationally.
- **Applications and Infrastructure Health** – To avoid costly loss of functionality and services, we must continue to modernize public-serving applications and infrastructure platforms 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 implement a Cloud Computing strategy. We must continue to invest in training our technicians in the most effective and efficient methods of migrating and maintaining our applications and technical infrastructure in modern public and private Cloud hosted platforms. 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 across a range of devices increasingly dominated by the mobile computing environment, 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 Project Governance, Cloud Computing, automation of manual processes

Budget Narrative

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.

Goals

1. **Cybersecurity** – Protect critical systems and data.
Expand Cybersecurity program through a combination of infrastructure upgrades for defense in depth, industry best practices, and recurring security awareness training. Continuous improvements in identity and access management, e.g., expanding Multi-factor Authentication, and enhanced security operations monitoring and threat assessment.
2. **Portfolio Management** – Provide portfolio-based management of IT resources
Use continuous improvement approach to project portfolio management methodology of agency IT projects, e.g., better project planning and estimation, resource and time tracking and a matrixed team approach.
3. **Infrastructure Operations** – Improve operational performance and availability.
Continue to apply IT Service Management best practices to agency IT operations. Develop and maintain a Cloud adoption strategy and Cloud usage policy, and continue to plan and implement Cloud Computing models across all SOS IT infrastructure.
4. **Software Development & Quality Assurance** – Improve the delivery of high caliber, professional software solutions. Continue to apply System Development Lifecycle best practices to all software development activities. Incorporate continuous improvement practices, and introduce agile development methods where applicable. Develop and implement SDLC artifacts and documentation of Information Systems and processes to allow for staff cross training and a matrixed resourcing capability.
5. **Risk Management** – Integrate business continuity and disaster recovery services with safety, security, and incident management programs. Validate effectiveness through routine testing.

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:

Budget Narrative

- Updated the Division Strategic Plan and tactical initiatives to reflect the goals and performance measures of the Agency. Updated Division Technology Plans and updated Service Level Agreements based on business need.
- Matured our governance model to provide enhanced risk management, agency project prioritization, change management, and strategic alignment.
- Implemented a Project Management Office (PMO)
- Implemented Portfolio Review Board (PRB)
- Implemented Stage Gate Review process with defined Project Artifacts and documentation requirements.
- Provided IT Infrastructure Library (ITIL) training across the Division to provide a common framework and language for IT operations, and pave the way for implementing IT Service Management best practices and improvements
- Stood up the Network Operations Security Center (NOSC) responsible for enterprise monitoring and control, cybersecurity operations, and service desk management
- Implemented Manage Engine service desk software and monitoring dashboards
- Implemented Splunk network and operations log / traffic capture and analysis tool in support of network forensics, data utilization analysis and system monitoring.
- Continued to mature our System Development LifeCycle (SDLC) and Agile development methodology to increase project communication and decrease risks of project failure by quickly producing smaller pieces of the application for user review.
- Built out Quality Assurance Program with refinement of testing process, standardizing User Acceptance Testing (UAT), and automated testing and QA reporting.
- To the level possible, with limited funding, continued and ongoing staff education and training through employee professional development plans for each member of staff to stay fluent in our current technologies.
- Continued to provide IT Customer Service training to help staff see business challenges from the customer's perspective to better provide innovative solutions.

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

➤ **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, payroll/benefits, cashiering, procurement, contract administration, risk management, fixed assets and inventory control, facilities and operations 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, municipal audit filings, 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

Financial Services

Budget Analysis; Budget Development; Budget Execution; Fiscal Impact Statement Preparation and Emergency Board Financial Reporting; Fiscal year end process; Financial Statement preparation; Internal Controls; Accounts Receivables and Payables; and Financial Transaction processing; Payroll & Benefits; Blue Book Sales and Distribution; Cash management; Accounting Assistance and Mail and Distribution

Procurement and Operations Section

Formal & Informal Procurement; Contract Risk Assessment; Contract Administration; Fixed Asset Tracking; Storeroom and Inventory Management, Facilities and Operations

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. The outsourcing of technology work has increased the Procurement and Operations Sections contract activity. We place a high focus on addressing agency risk and exposure through clearly defined SOW's, contract deliverables, and contract terms and conditions protecting the agency while ensuring timely delivery of services and goods to meet agency expectations.

Budget Narrative

Actions Taken

Business Services has taken the lead to provide full agency financial transparency through monthly public updates of all payroll and other expenditures with line-item descriptions of each expense. (Available here: <https://data.oregon.gov/browse?q=secretaryofstatefinancial>)

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 enabling us to provide efficient and timely services to our customers.
An end-to-end automated e-procurement solution will be implemented in early 2019. The Secretary of State will be the first state agency out of a group of ten participating agencies to implement this solution.
- Continuing education and training opportunities remain a high priority in BSD. It is important that we provide these training opportunities allowing our staff to enhance their knowledge, expertise, and skill sets enabling them to provide increased services and support to our customers;
- Cross pollination/training opportunities for BSD staff within the Division and across the agency to better understand business practices and the 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 enables us to take on leadership roles in problem solving and developing solutions at the enterprise level; keeping up to date on changes in statutes and legislation impacting 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 reviewing budget spend plans and reviewing the quality of services provided. Meetings are scheduled as needed with the Secretary and Deputy Secretary of State to review the health of the agency budget, discuss any concerns related to budget execution, and review availability of Agency funding.

Budget Narrative

➤ **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; 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 2.89 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

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 (pay equity, 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

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

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
- Supports succession planning efforts

Measurements

The Human Resources Division measures its performance through various methods. The Human Resources Director meets with all Agency Directors regularly to discuss business needs and service delivery. Feedback is solicited from training offerings.

Budget Narrative

SECRETARY OF STATE ADMINISTRATIVE SERVICES ESSENTIAL PACKAGES

1. **Purpose** - Essential Packages adjust the base budget to reflect the agency's 2019-21 current service level requirements.
2. **How Achieved** – The following Essential Packages adjust Administrative Services' base budget to reflect 2019-21 current service level requirements.

010 – Adjusts 2019-21 biennium projected vacancy factor budget savings based on staff turnover from April 1, 2017 through March 31, 2018. 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 \$93,014 and Other Funds \$141,356.

022 – Adjusts budget by phasing out one time funded packages received in the 2017-19 biennium. The package decreases Other Funds (\$108,711).

031 – Provides a general inflation increase for Services and Supplies costs. The package also adjusts State Government Service charges to reflect 2019-21 changes. The package increases General Fund \$7,410 and Other Funds \$241,189.

060- This package increases rent costs associated with the Information Services Division and Human Resources expanding office space to accommodate employees added by the legislature over the last few years. The package increases General Fund \$9,345 and Other Funds \$97,655.

3. **Staffing Impact** - None.
4. **Revenue Source** – General Fund is increased \$109,769 and Other Funds is increased \$371,489.

Budget Narrative

Administrative Services Division

Policy Package 101 – 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 in compliance with legislatively mandated pay equity requirements and to align with approved budget. In coordination with Policy Package 102, it establishes staffing levels commensurate with current demands in the Executive Office, Business Services, Human Resources, and Information Systems.

The Executive Office staffing serves the Secretary of State by evaluating and implementing policy direction for the agency, providing legal guidance and support, coordinating outreach activities, 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; payroll and benefits; 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

Budget Narrative

through technology. These efforts help accomplish the Secretary of State's mission to Innovate for the Future, Engage Oregonians and Deliver Results.

Executive Office:

This portion of the package seeks to reclassify one position in the Executive Office.

Chief of Staff- From a Principal Executive Manager (PEM) E to a PEM F

The Chief of Staff position is currently budgeted as a PEM E. This proposal would increase the classification to a PEM F, more appropriate to the staff supervision ratio and responsibilities associated with this position. Responsibilities for this position increased to include management of the Communications staff, as well as the administrative staff. It also increased a number of outreach and event activities that were piloted and found to be beneficial to the SOS.

Business Services:

This portion of the package seeks to reclassify two positions in the Business Services.

1. Chief Procurement Officer/Procurement and Operations Section Manager– Reclassify from a PEM D to a PEM E

This position has direct responsibility for the day-to-day operations of the Procurement and Operations Section. The Secretary of State has statutory authority to conduct the full spectrum of procurement services for the agency. This includes: Formal Sealed Invitation to Bid (ITB); Formal Sealed Request for Proposal (RFP); Intermediate ITB's & RFP's; Special Procurements; Sole Source Procurement; Emergency Procurement; and Direct Purchases. With the ability to procure all goods and services for the agency, regardless of cost, a higher level of risk exists. This requires substantial experience with an extensive background and knowledge in public contracting with the ability to correctly interpret and apply the Public Contracting Statutes. In reviewing the role of the Chief Procurement Officer (CPO) in other agencies subject to the Department of Administrative Services (DAS) we have discovered the CPO positions are classified as a Principal Executive Manager (PEM) E and higher classifications in some agencies. The difference in responsibility between the CPO roles in the Secretary of State vs. the CPO roles in DAS agencies is that in most cases procurement authority is limited to \$150,000 per solicitation; those solicitations exceeding \$150,000, are managed by DAS. A review of the position responsibilities and requirements by the agency's Human Resources Division found this position to be appropriately classified as a PEM E.

Budget Narrative

2. Budget Officer/Financial Services Manager - Reclassify from a PEM D to a PEM E

This position has direct responsibility for agency budget development; agency biennial budget request; and agency budget execution. The position works with the Secretary of State, Deputy Secretary of State and Division Directors to ensure the agency budget is adequate to enable the Secretary of State to carry out his constitutional and statutory mandates while meeting the his strategic initiatives and goals. This requires extensive knowledge and experience in budget development and execution; an understanding of funding sources and accurate expenditure forecasting. This position also manages the Financial Services Section, which provides a full array of accounting services. This includes oversight of the Comprehensive Annual Financial Report, all agency Payables and Receivables, Cash Collection & Management; and mailroom operations. A good understanding of accounting principles and practices are essential to oversee this critical division function. In reviewing the roles of the Budget Officers & Financial Service Managers in other agencies we have discovered these positions are classified as a Principal Executive Manager (PEM) E and higher. A review of the position responsibilities and requirements by the agency's Human Resources Division found this position to be appropriately classified as a PEM E.

Information Systems:

This portion of the package seeks to reclassify seven positions in Information Systems.

1. Web Developer - From a Public Affairs Specialist (PAS) 3 to an Information Systems Specialist (ISS) 5

This position has been assigned to the Information Systems Division providing web development services for all Divisions. The primary objective of the web team has shifted to web design, coding, and trouble-shooting of complex web content, in addition 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 also coordinates with system administrators to compile data into dashboards and monitors, and develop statistics for reports and visuals using agency servers and network monitoring applications, service management, and service desk applications. This position was originally budgeted as a Public Affairs Specialist (PAS) 3, which doesn't allow for the information systems technical expertise and leadership required of this position. This position focuses on the design, development, testing, and deployment of web pages on the Secretary of State websites based on input from division stakeholders and customers.

2. Web Developer - From a Public Affairs Specialist (PAS) 2 to an Information Systems Specialist (ISS) 6

This position has been assigned to the Information Systems Division providing web development services for all Divisions. The primary objective of the web team has shifted to web design, coding, and trouble-shooting of complex web content, in

Budget Narrative

addition 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 also coordinates with system administrators to compile data into dashboards and monitors, and develop statistics for reports and visuals using agency servers and network monitoring applications, service management, and service desk applications. This position was originally budgeted as a Public Affairs Specialist (PAS) 2, which doesn’t allow for the information systems technical expertise and leadership required of this position. This senior developer position focuses on the design, development, testing, and deployment of web pages on the Secretary of State websites based on input from division stakeholders and customers.

3. QA Test Engineer – From an Information Systems Specialist (ISS) 4 to an ISS 6

This position has been assigned to the Information Systems Division providing software quality assurance for all new software development projects and software upgrades to mission critical statewide systems across all four infrastructure functions. The primary purpose of this position is to provide requirements analysis and testing and diagnostic analysis to applications development teams creating enterprise-scale applications. This position develops and analyzes requirements, develops test plans, test cases, and test scripts for complex application systems. Ensures all requirements are tested by developing a requirements to test case matrix (RTM). Develops testing schedules. Implements testing automation to all areas of the development cycle where feasible and can be justified. This position was originally budgeted as an ISS 4, which does not support the complex nature of the required tasks.

4. Project Manager – From a Public Affairs Specialist (PAS) 2 to an Information Systems Specialist (ISS) 8

This position has been assigned to the Information Systems Division providing project management techniques and discipline, project planning, problem analysis, manager and monitor systems design and development efforts, including implementation of technologies in support of Agency mission and goals. The primary purpose of this position is to provide project management support as defined in the Project Management Body of Knowledge (PMBOK); plan, organize, monitor, and coordinate information systems and services for Agency business units; perform vendor and contract management duties; oversee the planning, creation, design, and implementation of IT application solutions. This position was originally budgeted as a PAS 2, which does not support the current need to provide project management services across the agency business divisions.

5. Chief Information Security Officer – From an Information Systems Specialist (ISS) 8 to a PEM-D

This position has been assigned to the Information Systems Division providing leadership for the information security team and is responsible for overall planning, coordination, development, implementation, and oversight of the SOS information security program. The primary purpose of the Chief Information Security Officer (CISO) is to collaborate with

Budget Narrative

executive leadership to develop information security strategies and policies; establish, maintain, and drive the adoption of agency-wide information security policies and procedures to ensure operating efficiency, regulatory compliance, and adherence to security standards and best practices; provide leadership, direction and guidance in assessing, evaluating, and documenting information security risks and monitors compliance with security standards and policies. This position was originally budgeted as an ISS 8, which does not support the complex nature of the required tasks.

6. Security Analyst – From an Information Systems Specialist (ISS) 4 to an ISS 6

This position has been assigned to the Information Systems Division to ensure information systems security requirements are attained. The primary purpose of this position is to ensure the confidentiality, integrity, and availability of Agency information assets by providing data analysis of security events, and coordinate with the security team to provide guidance on security features and/or risks in a given information systems environment. This position conducts data analysis at the subsystem and system level of design, and provides security consultation on the proposed designs developed by the Agency technical staff, contractors, and other state agency security professionals. This position was originally budgeted as an ISS 4, which does not support the complex nature of the required tasks.

7. Tech Support Analyst - From an Information Systems Specialist (ISS) 2 to an ISS 4

This position has been assigned to the Information Systems Division to serve as Tier 1 for the three functions of the NOSC: Service Desk, Enterprise Monitoring, and Security Operations. The primary purpose of this position is to respond and resolve incidents submitted by customers, respond to and resolve system alerts generated by the Enterprise Monitoring tool, and complete any other requests submitted to the Service Desk. This work is governed by the IT Infrastructure Library (ITIL) framework for IT best practices, and as such specific processes such as Incident Management and Request Fulfillment must be followed while also adhering to defined Service Level Agreements (SLAs). This position was originally budgeted as an ISS 2 for a desktop computer helpdesk, which does not support the complex nature of the required tasks.

Budget Narrative

How Achieved

Reclass Positions

Position #	Title After Reclassification	Current Classification	1Jul19 Classification	Reclass Type	GF	OF	TF
0000300	PEM F	WSN Z7008	WSN X7010	Upward	-	-	-
4103418	PEM E	WSS X7006	WSS X7008	Upward	-	-	-
0036061	PEM E	WSS X7006	WSS X7008	Upward	-	-	-
4213415	Information Specialist 5	WSU C2512	WSU C1485	Upward	2,220	4,718	6,938
1503007	Information Specialist 6	WSU C0865	WSU C1486	Upward		9,675	9,675
1503009	Information Specialist 6	WSU C1484	WSU C1486	Upward		7,543	7,543
4973011	Information Specialist 8	WSU C0865	WSU C1488	Upward		10,636	10,636
3103433	PEM D	WSU C1488	WSS X7006	Upward		2,287	2,287
4973013	Information Specialist 6	WSU C1484	WSU C1486	Upward		7,543	7,543
4123410	Information Specialist 4	WSU C1482	WSU C1484	Upward	4,836	10,279	15,115
Total Personal Services					7,056	52,681	59,737

Staffing Impact

No staff would be added by this package. The goal of the package is to provide appropriate leadership for the Information Systems Division and the Agency with appropriate levels of staff for each function; appropriately reflect the duties and responsibilities of the Chief Information Security Officer; and properly classify a total of seven positions in Information Systems to reflect the increased level of responsibilities.

Budget Narrative

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:

- Lt. Governor support activities (NLGA membership; emergency support; etc.)
- 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, community outreach and civics education management.

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

\$7,056 GF and \$52,681 Other Funds

Budget Narrative

The Administrative Services Division

Policy Package 102 – 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 the continuation of one current limited duration position as permanent and one new position. Continuing one position in the Human Resources Division will maintain their training development program and transition the agency through the Work Day implementation. Adding one position in Information Systems for succession planning and risk mitigation will help ensure on-going services are provided securely, timely and within budget to our customers and the public.

Human Resources:

The Human Resources Division supports the agency in achieving its mission by attracting and retaining a qualified workforce. Services include strategic workforce planning and acquisition, records management, leaves management, ADA, workers compensation, diversity and inclusion, Affirmative Action, classification and compensation, employee relations, policy development, and employee learning and development. Human Resources is requesting to make the current limited duration Training and Development Specialist 2 permanent. The purpose of this position is to provide a needed resource in the HR Division for providing employee learning and development support to the Agency.

New Position

Position #	Title	Classification	Type	GF	OF	TF
1800437	Training and Development Specialist 2	WSN X1339	PF		271,022	271,022
Total Personal Services					271,022	271,022

Budget Narrative

Training and Development Specialist 2 (Employee Learning and Development Consultant)

The human resources team lacks capacity to implement a variety of new external mandates relating to employee training and development services. Foremost among these mandates is the implementation of Workday, the Human Resources Information System (HRIS) replacing the Position and Personnel Database (PPDB) at the statewide level. Learning and effectively implementing this new system, on top of complex changes in labor laws such as Veteran's preference and Pay Equity, will require unprecedented training and development of managers and staff. This is coupled with the growing demand for ongoing training of managers and staff in areas such as Diversity and Inclusion and Harassment-free/Respectful Workplace policies. The Secretary of State also has an immense need for developing and implementing succession management strategies since many employees are close to retirement, and this position is instrumental in this task. Responding to these many demands requires a permanent full-time training and development professional to assess the needs and create and implement an agency-wide training plan. An attempt at covering this workload without this position was previously unsuccessful, which is why the legislature approved a limited duration position. Continuation of this position is necessary to appropriately respond to the demand. Failing to properly train and equip our staff in any and all of these areas leaves the Secretary of State's office open to increased risk of expensive employment litigation. In addition, the Agency is at risk of not being able to deliver its services if its succession management strategy cannot be developed and implemented.

Information Systems:

This option will ensure management of on-going services in a newly created Network Operations Security Center which provides three vital functions in support of Agency computer systems, staff, and leadership, including enterprise control, cyber security operations, and service desk management.

New Position

Position #	Title	Classification	Type	GF	OF	TF
1803027	PEM C	WSS X7004	PF		231,022	231,022
Total Personal Services					231,022	231,022

Budget Narrative

Principal Executive Manager - C (Service Desk Manager) – 01803027

This position will be assigned to the Information Systems Division. The primary purpose of this position is to serve as the agency's Information Systems Service Desk Manager and direct the development, planning, implementation, and management of Network Operations Security Center (NOSC) and the imbedded Agency Service Desk resources by providing leadership and support to all Agency staff for the successful operation of Agency IT resources and systems, in support of Agency goals, strategies, and objectives. This position manages the newly created NOSC that is responsible for enterprise monitoring and control, cybersecurity operations, and service desk management; manage the processing of incoming calls to the Service Desk via telephone, web portal, and e-mail to ensure courteous, timely and effective resolution of end user issues; develop and enforce request handling and escalation; track and analyze trends in Service Desk requests and generate statistical reports. This is a mission critical position impacting all agency systems and staff.

How Achieved

Human Resources:

1 FTE; Training and Development Specialist 2 - Other Funds

Information Systems:

1 FTE; PEM C - Other Funds

Staffing Impact

Two positions are needed in the Administrative Services Division.

The Human Resources Division needs a position dedicated to increase their training and development program and implementing Work Day; and the Information Systems Division needs one position 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

One new position to become permanent full-time position in Information Systems for management of the Network Operations Security Center to ensure Network Operations Security Center services are provided securely, timely and within budget to our Agency customers and the public. These services include Enterprise monitoring and control, cybersecurity operations, and service desk operations.

Quantifying Results

Human Resources Division holds itself accountable through regularly scheduled monthly meetings with the Secretary of State, Deputy Secretary of State, division directors and managers.

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

\$502,044 Other Funds

Budget Narrative

Administrative Services Division

Policy Package 110 – SOS Internal Auditor

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 one new position. The purpose of this package is to add one new position in the Executive Office to meet legislatively mandated internal audit requirements.

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

New Position

Position #	Title	Classification	Type	GF	OF	TF
1802741	Internal Auditor 3	WSN Z5618	PF		241,690	241,690
Total Personal Services					241,690	241,690

Budget Narrative

Internal Auditor 3

One professional level auditing staff is needed to perform audits focusing on state agency internal audit function as required. The Secretary of State meets one or more of the three thresholds indicating they are to maintain an internal audit function.

- Number of FTE employees exceeds 400; or
- Total biennial expenditures exceed \$100 million; or
- Cash and cash equivalent items received and processed annually exceeds \$10 million.

The Secretary of State's Corporations Division exceeds \$10 million in cash and cash equivalent items received, and therefore is required to provide internal audit services. Administrative Services requires properly trained and credentialed Internal Auditors to help monitor and audit financial investments and activities on behalf of the Secretary of State and Oregon.

The need for this position was identified in the August 2018 audit titled "Opportunities Exist to Increase the Impact of State Agency Internal Audit Functions."

This package requests the addition of one FTE internal auditor. The duties this position carries will include the auditing of the functions of the Office of the Secretary of State on an ongoing basis.

How Achieved

1 FTE; Internal Auditor 3 - Other Funds

Staffing Impact

The Executive Office needs one position dedicated to internal audits as legislatively required.

Budget Narrative

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.

Revenue Source

\$241,690 Other Funds

Budget Narrative

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Budget Narrative

Secretary of State

Policy Package 204 – Executive S&S Request

Purpose

This package requests funding related to critical outreach activities that benefit all Oregonians and are necessary to fully implement the agency mission of transparency, accountability, and integrity. It includes a modest increase in the Secretary of State's In State/Out of State Travel, Professional Services, and Dues and Subscriptions budgets allowing the Secretary monthly travel to counties, to add a professional services contract, and pay annual dues for membership in the National Association of Secretary of State's and National Lieutenant Governor Association.

How to Accomplish

Increase General Fund budget by \$26,000 and Other Funds by \$245,100

ORBITS Account	Account Name	GF	OF	TF
4100	Instate Travel	12,000		12,000
4125	Out of State Travel	12,000		12,000
4300	Professional Services		225,000	225,000
4400	Dues and Subscriptions	2,000	20,100	22,100
Total Request		26,000	245,100	271,100

Staffing Impact

No impact to current staffing levels.

Discussion

Providing adequate funding for the Secretary of State to carry out his duties to the citizens of Oregon in a transparent and accountable way is essential. Specific line items in the Secretary's current Services and Supply

ORBITS Budget Narrative

budget are underfunded. The current Instate Travel budget, \$6,874, is currently too small for the Secretary to travel to counties more than 4 times per year. Increasing the travel budget would allow the Secretary to make monthly trips to counties throughout Oregon. The Secretary makes stops in several counties during each trip. The current Out of State Travel budget, \$4,490, is also too small to make planned trips in support of both the National Lieutenant Governors Association and the National Association of Secretaries of States.

Similar to the travel budgets, the current Dues and Subscriptions budget, \$0.00, does not allow membership fees to be paid to the National Lieutenant Governors Association or the National Association of Secretaries of States. It is important the Oregon's Secretary of State maintain membership in these associations to ensure Oregon's interests are represented and to learn from innovative programs in other states, such as the recently launched Oregon Kid Governor program that originated in Connecticut.

Increase Other Funds (OF), Professional Services in the amount of \$225,000. The Secretary contracts with an outside consultant to develop and coordinate outreach events and activities for underprivileged and minority communities; develop initiatives to improve doing business in Oregon; promote and support business diversity; liaison activities to expand Secretary of State services and community support; and build partnerships which assist businesses desiring to do business in Oregon with issue resolution.

Revenue Source

This package is funded by an appropriation of \$26,000 General Funds and Limitation of \$245,100 Other Funds.

Budget Narrative

Administrative Services Division

Policy Package 205 – Cloud Migration

Purpose

The mission of the Secretary of State's (SOS) Information Systems Division (ISD) is to provide centralized technology to support the agency in meeting its business goals by delivering dependable, accessible, effective, and secure information technology (IT) systems and services. ISD is undergoing a major transformation in IT with a goal of becoming a center of excellence for the delivery of IT services across the agency.

The SOS has historically used predominantly on-premises hosting with several alternate and remote sites for some critical systems. The agency IT staff currently operates a significant on-premises IT infrastructure with locally administered information systems installed on physical computing equipment located in a server room in the Public Service Building (PSB).

There are a number of risks associated with, and costs to mitigate, the running and maintaining of on-premises systems.

- Overhead – significant person-hours involved in installing, configuring and maintaining hardware and software, including upgrades and patches.
- Cost – 24 x 7 operation (monitoring, call out) is prohibitively expensive with local staff, particularly for a small operation.
- Single point of failure – significant cost in setting up and maintaining redundant power, internet connectivity, off site backups, remote failover sites, etc.

The risk of a local operated server room was evidenced at SOS in 2018 by extended power outages which required the complete shutdown of the on-premises systems and that impacted all SOS Divisions and their business operations.

Currently, the industry best practice is to outsource the hosting of critical business information systems to Infrastructure-as-a-Service (IaaS) and Platform-as-a-Service (PaaS) models from large distributed service providers (in the Cloud). In addition,

Budget Narrative

many software and solution providers are moving their software licensing models to cloud-hosted Software-as-a-Service (SaaS), e.g., Microsoft Office 365 for email and Office applications.

The adoption of Cloud Computing services can provide increased survivability and improved productivity. ISD has recently adopted a “Cloud first” strategy to IT infrastructure and is in the process (17-19 Biennium) of planning and beginning the migration of the Agency’s information systems to the PaaS and IaaS Cloud Computing models. The IaaS model allows the Agency to retain control over the software vital to its business systems. Such a strategic direction has necessitated the development of a Cloud adoption strategy and Cloud usage policy.

The purpose of this policy package project is to further implement the SOS Cloud migration by focusing on moving the remainder of the Agency’s information systems to a Cloud hosted infrastructure.

By moving to the Cloud, the SOS can take advantage of the following benefits and features:

- Cost - eliminates the capital expense of buying hardware and software, and setting up and running on-site server rooms and equipment with 24/7 power and cooling
- Technical Debt Avoidance - the accumulated cost to upgrade/update an owned system (hardware and software) is incorporated into the Cloud service model, and makes the most up-to-date solutions available to the development team.
- Speed - services are provided self service and on demand, so even vast amounts of computing resources can be provisioned in minutes ultimately giving SOS a tremendous flexibility and eliminating the pressure of capacity planning
- Scalability - ability to scale elastically, or the ability to deliver the right amount of compute power, storage, and bandwidth, in a highly survivable environment as needed.
- Productivity - removes the need for many routine tasks such as “racking and stacking”, hardware set up, software patching, and other time-consuming IT management chores. This frees up IT staff to spend more time on more important business objectives.
- Performance - services run on a worldwide network of secure datacenters, which are regularly upgraded to the latest, fast and efficient hardware. This offers several benefits over a local server room, particularly for externally facing, customer applications.

Budget Narrative

- Backup, Reliability and Survivability - makes data backup, disaster recovery, and business continuity easier and less expensive, because data can be mirrored at multiple redundant sites on the cloud provider's network.

How Achieved

In the 2017-2019 biennium, the SOS began to plan and implement a Cloud Computing strategy and a “Cloud first” approach to its IT projects. The initial focus was on critical Election information systems and infrastructure to improve survivability and utilized a Department of Homeland Security grant to pay for the improvements (upgrades and migration to the Cloud) including additional professional services to help get the necessary technical expertise and staff training to complete the migration.

This package requests Other Funds in the amount of \$271,528 to migrate the rest of the business information systems at SOS to the Cloud.

- Remaining Corporation and enterprise Oracle databases, storage and application servers
- Filemaker database server/PaaS for Corporation and other enterprise DBs
- AppDev Code Development Systems Hosting – IaaS (e.g., Jira, Jenkins)
- Redbeam Asset Tracking System (Business Services Division, BSD)
- Teammate Electronic Document Management System (EDMS) (Audits Division)
- Application Development environments – expand capacity to host additional development and test environments to provide the capability to run multiple concurrent projects.
- Professional Services to assist with migration planning, architecture and implementation

DESCRIPTION	COST (24 months)
DB Server & Storage – IaaS (Enterprise Systems)	\$29,410.00
App Server – IaaS (Enterprise Systems)	\$16,800.00
Filemaker Database Hosting – PaaS (Enterprise, Corporation)	\$25,128.00
RedBeam Hosting – IaaS (BSD Asset Tracking System)	\$29,800.00
Teammate Hosting – SaaS (Audits EDMS)	\$19,200.00

Budget Narrative

AppDev Management Systems Hosting – IaaS (e.g., Jira, Jenkins)	\$4,800.00
AppDev Extended Environments hosting - IaaS	\$96,390.00
Professional Services- Migration assistance	\$50,000.00
TOTAL	\$271,528.00

Staffing Impact

ISD teams would be utilized to plan, migrate, test and monitor the new Cloud hosted information systems and infrastructure. Secretary of State has engaged a third party integration company in the 17-19 Biennium to conduct a migration assessment, plan and implement the initial migration of certain Election systems to the Cloud. This will involve pilot migration projects, as well as the main projects to move current production systems to the Cloud.

Cloud Computing is a radical shift from the current SOS infrastructure environment. By embracing the managed services in the Cloud, ISD we will be able to free IT staff from routine maintenance activities and move them toward enabling the agency to deliver on their value to the citizens of Oregon.

Managing Cloud services and hosting will require a shift in staff skills from their current duties managing legacy systems and infrastructure. The initial migration projects will provide ample opportunity for staff training and re-focusing their current roles and responsibilities to Cloud hosted infrastructure and Cloud systems administration.

Quantifying Results

- Increase in the availability, timeliness, and quality of SOS information systems and business data
- Decrease the cost of maintaining physical computing hardware, logistics and space
- Decrease of risks associated with business continuity events, e.g., power outages, Internet/WAN outages, etc.
- Increase ability to manage organizational risk around business continuity and survivability.

Revenue Source

\$271,528 Other Funds

Budget Narrative

Information Systems Division

Policy Package 206 – IT Security

Purpose

The mission of the Secretary's Information Systems Division (ISD) is to provide centralized technology to support the agency in meeting its business goals by delivering dependable, accessible, effective, and secure information technology systems and services. Threats to the security of all of the Secretary's information systems continue to evolve and increase. In addition, elections systems were designated critical infrastructure by the U.S Department of Homeland Security in January 2017. The increased threats to systems and focus on elections systems in particular require advanced security systems to protect the confidentiality, integrity, and availability of the Secretary's information systems.

How Achieved

The package requests Other Funds in the amount of \$80,700 to maintain four new security systems which were implemented in the FY17-19 biennium. The new security systems are a network access control system (NAC), a web security gateway (WSG), multifactor authentication, and a network full packet capture system. Continuing to use these security systems requires ongoing maintenance and support from the vendor.

The key principle in providing information security is to know what the agency has in order to protect those assets. Along with that is the need to identify and remove unauthorized devices. The network access control system (NAC) provides automated identification of devices accessing or attempting to access the Secretary's internal network and generates alerts for new and unauthorized devices. This tool provides the ability to automate network access control to prevent unauthorized and potentially malicious devices and users from accessing the Secretary's systems. Ongoing maintenance and support for the NAC is \$3,200.

The web security gateway (WSG) prevents unsecured traffic from entering the Secretary's internal network and better protect users from accessing and being infected by malicious internet traffic, websites, and malware through the use of real-time analytics, endpoint integration, and inspection of encrypted internet traffic. The WSG also allows for improved access control to websites and internet protocols, as well as enhanced metrics and reporting for forensics. Ongoing maintenance and support for the WSG is \$22,500.

Budget Narrative

Multifactor authentication (MFA) has been implemented to provide additional login security as passwords alone are increasingly easy to compromise. In order to continue use of the MFA system, ongoing licensing, maintenance, and support are required. The cost for license renewal is \$30,000, with maintenance and support requiring an additional \$10,000.

ISD Security replaced the limited functionality of an open-source full packet capture tool for collecting network traffic data with a commercial solution which provides detailed records of traffic in support of network forensics. This has proven to be valuable to ISD Security by providing insight into the movement of data into and out of the agency's internal network for incident and forensic investigation. The tool is also used for investigating network performance issues. The tool provides data analytics and statistical and pattern matching functionality to simplify the task of reviewing the millions of network records created each day. Ongoing maintenance and support for the full packet capture tool is \$15,000.

Staffing Impact

The existing Secretary of State ISD Security team would be utilized to maintain the web security gateway, full packet capture, multifactor authentication, and network access control systems.

Quantifying Results

These additional security systems provide increased protection of the Secretary of State's information systems. In addition, ISD Security has more visibility into events on the systems, resulting in more accurate, time-efficient, and effective monitoring of activity as well as quicker responses to potentially malicious activity. In the event of an incident, ISD Security has access to more complete logs and records of the activity to respond and recover from the incident.

Revenue Source

\$80,700 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
Revenues							
General Fund Appropriation	93,014	-	-	-	-	-	93,014
Transfer In - Intrafund	-	-	-	-	-	-	-
Total Revenues	\$93,014	-	-	-	-	-	\$93,014
Personal Services							
Temporary Appointments	1,103	-	-	-	-	-	1,103
Pension Obligation Bond	16,542	-	50,364	-	-	-	66,906
Social Security Taxes	85	-	-	-	-	-	85
Unemployment Assessments	1	-	-	-	-	-	1
Mass Transit Tax	4,778	-	2,573	-	-	-	7,351
Vacancy Savings	70,505	-	88,419	-	-	-	158,924
Total Personal Services	\$93,014	-	\$141,356	-	-	-	\$234,370
Services & Supplies							
IT Professional Services	-	-	-	-	-	-	-
Total Services & Supplies	-	-	-	-	-	-	-
Total Expenditures							
Total Expenditures	93,014	-	141,356	-	-	-	234,370
Total Expenditures	\$93,014	-	\$141,356	-	-	-	\$234,370

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
Ending Balance							
Ending Balance	-	-	(141,356)	-	-	-	(141,356)
Total Ending Balance	-	-	(\$141,356)	-	-	-	(\$141,356)

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Secretary of State
Pkg: 022 - Phase-out Pgm & One-time Costs

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
Revenues							
Transfer In - Intrafund	-	-	-	-	-	-	-
Total Revenues	-	-	-	-	-	-	-
Personal Services							
Mass Transit Tax	-	-	(427)	-	-	-	(427)
Total Personal Services	-	-	(\$427)	-	-	-	(\$427)
Services & Supplies							
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)
IT Professional Services	-	-	(90,000)	-	-	-	(90,000)
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	-	-	(5,707)	-	-	-	(5,707)
Total Services & Supplies	-	-	(\$108,284)	-	-	-	(\$108,284)

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Secretary of State
 Pkg: 022 - Phase-out Pgm & One-time Costs

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
Total Expenditures							
Total Expenditures	-	-	(108,711)	-	-	-	(108,711)
Total Expenditures	-	-	(\$108,711)	-	-	-	(\$108,711)
Ending Balance							
Ending Balance	-	-	108,711	-	-	-	108,711
Total Ending Balance	-	-	\$108,711	-	-	-	\$108,711

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
Revenues							
General Fund Appropriation	7,410	-	-	-	-	-	7,410
Total Revenues	\$7,410	-	-	-	-	-	\$7,410
Services & Supplies							
Instate Travel	380	-	1,499	-	-	-	1,879
Out of State Travel	180	-	758	-	-	-	938
Employee Training	672	-	6,442	-	-	-	7,114
Office Expenses	492	-	4,649	-	-	-	5,141
Telecommunications	558	-	4,599	-	-	-	5,157
State Gov. Service Charges	(1,411)	-	66,228	-	-	-	64,817
Data Processing	411	-	12,570	-	-	-	12,981
Publicity and Publications	170	-	761	-	-	-	931
Professional Services	-	-	9,545	-	-	-	9,545
IT Professional Services	1,294	-	69,489	-	-	-	70,783
Attorney General	-	-	12,321	-	-	-	12,321
Employee Recruitment and Develop	215	-	574	-	-	-	789
Dues and Subscriptions	79	-	478	-	-	-	557
Facilities Rental and Taxes	3,310	-	19,887	-	-	-	23,197
Agency Program Related S and S	-	-	148	-	-	-	148
Other Services and Supplies	452	-	1,868	-	-	-	2,320
Expendable Prop 250 - 5000	608	-	3,981	-	-	-	4,589
IT Expendable Property	-	-	6,935	-	-	-	6,935
Total Services & Supplies	\$7,410	-	\$222,732	-	-	-	\$230,142

____ Agency Request
2019-21 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: 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
Capital Outlay							
Telecommunications Equipment	-	-	3,924	-	-	-	3,924
Technical Equipment	-	-	10,132	-	-	-	10,132
Data Processing Software	-	-	2,361	-	-	-	2,361
Data Processing Hardware	-	-	851	-	-	-	851
Other Capital Outlay	-	-	1,189	-	-	-	1,189
Total Capital Outlay	-	-	\$18,457	-	-	-	\$18,457
Total Expenditures							
Total Expenditures	7,410	-	241,189	-	-	-	248,599
Total Expenditures	\$7,410	-	\$241,189	-	-	-	\$248,599
Ending Balance							
Ending Balance	-	-	(241,189)	-	-	-	(241,189)
Total Ending Balance	-	-	(\$241,189)	-	-	-	(\$241,189)

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Secretary of State
Pkg: 060 - Technical Adjustments

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
Revenues							
General Fund Appropriation	9,345	-	-	-	-	-	9,345
Total Revenues	\$9,345	-	-	-	-	-	\$9,345
Services & Supplies							
Employee Training	474	-	-	-	-	-	474
Office Expenses	(474)	-	-	-	-	-	(474)
Professional Services	(684)	-	-	-	-	-	(684)
IT Professional Services	684	-	-	-	-	-	684
Facilities Rental and Taxes	9,345	-	97,655	-	-	-	107,000
Total Services & Supplies	\$9,345	-	\$97,655	-	-	-	\$107,000
Total Expenditures							
Total Expenditures	9,345	-	97,655	-	-	-	107,000
Total Expenditures	\$9,345	-	\$97,655	-	-	-	\$107,000
Ending Balance							
Ending Balance	-	-	(97,655)	-	-	-	(97,655)
Total Ending Balance	-	-	(\$97,655)	-	-	-	(\$97,655)

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Secretary of State
Pkg: 101 - ASD Staffing 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
Revenues							
General Fund Appropriation	7,056	-	-	-	-	-	7,056
Total Revenues	\$7,056	-	-	-	-	-	\$7,056
Personal Services							
Class/Unclass Sal. and Per Diem	4,209	-	34,575	-	-	-	38,784
Public Employees' Retire Cont	713	-	5,868	-	-	-	6,581
Social Security Taxes	322	-	2,644	-	-	-	2,966
Mass Transit Tax	25	-	207	-	-	-	232
Total Personal Services	\$5,269	-	\$43,294	-	-	-	\$48,563
Services & Supplies							
Instate Travel	42	-	222	-	-	-	264
Employee Training	351	-	1,843	-	-	-	2,194
Office Expenses	211	-	1,105	-	-	-	1,316
Publicity and Publications	105	-	551	-	-	-	656
Employee Recruitment and Develop	175	-	921	-	-	-	1,096
Dues and Subscriptions	98	-	514	-	-	-	612
Facilities Rental and Taxes	63	-	333	-	-	-	396
Other Services and Supplies	5	-	29	-	-	-	34
Expendable Prop 250 - 5000	737	-	3,869	-	-	-	4,606
Total Services & Supplies	\$1,787	-	\$9,387	-	-	-	\$11,174

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Secretary of State
Pkg: 101 - ASD Staffing 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
Total Expenditures							
Total Expenditures	7,056	-	52,681	-	-	-	59,737
Total Expenditures	\$7,056	-	\$52,681	-	-	-	\$59,737
Ending Balance							
Ending Balance	-	-	(52,681)	-	-	-	(52,681)
Total Ending Balance	-	-	(\$52,681)	-	-	-	(\$52,681)

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Secretary of State
Pkg: 102 - 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
Personal Services							
Class/Unclass Sal. and Per Diem	-	-	314,232	-	-	-	314,232
Empl. Rel. Bd. Assessments	-	-	122	-	-	-	122
Public Employees' Retire Cont	-	-	53,325	-	-	-	53,325
Social Security Taxes	-	-	24,039	-	-	-	24,039
Worker's Comp. Assess. (WCD)	-	-	116	-	-	-	116
Mass Transit Tax	-	-	1,886	-	-	-	1,886
Flexible Benefits	-	-	70,368	-	-	-	70,368
Total Personal Services	-	-	\$464,088	-	-	-	\$464,088
Services & Supplies							
Instate Travel	-	-	1,316	-	-	-	1,316
Employee Training	-	-	3,948	-	-	-	3,948
Office Expenses	-	-	3,948	-	-	-	3,948
Telecommunications	-	-	5,264	-	-	-	5,264
Publicity and Publications	-	-	660	-	-	-	660
Employee Recruitment and Develop	-	-	1,098	-	-	-	1,098
Dues and Subscriptions	-	-	660	-	-	-	660
Facilities Rental and Taxes	-	-	7,898	-	-	-	7,898
Other Services and Supplies	-	-	1,316	-	-	-	1,316
Expendable Prop 250 - 5000	-	-	11,848	-	-	-	11,848
Total Services & Supplies	-	-	\$37,956	-	-	-	\$37,956

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Secretary of State
Pkg: 102 - 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
Total Expenditures							
Total Expenditures	-	-	502,044	-	-	-	502,044
Total Expenditures	-	-	\$502,044	-	-	-	\$502,044
Ending Balance							
Ending Balance	-	-	(502,044)	-	-	-	(502,044)
Total Ending Balance	-	-	(\$502,044)	-	-	-	(\$502,044)
Total Positions							
Total Positions							2
Total Positions	-	-	-	-	-	-	2
Total FTE							
Total FTE							2.00
Total FTE	-	-	-	-	-	-	2.00

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Secretary of State
Pkg: 110 - SOS Internal Auditor

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
Personal Services							
Class/Unclass Sal. and Per Diem	-	-	149,664	-	-	-	149,664
Empl. Rel. Bd. Assessments	-	-	61	-	-	-	61
Public Employees' Retire Cont	-	-	25,398	-	-	-	25,398
Social Security Taxes	-	-	11,449	-	-	-	11,449
Worker's Comp. Assess. (WCD)	-	-	58	-	-	-	58
Mass Transit Tax	-	-	898	-	-	-	898
Flexible Benefits	-	-	35,184	-	-	-	35,184
Total Personal Services	-	-	\$222,712	-	-	-	\$222,712
Services & Supplies							
Instate Travel	-	-	658	-	-	-	658
Employee Training	-	-	1,974	-	-	-	1,974
Office Expenses	-	-	1,974	-	-	-	1,974
Telecommunications	-	-	2,632	-	-	-	2,632
Publicity and Publications	-	-	330	-	-	-	330
Employee Recruitment and Develop	-	-	549	-	-	-	549
Dues and Subscriptions	-	-	330	-	-	-	330
Facilities Rental and Taxes	-	-	3,949	-	-	-	3,949
Other Services and Supplies	-	-	658	-	-	-	658
Expendable Prop 250 - 5000	-	-	5,924	-	-	-	5,924
Total Services & Supplies	-	-	\$18,978	-	-	-	\$18,978

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Secretary of State
Pkg: 110 - SOS Internal Auditor

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
Total Expenditures							
Total Expenditures	-	-	241,690	-	-	-	241,690
Total Expenditures	-	-	\$241,690	-	-	-	\$241,690
Ending Balance							
Ending Balance	-	-	(241,690)	-	-	-	(241,690)
Total Ending Balance	-	-	(\$241,690)	-	-	-	(\$241,690)
Total Positions							
Total Positions							1
Total Positions	-	-	-	-	-	-	1
Total FTE							
Total FTE							1.00
Total FTE	-	-	-	-	-	-	1.00

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Secretary of State
Pkg: 204 - Exec S&S requests

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
Revenues							
General Fund Appropriation	26,000	-	-	-	-	-	26,000
Total Revenues	\$26,000	-	-	-	-	-	\$26,000
Services & Supplies							
Instate Travel	12,000	-	-	-	-	-	12,000
Out of State Travel	12,000	-	-	-	-	-	12,000
Professional Services	-	-	225,000	-	-	-	225,000
Dues and Subscriptions	2,000	-	20,100	-	-	-	22,100
Total Services & Supplies	\$26,000	-	\$245,100	-	-	-	\$271,100
Total Expenditures							
Total Expenditures	26,000	-	245,100	-	-	-	271,100
Total Expenditures	\$26,000	-	\$245,100	-	-	-	\$271,100
Ending Balance							
Ending Balance	-	-	(245,100)	-	-	-	(245,100)
Total Ending Balance	-	-	(\$245,100)	-	-	-	(\$245,100)

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Secretary of State
Pkg: 205 - 205 IT Cloud Migration

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
Services & Supplies							
Data Processing	-	-	271,528	-	-	-	271,528
Total Services & Supplies	-	-	\$271,528	-	-	-	\$271,528
Total Expenditures							
Total Expenditures	-	-	271,528	-	-	-	271,528
Total Expenditures	-	-	\$271,528	-	-	-	\$271,528
Ending Balance							
Ending Balance	-	-	(271,528)	-	-	-	(271,528)
Total Ending Balance	-	-	(\$271,528)	-	-	-	(\$271,528)

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Secretary of State
Pkg: 206 - IT Security

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
Services & Supplies							
Data Processing	-	-	80,700	-	-	-	80,700
Total Services & Supplies	-	-	\$80,700	-	-	-	\$80,700
Total Expenditures							
Total Expenditures	-	-	80,700	-	-	-	80,700
Total Expenditures	-	-	\$80,700	-	-	-	\$80,700
Ending Balance							
Ending Balance	-	-	(80,700)	-	-	-	(80,700)
Total Ending Balance	-	-	(\$80,700)	-	-	-	(\$80,700)

PACKAGE: 101 - ASD Staffing 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
0000300	WSN	Z7008	AP PRINCIPAL EXECUTIVE/MANAGER E	1-	1.00-	24.00-	10	9,646.00		231,504- 92,299-			231,504- 92,299-
0000300	WSN	Z7010	AP PRINCIPAL EXECUTIVE/MANAGER F	1	1.00	24.00	08	9,646.00		231,504 92,299			231,504 92,299
0036061	WSS	X7006	AP PRINCIPAL EXECUTIVE/MANAGER D	1-	1.00-	24.00-	10	8,744.00	20,986- 8,696-	188,870- 78,274-			209,856- 86,970-
0036061	WSS	X7008	AP PRINCIPAL EXECUTIVE/MANAGER E	1	1.00	24.00	08	8,744.00	20,986 8,696	188,870 78,274			209,856 86,970
1503007	WSU	C0865	AP PUBLIC AFFAIRS SPECIALIST 2	1-	1.00-	24.00-	09	7,245.00		173,880- 78,113-			173,880- 78,113-
1503007	WSU	C1486	IP INFO SYSTEMS SPECIALIST 6	1	1.00	24.00	09	7,381.00		177,144 78,916			177,144 78,916
1503009	WSU	C1484	IP INFO SYSTEMS SPECIALIST 4	1-	1.00-	24.00-	09	6,178.00		148,272- 71,808-			148,272- 71,808-
1503009	WSU	C1486	IP INFO SYSTEMS SPECIALIST 6	1	1.00	24.00	06	6,429.00		154,296 73,291			154,296 73,291
3103433	WSS	X7006	IP PRINCIPAL EXECUTIVE/MANAGER D	1	1.00	24.00	08	9,182.00		220,368 89,558			220,368 89,558
3103433	WSU	C1488	IP INFO SYSTEMS SPECIALIST 8	1-	1.00-	24.00-	09	8,920.00		214,080- 88,009-			214,080- 88,009-
4103418	WSS	X7006	AP PRINCIPAL EXECUTIVE/MANAGER D	1-	1.00-	24.00-	09	8,336.00		200,064- 84,559-			200,064- 84,559-
4103418	WSS	X7008	AP PRINCIPAL EXECUTIVE/MANAGER E	1	1.00	24.00	07	8,336.00		200,064 84,559			200,064 84,559
4123410	WSU	C1482	IP INFO SYSTEMS SPECIALIST 2	1-	1.00-	24.00-	03	3,777.00	29,007- 18,440-	61,641- 39,181-			90,648- 57,621-

PACKAGE: 101 - ASD Staffing 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
4123410	WSU	C1484	IP INFO SYSTEMS SPECIALIST 4	1	1.00	24.00	01	4,280.00	32,870 19,391	69,850 41,202			102,720 60,593
4213415	WSU	C1485	IP INFO SYSTEMS SPECIALIST 5	1	1.00	24.00	04	5,485.00	42,125 21,668	89,515 46,044			131,640 67,712
4213415	WSU	C2512	AP ELECTRONIC PUB DESIGN SPEC 3	1-	1.00-	24.00-	09	5,440.00	41,779- 21,584-	88,781- 45,863-			130,560- 67,447-
4973011	WSU	C0865	AP PUBLIC AFFAIRS SPECIALIST 2	1-	1.00-	24.00-	09	7,245.00		173,880- 78,113-			173,880- 78,113-
4973011	WSU	C1488	IP INFO SYSTEMS SPECIALIST 8	1	1.00	24.00	05	7,413.00		177,912 79,105			177,912 79,105
4973013	WSU	C1484	IP INFO SYSTEMS SPECIALIST 4	1-	1.00-	24.00-	09	6,178.00		148,272- 71,808-			148,272- 71,808-
4973013	WSU	C1486	IP INFO SYSTEMS SPECIALIST 6	1	1.00	24.00	06	6,429.00		154,296 73,291			154,296 73,291
TOTAL PICS SALARY									4,209	34,575			38,784
TOTAL PICS OPE									1,035	8,512			9,547
TOTAL PICS PERSONAL SERVICES =									.00	.00			5,244
										43,087			48,331

REPORT: PACKAGE FISCAL IMPACT REPORT

2019-21

PROD FILE

AGENCY:16500 SECRETARY OF STATE

PICS SYSTEM: BUDGET PREPARATION

SUMMARY XREF:001-00-00 Administrative Services Divisi

PACKAGE: 102 - 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
1800437	WSN X1339 AP	TRAINING & DEVELOPMENT SPEC 2	1	1.00	24.00	09	7,212.00		173,088 77,917			173,088 77,917
1803027	WSS X7004 IP	PRINCIPAL EXECUTIVE/MANAGER C	1	1.00	24.00	02	5,881.00		141,144 70,053			141,144 70,053
TOTAL PICS SALARY									314,232			314,232
TOTAL PICS OPE									147,970			147,970
TOTAL PICS PERSONAL SERVICES =			2	2.00	48.00				462,202			462,202

PACKAGE: 110 - SOS Internal Auditor

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
1802741	WSN	Z5618	AP INTERNAL AUDITOR 3	1	1.00	24.00	02	6,236.00		149,664 72,150			149,664 72,150
TOTAL PICS SALARY										149,664			149,664
TOTAL PICS OPE										72,150			72,150
TOTAL PICS PERSONAL SERVICES =				1	1.00	24.00				221,814			221,814

DETAIL OF LOTTERY FUNDS, OTHER FUNDS, AND FEDERAL FUNDS REVENUE

Secretary of State
2019-21 Biennium

Agency Number: 16500
Cross Reference Number: 16500-001-00-00-00000

<i>Source</i>	2015-17 Actuals	2017-19 Leg Adopted Budget	2017-19 Leg Approved Budget	2019-21 Agency Request Audit	2019-21 Governor's Budget	2019-21 Leg. Adopted Audit
Other Funds						
Charges for Services	12,083	-	-	-	-	-
Transfer In - Intrafund	16,606,423	17,933,743	18,220,294	20,162,388	-	-
Transfer Out - Intrafund	(500,000)	-	-	-	-	-
Tsfr To Forestry, Dept of	(14,999)	-	-	-	-	-
Total Other Funds	\$16,103,507	\$17,933,743	\$18,220,294	\$20,162,388	-	-

DETAIL OF LOTTERY FUNDS, OTHER FUNDS, AND FEDERAL FUNDS REVENUE

Administrative Services Division

Source	Fund	ORBITS Revenue Acct	2015-2017 Actual	2017-19 Legislatively Adopted	2017-19 Legislatively Approved	2019-21		
						Agency Request	Governor's Recommended	Legislatively Adopted
Charges for Services	OTH	0410	12,083					
Transfer In - Intrafund	OTH	1010	16,606,423	17,933,743	18,220,294	20,162,388		
Transfer Out – Intrafund	OTH	2010	(500,000)					
Tsfr to Forestry Dept	OTH	2629	(14,999)					
Total Other Funds			16,103,507	17,933,743	18,220,294	20,162,388		

Agency Request

Governor's Recommended

Legislatively Adopted

Budget Page _____

Office of the Secretary of State



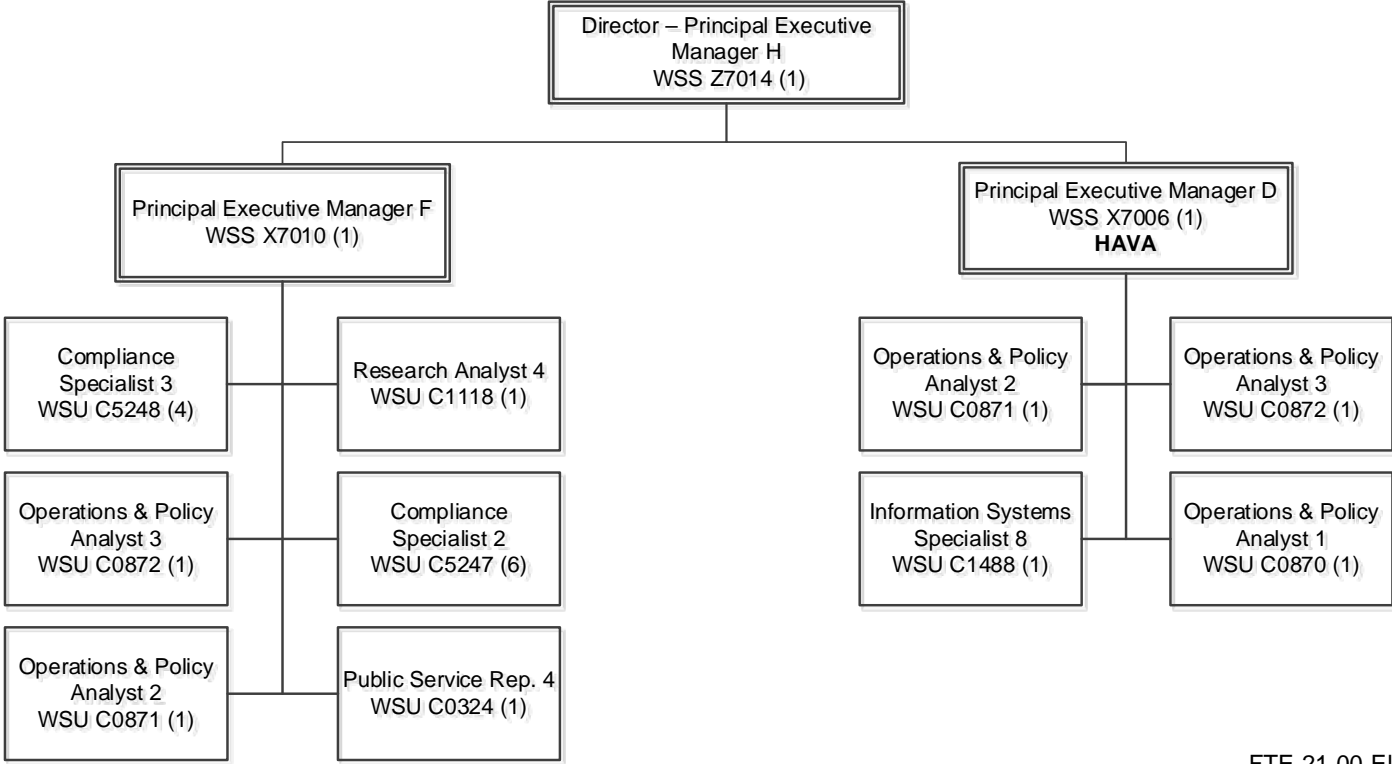
Elections Division 2019-21 Agency Request Budget

Budget Narrative

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Budget Narrative

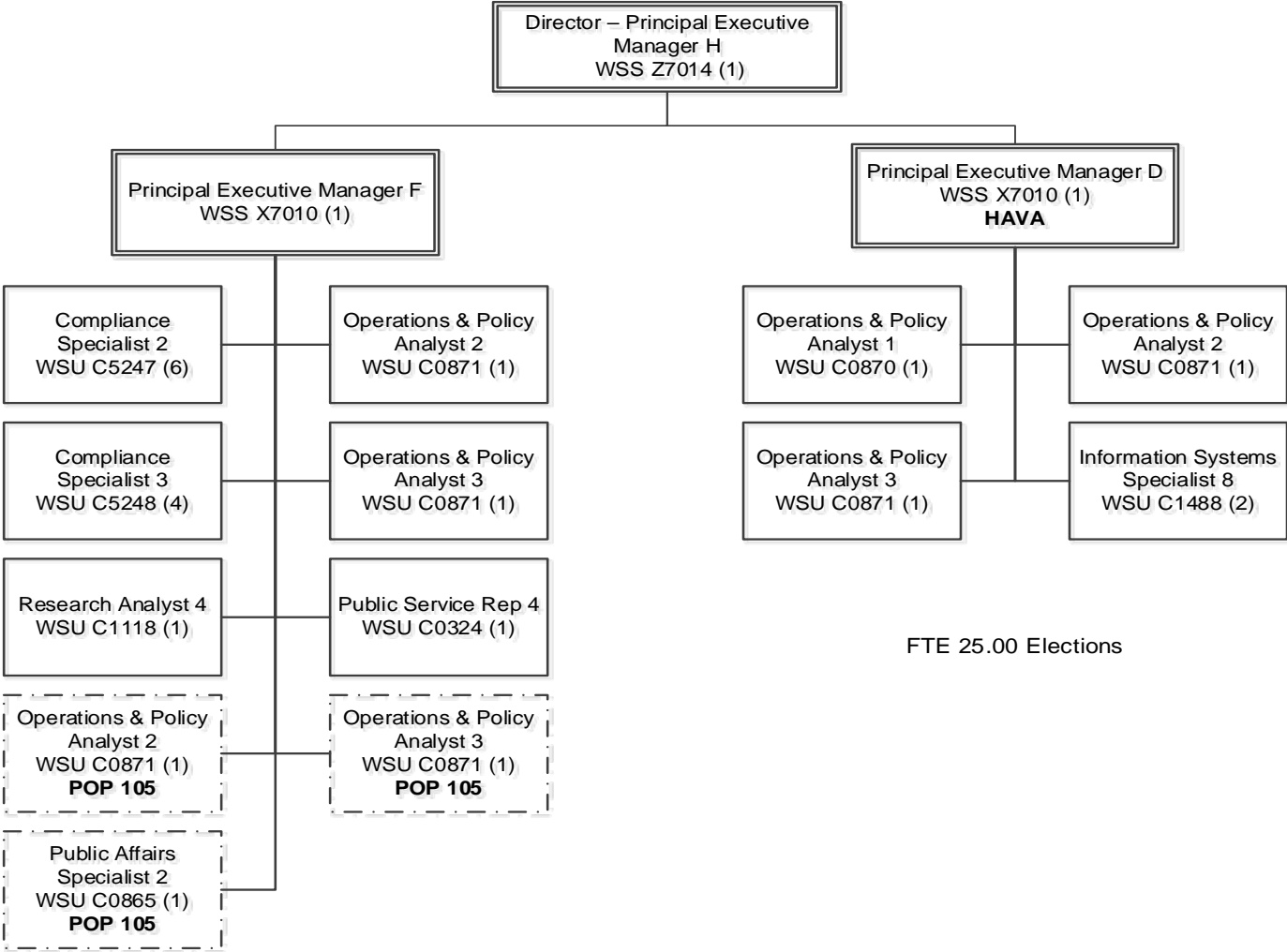
Elections Division Organization Chart 2017-19 Biennium



FTE 21.00 Elections

Budget Narrative

Elections Division Organization Chart 2019-21 Biennium



Budget Narrative

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 2019-21 biennium is \$12,195,966.

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 \$1,028,990 Other Funds in the 2019-21 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 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 \$5,373,665.

Budget Narrative

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, security, 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.

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

Budget Narrative

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 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.

Budget Narrative

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

- Maintaining and supporting the major applications in order to keep pace with rapid technological advancements in voting processes and the expectations of voters in a digital world.
- Special elections being called that have not been planned for or budgeted.
- Statutory changes affecting the performance and functionality of the ORESTAR application have not been accompanied by additional funding or resources to accommodate the changes.
- The time, expense and unpredictable number and nature of lawsuits against the Division.
- 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.
- The Oregon Centralized Voter Registration System is currently funded with federal funds, we anticipate that these funds will be depleted during this budget cycle. Providing general fund dollars to continue this system will be critical to the agency.

Budget Narrative

Actions Taken

Petition Processing

During the 2017-2019 biennium, the Elections Division successfully processed the signatures on all statewide petitions. Signature verification processes were more uniform due to training by forensic handwriting experts that were employed to provide training throughout the state. The Division also successfully rolled out real-time live video streaming of the petition verification process so that any Oregonian could observe the process.

Security

During the 2017-2019 biennium, the Elections Division increased training of staff and county election officials regarding physical and cybersecurity. We participated in cybersecurity tabletop exercises and developed security documents to communicate to the public the security in place protecting elections. An assessment of our systems was conducted by the US Department of Homeland Security.

Language Access

During the 2017-2019 biennium the Division made enhancements to the online voter registration and MyVote sections to provide access in 4 new languages. The languages added were Chinese, Vietnamese, Somali and Russian. These languages were selected based on the recommendations of the Task Force on Minority Language Voting Materials created by House Bill 3506-A in 2013.

Conduct of Elections

During the 2017-2019 biennium, the Elections Division successfully presided over three statewide elections; the regularly scheduled 2018 Primary Election and General Election, as well as the January 2018 Special Statewide Election.

Voter Registration

During the 2017-2019 biennium, the Elections Division took steps to improve the nation's first automatic voter registration program. This new automated process has made the registration process more secure, simple and convenient for Oregonians to become registered. The mailers were improved to provide information that was clearer while at the same time reducing the costs of the mailers. We also improved the security and resiliency of the system.

Budget Narrative

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?
- Are statewide elections accomplished uniformly and timely?
- Are election systems secure?
- 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 2017-2019 election cycle.

Budget Narrative

SECRETARY OF STATE ELECTIONS DIVISION ESSENTIAL PACKAGES

1. **Purpose** - Essential Packages adjust the base budget to reflect the agency's 2019-21 current service level requirements.
2. **How Achieved** – The following Essential Packages adjust Elections base budget to reflect 2019-21 current service level requirements.

010 – Adjusts 2019-21 biennium projected vacancy factor budget savings based on staff turnover from April 1, 2017 through March 31, 2018. 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 \$154,353, and decreases Federal Funds (\$2,252).

022 – This package phases out two items in the Elections division. It phases out the continuation of Oregon Motor Voter county payments under Senate Bill 5536 in the amount of General Fund (\$706,000) plus the remaining amount not phased out last biennium (\$14,208). It also phases out the one time General Fund of (\$1,663,885) for reimbursement of Elections Division and County costs for the January 2018 special election.

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 \$295,326, Other Funds \$47,371, and Federal Funds \$171,137.

060- Moves DCR 04 and 06 into 05, creating a single HAVA DCR, reallocates Other Funds between DCRs and adjusts negative budget lines. The total package has a net zero effect.

3. **Staffing Impact** - None.
4. **Revenue Source** – General Fund decreases (\$1,934,414), Other Funds increases \$47,371 and Federal Funds increases \$168,885.

Budget Narrative

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Budget Narrative

Elections Division

Policy Package 105 – Elections Division Staffing Needs

Purpose

As Oregon’s electorate population continues to grow, and demands for services increase, it is essential the elections division has qualified and professional staff to assist a wide customer base. Technology is being used more and more in elections, and the public is demanding more and more online information and services. This package will allow us to support our two main systems in OCVR and ORESTAR, as well as help us to communicate election processes to improve voter confidence in our systems.

New Position

Position #	Title	Classification	Type	GF	OF	TF
1802022	Public Affairs Specialist 2	WSU C0865	PF	210,285		210,285
1802023	OPS & Policy Analyst 2	WSU C0871	PF	196,311		196,311
1802024	OPS & Policy Analyst 3	WSU C0872	PF	217,768		217,767
Total Personal Services				624,364		624,364

This package would add one additional professional staff at the OPS & Policy Analyst 3 level. With increasing number of ORESTAR improvement projects we need more testing and support of the system. Currently we are single threaded through one employee and do not have the depth we need to maintain the breadth and complexity of the ORESTAR system.

This package would also add one additional professional staff at the Public Affairs Specialist 2 level who would be responsible for helping to communicate with the media, social media and the public on election processes to combat the misinformation campaigns that have become more prevalent and to help build confidence in the public of our processes. They would develop messaging strategies and campaigns to explain election processes and execute those plans. They

Budget Narrative

would respond with facts to misinformation on social media. This position would also take the lead in responding to public records act requests for the division. These requests continue to increase in volume and time required to respond.

This package would also add one additional professional staff at the OPS & Policy Analyst 2 level who would be responsible for working with the counties on resolving issues with OCVR and organizing OCVR enhancement requests from counties as a help desk. By bringing OCVR support and maintenance in house it allows the Division to gain efficiencies and cost savings by bringing the help desk function in house instead of contracting it out as has been the past practice.

How Achieved

3 FTE:

- Public Affairs Specialist 2 – General Funds
- OPS & Policy Analyst 2 – General Funds
- OPS & Policy Analyst 3 – General Funds

Staffing Impact

Three positions are needed in the Elections Division. One dedicated as the ORESTAR Application Administrator; one as the Elections Communication Specialist; and one to serve as the OCVR Technical Assistant Analyst.

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.

Revenue Source

\$624,364 General Funds

2019-21 Agency Request Budget

Budget Narrative

Elections Division

Policy Package 202 – 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. This package is needed to keep the State's promise to our County partners.

How Achieved

Based upon voter registration trends and the best data available, the Elections Division estimates that in 2020 and 2021 voter registration numbers may increase to over 3 million registered voters (2018 data after the Primary election had 2,681,654 voters registered). Based upon this highest case scenario and the agreed upon rate of .15 cents per voter, funds of \$429,248 for 2020 and funds of \$450,000 for 2021 should be appropriated.

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.

Budget Narrative

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

\$879,248 General Fund

Budget Narrative

Elections Division

Policy Package 207 – Prepaid postage for ballots

Purpose

In order to remove as many potential barriers to voting as possible, this package would fund prepaid postage for all registered voters for every election. Voters would still be able to return their ballot to a secure dropbox, but this would allow them to place the ballot in any mailbox without having to pay postage.

How Achieved

Business reply mail allows a county elections office to place information on the ballot return envelope with a permit number that will allow the post office to charge that permit account \$0.61 for every ballot envelope returned to the county. We do not know how many voters will return their ballot through the mail if postage is prepaid. For the past few elections about 40% have returned their ballot through the mail and 60% returned through a dropbox. The following is a range of possible costs for the biennium:

Assuming 4,189,889 ballots returned x 5% population increase x .61 = \$ 2,683,624

Assuming 50% of electors return their ballots by mail the estimated cost: \$ 1,341,812

2 Years for BRM Account = \$47,520

Note: The 2020 election will be a presidential election therefore more voters typically participate in presidential elections.

Staffing Impact

None

Budget Narrative

Quantifying Results

Increased voter participation

Revenue Source

\$2,731,144 General Fund

Budget Narrative

Elections Division

Policy Package 210 – Voter Choices and Party Equity

Purpose

Oregon laws impacting political parties currently are written in ways that benefit long-established major parties at the expense of smaller parties. The rise in nonaffiliated voters due in part to the new Motor Voter law necessitates a corrective update to party maintenance thresholds. In 2019, we will be advocating for legislation to help level the playing field between Oregon political parties in order to promote equity and encourage voter choice.

How Achieved

This package provides:

- State-funded primaries for minor parties that choose to opt-in for some or all of their races. To minimize costs, ballots will include only races where at least one candidate filed, parties may adopt rules setting minimum thresholds of support to win their nomination by write-in, and write-in candidates must file a declaration of candidacy with the county elections officer by 8pm on election night for their votes to be tabulated. State reimbursement for county elections costs due to this change.
- Changes in party maintenance threshold requirements to the percentage of voters registered with a party, instead of a percentage of all voters.
- A party can adopt a party rule allowing candidates to run for their nomination who are not members of the party or who have been members of the party for shorter periods of time than the current 180-day minimum.
- For nonaffiliated voters or voters of unrecognized parties (e.g. “birthday party”) to request the primary ballot of a major or minor party that opens their primary election.
- Conforming changes to align rights of major and minor parties for vacancy nominations, special elections, presidential electors, etc.

The costs for a political party to opt in to a state funded primary election would be roughly \$140,000 per party. This includes \$20,000 in state costs for processing candidate filings and printing additional pages in the state voters pamphlet. It also includes \$120,000 per political party to the counties for increased labor costs for ballot layout and proofing since there will be a new primary election ballot created for each precinct. There would also be increased costs of sorting

Budget Narrative

ballots, programming the election, logic and accuracy testing from an increased test deck and potentially increased ballot volumes.

Quantifying Results

Increased voter participation

Revenue Source

\$140,000 General Fund

Budget Narrative

Elections Division

Policy Package 211 – Nonaffiliated Primary

Purpose

To create a nonaffiliated primary that allows nonaffiliated voters to have ballot access and empowers nonaffiliated voters to have a larger voice in the primary. This would give all voters more choices in the general election and make it easier for candidates to run even if they don't fit neatly into the ideological mold of an existing party.

Nonaffiliated voters make up around one-third of Oregon's electorate. As of 2018, there were more voters registered as nonaffiliated than the combined number in four of the top five parties in Oregon. A nonaffiliated primary gives these nonaffiliated voters a larger voice in Oregon elections, which will benefit all Oregonians.

How Achieved

Nonaffiliated candidates could file for office like major party candidates, and nonaffiliated voters would have the opportunity to nominate one of the nonaffiliated candidates to appear on the general election ballot. To minimize costs, ballots will include only races where at least one candidate filed. Major/minor party candidates are not eligible to run write-in campaigns or have their votes tallied, and write-in candidates must file a declaration of candidacy with the county elections officer by 8pm on election night for their votes to be tabulated. The State will reimburse for increased county elections costs due to this change.

Staffing Impact

There will be minimal staffing impact on the state Elections Division due to an increased number of candidate filings and voters pamphlet filings. There would also be additional voters pamphlet costs due to more candidates being listed. The costs of these to the state Elections Division would be approximately \$20,000 per biennium. Counties will also incur additional costs associated with this change. Although ballot mailing costs will remain the same there will be a slight increase in ballot printing costs by adding a non-affiliated primary election. There would be additional ballot types that would have to be printed with minimum quantities per ballot type. Other costs to counties would include increased labor costs for ballot layout and proofing since there will be a new primary election ballot created for each precinct. There

Budget Narrative

would also be increased costs of sorting ballots, programming the election, logic and accuracy testing from an increased test deck and potentially increased ballot volumes. Estimates of these costs for all counties statewide total \$120,000 for the biennium.

Quantifying Results

Increased voter participation

Revenue Source

\$140,000 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
Revenues							
General Fund Appropriation	154,353	-	-	-	-	-	154,353
Federal Funds	-	-	-	-	-	-	-
Total Revenues	\$154,353	-	-	-	-	-	\$154,353
Personal Services							
Temporary Appointments	7,657	-	-	-	-	-	7,657
Overtime Payments	1,001	-	-	-	-	-	1,001
Public Employees' Retire Cont	170	-	-	-	-	-	170
Pension Obligation Bond	13,894	-	-	(2,252)	-	-	11,642
Social Security Taxes	662	-	-	-	-	-	662
Unemployment Assessments	8	-	-	-	-	-	8
Mass Transit Tax	1,367	-	-	-	-	-	1,367
Vacancy Savings	129,594	-	-	-	-	-	129,594
Total Personal Services	\$154,353	-	-	(\$2,252)	-	-	\$152,101
Services & Supplies							
Instate Travel	-	-	-	-	-	-	-
Total Services & Supplies	-	-	-	-	-	-	-
Special Payments							
Dist to Counties	-	-	-	-	-	-	-
Total Special Payments	-	-	-	-	-	-	-

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
Total Expenditures							
Total Expenditures	154,353	-	-	(2,252)	-	-	152,101
Total Expenditures	\$154,353	-	-	(\$2,252)	-	-	\$152,101
Ending Balance							
Ending Balance	-	-	-	2,252	-	-	2,252
Total Ending Balance	-	-	-	\$2,252	-	-	\$2,252

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
Revenues							
General Fund Appropriation	(2,384,093)	-	-	-	-	-	(2,384,093)
Total Revenues	(\$2,384,093)	-	-	-	-	-	(\$2,384,093)
Services & Supplies							
Office Expenses	(163,032)	-	-	-	-	-	(163,032)
Publicity and Publications	(189,063)	-	-	-	-	-	(189,063)
Professional Services	(1,827)	-	-	-	-	-	(1,827)
Total Services & Supplies	(\$353,922)	-	-	-	-	-	(\$353,922)
Special Payments							
Dist to Counties	(2,030,171)	-	-	-	-	-	(2,030,171)
Total Special Payments	(\$2,030,171)	-	-	-	-	-	(\$2,030,171)
Total Expenditures							
Total Expenditures	(2,384,093)	-	-	-	-	-	(2,384,093)
Total Expenditures	(\$2,384,093)	-	-	-	-	-	(\$2,384,093)
Ending Balance							
Ending Balance	-	-	-	-	-	-	-
Total Ending Balance	-	-	-	-	-	-	-

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
Revenues							
General Fund Appropriation	295,326	-	-	-	-	-	295,326
Total Revenues	\$295,326	-	-	-	-	-	\$295,326
Services & Supplies							
Instate Travel	486	-	-	2,160	-	-	2,646
Out of State Travel	580	-	-	589	-	-	1,169
Employee Training	360	-	-	368	-	-	728
Office Expenses	25,923	-	3,431	1,319	-	-	30,673
Telecommunications	722	-	3	3,962	-	-	4,687
State Gov. Service Charges	113,657	-	-	-	-	-	113,657
Data Processing	349	-	2	4,130	-	-	4,481
Publicity and Publications	24,925	-	230	851	-	-	26,006
Professional Services	23,034	-	554	38,708	-	-	62,296
IT Professional Services	20,329	-	42,588	82,742	-	-	145,659
Attorney General	75,981	-	90	14,673	-	-	90,744
Employee Recruitment and Develop	40	-	-	-	-	-	40
Dues and Subscriptions	39	-	-	6	-	-	45
Facilities Rental and Taxes	7,692	-	-	1,378	-	-	9,070
Other Services and Supplies	325	-	179	456	-	-	960
Expendable Prop 250 - 5000	89	-	-	1,005	-	-	1,094
IT Expendable Property	795	-	294	8,651	-	-	9,740
Total Services & Supplies	\$295,326	-	\$47,371	\$160,998	-	-	\$503,695

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
Capital Outlay							
Telecommunications Equipment	-	-	-	605	-	-	605
Data Processing Software	-	-	-	9,064	-	-	9,064
Data Processing Hardware	-	-	-	470	-	-	470
Total Capital Outlay	-	-	-	\$10,139	-	-	\$10,139
Special Payments							
Dist to Counties	-	-	-	-	-	-	-
Total Special Payments	-	-	-	-	-	-	-
Total Expenditures							
Total Expenditures	295,326	-	47,371	171,137	-	-	513,834
Total Expenditures	\$295,326	-	\$47,371	\$171,137	-	-	\$513,834
Ending Balance							
Ending Balance	-	-	(47,371)	(171,137)	-	-	(218,508)
Total Ending Balance	-	-	(\$47,371)	(\$171,137)	-	-	(\$218,508)

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Secretary of State
Pkg: 060 - Technical Adjustments

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
Revenues							
Federal Funds	-	-	-	-	-	-	-
Total Revenues	-	-	-	-	-	-	-
Personal Services							
Class/Unclass Sal. and Per Diem	-	-	-	-	-	-	-
Empl. Rel. Bd. Assessments	-	-	-	-	-	-	-
Public Employees' Retire Cont	-	-	-	-	-	-	-
Pension Obligation Bond	-	-	-	-	-	-	-
Social Security Taxes	-	-	-	-	-	-	-
Worker's Comp. Assess. (WCD)	-	-	-	-	-	-	-
Flexible Benefits	-	-	-	-	-	-	-
Total Personal Services	-	-	-	-	-	-	-
Services & Supplies							
Instate Travel	-	-	-	-	-	-	-
Out of State Travel	-	-	-	-	-	-	-
Employee Training	-	-	-	-	-	-	-
Office Expenses	-	-	(5,000)	740	-	-	(4,260)
Telecommunications	-	-	-	-	-	-	-
State Gov. Service Charges	-	-	-	-	-	-	-
Data Processing	-	-	-	-	-	-	-
Publicity and Publications	-	-	-	1,625	-	-	1,625
Professional Services	-	-	-	328	-	-	328
IT Professional Services	-	-	-	106,681	-	-	106,681

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 Essential and Policy Package Fiscal Impact Summary - BPR013

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Secretary of State
Pkg: 060 - Technical Adjustments

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
Services & Supplies							
Attorney General	-	-	-	-	-	-	-
Dues and Subscriptions	-	-	-	-	-	-	-
Facilities Rental and Taxes	-	-	-	-	-	-	-
Other Services and Supplies	-	-	5,000	-	-	-	5,000
Expendable Prop 250 - 5000	-	-	-	-	-	-	-
IT Expendable Property	-	-	-	(109,374)	-	-	(109,374)
Total Services & Supplies	-	-	-	-	-	-	-
Total Expenditures							
Total Expenditures	-	-	-	-	-	-	-
Total Expenditures	-	-	-	-	-	-	-
Ending Balance							
Ending Balance	-	-	-	-	-	-	-
Total Ending Balance	-	-	-	-	-	-	-
Total Positions							
Total Positions	-	-	-	-	-	-	-
Total Positions	-	-	-	-	-	-	-
Total FTE							
Total FTE	-	-	-	-	-	-	-
Total FTE	-	-	-	-	-	-	-

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Essential and Policy Package Fiscal Impact Summary - BPR013

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Secretary of State
Pkg: 080 - May 2018 E-Board

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
Personal Services							
Class/Unclass Sal. and Per Diem	-	-	-	309,696	-	-	309,696
Empl. Rel. Bd. Assessments	-	-	-	122	-	-	122
Public Employees' Retire Cont	-	-	-	52,556	-	-	52,556
Social Security Taxes	-	-	-	23,692	-	-	23,692
Worker's Comp. Assess. (WCD)	-	-	-	116	-	-	116
Flexible Benefits	-	-	-	70,368	-	-	70,368
Total Personal Services	-	-	-	\$456,550	-	-	\$456,550
Total Expenditures							
Total Expenditures	-	-	-	456,550	-	-	456,550
Total Expenditures	-	-	-	\$456,550	-	-	\$456,550
Ending Balance							
Ending Balance	-	-	-	(456,550)	-	-	(456,550)
Total Ending Balance	-	-	-	(\$456,550)	-	-	(\$456,550)
Total Positions							
Total Positions							2
Total Positions	-	-	-	-	-	-	2
Total FTE							
Total FTE							2.00
Total FTE	-	-	-	-	-	-	2.00

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ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Secretary of State
Pkg: 105 - Elections 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
Revenues							
General Fund Appropriation	624,364	-	-	-	-	-	624,364
Total Revenues	\$624,364	-	-	-	-	-	\$624,364
Personal Services							
Class/Unclass Sal. and Per Diem	368,568	-	-	-	-	-	368,568
Empl. Rel. Bd. Assessments	183	-	-	-	-	-	183
Public Employees' Retire Cont	62,546	-	-	-	-	-	62,546
Social Security Taxes	28,196	-	-	-	-	-	28,196
Worker's Comp. Assess. (WCD)	174	-	-	-	-	-	174
Mass Transit Tax	2,211	-	-	-	-	-	2,211
Flexible Benefits	105,552	-	-	-	-	-	105,552
Total Personal Services	\$567,430	-	-	-	-	-	\$567,430
Services & Supplies							
Instate Travel	1,974	-	-	-	-	-	1,974
Employee Training	5,922	-	-	-	-	-	5,922
Office Expenses	5,922	-	-	-	-	-	5,922
Telecommunications	7,896	-	-	-	-	-	7,896
Publicity and Publications	990	-	-	-	-	-	990
Employee Recruitment and Develop	1,647	-	-	-	-	-	1,647
Dues and Subscriptions	990	-	-	-	-	-	990
Facilities Rental and Taxes	11,847	-	-	-	-	-	11,847
Other Services and Supplies	1,974	-	-	-	-	-	1,974

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ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Secretary of State
Pkg: 105 - Elections 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
Services & Supplies							
Expendable Prop 250 - 5000	17,772	-	-	-	-	-	17,772
Total Services & Supplies	\$56,934	-	-	-	-	-	\$56,934
Total Expenditures							
Total Expenditures	624,364	-	-	-	-	-	624,364
Total Expenditures	\$624,364	-	-	-	-	-	\$624,364
Ending Balance							
Ending Balance	-	-	-	-	-	-	-
Total Ending Balance	-	-	-	-	-	-	-
Total Positions							
Total Positions							3
Total Positions	-	-	-	-	-	-	3
Total FTE							
Total FTE							3.00
Total FTE	-	-	-	-	-	-	3.00

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Secretary of State
 Pkg: 202 - 202 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
Revenues							
General Fund Appropriation	879,248	-	-	-	-	-	879,248
Total Revenues	\$879,248	-	-	-	-	-	\$879,248
Special Payments							
Other Special Payments	879,248	-	-	-	-	-	879,248
Total Special Payments	\$879,248	-	-	-	-	-	\$879,248
Total Expenditures							
Total Expenditures	879,248	-	-	-	-	-	879,248
Total Expenditures	\$879,248	-	-	-	-	-	\$879,248
Ending Balance							
Ending Balance	-	-	-	-	-	-	-
Total Ending Balance	-	-	-	-	-	-	-

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Secretary of State
Pkg: 207 - Paid Return Postage on Ballots

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
Revenues							
General Fund Appropriation	2,687,150	-	-	-	-	-	2,687,150
Total Revenues	\$2,687,150	-	-	-	-	-	\$2,687,150
Services & Supplies							
Office Expenses	2,687,150	-	-	-	-	-	2,687,150
Total Services & Supplies	\$2,687,150	-	-	-	-	-	\$2,687,150
Total Expenditures							
Total Expenditures	2,687,150	-	-	-	-	-	2,687,150
Total Expenditures	\$2,687,150	-	-	-	-	-	\$2,687,150
Ending Balance							
Ending Balance	-	-	-	-	-	-	-
Total Ending Balance	-	-	-	-	-	-	-

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Secretary of State
Pkg: 210 - Voter Choices and Party Equity

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
Revenues							
General Fund Appropriation	100,000	-	-	-	-	-	100,000
Total Revenues	\$100,000	-	-	-	-	-	\$100,000
Services & Supplies							
Publicity and Publications	100,000	-	-	-	-	-	100,000
Total Services & Supplies	\$100,000	-	-	-	-	-	\$100,000
Total Expenditures							
Total Expenditures	100,000	-	-	-	-	-	100,000
Total Expenditures	\$100,000	-	-	-	-	-	\$100,000
Ending Balance							
Ending Balance	-	-	-	-	-	-	-
Total Ending Balance	-	-	-	-	-	-	-

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Secretary of State
Pkg: 211 - Nonaffiliated Primary

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
Revenues							
General Fund Appropriation	100,000	-	-	-	-	-	100,000
Total Revenues	\$100,000	-	-	-	-	-	\$100,000
Services & Supplies							
Publicity and Publications	100,000	-	-	-	-	-	100,000
Total Services & Supplies	\$100,000	-	-	-	-	-	\$100,000
Total Expenditures							
Total Expenditures	100,000	-	-	-	-	-	100,000
Total Expenditures	\$100,000	-	-	-	-	-	\$100,000
Ending Balance							
Ending Balance	-	-	-	-	-	-	-
Total Ending Balance	-	-	-	-	-	-	-

PACKAGE: 080 - May 2018 E-Board

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
1803020	WSU C1488	IP INFO SYSTEMS SPECIALIST 8	1	1.00	24.00	02	6,452.00			154,848 73,427		154,848 73,427
1803021	WSU C1488	IP INFO SYSTEMS SPECIALIST 8	1	1.00	24.00	02	6,452.00			154,848 73,427		154,848 73,427
TOTAL PICS SALARY										309,696		309,696
TOTAL PICS OPE										146,854		146,854
TOTAL PICS PERSONAL SERVICES =			2	2.00	48.00					456,550		456,550

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
1802022	WSU	C0865	AP PUBLIC AFFAIRS SPECIALIST 2	1	1.00	24.00	02	5,191.00	124,584 65,976				124,584 65,976
1802023	WSU	C0871	AP OPERATIONS & POLICY ANALYST 2	1	1.00	24.00	02	4,726.00	113,424 63,228				113,424 63,228
1802024	WSU	C0872	AP OPERATIONS & POLICY ANALYST 3	1	1.00	24.00	02	5,440.00	130,560 67,447				130,560 67,447
TOTAL PICS SALARY									368,568				368,568
TOTAL PICS OPE									196,651				196,651
TOTAL PICS PERSONAL SERVICES =									---	---	---	---	---
									3	3.00	72.00		565,219

DETAIL OF LOTTERY FUNDS, OTHER FUNDS, AND FEDERAL FUNDS REVENUE

Secretary of State
2019-21 Biennium

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

<i>Source</i>	2015-17 Actuals	2017-19 Leg Adopted Budget	2017-19 Leg Approved Budget	2019-21 Agency Request Audit	2019-21 Governor's Budget	2019-21 Leg. Adopted Audit
Other Funds						
Non-business Lic. and Fees	666,724	657,511	657,511	657,511	-	-
Charges for Services	3,402	7,442	7,442	5,000	-	-
Fines and Forfeitures	274,241	224,419	224,419	224,419	-	-
Sales Income	6,593	84,532	84,532	10,000	-	-
Other Revenues	1,013,990	1,013,990	1,013,990	1,013,990	-	-
Transfer to General Fund	(940,965)	(881,930)	(881,930)	(881,930)	-	-
Total Other Funds	\$1,023,985	\$1,105,964	\$1,105,964	\$1,028,990	-	-
Federal Funds						
Interest Income	117,493	-	-	-	-	-
Donations	31	-	-	-	-	-
Federal Funds	100,774	145,533	145,533	-	-	-
Total Federal Funds	\$218,298	\$145,533	\$145,533	-	-	-

Budget Narrative

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DETAIL OF LOTTERY FUNDS, OTHER FUNDS, AND FEDERAL FUNDS REVENUE

Elections Division

Source	Fund	ORBITS Revenue Acct	2015-2017 Actual	2017-19 Legislatively Adopted	2017-19 Legislatively Approved	2019-21		
						Agency Request	Governor's Recommended	Legislatively Adopted
Non-business Lic Fees	GF	0210	666,724	657,511	657,511	657,511		
Charges for Services	OTH	0410	3,402	7,442	7,442	5,000		
Fines & Forfeitures	GF	0505	274,241	224,419	224,419	224,419		
Sales Income	OTH	0705	6,593	84,532	84,532	10,000		
Other Revenues	OTH	0975	1,013,990	1,013,990	1,013,990	1,013,990		
Transfer to General Fund	GF	2060	(940,965)	(881,930)	(881,930)	(881,930)		
Subtotal Other Funds			1,023,985	1,105,964	1,105,964	1,028,990		
Interest Income	FF	0605	117,493					
Donations	FF	0905	31					
Federal Funds	FF	0995	100,774	145,533	145,533			
Total Other Funds and Federal Funds			1,242,283	1,251,497	1,251,497	1,028,990		

Agency Request

Governor's Recommended

Legislatively Adopted

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Office of the Secretary of State



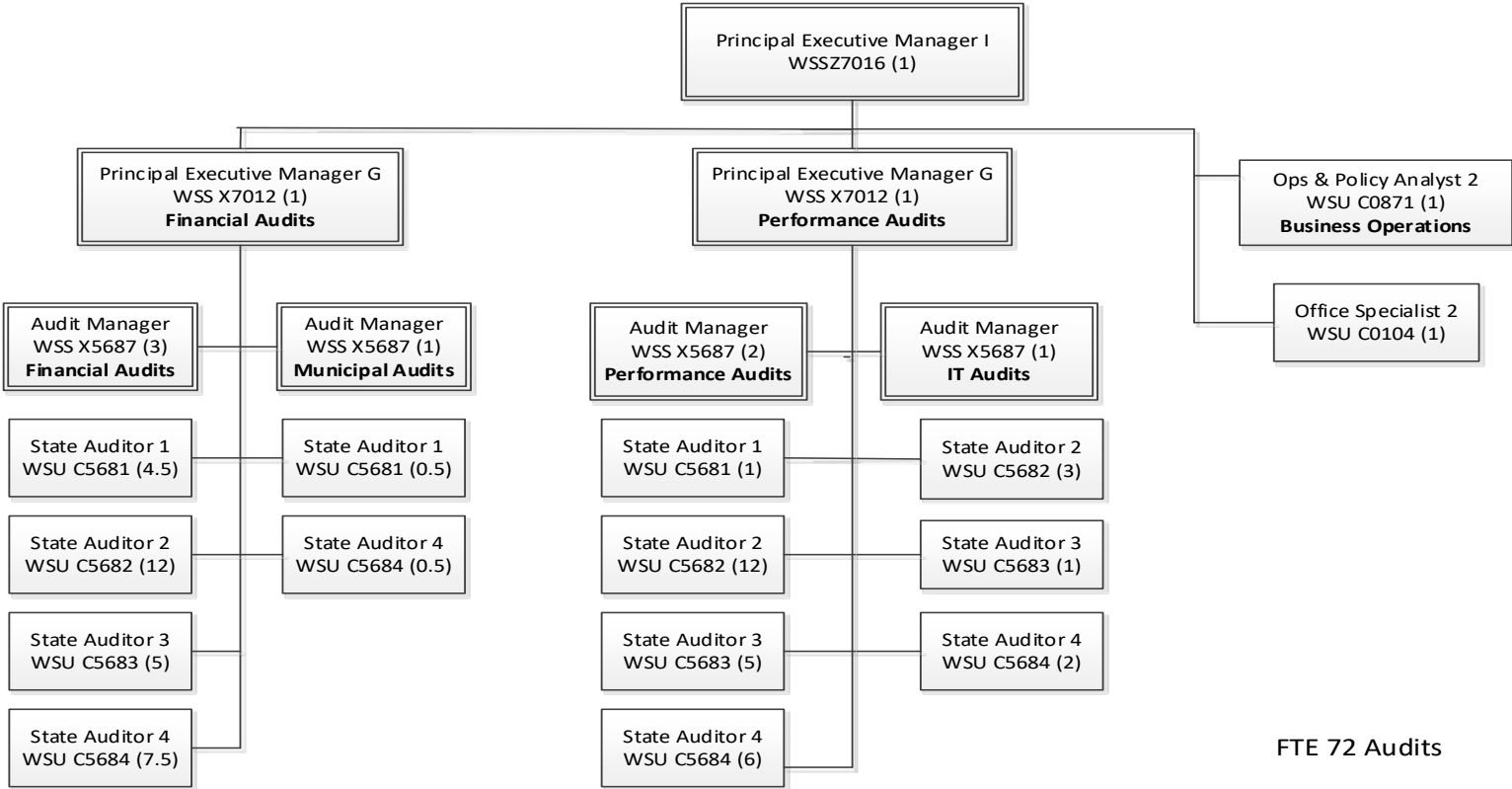
Audits Division 2019-21 Agency Request Budget

Budget Narrative

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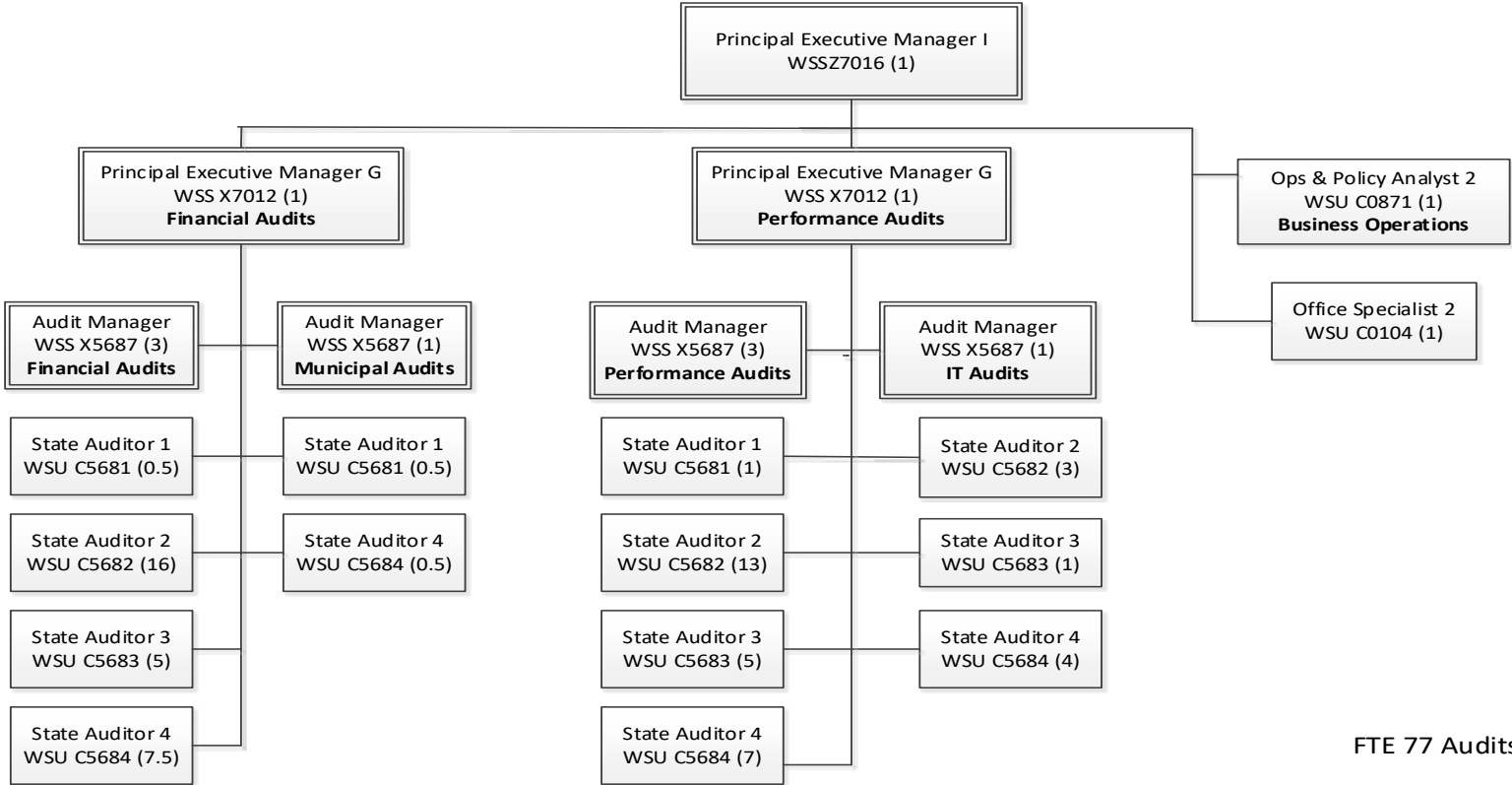
Budget Narrative

Audits Division Organizational Chart 2017 – 19 Biennium



Budget Narrative

Audits Division Organizational Chart 2019 – 21 Biennium



Budget Narrative

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 \$30,560,552 in assessments for the 2019-21 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 2019-21 Biennium.

Auditing to protect the public interest

The Secretary of State's Audits Division helps inform public officials, legislators, and citizens whether government funds are handled properly and in compliance with laws and regulations; whether government organizations, programs, and services are achieving their purposes; and whether these organizations, programs, and services are operating efficiently

Budget Narrative

and effectively. To accomplish this, we focus our efforts on 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. These audits also inform the public about the purpose and structure of state agencies and can provide assurance as well as identified opportunities for improvement.
- **Information Technology Audits** - These specialty performance 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

Budget Narrative

referrals to other appropriate entities. We contract for 24-hour answering services and a web-based reporting application to assist with the reporting and tracking of complaints.

- **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 2017, the division provided letters for \$2.3 billion of bond and tax anticipation note sales made by the state.

Challenges

- **Obtaining and Utilizing Audit Data** - 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. Also, we increasingly utilize large data sets to perform our audit work. This allows us to include entire client populations in our methodologies and strengthens our audit conclusions and recommendations. However, it requires that we have staff with the requisite skills and tools to take advantage of available data. This also requires agencies to provide data timely and that the data be accurate. Agencies are not always able to do so.
- **Strategic Use of Audit Resources** – Oregon state government is a multibillion-dollar enterprise that touches every Oregonian. This means there is a substantive range of potential audit topics for the Secretary of State's office to assess that includes a plethora of programs and services, each with their own risks. In addition, we are requested by legislation or ballot measure to perform audits of certain state funded agencies and programs, which reduces our other discretionary audit work. Given that we have limited audit resources and cannot possibly cover all of these risks, we must make strategic decisions about what to audit.
- **Measuring our Performance** – 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 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, one of our KPMs measures our performance with this priority in mind.

Budget Narrative

Actions taken

- **Audit Data and Methodologies** - We will continue to work with state agencies and DOJ to improve access to information. We have also entered into an agreement with the U.S. Department of Treasury that allows access to valuable federal data. In addition, we continue to expand staff capabilities to use large data sets through enhanced training, information exchange with peer audit organizations, and utilization of leading edge audit tools and methodologies. The division has a national reputation for our excellent data analytics competency and work products.
- **Allocating Audit Resources** – Starting with our 2017-18 Audit Plan, we employed an enhanced risk assessment process that allows us to better focus our limited audit resources. This approach uses specific risk factors related to the quality of internal controls and the estimated liability and level of exposure various state departments, programs and activities have. We will continue to monitor proposed legislation that may request the division to perform audit procedures and will provide input as to whether we have audit authority, whether the audit request is feasible, and whether it will produce significant benefits given available methodologies and data. Also, in 2015, we started conversations with the Joint Legislative Audit Committee (JLAC) about their role in reviewing and filtering legislative requests for audits to identify areas of highest interest for legislators. In developing our next audit plan, we will continue to work with JLAC to ensure that we choose audit topics that address issues of concern to the legislature and the people of Oregon.
- **Performance Audits** - Over the last several years, we have focused our performance audit work on objectives that relate more directly to how well an agency or program achieves its mission. These audits often do not result in quantifiable 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 identify audits that can generate dollar impacts. The result may be a drop in our KPM that considers measurable dollar impacts in relation to audit cost.

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 calendar years 2017 and 2018.

- **Oregon Housing and Community Services Department: Critical Improvements Needed to Help Ensure Preservation of Affordable Housing for Low-Income Oregonians** – This audit helped the agency better define its strategic direction and work environment, and resulted in significant improvements to the Low-Income Housing program. The incoming Director relied on our audit as she set strategic direction and addressed work

Budget Narrative

environment issues. The National Legislative Program Evaluation Society (NLPES) awarded the division a Certificate of Impact award for this project.

- **Oregon Health Authority: OHA Should Improve Efforts to Detect and Prevent Improper Medicaid Payments** – This audit identified a population of potentially ineligible Medicaid clients and other improper payments that measured nearly \$100 million. Among other impacts, it resulted in OHA and the Governor taking prompt action to redetermine eligibility for the clients in question. The National State Auditors Association (NSAA) recognized the Auditor Alert included in this report with their Excellence in Accountability Award, Special Project category. We have also presented our Medicaid audit work at multiple national conferences and webinars.
- **Department of Human Services: Child Welfare System: Foster Care in Oregon: Chronic Management Failures and High Caseloads Jeopardize the Safety of Some of the State's Most Vulnerable Children.** This audit reported on the failings of the state's foster care system. It also addressed work environment and management issues that stretched beyond the foster care program. It resulted in the Governor allocating funding for some 200 new foster care case worker positions and included other important recommendations for improving the program.
- **Oregon Liquor Control Commission: Cannabis Information Systems Properly Functioning but Monitoring and Security Enhancements are Needed** – This audit provided important information and recommendations for improving the IT systems used to regulate the state's emergent legal marijuana industry. In addition to problems with the IT systems, it identified the lack of an appropriately resourced and implemented marijuana regulatory framework on the part of OLCC.

Measures

The Audits Division evaluates its performance with measures that address our efficiency and effectiveness.

Quality and Timeliness

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. The next external peer review is scheduled for May 2019. The division has consistently received opinions of full compliance with auditing standards from our external peer reviews.

Budget Narrative

In addition, we focus our efforts on two key deadlines for financial audits. By December 31 of each year, we complete audits of agency financial statements as well as the state's combined statewide statement. 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.

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. At the same time, we expect that many of our audits will result in important program improvements that are not measurable in dollar terms. There is likely to be considerable variation from year-to-year in this measure, depending on our audit objectives and results.

Implementation of Audit Recommendations

Audit recommendations produce improvements only if they are implemented. We will continue to build a persuasive case for change in our audit reports, and will focus our efforts on developing recommendations that address the causes of problems we identify in a feasible way.

We have always followed up with agencies to determine the implementation status of our recommendations. However, we recently initiated an enhanced follow up process. First, we developed a revised report response template that requires agencies to more clearly state their agreement or disagreement with our recommendations, commit to a timeframe for completing implementation, and identify a person responsible for reporting on the agencies' progress. We have also started conducting recommendation follow up engagements during which we will collect evidence and draw conclusions as to implementation status. For each engagement we will issue a public report. This new process helps assess the impact of our audit work, promotes accountability and transparency within state government, and ensures audit recommendations do not go unaddressed. We plan to regularly brief JLAC and other legislative committee's on the results of our audit follow up work and resulting impact.

Budget Narrative

SECRETARY OF STATE
AUDITS DIVISION
ESSENTIAL PACKAGES

1. **Purpose** - Essential Packages adjust the base budget to reflect the agency's 2019-21 current service level requirements.
2. **How Achieved** – The following Essential Packages adjust the Archives base budget to reflect 2019-21 current service level requirements.

010 – Adjusts 2019-21 biennium projected vacancy factor budget savings based on staff turnover from April 1, 2017 through March 31, 2018. 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 \$572,339.

031 – Provides a general inflation increase for Services and Supplies costs. The package also adjusts State Government Service charges to reflect 2019-21 changes. The package increases Other Funds \$213,940.

3. **Staffing Impact** - None.
4. **Revenue Source** – Other Funds is increased \$786,279.

Budget Narrative

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Budget Narrative

Audits Division

Policy Package 103 – Audits Staffing 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 Audits Division is to conduct audits to protect the public interest and improve Oregon government. The division ensures 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 purpose of this package is to comply with legislatively mandated statewide pay equity requirements and align our organization with present-day audit resource needs. Most staff are hired at the State Auditor 2 level or achieve that level after 1 year of employment. This reclassification will better align our budget needs with actual hiring practices.

This package would reclass four positions to higher than entry level. Well-trained government auditors are often recruited by other agencies or the private sector. This reclassification reflects both the increased knowledge, skills, and abilities associated with these positions and the need to retain quality auditors working in the public interest.

How Achieved

This package reclasses four positions from entry level to State Auditor 2, to address the increased need for applied skills and experience in both financial and performance auditing. As standards become more complex, the application of government auditing and accounting principles imposes more requirements on division personnel. Further, advanced data analysis techniques are a common tool for modern day auditors. This collection of knowledge, skills, and experience is not taught in higher education and must be acquired through division training and coaching. Retention also becomes a consideration because well-trained government auditors are often recruited by other agencies and the private sector, affecting the division's investment in building a competent workforce.

Budget Narrative

The Audits Division relies upon a more capable workforce to meet expectations for increased use of sophisticated audit tools and higher efficiencies. The composition of the division’s current budget includes entry-level positions that are not competitive when hiring employees with previous work experience, making it more challenging to attract and retain audit staff to fill these positions. One entry-level position will be retained for hiring college graduates with little or no work experience.

Reclass Positions

	Position #	Title After Reclassification	Current Classification	1 Jul 19 Classification	Reclass Type	OF
1	0007023	State Auditor 2	C5681	C5682	Upward	\$19,535
2	0099001	State Auditor 2	C5681	C5682	Upward	0
3	0099003	State Auditor 2	C5681	C5682	Upward	\$19,535
4	0099004	State Auditor 2	C5681	C5682	Upward	\$19,534
	Total Costs for Reclassed Positions					\$58,604

Staffing Impact

No staff would be added by this package.

Quantifying Results

To attract and hire personnel, most staff are hired at the State Auditor 2 level or achieve that level after 1 year of employment. This reclassification will better align our budget needs with actual hiring practices.

Revenue Source

\$58,604 Other Funds

Budget Narrative

AUDITS DIVISION

Policy Package 104 – Audits Staffing Needs

Purpose

The Audits Division’s information technology (IT) 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 IT security and management procedures. The purpose of this package is to align our organization with present-day audit resource needs by requesting permanent position authority for two new positions devoted to IT audits. The package allows the Division to better achieve its mission to “protect the public interest and improve Oregon government.”

How Achieved

We are requesting two additional State Auditor 4 positions to attract and retain personnel with advanced training and experience in auditing cybersecurity and information systems. State government continues to rely more heavily on complex information systems to conduct business. In addition, Oregon has many outdated computer systems that increase operating and maintenance costs, make delivery of services less efficient, and increase vulnerability to serious security threats. These systems, both old and new, require additional audit effort to ensure applications and controls work as intended and data is reliable and secured against intrusion.

New Positions

Position #	Title	Classification	Type	GF	OF	TF
1807025	State Auditor 4	WSU C5684	PF		271,022	271,022
1807026	State Auditor 4	WSU C5684	PF		271,022	271,022
Total Personal Services					542,044	542,044

Budget Narrative

Staffing Impact

We received authority in the 15-17 biennium for two information technology auditors. Approval of this POP would add two new positions and would allow us to better address the increasing IT audit risk described above.

Quantifying Results

We estimate that approval of this POP would allow us to complete another 1-2 IT audits per year. In addition, we recently started using our IT audit team to conduct IT security assessments as part of our ongoing performance audits. Two additional staff will allow us to better meet this staffing need along with our regular IT audit work.

The benefit of the additional effort this POP provides will be greater confidence in the security and integrity of state computer systems, and better audit coverage in specific areas of vulnerability needing attention. Detecting problems before they occur can save the state immeasurable amounts of money and distress.

Revenue Source

\$542,044 Other Funds

Budget Narrative

AUDITS DIVISION

Policy Package 109 – Audits Medicaid Staffing

Purpose

The purpose of this package is to save taxpayer money by establishing a dedicated team to audit the state's Medicaid program. At roughly \$9 billion per year, Medicaid consumes a third of the state budget. It is the most costly and highest risk program the state administers. Recent Secretary of State audits of the program have demonstrated weak internal controls that resulted in nearly \$90 million in questionable expenditures. The high value of auditing Medicaid has been reinforced by the Comptroller General of the United States who recently testified before Congress in support of additional state efforts to audit Medicaid. In his testimony, he cited the audit we completed in 2017 that identified ways that the Oregon Health Authority could improve its efforts to detect and prevent improper Medicaid payments (report no. 2017-25).

How Achieved

Because Medicaid is a very high risk and complex program, we are seeking to establish a dedicated team that can develop expertise in terms of program design and requirements, and audit methodologies. Several other states dedicate full time auditors to Medicaid, including Louisiana, New York, and Massachusetts. As noted below, we are requesting three performance audit positions – a manager, a lead auditor, and a staff auditor.

New Positions

Position #	Title	Classification	Type	GF	OF	TF
1800738	State Auditor 4	WSU C5684	PF		271,022	271,022
1800739	State Auditor 2	WSU C5682	PF		203,974	203,974
1800740	State Audit Manager	WSS X5687	PF		304,801	304,801
Total Personal Services					779,797	779,797

Budget Narrative

Staffing Impact

Approval of this POP would add three new positions that would allow us to address the high Medicaid program risk noted above. It is important for us to sustain our audit efforts in this area, as Medicaid expenditures for the program are projected to rise through at least 2025.

Quantifying Results

We expect that cost savings and program improvements will have a high return on investment, as indicated by recent audit experience and the experience of other states with dedicated Medicaid audit functions. We estimate that this new team will produce 1-2 audits per year depending on audit scope.

Revenue Source

\$779,797 Other Funds

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
Personal Services							
Pension Obligation Bond	-	-	67,804	-	-	-	67,804
Mass Transit Tax	-	-	7,772	-	-	-	7,772
Vacancy Savings	-	-	496,763	-	-	-	496,763
Total Personal Services	-	-	\$572,339	-	-	-	\$572,339
Total Expenditures							
Total Expenditures	-	-	572,339	-	-	-	572,339
Total Expenditures	-	-	\$572,339	-	-	-	\$572,339
Ending Balance							
Ending Balance	-	-	(572,339)	-	-	-	(572,339)
Total Ending Balance	-	-	(\$572,339)	-	-	-	(\$572,339)

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
Services & Supplies							
Instate Travel	-	-	1,820	-	-	-	1,820
Out of State Travel	-	-	1,290	-	-	-	1,290
Employee Training	-	-	4,523	-	-	-	4,523
Office Expenses	-	-	3,132	-	-	-	3,132
Telecommunications	-	-	2,756	-	-	-	2,756
State Gov. Service Charges	-	-	69,483	-	-	-	69,483
Data Processing	-	-	2,723	-	-	-	2,723
Publicity and Publications	-	-	741	-	-	-	741
Professional Services	-	-	71,080	-	-	-	71,080
IT Professional Services	-	-	11,582	-	-	-	11,582
Attorney General	-	-	12,425	-	-	-	12,425
Employee Recruitment and Develop	-	-	444	-	-	-	444
Dues and Subscriptions	-	-	260	-	-	-	260
Facilities Rental and Taxes	-	-	24,763	-	-	-	24,763
Other Services and Supplies	-	-	1,602	-	-	-	1,602
Expendable Prop 250 - 5000	-	-	927	-	-	-	927
IT Expendable Property	-	-	4,389	-	-	-	4,389
Total Services & Supplies	-	-	\$213,940	-	-	-	\$213,940
Total Expenditures							
Total Expenditures	-	-	213,940	-	-	-	213,940
Total Expenditures	-	-	\$213,940	-	-	-	\$213,940

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
Ending Balance							
Ending Balance	-	-	(213,940)	-	-	-	(213,940)
Total Ending Balance	-	-	(\$213,940)	-	-	-	(\$213,940)

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Secretary of State
Pkg: 103 - Audits Staffing True Up

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
Personal Services							
Class/Unclass Sal. and Per Diem	-	-	46,800	-	-	-	46,800
Public Employees' Retire Cont	-	-	7,944	-	-	-	7,944
Social Security Taxes	-	-	3,579	-	-	-	3,579
Mass Transit Tax	-	-	281	-	-	-	281
Total Personal Services	-	-	\$58,604	-	-	-	\$58,604
Total Expenditures							
Total Expenditures	-	-	58,604	-	-	-	58,604
Total Expenditures	-	-	\$58,604	-	-	-	\$58,604
Ending Balance							
Ending Balance	-	-	(58,604)	-	-	-	(58,604)
Total Ending Balance	-	-	(\$58,604)	-	-	-	(\$58,604)

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Secretary of State
Pkg: 104 - Audits Staffing Needs

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
Personal Services							
Class/Unclass Sal. and Per Diem	-	-	346,176	-	-	-	346,176
Empl. Rel. Bd. Assessments	-	-	122	-	-	-	122
Public Employees' Retire Cont	-	-	58,746	-	-	-	58,746
Social Security Taxes	-	-	26,482	-	-	-	26,482
Worker's Comp. Assess. (WCD)	-	-	116	-	-	-	116
Mass Transit Tax	-	-	2,077	-	-	-	2,077
Flexible Benefits	-	-	70,368	-	-	-	70,368
Total Personal Services	-	-	\$504,087	-	-	-	\$504,087
Services & Supplies							
Instate Travel	-	-	1,316	-	-	-	1,316
Employee Training	-	-	3,948	-	-	-	3,948
Office Expenses	-	-	3,948	-	-	-	3,948
Telecommunications	-	-	5,264	-	-	-	5,264
Publicity and Publications	-	-	660	-	-	-	660
Employee Recruitment and Develop	-	-	1,098	-	-	-	1,098
Dues and Subscriptions	-	-	660	-	-	-	660
Facilities Rental and Taxes	-	-	7,898	-	-	-	7,898
Other Services and Supplies	-	-	1,316	-	-	-	1,316
Expendable Prop 250 - 5000	-	-	11,848	-	-	-	11,848
Total Services & Supplies	-	-	\$37,956	-	-	-	\$37,956

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Secretary of State
Pkg: 104 - Audits Staffing Needs

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
Total Expenditures							
Total Expenditures	-	-	542,043	-	-	-	542,043
Total Expenditures	-	-	\$542,043	-	-	-	\$542,043
Ending Balance							
Ending Balance	-	-	(542,043)	-	-	-	(542,043)
Total Ending Balance	-	-	(\$542,043)	-	-	-	(\$542,043)
Total Positions							
Total Positions							2
Total Positions	-	-	-	-	-	-	2
Total FTE							
Total FTE							2.00
Total FTE	-	-	-	-	-	-	2.00

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Secretary of State
Pkg: 109 - Audits Medicaid Staffing

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
Personal Services							
Class/Unclass Sal. and Per Diem	-	-	492,696	-	-	-	492,696
Empl. Rel. Bd. Assessments	-	-	183	-	-	-	183
Public Employees' Retire Cont	-	-	83,611	-	-	-	83,611
Social Security Taxes	-	-	37,691	-	-	-	37,691
Worker's Comp. Assess. (WCD)	-	-	174	-	-	-	174
Mass Transit Tax	-	-	2,956	-	-	-	2,956
Flexible Benefits	-	-	105,552	-	-	-	105,552
Total Personal Services	-	-	\$722,863	-	-	-	\$722,863
Services & Supplies							
Instate Travel	-	-	1,974	-	-	-	1,974
Employee Training	-	-	5,922	-	-	-	5,922
Office Expenses	-	-	5,922	-	-	-	5,922
Telecommunications	-	-	7,896	-	-	-	7,896
Publicity and Publications	-	-	990	-	-	-	990
Employee Recruitment and Develop	-	-	1,647	-	-	-	1,647
Dues and Subscriptions	-	-	990	-	-	-	990
Facilities Rental and Taxes	-	-	11,847	-	-	-	11,847
Other Services and Supplies	-	-	1,974	-	-	-	1,974
Expendable Prop 250 - 5000	-	-	17,772	-	-	-	17,772
Total Services & Supplies	-	-	\$56,934	-	-	-	\$56,934

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Secretary of State
Pkg: 109 - Audits Medicaid Staffing

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
Total Expenditures							
Total Expenditures	-	-	779,797	-	-	-	779,797
Total Expenditures	-	-	\$779,797	-	-	-	\$779,797
Ending Balance							
Ending Balance	-	-	(779,797)	-	-	-	(779,797)
Total Ending Balance	-	-	(\$779,797)	-	-	-	(\$779,797)
Total Positions							
Total Positions							3
Total Positions	-	-	-	-	-	-	3
Total FTE							
Total FTE							3.00
Total FTE	-	-	-	-	-	-	3.00

PACKAGE: 103 - Audits Staffing 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
0007023	WSU	C5681	AP STATE AUDITOR 1	1-	1.00-	24.00-	02	4,099.00		98,376- 59,523-			98,376- 59,523-
0007023	WSU	C5682	AP STATE AUDITOR 2	1	1.00	24.00	01	4,749.00		113,976 63,364			113,976 63,364
0099001	WSU	C5681	AP STATE AUDITOR 1	1-	1.00-	24.00-	06	4,981.00		119,544- 64,735-			119,544- 64,735-
0099001	WSU	C5682	AP STATE AUDITOR 2	1	1.00	24.00	02	4,981.00		119,544 64,735			119,544 64,735
0099003	WSU	C5681	AP STATE AUDITOR 1	1-	1.00-	24.00-	02	4,099.00		98,376- 59,523-			98,376- 59,523-
0099003	WSU	C5682	AP STATE AUDITOR 2	1	1.00	24.00	01	4,749.00		113,976 63,364			113,976 63,364
0099004	WSU	C5681	AP STATE AUDITOR 1	1-	1.00-	24.00-	02	4,099.00		98,376- 59,523-			98,376- 59,523-
0099004	WSU	C5682	AP STATE AUDITOR 2	1	1.00	24.00	01	4,749.00		113,976 63,364			113,976 63,364
TOTAL PICS SALARY										46,800			46,800
TOTAL PICS OPE										11,523			11,523
TOTAL PICS PERSONAL SERVICES =					.00	.00				58,323			58,323

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
1807025	WSU	C5684	AP STATE AUDITOR 4	1	1.00	24.00	02	7,212.00		173,088 77,917			173,088 77,917
1807026	WSU	C5684	AP STATE AUDITOR 4	1	1.00	24.00	02	7,212.00		173,088 77,917			173,088 77,917
TOTAL PICS SALARY										346,176			346,176
TOTAL PICS OPE										155,834			155,834
TOTAL PICS PERSONAL SERVICES =				2	2.00	48.00				502,010			502,010

PACKAGE: 109 - Audits Medicaid Staffing

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
1800738	WSU	C5684	AP STATE AUDITOR 4	1	1.00	24.00	02	7,212.00		173,088 77,917			173,088 77,917
1800739	WSU	C5682	AP STATE AUDITOR 2	1	1.00	24.00	02	4,981.00		119,544 64,735			119,544 64,735
1800740	WSS	X5687	AP STATE AUDIT MANAGER	1	1.00	24.00	02	8,336.00		200,064 84,559			200,064 84,559
TOTAL PICS SALARY										492,696			492,696
TOTAL PICS OPE										227,211			227,211
TOTAL PICS PERSONAL SERVICES =				3	3.00	72.00				719,907			719,907

Budget Narrative

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DETAIL OF LOTTERY FUNDS, OTHER FUNDS, AND FEDERAL FUNDS REVENUE

Secretary of State
2019-21 Biennium

Agency Number: 16500
Cross Reference Number: 16500-007-00-00-00000

<i>Source</i>	2015-17 Actuals	2017-19 Leg Adopted Budget	2017-19 Leg Approved Budget	2019-21 Agency Request Audit	2019-21 Governor's Budget	2019-21 Leg. Adopted Audit
Other Funds						
Charges for Services	24,522,665	26,738,024	26,738,024	30,560,552	-	-
Other Revenues	13,860	-	-	-	-	-
Transfer In - Intrafund	300,000	-	-	-	-	-
Transfer Out - Intrafund	(6,027,169)	(5,926,947)	(6,017,841)	(6,473,692)	-	-
Total Other Funds	\$18,809,356	\$20,811,077	\$20,720,183	\$24,086,860	-	-

Budget Narrative

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DETAIL OF LOTTERY FUNDS, OTHER FUNDS, AND FEDERAL FUNDS REVENUE

Audits Division

Source	Fund	ORBITS Revenue Acct	2015-2017 Actual	2017-19 Legislatively Adopted	2017-19 Legislatively Approved	2019-21		
						Agency Request	Governor's Recommended	Legislatively Adopted
Charges for Services	OTH	0410	24,522,665	26,738,024	26,738,024	30,560,552		
Other Revenues			13,860					
Transfer In - Intrafund			300,000					
Transfer Out - Intrafund			(6,027,169)					
Total Other Funds			18,809,356	20,811,077	20,720,183	24,086,860		

Agency Request

Governor's Recommended

Legislatively Adopted

Budget Page _____

Budget Narrative

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Office of the Secretary of State



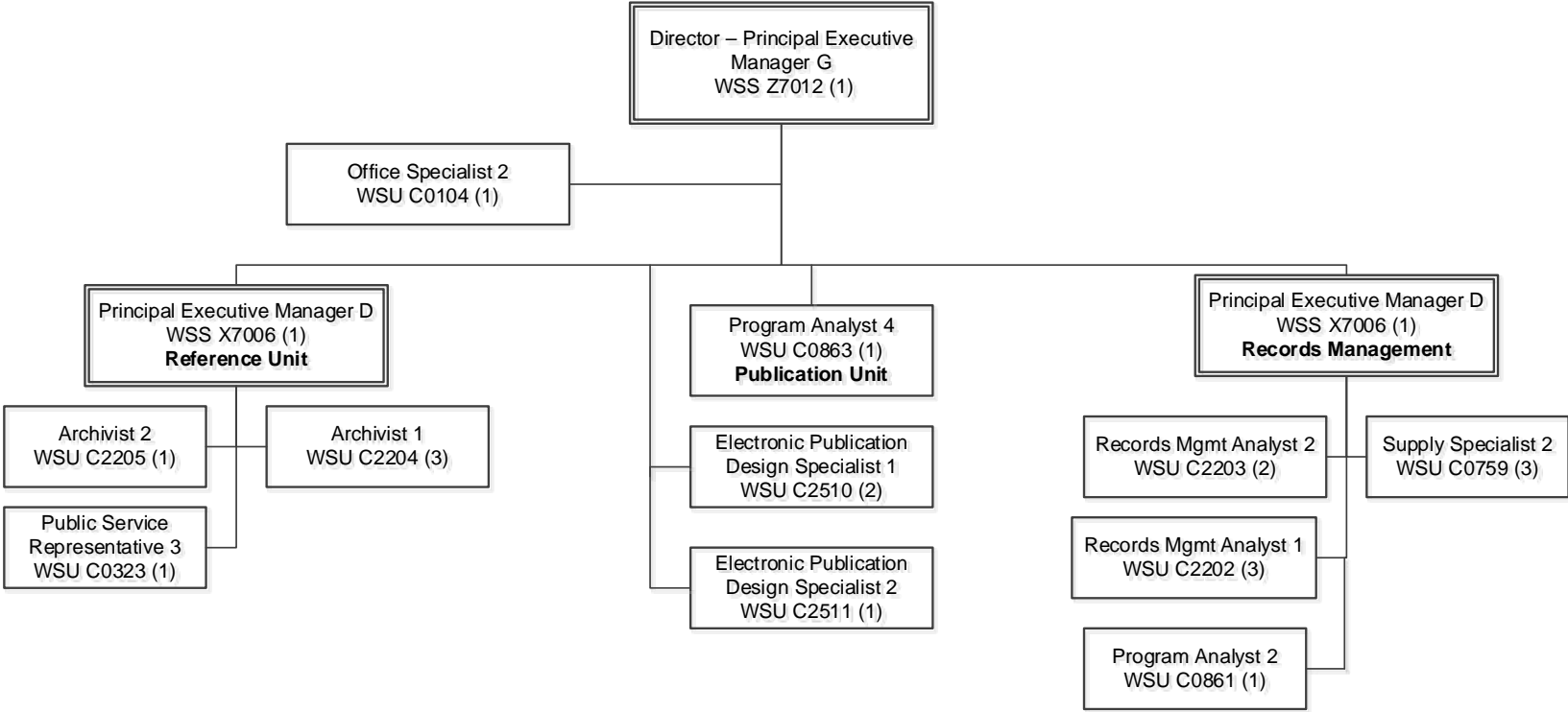
Archives Division 2019-21 Agency Request Budget

Budget Narrative

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Budget Narrative

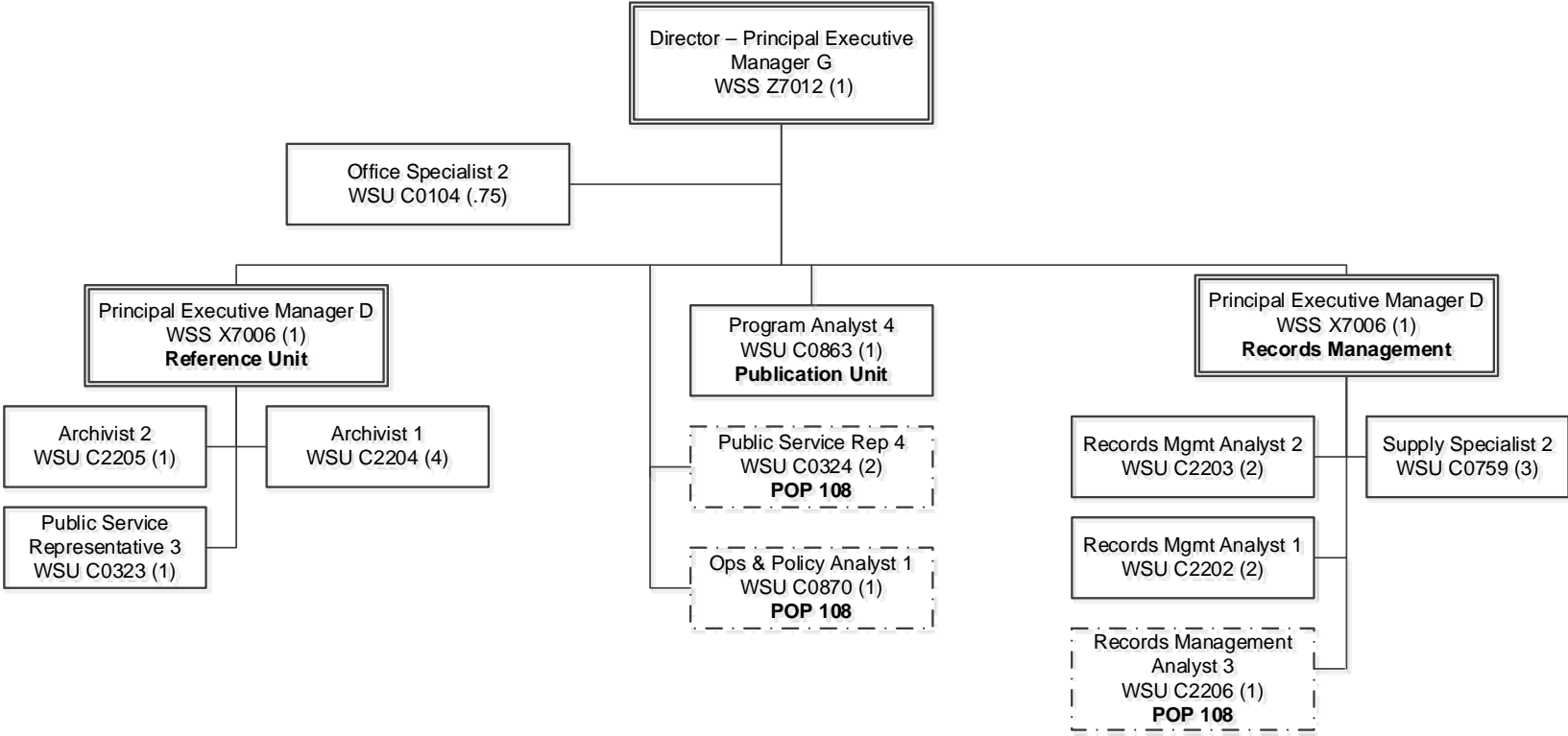
Archives Division Organization Chart 2017-19 Biennium



FTE 22.00 Archives

Budget Narrative

Archives Division Organization Chart 2019-21 Biennium



FTE 21.75 Archives

Budget Narrative

ARCHIVES DIVISION

Mission and Legal Authority

The Archives Division is the state's information manager and information broker ensuring transparency, accountability, and accessibility to the state's information assets. 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 ensuring 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 agencies to manage their electronic and paper records in a single solution; 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. Since 2017, the Archives Division has managed Oregon's Kid Governor Program, a civics education tool available to all Oregon fifth graders. 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 2019-21 is projected to be \$7,742,457. The Oregon Blue Book program is funded through the sales of the book and assessments. The Legislature has asked the Secretary of State to secure a

Budget Narrative

stable funding source for future budget requests. The 2019 sale price is \$18.00 per book. Starting in July 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 2019-21 is projected to be \$1,830,630. 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 2019-21 is projected to be \$2,107,541. 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 2019-21 is projected to be \$276,821.

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 historical documentation. Nominal charges are set for these services. 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, State Records Center and Security Copy Depository), and Publications (Oregon Administrative Rules and the Oregon Blue Book). 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. In 2017, the Archives Division began Oregon's Kid Governor Program, a civics education tool available to all Oregon fifth graders. All programs are overseen by the State Archivist.

Budget Narrative

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. 2017's Open House featured an exhibit titled "Game of Oregon and loosely based on "Game of Thrones". Each "house" (region) of Oregon was showcased with exhibit panels and food. The event also included a variety of hands on activities based on these regions. The 2018 event will celebrate Oregon's State Fair.

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 and accessibility.

Budget Narrative

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 Oregon Records Management Solution (ORMS), a statewide electronic records management system currently being offered to all levels of government as a Software as a Service solution. There are over 60 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 offers monthly records training on a variety of topics and continues to write records retention schedules for many state and local government agencies. They have developed and are offering to 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.

All of the services provided by this Unit are designed to promote government transparency, accountability, and accessibility.

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

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 the Annual Oregon Administrative Rule Compilation and provides access to Administrative Orders. The Unit serves the legal community by publishing an annual 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.

The Oregon Administrative Rules Database went live in early 2017. The database not only streamlines the process for filing Rules for the agency but also automatically files agencies rules with Legislative Counsel. In addition, the public to search rule notices and 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.

Oregon Kid Governor

Oregon's Kid Governor® (ORKG) is a new, statewide civics program for 5th graders created by the Connecticut Democracy Center with Oregon being the second state to participate. Timed to coincide with Election Day in November, every school and home school in Oregon is eligible to enter one student candidate to run in the statewide election that other 5th graders vote in. Classes can vote in the election, nominate a classmate to run for office, or both. Oregon's Kid Governor candidates work with their classmates to create a campaign video outlining, why they want to be ORKG; their leadership qualities and skills, a community issue that they want to address as ORKG, and why it's important; and a 3-point plan that will help 5th graders across Oregon make a difference on their community issue.

Budget Narrative

A diverse selection committee chooses the final 7 candidates and posts their videos online. During election week, registered 5th grade classes watch and analyze the campaign videos. Then they will vote for the platform and candidate they want to support. The candidate with the most votes statewide is named Oregon's Kid Governor and serves a one-year term. The ORKG's responsibilities include creating videos about his or her issue to share with constituents, writing posts for an official blog, and meeting and speaking with constituents across the state. The ORKG also has an official office in the Capitol in Salem.

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.
- Legislative Records
- Archives stack areas are nearing capacity.

Actions Taken

- Work processes are being evaluated and "leaned" to be more efficient and policies and procedures are updated to ensure compliance to our standards.
- 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 3 of transitioning from traditional shelving to compact shelving and submitted a POP for Phase 3 funding limitation as well as Phase 4 funding and limitation.
- 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

Budget Narrative

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.

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 60+) an efficient and cost-effective approach to managing their electronic records.

Budget Narrative

- 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.
- Monthly training with State and local government agencies on their responsibilities as a public employee as it relates to public records.
- 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.

Publications

Statutorily set publication deadlines are met despite the ever-increasing volume of Administrative Rules and Notices being filed on a monthly basis. 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

- 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.
- 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 and reducing the print version of the Oregon Blue Book to make it more marketable. The theme of the 2019 Blue Book is Oregon Festivals and Celebrations.
- Continuing to upgrade our website to incorporate web 2.0 capabilities.

Budget Narrative

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

SECRETARY OF STATE
ARCHIVES DIVISION
ESSENTIAL PACKAGES

1. **Purpose** - Essential Packages adjust the base budget to reflect the agency's 2019-21 current service level requirements.
2. **How Achieved** – The following Essential Packages adjust the Archives base budget to reflect 2019-21 current service level requirements.

010 – Adjusts 2019-21 biennium projected vacancy factor budget savings based on staff turnover from April 1, 2017 through March 31, 2018. 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 \$135,198.

031 – Provides a general inflation increase for Services and Supplies costs. The package also adjusts State Government Service charges to reflect 2019-21 changes. The package increases Other Funds \$145,326 and increases Federal Funds \$1,663.

060- This package adjusted rent expenditures decreasing Other Funds (\$34,000).

3. **Staffing Impact** - None.
4. **Revenue Source** – Other Funds is increased \$246,524 and Federal Funds is increased \$1,663.

Budget Narrative

Archives Division

Policy Package 108 – Archives Staffing 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.

In compliance with legislatively mandated pay equity alignment requirements and a change in business needs, this package seeks to reclassify three positions in Administrative Rules and one position in Records Management.

Oregon's Administrative Rules recently transitioned from a totally manual process where editing, formatting and layout were the primary responsibilities of the positions in the unit. Early 2017, the Oregon Administrative Rules database went live. This package seeks to reclassify the Electronic Design Specialist 2 to an Operations and Policy Analyst 1 and seeks to reclassify the two, Electronic Design Specialist 1's to Public Service Representative 4's.

The Records Management Unit oversees the Oregon Records Management Solution (ORMS) a statewide, electronic records management system for all levels of government to use. This package seeks to reclassify the Program Analyst 2 to a Records Management Analyst 3.

Budget Narrative

How Achieved

	Position #	Title After Reclassification	Current Classification	1Jul19 Classification	Reclass Type	OF	FF	TF
1	2108020	Records Management Analyst 3	WSU C0861	WSU C2206	Upward	-		-
2	0030020	Ops & Policy Analyst 1	WSU C2511	WSU C0870	Upward	-		-
3	2002003	Public Service Rep 4	WSU C2510	WSU C0324	Upward	-		-
4	0030021	Public Service Rep 4	WSU C2510	WSU C0324	Upward	4,148		4,148
	Total Personal Services					4,148		4,148

Staffing Impact

No new positions are added

Quantifying Results

A review in the past 6 months of the responsibilities of these positions was conducted and found that all three staff members of in the Publications Unit needed to have their jobs reclassified because their current classifications were no longer a good fit due to the implementation of the Oregon Administrative Rules Database. It was determined that the Electronic Design Specialist 2 move to an Operations and Policy Analyst 1 and seeks to reclassify the two, Electronic Design Specialist 1's to Public Service Representative 4's.

A review of the responsibilities of the ORMS Administrator revealed that the position required a high level of records management expertise in addition to the technical and project management duties initially required of the position. It was determined that in order to get the appropriate level of records management expertise, that the Program Analyst 2 should reclassify to a Records Management Analyst 3.

Budget Narrative

Revenue Source

This package is funded with \$4,148 Other Funds.

Budget Narrative

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Budget Narrative

Archives Division

Policy Package 203 – Compact Shelving

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. During the 2017-2019 legislative session, the Archives Division was given the authority to collect the assessment for Phase 3 of the transition to compact shelving, but not the limitation to spend the money collected.

This package represents the Phase 3 limitation ask of \$500,000 and the Phase 4 assessment collection and limitation authority of \$750,00 to complete the transition from Archives traditional shelving to high density compact shelving.

How Achieved

Agencies would be assessed a rate determined by FTE included in the 2019-2021 Price List.

Staffing Impact

None

Quantifying Results

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 have been replacing 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 density/compact shelving. Phase 2 was completed in June 2016 completing the transition of the first floor to compact shelving. Our funding needs for this project

Budget Narrative

were based on a 2010 Request for Information with projected costs associated with this move at \$2 million. Over time, that figure has increased by \$250,000 despite using 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 second floor during the 2019-2021 biennium. Completion of the 1st floor of the Archives Building increased storage capacity by 45%.

Revenue Source

The Package is funded with \$1,250,000 Other Funds. Because \$500,000 was already collected on the 2017-19 price list, only \$750,000 more is needed this biennium to complete the project.

Budget Narrative

Administrative Services Division

Policy Package 209 – Archives Generator

Purpose

The purpose of this project is to insure that a power outage does not create irreparable damage to precious state records like the Oregon Constitution, legislative records, and early Oregon historical records by installing an emergency backup power capability at the Secretary of State Archives Building location.

Currently, the Secretary of State Archives Building has no backup power, and there is no process to be able to run the building in the event of power failure.

The risks associated with not having emergency power at the Archives Building are two-fold.

The first risk is the impact/ consequences of not being able to maintain an environmentally controlled climate with in the Stacks storage area. The Archives Building was designed with the specific intent to run an environmentally controlled climate in the Stacks, 24 hours/day, 7 days a week, to ensure the preservation of Oregon’s permanent records. These records include the Oregon Constitution, Oregon’s Provisional and Territorial government records, legislative records, etc. For every negative or positive 5 degree change in heat and/or humidity, the life of a paper record is cut in half. The impacts are even greater for mediums other than paper (i.e. microfilm, electronic records, etc.). It is therefore of vital importance that the building’s environmental systems be maintained in the event of a power failure, and until power can be restored.

The second risk, and need for emergency power, is that the Secretary of State Continuity of Operations Plan has named the Archives Building as the alternate site, or primary relocation site, for the Agency Operations Center (AOC) in the event that the Public Services Building has to be evacuated, and the AOC has been activated. It is therefore critical that the building has emergency power, and can be operated during events that could include local, and widespread power outages.

Budget Narrative

By installing backup power capability at the State Archives Building, the SOS can take advantage of the following benefits and features:

- Survivability of Oregon's permanent records, including the Oregon Constitution, Oregon's Provisional and Territorial government records, legislative records, etc.
- Maintain a fully capable alternate relocation site for the Agency Operations Center

How Achieved

The Secretary of State Archives building was designed to have backup power, but it has unfortunately never been setup with the backup power capability that was intended.

There are two climate controlled floors to store these documents and records. 13,000 square feet of records storage and 13,000 square feet of vault storage, for a total of approximately 26,000 square feet. In the event of a power outage, these floors must maintain consistent room temperature. To accomplish this, a generator should be installed at the Archives Building providing power to a condenser for cooling to these rooms, as well as to a limited set of outlets that would have power during an outage. These outlets should include the area that would be used as the alternate AOC area. To start this generator, a building Universal Power Supply (UPS) will need to be installed. Additional building wiring will also need to be completed to route power and circuits to the appropriate power sources

The cost of these building improvement is estimated at,

- \$300,000 for the building condenser, UPS and wiring.
 - \$900,000 for the building generator equipment and necessary building improvements.
- Total = \$1,200,000**

Budget Narrative

Staffing Impact

Minimal impact on SOS staff. Maintenance contract for the generator will need to be managed and/or coordinated with the Department of Administrative Services. An Emergency plan and regular backup power testing will need to be scheduled, and staff training on emergency operations.

Quantifying Results

- Backup power capability at the State Archives Building
- Decrease of risks to SOS associated with business continuity events, e.g., power outages.
- Increase ability and capacity to manage Emergency events and scenarios.

Revenue Source

\$1.2 million in General Funds

Budget Narrative

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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: 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
Personal Services							
Temporary Appointments	-	-	1,402	-	-	-	1,402
Pension Obligation Bond	-	-	17,790	-	-	-	17,790
Social Security Taxes	-	-	108	-	-	-	108
Mass Transit Tax	-	-	2,030	-	-	-	2,030
Vacancy Savings	-	-	113,868	-	-	-	113,868
Total Personal Services	-	-	\$135,198	-	-	-	\$135,198
Total Expenditures							
Total Expenditures	-	-	135,198	-	-	-	135,198
Total Expenditures	-	-	\$135,198	-	-	-	\$135,198
Ending Balance							
Ending Balance	-	-	(135,198)	-	-	-	(135,198)
Total Ending Balance	-	-	(\$135,198)	-	-	-	(\$135,198)

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
Services & Supplies							
Instate Travel	-	-	826	324	-	-	1,150
Out of State Travel	-	-	1,078	-	-	-	1,078
Employee Training	-	-	1,808	-	-	-	1,808
Office Expenses	-	-	3,080	-	-	-	3,080
Telecommunications	-	-	1,775	-	-	-	1,775
State Gov. Service Charges	-	-	19,563	-	-	-	19,563
Data Processing	-	-	449	-	-	-	449
Publicity and Publications	-	-	9,910	249	-	-	10,159
Professional Services	-	-	1,624	511	-	-	2,135
IT Professional Services	-	-	13,919	362	-	-	14,281
Attorney General	-	-	2,588	-	-	-	2,588
Employee Recruitment and Develop	-	-	24	-	-	-	24
Dues and Subscriptions	-	-	232	175	-	-	407
Facilities Rental and Taxes	-	-	76,834	-	-	-	76,834
Fuels and Utilities	-	-	2,612	-	-	-	2,612
Agency Program Related S and S	-	-	579	-	-	-	579
Other Services and Supplies	-	-	1,529	42	-	-	1,571
Expendable Prop 250 - 5000	-	-	963	-	-	-	963
IT Expendable Property	-	-	1,603	-	-	-	1,603
Total Services & Supplies	-	-	\$140,996	\$1,663	-	-	\$142,659

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
Capital Outlay							
Office Furniture and Fixtures	-	-	4,330	-	-	-	4,330
Total Capital Outlay	-	-	\$4,330	-	-	-	\$4,330
Total Expenditures							
Total Expenditures	-	-	145,326	1,663	-	-	146,989
Total Expenditures	-	-	\$145,326	\$1,663	-	-	\$146,989
Ending Balance							
Ending Balance	-	-	(145,326)	(1,663)	-	-	(146,989)
Total Ending Balance	-	-	(\$145,326)	(\$1,663)	-	-	(\$146,989)

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
Services & Supplies							
Facilities Rental and Taxes	-	-	(34,000)	-	-	-	(34,000)
Total Services & Supplies	-	-	(\$34,000)	-	-	-	(\$34,000)
Total Expenditures							
Total Expenditures	-	-	(34,000)	-	-	-	(34,000)
Total Expenditures	-	-	(\$34,000)	-	-	-	(\$34,000)
Ending Balance							
Ending Balance	-	-	34,000	-	-	-	34,000
Total Ending Balance	-	-	\$34,000	-	-	-	\$34,000

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Secretary of State
Pkg: 108 - Archives Staffing True Up

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
Personal Services							
Class/Unclass Sal. and Per Diem	-	-	3,312	-	-	-	3,312
Public Employees' Retire Cont	-	-	562	-	-	-	562
Social Security Taxes	-	-	254	-	-	-	254
Mass Transit Tax	-	-	20	-	-	-	20
Total Personal Services	-	-	\$4,148	-	-	-	\$4,148
Total Expenditures							
Total Expenditures	-	-	4,148	-	-	-	4,148
Total Expenditures	-	-	\$4,148	-	-	-	\$4,148
Ending Balance							
Ending Balance	-	-	(4,148)	-	-	-	(4,148)
Total Ending Balance	-	-	(\$4,148)	-	-	-	(\$4,148)

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Secretary of State
Pkg: 203 - Archives Bldg.- Compact Shelving

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
Capital Outlay							
Office Furniture and Fixtures	-	-	1,250,000	-	-	-	1,250,000
Total Capital Outlay	-	-	\$1,250,000	-	-	-	\$1,250,000
Total Expenditures							
Total Expenditures	-	-	1,250,000	-	-	-	1,250,000
Total Expenditures	-	-	\$1,250,000	-	-	-	\$1,250,000
Ending Balance							
Ending Balance	-	-	(1,250,000)	-	-	-	(1,250,000)
Total Ending Balance	-	-	(\$1,250,000)	-	-	-	(\$1,250,000)

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Secretary of State
Pkg: 209 - Archives Generator

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
Revenues							
General Fund Appropriation	1,200,000	-	-	-	-	-	1,200,000
Total Revenues	\$1,200,000	-	-	-	-	-	\$1,200,000
Capital Outlay							
Other Capital Outlay	1,200,000	-	-	-	-	-	1,200,000
Total Capital Outlay	\$1,200,000	-	-	-	-	-	\$1,200,000
Total Expenditures							
Total Expenditures	1,200,000	-	-	-	-	-	1,200,000
Total Expenditures	\$1,200,000	-	-	-	-	-	\$1,200,000
Ending Balance							
Ending Balance	-	-	-	-	-	-	-
Total Ending Balance	-	-	-	-	-	-	-

Budget Narrative

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PACKAGE: 108 - Archives Staffing 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
0030020	WSU	C0870	AP OPERATIONS & POLICY ANALYST 1	1	1.00	24.00	07	4,950.00		118,800 64,551			118,800 64,551
0030020	WSU	C2511	AP ELECTRONIC PUB DESIGN SPEC 2	1-	1.00-	24.00-	09	4,950.00		118,800- 64,551-			118,800- 64,551-
0030021	WSU	C0324	AP PUBLIC SERVICE REP 4	1	1.00	24.00	01	3,130.00		75,120 53,798			75,120 53,798
0030021	WSU	C2510	AP ELECTRONIC PUB DESIGN SPEC 1	1-	1.00-	24.00-	02	2,992.00		71,808- 52,982-			71,808- 52,982-
2002003	WSU	C0324	AP PUBLIC SERVICE REP 4	1	1.00	24.00	07	4,097.00		98,328 59,511			98,328 59,511
2002003	WSU	C2510	AP ELECTRONIC PUB DESIGN SPEC 1	1-	1.00-	24.00-	09	4,097.00		98,328- 59,511-			98,328- 59,511-
2108020	WSU	C0861	AP PROGRAM ANALYST 2	1-	1.00-	24.00-	06	5,708.00		136,992- 69,031-			136,992- 69,031-
2108020	WSU	C2206	AP RECORDS MANAGEMENT ANALYST 3	1	1.00	24.00	03	5,708.00		136,992 69,031			136,992 69,031
TOTAL PICS SALARY										3,312			3,312
TOTAL PICS OPE										816			816
TOTAL PICS PERSONAL SERVICES =					.00	.00				4,128			4,128

DETAIL OF LOTTERY FUNDS, OTHER FUNDS, AND FEDERAL FUNDS REVENUE

Secretary of State
2019-21 Biennium

Agency Number: 16500
Cross Reference Number: 16500-012-00-00-00000

<i>Source</i>	2015-17 Actuals	2017-19 Leg Adopted Budget	2017-19 Leg Approved Budget	2019-21 Agency Request Audit	2019-21 Governor's Budget	2019-21 Leg. Adopted Audit
Other Funds						
Charges for Services	7,613,755	10,531,391	10,531,391	12,004,713	-	-
Sales Income	139,145	135,000	135,000	135,000	-	-
Donations	(980)	-	-	-	-	-
Grants (Non-Fed)	500	-	-	-	-	-
Transfer In - Intrafund	12,600	-	-	-	-	-
Transfer Out - Intrafund	(242,583)	(2,711,965)	(2,761,452)	(3,673,632)	-	-
Total Other Funds	\$7,522,437	\$7,954,426	\$7,904,939	\$8,466,081	-	-
Federal Funds						
Federal Funds	-	41,559	41,559	43,222	-	-
Total Federal Funds	-	\$41,559	\$41,559	\$43,222	-	-

DETAIL OF LOTTERY FUNDS, OTHER FUNDS, AND FEDERAL FUNDS REVENUE

Archives Division

Source	Fund	ORBITS Revenue Acct	2015-2017 Actual	2017-19 Legislatively Adopted	2017-19 Legislatively Approved	2019-21		
						Agency Request	Governor's Recommended	Legislatively Adopted
Charges for Services	OTH	0410	7,613,755	10,531,391	10,531,391	12,004,713		
Sales Income	OTH	0705	139,145	135,000	135,000	135,000		
Donations	OTH		(980)					
Grants (Non-Fed)	OTH	0910	500					
Other Revenue	OTH	0975						
Transfer In – Intrafund	OTH	1010	12,600					
Transfer Out-Intrafund	OTH	2010	(242,583)	(2,711,965)	(2,761,452)	(3,673,632)		
Subtotal Other Funds			7,522,437	7,954,426	7,904,939	8,466,081		
Federal Funds	FF	0995		41,559	41,559	43,222		
Total Other Funds and Federal Funds			7,522,437	7,995,985	7,946,498	8,509,303		

Agency Request

Governor's Recommended

Legislatively Adopted

Budget Page _____

Budget Narrative

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Office of the Secretary of State



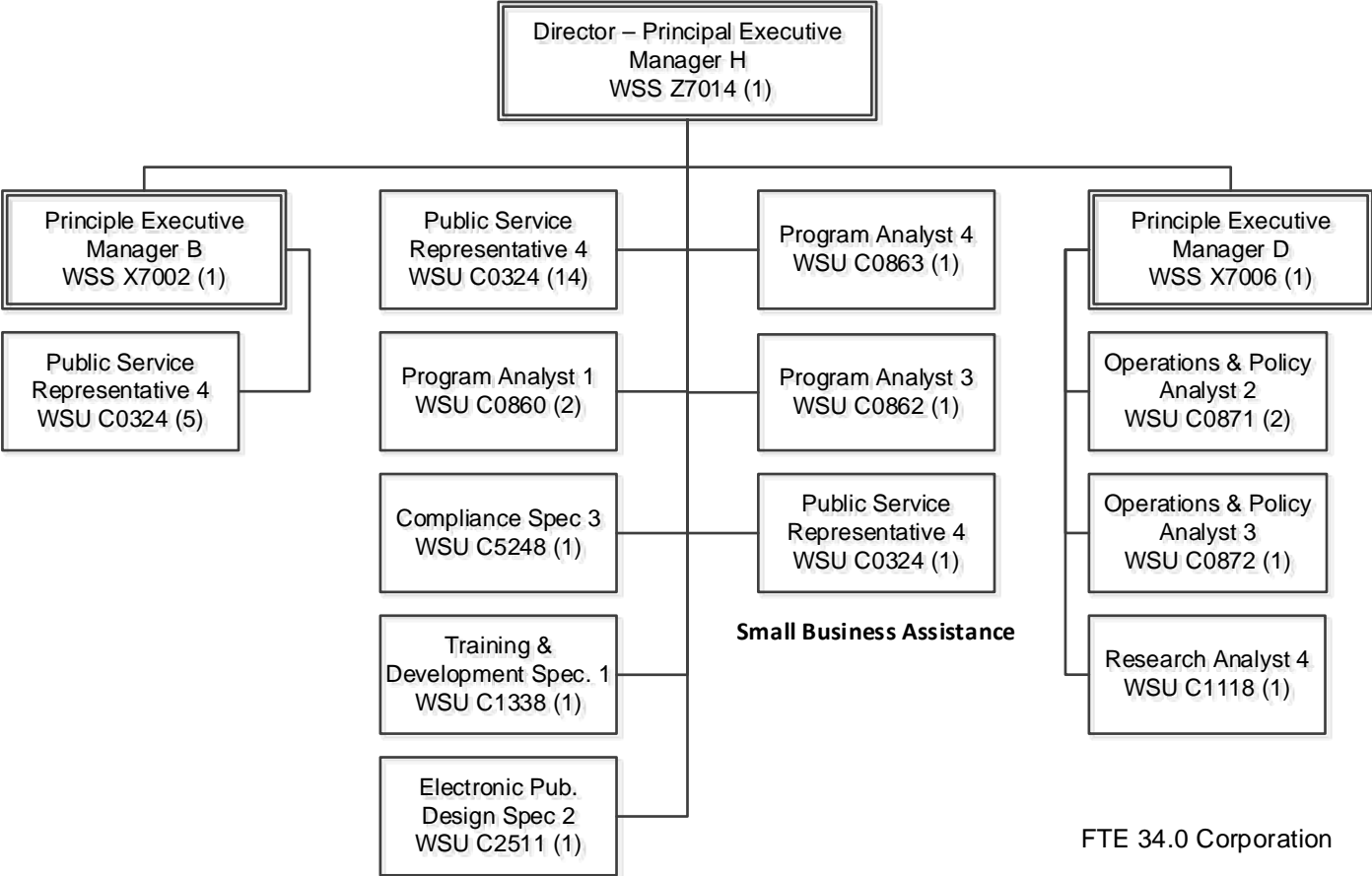
Corporation Division 2019-21 Agency Request Budget

Budget Narrative

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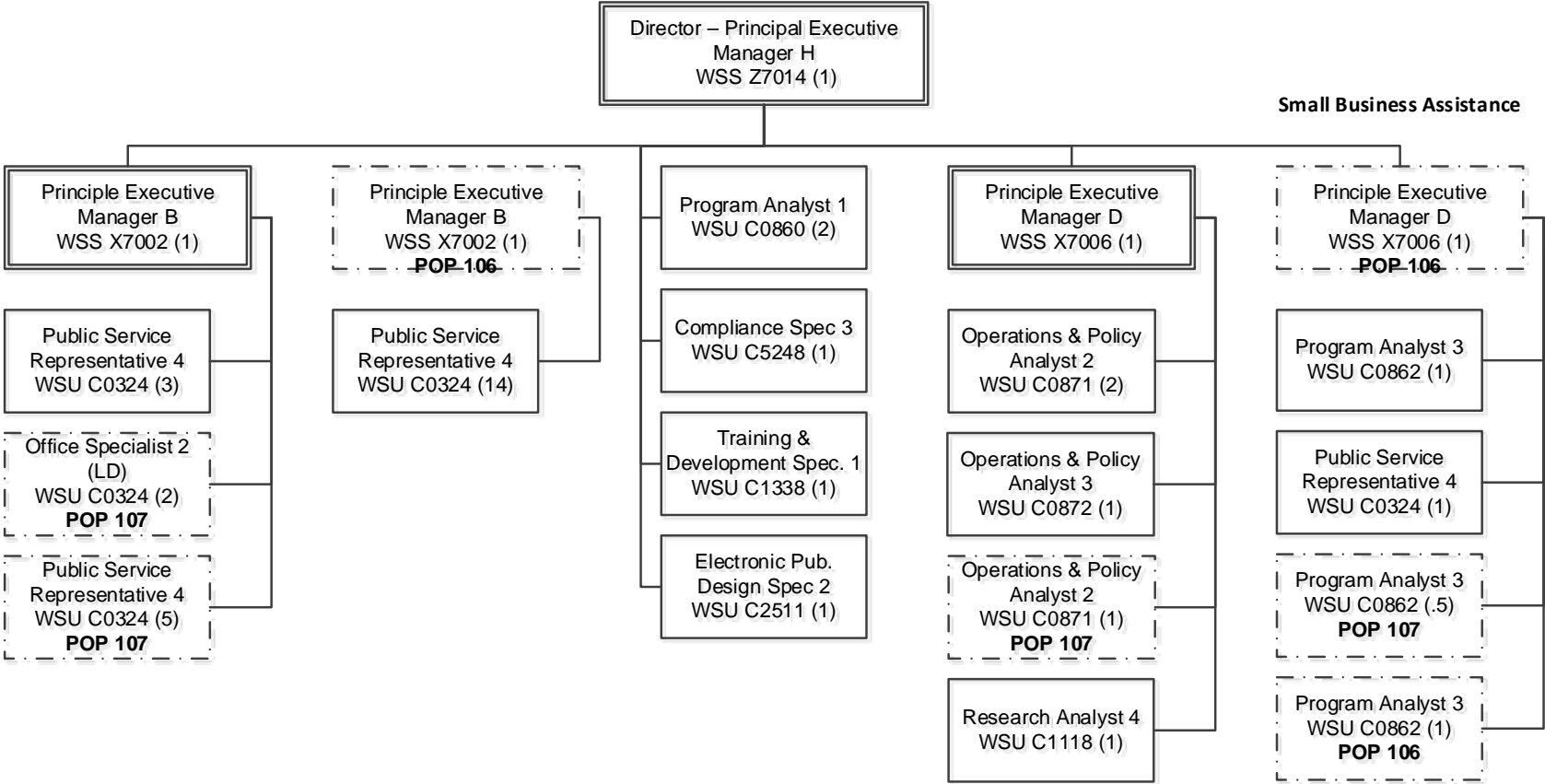
Budget Narrative

Corporation Division
 Organization Chart
 2017-19 Biennium



Budget Narrative

Corporation Division
 Organization Chart
 2019-21 Biennium



FTE 42.5 Corporation

Budget Narrative

CORPORATION DIVISION

Mission and Legal Authority

Mission Statement:

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, commission of 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

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 \$92,258,517 in the 2019-21 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 \$70,858,021 in General Fund revenue transfers in the 2019-21 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 assist entrepreneurs with all phases of the business life-cycle or 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

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 3.6 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

- **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 1,519 licenses issued by 257 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 and email at our Customer Service Call Center, in-person at the Public Service Counter in our office, and online.
- **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 advocates work collaboratively with small businesses and state agencies or local governments to find answers, address concerns, facilitate communication and resolve issues. The Small Business Advocates bring businesses and governments together to improve Oregon's business climate and cut through government red tape.

Challenges

- **Timely document processing demands** – Customers expect *business at the speed of now* and 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 and without delay. Maintaining service levels by keeping up with an increasing workload has required addition of staff through double-filling of call center and filing officer positions.

Budget Narrative

- **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

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:

- **Increased staffing** – Due to a 7% increase in registered businesses each of the last two biennia resulting in 6% increases in filing workload and a 6% increase in customer phone calls, the division needed to double-fill four (4) Public Service Representative 4 positions in order to maintain acceptable service levels and restore Key Performance Measure results. New training methods shorten the training cycle from 90 plus days to under 30 days allowing new staff to assist with workloads quicker.
- **Expanded the Central Business Registry** – The division added new functionality to the online Central Business Registry to provide businesses with faster, more efficient electronic services and integration of government registration processes. New features include allowing nonprofits and limited partnerships to reinstate online, and updating the online application to mobile responsive design standards allowing registration using any mobile device.
- **Improved Business Entity Registration & Information application** – The division improved the Business Entity Registration Information (BERI) application by upgrading the annual report and renewal invoice process to use a supported operating system, reducing risk of catastrophic failure; streamlined the process of making business registry images download more quickly; modified the assumed business name (ABN) cancellation process to allow for an extended grace period to remove confusion and inconsistency between ABN's and entities.
- **Improved work processes & services** – The division worked with the Business Services Division to streamline document receiving and cashiering processes to improve workflows, improve accuracy of business registration processing and reduce delays and extra handling of customer documents. As a result, customer documents are able to be tracked from payment processing and receipt through completion.
- **Implemented legislative changes** – The division implemented:
 - House Bill 2191 (2017) to discourage Oregon company use as shell companies for illicit activity;
 - House Bill 3274 (2017) to clarify when Small Business Advocate cases are exempt from Public Record;
 - House Bill 4052 (2018) creating the Small Business Advisory Committee;
 - House Bill 4088 (2018) creating requirements for Performing Rights Societies;

Budget Narrative

- **Red Tape Reduction Initiative** – The Corporation Division, Office of Small Business Advocacy and Archives Division, with assistance from the Mercatus Center at George Mason University measured the scope of regulations in Oregon Administrative Rules. The initial baseline count of 166,968 regulations as of May 2017. Steps are underway to document historical regulatory counts and going forward on an annual basis. The initiative seeks to draw attention to red tape - unnecessary rules and regulations where the cost to implement a regulation exceeds the benefits to consumers, businesses, and government. Red tape can be a drain on Oregon's economy hindering the growth of businesses, incomes, family-wage jobs, and tax revenues that would otherwise be available for public services. A reduction in red tape holds great potential to spur economic growth and increase effectiveness of government operations for the public good. The Secretary of State's LC 589 requiring agencies to conduct a 5-year review of rules and whether the rule is the least restrictive alternative could have a significant impact on reducing unnecessary government red tape.
- **Business Friendliness Survey** – The second annual state-wide business friendliness survey was conducted in early March 2018. This broad-based survey attempts to identify key Oregon government policies, issues and trends impacting businesses. The email survey received 1,979 responses from businesses all around the state. A majority of responses noted issues with high taxes, excessive regulations and desired access to services and resources. Many respondents cited specific issues with the cost of employing workers, including minimum wage and mandatory sick leave. Respondents citing access to resources were often seeking a knowledgeable individual in an agency who could provide one-on-one assistance. Other access to resources comments asked for a business checklist, single website for businesses or advocacy offices. While many of these services and resources already exist, the lack of awareness highlights a need to better market and advertise the resources to increase visibility and awareness in the business community.
- **Improved Outreach** – To address business needs for better understanding of process and requirements to start a business, the division began implemented an online video channel and began producing 'how to' videos as a resource to help entrepreneurs understand the steps and processes and requirements to start a business, use online systems and make common changes to their business records.

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.

Budget Narrative

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 one legislative concept.

- **LC#593 Business Registry Improvements** – Enable businesses to opt-in to receive an electronic notice and communication from Secretary of State for annual reports and renewals instead of a mailed paper notice. Allow Oregon Tribes to pay domestic fee of \$100 instead of \$275 foreign fee when registering and renewing tribal entities.

Budget Narrative

SECRETARY OF STATE
CORPORATION DIVISION
ESSENTIAL PACKAGES

1. **Purpose** - Essential Packages adjust the base budget to reflect the agency's 2019-21 current service level requirements.
2. **How Achieved** – The following Essential Packages adjust the Corporations base budget to reflect 2019-21 current service level requirements.

010 – Adjusts 2019-21 biennium projected vacancy factor budget savings based on staff turnover from April 1, 2017 through March 31, 2018. 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 \$110,638.

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 \$355,006.

060- This package is a technical adjustment to adjust rent costs based on square footage. The package decreases Other Funds by (\$73,000).

3. **Staffing Impact** - None.
4. **Revenue Source** - Other Funds is increased \$392,644.

Budget Narrative

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Budget Narrative

Corporation Division

Policy Package 106 – Corporation Division Staffing True up

Purpose

To comply with legislatively mandated statewide pay equity alignment requirements and as Oregon’s business population continues to grow and business interactions with all levels of government become more complex, it is essential the corporation division and office of small business advocacy have sufficient qualified and professional staff to assist our diverse customer base. Essential services supporting Oregon’s business community and economy are at risk at current budgeted staffing levels. Some of those services include, but are not limited to, processing business registration documents and forms, assisting business owners and the public with copy and certificate data requests, fielding calls and responding to emails regarding business registration questions and procedures for starting a business, maintaining timely processing and turn-around key performance measures and goals that facilitate support for the business community, removing barriers to starting or operating a business and unnecessary government red tape, and ensuring a reliable revenue stream to support the State’s General Fund.

This package requests additional budget limitation to true-up three positions that were reclassified in the 2017-19 biennium.

1. Public Service Representative 4 to a Principal Executive Manager B

This position has primary responsibility for management of the staff supporting the division’s filing programs - business registry, notary public, uniform commercial code, authentications, certifications and copy request fulfillment. The position supervises thirteen (13) Public Service Representative 4 positions. Responds to staff and customer inquiries about business, notary and UCC laws, programs and procedures. Manage and coach staff by providing clear direction and creating a team environment where staff can grow and excel to provide consistent quality and service to the division’s customers. Insure that customers and customer documents and requests are completed timely and accurately. Previously, 21 filing section and call center staff reported to a single manager, but the span of control presented an unreasonable workload for one individual to manage effectively so a vacant

Budget Narrative

2. *Public Service Representative 4 to a Program Analyst 3*

The Office of Small Business Advocacy has experienced continuous triple-digit annual growth in casework over the past 2 years. The statutory scope of the office's responsibilities has grown since its inception in 2013 and now includes facilitating interactions to cut red tape between small business and nonprofits and state agencies, county, city and local governments, and helping business through all phases of the business life-cycle whether starting, growing or closing a business. The number of cases grew 114 percent in 2017. The Advocacy team is working at top capacity, but the upward trend continues to increase as more businesses become aware of these advocacy services. In 2017, a vacant Public Service Representative 4 position was reclassified to a Program Analyst 3 – Advocate position and filled. This has been invaluable in maintaining support for small business and keeping service levels to an acceptable level.

3. *Program Analyst 4 to a Principal Executive Manager D*

As the Office of Small Business Advocacy continues to grow in volume, complexity and staff the division identified a need for a manager to directly oversee the operations of the office. To fill this need, the Lead Advocate position was reclassified from a Program Analyst 4 to a Principal Executive Manager D. The Lead Advocate is now the manager of the Office of Small Business Advocacy program and operations. This management position has general oversight of the advocate staff, day to day operations of the office and all small business case work

Budget Narrative

How Achieved

Reclass Positions

	Position #	Title After Reclassification	Current Classification	1Jul19 Classification	Reclass Type	GF	OF	FF	TF
1	0036007	Principal Executive Manager B	WSU C0324	WSS X7002	Upward	0	7,683		7,683
2	5103506	Program Analyst 3	WSU C0324	WSU C0862	Upward	0	16,157		16,157
3	5103505	Principal Executive Manager D	WSU C0863	WSS X7006	Upward	0	9,225		9,225
Total Personal Services						0	33,065		33,065

Staffing Impact

No new staff positions would be added by this package. The goal of the package is to more accurately reflect the increased levels and true responsibilities of these positions.

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.

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.

Budget Narrative

Make Oregon better for small business (Office of Small Business Advocacy Internal Measures)

- 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.

Revenue Source

This package is funded through existing fees paid to register a business with the Secretary of State and an appropriation of \$33,065 Other Funds (Corporation Division).

Budget Narrative

Corporation Division

Policy Package 107 – Corporation Division Staffing Needs

Purpose

This package requests the addition of nine positions needed to maintain current services and provide timely and quality support to Oregon's business community. Two Limited duration Office Specialist 2 positions are requested to increase public records transparency by beginning to convert business registration documents from microfilm to an online image system. Four Public Service Representative 4 positions are needed to true-up double filled positions in the call center and filing operations that were necessary to maintain acceptable service levels due to increases in workload of customer filings and phone calls. One Operations & Policy Analyst 2 position is needed to true-up a double fill supporting database applications. Two positions, Public Service Representative 4 and Program Analyst 3 are requested in the Office of Small Business Assistance to maintain service levels due to an increased workload of requests to help cut through government red-tape.

As Oregon's business population continues to grow and business interactions with all levels of government become more complex it is essential the corporation division and office of small business advocacy have sufficient qualified and professional staff to assist our diverse customer base. Essential services supporting Oregon's business community and economy are at risk at current budgeted staffing levels. Some of those services include, but are not limited to, processing business registration documents and forms, assisting business owners and the public with copy and certificate data requests, fielding calls and responding to emails regarding business registration questions and procedures for starting a business, maintaining timely processing and turn-around key performance measures and goals that facilitate support for the business community, removing barriers to starting or operating a business and unnecessary government red tape, and ensuring a reliable revenue stream to support the State's General Fund.

Budget Narrative

New Position

Position #	Title	Classification	Type	GF	OF	TF
1803628	Office Specialist 2	WSU C0104	LD		134,353	134,353
1803629	Office Specialist 2	WSU C0104	LD		134,353	134,353
1803630	Public Service Representative 4	WSU C0324	PF		149,410	149,410
1803631	Public Service Representative 4	WSU C0324	PF		149,410	149,410
1803632	Public Service Representative 4	WSU C0324	PF		149,410	149,410
1803633	Public Service Representative 4	WSU C0324	PF		149,410	149,410
1803634	Operations & Policy Analyst 2	WSU	PF		196,311	196,311
1803635	Public Service Representative 4	WSU C0324	PF		149,410	149,410
1803636	Program Analyst 3 (12 months)	WSU	PF		114,630	114,630
Total Personal Services					1,326,697	1,326,697

Office Specialist 2 (Microfilm to online digital image conversion project); 2 FTE

Two limited duration positions are needed as an additional temporary resource to begin converting 4.3 million business registration public records from microfilm to an online imaging system to provide businesses, financial institutions, media and the public with free online, on-demand access to these vital records about Oregon businesses. This will increase transparency to these vital public records.

Public Service Representative 4 (Business Registration); 4 FTE

Four positions are needed to true-up double-filled positions the division hired in 2018 to maintain acceptable service levels providing telephone support for business customers and timely processing of business registration documents. Increased volume of customer phone calls and business registration filings required an increase of four staff positions to keep up with the workload and to maintain key performance measures for timely document processing and customer satisfaction.

Budget Narrative

Operations & Policy Analyst 2 (Application Administrator); 1 FTE

One position is needed to support true-up a double-filled position the division hired in 2018 to maintain acceptable support for application systems, data quality and succession planning. This application administrator position is a critical part of the division's succession planning as there is a several years long learning curve to become proficient in supporting the division's many application systems. This position helps 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. Recommend changes in business processes for effective utilization of the system resources. 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.

Public Service Rep. 4 & Program Analyst 3 (Office of Small Business Advocacy); 2 FTE

One Public Service Representative 4 (support) and one (12-month) Program Analyst 3 (Small Business Advocate) positions are needed to support continued growth of casework in the Office of Small Business Advocacy. The Office has experienced continuous triple-digit annual growth in casework over the past 2 years. The statutory scope of the office's responsibilities has grown since its inception in 2013 and now includes facilitating interactions to cut red tape between small business and nonprofits and state agencies, county, city and local governments, and helping business through all phases of the business life-cycle whether starting, growing or closing a business. The number of cases grew 114 percent in 2017. The Advocacy team is working at top capacity, but the upward trend continues to increase as more businesses become aware of these advocacy services.

The Public Service Representative 4 support position will provide direct personal support to businesses by telephone and email supporting the case intake process by explaining the services of the office, gathering documentation about the business and nature of the concern or question and escalating to a small business advocate to further assistance as needed. This position will also be trained to assist new entrepreneurs by providing tools and resources to help them start a new business.

The Program Analyst 3 position will provide direct assistance to small businesses and nonprofits with complaints, concerns or questions related to state or local government. This will include complex casework including conducting investigations of inquiries across industry sectors and regulatory silos. This position will work with the other two Advocates

Budget Narrative

and the Lead Advocate on cases, as well as handling their own slate of cases that may take from hours to months to resolve. The Small Business Advocates not only work with government agencies toward solutions and answers, but also make recommendations designed to prevent systemic problems from recurring.

How Achieved

Increase Other Funds limitation by \$1,326,698 to support 9 additional positions.

- 2 FTE – Office Specialist 2 (Limited Duration)
- 5 FTE – Public Service Representative 4
- 1 FTE – Operations & Policy Analyst 2
- 1 FTE – Program Analyst 3 (12 months)

Staffing Impact

Two limited duration Office Specialist 2 positions will allow the division to begin digitizing 4.3 million business registration public records making them available to the public online. Five Public Service Representative 4 positions will allow the division to maintain acceptable customer service levels and minimize delays for telephone support and processing of business registration filings. One Operations & Policy Analyst 2 position will allow the division to support and maintain the integrity of database applications and systems. One Program Analyst 3 (12-month) will allow the Office of Small Business Assistance to continue to support small businesses cut through government red-tape.

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.

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.

Budget Narrative

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

This package is funded through existing fees paid to register a business with the Secretary of State and an appropriation of \$1,326,697 Other Funds (Corporation Division).

Budget Narrative

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Budget Narrative

Corporation Division

Policy Package 201 Corporations Merchant Fees

Purpose

As more Oregon businesses register, file reports, and pay fees online, revenue transferred to the general fund from business fees has grown to \$70 million per biennium. At the same time, associated credit card processing fees have also increased. This package is a necessary cost of offering businesses the opportunity to pay by credit card, which is a must in today's world and ultimately increases revenue to the general fund. This package increases Other Funds limitation by \$500,000 for credit card merchant fees to keep up with increased use.

The Corporation Division offers many online filing options for businesses and customers to streamline and speed up the process of starting and operating a business in Oregon. This is central to the mission of the Division and saves citizens time complying with Government requirements. The successful implementation of online filing and renewals for business combined with 64% online filing adoption rate and 3.5% annual growth in the number of businesses has increased credit card merchant fee charges by 102% from \$750,000 in 2011-13 to an estimated \$1,515,000 in 2017-19 and \$1,831,000 in 2019-21. Monthly merchant fee charges that averaged \$31,000 in 2011-13 are now costing \$70,000 in 2017-19, a \$39,000 per month increase. The Division requests additional limitation of \$500,000 to offset these increased merchant fee costs in the 2019-21 biennium.

How Achieved

This package requests increased Service and Supply Other Funds limitation to offset increases in credit card merchant fees to the Corporation Division budget.

Increase budget limitation for Merchant Fee - \$500,000

Budget Narrative

Merchant fees are a part of the Divisions cost of doing business in processing customer payments. These payments generate over \$92 million (Other Fund Revenue) including transfers of over \$70 million to the General Fund each biennium.

Increasing the limitation will allow the Division to “true-up” the budget and reflect the current actual costs of doing business online, and remove a budgetary barrier to the continued promotion and adoption of online filing. Online filing results in faster service and processing for business customers, and increased accuracy and quality of required data. Oregon Business Registry online filing customers are also able to complete business registrations with other government agencies through the one-stop system.

As new online filing options have become available for customers to transact business with the state, they have eagerly adopted these new and convenient payment options. The Division processed 308,647 online transactions in Fiscal Year 2017-18 compared to 256,488 online transactions in Fiscal Year 2015-16, an annual increase of 20% in online filing transactions. These increased online transactions are attributed to online filing of annual reports that would otherwise have been processed through an outsourced cashiering service at US Bank. As such, there is no offsetting reduction in data entry transactions to the division.

Staffing Impact-

No staffing impact.

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.

Customer documents are 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 1.0 business days or less in all program areas.

Electronic filing adoption (Internal Measure)

Budget Narrative

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 adoption rate of online filing is tracked and monitored as an internal Division performance measure.

Revenue Source

\$500,000 Other Funds from existing Corporation Division revenues (existing user fees paid to register a business, become a notary public, or file a UCC).

Budget Narrative

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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: 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
Personal Services							
Temporary Appointments	-	-	7,500	-	-	-	7,500
Pension Obligation Bond	-	-	19,614	-	-	-	19,614
Social Security Taxes	-	-	574	-	-	-	574
Mass Transit Tax	-	-	2,313	-	-	-	2,313
Vacancy Savings	-	-	80,637	-	-	-	80,637
Total Personal Services	-	-	\$110,638	-	-	-	\$110,638
Total Expenditures							
Total Expenditures	-	-	110,638	-	-	-	110,638
Total Expenditures	-	-	\$110,638	-	-	-	\$110,638
Ending Balance							
Ending Balance	-	-	(110,638)	-	-	-	(110,638)
Total Ending Balance	-	-	(\$110,638)	-	-	-	(\$110,638)

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
Services & Supplies							
Instate Travel	-	-	868	-	-	-	868
Out of State Travel	-	-	346	-	-	-	346
Employee Training	-	-	784	-	-	-	784
Office Expenses	-	-	26,259	-	-	-	26,259
Telecommunications	-	-	4,766	-	-	-	4,766
State Gov. Service Charges	-	-	207,023	-	-	-	207,023
Data Processing	-	-	391	-	-	-	391
Publicity and Publications	-	-	4,196	-	-	-	4,196
Professional Services	-	-	9,129	-	-	-	9,129
IT Professional Services	-	-	29,410	-	-	-	29,410
Attorney General	-	-	9,388	-	-	-	9,388
Employee Recruitment and Develop	-	-	51	-	-	-	51
Dues and Subscriptions	-	-	127	-	-	-	127
Facilities Rental and Taxes	-	-	15,252	-	-	-	15,252
Other Services and Supplies	-	-	43,141	-	-	-	43,141
Expendable Prop 250 - 5000	-	-	396	-	-	-	396
IT Expendable Property	-	-	3,446	-	-	-	3,446
Total Services & Supplies	-	-	\$354,973	-	-	-	\$354,973
Capital Outlay							
Technical Equipment	-	-	26	-	-	-	26
Other Capital Outlay	-	-	7	-	-	-	7
Total Capital Outlay	-	-	\$33	-	-	-	\$33

____ Agency Request
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 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: 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
Total Expenditures							
Total Expenditures	-	-	355,006	-	-	-	355,006
Total Expenditures	-	-	\$355,006	-	-	-	\$355,006
Ending Balance							
Ending Balance	-	-	(355,006)	-	-	-	(355,006)
Total Ending Balance	-	-	(\$355,006)	-	-	-	(\$355,006)

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
Services & Supplies							
Facilities Rental and Taxes	-	-	(73,000)	-	-	-	(73,000)
Total Services & Supplies	-	-	(\$73,000)	-	-	-	(\$73,000)
Total Expenditures							
Total Expenditures	-	-	(73,000)	-	-	-	(73,000)
Total Expenditures	-	-	(\$73,000)	-	-	-	(\$73,000)
Ending Balance							
Ending Balance	-	-	73,000	-	-	-	73,000
Total Ending Balance	-	-	\$73,000	-	-	-	\$73,000

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Secretary of State
Pkg: 106 - Corporations Staffing True Up

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
Personal Services							
Class/Unclass Sal. and Per Diem	-	-	21,672	-	-	-	21,672
Public Employees' Retire Cont	-	-	3,678	-	-	-	3,678
Social Security Taxes	-	-	1,657	-	-	-	1,657
Mass Transit Tax	-	-	130	-	-	-	130
Total Personal Services	-	-	\$27,137	-	-	-	\$27,137
Services & Supplies							
Instate Travel	-	-	788	-	-	-	788
Employee Training	-	-	1,316	-	-	-	1,316
Telecommunications	-	-	1,316	-	-	-	1,316
Publicity and Publications	-	-	330	-	-	-	330
Employee Recruitment and Develop	-	-	550	-	-	-	550
Dues and Subscriptions	-	-	310	-	-	-	310
Facilities Rental and Taxes	-	-	1,318	-	-	-	1,318
Total Services & Supplies	-	-	\$5,928	-	-	-	\$5,928
Total Expenditures							
Total Expenditures	-	-	33,065	-	-	-	33,065
Total Expenditures	-	-	\$33,065	-	-	-	\$33,065
Ending Balance							
Ending Balance	-	-	(33,065)	-	-	-	(33,065)
Total Ending Balance	-	-	(\$33,065)	-	-	-	(\$33,065)

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Secretary of State
Pkg: 107 - Corporations Staffing Needs

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
Personal Services							
Class/Unclass Sal. and Per Diem	-	-	700,020	-	-	-	700,020
Empl. Rel. Bd. Assessments	-	-	518	-	-	-	518
Public Employees' Retire Cont	-	-	118,795	-	-	-	118,795
Social Security Taxes	-	-	53,553	-	-	-	53,553
Worker's Comp. Assess. (WCD)	-	-	493	-	-	-	493
Mass Transit Tax	-	-	4,200	-	-	-	4,200
Flexible Benefits	-	-	299,064	-	-	-	299,064
Total Personal Services	-	-	\$1,176,643	-	-	-	\$1,176,643
Services & Supplies							
Instate Travel	-	-	3,164	-	-	-	3,164
Employee Training	-	-	13,160	-	-	-	13,160
Office Expenses	-	-	17,766	-	-	-	17,766
Telecommunications	-	-	19,082	-	-	-	19,082
Publicity and Publications	-	-	1,815	-	-	-	1,815
Employee Recruitment and Develop	-	-	3,016	-	-	-	3,016
Dues and Subscriptions	-	-	1,885	-	-	-	1,885
Facilities Rental and Taxes	-	-	30,928	-	-	-	30,928
Other Services and Supplies	-	-	5,922	-	-	-	5,922
Expendable Prop 250 - 5000	-	-	53,316	-	-	-	53,316
Total Services & Supplies	-	-	\$150,054	-	-	-	\$150,054

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Secretary of State
Pkg: 107 - Corporations Staffing Needs

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
Total Expenditures							
Total Expenditures	-	-	1,326,697	-	-	-	1,326,697
Total Expenditures	-	-	\$1,326,697	-	-	-	\$1,326,697
Ending Balance							
Ending Balance	-	-	(1,326,697)	-	-	-	(1,326,697)
Total Ending Balance	-	-	(\$1,326,697)	-	-	-	(\$1,326,697)
Total Positions							
Total Positions							9
Total Positions	-	-	-	-	-	-	9
Total FTE							
Total FTE							8.50
Total FTE	-	-	-	-	-	-	8.50

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Secretary of State
Pkg: 201 - Corporations Merchant Fees

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
Services & Supplies							
Other Services and Supplies	-	-	500,000	-	-	-	500,000
Total Services & Supplies	-	-	\$500,000	-	-	-	\$500,000
Total Expenditures							
Total Expenditures	-	-	500,000	-	-	-	500,000
Total Expenditures	-	-	\$500,000	-	-	-	\$500,000
Ending Balance							
Ending Balance	-	-	(500,000)	-	-	-	(500,000)
Total Ending Balance	-	-	(\$500,000)	-	-	-	(\$500,000)

REPORT: PACKAGE FISCAL IMPACT REPORT

2019-21

PROD FILE

AGENCY:16500 SECRETARY OF STATE

PICS SYSTEM: BUDGET PREPARATION

SUMMARY XREF:036-00-00 Corporation Division

PACKAGE: 106 - Corporations Staffing 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
0036007	WSS	X7002	AP PRINCIPAL EXECUTIVE/MANAGER B	1	1.00	24.00	02	4,668.00		112,032 62,885			112,032 62,885
0036007	WSU	C0324	AP PUBLIC SERVICE REP 4	1-	1.00-	24.00-	09	4,511.00		108,264- 61,957-			108,264- 61,957-
5103505	WSS	X7006	AP PRINCIPAL EXECUTIVE/MANAGER D	1	1.00	24.00	06	7,212.00		173,088 77,917			173,088 77,917
5103505	WSU	C0863	AP PROGRAM ANALYST 4	1-	1.00-	24.00-	06	6,905.00		165,720- 76,104-			165,720- 76,104-
5103506	WSU	C0324	AP PUBLIC SERVICE REP 4	1-	1.00-	24.00-	09	4,511.00		108,264- 61,957-			108,264- 61,957-
5103506	WSU	C0862	AP PROGRAM ANALYST 3	1	1.00	24.00	01	4,950.00		118,800 64,551			118,800 64,551
TOTAL PICS SALARY										21,672			21,672
TOTAL PICS OPE										5,335			5,335
TOTAL PICS PERSONAL SERVICES =					.00	.00				27,007			27,007

PACKAGE: 107 - Corporations 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
1803628	WSU	C0104	AP OFFICE SPECIALIST 2	1	1.00	24.00	02	2,763.00		66,312 51,629			66,312 51,629
1803629	WSU	C0104	AP OFFICE SPECIALIST 2	1	1.00	24.00	02	2,763.00		66,312 51,629			66,312 51,629
1803630	WSU	C0324	AP PUBLIC SERVICE REP 4	1	1.00	24.00	02	3,264.00		78,336 54,590			78,336 54,590
1803631	WSU	C0324	AP PUBLIC SERVICE REP 4	1	1.00	24.00	02	3,264.00		78,336 54,590			78,336 54,590
1803632	WSU	C0324	AP PUBLIC SERVICE REP 4	1	1.00	24.00	02	3,264.00		78,336 54,590			78,336 54,590
1803633	WSU	C0324	AP PUBLIC SERVICE REP 4	1	1.00	24.00	02	3,264.00		78,336 54,590			78,336 54,590
1803634	WSU	C0871	AP OPERATIONS & POLICY ANALYST 2	1	1.00	24.00	02	4,726.00		113,424 63,228			113,424 63,228
1803635	WSU	C0324	AP PUBLIC SERVICE REP 4	1	1.00	24.00	02	3,264.00		78,336 54,590			78,336 54,590
1803636	WSU	C0862	AP PROGRAM ANALYST 3	1	.50	12.00	02	5,191.00		62,292 32,987			62,292 32,987
TOTAL PICS SALARY										700,020			700,020
TOTAL PICS OPE										472,423			472,423
TOTAL PICS PERSONAL SERVICES =				9	8.50	204.00				1,172,443			1,172,443

DETAIL OF LOTTERY FUNDS, OTHER FUNDS, AND FEDERAL FUNDS REVENUE

Secretary of State
2019-21 Biennium

Agency Number: 16500
Cross Reference Number: 16500-036-00-00-00000

<i>Source</i>	2015-17 Actuals	2017-19 Leg Adopted Budget	2017-19 Leg Approved Budget	2019-21 Agency Request Audit	2019-21 Governor's Budget	2019-21 Leg. Adopted Audit
Other Funds						
Business Lic and Fees	82,283,720	77,219,196	79,219,196	88,572,526	-	-
Non-business Lic. and Fees	2,948,936	2,676,771	2,676,771	2,910,299	-	-
Charges for Services	748,886	680,000	680,000	775,692	-	-
Transfer Out - Intrafund	(9,956,686)	(9,294,831)	(9,441,001)	(10,015,064)	-	-
Transfer to General Fund	(66,447,726)	(62,319,357)	(62,319,357)	(70,858,021)	-	-
Total Other Funds	\$9,577,130	\$8,961,779	\$10,815,609	\$11,385,432	-	-

DETAIL OF LOTTERY FUNDS, OTHER FUNDS, AND FEDERAL FUNDS REVENUE

Corporation

Source	Fund	ORBITS Revenue Acct	2015-2017 Actual	2017-19 Legislatively Adopted	2017-19 Legislatively Approved	2019-21		
						Agency Request	Governor's Recommended	Legislatively Adopted
Business License Fees	OTH & GF	0205	74,487,991	77,219,196	79,219,196	88,572,526		
Non-Business Lic. Fees	OTH & GF	0210	2,646,335	2,676,771	2,646,335	2,910,299		
Charges for Services	OTH	0410	10,000	680,000	680,000	775,692		
Other Revenues	OTH	0975						
Transfers Out – Intrafund	OTH	2010	(9,956,685)	(9,294,831)	(9,441,001)	(10,015,064)		
Transfers to GF	GF	2060	(61,627,000)	(62,319,357)	(62,319,357)	(70,858,021)		
Total Other Funds			5,560,641	9,577,130	8,961,779	11,385,432		

Agency Request

Governor's Recommended

Legislatively Adopted

Budget Page

Office of the Secretary of State



Special Reports 2019-21 Agency Request Budget

Budget Narrative

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Budget Narrative

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 serves as Lt Governor and also performs other statutory functions 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

Budget Narrative

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Office of the Secretary of State



Affirmative Action Report 2019-21 Agency Request Budget

Budget Narrative

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Budget Narrative

Appendix Two AFFIRMATIVE ACTION REPORT As of June 30, 2018

The Department of Administrative Services Affirmative Action Report as of June 30, 2018 was the data source used for this narrative.

Workforce Representation - Women

Women currently represent 57.9% of the Agency workforce exceeding the statewide workforce by 3.7%. From July 1, 2016 through June 30, 2018 we hired and/or promoted three (3) women into Official and Administrator category, twenty-six (26) women in the Professional category, seven (7) women in the Administration Support category.

Workforce Representation – People of Color (POC)

People of Color (POC) currently represent 9.4% of the Agency workforce. This is below the statewide representation by 5.06%. We hired and/or promoted two (2) people of color in the Official and Administrator category, two (2) people of color in the Professional category, and three (3) people of color in the Administration Support category.

Workforce Representation – Persons with Disabilities (PWD)

Persons with Disabilities (PWD) represents 4.4% of the Agency workforce. Our representation of persons with disabilities remained relatively stable and is 1.2% higher than the statewide workforce. We hired one (1) person with disabilities in the Official and Administrator category, and one (1) person with disabilities in the Administration Support category.

Budget Narrative

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, 2016 through June 30, 2018 8% of our vacancies were filled by internal promotion. The Secretary of State's office experienced eleven (11) 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 Affirmative Action and Equal Employment Opportunity 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.

Office of the Secretary of State



ORBITS Reports 2019-21 Agency Request Budget

Budget Narrative

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Secretary of State

**Summary Cross Reference Listing and Packages
2019-21 Biennium**

Agency Number: 16500

BAM Analyst: McGehee, Breanna

Budget Coordinator: Hickam, Michael - (503)986-2238

Cross Reference Number	Cross Reference Description	Package Number	Priority	Package Description	Package Group
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	032	0	Above Standard Inflation	Essential Packages
001-00-00-00000	Administrative Services Division	033	0	Exceptional Inflation	Essential Packages
001-00-00-00000	Administrative Services Division	040	0	Mandated Caseload	Essential Packages
001-00-00-00000	Administrative Services Division	060	0	Technical Adjustments	Essential Packages
001-00-00-00000	Administrative Services Division	080	0	May 2018 E-Board	Policy Packages
001-00-00-00000	Administrative Services Division	101	0	ASD Staffing True Up	Policy Packages
001-00-00-00000	Administrative Services Division	102	0	ASD Staffing Needs	Policy Packages
001-00-00-00000	Administrative Services Division	110	0	SOS Internal Auditor	Policy Packages
001-00-00-00000	Administrative Services Division	204	0	Exec S&S requests	Policy Packages
001-00-00-00000	Administrative Services Division	205	0	205 IT Cloud Migration	Policy Packages
001-00-00-00000	Administrative Services Division	206	0	IT Security	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	032	0	Above Standard Inflation	Essential Packages
002-00-00-00000	Elections Division	033	0	Exceptional Inflation	Essential Packages
002-00-00-00000	Elections Division	040	0	Mandated Caseload	Essential Packages

Secretary of State

**Summary Cross Reference Listing and Packages
2019-21 Biennium**

Agency Number: 16500

BAM Analyst: McGehee, Breanna

Budget Coordinator: Hickam, Michael - (503)986-2238

Cross Reference Number	Cross Reference Description	Package Number	Priority	Package Description	Package Group
002-00-00-00000	Elections Division	060	0	Technical Adjustments	Essential Packages
002-00-00-00000	Elections Division	080	0	May 2018 E-Board	Policy Packages
002-00-00-00000	Elections Division	105	0	Elections Staffing Needs	Policy Packages
002-00-00-00000	Elections Division	202	0	202 Continuation of Oregon Motor Voter Payments to Cou	Policy Packages
002-00-00-00000	Elections Division	207	0	Paid Return Postage on Ballots	Policy Packages
002-00-00-00000	Elections Division	208	0	Help America Vote Act	Policy Packages
002-00-00-00000	Elections Division	210	0	Voter Choices and Party Equity	Policy Packages
002-00-00-00000	Elections Division	211	0	Nonaffiliated Primary	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	032	0	Above Standard Inflation	Essential Packages
007-00-00-00000	Audits Division	033	0	Exceptional Inflation	Essential Packages
007-00-00-00000	Audits Division	040	0	Mandated Caseload	Essential Packages
007-00-00-00000	Audits Division	060	0	Technical Adjustments	Essential Packages
007-00-00-00000	Audits Division	080	0	May 2018 E-Board	Policy Packages
007-00-00-00000	Audits Division	103	0	Audits Staffing True Up	Policy Packages
007-00-00-00000	Audits Division	104	0	Audits Staffing Needs	Policy Packages
007-00-00-00000	Audits Division	109	0	Audits Medicaid Staffing	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

Secretary of State

**Summary Cross Reference Listing and Packages
2019-21 Biennium**

**Agency Number: 16500
BAM Analyst: McGehee, Breanna
Budget Coordinator: Hickam, Michael - (503)986-2238**

Cross Reference Number	Cross Reference Description	Package Number	Priority	Package Description	Package Group
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	032	0	Above Standard Inflation	Essential Packages
012-00-00-00000	Archives Division	033	0	Exceptional Inflation	Essential Packages
012-00-00-00000	Archives Division	040	0	Mandated Caseload	Essential Packages
012-00-00-00000	Archives Division	060	0	Technical Adjustments	Essential Packages
012-00-00-00000	Archives Division	080	0	May 2018 E-Board	Policy Packages
012-00-00-00000	Archives Division	108	0	Archives Staffing True Up	Policy Packages
012-00-00-00000	Archives Division	203	0	Archives Bldg.- Compact Shelving	Policy Packages
012-00-00-00000	Archives Division	209	0	Archives Generator	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	032	0	Above Standard Inflation	Essential Packages
036-00-00-00000	Corporation Division	033	0	Exceptional Inflation	Essential Packages
036-00-00-00000	Corporation Division	040	0	Mandated Caseload	Essential Packages
036-00-00-00000	Corporation Division	060	0	Technical Adjustments	Essential Packages
036-00-00-00000	Corporation Division	080	0	May 2018 E-Board	Policy Packages
036-00-00-00000	Corporation Division	106	0	Corporations Staffing True Up	Policy Packages
036-00-00-00000	Corporation Division	107	0	Corporations Staffing Needs	Policy Packages
036-00-00-00000	Corporation Division	201	0	Corporations Merchant Fees	Policy Packages

Secretary of State

**Summary Cross Reference Listing and Packages
2019-21 Biennium**

**Agency Number: 16500
BAM Analyst: McGehee, Breanna
Budget Coordinator: Hickam, Michael - (503)986-2238**

<i>Cross Reference Number</i>	<i>Cross Reference Description</i>	<i>Package Number</i>	<i>Priority</i>	<i>Package Description</i>	<i>Package Group</i>
060-00-00-00000	Governor's Adjustment	010	0	Non-PICS Psnl Svc / Vacancy Factor	Essential Packages
060-00-00-00000	Governor's Adjustment	021	0	Phase - In	Essential Packages
060-00-00-00000	Governor's Adjustment	022	0	Phase-out Pgm & One-time Costs	Essential Packages
060-00-00-00000	Governor's Adjustment	031	0	Standard Inflation	Essential Packages
060-00-00-00000	Governor's Adjustment	032	0	Above Standard Inflation	Essential Packages
060-00-00-00000	Governor's Adjustment	033	0	Exceptional Inflation	Essential Packages
060-00-00-00000	Governor's Adjustment	040	0	Mandated Caseload	Essential Packages
060-00-00-00000	Governor's Adjustment	060	0	Technical Adjustments	Essential Packages
060-00-00-00000	Governor's Adjustment	080	0	May 2018 E-Board	Policy Packages

Secretary of State

**Policy Package List by Priority
2019-21 Biennium**

Agency Number: 16500

BAM Analyst: McGehee, Breanna

Budget Coordinator: Hickam, Michael - (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	080	May 2018 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
			060-00-00-00000	Governor's Adjustment
	101	ASD Staffing True Up	001-00-00-00000	Administrative Services Division
	102	ASD Staffing Needs	001-00-00-00000	Administrative Services Division
	103	Audits Staffing True Up	007-00-00-00000	Audits Division
	104	Audits Staffing Needs	007-00-00-00000	Audits Division
	105	Elections Staffing Needs	002-00-00-00000	Elections Division
	106	Corporations Staffing True Up	036-00-00-00000	Corporation Division
	107	Corporations Staffing Needs	036-00-00-00000	Corporation Division
	108	Archives Staffing True Up	012-00-00-00000	Archives Division
	109	Audits Medicaid Staffing	007-00-00-00000	Audits Division
	110	SOS Internal Auditor	001-00-00-00000	Administrative Services Division
	201	Corporations Merchant Fees	036-00-00-00000	Corporation Division
	202	202 Continuation of Oregon Motor Voter Paym	002-00-00-00000	Elections Division
	203	Archives Bldg.- Compact Shelving	012-00-00-00000	Archives Division
	204	Exec S&S requests	001-00-00-00000	Administrative Services Division
	205	205 IT Cloud Migration	001-00-00-00000	Administrative Services Division
	206	IT Security	001-00-00-00000	Administrative Services Division
	207	Paid Return Postage on Ballots	002-00-00-00000	Elections Division

Secretary of State

**Policy Package List by Priority
2019-21 Biennium**

Agency Number: 16500

BAM Analyst: McGehee, Breanna

Budget Coordinator: Hickam, Michael - (503)986-2238

Priority	Policy Pkg Number	Policy Pkg Description	Summary Cross Reference Number	Cross Reference Description
0	208	Help America Vote Act	002-00-00-00000	Elections Division
	209	Archives Generator	012-00-00-00000	Archives Division
	210	Voter Choices and Party Equity	002-00-00-00000	Elections Division
	211	Nonaffiliated Primary	002-00-00-00000	Elections Division

DESCRIPTION	2015-17 Actuals	2017-19 Leg Adopted Budget	2017-19 Emergency Boards	2017-19 Leg Approved Budget	2019-21 Base Budget	2019-21 Current Service Level
BEGINNING BALANCE						
0025 Beginning Balance						
3400 Other Funds Ltd	12,281,591	7,960,127	-	7,960,127	9,385,045	9,385,045
6400 Federal Funds Ltd	7,674,866	5,516,216	-	5,516,216	5,500,000	5,500,000
All Funds	19,956,457	13,476,343	-	13,476,343	14,885,045	14,885,045
0030 Beginning Balance Adjustment						
3400 Other Funds Ltd	-	1,018,739	-	1,018,739	-	-
TOTAL BEGINNING BALANCE						
3400 Other Funds Ltd	12,281,591	8,978,866	-	8,978,866	9,385,045	9,385,045
6400 Federal Funds Ltd	7,674,866	5,516,216	-	5,516,216	5,500,000	5,500,000
TOTAL BEGINNING BALANCE	\$19,956,457	\$14,495,082	-	\$14,495,082	\$14,885,045	\$14,885,045

REVENUE CATEGORIES

GENERAL FUND APPROPRIATION

0050 General Fund Appropriation

8000 General Fund	10,286,479	10,426,561	2,222,574	12,649,135	13,086,566	11,261,921
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LICENSES AND FEES

0205 Business Lic and Fees

3400 Other Funds Ltd	15,835,994	14,899,839	2,000,000	16,899,839	17,714,505	17,714,505
8800 General Fund Revenue	66,447,726	62,319,357	-	62,319,357	70,858,021	70,858,021
All Funds	82,283,720	77,219,196	2,000,000	79,219,196	88,572,526	88,572,526

DESCRIPTION	2015-17 Actuals	2017-19 Leg Adopted Budget	2017-19 Emergency Boards	2017-19 Leg Approved Budget	2019-21 Base Budget	2019-21 Current Service Level
0210 Non-business Lic. and Fees						
3400 Other Funds Ltd	2,948,936	2,676,771	-	2,676,771	2,910,299	2,910,299
8800 General Fund Revenue	666,724	657,511	-	657,511	657,511	657,511
All Funds	3,615,660	3,334,282	-	3,334,282	3,567,810	3,567,810
TOTAL LICENSES AND FEES						
3400 Other Funds Ltd	18,784,930	17,576,610	2,000,000	19,576,610	20,624,804	20,624,804
8800 General Fund Revenue	67,114,450	62,976,868	-	62,976,868	71,515,532	71,515,532
TOTAL LICENSES AND FEES	\$85,899,380	\$80,553,478	\$2,000,000	\$82,553,478	\$92,140,336	\$92,140,336
CHARGES FOR SERVICES						
0410 Charges for Services						
3400 Other Funds Ltd	32,900,791	37,956,857	-	37,956,857	43,345,957	43,345,957
FINES, RENTS AND ROYALTIES						
0505 Fines and Forfeitures						
8800 General Fund Revenue	274,241	224,419	-	224,419	224,419	224,419
INTEREST EARNINGS						
0605 Interest Income						
6400 Federal Funds Ltd	117,493	-	-	-	-	-
SALES INCOME						
0705 Sales Income						
3400 Other Funds Ltd	145,738	219,532	-	219,532	145,000	145,000

DESCRIPTION	2015-17 Actuals	2017-19 Leg Adopted Budget	2017-19 Emergency Boards	2017-19 Leg Approved Budget	2019-21 Base Budget	2019-21 Current Service Level
DONATIONS AND CONTRIBUTIONS						
0905 Donations						
3400 Other Funds Ltd	(980)	-	-	-	-	-
6400 Federal Funds Ltd	31	-	-	-	-	-
All Funds	(949)	-	-	-	-	-
0910 Grants (Non-Fed)						
3400 Other Funds Ltd	500	-	-	-	-	-
TOTAL DONATIONS AND CONTRIBUTIONS						
3400 Other Funds Ltd	(480)	-	-	-	-	-
6400 Federal Funds Ltd	31	-	-	-	-	-
TOTAL DONATIONS AND CONTRIBUTIONS	(\$449)	-	-	-	-	-
OTHER						
0975 Other Revenues						
3400 Other Funds Ltd	1,027,850	1,013,990	-	1,013,990	1,013,990	1,013,990
FEDERAL FUNDS REVENUE						
0995 Federal Funds						
6400 Federal Funds Ltd	100,774	187,092	-	187,092	43,222	43,222
TRANSFERS IN						
1010 Transfer In - Intrafund						
3400 Other Funds Ltd	16,919,023	17,933,743	286,551	18,220,294	20,162,388	20,162,388

DESCRIPTION	2015-17 Actuals	2017-19 Leg Adopted Budget	2017-19 Emergency Boards	2017-19 Leg Approved Budget	2019-21 Base Budget	2019-21 Current Service Level
REVENUES						
8000 General Fund	10,286,479	10,426,561	2,222,574	12,649,135	13,086,566	11,261,921
3400 Other Funds Ltd	69,777,852	74,700,732	2,286,551	76,987,283	85,292,139	85,292,139
8800 General Fund Revenue	67,388,691	63,201,287	-	63,201,287	71,739,951	71,739,951
6400 Federal Funds Ltd	218,298	187,092	-	187,092	43,222	43,222
TOTAL REVENUES	\$147,671,320	\$148,515,672	\$4,509,125	\$153,024,797	\$170,161,878	\$168,337,233
TRANSFERS OUT						
2010 Transfer Out - Intrafund						
3400 Other Funds Ltd	(16,726,438)	(17,933,743)	(286,551)	(18,220,294)	(20,162,388)	(20,162,388)
2060 Transfer to General Fund						
8800 General Fund Revenue	(67,388,691)	(63,201,287)	-	(63,201,287)	(71,739,951)	(71,739,951)
2629 Tsfr To Forestry, Dept of						
3400 Other Funds Ltd	(14,999)	-	-	-	-	-
TOTAL TRANSFERS OUT						
3400 Other Funds Ltd	(16,741,437)	(17,933,743)	(286,551)	(18,220,294)	(20,162,388)	(20,162,388)
8800 General Fund Revenue	(67,388,691)	(63,201,287)	-	(63,201,287)	(71,739,951)	(71,739,951)
TOTAL TRANSFERS OUT	(\$84,130,128)	(\$81,135,030)	(\$286,551)	(\$81,421,581)	(\$91,902,339)	(\$91,902,339)
AVAILABLE REVENUES						
8000 General Fund	10,286,479	10,426,561	2,222,574	12,649,135	13,086,566	11,261,921
3400 Other Funds Ltd	65,318,006	65,745,855	2,000,000	67,745,855	74,514,796	74,514,796

DESCRIPTION	2015-17 Actuals	2017-19 Leg Adopted Budget	2017-19 Emergency Boards	2017-19 Leg Approved Budget	2019-21 Base Budget	2019-21 Current Service Level
6400 Federal Funds Ltd	7,893,164	5,703,308	-	5,703,308	5,543,222	5,543,222
TOTAL AVAILABLE REVENUES	\$83,497,649	\$81,875,724	\$4,222,574	\$86,098,298	\$93,144,584	\$91,319,939

EXPENDITURES

PERSONAL SERVICES

SALARIES & WAGES

3110 Class/Unclass Sal. and Per Diem

8000 General Fund	3,139,144	4,099,024	191,873	4,290,897	4,672,105	4,672,105
3400 Other Funds Ltd	23,175,266	26,394,467	1,065,596	27,460,063	29,366,151	29,366,151
6400 Federal Funds Ltd	422,219	567,840	38,642	606,482	532,440	532,440
All Funds	26,736,629	31,061,331	1,296,111	32,357,442	34,570,696	34,570,696

3160 Temporary Appointments

8000 General Fund	216,014	276,420	(45,900)	230,520	230,520	239,280
3400 Other Funds Ltd	154,078	234,254	-	234,254	234,254	243,156
All Funds	370,092	510,674	(45,900)	464,774	464,774	482,436

3170 Overtime Payments

8000 General Fund	10,612	26,344	-	26,344	26,344	27,345
3400 Other Funds Ltd	88,667	-	-	-	-	-
6400 Federal Funds Ltd	439	-	-	-	-	-
All Funds	99,718	26,344	-	26,344	26,344	27,345

3190 All Other Differential

DESCRIPTION	2015-17 Actuals	2017-19 Leg Adopted Budget	2017-19 Emergency Boards	2017-19 Leg Approved Budget	2019-21 Base Budget	2019-21 Current Service Level
8000 General Fund	64,074	-	-	-	-	-
3400 Other Funds Ltd	497,563	-	-	-	-	-
6400 Federal Funds Ltd	5,573	-	-	-	-	-
All Funds	567,210	-	-	-	-	-
TOTAL SALARIES & WAGES						
8000 General Fund	3,429,844	4,401,788	145,973	4,547,761	4,928,969	4,938,730
3400 Other Funds Ltd	23,915,574	26,628,721	1,065,596	27,694,317	29,600,405	29,609,307
6400 Federal Funds Ltd	428,231	567,840	38,642	606,482	532,440	532,440
TOTAL SALARIES & WAGES	\$27,773,649	\$31,598,349	\$1,250,211	\$32,848,560	\$35,061,814	\$35,080,477
OTHER PAYROLL EXPENSES						
3210 Empl. Rel. Bd. Assessments						
8000 General Fund	872	1,453	36	1,489	1,624	1,624
3400 Other Funds Ltd	7,256	10,399	36	10,435	11,000	11,000
6400 Federal Funds Ltd	159	228	-	228	244	244
All Funds	8,287	12,080	72	12,152	12,868	12,868
3220 Public Employees' Retire Cont						
8000 General Fund	548,568	787,530	17,095	804,625	797,331	797,501
3400 Other Funds Ltd	3,702,725	5,038,711	13,590	5,052,301	4,983,433	4,983,433
6400 Federal Funds Ltd	62,307	108,401	-	108,401	90,354	90,354
All Funds	4,313,600	5,934,642	30,685	5,965,327	5,871,118	5,871,288

DESCRIPTION	2015-17 Actuals	2017-19 Leg Adopted Budget	2017-19 Emergency Boards	2017-19 Leg Approved Budget	2019-21 Base Budget	2019-21 Current Service Level
3221 Pension Obligation Bond						
8000 General Fund	196,370	186,224	48,143	234,367	234,367	264,803
3400 Other Funds Ltd	1,375,754	1,549,271	(49,773)	1,499,498	1,499,498	1,655,070
6400 Federal Funds Ltd	24,828	32,956	(696)	32,260	32,260	30,008
All Funds	1,596,952	1,768,451	(2,326)	1,766,125	1,766,125	1,949,881
3230 Social Security Taxes						
8000 General Fund	258,653	331,614	6,851	338,465	371,555	372,302
3400 Other Funds Ltd	1,781,159	2,024,936	5,446	2,030,382	2,243,805	2,244,487
6400 Federal Funds Ltd	32,317	43,440	-	43,440	40,732	40,732
All Funds	2,072,129	2,399,990	12,297	2,412,287	2,656,092	2,657,521
3240 Unemployment Assessments						
8000 General Fund	39,894	245	-	245	245	254
3400 Other Funds Ltd	36,756	-	-	-	-	-
All Funds	76,650	245	-	245	245	254
3250 Worker's Comp. Assess. (WCD)						
8000 General Fund	1,332	1,828	43	1,871	1,605	1,605
3400 Other Funds Ltd	9,908	12,581	43	12,624	10,459	10,459
6400 Federal Funds Ltd	209	276	-	276	232	232
All Funds	11,449	14,685	86	14,771	12,296	12,296
3260 Mass Transit Tax						

DESCRIPTION	2015-17 Actuals	2017-19 Leg Adopted Budget	2017-19 Emergency Boards	2017-19 Leg Approved Budget	2019-21 Base Budget	2019-21 Current Service Level
8000 General Fund	20,425	22,949	537	23,486	23,486	29,631
3400 Other Funds Ltd	143,071	162,968	427	163,395	163,395	177,656
All Funds	163,496	185,917	964	186,881	186,881	207,287
3270 Flexible Benefits						
8000 General Fund	634,759	883,653	53,598	937,251	967,809	967,809
3400 Other Funds Ltd	5,059,899	6,079,404	246,242	6,325,646	6,350,463	6,350,463
6400 Federal Funds Ltd	110,156	133,344	4,944	138,288	140,736	140,736
All Funds	5,804,814	7,096,401	304,784	7,401,185	7,459,008	7,459,008
TOTAL OTHER PAYROLL EXPENSES						
8000 General Fund	1,700,873	2,215,496	126,303	2,341,799	2,398,022	2,435,529
3400 Other Funds Ltd	12,116,528	14,878,270	216,011	15,094,281	15,262,053	15,432,568
6400 Federal Funds Ltd	229,976	318,645	4,248	322,893	304,558	302,306
TOTAL OTHER PAYROLL EXPENSES	\$14,047,377	\$17,412,411	\$346,562	\$17,758,973	\$17,964,633	\$18,170,403
P.S. BUDGET ADJUSTMENTS						
3455 Vacancy Savings						
8000 General Fund	-	(203,112)	-	(203,112)	(203,112)	(3,013)
3400 Other Funds Ltd	-	(1,319,023)	-	(1,319,023)	(1,319,023)	(539,336)
All Funds	-	(1,522,135)	-	(1,522,135)	(1,522,135)	(542,349)
TOTAL PERSONAL SERVICES						
8000 General Fund	5,130,717	6,414,172	272,276	6,686,448	7,123,879	7,371,246

DESCRIPTION	2015-17 Actuals	2017-19 Leg Adopted Budget	2017-19 Emergency Boards	2017-19 Leg Approved Budget	2019-21 Base Budget	2019-21 Current Service Level
3400 Other Funds Ltd	36,032,102	40,187,968	1,281,607	41,469,575	43,543,435	44,502,539
6400 Federal Funds Ltd	658,207	886,485	42,890	929,375	836,998	834,746
TOTAL PERSONAL SERVICES	\$41,821,026	\$47,488,625	\$1,596,773	\$49,085,398	\$51,504,312	\$52,708,531

SERVICES & SUPPLIES

4100 Instate Travel

8000 General Fund	24,691	24,277	(1,490)	22,787	22,787	23,653
3400 Other Funds Ltd	83,416	131,904	634	132,538	132,538	136,917
6400 Federal Funds Ltd	12,435	65,375	-	65,375	65,375	67,859
All Funds	120,542	221,556	(856)	220,700	220,700	228,429

4125 Out of State Travel

8000 General Fund	18,485	20,006	-	20,006	20,006	20,766
3400 Other Funds Ltd	25,231	91,356	-	91,356	91,356	94,828
6400 Federal Funds Ltd	-	15,500	-	15,500	15,500	16,089
All Funds	43,716	126,862	-	126,862	126,862	131,683

4150 Employee Training

8000 General Fund	24,296	24,689	1,983	26,672	26,672	28,178
3400 Other Funds Ltd	250,650	356,777	1,902	358,679	358,679	370,334
6400 Federal Funds Ltd	-	9,692	-	9,692	9,692	10,060
All Funds	274,946	391,158	3,885	395,043	395,043	408,572

4175 Office Expenses

DESCRIPTION	2015-17 Actuals	2017-19 Leg Adopted Budget	2017-19 Emergency Boards	2017-19 Leg Approved Budget	2019-21 Base Budget	2019-21 Current Service Level
8000 General Fund	669,961	473,935	384,731	858,666	858,666	721,575
3400 Other Funds Ltd	803,972	1,067,141	1,902	1,069,043	1,069,043	1,102,692
6400 Federal Funds Ltd	400	76,593	(42,616)	33,977	33,977	36,036
All Funds	1,474,333	1,617,669	344,017	1,961,686	1,961,686	1,860,303
4200 Telecommunications						
8000 General Fund	30,376	31,985	1,699	33,684	33,684	34,964
3400 Other Funds Ltd	440,876	365,787	2,536	368,323	368,323	379,686
6400 Federal Funds Ltd	64,848	104,250	-	104,250	104,250	108,212
All Funds	536,100	502,022	4,235	506,257	506,257	522,862
4225 State Gov. Service Charges						
8000 General Fund	420,250	332,478	(32,651)	299,827	299,827	412,073
3400 Other Funds Ltd	1,380,570	1,299,302	(127,854)	1,171,448	1,171,448	1,533,745
6400 Federal Funds Ltd	20,602	(135,241)	160,505	25,264	25,264	25,264
All Funds	1,821,422	1,496,539	-	1,496,539	1,496,539	1,971,082
4250 Data Processing						
8000 General Fund	165,291	20,020	-	20,020	20,020	20,780
3400 Other Funds Ltd	922,998	424,594	-	424,594	424,594	440,729
6400 Federal Funds Ltd	187,460	108,699	-	108,699	108,699	112,829
All Funds	1,275,749	553,313	-	553,313	553,313	574,338
4275 Publicity and Publications						

DESCRIPTION	2015-17 Actuals	2017-19 Leg Adopted Budget	2017-19 Emergency Boards	2017-19 Leg Approved Budget	2019-21 Base Budget	2019-21 Current Service Level
8000 General Fund	951,178	722,648	126,794	849,442	849,442	685,474
3400 Other Funds Ltd	243,153	416,780	318	417,098	417,098	432,618
6400 Federal Funds Ltd	-	27,328	-	27,328	27,328	30,053
All Funds	1,194,331	1,166,756	127,112	1,293,868	1,293,868	1,148,145
4300 Professional Services						
8000 General Fund	173,732	549,105	1,827	550,932	550,932	571,455
3400 Other Funds Ltd	2,052,989	2,188,874	-	2,188,874	2,188,874	2,280,806
6400 Federal Funds Ltd	418,176	933,447	-	933,447	933,447	972,994
All Funds	2,644,897	3,671,426	1,827	3,673,253	3,673,253	3,825,255
4315 IT Professional Services						
8000 General Fund	843,151	714,146	(200,000)	514,146	514,146	536,453
3400 Other Funds Ltd	2,230,324	4,065,872	-	4,065,872	4,065,872	4,142,860
6400 Federal Funds Ltd	299,829	1,871,998	-	1,871,998	1,871,998	2,061,783
All Funds	3,373,304	6,652,016	(200,000)	6,452,016	6,452,016	6,741,096
4325 Attorney General						
8000 General Fund	649,718	377,264	-	377,264	377,264	453,245
3400 Other Funds Ltd	149,107	182,777	-	182,777	182,777	219,589
6400 Federal Funds Ltd	8,918	72,858	-	72,858	72,858	87,531
All Funds	807,743	632,899	-	632,899	632,899	760,365
4375 Employee Recruitment and Develop						

DESCRIPTION	2015-17 Actuals	2017-19 Leg Adopted Budget	2017-19 Emergency Boards	2017-19 Leg Approved Budget	2019-21 Base Budget	2019-21 Current Service Level
8000 General Fund	532	5,991	708	6,699	6,699	6,954
3400 Other Funds Ltd	25,165	28,770	529	29,299	29,299	29,863
6400 Federal Funds Ltd	-	7	-	7	7	7
All Funds	25,697	34,768	1,237	36,005	36,005	36,824
4400 Dues and Subscriptions						
8000 General Fund	6,673	2,715	411	3,126	3,126	3,244
3400 Other Funds Ltd	102,745	28,877	318	29,195	29,195	29,974
6400 Federal Funds Ltd	70,066	4,750	-	4,750	4,750	4,931
All Funds	179,484	36,342	729	37,071	37,071	38,149
4425 Facilities Rental and Taxes						
8000 General Fund	247,708	286,863	2,677	289,540	289,540	309,887
3400 Other Funds Ltd	3,135,196	3,598,309	3,804	3,602,113	3,602,113	3,725,700
6400 Federal Funds Ltd	18,368	36,265	-	36,265	36,265	37,643
All Funds	3,401,272	3,921,437	6,481	3,927,918	3,927,918	4,073,230
4450 Fuels and Utilities						
3400 Other Funds Ltd	59,384	68,726	-	68,726	68,726	71,338
4475 Facilities Maintenance						
8000 General Fund	9,976	-	-	-	-	-
3400 Other Funds Ltd	59,467	-	-	-	-	-
All Funds	69,443	-	-	-	-	-

DESCRIPTION	2015-17 Actuals	2017-19 Leg Adopted Budget	2017-19 Emergency Boards	2017-19 Leg Approved Budget	2019-21 Base Budget	2019-21 Current Service Level
4575 Agency Program Related S and S						
8000 General Fund	1,141	-	-	-	-	-
3400 Other Funds Ltd	2,274	19,137	-	19,137	19,137	19,864
6400 Federal Funds Ltd	220	-	-	-	-	-
All Funds	3,635	19,137	-	19,137	19,137	19,864
4600 Intra-agency Charges						
3400 Other Funds Ltd	540	-	-	-	-	-
4650 Other Services and Supplies						
8000 General Fund	20,809	(327,883)	348,336	20,453	20,453	21,230
3400 Other Funds Ltd	1,469,741	1,271,516	634	1,272,150	1,272,150	1,324,835
6400 Federal Funds Ltd	-	13,086	-	13,086	13,086	13,584
All Funds	1,490,550	956,719	348,970	1,305,689	1,305,689	1,359,649
4700 Expendable Prop 250 - 5000						
8000 General Fund	25,574	13,017	5,310	18,327	18,327	19,024
3400 Other Funds Ltd	81,768	164,925	5,707	170,632	170,632	171,192
6400 Federal Funds Ltd	-	26,446	-	26,446	26,446	27,451
All Funds	107,342	204,388	11,017	215,405	215,405	217,667
4715 IT Expendable Property						
8000 General Fund	137,334	20,925	-	20,925	20,925	21,720
3400 Other Funds Ltd	921,896	438,592	-	438,592	438,592	455,259

DESCRIPTION	2015-17 Actuals	2017-19 Leg Adopted Budget	2017-19 Emergency Boards	2017-19 Leg Approved Budget	2019-21 Base Budget	2019-21 Current Service Level
6400 Federal Funds Ltd	21,472	337,024	-	337,024	337,024	236,301
All Funds	1,080,702	796,541	-	796,541	796,541	713,280
TOTAL SERVICES & SUPPLIES						
8000 General Fund	4,420,876	3,292,181	640,335	3,932,516	3,932,516	3,890,675
3400 Other Funds Ltd	14,441,462	16,210,016	(109,570)	16,100,446	16,100,446	16,962,829
6400 Federal Funds Ltd	1,122,794	3,568,077	117,889	3,685,966	3,685,966	3,848,627
TOTAL SERVICES & SUPPLIES	\$19,985,132	\$23,070,274	\$648,654	\$23,718,928	\$23,718,928	\$24,702,131

CAPITAL OUTLAY

5100 Office Furniture and Fixtures

8000 General Fund	1,395	-	-	-	-	-
3400 Other Funds Ltd	12,308	113,947	-	113,947	113,947	118,277
All Funds	13,703	113,947	-	113,947	113,947	118,277

5150 Telecommunications Equipment

3400 Other Funds Ltd	187,459	103,259	-	103,259	103,259	107,183
6400 Federal Funds Ltd	-	15,929	-	15,929	15,929	16,534
All Funds	187,459	119,188	-	119,188	119,188	123,717

5200 Technical Equipment

3400 Other Funds Ltd	-	267,300	-	267,300	267,300	277,458
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5550 Data Processing Software

3400 Other Funds Ltd	19,757	62,125	-	62,125	62,125	64,486
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DESCRIPTION	2015-17 Actuals	2017-19 Leg Adopted Budget	2017-19 Emergency Boards	2017-19 Leg Approved Budget	2019-21 Base Budget	2019-21 Current Service Level
6400 Federal Funds Ltd	-	238,529	-	238,529	238,529	247,593
All Funds	19,757	300,654	-	300,654	300,654	312,079
5600 Data Processing Hardware						
8000 General Fund	12,091	-	-	-	-	-
3400 Other Funds Ltd	224,194	22,400	-	22,400	22,400	23,251
6400 Federal Funds Ltd	5,072	12,367	-	12,367	12,367	12,837
All Funds	241,357	34,767	-	34,767	34,767	36,088
5900 Other Capital Outlay						
3400 Other Funds Ltd	592,708	31,467	-	31,467	31,467	32,663
TOTAL CAPITAL OUTLAY						
8000 General Fund	13,486	-	-	-	-	-
3400 Other Funds Ltd	1,036,426	600,498	-	600,498	600,498	623,318
6400 Federal Funds Ltd	5,072	266,825	-	266,825	266,825	276,964
TOTAL CAPITAL OUTLAY	\$1,054,984	\$867,323	-	\$867,323	\$867,323	\$900,282

SPECIAL PAYMENTS

6020 Dist to Counties

8000 General Fund	-	720,208	1,309,963	2,030,171	2,030,171	-
6400 Federal Funds Ltd	25,958	-	-	-	-	-
All Funds	25,958	720,208	1,309,963	2,030,171	2,030,171	-

6030 Dist to Non-Gov Units

Secretary of State

Agency Number: 16500

Agency Worksheet - Revenues & Expenditures
 2019-21 Biennium
 Secretary of State

Version: V - 01 - Agency Request Budget
 Cross Reference Number: 16500-000-00-00-00000

DESCRIPTION	2015-17 Actuals	2017-19 Leg Adopted Budget	2017-19 Emergency Boards	2017-19 Leg Approved Budget	2019-21 Base Budget	2019-21 Current Service Level
6400 Federal Funds Ltd	33,341	-	-	-	-	-
6085 Other Special Payments						
8000 General Fund	720,621	-	-	-	-	-
TOTAL SPECIAL PAYMENTS						
8000 General Fund	720,621	720,208	1,309,963	2,030,171	2,030,171	-
6400 Federal Funds Ltd	59,299	-	-	-	-	-
TOTAL SPECIAL PAYMENTS	\$779,920	\$720,208	\$1,309,963	\$2,030,171	\$2,030,171	-
EXPENDITURES						
8000 General Fund	10,285,700	10,426,561	2,222,574	12,649,135	13,086,566	11,261,921
3400 Other Funds Ltd	51,509,990	56,998,482	1,172,037	58,170,519	60,244,379	62,088,686
6400 Federal Funds Ltd	1,845,372	4,721,387	160,779	4,882,166	4,789,789	4,960,337
TOTAL EXPENDITURES	\$63,641,062	\$72,146,430	\$3,555,390	\$75,701,820	\$78,120,734	\$78,310,944
REVERSIONS						
9900 Reversions						
8000 General Fund	(779)	-	-	-	-	-
ENDING BALANCE						
8000 General Fund	-	-	-	-	-	-
3400 Other Funds Ltd	13,808,016	8,747,373	827,963	9,575,336	14,270,417	12,426,110
6400 Federal Funds Ltd	6,047,792	981,921	(160,779)	821,142	753,433	582,885
TOTAL ENDING BALANCE	\$19,855,808	\$9,729,294	\$667,184	\$10,396,478	\$15,023,850	\$13,008,995

<i>DESCRIPTION</i>	<i>2015-17 Actuals</i>	<i>2017-19 Leg Adopted Budget</i>	<i>2017-19 Emergency Boards</i>	<i>2017-19 Leg Approved Budget</i>	<i>2019-21 Base Budget</i>	<i>2019-21 Current Service Level</i>
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AUTHORIZED POSITIONS

8150 Class/Unclass Positions	210	213	2	215	212	212
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AUTHORIZED FTE POSITIONS

8250 Class/Unclass FTE Positions	208.46	212.77	1.26	214.03	211.64	211.64
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DESCRIPTION	2015-17 Actuals	2017-19 Leg Adopted Budget	2017-19 Emergency Boards	2017-19 Leg Approved Budget	2019-21 Base Budget	2019-21 Current Service Level
BEGINNING BALANCE						
0025 Beginning Balance						
3400 Other Funds Ltd	2,624,676	2,442,466	-	2,442,466	1,742,546	1,742,546
REVENUE CATEGORIES						
GENERAL FUND APPROPRIATION						
0050 General Fund Appropriation						
8000 General Fund	1,834,002	2,536,161	586,930	3,123,091	3,346,948	3,456,717
CHARGES FOR SERVICES						
0410 Charges for Services						
3400 Other Funds Ltd	12,083	-	-	-	-	-
TRANSFERS IN						
1010 Transfer In - Intrafund						
3400 Other Funds Ltd	16,606,423	17,933,743	286,551	18,220,294	20,162,388	20,162,388
REVENUES						
8000 General Fund	1,834,002	2,536,161	586,930	3,123,091	3,346,948	3,456,717
3400 Other Funds Ltd	16,618,506	17,933,743	286,551	18,220,294	20,162,388	20,162,388
TOTAL REVENUES	\$18,452,508	\$20,469,904	\$873,481	\$21,343,385	\$23,509,336	\$23,619,105
TRANSFERS OUT						
2010 Transfer Out - Intrafund						
3400 Other Funds Ltd	(500,000)	-	-	-	-	-

Agency Worksheet - Revenues & Expenditures
 2019-21 Biennium
 Administrative Services Division

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DESCRIPTION	2015-17 Actuals	2017-19 Leg Adopted Budget	2017-19 Emergency Boards	2017-19 Leg Approved Budget	2019-21 Base Budget	2019-21 Current Service Level
2629 Tsfr To Forestry, Dept of						
3400 Other Funds Ltd	(14,999)	-	-	-	-	-
TOTAL TRANSFERS OUT						
3400 Other Funds Ltd	(514,999)	-	-	-	-	-
TOTAL TRANSFERS OUT	(\$514,999)	-	-	-	-	-
AVAILABLE REVENUES						
8000 General Fund	1,834,002	2,536,161	586,930	3,123,091	3,346,948	3,456,717
3400 Other Funds Ltd	18,728,183	20,376,209	286,551	20,662,760	21,904,934	21,904,934
TOTAL AVAILABLE REVENUES	\$20,562,185	\$22,912,370	\$873,481	\$23,785,851	\$25,251,882	\$25,361,651
EXPENDITURES						
PERSONAL SERVICES						
SALARIES & WAGES						
3110 Class/Unclass Sal. and Per Diem						
8000 General Fund	1,030,788	1,780,912	118,575	1,899,487	2,088,697	2,088,697
3400 Other Funds Ltd	8,290,735	8,487,164	336,039	8,823,203	9,448,737	9,448,737
All Funds	9,321,523	10,268,076	454,614	10,722,690	11,537,434	11,537,434
3160 Temporary Appointments						
8000 General Fund	-	29,005	-	29,005	29,005	30,108
3400 Other Funds Ltd	37,471	-	-	-	-	-
All Funds	37,471	29,005	-	29,005	29,005	30,108

DESCRIPTION	2015-17 Actuals	2017-19 Leg Adopted Budget	2017-19 Emergency Boards	2017-19 Leg Approved Budget	2019-21 Base Budget	2019-21 Current Service Level
3170 Overtime Payments						
8000 General Fund	106	-	-	-	-	-
3400 Other Funds Ltd	12,608	-	-	-	-	-
All Funds	12,714	-	-	-	-	-
3190 All Other Differential						
8000 General Fund	18,223	-	-	-	-	-
3400 Other Funds Ltd	176,121	-	-	-	-	-
All Funds	194,344	-	-	-	-	-
TOTAL SALARIES & WAGES						
8000 General Fund	1,049,117	1,809,917	118,575	1,928,492	2,117,702	2,118,805
3400 Other Funds Ltd	8,516,935	8,487,164	336,039	8,823,203	9,448,737	9,448,737
TOTAL SALARIES & WAGES	\$9,566,052	\$10,297,081	\$454,614	\$10,751,695	\$11,566,439	\$11,567,542
OTHER PAYROLL EXPENSES						
3210 Empl. Rel. Bd. Assessments						
8000 General Fund	210	541	36	577	648	648
3400 Other Funds Ltd	2,100	2,993	36	3,029	3,195	3,195
All Funds	2,310	3,534	72	3,606	3,843	3,843
3220 Public Employees' Retire Cont						
8000 General Fund	180,354	339,975	17,095	357,070	354,455	354,455
3400 Other Funds Ltd	1,313,724	1,620,202	13,590	1,633,792	1,603,448	1,603,448

Agency Worksheet - Revenues & Expenditures
 2019-21 Biennium
 Administrative Services Division

Version: V - 01 - Agency Request Budget
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DESCRIPTION	2015-17 Actuals	2017-19 Leg Adopted Budget	2017-19 Emergency Boards	2017-19 Leg Approved Budget	2019-21 Base Budget	2019-21 Current Service Level
All Funds	1,494,078	1,960,177	30,685	1,990,862	1,957,903	1,957,903
3221 Pension Obligation Bond						
8000 General Fund	62,020	50,157	51,019	101,176	101,176	117,718
3400 Other Funds Ltd	484,900	515,828	(33,663)	482,165	482,165	532,529
All Funds	546,920	565,985	17,356	583,341	583,341	650,247
3230 Social Security Taxes						
8000 General Fund	78,181	136,586	6,851	143,437	159,952	160,037
3400 Other Funds Ltd	635,542	641,213	5,446	646,659	712,908	712,908
All Funds	713,723	777,799	12,297	790,096	872,860	872,945
3240 Unemployment Assessments						
8000 General Fund	-	26	-	26	26	27
3400 Other Funds Ltd	11,156	-	-	-	-	-
All Funds	11,156	26	-	26	26	27
3250 Worker's Comp. Assess. (WCD)						
8000 General Fund	370	724	43	767	677	677
3400 Other Funds Ltd	3,195	3,623	43	3,666	3,035	3,035
All Funds	3,565	4,347	86	4,433	3,712	3,712
3260 Mass Transit Tax						
8000 General Fund	6,684	7,397	537	7,934	7,934	12,712
3400 Other Funds Ltd	50,625	54,119	427	54,546	54,546	56,692

DESCRIPTION	2015-17 Actuals	2017-19 Leg Adopted Budget	2017-19 Emergency Boards	2017-19 Leg Approved Budget	2019-21 Base Budget	2019-21 Current Service Level
All Funds	57,309	61,516	964	62,480	62,480	69,404
3270 Flexible Benefits						
8000 General Fund	180,328	350,277	33,822	384,099	404,865	404,865
3400 Other Funds Ltd	1,601,740	1,749,891	85,716	1,835,607	1,846,911	1,846,911
All Funds	1,782,068	2,100,168	119,538	2,219,706	2,251,776	2,251,776
TOTAL OTHER PAYROLL EXPENSES						
8000 General Fund	508,147	885,683	109,403	995,086	1,029,733	1,051,139
3400 Other Funds Ltd	4,102,982	4,587,869	71,595	4,659,464	4,706,208	4,758,718
TOTAL OTHER PAYROLL EXPENSES	\$4,611,129	\$5,473,552	\$180,998	\$5,654,550	\$5,735,941	\$5,809,857
P.S. BUDGET ADJUSTMENTS						
3455 Vacancy Savings						
8000 General Fund	-	(73,518)	-	(73,518)	(73,518)	(3,013)
3400 Other Funds Ltd	-	(356,581)	-	(356,581)	(356,581)	(268,162)
All Funds	-	(430,099)	-	(430,099)	(430,099)	(271,175)
TOTAL PERSONAL SERVICES						
8000 General Fund	1,557,264	2,622,082	227,978	2,850,060	3,073,917	3,166,931
3400 Other Funds Ltd	12,619,917	12,718,452	407,634	13,126,086	13,798,364	13,939,293
TOTAL PERSONAL SERVICES	\$14,177,181	\$15,340,534	\$635,612	\$15,976,146	\$16,872,281	\$17,106,224
SERVICES & SUPPLIES						
4100 Instate Travel						

Agency Worksheet - Revenues & Expenditures
 2019-21 Biennium
 Administrative Services Division

Version: V - 01 - Agency Request Budget
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DESCRIPTION	2015-17 Actuals	2017-19 Leg Adopted Budget	2017-19 Emergency Boards	2017-19 Leg Approved Budget	2019-21 Base Budget	2019-21 Current Service Level
8000 General Fund	6,970	9,481	510	9,991	9,991	10,371
3400 Other Funds Ltd	10,306	39,429	634	40,063	40,063	40,928
All Funds	17,276	48,910	1,144	50,054	50,054	51,299
4125 Out of State Travel						
8000 General Fund	7,327	4,731	-	4,731	4,731	4,911
3400 Other Funds Ltd	12,550	19,937	-	19,937	19,937	20,695
All Funds	19,877	24,668	-	24,668	24,668	25,606
4150 Employee Training						
8000 General Fund	7,421	15,219	1,983	17,202	17,202	18,348
3400 Other Funds Ltd	106,216	169,536	1,902	171,438	171,438	175,978
All Funds	113,637	184,755	3,885	188,640	188,640	194,326
4175 Office Expenses						
8000 General Fund	7,648	11,740	1,699	13,439	13,439	13,457
3400 Other Funds Ltd	73,936	122,336	1,902	124,238	124,238	126,985
All Funds	81,584	134,076	3,601	137,677	137,677	140,442
4200 Telecommunications						
8000 General Fund	6,252	12,974	1,699	14,673	14,673	15,231
3400 Other Funds Ltd	224,459	121,031	2,536	123,567	123,567	125,630
All Funds	230,711	134,005	4,235	138,240	138,240	140,861
4225 State Gov. Service Charges						

Agency Worksheet - Revenues & Expenditures
 2019-21 Biennium
 Administrative Services Division

Version: V - 01 - Agency Request Budget
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DESCRIPTION	2015-17 Actuals	2017-19 Leg Adopted Budget	2017-19 Emergency Boards	2017-19 Leg Approved Budget	2019-21 Base Budget	2019-21 Current Service Level
8000 General Fund	32,500	48,937	(4,806)	44,131	44,131	42,720
3400 Other Funds Ltd	254,815	385,303	(37,839)	347,464	347,464	413,692
All Funds	287,315	434,240	(42,645)	391,595	391,595	456,412
4250 Data Processing						
8000 General Fund	4,697	10,830	-	10,830	10,830	11,241
3400 Other Funds Ltd	583,080	330,781	-	330,781	330,781	343,351
All Funds	587,777	341,611	-	341,611	341,611	354,592
4275 Publicity and Publications						
8000 General Fund	1,561	4,052	425	4,477	4,477	4,647
3400 Other Funds Ltd	17,663	20,005	318	20,323	20,323	20,766
All Funds	19,224	24,057	743	24,800	24,800	25,413
4300 Professional Services						
8000 General Fund	9,555	688	-	688	688	4
3400 Other Funds Ltd	182,502	227,281	-	227,281	227,281	236,826
All Funds	192,057	227,969	-	227,969	227,969	236,830
4315 IT Professional Services						
8000 General Fund	27,295	30,114	-	30,114	30,114	32,092
3400 Other Funds Ltd	1,031,201	1,744,500	-	1,744,500	1,744,500	1,723,989
All Funds	1,058,496	1,774,614	-	1,774,614	1,774,614	1,756,081
4325 Attorney General						

DESCRIPTION	2015-17 Actuals	2017-19 Leg Adopted Budget	2017-19 Emergency Boards	2017-19 Leg Approved Budget	2019-21 Base Budget	2019-21 Current Service Level
3400 Other Funds Ltd	20,677	61,177	-	61,177	61,177	73,498
4375 Employee Recruitment and Develop						
8000 General Fund	96	4,943	708	5,651	5,651	5,866
3400 Other Funds Ltd	14,467	15,109	529	15,638	15,638	15,683
All Funds	14,563	20,052	1,237	21,289	21,289	21,549
4400 Dues and Subscriptions						
8000 General Fund	849	1,678	411	2,089	2,089	2,168
3400 Other Funds Ltd	58,174	12,587	318	12,905	12,905	13,065
All Funds	59,023	14,265	729	14,994	14,994	15,233
4425 Facilities Rental and Taxes						
8000 General Fund	60,674	84,429	2,677	87,106	87,106	99,761
3400 Other Funds Ltd	444,247	523,347	3,804	527,151	527,151	640,889
All Funds	504,921	607,776	6,481	614,257	614,257	740,650
4475 Facilities Maintenance						
3400 Other Funds Ltd	28,932	-	-	-	-	-
4575 Agency Program Related S and S						
3400 Other Funds Ltd	1,775	3,893	-	3,893	3,893	4,041
4650 Other Services and Supplies						
8000 General Fund	8,491	(336,423)	348,336	11,913	11,913	12,365
3400 Other Funds Ltd	29,136	49,156	634	49,790	49,790	51,024

DESCRIPTION	2015-17 Actuals	2017-19 Leg Adopted Budget	2017-19 Emergency Boards	2017-19 Leg Approved Budget	2019-21 Base Budget	2019-21 Current Service Level
All Funds	37,627	(287,267)	348,970	61,703	61,703	63,389
4700 Expendable Prop 250 - 5000						
8000 General Fund	14,818	10,686	5,310	15,996	15,996	16,604
3400 Other Funds Ltd	35,037	104,754	5,707	110,461	110,461	108,735
All Funds	49,855	115,440	11,017	126,457	126,457	125,339
4715 IT Expendable Property						
8000 General Fund	67,075	-	-	-	-	-
3400 Other Funds Ltd	529,455	182,479	-	182,479	182,479	189,414
All Funds	596,530	182,479	-	182,479	182,479	189,414
TOTAL SERVICES & SUPPLIES						
8000 General Fund	263,229	(85,921)	358,952	273,031	273,031	289,786
3400 Other Funds Ltd	3,658,628	4,132,641	(19,555)	4,113,086	4,113,086	4,325,189
TOTAL SERVICES & SUPPLIES	\$3,921,857	\$4,046,720	\$339,397	\$4,386,117	\$4,386,117	\$4,614,975
CAPITAL OUTLAY						
5100 Office Furniture and Fixtures						
8000 General Fund	1,395	-	-	-	-	-
3400 Other Funds Ltd	12,308	-	-	-	-	-
All Funds	13,703	-	-	-	-	-
5150 Telecommunications Equipment						
3400 Other Funds Ltd	187,459	103,259	-	103,259	103,259	107,183

DESCRIPTION	2015-17 Actuals	2017-19 Leg Adopted Budget	2017-19 Emergency Boards	2017-19 Leg Approved Budget	2019-21 Base Budget	2019-21 Current Service Level
5200 Technical Equipment						
3400 Other Funds Ltd	-	266,628	-	266,628	266,628	276,760
5550 Data Processing Software						
3400 Other Funds Ltd	19,757	62,125	-	62,125	62,125	64,486
5600 Data Processing Hardware						
8000 General Fund	12,091	-	-	-	-	-
3400 Other Funds Ltd	217,950	22,400	-	22,400	22,400	23,251
All Funds	230,041	22,400	-	22,400	22,400	23,251
5900 Other Capital Outlay						
3400 Other Funds Ltd	36,198	31,294	-	31,294	31,294	32,483
TOTAL CAPITAL OUTLAY						
8000 General Fund	13,486	-	-	-	-	-
3400 Other Funds Ltd	473,672	485,706	-	485,706	485,706	504,163
TOTAL CAPITAL OUTLAY	\$487,158	\$485,706	-	\$485,706	\$485,706	\$504,163
EXPENDITURES						
8000 General Fund	1,833,979	2,536,161	586,930	3,123,091	3,346,948	3,456,717
3400 Other Funds Ltd	16,752,217	17,336,799	388,079	17,724,878	18,397,156	18,768,645
TOTAL EXPENDITURES	\$18,586,196	\$19,872,960	\$975,009	\$20,847,969	\$21,744,104	\$22,225,362
REVERSIONS						
9900 Reversions						

DESCRIPTION	2015-17 Actuals	2017-19 Leg Adopted Budget	2017-19 Emergency Boards	2017-19 Leg Approved Budget	2019-21 Base Budget	2019-21 Current Service Level
8000 General Fund	(23)	-	-	-	-	-
ENDING BALANCE						
8000 General Fund	-	-	-	-	-	-
3400 Other Funds Ltd	1,975,966	3,039,410	(101,528)	2,937,882	3,507,778	3,136,289
TOTAL ENDING BALANCE	\$1,975,966	\$3,039,410	(\$101,528)	\$2,937,882	\$3,507,778	\$3,136,289
AUTHORIZED POSITIONS						
8150 Class/Unclass Positions	62	63	2	65	64	64
AUTHORIZED FTE POSITIONS						
8250 Class/Unclass FTE Positions	61.37	62.89	1.26	64.15	63.89	63.89

DESCRIPTION	2015-17 Actuals	2017-19 Leg Adopted Budget	2017-19 Emergency Boards	2017-19 Leg Approved Budget	2019-21 Base Budget	2019-21 Current Service Level
BEGINNING BALANCE						
0025 Beginning Balance						
3400 Other Funds Ltd	33,146	30,629	-	30,629	429,354	429,354
6400 Federal Funds Ltd	7,674,866	5,516,216	-	5,516,216	5,500,000	5,500,000
All Funds	7,708,012	5,546,845	-	5,546,845	5,929,354	5,929,354
REVENUE CATEGORIES						
GENERAL FUND APPROPRIATION						
0050 General Fund Appropriation						
8000 General Fund	8,452,477	7,890,400	1,635,644	9,526,044	9,739,618	7,805,204
LICENSES AND FEES						
0210 Non-business Lic. and Fees						
8800 General Fund Revenue	666,724	657,511	-	657,511	657,511	657,511
CHARGES FOR SERVICES						
0410 Charges for Services						
3400 Other Funds Ltd	3,402	7,442	-	7,442	5,000	5,000
FINES, RENTS AND ROYALTIES						
0505 Fines and Forfeitures						
8800 General Fund Revenue	274,241	224,419	-	224,419	224,419	224,419
INTEREST EARNINGS						
0605 Interest Income						

DESCRIPTION	2015-17 Actuals	2017-19 Leg Adopted Budget	2017-19 Emergency Boards	2017-19 Leg Approved Budget	2019-21 Base Budget	2019-21 Current Service Level
6400 Federal Funds Ltd	117,493	-	-	-	-	-
SALES INCOME						
0705 Sales Income						
3400 Other Funds Ltd	6,593	84,532	-	84,532	10,000	10,000
DONATIONS AND CONTRIBUTIONS						
0905 Donations						
6400 Federal Funds Ltd	31	-	-	-	-	-
OTHER						
0975 Other Revenues						
3400 Other Funds Ltd	1,013,990	1,013,990	-	1,013,990	1,013,990	1,013,990
FEDERAL FUNDS REVENUE						
0995 Federal Funds						
6400 Federal Funds Ltd	100,774	145,533	-	145,533	-	-
REVENUES						
8000 General Fund	8,452,477	7,890,400	1,635,644	9,526,044	9,739,618	7,805,204
3400 Other Funds Ltd	1,023,985	1,105,964	-	1,105,964	1,028,990	1,028,990
8800 General Fund Revenue	940,965	881,930	-	881,930	881,930	881,930
6400 Federal Funds Ltd	218,298	145,533	-	145,533	-	-
TOTAL REVENUES	\$10,635,725	\$10,023,827	\$1,635,644	\$11,659,471	\$11,650,538	\$9,716,124

TRANSFERS OUT

DESCRIPTION	2015-17 Actuals	2017-19 Leg Adopted Budget	2017-19 Emergency Boards	2017-19 Leg Approved Budget	2019-21 Base Budget	2019-21 Current Service Level
2060 Transfer to General Fund						
8800 General Fund Revenue	(940,965)	(881,930)	-	(881,930)	(881,930)	(881,930)
AVAILABLE REVENUES						
8000 General Fund	8,452,477	7,890,400	1,635,644	9,526,044	9,739,618	7,805,204
3400 Other Funds Ltd	1,057,131	1,136,593	-	1,136,593	1,458,344	1,458,344
6400 Federal Funds Ltd	7,893,164	5,661,749	-	5,661,749	5,500,000	5,500,000
TOTAL AVAILABLE REVENUES	\$17,402,772	\$14,688,742	\$1,635,644	\$16,324,386	\$16,697,962	\$14,763,548

EXPENDITURES

PERSONAL SERVICES

SALARIES & WAGES

3110 Class/Unclass Sal. and Per Diem

8000 General Fund	2,108,356	2,318,112	73,298	2,391,410	2,583,408	2,583,408
6400 Federal Funds Ltd	422,219	567,840	38,642	606,482	532,440	532,440
All Funds	2,530,575	2,885,952	111,940	2,997,892	3,115,848	3,115,848

3160 Temporary Appointments

8000 General Fund	216,014	247,415	(45,900)	201,515	201,515	209,172
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3170 Overtime Payments

8000 General Fund	10,506	26,344	-	26,344	26,344	27,345
6400 Federal Funds Ltd	439	-	-	-	-	-
All Funds	10,945	26,344	-	26,344	26,344	27,345

DESCRIPTION	2015-17 Actuals	2017-19 Leg Adopted Budget	2017-19 Emergency Boards	2017-19 Leg Approved Budget	2019-21 Base Budget	2019-21 Current Service Level
3190 All Other Differential						
8000 General Fund	45,851	-	-	-	-	-
6400 Federal Funds Ltd	5,573	-	-	-	-	-
All Funds	51,424	-	-	-	-	-
TOTAL SALARIES & WAGES						
8000 General Fund	2,380,727	2,591,871	27,398	2,619,269	2,811,267	2,819,925
6400 Federal Funds Ltd	428,231	567,840	38,642	606,482	532,440	532,440
TOTAL SALARIES & WAGES	\$2,808,958	\$3,159,711	\$66,040	\$3,225,751	\$3,343,707	\$3,352,365
OTHER PAYROLL EXPENSES						
3210 Empl. Rel. Bd. Assessments						
8000 General Fund	662	912	-	912	976	976
6400 Federal Funds Ltd	159	228	-	228	244	244
All Funds	821	1,140	-	1,140	1,220	1,220
3220 Public Employees' Retire Cont						
8000 General Fund	368,214	447,555	-	447,555	442,876	443,046
6400 Federal Funds Ltd	62,307	108,401	-	108,401	90,354	90,354
All Funds	430,521	555,956	-	555,956	533,230	533,400
3221 Pension Obligation Bond						
8000 General Fund	134,350	136,067	(2,876)	133,191	133,191	147,085
6400 Federal Funds Ltd	24,828	32,956	(696)	32,260	32,260	30,008

Agency Worksheet - Revenues & Expenditures
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 Elections Division

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DESCRIPTION	2015-17 Actuals	2017-19 Leg Adopted Budget	2017-19 Emergency Boards	2017-19 Leg Approved Budget	2019-21 Base Budget	2019-21 Current Service Level
All Funds	159,178	169,023	(3,572)	165,451	165,451	177,093
3230 Social Security Taxes						
8000 General Fund	180,472	195,028	-	195,028	211,603	212,265
6400 Federal Funds Ltd	32,317	43,440	-	43,440	40,732	40,732
All Funds	212,789	238,468	-	238,468	252,335	252,997
3240 Unemployment Assessments						
8000 General Fund	39,894	219	-	219	219	227
3250 Worker's Comp. Assess. (WCD)						
8000 General Fund	962	1,104	-	1,104	928	928
6400 Federal Funds Ltd	209	276	-	276	232	232
All Funds	1,171	1,380	-	1,380	1,160	1,160
3260 Mass Transit Tax						
8000 General Fund	13,741	15,552	-	15,552	15,552	16,919
3270 Flexible Benefits						
8000 General Fund	454,431	533,376	19,776	553,152	562,944	562,944
6400 Federal Funds Ltd	110,156	133,344	4,944	138,288	140,736	140,736
All Funds	564,587	666,720	24,720	691,440	703,680	703,680
TOTAL OTHER PAYROLL EXPENSES						
8000 General Fund	1,192,726	1,329,813	16,900	1,346,713	1,368,289	1,384,390
6400 Federal Funds Ltd	229,976	318,645	4,248	322,893	304,558	302,306

DESCRIPTION	2015-17 Actuals	2017-19 Leg Adopted Budget	2017-19 Emergency Boards	2017-19 Leg Approved Budget	2019-21 Base Budget	2019-21 Current Service Level
TOTAL OTHER PAYROLL EXPENSES	\$1,422,702	\$1,648,458	\$21,148	\$1,669,606	\$1,672,847	\$1,686,696
P.S. BUDGET ADJUSTMENTS						
3455 Vacancy Savings						
8000 General Fund	-	(129,594)	-	(129,594)	(129,594)	-
TOTAL PERSONAL SERVICES						
8000 General Fund	3,573,453	3,792,090	44,298	3,836,388	4,049,962	4,204,315
6400 Federal Funds Ltd	658,207	886,485	42,890	929,375	836,998	834,746
TOTAL PERSONAL SERVICES	\$4,231,660	\$4,678,575	\$87,188	\$4,765,763	\$4,886,960	\$5,039,061
SERVICES & SUPPLIES						
4100 Instate Travel						
8000 General Fund	17,721	14,796	(2,000)	12,796	12,796	13,282
6400 Federal Funds Ltd	12,435	56,844	-	56,844	56,844	59,004
All Funds	30,156	71,640	(2,000)	69,640	69,640	72,286
4125 Out of State Travel						
8000 General Fund	11,158	15,275	-	15,275	15,275	15,855
6400 Federal Funds Ltd	-	15,500	-	15,500	15,500	16,089
All Funds	11,158	30,775	-	30,775	30,775	31,944
4150 Employee Training						
8000 General Fund	16,875	9,470	-	9,470	9,470	9,830
6400 Federal Funds Ltd	-	9,692	-	9,692	9,692	10,060

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DESCRIPTION	2015-17 Actuals	2017-19 Leg Adopted Budget	2017-19 Emergency Boards	2017-19 Leg Approved Budget	2019-21 Base Budget	2019-21 Current Service Level
All Funds	16,875	19,162	-	19,162	19,162	19,890
4175 Office Expenses						
8000 General Fund	662,313	462,195	383,032	845,227	845,227	708,118
3400 Other Funds Ltd	19	90,279	-	90,279	90,279	88,710
6400 Federal Funds Ltd	400	76,593	(42,616)	33,977	33,977	36,036
All Funds	662,732	629,067	340,416	969,483	969,483	832,864
4200 Telecommunications						
8000 General Fund	24,124	19,011	-	19,011	19,011	19,733
3400 Other Funds Ltd	-	85	-	85	85	88
6400 Federal Funds Ltd	64,848	104,250	-	104,250	104,250	108,212
All Funds	88,972	123,346	-	123,346	123,346	128,033
4225 State Gov. Service Charges						
8000 General Fund	387,750	283,541	(27,845)	255,696	255,696	369,353
3400 Other Funds Ltd	44	-	-	-	-	-
6400 Federal Funds Ltd	20,602	(135,241)	160,505	25,264	25,264	25,264
All Funds	408,396	148,300	132,660	280,960	280,960	394,617
4250 Data Processing						
8000 General Fund	160,594	9,190	-	9,190	9,190	9,539
3400 Other Funds Ltd	96,879	58	-	58	58	60
6400 Federal Funds Ltd	187,460	108,699	-	108,699	108,699	112,829

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DESCRIPTION	2015-17 Actuals	2017-19 Leg Adopted Budget	2017-19 Emergency Boards	2017-19 Leg Approved Budget	2019-21 Base Budget	2019-21 Current Service Level
All Funds	444,933	117,947	-	117,947	117,947	122,428
4275 Publicity and Publications						
8000 General Fund	949,617	718,596	126,369	844,965	844,965	680,827
3400 Other Funds Ltd	-	6,048	-	6,048	6,048	6,278
6400 Federal Funds Ltd	-	20,766	-	20,766	20,766	23,242
All Funds	949,617	745,410	126,369	871,779	871,779	710,347
4300 Professional Services						
8000 General Fund	164,177	548,417	1,827	550,244	550,244	571,451
3400 Other Funds Ltd	-	13,192	-	13,192	13,192	13,746
6400 Federal Funds Ltd	418,176	921,287	-	921,287	921,287	960,323
All Funds	582,353	1,482,896	1,827	1,484,723	1,484,723	1,545,520
4315 IT Professional Services						
8000 General Fund	815,856	684,032	(200,000)	484,032	484,032	504,361
3400 Other Funds Ltd	506,995	1,013,990	-	1,013,990	1,013,990	1,056,578
6400 Federal Funds Ltd	299,829	1,863,380	-	1,863,380	1,863,380	2,052,803
All Funds	1,622,680	3,561,402	(200,000)	3,361,402	3,361,402	3,613,742
4325 Attorney General						
8000 General Fund	649,718	377,264	-	377,264	377,264	453,245
3400 Other Funds Ltd	-	445	-	445	445	535
6400 Federal Funds Ltd	8,918	72,858	-	72,858	72,858	87,531

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DESCRIPTION	2015-17 Actuals	2017-19 Leg Adopted Budget	2017-19 Emergency Boards	2017-19 Leg Approved Budget	2019-21 Base Budget	2019-21 Current Service Level
All Funds	658,636	450,567	-	450,567	450,567	541,311
4375 Employee Recruitment and Develop						
8000 General Fund	436	1,048	-	1,048	1,048	1,088
6400 Federal Funds Ltd	-	7	-	7	7	7
All Funds	436	1,055	-	1,055	1,055	1,095
4400 Dues and Subscriptions						
8000 General Fund	5,824	1,037	-	1,037	1,037	1,076
6400 Federal Funds Ltd	70,066	156	-	156	156	162
All Funds	75,890	1,193	-	1,193	1,193	1,238
4425 Facilities Rental and Taxes						
8000 General Fund	187,034	202,434	-	202,434	202,434	210,126
6400 Federal Funds Ltd	18,368	36,265	-	36,265	36,265	37,643
All Funds	205,402	238,699	-	238,699	238,699	247,769
4475 Facilities Maintenance						
8000 General Fund	9,976	-	-	-	-	-
4575 Agency Program Related S and S						
8000 General Fund	1,141	-	-	-	-	-
6400 Federal Funds Ltd	220	-	-	-	-	-
All Funds	1,361	-	-	-	-	-
4650 Other Services and Supplies						

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DESCRIPTION	2015-17 Actuals	2017-19 Leg Adopted Budget	2017-19 Emergency Boards	2017-19 Leg Approved Budget	2019-21 Base Budget	2019-21 Current Service Level
8000 General Fund	12,318	8,540	-	8,540	8,540	8,865
3400 Other Funds Ltd	10,844	4,710	-	4,710	4,710	9,889
6400 Federal Funds Ltd	-	11,992	-	11,992	11,992	12,448
All Funds	23,162	25,242	-	25,242	25,242	31,202
4700 Expendable Prop 250 - 5000						
8000 General Fund	10,756	2,331	-	2,331	2,331	2,420
6400 Federal Funds Ltd	-	26,446	-	26,446	26,446	27,451
All Funds	10,756	28,777	-	28,777	28,777	29,871
4715 IT Expendable Property						
8000 General Fund	70,259	20,925	-	20,925	20,925	21,720
3400 Other Funds Ltd	2,042	7,747	-	7,747	7,747	8,041
6400 Federal Funds Ltd	21,472	337,024	-	337,024	337,024	236,301
All Funds	93,773	365,696	-	365,696	365,696	266,062
TOTAL SERVICES & SUPPLIES						
8000 General Fund	4,157,647	3,378,102	281,383	3,659,485	3,659,485	3,600,889
3400 Other Funds Ltd	616,823	1,136,554	-	1,136,554	1,136,554	1,183,925
6400 Federal Funds Ltd	1,122,794	3,526,518	117,889	3,644,407	3,644,407	3,805,405
TOTAL SERVICES & SUPPLIES	\$5,897,264	\$8,041,174	\$399,272	\$8,440,446	\$8,440,446	\$8,590,219

CAPITAL OUTLAY

5150 Telecommunications Equipment

DESCRIPTION	2015-17 Actuals	2017-19 Leg Adopted Budget	2017-19 Emergency Boards	2017-19 Leg Approved Budget	2019-21 Base Budget	2019-21 Current Service Level
6400 Federal Funds Ltd	-	15,929	-	15,929	15,929	16,534
5550 Data Processing Software						
6400 Federal Funds Ltd	-	238,529	-	238,529	238,529	247,593
5600 Data Processing Hardware						
6400 Federal Funds Ltd	5,072	12,367	-	12,367	12,367	12,837
TOTAL CAPITAL OUTLAY						
6400 Federal Funds Ltd	5,072	266,825	-	266,825	266,825	276,964
TOTAL CAPITAL OUTLAY	\$5,072	\$266,825	-	\$266,825	\$266,825	\$276,964
SPECIAL PAYMENTS						
6020 Dist to Counties						
8000 General Fund	-	720,208	1,309,963	2,030,171	2,030,171	-
6400 Federal Funds Ltd	25,958	-	-	-	-	-
All Funds	25,958	720,208	1,309,963	2,030,171	2,030,171	-
6030 Dist to Non-Gov Units						
6400 Federal Funds Ltd	33,341	-	-	-	-	-
6085 Other Special Payments						
8000 General Fund	720,621	-	-	-	-	-
TOTAL SPECIAL PAYMENTS						
8000 General Fund	720,621	720,208	1,309,963	2,030,171	2,030,171	-
6400 Federal Funds Ltd	59,299	-	-	-	-	-

Secretary of State

Agency Number: 16500

**Agency Worksheet - Revenues & Expenditures
2019-21 Biennium
Elections Division**

**Version: V - 01 - Agency Request Budget
Cross Reference Number: 16500-002-00-00-00000**

<i>DESCRIPTION</i>	<i>2015-17 Actuals</i>	<i>2017-19 Leg Adopted Budget</i>	<i>2017-19 Emergency Boards</i>	<i>2017-19 Leg Approved Budget</i>	<i>2019-21 Base Budget</i>	<i>2019-21 Current Service Level</i>
TOTAL SPECIAL PAYMENTS	\$779,920	\$720,208	\$1,309,963	\$2,030,171	\$2,030,171	-
EXPENDITURES						
8000 General Fund	8,451,721	7,890,400	1,635,644	9,526,044	9,739,618	7,805,204
3400 Other Funds Ltd	616,823	1,136,554	-	1,136,554	1,136,554	1,183,925
6400 Federal Funds Ltd	1,845,372	4,679,828	160,779	4,840,607	4,748,230	4,917,115
TOTAL EXPENDITURES	\$10,913,916	\$13,706,782	\$1,796,423	\$15,503,205	\$15,624,402	\$13,906,244
REVERSIONS						
9900 Reversions						
8000 General Fund	(756)	-	-	-	-	-
ENDING BALANCE						
8000 General Fund	-	-	-	-	-	-
3400 Other Funds Ltd	440,308	39	-	39	321,790	274,419
6400 Federal Funds Ltd	6,047,792	981,921	(160,779)	821,142	751,770	582,885
TOTAL ENDING BALANCE	\$6,488,100	\$981,960	(\$160,779)	\$821,181	\$1,073,560	\$857,304
AUTHORIZED POSITIONS						
8150 Class/Unclass Positions	21	20	-	20	20	20
AUTHORIZED FTE POSITIONS						
8250 Class/Unclass FTE Positions	20.50	20.00	-	20.00	20.00	20.00

DESCRIPTION	2015-17 Actuals	2017-19 Leg Adopted Budget	2017-19 Emergency Boards	2017-19 Leg Approved Budget	2019-21 Base Budget	2019-21 Current Service Level
BEGINNING BALANCE						
0025 Beginning Balance						
3400 Other Funds Ltd	1,989,465	3,527,513	-	3,527,513	1,942,399	1,942,399
REVENUE CATEGORIES						
CHARGES FOR SERVICES						
0410 Charges for Services						
3400 Other Funds Ltd	24,522,665	26,738,024	-	26,738,024	30,560,552	30,560,552
OTHER						
0975 Other Revenues						
3400 Other Funds Ltd	13,860	-	-	-	-	-
TRANSFERS IN						
1010 Transfer In - Intrafund						
3400 Other Funds Ltd	300,000	-	-	-	-	-
REVENUES						
3400 Other Funds Ltd	24,836,525	26,738,024	-	26,738,024	30,560,552	30,560,552
TRANSFERS OUT						
2010 Transfer Out - Intrafund						
3400 Other Funds Ltd	(6,027,169)	(5,926,947)	(90,894)	(6,017,841)	(6,473,692)	(6,473,692)
AVAILABLE REVENUES						
3400 Other Funds Ltd	20,798,821	24,338,590	(90,894)	24,247,696	26,029,259	26,029,259

DESCRIPTION	2015-17 Actuals	2017-19 Leg Adopted Budget	2017-19 Emergency Boards	2017-19 Leg Approved Budget	2019-21 Base Budget	2019-21 Current Service Level
EXPENDITURES						
PERSONAL SERVICES						
SALARIES & WAGES						
3110 Class/Unclass Sal. and Per Diem						
3400 Other Funds Ltd	9,114,706	11,541,768	483,110	12,024,878	12,837,240	12,837,240
3160 Temporary Appointments						
3400 Other Funds Ltd	19,286	-	-	-	-	-
3170 Overtime Payments						
3400 Other Funds Ltd	478	-	-	-	-	-
3190 All Other Differential						
3400 Other Funds Ltd	253,051	-	-	-	-	-
TOTAL SALARIES & WAGES						
3400 Other Funds Ltd	9,387,521	11,541,768	483,110	12,024,878	12,837,240	12,837,240
TOTAL SALARIES & WAGES	\$9,387,521	\$11,541,768	\$483,110	\$12,024,878	\$12,837,240	\$12,837,240

OTHER PAYROLL EXPENSES						
3210 Empl. Rel. Bd. Assessments						
3400 Other Funds Ltd	2,778	4,104	-	4,104	4,392	4,392
3220 Public Employees' Retire Cont						
3400 Other Funds Ltd	1,441,814	2,203,326	-	2,203,326	2,178,483	2,178,483
3221 Pension Obligation Bond						

DESCRIPTION	2015-17 Actuals	2017-19 Leg Adopted Budget	2017-19 Emergency Boards	2017-19 Leg Approved Budget	2019-21 Base Budget	2019-21 Current Service Level
3400 Other Funds Ltd	542,947	669,856	(14,156)	655,700	655,700	723,504
3230 Social Security Taxes						
3400 Other Funds Ltd	697,153	879,975	-	879,975	975,967	975,967
3240 Unemployment Assessments						
3400 Other Funds Ltd	21,685	-	-	-	-	-
3250 Worker's Comp. Assess. (WCD)						
3400 Other Funds Ltd	3,561	4,968	-	4,968	4,176	4,176
3260 Mass Transit Tax						
3400 Other Funds Ltd	56,324	69,251	-	69,251	69,251	77,023
3270 Flexible Benefits						
3400 Other Funds Ltd	1,837,935	2,400,192	88,992	2,489,184	2,533,248	2,533,248
TOTAL OTHER PAYROLL EXPENSES						
3400 Other Funds Ltd	4,604,197	6,231,672	74,836	6,306,508	6,421,217	6,496,793
TOTAL OTHER PAYROLL EXPENSES	\$4,604,197	\$6,231,672	\$74,836	\$6,306,508	\$6,421,217	\$6,496,793
P.S. BUDGET ADJUSTMENTS						
3455 Vacancy Savings						
3400 Other Funds Ltd	-	(587,154)	-	(587,154)	(587,154)	(90,391)
TOTAL PERSONAL SERVICES						
3400 Other Funds Ltd	13,991,718	17,186,286	557,946	17,744,232	18,671,303	19,243,642
TOTAL PERSONAL SERVICES	\$13,991,718	\$17,186,286	\$557,946	\$17,744,232	\$18,671,303	\$19,243,642

DESCRIPTION	2015-17 Actuals	2017-19 Leg Adopted Budget	2017-19 Emergency Boards	2017-19 Leg Approved Budget	2019-21 Base Budget	2019-21 Current Service Level
SERVICES & SUPPLIES						
4100 Instate Travel						
3400 Other Funds Ltd	16,194	47,895	-	47,895	47,895	49,715
4125 Out of State Travel						
3400 Other Funds Ltd	1,500	33,953	-	33,953	33,953	35,243
4150 Employee Training						
3400 Other Funds Ltd	107,785	119,034	-	119,034	119,034	123,557
4175 Office Expenses						
3400 Other Funds Ltd	51,376	82,419	-	82,419	82,419	85,551
4200 Telecommunications						
3400 Other Funds Ltd	57,391	72,536	-	72,536	72,536	75,292
4225 State Gov. Service Charges						
3400 Other Funds Ltd	594,230	504,275	(49,522)	454,753	454,753	524,236
4250 Data Processing						
3400 Other Funds Ltd	32,035	71,657	-	71,657	71,657	74,380
4275 Publicity and Publications						
3400 Other Funds Ltd	9,594	19,501	-	19,501	19,501	20,242
4300 Professional Services						
3400 Other Funds Ltd	1,816,420	1,692,382	-	1,692,382	1,692,382	1,763,462
4315 IT Professional Services						

DESCRIPTION	2015-17 Actuals	2017-19 Leg Adopted Budget	2017-19 Emergency Boards	2017-19 Leg Approved Budget	2019-21 Base Budget	2019-21 Current Service Level
3400 Other Funds Ltd	93,632	275,758	-	275,758	275,758	287,340
4325 Attorney General						
3400 Other Funds Ltd	30,596	61,692	-	61,692	61,692	74,117
4375 Employee Recruitment and Develop						
3400 Other Funds Ltd	8,343	11,697	-	11,697	11,697	12,141
4400 Dues and Subscriptions						
3400 Other Funds Ltd	33,893	6,849	-	6,849	6,849	7,109
4425 Facilities Rental and Taxes						
3400 Other Funds Ltd	551,210	651,666	-	651,666	651,666	676,429
4450 Fuels and Utilities						
3400 Other Funds Ltd	16	-	-	-	-	-
4475 Facilities Maintenance						
3400 Other Funds Ltd	3,498	-	-	-	-	-
4575 Agency Program Related S and S						
3400 Other Funds Ltd	234	-	-	-	-	-
4650 Other Services and Supplies						
3400 Other Funds Ltd	78,253	42,151	-	42,151	42,151	43,753
4700 Expendable Prop 250 - 5000						
3400 Other Funds Ltd	17,206	24,392	-	24,392	24,392	25,319
4715 IT Expendable Property						

DESCRIPTION	2015-17 Actuals	2017-19 Leg Adopted Budget	2017-19 Emergency Boards	2017-19 Leg Approved Budget	2019-21 Base Budget	2019-21 Current Service Level
3400 Other Funds Ltd	244,471	115,489	-	115,489	115,489	119,878
TOTAL SERVICES & SUPPLIES						
3400 Other Funds Ltd	3,747,877	3,833,346	(49,522)	3,783,824	3,783,824	3,997,764
TOTAL SERVICES & SUPPLIES	\$3,747,877	\$3,833,346	(\$49,522)	\$3,783,824	\$3,783,824	\$3,997,764
EXPENDITURES						
3400 Other Funds Ltd	17,739,595	21,019,632	508,424	21,528,056	22,455,127	23,241,406
ENDING BALANCE						
3400 Other Funds Ltd	3,059,226	3,318,958	(599,318)	2,719,640	3,574,132	2,787,853
TOTAL ENDING BALANCE	\$3,059,226	\$3,318,958	(\$599,318)	\$2,719,640	\$3,574,132	\$2,787,853
AUTHORIZED POSITIONS						
8150 Class/Unclass Positions	72	72	-	72	72	72
AUTHORIZED FTE POSITIONS						
8250 Class/Unclass FTE Positions	71.84	72.00	-	72.00	72.00	72.00

DESCRIPTION	2015-17 Actuals	2017-19 Leg Adopted Budget	2017-19 Emergency Boards	2017-19 Leg Approved Budget	2019-21 Base Budget	2019-21 Current Service Level
BEGINNING BALANCE						
0025 Beginning Balance						
3400 Other Funds Ltd	665,049	886,654	-	886,654	2,575,156	2,575,156
0030 Beginning Balance Adjustment						
3400 Other Funds Ltd	-	1,018,739	-	1,018,739	-	-
TOTAL BEGINNING BALANCE						
3400 Other Funds Ltd	665,049	1,905,393	-	1,905,393	2,575,156	2,575,156
TOTAL BEGINNING BALANCE	\$665,049	\$1,905,393	-	\$1,905,393	\$2,575,156	\$2,575,156

REVENUE CATEGORIES

CHARGES FOR SERVICES

0410 Charges for Services

3400 Other Funds Ltd	7,613,755	10,531,391	-	10,531,391	12,004,713	12,004,713
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SALES INCOME

0705 Sales Income

3400 Other Funds Ltd	139,145	135,000	-	135,000	135,000	135,000
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DONATIONS AND CONTRIBUTIONS

0905 Donations

3400 Other Funds Ltd	(980)	-	-	-	-	-
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0910 Grants (Non-Fed)

3400 Other Funds Ltd	500	-	-	-	-	-
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DESCRIPTION	2015-17 Actuals	2017-19 Leg Adopted Budget	2017-19 Emergency Boards	2017-19 Leg Approved Budget	2019-21 Base Budget	2019-21 Current Service Level
TOTAL DONATIONS AND CONTRIBUTIONS						
3400 Other Funds Ltd	(480)	-	-	-	-	-
TOTAL DONATIONS AND CONTRIBUTIONS	(\$480)	-	-	-	-	-
FEDERAL FUNDS REVENUE						
0995 Federal Funds						
6400 Federal Funds Ltd	-	41,559	-	41,559	43,222	43,222
TRANSFERS IN						
1010 Transfer In - Intrafund						
3400 Other Funds Ltd	12,600	-	-	-	-	-
REVENUES						
3400 Other Funds Ltd	7,765,020	10,666,391	-	10,666,391	12,139,713	12,139,713
6400 Federal Funds Ltd	-	41,559	-	41,559	43,222	43,222
TOTAL REVENUES	\$7,765,020	\$10,707,950	-	\$10,707,950	\$12,182,935	\$12,182,935
TRANSFERS OUT						
2010 Transfer Out - Intrafund						
3400 Other Funds Ltd	(242,583)	(2,711,965)	(49,487)	(2,761,452)	(3,673,632)	(3,673,632)
AVAILABLE REVENUES						
3400 Other Funds Ltd	8,187,486	9,859,819	(49,487)	9,810,332	11,041,237	11,041,237
6400 Federal Funds Ltd	-	41,559	-	41,559	43,222	43,222
TOTAL AVAILABLE REVENUES	\$8,187,486	\$9,901,378	(\$49,487)	\$9,851,891	\$11,084,459	\$11,084,459

<i>DESCRIPTION</i>	<i>2015-17 Actuals</i>	<i>2017-19 Leg Adopted Budget</i>	<i>2017-19 Emergency Boards</i>	<i>2017-19 Leg Approved Budget</i>	<i>2019-21 Base Budget</i>	<i>2019-21 Current Service Level</i>
EXPENDITURES						
PERSONAL SERVICES						
SALARIES & WAGES						
3110 Class/Unclass Sal. and Per Diem						
3400 Other Funds Ltd	2,407,956	2,628,504	104,589	2,733,093	2,965,206	2,965,206
3160 Temporary Appointments						
3400 Other Funds Ltd	50,024	36,877	-	36,877	36,877	38,279
3170 Overtime Payments						
3400 Other Funds Ltd	571	-	-	-	-	-
3190 All Other Differential						
3400 Other Funds Ltd	18,899	-	-	-	-	-
TOTAL SALARIES & WAGES						
3400 Other Funds Ltd	2,477,450	2,665,381	104,589	2,769,970	3,002,083	3,003,485
TOTAL SALARIES & WAGES	\$2,477,450	\$2,665,381	\$104,589	\$2,769,970	\$3,002,083	\$3,003,485
OTHER PAYROLL EXPENSES						
3210 Empl. Rel. Bd. Assessments						
3400 Other Funds Ltd	886	1,257	-	1,257	1,339	1,339
3220 Public Employees' Retire Cont						
3400 Other Funds Ltd	405,868	501,783	-	501,783	503,196	503,196
3221 Pension Obligation Bond						

DESCRIPTION	2015-17 Actuals	2017-19 Leg Adopted Budget	2017-19 Emergency Boards	2017-19 Leg Approved Budget	2019-21 Base Budget	2019-21 Current Service Level
3400 Other Funds Ltd	144,994	152,553	(3,225)	149,328	149,328	167,118
3230 Social Security Taxes						
3400 Other Funds Ltd	185,116	202,768	-	202,768	228,492	228,600
3240 Unemployment Assessments						
3400 Other Funds Ltd	1,280	-	-	-	-	-
3250 Worker's Comp. Assess. (WCD)						
3400 Other Funds Ltd	1,239	1,515	-	1,515	1,276	1,276
3260 Mass Transit Tax						
3400 Other Funds Ltd	14,865	15,992	-	15,992	15,992	18,022
3270 Flexible Benefits						
3400 Other Funds Ltd	591,634	733,392	27,192	760,584	774,048	774,048
TOTAL OTHER PAYROLL EXPENSES						
3400 Other Funds Ltd	1,345,882	1,609,260	23,967	1,633,227	1,673,671	1,693,599
TOTAL OTHER PAYROLL EXPENSES	\$1,345,882	\$1,609,260	\$23,967	\$1,633,227	\$1,673,671	\$1,693,599
P.S. BUDGET ADJUSTMENTS						
3455 Vacancy Savings						
3400 Other Funds Ltd	-	(174,129)	-	(174,129)	(174,129)	(60,261)
TOTAL PERSONAL SERVICES						
3400 Other Funds Ltd	3,823,332	4,100,512	128,556	4,229,068	4,501,625	4,636,823
TOTAL PERSONAL SERVICES	\$3,823,332	\$4,100,512	\$128,556	\$4,229,068	\$4,501,625	\$4,636,823

DESCRIPTION	2015-17 Actuals	2017-19 Leg Adopted Budget	2017-19 Emergency Boards	2017-19 Leg Approved Budget	2019-21 Base Budget	2019-21 Current Service Level
SERVICES & SUPPLIES						
4100 Instate Travel						
3400 Other Funds Ltd	21,760	21,725	-	21,725	21,725	22,551
6400 Federal Funds Ltd	-	8,531	-	8,531	8,531	8,855
All Funds	21,760	30,256	-	30,256	30,256	31,406
4125 Out of State Travel						
3400 Other Funds Ltd	6,406	28,370	-	28,370	28,370	29,448
4150 Employee Training						
3400 Other Funds Ltd	17,894	47,578	-	47,578	47,578	49,386
4175 Office Expenses						
3400 Other Funds Ltd	87,896	81,078	-	81,078	81,078	84,158
4200 Telecommunications						
3400 Other Funds Ltd	27,336	46,715	-	46,715	46,715	48,490
4225 State Gov. Service Charges						
3400 Other Funds Ltd	146,639	164,590	(16,420)	148,170	148,170	167,733
4250 Data Processing						
3400 Other Funds Ltd	11,115	11,805	-	11,805	11,805	12,254
4275 Publicity and Publications						
3400 Other Funds Ltd	90,478	260,802	-	260,802	260,802	270,712
6400 Federal Funds Ltd	-	6,562	-	6,562	6,562	6,811

DESCRIPTION	2015-17 Actuals	2017-19 Leg Adopted Budget	2017-19 Emergency Boards	2017-19 Leg Approved Budget	2019-21 Base Budget	2019-21 Current Service Level
All Funds	90,478	267,364	-	267,364	267,364	277,523
4300 Professional Services						
3400 Other Funds Ltd	4,877	38,664	-	38,664	38,664	40,288
6400 Federal Funds Ltd	-	12,160	-	12,160	12,160	12,671
All Funds	4,877	50,824	-	50,824	50,824	52,959
4315 IT Professional Services						
3400 Other Funds Ltd	55,327	331,391	-	331,391	331,391	345,310
6400 Federal Funds Ltd	-	8,618	-	8,618	8,618	8,980
All Funds	55,327	340,009	-	340,009	340,009	354,290
4325 Attorney General						
3400 Other Funds Ltd	36,206	12,851	-	12,851	12,851	15,439
4375 Employee Recruitment and Develop						
3400 Other Funds Ltd	768	623	-	623	623	647
4400 Dues and Subscriptions						
3400 Other Funds Ltd	4,015	6,110	-	6,110	6,110	6,342
6400 Federal Funds Ltd	-	4,594	-	4,594	4,594	4,769
All Funds	4,015	10,704	-	10,704	10,704	11,111
4425 Facilities Rental and Taxes						
3400 Other Funds Ltd	1,810,374	2,021,935	-	2,021,935	2,021,935	2,064,769
4450 Fuels and Utilities						

DESCRIPTION	2015-17 Actuals	2017-19 Leg Adopted Budget	2017-19 Emergency Boards	2017-19 Leg Approved Budget	2019-21 Base Budget	2019-21 Current Service Level
3400 Other Funds Ltd	59,368	68,726	-	68,726	68,726	71,338
4475 Facilities Maintenance						
3400 Other Funds Ltd	14,319	-	-	-	-	-
4575 Agency Program Related S and S						
3400 Other Funds Ltd	118	15,244	-	15,244	15,244	15,823
4600 Intra-agency Charges						
3400 Other Funds Ltd	540	-	-	-	-	-
4650 Other Services and Supplies						
3400 Other Funds Ltd	10,808	40,217	-	40,217	40,217	41,746
6400 Federal Funds Ltd	-	1,094	-	1,094	1,094	1,136
All Funds	10,808	41,311	-	41,311	41,311	42,882
4700 Expendable Prop 250 - 5000						
3400 Other Funds Ltd	3,449	25,347	-	25,347	25,347	26,310
4715 IT Expendable Property						
3400 Other Funds Ltd	71,341	42,198	-	42,198	42,198	43,801
TOTAL SERVICES & SUPPLIES						
3400 Other Funds Ltd	2,481,034	3,265,969	(16,420)	3,249,549	3,249,549	3,356,545
6400 Federal Funds Ltd	-	41,559	-	41,559	41,559	43,222
TOTAL SERVICES & SUPPLIES	\$2,481,034	\$3,307,528	(\$16,420)	\$3,291,108	\$3,291,108	\$3,399,767

CAPITAL OUTLAY

DESCRIPTION	2015-17 Actuals	2017-19 Leg Adopted Budget	2017-19 Emergency Boards	2017-19 Leg Approved Budget	2019-21 Base Budget	2019-21 Current Service Level
5100 Office Furniture and Fixtures						
3400 Other Funds Ltd	-	113,947	-	113,947	113,947	118,277
5600 Data Processing Hardware						
3400 Other Funds Ltd	6,244	-	-	-	-	-
5900 Other Capital Outlay						
3400 Other Funds Ltd	556,510	-	-	-	-	-
TOTAL CAPITAL OUTLAY						
3400 Other Funds Ltd	562,754	113,947	-	113,947	113,947	118,277
TOTAL CAPITAL OUTLAY	\$562,754	\$113,947	-	\$113,947	\$113,947	\$118,277
EXPENDITURES						
3400 Other Funds Ltd	6,867,120	7,480,428	112,136	7,592,564	7,865,121	8,111,645
6400 Federal Funds Ltd	-	41,559	-	41,559	41,559	43,222
TOTAL EXPENDITURES	\$6,867,120	\$7,521,987	\$112,136	\$7,634,123	\$7,906,680	\$8,154,867
ENDING BALANCE						
3400 Other Funds Ltd	1,320,366	2,379,391	(161,623)	2,217,768	3,176,116	2,929,592
6400 Federal Funds Ltd	-	-	-	-	1,663	-
TOTAL ENDING BALANCE	\$1,320,366	\$2,379,391	(\$161,623)	\$2,217,768	\$3,177,779	\$2,929,592
AUTHORIZED POSITIONS						
8150 Class/Unclass Positions	22	22	-	22	22	22
AUTHORIZED FTE POSITIONS						

DESCRIPTION	2015-17 Actuals	2017-19 Leg Adopted Budget	2017-19 Emergency Boards	2017-19 Leg Approved Budget	2019-21 Base Budget	2019-21 Current Service Level
8250 Class/Unclass FTE Positions	21.75	22.00	-	22.00	21.75	21.75

DESCRIPTION	2015-17 Actuals	2017-19 Leg Adopted Budget	2017-19 Emergency Boards	2017-19 Leg Approved Budget	2019-21 Base Budget	2019-21 Current Service Level
BEGINNING BALANCE						
0025 Beginning Balance						
3400 Other Funds Ltd	6,969,255	1,072,865	-	1,072,865	2,695,590	2,695,590
REVENUE CATEGORIES						
LICENSES AND FEES						
0205 Business Lic and Fees						
3400 Other Funds Ltd	15,835,994	14,899,839	2,000,000	16,899,839	17,714,505	17,714,505
8800 General Fund Revenue	66,447,726	62,319,357	-	62,319,357	70,858,021	70,858,021
All Funds	82,283,720	77,219,196	2,000,000	79,219,196	88,572,526	88,572,526
0210 Non-business Lic. and Fees						
3400 Other Funds Ltd	2,948,936	2,676,771	-	2,676,771	2,910,299	2,910,299
TOTAL LICENSES AND FEES						
3400 Other Funds Ltd	18,784,930	17,576,610	2,000,000	19,576,610	20,624,804	20,624,804
8800 General Fund Revenue	66,447,726	62,319,357	-	62,319,357	70,858,021	70,858,021
TOTAL LICENSES AND FEES	\$85,232,656	\$79,895,967	\$2,000,000	\$81,895,967	\$91,482,825	\$91,482,825
CHARGES FOR SERVICES						
0410 Charges for Services						
3400 Other Funds Ltd	748,886	680,000	-	680,000	775,692	775,692
REVENUES						
3400 Other Funds Ltd	19,533,816	18,256,610	2,000,000	20,256,610	21,400,496	21,400,496

DESCRIPTION	2015-17 Actuals	2017-19 Leg Adopted Budget	2017-19 Emergency Boards	2017-19 Leg Approved Budget	2019-21 Base Budget	2019-21 Current Service Level
8800 General Fund Revenue	66,447,726	62,319,357	-	62,319,357	70,858,021	70,858,021
TOTAL REVENUES	\$85,981,542	\$80,575,967	\$2,000,000	\$82,575,967	\$92,258,517	\$92,258,517
TRANSFERS OUT						
2010 Transfer Out - Intrafund						
3400 Other Funds Ltd	(9,956,686)	(9,294,831)	(146,170)	(9,441,001)	(10,015,064)	(10,015,064)
2060 Transfer to General Fund						
8800 General Fund Revenue	(66,447,726)	(62,319,357)	-	(62,319,357)	(70,858,021)	(70,858,021)
TOTAL TRANSFERS OUT						
3400 Other Funds Ltd	(9,956,686)	(9,294,831)	(146,170)	(9,441,001)	(10,015,064)	(10,015,064)
8800 General Fund Revenue	(66,447,726)	(62,319,357)	-	(62,319,357)	(70,858,021)	(70,858,021)
TOTAL TRANSFERS OUT	(\$76,404,412)	(\$71,614,188)	(\$146,170)	(\$71,760,358)	(\$80,873,085)	(\$80,873,085)
AVAILABLE REVENUES						
3400 Other Funds Ltd	16,546,385	10,034,644	1,853,830	11,888,474	14,081,022	14,081,022
EXPENDITURES						
PERSONAL SERVICES						
SALARIES & WAGES						
3110 Class/Unclass Sal. and Per Diem						
3400 Other Funds Ltd	3,361,869	3,737,031	141,858	3,878,889	4,114,968	4,114,968
3160 Temporary Appointments						
3400 Other Funds Ltd	47,297	197,377	-	197,377	197,377	204,877

DESCRIPTION	2015-17 Actuals	2017-19 Leg Adopted Budget	2017-19 Emergency Boards	2017-19 Leg Approved Budget	2019-21 Base Budget	2019-21 Current Service Level
3170 Overtime Payments						
3400 Other Funds Ltd	75,010	-	-	-	-	-
3190 All Other Differential						
3400 Other Funds Ltd	49,492	-	-	-	-	-
TOTAL SALARIES & WAGES						
3400 Other Funds Ltd	3,533,668	3,934,408	141,858	4,076,266	4,312,345	4,319,845
TOTAL SALARIES & WAGES	\$3,533,668	\$3,934,408	\$141,858	\$4,076,266	\$4,312,345	\$4,319,845
OTHER PAYROLL EXPENSES						
3210 Empl. Rel. Bd. Assessments						
3400 Other Funds Ltd	1,492	2,045	-	2,045	2,074	2,074
3220 Public Employees' Retire Cont						
3400 Other Funds Ltd	541,319	713,400	-	713,400	698,306	698,306
3221 Pension Obligation Bond						
3400 Other Funds Ltd	202,913	211,034	1,271	212,305	212,305	231,919
3230 Social Security Taxes						
3400 Other Funds Ltd	263,348	300,980	-	300,980	326,438	327,012
3240 Unemployment Assessments						
3400 Other Funds Ltd	2,635	-	-	-	-	-
3250 Worker's Comp. Assess. (WCD)						
3400 Other Funds Ltd	1,913	2,475	-	2,475	1,972	1,972

DESCRIPTION	2015-17 Actuals	2017-19 Leg Adopted Budget	2017-19 Emergency Boards	2017-19 Leg Approved Budget	2019-21 Base Budget	2019-21 Current Service Level
3260 Mass Transit Tax						
3400 Other Funds Ltd	21,257	23,606	-	23,606	23,606	25,919
3270 Flexible Benefits						
3400 Other Funds Ltd	1,028,590	1,195,929	44,342	1,240,271	1,196,256	1,196,256
TOTAL OTHER PAYROLL EXPENSES						
3400 Other Funds Ltd	2,063,467	2,449,469	45,613	2,495,082	2,460,957	2,483,458
TOTAL OTHER PAYROLL EXPENSES	\$2,063,467	\$2,449,469	\$45,613	\$2,495,082	\$2,460,957	\$2,483,458
P.S. BUDGET ADJUSTMENTS						
3455 Vacancy Savings						
3400 Other Funds Ltd	-	(201,159)	-	(201,159)	(201,159)	(120,522)
TOTAL PERSONAL SERVICES						
3400 Other Funds Ltd	5,597,135	6,182,718	187,471	6,370,189	6,572,143	6,682,781
TOTAL PERSONAL SERVICES	\$5,597,135	\$6,182,718	\$187,471	\$6,370,189	\$6,572,143	\$6,682,781
SERVICES & SUPPLIES						
4100 Instate Travel						
3400 Other Funds Ltd	35,156	22,855	-	22,855	22,855	23,723
4125 Out of State Travel						
3400 Other Funds Ltd	4,775	9,096	-	9,096	9,096	9,442
4150 Employee Training						
3400 Other Funds Ltd	18,755	20,629	-	20,629	20,629	21,413

DESCRIPTION	2015-17 Actuals	2017-19 Leg Adopted Budget	2017-19 Emergency Boards	2017-19 Leg Approved Budget	2019-21 Base Budget	2019-21 Current Service Level
4175 Office Expenses						
3400 Other Funds Ltd	590,745	691,029	-	691,029	691,029	717,288
4200 Telecommunications						
3400 Other Funds Ltd	131,690	125,420	-	125,420	125,420	130,186
4225 State Gov. Service Charges						
3400 Other Funds Ltd	384,842	245,134	(24,073)	221,061	221,061	428,084
4250 Data Processing						
3400 Other Funds Ltd	199,889	10,293	-	10,293	10,293	10,684
4275 Publicity and Publications						
3400 Other Funds Ltd	125,418	110,424	-	110,424	110,424	114,620
4300 Professional Services						
3400 Other Funds Ltd	49,190	217,355	-	217,355	217,355	226,484
4315 IT Professional Services						
3400 Other Funds Ltd	543,169	700,233	-	700,233	700,233	729,643
4325 Attorney General						
3400 Other Funds Ltd	61,628	46,612	-	46,612	46,612	56,000
4375 Employee Recruitment and Develop						
3400 Other Funds Ltd	1,587	1,341	-	1,341	1,341	1,392
4400 Dues and Subscriptions						
3400 Other Funds Ltd	6,663	3,331	-	3,331	3,331	3,458

DESCRIPTION	2015-17 Actuals	2017-19 Leg Adopted Budget	2017-19 Emergency Boards	2017-19 Leg Approved Budget	2019-21 Base Budget	2019-21 Current Service Level
4425 Facilities Rental and Taxes						
3400 Other Funds Ltd	329,365	401,361	-	401,361	401,361	343,613
4475 Facilities Maintenance						
3400 Other Funds Ltd	12,718	-	-	-	-	-
4575 Agency Program Related S and S						
3400 Other Funds Ltd	147	-	-	-	-	-
4650 Other Services and Supplies						
3400 Other Funds Ltd	1,340,700	1,135,282	-	1,135,282	1,135,282	1,178,423
4700 Expendable Prop 250 - 5000						
3400 Other Funds Ltd	26,076	10,432	-	10,432	10,432	10,828
4715 IT Expendable Property						
3400 Other Funds Ltd	74,587	90,679	-	90,679	90,679	94,125
TOTAL SERVICES & SUPPLIES						
3400 Other Funds Ltd	3,937,100	3,841,506	(24,073)	3,817,433	3,817,433	4,099,406
TOTAL SERVICES & SUPPLIES	\$3,937,100	\$3,841,506	(\$24,073)	\$3,817,433	\$3,817,433	\$4,099,406
CAPITAL OUTLAY						
5200 Technical Equipment						
3400 Other Funds Ltd	-	672	-	672	672	698
5900 Other Capital Outlay						
3400 Other Funds Ltd	-	173	-	173	173	180

Secretary of State

Agency Number: 16500

**Agency Worksheet - Revenues & Expenditures
2019-21 Biennium
Corporation Division**

**Version: V - 01 - Agency Request Budget
Cross Reference Number: 16500-036-00-00-00000**

<i>DESCRIPTION</i>	<i>2015-17 Actuals</i>	<i>2017-19 Leg Adopted Budget</i>	<i>2017-19 Emergency Boards</i>	<i>2017-19 Leg Approved Budget</i>	<i>2019-21 Base Budget</i>	<i>2019-21 Current Service Level</i>
TOTAL CAPITAL OUTLAY						
3400 Other Funds Ltd	-	845	-	845	845	878
TOTAL CAPITAL OUTLAY	-	\$845	-	\$845	\$845	\$878
EXPENDITURES						
3400 Other Funds Ltd	9,534,235	10,025,069	163,398	10,188,467	10,390,421	10,783,065
ENDING BALANCE						
3400 Other Funds Ltd	7,012,150	9,575	1,690,432	1,700,007	3,690,601	3,297,957
TOTAL ENDING BALANCE	\$7,012,150	\$9,575	\$1,690,432	\$1,700,007	\$3,690,601	\$3,297,957
AUTHORIZED POSITIONS						
8150 Class/Unclass Positions	33	36	-	36	34	34
AUTHORIZED FTE POSITIONS						
8250 Class/Unclass FTE Positions	33.00	35.88	-	35.88	34.00	34.00

Description	2019-21 Base Budget	Essential Packages	2019-21 Current Service Level	Policy Packages	2019-21 Agency Request Audit
BEGINNING BALANCE					
0025 Beginning Balance					
3400 Other Funds Ltd	9,385,045	-	9,385,045	-	9,385,045
6400 Federal Funds Ltd	5,500,000	-	5,500,000	-	5,500,000
All Funds	14,885,045	-	14,885,045	-	14,885,045
REVENUE CATEGORIES					
GENERAL FUND APPROPRIATION					
0050 General Fund Appropriation					
8000 General Fund	13,086,566	(1,824,645)	11,261,921	5,623,818	16,885,739
LICENSES AND FEES					
0205 Business Lic and Fees					
3400 Other Funds Ltd	17,714,505	-	17,714,505	-	17,714,505
8800 General Fund Revenue	70,858,021	-	70,858,021	-	70,858,021
All Funds	88,572,526	-	88,572,526	-	88,572,526
0210 Non-business Lic. and Fees					
3400 Other Funds Ltd	2,910,299	-	2,910,299	-	2,910,299
8800 General Fund Revenue	657,511	-	657,511	-	657,511
All Funds	3,567,810	-	3,567,810	-	3,567,810
TOTAL LICENSES AND FEES					
3400 Other Funds Ltd	20,624,804	-	20,624,804	-	20,624,804
8800 General Fund Revenue	71,515,532	-	71,515,532	-	71,515,532
TOTAL LICENSES AND FEES	\$92,140,336	-	\$92,140,336	-	\$92,140,336
CHARGES FOR SERVICES					

Description	2019-21 Base Budget	Essential Packages	2019-21 Current Service Level	Policy Packages	2019-21 Agency Request Audit
0410 Charges for Services					
3400 Other Funds Ltd	43,345,957	-	43,345,957	-	43,345,957
FINES, RENTS AND ROYALTIES					
0505 Fines and Forfeitures					
8800 General Fund Revenue	224,419	-	224,419	-	224,419
SALES INCOME					
0705 Sales Income					
3400 Other Funds Ltd	145,000	-	145,000	-	145,000
OTHER					
0975 Other Revenues					
3400 Other Funds Ltd	1,013,990	-	1,013,990	-	1,013,990
FEDERAL FUNDS REVENUE					
0995 Federal Funds					
6400 Federal Funds Ltd	43,222	-	43,222	-	43,222
TRANSFERS IN					
1010 Transfer In - Intrafund					
3400 Other Funds Ltd	20,162,388	-	20,162,388	-	20,162,388
TOTAL REVENUES					
8000 General Fund	13,086,566	(1,824,645)	11,261,921	5,623,818	16,885,739
3400 Other Funds Ltd	85,292,139	-	85,292,139	-	85,292,139
8800 General Fund Revenue	71,739,951	-	71,739,951	-	71,739,951
6400 Federal Funds Ltd	43,222	-	43,222	-	43,222
TOTAL REVENUES	\$170,161,878	(\$1,824,645)	\$168,337,233	\$5,623,818	\$173,961,051

Description	2019-21 Base Budget	Essential Packages	2019-21 Current Service Level	Policy Packages	2019-21 Agency Request Audit
TRANSFERS OUT					
2010 Transfer Out - Intrafund					
3400 Other Funds Ltd	(20,162,388)	-	(20,162,388)	-	(20,162,388)
2060 Transfer to General Fund					
8800 General Fund Revenue	(71,739,951)	-	(71,739,951)	-	(71,739,951)
TOTAL TRANSFERS OUT					
3400 Other Funds Ltd	(20,162,388)	-	(20,162,388)	-	(20,162,388)
8800 General Fund Revenue	(71,739,951)	-	(71,739,951)	-	(71,739,951)
TOTAL TRANSFERS OUT	(\$91,902,339)	-	(\$91,902,339)	-	(\$91,902,339)
AVAILABLE REVENUES					
8000 General Fund	13,086,566	(1,824,645)	11,261,921	5,623,818	16,885,739
3400 Other Funds Ltd	74,514,796	-	74,514,796	-	74,514,796
6400 Federal Funds Ltd	5,543,222	-	5,543,222	-	5,543,222
TOTAL AVAILABLE REVENUES	\$93,144,584	(\$1,824,645)	\$91,319,939	\$5,623,818	\$96,943,757
EXPENDITURES					
PERSONAL SERVICES					
SALARIES & WAGES					
3110 Class/Unclass Sal. and Per Diem					
8000 General Fund	4,672,105	-	4,672,105	372,777	5,044,882
3400 Other Funds Ltd	29,366,151	-	29,366,151	2,109,147	31,475,298
6400 Federal Funds Ltd	532,440	-	532,440	309,696	842,136
All Funds	34,570,696	-	34,570,696	2,791,620	37,362,316
3160 Temporary Appointments					

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Description	2019-21 Base Budget	Essential Packages	2019-21 Current Service Level	Policy Packages	2019-21 Agency Request Audit
8000 General Fund	230,520	8,760	239,280	-	239,280
3400 Other Funds Ltd	234,254	8,902	243,156	-	243,156
All Funds	464,774	17,662	482,436	-	482,436
3170 Overtime Payments					
8000 General Fund	26,344	1,001	27,345	-	27,345
TOTAL SALARIES & WAGES					
8000 General Fund	4,928,969	9,761	4,938,730	372,777	5,311,507
3400 Other Funds Ltd	29,600,405	8,902	29,609,307	2,109,147	31,718,454
6400 Federal Funds Ltd	532,440	-	532,440	309,696	842,136
TOTAL SALARIES & WAGES	\$35,061,814	\$18,663	\$35,080,477	\$2,791,620	\$37,872,097
OTHER PAYROLL EXPENSES					
3210 Empl. Rel. Bd. Assessments					
8000 General Fund	1,624	-	1,624	183	1,807
3400 Other Funds Ltd	11,000	-	11,000	1,006	12,006
6400 Federal Funds Ltd	244	-	244	122	366
All Funds	12,868	-	12,868	1,311	14,179
3220 Public Employees' Retire Cont					
8000 General Fund	797,331	170	797,501	63,259	860,760
3400 Other Funds Ltd	4,983,433	-	4,983,433	357,927	5,341,360
6400 Federal Funds Ltd	90,354	-	90,354	52,556	142,910
All Funds	5,871,118	170	5,871,288	473,742	6,345,030
3221 Pension Obligation Bond					
8000 General Fund	234,367	30,436	264,803	-	264,803

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Description	2019-21 Base Budget	Essential Packages	2019-21 Current Service Level	Policy Packages	2019-21 Agency Request Audit
3400 Other Funds Ltd	1,499,498	155,572	1,655,070	-	1,655,070
6400 Federal Funds Ltd	32,260	(2,252)	30,008	-	30,008
All Funds	1,766,125	183,756	1,949,881	-	1,949,881
3230 Social Security Taxes					
8000 General Fund	371,555	747	372,302	28,518	400,820
3400 Other Funds Ltd	2,243,805	682	2,244,487	161,348	2,405,835
6400 Federal Funds Ltd	40,732	-	40,732	23,692	64,424
All Funds	2,656,092	1,429	2,657,521	213,558	2,871,079
3240 Unemployment Assessments					
8000 General Fund	245	9	254	-	254
3250 Worker's Comp. Assess. (WCD)					
8000 General Fund	1,605	-	1,605	174	1,779
3400 Other Funds Ltd	10,459	-	10,459	957	11,416
6400 Federal Funds Ltd	232	-	232	116	348
All Funds	12,296	-	12,296	1,247	13,543
3260 Mass Transit Tax					
8000 General Fund	23,486	6,145	29,631	2,236	31,867
3400 Other Funds Ltd	163,395	14,261	177,656	12,655	190,311
All Funds	186,881	20,406	207,287	14,891	222,178
3270 Flexible Benefits					
8000 General Fund	967,809	-	967,809	105,552	1,073,361
3400 Other Funds Ltd	6,350,463	-	6,350,463	580,536	6,930,999
6400 Federal Funds Ltd	140,736	-	140,736	70,368	211,104

Description	2019-21 Base Budget	Essential Packages	2019-21 Current Service Level	Policy Packages	2019-21 Agency Request Audit
All Funds	7,459,008	-	7,459,008	756,456	8,215,464
TOTAL OTHER PAYROLL EXPENSES					
8000 General Fund	2,398,022	37,507	2,435,529	199,922	2,635,451
3400 Other Funds Ltd	15,262,053	170,515	15,432,568	1,114,429	16,546,997
6400 Federal Funds Ltd	304,558	(2,252)	302,306	146,854	449,160
TOTAL OTHER PAYROLL EXPENSES	\$17,964,633	\$205,770	\$18,170,403	\$1,461,205	\$19,631,608
P.S. BUDGET ADJUSTMENTS					
3455 Vacancy Savings					
8000 General Fund	(203,112)	200,099	(3,013)	-	(3,013)
3400 Other Funds Ltd	(1,319,023)	779,687	(539,336)	-	(539,336)
All Funds	(1,522,135)	979,786	(542,349)	-	(542,349)
TOTAL PERSONAL SERVICES					
8000 General Fund	7,123,879	247,367	7,371,246	572,699	7,943,945
3400 Other Funds Ltd	43,543,435	959,104	44,502,539	3,223,576	47,726,115
6400 Federal Funds Ltd	836,998	(2,252)	834,746	456,550	1,291,296
TOTAL PERSONAL SERVICES	\$51,504,312	\$1,204,219	\$52,708,531	\$4,252,825	\$56,961,356
SERVICES & SUPPLIES					
4100 Instate Travel					
8000 General Fund	22,787	866	23,653	14,016	37,669
3400 Other Funds Ltd	132,538	4,379	136,917	9,438	146,355
6400 Federal Funds Ltd	65,375	2,484	67,859	-	67,859
All Funds	220,700	7,729	228,429	23,454	251,883
4125 Out of State Travel					

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Description	2019-21 Base Budget	Essential Packages	2019-21 Current Service Level	Policy Packages	2019-21 Agency Request Audit
8000 General Fund	20,006	760	20,766	12,000	32,766
3400 Other Funds Ltd	91,356	3,472	94,828	-	94,828
6400 Federal Funds Ltd	15,500	589	16,089	-	16,089
All Funds	126,862	4,821	131,683	12,000	143,683
4150 Employee Training					
8000 General Fund	26,672	1,506	28,178	6,273	34,451
3400 Other Funds Ltd	358,679	11,655	370,334	32,111	402,445
6400 Federal Funds Ltd	9,692	368	10,060	-	10,060
All Funds	395,043	13,529	408,572	38,384	446,956
4175 Office Expenses					
8000 General Fund	858,666	(137,091)	721,575	2,693,283	3,414,858
3400 Other Funds Ltd	1,069,043	33,649	1,102,692	34,663	1,137,355
6400 Federal Funds Ltd	33,977	2,059	36,036	-	36,036
All Funds	1,961,686	(101,383)	1,860,303	2,727,946	4,588,249
4200 Telecommunications					
8000 General Fund	33,684	1,280	34,964	7,896	42,860
3400 Other Funds Ltd	368,323	11,363	379,686	41,454	421,140
6400 Federal Funds Ltd	104,250	3,962	108,212	-	108,212
All Funds	506,257	16,605	522,862	49,350	572,212
4225 State Gov. Service Charges					
8000 General Fund	299,827	112,246	412,073	-	412,073
3400 Other Funds Ltd	1,171,448	362,297	1,533,745	-	1,533,745
6400 Federal Funds Ltd	25,264	-	25,264	-	25,264

Description	2019-21 Base Budget	Essential Packages	2019-21 Current Service Level	Policy Packages	2019-21 Agency Request Audit
All Funds	1,496,539	474,543	1,971,082	-	1,971,082
4250 Data Processing					
8000 General Fund	20,020	760	20,780	-	20,780
3400 Other Funds Ltd	424,594	16,135	440,729	352,228	792,957
6400 Federal Funds Ltd	108,699	4,130	112,829	-	112,829
All Funds	553,313	21,025	574,338	352,228	926,566
4275 Publicity and Publications					
8000 General Fund	849,442	(163,968)	685,474	201,095	886,569
3400 Other Funds Ltd	417,098	15,520	432,618	5,336	437,954
6400 Federal Funds Ltd	27,328	2,725	30,053	-	30,053
All Funds	1,293,868	(145,723)	1,148,145	206,431	1,354,576
4300 Professional Services					
8000 General Fund	550,932	20,523	571,455	-	571,455
3400 Other Funds Ltd	2,188,874	91,932	2,280,806	225,000	2,505,806
6400 Federal Funds Ltd	933,447	39,547	972,994	-	972,994
All Funds	3,673,253	152,002	3,825,255	225,000	4,050,255
4315 IT Professional Services					
8000 General Fund	514,146	22,307	536,453	-	536,453
3400 Other Funds Ltd	4,065,872	76,988	4,142,860	-	4,142,860
6400 Federal Funds Ltd	1,871,998	189,785	2,061,783	-	2,061,783
All Funds	6,452,016	289,080	6,741,096	-	6,741,096
4325 Attorney General					
8000 General Fund	377,264	75,981	453,245	-	453,245

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Description	2019-21 Base Budget	Essential Packages	2019-21 Current Service Level	Policy Packages	2019-21 Agency Request Audit
3400 Other Funds Ltd	182,777	36,812	219,589	-	219,589
6400 Federal Funds Ltd	72,858	14,673	87,531	-	87,531
All Funds	632,899	127,466	760,365	-	760,365
4375 Employee Recruitment and Develop					
8000 General Fund	6,699	255	6,954	1,822	8,776
3400 Other Funds Ltd	29,299	564	29,863	8,879	38,742
6400 Federal Funds Ltd	7	-	7	-	7
All Funds	36,005	819	36,824	10,701	47,525
4400 Dues and Subscriptions					
8000 General Fund	3,126	118	3,244	3,088	6,332
3400 Other Funds Ltd	29,195	779	29,974	25,449	55,423
6400 Federal Funds Ltd	4,750	181	4,931	-	4,931
All Funds	37,071	1,078	38,149	28,537	66,686
4425 Facilities Rental and Taxes					
8000 General Fund	289,540	20,347	309,887	11,910	321,797
3400 Other Funds Ltd	3,602,113	123,587	3,725,700	64,171	3,789,871
6400 Federal Funds Ltd	36,265	1,378	37,643	-	37,643
All Funds	3,927,918	145,312	4,073,230	76,081	4,149,311
4450 Fuels and Utilities					
3400 Other Funds Ltd	68,726	2,612	71,338	-	71,338
4575 Agency Program Related S and S					
3400 Other Funds Ltd	19,137	727	19,864	-	19,864
4650 Other Services and Supplies					

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Description	2019-21 Base Budget	Essential Packages	2019-21 Current Service Level	Policy Packages	2019-21 Agency Request Audit
8000 General Fund	20,453	777	21,230	1,979	23,209
3400 Other Funds Ltd	1,272,150	52,685	1,324,835	511,215	1,836,050
6400 Federal Funds Ltd	13,086	498	13,584	-	13,584
All Funds	1,305,689	53,960	1,359,649	513,194	1,872,843
4700 Expendable Prop 250 - 5000					
8000 General Fund	18,327	697	19,024	18,509	37,533
3400 Other Funds Ltd	170,632	560	171,192	104,577	275,769
6400 Federal Funds Ltd	26,446	1,005	27,451	-	27,451
All Funds	215,405	2,262	217,667	123,086	340,753
4715 IT Expendable Property					
8000 General Fund	20,925	795	21,720	-	21,720
3400 Other Funds Ltd	438,592	16,667	455,259	-	455,259
6400 Federal Funds Ltd	337,024	(100,723)	236,301	-	236,301
All Funds	796,541	(83,261)	713,280	-	713,280
TOTAL SERVICES & SUPPLIES					
8000 General Fund	3,932,516	(41,841)	3,890,675	2,971,871	6,862,546
3400 Other Funds Ltd	16,100,446	862,383	16,962,829	1,414,521	18,377,350
6400 Federal Funds Ltd	3,685,966	162,661	3,848,627	-	3,848,627
TOTAL SERVICES & SUPPLIES	\$23,718,928	\$983,203	\$24,702,131	\$4,386,392	\$29,088,523
CAPITAL OUTLAY					
5100 Office Furniture and Fixtures					
3400 Other Funds Ltd	113,947	4,330	118,277	1,250,000	1,368,277
5150 Telecommunications Equipment					

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Description	2019-21 Base Budget	Essential Packages	2019-21 Current Service Level	Policy Packages	2019-21 Agency Request Audit
3400 Other Funds Ltd	103,259	3,924	107,183	-	107,183
6400 Federal Funds Ltd	15,929	605	16,534	-	16,534
All Funds	119,188	4,529	123,717	-	123,717
5200 Technical Equipment					
3400 Other Funds Ltd	267,300	10,158	277,458	-	277,458
5550 Data Processing Software					
3400 Other Funds Ltd	62,125	2,361	64,486	-	64,486
6400 Federal Funds Ltd	238,529	9,064	247,593	-	247,593
All Funds	300,654	11,425	312,079	-	312,079
5600 Data Processing Hardware					
3400 Other Funds Ltd	22,400	851	23,251	-	23,251
6400 Federal Funds Ltd	12,367	470	12,837	-	12,837
All Funds	34,767	1,321	36,088	-	36,088
5900 Other Capital Outlay					
8000 General Fund	-	-	-	1,200,000	1,200,000
3400 Other Funds Ltd	31,467	1,196	32,663	-	32,663
All Funds	31,467	1,196	32,663	1,200,000	1,232,663
TOTAL CAPITAL OUTLAY					
8000 General Fund	-	-	-	1,200,000	1,200,000
3400 Other Funds Ltd	600,498	22,820	623,318	1,250,000	1,873,318
6400 Federal Funds Ltd	266,825	10,139	276,964	-	276,964
TOTAL CAPITAL OUTLAY	\$867,323	\$32,959	\$900,282	\$2,450,000	\$3,350,282

SPECIAL PAYMENTS

Description	2019-21 Base Budget	Essential Packages	2019-21 Current Service Level	Policy Packages	2019-21 Agency Request Audit
6020 Dist to Counties					
8000 General Fund	2,030,171	(2,030,171)	-	-	-
6085 Other Special Payments					
8000 General Fund	-	-	-	879,248	879,248
TOTAL SPECIAL PAYMENTS					
8000 General Fund	2,030,171	(2,030,171)	-	879,248	879,248
TOTAL EXPENDITURES					
8000 General Fund	13,086,566	(1,824,645)	11,261,921	5,623,818	16,885,739
3400 Other Funds Ltd	60,244,379	1,844,307	62,088,686	5,888,097	67,976,783
6400 Federal Funds Ltd	4,789,789	170,548	4,960,337	456,550	5,416,887
TOTAL EXPENDITURES	\$78,120,734	\$190,210	\$78,310,944	\$11,968,465	\$90,279,409
ENDING BALANCE					
3400 Other Funds Ltd	14,270,417	(1,844,307)	12,426,110	(5,888,097)	6,538,013
6400 Federal Funds Ltd	753,433	(170,548)	582,885	(456,550)	126,335
TOTAL ENDING BALANCE	\$15,023,850	(\$2,014,855)	\$13,008,995	(\$6,344,647)	\$6,664,348
AUTHORIZED POSITIONS					
8150 Class/Unclass Positions	212	-	212	22	234
AUTHORIZED FTE					
8250 Class/Unclass FTE Positions	211.64	-	211.64	21.50	233.14

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BEGINNING BALANCE					
0025 Beginning Balance					
3400 Other Funds Ltd	1,742,546	-	1,742,546	-	1,742,546
REVENUE CATEGORIES					
GENERAL FUND APPROPRIATION					
0050 General Fund Appropriation					
8000 General Fund	3,346,948	109,769	3,456,717	33,056	3,489,773
TRANSFERS IN					
1010 Transfer In - Intrafund					
3400 Other Funds Ltd	20,162,388	-	20,162,388	-	20,162,388
TOTAL REVENUES					
8000 General Fund	3,346,948	109,769	3,456,717	33,056	3,489,773
3400 Other Funds Ltd	20,162,388	-	20,162,388	-	20,162,388
TOTAL REVENUES	\$23,509,336	\$109,769	\$23,619,105	\$33,056	\$23,652,161
AVAILABLE REVENUES					
8000 General Fund	3,346,948	109,769	3,456,717	33,056	3,489,773
3400 Other Funds Ltd	21,904,934	-	21,904,934	-	21,904,934
TOTAL AVAILABLE REVENUES	\$25,251,882	\$109,769	\$25,361,651	\$33,056	\$25,394,707
EXPENDITURES					
PERSONAL SERVICES					
SALARIES & WAGES					
3110 Class/Unclass Sal. and Per Diem					
8000 General Fund	2,088,697	-	2,088,697	4,209	2,092,906

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3400 Other Funds Ltd	9,448,737	-	9,448,737	498,471	9,947,208
All Funds	11,537,434	-	11,537,434	502,680	12,040,114
3160 Temporary Appointments					
8000 General Fund	29,005	1,103	30,108	-	30,108
TOTAL SALARIES & WAGES					
8000 General Fund	2,117,702	1,103	2,118,805	4,209	2,123,014
3400 Other Funds Ltd	9,448,737	-	9,448,737	498,471	9,947,208
TOTAL SALARIES & WAGES	\$11,566,439	\$1,103	\$11,567,542	\$502,680	\$12,070,222
OTHER PAYROLL EXPENSES					
3210 Empl. Rel. Bd. Assessments					
8000 General Fund	648	-	648	-	648
3400 Other Funds Ltd	3,195	-	3,195	183	3,378
All Funds	3,843	-	3,843	183	4,026
3220 Public Employees' Retire Cont					
8000 General Fund	354,455	-	354,455	713	355,168
3400 Other Funds Ltd	1,603,448	-	1,603,448	84,591	1,688,039
All Funds	1,957,903	-	1,957,903	85,304	2,043,207
3221 Pension Obligation Bond					
8000 General Fund	101,176	16,542	117,718	-	117,718
3400 Other Funds Ltd	482,165	50,364	532,529	-	532,529
All Funds	583,341	66,906	650,247	-	650,247
3230 Social Security Taxes					
8000 General Fund	159,952	85	160,037	322	160,359

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Description	2019-21 Base Budget	Essential Packages	2019-21 Current Service Level	Policy Packages	2019-21 Agency Request Audit
3400 Other Funds Ltd	712,908	-	712,908	38,132	751,040
All Funds	872,860	85	872,945	38,454	911,399
3240 Unemployment Assessments					
8000 General Fund	26	1	27	-	27
3250 Worker's Comp. Assess. (WCD)					
8000 General Fund	677	-	677	-	677
3400 Other Funds Ltd	3,035	-	3,035	174	3,209
All Funds	3,712	-	3,712	174	3,886
3260 Mass Transit Tax					
8000 General Fund	7,934	4,778	12,712	25	12,737
3400 Other Funds Ltd	54,546	2,146	56,692	2,991	59,683
All Funds	62,480	6,924	69,404	3,016	72,420
3270 Flexible Benefits					
8000 General Fund	404,865	-	404,865	-	404,865
3400 Other Funds Ltd	1,846,911	-	1,846,911	105,552	1,952,463
All Funds	2,251,776	-	2,251,776	105,552	2,357,328
TOTAL OTHER PAYROLL EXPENSES					
8000 General Fund	1,029,733	21,406	1,051,139	1,060	1,052,199
3400 Other Funds Ltd	4,706,208	52,510	4,758,718	231,623	4,990,341
TOTAL OTHER PAYROLL EXPENSES	\$5,735,941	\$73,916	\$5,809,857	\$232,683	\$6,042,540
P.S. BUDGET ADJUSTMENTS					
3455 Vacancy Savings					
8000 General Fund	(73,518)	70,505	(3,013)	-	(3,013)

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Description	2019-21 Base Budget	Essential Packages	2019-21 Current Service Level	Policy Packages	2019-21 Agency Request Audit
3400 Other Funds Ltd	(356,581)	88,419	(268,162)	-	(268,162)
All Funds	(430,099)	158,924	(271,175)	-	(271,175)
TOTAL PERSONAL SERVICES					
8000 General Fund	3,073,917	93,014	3,166,931	5,269	3,172,200
3400 Other Funds Ltd	13,798,364	140,929	13,939,293	730,094	14,669,387
TOTAL PERSONAL SERVICES	\$16,872,281	\$233,943	\$17,106,224	\$735,363	\$17,841,587
SERVICES & SUPPLIES					
4100 Instate Travel					
8000 General Fund	9,991	380	10,371	12,042	22,413
3400 Other Funds Ltd	40,063	865	40,928	2,196	43,124
All Funds	50,054	1,245	51,299	14,238	65,537
4125 Out of State Travel					
8000 General Fund	4,731	180	4,911	12,000	16,911
3400 Other Funds Ltd	19,937	758	20,695	-	20,695
All Funds	24,668	938	25,606	12,000	37,606
4150 Employee Training					
8000 General Fund	17,202	1,146	18,348	351	18,699
3400 Other Funds Ltd	171,438	4,540	175,978	7,765	183,743
All Funds	188,640	5,686	194,326	8,116	202,442
4175 Office Expenses					
8000 General Fund	13,439	18	13,457	211	13,668
3400 Other Funds Ltd	124,238	2,747	126,985	7,027	134,012
All Funds	137,677	2,765	140,442	7,238	147,680

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4200 Telecommunications					
8000 General Fund	14,673	558	15,231	-	15,231
3400 Other Funds Ltd	123,567	2,063	125,630	7,896	133,526
All Funds	138,240	2,621	140,861	7,896	148,757
4225 State Gov. Service Charges					
8000 General Fund	44,131	(1,411)	42,720	-	42,720
3400 Other Funds Ltd	347,464	66,228	413,692	-	413,692
All Funds	391,595	64,817	456,412	-	456,412
4250 Data Processing					
8000 General Fund	10,830	411	11,241	-	11,241
3400 Other Funds Ltd	330,781	12,570	343,351	352,228	695,579
All Funds	341,611	12,981	354,592	352,228	706,820
4275 Publicity and Publications					
8000 General Fund	4,477	170	4,647	105	4,752
3400 Other Funds Ltd	20,323	443	20,766	1,541	22,307
All Funds	24,800	613	25,413	1,646	27,059
4300 Professional Services					
8000 General Fund	688	(684)	4	-	4
3400 Other Funds Ltd	227,281	9,545	236,826	225,000	461,826
All Funds	227,969	8,861	236,830	225,000	461,830
4315 IT Professional Services					
8000 General Fund	30,114	1,978	32,092	-	32,092
3400 Other Funds Ltd	1,744,500	(20,511)	1,723,989	-	1,723,989

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All Funds	1,774,614	(18,533)	1,756,081	-	1,756,081
4325 Attorney General					
3400 Other Funds Ltd	61,177	12,321	73,498	-	73,498
4375 Employee Recruitment and Develop					
8000 General Fund	5,651	215	5,866	175	6,041
3400 Other Funds Ltd	15,638	45	15,683	2,568	18,251
All Funds	21,289	260	21,549	2,743	24,292
4400 Dues and Subscriptions					
8000 General Fund	2,089	79	2,168	2,098	4,266
3400 Other Funds Ltd	12,905	160	13,065	21,604	34,669
All Funds	14,994	239	15,233	23,702	38,935
4425 Facilities Rental and Taxes					
8000 General Fund	87,106	12,655	99,761	63	99,824
3400 Other Funds Ltd	527,151	113,738	640,889	12,180	653,069
All Funds	614,257	126,393	740,650	12,243	752,893
4575 Agency Program Related S and S					
3400 Other Funds Ltd	3,893	148	4,041	-	4,041
4650 Other Services and Supplies					
8000 General Fund	11,913	452	12,365	5	12,370
3400 Other Funds Ltd	49,790	1,234	51,024	2,003	53,027
All Funds	61,703	1,686	63,389	2,008	65,397
4700 Expendable Prop 250 - 5000					
8000 General Fund	15,996	608	16,604	737	17,341

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3400 Other Funds Ltd	110,461	(1,726)	108,735	21,641	130,376
All Funds	126,457	(1,118)	125,339	22,378	147,717
4715 IT Expendable Property					
3400 Other Funds Ltd	182,479	6,935	189,414	-	189,414
TOTAL SERVICES & SUPPLIES					
8000 General Fund	273,031	16,755	289,786	27,787	317,573
3400 Other Funds Ltd	4,113,086	212,103	4,325,189	663,649	4,988,838
TOTAL SERVICES & SUPPLIES	\$4,386,117	\$228,858	\$4,614,975	\$691,436	\$5,306,411
CAPITAL OUTLAY					
5150 Telecommunications Equipment					
3400 Other Funds Ltd	103,259	3,924	107,183	-	107,183
5200 Technical Equipment					
3400 Other Funds Ltd	266,628	10,132	276,760	-	276,760
5550 Data Processing Software					
3400 Other Funds Ltd	62,125	2,361	64,486	-	64,486
5600 Data Processing Hardware					
3400 Other Funds Ltd	22,400	851	23,251	-	23,251
5900 Other Capital Outlay					
3400 Other Funds Ltd	31,294	1,189	32,483	-	32,483
TOTAL CAPITAL OUTLAY					
3400 Other Funds Ltd	485,706	18,457	504,163	-	504,163
TOTAL EXPENDITURES					
8000 General Fund	3,346,948	109,769	3,456,717	33,056	3,489,773

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3400 Other Funds Ltd	18,397,156	371,489	18,768,645	1,393,743	20,162,388
TOTAL EXPENDITURES	\$21,744,104	\$481,258	\$22,225,362	\$1,426,799	\$23,652,161
ENDING BALANCE					
3400 Other Funds Ltd	3,507,778	(371,489)	3,136,289	(1,393,743)	1,742,546
AUTHORIZED POSITIONS					
8150 Class/Unclass Positions	64	-	64	3	67
AUTHORIZED FTE					
8250 Class/Unclass FTE Positions	63.89	-	63.89	3.00	66.89

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BEGINNING BALANCE					
0025 Beginning Balance					
3400 Other Funds Ltd	429,354	-	429,354	-	429,354
6400 Federal Funds Ltd	5,500,000	-	5,500,000	-	5,500,000
All Funds	5,929,354	-	5,929,354	-	5,929,354
REVENUE CATEGORIES					
GENERAL FUND APPROPRIATION					
0050 General Fund Appropriation					
8000 General Fund	9,739,618	(1,934,414)	7,805,204	4,390,762	12,195,966
LICENSES AND FEES					
0210 Non-business Lic. and Fees					
8800 General Fund Revenue	657,511	-	657,511	-	657,511
CHARGES FOR SERVICES					
0410 Charges for Services					
3400 Other Funds Ltd	5,000	-	5,000	-	5,000
FINES, RENTS AND ROYALTIES					
0505 Fines and Forfeitures					
8800 General Fund Revenue	224,419	-	224,419	-	224,419
SALES INCOME					
0705 Sales Income					
3400 Other Funds Ltd	10,000	-	10,000	-	10,000
OTHER					
0975 Other Revenues					

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3400 Other Funds Ltd	1,013,990	-	1,013,990	-	1,013,990
TOTAL REVENUES					
8000 General Fund	9,739,618	(1,934,414)	7,805,204	4,390,762	12,195,966
3400 Other Funds Ltd	1,028,990	-	1,028,990	-	1,028,990
8800 General Fund Revenue	881,930	-	881,930	-	881,930
TOTAL REVENUES	\$11,650,538	(\$1,934,414)	\$9,716,124	\$4,390,762	\$14,106,886
TRANSFERS OUT					
2060 Transfer to General Fund					
8800 General Fund Revenue	(881,930)	-	(881,930)	-	(881,930)
AVAILABLE REVENUES					
8000 General Fund	9,739,618	(1,934,414)	7,805,204	4,390,762	12,195,966
3400 Other Funds Ltd	1,458,344	-	1,458,344	-	1,458,344
6400 Federal Funds Ltd	5,500,000	-	5,500,000	-	5,500,000
TOTAL AVAILABLE REVENUES	\$16,697,962	(\$1,934,414)	\$14,763,548	\$4,390,762	\$19,154,310
EXPENDITURES					
PERSONAL SERVICES					
SALARIES & WAGES					
3110 Class/Unclass Sal. and Per Diem					
8000 General Fund	2,583,408	-	2,583,408	368,568	2,951,976
6400 Federal Funds Ltd	532,440	-	532,440	309,696	842,136
All Funds	3,115,848	-	3,115,848	678,264	3,794,112
3160 Temporary Appointments					
8000 General Fund	201,515	7,657	209,172	-	209,172

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3170 Overtime Payments					
8000 General Fund	26,344	1,001	27,345	-	27,345
TOTAL SALARIES & WAGES					
8000 General Fund	2,811,267	8,658	2,819,925	368,568	3,188,493
6400 Federal Funds Ltd	532,440	-	532,440	309,696	842,136
TOTAL SALARIES & WAGES	\$3,343,707	\$8,658	\$3,352,365	\$678,264	\$4,030,629
OTHER PAYROLL EXPENSES					
3210 Empl. Rel. Bd. Assessments					
8000 General Fund	976	-	976	183	1,159
6400 Federal Funds Ltd	244	-	244	122	366
All Funds	1,220	-	1,220	305	1,525
3220 Public Employees' Retire Cont					
8000 General Fund	442,876	170	443,046	62,546	505,592
6400 Federal Funds Ltd	90,354	-	90,354	52,556	142,910
All Funds	533,230	170	533,400	115,102	648,502
3221 Pension Obligation Bond					
8000 General Fund	133,191	13,894	147,085	-	147,085
6400 Federal Funds Ltd	32,260	(2,252)	30,008	-	30,008
All Funds	165,451	11,642	177,093	-	177,093
3230 Social Security Taxes					
8000 General Fund	211,603	662	212,265	28,196	240,461
6400 Federal Funds Ltd	40,732	-	40,732	23,692	64,424
All Funds	252,335	662	252,997	51,888	304,885

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Description	2019-21 Base Budget	Essential Packages	2019-21 Current Service Level	Policy Packages	2019-21 Agency Request Audit
3240 Unemployment Assessments					
8000 General Fund	219	8	227	-	227
3250 Worker's Comp. Assess. (WCD)					
8000 General Fund	928	-	928	174	1,102
6400 Federal Funds Ltd	232	-	232	116	348
All Funds	1,160	-	1,160	290	1,450
3260 Mass Transit Tax					
8000 General Fund	15,552	1,367	16,919	2,211	19,130
3270 Flexible Benefits					
8000 General Fund	562,944	-	562,944	105,552	668,496
6400 Federal Funds Ltd	140,736	-	140,736	70,368	211,104
All Funds	703,680	-	703,680	175,920	879,600
TOTAL OTHER PAYROLL EXPENSES					
8000 General Fund	1,368,289	16,101	1,384,390	198,862	1,583,252
6400 Federal Funds Ltd	304,558	(2,252)	302,306	146,854	449,160
TOTAL OTHER PAYROLL EXPENSES	\$1,672,847	\$13,849	\$1,686,696	\$345,716	\$2,032,412
P.S. BUDGET ADJUSTMENTS					
3455 Vacancy Savings					
8000 General Fund	(129,594)	129,594	-	-	-
TOTAL PERSONAL SERVICES					
8000 General Fund	4,049,962	154,353	4,204,315	567,430	4,771,745
6400 Federal Funds Ltd	836,998	(2,252)	834,746	456,550	1,291,296
TOTAL PERSONAL SERVICES	\$4,886,960	\$152,101	\$5,039,061	\$1,023,980	\$6,063,041

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Description	2019-21 Base Budget	Essential Packages	2019-21 Current Service Level	Policy Packages	2019-21 Agency Request Audit
SERVICES & SUPPLIES					
4100 Instate Travel					
8000 General Fund	12,796	486	13,282	1,974	15,256
6400 Federal Funds Ltd	56,844	2,160	59,004	-	59,004
All Funds	69,640	2,646	72,286	1,974	74,260
4125 Out of State Travel					
8000 General Fund	15,275	580	15,855	-	15,855
6400 Federal Funds Ltd	15,500	589	16,089	-	16,089
All Funds	30,775	1,169	31,944	-	31,944
4150 Employee Training					
8000 General Fund	9,470	360	9,830	5,922	15,752
6400 Federal Funds Ltd	9,692	368	10,060	-	10,060
All Funds	19,162	728	19,890	5,922	25,812
4175 Office Expenses					
8000 General Fund	845,227	(137,109)	708,118	2,693,072	3,401,190
3400 Other Funds Ltd	90,279	(1,569)	88,710	-	88,710
6400 Federal Funds Ltd	33,977	2,059	36,036	-	36,036
All Funds	969,483	(136,619)	832,864	2,693,072	3,525,936
4200 Telecommunications					
8000 General Fund	19,011	722	19,733	7,896	27,629
3400 Other Funds Ltd	85	3	88	-	88
6400 Federal Funds Ltd	104,250	3,962	108,212	-	108,212
All Funds	123,346	4,687	128,033	7,896	135,929

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4225 State Gov. Service Charges					
8000 General Fund	255,696	113,657	369,353	-	369,353
6400 Federal Funds Ltd	25,264	-	25,264	-	25,264
All Funds	280,960	113,657	394,617	-	394,617
4250 Data Processing					
8000 General Fund	9,190	349	9,539	-	9,539
3400 Other Funds Ltd	58	2	60	-	60
6400 Federal Funds Ltd	108,699	4,130	112,829	-	112,829
All Funds	117,947	4,481	122,428	-	122,428
4275 Publicity and Publications					
8000 General Fund	844,965	(164,138)	680,827	200,990	881,817
3400 Other Funds Ltd	6,048	230	6,278	-	6,278
6400 Federal Funds Ltd	20,766	2,476	23,242	-	23,242
All Funds	871,779	(161,432)	710,347	200,990	911,337
4300 Professional Services					
8000 General Fund	550,244	21,207	571,451	-	571,451
3400 Other Funds Ltd	13,192	554	13,746	-	13,746
6400 Federal Funds Ltd	921,287	39,036	960,323	-	960,323
All Funds	1,484,723	60,797	1,545,520	-	1,545,520
4315 IT Professional Services					
8000 General Fund	484,032	20,329	504,361	-	504,361
3400 Other Funds Ltd	1,013,990	42,588	1,056,578	-	1,056,578
6400 Federal Funds Ltd	1,863,380	189,423	2,052,803	-	2,052,803

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All Funds	3,361,402	252,340	3,613,742	-	3,613,742
4325 Attorney General					
8000 General Fund	377,264	75,981	453,245	-	453,245
3400 Other Funds Ltd	445	90	535	-	535
6400 Federal Funds Ltd	72,858	14,673	87,531	-	87,531
All Funds	450,567	90,744	541,311	-	541,311
4375 Employee Recruitment and Develop					
8000 General Fund	1,048	40	1,088	1,647	2,735
6400 Federal Funds Ltd	7	-	7	-	7
All Funds	1,055	40	1,095	1,647	2,742
4400 Dues and Subscriptions					
8000 General Fund	1,037	39	1,076	990	2,066
6400 Federal Funds Ltd	156	6	162	-	162
All Funds	1,193	45	1,238	990	2,228
4425 Facilities Rental and Taxes					
8000 General Fund	202,434	7,692	210,126	11,847	221,973
6400 Federal Funds Ltd	36,265	1,378	37,643	-	37,643
All Funds	238,699	9,070	247,769	11,847	259,616
4650 Other Services and Supplies					
8000 General Fund	8,540	325	8,865	1,974	10,839
3400 Other Funds Ltd	4,710	5,179	9,889	-	9,889
6400 Federal Funds Ltd	11,992	456	12,448	-	12,448
All Funds	25,242	5,960	31,202	1,974	33,176

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4700 Expendable Prop 250 - 5000					
8000 General Fund	2,331	89	2,420	17,772	20,192
6400 Federal Funds Ltd	26,446	1,005	27,451	-	27,451
All Funds	28,777	1,094	29,871	17,772	47,643
4715 IT Expendable Property					
8000 General Fund	20,925	795	21,720	-	21,720
3400 Other Funds Ltd	7,747	294	8,041	-	8,041
6400 Federal Funds Ltd	337,024	(100,723)	236,301	-	236,301
All Funds	365,696	(99,634)	266,062	-	266,062
TOTAL SERVICES & SUPPLIES					
8000 General Fund	3,659,485	(58,596)	3,600,889	2,944,084	6,544,973
3400 Other Funds Ltd	1,136,554	47,371	1,183,925	-	1,183,925
6400 Federal Funds Ltd	3,644,407	160,998	3,805,405	-	3,805,405
TOTAL SERVICES & SUPPLIES	\$8,440,446	\$149,773	\$8,590,219	\$2,944,084	\$11,534,303
CAPITAL OUTLAY					
5150 Telecommunications Equipment					
6400 Federal Funds Ltd	15,929	605	16,534	-	16,534
5550 Data Processing Software					
6400 Federal Funds Ltd	238,529	9,064	247,593	-	247,593
5600 Data Processing Hardware					
6400 Federal Funds Ltd	12,367	470	12,837	-	12,837
TOTAL CAPITAL OUTLAY					
6400 Federal Funds Ltd	266,825	10,139	276,964	-	276,964

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SPECIAL PAYMENTS					
6020 Dist to Counties					
8000 General Fund	2,030,171	(2,030,171)	-	-	-
6085 Other Special Payments					
8000 General Fund	-	-	-	879,248	879,248
TOTAL SPECIAL PAYMENTS					
8000 General Fund	2,030,171	(2,030,171)	-	879,248	879,248
TOTAL EXPENDITURES					
8000 General Fund	9,739,618	(1,934,414)	7,805,204	4,390,762	12,195,966
3400 Other Funds Ltd	1,136,554	47,371	1,183,925	-	1,183,925
6400 Federal Funds Ltd	4,748,230	168,885	4,917,115	456,550	5,373,665
TOTAL EXPENDITURES	\$15,624,402	(\$1,718,158)	\$13,906,244	\$4,847,312	\$18,753,556
ENDING BALANCE					
3400 Other Funds Ltd	321,790	(47,371)	274,419	-	274,419
6400 Federal Funds Ltd	751,770	(168,885)	582,885	(456,550)	126,335
TOTAL ENDING BALANCE	\$1,073,560	(\$216,256)	\$857,304	(\$456,550)	\$400,754
AUTHORIZED POSITIONS					
8150 Class/Unclass Positions	20	-	20	5	25
AUTHORIZED FTE					
8250 Class/Unclass FTE Positions	20.00	-	20.00	5.00	25.00

Detail Revenues & Expenditures - Requested Budget
 2019-21 Biennium
 Audits Division

Version: V - 01 - Agency Request Budget
 Cross Reference Number: 16500-007-00-00-00000

Description	2019-21 Base Budget	Essential Packages	2019-21 Current Service Level	Policy Packages	2019-21 Agency Request Audit
BEGINNING BALANCE					
0025 Beginning Balance					
3400 Other Funds Ltd	1,942,399	-	1,942,399	-	1,942,399
REVENUE CATEGORIES					
CHARGES FOR SERVICES					
0410 Charges for Services					
3400 Other Funds Ltd	30,560,552	-	30,560,552	-	30,560,552
TRANSFERS OUT					
2010 Transfer Out - Intrafund					
3400 Other Funds Ltd	(6,473,692)	-	(6,473,692)	-	(6,473,692)
AVAILABLE REVENUES					
3400 Other Funds Ltd	26,029,259	-	26,029,259	-	26,029,259
EXPENDITURES					
PERSONAL SERVICES					
SALARIES & WAGES					
3110 Class/Unclass Sal. and Per Diem					
3400 Other Funds Ltd	12,837,240	-	12,837,240	885,672	13,722,912
OTHER PAYROLL EXPENSES					
3210 Empl. Rel. Bd. Assessments					
3400 Other Funds Ltd	4,392	-	4,392	305	4,697
3220 Public Employees' Retire Cont					
3400 Other Funds Ltd	2,178,483	-	2,178,483	150,301	2,328,784
3221 Pension Obligation Bond					

Detail Revenues & Expenditures - Requested Budget
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 Audits Division

Version: V - 01 - Agency Request Budget
 Cross Reference Number: 16500-007-00-00-00000

Description	2019-21 Base Budget	Essential Packages	2019-21 Current Service Level	Policy Packages	2019-21 Agency Request Audit
3400 Other Funds Ltd	655,700	67,804	723,504	-	723,504
3230 Social Security Taxes					
3400 Other Funds Ltd	975,967	-	975,967	67,752	1,043,719
3250 Worker's Comp. Assess. (WCD)					
3400 Other Funds Ltd	4,176	-	4,176	290	4,466
3260 Mass Transit Tax					
3400 Other Funds Ltd	69,251	7,772	77,023	5,314	82,337
3270 Flexible Benefits					
3400 Other Funds Ltd	2,533,248	-	2,533,248	175,920	2,709,168
TOTAL OTHER PAYROLL EXPENSES					
3400 Other Funds Ltd	6,421,217	75,576	6,496,793	399,882	6,896,675
P.S. BUDGET ADJUSTMENTS					
3455 Vacancy Savings					
3400 Other Funds Ltd	(587,154)	496,763	(90,391)	-	(90,391)
TOTAL PERSONAL SERVICES					
3400 Other Funds Ltd	18,671,303	572,339	19,243,642	1,285,554	20,529,196
SERVICES & SUPPLIES					
4100 Instate Travel					
3400 Other Funds Ltd	47,895	1,820	49,715	3,290	53,005
4125 Out of State Travel					
3400 Other Funds Ltd	33,953	1,290	35,243	-	35,243
4150 Employee Training					
3400 Other Funds Ltd	119,034	4,523	123,557	9,870	133,427

Detail Revenues & Expenditures - Requested Budget
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 Audits Division

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Description	2019-21 Base Budget	Essential Packages	2019-21 Current Service Level	Policy Packages	2019-21 Agency Request Audit
4175 Office Expenses					
3400 Other Funds Ltd	82,419	3,132	85,551	9,870	95,421
4200 Telecommunications					
3400 Other Funds Ltd	72,536	2,756	75,292	13,160	88,452
4225 State Gov. Service Charges					
3400 Other Funds Ltd	454,753	69,483	524,236	-	524,236
4250 Data Processing					
3400 Other Funds Ltd	71,657	2,723	74,380	-	74,380
4275 Publicity and Publications					
3400 Other Funds Ltd	19,501	741	20,242	1,650	21,892
4300 Professional Services					
3400 Other Funds Ltd	1,692,382	71,080	1,763,462	-	1,763,462
4315 IT Professional Services					
3400 Other Funds Ltd	275,758	11,582	287,340	-	287,340
4325 Attorney General					
3400 Other Funds Ltd	61,692	12,425	74,117	-	74,117
4375 Employee Recruitment and Develop					
3400 Other Funds Ltd	11,697	444	12,141	2,745	14,886
4400 Dues and Subscriptions					
3400 Other Funds Ltd	6,849	260	7,109	1,650	8,759
4425 Facilities Rental and Taxes					
3400 Other Funds Ltd	651,666	24,763	676,429	19,745	696,174
4650 Other Services and Supplies					

Detail Revenues & Expenditures - Requested Budget
 2019-21 Biennium
 Audits Division

Version: V - 01 - Agency Request Budget
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Description	2019-21 Base Budget	Essential Packages	2019-21 Current Service Level	Policy Packages	2019-21 Agency Request Audit
3400 Other Funds Ltd	42,151	1,602	43,753	3,290	47,043
4700 Expendable Prop 250 - 5000					
3400 Other Funds Ltd	24,392	927	25,319	29,620	54,939
4715 IT Expendable Property					
3400 Other Funds Ltd	115,489	4,389	119,878	-	119,878
TOTAL SERVICES & SUPPLIES					
3400 Other Funds Ltd	3,783,824	213,940	3,997,764	94,890	4,092,654
TOTAL EXPENDITURES					
3400 Other Funds Ltd	22,455,127	786,279	23,241,406	1,380,444	24,621,850
ENDING BALANCE					
3400 Other Funds Ltd	3,574,132	(786,279)	2,787,853	(1,380,444)	1,407,409
AUTHORIZED POSITIONS					
8150 Class/Unclass Positions	72	-	72	5	77
AUTHORIZED FTE					
8250 Class/Unclass FTE Positions	72.00	-	72.00	5.00	77.00

Description	2019-21 Base Budget	Essential Packages	2019-21 Current Service Level	Policy Packages	2019-21 Agency Request Audit
BEGINNING BALANCE					
0025 Beginning Balance					
3400 Other Funds Ltd	2,575,156	-	2,575,156	-	2,575,156
REVENUE CATEGORIES					
GENERAL FUND APPROPRIATION					
0050 General Fund Appropriation					
8000 General Fund	-	-	-	1,200,000	1,200,000
CHARGES FOR SERVICES					
0410 Charges for Services					
3400 Other Funds Ltd	12,004,713	-	12,004,713	-	12,004,713
SALES INCOME					
0705 Sales Income					
3400 Other Funds Ltd	135,000	-	135,000	-	135,000
FEDERAL FUNDS REVENUE					
0995 Federal Funds					
6400 Federal Funds Ltd	43,222	-	43,222	-	43,222
TOTAL REVENUES					
8000 General Fund	-	-	-	1,200,000	1,200,000
3400 Other Funds Ltd	12,139,713	-	12,139,713	-	12,139,713
6400 Federal Funds Ltd	43,222	-	43,222	-	43,222
TOTAL REVENUES	\$12,182,935	-	\$12,182,935	\$1,200,000	\$13,382,935

TRANSFERS OUT
 2010 Transfer Out - Intrafund

Detail Revenues & Expenditures - Requested Budget
 2019-21 Biennium
 Archives Division

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Description	2019-21 Base Budget	Essential Packages	2019-21 Current Service Level	Policy Packages	2019-21 Agency Request Audit
3400 Other Funds Ltd	(3,673,632)	-	(3,673,632)	-	(3,673,632)
AVAILABLE REVENUES					
8000 General Fund	-	-	-	1,200,000	1,200,000
3400 Other Funds Ltd	11,041,237	-	11,041,237	-	11,041,237
6400 Federal Funds Ltd	43,222	-	43,222	-	43,222
TOTAL AVAILABLE REVENUES	\$11,084,459	-	\$11,084,459	\$1,200,000	\$12,284,459
EXPENDITURES					
PERSONAL SERVICES					
SALARIES & WAGES					
3110 Class/Unclass Sal. and Per Diem					
3400 Other Funds Ltd	2,965,206	-	2,965,206	3,312	2,968,518
3160 Temporary Appointments					
3400 Other Funds Ltd	36,877	1,402	38,279	-	38,279
TOTAL SALARIES & WAGES					
3400 Other Funds Ltd	3,002,083	1,402	3,003,485	3,312	3,006,797
OTHER PAYROLL EXPENSES					
3210 Empl. Rel. Bd. Assessments					
3400 Other Funds Ltd	1,339	-	1,339	-	1,339
3220 Public Employees' Retire Cont					
3400 Other Funds Ltd	503,196	-	503,196	562	503,758
3221 Pension Obligation Bond					
3400 Other Funds Ltd	149,328	17,790	167,118	-	167,118
3230 Social Security Taxes					

Detail Revenues & Expenditures - Requested Budget
 2019-21 Biennium
 Archives Division

Version: V - 01 - Agency Request Budget
 Cross Reference Number: 16500-012-00-00-00000

Description	2019-21 Base Budget	Essential Packages	2019-21 Current Service Level	Policy Packages	2019-21 Agency Request Audit
3400 Other Funds Ltd	228,492	108	228,600	254	228,854
3250 Worker's Comp. Assess. (WCD)					
3400 Other Funds Ltd	1,276	-	1,276	-	1,276
3260 Mass Transit Tax					
3400 Other Funds Ltd	15,992	2,030	18,022	20	18,042
3270 Flexible Benefits					
3400 Other Funds Ltd	774,048	-	774,048	-	774,048
TOTAL OTHER PAYROLL EXPENSES					
3400 Other Funds Ltd	1,673,671	19,928	1,693,599	836	1,694,435
P.S. BUDGET ADJUSTMENTS					
3455 Vacancy Savings					
3400 Other Funds Ltd	(174,129)	113,868	(60,261)	-	(60,261)
TOTAL PERSONAL SERVICES					
3400 Other Funds Ltd	4,501,625	135,198	4,636,823	4,148	4,640,971
SERVICES & SUPPLIES					
4100 Instate Travel					
3400 Other Funds Ltd	21,725	826	22,551	-	22,551
6400 Federal Funds Ltd	8,531	324	8,855	-	8,855
All Funds	30,256	1,150	31,406	-	31,406
4125 Out of State Travel					
3400 Other Funds Ltd	28,370	1,078	29,448	-	29,448
4150 Employee Training					
3400 Other Funds Ltd	47,578	1,808	49,386	-	49,386

Description	2019-21 Base Budget	Essential Packages	2019-21 Current Service Level	Policy Packages	2019-21 Agency Request Audit
4175 Office Expenses					
3400 Other Funds Ltd	81,078	3,080	84,158	-	84,158
4200 Telecommunications					
3400 Other Funds Ltd	46,715	1,775	48,490	-	48,490
4225 State Gov. Service Charges					
3400 Other Funds Ltd	148,170	19,563	167,733	-	167,733
4250 Data Processing					
3400 Other Funds Ltd	11,805	449	12,254	-	12,254
4275 Publicity and Publications					
3400 Other Funds Ltd	260,802	9,910	270,712	-	270,712
6400 Federal Funds Ltd	6,562	249	6,811	-	6,811
All Funds	267,364	10,159	277,523	-	277,523
4300 Professional Services					
3400 Other Funds Ltd	38,664	1,624	40,288	-	40,288
6400 Federal Funds Ltd	12,160	511	12,671	-	12,671
All Funds	50,824	2,135	52,959	-	52,959
4315 IT Professional Services					
3400 Other Funds Ltd	331,391	13,919	345,310	-	345,310
6400 Federal Funds Ltd	8,618	362	8,980	-	8,980
All Funds	340,009	14,281	354,290	-	354,290
4325 Attorney General					
3400 Other Funds Ltd	12,851	2,588	15,439	-	15,439
4375 Employee Recruitment and Develop					

Detail Revenues & Expenditures - Requested Budget
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 Archives Division

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Description	2019-21 Base Budget	Essential Packages	2019-21 Current Service Level	Policy Packages	2019-21 Agency Request Audit
3400 Other Funds Ltd	623	24	647	-	647
4400 Dues and Subscriptions					
3400 Other Funds Ltd	6,110	232	6,342	-	6,342
6400 Federal Funds Ltd	4,594	175	4,769	-	4,769
All Funds	10,704	407	11,111	-	11,111
4425 Facilities Rental and Taxes					
3400 Other Funds Ltd	2,021,935	42,834	2,064,769	-	2,064,769
4450 Fuels and Utilities					
3400 Other Funds Ltd	68,726	2,612	71,338	-	71,338
4575 Agency Program Related S and S					
3400 Other Funds Ltd	15,244	579	15,823	-	15,823
4650 Other Services and Supplies					
3400 Other Funds Ltd	40,217	1,529	41,746	-	41,746
6400 Federal Funds Ltd	1,094	42	1,136	-	1,136
All Funds	41,311	1,571	42,882	-	42,882
4700 Expendable Prop 250 - 5000					
3400 Other Funds Ltd	25,347	963	26,310	-	26,310
4715 IT Expendable Property					
3400 Other Funds Ltd	42,198	1,603	43,801	-	43,801
TOTAL SERVICES & SUPPLIES					
3400 Other Funds Ltd	3,249,549	106,996	3,356,545	-	3,356,545
6400 Federal Funds Ltd	41,559	1,663	43,222	-	43,222
TOTAL SERVICES & SUPPLIES	\$3,291,108	\$108,659	\$3,399,767	-	\$3,399,767

Detail Revenues & Expenditures - Requested Budget
 2019-21 Biennium
 Archives Division

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Description	2019-21 Base Budget	Essential Packages	2019-21 Current Service Level	Policy Packages	2019-21 Agency Request Audit
CAPITAL OUTLAY					
5100 Office Furniture and Fixtures					
3400 Other Funds Ltd	113,947	4,330	118,277	1,250,000	1,368,277
5900 Other Capital Outlay					
8000 General Fund	-	-	-	1,200,000	1,200,000
TOTAL CAPITAL OUTLAY					
8000 General Fund	-	-	-	1,200,000	1,200,000
3400 Other Funds Ltd	113,947	4,330	118,277	1,250,000	1,368,277
TOTAL CAPITAL OUTLAY	\$113,947	\$4,330	\$118,277	\$2,450,000	\$2,568,277
TOTAL EXPENDITURES					
8000 General Fund	-	-	-	1,200,000	1,200,000
3400 Other Funds Ltd	7,865,121	246,524	8,111,645	1,254,148	9,365,793
6400 Federal Funds Ltd	41,559	1,663	43,222	-	43,222
TOTAL EXPENDITURES	\$7,906,680	\$248,187	\$8,154,867	\$2,454,148	\$10,609,015
ENDING BALANCE					
3400 Other Funds Ltd	3,176,116	(246,524)	2,929,592	(1,254,148)	1,675,444
6400 Federal Funds Ltd	1,663	(1,663)	-	-	-
TOTAL ENDING BALANCE	\$3,177,779	(\$248,187)	\$2,929,592	(\$1,254,148)	\$1,675,444
AUTHORIZED POSITIONS					
8150 Class/Unclass Positions	22	-	22	-	22
AUTHORIZED FTE					
8250 Class/Unclass FTE Positions	21.75	-	21.75	-	21.75

Detail Revenues & Expenditures - Requested Budget
 2019-21 Biennium
 Corporation Division

Version: V - 01 - Agency Request Budget
 Cross Reference Number: 16500-036-00-00-00000

Description	2019-21 Base Budget	Essential Packages	2019-21 Current Service Level	Policy Packages	2019-21 Agency Request Audit
BEGINNING BALANCE					
0025 Beginning Balance					
3400 Other Funds Ltd	2,695,590	-	2,695,590	-	2,695,590
REVENUE CATEGORIES					
LICENSES AND FEES					
0205 Business Lic and Fees					
3400 Other Funds Ltd	17,714,505	-	17,714,505	-	17,714,505
8800 General Fund Revenue	70,858,021	-	70,858,021	-	70,858,021
All Funds	88,572,526	-	88,572,526	-	88,572,526
0210 Non-business Lic. and Fees					
3400 Other Funds Ltd	2,910,299	-	2,910,299	-	2,910,299
TOTAL LICENSES AND FEES					
3400 Other Funds Ltd	20,624,804	-	20,624,804	-	20,624,804
8800 General Fund Revenue	70,858,021	-	70,858,021	-	70,858,021
TOTAL LICENSES AND FEES	\$91,482,825	-	\$91,482,825	-	\$91,482,825
CHARGES FOR SERVICES					
0410 Charges for Services					
3400 Other Funds Ltd	775,692	-	775,692	-	775,692
TOTAL REVENUES					
3400 Other Funds Ltd	21,400,496	-	21,400,496	-	21,400,496
8800 General Fund Revenue	70,858,021	-	70,858,021	-	70,858,021
TOTAL REVENUES	\$92,258,517	-	\$92,258,517	-	\$92,258,517
TRANSFERS OUT					

Detail Revenues & Expenditures - Requested Budget
 2019-21 Biennium
 Corporation Division

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Description	2019-21 Base Budget	Essential Packages	2019-21 Current Service Level	Policy Packages	2019-21 Agency Request Audit
2010 Transfer Out - Intrafund					
3400 Other Funds Ltd	(10,015,064)	-	(10,015,064)	-	(10,015,064)
2060 Transfer to General Fund					
8800 General Fund Revenue	(70,858,021)	-	(70,858,021)	-	(70,858,021)
TOTAL TRANSFERS OUT					
3400 Other Funds Ltd	(10,015,064)	-	(10,015,064)	-	(10,015,064)
8800 General Fund Revenue	(70,858,021)	-	(70,858,021)	-	(70,858,021)
TOTAL TRANSFERS OUT	(\$80,873,085)	-	(\$80,873,085)	-	(\$80,873,085)
AVAILABLE REVENUES					
3400 Other Funds Ltd	14,081,022	-	14,081,022	-	14,081,022
EXPENDITURES					
PERSONAL SERVICES					
SALARIES & WAGES					
3110 Class/Unclass Sal. and Per Diem					
3400 Other Funds Ltd	4,114,968	-	4,114,968	721,692	4,836,660
3160 Temporary Appointments					
3400 Other Funds Ltd	197,377	7,500	204,877	-	204,877
TOTAL SALARIES & WAGES					
3400 Other Funds Ltd	4,312,345	7,500	4,319,845	721,692	5,041,537
OTHER PAYROLL EXPENSES					
3210 Empl. Rel. Bd. Assessments					
3400 Other Funds Ltd	2,074	-	2,074	518	2,592
3220 Public Employees' Retire Cont					

Detail Revenues & Expenditures - Requested Budget
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Description	2019-21 Base Budget	Essential Packages	2019-21 Current Service Level	Policy Packages	2019-21 Agency Request Audit
3400 Other Funds Ltd	698,306	-	698,306	122,473	820,779
3221 Pension Obligation Bond					
3400 Other Funds Ltd	212,305	19,614	231,919	-	231,919
3230 Social Security Taxes					
3400 Other Funds Ltd	326,438	574	327,012	55,210	382,222
3250 Worker's Comp. Assess. (WCD)					
3400 Other Funds Ltd	1,972	-	1,972	493	2,465
3260 Mass Transit Tax					
3400 Other Funds Ltd	23,606	2,313	25,919	4,330	30,249
3270 Flexible Benefits					
3400 Other Funds Ltd	1,196,256	-	1,196,256	299,064	1,495,320
TOTAL OTHER PAYROLL EXPENSES					
3400 Other Funds Ltd	2,460,957	22,501	2,483,458	482,088	2,965,546
P.S. BUDGET ADJUSTMENTS					
3455 Vacancy Savings					
3400 Other Funds Ltd	(201,159)	80,637	(120,522)	-	(120,522)
TOTAL PERSONAL SERVICES					
3400 Other Funds Ltd	6,572,143	110,638	6,682,781	1,203,780	7,886,561
SERVICES & SUPPLIES					
4100 Instate Travel					
3400 Other Funds Ltd	22,855	868	23,723	3,952	27,675
4125 Out of State Travel					
3400 Other Funds Ltd	9,096	346	9,442	-	9,442

Detail Revenues & Expenditures - Requested Budget
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Description	2019-21 Base Budget	Essential Packages	2019-21 Current Service Level	Policy Packages	2019-21 Agency Request Audit
4150 Employee Training					
3400 Other Funds Ltd	20,629	784	21,413	14,476	35,889
4175 Office Expenses					
3400 Other Funds Ltd	691,029	26,259	717,288	17,766	735,054
4200 Telecommunications					
3400 Other Funds Ltd	125,420	4,766	130,186	20,398	150,584
4225 State Gov. Service Charges					
3400 Other Funds Ltd	221,061	207,023	428,084	-	428,084
4250 Data Processing					
3400 Other Funds Ltd	10,293	391	10,684	-	10,684
4275 Publicity and Publications					
3400 Other Funds Ltd	110,424	4,196	114,620	2,145	116,765
4300 Professional Services					
3400 Other Funds Ltd	217,355	9,129	226,484	-	226,484
4315 IT Professional Services					
3400 Other Funds Ltd	700,233	29,410	729,643	-	729,643
4325 Attorney General					
3400 Other Funds Ltd	46,612	9,388	56,000	-	56,000
4375 Employee Recruitment and Develop					
3400 Other Funds Ltd	1,341	51	1,392	3,566	4,958
4400 Dues and Subscriptions					
3400 Other Funds Ltd	3,331	127	3,458	2,195	5,653
4425 Facilities Rental and Taxes					

Detail Revenues & Expenditures - Requested Budget
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 Corporation Division

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Description	2019-21 Base Budget	Essential Packages	2019-21 Current Service Level	Policy Packages	2019-21 Agency Request Audit
3400 Other Funds Ltd	401,361	(57,748)	343,613	32,246	375,859
4650 Other Services and Supplies					
3400 Other Funds Ltd	1,135,282	43,141	1,178,423	505,922	1,684,345
4700 Expendable Prop 250 - 5000					
3400 Other Funds Ltd	10,432	396	10,828	53,316	64,144
4715 IT Expendable Property					
3400 Other Funds Ltd	90,679	3,446	94,125	-	94,125
TOTAL SERVICES & SUPPLIES					
3400 Other Funds Ltd	3,817,433	281,973	4,099,406	655,982	4,755,388
CAPITAL OUTLAY					
5200 Technical Equipment					
3400 Other Funds Ltd	672	26	698	-	698
5900 Other Capital Outlay					
3400 Other Funds Ltd	173	7	180	-	180
TOTAL CAPITAL OUTLAY					
3400 Other Funds Ltd	845	33	878	-	878
TOTAL EXPENDITURES					
3400 Other Funds Ltd	10,390,421	392,644	10,783,065	1,859,762	12,642,827
ENDING BALANCE					
3400 Other Funds Ltd	3,690,601	(392,644)	3,297,957	(1,859,762)	1,438,195
AUTHORIZED POSITIONS					
8150 Class/Unclass Positions	34	-	34	9	43
AUTHORIZED FTE					

Description	2019-21 Base Budget	Essential Packages	2019-21 Current Service Level	Policy Packages	2019-21 Agency Request Audit
8250 Class/Unclass FTE Positions	34.00	-	34.00	8.50	42.50

Budget Narrative

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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	

REVENUE CATEGORIES

GENERAL FUND APPROPRIATION

0050 General Fund Appropriation

8000 General Fund	(1,824,645)	247,367	(2,384,093)	302,736	9,345
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AVAILABLE REVENUES

8000 General Fund	(1,824,645)	247,367	(2,384,093)	302,736	9,345
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TOTAL AVAILABLE REVENUES

(\$1,824,645)	\$247,367	(\$2,384,093)	\$302,736	\$9,345
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EXPENDITURES

PERSONAL SERVICES

SALARIES & WAGES

3160 Temporary Appointments

8000 General Fund	8,760	8,760	-	-	-
3400 Other Funds Ltd	8,902	8,902	-	-	-
All Funds	17,662	17,662	-	-	-

3170 Overtime Payments

8000 General Fund	1,001	1,001	-	-	-
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SALARIES & WAGES

8000 General Fund	9,761	9,761	-	-	-
3400 Other Funds Ltd	8,902	8,902	-	-	-

TOTAL SALARIES & WAGES

\$18,663	\$18,663	-	-	-
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OTHER PAYROLL EXPENSES

3220 Public Employees Retire Cont

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	
8000 General Fund	170	170	-	-	-	
3221 Pension Obligation Bond						
8000 General Fund	30,436	30,436	-	-	-	
3400 Other Funds Ltd	155,572	155,572	-	-	-	
6400 Federal Funds Ltd	(2,252)	(2,252)	-	-	-	
All Funds	183,756	183,756	-	-	-	
3230 Social Security Taxes						
8000 General Fund	747	747	-	-	-	
3400 Other Funds Ltd	682	682	-	-	-	
All Funds	1,429	1,429	-	-	-	
3240 Unemployment Assessments						
8000 General Fund	9	9	-	-	-	
3260 Mass Transit Tax						
8000 General Fund	6,145	6,145	-	-	-	
3400 Other Funds Ltd	14,261	14,688	(427)	-	-	
All Funds	20,406	20,833	(427)	-	-	
OTHER PAYROLL EXPENSES						
8000 General Fund	37,507	37,507	-	-	-	
3400 Other Funds Ltd	170,515	170,942	(427)	-	-	
6400 Federal Funds Ltd	(2,252)	(2,252)	-	-	-	
TOTAL OTHER PAYROLL EXPENSES	\$205,770	\$206,197	(\$427)	-	-	

P.S. BUDGET ADJUSTMENTS

3455 Vacancy Savings

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	
8000 General Fund	200,099	200,099	-	-	-	
3400 Other Funds Ltd	779,687	779,687	-	-	-	
All Funds	979,786	979,786	-	-	-	
PERSONAL SERVICES						
8000 General Fund	247,367	247,367	-	-	-	
3400 Other Funds Ltd	959,104	959,531	(427)	-	-	
6400 Federal Funds Ltd	(2,252)	(2,252)	-	-	-	
TOTAL PERSONAL SERVICES	\$1,204,219	\$1,204,646	(\$427)	-	-	
SERVICES & SUPPLIES						
4100 Instate Travel						
8000 General Fund	866	-	-	866	-	
3400 Other Funds Ltd	4,379	-	(634)	5,013	-	
6400 Federal Funds Ltd	2,484	-	-	2,484	-	
All Funds	7,729	-	(634)	8,363	-	
4125 Out of State Travel						
8000 General Fund	760	-	-	760	-	
3400 Other Funds Ltd	3,472	-	-	3,472	-	
6400 Federal Funds Ltd	589	-	-	589	-	
All Funds	4,821	-	-	4,821	-	
4150 Employee Training						
8000 General Fund	1,506	-	-	1,032	474	
3400 Other Funds Ltd	11,655	-	(1,902)	13,557	-	
6400 Federal Funds Ltd	368	-	-	368	-	

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	13,529	-	(1,902)	14,957	474
4175 Office Expenses					
8000 General Fund	(137,091)	-	(163,032)	26,415	(474)
3400 Other Funds Ltd	33,649	-	(1,902)	40,551	(5,000)
6400 Federal Funds Ltd	2,059	-	-	1,319	740
All Funds	(101,383)	-	(164,934)	68,285	(4,734)
4200 Telecommunications					
8000 General Fund	1,280	-	-	1,280	-
3400 Other Funds Ltd	11,363	-	(2,536)	13,899	-
6400 Federal Funds Ltd	3,962	-	-	3,962	-
All Funds	16,605	-	(2,536)	19,141	-
4225 State Gov. Service Charges					
8000 General Fund	112,246	-	-	112,246	-
3400 Other Funds Ltd	362,297	-	-	362,297	-
All Funds	474,543	-	-	474,543	-
4250 Data Processing					
8000 General Fund	760	-	-	760	-
3400 Other Funds Ltd	16,135	-	-	16,135	-
6400 Federal Funds Ltd	4,130	-	-	4,130	-
All Funds	21,025	-	-	21,025	-
4275 Publicity and Publications					
8000 General Fund	(163,968)	-	(189,063)	25,095	-
3400 Other Funds Ltd	15,520	-	(318)	15,838	-

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	
6400 Federal Funds Ltd	2,725	-	-	1,100	1,625	
All Funds	(145,723)	-	(189,381)	42,033	1,625	
4300 Professional Services						
8000 General Fund	20,523	-	(1,827)	23,034	(684)	
3400 Other Funds Ltd	91,932	-	-	91,932	-	
6400 Federal Funds Ltd	39,547	-	-	39,219	328	
All Funds	152,002	-	(1,827)	154,185	(356)	
4315 IT Professional Services						
8000 General Fund	22,307	-	-	21,623	684	
3400 Other Funds Ltd	76,988	-	(90,000)	166,988	-	
6400 Federal Funds Ltd	189,785	-	-	83,104	106,681	
All Funds	289,080	-	(90,000)	271,715	107,365	
4325 Attorney General						
8000 General Fund	75,981	-	-	75,981	-	
3400 Other Funds Ltd	36,812	-	-	36,812	-	
6400 Federal Funds Ltd	14,673	-	-	14,673	-	
All Funds	127,466	-	-	127,466	-	
4375 Employee Recruitment and Develop						
8000 General Fund	255	-	-	255	-	
3400 Other Funds Ltd	564	-	(529)	1,093	-	
All Funds	819	-	(529)	1,348	-	
4400 Dues and Subscriptions						
8000 General Fund	118	-	-	118	-	

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	779	-	(318)	1,097	-	
6400 Federal Funds Ltd	181	-	-	181	-	
All Funds	1,078	-	(318)	1,396	-	
4425 Facilities Rental and Taxes						
8000 General Fund	20,347	-	-	11,002	9,345	
3400 Other Funds Ltd	123,587	-	(3,804)	136,736	(9,345)	
6400 Federal Funds Ltd	1,378	-	-	1,378	-	
All Funds	145,312	-	(3,804)	149,116	-	
4450 Fuels and Utilities						
3400 Other Funds Ltd	2,612	-	-	2,612	-	
4575 Agency Program Related S and S						
3400 Other Funds Ltd	727	-	-	727	-	
4650 Other Services and Supplies						
8000 General Fund	777	-	-	777	-	
3400 Other Funds Ltd	52,685	-	(634)	48,319	5,000	
6400 Federal Funds Ltd	498	-	-	498	-	
All Funds	53,960	-	(634)	49,594	5,000	
4700 Expendable Prop 250 - 5000						
8000 General Fund	697	-	-	697	-	
3400 Other Funds Ltd	560	-	(5,707)	6,267	-	
6400 Federal Funds Ltd	1,005	-	-	1,005	-	
All Funds	2,262	-	(5,707)	7,969	-	
4715 IT Expendable Property						

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	
8000 General Fund	795	-	-	795	-	
3400 Other Funds Ltd	16,667	-	-	16,667	-	
6400 Federal Funds Ltd	(100,723)	-	-	8,651	(109,374)	
All Funds	(83,261)	-	-	26,113	(109,374)	
SERVICES & SUPPLIES						
8000 General Fund	(41,841)	-	(353,922)	302,736	9,345	
3400 Other Funds Ltd	862,383	-	(108,284)	980,012	(9,345)	
6400 Federal Funds Ltd	162,661	-	-	162,661	-	
TOTAL SERVICES & SUPPLIES	\$983,203	-	(\$462,206)	\$1,445,409	-	
CAPITAL OUTLAY						
5100 Office Furniture and Fixtures						
3400 Other Funds Ltd	4,330	-	-	4,330	-	
5150 Telecommunications Equipment						
3400 Other Funds Ltd	3,924	-	-	3,924	-	
6400 Federal Funds Ltd	605	-	-	605	-	
All Funds	4,529	-	-	4,529	-	
5200 Technical Equipment						
3400 Other Funds Ltd	10,158	-	-	10,158	-	
5550 Data Processing Software						
3400 Other Funds Ltd	2,361	-	-	2,361	-	
6400 Federal Funds Ltd	9,064	-	-	9,064	-	
All Funds	11,425	-	-	11,425	-	
5600 Data Processing Hardware						

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	851	-	-	851	-	
6400 Federal Funds Ltd	470	-	-	470	-	
All Funds	1,321	-	-	1,321	-	
5900 Other Capital Outlay						
3400 Other Funds Ltd	1,196	-	-	1,196	-	
CAPITAL OUTLAY						
3400 Other Funds Ltd	22,820	-	-	22,820	-	
6400 Federal Funds Ltd	10,139	-	-	10,139	-	
TOTAL CAPITAL OUTLAY	\$32,959	-	-	\$32,959	-	
SPECIAL PAYMENTS						
6020 Dist to Counties						
8000 General Fund	(2,030,171)	-	(2,030,171)	-	-	
EXPENDITURES						
8000 General Fund	(1,824,645)	247,367	(2,384,093)	302,736	9,345	
3400 Other Funds Ltd	1,844,307	959,531	(108,711)	1,002,832	(9,345)	
6400 Federal Funds Ltd	170,548	(2,252)	-	172,800	-	
TOTAL EXPENDITURES	\$190,210	\$1,204,646	(\$2,492,804)	\$1,478,368	-	
ENDING BALANCE						
8000 General Fund	-	-	-	-	-	
3400 Other Funds Ltd	(1,844,307)	(959,531)	108,711	(1,002,832)	9,345	
6400 Federal Funds Ltd	(170,548)	2,252	-	(172,800)	-	
TOTAL ENDING BALANCE	(\$2,014,855)	(\$957,279)	\$108,711	(\$1,175,632)	\$9,345	

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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	

REVENUE CATEGORIES

GENERAL FUND APPROPRIATION

0050 General Fund Appropriation

8000 General Fund	109,769	93,014	-	7,410	9,345
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AVAILABLE REVENUES

8000 General Fund	109,769	93,014	-	7,410	9,345
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TOTAL AVAILABLE REVENUES

\$109,769	\$93,014	-	\$7,410	\$9,345
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EXPENDITURES

PERSONAL SERVICES

SALARIES & WAGES

3160 Temporary Appointments

8000 General Fund	1,103	1,103	-	-	-
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OTHER PAYROLL EXPENSES

3221 Pension Obligation Bond

8000 General Fund	16,542	16,542	-	-	-
3400 Other Funds Ltd	50,364	50,364	-	-	-
All Funds	66,906	66,906	-	-	-

3230 Social Security Taxes

8000 General Fund	85	85	-	-	-
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3240 Unemployment Assessments

8000 General Fund	1	1	-	-	-
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3260 Mass Transit Tax

8000 General Fund	4,778	4,778	-	-	-
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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	2,146	2,573	(427)	-	-	
All Funds	6,924	7,351	(427)	-	-	
OTHER PAYROLL EXPENSES						
8000 General Fund	21,406	21,406	-	-	-	
3400 Other Funds Ltd	52,510	52,937	(427)	-	-	
TOTAL OTHER PAYROLL EXPENSES	\$73,916	\$74,343	(\$427)	-	-	
P.S. BUDGET ADJUSTMENTS						
3455 Vacancy Savings						
8000 General Fund	70,505	70,505	-	-	-	
3400 Other Funds Ltd	88,419	88,419	-	-	-	
All Funds	158,924	158,924	-	-	-	
PERSONAL SERVICES						
8000 General Fund	93,014	93,014	-	-	-	
3400 Other Funds Ltd	140,929	141,356	(427)	-	-	
TOTAL PERSONAL SERVICES	\$233,943	\$234,370	(\$427)	-	-	
SERVICES & SUPPLIES						
4100 Instate Travel						
8000 General Fund	380	-	-	380	-	
3400 Other Funds Ltd	865	-	(634)	1,499	-	
All Funds	1,245	-	(634)	1,879	-	
4125 Out of State Travel						
8000 General Fund	180	-	-	180	-	

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	758	-	-	758	-	
All Funds	938	-	-	938	-	
4150 Employee Training						
8000 General Fund	1,146	-	-	672	474	
3400 Other Funds Ltd	4,540	-	(1,902)	6,442	-	
All Funds	5,686	-	(1,902)	7,114	474	
4175 Office Expenses						
8000 General Fund	18	-	-	492	(474)	
3400 Other Funds Ltd	2,747	-	(1,902)	4,649	-	
All Funds	2,765	-	(1,902)	5,141	(474)	
4200 Telecommunications						
8000 General Fund	558	-	-	558	-	
3400 Other Funds Ltd	2,063	-	(2,536)	4,599	-	
All Funds	2,621	-	(2,536)	5,157	-	
4225 State Gov. Service Charges						
8000 General Fund	(1,411)	-	-	(1,411)	-	
3400 Other Funds Ltd	66,228	-	-	66,228	-	
All Funds	64,817	-	-	64,817	-	
4250 Data Processing						
8000 General Fund	411	-	-	411	-	
3400 Other Funds Ltd	12,570	-	-	12,570	-	
All Funds	12,981	-	-	12,981	-	
4275 Publicity and Publications						

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	
8000 General Fund	170	-	-	170	-	
3400 Other Funds Ltd	443	-	(318)	761	-	
All Funds	613	-	(318)	931	-	
4300 Professional Services						
8000 General Fund	(684)	-	-	-	(684)	
3400 Other Funds Ltd	9,545	-	-	9,545	-	
All Funds	8,861	-	-	9,545	(684)	
4315 IT Professional Services						
8000 General Fund	1,978	-	-	1,294	684	
3400 Other Funds Ltd	(20,511)	-	(90,000)	69,489	-	
All Funds	(18,533)	-	(90,000)	70,783	684	
4325 Attorney General						
3400 Other Funds Ltd	12,321	-	-	12,321	-	
4375 Employee Recruitment and Develop						
8000 General Fund	215	-	-	215	-	
3400 Other Funds Ltd	45	-	(529)	574	-	
All Funds	260	-	(529)	789	-	
4400 Dues and Subscriptions						
8000 General Fund	79	-	-	79	-	
3400 Other Funds Ltd	160	-	(318)	478	-	
All Funds	239	-	(318)	557	-	
4425 Facilities Rental and Taxes						
8000 General Fund	12,655	-	-	3,310	9,345	

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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	113,738	-	(3,804)	19,887	97,655	
All Funds	126,393	-	(3,804)	23,197	107,000	
4575 Agency Program Related S and S						
3400 Other Funds Ltd	148	-	-	148	-	
4650 Other Services and Supplies						
8000 General Fund	452	-	-	452	-	
3400 Other Funds Ltd	1,234	-	(634)	1,868	-	
All Funds	1,686	-	(634)	2,320	-	
4700 Expendable Prop 250 - 5000						
8000 General Fund	608	-	-	608	-	
3400 Other Funds Ltd	(1,726)	-	(5,707)	3,981	-	
All Funds	(1,118)	-	(5,707)	4,589	-	
4715 IT Expendable Property						
3400 Other Funds Ltd	6,935	-	-	6,935	-	
SERVICES & SUPPLIES						
8000 General Fund	16,755	-	-	7,410	9,345	
3400 Other Funds Ltd	212,103	-	(108,284)	222,732	97,655	
TOTAL SERVICES & SUPPLIES	\$228,858	-	(\$108,284)	\$230,142	\$107,000	
CAPITAL OUTLAY						
5150 Telecommunications Equipment						
3400 Other Funds Ltd	3,924	-	-	3,924	-	
5200 Technical Equipment						
3400 Other Funds Ltd	10,132	-	-	10,132	-	

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	
5550 Data Processing Software						
3400 Other Funds Ltd	2,361	-	-	2,361	-	
5600 Data Processing Hardware						
3400 Other Funds Ltd	851	-	-	851	-	
5900 Other Capital Outlay						
3400 Other Funds Ltd	1,189	-	-	1,189	-	
CAPITAL OUTLAY						
3400 Other Funds Ltd	18,457	-	-	18,457	-	
TOTAL CAPITAL OUTLAY	\$18,457	-	-	\$18,457	-	
EXPENDITURES						
8000 General Fund	109,769	93,014	-	7,410	9,345	
3400 Other Funds Ltd	371,489	141,356	(108,711)	241,189	97,655	
TOTAL EXPENDITURES	\$481,258	\$234,370	(\$108,711)	\$248,599	\$107,000	
ENDING BALANCE						
8000 General Fund	-	-	-	-	-	
3400 Other Funds Ltd	(371,489)	(141,356)	108,711	(241,189)	(97,655)	
TOTAL ENDING BALANCE	(\$371,489)	(\$141,356)	\$108,711	(\$241,189)	(\$97,655)	

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 Elections Division

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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	

REVENUE CATEGORIES

GENERAL FUND APPROPRIATION

0050 General Fund Appropriation

8000 General Fund	(1,934,414)	154,353	(2,384,093)	295,326	-
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AVAILABLE REVENUES

8000 General Fund	(1,934,414)	154,353	(2,384,093)	295,326	-
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TOTAL AVAILABLE REVENUES	(\$1,934,414)	\$154,353	(\$2,384,093)	\$295,326	-
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EXPENDITURES

PERSONAL SERVICES

SALARIES & WAGES

3160 Temporary Appointments

8000 General Fund	7,657	7,657	-	-	-
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3170 Overtime Payments

8000 General Fund	1,001	1,001	-	-	-
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SALARIES & WAGES

8000 General Fund	8,658	8,658	-	-	-
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TOTAL SALARIES & WAGES	\$8,658	\$8,658	-	-	-
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OTHER PAYROLL EXPENSES

3220 Public Employees Retire Cont

8000 General Fund	170	170	-	-	-
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3221 Pension Obligation Bond

8000 General Fund	13,894	13,894	-	-	-
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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	
6400 Federal Funds Ltd	(2,252)	(2,252)	-	-	-	
All Funds	11,642	11,642	-	-	-	
3230 Social Security Taxes						
8000 General Fund	662	662	-	-	-	
3240 Unemployment Assessments						
8000 General Fund	8	8	-	-	-	
3260 Mass Transit Tax						
8000 General Fund	1,367	1,367	-	-	-	
OTHER PAYROLL EXPENSES						
8000 General Fund	16,101	16,101	-	-	-	
6400 Federal Funds Ltd	(2,252)	(2,252)	-	-	-	
TOTAL OTHER PAYROLL EXPENSES	\$13,849	\$13,849	-	-	-	
P.S. BUDGET ADJUSTMENTS						
3455 Vacancy Savings						
8000 General Fund	129,594	129,594	-	-	-	
PERSONAL SERVICES						
8000 General Fund	154,353	154,353	-	-	-	
6400 Federal Funds Ltd	(2,252)	(2,252)	-	-	-	
TOTAL PERSONAL SERVICES	\$152,101	\$152,101	-	-	-	
SERVICES & SUPPLIES						
4100 Instate Travel						
8000 General Fund	486	-	-	486	-	

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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	
6400 Federal Funds Ltd	2,160	-	-	2,160	-	
All Funds	2,646	-	-	2,646	-	
4125 Out of State Travel						
8000 General Fund	580	-	-	580	-	
6400 Federal Funds Ltd	589	-	-	589	-	
All Funds	1,169	-	-	1,169	-	
4150 Employee Training						
8000 General Fund	360	-	-	360	-	
6400 Federal Funds Ltd	368	-	-	368	-	
All Funds	728	-	-	728	-	
4175 Office Expenses						
8000 General Fund	(137,109)	-	(163,032)	25,923	-	
3400 Other Funds Ltd	(1,569)	-	-	3,431	(5,000)	
6400 Federal Funds Ltd	2,059	-	-	1,319	740	
All Funds	(136,619)	-	(163,032)	30,673	(4,260)	
4200 Telecommunications						
8000 General Fund	722	-	-	722	-	
3400 Other Funds Ltd	3	-	-	3	-	
6400 Federal Funds Ltd	3,962	-	-	3,962	-	
All Funds	4,687	-	-	4,687	-	
4225 State Gov. Service Charges						
8000 General Fund	113,657	-	-	113,657	-	
4250 Data Processing						

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 Elections Division

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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	
8000 General Fund	349	-	-	349	-	
3400 Other Funds Ltd	2	-	-	2	-	
6400 Federal Funds Ltd	4,130	-	-	4,130	-	
All Funds	4,481	-	-	4,481	-	
4275 Publicity and Publications						
8000 General Fund	(164,138)	-	(189,063)	24,925	-	
3400 Other Funds Ltd	230	-	-	230	-	
6400 Federal Funds Ltd	2,476	-	-	851	1,625	
All Funds	(161,432)	-	(189,063)	26,006	1,625	
4300 Professional Services						
8000 General Fund	21,207	-	(1,827)	23,034	-	
3400 Other Funds Ltd	554	-	-	554	-	
6400 Federal Funds Ltd	39,036	-	-	38,708	328	
All Funds	60,797	-	(1,827)	62,296	328	
4315 IT Professional Services						
8000 General Fund	20,329	-	-	20,329	-	
3400 Other Funds Ltd	42,588	-	-	42,588	-	
6400 Federal Funds Ltd	189,423	-	-	82,742	106,681	
All Funds	252,340	-	-	145,659	106,681	
4325 Attorney General						
8000 General Fund	75,981	-	-	75,981	-	
3400 Other Funds Ltd	90	-	-	90	-	
6400 Federal Funds Ltd	14,673	-	-	14,673	-	

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 Elections Division

Version: V - 01 - Agency Request Budget
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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	
All Funds	90,744	-	-	90,744	-	
4375 Employee Recruitment and Develop						
8000 General Fund	40	-	-	40	-	
4400 Dues and Subscriptions						
8000 General Fund	39	-	-	39	-	
6400 Federal Funds Ltd	6	-	-	6	-	
All Funds	45	-	-	45	-	
4425 Facilities Rental and Taxes						
8000 General Fund	7,692	-	-	7,692	-	
6400 Federal Funds Ltd	1,378	-	-	1,378	-	
All Funds	9,070	-	-	9,070	-	
4650 Other Services and Supplies						
8000 General Fund	325	-	-	325	-	
3400 Other Funds Ltd	5,179	-	-	179	5,000	
6400 Federal Funds Ltd	456	-	-	456	-	
All Funds	5,960	-	-	960	5,000	
4700 Expendable Prop 250 - 5000						
8000 General Fund	89	-	-	89	-	
6400 Federal Funds Ltd	1,005	-	-	1,005	-	
All Funds	1,094	-	-	1,094	-	
4715 IT Expendable Property						
8000 General Fund	795	-	-	795	-	
3400 Other Funds Ltd	294	-	-	294	-	

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 Elections Division

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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	
6400 Federal Funds Ltd	(100,723)	-	-	8,651	(109,374)	
All Funds	(99,634)	-	-	9,740	(109,374)	
SERVICES & SUPPLIES						
8000 General Fund	(58,596)	-	(353,922)	295,326	-	
3400 Other Funds Ltd	47,371	-	-	47,371	-	
6400 Federal Funds Ltd	160,998	-	-	160,998	-	
TOTAL SERVICES & SUPPLIES	\$149,773	-	(\$353,922)	\$503,695	-	
CAPITAL OUTLAY						
5150 Telecommunications Equipment						
6400 Federal Funds Ltd	605	-	-	605	-	
5550 Data Processing Software						
6400 Federal Funds Ltd	9,064	-	-	9,064	-	
5600 Data Processing Hardware						
6400 Federal Funds Ltd	470	-	-	470	-	
CAPITAL OUTLAY						
6400 Federal Funds Ltd	10,139	-	-	10,139	-	
TOTAL CAPITAL OUTLAY	\$10,139	-	-	\$10,139	-	
SPECIAL PAYMENTS						
6020 Dist to Counties						
8000 General Fund	(2,030,171)	-	(2,030,171)	-	-	
EXPENDITURES						
8000 General Fund	(1,934,414)	154,353	(2,384,093)	295,326	-	

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 Elections Division

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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	47,371	-	-	47,371	-	
6400 Federal Funds Ltd	168,885	(2,252)	-	171,137	-	
TOTAL EXPENDITURES	(\$1,718,158)	\$152,101	(\$2,384,093)	\$513,834	-	
ENDING BALANCE						
8000 General Fund	-	-	-	-	-	
3400 Other Funds Ltd	(47,371)	-	-	(47,371)	-	
6400 Federal Funds Ltd	(168,885)	2,252	-	(171,137)	-	
TOTAL ENDING BALANCE	(\$216,256)	\$2,252	-	(\$218,508)	-	

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 67,804 67,804 -

3260 Mass Transit Tax

3400 Other Funds Ltd 7,772 7,772 -

OTHER PAYROLL EXPENSES

3400 Other Funds Ltd 75,576 75,576 -

TOTAL OTHER PAYROLL EXPENSES

\$75,576 \$75,576 -

P.S. BUDGET ADJUSTMENTS

3455 Vacancy Savings

3400 Other Funds Ltd 496,763 496,763 -

PERSONAL SERVICES

3400 Other Funds Ltd 572,339 572,339 -

TOTAL PERSONAL SERVICES

\$572,339 \$572,339 -

SERVICES & SUPPLIES

4100 Instate Travel

3400 Other Funds Ltd 1,820 - 1,820

4125 Out of State Travel

3400 Other Funds Ltd 1,290 - 1,290

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	4,523	-	4,523			
4175 Office Expenses						
3400 Other Funds Ltd	3,132	-	3,132			
4200 Telecommunications						
3400 Other Funds Ltd	2,756	-	2,756			
4225 State Gov. Service Charges						
3400 Other Funds Ltd	69,483	-	69,483			
4250 Data Processing						
3400 Other Funds Ltd	2,723	-	2,723			
4275 Publicity and Publications						
3400 Other Funds Ltd	741	-	741			
4300 Professional Services						
3400 Other Funds Ltd	71,080	-	71,080			
4315 IT Professional Services						
3400 Other Funds Ltd	11,582	-	11,582			
4325 Attorney General						
3400 Other Funds Ltd	12,425	-	12,425			
4375 Employee Recruitment and Develop						
3400 Other Funds Ltd	444	-	444			
4400 Dues and Subscriptions						
3400 Other Funds Ltd	260	-	260			
4425 Facilities Rental and Taxes						
3400 Other Funds Ltd	24,763	-	24,763			

Description	Total Essential Packages	Pkg: 010 Non-PICS Psnl Svc / Vacancy Factor	Pkg: 031 Standard Inflation			
		Priority: 00	Priority: 00			
4650 Other Services and Supplies						
3400 Other Funds Ltd	1,602	-	1,602			
4700 Expendable Prop 250 - 5000						
3400 Other Funds Ltd	927	-	927			
4715 IT Expendable Property						
3400 Other Funds Ltd	4,389	-	4,389			
SERVICES & SUPPLIES						
3400 Other Funds Ltd	213,940	-	213,940			
TOTAL SERVICES & SUPPLIES	\$213,940	-	\$213,940			
EXPENDITURES						
3400 Other Funds Ltd	786,279	572,339	213,940			
TOTAL EXPENDITURES	\$786,279	\$572,339	\$213,940			
ENDING BALANCE						
3400 Other Funds Ltd	(786,279)	(572,339)	(213,940)			
TOTAL ENDING BALANCE	(\$786,279)	(\$572,339)	(\$213,940)			

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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: 060 Technical Adjustments Priority: 00		
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EXPENDITURES

PERSONAL SERVICES

SALARIES & WAGES

3160 Temporary Appointments

3400 Other Funds Ltd	1,402	1,402	-	-
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OTHER PAYROLL EXPENSES

3221 Pension Obligation Bond

3400 Other Funds Ltd	17,790	17,790	-	-
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3230 Social Security Taxes

3400 Other Funds Ltd	108	108	-	-
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3260 Mass Transit Tax

3400 Other Funds Ltd	2,030	2,030	-	-
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OTHER PAYROLL EXPENSES

3400 Other Funds Ltd	19,928	19,928	-	-
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TOTAL OTHER PAYROLL EXPENSES	\$19,928	\$19,928	-	-
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P.S. BUDGET ADJUSTMENTS

3455 Vacancy Savings

3400 Other Funds Ltd	113,868	113,868	-	-
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PERSONAL SERVICES

3400 Other Funds Ltd	135,198	135,198	-	-
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TOTAL PERSONAL SERVICES	\$135,198	\$135,198	-	-
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SERVICES & SUPPLIES

Description	Total Essential Packages	Pkg: 010 Non-PICS Psnl Svc / Vacancy Factor	Pkg: 031 Standard Inflation	Pkg: 060 Technical Adjustments		
		Priority: 00	Priority: 00	Priority: 00		
4100 Instate Travel						
3400 Other Funds Ltd	826	-	826	-		
6400 Federal Funds Ltd	324	-	324	-		
All Funds	1,150	-	1,150	-		
4125 Out of State Travel						
3400 Other Funds Ltd	1,078	-	1,078	-		
4150 Employee Training						
3400 Other Funds Ltd	1,808	-	1,808	-		
4175 Office Expenses						
3400 Other Funds Ltd	3,080	-	3,080	-		
4200 Telecommunications						
3400 Other Funds Ltd	1,775	-	1,775	-		
4225 State Gov. Service Charges						
3400 Other Funds Ltd	19,563	-	19,563	-		
4250 Data Processing						
3400 Other Funds Ltd	449	-	449	-		
4275 Publicity and Publications						
3400 Other Funds Ltd	9,910	-	9,910	-		
6400 Federal Funds Ltd	249	-	249	-		
All Funds	10,159	-	10,159	-		
4300 Professional Services						
3400 Other Funds Ltd	1,624	-	1,624	-		
6400 Federal Funds Ltd	511	-	511	-		

Description	Total Essential Packages	Pkg: 010 Non-PICS Psnl Svc / Vacancy Factor	Pkg: 031 Standard Inflation	Pkg: 060 Technical Adjustments		
		Priority: 00	Priority: 00	Priority: 00		
All Funds	2,135	-	2,135	-		
4315 IT Professional Services						
3400 Other Funds Ltd	13,919	-	13,919	-		
6400 Federal Funds Ltd	362	-	362	-		
All Funds	14,281	-	14,281	-		
4325 Attorney General						
3400 Other Funds Ltd	2,588	-	2,588	-		
4375 Employee Recruitment and Develop						
3400 Other Funds Ltd	24	-	24	-		
4400 Dues and Subscriptions						
3400 Other Funds Ltd	232	-	232	-		
6400 Federal Funds Ltd	175	-	175	-		
All Funds	407	-	407	-		
4425 Facilities Rental and Taxes						
3400 Other Funds Ltd	42,834	-	76,834	(34,000)		
4450 Fuels and Utilities						
3400 Other Funds Ltd	2,612	-	2,612	-		
4575 Agency Program Related S and S						
3400 Other Funds Ltd	579	-	579	-		
4650 Other Services and Supplies						
3400 Other Funds Ltd	1,529	-	1,529	-		
6400 Federal Funds Ltd	42	-	42	-		
All Funds	1,571	-	1,571	-		

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Description	Total Essential Packages	Pkg: 010 Non-PICS Psnl Svc / Vacancy Factor	Pkg: 031 Standard Inflation	Pkg: 060 Technical Adjustments		
		Priority: 00	Priority: 00	Priority: 00		
4700 Expendable Prop 250 - 5000						
3400 Other Funds Ltd	963	-	963	-		
4715 IT Expendable Property						
3400 Other Funds Ltd	1,603	-	1,603	-		
SERVICES & SUPPLIES						
3400 Other Funds Ltd	106,996	-	140,996	(34,000)		
6400 Federal Funds Ltd	1,663	-	1,663	-		
TOTAL SERVICES & SUPPLIES	\$108,659	-	\$142,659	(\$34,000)		
CAPITAL OUTLAY						
5100 Office Furniture and Fixtures						
3400 Other Funds Ltd	4,330	-	4,330	-		
EXPENDITURES						
3400 Other Funds Ltd	246,524	135,198	145,326	(34,000)		
6400 Federal Funds Ltd	1,663	-	1,663	-		
TOTAL EXPENDITURES	\$248,187	\$135,198	\$146,989	(\$34,000)		
ENDING BALANCE						
3400 Other Funds Ltd	(246,524)	(135,198)	(145,326)	34,000		
6400 Federal Funds Ltd	(1,663)	-	(1,663)	-		
TOTAL ENDING BALANCE	(\$248,187)	(\$135,198)	(\$146,989)	\$34,000		

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 Corporation Division

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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: 060 Technical Adjustments Priority: 00		
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EXPENDITURES

PERSONAL SERVICES

SALARIES & WAGES

3160 Temporary Appointments

3400 Other Funds Ltd	7,500	7,500	-	-
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OTHER PAYROLL EXPENSES

3221 Pension Obligation Bond

3400 Other Funds Ltd	19,614	19,614	-	-
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3230 Social Security Taxes

3400 Other Funds Ltd	574	574	-	-
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3260 Mass Transit Tax

3400 Other Funds Ltd	2,313	2,313	-	-
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OTHER PAYROLL EXPENSES

3400 Other Funds Ltd	22,501	22,501	-	-
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TOTAL OTHER PAYROLL EXPENSES

\$22,501	\$22,501	-	-
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P.S. BUDGET ADJUSTMENTS

3455 Vacancy Savings

3400 Other Funds Ltd	80,637	80,637	-	-
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PERSONAL SERVICES

3400 Other Funds Ltd	110,638	110,638	-	-
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TOTAL PERSONAL SERVICES

\$110,638	\$110,638	-	-
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SERVICES & SUPPLIES

Description	Total Essential Packages	Pkg: 010 Non-PICS Psnl Svc / Vacancy Factor Priority: 00	Pkg: 031 Standard Inflation Priority: 00	Pkg: 060 Technical Adjustments Priority: 00		
4100 Instate Travel						
3400 Other Funds Ltd	868	-	868	-		
4125 Out of State Travel						
3400 Other Funds Ltd	346	-	346	-		
4150 Employee Training						
3400 Other Funds Ltd	784	-	784	-		
4175 Office Expenses						
3400 Other Funds Ltd	26,259	-	26,259	-		
4200 Telecommunications						
3400 Other Funds Ltd	4,766	-	4,766	-		
4225 State Gov. Service Charges						
3400 Other Funds Ltd	207,023	-	207,023	-		
4250 Data Processing						
3400 Other Funds Ltd	391	-	391	-		
4275 Publicity and Publications						
3400 Other Funds Ltd	4,196	-	4,196	-		
4300 Professional Services						
3400 Other Funds Ltd	9,129	-	9,129	-		
4315 IT Professional Services						
3400 Other Funds Ltd	29,410	-	29,410	-		
4325 Attorney General						
3400 Other Funds Ltd	9,388	-	9,388	-		
4375 Employee Recruitment and Develop						

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 Corporation Division

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Description	Total Essential Packages	Pkg: 010 Non-PICS Psnl Svc / Vacancy Factor	Pkg: 031 Standard Inflation	Pkg: 060 Technical Adjustments		
		Priority: 00	Priority: 00	Priority: 00		
3400 Other Funds Ltd	51	-	51	-		
4400 Dues and Subscriptions						
3400 Other Funds Ltd	127	-	127	-		
4425 Facilities Rental and Taxes						
3400 Other Funds Ltd	(57,748)	-	15,252	(73,000)		
4650 Other Services and Supplies						
3400 Other Funds Ltd	43,141	-	43,141	-		
4700 Expendable Prop 250 - 5000						
3400 Other Funds Ltd	396	-	396	-		
4715 IT Expendable Property						
3400 Other Funds Ltd	3,446	-	3,446	-		
SERVICES & SUPPLIES						
3400 Other Funds Ltd	281,973	-	354,973	(73,000)		
TOTAL SERVICES & SUPPLIES	\$281,973	-	\$354,973	(\$73,000)		
CAPITAL OUTLAY						
5200 Technical Equipment						
3400 Other Funds Ltd	26	-	26	-		
5900 Other Capital Outlay						
3400 Other Funds Ltd	7	-	7	-		
CAPITAL OUTLAY						
3400 Other Funds Ltd	33	-	33	-		
TOTAL CAPITAL OUTLAY	\$33	-	\$33	-		

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 2019-21 Biennium
 Corporation Division

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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: 060 Technical Adjustments Priority: 00		
EXPENDITURES						
3400 Other Funds Ltd	392,644	110,638	355,006	(73,000)		
TOTAL EXPENDITURES	\$392,644	\$110,638	\$355,006	(\$73,000)		
ENDING BALANCE						
3400 Other Funds Ltd	(392,644)	(110,638)	(355,006)	73,000		
TOTAL ENDING BALANCE	(\$392,644)	(\$110,638)	(\$355,006)	\$73,000		

BDV004B
 2019-21 Biennium
 Secretary of State

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Description	Total Policy Packages	Pkg: 101	Pkg: 102	Pkg: 103	Pkg: 104	Pkg: 105
		ASD Staffing True Up	ASD Staffing Needs	Audits Staffing True Up	Audits Staffing Needs	Elections Staffing Needs
		Priority: 00	Priority: 00	Priority: 00	Priority: 00	Priority: 00

REVENUE CATEGORIES

GENERAL FUND APPROPRIATION

0050 General Fund Appropriation

8000 General Fund	5,623,818	7,056	-	-	-	624,364
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AVAILABLE REVENUES

8000 General Fund	5,623,818	7,056	-	-	-	624,364
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TOTAL AVAILABLE REVENUES	\$5,623,818	\$7,056	-	-	-	\$624,364
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EXPENDITURES

PERSONAL SERVICES

SALARIES & WAGES

3110 Class/Unclass Sal. and Per Diem

8000 General Fund	372,777	4,209	-	-	-	368,568
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3400 Other Funds Ltd	2,109,147	34,575	314,232	46,800	346,176	-
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6400 Federal Funds Ltd	309,696	-	-	-	-	-
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All Funds	2,791,620	38,784	314,232	46,800	346,176	368,568
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OTHER PAYROLL EXPENSES

3210 Empl. Rel. Bd. Assessments

8000 General Fund	183	-	-	-	-	183
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3400 Other Funds Ltd	1,006	-	122	-	122	-
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6400 Federal Funds Ltd	122	-	-	-	-	-
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All Funds	1,311	-	122	-	122	183
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3220 Public Employees Retire Cont

8000 General Fund	63,259	713	-	-	-	62,546
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Description	Total Policy Packages	Pkg: 101	Pkg: 102	Pkg: 103	Pkg: 104	Pkg: 105
		ASD Staffing True Up	ASD Staffing Needs	Audits Staffing True Up	Audits Staffing Needs	Elections Staffing Needs
		Priority: 00	Priority: 00	Priority: 00	Priority: 00	Priority: 00
3400 Other Funds Ltd	357,927	5,868	53,325	7,944	58,746	-
6400 Federal Funds Ltd	52,556	-	-	-	-	-
All Funds	473,742	6,581	53,325	7,944	58,746	62,546
3230 Social Security Taxes						
8000 General Fund	28,518	322	-	-	-	28,196
3400 Other Funds Ltd	161,348	2,644	24,039	3,579	26,482	-
6400 Federal Funds Ltd	23,692	-	-	-	-	-
All Funds	213,558	2,966	24,039	3,579	26,482	28,196
3250 Workers Comp. Assess. (WCD)						
8000 General Fund	174	-	-	-	-	174
3400 Other Funds Ltd	957	-	116	-	116	-
6400 Federal Funds Ltd	116	-	-	-	-	-
All Funds	1,247	-	116	-	116	174
3260 Mass Transit Tax						
8000 General Fund	2,236	25	-	-	-	2,211
3400 Other Funds Ltd	12,655	207	1,886	281	2,077	-
All Funds	14,891	232	1,886	281	2,077	2,211
3270 Flexible Benefits						
8000 General Fund	105,552	-	-	-	-	105,552
3400 Other Funds Ltd	580,536	-	70,368	-	70,368	-
6400 Federal Funds Ltd	70,368	-	-	-	-	-
All Funds	756,456	-	70,368	-	70,368	105,552

OTHER PAYROLL EXPENSES

Description	Total Policy Packages	Pkg: 101	Pkg: 102	Pkg: 103	Pkg: 104	Pkg: 105
		ASD Staffing True Up	ASD Staffing Needs	Audits Staffing True Up	Audits Staffing Needs	Elections Staffing Needs
		Priority: 00	Priority: 00	Priority: 00	Priority: 00	Priority: 00
8000 General Fund	199,922	1,060	-	-	-	198,862
3400 Other Funds Ltd	1,114,429	8,719	149,856	11,804	157,911	-
6400 Federal Funds Ltd	146,854	-	-	-	-	-
TOTAL OTHER PAYROLL EXPENSES	\$1,461,205	\$9,779	\$149,856	\$11,804	\$157,911	\$198,862
PERSONAL SERVICES						
8000 General Fund	572,699	5,269	-	-	-	567,430
3400 Other Funds Ltd	3,223,576	43,294	464,088	58,604	504,087	-
6400 Federal Funds Ltd	456,550	-	-	-	-	-
TOTAL PERSONAL SERVICES	\$4,252,825	\$48,563	\$464,088	\$58,604	\$504,087	\$567,430
SERVICES & SUPPLIES						
4100 Instate Travel						
8000 General Fund	14,016	42	-	-	-	1,974
3400 Other Funds Ltd	9,438	222	1,316	-	1,316	-
All Funds	23,454	264	1,316	-	1,316	1,974
4125 Out of State Travel						
8000 General Fund	12,000	-	-	-	-	-
4150 Employee Training						
8000 General Fund	6,273	351	-	-	-	5,922
3400 Other Funds Ltd	32,111	1,843	3,948	-	3,948	-
All Funds	38,384	2,194	3,948	-	3,948	5,922
4175 Office Expenses						
8000 General Fund	2,693,283	211	-	-	-	5,922

Description	Total Policy Packages	Pkg: 101	Pkg: 102	Pkg: 103	Pkg: 104	Pkg: 105
		ASD Staffing True Up	ASD Staffing Needs	Audits Staffing True Up	Audits Staffing Needs	Elections Staffing Needs
		Priority: 00	Priority: 00	Priority: 00	Priority: 00	Priority: 00
3400 Other Funds Ltd	34,663	1,105	3,948	-	3,948	-
All Funds	2,727,946	1,316	3,948	-	3,948	5,922
4200 Telecommunications						
8000 General Fund	7,896	-	-	-	-	7,896
3400 Other Funds Ltd	41,454	-	5,264	-	5,264	-
All Funds	49,350	-	5,264	-	5,264	7,896
4250 Data Processing						
3400 Other Funds Ltd	352,228	-	-	-	-	-
4275 Publicity and Publications						
8000 General Fund	201,095	105	-	-	-	990
3400 Other Funds Ltd	5,336	551	660	-	660	-
All Funds	206,431	656	660	-	660	990
4300 Professional Services						
3400 Other Funds Ltd	225,000	-	-	-	-	-
4375 Employee Recruitment and Develop						
8000 General Fund	1,822	175	-	-	-	1,647
3400 Other Funds Ltd	8,879	921	1,098	-	1,098	-
All Funds	10,701	1,096	1,098	-	1,098	1,647
4400 Dues and Subscriptions						
8000 General Fund	3,088	98	-	-	-	990
3400 Other Funds Ltd	25,449	514	660	-	660	-
All Funds	28,537	612	660	-	660	990
4425 Facilities Rental and Taxes						

Description	Total Policy Packages	Pkg: 101	Pkg: 102	Pkg: 103	Pkg: 104	Pkg: 105
		ASD Staffing True Up	ASD Staffing Needs	Audits Staffing True Up	Audits Staffing Needs	Elections Staffing Needs
		Priority: 00	Priority: 00	Priority: 00	Priority: 00	Priority: 00
8000 General Fund	11,910	63	-	-	-	11,847
3400 Other Funds Ltd	64,171	333	7,898	-	7,898	-
All Funds	76,081	396	7,898	-	7,898	11,847
4650 Other Services and Supplies						
8000 General Fund	1,979	5	-	-	-	1,974
3400 Other Funds Ltd	511,215	29	1,316	-	1,316	-
All Funds	513,194	34	1,316	-	1,316	1,974
4700 Expendable Prop 250 - 5000						
8000 General Fund	18,509	737	-	-	-	17,772
3400 Other Funds Ltd	104,577	3,869	11,848	-	11,848	-
All Funds	123,086	4,606	11,848	-	11,848	17,772
SERVICES & SUPPLIES						
8000 General Fund	2,971,871	1,787	-	-	-	56,934
3400 Other Funds Ltd	1,414,521	9,387	37,956	-	37,956	-
TOTAL SERVICES & SUPPLIES	\$4,386,392	\$11,174	\$37,956	-	\$37,956	\$56,934
CAPITAL OUTLAY						
5100 Office Furniture and Fixtures						
3400 Other Funds Ltd	1,250,000	-	-	-	-	-
5900 Other Capital Outlay						
8000 General Fund	1,200,000	-	-	-	-	-
CAPITAL OUTLAY						
8000 General Fund	1,200,000	-	-	-	-	-
3400 Other Funds Ltd	1,250,000	-	-	-	-	-

Description	Total Policy Packages	Pkg: 101	Pkg: 102	Pkg: 103	Pkg: 104	Pkg: 105
		ASD Staffing True Up	ASD Staffing Needs	Audits Staffing True Up	Audits Staffing Needs	Elections Staffing Needs
		Priority: 00	Priority: 00	Priority: 00	Priority: 00	Priority: 00
TOTAL CAPITAL OUTLAY	\$2,450,000	-	-	-	-	-
SPECIAL PAYMENTS						
6085 Other Special Payments						
8000 General Fund	879,248	-	-	-	-	-
EXPENDITURES						
8000 General Fund	5,623,818	7,056	-	-	-	624,364
3400 Other Funds Ltd	5,888,097	52,681	502,044	58,604	542,043	-
6400 Federal Funds Ltd	456,550	-	-	-	-	-
TOTAL EXPENDITURES	\$11,968,465	\$59,737	\$502,044	\$58,604	\$542,043	\$624,364
ENDING BALANCE						
8000 General Fund	-	-	-	-	-	-
3400 Other Funds Ltd	(5,888,097)	(52,681)	(502,044)	(58,604)	(542,043)	-
6400 Federal Funds Ltd	(456,550)	-	-	-	-	-
TOTAL ENDING BALANCE	(\$6,344,647)	(\$52,681)	(\$502,044)	(\$58,604)	(\$542,043)	-
AUTHORIZED POSITIONS						
8150 Class/Unclass Positions	22	-	2	-	2	3
AUTHORIZED FTE						
8250 Class/Unclass FTE Positions	21.50	-	2.00	-	2.00	3.00

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Description	Pkg: 106 Corporations Staffing True Up Priority: 00	Pkg: 107 Corporations Staffing Needs Priority: 00	Pkg: 108 Archives Staffing True Up Priority: 00	Pkg: 109 Audits Medicaid Staffing Priority: 00	Pkg: 110 SOS Internal Auditor Priority: 00	Pkg: 201 Corporations Merchant Fees Priority: 00
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EXPENDITURES

PERSONAL SERVICES

SALARIES & WAGES

3110 Class/Unclass Sal. and Per Diem

3400 Other Funds Ltd	21,672	700,020	3,312	492,696	149,664	-
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OTHER PAYROLL EXPENSES

3210 Empl. Rel. Bd. Assessments

3400 Other Funds Ltd	-	518	-	183	61	-
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3220 Public Employees Retire Cont

3400 Other Funds Ltd	3,678	118,795	562	83,611	25,398	-
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3230 Social Security Taxes

3400 Other Funds Ltd	1,657	53,553	254	37,691	11,449	-
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3250 Workers Comp. Assess. (WCD)

3400 Other Funds Ltd	-	493	-	174	58	-
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3260 Mass Transit Tax

3400 Other Funds Ltd	130	4,200	20	2,956	898	-
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3270 Flexible Benefits

3400 Other Funds Ltd	-	299,064	-	105,552	35,184	-
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OTHER PAYROLL EXPENSES

3400 Other Funds Ltd	5,465	476,623	836	230,167	73,048	-
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TOTAL OTHER PAYROLL EXPENSES	\$5,465	\$476,623	\$836	\$230,167	\$73,048	-
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PERSONAL SERVICES

3400 Other Funds Ltd	27,137	1,176,643	4,148	722,863	222,712	-
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Description	Pkg: 106 Corporations Staffing True Up Priority: 00	Pkg: 107 Corporations Staffing Needs Priority: 00	Pkg: 108 Archives Staffing True Up Priority: 00	Pkg: 109 Audits Medicaid Staffing Priority: 00	Pkg: 110 SOS Internal Auditor Priority: 00	Pkg: 201 Corporations Merchant Fees Priority: 00
TOTAL PERSONAL SERVICES	\$27,137	\$1,176,643	\$4,148	\$722,863	\$222,712	-
SERVICES & SUPPLIES						
4100 Instate Travel						
3400 Other Funds Ltd	788	3,164	-	1,974	658	-
4150 Employee Training						
3400 Other Funds Ltd	1,316	13,160	-	5,922	1,974	-
4175 Office Expenses						
3400 Other Funds Ltd	-	17,766	-	5,922	1,974	-
4200 Telecommunications						
3400 Other Funds Ltd	1,316	19,082	-	7,896	2,632	-
4275 Publicity and Publications						
3400 Other Funds Ltd	330	1,815	-	990	330	-
4375 Employee Recruitment and Develop						
3400 Other Funds Ltd	550	3,016	-	1,647	549	-
4400 Dues and Subscriptions						
3400 Other Funds Ltd	310	1,885	-	990	330	-
4425 Facilities Rental and Taxes						
3400 Other Funds Ltd	1,318	30,928	-	11,847	3,949	-
4650 Other Services and Supplies						
3400 Other Funds Ltd	-	5,922	-	1,974	658	500,000
4700 Expendable Prop 250 - 5000						
3400 Other Funds Ltd	-	53,316	-	17,772	5,924	-
SERVICES & SUPPLIES						

Description	Pkg: 106 Corporations Staffing True Up	Pkg: 107 Corporations Staffing Needs	Pkg: 108 Archives Staffing True Up	Pkg: 109 Audits Medicaid Staffing	Pkg: 110 SOS Internal Auditor	Pkg: 201 Corporations Merchant Fees
	Priority: 00	Priority: 00	Priority: 00	Priority: 00	Priority: 00	Priority: 00
3400 Other Funds Ltd	5,928	150,054	-	56,934	18,978	500,000
TOTAL SERVICES & SUPPLIES	\$5,928	\$150,054	-	\$56,934	\$18,978	\$500,000
EXPENDITURES						
3400 Other Funds Ltd	33,065	1,326,697	4,148	779,797	241,690	500,000
TOTAL EXPENDITURES	\$33,065	\$1,326,697	\$4,148	\$779,797	\$241,690	\$500,000
ENDING BALANCE						
3400 Other Funds Ltd	(33,065)	(1,326,697)	(4,148)	(779,797)	(241,690)	(500,000)
TOTAL ENDING BALANCE	(\$33,065)	(\$1,326,697)	(\$4,148)	(\$779,797)	(\$241,690)	(\$500,000)
AUTHORIZED POSITIONS						
8150 Class/Unclass Positions	-	9	-	3	1	-
AUTHORIZED FTE						
8250 Class/Unclass FTE Positions	-	8.50	-	3.00	1.00	-

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Description	Pkg: 202 202 Continuation of Oregon Motor Voter Payments to Counties Priority: 00	Pkg: 203 Archives Bldg.- Compact Shelving Priority: 00	Pkg: 204 Exec S&S requests Priority: 00	Pkg: 205 205 IT Cloud Migration Priority: 00	Pkg: 206 IT Security Priority: 00	Pkg: 207 Paid Return Postage on Ballots Priority: 00
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REVENUE CATEGORIES

GENERAL FUND APPROPRIATION

0050 General Fund Appropriation

8000 General Fund	879,248	-	26,000	-	-	2,687,150
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AVAILABLE REVENUES

8000 General Fund	879,248	-	26,000	-	-	2,687,150
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TOTAL AVAILABLE REVENUES	\$879,248	-	\$26,000	-	-	\$2,687,150
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EXPENDITURES

SERVICES & SUPPLIES

4100 Instate Travel

8000 General Fund	-	-	12,000	-	-	-
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4125 Out of State Travel

8000 General Fund	-	-	12,000	-	-	-
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4175 Office Expenses

8000 General Fund	-	-	-	-	-	2,687,150
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4250 Data Processing

3400 Other Funds Ltd	-	-	-	271,528	80,700	-
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4300 Professional Services

3400 Other Funds Ltd	-	-	225,000	-	-	-
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4400 Dues and Subscriptions

8000 General Fund	-	-	2,000	-	-	-
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3400 Other Funds Ltd	-	-	20,100	-	-	-
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All Funds	-	-	22,100	-	-	-
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Description	Pkg: 202 202 Continuation of Oregon Motor Voter Payments to Counties Priority: 00	Pkg: 203 Archives Bldg.- Compact Shelving Priority: 00	Pkg: 204 Exec S&S requests Priority: 00	Pkg: 205 205 IT Cloud Migration Priority: 00	Pkg: 206 IT Security Priority: 00	Pkg: 207 Paid Return Postage on Ballots Priority: 00
SERVICES & SUPPLIES						
8000 General Fund	-	-	26,000	-	-	2,687,150
3400 Other Funds Ltd	-	-	245,100	271,528	80,700	-
TOTAL SERVICES & SUPPLIES	-	-	\$271,100	\$271,528	\$80,700	\$2,687,150
CAPITAL OUTLAY						
5100 Office Furniture and Fixtures						
3400 Other Funds Ltd	-	1,250,000	-	-	-	-
SPECIAL PAYMENTS						
6085 Other Special Payments						
8000 General Fund	879,248	-	-	-	-	-
EXPENDITURES						
8000 General Fund	879,248	-	26,000	-	-	2,687,150
3400 Other Funds Ltd	-	1,250,000	245,100	271,528	80,700	-
TOTAL EXPENDITURES	\$879,248	\$1,250,000	\$271,100	\$271,528	\$80,700	\$2,687,150
ENDING BALANCE						
8000 General Fund	-	-	-	-	-	-
3400 Other Funds Ltd	-	(1,250,000)	(245,100)	(271,528)	(80,700)	-
TOTAL ENDING BALANCE	-	(\$1,250,000)	(\$245,100)	(\$271,528)	(\$80,700)	-

Description	Pkg: 209 Archives Generator Priority: 00	Pkg: 210 Voter Choices and Party Equity Priority: 00	Pkg: 211 Nonaffiliated Primary Priority: 00	Pkg: 080 May 2018 E-Board Priority: 00		
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REVENUE CATEGORIES

GENERAL FUND APPROPRIATION

0050 General Fund Appropriation

8000 General Fund	1,200,000	100,000	100,000	-
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AVAILABLE REVENUES

8000 General Fund	1,200,000	100,000	100,000	-
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TOTAL AVAILABLE REVENUES	\$1,200,000	\$100,000	\$100,000	-
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EXPENDITURES

PERSONAL SERVICES

SALARIES & WAGES

3110 Class/Unclass Sal. and Per Diem

6400 Federal Funds Ltd	-	-	-	309,696
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OTHER PAYROLL EXPENSES

3210 Empl. Rel. Bd. Assessments

6400 Federal Funds Ltd	-	-	-	122
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3220 Public Employees Retire Cont

6400 Federal Funds Ltd	-	-	-	52,556
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3230 Social Security Taxes

6400 Federal Funds Ltd	-	-	-	23,692
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3250 Workers Comp. Assess. (WCD)

6400 Federal Funds Ltd	-	-	-	116
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3270 Flexible Benefits

6400 Federal Funds Ltd	-	-	-	70,368
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Description	Pkg: 209 Archives Generator Priority: 00	Pkg: 210 Voter Choices and Party Equity Priority: 00	Pkg: 211 Nonaffiliated Primary Priority: 00	Pkg: 080 May 2018 E-Board Priority: 00		
OTHER PAYROLL EXPENSES						
6400 Federal Funds Ltd	-	-	-	146,854		
TOTAL OTHER PAYROLL EXPENSES	-	-	-	\$146,854		
PERSONAL SERVICES						
6400 Federal Funds Ltd	-	-	-	456,550		
TOTAL PERSONAL SERVICES	-	-	-	\$456,550		
SERVICES & SUPPLIES						
4275 Publicity and Publications						
8000 General Fund	-	100,000	100,000	-		
CAPITAL OUTLAY						
5900 Other Capital Outlay						
8000 General Fund	1,200,000	-	-	-		
EXPENDITURES						
8000 General Fund	1,200,000	100,000	100,000	-		
6400 Federal Funds Ltd	-	-	-	456,550		
TOTAL EXPENDITURES	\$1,200,000	\$100,000	\$100,000	\$456,550		
ENDING BALANCE						
8000 General Fund	-	-	-	-		
6400 Federal Funds Ltd	-	-	-	(456,550)		
TOTAL ENDING BALANCE	-	-	-	(\$456,550)		
AUTHORIZED POSITIONS						
8150 Class/Unclass Positions	-	-	-	2		

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Description	Pkg: 209 Archives Generator Priority: 00	Pkg: 210 Voter Choices and Party Equity Priority: 00	Pkg: 211 Nonaffiliated Primary Priority: 00	Pkg: 080 May 2018 E-Board Priority: 00		
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AUTHORIZED FTE

8250 Class/Unclass FTE Positions	-	-	-	2.00		
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Description	Total Policy Packages	Pkg: 101 ASD Staffing True Up Priority: 00	Pkg: 102 ASD Staffing Needs Priority: 00	Pkg: 110 SOS Internal Auditor Priority: 00	Pkg: 204 Exec S&S requests Priority: 00	Pkg: 205 205 IT Cloud Migration Priority: 00
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REVENUE CATEGORIES

GENERAL FUND APPROPRIATION

0050 General Fund Appropriation

8000 General Fund	33,056	7,056	-	-	26,000	-
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AVAILABLE REVENUES

8000 General Fund	33,056	7,056	-	-	26,000	-
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TOTAL AVAILABLE REVENUES	\$33,056	\$7,056	-	-	\$26,000	-
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EXPENDITURES

PERSONAL SERVICES

SALARIES & WAGES

3110 Class/Unclass Sal. and Per Diem

8000 General Fund	4,209	4,209	-	-	-	-
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3400 Other Funds Ltd	498,471	34,575	314,232	149,664	-	-
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All Funds	502,680	38,784	314,232	149,664	-	-
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OTHER PAYROLL EXPENSES

3210 Empl. Rel. Bd. Assessments

3400 Other Funds Ltd	183	-	122	61	-	-
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3220 Public Employees Retire Cont

8000 General Fund	713	713	-	-	-	-
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3400 Other Funds Ltd	84,591	5,868	53,325	25,398	-	-
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All Funds	85,304	6,581	53,325	25,398	-	-
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3230 Social Security Taxes

8000 General Fund	322	322	-	-	-	-
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Description	Total Policy Packages	Pkg: 101	Pkg: 102	Pkg: 110	Pkg: 204	Pkg: 205
		ASD Staffing True Up	ASD Staffing Needs	SOS Internal Auditor	Exec S&S requests	205 IT Cloud Migration
		Priority: 00	Priority: 00	Priority: 00	Priority: 00	Priority: 00
3400 Other Funds Ltd	38,132	2,644	24,039	11,449	-	-
All Funds	38,454	2,966	24,039	11,449	-	-
3250 Workers Comp. Assess. (WCD)						
3400 Other Funds Ltd	174	-	116	58	-	-
3260 Mass Transit Tax						
8000 General Fund	25	25	-	-	-	-
3400 Other Funds Ltd	2,991	207	1,886	898	-	-
All Funds	3,016	232	1,886	898	-	-
3270 Flexible Benefits						
3400 Other Funds Ltd	105,552	-	70,368	35,184	-	-
OTHER PAYROLL EXPENSES						
8000 General Fund	1,060	1,060	-	-	-	-
3400 Other Funds Ltd	231,623	8,719	149,856	73,048	-	-
TOTAL OTHER PAYROLL EXPENSES	\$232,683	\$9,779	\$149,856	\$73,048	-	-
PERSONAL SERVICES						
8000 General Fund	5,269	5,269	-	-	-	-
3400 Other Funds Ltd	730,094	43,294	464,088	222,712	-	-
TOTAL PERSONAL SERVICES	\$735,363	\$48,563	\$464,088	\$222,712	-	-
SERVICES & SUPPLIES						
4100 Instate Travel						
8000 General Fund	12,042	42	-	-	12,000	-
3400 Other Funds Ltd	2,196	222	1,316	658	-	-

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Description	Total Policy Packages	Pkg: 101	Pkg: 102	Pkg: 110	Pkg: 204	Pkg: 205
		ASD Staffing True Up	ASD Staffing Needs	SOS Internal Auditor	Exec S&S requests	205 IT Cloud Migration
		Priority: 00	Priority: 00	Priority: 00	Priority: 00	Priority: 00
All Funds	14,238	264	1,316	658	12,000	-
4125 Out of State Travel						
8000 General Fund	12,000	-	-	-	12,000	-
4150 Employee Training						
8000 General Fund	351	351	-	-	-	-
3400 Other Funds Ltd	7,765	1,843	3,948	1,974	-	-
All Funds	8,116	2,194	3,948	1,974	-	-
4175 Office Expenses						
8000 General Fund	211	211	-	-	-	-
3400 Other Funds Ltd	7,027	1,105	3,948	1,974	-	-
All Funds	7,238	1,316	3,948	1,974	-	-
4200 Telecommunications						
3400 Other Funds Ltd	7,896	-	5,264	2,632	-	-
4250 Data Processing						
3400 Other Funds Ltd	352,228	-	-	-	-	271,528
4275 Publicity and Publications						
8000 General Fund	105	105	-	-	-	-
3400 Other Funds Ltd	1,541	551	660	330	-	-
All Funds	1,646	656	660	330	-	-
4300 Professional Services						
3400 Other Funds Ltd	225,000	-	-	-	225,000	-
4375 Employee Recruitment and Develop						
8000 General Fund	175	175	-	-	-	-

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Description	Total Policy Packages	Pkg: 101	Pkg: 102	Pkg: 110	Pkg: 204	Pkg: 205
		ASD Staffing True Up	ASD Staffing Needs	SOS Internal Auditor	Exec S&S requests	205 IT Cloud Migration
		Priority: 00	Priority: 00	Priority: 00	Priority: 00	Priority: 00
3400 Other Funds Ltd	2,568	921	1,098	549	-	-
All Funds	2,743	1,096	1,098	549	-	-
4400 Dues and Subscriptions						
8000 General Fund	2,098	98	-	-	2,000	-
3400 Other Funds Ltd	21,604	514	660	330	20,100	-
All Funds	23,702	612	660	330	22,100	-
4425 Facilities Rental and Taxes						
8000 General Fund	63	63	-	-	-	-
3400 Other Funds Ltd	12,180	333	7,898	3,949	-	-
All Funds	12,243	396	7,898	3,949	-	-
4650 Other Services and Supplies						
8000 General Fund	5	5	-	-	-	-
3400 Other Funds Ltd	2,003	29	1,316	658	-	-
All Funds	2,008	34	1,316	658	-	-
4700 Expendable Prop 250 - 5000						
8000 General Fund	737	737	-	-	-	-
3400 Other Funds Ltd	21,641	3,869	11,848	5,924	-	-
All Funds	22,378	4,606	11,848	5,924	-	-
SERVICES & SUPPLIES						
8000 General Fund	27,787	1,787	-	-	26,000	-
3400 Other Funds Ltd	663,649	9,387	37,956	18,978	245,100	271,528
TOTAL SERVICES & SUPPLIES	\$691,436	\$11,174	\$37,956	\$18,978	\$271,100	\$271,528

EXPENDITURES

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Description	Total Policy Packages	Pkg: 101	Pkg: 102	Pkg: 110	Pkg: 204	Pkg: 205
		ASD Staffing True Up	ASD Staffing Needs	SOS Internal Auditor	Exec S&S requests	205 IT Cloud Migration
		Priority: 00	Priority: 00	Priority: 00	Priority: 00	Priority: 00
8000 General Fund	33,056	7,056	-	-	26,000	-
3400 Other Funds Ltd	1,393,743	52,681	502,044	241,690	245,100	271,528
TOTAL EXPENDITURES	\$1,426,799	\$59,737	\$502,044	\$241,690	\$271,100	\$271,528
ENDING BALANCE						
8000 General Fund	-	-	-	-	-	-
3400 Other Funds Ltd	(1,393,743)	(52,681)	(502,044)	(241,690)	(245,100)	(271,528)
TOTAL ENDING BALANCE	(\$1,393,743)	(\$52,681)	(\$502,044)	(\$241,690)	(\$245,100)	(\$271,528)
AUTHORIZED POSITIONS						
8150 Class/Unclass Positions	3	-	2	1	-	-
AUTHORIZED FTE						
8250 Class/Unclass FTE Positions	3.00	-	2.00	1.00	-	-

BDV004B
 2019-21 Biennium
 Administrative Services Division

Version: V - 01 - Agency Request Budget
 Cross Reference Number: 16500-001-00-00-00000

Description	Pkg: 206 IT Security					
	Priority: 00					

EXPENDITURES

SERVICES & SUPPLIES

4250 Data Processing

3400 Other Funds Ltd 80,700

ENDING BALANCE

3400 Other Funds Ltd (80,700)

TOTAL ENDING BALANCE (\$80,700)

BDV004B
 2019-21 Biennium
 Elections Division

Version: V - 01 - Agency Request Budget
 Cross Reference Number: 16500-002-00-00-00000

Description	Total Policy Packages	Pkg: 105 Elections Staffing Needs Priority: 00	Pkg: 202 202 Continuation of Oregon Motor Voter Payments to Counties Priority: 00	Pkg: 207 Paid Return Postage on Ballots Priority: 00	Pkg: 210 Voter Choices and Party Equity Priority: 00	Pkg: 211 Nonaffiliated Primary Priority: 00
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REVENUE CATEGORIES

GENERAL FUND APPROPRIATION

0050 General Fund Appropriation

8000 General Fund	4,390,762	624,364	879,248	2,687,150	100,000	100,000
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AVAILABLE REVENUES

8000 General Fund	4,390,762	624,364	879,248	2,687,150	100,000	100,000
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TOTAL AVAILABLE REVENUES	\$4,390,762	\$624,364	\$879,248	\$2,687,150	\$100,000	\$100,000
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EXPENDITURES

PERSONAL SERVICES

SALARIES & WAGES

3110 Class/Unclass Sal. and Per Diem

8000 General Fund	368,568	368,568	-	-	-	-
6400 Federal Funds Ltd	309,696	-	-	-	-	-
All Funds	678,264	368,568	-	-	-	-

OTHER PAYROLL EXPENSES

3210 Empl. Rel. Bd. Assessments

8000 General Fund	183	183	-	-	-	-
6400 Federal Funds Ltd	122	-	-	-	-	-
All Funds	305	183	-	-	-	-

3220 Public Employees Retire Cont

8000 General Fund	62,546	62,546	-	-	-	-
6400 Federal Funds Ltd	52,556	-	-	-	-	-
All Funds	115,102	62,546	-	-	-	-

BDV004B
 2019-21 Biennium
 Elections Division

Version: V - 01 - Agency Request Budget
 Cross Reference Number: 16500-002-00-00-00000

Description	Total Policy Packages	Pkg: 105 Elections Staffing Needs Priority: 00	Pkg: 202 202 Continuation of Oregon Motor Voter Payments to Counties Priority: 00	Pkg: 207 Paid Return Postage on Ballots Priority: 00	Pkg: 210 Voter Choices and Party Equity Priority: 00	Pkg: 211 Nonaffiliated Primary Priority: 00
3230 Social Security Taxes						
8000 General Fund	28,196	28,196	-	-	-	-
6400 Federal Funds Ltd	23,692	-	-	-	-	-
All Funds	51,888	28,196	-	-	-	-
3250 Workers Comp. Assess. (WCD)						
8000 General Fund	174	174	-	-	-	-
6400 Federal Funds Ltd	116	-	-	-	-	-
All Funds	290	174	-	-	-	-
3260 Mass Transit Tax						
8000 General Fund	2,211	2,211	-	-	-	-
3270 Flexible Benefits						
8000 General Fund	105,552	105,552	-	-	-	-
6400 Federal Funds Ltd	70,368	-	-	-	-	-
All Funds	175,920	105,552	-	-	-	-
OTHER PAYROLL EXPENSES						
8000 General Fund	198,862	198,862	-	-	-	-
6400 Federal Funds Ltd	146,854	-	-	-	-	-
TOTAL OTHER PAYROLL EXPENSES	\$345,716	\$198,862	-	-	-	-
PERSONAL SERVICES						
8000 General Fund	567,430	567,430	-	-	-	-
6400 Federal Funds Ltd	456,550	-	-	-	-	-
TOTAL PERSONAL SERVICES	\$1,023,980	\$567,430	-	-	-	-

BDV004B
 2019-21 Biennium
 Elections Division

Version: V - 01 - Agency Request Budget
 Cross Reference Number: 16500-002-00-00-00000

Description	Total Policy Packages	Pkg: 105 Elections Staffing Needs Priority: 00	Pkg: 202 202 Continuation of Oregon Motor Voter Payments to Counties Priority: 00	Pkg: 207 Paid Return Postage on Ballots Priority: 00	Pkg: 210 Voter Choices and Party Equity Priority: 00	Pkg: 211 Nonaffiliated Primary Priority: 00
SERVICES & SUPPLIES						
4100 Instate Travel						
8000 General Fund	1,974	1,974	-	-	-	-
4150 Employee Training						
8000 General Fund	5,922	5,922	-	-	-	-
4175 Office Expenses						
8000 General Fund	2,693,072	5,922	-	2,687,150	-	-
4200 Telecommunications						
8000 General Fund	7,896	7,896	-	-	-	-
4275 Publicity and Publications						
8000 General Fund	200,990	990	-	-	100,000	100,000
4375 Employee Recruitment and Develop						
8000 General Fund	1,647	1,647	-	-	-	-
4400 Dues and Subscriptions						
8000 General Fund	990	990	-	-	-	-
4425 Facilities Rental and Taxes						
8000 General Fund	11,847	11,847	-	-	-	-
4650 Other Services and Supplies						
8000 General Fund	1,974	1,974	-	-	-	-
4700 Expendable Prop 250 - 5000						
8000 General Fund	17,772	17,772	-	-	-	-
SERVICES & SUPPLIES						
8000 General Fund	2,944,084	56,934	-	2,687,150	100,000	100,000

BDV004B
 2019-21 Biennium
 Elections Division

Version: V - 01 - Agency Request Budget
 Cross Reference Number: 16500-002-00-00-00000

Description	Total Policy Packages	Pkg: 105 Elections Staffing Needs Priority: 00	Pkg: 202 202 Continuation of Oregon Motor Voter Payments to Counties Priority: 00	Pkg: 207 Paid Return Postage on Ballots Priority: 00	Pkg: 210 Voter Choices and Party Equity Priority: 00	Pkg: 211 Nonaffiliated Primary Priority: 00
TOTAL SERVICES & SUPPLIES	\$2,944,084	\$56,934	-	\$2,687,150	\$100,000	\$100,000
SPECIAL PAYMENTS						
6085 Other Special Payments						
8000 General Fund	879,248	-	879,248	-	-	-
EXPENDITURES						
8000 General Fund	4,390,762	624,364	879,248	2,687,150	100,000	100,000
6400 Federal Funds Ltd	456,550	-	-	-	-	-
TOTAL EXPENDITURES	\$4,847,312	\$624,364	\$879,248	\$2,687,150	\$100,000	\$100,000
ENDING BALANCE						
8000 General Fund	-	-	-	-	-	-
6400 Federal Funds Ltd	(456,550)	-	-	-	-	-
TOTAL ENDING BALANCE	(\$456,550)	-	-	-	-	-
AUTHORIZED POSITIONS						
8150 Class/Unclass Positions	5	3	-	-	-	-
AUTHORIZED FTE						
8250 Class/Unclass FTE Positions	5.00	3.00	-	-	-	-

BDV004B
 2019-21 Biennium
 Elections Division

Version: V - 01 - Agency Request Budget
 Cross Reference Number: 16500-002-00-00-00000

Description	Pkg: 080 May 2018 E-Board				
	Priority: 00				

EXPENDITURES

PERSONAL SERVICES

SALARIES & WAGES

3110 Class/Unclass Sal. and Per Diem

6400 Federal Funds Ltd 309,696

OTHER PAYROLL EXPENSES

3210 Empl. Rel. Bd. Assessments

6400 Federal Funds Ltd 122

3220 Public Employees Retire Cont

6400 Federal Funds Ltd 52,556

3230 Social Security Taxes

6400 Federal Funds Ltd 23,692

3250 Workers Comp. Assess. (WCD)

6400 Federal Funds Ltd 116

3270 Flexible Benefits

6400 Federal Funds Ltd 70,368

OTHER PAYROLL EXPENSES

6400 Federal Funds Ltd 146,854

TOTAL OTHER PAYROLL EXPENSES \$146,854

PERSONAL SERVICES

6400 Federal Funds Ltd 456,550

TOTAL PERSONAL SERVICES \$456,550

BDV004B
 2019-21 Biennium
 Elections Division

Version: V - 01 - Agency Request Budget
 Cross Reference Number: 16500-002-00-00-00000

Description	Pkg: 080 May 2018 E-Board Priority: 00					
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ENDING BALANCE

6400 Federal Funds Ltd (456,550)

TOTAL ENDING BALANCE (\$456,550)

AUTHORIZED POSITIONS

8150 Class/Unclass Positions 2

AUTHORIZED FTE

8250 Class/Unclass FTE Positions 2.00

BDV004B
 2019-21 Biennium
 Audits Division

Version: V - 01 - Agency Request Budget
 Cross Reference Number: 16500-007-00-00-00000

Description	Total Policy Packages	Pkg: 103	Pkg: 104	Pkg: 109		
		Audits Staffing True Up	Audits Staffing Needs	Audits Medicaid Staffing		
		Priority: 00	Priority: 00	Priority: 00		

EXPENDITURES

PERSONAL SERVICES

SALARIES & WAGES

3110 Class/Unclass Sal. and Per Diem

3400 Other Funds Ltd	885,672	46,800	346,176	492,696
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OTHER PAYROLL EXPENSES

3210 Empl. Rel. Bd. Assessments

3400 Other Funds Ltd	305	-	122	183
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3220 Public Employees Retire Cont

3400 Other Funds Ltd	150,301	7,944	58,746	83,611
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3230 Social Security Taxes

3400 Other Funds Ltd	67,752	3,579	26,482	37,691
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3250 Workers Comp. Assess. (WCD)

3400 Other Funds Ltd	290	-	116	174
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3260 Mass Transit Tax

3400 Other Funds Ltd	5,314	281	2,077	2,956
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3270 Flexible Benefits

3400 Other Funds Ltd	175,920	-	70,368	105,552
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OTHER PAYROLL EXPENSES

3400 Other Funds Ltd	399,882	11,804	157,911	230,167
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TOTAL OTHER PAYROLL EXPENSES	\$399,882	\$11,804	\$157,911	\$230,167
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PERSONAL SERVICES

3400 Other Funds Ltd	1,285,554	58,604	504,087	722,863
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BDV004B
 2019-21 Biennium
 Audits Division

Version: V - 01 - Agency Request Budget
 Cross Reference Number: 16500-007-00-00-00000

Description	Total Policy Packages	Pkg: 103 Audits Staffing True Up Priority: 00	Pkg: 104 Audits Staffing Needs Priority: 00	Pkg: 109 Audits Medicaid Staffing Priority: 00		
TOTAL PERSONAL SERVICES	\$1,285,554	\$58,604	\$504,087	\$722,863		
SERVICES & SUPPLIES						
4100 Instate Travel						
3400 Other Funds Ltd	3,290	-	1,316	1,974		
4150 Employee Training						
3400 Other Funds Ltd	9,870	-	3,948	5,922		
4175 Office Expenses						
3400 Other Funds Ltd	9,870	-	3,948	5,922		
4200 Telecommunications						
3400 Other Funds Ltd	13,160	-	5,264	7,896		
4275 Publicity and Publications						
3400 Other Funds Ltd	1,650	-	660	990		
4375 Employee Recruitment and Develop						
3400 Other Funds Ltd	2,745	-	1,098	1,647		
4400 Dues and Subscriptions						
3400 Other Funds Ltd	1,650	-	660	990		
4425 Facilities Rental and Taxes						
3400 Other Funds Ltd	19,745	-	7,898	11,847		
4650 Other Services and Supplies						
3400 Other Funds Ltd	3,290	-	1,316	1,974		
4700 Expendable Prop 250 - 5000						
3400 Other Funds Ltd	29,620	-	11,848	17,772		
SERVICES & SUPPLIES						

BDV004B
 2019-21 Biennium
 Audits Division

Version: V - 01 - Agency Request Budget
 Cross Reference Number: 16500-007-00-00-00000

Description	Total Policy Packages	Pkg: 103	Pkg: 104	Pkg: 109		
		Audits Staffing True Up	Audits Staffing Needs	Audits Medicaid Staffing		
		Priority: 00	Priority: 00	Priority: 00		
3400 Other Funds Ltd	94,890	-	37,956	56,934		
TOTAL SERVICES & SUPPLIES	\$94,890	-	\$37,956	\$56,934		
EXPENDITURES						
3400 Other Funds Ltd	1,380,444	58,604	542,043	779,797		
TOTAL EXPENDITURES	\$1,380,444	\$58,604	\$542,043	\$779,797		
ENDING BALANCE						
3400 Other Funds Ltd	(1,380,444)	(58,604)	(542,043)	(779,797)		
TOTAL ENDING BALANCE	(\$1,380,444)	(\$58,604)	(\$542,043)	(\$779,797)		
AUTHORIZED POSITIONS						
8150 Class/Unclass Positions	5	-	2	3		
AUTHORIZED FTE						
8250 Class/Unclass FTE Positions	5.00	-	2.00	3.00		

BDV004B
 2019-21 Biennium
 Archives Division

Version: V - 01 - Agency Request Budget
 Cross Reference Number: 16500-012-00-00-00000

Description	Total Policy Packages	Pkg: 108 Archives Staffing True Up Priority: 00	Pkg: 203 Archives Bldg.- Compact Shelving Priority: 00	Pkg: 209 Archives Generator Priority: 00		
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REVENUE CATEGORIES

GENERAL FUND APPROPRIATION

0050 General Fund Appropriation

8000 General Fund	1,200,000	-	-	1,200,000		
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AVAILABLE REVENUES

8000 General Fund	1,200,000	-	-	1,200,000		
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TOTAL AVAILABLE REVENUES	\$1,200,000	-	-	\$1,200,000		
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EXPENDITURES

PERSONAL SERVICES

SALARIES & WAGES

3110 Class/Unclass Sal. and Per Diem

3400 Other Funds Ltd	3,312	3,312	-	-		
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OTHER PAYROLL EXPENSES

3220 Public Employees Retire Cont

3400 Other Funds Ltd	562	562	-	-		
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3230 Social Security Taxes

3400 Other Funds Ltd	254	254	-	-		
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3260 Mass Transit Tax

3400 Other Funds Ltd	20	20	-	-		
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OTHER PAYROLL EXPENSES

3400 Other Funds Ltd	836	836	-	-		
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TOTAL OTHER PAYROLL EXPENSES	\$836	\$836	-	-		
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BDV004B
 2019-21 Biennium
 Archives Division

Version: V - 01 - Agency Request Budget
 Cross Reference Number: 16500-012-00-00-00000

Description	Total Policy Packages	Pkg: 108 Archives Staffing True Up Priority: 00	Pkg: 203 Archives Bldg.- Compact Shelving Priority: 00	Pkg: 209 Archives Generator Priority: 00		
PERSONAL SERVICES						
3400 Other Funds Ltd	4,148	4,148	-	-		
TOTAL PERSONAL SERVICES	\$4,148	\$4,148	-	-		
CAPITAL OUTLAY						
5100 Office Furniture and Fixtures						
3400 Other Funds Ltd	1,250,000	-	1,250,000	-		
5900 Other Capital Outlay						
8000 General Fund	1,200,000	-	-	1,200,000		
CAPITAL OUTLAY						
8000 General Fund	1,200,000	-	-	1,200,000		
3400 Other Funds Ltd	1,250,000	-	1,250,000	-		
TOTAL CAPITAL OUTLAY	\$2,450,000	-	\$1,250,000	\$1,200,000		
EXPENDITURES						
8000 General Fund	1,200,000	-	-	1,200,000		
3400 Other Funds Ltd	1,254,148	4,148	1,250,000	-		
TOTAL EXPENDITURES	\$2,454,148	\$4,148	\$1,250,000	\$1,200,000		
ENDING BALANCE						
8000 General Fund	-	-	-	-		
3400 Other Funds Ltd	(1,254,148)	(4,148)	(1,250,000)	-		
TOTAL ENDING BALANCE	(\$1,254,148)	(\$4,148)	(\$1,250,000)	-		

BDV004B
 2019-21 Biennium
 Corporation Division

Version: V - 01 - Agency Request Budget
 Cross Reference Number: 16500-036-00-00-00000

Description	Total Policy Packages	Pkg: 106	Pkg: 107	Pkg: 201		
		Corporations Staffing True Up	Corporations Staffing Needs	Corporations Merchant Fees		
		Priority: 00	Priority: 00	Priority: 00		

EXPENDITURES

PERSONAL SERVICES

SALARIES & WAGES

3110 Class/Unclass Sal. and Per Diem

3400 Other Funds Ltd 721,692 21,672 700,020 -

OTHER PAYROLL EXPENSES

3210 Empl. Rel. Bd. Assessments

3400 Other Funds Ltd 518 - 518 -

3220 Public Employees Retire Cont

3400 Other Funds Ltd 122,473 3,678 118,795 -

3230 Social Security Taxes

3400 Other Funds Ltd 55,210 1,657 53,553 -

3250 Workers Comp. Assess. (WCD)

3400 Other Funds Ltd 493 - 493 -

3260 Mass Transit Tax

3400 Other Funds Ltd 4,330 130 4,200 -

3270 Flexible Benefits

3400 Other Funds Ltd 299,064 - 299,064 -

OTHER PAYROLL EXPENSES

3400 Other Funds Ltd 482,088 5,465 476,623 -

TOTAL OTHER PAYROLL EXPENSES \$482,088 \$5,465 \$476,623 -

PERSONAL SERVICES

3400 Other Funds Ltd 1,203,780 27,137 1,176,643 -

BDV004B
 2019-21 Biennium
 Corporation Division

Version: V - 01 - Agency Request Budget
 Cross Reference Number: 16500-036-00-00-00000

Description	Total Policy Packages	Pkg: 106 Corporations Staffing True Up Priority: 00	Pkg: 107 Corporations Staffing Needs Priority: 00	Pkg: 201 Corporations Merchant Fees Priority: 00		
TOTAL PERSONAL SERVICES	\$1,203,780	\$27,137	\$1,176,643		-	
SERVICES & SUPPLIES						
4100 Instate Travel						
3400 Other Funds Ltd	3,952	788	3,164		-	
4150 Employee Training						
3400 Other Funds Ltd	14,476	1,316	13,160		-	
4175 Office Expenses						
3400 Other Funds Ltd	17,766	-	17,766		-	
4200 Telecommunications						
3400 Other Funds Ltd	20,398	1,316	19,082		-	
4275 Publicity and Publications						
3400 Other Funds Ltd	2,145	330	1,815		-	
4375 Employee Recruitment and Develop						
3400 Other Funds Ltd	3,566	550	3,016		-	
4400 Dues and Subscriptions						
3400 Other Funds Ltd	2,195	310	1,885		-	
4425 Facilities Rental and Taxes						
3400 Other Funds Ltd	32,246	1,318	30,928		-	
4650 Other Services and Supplies						
3400 Other Funds Ltd	505,922	-	5,922	500,000		
4700 Expendable Prop 250 - 5000						
3400 Other Funds Ltd	53,316	-	53,316		-	
SERVICES & SUPPLIES						

BDV004B
 2019-21 Biennium
 Corporation Division

Version: V - 01 - Agency Request Budget
 Cross Reference Number: 16500-036-00-00-00000

Description	Total Policy Packages	Pkg: 106 Corporations Staffing True Up	Pkg: 107 Corporations Staffing Needs	Pkg: 201 Corporations Merchant Fees		
		Priority: 00	Priority: 00	Priority: 00		
3400 Other Funds Ltd	655,982	5,928	150,054	500,000		
TOTAL SERVICES & SUPPLIES	\$655,982	\$5,928	\$150,054	\$500,000		
EXPENDITURES						
3400 Other Funds Ltd	1,859,762	33,065	1,326,697	500,000		
TOTAL EXPENDITURES	\$1,859,762	\$33,065	\$1,326,697	\$500,000		
ENDING BALANCE						
3400 Other Funds Ltd	(1,859,762)	(33,065)	(1,326,697)	(500,000)		
TOTAL ENDING BALANCE	(\$1,859,762)	(\$33,065)	(\$1,326,697)	(\$500,000)		
AUTHORIZED POSITIONS						
8150 Class/Unclass Positions	9	-	9	-		
AUTHORIZED FTE						
8250 Class/Unclass FTE Positions	8.50	-	8.50	-		

Office of the Secretary of State



PICS Reports 2019-21 Agency Request Budget

Budget Narrative

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REPORT: SUMMARY LIST BY PKG BY SUMMARY XREF

2019-21

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	AP OPERATIONS & POLICY ANALYST 3	1	1.00	24.00	8,336.00		200,064			200,064
000	WSN	X1321	AP HUMAN RESOURCE ANALYST 2	1	1.00	24.00	6,865.00	15,141	149,619			164,760
000	WSN	X1322	AP HUMAN RESOURCE ANALYST 3	1	.89	21.45	7,946.00	6,238	164,204			170,442
000	WSN	Z0324	AP PUBLIC SERVICE REP 4	1	1.00	24.00	3,487.00		83,688			83,688
000	WSN	Z0830	AP EXECUTIVE ASSISTANT	1	1.00	24.00	5,653.00	6,444	129,228			135,672
000	WSN	Z0866	AP PUBLIC AFFAIRS SPECIALIST 3	1	1.00	24.00	6,236.00		149,664			149,664
000	WSN	Z7008	AP PRINCIPAL EXECUTIVE/MANAGER E	1	1.00	24.00	9,646.00		231,504			231,504
000	WSS	X7006	AP PRINCIPAL EXECUTIVE/MANAGER D	2	2.00	48.00	8,540.00	20,986	388,934			409,920
000	WSS	X7006	IP PRINCIPAL EXECUTIVE/MANAGER D	1	1.00	24.00	10,125.00	77,760	165,240			243,000
000	WSS	X7008	IP PRINCIPAL EXECUTIVE/MANAGER E	1	1.00	24.00	11,152.00		267,648			267,648
000	WSS	Z7012	AP PRINCIPAL EXECUTIVE/MANAGER G	2	2.00	48.00	11,997.00	67,949	507,907			575,856
000	WSS	Z7012	IP PRINCIPAL EXECUTIVE/MANAGER G	1	1.00	24.00	14,931.00	114,670	243,674			358,344
000	WSS	Z7016	AP PRINCIPAL EXECUTIVE/MANAGER I	1	1.00	24.00	14,219.00		341,256			341,256
000	WSU	C0104	AP OFFICE SPECIALIST 2	1	1.00	24.00	3,130.00		75,120			75,120
000	WSU	C0211	AP ACCOUNTING TECHNICIAN 2	2	2.00	48.00	3,830.50	18,387	165,477			183,864
000	WSU	C0212	AP ACCOUNTING TECHNICIAN 3	1	1.00	24.00	4,511.00	10,826	97,438			108,264
000	WSU	C0436	AP PROCUREMENT & CONTRACT SPEC 1	1	1.00	24.00	5,440.00	13,056	117,504			130,560
000	WSU	C0437	AP PROCUREMENT & CONTRACT SPEC 2	2	2.00	48.00	6,014.00	28,867	259,805			288,672
000	WSU	C0438	AP PROCUREMENT & CONTRACT SPEC 3	1	1.00	24.00	7,245.00	17,371	156,509			173,880
000	WSU	C0865	AP PUBLIC AFFAIRS SPECIALIST 2	2	2.00	48.00	7,245.00		347,760			347,760
000	WSU	C0871	AP OPERATIONS & POLICY ANALYST 2	1	1.00	24.00	5,440.00	34,507	96,053			130,560
000	WSU	C1216	AP ACCOUNTANT 2	1	1.00	24.00	5,440.00	13,056	117,504			130,560
000	WSU	C1217	AP ACCOUNTANT 3	1	1.00	24.00	6,278.00	12,054	138,618			150,672
000	WSU	C1218	AP ACCOUNTANT 4	1	1.00	24.00	7,602.00	16,420	166,028			182,448

REPORT: SUMMARY LIST BY PKG BY SUMMARY XREF

2019-21

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	C1482	IP INFO SYSTEMS SPECIALIST 2	1	1.00	24.00	3,777.00	29,007	61,641			90,648
000	WSU	C1484	IP INFO SYSTEMS SPECIALIST 4	4	4.00	96.00	5,783.00		555,168			555,168
000	WSU	C1485	IP INFO SYSTEMS SPECIALIST 5	3	3.00	72.00	6,799.00	156,649	332,879			489,528
000	WSU	C1486	IP INFO SYSTEMS SPECIALIST 6	1	1.00	24.00	7,381.00		177,144			177,144
000	WSU	C1487	IP INFO SYSTEMS SPECIALIST 7	9	9.00	216.00	7,568.66	550,342	1,084,490			1,634,832
000	WSU	C1488	IP INFO SYSTEMS SPECIALIST 8	15	15.00	360.00	8,531.60	683,188	2,388,188			3,071,376
000	WSU	C2512	AP ELECTRONIC PUB DESIGN SPEC 3	1	1.00	24.00	5,440.00	41,779	88,781			130,560
000				64	63.89	1533.45	7,524.54	2,088,697	9,448,737			11,537,434

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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	Z7008	AP PRINCIPAL EXECUTIVE/MANAGER	E	1-	1.00-	24.00-	9,646.00			231,504-	231,504-
101	WSN	Z7010	AP PRINCIPAL EXECUTIVE/MANAGER	F	1	1.00	24.00	9,646.00			231,504	231,504
101	WSS	X7006	AP PRINCIPAL EXECUTIVE/MANAGER	D	2-	2.00-	48.00-	8,540.00	20,986-		388,934-	409,920-
101	WSS	X7006	IP PRINCIPAL EXECUTIVE/MANAGER	D	1	1.00	24.00	9,182.00			220,368	220,368
101	WSS	X7008	AP PRINCIPAL EXECUTIVE/MANAGER	E	2	2.00	48.00	8,540.00	20,986		388,934	409,920
101	WSU	C0865	AP PUBLIC AFFAIRS SPECIALIST	2	2-	2.00-	48.00-	7,245.00			347,760-	347,760-
101	WSU	C1482	IP INFO SYSTEMS SPECIALIST	2	1-	1.00-	24.00-	3,777.00	29,007-		61,641-	90,648-
101	WSU	C1484	IP INFO SYSTEMS SPECIALIST	4	1-	1.00-	24.00-	5,545.33	32,870		226,694-	193,824-
101	WSU	C1485	IP INFO SYSTEMS SPECIALIST	5	1	1.00	24.00	5,485.00	42,125		89,515	131,640
101	WSU	C1486	IP INFO SYSTEMS SPECIALIST	6	3	3.00	72.00	6,746.33			485,736	485,736
101	WSU	C1488	IP INFO SYSTEMS SPECIALIST	8		.00	.00	8,166.50			36,168-	36,168-
101	WSU	C2512	AP ELECTRONIC PUB DESIGN SPEC	3	1-	1.00-	24.00-	5,440.00	41,779-		88,781-	130,560-
101						.00	.00	7,251.70	4,209		34,575	38,784

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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	X1339	AP TRAINING & DEVELOPMENT SPEC	2	1	1.00	24.00	7,212.00		173,088		173,088
102	WSS	X7004	IP PRINCIPAL EXECUTIVE/MANAGER	C	1	1.00	24.00	5,881.00		141,144		141,144
102					2	2.00	48.00	6,546.50		314,232		314,232

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AGENCY:16500 SECRETARY OF STATE

PICS SYSTEM: BUDGET PREPARATION

SUMMARY XREF:001-00-00 110 Administrative Servi

PKG	CLASS	COMP	DESCRIPTION	POS CNT	FTE	MOS	AVERAGE RATE	GF SAL	OF SAL	FF SAL	LF SAL	AF SAL
110	WSN	Z5618	AP INTERNAL AUDITOR 3	1	1.00	24.00	6,236.00		149,664			149,664
110				1	1.00	24.00	6,236.00		149,664			149,664
				67	66.89	1605.45	7,424.52	2,092,906	9,947,208			12,040,114

PKG	CLASS	COMP	DESCRIPTION	POS CNT	FTE	MOS	AVERAGE RATE	GF SAL	OF SAL	FF SAL	LF SAL	AF SAL
000	WSS	X7006	AP PRINCIPAL EXECUTIVE/MANAGER D	1	1.00	24.00	5,940.00			142,560		142,560
000	WSS	X7010	AP PRINCIPAL EXECUTIVE/MANAGER F	1	1.00	24.00	10,620.00	254,880				254,880
000	WSS	Z7014	AP PRINCIPAL EXECUTIVE/MANAGER H	1	1.00	24.00	13,539.00	324,936				324,936
000	WSU	C0324	AP PUBLIC SERVICE REP 4	1	1.00	24.00	3,564.00	85,536				85,536
000	WSU	C0870	AP OPERATIONS & POLICY ANALYST 1	1	1.00	24.00	3,917.00			94,008		94,008
000	WSU	C0871	AP OPERATIONS & POLICY ANALYST 2	2	2.00	48.00	5,502.00	150,672		113,424		264,096
000	WSU	C0872	AP OPERATIONS & POLICY ANALYST 3	2	2.00	48.00	6,940.00	150,672		182,448		333,120
000	WSU	C1118	AP RESEARCH ANALYST 4	1	1.00	24.00	7,602.00	182,448				182,448
000	WSU	C5247	AP COMPLIANCE SPECIALIST 2	6	6.00	144.00	5,239.66	754,512				754,512
000	WSU	C5248	AP COMPLIANCE SPECIALIST 3	4	4.00	96.00	7,080.75	679,752				679,752
000				20	20.00	480.00	6,491.35	2,583,408		532,440		3,115,848

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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
060	WSS	X7006	AP PRINCIPAL EXECUTIVE/MANAGER D		.00	.00	5,940.00					
060	WSU	C0870	AP OPERATIONS & POLICY ANALYST 1		.00	.00	3,917.00					
060	WSU	C0871	AP OPERATIONS & POLICY ANALYST 2		.00	.00	4,726.00					
060	WSU	C0872	AP OPERATIONS & POLICY ANALYST 3		.00	.00	7,602.00					
060					.00	.00	5,546.25					

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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
080	WSU	C1488	IP INFO SYSTEMS SPECIALIST 8	2	2.00	48.00	6,452.00			309,696		309,696
080				2	2.00	48.00	6,452.00			309,696		309,696

PKG	CLASS	COMP	DESCRIPTION	POS CNT	FTE	MOS	AVERAGE RATE	GF SAL	OF SAL	FF SAL	LF SAL	AF SAL
105	WSU	C0865	AP PUBLIC AFFAIRS SPECIALIST 2	1	1.00	24.00	5,191.00	124,584				124,584
105	WSU	C0871	AP OPERATIONS & POLICY ANALYST 2	1	1.00	24.00	4,726.00	113,424				113,424
105	WSU	C0872	AP OPERATIONS & POLICY ANALYST 3	1	1.00	24.00	5,440.00	130,560				130,560
105				3	3.00	72.00	5,119.00	368,568				368,568
				25	25.00	600.00	6,135.09	2,951,976		842,136		3,794,112

PKG	CLASS	COMP	DESCRIPTION	POS CNT	FTE	MOS	AVERAGE RATE	GF SAL	OF SAL	FF SAL	LF SAL	AF SAL
000	WSS	X5687	AP STATE AUDIT MANAGER	7	7.00	168.00	11,023.14		1,851,888			1,851,888
000	WSS	X7012	AP PRINCIPAL EXECUTIVE/MANAGER G	2	2.00	48.00	12,292.00		590,016			590,016
000	WSS	Z7016	AP PRINCIPAL EXECUTIVE/MANAGER I	1	1.00	24.00	13,539.00		324,936			324,936
000	WSU	C0104	AP OFFICE SPECIALIST 2	1	1.00	24.00	3,738.00		89,712			89,712
000	WSU	C0871	AP OPERATIONS & POLICY ANALYST 2	1	1.00	24.00	6,588.00		158,112			158,112
000	WSU	C5681	AP STATE AUDITOR 1	6	6.00	144.00	4,707.66		677,904			677,904
000	WSU	C5682	AP STATE AUDITOR 2	27	27.00	648.00	5,847.11		3,788,928			3,788,928
000	WSU	C5683	AP STATE AUDITOR 3	11	11.00	264.00	7,336.81		1,936,920			1,936,920
000	WSU	C5684	AP STATE AUDITOR 4	16	16.00	384.00	8,903.18		3,418,824			3,418,824
000				72	72.00	1728.00	7,428.95		12,837,240			12,837,240

PKG	CLASS	COMP	DESCRIPTION	POS CNT	FTE	MOS	AVERAGE RATE	GF SAL	OF SAL	FF SAL	LF SAL	AF SAL
103	WSU	C5681	AP STATE AUDITOR 1	4-	4.00-	96.00-	4,319.50		414,672-			414,672-
103	WSU	C5682	AP STATE AUDITOR 2	4	4.00	96.00	4,807.00		461,472			461,472
103					.00	.00	4,563.25		46,800			46,800

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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
104	WSU	C5684	AP STATE AUDITOR 4	2	2.00	48.00	7,212.00		346,176			346,176
104				2	2.00	48.00	7,212.00		346,176			346,176

PKG	CLASS	COMP	DESCRIPTION	POS CNT	FTE	MOS	AVERAGE RATE	GF SAL	OF SAL	FF SAL	LF SAL	AF SAL
109	WSS	X5687	AP STATE AUDIT MANAGER	1	1.00	24.00	8,336.00		200,064			200,064
109	WSU	C5682	AP STATE AUDITOR 2	1	1.00	24.00	4,981.00		119,544			119,544
109	WSU	C5684	AP STATE AUDITOR 4	1	1.00	24.00	7,212.00		173,088			173,088
109				3	3.00	72.00	6,843.00		492,696			492,696
				77	77.00	1848.00	7,133.45		13,722,912			13,722,912

PKG	CLASS	COMP	DESCRIPTION	POS CNT	FTE	MOS	AVERAGE RATE	GF SAL	OF SAL	FF SAL	LF SAL	AF SAL
000	WSS	X7006	AP PRINCIPAL EXECUTIVE/MANAGER D	2	2.00	48.00	7,644.50		366,936			366,936
000	WSS	Z7012	AP PRINCIPAL EXECUTIVE/MANAGER G	1	1.00	24.00	12,292.00		295,008			295,008
000	WSU	C0104	AP OFFICE SPECIALIST 2	1	.75	18.00	2,883.00		51,894			51,894
000	WSU	C0323	AP PUBLIC SERVICE REP 3	1	1.00	24.00	2,883.00		69,192			69,192
000	WSU	C0759	AP SUPPLY SPECIALIST 2	3	3.00	72.00	4,726.00		340,272			340,272
000	WSU	C0861	AP PROGRAM ANALYST 2	1	1.00	24.00	5,708.00		136,992			136,992
000	WSU	C0863	AP PROGRAM ANALYST 4	1	1.00	24.00	7,977.00		191,448			191,448
000	WSU	C2202	AP RECORDS MANAGEMENT ANALYST 1	3	3.00	72.00	5,068.40		369,384			369,384
000	WSU	C2203	AP RECORDS MANAGEMENT ANALYST 2	2	2.00	48.00	5,928.33		296,280			296,280
000	WSU	C2204	AP ARCHIVIST 1	3	3.00	72.00	5,460.33		393,144			393,144
000	WSU	C2205	AP ARCHIVIST 2	1	1.00	24.00	6,905.00		165,720			165,720
000	WSU	C2510	AP ELECTRONIC PUB DESIGN SPEC 1	2	2.00	48.00	3,544.50		170,136			170,136
000	WSU	C2511	AP ELECTRONIC PUB DESIGN SPEC 2	1	1.00	24.00	4,950.00		118,800			118,800
000				22	21.75	522.00	5,586.48		2,965,206			2,965,206

PKG	CLASS	COMP	DESCRIPTION	POS CNT	FTE	MOS	AVERAGE RATE	GF SAL	OF SAL	FF SAL	LF SAL	AF SAL
108	WSU	C0324	AP PUBLIC SERVICE REP 4	2	2.00	48.00	3,613.50		173,448			173,448
108	WSU	C0861	AP PROGRAM ANALYST 2	1-	1.00-	24.00-	5,708.00		136,992-			136,992-
108	WSU	C0870	AP OPERATIONS & POLICY ANALYST 1	1	1.00	24.00	4,950.00		118,800			118,800
108	WSU	C2206	AP RECORDS MANAGEMENT ANALYST 3	1	1.00	24.00	5,708.00		136,992			136,992
108	WSU	C2510	AP ELECTRONIC PUB DESIGN SPEC 1	2-	2.00-	48.00-	3,544.50		170,136-			170,136-
108	WSU	C2511	AP ELECTRONIC PUB DESIGN SPEC 2	1-	1.00-	24.00-	4,950.00		118,800-			118,800-
108					.00	.00	4,454.00		3,312			3,312
				22	21.75	522.00	5,311.93		2,968,518			2,968,518

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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	WSS	X7002	AP PRINCIPAL EXECUTIVE/MANAGER B	1	1.00	24.00	4,668.00		112,032			112,032
000	WSS	X7006	AP PRINCIPAL EXECUTIVE/MANAGER D	1	1.00	24.00	8,744.00		209,856			209,856
000	WSS	Z7014	AP PRINCIPAL EXECUTIVE/MANAGER H	1	1.00	24.00	13,539.00		324,936			324,936
000	WSU	C0324	AP PUBLIC SERVICE REP 4	20	20.00	480.00	3,975.60		1,908,288			1,908,288
000	WSU	C0860	AP PROGRAM ANALYST 1	2	2.00	48.00	4,742.00		227,616			227,616
000	WSU	C0862	AP PROGRAM ANALYST 3	1	1.00	24.00	6,278.00		150,672			150,672
000	WSU	C0863	AP PROGRAM ANALYST 4	1	1.00	24.00	6,905.00		165,720			165,720
000	WSU	C0871	AP OPERATIONS & POLICY ANALYST 2	2	2.00	48.00	6,278.00		301,344			301,344
000	WSU	C0872	AP OPERATIONS & POLICY ANALYST 3	1	1.00	24.00	6,588.00		158,112			158,112
000	WSU	C1118	AP RESEARCH ANALYST 4	1	1.00	24.00	7,602.00		182,448			182,448
000	WSU	C1338	AP TRAINING & DEVELOPMENT SPEC 1	1	1.00	24.00	5,440.00		130,560			130,560
000	WSU	C2511	AP ELECTRONIC PUB DESIGN SPEC 2	1	1.00	24.00	4,950.00		118,800			118,800
000	WSU	C5248	AP COMPLIANCE SPECIALIST 3	1	1.00	24.00	5,191.00		124,584			124,584
000				34	34.00	816.00	5,042.85		4,114,968			4,114,968

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AGENCY:16500 SECRETARY OF STATE

PICS SYSTEM: BUDGET PREPARATION

SUMMARY XREF:036-00-00 106 Corporation Division

PKG	CLASS	COMP	DESCRIPTION	POS CNT	FTE	MOS	AVERAGE RATE	GF SAL	OF SAL	FF SAL	LF SAL	AF SAL
106	WSS	X7002	AP PRINCIPAL EXECUTIVE/MANAGER B	1	1.00	24.00	4,668.00		112,032			112,032
106	WSS	X7006	AP PRINCIPAL EXECUTIVE/MANAGER D	1	1.00	24.00	7,212.00		173,088			173,088
106	WSU	C0324	AP PUBLIC SERVICE REP 4	2-	2.00-	48.00-	4,511.00		216,528-			216,528-
106	WSU	C0862	AP PROGRAM ANALYST 3	1	1.00	24.00	4,950.00		118,800			118,800
106	WSU	C0863	AP PROGRAM ANALYST 4	1-	1.00-	24.00-	6,905.00		165,720-			165,720-
106					.00	.00	5,459.50		21,672			21,672

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AGENCY:16500 SECRETARY OF STATE

PICS SYSTEM: BUDGET PREPARATION

SUMMARY XREF:036-00-00 107 Corporation Division

PKG	CLASS	COMP	DESCRIPTION	POS CNT	FTE	MOS	AVERAGE RATE	GF SAL	OF SAL	FF SAL	LF SAL	AF SAL
107	WSU	C0104	AP OFFICE SPECIALIST 2	2	2.00	48.00	2,763.00		132,624			132,624
107	WSU	C0324	AP PUBLIC SERVICE REP 4	5	5.00	120.00	3,264.00		391,680			391,680
107	WSU	C0862	AP PROGRAM ANALYST 3	1	.50	12.00	5,191.00		62,292			62,292
107	WSU	C0871	AP OPERATIONS & POLICY ANALYST 2	1	1.00	24.00	4,726.00		113,424			113,424
107				9	8.50	204.00	3,529.22		700,020			700,020
				43	42.50	1020.00	4,815.85		4,836,660			4,836,660
				234	233.14	5595.45	6,501.76	5,044,882	31,475,298	842,136		37,362,316

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SUMMARY XREF:036-00-00 107 Corporation Division

PKG	CLASS	COMP	DESCRIPTION	POS CNT	FTE	MOS	AVERAGE RATE	GF SAL	OF SAL	FF SAL	LF SAL	AF SAL
				234	233.14	5595.45	6,501.76	5,044,882	31,475,298	842,136		37,362,316



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	AP OPERATIONS & POLICY ANALYST 3	1	1.00	24.00	8,336.00		200,064			200,064
000	WSN	X1321	AP HUMAN RESOURCE ANALYST 2	1	1.00	24.00	6,865.00	15,141	149,619			164,760
000	WSN	X1322	AP HUMAN RESOURCE ANALYST 3	1	.89	21.45	7,946.00	6,238	164,204			170,442
102	WSN	X1339	AP TRAINING & DEVELOPMENT SPEC 2	1	1.00	24.00	7,212.00		173,088			173,088
000	WSN	Z0324	AP PUBLIC SERVICE REP 4	1	1.00	24.00	3,487.00		83,688			83,688
000	WSN	Z0830	AP EXECUTIVE ASSISTANT	1	1.00	24.00	5,653.00	6,444	129,228			135,672
000	WSN	Z0866	AP PUBLIC AFFAIRS SPECIALIST 3	1	1.00	24.00	6,236.00		149,664			149,664
110	WSN	Z5618	AP INTERNAL AUDITOR 3	1	1.00	24.00	6,236.00		149,664			149,664
101	WSN	Z7008	AP PRINCIPAL EXECUTIVE/MANAGER E		.00	.00	9,646.00					
101	WSN	Z7010	AP PRINCIPAL EXECUTIVE/MANAGER F	1	1.00	24.00	9,646.00		231,504			231,504
109	WSS	X5687	AP STATE AUDIT MANAGER	8	8.00	192.00	10,687.25		2,051,952			2,051,952
106	WSS	X7002	AP PRINCIPAL EXECUTIVE/MANAGER B	2	2.00	48.00	4,668.00		224,064			224,064
102	WSS	X7004	IP PRINCIPAL EXECUTIVE/MANAGER C	1	1.00	24.00	5,881.00		141,144			141,144
106	WSS	X7006	AP PRINCIPAL EXECUTIVE/MANAGER D	5	5.00	120.00	7,565.90		749,880	142,560		892,440
000	WSS	X7006	IP PRINCIPAL EXECUTIVE/MANAGER D	2	2.00	48.00	9,653.50	77,760	385,608			463,368
101	WSS	X7008	AP PRINCIPAL EXECUTIVE/MANAGER E	2	2.00	48.00	8,540.00	20,986	388,934			409,920
000	WSS	X7008	IP PRINCIPAL EXECUTIVE/MANAGER E	1	1.00	24.00	11,152.00		267,648			267,648
000	WSS	X7010	AP PRINCIPAL EXECUTIVE/MANAGER F	1	1.00	24.00	10,620.00	254,880				254,880
000	WSS	X7012	AP PRINCIPAL EXECUTIVE/MANAGER G	2	2.00	48.00	12,292.00		590,016			590,016
000	WSS	Z7012	AP PRINCIPAL EXECUTIVE/MANAGER G	3	3.00	72.00	12,095.33	67,949	802,915			870,864
000	WSS	Z7012	IP PRINCIPAL EXECUTIVE/MANAGER G	1	1.00	24.00	14,931.00	114,670	243,674			358,344
000	WSS	Z7014	AP PRINCIPAL EXECUTIVE/MANAGER H	2	2.00	48.00	13,539.00	324,936	324,936			649,872
000	WSS	Z7016	AP PRINCIPAL EXECUTIVE/MANAGER I	2	2.00	48.00	13,879.00		666,192			666,192
107	WSU	C0104	AP OFFICE SPECIALIST 2	5	4.75	114.00	Page 647 9,657.40		349,350			349,350

PKG	CLASS	COMP	DESCRIPTION	POS CNT	FTE	MOS	AVERAGE RATE	GF SAL	OF SAL	FF SAL	LF SAL	AF SAL
000	WSU	C0211	AP ACCOUNTING TECHNICIAN 2	2	2.00	48.00	3,830.50	18,387	165,477			183,864
000	WSU	C0212	AP ACCOUNTING TECHNICIAN 3	1	1.00	24.00	4,511.00	10,826	97,438			108,264
000	WSU	C0323	AP PUBLIC SERVICE REP 3	1	1.00	24.00	2,883.00		69,192			69,192
107	WSU	C0324	AP PUBLIC SERVICE REP 4	26	26.00	624.00	3,854.83	85,536	2,256,888			2,342,424
000	WSU	C0436	AP PROCUREMENT & CONTRACT SPEC 1	1	1.00	24.00	5,440.00	13,056	117,504			130,560
000	WSU	C0437	AP PROCUREMENT & CONTRACT SPEC 2	2	2.00	48.00	6,014.00	28,867	259,805			288,672
000	WSU	C0438	AP PROCUREMENT & CONTRACT SPEC 3	1	1.00	24.00	7,245.00	17,371	156,509			173,880
000	WSU	C0759	AP SUPPLY SPECIALIST 2	3	3.00	72.00	4,726.00		340,272			340,272
000	WSU	C0860	AP PROGRAM ANALYST 1	2	2.00	48.00	4,742.00		227,616			227,616
108	WSU	C0861	AP PROGRAM ANALYST 2		.00	.00	5,708.00					
107	WSU	C0862	AP PROGRAM ANALYST 3	3	2.50	60.00	5,473.00		331,764			331,764
106	WSU	C0863	AP PROGRAM ANALYST 4	1	1.00	24.00	7,262.33		191,448			191,448
105	WSU	C0865	AP PUBLIC AFFAIRS SPECIALIST 2	1	1.00	24.00	6,834.20	124,584				124,584
060	WSU	C0870	AP OPERATIONS & POLICY ANALYST 1	2	2.00	48.00	4,175.25		118,800	94,008		212,808
105	WSU	C0871	AP OPERATIONS & POLICY ANALYST 2	8	8.00	192.00	5,449.20	298,603	668,933	113,424		1,080,960
105	WSU	C0872	AP OPERATIONS & POLICY ANALYST 3	4	4.00	96.00	6,852.00	281,232	158,112	182,448		621,792
000	WSU	C1118	AP RESEARCH ANALYST 4	2	2.00	48.00	7,602.00	182,448	182,448			364,896
000	WSU	C1216	AP ACCOUNTANT 2	1	1.00	24.00	5,440.00	13,056	117,504			130,560
000	WSU	C1217	AP ACCOUNTANT 3	1	1.00	24.00	6,278.00	12,054	138,618			150,672
000	WSU	C1218	AP ACCOUNTANT 4	1	1.00	24.00	7,602.00	16,420	166,028			182,448
000	WSU	C1338	AP TRAINING & DEVELOPMENT SPEC 1	1	1.00	24.00	5,440.00		130,560			130,560
101	WSU	C1482	IP INFO SYSTEMS SPECIALIST 2		.00	.00	3,777.00					
101	WSU	C1484	IP INFO SYSTEMS SPECIALIST 4	3	3.00	72.00	5,681.14	32,870	328,474			361,344
000	WSU	C1485	IP INFO SYSTEMS SPECIALIST 5	4	4.00	96.00	6,470.50	198,774	422,394			621,168
101	WSU	C1486	IP INFO SYSTEMS SPECIALIST 6	4	4.00	96.00	6,648.00		662,880			662,880

PKG	CLASS	COMP	DESCRIPTION	POS CNT	FTE	MOS	AVERAGE RATE	GF SAL	OF SAL	FF SAL	LF SAL	AF SAL
000	WSU	C1487	IP INFO SYSTEMS SPECIALIST 7	9	9.00	216.00	7,568.66	550,342	1,084,490			1,634,832
080	WSU	C1488	IP INFO SYSTEMS SPECIALIST 8	17	17.00	408.00	8,274.26	683,188	2,352,020	309,696		3,344,904
000	WSU	C2202	AP RECORDS MANAGEMENT ANALYST 1	3	3.00	72.00	5,068.40		369,384			369,384
000	WSU	C2203	AP RECORDS MANAGEMENT ANALYST 2	2	2.00	48.00	5,928.33		296,280			296,280
000	WSU	C2204	AP ARCHIVIST 1	3	3.00	72.00	5,460.33		393,144			393,144
000	WSU	C2205	AP ARCHIVIST 2	1	1.00	24.00	6,905.00		165,720			165,720
108	WSU	C2206	AP RECORDS MANAGEMENT ANALYST 3	1	1.00	24.00	5,708.00		136,992			136,992
108	WSU	C2510	AP ELECTRONIC PUB DESIGN SPEC 1		.00	.00	3,544.50					
000	WSU	C2511	AP ELECTRONIC PUB DESIGN SPEC 2	1	1.00	24.00	4,950.00		118,800			118,800
101	WSU	C2512	AP ELECTRONIC PUB DESIGN SPEC 3		.00	.00	5,440.00					
000	WSU	C5247	AP COMPLIANCE SPECIALIST 2	6	6.00	144.00	5,239.66	754,512				754,512
000	WSU	C5248	AP COMPLIANCE SPECIALIST 3	5	5.00	120.00	6,702.80	679,752	124,584			804,336
103	WSU	C5681	AP STATE AUDITOR 1	2	2.00	48.00	4,552.40		263,232			263,232
109	WSU	C5682	AP STATE AUDITOR 2	32	32.00	768.00	5,690.03		4,369,944			4,369,944
000	WSU	C5683	AP STATE AUDITOR 3	11	11.00	264.00	7,336.81		1,936,920			1,936,920
109	WSU	C5684	AP STATE AUDITOR 4	19	19.00	456.00	8,636.15		3,938,088			3,938,088
				234	233.14	5595.45	6,501.76	5,044,882	31,475,298	842,136		37,362,316

PKG	CLASS	COMP	DESCRIPTION	POS CNT	FTE	MOS	AVERAGE RATE	GF SAL	OF SAL	FF SAL	LF SAL	AF SAL
				234	233.14	5595.45	6,501.76	5,044,882	31,475,298	842,136		37,362,316



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0000300	000040230	001-01-00-00000	101 0 PF	WSN Z7008 AP	33X 10	1-	1.00-	9,646.00	24.00-		231,504-			
EST DATE: 2019/07/01 EXP DATE: 9999/01/01														
0000300	000040230	001-01-00-00000	101 0 PF	WSN Z7010 AP	35X 08	1	1.00	9,646.00	24.00		231,504			
EST DATE: 2019/07/01 EXP DATE: 9999/01/01														
0036061	000041700	001-02-00-00000	101 0 PF	WSS X7006 AP	31X 10	1-	1.00-	8,744.00	24.00-	20,986-	188,870-			
EST DATE: 2019/07/01 EXP DATE: 9999/01/01														
0036061	000041700	001-02-00-00000	101 0 PF	WSS X7008 AP	33X 08	1	1.00	8,744.00	24.00	20,986	188,870			
EST DATE: 2019/07/01 EXP DATE: 9999/01/01														
1503007	001234830	001-03-00-00000	101 0 PF	WSU C0865 AP	29 09	1-	1.00-	7,245.00	24.00-		173,880-			
EST DATE: 2019/07/01 EXP DATE: 9999/01/01														
1503007	001234830	001-03-00-00000	101 0 PF	WSU C1486 IP	29 09	1	1.00	7,381.00	24.00		177,144			
EST DATE: 2019/07/01 EXP DATE: 9999/01/01														
1503009	001234840	001-03-00-00000	101 0 PF	WSU C1484 IP	25 09	1-	1.00-	6,178.00	24.00-		148,272-			
EST DATE: 2019/07/01 EXP DATE: 9999/01/01														
1503009	001234840	001-03-00-00000	101 0 PF	WSU C1486 IP	29 06	1	1.00	6,429.00	24.00		154,296			
EST DATE: 2019/07/01 EXP DATE: 9999/01/01														
3103433	000725820	001-03-00-00000	101 0 PF	WSU C1488 IP	33 09	1-	1.00-	8,920.00	24.00-		214,080-			
EST DATE: 2019/07/01 EXP DATE: 9999/01/01														
3103433	000725820	001-03-00-00000	101 0 PF	WSS X7006 IP	31X 08	1	1.00	9,182.00	24.00		220,368			
EST DATE: 2019/07/01 EXP DATE: 9999/01/01														
4103418	000828570	001-02-00-00000	101 0 PF	WSS X7006 AP	31X 09	1-	1.00-	8,336.00	24.00-		200,064-			
EST DATE: 2019/07/01 EXP DATE: 9999/01/01														
4103418	000828570	001-02-00-00000	101 0 PF	WSS X7008 AP	33X 07	1	1.00	8,336.00	24.00		200,064			
EST DATE: 2019/07/01 EXP DATE: 9999/01/01														
4123410	000621190	001-03-00-00000	101 0 PF	WSU C1482 IP	21 03	1-	1.00-	3,777.00	24.00-	29,007-	61,641-			
EST DATE: 2019/07/01 EXP DATE: 9999/01/01														
4123410	000621190	001-03-00-00000	101 0 PF	WSU C1484 IP	25 01	1	1.00	4,280.00	24.00	32,870	69,850			
EST DATE: 2019/07/01 EXP DATE: 9999/01/01														
4213415	000707980	001-03-00-00000	101 0 PF	WSU C2512 AP	23 09	1-	1.00-	5,440.00	24.00-	41,779-	88,781-			
EST DATE: 2019/07/01 EXP DATE: 9999/01/01														
4213415	000707980	001-03-00-00000	101 0 PF	WSU C1485 IP	28 04	1	1.00	5,485.00	24.00	42,125	89,515			
EST DATE: 2019/07/01 EXP DATE: 9999/01/01														

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4973011	001066900	001-03-00-00000	101 0 PF	WSU C0865 AP	29 09	1-	1.00-	7,245.00	24.00-		173,880-			
EST DATE: 2019/07/01 EXP DATE: 9999/01/01														
4973011	001066900	001-03-00-00000	101 0 PF	WSU C1488 IP	33 05	1	1.00	7,413.00	24.00		177,912			
EST DATE: 2019/07/01 EXP DATE: 9999/01/01														
4973013	001193810	001-03-00-00000	101 0 PF	WSU C1484 IP	25 09	1-	1.00-	6,178.00	24.00-		148,272-			
EST DATE: 2019/07/01 EXP DATE: 9999/01/01														
4973013	001193810	001-03-00-00000	101 0 PF	WSU C1486 IP	29 06	1	1.00	6,429.00	24.00		154,296			
EST DATE: 2019/07/01 EXP DATE: 9999/01/01														
							101	.00	.00	4,209	34,575			

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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
1800437	001335840	001-04-00-00000	102 0 PF	WSN X1339 AP	27 09	1	1.00	7,212.00	24.00		173,088			
EST DATE: 2019/07/01 EXP DATE: 9999/01/01														
1803027	001335730	001-03-00-00000	102 0 PF	WSS X7004 IP	28X 02	1	1.00	5,881.00	24.00		141,144			
EST DATE: 2019/07/01 EXP DATE: 9999/01/01														
			102			2	2.00		48.00		314,232			

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1802741	001344090	001-01-00-00000	110 0 PF	WSN	Z5618 AP	31	02	1	1.00	6,236.00	24.00		149,664			
			EST DATE: 2019/07/01 EXP DATE: 9999/01/01													
			110					1	1.00		24.00		149,664			
								3	3.00		72.00	4,209	498,471			

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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
6969001	001010310	002-04-00-00000	060 0 PF	WSS X7006 AP	31X 02	1-	1.00-	5,940.00	24.00-			142,560-		
EST DATE: 2019/07/01 EXP DATE: 9999/01/01														
6969001	001010310	002-05-00-00000	060 0 PF	WSS X7006 AP	31X 02	1	1.00	5,940.00	24.00			142,560		
EST DATE: 2019/07/01 EXP DATE: 9999/01/01														
6969002	001010320	002-04-00-00000	060 0 PF	WSU C0871 AP	27 02	1-	1.00-	4,726.00	24.00-			113,424-		
EST DATE: 2019/07/01 EXP DATE: 9999/01/01														
6969002	001010320	002-05-00-00000	060 0 PF	WSU C0871 AP	27 02	1	1.00	4,726.00	24.00			113,424		
EST DATE: 2019/07/01 EXP DATE: 9999/01/01														
6969004	001010340	002-04-00-00000	060 0 PF	WSU C0872 AP	30 09	1-	1.00-	7,602.00	24.00-			182,448-		
EST DATE: 2019/07/01 EXP DATE: 9999/01/01														
6969004	001010340	002-05-00-00000	060 0 PF	WSU C0872 AP	30 09	1	1.00	7,602.00	24.00			182,448		
EST DATE: 2019/07/01 EXP DATE: 9999/01/01														
6969005	001010350	002-04-00-00000	060 0 PF	WSU C0870 AP	23 02	1-	1.00-	3,917.00	24.00-			94,008-		
EST DATE: 2019/07/01 EXP DATE: 9999/01/01														
6969005	001010350	002-05-00-00000	060 0 PF	WSU C0870 AP	23 02	1	1.00	3,917.00	24.00			94,008		
EST DATE: 2019/07/01 EXP DATE: 9999/01/01														
							060			.00		.00		

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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
1803020	001317960	002-05-00-00000	080 0 PF	WSU C1488 IP	33 02	1	1.00	6,452.00	24.00			154,848		
EST DATE: 2019/07/01 EXP DATE: 9999/01/01														
1803021	001317970	002-05-00-00000	080 0 PF	WSU C1488 IP	33 02	1	1.00	6,452.00	24.00			154,848		
EST DATE: 2019/07/01 EXP DATE: 9999/01/01														
			080			2	2.00		48.00			309,696		

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POSITION NUMBER	AUTH NO	ORG STRUC	F POS	CLASS	COMP	RNG	S T P	POS CNT	FTE	BUDGET RATE	MOS	GF SAL	OF SAL	FF SAL	LF SAL	T R K
1802022	001336630	002-01-00-00000	105 0 PF	WSU C0865	AP	29	02	1	1.00	5,191.00	24.00	124,584				
EST DATE: 2019/07/01 EXP DATE: 9999/01/01																
1802023	001336620	002-01-00-00000	105 0 PF	WSU C0871	AP	27	02	1	1.00	4,726.00	24.00	113,424				
EST DATE: 2019/07/01 EXP DATE: 9999/01/01																
1802024	001336610	002-01-00-00000	105 0 PF	WSU C0872	AP	30	02	1	1.00	5,440.00	24.00	130,560				
EST DATE: 2019/07/01 EXP DATE: 9999/01/01																
								105	3	3.00	72.00	368,568				
									5	5.00	120.00	368,568		309,696		

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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
0007023	000577880	007-01-00-00000	103 0 PF	WSU C5681 AP	24S 02	1-	1.00-	4,099.00	24.00-		98,376-			
EST DATE: 2019/07/01 EXP DATE: 9999/01/01														
0007023	000577880	007-01-00-00000	103 0 PF	WSU C5682 AP	28S 01	1	1.00	4,749.00	24.00		113,976			
EST DATE: 2019/07/01 EXP DATE: 9999/01/01														
0099001	000041740	007-01-00-00000	103 0 PF	WSU C5681 AP	24S 06	1-	1.00-	4,981.00	24.00-		119,544-			
EST DATE: 2019/07/01 EXP DATE: 9999/01/01														
0099001	000041740	007-01-00-00000	103 0 PF	WSU C5682 AP	28S 02	1	1.00	4,981.00	24.00		119,544			
EST DATE: 2019/07/01 EXP DATE: 9999/01/01														
0099003	000041760	007-01-00-00000	103 0 PF	WSU C5681 AP	24S 02	1-	1.00-	4,099.00	24.00-		98,376-			
EST DATE: 2019/07/01 EXP DATE: 9999/01/01														
0099003	000041760	007-01-00-00000	103 0 PF	WSU C5682 AP	28S 01	1	1.00	4,749.00	24.00		113,976			
EST DATE: 2019/07/01 EXP DATE: 9999/01/01														
0099004	000041770	007-01-00-00000	103 0 PF	WSU C5681 AP	24S 02	1-	1.00-	4,099.00	24.00-		98,376-			
EST DATE: 2019/07/01 EXP DATE: 9999/01/01														
0099004	000041770	007-01-00-00000	103 0 PF	WSU C5682 AP	28S 01	1	1.00	4,749.00	24.00		113,976			
EST DATE: 2019/07/01 EXP DATE: 9999/01/01														
							103			.00	.00	46,800		

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POSITION NUMBER	AUTH NO	ORG STRUC	F POS	Y TYP	CLASS	COMP	RNG	S T P	POS CNT	FTE	BUDGET RATE	MOS	GF SAL	OF SAL	FF SAL	LF SAL	T R K	
1807025	001335910	007-01-00-00000	104	0	PF	WSU C5684 AP	33	02	1	1.00	7,212.00	24.00		173,088				
EST DATE: 2019/07/01 EXP DATE: 9999/01/01																		
1807026	001335950	007-01-00-00000	104	0	PF	WSU C5684 AP	33	02	1	1.00	7,212.00	24.00		173,088				
EST DATE: 2019/07/01 EXP DATE: 9999/01/01																		
			104						2	2.00		48.00		346,176				

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1800738	001343530	007-01-00-00000	109	0 PF	WSU C5684 AP	33 02	1	1.00	7,212.00	24.00		173,088			
EST DATE: 2019/07/01 EXP DATE: 9999/01/01															
1800739	001343540	007-01-00-00000	109	0 PF	WSU C5682 AP	28S 02	1	1.00	4,981.00	24.00		119,544			
EST DATE: 2019/07/01 EXP DATE: 9999/01/01															
1800740	001343550	007-01-00-00000	109	0 PF	WSS X5687 AP	37 02	1	1.00	8,336.00	24.00		200,064			
EST DATE: 2019/07/01 EXP DATE: 9999/01/01															
			109				3	3.00			72.00	492,696			
							5	5.00			120.00	885,672			

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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
0030020	000041060	012-09-00-00000	108 0 PF	WSU C2511 AP	21 09	1-	1.00-	4,950.00	24.00-		118,800-			
EST DATE: 2019/07/01 EXP DATE: 9999/01/01														
0030020	000041060	012-09-00-00000	108 0 PF	WSU C0870 AP	23 07	1	1.00	4,950.00	24.00		118,800			
EST DATE: 2019/07/01 EXP DATE: 9999/01/01														
0030021	000041070	012-09-00-00000	108 0 PF	WSU C2510 AP	17 02	1-	1.00-	2,992.00	24.00-		71,808-			
EST DATE: 2019/07/01 EXP DATE: 9999/01/01														
0030021	000041070	012-09-00-00000	108 0 PF	WSU C0324 AP	19 01	1	1.00	3,130.00	24.00		75,120			
EST DATE: 2019/07/01 EXP DATE: 9999/01/01														
2002003	000801630	012-09-00-00000	108 0 PF	WSU C2510 AP	17 09	1-	1.00-	4,097.00	24.00-		98,328-			
EST DATE: 2019/07/01 EXP DATE: 9999/01/01														
2002003	000801630	012-09-00-00000	108 0 PF	WSU C0324 AP	19 07	1	1.00	4,097.00	24.00		98,328			
EST DATE: 2019/07/01 EXP DATE: 9999/01/01														
2108020	000632060	012-01-00-00000	108 0 PF	WSU C0861 AP	27 06	1-	1.00-	5,708.00	24.00-		136,992-			
EST DATE: 2019/07/01 EXP DATE: 9999/01/01														
2108020	000632060	012-01-00-00000	108 0 PF	WSU C2206 AP	30 03	1	1.00	5,708.00	24.00		136,992			
EST DATE: 2019/07/01 EXP DATE: 9999/01/01														
108							.00		.00		3,312			
							.00		.00		3,312			

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 SUMMARY XREF: 036-00-00 106 Corporation Division

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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
0036007	000041330	036-01-00-00000	106 0 PF	WSU C0324 AP	19 09	1-	1.00-	4,511.00	24.00-		108,264-			
EST DATE: 2019/07/01 EXP DATE: 9999/01/01														
0036007	000041330	036-01-00-00000	106 0 PF	WSS X7002 AP	26X 02	1	1.00	4,668.00	24.00		112,032			
EST DATE: 2019/07/01 EXP DATE: 9999/01/01														
5103505	001192060	036-01-00-00000	106 0 PF	WSU C0863 AP	31 06	1-	1.00-	6,905.00	24.00-		165,720-			
EST DATE: 2019/07/01 EXP DATE: 9999/01/01														
5103505	001192060	036-01-00-00000	106 0 PF	WSS X7006 AP	31X 06	1	1.00	7,212.00	24.00		173,088			
EST DATE: 2019/07/01 EXP DATE: 9999/01/01														
5103506	001192070	036-01-00-00000	106 0 PF	WSU C0324 AP	19 09	1-	1.00-	4,511.00	24.00-		108,264-			
EST DATE: 2019/07/01 EXP DATE: 9999/01/01														
5103506	001192070	036-01-00-00000	106 0 PF	WSU C0862 AP	29 01	1	1.00	4,950.00	24.00		118,800			
EST DATE: 2019/07/01 EXP DATE: 9999/01/01														
							106	.00	.00		21,672			

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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
1803628	001336180	036-01-00-00000	107 0 LF	WSU C0104 AP	15 02	1	1.00	2,763.00	24.00		66,312			
EST DATE: 2019/07/01 EXP DATE: 2021/06/30														
1803629	001336210	036-01-00-00000	107 0 LF	WSU C0104 AP	15 02	1	1.00	2,763.00	24.00		66,312			
EST DATE: 2019/07/01 EXP DATE: 2021/06/30														
1803630	001336240	036-01-00-00000	107 0 PF	WSU C0324 AP	19 02	1	1.00	3,264.00	24.00		78,336			
EST DATE: 2019/07/01 EXP DATE: 9999/01/01														
1803631	001336290	036-01-00-00000	107 0 PF	WSU C0324 AP	19 02	1	1.00	3,264.00	24.00		78,336			
EST DATE: 2019/07/01 EXP DATE: 9999/01/01														
1803632	001336300	036-01-00-00000	107 0 PF	WSU C0324 AP	19 02	1	1.00	3,264.00	24.00		78,336			
EST DATE: 2019/07/01 EXP DATE: 9999/01/01														
1803633	001336320	036-01-00-00000	107 0 PF	WSU C0324 AP	19 02	1	1.00	3,264.00	24.00		78,336			
EST DATE: 2019/07/01 EXP DATE: 9999/01/01														
1803634	001336340	036-01-00-00000	107 0 PF	WSU C0871 AP	27 02	1	1.00	4,726.00	24.00		113,424			
EST DATE: 2019/07/01 EXP DATE: 9999/01/01														
1803635	001336360	036-01-00-00000	107 0 PF	WSU C0324 AP	19 02	1	1.00	3,264.00	24.00		78,336			
EST DATE: 2019/07/01 EXP DATE: 9999/01/01														
1803636	001336460	036-01-00-00000	107 0 PF	WSU C0862 AP	29 02	1	.50	5,191.00	12.00		62,292			
EST DATE: 2020/07/01 EXP DATE: 9999/01/01														
					107		9	8.50		204.00		700,020		
							9	8.50		204.00		721,692		
							22	21.50		516.00	372,777	2,109,147	309,696	

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POSITION NUMBER	AUTH NO	ORG STRUC	F POS	CLASS	COMP	S T RNG P	POS CNT	FTE	BUDGET RATE	MOS	GF SAL	OF SAL	FF SAL	LF SAL	T R K
							22	21.50		516.00	372,777	2,109,147	309,696		