

SB 5502 BUDGET REPORT and MEASURE SUMMARY

Joint Committee On Ways and Means

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Department of Administrative Services

2019-21

PRELIMINARY

Budget Summary*

	2017-19 Legislatively Approved Budget ⁽¹⁾	2019-21 Current Service Level	2019-21 Committee Recommendation	Committee Change from 2017-19 Leg. Approved	
				\$ Change	% Change
General Fund	\$ 20,931,500	\$ 4,920,091	\$ 5,375,218	\$ (15,556,282)	(74.3%)
General Fund Debt Service	\$ 7,137,196	\$ 7,042,720	\$ 7,042,720	\$ (94,476)	(1.3%)
Lottery Funds	\$ 3,828,000	\$ 3,828,000	\$ 3,828,000	\$ -	0.0%
Lottery Funds Debt Service	\$ 15,873,695	\$ 21,582,690	\$ 21,582,690	\$ 5,708,995	36.0%
Other Funds Limited	\$ 548,431,752	\$ 466,660,570	\$ 528,624,795	\$ (19,806,957)	(3.6%)
Other Funds Capital Improvements	\$ 4,403,176	\$ 4,570,497	\$ 4,570,497	\$ 167,321	3.8%
Other Funds Debt Service	\$ 406,616,039	\$ 439,744,860	\$ 439,744,860	\$ 33,128,821	8.1%
Other Funds Nonlimited	\$ 129,986,751	\$ 133,988,178	\$ 133,988,178	\$ 4,001,427	3.1%
Federal Funds Limited	\$ 1,446,795	\$ -	\$ -	\$ (1,446,795)	(100.0%)
Total	\$ 1,138,654,904	\$ 1,082,337,606	\$ 1,144,756,958	\$ 6,102,054	0.5%

Position Summary

Authorized Positions	914	859	914	0
Full-time Equivalent (FTE) positions	906.96	858.50	904.95	2.01

⁽¹⁾ Includes adjustments through December 2018

* Excludes Capital Construction expenditures

Summary of Revenue Changes

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

DAS will update its beginning fund balances based on the Department's monthly budget status reported as of March 2019, month-end close and reconcile assessments and charges for services revenue accounts to align with expenditure changes in the DAS budget.

Summary of General Government Subcommittee Action

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

The General Government Subcommittee approved a budget of \$1,144,756,958 total funds including 914 positions (904.95 FTE). The total funds budget includes \$12,417,938 General Fund, \$25,410,690 Lottery Funds, \$972,940,152 Other Funds expenditure limitation and \$133,988,178 Other Funds Nonlimited. The 2019-21 total funds budget is a 0.5 percent increase from the agency's 2017-19 Legislatively Approved Budget.

Chief Operating Office

The Chief Operating Office (COO) provides executive leadership for DAS, as well as statewide guidance for all executive branch agencies. The COO includes management of DAS' internal information technology program, governmental and external communications, economic analysis, and internal auditing. It also supports statewide efforts to improve state government and coordinates legislative activities. The budget for the Public Records Office is also housed within the COO, however, the Public Records Advocate is physically located within the office of the Secretary of State's State Archivist. The budget for the Court Appointed Special Advocates (CASA) program also resides within the COO. The Subcommittee recommended a total funds budget of \$28,175,802 total funds and 63 positions (62.40 FTE). The Subcommittee recommended approval of the following packages:

Package 090, Analyst Adjustments. This package eliminates on-call pay for DAS IT and reduces Personal Services by \$122,000 Other Funds, which will result in the lack of IT support for DAS divisions and some Boards and Commissions outside of standard business hours. Additionally, the package eliminates standard inflation on Services and Supplies of \$78,547 Other Funds and takes additional vacancy savings of \$393,629 Other Funds.

Package 106, Planning and Integration Resources for OSPS. This package increases Other Funds expenditure limitation by \$800,000 for an independent study to determine the preparedness of DAS IT to support and administer the Oregon State Payroll System (OSPS) replacement project and is added on a one-time basis as planning money.

Package 107, Procurement System Replacement. This package increases Other Funds Expenditure limitation by \$462,722 and establishes two permanent full-time IT positions (1.88 FTE) to implement OregonBuys as an end-to-end enterprise e-procurement system. The two positions will be part of the DAS IT unit. The costs of the new system, including positions, will be paid through a one percent administrative fee on purchases.

Package 109, Additional Staff Resources for DAS IT. This package increases Other Funds expenditure limitation by \$393,864 and establishes two permanent full-time positions (1.76 FTE) to work on compliance, equipment replacement schedules, mobility, and asset management.

Package 801, LFO Analyst Adjustments. This package adds \$455,127 General Fund to bring state support for local CASA programs to the 2017-19 Legislatively Approved Level, increases Other Funds expenditure limitation by \$2,516,684, and establishes one permanent full-time Operations and Policy Analyst 4 (OPA) position (0.88 FTE) to work on transitioning CASA funding to a non-state entity no later than the beginning of the 2023-25 biennium. Included in this package is \$146,460 Other Funds expenditure limitation for federal Title IV-E funds transferred to DAS by the Department of Human Services (DHS).

Budget Note:

The Department of Administrative Services (DAS) shall work with the Oregon CASA Network (OCN) in developing a transition plan to support the Oregon CASA Network's administration of the 23 independent nonprofit local CASA programs with OCN providing full support and oversight of local CASA programs by no later than June 30, 2023. The plan should: identify activities which would help the OCN build internal capacity; develop a funding allocation model that passes state funds through a state agency to the OCN to distribute to local CASA programs according to need; and require local CASA programs to continue to adhere to National CASA Association standards. DAS shall continue to provide limited financial management and limited oversight capacity as needed and requested by the OCN through June 30, 2023. DAS shall present the migration plan to the Emergency Board before October 15, 2020.

Package 802, Position Reclassifications. This package reclassifies an Operations and Policy Analyst 2 position downward to Administrative Specialist 2 and reclassifies an Information Systems Specialist 7 position upward to an Information Systems Specialist 8. The net impact is a reduction in Other Funds expenditure limitation of \$45,743.

Package 803, Internal Auditors. This package increases Other Funds expenditure limitation by \$232,594 and establishes one permanent full-time PEM F management position (0.88 FTE) to support coordination of state government internal auditors and to focus on statewide level audits.

Package 812, Vacant Position Elimination. This package reduces Other Funds expenditure limitation by \$385,876 by eliminating one vacant Executive Assistant position (1.00 FTE) and one vacant Information System Specialist 6 position (1.00 FTE).

Chief Financial Office

The Chief Financial Office (CFO) provides statewide comprehensive fiscal policy, budget development, and financial oversight for the Executive Branch, as well as statewide financial reporting. Sections within the CFO include: Budget Policy, Statewide Auditing and Budget Reporting, Capital Finance and Planning, Statewide Accounting and Reporting Services. The Subcommittee recommended a budget of \$15,054,105 total funds and 44 positions (44.00 FTE). The Subcommittee recommended approval of the following packages:

Package 090, Analyst Adjustments. This package eliminates standard inflation on Services and Supplies of \$47,661 Other Funds and takes additional vacancy savings of \$327,066 Other Funds.

Package 123, Capital Facility Planning. This package increases Other Funds expenditure limitation by \$269,579 to continue an existing Limited Duration Information System Specialist 8 position as a permanent full-time position (1.00 FTE) in the Capital Facility Planning section. This position will continue development of Computer Assisted Design tools to better utilize state-owned and/or leased facilities.

Package 812, Vacant Position Elimination. This package reduces Other Funds expenditure limitation by \$131,925 by eliminating one vacant Administrative Specialist 1 position (1.00 FTE).

Office of the State Information Officer Policy

The Office of the State Chief Information Officer (OSCIO) provides statewide IT leadership, planning, and oversight to state government in enterprise information resource management. OSCIO sets statewide IT policy and implements the state's IT Governance framework for new projects, providing project planning, quality assurance, vendor management, and oversight through the Stage Gate process. Programs within OSCIO include: Strategic IT Governance, Enterprise Security Office, Enterprise Shared Services, Chief Data Office, and the Chief Technology Office. The Subcommittee recommended a budget of \$80,628,905 total funds and 117 positions (114.18 FTE). The Subcommittee recommended approval of the following packages:

Package 090, Analyst Adjustments. This package reduces IT Professional Services by \$924,793, eliminates standard inflation on Services and Supplies of \$824,262 Other Funds and takes additional vacancy savings of \$845,272 Other Funds.

Package 100, IT Security Compliance. This package increases Other Funds expenditure limitation by \$13,600,000 to address federal security compliance findings, aging firewalls, and weaknesses in state IT Security. Funding for the package will be included in the Admin & Service Charge assessment to state agencies. No positions are approved because OSCIO is still developing the division of security roles and responsibilities between the new OSCIO centralized IT security functions and state agencies. OSCIO is to return during the 2020 Legislative Session to request resources needed once a centralized IT security roles and responsibilities matrix is completed.

Budget Note:

The Office of the State CIO (OSCIO) shall report to the Joint Legislative Committee on Information Management and Technology and the Interim Joint Committee on Ways and Means before the start of the 2020 legislative session on the results of the OSCIO Enterprise Security Office (ESO) efforts to develop a responsibility assignment matrix or RACI matrix that will delineate which IT security roles and responsibilities are assigned to the ESO and which remain the responsibility of individual state agencies following the SB 90 (2017) unification of information security staff. This report should also identify any gaps in available ESO resources which are necessary to implement the completed RACI matrix on state IT

security roles and responsibilities that reflects moving the ESO from predominantly an oversight, audit, and advisory role to a full-service model that includes the provision of unified IT security services to all executive branch agencies.

Package 110, Disaster Recovery. This package increases Other Funds expenditure limitation by \$800,000 to purchase hardware, software, and professional services, which would support disaster recovery services at the State Data Center.

Package 111, Broadband Office & Telephony. This package increases Other Funds expenditure limitation by \$1,391,027 and establishes three permanent full-time positions (2.64 FTE) in the OSCIO to expand the “middle-mile” broadband network through the Oregon Fiber Partnership with Oregon’s four research universities. The positions will transition to other projects once the broadband project is completed.

Budget Note:

The Office of the State CIO (OSCIO) shall report to the Joint Legislative Committee on Information Management and Technology and the Interim Joint Committee on Ways and Means before December 31, 2020 on results of transitioning circuits to the new OregonFIBER Partnership’s network. This report shall include information related to:

1. The OregonFIBER Partnership - governance, membership, transfer and use of state leased fiber assets, status of network deployment, plan for completing full network deployment, and any associated costs to state government.
2. Progress on transitioning existing state agency network circuits to the OregonFIBER Network, including the following quantifiable results:
 - a. Increases in network capacity including maximum bandwidth available and speed increases over previous network connections;
 - b. Average cost per megabyte (in aggregate and by agency) and comparison to previous average cost per megabyte (in aggregate and by agency);
 - c. A comparison of the new cost and capacity for network core compared to 2015-17 expenditures and capacity; and
 - d. Network performance including availability, service level adherence and reliability.
3. Establishment of network connections from the State Data Center to various government cloud services providers and the benefits accrued from these connections.
4. Broadband connectivity improvements made possible through the state’s participation and transition to the new OregonFIBER Partnership’s network (i.e. increased broadband access to tribal governments, local governments, schools, and public bodies located in underserved and unserved areas throughout Oregon).

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Package 114, New Co-Location Service. This package increases Other Funds expenditure limitation by \$208,270 to establish one limited duration Project Manager position (0.88 FTE) to work with customer agencies and Enterprise Technology Services (ETS) staff to coordinate and manage the implementation of co-location services at the State Data Center.

Package 124, IT Procurement & Basecamp. This package increases Other Funds expenditure limitation by \$529,270 and establishes two permanent full-time positions (2.00 FTE) within OSCIO to create, track, and monitor performance targets associated with the IT supply chain management. This is a continuation of current biennium procurement initiatives.

Package 802, Position reclassifications. This package reclassifies seven positions: an Operations and Policy Analyst 3 (OPA) to Information Systems Specialist 8 (ISS), an ISS7 to ISS6, an Administrative Specialist 2 to Executive Support Specialist 1, a Principal Executive Manager E (PEM) to OPA4, two PEM F positions to PEM G, and an Executive Support Specialist 2 position to an Executive Assistant. The net impact is an increase in Other Funds expenditure limitation of \$73,119.

Package 804, Office 365 Consolidation. This package increases Other Funds expenditure limitation by \$6,180,817 and establishes one permanent full-time position (0.88 FTE) to migrate all executive branch agencies to an OSCIO managed and secured Enterprise Office 365 system. This project should lead to the elimination of independently housed and managed email systems by state agencies within the executive branch, which should create savings in individual agency budgets. Moving all executive branch agencies will improve security by having one single active directory, allow for calendaring across agencies, create a single global address book, provide statewide video conferencing, and allow the state to get the best Office 365 pricing.

Budget Note:

The Office of the State CIO (OSCIO) shall implement a project to migrate all executive branch agencies to an OSCIO managed and secured Enterprise Office 365 system by June 30, 2021. The mandatory migration project shall, among other things, lead to the elimination of independently hosted and managed email systems by state agencies within the executive branch. This migration project must identify information related to: operational and information security implications due to migration, any agencies that will not migrate within implementation timeframes, and the resources required to deploy and operate the system in the 2021-23 biennia. The project, with the assistance of the Chief Financial Office, must also collect agency specific information on existing 2019-21 costs associated with hosting and managing email systems by state agencies, other than OSCIO hosted email systems, and any other existing costs for office productivity software and tools that would instead be provided by OCIO hosted Office 365 after the transition. OSCIO shall present an Office 365 migration project progress report to the Joint Legislative Committee on Information Technology and to the Joint Committee on Ways and Means during the 2020 legislative session.

Package 805, Assistant State CIO Positions. This package increases Other Funds expenditure limitation by \$1,240,296 and establishes six permanent full-time Assistant State CIO positions (3.78 FTE) to work on coordination and approval of Executive Branch information technology modernization plans. The positions are phased in over the course of the 2019-21 biennium with two starting October 1, 2019, two starting April 1, 2020, and the final two positions starting October 1, 2020.

Budget Note:

The Office of the State CIO (OSCIO) shall present to the Joint Legislative Committee on Information Management and Technology and the Interim Joint Committee on Ways and Means before December 31, 2020 a comprehensive 10 year Information Technology Modernization Plan for state agencies that includes:

1. The roles and responsibilities assigned to the new Assistant State Chief Information Officers, Senior IT Portfolio Managers, and state agency Chief Information Officers;
2. Criteria by which the plan was developed;
3. Timelines for modernizing critical agency legacy systems;
4. Processes by which potential IT projects are reviewed, prioritized, and recommended for inclusion in the 2021-23 Governor's Budget;
5. Current and future efforts to standardize IT solutions for similar agency business functions, up to and including the creation of centralized, shared-service entities and/or replacing standalone IT systems with enterprise level solutions.

Chief Human Resource Office

The Chief Human Resources Office (CHRO) provides oversight and leadership to state government for complex human resource issues, talent management, and strategic planning. Programs within CHRO include: Workforce Management and Collaboration, Classification and Compensation, Labor Relations, Information Management, Policy Consultation and Research, and Strategic Planning and Innovation. CHRO comprises several units focused on maintaining high standards of operation, administering statewide programs through legislative mandates and providing outreach and training. Specifically, the program sets statewide human resource policies, negotiates labor agreements for the state's 33 collective bargaining contracts, maintains the state's classification and compensation plans, runs leadership development programs, and manages the state's human resource databases. The Subcommittee recommended a budget of \$29,323,280 total funds and 76 positions (72.07 FTE). The Subcommittee recommended approval of the following packages:

Package 090, Analyst Adjustments. This package eliminates standard inflation on Services and Supplies of \$288,233 Other Funds and takes additional vacancy savings of \$220,026 Other Funds.

Package 101, Permanent Staff Resources for Workday. This package increases Other Funds expenditure limitation by \$1,615,815 and establishes eight permanent full-time positions (7.04 FTE) to staff the Workday Support Team with subject matter experts. These positions will provide technical, help desk, and system administrative support.

Package 102, Learning Management Module. This package increases Other Funds expenditure limitation by \$3,548,121 and establishes eight limited duration positions (5.75 FTE) to support the implementation of the Workday Learning Management module. Workday went live this February and is used by all agencies as the new Human Resource Information System. This package would add the Learning Management Module to modernize the system and replace the legacy system, iLearn.

Package 104, Personnel Investigations/Exec Recruiting. This package increases Other Funds expenditure limitation by \$430,166 and establishes two permanent full-time positions (1.76 FTE) to assist in complex, highly sensitive internal agency investigations statewide.

Package 106, Planning and Integration Resources for OSPS. This package increases Other Funds expenditure limitation by \$686,177 and establishes two limited duration positions (2.00 FTE) to manage the workday interface to the Oregon State Payroll System (OSPS). This package is approved on a one-time basis because once the OSPS replacement project is complete these positions will not be needed.

Package 113, Additional Staff Resources for CHRO. This package increases Other Funds expenditure limitation by \$769,470 and establishes four permanent full-time positions (3.52 FTE) within CHRO. Positions established include one Executive Recruiter position and three positions to analyze, implement, and oversee the pay equity provisions of House Bill 2005 (2017). These positions will receive, review, and respond to pay equity inquiries and appeals.

Package 801, LFO Analyst Adjustments. This package reduces Services and Supplies by \$773,000 Other Funds expenditure limitation to reflect savings from replacing the Position and Personnel Data Base (PPDB) within the new Workday system.

Package 802, Position Reclassifications. This package reclassifies three positions: a Human Resources (HR) Analyst 1 to HR Analyst 2, an OPA4 to HR Consultant 2, and an OPA4 to PEM F. There is no budget adjustment associated with these reclassifications.

Package 812, Vacant Position Elimination. This package reduces Other Funds expenditure limitation by \$168,983 by eliminating one vacant HR Analyst 1 position (1.00 FTE).

Office of the State Information Officer Policy – State Data Center

The State Data Center (SDC) provides computing and network services through a shared infrastructure for Oregon State Government. The SDC is organized around technical domains and focuses on maximizing the value of state technology investments so the business of government runs

efficiently, securely, and reliably. The Subcommittee recommended a budget of \$149,945,828 total funds and 153 positions (152.76 FTE). The Subcommittee recommended approval of the following packages:

Package 081, September 2018 Emergency Board. This package is a net increase to Other Funds expenditure limitation of \$600,000. It includes increasing Other Funds expenditure limitation by \$10,600,000 for State Data Center “Operations” and decreasing Other Funds expenditure limitation for State Data Center “Pass-Through” operations by \$10,000,000. This action recognizes the September Emergency Board decision to increase State Data Center “Operations” for support and maintenance of additional resources needed to meet the demands of client agencies.

Package 090, Analyst Adjustments. This package reduces offsite co-location services by \$526,310 Other Funds, eliminates standard inflation on Services and Supplies of \$1,470,279 Other Funds, and Capital Outlay of \$394,823 Other Funds and takes additional vacancy savings of \$1,085,374 Other Funds.

Package 114, New Co-Location Services. This package increases Other Funds expenditure limitation by \$729,339 and establishes two limited duration positions (1.76 FTE) to build out additional co-location services at the SDC and ensures protection of existing SDC co-location customers. The positions will work with agencies interested in co-location equipment at the SDC on their transition, including equipment needs and configurations.

Package 125, ETS Lifecycle Replacement. This package increases Other Funds expenditure limitation by \$15,286,000 to continue the State Data Center lifecycle replacement plan. Included in this package is the replacement of computing and network equipment, as well as upgrading operation system licenses and the replacement of mission critical tools that have reached end of life and are no longer supported. Funding for the package includes charges for services, as well as Admin & Service Charge assessment to state agencies. The total includes \$3 million on a one-time basis to replace mission critical tools for tracking and billing that have reached end of life and are no longer supported.

Package 802, Position Reclassifications. This package reclassifies eight positions: Office Specialist 2 to Office Specialist 1, ISS5 to ISS3, PEM F to OPA4, OPA4 to ISS8, ISS2 to ISS4, ISS7 to ISS8, ISS6 to ISS8, and Office Specialist 2 to Admin Specialist 2. The net impact is a decrease in Other Funds expenditure limitation of \$75,175.

Package 812, Vacant Position Elimination. This package reduces Other Funds expenditure limitation by \$297,487 by eliminating one vacant ISS8 position (1.00 FTE).

Enterprise Asset Management

Enterprise Asset Management (EAM) operates and maintains property to support the state’s operational needs. The program is comprised of Planning and Construction Management, Operations, Maintenance, Real Estate Services, Fleet and Parking Services, and the Oregon Surplus

Property Program. The Subcommittee recommended a budget of \$102,121,159 total funds and 201 positions (200.50 FTE). The Subcommittee recommended approval of the following packages:

Package 090, Analyst Adjustments. This package eliminates standard inflation on Services and Supplies of \$1,466,974 Other Funds and takes additional vacancy savings of \$607,092 Other Funds. The package reduces Services and Supplies by \$588,000 Other Funds in recognition of efficiencies gained in green materials and chemical use; and removes \$945,000 in excess telecom and data processing Other Funds expenditure limitation. The package removes \$100,000 in unnecessary Other Funds limitation related to Regional Solutions Centers and reduces Services and Supplies associated with changing the set point by \$200,000 Other Funds and recognizes reduced Utility costs of \$86,679 Other Funds. Additionally, the package adds a \$400,000 revenue transfer out to the Parks Department to conduct an assessment on the Capital Mall infrastructure and to address critical repairs.

Package 116, Additional Staff Resources for EAM P&C. This package increases Other Funds expenditure limitation by \$994,397 and establishes four permanent full-time Construction Project Manager positions (4.00 FTE) to address Planning and Construction Management workload demand from an increase in deferred maintenance and building renovation projects.

Package 117, Additional Vehicles Requested. This package increases Other Funds expenditure limitation by \$2,000,000 to purchase additional fleet vehicles to replace existing fleet vehicles that have exceeded their useful life. This package is added on a one-time basis.

Package 126, Decommissioning Costs for Transferred Property. This package increases Other Funds expenditure limitation by \$1,226,000 to maintain the Hillcrest Youth Correctional Facility and manage the disposition of the property. This funding is added on a one-time basis. Funding will come in the form of uniform rent and any costs incurred to maintain and then sell the Hillcrest property should be repaid from any sale proceeds.

Package 801, LFO Analyst Adjustments. This package increases Other Funds expenditure limitation by \$5,573,725. The first component of this package is one-time carry-forward expenditure limitation of \$5,300,000 for projects at the Mill Creek Corporate Center. Projects were originally approved during the 2018 Legislative Session. However, project timelines changed and now some of the planned expenditures will occur in the 2019-21 biennium. The second component of the package transfers one OPA3 position (1.00 FTE) and \$273,725 Other Funds expenditure limitation from DAS Business Services to Enterprise Asset Management to work on sustainability and energy use reduction efforts.

Package 802, Position Reclassifications. This package reclassifies four positions: Construction Manager 1 to Construction Manager 2, OPA2 to OPA3, Admin Specialist 1 to OPA1, and Public Service Representative 3 to Supply Specialist 2. The package also eliminates one Facility Maintenance Specialist position and establishes a Painter position. The net impact is a decrease in Other Funds expenditure limitation of \$5,436.

Package 808, Technical Adjustments. This is a revenue only package that approves the uniform rent rates at \$1.55 per square foot. This is below the \$1.60 level in the Governor’s Budget, but higher than the 2017-19 rate of \$1.45. The new revenue is used to fund capital improvement projects and capital construction costs, including paying debt service.

Package 812, Vacant Position Elimination. This package reduces Other Funds expenditure limitation by \$128,429 by eliminating one vacant Custodian position (1.00 FTE).

Enterprise Goods & Services

Enterprise Goods and Services (EGS) provides a wide range of business services to state and local government. The program is comprised of Financial Business Systems, Procurement Services, Publishing and Distribution, Risk Management, and Shared Financial Services. State agencies utilize services of EGS in support of their programs to procure and contract for goods and services, to ensure proper financial controls, and to develop communications material at the lowest cost. Additionally, procurement services provides price agreements for local governmental jurisdictions. The Subcommittee recommended a budget of \$218,744,891 total funds and 249 positions (248.04 FTE). The Subcommittee recommended approval of the following packages:

Package 090, Analyst Adjustments. This package eliminates standard inflation on Services and Supplies of \$735,850 Other Funds, reduces postage by \$1,477,542 Other Funds, reduces Services and Supplies by \$200,000 Other Funds for Financial Business Systems, and takes additional vacancy savings of \$847,237 Other Funds.

Package 106, Planning and Integration Resources for OSPS. This package increases Other Funds expenditure limitation by \$3,891,234 on a one-time basis and establishes five limited duration positions (4.40 FTE) to support the planning phase of the Oregon State Payroll System (OSPS) and time tracking replacement project. This request includes the cost of state staff, an Independent Quality Assurance vendor, and the price of the software subscription for one year. This planning funding should be sufficient to get the project to the February 2020 session, where DAS is expected to request funding to get the project to the end of the 2019-21 biennium. Revenues from assessments for this package are reduced by only \$1,000,000 to ensure adequate funding is generated to support an additional request during the 2020 Legislative Session.

Budget Note:

The Department of Administrative Services (DAS) shall work closely with and regularly report on the status of the Oregon State Payroll System Replacement Project to the Office of the State Chief Information Officer (OSCIO) and Legislative Fiscal Office (LFO) and follow the Joint State CIO/LFO Stage Gate Review Process throughout the project’s lifecycle. DAS shall continue to retain the services of qualified project manager(s), business analyst(s), and other project team members with experience in planning and managing projects of this type, scope and magnitude. DAS is further directed to work with OSCIO to acquire independent quality management services to: conduct an initial and ongoing risk assessment(s); perform quality control reviews on the business case, procurement documents, and foundational project management documents

as appropriate; and, perform ongoing, independent quality management services as directed by OSCIO. DAS shall submit the updated project business case, project management documents, procurement documents, initial risk assessment and quality control reviews to OSCIO and LFO for Stage Gate Review.

DAS is further directed to report on project status to the Joint Legislative Committee on Information Management and Technology and the Joint Committee on Ways and Means during the 2020 annual legislative session. Finally, DAS shall request Legislative approval to proceed with the project prior to initiating project execution activities and utilize OSCIO's Enterprise Project and Portfolio Management system for all project review, approval, and project status and QA reporting activities throughout the life of the DAS Oregon State Payroll System Replacement Project.

Package 107, Procurement System Replacement. This package increases Other Funds expenditure limitation by \$8,890,278 and three positions (2.88 FTE) to implement OregonBuys as an end-to-end enterprise e-procurement system. Of the positions added in this package, two are limited duration and one is a permanent position. This package includes the implementation fee, ongoing SaaS fees, and technical support to decommission ORPIN. Included is an \$800,000 one-time cost for Quality Assurance consultants. The new system will be paid through a one percent administrative fee on purchases. The Governor's Budget assumed this package was funded through assessments to agencies. The 2017-19 funding to start implementation of the new system was included in House Bill 5046, which became law in April 2019.

Package 119, Additional Staff Resources for EGS P&D. This package increases Other Funds expenditure limitation by \$3,239,109 and establishes two permanent full-time positions (1.76 FTE) to implement a multi-function printer program. The package will be funded through lease fees to agencies as a charge for services.

Package 120, Risk Management Information System (RIMS). This package increases Other Funds expenditure limitation by \$530,000 to provide funding for DAS Risk Management to replace the current Claims Management Information System. This new system will allow the program to replace manual programs and processes with current system and applications, communication with external systems, and more effectively manage claims. Of the overall package, \$400,000 is a one-time implementation cost while \$130,000 is for increased ongoing costs. This package is funded as a component of risk assessments to agencies.

Package 124, IT Procurement & Basecamp. This package increases Other Funds expenditure limitation by \$1,008,312 and establishes four permanent full-time positions (4.00 FTE) to continue BaseCamp, which is a market-driven approach to IT supply chain management.

Package 128, Increase Assessment for Risk Management. This is a revenue only package to increase DAS Risk Charges by \$10,000,000 to increase the funded status of the Insurance Fund. This package will increase the risk assessment to agencies.

Package 802, Position Reclassifications. This package reclassifies four positions: two ISS2 positions to ISS3, Accountant Tech 3 to Fiscal Analyst 1, and OPA3 to Accountant 3. The package also abolishes the former EGS Director position (PEM H) and establishes a new PEM E position in the Risk Program. The net impact is an increase in Other Funds expenditure limitation of \$13,282.

Package 812, Vacant Position Elimination. This package decreases Other Funds expenditure limitation by \$362,119 by eliminating one vacant Program Analyst 1 position (1.00 FTE) and one Accounting Tech 3 position (1.00 FTE).

DAS Business Services

DAS Business Services (DBS) provides budget, business continuity, performance management, and data analysis services for DAS divisions. The Subcommittee recommended a budget of \$16,264,774 total funds and 11 positions (11.00 FTE). The Subcommittee recommended approval of the following packages:

Package 090, Analyst Adjustments. This package eliminates standard inflation on Services and Supplies of \$42,309 Other Funds and takes additional vacancy savings of \$109,367 Other Funds.

Package 801, LFO Analyst Adjustment. This package decreases Other Funds expenditure limitation by \$273,725 and transfers one OPA3 position (1.00 FTE) from DAS Business Services to Enterprise Asset management to work on sustainability and energy use reduction efforts.

Package 802, Position Reclassifications. This package reclassifies one Fiscal Analyst 1 position to a Research Analyst 2. There is no budgetary impact of this change, as both positions are the same salary range.

Package 812, Vacant Position Elimination. This package decreases Other Funds expenditure limitation by \$163,219 by eliminating one vacant Office Manager 2 position (1.00 FTE).

Capital Improvements

The Capital Improvements program is responsible for remodeling and renovation projects for DAS divisions costing less than \$1.0 million. The purpose of the program is to maintain health and safety standards both inside and outside of the buildings, keep buildings in compliance with new building code and ordinance requirements, maintain Capitol Mall buildings and grounds, adjust or modify existing mechanical and electrical programs to minimize energy consumption, upgrade building grounds, evaluate and conserve maximum efficiency and use of state owned buildings, and adapt buildings to required occupancy changes. The funding for the program comes from the Capital Projects Fund, which is primarily sourced by Uniform Rent depreciation. The Subcommittee recommended a budget of \$4,570,497 total funds.

Capital Construction

The Capital Construction program is responsible for the acquisition or construction of any structure or group of structures, all land acquisitions, assessments, improvements or additions to an existing structure costing more than \$1.0 million. Funding for DAS Capital Construction projects typically come from bond proceeds or the Capital Projects Fund. The Capital Projects Fund receives revenues from various sources, primarily the depreciation component of the Uniform Rent charge, service agreements and parking facilities income.

Capital construction expenditure limitation is approved on a project-by-project basis and is authorized for six years. Because this expenditure limitation spans six years, it is established in a separate bill and is not included in Senate Bill 5502.

Mass Transit Distributions

This program includes the mass transit assessment and distribution. State agencies are charged an assessment on employees working within a transit district boundary. Funding is used to support local mass transit districts in various parts of the state. The Subcommittee recommended a budget of \$24,716,507 Other Funds Nonlimited. There is no change from the 2019-21 current service level.

Debt Service

This program includes debt service payments specific to DAS. These payments are for Certificates of Participation and Article XI-Q Bonds. The Subcommittee recommended a budget of \$15,826,180 Other Funds expenditure limitation. There is no change from the 2019-21 current service level.

Bonds

This program includes debt service payments of specific amounts as directed by law. Debt service payments are made on Article XI-O Bonds, also known as Pension Obligation Bonds. The Subcommittee recommended a budget of \$424,666,321 Other Funds expenditure limitation. There is no change from the 2019-21 current service level.

Special Government Payments

This program unit includes payments of specific amounts from the General Fund and Lottery Funds, as well as transfers of Other Funds revenues from bond proceeds. Payments include debt service for both General Fund and Lottery Funds backed bonds. The Subcommittee recommended a total funds budget of \$34,718,709 total funds.

Summary of Maximum Supervisory Ratio

The Subcommittee reviewed the agency's proposed Maximum Supervisory Ratio of 1:10.

Summary of Performance Measure Action

See attached "Legislatively Approved 2019-2021 Key Performance Measures."

DETAIL OF JOINT COMMITTEE ON WAYS AND MEANS ACTION

Department of Administrative Services
Dustin Ball -- 503-378-3119

DESCRIPTION	GENERAL FUND	LOTTERY FUNDS	OTHER FUNDS		FEDERAL FUNDS		TOTAL ALL FUNDS	POS	FTE
			LIMITED	NONLIMITED	LIMITED	NONLIMITED			
2017-19 Legislatively Approved Budget at Dec 2018 *	\$ 28,068,696	\$ 19,701,695	\$ 959,450,967	\$ 129,986,751	\$ 1,446,795	\$ -	\$ 1,138,654,904	914	906.38
2019-21 Current Service Level (CSL)*	\$ 11,962,811	\$ 25,410,690	\$ 910,975,927	\$ 133,988,178	\$ -	\$ -	\$ 1,082,337,606	859	858.50
SUBCOMMITTEE ADJUSTMENTS (from CSL)									
SCR 030 - Chief Operating Office									
Package 090: Analyst Adjustments									
Personal Services	\$ -	\$ -	\$ (515,629)	\$ -	\$ -	\$ -	\$ (515,629)	0	0.00
Services and Supplies	\$ -	\$ -	\$ (78,547)	\$ -	\$ -	\$ -	\$ (78,547)		
Package 106: Planning and Integration Resources for OSPS									
Services and Supplies	\$ -	\$ -	\$ 800,000	\$ -	\$ -	\$ -	\$ 800,000		
Package 107: Procurement System Replacement									
Personal Services	\$ -	\$ -	\$ 429,982	\$ -	\$ -	\$ -	\$ 429,982	2	1.88
Services and Supplies	\$ -	\$ -	\$ 32,740	\$ -	\$ -	\$ -	\$ 32,740		
Package 109: Additional Staff Resources for DAS IT									
Personal Services	\$ -	\$ -	\$ 363,213	\$ -	\$ -	\$ -	\$ 363,213	2	1.76
Services and Supplies	\$ -	\$ -	\$ 30,651	\$ -	\$ -	\$ -	\$ 30,651		
Package 801: LFO Analyst Adjustments									
Personal Services	\$ -	\$ -	\$ 188,483	\$ -	\$ -	\$ -	\$ 188,483	1	0.88
Services and Supplies	\$ -	\$ -	\$ 12,161	\$ -	\$ -	\$ -	\$ 12,161		
Special Payments	\$ 455,127	\$ -	\$ 2,316,040	\$ -	\$ -	\$ -	\$ 2,771,167		
Package 802: Position Reclassifications									
Personal Services	\$ -	\$ -	\$ (45,743)	\$ -	\$ -	\$ -	\$ (45,743)	0	0.00
Package 803: Internal Auditors									
Personal Services	\$ -	\$ -	\$ 220,433	\$ -	\$ -	\$ -	\$ 220,433	1	0.88
Services and Supplies	\$ -	\$ -	\$ 12,161	\$ -	\$ -	\$ -	\$ 12,161		
Package 812: Vacant Position Elimination									
Personal Services	\$ -	\$ -	\$ (370,876)	\$ -	\$ -	\$ -	\$ (370,876)	(2)	(2.00)
Services and Supplies	\$ -	\$ -	\$ (15,000)	\$ -	\$ -	\$ -	\$ (15,000)		
SCR 035 - Chief Financial Office									
Package 090: Analyst Adjustments									
Personal Services	\$ -	\$ -	\$ (327,066)	\$ -	\$ -	\$ -	\$ (327,066)	0	0.00
Services and Supplies	\$ -	\$ -	\$ (47,661)	\$ -	\$ -	\$ -	\$ (47,661)		
Package 123: Capital Facility Planning									
Personal Services	\$ -	\$ -	\$ 252,164	\$ -	\$ -	\$ -	\$ 252,164	1	1.00
Services and Supplies	\$ -	\$ -	\$ 17,415	\$ -	\$ -	\$ -	\$ 17,415		
Package 812: Vacant Position Elimination									
Personal Services	\$ -	\$ -	\$ (125,281)	\$ -	\$ -	\$ -	\$ (125,281)	(1)	(1.00)
Services and Supplies	\$ -	\$ -	\$ (6,644)	\$ -	\$ -	\$ -	\$ (6,644)		

DESCRIPTION	GENERAL FUND	LOTTERY FUNDS	OTHER FUNDS		FEDERAL FUNDS		TOTAL ALL FUNDS	POS	FTE
			LIMITED	NONLIMITED	LIMITED	NONLIMITED			
SCR 042 - Office of the State Inform Officer Policy									
Package 090: Analyst Adjustments									
Personal Services	\$ -	\$ -	\$ (845,272)	\$ -	\$ -	\$ -	(845,272)	0	0.00
Services and Supplies	\$ -	\$ -	\$ (1,749,055)	\$ -	\$ -	\$ -	(1,749,055)		
Package 100: IT Security Compliance									
Services and Supplies	\$ -	\$ -	\$ 13,600,000	\$ -	\$ -	\$ -	13,600,000		
Package 110: Disaster Recovery									
Services and Supplies	\$ -	\$ -	\$ 800,000	\$ -	\$ -	\$ -	800,000		
Package 111: Broadband Office & Telephony									
Personal Services	\$ -	\$ -	\$ 594,400	\$ -	\$ -	\$ -	594,400	3	2.64
Services and Supplies	\$ -	\$ -	\$ 796,627	\$ -	\$ -	\$ -	796,627		
Package 114: New Co-Location Service									
Personal Services	\$ -	\$ -	\$ 192,946	\$ -	\$ -	\$ -	192,946	1	0.88
Services and Supplies	\$ -	\$ -	\$ 15,324	\$ -	\$ -	\$ -	15,324		
Package 124: IT Procurement & Basecamp									
Personal Services	\$ -	\$ -	\$ 494,440	\$ -	\$ -	\$ -	494,440	2	2.00
Services and Supplies	\$ -	\$ -	\$ 34,830	\$ -	\$ -	\$ -	34,830		
Package 802: Position Reclassifications									
Personal Services	\$ -	\$ -	\$ 73,119	\$ -	\$ -	\$ -	73,119	0	0.00
Package 804: Office 365 Consolidation									
Personal Services	\$ -	\$ -	\$ 164,575	\$ -	\$ -	\$ -	164,575	1	0.88
Services and Supplies	\$ -	\$ -	\$ 6,016,242	\$ -	\$ -	\$ -	6,016,242		
Package 805: Assistant State CIO Positions									
Personal Services	\$ -	\$ -	\$ 1,174,468	\$ -	\$ -	\$ -	1,174,468	6	3.78
Services and Supplies	\$ -	\$ -	\$ 65,828	\$ -	\$ -	\$ -	65,828		
SCR 045 - Chief Human Resource Office									
Package 090: Analyst Adjustments									
Personal Services	\$ -	\$ -	\$ (220,026)	\$ -	\$ -	\$ -	(220,026)	0	0.00
Services and Supplies	\$ -	\$ -	\$ (288,233)	\$ -	\$ -	\$ -	(288,233)		
Package 101: Permanent Staff Resources for Workday									
Personal Services	\$ -	\$ -	\$ 1,417,721	\$ -	\$ -	\$ -	1,417,721	8	7.04
Services and Supplies	\$ -	\$ -	\$ 198,094	\$ -	\$ -	\$ -	198,094		
Package 102: Learning Management Module									
Personal Services	\$ -	\$ -	\$ 1,185,453	\$ -	\$ -	\$ -	1,185,453	8	5.75
Services and Supplies	\$ -	\$ -	\$ 2,362,668	\$ -	\$ -	\$ -	2,362,668		
Package 104: Personnel Investigations/Exec Recruiting									
Personal Services	\$ -	\$ -	\$ 405,840	\$ -	\$ -	\$ -	405,840	2	1.76
Services and Supplies	\$ -	\$ -	\$ 24,326	\$ -	\$ -	\$ -	24,326		

PRELIMINARY

DESCRIPTION	GENERAL FUND	LOTTERY FUNDS	OTHER FUNDS		FEDERAL FUNDS		TOTAL ALL FUNDS	POS	FTE
			LIMITED	NONLIMITED	LIMITED	NONLIMITED			
Package 106: Planning and Integration Resources for OSPS									
Personal Services	\$ -	\$ -	\$ 461,021	\$ -	\$ -	\$ -	\$ 461,021	2	2.00
Services and Supplies	\$ -	\$ -	\$ 225,156	\$ -	\$ -	\$ -	\$ 225,156		
Package 113: Additional Staff Resources for CHRO									
Personal Services	\$ -	\$ -	\$ 723,325	\$ -	\$ -	\$ -	\$ 723,325	4	3.52
Services and Supplies	\$ -	\$ -	\$ 46,145	\$ -	\$ -	\$ -	\$ 46,145		
Package 801 LFO Analyst Adjustments									
Services and Supplies	\$ -	\$ -	\$ (773,000)	\$ -	\$ -	\$ -	\$ (773,000)		
Package 812: Vacant Position Elimination									
Personal Services	\$ -	\$ -	\$ (161,483)	\$ -	\$ -	\$ -	\$ (161,483)	(1)	(1.00)
Services and Supplies	\$ -	\$ -	\$ (7,500)	\$ -	\$ -	\$ -	\$ (7,500)		
SCR 052 - Office of the State Information Officer SDC									
Package 081: September 2018 Emergency Board									
Services and Supplies	\$ -	\$ -	\$ 1,460,910	\$ -	\$ -	\$ -	\$ 1,460,910		
Capital Outlay	\$ -	\$ -	\$ (860,910)	\$ -	\$ -	\$ -	\$ (860,910)		
Package 090: Analyst Adjustments									
Personal Services	\$ -	\$ -	\$ (1,085,374)	\$ -	\$ -	\$ -	\$ (1,085,374)	0	0.00
Services and Supplies	\$ -	\$ -	\$ (1,996,589)	\$ -	\$ -	\$ -	\$ (1,996,589)		
Capital Outlay	\$ -	\$ -	\$ (394,823)	\$ -	\$ -	\$ -	\$ (394,823)		
Package 114: New Co-Location Service									
Personal Services	\$ -	\$ -	\$ 348,688	\$ -	\$ -	\$ -	\$ 348,688	2	1.76
Services and Supplies	\$ -	\$ -	\$ 380,651	\$ -	\$ -	\$ -	\$ 380,651		
Package 125: ETS Lifecycle Replacement									
Services and Supplies	\$ -	\$ -	\$ 3,890,000	\$ -	\$ -	\$ -	\$ 3,890,000		
Capital Outlay	\$ -	\$ -	\$ 11,396,000	\$ -	\$ -	\$ -	\$ 11,396,000		
Package 802: Position Reclassifications									
Personal Services	\$ -	\$ -	\$ (75,175)	\$ -	\$ -	\$ -	\$ (75,175)	0	0.00
Package 812: Vacant Position Elimination									
Personal Services	\$ -	\$ -	\$ (289,987)	\$ -	\$ -	\$ -	\$ (289,987)	(1)	(1.00)
Services and Supplies	\$ -	\$ -	\$ (7,500)	\$ -	\$ -	\$ -	\$ (7,500)		
SCR 060 - Enterprise Asset Management									
Package 090: Analyst Adjustments									
Personal Services	\$ -	\$ -	\$ (607,092)	\$ -	\$ -	\$ -	\$ (607,092)	0	0.00
Services and Supplies	\$ -	\$ -	\$ (3,386,653)	\$ -	\$ -	\$ -	\$ (3,386,653)		
Package 116: Additional Staff Resources for EAM P&C									
Personal Services	\$ -	\$ -	\$ 939,113	\$ -	\$ -	\$ -	\$ 939,113	4	4.00
Services and Supplies	\$ -	\$ -	\$ 55,284	\$ -	\$ -	\$ -	\$ 55,284		

DESCRIPTION	GENERAL FUND	LOTTERY FUNDS	OTHER FUNDS		FEDERAL FUNDS		TOTAL ALL FUNDS	POS	FTE
			LIMITED	NONLIMITED	LIMITED	NONLIMITED			
Package 117: Additional Vehicles Requested Capital Outlay	\$ -	\$ -	\$ 2,000,000	\$ -	\$ -	\$ -	2,000,000		
Package 126: Decommissioned Costs for Transferred Property Services and Supplies	\$ -	\$ -	\$ 1,226,000	\$ -	\$ -	\$ -	1,226,000		
Package 801: LFO Analyst Adjustments Personal Services	\$ -	\$ -	\$ 262,532	\$ -	\$ -	\$ -	262,532	1	1.00
Services and Supplies	\$ -	\$ -	\$ 5,311,193	\$ -	\$ -	\$ -	5,311,193		
Package 802: Position Reclassifications Personal Services	\$ -	\$ -	\$ (5,436)	\$ -	\$ -	\$ -	(5,436)	0	0.00
Package 812: Vacant Position Elimination Personal Services	\$ -	\$ -	\$ (118,429)	\$ -	\$ -	\$ -	(118,429)	(1)	(1.00)
Services and Supplies	\$ -	\$ -	\$ (10,000)	\$ -	\$ -	\$ -	(10,000)		
SCR 065 - Enterprise Goods & Services									
Package 090: Analyst Adjustments Personal Services	\$ -	\$ -	\$ (847,237)	\$ -	\$ -	\$ -	(847,237)	0	0.00
Services and Supplies	\$ -	\$ -	\$ (2,413,392)	\$ -	\$ -	\$ -	(2,413,392)		
Package 106: Planning and Integration Resources for OSPS Personal Services	\$ -	\$ -	\$ 1,077,261	\$ -	\$ -	\$ -	1,077,261	5	4.40
Services and Supplies	\$ -	\$ -	\$ 2,813,973	\$ -	\$ -	\$ -	2,813,973		
Package 107: Procurement System Replacement Personal Services	\$ -	\$ -	\$ 612,191	\$ -	\$ -	\$ -	612,191	3	2.88
Services and Supplies	\$ -	\$ -	\$ 8,278,087	\$ -	\$ -	\$ -	8,278,087		
Package 119: Additional Staff Resources for EGS P&D Personal Services	\$ -	\$ -	\$ 241,070	\$ -	\$ -	\$ -	241,070	2	1.76
Services and Supplies	\$ -	\$ -	\$ 2,998,039	\$ -	\$ -	\$ -	2,998,039		
Package 120: Risk Management Information System (RIMS) Services and Supplies	\$ -	\$ -	\$ 530,000	\$ -	\$ -	\$ -	530,000		
Package 124: IT Procurement & Basecamp Personal Services	\$ -	\$ -	\$ 953,028	\$ -	\$ -	\$ -	953,028	4	4.00
Services and Supplies	\$ -	\$ -	\$ 55,284	\$ -	\$ -	\$ -	55,284		
Package 802: Position Reclassifications Personal Services	\$ -	\$ -	\$ 13,282	\$ -	\$ -	\$ -	13,282	0	0.00
Package 812: Vacant Position Elimination Personal Services	\$ -	\$ -	\$ (347,119)	\$ -	\$ -	\$ -	(347,119)	(2)	(2.00)
Services and Supplies	\$ -	\$ -	\$ (15,000)	\$ -	\$ -	\$ -	(15,000)		

DESCRIPTION	GENERAL FUND	LOTTERY FUNDS	OTHER FUNDS		FEDERAL FUNDS		TOTAL ALL FUNDS	POS	FTE
			LIMITED	NONLIMITED	LIMITED	NONLIMITED			
SCR 075 - DAS Business Services									
Package 090: Analyst Adjustments									
Personal Services	\$ -	\$ -	\$ (42,309)	\$ -	\$ -	\$ -	(42,309)	0	0.00
Services and Supplies	\$ -	\$ -	\$ (109,367)	\$ -	\$ -	\$ -	(109,367)		
Package 801: LFO Analyst Adjustments									
Personal Services	\$ -	\$ -	\$ (262,532)	\$ -	\$ -	\$ -	(262,532)	(1)	(1.00)
Services and Supplies	\$ -	\$ -	\$ (11,193)	\$ -	\$ -	\$ -	(11,193)		
Package 812: Vacant Position Elimination									
Personal Services	\$ -	\$ -	\$ (155,719)	\$ -	\$ -	\$ -	(155,719)	(1)	(1.00)
Services and Supplies	\$ -	\$ -	\$ (7,500)	\$ -	\$ -	\$ -	(7,500)		
TOTAL ADJUSTMENTS	\$ 455,127	\$ -	\$ 61,964,225	\$ -	\$ -	\$ -	62,419,352	55	46.45
SUBCOMMITTEE RECOMMENDATION *	\$ 12,417,938	\$ 25,410,690	\$ 972,940,152	\$ 133,988,178	\$ -	\$ -	1,144,756,958	914	904.95
% Change from 2017-19 Leg Approved Budget	(55.8%)	29.0%	1.4%	3.1%	(100.0%)	0.0%	0.5%	0.0%	(0.2%)
% Change from 2019-21 Current Service Level	3.8%	0.0%	6.8%	0.0%	0.0%	0.0%	5.8%	6.4%	5.4%

*Excludes Capital Construction Expenditures

PRELIMINARY

Legislatively Approved 2019 - 2021 Key Performance Measures

Published: 5/29/2019 3:18:42 PM

Agency: Administrative Services, Department of

Mission Statement:

Lead the pursuit of excellence in state government.

Legislatively Approved KPMs	Metrics	Agency Request	Last Reported Result	Target 2020	Target 2021
1. CUSTOMER SERVICE - Percent of customers rating their satisfaction with the agency's customer service as "good" or "excellent": overall customer service, timeliness, accuracy, helpfulness, expertise and availability of information.	Helpfulness	Approved	78%	90%	90%
	Timeliness		67%	90%	90%
	Expertise		72%	90%	90%
	Overall		67%	90%	90%
	Availability of Information		65%	90%	90%
	Accuracy		70%	90%	90%
2. FORECAST RELIABILITY - General Fund Forecast Tracking Metric		Approved	103.85%	100%	100%
3. FINANCIAL REPORTING - Percent of Agencies receiving Gold Star Award (The Gold Star Award is the state agency equivalent of the GFOA Certificate of Achievement for Excellence in Financial Reporting)		Approved	96%	98%	98%
4. WORKFORCE TURNOVER - Annual turnover rate for the State and DAS workforce.	a) State Workforce Turnover	Approved	5.32%	5.60%	5.60%
	b) DAS Workforce Turnover		3.61%	4.50%	4.50%
5. WORKFORCE DIVERSITY - Racial/ethnic diversity in the state workforce as a percentage of the total civilian labor force.	a) State Workforce Diversity	Approved	76.81%	100%	100%
	b) DAS Workforce Diversity		72.15%	100%	100%
6. FLEET ADMINISTRATION - Average Miles Per Gallon for DAS Permanently Assigned Fleet Vehicles.		Approved	20.51	21	21
7. RENT COSTS - DAS negotiated lease rates in private sector vs. average market rates.		Approved	18%	5%	5%
8. INFORMATION SECURITY - Overall information security maturity rating based on a sample of state agencies. Rating achieved using a compilation and aggregate score based on the ISO 27002 standard and assigning a rating using the Carnegie-Mellon Capability Maturity Model. (3rd party conducting information security business risk assessments)		Approved	1.65	3.50	3.50
10. RISK MANAGEMENT - Annual number of Severe Worker's Compensation claims per 100 FTE		Approved	1.52	1.50	1.50
11. DATA CENTER - Percentage of time systems are available.		Approved	99.84%	99.90%	99.90%
9. PROCUREMENT EFFECTIVENESS - Estimated savings resulting from price agreement pricing compared to prices that would be paid without the benefit of a price agreement.		Legislatively Deleted	2.55%	0%	0%

LFO Recommendation:

The Legislative Fiscal Office (LFO) recommends approval of all the proposed Key Performance Measures and targets, except KPM #9, which is recommended to be deleted. The agency should propose a new SB 5502

procurement measure related to implementation of the new OregonBuys procurement system for the 2021-23 biennium.

SubCommittee Action:

The General Government Subcommittee approved the LFO recommendation.

PRELIMINARY