

**Legislative
Fiscal Office**

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**Joint Committee on
Ways and Means**

Sen. Betsy Johnson, Senate Co-Chair
Sen. Elizabeth Steiner Hayward, Senate Co-Chair
Rep. Dan Rayfield, House Co-Chair

Sen. Jackie Winters, Senate Co-Vice Chair
Rep. David Gomberg, House Co-Vice Chair
Rep. Greg Smith, House Co-Vice Chair

To: General Government Subcommittee
From: Ken Rocco, Legislative Fiscal Office
Date: June 11, 2019
Subject: HB 5034 – Secretary of State
Work Session Recommendations

Secretary of State – Agency Totals

	2015-17 Actual	2017-19 Legislatively Approved	2019-21 Current Service Level	2019-21 LFO Recommended
General Fund	10,285,700	14,357,322	11,261,921	12,291,066
Other Funds	51,509,990	58,170,519	62,088,686	64,569,389
Federal Funds	1,845,372	8,132,619	4,960,337	5,393,665
Total Funds	63,641,062	80,660,460	78,310,944	82,254,120
Positions	210	217	212	222
FTE	208.46	215.03	211.64	221.67

The Legislative Fiscal Office (LFO) recommendations for the Secretary of State budget are attached. The recommended budget is a 4.4% increase from the 2017-19 adjusted current service level and a 2% increase over the 2017-19 legislatively approved budget.

The principal recommendations for HB 5034 include:

- Continuation of a limited duration Human resources position as permanent and the establishment of a new Service Desk Manager position for the Network Operations Security Center.
- Continuation of two IT security positions for the Elections Division approved at the May 2018 meeting of the Emergency Board for voting systems security.
- Establishment of a new position to work with counties on the Oregon Centralized Voter Registration system and to operate a call center help desk to help with OCVR system issues.
- Addition of \$879,000 General Fund to continue assistance to counties for Motor Voter program related costs.

- Expenditure limitation of \$500,000 Other Funds for phase 3 of the compact shelving project in the Archives Division.
- Direction to the Department of Administrative Services and the Secretary of State to work together for the development of plans to install a backup generator in the Archives Building for the climate controlled stacks area of the building.
- Establishment of four positions in the Corporation Division call center to true-up double filled positions and to respond to increased workload and one position to assist in the Office of Small Business Advocacy.
- Elimination of \$250,000 Other Funds expenditure limitation in the Administrative Services Division for one-time costs not phased-out during current service level budget development.

Adjustments to Current Service Level

See attached "Work Session Presentation Report."

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

Accept LFO Recommendation:

MOTION: I move the LFO recommendation to HB 5034. (VOTE)

OR

Change LFO Recommendation:

MOTION: I move the LFO recommendation to HB 5034, with modifications. (VOTE)

Performance Measures

See attached "Legislatively Proposed 2019-21 Key Performance Measures."

Accept LFO Recommendation:

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

OR

Change LFO Recommendation:

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

Recommended Changes

LFO recommends a budget of \$12,291,066 General Fund, \$64,569,389 Other Funds, \$5,393,665 Federal Funds, and 222 positions (221.67 FTE), which is reflected in the -1 amendment.

MOTION: I move adoption of the -1 amendment to HB 5034. (VOTE)

Final Subcommittee Action

LFO recommends that HB 5034, as amended by the -1 amendment, be moved to the Ways and Means Full Committee.

MOTION: I move HB 5034, as amended, to the Full Committee with a do pass recommendation. (VOTE)

Carriers

Full Committee: _____

House Floor: _____

Senate Floor: _____

LFO102 - Work Session Presentation Report
2019-21 Biennium

Version: L - 01 - LFO Analyst Recommended

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

Secretary of State

	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
2017-19 Agy. Leg. Adopted	10,426,561	-	56,998,482	4,721,387	-	-	72,146,430	213	212.77
2017-19 Ebds, SS & Admin Act	3,930,761	-	1,172,037	3,411,232	-	-	8,514,030	4	2.26
Ways & Means Actions	-	-	-	-	-	-	-	-	-
2017-19 Leg Approved Budget	14,357,322	-	58,170,519	8,132,619	-	-	80,660,460	217	215.03
2017-19 Leg Approved Budget (Base)	12,649,135	-	58,170,519	4,882,166	-	-	75,701,820	215	214.03
Summary of Base Adjustments	437,431	-	2,073,860	(92,377)	-	-	2,418,914	(3)	(2.39)
2019-21 Base Budget	13,086,566	-	60,244,379	4,789,789	-	-	78,120,734	212	211.64
010: Non-PICS Pers Svc/Vacancy Factor	247,367	-	959,531	(2,252)	-	-	1,204,646	-	-
020: Phase In / Out Pgm & One-time Cost	(2,384,093)	-	(108,711)	-	-	-	(2,492,804)	-	-
030: Inflation & Price List Adjustments	302,736	-	1,002,832	172,800	-	-	1,478,368	-	-
060: Technical Adjustments	9,345	-	(9,345)	-	-	-	-	-	-
2019-21 Current Service Level	11,261,921	-	62,088,686	4,960,337	-	-	78,310,944	212	211.64
080: E-Boards	-	-	-	456,550	-	-	456,550	2	2.00
Adjusted 2019-21 Current Service Level	11,261,921	-	62,088,686	5,416,887	-	-	78,767,494	214	213.64
Total LFO Recommended Packages	1,029,145	-	2,480,703	(23,222)	-	-	3,486,626	8	8.03
2019-21 Legislative Actions	12,291,066	-	64,569,389	5,393,665	-	-	82,254,120	222	221.67
Net change from 2017-19 Leg Approved Budget	(2,066,256)	-	6,398,870	(2,738,954)	-	-	1,593,660	5	6.64
Percent change from 2017-19 Leg Approved Budget	(14.4%)	0.0%	11.0%	(33.7%)	0.0%	0.0%	2.0%	2.3%	3.1%
Net change from 2019-21 Adj Current Service Level	1,029,145	-	2,480,703	(23,222)	-	-	3,486,626	8	8.03
Percent change from 2019-21 Adj Current Service Level	9.1%	0.0%	4.0%	(0.4%)	0.0%	0.0%	4.4%	3.7%	3.8%

	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
2017-19 Agy. Leg. Adopted	2,536,161	-	17,336,799	-	-	-	19,872,960	63	62.89
2017-19 Ebds, SS & Admin Act	586,930	-	388,079	-	-	-	975,009	2	1.26
Ways & Means Actions	-	-	-	-	-	-	-	-	-
2017-19 Leg Approved Budget	3,123,091	-	17,724,878	-	-	-	20,847,969	65	64.15
2017-19 Leg Approved Budget (Base)	3,123,091	-	17,724,878	-	-	-	20,847,969	65	64.15
Summary of Base Adjustments	223,857	-	672,278	-	-	-	896,135	(1)	(0.26)
2019-21 Base Budget	3,346,948	-	18,397,156	-	-	-	21,744,104	64	63.89
010: Non-PICS Pers Svc/Vacancy Factor	93,014	-	141,356	-	-	-	234,370	-	-
020: Phase In / Out Pgm & One-time Cost	-	-	(108,711)	-	-	-	(108,711)	-	-
030: Inflation & Price List Adjustments	7,410	-	241,189	-	-	-	248,599	-	-
060: Technical Adjustments	9,345	-	97,655	-	-	-	107,000	-	-
2019-21 Current Service Level	3,456,717	-	18,768,645	-	-	-	22,225,362	64	63.89
Adjusted 2019-21 Current Service Level	3,456,717	-	18,768,645	-	-	-	22,225,362	64	63.89
Total LFO Recommended Packages	27,056	-	656,953	-	-	-	684,009	2	2.03
2019-21 Legislative Actions	3,483,773	-	19,425,598	-	-	-	22,909,371	66	65.92
Net change from 2017-19 Leg Approved Budget	360,682	-	1,700,720	-	-	-	2,061,402	1	1.77
Percent change from 2017-19 Leg Approved Budget	11.6%	0.0%	9.6%	0.0%	0.0%	0.0%	9.9%	1.5%	2.8%
Net change from 2019-21 Adj Current Service Level	27,056	-	656,953	-	-	-	684,009	2	2.03
Percent change from 2019-21 Adj Current Service Level	0.8%	0.0%	3.5%	0.0%	0.0%	0.0%	3.1%	3.1%	3.2%

	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
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Package 101 ASD Pay Equity Adjustments

Package Description Reclasses 10 positions in the Executive Office including the Chief of Staff, Procurement Officer, Budget Officer, and seven positions in Information Systems. Reclasses due to pay equity and to align with budgeted responsibilities.

LFO Recommendation Approve.

LFO Recommended	7,056	-	52,681	-	-	-	59,737	-	-
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	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
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Package 102 ASD Staffing Needs

Package Description Continues a limited duration position in Human Resources as permanent (Training and Development Specialist 2) and establishes a new PEM C in Information Systems as a Service Desk Manager for the Network Operations Security Center.

LFO Recommendation Approve.

LFO Recommended	-	-	502,044	-	-	-	502,044	2	2.00
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	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
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Package 204 Exec S&S requests

Package Description Adds \$20,000 General Fund for instate and out of state travel for the Secretary.

LFO Recommendation Approve.

LFO Recommended	20,000	-	-	-	-	-	20,000	-	-
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	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
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Package 205 IT Cloud Migration

Package Description Cloud migration started in the 2017-19 biennium; this package migrates the remaining portions of business information systems to the Cloud.

LFO Recommendation Approve.

LFO Recommended	-	-	271,528	-	-	-	271,528	-	-
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	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
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Package 206 IT Security

Package Description Maintenance for four new security systems put in place during the 2017-19 biennium - network access control; web security gateway; multifactor authentication; and network full packet capture system; package continues funding for IT security maintenance.

LFO Recommendation Approve.

LFO Recommended	-	-	80,700	-	-	-	80,700	-	-
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	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
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Package 801 LFO Analyst Adjustments

Package Description IT security package approved in 2017-19 budget not phased-out in CSL development.

LFO Recommendation Approve.

LFO Recommended	-	-	(250,000)	-	-	-	(250,000)	-	-
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	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
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Package 802 LFO Technical Adjustment

Package Description Adds 0.7 months to an existing Human Resource Analyst 3 position currently in the budget as 0.97 FTE. This action will increase the position to 1.00 FTE with no change in number of positions or funding.

LFO Recommendation Approve.

LFO Recommended	-	-	-	-	-	-	-	-	0.03
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LFO102 - Work Session Presentation Report
2019-21 Biennium

Version: L - 01 - LFO Analyst Recommended

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

Elections Division

	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
2017-19 Agy. Leg. Adopted	7,890,400	-	1,136,554	4,679,828	-	-	13,706,782	20	20.00
2017-19 Ebds, SS & Admin Act	3,343,831	-	-	3,411,232	-	-	6,755,063	2	1.00
Ways & Means Actions	-	-	-	-	-	-	-	-	-
2017-19 Leg Approved Budget	11,234,231	-	1,136,554	8,091,060	-	-	20,461,845	22	21.00
2017-19 Leg Approved Budget (Base)	9,526,044	-	1,136,554	4,840,607	-	-	15,503,205	20	20.00
Summary of Base Adjustments	213,574	-	-	(92,377)	-	-	121,197	-	-
2019-21 Base Budget	9,739,618	-	1,136,554	4,748,230	-	-	15,624,402	20	20.00
010: Non-PICS Pers Svc/Vacancy Factor	154,353	-	-	(2,252)	-	-	152,101	-	-
020: Phase In / Out Pgm & One-time Cost	(2,384,093)	-	-	-	-	-	(2,384,093)	-	-
030: Inflation & Price List Adjustments	295,326	-	47,371	171,137	-	-	513,834	-	-
2019-21 Current Service Level	7,805,204	-	1,183,925	4,917,115	-	-	13,906,244	20	20.00
080: E-Boards	-	-	-	456,550	-	-	456,550	2	2.00
Adjusted 2019-21 Current Service Level	7,805,204	-	1,183,925	5,373,665	-	-	14,362,794	22	22.00
Total LFO Recommended Packages	1,002,089	-	-	-	-	-	1,002,089	1	1.00
2019-21 Legislative Actions	8,807,293	-	1,183,925	5,373,665	-	-	15,364,883	23	23.00
Net change from 2017-19 Leg Approved Budget	(2,426,938)	-	47,371	(2,717,395)	-	-	(5,096,962)	1	2.00
Percent change from 2017-19 Leg Approved Budget	(21.6%)	0.0%	4.2%	(33.6%)	0.0%	0.0%	(24.9%)	4.6%	9.5%
Net change from 2019-21 Adj Current Service Level	1,002,089	-	-	-	-	-	1,002,089	1	1.00
Percent change from 2019-21 Adj Current Service Level	12.8%	0.0%	0.0%	0.0%	0.0%	0.0%	7.0%	4.6%	4.6%

	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
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Package 080 May 2018 E-Board

Package Description Continuation of two IT security positions approved at the May 2018 meeting of the Emergency Board. The positions are funded with Federal Funds appropriated by Congress in 2018 as part of the Help America Vote Act additional funds for voting system security.

LFO Recommendation Approve.

LFO Recommended	-	-	-	456,550	-	-	456,550	2	2.00
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	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
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Package 105 Elections Staffing Needs

Package Description Approve one OPS & Policy Analyst 2 position (1.00 FTE) for working with counties on Oregon Centralized Voter Registration (OCVR) system issues and organizing enhancement requests by operating a call center help desk.

LFO Recommendation Approve.

LFO Recommended	197,841	-	-	-	-	-	197,841	1	1.00
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	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
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Package 202 Continuation of Oregon Motor Voter Payments to Counties

Package Description The Oregon Motor Voter law was effective January 1, 2016. The law provides for a way to register voters when a qualifying transaction occurs with ODOT-DMV. Costs are incurred by counties for additional ballots and election expenses. There is an anticipated 8-year cycle for all voters to have gone through the process. This represents the third two-year payment.

LFO Recommendation Approve.

LFO Recommended	879,248	-	-	-	-	-	879,248	-	-
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	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
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Package 801 LFO Analyst Adjustments

Package Description Eliminates Oregon Motor Voter return letter and replaces with postcard without a return envelope option.

LFO Recommendation Approve.

LFO Recommended	(75,000)	-	-	-	-	-	(75,000)	-	-
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	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
2017-19 Agy. Leg. Adopted	-	-	21,019,632	-	-	-	21,019,632	72	72.00
2017-19 Ebds, SS & Admin Act	-	-	508,424	-	-	-	508,424	-	-
Ways & Means Actions	-	-	-	-	-	-	-	-	-
2017-19 Leg Approved Budget	-	-	21,528,056	-	-	-	21,528,056	72	72.00
2017-19 Leg Approved Budget (Base)	-	-	21,528,056	-	-	-	21,528,056	72	72.00
Summary of Base Adjustments	-	-	927,071	-	-	-	927,071	-	-
2019-21 Base Budget	-	-	22,455,127	-	-	-	22,455,127	72	72.00
010: Non-PICS Pers Svc/Vacancy Factor	-	-	572,339	-	-	-	572,339	-	-
030: Inflation & Price List Adjustments	-	-	213,940	-	-	-	213,940	-	-
2019-21 Current Service Level	-	-	23,241,406	-	-	-	23,241,406	72	72.00
Adjusted 2019-21 Current Service Level	-	-	23,241,406	-	-	-	23,241,406	72	72.00
Total LFO Recommended Packages	-	-	58,604	-	-	-	58,604	-	-
2019-21 Legislative Actions	-	-	23,300,010	-	-	-	23,300,010	72	72.00
Net change from 2017-19 Leg Approved Budget	-	-	1,771,954	-	-	-	1,771,954	-	-
Percent change from 2017-19 Leg Approved Budget	0.0%	0.0%	8.2%	0.0%	0.0%	0.0%	8.2%	0.0%	0.0%
Net change from 2019-21 Adj Current Service Level	-	-	58,604	-	-	-	58,604	-	-
Percent change from 2019-21 Adj Current Service Level	0.0%	0.0%	0.3%	0.0%	0.0%	0.0%	0.3%	0.0%	0.0%

	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
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Package 103 Audits Pay Equity Adjustments

Package Description Reclasses four positions from entry level to State Auditor 2.

LFO Recommendation Approve.

LFO Recommended	-	-	58,604	-	-	-	58,604	-	-
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	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
2017-19 Agy. Leg. Adopted	-	-	7,480,428	41,559	-	-	7,521,987	22	22.00
2017-19 Ebds, SS & Admin Act	-	-	112,136	-	-	-	112,136	-	-
Ways & Means Actions	-	-	-	-	-	-	-	-	-
2017-19 Leg Approved Budget	-	-	7,592,564	41,559	-	-	7,634,123	22	22.00
2017-19 Leg Approved Budget (Base)	-	-	7,592,564	41,559	-	-	7,634,123	22	22.00
Summary of Base Adjustments	-	-	272,557	-	-	-	272,557	-	(0.25)
2019-21 Base Budget	-	-	7,865,121	41,559	-	-	7,906,680	22	21.75
010: Non-PICS Pers Svc/Vacancy Factor	-	-	135,198	-	-	-	135,198	-	-
030: Inflation & Price List Adjustments	-	-	145,326	1,663	-	-	146,989	-	-
060: Technical Adjustments	-	-	(34,000)	-	-	-	(34,000)	-	-
2019-21 Current Service Level	-	-	8,111,645	43,222	-	-	8,154,867	22	21.75
Adjusted 2019-21 Current Service Level	-	-	8,111,645	43,222	-	-	8,154,867	22	21.75
Total LFO Recommended Packages	-	-	504,148	(23,222)	-	-	480,926	-	-
2019-21 Legislative Actions	-	-	8,615,793	20,000	-	-	8,635,793	22	21.75
Net change from 2017-19 Leg Approved Budget	-	-	1,023,229	(21,559)	-	-	1,001,670	-	(0.25)
Percent change from 2017-19 Leg Approved Budget	0.0%	0.0%	13.5%	(51.9%)	0.0%	0.0%	13.1%	0.0%	(1.1%)
Net change from 2019-21 Adj Current Service Level	-	-	504,148	(23,222)	-	-	480,926	-	-
Percent change from 2019-21 Adj Current Service Level	0.0%	0.0%	6.2%	(53.7%)	0.0%	0.0%	5.9%	0.0%	0.0%

	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
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Package 108 Archives Pay Equity Adjustments

Package Description Reclasses four positions - Electronic Design Specialist 2 to Operations and Policy Analyst 1; two Electronic Design Specialist 1's to Public Service Representative 4's; and a Program Analyst 2 to a Records Management Analyst 3.

LFO Recommendation Approve.

LFO Recommended	-	-	4,148	-	-	-	4,148	-	-
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	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
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Package 203 Archives Bldg.- Compact Shelving

Package Description Approve expenditure limitation increase for \$500,000 already collected from agencies for phase 3 of the compact shelving project, but deny new assessment for \$750,000 from agencies for the final phase 4 of the project and reduce the 2019-21 agency assessment in the price list.

LFO Recommendation Approve.

LFO Recommended	-	-	500,000	-	-	-	500,000	-	-
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	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
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Package 209 Archives Generator

Package Description Archives Division requested \$1.2 million General Fund to purchase a backup generator for the Archives Building. This is a Department of Administrative Services (DAS) owned building. LFO recommends that the Secretary of State work with Enterprise Asset Management of DAS to find a solution to provide backup power for only the climate controlled stacks in the Archives Building and, if the project is feasible, that it be included on a DAS list of projects to be funded through Uniform Rent.

LFO Recommendation Disapprove the requested appropriation, but approve the recommended direction to DAS and SOS.

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

Package Description Archives Division has excess Federal Funds expenditure limitation due to previously awarded grant funding going away. This reduction in limitation leaves \$20,000 Federal Funds expenditure limitation in the budget for the Division.

LFO Recommendation Approve.

LFO Recommended	-	-	-	(23,222)	-	-	(23,222)	-	-
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	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
2017-19 Agy. Leg. Adopted	-	-	10,025,069	-	-	-	10,025,069	36	35.88
2017-19 Ebds, SS & Admin Act	-	-	163,398	-	-	-	163,398	-	-
Ways & Means Actions	-	-	-	-	-	-	-	-	-
2017-19 Leg Approved Budget	-	-	10,188,467	-	-	-	10,188,467	36	35.88
2017-19 Leg Approved Budget (Base)	-	-	10,188,467	-	-	-	10,188,467	36	35.88
Summary of Base Adjustments	-	-	201,954	-	-	-	201,954	(2)	(1.88)
2019-21 Base Budget	-	-	10,390,421	-	-	-	10,390,421	34	34.00
010: Non-PICS Pers Svc/Vacancy Factor	-	-	110,638	-	-	-	110,638	-	-
030: Inflation & Price List Adjustments	-	-	355,006	-	-	-	355,006	-	-
060: Technical Adjustments	-	-	(73,000)	-	-	-	(73,000)	-	-
2019-21 Current Service Level	-	-	10,783,065	-	-	-	10,783,065	34	34.00
Adjusted 2019-21 Current Service Level	-	-	10,783,065	-	-	-	10,783,065	34	34.00
Total LFO Recommended Packages	-	-	1,260,998	-	-	-	1,260,998	5	5.00
2019-21 Legislative Actions	-	-	12,044,063	-	-	-	12,044,063	39	39.00
Net change from 2017-19 Leg Approved Budget	-	-	1,855,596	-	-	-	1,855,596	3	3.12
Percent change from 2017-19 Leg Approved Budget	0.0%	0.0%	18.2%	0.0%	0.0%	0.0%	18.2%	8.3%	8.7%
Net change from 2019-21 Adj Current Service Level	-	-	1,260,998	-	-	-	1,260,998	5	5.00
Percent change from 2019-21 Adj Current Service Level	0.0%	0.0%	11.7%	0.0%	0.0%	0.0%	11.7%	14.7%	14.7%

	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
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Package 106 Corporations Pay Equity Adjustments

Package Description Reclasses upward three positions - Public Service Representative 4 to Principal Executive Manager B; Public Service Representative 4 to Program Analyst 3 in Office of Small Business Advocacy; and Program Analyst 4 to Principal Executive Manager D in Office of Small Business Advocacy.

LFO Recommendation Approve.

LFO Recommended	-	-	33,065	-	-	-	33,065	-	-
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	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
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Package 107 Corporations Staffing Needs

Package Description Approve the addition of four Public Service Representative 4 positions to true up double-filled and necessary positions in the Corporation Division call center and one Public Service Representative 4 position to assist in the Office of Small Business Advocacy and as back-up for the Corporation Division call center.

LFO Recommendation Approve.

LFO Recommended	-	-	727,933	-	-	-	727,933	5	5.00
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	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
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Package 201 Corporations Merchant Fees

Package Description Increases in business registration, report filing, and paying fees online have led to increased fees on credit card purchases from businesses requiring an Other Funds expenditure limitation increase.

LFO Recommendation Approve.

LFO Recommended	-	-	500,000	-	-	-	500,000	-	-
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Legislatively Proposed 2019 - 2021 Key Performance Measures

Published: 6/3/2019 2:21:04 PM

Agency: Secretary of State

Mission Statement:

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

Legislatively Proposed KPMs	Metrics	Agency Request	Last Reported Result	Target 2020	Target 2021
1. Electronic Access to Public Information - Percentage of targeted records made available electronically.		Approved	97%	98%	98%
3. Audit Efficiency - Dollar savings per dollar spent on economy and efficiency audits.		Approved	\$14.00	\$12.00	\$12.00
4. Audit Recommendation Implementation - Percentage of audit recommendations implemented.		Approved	68.30%	90%	90%
5. Business registration - Document processing turnaround time from receipt.		Approved	0.50	0.60	0.60
6. Notary - Document processing turnaround time from receipt.		Approved	0.05	0.20	0.20
7. UCC - Document processing turnaround time from receipt.		Approved	0.02	0.20	0.20
8. Campaign Finance Information - Percent of committee filings determined to be sufficient.		Approved	99.09%	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	57.90%	62%	62%
	b) Representation of People of Color as a Percentage of SOS' Workforce		9.40%	12%	12%
	c) Representation of Persons with Disabilities as a Percentage of SOS' Workforce		4.40%	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	96%	90%	90%
	Overall		94%	90%	90%
	Accuracy		95%	90%	90%
	Timeliness		96%	90%	90%
	Helpfulness		96%	90%	90%
	Availability of Information		90%	90%	90%

LFO Recommendation:

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

SubCommittee Action: