

HB 5002 BUDGET REPORT and MEASURE SUMMARY

Joint Committee On Ways and Means

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**Department of Administrative Services
2021-23**

PRELIMINARY

Budget Summary*

	2019-21	2021 - 23	2021-23	Committee Change from 2019-21	
	Legislatively Approved Budget ⁽¹⁾	Current Service Level	Committee Recommendation	Committee Change from 2019-21 Leg. Approved	
				\$ Change	% Change
General Fund	\$ 189,019,780	\$ 5,502,270	\$ 5,502,270	\$ (183,517,510)	-97.1%
General Fund Debt Service	\$ 6,468,285	\$ 8,491,654	\$ 8,491,654	\$ 2,023,369	31.3%
Lottery Funds	\$ 3,828,000	\$ 3,828,000	\$ 3,828,000	\$ -	0.0%
Lottery Funds Debt Service	\$ 18,496,979	\$ 29,526,570	\$ 27,715,133	\$ 9,218,154	49.8%
Other Funds Limited	\$ 697,732,495	\$ 543,383,298	\$ 625,156,913	\$ (72,575,582)	-10.4%
Other Funds Capital Improvements	\$ 4,570,497	\$ 4,767,028	\$ 5,017,028	\$ 446,531	9.8%
Other Funds Debt Service	\$ 442,427,859	\$ 482,299,650	\$ 482,299,650	\$ 39,871,791	9.0%
Other Funds Nonlimited	\$ 134,125,724	\$ 138,691,080	\$ 138,691,080	\$ 4,565,356	3.4%
Other Funds Debt Service Nonlimited	\$ 37,576,185	\$ -	\$ -	\$ (37,576,185)	-100.0%
Federal Funds Limited	\$ 1,375,851,898	\$ -	\$ 1,843,164	\$ (1,374,008,734)	-99.9%
Total	\$ 2,910,097,702	\$ 1,216,489,550	\$ 1,298,544,892	\$ (1,611,552,810)	-55.4%

Position Summary

Authorized Positions	928	892	965	37
Full-time Equivalent (FTE) positions	910.27	891.50	960.72	50.45

⁽¹⁾ Includes adjustments through January 2021

* 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. Federal Funds within the Chief Financial Office come from the American Rescue Plan Act (ARPA). 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 2021, 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 recommended a budget of \$1,298,544,892 total funds including 965 positions (960.72 FTE). The total funds budget includes \$13,993,924 General Fund, \$31,543,133 Lottery Funds, \$1,112,473,591 Other Funds expenditure limitation, \$1,843,164 Federal Funds expenditure limitation and \$138,691,080 Other Funds Nonlimited. The 2021-23 total funds budget is a 55.4% decrease from the Agency's 2019-21 legislatively approved budget. The reduction in total funds is primarily attributable to the phase out of Federal Funds expenditure limitation associated with Coronavirus Relief Funds received in the 2019-21 biennium.

Chief Operating Office

The COO provides executive leadership for DAS and provides statewide guidance for all executive branch agencies. The COO manages DAS' internal information technology program, provides governmental and external communications, and conducts 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 \$15,100,523 total funds and 23 positions (23.00 FTE).

The Subcommittee recommended the following packages:

Package 087, August 2020 Special Session. This package carries forward and makes permanent the reductions from the August 2020 special session. This package eliminates one vacant Information System Specialist (ISS) 5 position (1.00 FTE) and one vacant Operations and Policy Analyst (OPA) 4 position (1.00 FTE) along with associated services and supplies.

Package 101, Public Records Request Mgmt-Enterprise System. This package establishes two permanent positions (2.00 FTE), an ISS8 and an ISS7; and two limited duration positions (2.00 FTE), an OPA4 and an OPA3, for planning, implementing, and overseeing an enterprise software as a service Public Records Request Management System. This project is anticipated to take three years to complete and will require an additional investment in the future for software licensing and staff support.

DAS Information Technology

DAS Information Technology provides IT support for DAS and support to client agencies. The Administration program provides leadership and strategic direction within DAS, including project planning and execution services on projects. The Technology Service Center (TSC) is the

technology service provider for DAS and is comprised of the service desk, IT service engineering solutions, purchasing, integration and deployment team. The application delivery team provides services to DAS and some client agencies through the implementation and support of application solutions to meet the needs of business partners. The Subcommittee recommended a total funds budget of \$18,192,335 total funds and 41 positions (40.63 FTE).

The Subcommittee recommended the following packages:

Package 090, Analyst Adjustments. This package eliminates one ISS5 position (1.00 FTE) and one ISS8 position (1.00 FTE) plus the associated services and supplies in IT Application Development and includes a reduction to Gartner subscription costs. The package also transfers one position (1.00 FTE) and the associated services and supplies to the Chief Human Resource Office (CHRO), one position (1.00 FTE) to the Chief Financial Office (CFO), and two positions (2.00 FTE) and the associated services and supplies to Enterprise Goods and Services (EGS). These positions work on applications housed in the programs to which they are transferred.

Package 099, Microsoft 365 Consolidation. Microsoft 365 is being consolidated within the Office of the State Information Officer at the E5 level of service. This cost is built into the State Government Service Charge for every agency as a cost increase for the 2021-23 biennium. This package makes a corresponding reduction to the agency base budget in an amount equivalent to what agencies should be paying in the current 2019-21 biennium for Microsoft 365 at the E3 level of service.

Package 103, DAS IT Risk/Compliance Plan. This package establishes two permanent full-time OPA4 positions (1.63 FTE) and reclassifies an existing ISS6 position to ISS8 to develop remediation plans needed to resolve identified risks, as well as tracking and reporting on progress on the remediation efforts. These positions will function as business partners with the divisional teams and develop the business relationship with teams towards ensuring compliance with any non-compliant systems. This package also includes \$250K for Secure Desktop professional services.

Package 105, DAS IT Operations Plan. This package adds funding to correct budget discrepancies for ongoing licensing costs, PC lifecycle replacement and services and support, which has not been included in the program budget in the past. Two permanent full-time positions (2.00 FTE) are established to address workload needs and one existing position is reclassified from an ISS4 position to an ISS5 level.

Package 801, LFO Analyst Adjustments. This package continues a permanent full-time ISS8 position (1.00 FTE) added during the 2020 2nd special session. Expenditure limitation is also added to complete the Application Integration Platform project, which was approved in 2019-21. The project timeline has changed and work will continue into the 2021-23 biennium. The Department is also directed to align positions in DAS IT with the correct ORBITS DCR structure.

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 total funds budget of \$18,519,842 total funds and 49 positions (49.00 FTE).

The Subcommittee recommended the following packages:

Package 090, Analyst Adjustments. This package eliminates one vacant Office Specialist (OS) 2 Position (1.00 FTE) along with the associated services and supplies and transfers in one application development position (1.00 FTE) from DAS IT.

Package 801, LFO Analyst Adjustments. This package adds resources for an America Rescue Plan Act (ARPA) team including five limited duration positions (5.00 FTE) to track ARPA expenditures and comply with federal reporting and audit requirements. Team members will provide guidance on eligible uses of these relief funds and coordinate ARPA spending with state agencies. All ARPA funds must be obligated by the end of 2024.

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 \$121,883,580 total funds and 140 positions (140.00 FTE).

The Subcommittee recommended the following packages:

Package 089, Post-September 2020 Leg. Actions. This package provides \$2.7 million Other Funds expenditure limitation and establishes two positions (2.00 FTE) associated with continuation of the Statewide Emergency Alert System approved by the Emergency Board on October 23, 2020. Funding is provided for a statewide mass emergency notifications system capable of disseminating location targeted messaging across a wide variety of communications paths including voice phone calls, text messages, emails, mobile device notifications, RSS feeds, social media, and the FEMA IPAWS System (which includes broadcast television and radio) via commercial off the shelf software for state agencies, all 36 counties, and nine tribes. This package includes one permanent full-time ISS4 position (1.00 FTE) and one limited duration full-time OPA3 position (1.00 FTE).

Package 090, Analyst Adjustments. This package reduces expenditure limitation by \$7.2 million Other Funds by reducing services and supplies accounts (professional services, other services and supplies, IT professional services); canceling the planned remodel of the Department of Revenue building space, applying telecom credits, and canceling planned CIS purchases because applications are being replaced.

Package 126, Unify Cyber Security Services. This package establishes twelve permanent full-time positions (12.00 FTE) to be deployed to large agencies to assist with Cyber Security Risk mitigation. The package also includes the purchase of necessary hardware, software, and professional services to enable new capabilities to detect, prevent, manage security risk, replace ageing equipment and automate firewall provisioning.

Package 128, Additional Staff for Data Governance. This package provides funding to address gaps in the management of data sharing and open data publication within the Data Governance and Transparency Division and provides resources for the successful implementation of both an Open Data Initiative and a Geospatial Data Sharing Hub. This package includes six permanent full-time positions (6.00 FTE), which consist of an OPA4, ISS6, 3-ISS7 & ISS8, and one limited duration full-time OPA3 position (1.00 FTE).

Package 134, MO365 E5 Licensing Costs. This package provides \$37.0 million Other Funds expenditure limitation to enable the OSCIO/EIS to pay for the migration of all Executive Branch agencies to Microsoft Office 365 E5 suite of tools. The licensing costs are based on a four-year contract and funding is through an assessment on participants.

Package 801, LFO Analyst Adjustments. This package provides for the reclassification of positions. The reclassifications include two ISS5 positions to ISS6s, two ISS6 positions to ISS7s, one ISS7 position to an ISS8, two OPA4 positions and one OPA3 position to ISS8s, four OPA3 positions to OPA4s, one OPA3 position is converted to a Principal Executive Manager (PEM) F, one ISS8 position is converted to a PEMF, and a PEMG position to a PEMH. These actions result in a net increase of \$111,094 personal services costs, which is offset with a like reduction to services and supplies for no net budget increase.

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 Information Management, Policy Consultation and Research, Strategic Planning and Innovation, Classification and Compensation, Workforce Management and Collaboration, and Labor Relations. 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 \$34,000,415 total funds and 82 positions (78.59 FTE).

The Subcommittee recommended the following packages:

Package 090, Analyst Adjustments. This package eliminates one OS2 position (1.00 FTE) and the associated services and supplies. One application development position (1.00 FTE) is transferred in from DAS IT and the package also adds two permanent full-time positions (2.00 FTE), a Labor Relations Manager and an OPA4 and the associated services and supplies to conduct collective bargaining of non-state employee contracts. This work had been done by DHS, but by statute, DAS is responsible for this labor bargaining.

Package 108, Additional Staff for Recruitment & Retention. This package establishes three permanent full-time positions (3.00 FTE), an OPA4, OPA2, and Human Resource Analyst (HRA) 2, to work with the Culture Change Office assisting in recruitment strategies related to racial equity. They will also function as recruitment consultants working with enterprise agencies. With 30% of the state's workforce eligible to retire in the next five years, it is imperative that the state is nimble in its ability to fill vacancies in a timely manner; these positions will assist the enterprise in timely and effective recruitment. This package includes a position to target retention strategies to better support the enterprise.

Package 109, Additional Staff for Enterprise HR Support. This package establishes three full-time positions (3.00 FTE), two OPA3s and an HRA2. The two OPA3 positions will establish a HR Compliance Unit to ensure agencies are in compliance with statewide HR rules and policies in line with recent Secretary of State audit findings. The HRA2 position will maintain the needed employment investigation software and assist in enhanced data analytics and reporting, as the demands and needs from agencies, boards, commissions, and the Governor's Office for HR analytics has dramatically increased. This package also includes \$150,000 for an executive branch equal pay analysis, which will be completed in 2021, and \$500,000 in software needs to support enterprise tracking of employment investigations as identified in the Secretary of State Audit findings.

Package 111, New Staff: Diversity, Equity & Inclusion. This package establishes an Office of Cultural Change with four permanent full-time positions (4.00 FTE), two OPA4s, an Executive Support Specialist (ESS) 1, and a PEMI, in addition to \$750,000 for enterprise Diversity, Equity & Inclusion (DEI) training. The PEMI position will coordinate enterprise-wide cultural change and DEI efforts, one OPA4 position will serve as the DEI Manager for DAS, and the other OPA4 (Language Accessibility Manager) will ensure state agencies can provide information to individuals with disabilities and with limited English proficiency through co-creating and implementation of the Language Access and Inclusive Communications Plan & Policy with agency partners. The ESS1 will serve as the executive support for the office. To continue promoting the workforce equity, retention, DEI training and inclusive communications in the state government, these positions will assist with the coordination and support of the enterprise and agency efforts in these areas.

Package 801, LFO Analyst Adjustments. This package continues four limited duration positions (0.59 FTE) into the first months of the biennium to complete work on the Learning Management Software Replacement Project, which was approved in 2019-21. The project timeline has changed and work will continue into the 2021-23 biennium. The funding for this work will also carry over into 2021-23. The package also

reclassifies downward a Human Resources Assistant position to an Executive Support Specialist 1 and reclassifies a Human Resource Assistant 1 (HRA1) to a HRA2 and two PEMF positions to PEMG's.

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 \$168,931,901 total funds and 153 positions (153.00 FTE).

The Subcommittee recommended the following packages:

Package 090, Analyst Adjustments. This package reduces professional services and other services and supplies, to reflect savings from eliminating legacy email solutions and reduced maintenance costs and vendor support services.

Package 127, Data Center Lifecycle Replacement. This package provides \$14.5 million Other Funds expenditure limitation to continue the State Data Center lifecycle replacement plan. This funding will continue the State Data Center's computing, storage, backup, and network lifecycle replacement plan.

Package 131, Expansion of Co-location Services. This package adds resources to continue the expansion of the new Co-location Service at the Oregon State Data Center. This service enables existing agency facilities to increase their recovery resiliency and utilize services not currently available in their own data center. This will also increase utilization of the SDC as a shared resource, avoiding agency specific infrastructure upgrades or relocating to a more costly third-party data center space. This package includes two limited duration positions (2.00 FTE), an ISS5 and an ISS8.

Package 132, New Resilient Site for Production Svcs. This package creates a resilient site for data center services' including computing, mainframe, storage, and backup in order to ensure stable and reliable operations in support of agency operations. This package includes three permanent full-time positions (3.00 FTE), an ISS8 and two ISS6s to manage the site.

Package 801, LFO Analyst Adjustments. This package reclassifies an ISS6 position to an ISS7, reclassifies an ISS6 and ISS8 both to OPA 4s. This results in an increase of \$8,154 personal services costs, which is offset with a like reduction to services and supplies for no net budget increase. The Department is also directed to align positions in the SDC with the correct ORBITS DCR structure.

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 \$105,727,986 total funds and 202 positions (201.50 FTE).

The Subcommittee recommended the following packages:

Package 090, Analyst Adjustments. This package eliminates one Procurement and Contract Assistant position (1.00 FTE) and the associated services and supplies in the Real Estate program, reduces services and supplies in the Fleet program by delaying fuel system upgrades, reduces parking contract services, and makes services and supplies reductions associated with data processing and fuel savings.

Package 112, Additional Staff for Fleet. This package converts two existing limited duration positions (2.00 FTE), an Auto Tech 2 and an Administrative Specialist, to permanent full-time to meet workload needs.

Package 113, Additional Staff for Real Estate. This package makes permanent an existing limited duration OPA4 position (1.00 FTE) addressing management of private leased facilities and state buildings and changes in leasing needs based on changing workplace models. The Subcommittee approved the following budget note:

Budget Note:

The Department of Administrative Services shall report to the appropriate subcommittee of the Joint Committee on Ways and Means on the DAS Real Estate Program during the 2022 Regular Legislative Session. The report shall include, but not be limited to, a look back at over the last 3 biennia, including the number of transactions, whether the transactions were purchases, sales, or leases; number of transactions commercial brokers were involved in, what commissions are paid by the state, a description of how commission rates are determined in different transaction types and which party in the transaction pays the commission, a comparison of the DAS Real Estate program's usage of commercial brokers to the same practices of State real estate programs in neighboring states and how much Oregon would have paid in commissions if they had used that state's practices, and how often DAS contracts with real estate brokers are renewed.

Package 114, Additional Staff for Rent Program. This package establishes two permanent full-time positions (2.00 FTE), a Facilities Engineer 1 and a Construction Inspector, to enable the program to complete and coordinate building condition and repair reporting and to oversee construction work quality.

Package 115, Request for Zero/Low Emission Vehicles. This package provides \$2.1 million Other Funds expenditure limitation to replace aged vehicles in the DAS Fleet with high efficient, low carbon impact vehicles.

Package 116, Non-Capitalized Period Costs (Rent). This package provides \$5.0 million Other Funds expenditure limitation for contract services and tenant improvements in the Rent program. Facility maintenance costs, along with contract services and the cost tenant improvements have increased significantly since the last time expenditure limitation was adjusted.

Package 119, Additional Staff for EAM Admin. This package creates one new permanent full-time PEM G position (1.00 FTE) to focus on long-term capital planning by eliminating two Construction Project Manager 2 positions (2.00 FTE) for a net savings. The new position will be devoted to DAS' own portfolio's long-term capital planning, which includes consolidation of the lease portfolio, emergency response planning, optimization of DAS buildings and grounds, oversight of three facilities'-related programs to coordinate integrated projects and project delivery here and statewide. This position was identified as a higher need than the existing positions being eliminated.

Package 801, LFO Analyst Adjustments. Due to supply chain disruptions, there are approximately 39 vehicle deliveries in jeopardy of not making it by June 30 even though the vehicles were ordered in January and February of this year. DAS Fleet will need to carryover \$1,095,995 Other Funds expenditure limitation on a one-time basis in order to pay for these vehicles if they are delivered in the 2021-23 biennium. The package also reclassifies an Accounting Technician 2 to an Accounting Technician 3 and a Facilities Operations Specialist 1 position to a Facilities Operations Specialist 2.

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 \$241,349,700 total funds and 265 positions (265.00 FTE).

The Subcommittee recommended the following packages:

Package 090, Analyst Adjustments. This package eliminates seven vacant positions (7.00 FTE) and the associated services and supplies, reduces services and supplies to remove unused limitation from programs, reduces postage at Publishing and Distribution Services by \$2.1 million, transfers in two application developers (2.00 FTE) housed in DAS IT, and reduces Attorney General spending in DAS Risk Management.

Package 120, Implementation of OSPS Replacement Project. This package establishes 25 limited duration positions (25.00 FTE) to support the testing, training, and implementation activities of the project to replace the Oregon State Payroll System and the current ePayroll (timekeeping) system used by state agencies and employees. The package includes various classifications (PEMG, PEMF, 4-OPA4s, 8-OPA3s, 2-

OPA2s, Training Development Specialist (TDS) 2, 4-TDS1s, 2-ISS8s, Project Manager (PM) 2 and an Administrative Specialist (AS) 2); consultant services and SaaS subscription fees payable to IBM for the implementation of OSPS Replacement project.

Package 122, Increased Risk Assessment Revenue Only. This is a revenue only package, which would increase DAS Risk Charges by \$15 million to increase the funded status of the Insurance Fund. Numerous factors are increasing risk related costs, including the pandemic.

Package 801, LFO Analyst Adjustments. This package continues two limited duration positions (2.00 FTE), an OPA4 and an OPA2, and project funding for the OregonBuys Enterprise Project into the next biennium. The project timeline is 24 months longer than anticipated during the initial budget request made in 2019, due to a thorough planning process, which resulted in breaking the project into two phases and three waves. These limited duration positions are needed for the work activities scheduled to stand up the project to pay functionality for all state agencies. The work heavily involves R*STARS and the OPA4 position brings that knowledge base. The OPA2 will support the agencies and vendors as they move to the new system. The funding for this work will also carry over into 2021-23.

During the 2020 2nd special session, SB 5723 established a permanent full-time position in Shared Financial Services to support the accounting needs of the Department of Revenue. This permanent Accounting Tech 3 (1.00 FTE) position is included in this package.

This package also reclassifies an Accountant 2 position to an OPA1, an OPA1 position to OPA2, and a PEMD position to PEME.

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 \$19,530,631 total funds and 10 positions (10.00 FTE).

The Subcommittee recommended the following packages:

Package 090, Analyst Adjustments. This package eliminates one Fiscal Analyst (FA) 2 position (1.00 FTE) and the associated services and supplies. The package also reduces services and supplies to reduce planned tenant improvements to the DAS Building.

Capital Improvements

The Capital Improvements program is responsible for remodel 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 \$5,017,028 total funds.

The Subcommittee recommended the following packages:

Package 135, Various Projects Including Sustainability. This package provides funding to replace lighting, support electrical infrastructure for energy efficiency, replace/upgrade elevator controls, and maintain HVAC equipment.

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

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 2021-23 current service level.

Debt Service

This program includes debt service payments specific to DAS. These payments are for Certificates of Participation (COP's) and Article XI-Q Bonds. The Subcommittee recommended a budget of \$21,579,010 Other Funds expenditure limitation. There is no change from the 2021-23 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 \$461,395,348 Other Funds expenditure limitation. There is no change from the 2021-23 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 \$42,600,086 total funds.

The Subcommittee recommended the following packages:

Package 087, August 2020 Special Session. This package makes adjustments to Lottery Funds debt service for the 2021-23 biennium based on legislative actions in the August 2020 special session.

Package 137, Consulting & AG Expenses for Mill Creek Corp. This package provides \$300,000 Other Funds expenditure limitation for Attorney General assistance and other consultant services necessary to continue development and marketing of the Mill Creek Corporate Center property. Funding for this package comes from proceeds of land sales at the site.

Summary of Performance Measure Action

See attached Legislatively Approved 2021-23 Key Performance Measures form.

PRELIMINARY

DETAIL OF JOINT COMMITTEE ON WAYS AND MEANS ACTION

Department of Administrative Services
Dustin Ball – 971-720-0987

DESCRIPTION	GENERAL FUND	LOTTERY FUNDS	OTHER FUNDS		FEDERAL FUNDS		TOTAL ALL FUNDS	POS	FTE
			LIMITED	NONLIMITED	LIMITED	NONLIMITED			
2019-21 Legislatively Approved Budget at Jan. 2021*	\$ 195,488,065	\$ 22,324,979	\$ 1,144,730,851	\$ 171,701,909	\$ 1,375,851,898	\$ -	\$ 2,910,097,702	928	910.27
2021-23 Current Service Level (CSL)*	\$ 13,993,924	\$ 33,354,570	\$ 1,030,449,976	\$ 138,691,080	\$ -	\$ -	\$ 1,216,489,550	892	891.50
SUBCOMMITTEE ADJUSTMENTS (from CSL)									
SCR 030 - Chief Operating Office									
Package 087: August 2020 Special Session									
Personal Services	\$ -	\$ -	\$ (424,948)	\$ -	\$ -	\$ -	\$ (424,948)	-2	-2.00
Services and Supplies	\$ -	\$ -	\$ (32,583)	\$ -	\$ -	\$ -	\$ (32,583)		
Package 101: Public Records Request Mgmt-Enterprise System									
Personal Services	\$ -	\$ -	\$ 923,136	\$ -	\$ -	\$ -	\$ 923,136	4	4.00
Services and Supplies	\$ -	\$ -	\$ 65,166	\$ -	\$ -	\$ -	\$ 65,166		
SCR 032 - DAS IT									
Package 090: Analyst Adjustments									
Personal Services	\$ -	\$ -	\$ (1,873,808)	\$ -	\$ -	\$ -	\$ (1,873,808)	-6	-6.00
Services and Supplies	\$ -	\$ -	\$ (273,512)	\$ -	\$ -	\$ -	\$ (273,512)		
Package 099: Microsoft 365 Consolidation									
Services and Supplies	\$ -	\$ -	\$ (646,146)	\$ -	\$ -	\$ -	\$ (646,146)		
Package 103: DAS IT Risk/Compliance Plan									
Personal Services	\$ -	\$ -	\$ 414,038	\$ -	\$ -	\$ -	\$ 414,038	2	1.63
Services and Supplies	\$ -	\$ -	\$ 273,502	\$ -	\$ -	\$ -	\$ 273,502		
Package 105: DAS IT Operations Plan									
Personal Services	\$ -	\$ -	\$ 549,977	\$ -	\$ -	\$ -	\$ 549,977	2	2.00
Services and Supplies	\$ -	\$ -	\$ 2,736,330	\$ -	\$ -	\$ -	\$ 2,736,330		
Package 801: LFO Analyst Adjustments									
Personal Services	\$ -	\$ -	\$ 289,778	\$ -	\$ -	\$ -	\$ 289,778	1	1.00
Services and Supplies	\$ -	\$ -	\$ 695,000	\$ -	\$ -	\$ -	\$ 695,000		
SCR 035 - Chief Financial Office									
Package 090: Analyst Adjustments									
Personal Services	\$ -	\$ -	\$ 183,586	\$ -	\$ -	\$ -	\$ 183,586	0	0.00
Services and Supplies	\$ -	\$ -	\$ 9,864	\$ -	\$ -	\$ -	\$ 9,864		
Package 801: LFO Analyst Adjustments									
Personal Services	\$ -	\$ -	\$ -	\$ -	\$ 1,621,074	\$ -	\$ 1,621,074	5	5.00
Services and Supplies	\$ -	\$ -	\$ -	\$ -	\$ 222,090	\$ -	\$ 222,090		

DESCRIPTION	GENERAL FUND	LOTTERY FUNDS	OTHER FUNDS		FEDERAL FUNDS		TOTAL ALL FUNDS	POS	FTE
			LIMITED	NONLIMITED	LIMITED	NONLIMITED			
SCR 042 - OSCIO Policy									
Package 089: Post-September 2020 Leg. Actions									
Personal Services	\$ -	\$ -	\$ 406,502	\$ -	\$ -	\$ -	\$ 406,502	2	2.00
Services and Supplies	\$ -	\$ -	\$ 2,268,462	\$ -	\$ -	\$ -	\$ 2,268,462		
Package 090: Analyst Adjustments									
Services and Supplies	\$ -	\$ -	\$ (7,197,308)	\$ -	\$ -	\$ -	\$ (7,197,308)		
Package 126: Unify Cyber Security Services									
Personal Services	\$ -	\$ -	\$ 2,947,937	\$ -	\$ -	\$ -	\$ 2,947,937	12	12.00
Services and Supplies	\$ -	\$ -	\$ 1,174,980	\$ -	\$ -	\$ -	\$ 1,174,980		
Package 128: Additional Staff for Data Governance									
Personal Services	\$ -	\$ -	\$ 1,600,216	\$ -	\$ -	\$ -	\$ 1,600,216	7	7.00
Services and Supplies	\$ -	\$ -	\$ 3,573,661	\$ -	\$ -	\$ -	\$ 3,573,661		
Package 134: MO365 E5 Licensing Costs									
Services and Supplies	\$ -	\$ -	\$ 37,000,000	\$ -	\$ -	\$ -	\$ 37,000,000		
Package 801: LFO Analyst Adjustments									
Personal Services	\$ -	\$ -	\$ 111,094	\$ -	\$ -	\$ -	\$ 111,094	0	0.00
Services and Supplies	\$ -	\$ -	\$ (111,094)	\$ -	\$ -	\$ -	\$ (111,094)		
SCR 045 - Chief Human Resource Office									
Package 090: Analyst Adjustments									
Personal Services	\$ -	\$ -	\$ 648,948	\$ -	\$ -	\$ -	\$ 648,948	2	2.00
Services and Supplies	\$ -	\$ -	\$ (178,320)	\$ -	\$ -	\$ -	\$ (178,320)		
Package 108: Additional Staff for Recruitment & Retention									
Personal Services	\$ -	\$ -	\$ 639,106	\$ -	\$ -	\$ -	\$ 639,106	3	3.00
Services and Supplies	\$ -	\$ -	\$ 37,137	\$ -	\$ -	\$ -	\$ 37,137		
Package 109: Additional Staff for Enterprise HR Support									
Personal Services	\$ -	\$ -	\$ 645,637	\$ -	\$ -	\$ -	\$ 645,637	3	3.00
Services and Supplies	\$ -	\$ -	\$ 687,137	\$ -	\$ -	\$ -	\$ 687,137		
Package 111: New Staff: Diversity, Equity & Inclusion									
Personal Services	\$ -	\$ -	\$ 988,764	\$ -	\$ -	\$ -	\$ 988,764	4	4.00
Services and Supplies	\$ -	\$ -	\$ 801,555	\$ -	\$ -	\$ -	\$ 801,555		

DESCRIPTION	GENERAL FUND	LOTTERY FUNDS	OTHER FUNDS		FEDERAL FUNDS		TOTAL ALL FUNDS	POS	FTE
			LIMITED	NONLIMITED	LIMITED	NONLIMITED			
Package 801: LFO Analyst Adjustments									
Personal Services	\$ -	\$ -	\$ 146,710	\$ -	\$ -	\$ -	\$ 146,710	4	0.59
Services and Supplies	\$ -	\$ -	\$ 42,907	\$ -	\$ -	\$ -	\$ 42,907		
SCR 052 - Office of the State Information Officer SDC									
Package 090: Analyst Adjustments									
Personal Services	\$ -	\$ -	\$ 3,955	\$ -	\$ -	\$ -	\$ 3,955	0	0.00
Services and Supplies	\$ -	\$ -	\$ (5,811,658)	\$ -	\$ -	\$ -	\$ (5,811,658)		
Package 127: Data Center Lifecycle Replacement									
Services and Supplies	\$ -	\$ -	\$ 10,841,000	\$ -	\$ -	\$ -	\$ 10,841,000		
Capital Outlay	\$ -	\$ -	\$ 3,670,000	\$ -	\$ -	\$ -	\$ 3,670,000		
Package 131: Expansion of Co-location Services									
Personal Services	\$ -	\$ -	\$ 439,602	\$ -	\$ -	\$ -	\$ 439,602	2	2.00
Services and Supplies	\$ -	\$ -	\$ 36,330	\$ -	\$ -	\$ -	\$ 36,330		
Package 132: New Resilient Site for Production Svcs									
Personal Services	\$ -	\$ -	\$ 658,245	\$ -	\$ -	\$ -	\$ 658,245	3	3.00
Services and Supplies	\$ -	\$ -	\$ 4,550,895	\$ -	\$ -	\$ -	\$ 4,550,895		
Package 801: LFO Analyst Adjustments									
Personal Services	\$ -	\$ -	\$ 8,154	\$ -	\$ -	\$ -	\$ 8,154	0	0.00
Services and Supplies	\$ -	\$ -	\$ (8,154)	\$ -	\$ -	\$ -	\$ (8,154)		
SCR 060 - Enterprise Asset Management									
Package 090: Analyst Adjustments									
Personal Services	\$ -	\$ -	\$ (188,009)	\$ -	\$ -	\$ -	\$ (188,009)	-1	-1.00
Services and Supplies	\$ -	\$ -	\$ (3,380,181)	\$ -	\$ -	\$ -	\$ (3,380,181)		
Package 112: Additional Staff for Fleet									
Personal Services	\$ -	\$ -	\$ 295,495	\$ -	\$ -	\$ -	\$ 295,495	2	2.00
Services and Supplies	\$ -	\$ -	\$ 16,602	\$ -	\$ -	\$ -	\$ 16,602		
Package 113: Additional Staff for Real Estate									
Personal Services	\$ -	\$ -	\$ 245,453	\$ -	\$ -	\$ -	\$ 245,453	1	1.00
Services and Supplies	\$ -	\$ -	\$ 18,165	\$ -	\$ -	\$ -	\$ 18,165		
Package 114: Additional Staff for Rent Program									
Personal Services	\$ -	\$ -	\$ 376,018	\$ -	\$ -	\$ -	\$ 376,018	2	2.00
Services and Supplies	\$ -	\$ -	\$ 28,836	\$ -	\$ -	\$ -	\$ 28,836		

DESCRIPTION	GENERAL FUND	LOTTERY FUNDS	OTHER FUNDS		FEDERAL FUNDS		TOTAL ALL FUNDS	POS	FTE
			LIMITED	NONLIMITED	LIMITED	NONLIMITED			
Package 115: Request for Zero/Low Emission Vehicles Capital Outlay	\$ -	\$ -	\$ 2,100,000	\$ -	\$ -	\$ -	\$ 2,100,000		
Package 116: Non-Capitalized Period Costs (Rent) Services and Supplies	\$ -	\$ -	\$ 5,000,000	\$ -	\$ -	\$ -	\$ 5,000,000		
Package 119: Additional Staff for EAM Admin Personal Services	\$ -	\$ -	\$ (222,586)	\$ -	\$ -	\$ -	\$ (222,586)	-1	-1.00
Services and Supplies	\$ -	\$ -	\$ (14,418)	\$ -	\$ -	\$ -	\$ (14,418)		
Package 801: LFO Analyst Adjustments Capital Outlay	\$ -	\$ -	\$ 1,095,995	\$ -	\$ -	\$ -	\$ 1,095,995		
SCR 065 - Enterprise Goods & Services									
Package 090: Analyst Adjustments Personal Services	\$ -	\$ -	\$ (669,168)	\$ -	\$ -	\$ -	\$ (669,168)	-5	-5.00
Services and Supplies	\$ -	\$ -	\$ (4,948,989)	\$ -	\$ -	\$ -	\$ (4,948,989)		
Package 120: Implementation of OSPS Replacement Proj Personal Services	\$ -	\$ -	\$ 5,472,169	\$ -	\$ -	\$ -	\$ 5,472,169	25	25.00
Services and Supplies	\$ -	\$ -	\$ 11,902,976	\$ -	\$ -	\$ -	\$ 11,902,976		
Package 801: LFO Analyst Adjustments Personal Services	\$ -	\$ -	\$ 692,188	\$ -	\$ -	\$ -	\$ 692,188	3	3.00
Services and Supplies	\$ -	\$ -	\$ 603,667	\$ -	\$ -	\$ -	\$ 603,667		
SCR 075 - DAS Business Services									
Package 090: Analyst Adjustments Personal Services	\$ -	\$ -	\$ (255,595)	\$ -	\$ -	\$ -	\$ (255,595)	-1	-1.00
Services and Supplies	\$ -	\$ -	\$ (206,783)	\$ -	\$ -	\$ -	\$ (206,783)		
SCR 088 - Capital Improvements									
Package 135: Various Projects Including Sustainability Capital Outlay	\$ -	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ 250,000		
SCR 099 - Special Governmental Payments									
Package 087: August 2020 Special Session Debt Service	\$ -	\$ (1,811,437)	\$ -	\$ -	\$ -	\$ -	\$ (1,811,437)		

DESCRIPTION	GENERAL FUND	LOTTERY FUNDS	OTHER FUNDS		FEDERAL FUNDS		TOTAL ALL FUNDS	POS	FTE
			LIMITED	NONLIMITED	LIMITED	NONLIMITED			
Package 137: Consulting & AG Expenses for Mill Creek Corp Services and Supplies	\$ -	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ 300,000		
TOTAL ADJUSTMENTS	\$ -	\$ (1,811,437)	\$ 82,023,615	\$ -	\$ 1,843,164	\$ -	\$ 82,055,342	73	69.22
SUBCOMMITTEE RECOMMENDATION *	\$ 13,993,924	\$ 31,543,133	\$ 1,112,473,591	\$ 138,691,080	\$ 1,843,164	\$ -	\$ 1,298,544,892	965	960.72
% Change from 2019-21 Leg Approved Budget	-92.8%	41.3%	2.8%	-19.2%	-99.9%	0.0%	55.4%	4.0%	5.5%
% Change from 2021-23 Current Service Level	0.0%	-5.4%	8.0%	0.0%	0.0%	0.0%	6.7%	8.2%	7.8%

*Excludes Capital Construction Expenditures

PRELIMINARY

Legislatively Approved 2021 - 2023 Key Performance Measures

Published: 5/27/2021 2:54:11 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 2022	Target 2023
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	77%	90%	90%
	Timeliness		75%	90%	90%
	Expertise		79%	90%	90%
	Overall		75%	90%	90%
	Availability of Information		72%	90%	90%
	Accuracy		76%	90%	90%
2. FORECAST RELIABILITY - General Fund Forecast Tracking Metric		Approved	100.80%	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	0%	98%	98%
4. WORKFORCE TURNOVER - Annual voluntary turnover rate for the State and DAS workforce.	a) State Workforce Turnover	Approved	4.67%	5.60%	5.60%
	b) DAS Workforce Turnover		3.09%	4.50%	4.50%
5. WORKFORCE DIVERSITY - Racial/ethnic diversity in DAS and the state workforce as a percentage of the total civilian labor force.	a) State Workforce Diversity	Approved	80.80%	100%	100%
	b) DAS Workforce Diversity		75.50%	100%	100%
7. RENT COSTS - DAS negotiated lease rates in private sector vs. average market rates.		Approved	6.83%	5%	5%
8. INFORMATION SECURITY - Overall maturity rating for implementation of the Center for Internet Security's (CIS) Basic Six critical security controls. This rating is an aggregate score based on the Carnegie Mellon Capability Maturity Model Integration (CMMI), and is derived from cybersecurity assessments conducted by the Enterprise Information Services (EIS) Cyber Security Services (CSS) Assessment Team.		Approved		3.50	3.50
9. PERCENT OF STATE PROCUREMENT SPEND FACILITATED THROUGH THE OREGONBUYS SYSTEM - Measures statewide adoption of the OregonBuys e-Procurement system by measuring the overall percentage of state purchasing facilitated through the system.	Percentage of state agency SPOTS card spend	Approved		80%	85%
	a) Percentage of Small Procurement[1] contract spend			80%	85%
	b) Percentage of Intermediate Procurement[2] contract spend			80%	85%
10. RISK MANAGEMENT - Annual number of Severe Worker's Compensation claims per 100 FTE		Approved	1.47	1.50	1.50
11. DATA CENTER - Percentage of time systems are available.		Approved	99.93%	99.90%	99.90%

Legislatively Approved KPMs	Metrics	Agency Request	Last Reported Result	Target 2022	Target 2023
12. GREENHOUSE GAS (GHG) EMISSIONS - Total GHG emissions and intensity from buildings and fleet.	Buildings- Total Metric Tons Annually of Carbon Dioxide Equivalent Greenhouse Gases (MTCO2e)	Approved		32%	33%
	Buildings- Metric Tons of Carbon Dioxide Equivalent Greenhouse Gases Per Gross Square Foot of Building Space (MTCO2e/GSF)			32%	33%
	Fleet- Total Metric Tons Annually of Carbon Dioxide Equivalent Greenhouse Gases (MTCO2e)			32%	33%
	Fleet- Metric Tons of Carbon Dioxide Equivalent Greenhouse Gases Per Vehicle Mile Traveled (MTCO2e/VMT)			32%	33%
6. FLEET ADMINISTRATION - Average Miles Per Gallon for DAS Permanently Assigned Fleet Vehicles.		Legislatively Deleted	20.74	21.41	21.60
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)		Legislatively Deleted	0	3.50	

LFO Recommendation:

The Legislative Fiscal Office recommends approval of the proposed Key Performance Measures and targets.

SubCommittee Action:

The General Government Subcommittee approved the LFO recommendation.

PRELIMINARY