

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 060 - Technical Adjustments

Cross Reference Name: Chief Operating Office
Cross Reference Number: 10700-030-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Services & Supplies							
State Gov. Service Charges	-	-	(557,215)	-	-	-	(557,215)
Total Services & Supplies	-	-	(\$557,215)	-	-	-	(\$557,215)
Total Expenditures							
Total Expenditures	-	-	(557,215)	-	-	-	(557,215)
Total Expenditures	-	-	(\$557,215)	-	-	-	(\$557,215)
Ending Balance							
Ending Balance	-	-	557,215	-	-	-	557,215
Total Ending Balance	-	-	\$557,215	-	-	-	\$557,215

2017-19 BUDGET NARRATIVE

Policy Option Package #102 – Convert 2015-17 Limited Duration Positions to Permanent Staff

Agency Request Budget: \$638,448 | Total Positions/FTE: 3/3.00

Governor's Budget: \$638,448 | Total Positions/FTE: 3/3.00

Purpose

Changes in business needs and customer demands led the Chief Operating Office (COO) to create limited duration positions in several areas, including DAS IT. This package requests these positions be made permanent to enable COO to continue the level of service to customers.

How Achieved

COO:

In collaboration with the Enterprise Leadership Team (ELT) and its Improving Government Steering Team (IGST), the Chief Operating Office assigns project managers to coordinate large scale enterprise business projects. The positions include a Principle Executive Manager F leading the statewide initiatives team, two Operations and Policy Analyst 4 positions, two Project Manager 1 positions, and two limited duration Project Manager 1 positions. This team manages large projects that support enterprise initiatives sponsored by the ELT. In addition it provides staffing to operational improvement projects sponsored by IGST. While other agency staff actively participate in the projects, having dedicated skilled technical staff leading and coordinating activities is critical to having a consistent, successful approach to these enterprise initiatives. In addition, the Statewide Initiatives team of project managers is highly valued among other agencies that frequently request short-term assistance for their own business process improvement projects.

In the 2017-19 biennium, the number and complexity of enterprise initiatives is expected to continue to increase in response to the demands for improvements in state government operations from the ELT, the Governor, and the Legislature. The maturing nature of the work is leading to more complicated change initiatives requiring increasingly skilled staff to meet the demands. To continue consistent delivery of these projects for the 2017-19 biennium, dedicated project management resources need to be aligned to the work and made permanent.

Staffing for enterprise initiatives requires high-level implementation experience, deep program research and analysis skills, and coordination skills. Currently, a combination of entry-level Project Manager 1 and Operations and Policy Analyst 4 positions provides the two skill-sets needed. Two of the four Project Manager 1 positions are currently established in the 2015-17 budget as limited duration. As experience has grown with statewide initiatives, a need has been identified to help bridge the gap between a Project Manager 1 and an Operations and Policy Analyst 4. Project Manager 2 positions would provide a career ladder to current staff and foster growth and training within the highly valued current team of project managers.

2017-19 BUDGET NARRATIVE

DAS IT:

Convert an existing Information Systems Specialist 5 limited duration position to permanent status in support of on premise work station support to customers. This will allow DAS to continue meeting expectations for response time by the 1,200 customers scattered throughout multiple buildings in Salem and Portland, including the Governor's Office.

Staffing Impact

- Establish two permanent, full-time Project Manager 2, SR 29 (2.00 FTE)
- Establish one permanent, full-time Information Systems Specialist 5, SR 28 (1.00 FTE)

Quantifying Results

COO:

Project Status Reports are reviewed and discussed on a regular basis with the DAS Executive Team and the Improving Government Steering Committee.

DAS IT:

The TSC staff directly support DAS in the achievement of its mission, the 10 year plan and all key change initiatives by enabling employees to be productive with their technology tools.

Revenue Sources

For COO, revenues come from an assessment that allocates costs to state agencies based on DAS' 2015-17 Legislatively Adopted Budget Full-Time Equivalent (FTE) authority. For DAS IT, revenues come from an internal overhead transfer from DAS divisions or charge for services to client agencies.

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 102 - Convert 2015-17 LDs to Permanent Staff

Cross Reference Name: Chief Operating Office
Cross Reference Number: 10700-030-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
Admin and Service Charges	-	-	433,459	-	-	-	433,459
Transfer In - Intrafund	-	-	204,989	-	-	-	204,989
Total Revenues	-	-	\$638,448	-	-	-	\$638,448
Personal Services							
Class/Unclass Sal. and Per Diem	-	-	346,824	-	-	-	346,824
Empl. Rel. Bd. Assessments	-	-	171	-	-	-	171
Public Employees' Retire Cont	-	-	66,208	-	-	-	66,208
Social Security Taxes	-	-	26,531	-	-	-	26,531
Worker's Comp. Assess. (WCD)	-	-	207	-	-	-	207
Flexible Benefits	-	-	100,008	-	-	-	100,008
Reconciliation Adjustment	-	-	(4,919)	-	-	-	(4,919)
Total Personal Services	-	-	\$535,030	-	-	-	\$535,030
Services & Supplies							
Instate Travel	-	-	2,277	-	-	-	2,277
Employee Training	-	-	12,129	-	-	-	12,129
Office Expenses	-	-	6,328	-	-	-	6,328
Telecommunications	-	-	5,273	-	-	-	5,273
State Gov. Service Charges	-	-	-	-	-	-	-
Data Processing	-	-	2,849	-	-	-	2,849
Publicity and Publications	-	-	1,582	-	-	-	1,582
Employee Recruitment and Develop	-	-	1,267	-	-	-	1,267
Dues and Subscriptions	-	-	1,582	-	-	-	1,582

Agency Request
2017-19 Biennium

Governor's Budget
Page _____

Legislatively Adopted
Essential and Policy Package Fiscal Impact Summary - BPR013

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 102 - Convert 2015-17 LDs to Permanent Staff

Cross Reference Name: Chief Operating Office
Cross Reference Number: 10700-030-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Services & Supplies							
Facilities Rental and Taxes	-	-	-	-	-	-	-
Other Services and Supplies	-	-	62,115	-	-	-	62,115
Expendable Prop 250 - 5000	-	-	8,016	-	-	-	8,016
Total Services & Supplies	-	-	\$103,418	-	-	-	\$103,418
Total Expenditures							
Total Expenditures	-	-	638,448	-	-	-	638,448
Total Expenditures	-	-	\$638,448	-	-	-	\$638,448
Ending Balance							
Ending Balance	-	-	-	-	-	-	-
Total Ending Balance	-	-	-	-	-	-	-
Total Positions							
Total Positions							3
Total Positions	-	-	-	-	-	-	3
Total FTE							
Total FTE							3.00
Total FTE	-	-	-	-	-	-	3.00

____ Agency Request
2017-19 Biennium

____ Governor's Budget
Page _____

____ Legislatively Adopted
Essential and Policy Package Fiscal Impact Summary - BPR013

01/03/17 REPORT NO.: PDDPFISCAL
 REPORT: PACKAGE FISCAL IMPACT REPORT
 AGENCY:10700 DEPT OF ADMIN SERVICES
 SUMMARY XREF:030-00-00 Chief Operating Office

DEPT. OF ADMIN. SVCS. -- PPDB PICS SYSTEM

PAGE 2
 PROD FILE

2017-19
 PICS SYSTEM: BUDGET PREPARATION

PACKAGE: 102 - Convert 2015-17 LDs to Permane

POSITION NUMBER CLASS COMP CLASS NAME	POS CNT	FTE	MOS	STEP	RATE	GF SAL/OPE	OF SAL/OPE	FF SAL/OPE	LF SAL/OPE	AF SAL/OPE
1908550 UA C0855 AA PROJECT MANAGER 2	1	1.00	24.00	02	4,803.00		115,272 64,285			115,272 64,285
1908551 UA C0855 AA PROJECT MANAGER 2	1	1.00	24.00	02	4,803.00		115,272 64,285			115,272 64,285
1914850 UA C1485 IA INFO SYSTEMS SPECIALIST 5	1	1.00	24.00	03	4,845.00		116,280 64,555			116,280 64,555
TOTAL PICS SALARY							346,824			346,824
TOTAL PICS OPE							193,125			193,125
TOTAL PICS PERSONAL SERVICES =	3	3.00	72.00				539,949			539,949

2017-19 BUDGET NARRATIVE

THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY

2017-19 BUDGET NARRATIVE

Policy Option Package #103 – Growing Demand for COO Services

Agency Request Budget: \$627,274 | Total Positions/FTE: 3/3.00

Governor's Budget: \$208,162 | Total Positions/FTE: 1/1.00

Purpose

DAS IT's Technology Support Center (TSC) provides desktop/workstation services and support to DAS employees, the Governor's Office, and approximately 12 small agencies, boards, and commissions, with a customer base of approximately 1,200 users.

How Achieved

The TSC comprises three teams:

- Help Desk Team: Provides initial customer support via phone and email for customers who need assistance with their workstations, laptops, or desktop applications
- Field Technician Team: Provides on premise, face-to-face support for issues that cannot be resolved remotely by the Help Desk Team.
- Infrastructure Team: Implements and maintains the infrastructure necessary to provide the services offered by the TSC as well as the toolsets needed for the Help Desk and Field Tech teams to work effectively including: SPAM filtering, remote access, Active Directory and other back end applications to ensure a secure computing environment

The TSC is currently understaffed to deliver on its mission. This package restores staffing closer to 2007-09 levels:

- Establish an Information Systems Specialist 6 position to provide dedicated support to the Financial Datamart and the ePayroll system
- Establish an Information Systems Specialist 3 position in support of lifecycle replacement of approximately 300 workstations per year to order, image, coordinate with users, configure settings, install apps, manage settings and decommission old equipment
- Establish an Operations and Policy Analyst 4 position to conduct operational assessments and analysis of IT at DAS in support of risk mitigation, remediation and service optimization

Staffing Impact

- Establish one permanent, full-time, Information Systems Specialist 6, OA, C1486 IA, SR 29 (1.00 FTE)
- ~~Establish one permanent, full-time, Information Systems Specialist 3, OA, C1483 IA, SR 24 (1.00 FTE)~~
- ~~Establish one permanent, full-time, Operations and Policy Analyst 4, MMN, X0873 AA, SR 32 (1.00 FTE)~~

2017-19 BUDGET NARRATIVE

Quantifying Results

The TSC staff directly support DAS in the achievement of its mission, the 10 year plan and all key change initiatives by enabling employees to be productive with their technology tools.

Revenue Sources

Revenues come from an internal overhead transfer from DAS divisions.

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 103 - Growing Demand for COO Services

Cross Reference Name: Chief Operating Office
Cross Reference Number: 10700-030-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
Admin and Service Charges	-	-	-	-	-	-	-
Transfer In - Intrafund	-	-	208,162	-	-	-	208,162
Total Revenues	-	-	\$208,162	-	-	-	\$208,162
Personal Services							
Class/Unclass Sal. and Per Diem	-	-	118,752	-	-	-	118,752
Empl. Rel. Bd. Assessments	-	-	57	-	-	-	57
Public Employees' Retire Cont	-	-	22,670	-	-	-	22,670
Social Security Taxes	-	-	9,084	-	-	-	9,084
Worker's Comp. Assess. (WCD)	-	-	69	-	-	-	69
Flexible Benefits	-	-	33,336	-	-	-	33,336
Reconciliation Adjustment	-	-	1,742	-	-	-	1,742
Total Personal Services	-	-	\$185,710	-	-	-	\$185,710
Services & Supplies							
Instate Travel	-	-	854	-	-	-	854
Employee Training	-	-	4,746	-	-	-	4,746
Office Expenses	-	-	2,109	-	-	-	2,109
Telecommunications	-	-	2,109	-	-	-	2,109
State Gov. Service Charges	-	-	-	-	-	-	-
Data Processing	-	-	1,477	-	-	-	1,477
Publicity and Publications	-	-	527	-	-	-	527
Professional Services	-	-	-	-	-	-	-
Employee Recruitment and Develop	-	-	422	-	-	-	422

____ Agency Request
2017-19 Biennium

____ Governor's Budget
Page _____

____ Legislatively Adopted
Essential and Policy Package Fiscal Impact Summary - BPR013

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 103 - Growing Demand for COO Services

Cross Reference Name: Chief Operating Office
Cross Reference Number: 10700-030-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Services & Supplies							
Dues and Subscriptions	-	-	527	-	-	-	527
Facilities Rental and Taxes	-	-	-	-	-	-	-
Other Services and Supplies	-	-	6,728	-	-	-	6,728
Expendable Prop 250 - 5000	-	-	2,953	-	-	-	2,953
Total Services & Supplies	-	-	\$22,452	-	-	-	\$22,452
Total Expenditures							
Total Expenditures	-	-	208,162	-	-	-	208,162
Total Expenditures	-	-	\$208,162	-	-	-	\$208,162
Ending Balance							
Ending Balance	-	-	-	-	-	-	-
Total Ending Balance	-	-	-	-	-	-	-
Total Positions							
Total Positions							1
Total Positions	-	-	-	-	-	-	1
Total FTE							
Total FTE							1.00
Total FTE	-	-	-	-	-	-	1.00

01/03/17 REPORT NO.: PPDPFISCAL
 REPORT: PACKAGE FISCAL IMPACT REPORT
 AGENCY:10700 DEPT OF ADMIN SERVICES
 SUMMARY XREF:030-00-00 Chief Operating Office

DEPT. OF ADMIN. SVCS. -- PPDB PICS SYSTEM

2017-19
 PICS SYSTEM: BUDGET PREPARATION

PACKAGE: 103 - Growing Demand for COO Service

POSITION NUMBER	CLASS	COMP	CLASS NAME	POS CNT	FTE	MOS	STEP	RATE	GF SAL/OPE	OF SAL/OPE	FF SAL/OPE	LF SAL/OPE	AF SAL/OPE
1914860	UA	C1486	IA INFO SYSTEMS SPECIALIST 6	1	1.00	24.00	02	4,948.00		118,752			118,752
										65,216			65,216
TOTAL PICS SALARY										118,752			118,752
TOTAL PICS OPE										65,216			65,216
TOTAL PICS PERSONAL SERVICES =				1	1.00	24.00				183,968			183,968

2017-19 BUDGET NARRATIVE

THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY

2017-19 BUDGET NARRATIVE

Policy Option Package #090 – Analyst Adjustments

Purpose

The purpose of this package is to achieve the actions recommended by the Governor.

How Achieved

- Eliminate two project manager positions and reduce out-of-state travel and training in order to achieve a 12 percent reduction target in assessments and rates
- Transfer of one security position to the Office of the State Chief Information Officer
- Establish four positions to address public records requests, of which two are funded as General Fund

Staffing Impact

- Abolish one permanent, full-time, Operations & Policy Analyst 4, MMN, X0873, SR 32 (1.00 FTE)
- Abolish one permanent, full-time, Principal Executive/Manager F, MMS, X7010, SR 35X (1.00 FTE)
- Transfer one permanent, full-time, Information Systems Specialist 8, OAS, C1488 IP, SR 33 (1.00 FTE)
- Establish one limited duration, full-time, Information Systems Specialist 5, OAS, C1485 IA, SR 28 (1.00 FTE)
- Establish one permanent, full-time, Principal Executive/Manager G, MMS, X7012 IA, SR 38X (1.00 FTE)
- Establish one permanent, full-time, Operations & Policy Analyst 4, MMS, X0873, SR 32 (1.00 FTE)
- Establish one limited duration, full-time, Operations & Policy Analyst 4, OAS, C0873, SR 32 (1.00 FTE)

Quantifying Results

None

Revenue Sources

(\$418,812) Other Funds Limited, Admin & Service Charges (assessment), Intrafund
\$633,187 General Fund

2017-19 BUDGET NARRATIVE

THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 090 - Analyst Adjustments

Cross Reference Name: Chief Operating Office
Cross Reference Number: 10700-030-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
General Fund Appropriation	633,187	-	-	-	-	-	633,187
Charges for Services	-	-	(268,124)	-	-	-	(268,124)
Admin and Service Charges	-	-	(1,847,910)	-	-	-	(1,847,910)
Transfer In - Intrafund	-	-	(3,525,117)	-	-	-	(3,525,117)
Total Revenues	\$633,187	-	(\$5,641,151)	-	-	-	(\$5,007,964)
Transfers Out							
Transfer Out - Intrafund	-	-	514,129	-	-	-	514,129
Total Transfers Out	-	-	\$514,129	-	-	-	\$514,129
Personal Services							
Class/Unclass Sal. and Per Diem	492,216	-	(273,240)	-	-	-	218,976
All Other Differential	-	-	(20,448)	-	-	-	(20,448)
Empl. Rel. Bd. Assessments	114	-	(57)	-	-	-	57
Public Employees' Retire Cont	93,964	-	(58,001)	-	-	-	35,963
Social Security Taxes	33,248	-	(22,467)	-	-	-	10,781
Worker's Comp. Assess. (WCD)	138	-	(69)	-	-	-	69
Mass Transit Tax	-	-	1,454	-	-	-	1,454
Flexible Benefits	66,672	-	(33,336)	-	-	-	33,336
Reconciliation Adjustment	(53,165)	-	29,606	-	-	-	(23,559)
Total Personal Services	\$633,187	-	(\$376,558)	-	-	-	\$256,629
Services & Supplies							
Instate Travel	-	-	142	-	-	-	142

Agency Request
2017-19 Biennium

Governor's Budget
Page _____

Legislatively Adopted
Essential and Policy Package Fiscal Impact Summary - BPR013

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 090 - Analyst Adjustments

Cross Reference Name: Chief Operating Office
Cross Reference Number: 10700-030-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Services & Supplies							
Out of State Travel	-	-	(11,715)	-	-	-	(11,715)
Employee Training	-	-	(34,482)	-	-	-	(34,482)
Office Expenses	-	-	(2,108)	-	-	-	(2,108)
Telecommunications	-	-	(1,054)	-	-	-	(1,054)
Data Processing	-	-	105	-	-	-	105
Publicity and Publications	-	-	1	-	-	-	1
Employee Recruitment and Develop	-	-	845	-	-	-	845
Dues and Subscriptions	-	-	1	-	-	-	1
Other Services and Supplies	-	-	528	-	-	-	528
Expendable Prop 250 - 5000	-	-	5,483	-	-	-	5,483
Total Services & Supplies	-	-	(\$42,254)	-	-	-	(\$42,254)
Total Expenditures							
Total Expenditures	633,187	-	(418,812)	-	-	-	214,375
Total Expenditures	\$633,187	-	(\$418,812)	-	-	-	\$214,375
Ending Balance							
Ending Balance	-	-	(4,708,210)	-	-	-	(4,708,210)
Total Ending Balance	-	-	(\$4,708,210)	-	-	-	(\$4,708,210)
Total Positions							
Total Positions	-	-	-	-	-	-	1
Total Positions	-	-	-	-	-	-	1

____ Agency Request
2017-19 Biennium

____ Governor's Budget
Page _____

____ Legislatively Adopted
Essential and Policy Package Fiscal Impact Summary - BPR013

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 090 - Analyst Adjustments

Cross Reference Name: Chief Operating Office
Cross Reference Number: 10700-030-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Total FTE							1.00
Total FTE							1.00
Total FTE	-	-	-	-	-	-	1.00

01/03/17 REPORT NO.: PDPFISCAL
 REPORT: PACKAGE FISCAL IMPACT REPORT
 AGENCY:10700 DEPT OF ADMIN SERVICES
 SUMMARY XREF:030-00-00 Chief Operating Office

DEPT. OF ADMIN. SVCS. -- PPDB PICS SYSTEM

PACKAGE: 090 - Analyst Adjustments

POSITION NUMBER CLASS COMP CLASS NAME	POS CNT	FTE	MOS	STEP	RATE	GF SAL/OPE	OF SAL/OPE	FF SAL/OPE	LF SAL/OPE	AF SAL/OPE
0014023 OAS C1488 IP INFO SYSTEMS SPECIALIST 8	1-	1.00-	24.00-	09	8,754.00		210,096- 77,036-			210,096- 77,036-
1914855 OAS C1485 IA INFO SYSTEMS SPECIALIST 5	1	1.00	24.00	02	4,596.00		110,304 56,339			110,304 56,339
1970129 MMS X7012 IA PRINCIPAL EXECUTIVE/MANAGER G	1	1.00	24.00	09	13,157.00	315,768 113,492				315,768 113,492
1987311 MMS X0873 AA OPERATIONS & POLICY ANALYST 4	1	1.00	24.00	06	7,352.00	176,448 80,644				176,448 80,644
1987326 OAS C0873 AA OPERATIONS & POLICY ANALYST 4	1	1.00	24.00	02	5,502.00		132,048 60,849			132,048 60,849
2208735 MMN X0873 AA OPERATIONS & POLICY ANALYST 4	1-	1.00-	24.00-	02	6,056.00		145,344- 72,327-			145,344- 72,327-
2270102 MMS X7010 AA PRINCIPAL EXECUTIVE/MANAGER F	1-	1.00-	24.00-	02	6,673.00		160,152- 76,287-			160,152- 76,287-
TOTAL PICS SALARY						492,216	273,240-			218,976
TOTAL PICS OPE						194,136	108,462-			85,674
TOTAL PICS PERSONAL SERVICES =	1	1.00	24.00			686,352	381,702-			304,650

2017-19 BUDGET NARRATIVE

Policy Option Package #091 – Statewide Adjustments DAS Charges

Purpose

This package represents changes to State Government Service Charges and DAS Price List charges for services made for the Governor's Budget.

How Achieved

Reduce agency budgets by \$229 (GF) and \$25,958 (OF)

Staffing Impact

None

Quantifying Results

None

Revenue Sources

Reduction of rates and assessments

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
 Pkg: 091 - Statewide Adjustment DAS Chgs

Cross Reference Name: Chief Operating Office
 Cross Reference Number: 10700-030-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
General Fund Appropriation	(229)	-	-	-	-	-	(229)
Total Revenues	(\$229)	-	-	-	-	-	(229)
Services & Supplies							
Attorney General	-	-	-	-	-	-	-
Other Services and Supplies	(229)	-	(25,958)	-	-	-	(26,187)
Total Services & Supplies	(\$229)	-	(\$25,958)	-	-	-	(\$26,187)
Total Expenditures							
Total Expenditures	(229)	-	(25,958)	-	-	-	(26,187)
Total Expenditures	(\$229)	-	(\$25,958)	-	-	-	(\$26,187)
Ending Balance							
Ending Balance	-	-	25,958	-	-	-	25,958
Total Ending Balance	-	-	\$25,958	-	-	-	\$25,958

2017-19 BUDGET NARRATIVE

Policy Option Package #092 – Statewide AG Adjustment

Purpose

This package adjusts Attorney General rates from the published Price List at Agency Request Budget of \$198/hour to \$185/hour in the Governor's Budget.

How Achieved

Reduce agency budgets by \$15,949 (OF)

Staffing Impact

None

Quantifying Results

None

Revenue Sources

Reduction of rates and assessments

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

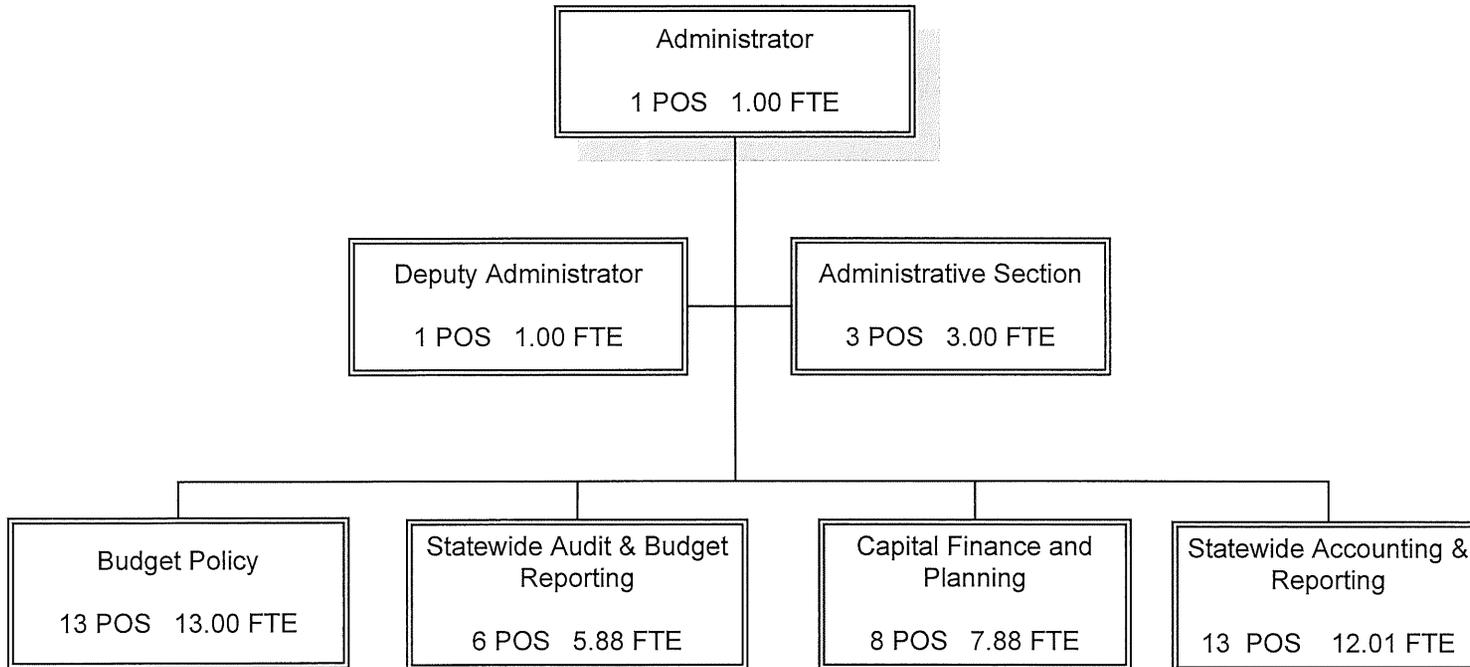
Administrative Svcs, Dept of
Pkg: 092 - Statewide AG Adjustment

Cross Reference Name: Chief Operating Office
Cross Reference Number: 10700-030-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Services & Supplies							
Attorney General	-	-	(15,949)	-	-	-	(15,949)
Total Services & Supplies	-	-	(\$15,949)	-	-	-	(\$15,949)
Total Expenditures							
Total Expenditures	-	-	(15,949)	-	-	-	(15,949)
Total Expenditures	-	-	(\$15,949)	-	-	-	(\$15,949)
Ending Balance							
Ending Balance	-	-	15,949	-	-	-	15,949
Total Ending Balance	-	-	\$15,949	-	-	-	\$15,949

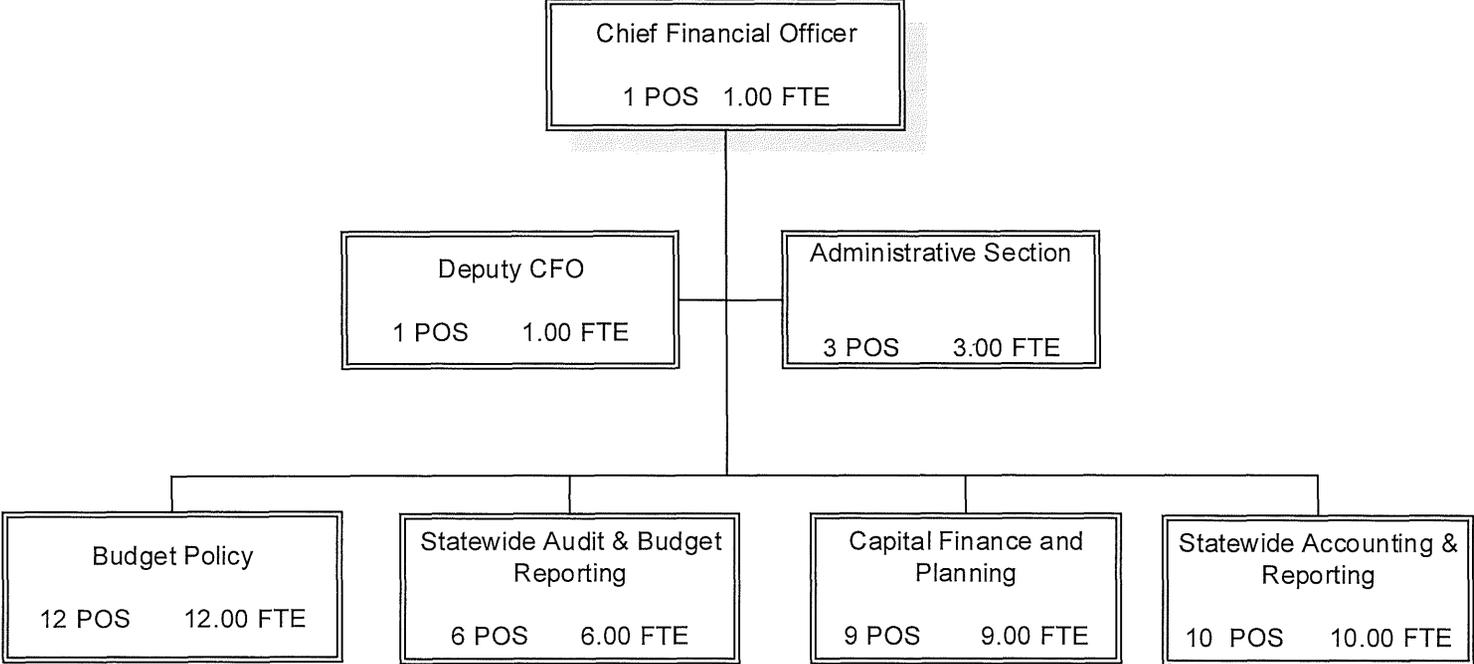
2017-19 BUDGET NARRATIVE

**Chief Financial Office
Organization Chart
2015-17
45 POS 43.77 FTE**



2017-19 BUDGET NARRATIVE

**Chief Financial Office
Organization Chart
2017-19
42 POS 42.00 FTE**



2017-19 BUDGET NARRATIVE

Chief Financial Office

Program Overview

The Chief Financial Office (CFO) is responsible for comprehensive fiscal policy, compliance and statewide reporting.

The CFO accomplishes its mission by coordinating with agencies to develop standard reporting frameworks, identifying emerging policy trends, describing common assumptions on statewide issues and analyzing the impacts of policy decisions.

The CFO prepares the biennial budget, which the Governor gives to the Oregon Legislature every two years, and also compiles the Combined Annual Financial Report (CAFR). The CFO also maintains state government's budget system, monitors agency spending for compliance with applicable budgetary laws and legislative intent, and works with agencies to resolve issues between legislative sessions, including appearances before the Emergency Board and the Joint Ways and Means Committee.

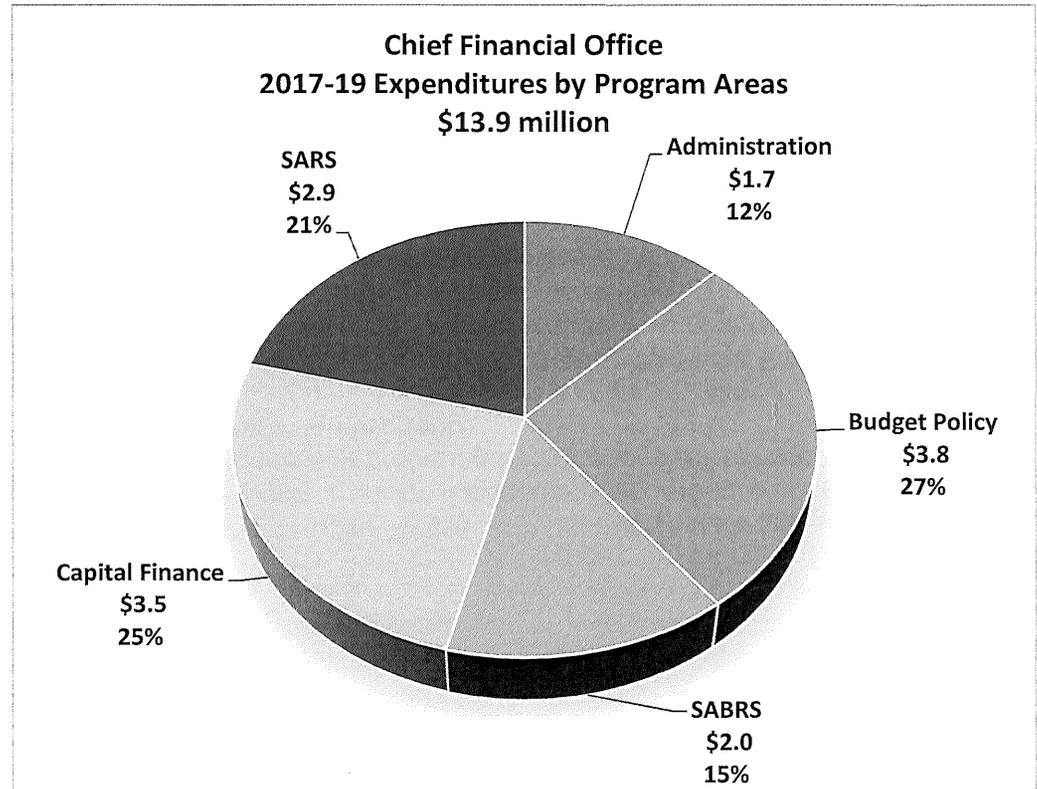
The CFO helps manage and budget for major capital construction projects; issuing Article XI-Q bonds, Tax Anticipation Notes, and Lottery Revenue Bonds to finance capital and infrastructure improvements. The CFO also coordinates the statewide bonded debt process in cooperation with the Oregon State Treasury.

Program Description

The CFO serves its customers through the following sections:

Budget Policy:

This section provides budget and program review and analysis for the state's multi-billion dollar budget. Analysts work with the Governor's Office to identify and conceptualize strategies for state government's fiscal policy direction. This section acts in an advisory capacity to the Governor, Legislature,



2017-19 BUDGET NARRATIVE

Chief Operating Officer, and Enterprise Leadership Team in the development of agency budgets. They work with agencies' leadership teams and fiscal staff to ensure consistent application of budget policy and practice across state agencies.

The Budget Policy section instructs agencies on how to prepare budget requests. Analysts then make recommendations to reflect the Governor's priorities, balance agency budgets to tax and lottery revenues, and convey the Governor's decisions to agencies during the development of the Governor's budget. They help explain the Governor's budget proposals to the Legislature and others.

The Budget Policy section analyzes agency requests to the Emergency Board and the Joint Ways and Means Committee on behalf of the Executive Branch. The unit also works with agencies to resolve budget and management issues in the execution of their budgets.

Statewide Audit and Budget Reporting (SABR):

This section maintains the statewide systems used to budget money and staff positions – including the system used to project the cost of future wage increases. The section also manages the allotment process used to release funds for agency spending.

Capital Finance and Planning (CFP):

This section is responsible for the administration of various statewide financing programs including Article XI-Q bonds (for state-owned real and personal property), Lottery Revenue Bonds, Tax Anticipation Notes, Seismic Rehabilitation Bonds, Pension Obligation Bonds and others. The section also develops state government's capital construction budget request. The CFP assists agencies in preparing budgets for debt service, and in cooperation with the Office of the State Treasurer, coordinates development of the biennial bill authorizing new debt.

The Capital Finance and Planning section takes a leadership role in coordination and development of the Statewide Facilities Plan, including four-year and six-year construction budgets. As a part of this effort, CFP provides administrative support to various statutory committees including the Capital Projects Advisory Board, the Capitol Planning Commission and the Public Lands Advisory Committee. The section ensures the statewide capital planning process considers current conditions of facilities, future projected needs and funding options. This involves planning and direction of a comprehensive capital utilization program that promotes and enables agencies to complete timely, cost-effective capital improvements, renovations, and new construction projects while achieving optimal utilization of owned and leased space.

Statewide Accounting and Reporting Services (SARS):

This section is responsible for statewide year-end closing coordination, preparing the Oregon Combined Annual Financial Report, the Schedule of Expenditures of Federal Awards and statewide accounting policy (the Oregon Accounting Manual). The unit provides agency consultation and guidance, federal fiscal compliance related to the Office of Management and Budget (OMB), OMB Circular A-87, OMB A-133, and the Cash Management Improvement Act as well as system security administration. In addition to compliance standards, the unit has rolled-out statewide accounts receivable measures and guidelines for accounts receivable management in an effort to improve the quality of data called for in SB 55 (2015).

2017-19 BUDGET NARRATIVE

Essential Packages

The Essential Packages represent changes made to the 2015-17 budget that estimate the cost to continue current legislatively approved programs into the 2017-19 biennium.

Package 010 – Non-PICS Personal Services and Vacancy Factor

This package includes standard 3.7 percent inflation on non-PICS accounts (temps, overtime, differential pay, etc.) and an increase for mass transit because of increases in the salary plan. It also includes adjustments to vacancy savings and costs for the Public Employees' Retirement System Pension Obligation Bond repayment.

Package 021 – Phase-in Program Costs

None

Package 022 – Phase-out Program and One-time Costs

This package phases out \$2.0 million for Facility Planning assessment and \$23,461 for one-time Services and Supplies associated with limited duration positions.

Package 031 – Standard Inflation and State Government Service Charge

This package applies standard inflation as follows:

- Services and Supplies and Capital Outlay, by the standard 3.7 percent
- Non-state employee and Professional Services costs by the standard 4.1 percent
- Facilities rent by the Standard Uniform Rent rate increase (6.9 percent), by the standard 3.7 percent for non-state properties, or adjusted to the Self-Support Rent rates
- Attorney General costs by the allowable 13.14 percent

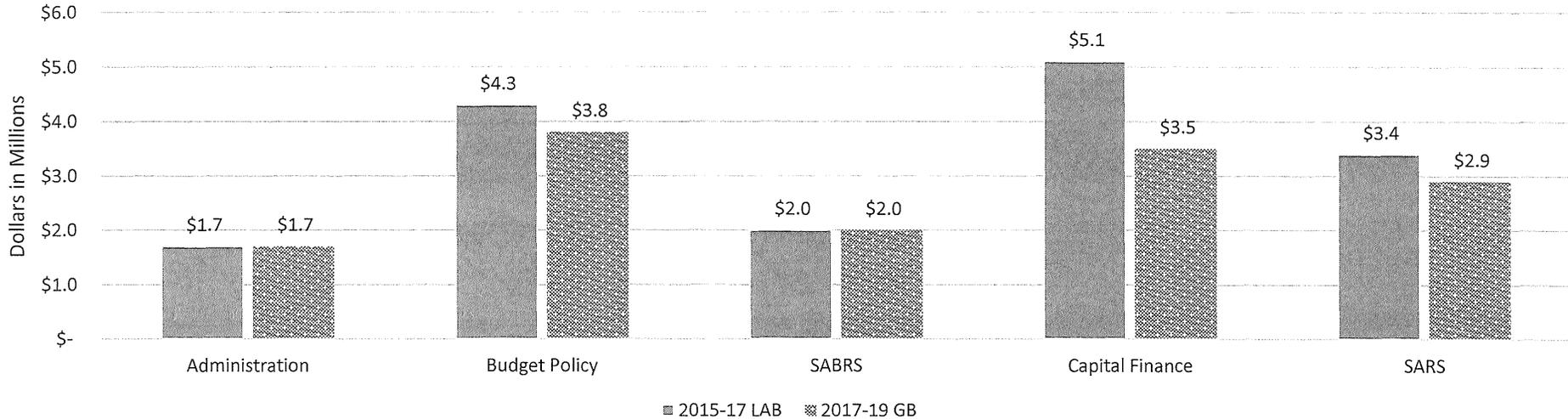
Package 060 – Technical Adjustment

This package transfers out \$810,174 to DAS Business Services for the centralization of State Government Service Charges.

2017-19 BUDGET NARRATIVE

Total Funds Budget (historical and future)

Biennial Comparison of CFO Expenditures by Major Programs



Enabling Legislation/Program Authorization

Oregon Revised Statute (ORS) Chapters 270, 276, 279, 286, 291, and 293

Funding Streams that Support the Program

The CFO receives funding mostly through an assessment to state agencies, which is based on the 2015-17 Legislatively Adopted Budget Full-Time Equivalent (FTE) authority, and the size of agency budgets. There is a minimum charge per agency. The Capital Finance and Planning section is partially supported by fees from the sale of Article XI-Q bonds. Expected revenue plus the ending balance from the current biennium cover the costs of the proposed program level for the division.

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 010 - Non-PICS Psnl Svc / Vacancy Factor

Cross Reference Name: Chief Financial Office
Cross Reference Number: 10700-035-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Personal Services							
Temporary Appointments	-	-	203	-	-	-	203
Overtime Payments	-	-	274	-	-	-	274
Shift Differential	-	-	1	-	-	-	1
All Other Differential	-	-	932	-	-	-	932
Public Employees' Retire Cont	-	-	230	-	-	-	230
Pension Obligation Bond	-	-	32,310	-	-	-	32,310
Social Security Taxes	-	-	108	-	-	-	108
Mass Transit Tax	-	-	2,212	-	-	-	2,212
Vacancy Savings	-	-	(122,931)	-	-	-	(122,931)
Total Personal Services	-	-	(\$86,661)	-	-	-	(\$86,661)
Services & Supplies							
Instate Travel	-	-	-	-	-	-	-
Employee Training	-	-	-	-	-	-	-
Office Expenses	-	-	-	-	-	-	-
Telecommunications	-	-	-	-	-	-	-
Data Processing	-	-	-	-	-	-	-
Publicity and Publications	-	-	-	-	-	-	-
Employee Recruitment and Develop	-	-	-	-	-	-	-
Dues and Subscriptions	-	-	-	-	-	-	-
Other Services and Supplies	-	-	-	-	-	-	-
Expendable Prop 250 - 5000	-	-	-	-	-	-	-
Total Services & Supplies	-	-	-	-	-	-	-

____ Agency Request
2017-19 Biennium

____ Governor's Budget
Page _____

____ Legislatively Adopted
Essential and Policy Package Fiscal Impact Summary - BPR013

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
 Pkg: 010 - Non-PICS Psnl Svc / Vacancy Factor

Cross Reference Name: Chief Financial Office
 Cross Reference Number: 10700-035-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Special Payments							
Dist to Counties	-	-	-	-	-	-	-
Total Special Payments	-	-	-	-	-	-	-
Total Expenditures							
Total Expenditures	-	-	(86,661)	-	-	-	(86,661)
Total Expenditures	-	-	(\$86,661)	-	-	-	(\$86,661)
Ending Balance							
Ending Balance	-	-	86,661	-	-	-	86,661
Total Ending Balance	-	-	\$86,661	-	-	-	\$86,661

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 031 - Standard Inflation

Cross Reference Name: Chief Financial Office
Cross Reference Number: 10700-035-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Services & Supplies							
Instate Travel	-	-	623	-	-	-	623
Out of State Travel	-	-	275	-	-	-	275
Employee Training	-	-	2,851	-	-	-	2,851
Office Expenses	-	-	2,878	-	-	-	2,878
Telecommunications	-	-	3,981	-	-	-	3,981
Data Processing	-	-	16,447	-	-	-	16,447
Publicity and Publications	-	-	5,609	-	-	-	5,609
Professional Services	-	-	21,127	-	-	-	21,127
IT Professional Services	-	-	6,014	-	-	-	6,014
Attorney General	-	-	4,969	-	-	-	4,969
Employee Recruitment and Develop	-	-	339	-	-	-	339
Dues and Subscriptions	-	-	774	-	-	-	774
Facilities Rental and Taxes	-	-	22,734	-	-	-	22,734
Fuels and Utilities	-	-	173	-	-	-	173
Facilities Maintenance	-	-	-	-	-	-	-
Food and Kitchen Supplies	-	-	-	-	-	-	-
Agency Program Related S and S	-	-	-	-	-	-	-
Other Services and Supplies	-	-	8,723	-	-	-	8,723
Expendable Prop 250 - 5000	-	-	1,642	-	-	-	1,642
IT Expendable Property	-	-	2,074	-	-	-	2,074
Total Services & Supplies	-	-	\$101,233	-	-	-	\$101,233

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 060 - Technical Adjustments

Cross Reference Name: Chief Financial Office
Cross Reference Number: 10700-035-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Services & Supplies							
State Gov. Service Charges	-	-	(810,174)	-	-	-	(810,174)
Total Services & Supplies	-	-	(\$810,174)	-	-	-	(\$810,174)
Total Expenditures							
Total Expenditures	-	-	(810,174)	-	-	-	(810,174)
Total Expenditures	-	-	(\$810,174)	-	-	-	(\$810,174)
Ending Balance							
Ending Balance	-	-	810,174	-	-	-	810,174
Total Ending Balance	-	-	\$810,174	-	-	-	\$810,174

2017-19 BUDGET NARRATIVE

Policy Option Package #111: Capital Facility Planning

Agency Request Budget: \$2 million | Total Positions/FTE: 1/1.00
Governor's Budget: Denied

Purpose

This package continues work to more effectively perform capital planning and evaluate performance against agreed upon standards. The facility assessments included in this package will allow state government to better project future capital needs such as replacement of major components (roofs, HVAC systems, etc.) so costs can be properly included in cost-recovery models. Development of benchmarks and analytics will enable management and policymakers to evaluate performance of operations and maintenance functions compared to industry standards, and better identify appropriate funding levels.

In the longer term, the CFO expects agencies to achieve cost savings and program efficiencies through operational efficiencies and effective planning. For example, software and analytics will provide tools to optimize space utilization and reduce leasing costs through analysis of market data and migration to the most cost-effective options.

How Achieved

In 2013, the Oregon Legislature authorized the CFO to begin developing a long-range facility plan for state government. The Legislature established two positions and approved sufficient funding to set up initial data systems, and begin the process of evaluating state-owned buildings to project life cycle needs. CFO has used these resources, which were reauthorized in 2015, to establish the underlying data requirements, build the data analysis tools and assess the status of state-owned facilities. CFO utilizes professional services (contracting) to do the high level assessment of facilities.

CFO requests the continuation of these resources in 2017-19 to extend facility assessments to other state-owned and leased facilities. This information will provide better tools to enhance real estate management, space management, facility maintenance and energy management. Continuation of this investment will increase the operational, financial, and environmental performance of facilities – allowing the state to monitor and integrate tasks such as the rehabilitation of facilities or replacement of major components.

Contracted professionals will provide initial condition assessments of facility components. These contractors will then provide training to agency staff in assessment techniques so that ongoing work will be performed by agency personnel.

2017-19 BUDGET NARRATIVE

Staffing Impact

- Establish one limited duration, full-time, Info Systems Specialist 6, SR 29 (1.00 FTE)

Quantifying Results

CFO anticipates that survey work for at least 80 percent of the state's facility assets will be completed by the end of the 2017-19 biennium. The focus for the upcoming biennium will be placed on the Oregon Military Department and several smaller agencies. Work up to this point of the project has resulted in facility surveys for the agencies listed below, some of which are anticipated to be completed by the end of the 2015-17 biennium. In some cases, such as with the Oregon Department of Transportation, survey work was prioritized to focus on assets valued in excess of \$1 million or representing a significant facility asset.

Department of Administrative Services	Oregon Department of Fish & Wildlife
Oregon Youth Authority	Oregon Department of Corrections
Oregon Liquor Control Commission	Oregon Department of Transportation
Oregon Department of Forestry	

Revenue Sources

\$2 million Other Funds Limited, Admin & Service Charges (assessment)

2017-19 BUDGET NARRATIVE

Policy Option Package #090 – Analyst Adjustments

Purpose

The purpose of this package is to achieve the actions recommended by the Governor.

How Achieved

Eliminate two positions that support work related to delinquent debt collections and reduce Services and Supplies in order to achieve a 12 percent reduction target in assessments and rates.

Staffing Impact

- Abolish two permanent, full-time, Operations & Policy Analyst 4, MMN, X08783, SR 32 (2.00 FTE)

Quantifying Results

None

Revenue Sources

(\$663,700) Other Funds Limited, Admin & Service Charges (assessment)

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 090 - Analyst Adjustments

Cross Reference Name: Chief Financial Office
Cross Reference Number: 10700-035-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
Admin and Service Charges	-	-	(669,418)	-	-	-	(669,418)
Total Revenues	-	-	(\$669,418)	-	-	-	(\$669,418)
Transfers Out							
Transfer Out - Intrafund	-	-	(5,718)	-	-	-	(5,718)
Total Transfers Out	-	-	(\$5,718)	-	-	-	(\$5,718)
Personal Services							
Class/Unclass Sal. and Per Diem	-	-	(354,336)	-	-	-	(354,336)
Empl. Rel. Bd. Assessments	-	-	(114)	-	-	-	(114)
Public Employees' Retire Cont	-	-	(67,643)	-	-	-	(67,643)
Social Security Taxes	-	-	(27,107)	-	-	-	(27,107)
Worker's Comp. Assess. (WCD)	-	-	(138)	-	-	-	(138)
Flexible Benefits	-	-	(66,672)	-	-	-	(66,672)
Total Personal Services	-	-	(\$516,010)	-	-	-	(\$516,010)
Services & Supplies							
Instate Travel	-	-	(1,424)	-	-	-	(1,424)
Employee Training	-	-	(7,384)	-	-	-	(7,384)
Office Expenses	-	-	(30,704)	-	-	-	(30,704)
Telecommunications	-	-	(3,164)	-	-	-	(3,164)
Data Processing	-	-	(1,372)	-	-	-	(1,372)
Publicity and Publications	-	-	(1,054)	-	-	-	(1,054)
Employee Recruitment and Develop	-	-	(844)	-	-	-	(844)

____ Agency Request
2017-19 Biennium

____ Governor's Budget
Page _____

____ Legislatively Adopted
Essential and Policy Package Fiscal Impact Summary - BPR013

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 090 - Analyst Adjustments

Cross Reference Name: Chief Financial Office
Cross Reference Number: 10700-035-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Services & Supplies							
Dues and Subscriptions	-	-	(1,054)	-	-	-	(1,054)
Other Services and Supplies	-	-	(100,690)	-	-	-	(100,690)
Total Services & Supplies	-	-	(\$147,690)	-	-	-	(\$147,690)
Total Expenditures							
Total Expenditures	-	-	(663,700)	-	-	-	(663,700)
Total Expenditures	-	-	(\$663,700)	-	-	-	(\$663,700)
Ending Balance							
Ending Balance	-	-	(11,436)	-	-	-	(11,436)
Total Ending Balance	-	-	(\$11,436)	-	-	-	(\$11,436)
Total Positions							
Total Positions							(2)
Total Positions	-	-	-	-	-	-	(2)
Total FTE							
Total FTE							(2.00)
Total FTE	-	-	-	-	-	-	(2.00)

PACKAGE: 090 - Analyst Adjustments

POSITION NUMBER	CLASS	COMP	CLASS NAME	POS CNT	FTE	MOS	STEP	RATE	GF SAL/OPE	OF SAL/OPE	FF SAL/OPE	LF SAL/OPE	AF SAL/OPE	
0350873	MMN	X0873	AA OPERATIONS & POLICY ANALYST	4	1-	1.00-	24.00-	08	8,091.00	194,184-	85,387-		194,184-	85,387-
0350874	MMN	X0873	AA OPERATIONS & POLICY ANALYST	4	1-	1.00-	24.00-	04	6,673.00	160,152-	76,287-		160,152-	76,287-
TOTAL PICS SALARY										354,336-			354,336-	
TOTAL PICS OPE										161,674-			161,674-	
TOTAL PICS PERSONAL SERVICES =				2-	2.00-	48.00-				516,010-			516,010-	

2017-19 BUDGET NARRATIVE

Policy Option Package #091 – Statewide Adjustments DAS Charges

Purpose

This package represents changes to State Government Service Charges and DAS Price List charges for services made for the Governor's Budget.

How Achieved

Reduce agency budgets by \$11,164 (OF)

Staffing Impact

None

Quantifying Results

None

Revenue Sources

Reduction of rates and assessments

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 091 - Statewide Adjustment DAS Chgs

Cross Reference Name: Chief Financial Office
Cross Reference Number: 10700-035-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Services & Supplies							
Publicity and Publications	-	-	(11,164)	-	-	-	(11,164)
Total Services & Supplies	-	-	(\$11,164)	-	-	-	(\$11,164)
Total Expenditures							
Total Expenditures	-	-	(11,164)	-	-	-	(11,164)
Total Expenditures	-	-	(\$11,164)	-	-	-	(\$11,164)
Ending Balance							
Ending Balance	-	-	11,164	-	-	-	11,164
Total Ending Balance	-	-	\$11,164	-	-	-	\$11,164

2017-19 BUDGET NARRATIVE

Policy Option Package #092 – Statewide AG Adjustment

Purpose

This package adjusts Attorney General rates from the published Price List at Agency Request Budget of \$198/hour to \$185/hour in the Governor's Budget.

How Achieved

Reduce agency budgets by \$2,811 (OF)

Staffing Impact

None

Quantifying Results

None

Revenue Sources

Reduction of rates and assessments

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

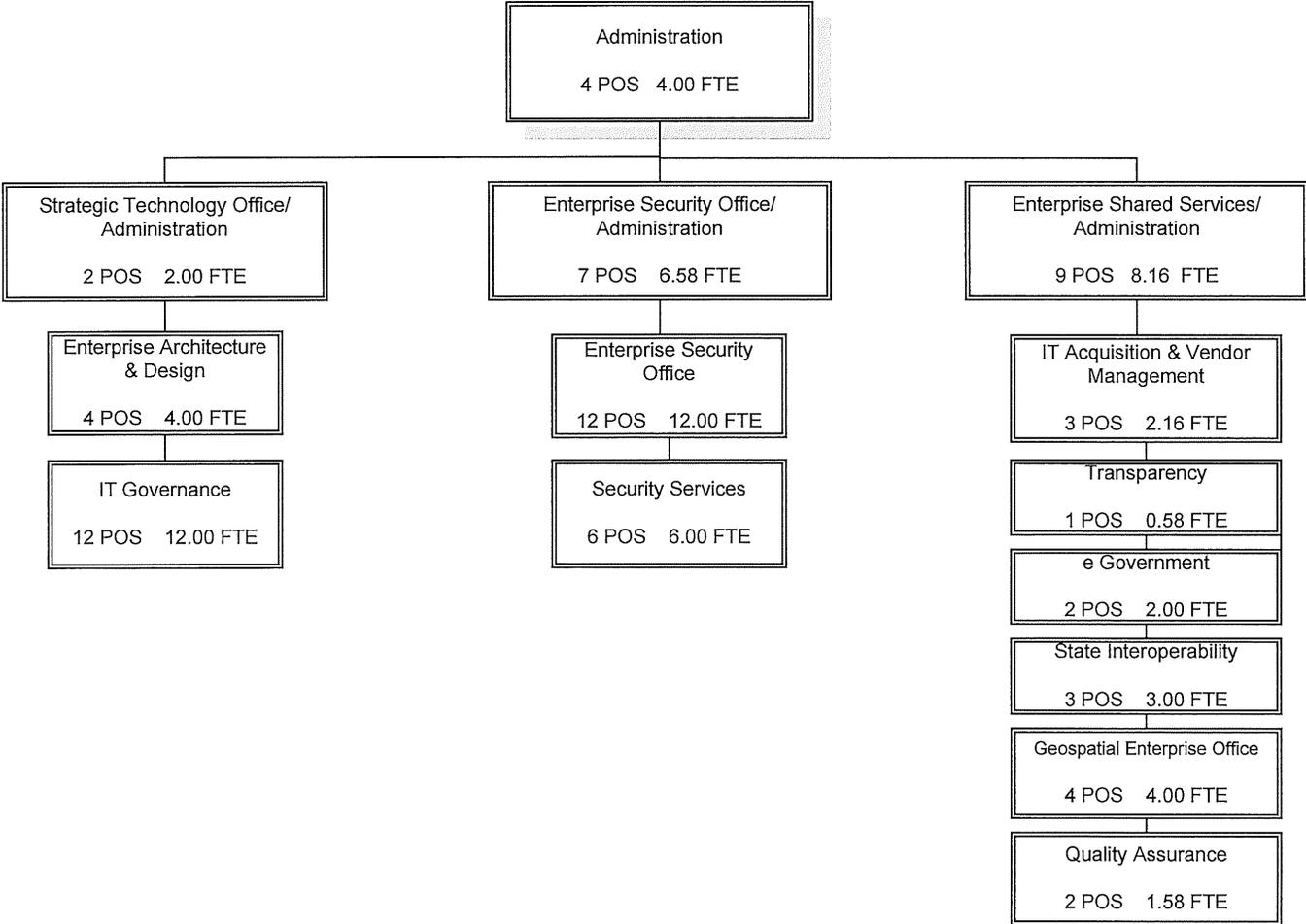
Administrative Svcs, Dept of
Pkg: 092 - Statewide AG Adjustment

Cross Reference Name: Chief Financial Office
Cross Reference Number: 10700-035-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Services & Supplies							
Attorney General	-	-	(2,811)	-	-	-	(2,811)
Total Services & Supplies	-	-	(\$2,811)	-	-	-	(\$2,811)
Total Expenditures							
Total Expenditures	-	-	(2,811)	-	-	-	(2,811)
Total Expenditures	-	-	(\$2,811)	-	-	-	(\$2,811)
Ending Balance							
Ending Balance	-	-	2,811	-	-	-	2,811
Total Ending Balance	-	-	\$2,811	-	-	-	\$2,811

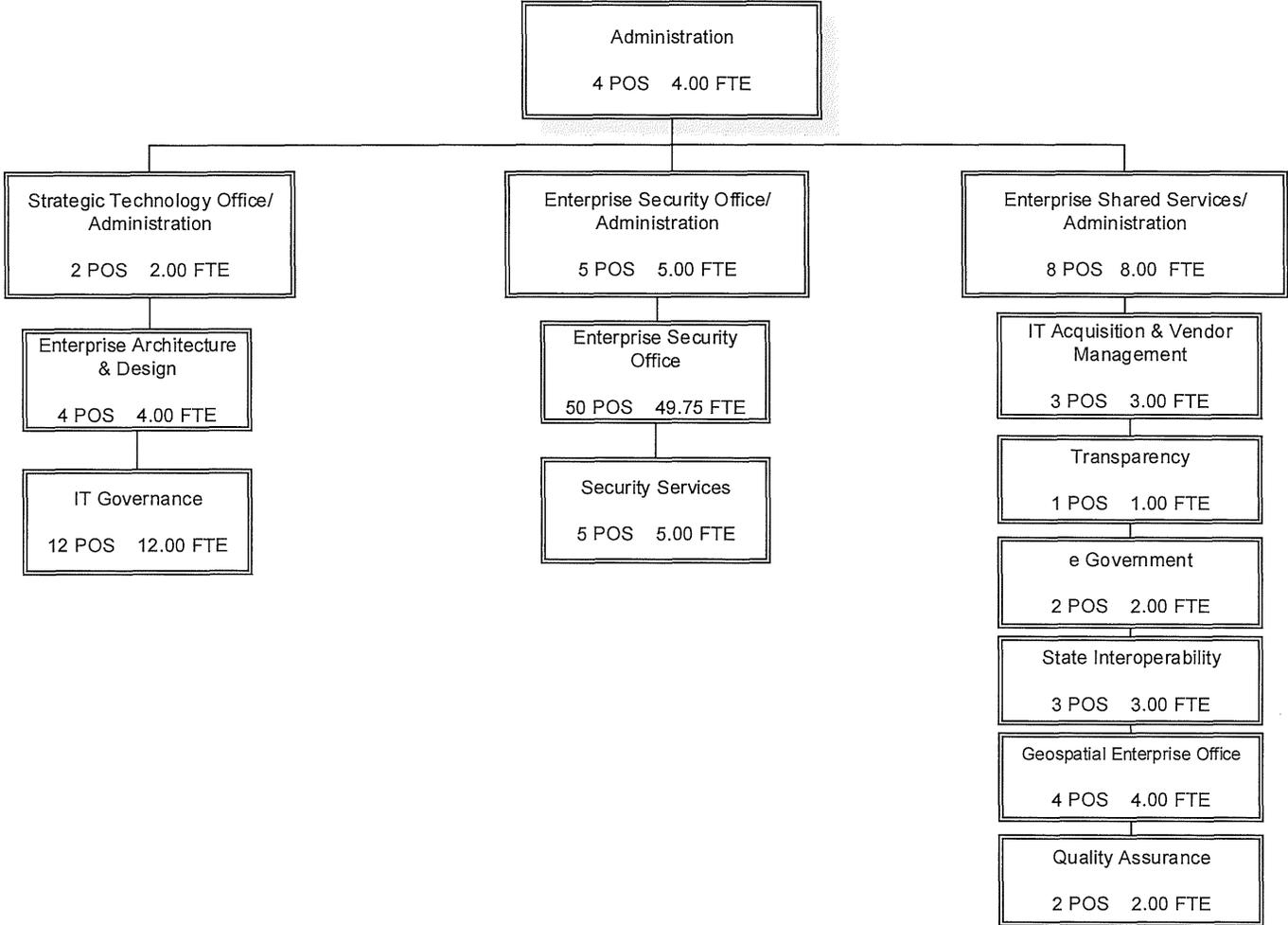
2017-19 BUDGET NARRATIVE

**Office of the State
 Chief Information Officer
 Organization Chart
 2015-17
 71 POS 68.06 FTE**



2017-19 BUDGET NARRATIVE

**Office of the State
 Chief Information Officer
 Organization Chart
 2017-19
 105 POS 104.75 FTE**



2017-19 BUDGET NARRATIVE

Office of the State Chief Information Officer

Program Overview

The Office of the State Chief Information Officer (OSCIO) provides statewide IT leadership by maturing enterprise technology governance, leveraging investments in shared services, ensuring transparency, providing oversight, and delivering secure and innovative solutions—enabling state agencies and partner jurisdictions to better serve Oregonians through enterprise technology solutions.

Mission: Mature enterprise technology governance, leverage investments in shared services, ensure transparency, provide oversight, and deliver secure and innovative solutions.

Vision: Enabling state agencies and partner jurisdictions to better serve Oregonians through enterprise technology solutions.

Values:

- *Customer-centered* - Listening to and understanding our customer's needs
- *Deliver value* - Doing the right things right to meet our customer's desired outcomes
- *Be a partner* - Forging trusting partnerships across the enterprise of state government
- *Innovation* - Providing solutions in creative ways

The passage of HB 3099 (2015) gave the State Chief Information Officer (State CIO) responsibility for ensuring alignment between statewide IT policy and operations; advising the Governor on enterprise technology and telecommunications; implementing the IT Governance framework; and establishing the state government's long-term IT strategy (the Enterprise Information Resource Management Strategy). This includes oversight of IT investments in excess of \$1 million, providing project planning, quality assurance and overseeing the implementation of the stage gate review process. To carry out these responsibilities, the State CIO possesses independent procurement authority, oversight responsibilities and contract enforcement abilities. Additionally, the State CIO chairs, advises, and participates on a number of chartered and statutory IT governance bodies.

2017-19 BUDGET NARRATIVE

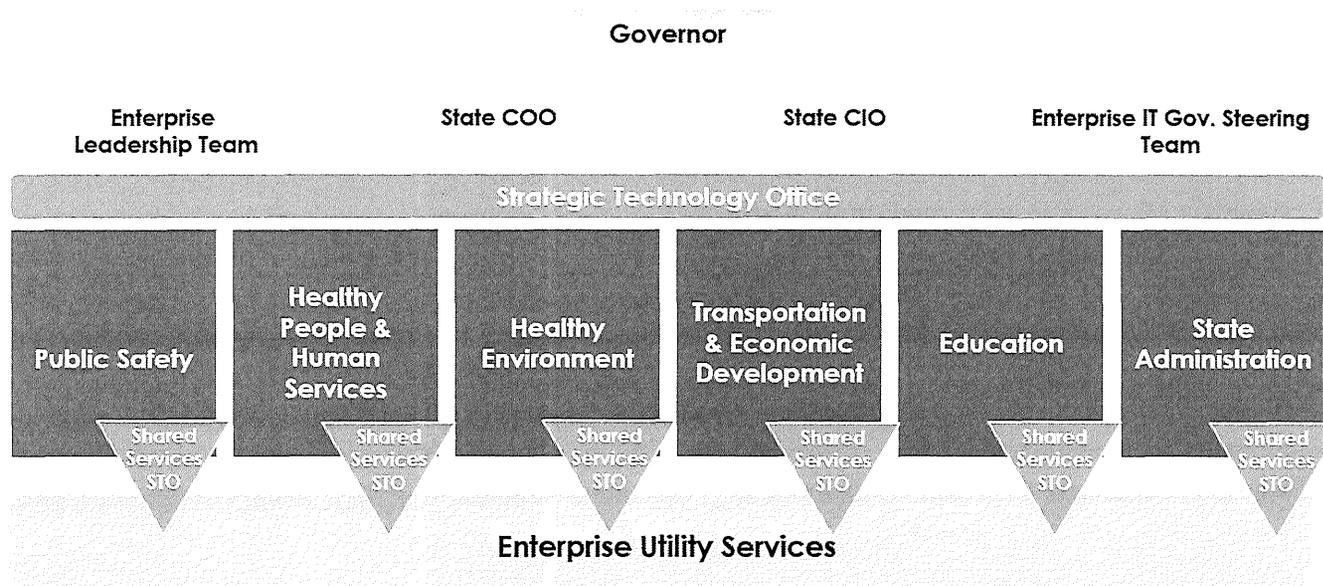
Program Description

The OSCIO delivers on its mission, vision and values through the following programs:

Strategic Technology Office:

This office is key in implementing and using the IT Governance Framework, depicted in the graphic below, which includes oversight and portfolio management of all major IT investments. Using the standard framework and statewide policies, the office will work with all state agencies to identify and resolve IT project issues, and strike a balance between central delivery and agency flexibility. The staff serves as advisors; making recommendations for agency alignment with enterprise strategies and architecture, project management and IT governance maturity, industry best practices and agency business goals. They look for solutions and cost-sharing opportunities across multiple agencies and offer alternate solutions to business problems. This office helps facilitate efficient decision making, policy and statutory adherence and provides tools and training to assist agencies in achieving project success.

IT Governance Framework:



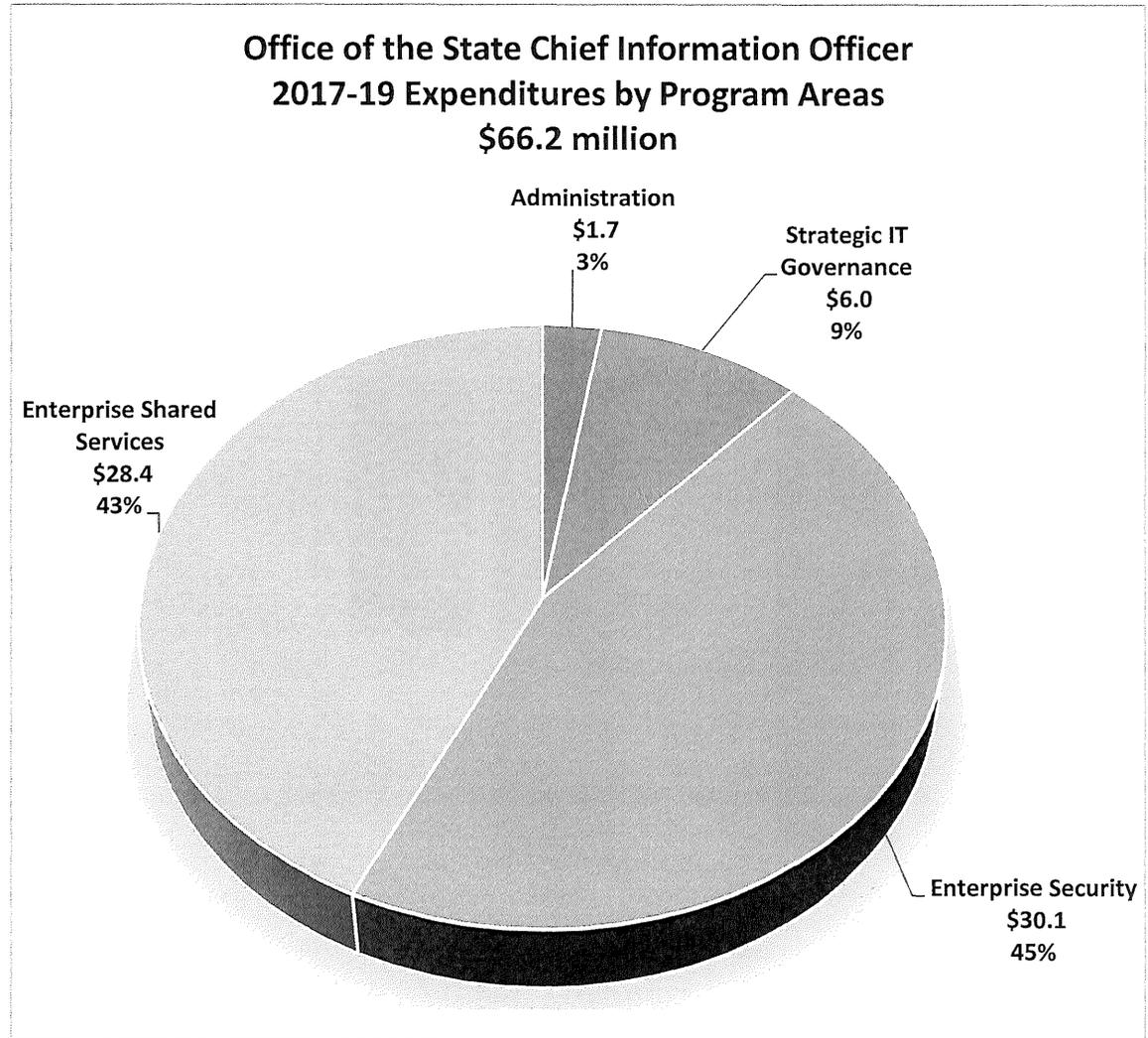
2017-19 BUDGET NARRATIVE

Enterprise Security Office:

The Enterprise Security Office brings together all enterprise security - governance, policy, procedure and operations - under a single accountable organization. This allows for end-to-end direction setting and execution for enterprise security. The team comprises a policy and controls section for setting enterprise security policy and the associated controls to ensure compliance, a solutions section driving enterprise security architecture, a services section to deliver on day-to-day enterprise security operations in the State Data Center and a security operations center – providing dedicated, real-time security monitoring and response across all enterprise operations. Enterprise Security Office personnel work collaboratively with data center domain teams to deliver secure solutions to customers.

Enterprise Shared Services:

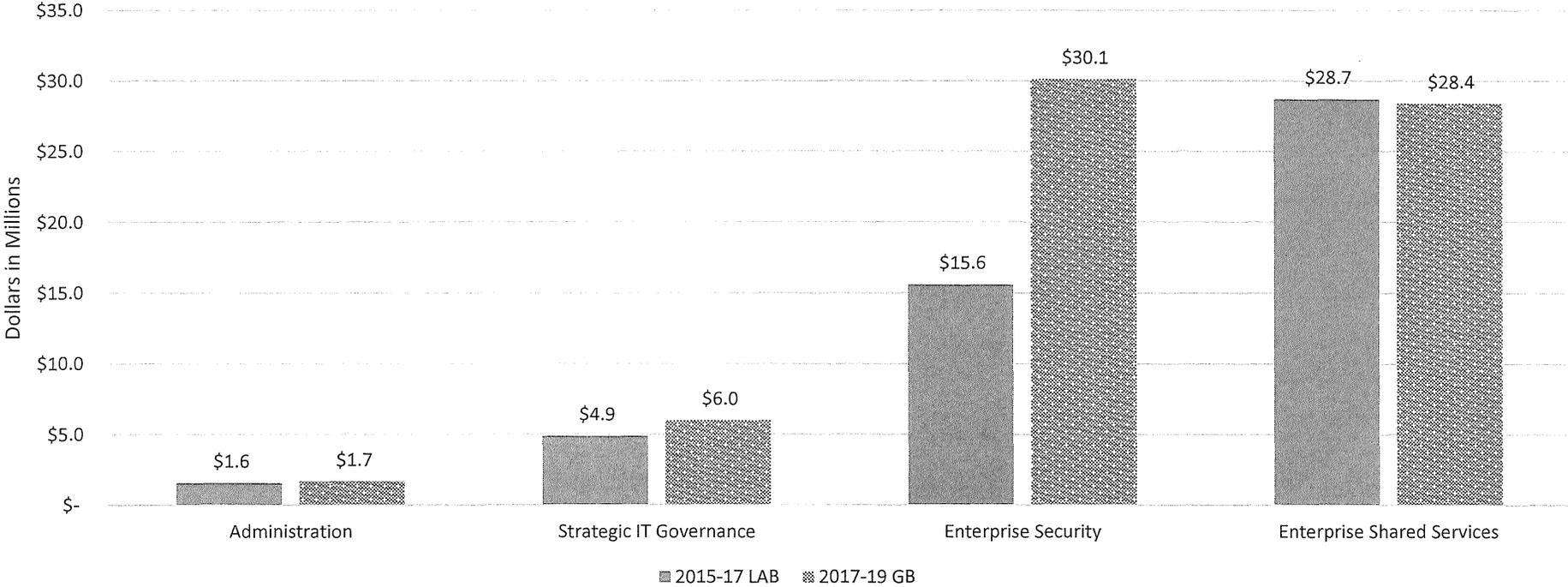
Enterprise Shared Services works to increase alignment of existing enterprise programs including Transparency, E-Government, the Geospatial Enterprise Office, Quality Assurance, Broadband and Statewide Interoperability. The office focuses on the development of shared service models and management of long-term vendor relationships.



2017-19 BUDGET NARRATIVE

Total Funds Budget (historical and future)

Biennial Comparison of OSCIO Expenditures by Major Programs



2017-19 BUDGET NARRATIVE

Program Justification and Link to Long-Term Outcomes

Oregon state government provides many different programs that meet the education, health, safety, jobs and environmental needs of all Oregonians. Technology underlies the state's ability to deliver these programs in an efficient way. The OSCIO provides the following technology direction and coordination across the state:

- Oversight - A "stage gate" process ensures the technology component of business improvement is well thought out, managed with the appropriate rigor for the size of the project and leverages technology across the enterprise.
- Security - Leadership for secure technology that enables state agencies to safeguard citizens' personal information.
- Shared Services - Collective purchasing power, contract administration and vendor management make it possible for the enterprise to drive down the cost of procuring technology.

By providing these technology functions for state government, the OSCIO helps the state meet its long-term objectives.

HB 3099 expanded the role of the OSCIO. With enhanced authority over increasingly complex IT and telecommunications projects and vendor relationships, added responsibility for IT service delivery at SDC, and a growing backlog of remediation measures to mitigate statewide security vulnerabilities, the OSCIO has embarked on a new direction towards a more unified approach. By clarifying the role of the State CIO and ensuring alignment between statewide IT policy and operations, HB 3099 provided a unique opportunity to reaffirm the OSCIO's commitment to enable state agencies and partner jurisdictions to better serve Oregonians—mitigating security vulnerabilities and threats, optimizing IT investments across the enterprise of state government, ensuring financial transparency and aligning service delivery with industry best practices.

The Hackett Group, a global business advisory firm, noted that leading IT organizations have seen significant benefits from restructuring: "By reducing technology complexity and realigning talent, among other things, world class IT organizations deliver services at 22 percent lower cost with greater effectiveness...."

Program Performance

The OSCIO has undergone a significant shift in its programs and statutory authority over the last several years. As part of that, the office is currently mapping its business objectives, developing long-term outcomes and will eventually tie performance goals to objectives. The end product will be performance metrics that can be tracked back to business objectives.

2017-19 BUDGET NARRATIVE

Enabling Legislation/ Program Authorization

The OSCIO authority is established in ORS 291.038 and 291.039. Responsibility for portfolio management, asset management and stage gate fall under ORS 184.475. Additionally, authority over IT security falls under ORS 182.122.

Funding Streams that Support the Program

The majority of OSCIO programs rely on an assessment which allocates costs to state agencies based on 2015-17 Legislatively Adopted Budget Full-Time Equivalent (FTE) authority.

2017-19 BUDGET NARRATIVE

Essential Packages

The Essential Packages represent changes made to the 2015-17 budget that estimate the cost to continue current legislatively approved programs into the 2017-19 biennium.

Package 010 – Non-PICS Personal Services and Vacancy Factor

This package includes standard 3.7 percent inflation on non-PICS accounts (temps, overtime, differential pay, etc.) and an increase for mass transit because of increases in the salary plan. It also includes adjustments to vacancy savings and costs for the Public Employees' Retirement System Pension Obligation Bond repayment.

Package 021 – Phase-in Program Costs

None

Package 022 – Phase-out Program and One-time Costs

This package phases out \$250,000 for project portfolio management software purchase, \$688,463 for the FirstNet grant, and \$27,372 for other Services and Supplies.

Package 031 – Standard Inflation and State Government Service Charge

This package applies standard inflation as follows:

- Services and Supplies and Capital Outlay, by the standard 3.7 percent
- Non-state employee and Professional Services costs by the standard 4.1 percent
- Attorney General costs by the allowable 13.14 percent

Package 060 – Technical Adjustment

This package transfers out \$586,717 to DAS Business Services for centralization of State Government Service Charges and transfers in \$2,859,225 from State Data Center for 2015-17 policy option package related to IT Security.

2017-19 BUDGET NARRATIVE

THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 010 - Non-PICS Psnl Svc / Vacancy Factor

Cross Reference Name: Office of the State Inform Officer Policy
Cross Reference Number: 10700-042-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
Other Revenues	-	-	-	-	-	-	-
Total Revenues	-	-	-	-	-	-	-
Personal Services							
Temporary Appointments	-	-	10,545	-	-	-	10,545
All Other Differential	-	-	15,355	-	-	-	15,355
Public Employees' Retire Cont	-	-	2,932	-	-	-	2,932
Pension Obligation Bond	-	-	(77,807)	-	-	-	(77,807)
Social Security Taxes	-	-	1,981	-	-	-	1,981
Mass Transit Tax	-	-	13,845	-	-	-	13,845
Vacancy Savings	-	-	59,506	-	-	-	59,506
Total Personal Services	-	-	\$26,357	-	-	-	\$26,357
Services & Supplies							
Data Processing	-	-	-	-	-	-	-
IT Professional Services	-	-	-	-	-	-	-
Other Services and Supplies	-	-	-	-	-	-	-
Total Services & Supplies	-	-	-	-	-	-	-
Total Expenditures							
Total Expenditures	-	-	26,357	-	-	-	26,357
Total Expenditures	-	-	\$26,357	-	-	-	\$26,357

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 010 - Non-PICS Psnl Svc / Vacancy Factor

Cross Reference Name: Office of the State Inform Officer Policy
Cross Reference Number: 10700-042-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Ending Balance							
Ending Balance	-	-	(26,357)	-	-	-	(26,357)
Total Ending Balance	-	-	(\$26,357)	-	-	-	(\$26,357)

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 022 - Phase-out Pgm & One-time Costs

Cross Reference Name: Office of the State Inform Officer Policy
Cross Reference Number: 10700-042-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Services & Supplies							
Telecommunications	-	-	(250,000)	-	-	-	(250,000)
Professional Services	-	-	(688,463)	-	-	-	(688,463)
IT Expendable Property	-	-	(27,372)	-	-	-	(27,372)
Total Services & Supplies	-	-	(\$965,835)	-	-	-	(\$965,835)
Total Expenditures							
Total Expenditures	-	-	(965,835)	-	-	-	(965,835)
Total Expenditures	-	-	(\$965,835)	-	-	-	(\$965,835)
Ending Balance							
Ending Balance	-	-	965,835	-	-	-	965,835
Total Ending Balance	-	-	\$965,835	-	-	-	\$965,835

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 031 - Standard Inflation

Cross Reference Name: Office of the State Inform Officer Policy
Cross Reference Number: 10700-042-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Personal Services							
Mass Transit Tax	-	-	-	-	-	-	-
Total Personal Services	-	-	-	-	-	-	-
Services & Supplies							
Instate Travel	-	-	1,126	-	-	-	1,126
Out of State Travel	-	-	1,979	-	-	-	1,979
Employee Training	-	-	3,187	-	-	-	3,187
Office Expenses	-	-	1,688	-	-	-	1,688
Telecommunications	-	-	77,500	-	-	-	77,500
Data Processing	-	-	53,187	-	-	-	53,187
Publicity and Publications	-	-	307	-	-	-	307
Professional Services	-	-	185,023	-	-	-	185,023
IT Professional Services	-	-	623,099	-	-	-	623,099
Attorney General	-	-	42,585	-	-	-	42,585
Employee Recruitment and Develop	-	-	343	-	-	-	343
Dues and Subscriptions	-	-	1,414	-	-	-	1,414
Facilities Rental and Taxes	-	-	-	-	-	-	-
Fuels and Utilities	-	-	49	-	-	-	49
Facilities Maintenance	-	-	45	-	-	-	45
Agency Program Related S and S	-	-	5,812	-	-	-	5,812
Other Services and Supplies	-	-	210,108	-	-	-	210,108
Expendable Prop 250 - 5000	-	-	1,097	-	-	-	1,097

____ Agency Request
2017-19 Biennium

____ Governor's Budget
Page _____

____ Legislatively Adopted
Essential and Policy Package Fiscal Impact Summary - BPR013

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 031 - Standard Inflation

Cross Reference Name: Office of the State Inform Officer Policy
Cross Reference Number: 10700-042-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Services & Supplies							
IT Expendable Property	-	-	23,987	-	-	-	23,987
Total Services & Supplies	-	-	\$1,232,536	-	-	-	\$1,232,536
Capital Outlay							
Telecommunications Equipment	-	-	7,568	-	-	-	7,568
Data Processing Software	-	-	7,394	-	-	-	7,394
Total Capital Outlay	-	-	\$14,962	-	-	-	\$14,962
Total Expenditures							
Total Expenditures	-	-	1,247,498	-	-	-	1,247,498
Total Expenditures	-	-	\$1,247,498	-	-	-	\$1,247,498
Ending Balance							
Ending Balance	-	-	(1,247,498)	-	-	-	(1,247,498)
Total Ending Balance	-	-	(\$1,247,498)	-	-	-	(\$1,247,498)

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 060 - Technical Adjustments

Cross Reference Name: Office of the State Inform Officer Policy
Cross Reference Number: 10700-042-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Services & Supplies							
State Gov. Service Charges	-	-	(586,717)	-	-	-	(586,717)
Other Services and Supplies	-	-	2,859,225	-	-	-	2,859,225
Total Services & Supplies	-	-	\$2,272,508	-	-	-	\$2,272,508
Total Expenditures							
Total Expenditures	-	-	2,272,508	-	-	-	2,272,508
Total Expenditures	-	-	\$2,272,508	-	-	-	\$2,272,508
Ending Balance							
Ending Balance	-	-	(2,272,508)	-	-	-	(2,272,508)
Total Ending Balance	-	-	(\$2,272,508)	-	-	-	(\$2,272,508)

2017-19 BUDGET NARRATIVE

Policy Option Package #101: IT Procurement & Vendor Management Program

Agency Request Budget: \$449,678 | Total Positions/FTE: 2/2.00

Governor's Budget: \$449,678 | Total Positions/FTE: 2/2.00

Purpose

Oregon state government lacks a coordinated approach to IT supply chain management. Under the current model, DAS Procurement Services receives ad hoc IT procurement requests from individual agencies. This structure lacks an enterprise focus on shared services, is highly decentralized, lacks consistency, limits leverage within vendor negotiations, fails to mitigate risk at the enterprise level and dissociates the procurement function from project management, IT governance, and quality assurance. While the state is already transitioning to new models of service delivery for its technology applications and telecommunications needs, there is a growing recognition that traditional approaches to IT acquisition and vendor management are increasingly inadequate. It is no longer cost-effective for the state to own or maintain the entirety of its IT portfolio. As the state pivots towards new service models—i.e., “the cloud”—there is lack of statewide capacity to manage increasingly sophisticated IT vendor relationships. To address these challenges, OSCIO has established a new program within Enterprise Shared Services, BaseCamp. This is a value-added online marketplace for shared information technology services that enables state agencies to leverage mature cloud services and increase coordination of IT procurement. Ultimately, BaseCamp will provide a single point of reference for legacy, core and leading technology services—aggregating purchasing power across the state, reducing application and infrastructure complexity and deepening the IT talent pool.

How Achieved

BaseCamp is a market-driven approach to IT supply chain management that is intended to be self-sustaining. Unlike the current approach, future statewide price agreements under BaseCamp would be driven by a comprehensive and cohesive technology architecture that ensures interoperability, while minimizing cost and disruption to current systems (i.e., a technology reference model). Increased capacity within ESS and enhanced coordination with DAS Procurement Services, will enable the development of a robust catalog of shared services—potentially, more than doubling the current number of statewide price agreements from just under 100 to more than 200. Beyond realigning the portfolio of statewide agreements, the program would increase capacity for vendor management under a common framework of industry best-practices—utilizing a category-based sourcing strategy that focuses on hardware, software, unified communications and IT professional services. The Oregon Legislature in 2016 approved two limited duration positions within ESS to pilot the BaseCamp program and instructed the OSCIO to report on its implementation progress and IT procurement best practices. This package would build on the foundation making those two positions permanent and adding three positions to complete the program build-out – including a research analyst focused on the collection, monitoring, analysis, and dissemination of vendor performance data and IT spending.

2017-19 BUDGET NARRATIVE

Staffing Impact

Establish two permanent, full-time Operations and Policy Analyst 4, SR 32 (2.00 FTE)

Quantifying Results

The BaseCamp program established a set of metrics to gauge initial success. These metrics will mature as the program is fully developed and implemented.

Metric #1: Use and effectiveness of statewide IT price agreements

What - Measure:	Increased use of Statewide Price Agreements (PAs)/contracts by state agencies, local governments and school districts
Why - Objective:	<ul style="list-style-type: none"> • Reduce duplication of IT procurement efforts • Streamline IT procurement to quicker time-to-execution/purchase • Shift in alignment to common set of technologies and enterprise reference architectures
How – Data Points:	Procurement Services would need to: <ul style="list-style-type: none"> • Develop baseline # of Authorized Purchasers (APs) using IT Statewide PAs in the 2015-2016 fiscal year and the total spend on the grouping • Measure growth in the number of APs using IT PAs and growth of total spend in the grouping • Track the average number of Oregon Cooperative Procurement Programs (ORCPP) agencies that are leveraging enterprise contracts including spend
How – Methodology:	Vendor supplied volume sales reports which are required for all Statewide Price Agreements. These reports include “who” bought off the agreement, “what” they bought, and “how” much was spent.

2017-19 BUDGET NARRATIVE

Metric #2: Use and effectiveness of statewide IT price agreements

What - Measure:	Decrease number of state agency-specific IT contracts
Why - Objective:	Identify a trend of agencies who are specifically choosing to leverage statewide price agreements Determine if statewide price agreements on BaseCamp meet the IT procurement needs of the agencies
How – Data Points:	Procurement Services would need to: <ul style="list-style-type: none"> • Identify # of agency-specific contracts in place by customer organizations in the 2015-2016 fiscal year including contract start/end and duration • Track # of agency-specific contracts in place by customer organizations each fiscal year including contract start/end and duration.
How – Methodology:	ORPIN will be leveraged to gather and report data. This assumes that agencies are entering procurements in ORPIN.

Metric #3: Enterprise technology architecture simplification

What - Measure:	Number of active IT goods, services and contracts available via BaseCamp
Why - Objective:	IT contracts have been vetted and are available for agencies to procure off of BaseCamp Contracts available via BaseCamp meet customer demands
How – Data Points:	Procurement Services would need to: <ul style="list-style-type: none"> • Identify # of active IT contracts at program launch • Measure # of IT contract offerings in BaseCamp and the # of planned RFPs in the BaseCamp pipeline every 4-6 months
How – Methodology:	OSCIO will pull data directly from the BaseCamp website. Initially, this assumes all current Statewide IT Price Agreements and enterprise IT services are available in BaseCamp.

Revenue Sources

\$449,678 Other Funds Limited, Admin & Service Charges (assessment)

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 101 - IT Procurement & Vendor Management Program

Cross Reference Name: Office of the State Inform Officer Policy
Cross Reference Number: 10700-042-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
Admin and Service Charges	-	-	-	-	-	-	-
Total Revenues	-	-	-	-	-	-	-
Personal Services							
Class/Unclass Sal. and Per Diem	-	-	290,688	-	-	-	290,688
Empl. Rel. Bd. Assessments	-	-	114	-	-	-	114
Public Employees' Retire Cont	-	-	55,492	-	-	-	55,492
Social Security Taxes	-	-	22,238	-	-	-	22,238
Worker's Comp. Assess. (WCD)	-	-	138	-	-	-	138
Mass Transit Tax	-	-	1,744	-	-	-	1,744
Flexible Benefits	-	-	66,672	-	-	-	66,672
Total Personal Services	-	-	\$437,086	-	-	-	\$437,086
Services & Supplies							
Other Services and Supplies	-	-	12,592	-	-	-	12,592
Total Services & Supplies	-	-	\$12,592	-	-	-	\$12,592
Total Expenditures							
Total Expenditures	-	-	449,678	-	-	-	449,678
Total Expenditures	-	-	\$449,678	-	-	-	\$449,678

____ Agency Request
2017-19 Biennium

____ Governor's Budget
Page _____

____ Legislatively Adopted
Essential and Policy Package Fiscal Impact Summary - BPR013

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 101 - IT Procurement & Vendor Management Program

Cross Reference Name: Office of the State Inform Officer Policy
Cross Reference Number: 10700-042-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Ending Balance							
Ending Balance	-	-	(449,678)	-	-	-	(449,678)
Total Ending Balance	-	-	(\$449,678)	-	-	-	(\$449,678)
Total Positions							
Total Positions							2
Total Positions	-	-	-	-	-	-	2
Total FTE							
Total FTE							2.00
Total FTE	-	-	-	-	-	-	2.00

PACKAGE: 101 - IT Procurement & Vendor Manage

POSITION NUMBER	CLASS COMP	CLASS NAME	POS CNT	FTE	MOS	STEP	RATE	GF SAL/OPE	OF SAL/OPE	FF SAL/OPE	LF SAL/OPE	AF SAL/OPE
1908730	MMN X0873	AA OPERATIONS & POLICY ANALYST 4	1	1.00	24.00	02	6,056.00		145,344 72,327			145,344 72,327
1908731	MMN X0873	AA OPERATIONS & POLICY ANALYST 4	1	1.00	24.00	02	6,056.00		145,344 72,327			145,344 72,327
TOTAL PICS SALARY									290,688			290,688
TOTAL PICS OPE									144,654			144,654
TOTAL PICS PERSONAL SERVICES =			2	2.00	48.00				435,342			435,342

2017-19 BUDGET NARRATIVE

Policy Option Package #090 – Analyst Adjustments

Purpose

The purpose of this package is to achieve the actions recommended by the Governor.

How Achieved

- Eliminate \$1.2 million of standard inflation in order to achieve a 12 percent reduction target in assessments and rates.
- As directed by Governor’s Executive Order No 16-13, Unifying Cyber Security in Oregon, transferred 36 security-related positions from various state agencies to Department of Administrative Services.

Staffing Impact

- Transfer one permanent, full-time, Information Systems Specialist 7, OAS, C1487 IP, SR 31 (1.00 FTE)
- Transfer two permanent, full-time, Information Systems Specialist 8, OAS, C1488 IP, SR 33 (2.00 FTE)
- Transfer three permanent, full-time, Information Systems Specialist 8, OAH, C1488 IP, SR 33 (3.00 FTE)
- Transfer one permanent, full-time, Information Systems Specialist 8, MMN, X1488 IA, SR 32 (1.00 FTE)
- Transfer one permanent, full-time, Information Systems Specialist 8, OAO, C1488 IP, SR 33 (0.83 FTE)
- Transfer one permanent, full-time, Information Systems Specialist 4, OAS, C1484 IP, SR 25 (1.00 FTE)
- Transfer two permanent, full-time, Information Systems Specialist 4, OAO, C1484 IP, SR 25 (2.00 FTE)
- Transfer one permanent, full-time, Information Systems Specialist 6, AAON, C1486 IA, SR 28 (1.00 FTE)
- Transfer two permanent, full-time, Information Systems Specialist 6, OAS, C1486 IP, SR 29 (2.00 FTE)
- Transfer one permanent, full-time, Information Systems Specialist 6, OAO, C1486 IP, SR 29 (1.00 FTE)
- Transfer one permanent, full-time, Information Systems Specialist 6, AL, C1486 IA, SR 29 (1.00 FTE)
- Transfer three permanent, full-time, Information Systems Specialist 7, OAS, C1487 IP, SR 31 (3.00 FTE)
- Transfer one permanent, full-time, Information Systems Specialist 7, OA, C1487 IA, SR 31 (1.00 FTE)
- Transfer two permanent, full-time, Information Systems Specialist 7, UA, C1487 IA, SR 31 (2.00 FTE)
- Transfer three permanent, full-time, Information Systems Specialist 7, OAH, C1487 IP, SR 31 (3.00 FTE)
- Transfer one permanent, full-time, Information Systems Specialist 8, AO, C1488 IA, SR 33 (1.00 FTE)
- Transfer one permanent, full-time, Information Systems Specialist 8, OAO, C1488 IP, SR 33 (1.00 FTE)
- Transfer one permanent, full-time, Information Systems Specialist 7, AAON, C1487 IA, SR 31 (1.00 FTE)
- Transfer one permanent, full-time, Principal Executive/Manager D, MMS, X7006 IA, SR 31X (1.00 FTE)

2017-19 BUDGET NARRATIVE

- Transfer three permanent, full-time, Principal Executive/Manager E, MMS, X7008 IA, SR 33X (3.00 FTE)
- Transfer one permanent, full-time, Principal Executive/Manager E, MMS, X7008 IA, SR 33X (0.92 FTE)
- Transfer one permanent, full-time, Principal Executive/Manager F, MMS, X7010 IA, SR 35X (1.00 FTE)
- Transfer one permanent, full-time, Operations & Policy Analyst 2, OAH, C0871 AP, SR 27 (1.00 FTE)
- Transfer one permanent, full-time, Operations & Policy Analyst 2, OAH, C0872 AP, SR 30 (1.00 FTE)

Quantifying Results

None

Revenue Sources

\$10,213,815 Other Funds Limited, Admin & Service Charges (assessment)

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 090 - Analyst Adjustments

Cross Reference Name: Office of the State Inform Officer Policy
Cross Reference Number: 10700-042-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
Charges for Services	-	-	7,056,480	-	-	-	7,056,480
Admin and Service Charges	-	-	(4,141,381)	-	-	-	(4,141,381)
Other Revenues	-	-	(38,020)	-	-	-	(38,020)
Tsfr From Public Employ Ret Sys	-	-	2,252,966	-	-	-	2,252,966
Tsfr From Transportation, Dept	-	-	406,813	-	-	-	406,813
Total Revenues	-	-	\$5,536,858	-	-	-	\$5,536,858
Transfers Out							
Transfer Out - Intrafund	-	-	135,047	-	-	-	135,047
Total Transfers Out	-	-	\$135,047	-	-	-	\$135,047
Personal Services							
Class/Unclass Sal. and Per Diem	-	-	6,257,692	-	-	-	6,257,692
All Other Differential	-	-	160,363	-	-	-	160,363
Empl. Rel. Bd. Assessments	-	-	2,038	-	-	-	2,038
Public Employees' Retire Cont	-	-	997,946	-	-	-	997,946
Social Security Taxes	-	-	490,847	-	-	-	490,847
Worker's Comp. Assess. (WCD)	-	-	2,466	-	-	-	2,466
Mass Transit Tax	-	-	37,546	-	-	-	37,546
Flexible Benefits	-	-	1,191,762	-	-	-	1,191,762
Reconciliation Adjustment	-	-	176,231	-	-	-	176,231
Total Personal Services	-	-	\$9,316,891	-	-	-	\$9,316,891

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 090 - Analyst Adjustments

Cross Reference Name: Office of the State Inform Officer Policy
Cross Reference Number: 10700-042-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Services & Supplies							
Instate Travel	-	-	25,058	-	-	-	25,058
Out of State Travel	-	-	(1,979)	-	-	-	(1,979)
Employee Training	-	-	141,837	-	-	-	141,837
Office Expenses	-	-	63,705	-	-	-	63,705
Telecommunications	-	-	(13,162)	-	-	-	(13,162)
Data Processing	-	-	(8,981)	-	-	-	(8,981)
Publicity and Publications	-	-	16,041	-	-	-	16,041
Professional Services	-	-	(185,023)	-	-	-	(185,023)
IT Professional Services	-	-	(623,099)	-	-	-	(623,099)
Attorney General	-	-	(42,585)	-	-	-	(42,585)
Employee Recruitment and Develop	-	-	12,748	-	-	-	12,748
Dues and Subscriptions	-	-	14,934	-	-	-	14,934
Fuels and Utilities	-	-	(49)	-	-	-	(49)
Facilities Maintenance	-	-	(45)	-	-	-	(45)
Agency Program Related S and S	-	-	(5,812)	-	-	-	(5,812)
Other Services and Supplies	-	-	1,437,719	-	-	-	1,437,719
Expendable Prop 250 - 5000	-	-	89,604	-	-	-	89,604
IT Expendable Property	-	-	(23,987)	-	-	-	(23,987)
Total Services & Supplies	-	-	\$896,924	-	-	-	\$896,924
Total Expenditures							
Total Expenditures	-	-	10,213,815	-	-	-	10,213,815
Total Expenditures	-	-	\$10,213,815	-	-	-	\$10,213,815

____ Agency Request
2017-19 Biennium

____ Governor's Budget
Page _____

____ Legislatively Adopted
Essential and Policy Package Fiscal Impact Summary - BPR013

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 090 - Analyst Adjustments

Cross Reference Name: Office of the State Inform Officer Policy
Cross Reference Number: 10700-042-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Ending Balance							
Ending Balance	-	-	(4,541,910)	-	-	-	(4,541,910)
Total Ending Balance	-	-	(\$4,541,910)	-	-	-	(\$4,541,910)
Total Positions							
Total Positions							36
Total Positions	-	-	-	-	-	-	36
Total FTE							
Total FTE							35.75
Total FTE	-	-	-	-	-	-	35.75

PACKAGE: 090 - Analyst Adjustments

POSITION NUMBER	CLASS COMP	CLASS NAME	POS CNT	FTE	MOS	STEP	RATE	GF SAL/OPE	OF SAL/OPE	FF SAL/OPE	LF SAL/OPE	AF SAL/OPE
1914707	OAS C1487	IP INFO SYSTEMS SPECIALIST 7	1	1.00	24.00	02	5,819.00		139,656 62,427			139,656 62,427
1914800	OAS C1488	IP INFO SYSTEMS SPECIALIST 8	1	1.00	24.00	09	8,754.00		210,096 77,036			210,096 77,036
1914801	OAS C1488	IP INFO SYSTEMS SPECIALIST 8	1	1.00	24.00	09	8,754.00		210,096 77,036			210,096 77,036
1914802	OAH C1488	IP INFO SYSTEMS SPECIALIST 8	1	1.00	24.00	07	7,984.00		191,616 73,204			191,616 73,204
1914803	OAH C1488	IP INFO SYSTEMS SPECIALIST 8	1	1.00	24.00	08	8,360.00		200,640 75,075			200,640 75,075
1914804	OAH C1488	IP INFO SYSTEMS SPECIALIST 8	1	1.00	24.00	02	6,339.00		152,136 65,015			152,136 65,015
1914805	MMN X1488	IA INFO SYSTEMS SPECIALIST 8	1	1.00	24.00	08	8,408.00		201,792 87,421			201,792 87,421
1914808	OAO C1488	IP INFO SYSTEMS SPECIALIST 8	1	.83	20.00	02	6,339.00		126,780 54,180			126,780 54,180
1914844	OAS C1484	IP INFO SYSTEMS SPECIALIST 4	1	1.00	24.00	08	5,796.00		139,104 62,312			139,104 62,312
1914845	OAO C1484	IP INFO SYSTEMS SPECIALIST 4	1	1.00	24.00	04	4,823.00		115,752 57,469			115,752 57,469
1914846	OAO C1484	IP INFO SYSTEMS SPECIALIST 4	1	1.00	24.00	04	4,823.00		115,752 57,469			115,752 57,469
1914864	AAONC1486	IA INFO SYSTEMS SPECIALIST 6	1	1.00	24.00	04	5,448.00		130,752 68,424			130,752 68,424
1914865	OAS C1486	IP INFO SYSTEMS SPECIALIST 6	1	1.00	24.00	02	5,254.00		126,096 59,614			126,096 59,614
1914866	OAO C1486	IP INFO SYSTEMS SPECIALIST 6	1	1.00	24.00	09	7,256.00		174,144 69,579			174,144 69,579
1914867	AL C1486	IA INFO SYSTEMS SPECIALIST 6	1	1.00	24.00	09	6,829.00		163,896 77,288			163,896 77,288
1914869	OAS C1486	IP INFO SYSTEMS SPECIALIST 6	1	1.00	24.00	02	5,254.00		126,096 59,614			126,096 59,614

PACKAGE: 090 - Analyst Adjustments

POSITION NUMBER	CLASS COMP	CLASS NAME	POS CNT	FTE	MOS	STEP	RATE	GF SAL/OPE	OF SAL/OPE	FF SAL/OPE	LF SAL/OPE	AF SAL/OPE
1914870	OAS C1487	IP INFO SYSTEMS SPECIALIST 7	1	1.00	24.00	01	5,559.00		133,416 61,132			133,416 61,132
1914871	OA C1487	IA INFO SYSTEMS SPECIALIST 7	1	1.00	24.00	07	7,323.00		175,752 69,913			175,752 69,913
1914872	UA C1487	IA INFO SYSTEMS SPECIALIST 7	1	1.00	24.00	09	7,559.00		181,416 81,972			181,416 81,972
1914873	UA C1487	IA INFO SYSTEMS SPECIALIST 7	1	1.00	24.00	09	7,559.00		181,416 81,972			181,416 81,972
1914874	OAS C1487	IP INFO SYSTEMS SPECIALIST 7	1	1.00	24.00	05	6,680.00		160,320 66,712			160,320 66,712
1914875	OAS C1487	IP INFO SYSTEMS SPECIALIST 7	1	1.00	24.00	09	8,027.00		192,648 73,418			192,648 73,418
1914876	OAH C1487	IP INFO SYSTEMS SPECIALIST 7	1	1.00	24.00	06	6,994.00		167,856 68,275			167,856 68,275
1914877	OAH C1487	IP INFO SYSTEMS SPECIALIST 7	1	1.00	24.00	09	8,027.00		192,648 73,418			192,648 73,418
1914878	OAH C1487	IP INFO SYSTEMS SPECIALIST 7	1	1.00	24.00	09	8,027.00		192,648 73,418			192,648 73,418
1914888	AO C1488	IA INFO SYSTEMS SPECIALIST 8	1	1.00	24.00	09	8,253.00		198,072 86,426			198,072 86,426
1914889	OAO C1488	IP INFO SYSTEMS SPECIALIST 8	1	1.00	24.00	09	8,754.00		210,096 77,036			210,096 77,036
1948700	AAONC1487	IA INFO SYSTEMS SPECIALIST 7	1	1.00	24.00	04	6,035.00		144,840 72,192			144,840 72,192
1970060	MMS X7006	IA PRINCIPAL EXECUTIVE/MANAGER D	1	1.00	24.00	09	8,926.00		214,224 90,745			214,224 90,745
1970080	MMS X7008	IA PRINCIPAL EXECUTIVE/MANAGER E	1	1.00	24.00	09	9,827.00		235,848 96,527			235,848 96,527
1970081	MMS X7008	IA PRINCIPAL EXECUTIVE/MANAGER E	1	1.00	24.00	09	9,827.00		235,848 96,527			235,848 96,527
1970082	MMS X7008	IA PRINCIPAL EXECUTIVE/MANAGER E	1	1.00	24.00	02	7,000.00		168,000 78,385			168,000 78,385

PACKAGE: 090 - Analyst Adjustments

POSITION NUMBER	CLASS COMP	CLASS NAME	POS CNT	FTE	MOS	STEP	RATE	GF SAL/OPE	OF SAL/OPE	FF SAL/OPE	LF SAL/OPE	AF SAL/OPE			
1970083	MMS X7008 IA	PRINCIPAL EXECUTIVE/MANAGER E	1	.92	22.00	02	7,000.00		154,000 71,853			154,000 71,853			
1970101	MMS X7010 IA	PRINCIPAL EXECUTIVE/MANAGER F	1	1.00	24.00	09	10,828.00		259,872 102,822			259,872 102,822			
1987101	OAH C0871 AP	OPERATIONS & POLICY ANALYST 2	1	1.00	24.00	09	6,470.00		155,280 65,667			155,280 65,667			
1987201	OAH C0872 AP	OPERATIONS & POLICY ANALYST 3	1	1.00	24.00	09	7,462.00		179,088 70,605			179,088 70,605			
TOTAL PICS SALARY									6,257,692			6,257,692			
TOTAL PICS OPE									2,642,178			2,642,178			
TOTAL PICS PERSONAL SERVICES =									36	35.75	858.00				8,899,870

2017-19 BUDGET NARRATIVE

Policy Option Package #091 – Statewide Adjustments DAS Charges

Purpose

This package represents changes to State Government Service Charges and DAS Price List charges for services made for the Governor's Budget.

How Achieved

Reduce agency budgets by \$166,889 (OF)

Staffing Impact

None

Quantifying Results

None

Revenue Sources

Reduction of rates and assessments

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 091 - Statewide Adjustment DAS Chgs

Cross Reference Name: Office of the State Inform Officer Policy
Cross Reference Number: 10700-042-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Services & Supplies							
Other Services and Supplies	-	-	(166,889)	-	-	-	(166,889)
Total Services & Supplies	-	-	(\$166,889)	-	-	-	(\$166,889)
Total Expenditures							
Total Expenditures	-	-	(166,889)	-	-	-	(166,889)
Total Expenditures	-	-	(\$166,889)	-	-	-	(\$166,889)
Ending Balance							
Ending Balance	-	-	166,889	-	-	-	166,889
Total Ending Balance	-	-	\$166,889	-	-	-	\$166,889

2017-19 BUDGET NARRATIVE

Policy Option Package #092 – Statewide AG Adjustment

Purpose

This package adjusts Attorney General rates from the published Price List at Agency Request Budget of \$198/hour to \$185/hour in the Governor's Budget.

How Achieved

Reduce agency budgets by \$24,090 (OF)

Staffing Impact

None

Quantifying Results

None

Revenue Sources

Reduction of rates and assessments

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

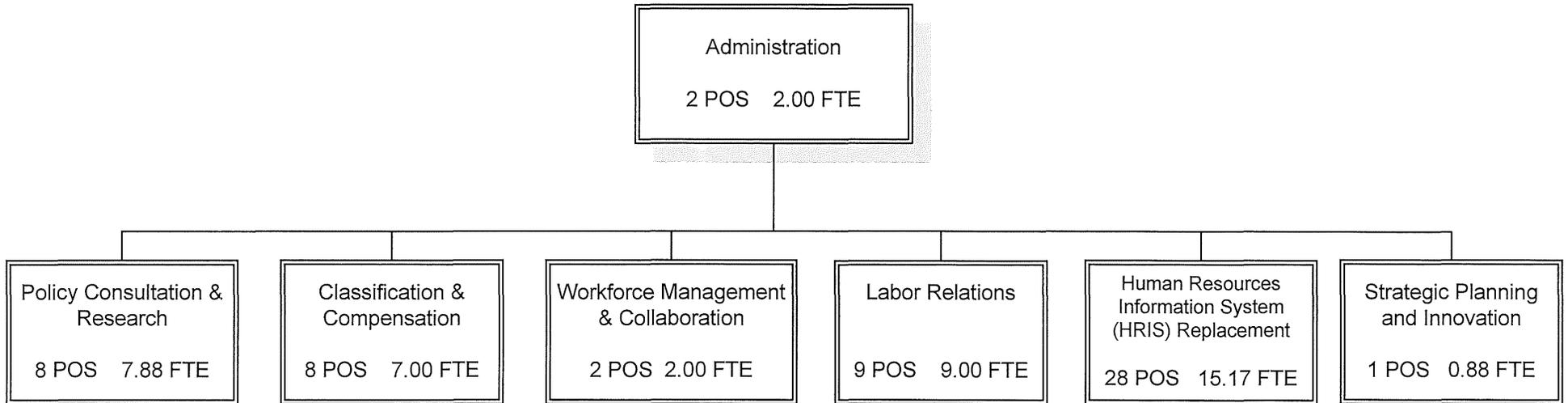
Administrative Svcs, Dept of
Pkg: 092 - Statewide AG Adjustment

Cross Reference Name: Office of the State Inform Officer Policy
Cross Reference Number: 10700-042-00-00-00000

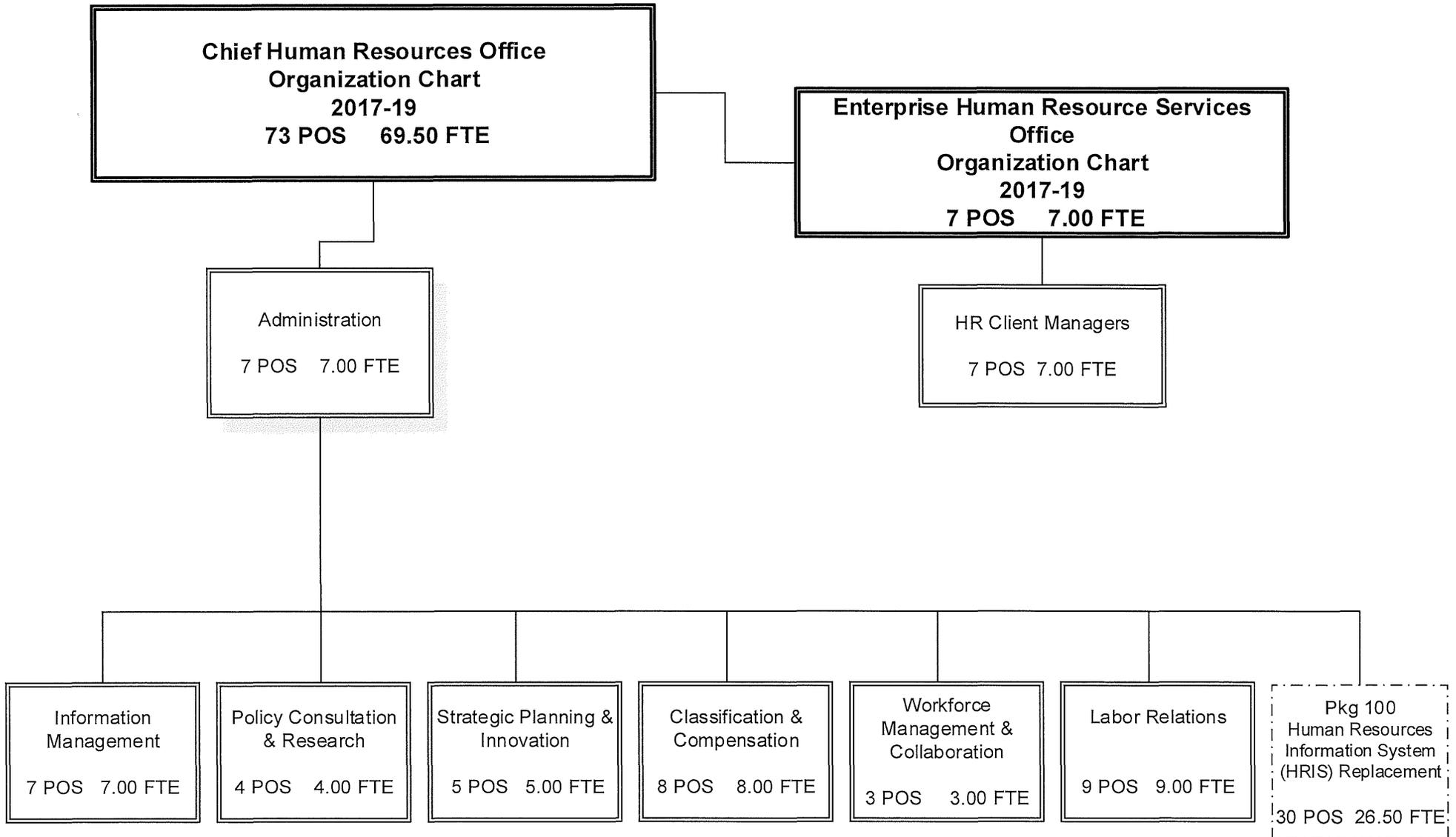
<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Services & Supplies							
Attorney General	-	-	(24,090)	-	-	-	(24,090)
Total Services & Supplies	-	-	(\$24,090)	-	-	-	(\$24,090)
Total Expenditures							
Total Expenditures	-	-	(24,090)	-	-	-	(24,090)
Total Expenditures	-	-	(\$24,090)	-	-	-	(\$24,090)
Ending Balance							
Ending Balance	-	-	24,090	-	-	-	24,090
Total Ending Balance	-	-	\$24,090	-	-	-	\$24,090

2017-19 BUDGET NARRATIVE

**Chief Human Resources Office
Organization Chart
2015-17
58 POS 43.93 FTE**



2017-19 BUDGET NARRATIVE



2017-19 BUDGET NARRATIVE

Chief Human Resources Office

Program Overview

The Chief Human Resources Office (CHRO) provides oversight and leadership to state government for complex human resource issues, talent management and strategic planning. The CHRO comprises several units focused on maintaining a high standard of operation, administering statewide programs through legislative mandates and providing outreach and training. The division serves the Executive Branch which has the majority of the state's employees, most of whom are represented by labor unions, as shown in this chart.

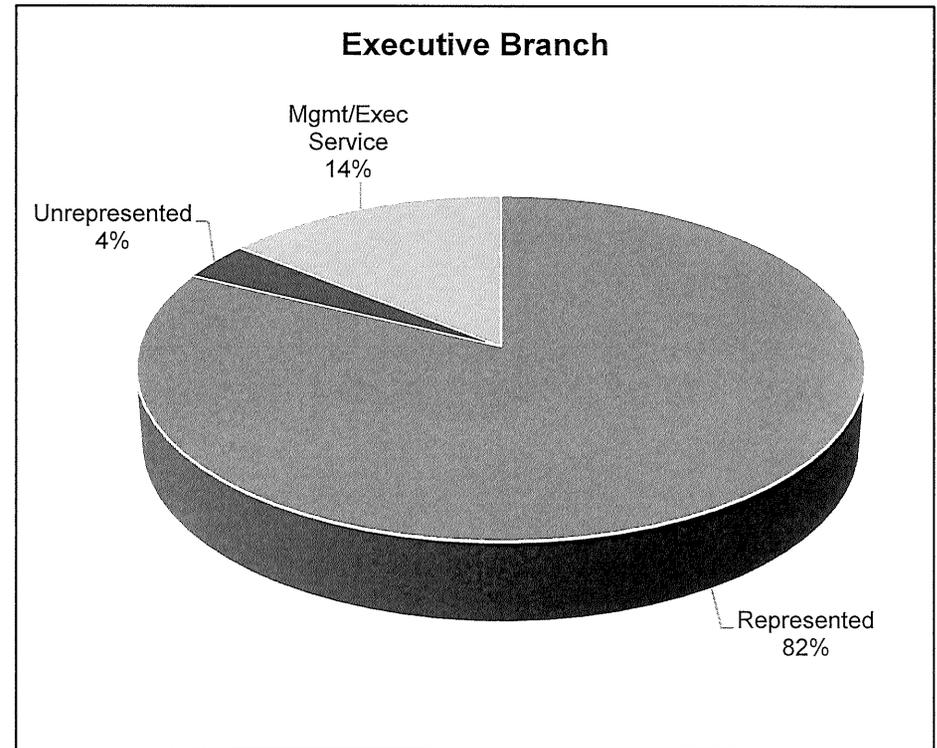
Program Description

Information Management:

The Information Management unit supports HR information systems and perform data analysis. This unit operates the two legacy systems within the CHRO, and collaborates with members of the CHRO, Human Resources Information System (HRIS) replacement project. They produce reports and provide security and ad hoc information, as well as performing activities related to the operation of recruitment, training, and learning software.

Policy Consultation and Research:

The Policy Consultation and Research unit maintains the state's human resource policies to achieve consistency in the state's workforce. The policies guide agencies on issues such as salary, protected leave and the disciplinary process. This unit coordinates response to legislative inquiries about the state's workforce. In addition, it oversees executive level investigations and development of reports on employee statistics. The unit has been responsible for the administration of the Span of Control legislation, updating all compensation plans, and being actively involved in assisting veteran workforce reintegration.



2017-19 BUDGET NARRATIVE

Strategic Planning and Innovation:

The Strategic Planning and Innovation unit is responsible for shepherding CHRO's strategic planning to address current and future HR needs. This includes executive and general recruitments -- identifying innovations and best practices. The unit is also focused on statewide succession planning. This is critical work because one-third of the workforce is eligible to retire within five years.

Classification and Compensation:

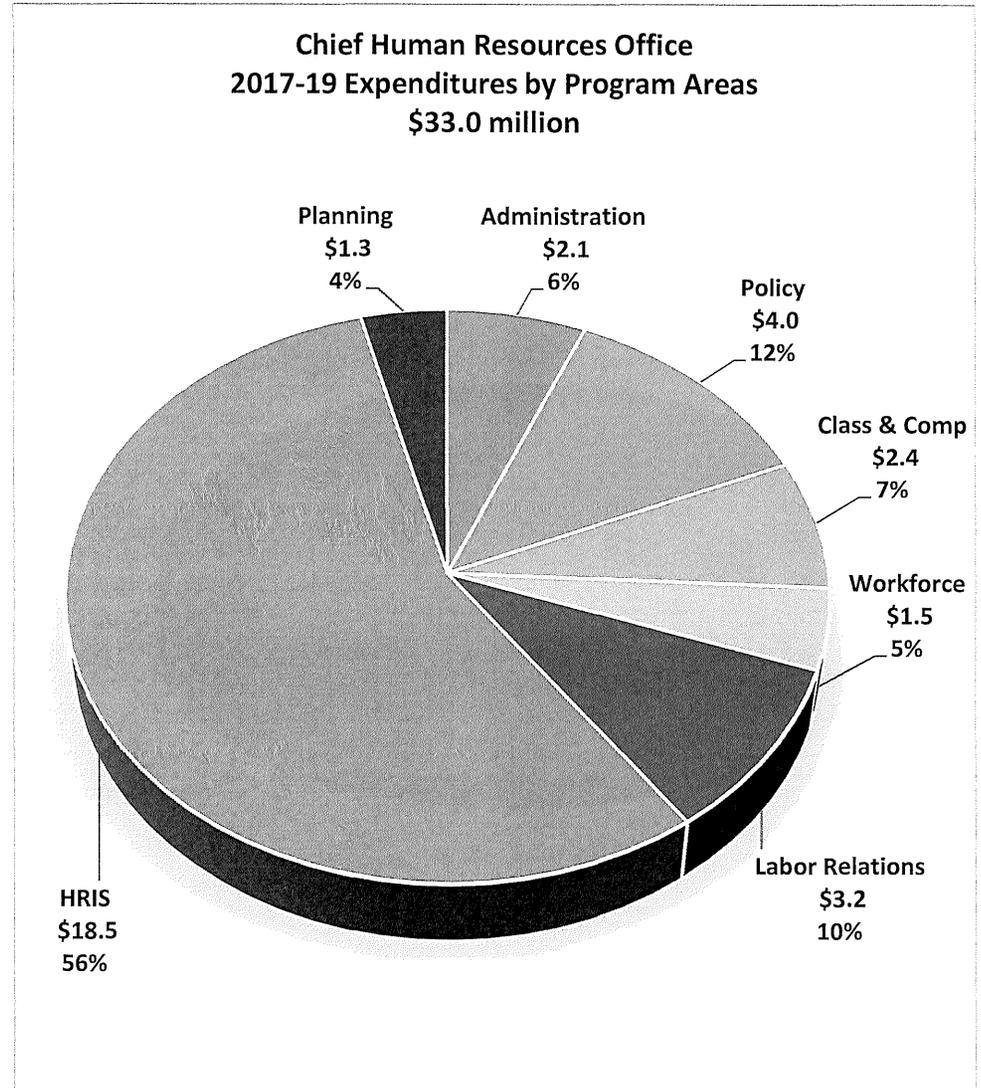
The state has a wide and varied list of market-based classification and compensation plans necessary to carry out agency business. To ensure employees are properly classed and compensated, the unit is concurrently running three major initiatives:

- (1) A review of the state's total compensation plan
- (2) A review of groups of classified-represented employees' classifications (If not done in a timely manner per the union contracts, penalties may be assessed at the rate of one to two salary steps.)
- (3) A review of all management and executive service classification and compensation structures

These initiatives will identify where the workforce should be in relation to the market, propose changes to simplify the classification system, and address issues of compression.

Workforce Management and Collaboration:

The Workforce Management and Collaboration unit oversees Leadership Oregon – the state's primary executive development program which the state's Chief Operating Officer sponsors. Over the last 25 years, 825 managers have completed the program. Workforce solutions include the development and delivery of leadership development and mentoring programs, employee engagement and educational programs.



2017-19 BUDGET NARRATIVE

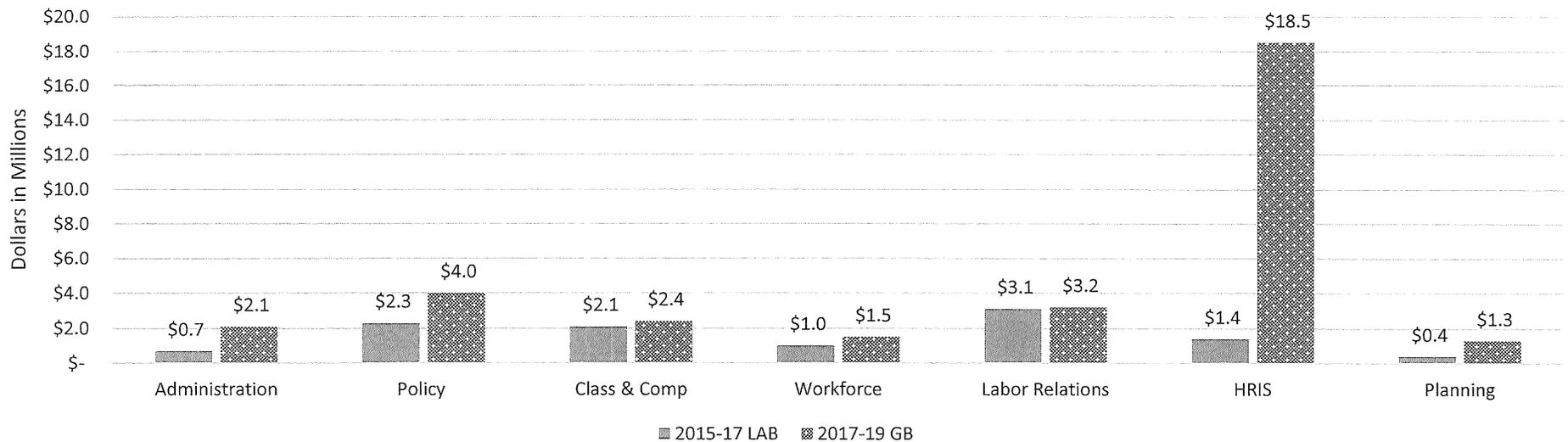
Labor Relations:

Eighty two percent of the state's workforce is covered by 32 collective bargaining contracts. To ensure consistent labor practices across state government, the Labor Relations unit manages the collective bargaining agreements and handles the contract negotiations for 28,600 state employees, more than 12,000 home care workers, 7,000 child care providers, 3,300 providers of adult foster care and relative care. As a result of these agreements, the unit manages the contract-related grievances and demands to bargain, and represents the state in hearings before the Employment Relations Board.

Action	2013-2015	2015-Current
Grievances	412	223
Demands to Bargain	39	27
Unfair Labor Practices	3	1

Total Funds Budget (historical and future)

Biennial Comparison of CHRO Expenditures by Major Programs



2017-19 BUDGET NARRATIVE

Program Performance

CHRO is undergoing a significant shift in programs and statutory authority. As part of this, CHRO is currently mapping business objectives, developing long-term outcomes and will eventually tie performance goals to the objectives. The end product will be performance metrics that track back to the business objectives.

Enabling Legislation/ Program Authorization

Oregon Revised Statute Chapters 240 and 243
Oregon Administrative Rule (OAR) 105

Funding Streams that Support the Program

The division relies on an assessment which allocates costs to state agencies based on 2015-17 Legislatively Adopted Budget Full-Time Equivalent (FTE) authority.

2017-19 BUDGET NARRATIVE

Essential Packages

The Essential Packages represent changes made to the 2015-17 budget that estimate the cost to continue current legislatively approved programs into the 2017-19 biennium.

Package 010 – Non-PICS Personal Services and Vacancy Factor

This package includes standard 3.7 percent inflation on non-PICS accounts (temps, overtime, differential pay, etc.) and an increase for mass transit because of increases in the salary plan. It also includes adjustments to vacancy savings and costs for the Public Employees' Retirement System Pension Obligation Bond repayment.

Package 021 – Phase-in Program Costs

This package phases in \$231,064 of Services and Supplies that was used as an offset to establish limited duration positions in 2015-17.

Package 022 – Phase-out Program and One-time Costs

This package phases out \$1,106,561 related to the Human Resources Information Systems (HRIS) replacement project costs that were approved in both 2015 and 2016 legislative sessions.

Package 031 – Standard Inflation and State Government Service Charge

This package applies standard inflation as follows:

- Services and Supplies and Capital Outlay, by the standard 3.7 percent
- Non-state employee and Professional Services costs by the standard 4.1 percent
- Attorney General costs by the allowable 13.14 percent

Package 060 – Technical Adjustments

This package transfers out \$603,451 to DAS Business Services for centralization of State Government Service Charges. This package also includes the following transfers in:

- \$4,910,593 and 17 positions/17.00 FTE for the reorganization of transferring all Enterprise Human Resource Services (EHRS) programs, except for Client Managers, to CHRO
- \$280,354 and one position/1.00 FTE for the Employee Engagement Program transferred from DAS Business Services
- \$68,063 for costs associated with ASCENT Leadership Program transferred from Enterprise Goods and Services (EGS)

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 010 - Non-PICS Psnl Svc / Vacancy Factor

Cross Reference Name: Chief Human Resource Office
Cross Reference Number: 10700-045-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Personal Services							
Temporary Appointments	-	-	-	-	-	-	-
Overtime Payments	-	-	-	-	-	-	-
Shift Differential	-	-	-	-	-	-	-
All Other Differential	-	-	-	-	-	-	-
Public Employees' Retire Cont	-	-	-	-	-	-	-
Pension Obligation Bond	-	-	8,123	-	-	-	8,123
Social Security Taxes	-	-	-	-	-	-	-
Unemployment Assessments	-	-	298	-	-	-	298
Mass Transit Tax	-	-	136	-	-	-	136
Vacancy Savings	-	-	108,169	-	-	-	108,169
Total Personal Services	-	-	\$116,726	-	-	-	\$116,726
Total Expenditures							
Total Expenditures	-	-	116,726	-	-	-	116,726
Total Expenditures	-	-	\$116,726	-	-	-	\$116,726
Ending Balance							
Ending Balance	-	-	(116,726)	-	-	-	(116,726)
Total Ending Balance	-	-	(\$116,726)	-	-	-	(\$116,726)

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 021 - Phase - In

Cross Reference Name: Chief Human Resource Office
Cross Reference Number: 10700-045-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Services & Supplies							
Instate Travel	-	-	2,562	-	-	-	2,562
Out of State Travel	-	-	1,352	-	-	-	1,352
Employee Training	-	-	12,424	-	-	-	12,424
Office Expenses	-	-	17,368	-	-	-	17,368
Telecommunications	-	-	15,467	-	-	-	15,467
Publicity and Publications	-	-	7,040	-	-	-	7,040
Attorney General	-	-	50,000	-	-	-	50,000
Employee Recruitment and Develop	-	-	2,891	-	-	-	2,891
Dues and Subscriptions	-	-	10,678	-	-	-	10,678
Other Services and Supplies	-	-	104,555	-	-	-	104,555
IT Expendable Property	-	-	6,727	-	-	-	6,727
Total Services & Supplies	-	-	\$231,064	-	-	-	\$231,064
Total Expenditures							
Total Expenditures	-	-	231,064	-	-	-	231,064
Total Expenditures	-	-	\$231,064	-	-	-	\$231,064
Ending Balance							
Ending Balance	-	-	(231,064)	-	-	-	(231,064)
Total Ending Balance	-	-	(\$231,064)	-	-	-	(\$231,064)

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 022 - Phase-out Pgm & One-time Costs

Cross Reference Name: Chief Human Resource Office
Cross Reference Number: 10700-045-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Services & Supplies							
Professional Services	-	-	(819,546)	-	-	-	(819,546)
IT Professional Services	-	-	(250,000)	-	-	-	(250,000)
Other Services and Supplies	-	-	(37,015)	-	-	-	(37,015)
Total Services & Supplies	-	-	(\$1,106,561)	-	-	-	(\$1,106,561)
Total Expenditures							
Total Expenditures	-	-	(1,106,561)	-	-	-	(1,106,561)
Total Expenditures	-	-	(\$1,106,561)	-	-	-	(\$1,106,561)
Ending Balance							
Ending Balance	-	-	1,106,561	-	-	-	1,106,561
Total Ending Balance	-	-	\$1,106,561	-	-	-	\$1,106,561

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 031 - Standard Inflation

Cross Reference Name: Chief Human Resource Office
Cross Reference Number: 10700-045-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Services & Supplies							
Instate Travel	-	-	851	-	-	-	851
Out of State Travel	-	-	129	-	-	-	129
Employee Training	-	-	1,973	-	-	-	1,973
Office Expenses	-	-	2,045	-	-	-	2,045
Telecommunications	-	-	1,919	-	-	-	1,919
Data Processing	-	-	8,072	-	-	-	8,072
Publicity and Publications	-	-	1,427	-	-	-	1,427
Professional Services	-	-	16,329	-	-	-	16,329
IT Professional Services	-	-	-	-	-	-	-
Attorney General	-	-	28,801	-	-	-	28,801
Employee Recruitment and Develop	-	-	516	-	-	-	516
Dues and Subscriptions	-	-	642	-	-	-	642
Facilities Rental and Taxes	-	-	-	-	-	-	-
Facilities Maintenance	-	-	-	-	-	-	-
Food and Kitchen Supplies	-	-	-	-	-	-	-
Agency Program Related S and S	-	-	-	-	-	-	-
Other Services and Supplies	-	-	7,063	-	-	-	7,063
Expendable Prop 250 - 5000	-	-	500	-	-	-	500
IT Expendable Property	-	-	720	-	-	-	720
Total Services & Supplies	-	-	\$70,987	-	-	-	\$70,987

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 031 - Standard Inflation

Cross Reference Name: Chief Human Resource Office
Cross Reference Number: 10700-045-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Total Expenditures							
Total Expenditures	-	-	70,987	-	-	-	70,987
Total Expenditures	-	-	\$70,987	-	-	-	\$70,987
Ending Balance							
Ending Balance	-	-	(70,987)	-	-	-	(70,987)
Total Ending Balance	-	-	(\$70,987)	-	-	-	(\$70,987)

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 060 - Technical Adjustments

Cross Reference Name: Chief Human Resource Office
Cross Reference Number: 10700-045-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Personal Services							
Class/Unclass Sal. and Per Diem	-	-	2,146,176	-	-	-	2,146,176
Empl. Rel. Bd. Assessments	-	-	912	-	-	-	912
Public Employees' Retire Cont	-	-	409,703	-	-	-	409,703
Pension Obligation Bond	-	-	94,821	-	-	-	94,821
Social Security Taxes	-	-	164,053	-	-	-	164,053
Worker's Comp. Assess. (WCD)	-	-	1,104	-	-	-	1,104
Mass Transit Tax	-	-	14,354	-	-	-	14,354
Flexible Benefits	-	-	533,376	-	-	-	533,376
Vacancy Savings	-	-	(50,576)	-	-	-	(50,576)
Reconciliation Adjustment	-	-	378,947	-	-	-	378,947
Total Personal Services	-	-	\$3,692,870	-	-	-	\$3,692,870

Services & Supplies

Instate Travel	-	-	8,689	-	-	-	8,689
Out of State Travel	-	-	640	-	-	-	640
Employee Training	-	-	26,662	-	-	-	26,662
Office Expenses	-	-	32,465	-	-	-	32,465
Telecommunications	-	-	35,678	-	-	-	35,678
State Gov. Service Charges	-	-	(603,451)	-	-	-	(603,451)
Data Processing	-	-	555,586	-	-	-	555,586
Publicity and Publications	-	-	11,772	-	-	-	11,772
Professional Services	-	-	323,617	-	-	-	323,617
IT Professional Services	-	-	104,268	-	-	-	104,268
Attorney General	-	-	134,582	-	-	-	134,582
Employee Recruitment and Develop	-	-	4,006	-	-	-	4,006

____ Agency Request
2017-19 Biennium

____ Governor's Budget
Page _____

____ Legislatively Adopted
Essential and Policy Package Fiscal Impact Summary - BPR013

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 060 - Technical Adjustments

Cross Reference Name: Chief Human Resource Office
Cross Reference Number: 10700-045-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Services & Supplies							
Dues and Subscriptions	-	-	4,534	-	-	-	4,534
Facilities Rental and Taxes	-	-	157,969	-	-	-	157,969
Other Services and Supplies	-	-	129,606	-	-	-	129,606
Expendable Prop 250 - 5000	-	-	10,661	-	-	-	10,661
IT Expendable Property	-	-	25,405	-	-	-	25,405
Total Services & Supplies	-	-	\$962,689	-	-	-	\$962,689
Total Expenditures							
Total Expenditures	-	-	4,655,559	-	-	-	4,655,559
Total Expenditures	-	-	\$4,655,559	-	-	-	\$4,655,559
Ending Balance							
Ending Balance	-	-	(4,655,559)	-	-	-	(4,655,559)
Total Ending Balance	-	-	(\$4,655,559)	-	-	-	(\$4,655,559)
Total Positions							
Total Positions							18
Total Positions	-	-	-	-	-	-	18
Total FTE							
Total FTE							18.00
Total FTE	-	-	-	-	-	-	18.00

____ Agency Request
2017-19 Biennium

____ Governor's Budget
Page _____

____ Legislatively Adopted
Essential and Policy Package Fiscal Impact Summary - BPR013

01/03/17 REPORT NO.: PDPFISCAL
 REPORT: PACKAGE FISCAL IMPACT REPORT
 AGENCY:10700 DEPT OF ADMIN SERVICES
 SUMMARY XREF:045-00-00 Chief Human Resource Office

DEPT. OF ADMIN. SVCS. -- PPDB PICS SYSTEM

PAGE 9
 PROD FILE

2017-19
 PICS SYSTEM: BUDGET PREPARATION

PACKAGE: 060 - Technical Adjustments

POSITION NUMBER CLASS COMP	CLASS NAME	POS CNT	FTE	MOS	STEP	RATE	GF SAL/OPE	OF SAL/OPE	FF SAL/OPE	LF SAL/OPE	AF SAL/OPE
0112071 MMN X0873 AA OPERATIONS & POLICY ANALYST 4		1	1.00	24.00	07	7,714.00		185,136 82,967			185,136 82,967
0520008 MMN X1320 AA HUMAN RESOURCE ANALYST 1		1	1.00	24.00	08	5,231.00		125,544 67,032			125,544 67,032
0520050 MMC X0118 AA EXECUTIVE SUPPORT SPECIALIST 1		1	1.00	24.00	08	3,906.00		93,744 58,529			93,744 58,529
0520053 MMC X0104 AA OFFICE SPECIALIST 2		1	1.00	24.00	03	2,818.00		67,632 51,547			67,632 51,547
0520071 MMN X0871 AA OPERATIONS & POLICY ANALYST 2		1	1.00	24.00	06	5,770.00		138,480 70,492			138,480 70,492
0530088 MMN X0872 AA OPERATIONS & POLICY ANALYST 3		1	1.00	24.00	06	6,673.00		160,152 76,287			160,152 76,287
0530401 MMN X1320 AA HUMAN RESOURCE ANALYST 1		1	1.00	24.00	08	5,231.00		125,544 67,032			125,544 67,032
0601043 MMN X1320 AA HUMAN RESOURCE ANALYST 1		1	1.00	24.00	08	5,231.00		125,544 67,032			125,544 67,032
0601072 MMN X0870 AA OPERATIONS & POLICY ANALYST 1		1	1.00	24.00	06	4,747.00		113,928 63,927			113,928 63,927
0608712 MMN X0872 AA OPERATIONS & POLICY ANALYST 3		1	1.00	24.00	05	6,352.00		152,448 74,226			152,448 74,226
0700013 MMN X7008 AA PRINCIPAL EXECUTIVE/MANAGER E		1	1.00	24.00	09	8,496.00		203,904 87,986			203,904 87,986
1000892 MMN X1321 AA HUMAN RESOURCE ANALYST 2		1	1.00	24.00	04	4,982.00		119,568 65,434			119,568 65,434
1810402 MMN X1319 AA HUMAN RESOURCE ASSISTANT		1	1.00	24.00	02	3,077.00		73,848 53,209			73,848 53,209
1870061 MBSNZ7012 AA PRINCIPAL EXECUTIVE/MANAGER G		1	1.00	24.00	09	10,828.00		259,872 102,822			259,872 102,822
7013191 MMN X1319 AA HUMAN RESOURCE ASSISTANT		1	1.00	24.00	04	3,386.00		81,264 55,192			81,264 55,192
7013211 MMN X1321 AA HUMAN RESOURCE ANALYST 2		1	1.00	24.00	04	4,982.00		119,568 65,434			119,568 65,434
TOTAL PICS SALARY								2,146,176			2,146,176
TOTAL PICS OPE								1,109,148			1,109,148

2017-19 BUDGET NARRATIVE

THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY

2017-19 BUDGET NARRATIVE

Policy Option Package #100: Human Resource Information System

Agency Request Budget: \$18,484,131 | Total Positions/FTE: 30/26.50

Governor's Budget: \$18,484,131 | Total Positions/FTE: 30/26.50

Purpose

The outdated and inflexible human resource information systems (Position Personnel Database (PPDB) and Position Information Control System (PICS)) hinder state agencies' ability to efficiently meet HR business objectives. DAS in 2013 embarked on a project to explore replacing the legacy human resource systems with a modern, functionality rich, Human Resource Information System (HRIS). After two years of research, planning, and frequent consultation with the Office of the State Chief Information Officer (OSCIO), Legislative Fiscal Office (LFO), enterprise leadership, industry experts, and other project teams in Oregon and other states, DAS, with approval from the Legislature, took the next step. The 2016 Oregon Legislature approved a funding request to ramp up a project team, release a Request for Proposal for an HRIS software solution, select a vendor, and complete implementation planning and preparation. This request continues funding to maintain adequate staffing, both state and vendor, to support the implementation project.

How Achieved

This package establishes 27 limited duration positions to support the implementation phase of the HRIS project and 3 permanent positions to manage the system. This request also includes the cost of an independent quality assurance firm, required for large state information technology projects, and a project advisor/project management support firm with HRIS implementation experience. The firm would assist with project and vendor management, and advise the project on technical aspects, cultural change management, and training efforts. Also requested are implementation services from a software solution/implementation vendor and \$4 million for the subscription costs of the actual software – which is Software as a Solution (SaaS). A 10 percent contingency is also included in this request.

This package provides the staffing needed to perform all the necessary implementation tasks in preparation for the deployment of the system across all agencies. Project team members will represent all human resource departments in making configuration and workflow decisions, and testing the system to ensure it meets requirements. A technical team will ensure the data conversion is successful and all interfaces work correctly. The training team will be involved in the development of training materials and aids, and will assist in the delivery of training to employees statewide. A change management team will assist agencies with the business process changes required to use the new system. A project management team as well as the project advisor will ensure the project stays on schedule and within budget and that the vendor performs according to the contract.

2017-19 BUDGET NARRATIVE

Staffing Impact

Supervisory team (2 positions):

- Establish one limited duration, full-time, Principal Executive Manager G, SR 38X (1.00 FTE)
- Establish one limited duration, full-time, Principal Executive Manager F, SR 35X (1.00 FTE)

Functional Team (9 positions):

- Establish one limited duration, full-time, Human Resource Consultant 2, SR 32 (1.00 FTE)
- Establish five limited duration, full-time, Human Resource Consultant 1, SR 30 (5.00 FTE)
- Establish two limited duration, full-time, Operations & Policy Analyst 3, SR 30 (2.00 FTE)
- Establish one limited duration, full-time, Operations & Policy Analyst 1, SR 23 (1.00 FTE)

Change, Communications & Training Team (8 positions):

- Establish one permanent, full-time, Operations & Policy Analyst 4, SR 32 (1.00 FTE)
- Establish one limited duration, part time, Public Affairs Specialist 2, SR 29 (.50 FTE)
- Establish one permanent, full-time, Training & Development Specialist 2, SR 27 (1.00 FTE)
- Establish five limited duration, full-time, Training & Development Specialist 1, SR23 (2.50 FTE)

Technical Team (5 positions):

- Establish one permanent, full-time, Info Systems Spec 8, SR 33 (1.00 FTE)
- Establish two limited duration, full-time, Info Systems Spec 6, SR 29 (2.00 FTE)
- Establish one limited duration, part time, Operations & Policy Analyst 4, SR 32 (.50 FTE)
- Establish one limited duration, full-time, Operations & Policy Analyst 3, SR 30 (1.00 FTE)

Project Office (6 positions):

- Establish two limited duration, full-time, Project Manager 1, SR 26 (2.00 FTE)
- Establish one limited duration, full-time, Operations & Policy Analyst 4, SR 32 (1.00 FTE)
- Establish one limited duration, full-time, Operations & Policy Analyst 3, SR 30 (1.00 FTE)
- Establish one limited duration, full-time, Fiscal Analyst 1, SR 23 (1.00 FTE)
- Establish one limited duration, full-time, Administrative Specialist 2, SR 19 (1.00 FTE)

2017-19 BUDGET NARRATIVE

Professional Services

- Independent QA services (\$2,000,000)
- Project advisor/management services (\$3,333,336)
- Software provider/implementer (\$3,625,820)

Quantifying Results

The HRIS project has goals, objectives and measures, approved by a steering committee. The high level categories of goals are: comprehensive functionality, valuable reporting, increased efficiency, improved risk management, modern technology and self-service.

Revenue Sources

\$18,484,131 Other Funds Limited, Admin & Service Charges (assessment).

2017-19 BUDGET NARRATIVE

THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 100 - Human Resource Information System (HRIS)

Cross Reference Name: Chief Human Resource Office
Cross Reference Number: 10700-045-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
Admin and Service Charges	-	-	18,484,131	-	-	-	18,484,131
Total Revenues	-	-	\$18,484,131	-	-	-	\$18,484,131
Personal Services							
Class/Unclass Sal. and Per Diem	-	-	3,346,668	-	-	-	3,346,668
Empl. Rel. Bd. Assessments	-	-	1,570	-	-	-	1,570
Public Employees' Retire Cont	-	-	638,882	-	-	-	638,882
Social Security Taxes	-	-	256,022	-	-	-	256,022
Worker's Comp. Assess. (WCD)	-	-	1,895	-	-	-	1,895
Mass Transit Tax	-	-	20,485	-	-	-	20,485
Flexible Benefits	-	-	916,740	-	-	-	916,740
Reconciliation Adjustment	-	-	23,063	-	-	-	23,063
Total Personal Services	-	-	\$5,205,325	-	-	-	\$5,205,325
Services & Supplies							
Instate Travel	-	-	15,939	-	-	-	15,939
Employee Training	-	-	82,924	-	-	-	82,924
Office Expenses	-	-	53,529	-	-	-	53,529
Telecommunications	-	-	42,980	-	-	-	42,980
Data Processing	-	-	17,783	-	-	-	17,783
Publicity and Publications	-	-	11,603	-	-	-	11,603
IT Professional Services	-	-	8,959,156	-	-	-	8,959,156
Employee Recruitment and Develop	-	-	9,607	-	-	-	9,607
Dues and Subscriptions	-	-	11,603	-	-	-	11,603

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 100 - Human Resource Information System (HRIS)

Cross Reference Name: Chief Human Resource Office
Cross Reference Number: 10700-045-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Services & Supplies							
Other Services and Supplies	-	-	4,015,242	-	-	-	4,015,242
Expendable Prop 250 - 5000	-	-	58,440	-	-	-	58,440
Total Services & Supplies	-	-	\$13,278,806	-	-	-	\$13,278,806
Total Expenditures							
Total Expenditures	-	-	18,484,131	-	-	-	18,484,131
Total Expenditures	-	-	\$18,484,131	-	-	-	\$18,484,131
Ending Balance							
Ending Balance	-	-	-	-	-	-	-
Total Ending Balance	-	-	-	-	-	-	-
Total Positions							
Total Positions							30
Total Positions	-	-	-	-	-	-	30
Total FTE							
Total FTE							26.50
Total FTE	-	-	-	-	-	-	26.50

____ Agency Request
2017-19 Biennium

____ Governor's Budget
Page _____

____ Legislatively Adopted
Essential and Policy Package Fiscal Impact Summary - BPR013

01/03/17 REPORT NO.: PDPFISCAL
 REPORT: PACKAGE FISCAL IMPACT REPORT
 AGENCY:10700 DEPT OF ADMIN SERVICES
 SUMMARY XREF:045-00-00 Chief Human Resource Office

DEPT. OF ADMIN. SVCS. -- PPDB PICS SYSTEM
 PACKAGE: 100 - Human Resource Information Sys

2017-19
 PICS SYSTEM: BUDGET PREPARATION
 PAGE 11
 PROD FILE

POSITION NUMBER CLASS COMP	CLASS NAME	POS CNT	FTE	MOS	STEP	RATE	GF SAL/OPE	OF SAL/OPE	FF SAL/OPE	LF SAL/OPE	AF SAL/OPE
1901080 UA C0108 AA	ADMINISTRATIVE SPECIALIST 2	1	1.00	24.00	02	3,020.00		72,480 52,843			72,480 52,843
1908540 UA C0854 AA	PROJECT MANAGER 1	1	1.00	24.00	02	4,174.00		100,176 60,249			100,176 60,249
1908541 UA C0854 AA	PROJECT MANAGER 1	1	1.00	24.00	02	4,174.00		100,176 60,249			100,176 60,249
1908650 UA C0865 AA	PUBLIC AFFAIRS SPECIALIST 2	1	.50	12.00	02	4,803.00		57,636 48,874			57,636 48,874
1908700 UA C0870 AA	OPERATIONS & POLICY ANALYST 1	1	1.00	24.00	02	3,625.00		87,000 56,725			87,000 56,725
1908735 MMN X0873 AA	OPERATIONS & POLICY ANALYST 4	1	.50	12.00	02	6,056.00		72,672 52,894			72,672 52,894
1908739 MMN X0873 AA	OPERATIONS & POLICY ANALYST 4	1	1.00	24.00	02	6,056.00		145,344 72,327			145,344 72,327
1912430 UA C1243 AA	FISCAL ANALYST 1	1	1.00	24.00	02	3,625.00		87,000 56,725			87,000 56,725
1913260 MMN X1326 AA	HR CONSULTANT 1	1	1.00	24.00	02	5,496.00		131,904 68,734			131,904 68,734
1913261 MMN X1326 AA	HR CONSULTANT 1	1	1.00	24.00	02	5,496.00		131,904 68,734			131,904 68,734
1913262 MMN X1326 AA	HR CONSULTANT 1	1	1.00	24.00	02	5,496.00		131,904 68,734			131,904 68,734
1913263 MMN X1326 AA	HR CONSULTANT 1	1	1.00	24.00	02	5,496.00		131,904 68,734			131,904 68,734
1913264 MMN X1326 AA	HR CONSULTANT 1	1	1.00	24.00	02	5,496.00		131,904 68,734			131,904 68,734
1913273 MMN X1327 AA	HR CONSULTANT 2	1	1.00	24.00	02	6,056.00		145,344 72,327			145,344 72,327
1913380 MMN X1338 AA	TRAINING & DEVELOPMENT SPEC 1	1	.50	12.00	02	3,906.00		46,872 29,265			46,872 29,265
1913381 UA C1338 AA	TRAINING & DEVELOPMENT SPEC 1	1	.50	12.00	02	3,625.00		43,500 28,363			43,500 28,363

PACKAGE: 100 - Human Resource Information Sys

POSITION NUMBER	CLASS	COMP	CLASS NAME	POS CNT	FTE	MOS	STEP	RATE	GF SAL/OPE	OF SAL/OPE	FF SAL/OPE	LF SAL/OPE	AF SAL/OPE
1913382	UA	C1338	AA TRAINING & DEVELOPMENT SPEC 1	1	.50	12.00	02	3,625.00		43,500 28,363			43,500 28,363
1913383	UA	C1338	AA TRAINING & DEVELOPMENT SPEC 1	1	.50	12.00	02	3,625.00		43,500 28,363			43,500 28,363
1913384	UA	C1338	AA TRAINING & DEVELOPMENT SPEC 1	1	.50	12.00	02	3,625.00		43,500 28,363			43,500 28,363
1913390	UA	C1339	AA TRAINING & DEVELOPMENT SPEC 2	1	1.00	24.00	02	4,373.00		104,952 61,526			104,952 61,526
1914861	UA	C1486	IA INFO SYSTEMS SPECIALIST 6	1	1.00	24.00	02	4,948.00		118,752 65,216			118,752 65,216
1914862	UA	C1486	IA INFO SYSTEMS SPECIALIST 6	1	1.00	24.00	02	4,948.00		118,752 65,216			118,752 65,216
1914881	UA	C1488	IA INFO SYSTEMS SPECIALIST 8	1	1.00	24.00	02	5,970.00		143,280 71,775			143,280 71,775
1970100	MMS	X7010	AA PRINCIPAL EXECUTIVE/MANAGER F	1	1.00	24.00	07	8,496.00		203,904 87,986			203,904 87,986
1970120	MMS	X7012	IA PRINCIPAL EXECUTIVE/MANAGER G	1	1.00	24.00	03	9,827.00		235,848 96,527			235,848 96,527
1987200	MMN	X0872	AA OPERATIONS & POLICY ANALYST 3	1	1.00	24.00	02	5,496.00		131,904 68,734			131,904 68,734
1987210	MMN	X0872	AA OPERATIONS & POLICY ANALYST 3	1	1.00	24.00	02	5,496.00		131,904 68,734			131,904 68,734
1987211	MMN	X0872	AA OPERATIONS & POLICY ANALYST 3	1	1.00	24.00	02	5,496.00		131,904 68,734			131,904 68,734
1987222	MMN	X0872	AA OPERATIONS & POLICY ANALYST 3	1	1.00	24.00	02	5,496.00		131,904 68,734			131,904 68,734
1987300	MMN	X0873	AA OPERATIONS & POLICY ANALYST 4	1	1.00	24.00	02	6,056.00		145,344 72,327			145,344 72,327
TOTAL PICS SALARY										3,346,668			3,346,668
TOTAL PICS OPE										1,815,109			1,815,109
TOTAL PICS PERSONAL SERVICES =				30	26.50	636.00				5,161,777			5,161,777

2017-19 BUDGET NARRATIVE

Policy Option Package #104: Growing Demand for CHRO Service

Agency Request Budget: \$1,181,190 | Total Positions/FTE: 5/5.00

Governor's Budget: Denied

Purpose

Chief Human Resources Office (CHRO) requests five additional positions to meet increased customer demand for classification and compensation, personnel investigations, and workforce diversity services.

How Achieved

Classification and compensation:

CHRO is required by ORS 240.215 to establish and maintain a classification plan for state service positions. CHRO is further required by ORS 240.235 to establish and implement a merit pay system that takes the rates of pay for comparable services in the private and public service.

By 2017, more than 75 percent of state government's job classifications will be over 20 years old if significant work does not increase in this area. The Society for Human Resource Management and the World at Work organizations recommend that job classifications be reviewed and updated on a five to seven year cycle. Without accurate up-to-date job classifications, it is difficult to determine the state's competitiveness with comparable services in the labor market. It also hampers employee recruitment and employee development which are key to having an effective workforce.

The CHRO has accomplished a significant amount of classification and compensation work this biennium – including starting over 60 collectively bargained classification studies. These studies continue into the 2017-19 biennium. Most of these studies carry monetary penalties if they are not completed by established due dates. Additionally, these studies involve the added complexity of collective bargaining negotiations. An Operations and Policy Analyst 3 position will provide key support to managing and analyzing the market data associated with these studies. The position will provide technical assistance with costing proposals in the collective bargaining process.

Most of this work has been achieved by adding to the existing workload of five permanent HR/compensation consultants. This group has been supplemented by adding two limited duration HR consultants within DAS' existing budget authority. Recruitment and retention of highly qualified staff has been difficult due to the limited duration status of these positions. The work of updating and maintaining the state's job classification and compensation system is a permanent workload that cannot be done on a single project basis within a budget cycle. This package establishes these two positions as permanent.

2017-19 BUDGET NARRATIVE

Policy consultation and research:

The CHRO office is increasingly called upon by other agencies to assist in complex, highly sensitive internal agency investigations. The investigations often involve senior leadership which compromises objectivity of any internal agency investigator and would likely create a real or perceived conflict of interest – potentially creating risk for state government. In addition, the CHRO has seen an increase in the number of referrals from other state agencies which may have oversight or reporting processes.

To ensure that concerns are addressed both timely and objectively, the CHRO needs dedicated resources with the skill, experience, and charge to both investigate and report findings and make recommendations for resolution. Establishing a Human Resources Consultant 2 position will fulfil this need.

Administration:

An integral part of any effective human resources office is the development and management of programs to support workforce diversity, equity and inclusion. Designing, developing and implementing these programs is critical to attracting and retaining a highly skilled and productive workforce.

This request includes support for: 1) developing, monitoring and evaluating laws, guidelines or policies to ensure that operations or systems promote equal opportunity without regard to race, religion, color, national origin, sex, age, disability, other protected classes or underrepresented, marginalized groups; 2) implementing a diversity and inclusion strategic plan that results in tangible outcomes, including a diverse, culturally competent organization; 3) researching and analyzing current and emerging issues, trends, best practices or opportunities to promote diversity and inclusion; 4) reporting systems to monitor and analyze diversity and inclusion efforts, as well as inequities, disparities and disproportionalities. 5) organizational development relating to cultural competency, diversity, equity, and inclusion. Establishing an Operations and Policy Analyst 4 to conduct this work statewide will fulfill this need.

Staffing Impact

- Establish one permanent, full-time, Human Resource Consultants 2, SR 32 (1.00 FTE)
- Establish two permanent, full-time, Human Resource Consultants 2, SR 32 (2.00 FTE)
- Establish one permanent, full-time, Operations and Policy Analyst 3, SR 30 (1.00 FTE)
- Establish one permanent, full-time, Operations and Policy Analyst 4, SR 32 (1.00 FTE)

2017-19 BUDGET NARRATIVE

Quantifying Results

Classification and compensation:

The Classification and Compensation unit is developing an additional performance measure for the DAS Quarterly Target Review process that will report the average age of all state job classification specifications. Targets will be set and progress towards meeting the targets will be consistently monitored. CHRO expects this measure to be ready for implementation within the calendar year.

Policy consultation and research:

Upon approval, CHRO will quantify results by measuring the number of investigations completed, as well as training provided to agency HR professionals regarding conducting effective investigations. The training will be delivered in large groups semi-annually and in small groups as requested.

Administration:

This position will be responsible for developing action plans and providing technical assistance to agencies on workforce equity. Within the first year of the biennium, the incumbent will deliver technical guidance to agencies to improve recruitment and retention process. This position will also provide resources and guidance in data analysis for decision making.

Revenue Sources

\$1,181,190 Other Funds Limited, Admin & Service Charges (assessment)

2017-19 BUDGET NARRATIVE

THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY

2017-19 BUDGET NARRATIVE

Policy Option Package #090 – Analyst Adjustments

Purpose

The purpose of this package is to achieve the actions recommended by the Governor.

How Achieved

To achieve a 12 percent reduction target in assessments and rates:

- Eliminate one Executive Recruiter position, which will result in contracting out agency director and Board/Commissions
- Eliminate two positions, Administrative Specialist and Training & Development Specialist
- Reduce attorney general costs

Staffing Impact

- Abolish one permanent, full-time, HR Consultant 2, MMN, X1327, SR 32 (1.00 FTE)
- Abolish one permanent, full-time, Administrative Specialist 1, MMN, X0107, SR 17 (1.00 FTE)
- Abolish one permanent, full-time, Training & Development Spec. 2, MMN, X1339, SR 27 (1.00 FTE)

Quantifying Results

None

Revenue Sources

(\$685,019) Other Funds Limited, Admin & Service Charges (assessment)

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 090 - Analyst Adjustments

Cross Reference Name: Chief Human Resource Office
Cross Reference Number: 10700-045-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
Admin and Service Charges	-	-	(2,665,111)	-	-	-	(2,665,111)
Total Revenues	-	-	(\$2,665,111)	-	-	-	(\$2,665,111)
Transfers Out							
Transfer Out - Intrafund	-	-	79,791	-	-	-	79,791
Total Transfers Out	-	-	\$79,791	-	-	-	\$79,791
Personal Services							
Class/Unclass Sal. and Per Diem	-	-	(185,136)	-	-	-	(185,136)
Empl. Rel. Bd. Assessments	-	-	(57)	-	-	-	(57)
Public Employees' Retire Cont	-	-	(35,342)	-	-	-	(35,342)
Social Security Taxes	-	-	(14,163)	-	-	-	(14,163)
Worker's Comp. Assess. (WCD)	-	-	(69)	-	-	-	(69)
Flexible Benefits	-	-	(33,336)	-	-	-	(33,336)
Reconciliation Adjustment	-	-	(378,947)	-	-	-	(378,947)
Total Personal Services	-	-	(\$647,050)	-	-	-	(\$647,050)
Services & Supplies							
Instate Travel	-	-	(1,708)	-	-	-	(1,708)
Employee Training	-	-	(8,807)	-	-	-	(8,807)
Office Expenses	-	-	(6,011)	-	-	-	(6,011)
Telecommunications	-	-	(4,746)	-	-	-	(4,746)
Data Processing	-	-	(1,794)	-	-	-	(1,794)
Publicity and Publications	-	-	(1,265)	-	-	-	(1,265)

____ Agency Request
2017-19 Biennium

____ Governor's Budget
Page _____

____ Legislatively Adopted
Essential and Policy Package Fiscal Impact Summary - BPR013

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 090 - Analyst Adjustments

Cross Reference Name: Chief Human Resource Office
Cross Reference Number: 10700-045-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Services & Supplies							
Attorney General	-	-	(10,000)	-	-	-	(10,000)
Employee Recruitment and Develop	-	-	(1,055)	-	-	-	(1,055)
Dues and Subscriptions	-	-	(1,265)	-	-	-	(1,265)
Other Services and Supplies	-	-	(1,318)	-	-	-	(1,318)
Total Services & Supplies	-	-	(\$37,969)	-	-	-	(\$37,969)
Total Expenditures							
Total Expenditures	-	-	(685,019)	-	-	-	(685,019)
Total Expenditures	-	-	(\$685,019)	-	-	-	(\$685,019)
Ending Balance							
Ending Balance	-	-	(1,900,301)	-	-	-	(1,900,301)
Total Ending Balance	-	-	(\$1,900,301)	-	-	-	(\$1,900,301)
Total Positions							
Total Positions	-	-	-	-	-	-	(3)
Total Positions	-	-	-	-	-	-	(3)
Total FTE							
Total FTE	-	-	-	-	-	-	(3.00)
Total FTE	-	-	-	-	-	-	(3.00)

01/03/17 REPORT NO.: PDPDFISCAL
 REPORT: PACKAGE FISCAL IMPACT REPORT
 AGENCY:10700 DEPT OF ADMIN SERVICES
 SUMMARY XREF:045-00-00 Chief Human Resource Office

DEPT. OF ADMIN. SVCS. -- PPDB PICS SYSTEM

2017-19
 PICS SYSTEM: BUDGET PREPARATION

PAGE 10
 PROD FILE

PACKAGE: 090 - Analyst Adjustments

POSITION NUMBER CLASS COMP CLASS NAME	POS CNT	FTE	MOS	STEP	RATE	GF SAL/OPE	OF SAL/OPE	FF SAL/OPE	LF SAL/OPE	AF SAL/OPE
0520101 MMN X1327 AA HR CONSULTANT 2	1-	1.00-	24.00-	07	7,714.00		185,136- 82,967-			185,136- 82,967-
TOTAL PICS SALARY							185,136-			185,136-
TOTAL PICS OPE							82,967-			82,967-
TOTAL PICS PERSONAL SERVICES =	1-	1.00-	24.00-				268,103-			268,103-

2017-19 BUDGET NARRATIVE

Policy Option Package #091 – Statewide Adjustments DAS Charges

Purpose

This package represents changes to State Government Service Charges and DAS Price List charges for services made for the Governor's Budget.

How Achieved

Reduce agency budgets by \$16,031 (OF)

Staffing Impact

None

Quantifying Results

None

Revenue Sources

Reduction of rates and assessments

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 091 - Statewide Adjustment DAS Chgs

Cross Reference Name: Chief Human Resource Office
Cross Reference Number: 10700-045-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Services & Supplies							
Other Services and Supplies	-	-	(16,031)	-	-	-	(16,031)
Total Services & Supplies	-	-	(\$16,031)	-	-	-	(\$16,031)
Total Expenditures							
Total Expenditures	-	-	(16,031)	-	-	-	(16,031)
Total Expenditures	-	-	(\$16,031)	-	-	-	(\$16,031)
Ending Balance							
Ending Balance	-	-	16,031	-	-	-	16,031
Total Ending Balance	-	-	\$16,031	-	-	-	\$16,031

2017-19 BUDGET NARRATIVE

Policy Option Package #092 – Statewide AG Adjustment

Purpose

This package adjusts Attorney General rates from the published Price List at Agency Request Budget of \$198/hour to \$185/hour in the Governor's Budget.

How Achieved

Reduce agency budgets by \$28,420 (OF)

Staffing Impact

None

Quantifying Results

None

Revenue Sources

Reduction of rates and assessments

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 092 - Statewide AG Adjustment

Cross Reference Name: Chief Human Resource Office
Cross Reference Number: 10700-045-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Services & Supplies							
Attorney General	-	-	(28,420)	-	-	-	(28,420)
Other Services and Supplies	-	-	-	-	-	-	-
Total Services & Supplies	-	-	(\$28,420)	-	-	-	(\$28,420)
Total Expenditures							
Total Expenditures	-	-	(28,420)	-	-	-	(28,420)
Total Expenditures	-	-	(\$28,420)	-	-	-	(\$28,420)
Ending Balance							
Ending Balance	-	-	28,420	-	-	-	28,420
Total Ending Balance	-	-	\$28,420	-	-	-	\$28,420

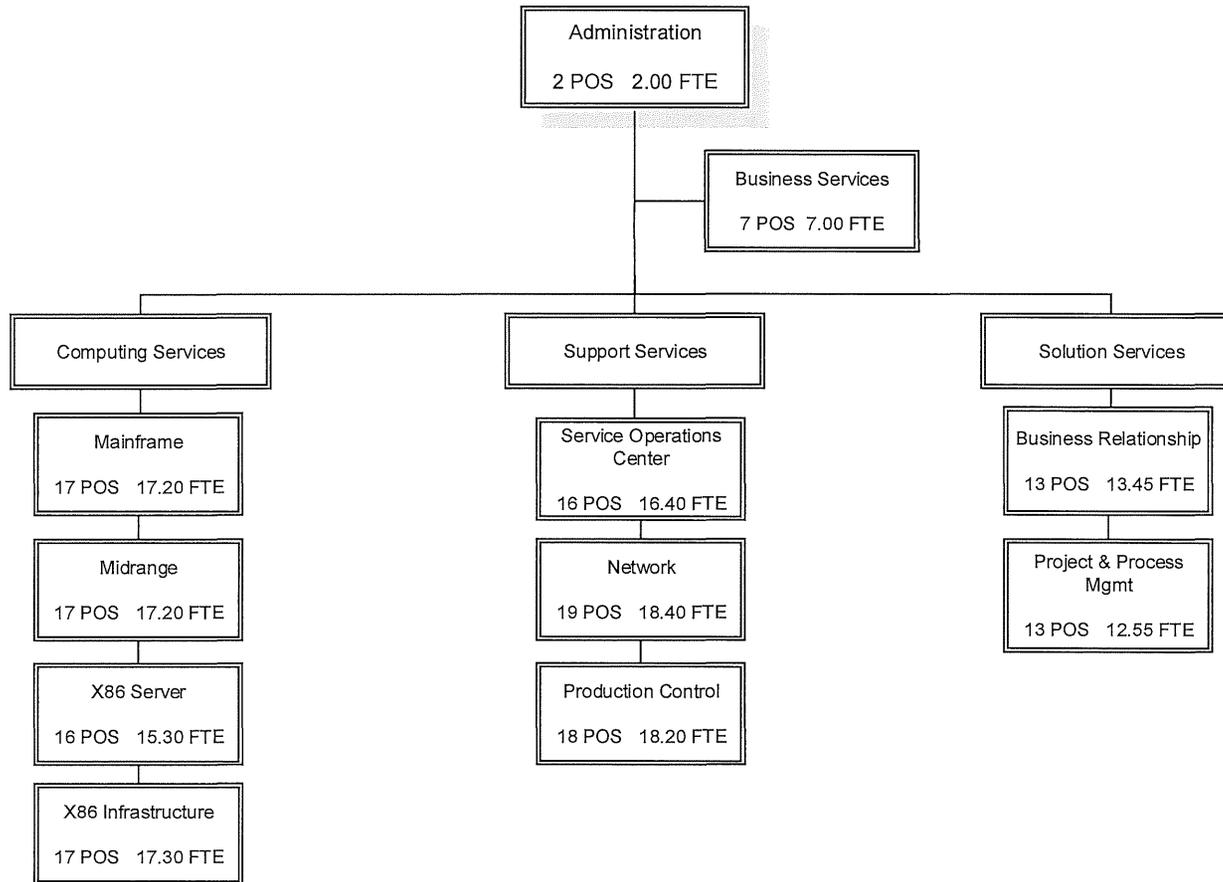
____ Agency Request
2017-19 Biennium

____ Governor's Budget
Page _____

____ Legislatively Adopted
Essential and Policy Package Fiscal Impact Summary - BPR013

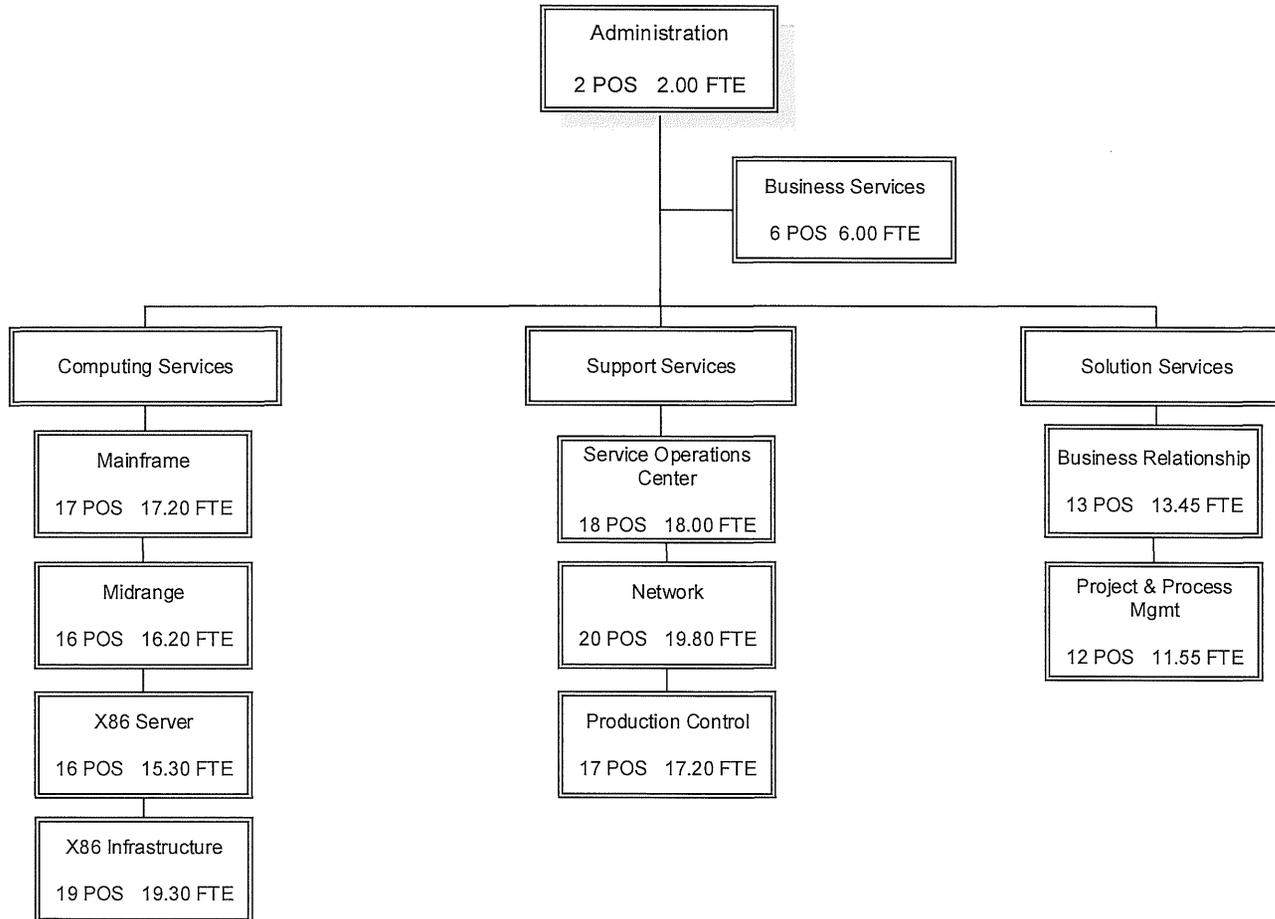
2017-19 BUDGET NARRATIVE

Office of the State Chief Information Office
 State Data Center
 Organization Chart
 2015-17
 155 POS 155.00 FTE



2017-19 BUDGET NARRATIVE

Office of the State Chief Information Officer
 State Data Center
 Organization Chart
 2017-19
 156 POS 156.00 FTE



2017-19 BUDGET NARRATIVE

Office of the State Chief Information Officer – State Data Center

Program Overview

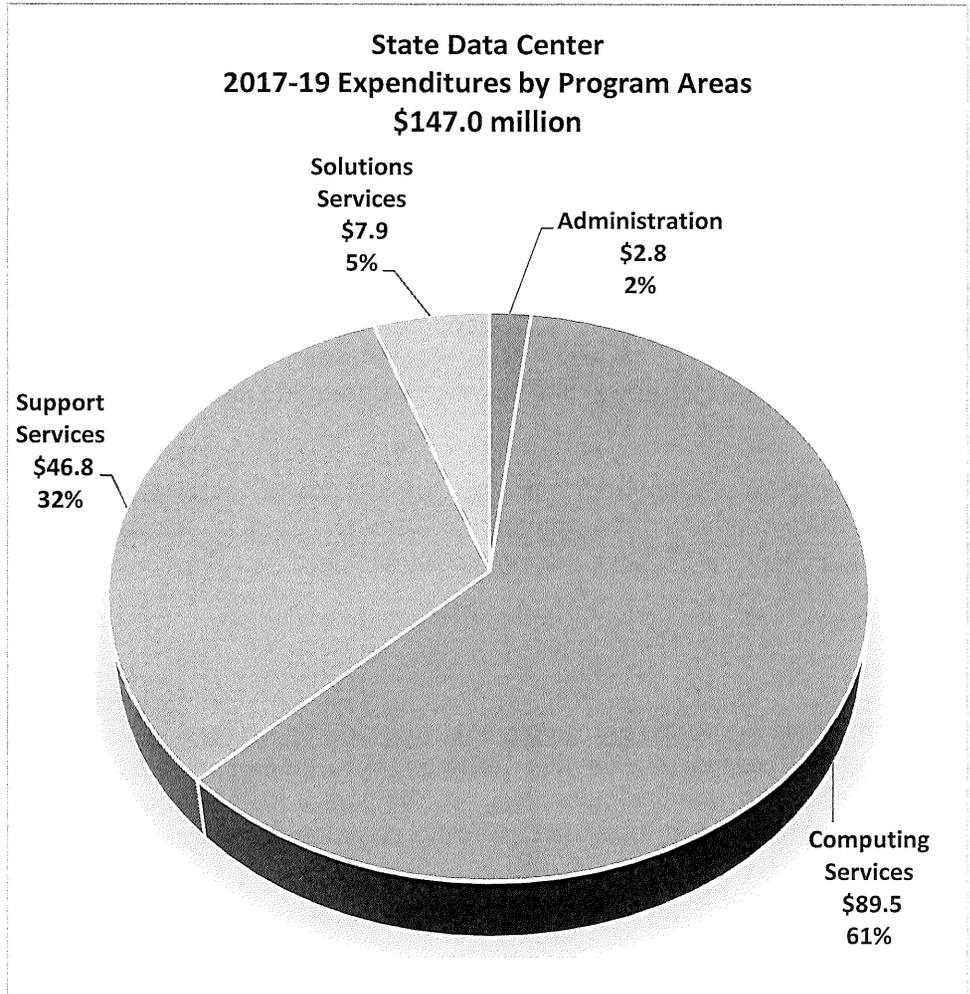
The State Data Center (SDC) maximizes the value of state government's technology investments to ensure the business of government runs efficiently, securely and reliably. The modern and standardized technology provided by the SDC enables numerous business operations within and across government. This facilitates the use of new and existing IT assets to leverage standard solutions and services, providing opportunities for the state to obtain multiple returns on each dollar invested.

Program Description

The SDC is organized around technical domains that align with its computing and network shared infrastructure services. To promote synergy, work teams are grouped by technical expertise (e.g., mainframe, midrange, server, network and storage). Aligning staff in this manner establishes an environment that results in cross-trained work teams that are able to more readily back each other up, and have deeper technical expertise to better manage workload demands.

Computing Services Section:

Computing Services operates and manages the shared SDC environment including computing hardware (mainframe, midrange, and distributed), operating systems, storage and Enterprise Email. Services are determined by customer demand, funding and computing environment needs, and are defined in the SDC service catalog. All platforms are built using best practice and state security standards and are maintained and monitored to ensure a reliable computing experience. Computing Services staff ensure that systems are delivered and meet defined customer requirements.



2017-19 BUDGET NARRATIVE

Support Services Section:

Support Services is responsible for the operational support of the computing services section. Support Services provides all network services, backup services, disaster recovery, mainframe production control and the service desk function for SDC. This section provides 24/7 support for all mainframe and iSeries systems-based batch processes.

Solutions Services Section:

Solutions Services aligns customer business needs with SDC products and services, including services for new customers and internal SDC work teams; and ensures the level of services delivered meet documented customer needs and expectations. The section leads the creation and implementation of strategy, and alignment of IT services with business strategy and functional requirements. The section builds and manages relationships with business units to ensure IT services are provided as efficiently and effectively as possible. In addition, Solutions Services allocates and acquires resources required in the delivery of IT services by other areas of the SDC.

Services Provided

Managed Computing Services - hosting for mainframe and server based applications. The SDC offers competitive computing platforms with flexibility and choice to meet the varying needs of state and local governments. This enables the SDC to meet any computing need, small or large, that its customers may have. All platforms are built using best practices and state security standards, and are maintained and monitored to ensure a reliable computing experience.

Data Storage Services - highly available disk storage for all server platforms at an extremely competitive cost per unit. The SDC offers customers a wide range of storage and backup choices for all computing platforms and locations depending on business requirements. The SDC also provides options for safeguarding customer data such as skilled staff, and tools to self-manage and analyze storage costs.

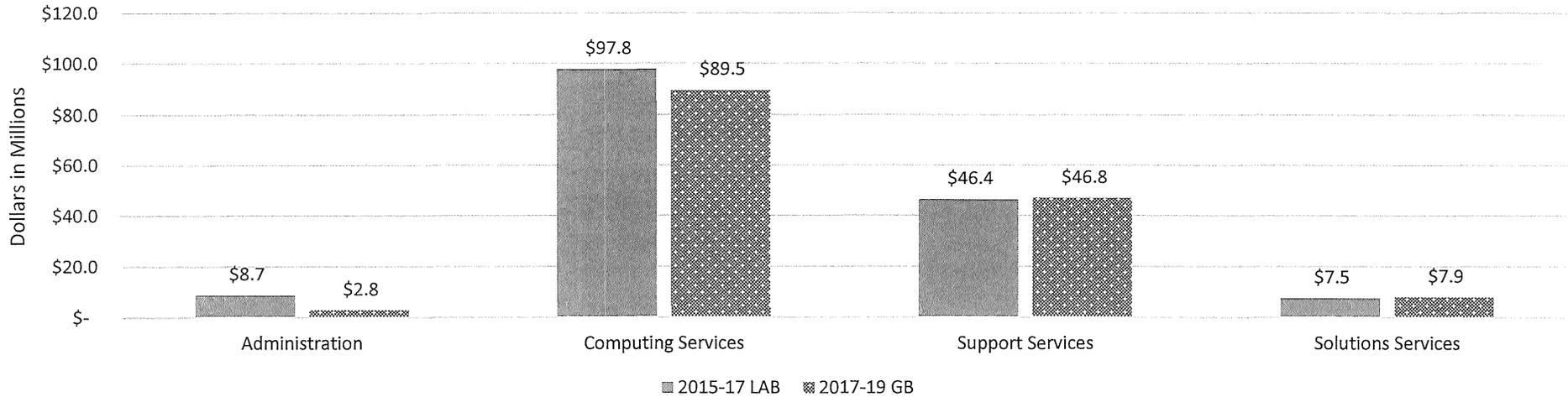
Telecommunications Services - secure and reliable access to the telephony tools customers need to do their business. The SDC offers scalable and flexible communication technologies tailored to customers' individual business environments. The network is designed for flexibility to meet federal and state requirements for secure transport of data. All of the hosted systems and their private/public data are consistently secured to ensure they are protected at the state's highest security standards.

IT Professional Services - a broad range of skilled IT professionals to assist customers with their technology needs. When a specific IT skill set is not readily available within a customer organization, the SDC's technical expertise can assist with troubleshooting applications, improving systems, or configuring complicated network and infrastructure. The SDC also offers consulting expertise in computing, network, telecommunication, storage, infrastructure, planning and security. IT professional services can help address temporary, short-term needs as an extension of the customer organization, as needed.

2017-19 BUDGET NARRATIVE

Total Funds Budget (historical and future)

Biennial Comparison of SDC Expenditures by Major Programs



Program Justification and Link to Long-Term Outcomes

Value to State Government - Oregon citizens, businesses and local governments benefit significantly when they conduct business with state agencies that have modern, safe and reliable technology. This is accomplished by continually leveraging the state’s IT investments and resources to meet policy goals and the requirements of agency missions. The SDC partners with customers and vendors to choose and implement the best value IT solutions for stakeholders. This approach allows all stakeholders, from individual citizens to large agencies, to benefit from the same technology solutions as Fortune 500 companies while driving unit costs down significantly.

Financial Stability and Market Competitive Prices - A 2011 findings report from the Oregon Legislature stated “The ROI on the state data center strongly supports the state's decision to build a single consolidated center.” And “the service costs and rates are within or far below industry standards.” If state government is to meet the growing demand for services, executives must think of technology spending as an investment, not an expense. The right investments in technology will help state government save money, save time, do more with less and grow its capabilities. Technology consolidation is one of the most frequently recommended opportunities for savings in enterprises due to cost reduction, increased service availability, improved security and regulatory compliance and greater ability to benefit from new technologies.

2017-19 BUDGET NARRATIVE

Program Performance

Since the State Data Center facility was completed in 2006 and agencies began migrating their computing, storage and network systems, the technology capacity supported by the SDC has grown over 400 percent. The SDC currently supports more than 3,400 servers, 2,300 network routers/switches and 1,000 wireless access points – comprising over 90 percent of the computer systems and the network on which all agencies depend for access to data. A few examples of the systems, applications, networks, storage instances and interfaces SDC supports include:

- Determining Assistance Eligibility – DHS
- Medicaid, Senior Care, Childcare, Housing Assistance – DHS
- Public & Commercial Drivers and Vehicle Licensing – ODOT
- Processing Driver Records – ODOT
- Conduct Trucking Point of Entry & Oversize Vehicle Permits – ODOT
- Conduct Criminal Records Checks for Identification, Background, Licenses, Stolen Vehicles, Gun Sales & Permits – OSP
- SNAP – DHS
- Unemployment Insurance Claims – OED
- Oregon State Payroll Processing – DAS & OSP
- Oregon State Financial System – DAS and Other Agencies
- Human Resources Administration Tracking & Records – DAS and Other Agencies
- Legislative Bill Writing and Tracking – All Agencies
- Tracking Youth Offenders – DOC
- Veterans Loans & Claims – ODVA
- Online Recruitment System – ALL
- Unemployment Insurance Registration – OED
- Case Management for Children, Families and Seniors – DHS
- Medicaid Billing for Payments to Senior Providers – DHS
- Applying for Oregon Health Plan Insurance – DHS
- Corrections Inmate Tracking – DOC
- Agencies Financial Systems – ALL
- Financial Analysis and Reporting Data Warehouse – ALL
- State Income Tax Processing, Refunds, Auditing, Accounting – DOR
- Corporate, Business, Property and Personal Income Tax Filing – DOR
- Revenue Collection – DOR
- Health Benefits for Oregon Educators and Public Employees – OPRS & PERS
- Housing Resources – OED
- Energy/Weatherization Credits – DAS
- Oregon State Hospital System – DHS
- Bill Information Tracking for Agencies – ALL
- Email Infrastructure – Most Agencies
- TripCheck for Weather Conditions – ODOT
- Oregon online DMV Services – ODOT
- Trucking online DMV Services – ODOT
- Green Light for Weigh Stations – ODOT
- DMV Dealers – ODOT
- Seniors, Families and Children's Case Work – DHS
- Health Alert Network – DHS
- Registration of Oregon Vital Events – DHS

2017-19 BUDGET NARRATIVE

Essential Packages

The Essential Packages represent changes made to the 2015-17 budget that estimate the cost to continue current legislatively approved programs into the 2017-19 biennium.

Package 010 – Non-PICS Personal Services and Vacancy Factor

This package includes standard 3.7 percent inflation on non-PICS accounts (temps, overtime, differential pay, etc.) and an increase for mass transit because of increases in the salary plan. It also includes adjustments to vacancy savings and costs for the Public Employees' Retirement System Pension Obligation Bond repayment.

Package 021 – Phase-in Program Costs

This package phases in \$1,351,308 of Services and Supplies used as an offset to establish limited duration positions in 2015-17.

Package 022 – Phase-out Program and One-time Costs

This package phases out \$427,292 related to the five-year lifecycle replacement plan and \$2,891,560 for one-time costs approved in 2015-17 policy option package #112 related to IT security.

Package 031 – Standard Inflation and State Government Service Charges

This package applies standard inflation as follows:

- Services and Supplies and Capital Outlay, by the standard 3.7 percent
- Non-state employee and Professional Services costs by the standard 4.1 percent
- Attorney General costs by the allowable 13.14 percent

Package 060 – Technical Adjustment

This package transfers out \$4,130,162 to DAS Business Services for centralization of State Government Service Charges and \$2,859,225 to Office of the State Chief Information Officer for 2015-17 policy option package #112 related to IT security.

2017-19 BUDGET NARRATIVE

- Administration of Oregon Medical Marijuana Program – DHS
- Emergency Dispatch Services for Forest Fires - ODF
- Lightening Tracking – ODF
- Where's My Refund - Tax Mapping and Tax Status – DOR
- Vendor Procurement – DAS
- Online Claim Filing – DOR
- Online Boating Registration – OSMB
- Energy Loan Program
- Residential Energy Tax Credits
- Teachers Licensing Certification
- Unclaimed Property Processing

Enabling Legislation/ Program Authorization

ORS 276.212, 276.218, 283.140, 283.143, 283.500-524, 291.038, 291.039, 291.041

Funding Streams that support the program

The SDC receives revenue from state agencies and political subdivisions on a charge-for-services basis for computing, storage, backup and some network services. Additionally, the SDC receives an assessment which allocates costs to state agencies based on the 2015-17 Legislatively Adopted Budget Full-Time Equivalent (FTE) authority to cover the infrastructure investments that all state agencies benefit from, such as the State Data Center facility and the statewide data network.

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 010 - Non-PICS Psnl Svc / Vacancy Factor

Cross Reference Name: Office of the State Information Officer SDC
Cross Reference Number: 10700-052-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Personal Services							
Temporary Appointments	-	-	9,546	-	-	-	9,546
Overtime Payments	-	-	2,035	-	-	-	2,035
All Other Differential	-	-	39,035	-	-	-	39,035
Public Employees' Retire Cont	-	-	7,837	-	-	-	7,837
Pension Obligation Bond	-	-	142,508	-	-	-	142,508
Social Security Taxes	-	-	3,874	-	-	-	3,874
Mass Transit Tax	-	-	12,240	-	-	-	12,240
Vacancy Savings	-	-	(38,633)	-	-	-	(38,633)
Total Personal Services	-	-	\$178,442	-	-	-	\$178,442
Total Expenditures							
Total Expenditures	-	-	178,442	-	-	-	178,442
Total Expenditures	-	-	\$178,442	-	-	-	\$178,442
Ending Balance							
Ending Balance	-	-	(178,442)	-	-	-	(178,442)
Total Ending Balance	-	-	(\$178,442)	-	-	-	(\$178,442)

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 021 - Phase - In

Cross Reference Name: Office of the State Information Officer SDC
Cross Reference Number: 10700-052-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Services & Supplies							
Instate Travel	-	-	104,100	-	-	-	104,100
Employee Training	-	-	549,000	-	-	-	549,000
Office Expenses	-	-	279,000	-	-	-	279,000
Telecommunications	-	-	40,708	-	-	-	40,708
Data Processing	-	-	33,500	-	-	-	33,500
Publicity and Publications	-	-	32,000	-	-	-	32,000
Employee Recruitment and Develop	-	-	27,500	-	-	-	27,500
Dues and Subscriptions	-	-	36,500	-	-	-	36,500
Other Services and Supplies	-	-	136,000	-	-	-	136,000
Expendable Prop 250 - 5000	-	-	113,000	-	-	-	113,000
Total Services & Supplies	-	-	\$1,351,308	-	-	-	\$1,351,308
Total Expenditures							
Total Expenditures	-	-	1,351,308	-	-	-	1,351,308
Total Expenditures	-	-	\$1,351,308	-	-	-	\$1,351,308
Ending Balance							
Ending Balance	-	-	(1,351,308)	-	-	-	(1,351,308)
Total Ending Balance	-	-	(\$1,351,308)	-	-	-	(\$1,351,308)

____ Agency Request
2017-19 Biennium

____ Governor's Budget
Page _____

____ Legislatively Adopted
Essential and Policy Package Fiscal Impact Summary - BPR013

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 022 - Phase-out Pgm & One-time Costs

Cross Reference Name: Office of the State Information Officer SDC
Cross Reference Number: 10700-052-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Services & Supplies							
Instate Travel	-	-	(10,345)	-	-	-	(10,345)
Out of State Travel	-	-	-	-	-	-	-
Employee Training	-	-	(635,337)	-	-	-	(635,337)
Office Expenses	-	-	(129,559)	-	-	-	(129,559)
Telecommunications	-	-	(482,851)	-	-	-	(482,851)
Data Processing	-	-	(558,785)	-	-	-	(558,785)
Publicity and Publications	-	-	-	-	-	-	-
Professional Services	-	-	(578,518)	-	-	-	(578,518)
Employee Recruitment and Develop	-	-	-	-	-	-	-
Dues and Subscriptions	-	-	-	-	-	-	-
Other Services and Supplies	-	-	(824,257)	-	-	-	(824,257)
IT Expendable Property	-	-	(99,200)	-	-	-	(99,200)
Total Services & Supplies	-	-	(\$3,318,852)	-	-	-	(\$3,318,852)
Total Expenditures							
Total Expenditures	-	-	(3,318,852)	-	-	-	(3,318,852)
Total Expenditures	-	-	(\$3,318,852)	-	-	-	(\$3,318,852)
Ending Balance							
Ending Balance	-	-	3,318,852	-	-	-	3,318,852
Total Ending Balance	-	-	\$3,318,852	-	-	-	\$3,318,852

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 031 - Standard Inflation

Cross Reference Name: Office of the State Information Officer SDG
Cross Reference Number: 10700-052-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Personal Services							
Pension Obligation Bond	-	-	-	-	-	-	-
Mass Transit Tax	-	-	-	-	-	-	-
Total Personal Services	-	-	-	-	-	-	-
Services & Supplies							
Instate Travel	-	-	2,439	-	-	-	2,439
Out of State Travel	-	-	2,470	-	-	-	2,470
Employee Training	-	-	8,719	-	-	-	8,719
Office Expenses	-	-	1,340	-	-	-	1,340
Telecommunications	-	-	481,343	-	-	-	481,343
Data Processing	-	-	895,349	-	-	-	895,349
Publicity and Publications	-	-	1,485	-	-	-	1,485
Professional Services	-	-	10,948	-	-	-	10,948
IT Professional Services	-	-	175,278	-	-	-	175,278
Attorney General	-	-	17,306	-	-	-	17,306
Dues and Subscriptions	-	-	676	-	-	-	676
Facilities Rental and Taxes	-	-	-	-	-	-	-
Fuels and Utilities	-	-	340	-	-	-	340
Facilities Maintenance	-	-	1,166	-	-	-	1,166
Agency Program Related S and S	-	-	8,994	-	-	-	8,994
Other COI Costs	-	-	34	-	-	-	34
Other Services and Supplies	-	-	1,369,888	-	-	-	1,369,888
Expendable Prop 250 - 5000	-	-	2,674	-	-	-	2,674

Agency Request
2017-19 Biennium

Governor's Budget
Page _____

Legislatively Adopted
Essential and Policy Package Fiscal Impact Summary - BPR013

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 031 - Standard Inflation

Cross Reference Name: Office of the State Information Officer SDC
Cross Reference Number: 10700-052-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Services & Supplies							
IT Expendable Property	-	-	470,763	-	-	-	470,763
Total Services & Supplies	-	-	\$3,451,212	-	-	-	\$3,451,212
Capital Outlay							
Telecommunications Equipment	-	-	80,428	-	-	-	80,428
Data Processing Software	-	-	44,076	-	-	-	44,076
Data Processing Hardware	-	-	56,135	-	-	-	56,135
Other Capital Outlay	-	-	312,124	-	-	-	312,124
Total Capital Outlay	-	-	\$492,763	-	-	-	\$492,763
Total Expenditures							
Total Expenditures	-	-	3,943,975	-	-	-	3,943,975
Total Expenditures	-	-	\$3,943,975	-	-	-	\$3,943,975
Ending Balance							
Ending Balance	-	-	(3,943,975)	-	-	-	(3,943,975)
Total Ending Balance	-	-	(\$3,943,975)	-	-	-	(\$3,943,975)

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 060 - Technical Adjustments

Cross Reference Name: Office of the State Information Officer SDG
Cross Reference Number: 10700-052-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
Charges for Services	-	-	-	-	-	-	-
Total Revenues	-	-	-	-	-	-	-
Services & Supplies							
Instate Travel	-	-	(10,000)	-	-	-	(10,000)
Out of State Travel	-	-	(5,000)	-	-	-	(5,000)
Employee Training	-	-	(40,000)	-	-	-	(40,000)
State Gov. Service Charges	-	-	(4,130,162)	-	-	-	(4,130,162)
Data Processing	-	-	(1,246,799)	-	-	-	(1,246,799)
Publicity and Publications	-	-	(6,390)	-	-	-	(6,390)
Professional Services	-	-	(44,000)	-	-	-	(44,000)
Dues and Subscriptions	-	-	(6,240)	-	-	-	(6,240)
Other Services and Supplies	-	-	(1,309,016)	-	-	-	(1,309,016)
Expendable Prop 250 - 5000	-	-	(35,780)	-	-	-	(35,780)
IT Expendable Property	-	-	(156,000)	-	-	-	(156,000)
Total Services & Supplies	-	-	(\$6,989,387)	-	-	-	(\$6,989,387)
Total Expenditures							
Total Expenditures	-	-	(6,989,387)	-	-	-	(6,989,387)
Total Expenditures	-	-	(\$6,989,387)	-	-	-	(\$6,989,387)

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 060 - Technical Adjustments

Cross Reference Name: Office of the State Information Officer SDC
Cross Reference Number: 10700-052-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Ending Balance							
Ending Balance	-	-	6,989,387	-	-	-	6,989,387
Total Ending Balance	-	-	\$6,989,387	-	-	-	\$6,989,387

2017-19 BUDGET NARRATIVE

THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY

2017-19 BUDGET NARRATIVE

Policy Option Package #102: Convert 2015-17 Limited Durations to Permanent Staff

Agency Request Budget: \$904,179 | Total Positions/FTE: 5/5.00

Governor's Budget: Denied

Purpose

Changes in business needs and customer demands led the State Data Center (SDC) to create limited duration positions in several areas. This package requests these positions be made permanent to enable the SDC to continue the level of service to agency customers.

How Achieved

This package request converts five 2015-17 limited duration positions to permanent. These positions are key to many of the IT services provided to agencies. The workload has been consistent for two biennia.

This package is in alignment with all of the Enterprise Information Resources Management Strategy goals as these positions support IT technology and business across Oregon state government.

Staffing Impact

- Establish one permanent, full-time, Information Systems Specialist 8, SR 33 (1.00 FTE)
- Establish two permanent, full-time, Information Systems Specialist 3, SR 24 (2.00 FTE)
- Establish one permanent, full-time, Office Specialist 2, SR 15, (1.00 FTE)
- Establish one permanent, full-time, Operations and Policy Analyst 4, SR 32 (1.00 FTE)

Revenue Source

\$530,268 Other Funds Limited, Charges for Services

\$373,911 Other Funds Limited, Admin & Service Charges (assessment)

2017-19 BUDGET NARRATIVE

THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY

2017-19 BUDGET NARRATIVE

Policy Option Package #105: Growing Demand for State Data Center Services

Agency Request Budget: \$0 | Total Positions/FTE: 3/3.00

Governor's Budget: \$0 | Total Positions/FTE: 3/3.00

Purpose

Support customer growth in the use of SDC technology and services. Additional staff is requested to address increase in customer support calls as well as increase in network support to address customer growth. This growth also includes the funding to support the ongoing technology of new agency projects once they move from development to operations in the 2017-19 biennium.

How Achieved

The SDC's budget does not sufficiently support the applications and functions currently in operation and does not contain funding for projected expansion in demand for existing services or delivery of new services. This package request establishes permanent positions which are required to support both increased demand from current customers and new business. This increase in demand results from the modernization of state processes to leverage advances in technology and from the public's increased expectation of electronic interaction with government from access points such as mobile devices.

The SDC deploys and supports the infrastructure necessary for new agency applications and charges for those applications. Additional permanent staff is needed to implement the new projects and to support the increased workload that results from continuing demand for new services. As the SDC deploys advanced and complex technology, the staff required to implement and support this technology must have the highest level skill sets available.

The additional positions do not raise SDC rates or cost to client agencies as this work has been performed by existing contractors. Funding for the positions comes from an offset reduction in Services and Supplies.

Staffing Impact

- Establish three permanent, full-time, Information Systems Specialist 8, OA, C1488 IA, SR 33 (3.00 FTE)

Revenue Source

No increase in rates or assessment since personal service costs are funded with a like amount reduction in Services and Supplies for a net-zero request.

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 105 - Growing Demand for SDC Services

Cross Reference Name: Office of the State Information Officer SDC
Cross Reference Number: 10700-052-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Personal Services							
Class/Unclass Sal. and Per Diem	-	-	456,408	-	-	-	456,408
Empl. Rel. Bd. Assessments	-	-	171	-	-	-	171
Public Employees' Retire Cont	-	-	59,745	-	-	-	59,745
Social Security Taxes	-	-	34,914	-	-	-	34,914
Worker's Comp. Assess. (WCD)	-	-	207	-	-	-	207
Mass Transit Tax	-	-	2,739	-	-	-	2,739
Flexible Benefits	-	-	100,008	-	-	-	100,008
Total Personal Services	-	-	\$654,192	-	-	-	\$654,192
Services & Supplies							
IT Professional Services	-	-	(617,270)	-	-	-	(617,270)
IT Expendable Property	-	-	(36,922)	-	-	-	(36,922)
Total Services & Supplies	-	-	(\$654,192)	-	-	-	(\$654,192)
Total Expenditures							
Total Expenditures	-	-	-	-	-	-	-
Total Expenditures	-	-	-	-	-	-	-
Ending Balance							
Ending Balance	-	-	-	-	-	-	-
Total Ending Balance	-	-	-	-	-	-	-

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 105 - Growing Demand for SDC Services

Cross Reference Name: Office of the State Information Officer SDC
Cross Reference Number: 10700-052-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Total Positions							
Total Positions							3
Total Positions	-	-	-	-	-	-	3
Total FTE							
Total FTE							3.00
Total FTE	-	-	-	-	-	-	3.00

01/03/17 REPORT NO.: PDPFISCAL
 REPORT: PACKAGE FISCAL IMPACT REPORT
 AGENCY:10700 DEPT OF ADMIN SERVICES
 SUMMARY XREF:052-00-00 Office of the State Informatio

DEPT. OF ADMIN. SVCS. -- PPDB PICS SYSTEM

2017-19
 PICS SYSTEM: BUDGET PREPARATION

PAGE 13
 PROD FILE

PACKAGE: 105 - Growing Demand for SDC Service

POSITION NUMBER	CLASS	COMP	CLASS NAME	POS CNT	FTE	MOS	STEP	RATE	GF SAL/OPE	OF SAL/OPE	FF SAL/OPE	LF SAL/OPE	AF SAL/OPE
1914885	OAS	C1488	IP INFO SYSTEMS SPECIALIST 8	1	1.00	24.00	02	6,339.00		152,136 65,015			152,136 65,015
1914886	OAS	C1488	IP INFO SYSTEMS SPECIALIST 8	1	1.00	24.00	02	6,339.00		152,136 65,015			152,136 65,015
1914887	OAS	C1488	IP INFO SYSTEMS SPECIALIST 8	1	1.00	24.00	02	6,339.00		152,136 65,015			152,136 65,015
TOTAL PICS SALARY										456,408			456,408
TOTAL PICS OPE										195,045			195,045
TOTAL PICS PERSONAL SERVICES =				3	3.00	72.00				651,453			651,453

2017-19 BUDGET NARRATIVE

Policy Option Package #108: Windows Server Hardware/Software

Agency Request Budget: \$2.0 million | Total Positions/FTE: 3/3.00

Governor's Budget: \$0 | Total Positions/FTE: 3/3.00

Purpose

Support projected customer growth in the use of SDC technology and services. Windows servers continue to be one of the areas with the greatest growth and change requests. Additional positions are required to support these activities in addition to funding for new hardware and software. This growth also includes funding to support the ongoing technology needs of new agency projects once they move from development to operations in the 2017-19 biennium.

How Achieved

This package would fund purchases of necessary hardware, software, and professional services, and establish positions required to support growth for existing and new services for agencies. This increase in demand results from the modernization of state processes to leverage advances in technology and from the public's increased expectation of electronic interaction with government from access points such as mobile devices.

The SDC deploys and supports the infrastructure necessary for new agency applications and charges for those applications. Additional limitation is needed to allow for the recovery of costs under the applicable rate recovery methodology. Additional permanent staff is needed in order to implement the new projects and to support the increased workload that results from continuing demand for new services. As the SDC deploys advanced and complex technology, the staff required to implement and support this technology must have the highest level skill sets available.

The cost for the additional services an agency experiences through growth in usage of services, or with the completion of an information technology project to deploy a new or improved application, are funded through charges for services. The requested positions do not result in a direct increase SDC rates or cost to client agencies as this work has been performed by existing contractors.

Staffing Impact

- Establish three permanent, full-time, Information Systems Specialist 8, SR 33 (3.00 FTE)

Revenue Source

\$2.0 million Other Funds Limited, Charges for Services

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 108 - Windows Server Hardware/Software

Cross Reference Name: Office of the State Information Officer SDG
Cross Reference Number: 10700-052-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
Charges for Services	-	-	-	-	-	-	-
Total Revenues	-	-	-	-	-	-	-
Personal Services							
Class/Unclass Sal. and Per Diem	-	-	456,408	-	-	-	456,408
Empl. Rel. Bd. Assessments	-	-	171	-	-	-	171
Public Employees' Retire Cont	-	-	59,745	-	-	-	59,745
Social Security Taxes	-	-	34,914	-	-	-	34,914
Worker's Comp. Assess. (WCD)	-	-	207	-	-	-	207
Mass Transit Tax	-	-	2,738	-	-	-	2,738
Flexible Benefits	-	-	100,008	-	-	-	100,008
Total Personal Services	-	-	\$654,191	-	-	-	\$654,191
Services & Supplies							
Data Processing	-	-	-	-	-	-	-
IT Professional Services	-	-	(212,848)	-	-	-	(212,848)
IT Expendable Property	-	-	(441,343)	-	-	-	(441,343)
Total Services & Supplies	-	-	(\$654,191)	-	-	-	(\$654,191)
Capital Outlay							
Data Processing Software	-	-	-	-	-	-	-
Data Processing Hardware	-	-	-	-	-	-	-
Total Capital Outlay	-	-	-	-	-	-	-

Agency Request
2017-19 Biennium

Governor's Budget
Page _____

Legislatively Adopted
Essential and Policy Package Fiscal Impact Summary - BPR013

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 108 - Windows Server Hardware/Software

Cross Reference Name: Office of the State Information Officer SDC
Cross Reference Number: 10700-052-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Total Expenditures							
Total Expenditures	-	-	-	-	-	-	-
Total Expenditures	-	-	-	-	-	-	-
Ending Balance							
Ending Balance	-	-	-	-	-	-	-
Total Ending Balance	-	-	-	-	-	-	-
Total Positions							
Total Positions							3
Total Positions	-	-	-	-	-	-	3
Total FTE							
Total FTE							3.00
Total FTE	-	-	-	-	-	-	3.00

PACKAGE: 108 - Windows Server Hardware/Softwa

POSITION NUMBER	CLASS	COMP	CLASS NAME	POS CNT	FTE	MOS	STEP	RATE	GF SAL/OPE	OF SAL/OPE	FF SAL/OPE	LF SAL/OPE	AF SAL/OPE
1914883	OAS	C1488	IP INFO SYSTEMS SPECIALIST 8	1	1.00	24.00	02	6,339.00		152,136 65,015			152,136 65,015
1914884	OAS	C1488	IP INFO SYSTEMS SPECIALIST 8	1	1.00	24.00	02	6,339.00		152,136 65,015			152,136 65,015
1948830	OAS	C1488	IP INFO SYSTEMS SPECIALIST 8	1	1.00	24.00	02	6,339.00		152,136 65,015			152,136 65,015
TOTAL PICS SALARY										456,408			456,408
TOTAL PICS OPE										195,045			195,045
TOTAL PICS PERSONAL SERVICES =				3	3.00	72.00				651,453			651,453

2017-19 BUDGET NARRATIVE

Policy Option Package #090 – Analyst Adjustments

Purpose

The purpose of this package is to achieve the actions recommended by the Governor.

How Achieved

To achieve a 12 percent reduction target in assessments and rates:

- Terminate maintenance on end-of-life hardware/software - \$148,224
- Reduce Mainframe data processing - \$2.7 million
- Eliminate standard inflation - \$3.9 million
- Eliminate IBM System Architect annual software maintenance - \$484,793
- Eliminate contract support for ETS administration - \$635,418
- Reduce Microsoft Premier support - \$200,000
- Reduce Mainframe software consolidation - \$600,000
- Reduce Server professional services - \$99,328
- Reduce Midrange systems consolidation - \$300,000

Staffing Impact

None

Quantifying Results

None

Revenue Sources

(\$9,111,738) Other Funds Limited, Admin & Service Charges (assessment)

2017-19 BUDGET NARRATIVE

THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 090 - Analyst Adjustments

Cross Reference Name: Office of the State Information Officer SDC
Cross Reference Number: 10700-052-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
Charges for Services	-	-	(12,487,719)	-	-	-	(12,487,719)
Admin and Service Charges	-	-	(6,167,246)	-	-	-	(6,167,246)
Other Revenues	-	-	(9,781,108)	-	-	-	(9,781,108)
Transfer In - Intrafund	-	-	-	-	-	-	-
Total Revenues	-	-	(\$28,436,073)	-	-	-	(\$28,436,073)
Transfers Out							
Transfer Out - Intrafund	-	-	282,932	-	-	-	282,932
Total Transfers Out	-	-	\$282,932	-	-	-	\$282,932
Services & Supplies							
Instate Travel	-	-	(2,439)	-	-	-	(2,439)
Out of State Travel	-	-	(2,470)	-	-	-	(2,470)
Employee Training	-	-	(8,719)	-	-	-	(8,719)
Office Expenses	-	-	(1,340)	-	-	-	(1,340)
Telecommunications	-	-	(481,343)	-	-	-	(481,343)
Data Processing	-	-	(4,980,142)	-	-	-	(4,980,142)
Publicity and Publications	-	-	(1,485)	-	-	-	(1,485)
Professional Services	-	-	(10,948)	-	-	-	(10,948)
IT Professional Services	-	-	(607,107)	-	-	-	(607,107)
Attorney General	-	-	(17,306)	-	-	-	(17,306)
Dues and Subscriptions	-	-	(676)	-	-	-	(676)
Fuels and Utilities	-	-	(340)	-	-	-	(340)
Facilities Maintenance	-	-	(1,166)	-	-	-	(1,166)

____ Agency Request
2017-19 Biennium

____ Governor's Budget
Page _____

____ Legislatively Adopted
Essential and Policy Package Fiscal Impact Summary - BPR013

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 090 - Analyst Adjustments

Cross Reference Name: Office of the State Information Officer SDC
Cross Reference Number: 10700-052-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Services & Supplies							
Agency Program Related S and S	-	-	(8,994)	-	-	-	(8,994)
Other COI Costs	-	-	(34)	-	-	-	(34)
Other Services and Supplies	-	-	(2,005,306)	-	-	-	(2,005,306)
Expendable Prop 250 - 5000	-	-	(2,674)	-	-	-	(2,674)
IT Expendable Property	-	-	(486,486)	-	-	-	(486,486)
Total Services & Supplies	-	-	(\$8,618,975)	-	-	-	(\$8,618,975)
Capital Outlay							
Telecommunications Equipment	-	-	(80,428)	-	-	-	(80,428)
Data Processing Software	-	-	(44,076)	-	-	-	(44,076)
Data Processing Hardware	-	-	(56,135)	-	-	-	(56,135)
Other Capital Outlay	-	-	(312,124)	-	-	-	(312,124)
Total Capital Outlay	-	-	(\$492,763)	-	-	-	(\$492,763)
Total Expenditures							
Total Expenditures	-	-	(9,111,738)	-	-	-	(9,111,738)
Total Expenditures	-	-	(\$9,111,738)	-	-	-	(\$9,111,738)
Ending Balance							
Ending Balance	-	-	(19,041,403)	-	-	-	(19,041,403)
Total Ending Balance	-	-	(\$19,041,403)	-	-	-	(\$19,041,403)

____ Agency Request
2017-19 Biennium

____ Governor's Budget
Page _____

____ Legislatively Adopted
Essential and Policy Package Fiscal Impact Summary - BPR013

2017-19 BUDGET NARRATIVE

Policy Option Package #091 – Statewide Adjustments DAS Charges

Purpose

This package represents changes to State Government Service Charges and DAS Price List charges for services made for the Governor's Budget.

How Achieved

Reduce agency budgets by \$476,475 (OF)

Staffing Impact

None

Quantifying Results

None

Revenue Sources

Reduction of rates and assessments

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 091 - Statewide Adjustment DAS Chgs

Cross Reference Name: Office of the State Information Officer SDC
Cross Reference Number: 10700-052-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Services & Supplies							
Data Processing	-	-	(476,475)	-	-	-	(476,475)
Total Services & Supplies	-	-	(\$476,475)	-	-	-	(\$476,475)
Total Expenditures							
Total Expenditures	-	-	(476,475)	-	-	-	(476,475)
Total Expenditures	-	-	(\$476,475)	-	-	-	(\$476,475)
Ending Balance							
Ending Balance	-	-	476,475	-	-	-	476,475
Total Ending Balance	-	-	\$476,475	-	-	-	\$476,475

2017-19 BUDGET NARRATIVE

Policy Option Package #092 – Statewide AG Adjustment

Purpose

This package adjusts Attorney General rates from the published Price List at Agency Request Budget of \$198/hour to \$185/hour in the Governor's Budget.

How Achieved

Reduce agency budgets by \$9,789 (OF)

Staffing Impact

None

Quantifying Results

None

Revenue Sources

Reduction of rates and assessments

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

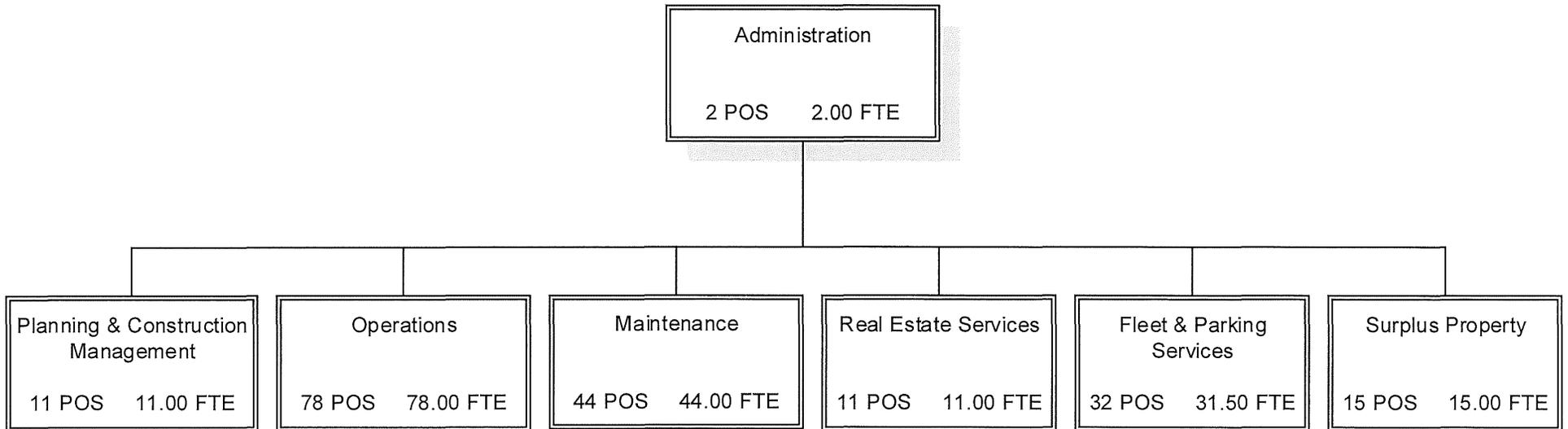
Administrative Svcs, Dept of
Pkg: 092 - Statewide AG Adjustment

Cross Reference Name: Office of the State Information Officer SDC
Cross Reference Number: 10700-052-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Services & Supplies							
Attorney General	-	-	(9,789)	-	-	-	(9,789)
Total Services & Supplies	-	-	(\$9,789)	-	-	-	(\$9,789)
Total Expenditures							
Total Expenditures	-	-	(9,789)	-	-	-	(9,789)
Total Expenditures	-	-	(\$9,789)	-	-	-	(\$9,789)
Ending Balance							
Ending Balance	-	-	9,789	-	-	-	9,789
Total Ending Balance	-	-	\$9,789	-	-	-	\$9,789

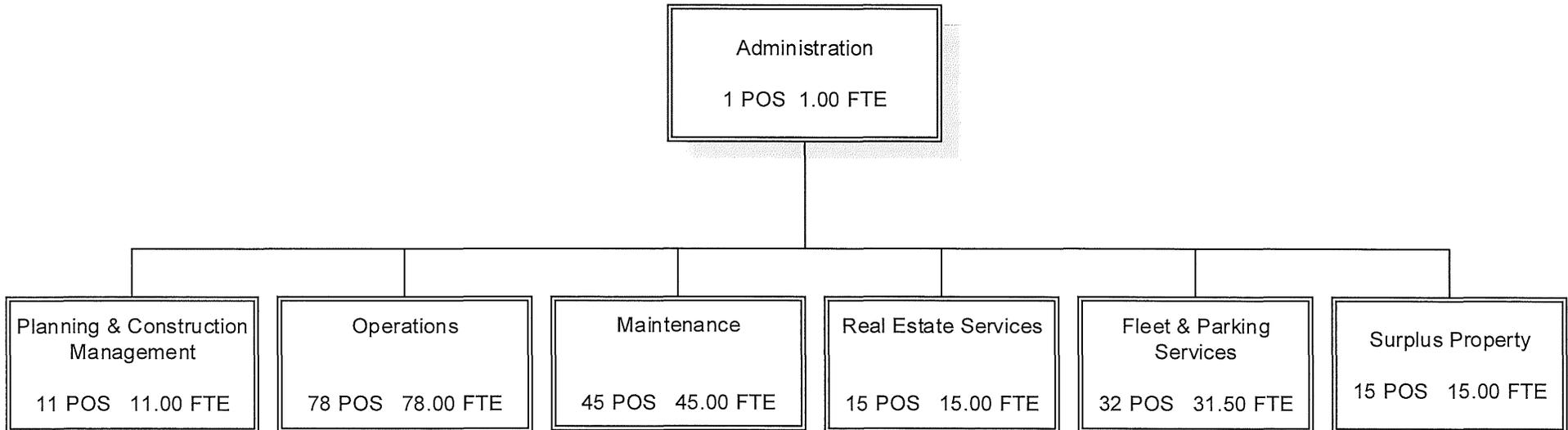
2017-19 BUDGET NARRATIVE

**Enterprise Asset Management
Organization Chart
2015-17
193 POS 192.50 FTE**



2017-19 BUDGET NARRATIVE

Enterprise Asset Management Organization Chart 2017-19 197 POS 196.50 FTE



2017-19 BUDGET NARRATIVE

Enterprise Asset Management

Program Overview

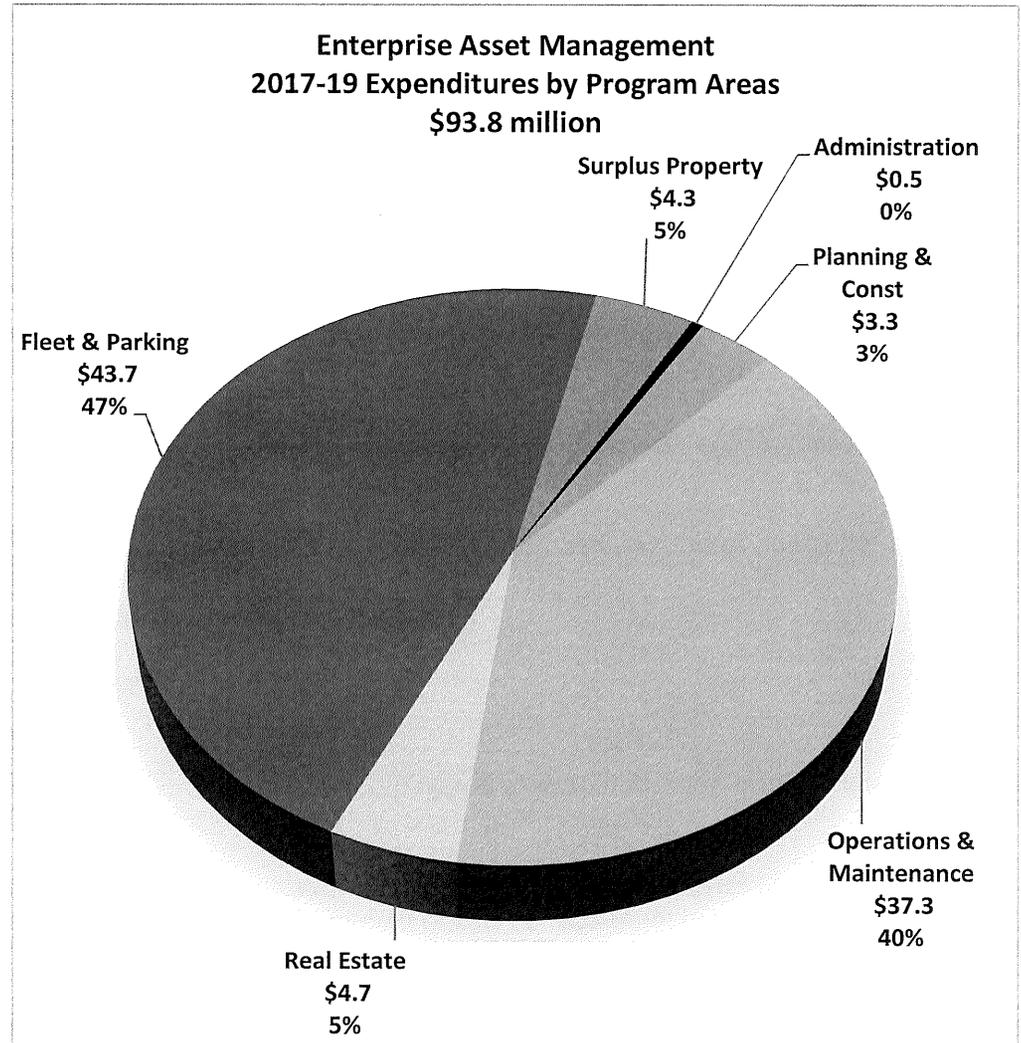
Enterprise Asset Management (EAM) comprises Planning and Construction Management, Operations, Maintenance, Real Estate Services, Fleet and Parking Services, and the Oregon Surplus Property Program. The division centralizes management of state real and personal property to support state agency work space, travel and operational needs.

Program Description

EAM provides vehicles from the state fleet, disposition of surplus property, facility space, and maintains a safe and sanitary work environment. The division's centralized services provide state agency and some local government customers with cost effective, quality, and efficient asset life cycle management; including acquisition, operation, maintenance and disposal. These value-added services allow customers to focus on their primary missions.

The division's program areas focus on responsive customer service, with particular attention to the following goals:

- Provide clear and consistent guidelines and policies.
- Seek long-term, comprehensive solutions with input and collaboration from stakeholder groups.
- Lead state government in sustainability projects and practices.
- Respond promptly to customer requests.
- Balance individual agency needs with overall state enterprise needs and goals.



2017-19 BUDGET NARRATIVE

The Enterprise Asset Management division serves its customers with the following central-service programs:

Planning and Construction Management (P&CM):

This program provides construction project management for over \$20 million in maintenance, upgrade/renovation and new construction projects for DAS owned buildings, as well as providing project management services to other agencies that own buildings. These assets are used daily by state employees, as well as the citizens of Oregon. All of these projects keep the state government buildings functioning and provide upgrades so state agencies can deliver critical services to the citizens of Oregon.

- Serve as state government's expert resource for new construction, building renovation, and building system upgrades with a primary focus on maintaining the 43 buildings and parking structures that DAS owns.
- Provide long- and short-term planning for building maintenance projects.
- Assist, when possible, with construction and interior projects in buildings owned by other agencies.
- Manage all projects to minimize agency downtime, exceed construction standards, implement energy savings, meet timelines, stay within scope and on budget.
- Research ways to upgrade and install energy saving systems, from simple things such as insulation and energy efficient windows to more complex projects including LED lighting upgrades and frictionless magnetic chillers.

Operations and Maintenance (O&M):

The Operations and Maintenance programs provide clean, sanitary and well maintained building space, allowing state agency customers to focus on their missions. O&M operate and maintain 43 DAS-owned buildings and service nine other agency-owned buildings, with over three million square feet throughout Oregon. These facilities are occupied by 69 agencies and include general government offices, forensic crime and health labs, computer data centers, printing operations, and the Governor's residence. These programs:

- Provide professional, technical, maintenance services and expert consulting to provide a safe, reliable, and efficient work place for employees
- Maintain building systems and structures to prevent failures, and respond to intermittent operating system needs – ensuring state employees have healthy and safe work environments to effectively deliver services to citizens

2017-19 BUDGET NARRATIVE

- Provide HVAC mechanics, electricians, refrigeration mechanics, plumbers, security technicians, locksmiths, maintenance technicians, painters, carpenters, general landscapers, an arborist, pesticide applicators, and custodians (all maintenance technicians maintain appropriate licenses for their trade, ensuring that all work meets present code)
- Provide the minimum amount of maintenance required on the 489,000 square feet of buildings and 47 acres of the Oregon State Hospital North Campus until it can be demolished and sold

Real Estate Services:

Real Estate Services provides comprehensive, value-driven commercial lease brokerage, land acquisition and surplus real estate sales, property management, asset strategies, real estate development services, interior project management, and space planning and interior design services. Freeing the client agency from the burden of navigating the real estate industry, this program is integral to client agencies' core need of solving the "space" dilemma. This team of cross functional professionals represent client agencies with the unwavering resolve to drive the best deal at the highest value for state government. This group also carries out real estate-based enterprise wide and legislative efforts and initiatives in its continual effort to contemporize practices. Specifically, this group's work encompasses the following:

- Manage state government's overall lease portfolio with the goal of leveraging its market presence and economizing its footprint while creating efficiencies in current and future state-owned assets
- Negotiate approximately 250 private market leases annually, with a focus on driving the highest value for the agencies at or below market lease rates
- Manage the portfolio of 650 private sector leases covering approximately 4.6 million square feet of office, storage and special use facilities as well as 300 DAS controlled state leases covering approximately 2.4 million square feet of office and storage space
 - Managing the portfolio centrally, improves DAS' ability to make value recommendations to agencies such as co-locations, back-fill opportunities, assignment of a lease, downsize or change, as well as perform as the information clearinghouse.
- Engage the commercial real estate industry through networking and professional affiliations to continually position itself to deliver relevant, contemporary real estate options for agencies
- Provide lease administration service and guidance to agencies ensuring their contract rights are upheld and enforced; resolve contract disputes with land owners, protecting agencies' financial and operational interests
- Facilitate the sale of surplus real estate; this service is important particularly to other land-owning state agencies, counties, local municipalities, and political subdivisions that may benefit from repurposing surplus real estate

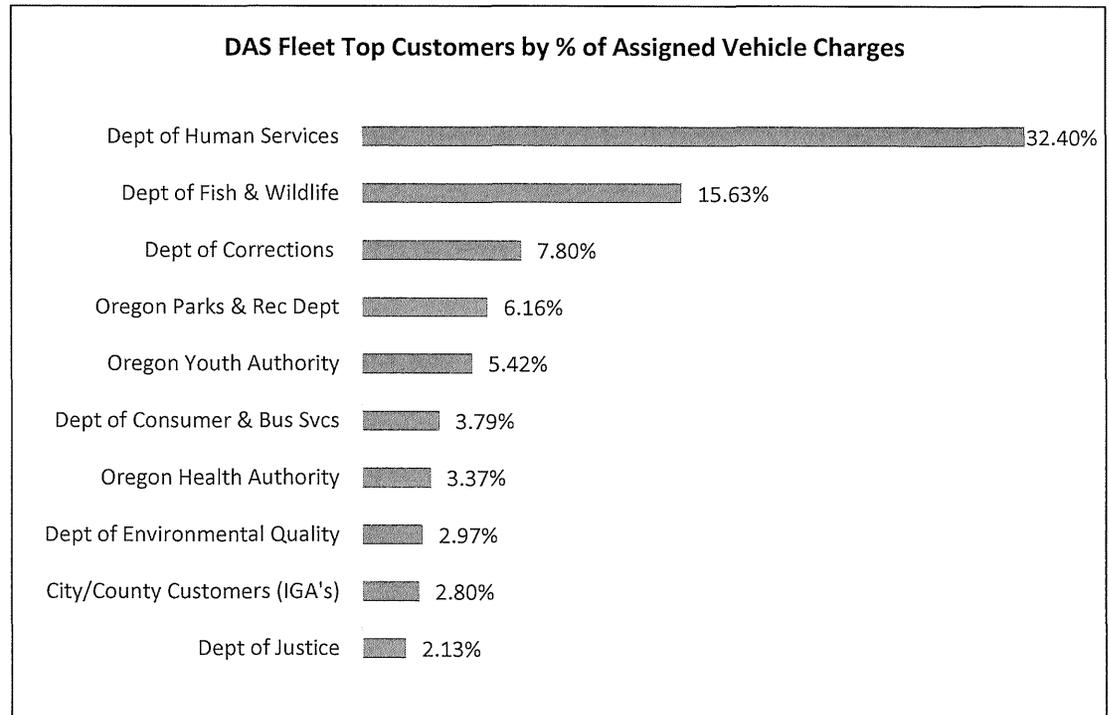
2017-19 BUDGET NARRATIVE

- Maintain an inventory of state lands and buildings that are owned or leased. Provide analysis and technical reports for the activities and public review process of the Public Lands Advisory Committee on state land acquisitions and sales
- Provide state agencies with land transaction services, e.g., disposition strategy, appraisals, surveys, environmental studies, and lot line adjustments

Statewide Fleet Administration and Parking Services:

Fleet and Parking Services program owns and operates 4,200 vehicles used by 112 state agencies and local government customers, and manages 4,600 parking spaces located in Salem, Portland and Eugene. These assets are used daily by state agency employees and, with regard to parking spaces, the public customers they serve. The program:

- Provides centralized acquisition, maintenance and regulation of vehicles for use by state agencies.
- Sets uniform rental fees taking advantage of economies of scale. Centralizes purchasing, management, and bulk buying of vehicles, parts, and fuel to reduce agency transportation costs. Rents vehicles to state and local governments – eliminating the need to purchase vehicles, and spreading the cost over many budget cycles.
- Conducts annual minimum mileage review of vehicles. This review is mandated in statute and policy and ensures that low-use vehicles are a justified expense of taxpayer money.
- Manages reserved parking spaces within the Capitol Mall, striving to maintain a ratio of one space per two employees. The program promotes and coordinates bus pass, carpool, vanpool and other mass transit commuter programs to reduce traffic congestion, greenhouse gas emissions, and to reduce the need for additional employee parking.



2017-19 BUDGET NARRATIVE

Surplus Property Program:

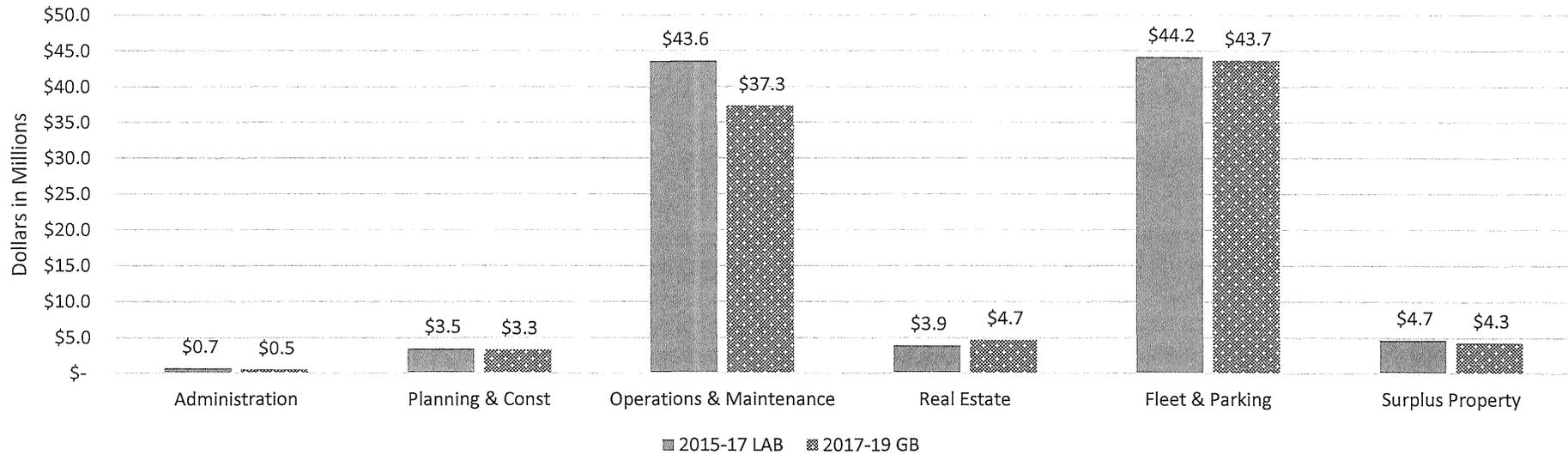
This program facilitates the reuse of surplus personal property for state, local, and federal government entities:

- Provides a central distribution point for excess and end-of-life inventory with a transparent audit trail and fair and equitable distribution of property by marketing through online auctions and store sales.
- Minimizes items entering the waste stream – less than two percent of all items turned in to Surplus Property are placed in the garbage.
- Returns over \$2.5 million annually in sale proceeds to state agencies that turned in surplus property.
- Sells to the public and small businesses, prior to recycling or disposing of items – supporting many small business with access to inexpensive items for use or resale.
- Provides savings to state and local governments, eligible non-profits and small businesses through access to federal surplus property at a significant savings compared to buying retail.
- Manages the e-waste disposal program for state agencies, counties and cities through Garten Services, a Qualified Rehabilitation Facility that ensures environmentally safe disposal and proper security and destruction of confidential or sensitive data.
- Administers the federal Law Enforcement Support Office (LESO) program, which enables state and local law enforcement agencies to acquire equipment and supplies from federal sources for free or at substantial savings – over \$1.5 million annually.

2017-19 BUDGET NARRATIVE

Total Funds Budget (historical and future)

Biennial Comparison of EAM Expenditures by Major Programs



Program Justification and Link to Long-Term Outcomes

Enterprise Asset Management plays a strong role in determining how key assets and services are delivered in ways that conform to long-range policy goals for state agencies and the enterprise. The division mainly focuses on the management of environmental impacts and sustainability, leased and owned space, and asset lifecycle. The following descriptions of the division’s actions and planning demonstrate how it uses its expertise to achieve long-range goals toward more efficient and effective delivery of government services to Oregonians.

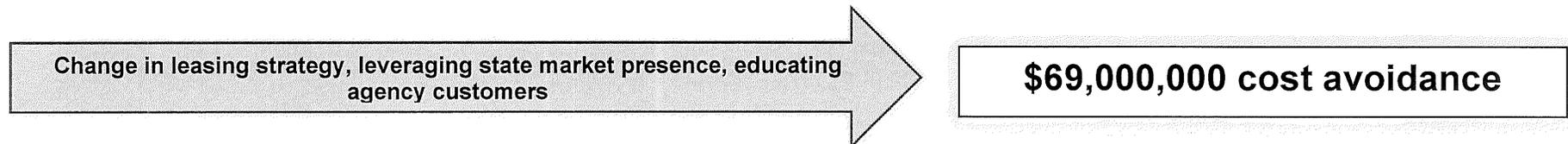
- Seismic safety and business continuity: As state government delved into how to withstand and recover from a Cascadia type seismic event, the division worked with the state architect to examine DAS owned buildings. Analysis showed that few to none of the current buildings could withstand a 9.0 earthquake, and that to upgrade some buildings to be seismically sound would cost almost as much as building new.

2017-19 BUDGET NARRATIVE

This led to development of a long-range plan to ensure DAS buildings are as seismically safe as could be reasonably afforded, and that one or more buildings could be used following an event. The first and primary goal of this plan is construction of a mission critical building on the Capitol Mall's yellow parking lot rated to withstand a 9.0 earthquake (immediate occupancy). The building would house the Department of Revenue and parts of several other agencies critical to a recovery effort. A Policy option package requests funding for this project.

Additional phases of the plan include upgrading the Labor and Industry Building to life safety or immediate occupancy standards; and demolition of the current Revenue and Executive buildings in the next eight to 15 years because the cost to retrofit them is estimated to exceed 80 percent of the cost of constructing new, seismically sound buildings.

- Whole building approach to renovation: In conjunction with construction of a mission critical building, the division plans to use the vacated Revenue building as a “swing space” to house employees during construction or renovation. For example, the Labor and Industry Building can be emptied wholesale or by floors to complete needed upgrades. This will lower time and costs to complete the work and cause less disruption to delivery of services.
- Workplace strategies project: Initially started as an enterprise-sponsored project, this effort involved a multi-agency team to develop employee work space standards and guidelines that move agencies toward greater consolidation of building space and higher utilization of owned and leased buildings. By fitting more employees in existing space, overall cost to deliver services is reduced. EAM offers agencies in-house interior design, project management and access to contractors. Use of newer, less expensive types of furniture configurations is encouraged to create more productive, collaborative and healthy work environments. To assist agencies with the cost of reconfigurations, EAM developed a loan program through Uniform Rent that agencies can use to purchase furniture and equipment and repay over four years. This fund will be continuously replenished by the agencies that use the program.
- Private market lease optimization: Initially an enterprise-sponsored project, this initiative involves educating agencies on the workings of the commercial real estate market including: the practices of landlords, property managers and brokers, aggressive negotiations, or moving to a new location if favorable terms cannot be negotiated. State government traditionally carried most of the financial burden to move, build tenant improvements, pay for project managers and architectural drawings, and did not reap free rent opportunities. Moving forward, at least one if not all of these incentives are captured for agency benefit. State government is the largest tenant in the market with AAA credit and deserves the best deals available. Two international brokerage firms are on contract to assist during busy periods or when special services are needed.

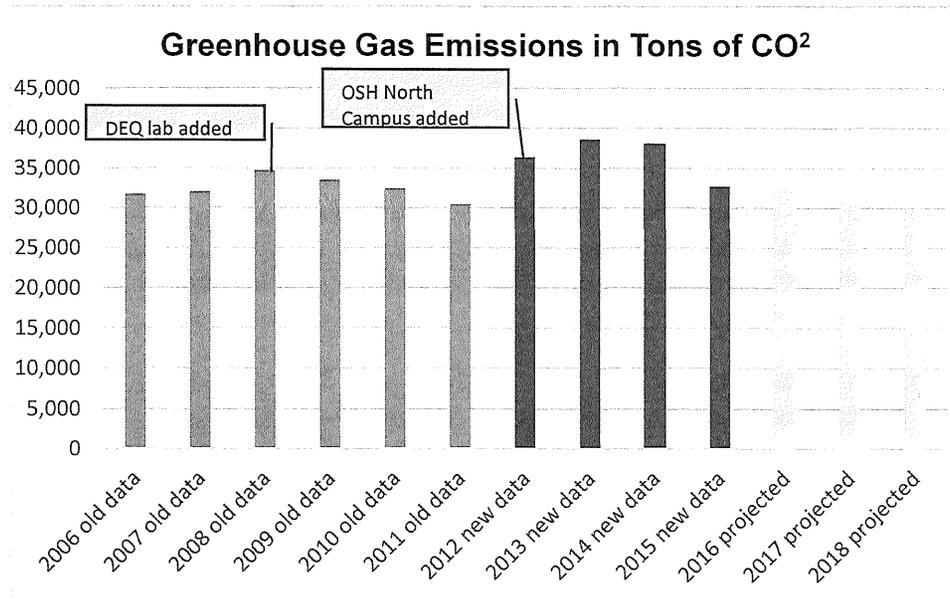


2017-19 BUDGET NARRATIVE

- **Environmental impact and sustainability:** The division strives to manage the impact of its operations on the environment and sustainability. Efforts touch on several areas. The following are a few examples:

- **Building efficiency:** In all renovations and upgrades of electrical, HVAC and other building systems, primary goals are increasing efficiency, reducing energy usage, and reducing greenhouse gas emissions. LED lighting projects have reduced electricity use by approximately 60 percent when both LED lights and lighting controls are replaced (the DAS standard). In addition, replacement of older chiller and heating system motors with modern magnetic drive systems have greatly increased heating/cooling efficiency and reduced energy usage by 597,000 kilowatts per year.
- **Vehicle efficiency:** A rise in fuel efficiency of just one mile per gallon can yield \$1 million or more in fuel savings over a biennium, depending on gas prices. The same increase in efficiency can reduce greenhouse gas emissions by nearly 2 million pounds of CO² per year. DAS Fleet uses fuel efficiency as a primary guide in determining what kinds of vehicles to buy as well as what engine size and fuel type. These are taken into consideration along with the cost of vehicles and technologies to ensure the return on investment is a valid use of taxpayer funds. The program has moved slowly to incorporate electric vehicles and plug-in hybrids because the infrastructure costs to install charging at state owned and leased buildings is high, as is the cost of the vehicles. The division has multiple projects planned over the next several biennia to install charging stations and purchase more electric vehicles as costs drop and range of operation increases.

- **Greenhouse gas emissions:** DAS tracks the combined emissions from fleet vehicles, electricity use in buildings, and heating with natural gas with the goal of reducing overall emissions. The reduction target by 2020 is 15 percent below 2006 levels. The factor that affects this measure the most is adding buildings. The division works to reduce emissions through purchase of fuel efficient vehicles and building renovations that include high efficiency HVAC systems, LED lighting and lighting controls. This measure is in development because new methods of gathering more accurate emission levels have been developed. The division still has work to do to re-examine electricity and natural gas data from 2006 through 2011 to accurately calculate progress. This chart depicts older data from 2006-2011, current data for 2012-2015, and a projected downward trend through 2018.



2017-19 BUDGET NARRATIVE

- Reuse of end-of-life and excess property: The Surplus Property program's goals include further use of items within state government, sale of surplus items to private buyers, and disposal in the most environmentally friendly way. Less than two percent of all items turned-in to the Surplus Property program are placed in the garbage. This ties directly to long-range goals for reducing environmental impact and costs across state government.
- Qualified Rehabilitation Facility (QRF) contracts: The division contracts with QRFs for custodial services in some buildings and for processing of the state's e-waste. These relationships provide jobs for people with disabilities, contributing to state goals for social and economic equity.



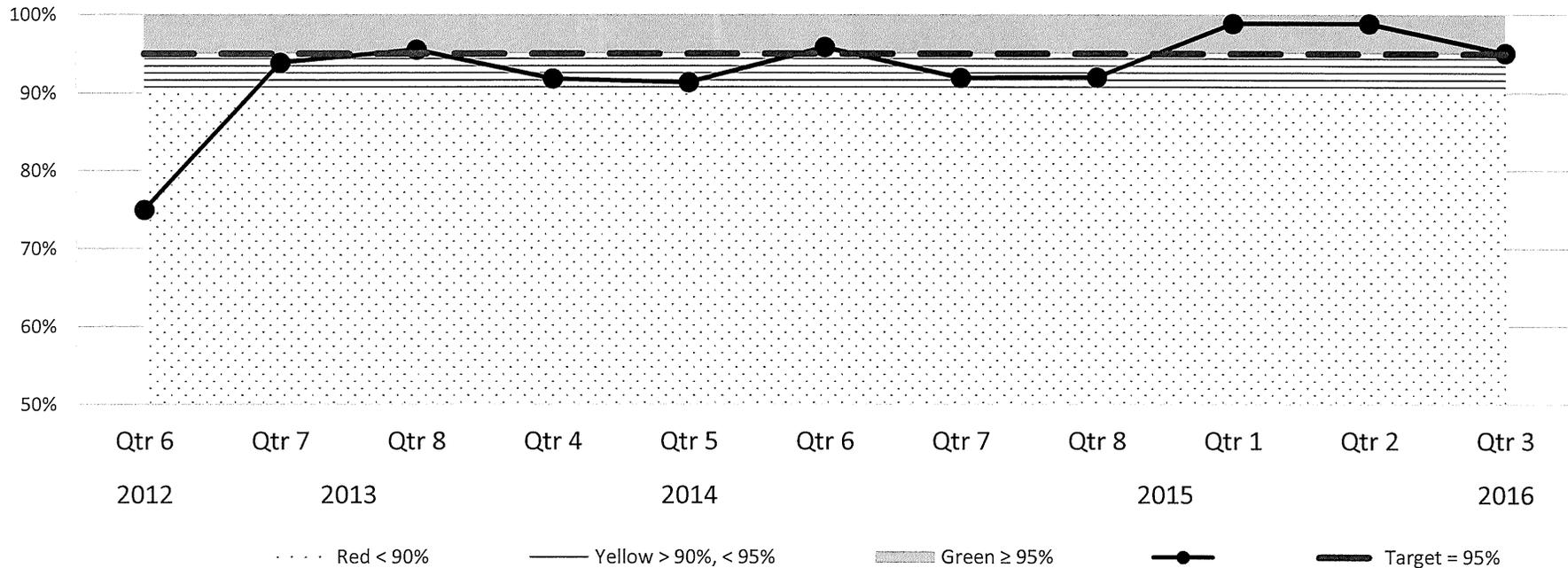
2017-19 BUDGET NARRATIVE

Program Performance

EAM tracks service level performance for the EAM Customer Utility Board, and Legislative Key Performance Measures. The measures below are only a small part of those tracked by the division to analyze performance on cost, timeliness, quality, and quantity of services provided.

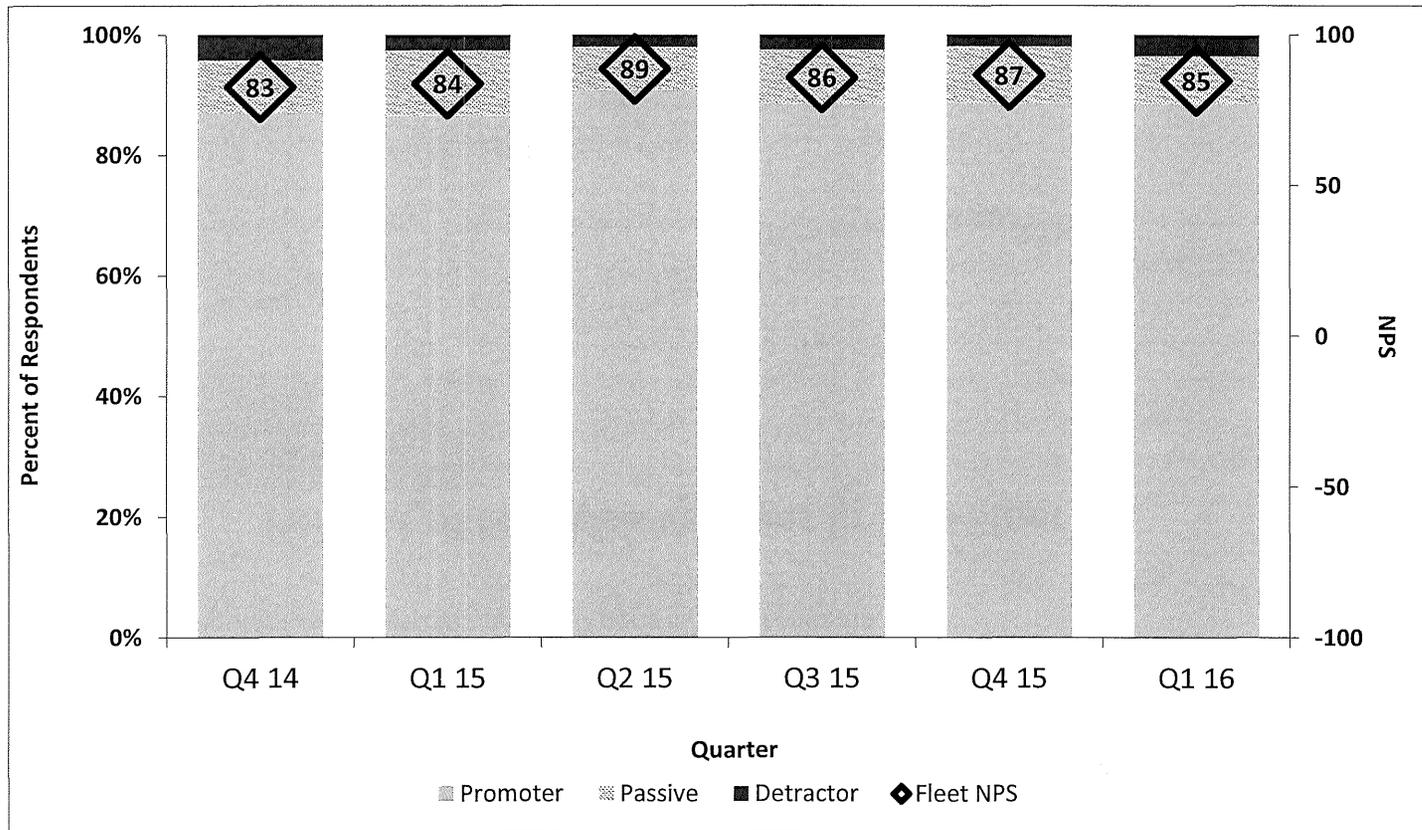
Percent of preventative maintenance tasks completed as scheduled: This timeliness and quality measure indicates whether tasks were completed as scheduled. This helps Maintenance see when they are falling behind. Factors that lead to lower completion rates include emergent issues that pull staff away from scheduled tasks and insufficient staffing levels. The program has made management and procedural changes in the last year that has led to better performance. This measure is projected to remain above the 95 percent target over the next biennium.

Percent of preventative maintenance tasks completed



2017-19 BUDGET NARRATIVE

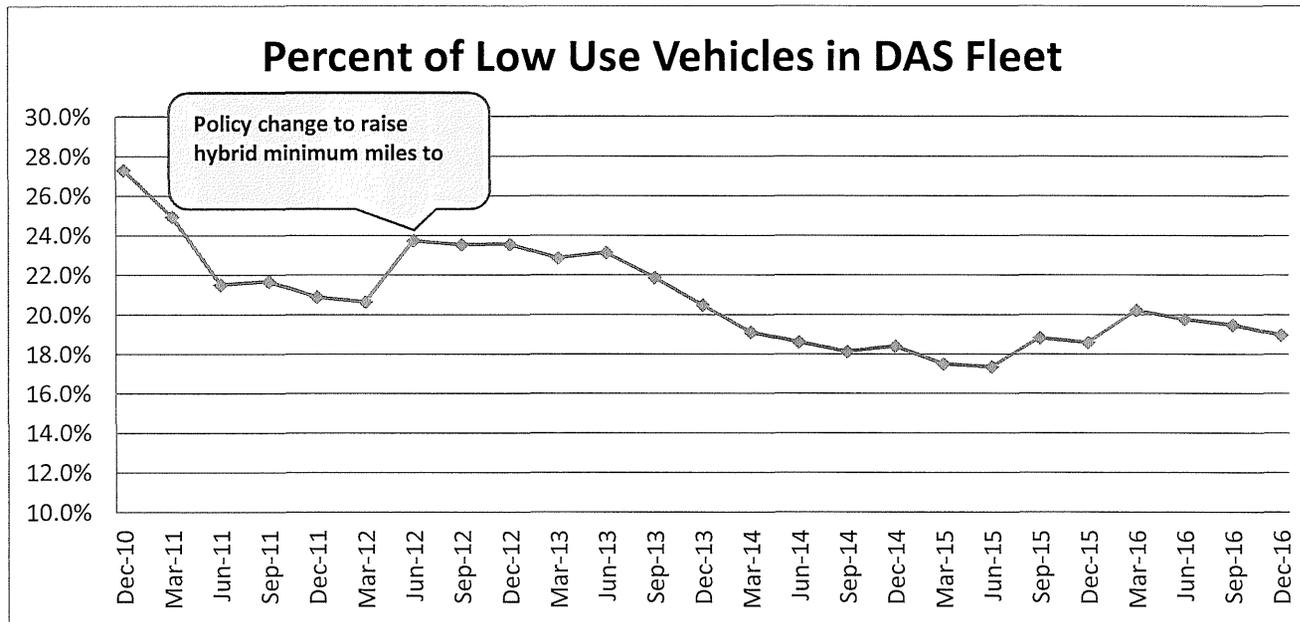
Customer satisfaction: EAM has several programs that use customer surveys to gauge satisfaction. DAS Fleet has a transactional customer survey for the Daily Rental Motor Pool. While the survey asks customer service satisfaction questions, the primary focus is the Net Promoter Score (NPS) – used across many industries as a measure of overall satisfaction. DAS Fleet consistently scores much higher than private car rental companies such as Hertz and Enterprise, which usually score 50 or less. The NPS score for Fleet is projected to remain above 80 throughout the 2017-19 biennium.



2017-19 BUDGET NARRATIVE

Vehicle use: ORS 283.313 requires DAS to establish a minimum standard for state owned vehicle use, and to conduct a review of usage to grant justifiable exemptions. For example, exemptions often are granted for vehicles used for inner-city child welfare work or remote locations, such as correctional facilities. Even though these vehicles may be used regularly, they will not accumulate many miles per month. DAS Fleet uses an agency's performance in this area as a consideration when approving agency requests for new, additional vehicles. This helps ensure that existing resources are looked at before state funds are spent on unnecessary new vehicles.

In fall of 2010, DAS began working with agencies on closer scrutiny of low-use vehicles, starting with the top 10 agency customers. This led to tightening exemptions and raising the minimum standard for hybrid vehicles to ensure fuel savings were maximized. The current standards are an average of 590 miles per month for regular fueled vehicles and 750 per month for hybrids.



Any vehicles that do not meet the minimum standards must receive an exemption from DAS or be brought up to the standards within six months of the review. Vehicles that do not are removed and reassigned or sold. Working closely with agencies, DAS has been able to control low-use vehicles in the fleet and to educate agencies on considering their vehicle resources more comprehensively. The goal is to maintain the percent of vehicles not

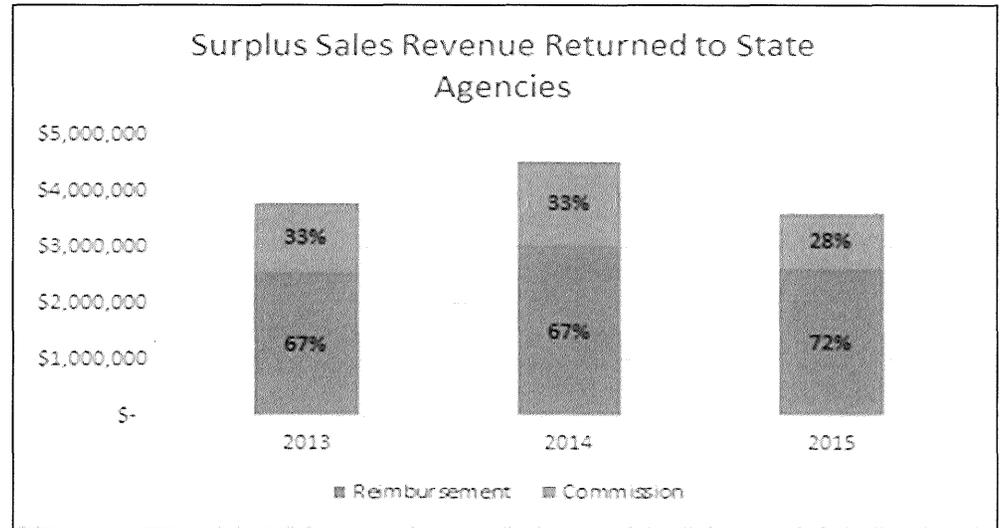
2017-19 BUDGET NARRATIVE

meeting standards at 20 percent or less. Recently, the percent of low-use vehicles below the standard rose to 20.2 percent. This is viewed as a temporary phenomenon due to adding new vehicles and should drop again as agencies rotate vehicles into long-term assignments.

Private market lease rates versus area market rates: State government has a large market presence and DAS leverages this to lower lease costs. Measuring cost helps the Leasing section gauge how they are performing in negotiating leases for the state. Timing and market factors also can affect performance. For example, a higher state rate can be due to leases negotiated when the market was high. If the market drops, the state ends up paying more than market rates. This potential motivates the program be as proactive as possible to renegotiate leases at the earliest possible time. Negotiating longer lease terms also lowers cost and the program encourages agencies to do so.

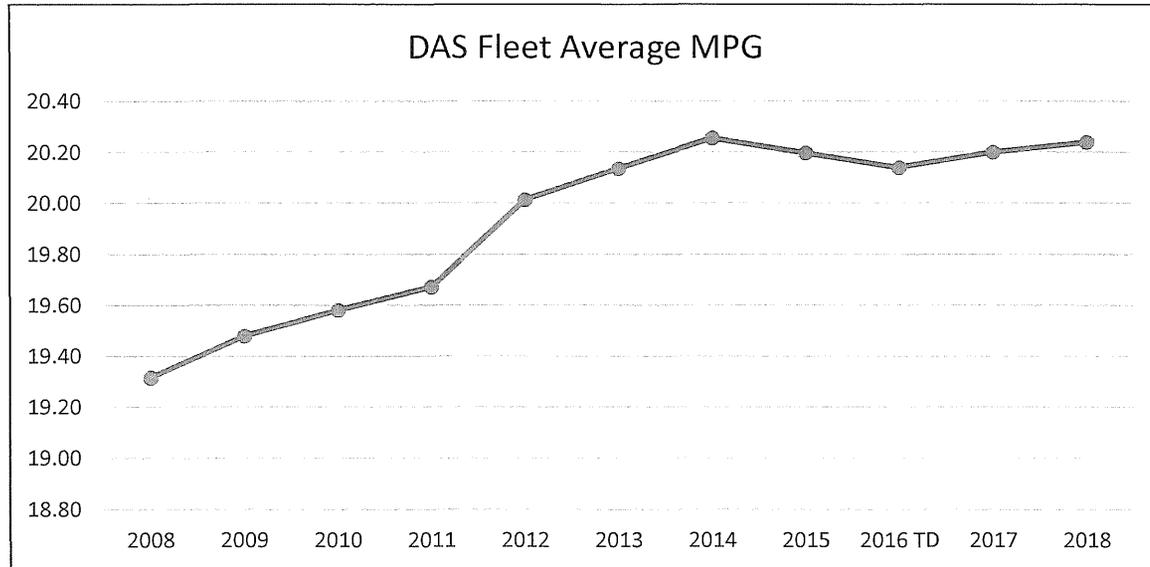
Performance Measure	2015-17 Biennium	Projected 2017-19 Biennium
Percent of state leases below market rates (> 5,000 SF)	75.0%	80-85%
Percent of state leases below market rates (<5,000 SF)	81.3%	85-90%
Percent of state leases 5-year or longer terms	53.6%	60-65%

Percent of surplus sales revenue returned to state agencies: The Surplus Property program uses its commission-based rates to pay for operations. This measure tracks the percentage of total proceeds the program returns to state agency and local government customers after deducting service fees. The measure helps the program adjust the rate structure to maximize funds returned to agencies while ensuring operational cost are covered. This measure is greatly affected by the quality and quantity of items sold through the program. For example, a year where a high volume of low-value items is sold will lead to a low percentage returned to agencies. As an example, Surplus changed its rates for the current biennium to return more money to agencies owning vehicles and titled equipment. This chart shows an uptick in returns to agency customers and this trend is expected to continue through 2017-19.



2017-19 BUDGET NARRATIVE

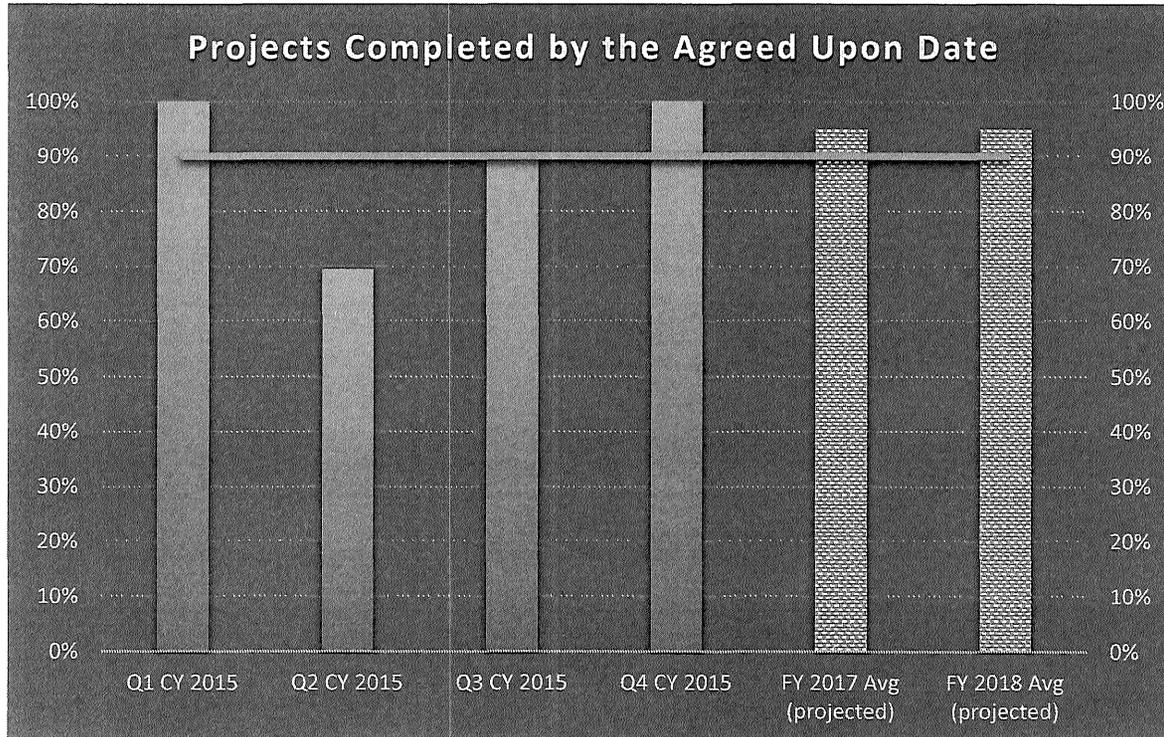
Vehicle fuel efficiency: This is a primary measure for DAS Fleet and is tracked on other performance reporting. As mentioned above, raising fuel efficiency saves tax dollars and reduces greenhouse gas emissions. As vehicles are purchased and assigned, fuel efficiency takes a high priority in the decision making process. Likewise, policy is formulated considering vehicle efficiency and minimum usage standards. Hybrids have a higher minimum standard than regular fueled vehicles to take greater advantage of their high fuel efficiency. Hybrids are also the only type of vehicle that cannot be granted an exemption if they do not meet the 750 miles per month minimum standard. An agency must use hybrids to their potential. For example, the Department of Corrections perimeter patrols use Toyota Prius to save tens of thousands of dollars on fuel costs.



While MPG efficiency has dropped slightly, DAS Fleet attributes this to more inner-city driving as agencies deliver additional services to Oregonians in urban areas. DAS anticipates that replacing many older sedans and incorporating more electric and plug-in hybrid vehicles will begin to raise efficiency again as we progress through 2017-19.

2017-19 BUDGET NARRATIVE

Percentage of P&CM projects completed by the agreed upon date: This measure is newer and continues to be refined. As seen in the chart below, the program experienced a drop in projects completed on time in the final quarter of the 2013-15 biennium. This is due to projects that were scheduled but could not be completed in time due to shifting priorities and lack of project managers to handle the workload. The division seeks to remedy this issue by bringing on more limited duration and permanent project manager positions in a proposed policy option package. The goal is to add the staff necessary to accommodate scheduled and emergent needs and to ensure all planned projects are completed on time.



Enabling Legislation/ Program Authorization

ORS Chapter 184.305, 276, 279 A-C, and 283

2017-19 BUDGET NARRATIVE

Funding streams that support the program

EAM funding comes primarily from user fees paid by agency and local government customers (Other Funds). The user fee rates established are reviewed and approved by the EAM Customer Utility Board. The table below shows the various funding sources for the division's programs.

Source of Funding	Planning & Construction Management	Operations	Maintenance	Real Estate Services	Fleet & Parking Services	Surplus Property	Debt Service	Capital Construction & Capital Improvement
Assessments:								
Real Estate Services				✓				
Surplus Property Base						✓		
Surplus Personal Property Transactions						✓		
Fees for Service:								
Project Manager Rates	✓							
6% Project Fees	✓							
Uniform Rent		✓	✓				✓	✓
Service Agreement & Self Support Rent		✓	✓				✓	✓
Billable Jobs			✓					
Key Cards			✓					
Leasing				✓				
Regional Solution Centers				✓				
Permanently Assigned Vehicles					✓			
Fuel					✓			
Shop Services					✓			
Parking Services					✓		✓	✓
State Surplus Property						✓		
Federal Surplus Property						✓		
Article XI-Q Bonds								✓

2017-19 BUDGET NARRATIVE

- Operations and Maintenance: Customers in 69 agencies pay user fees in the Uniform Rent and Self-Support Rent programs. For Self-Support Rent, rates were developed using the historical costs of maintaining and operating these buildings at current service levels. Repairs and other services provided that are not included in the rent programs are billed hourly plus parts.
- Project & Construction Management: Customers pay user fees plus project administrative fees to acquire program services. Project manager fees are charged per hour and, on DAS buildings only, an administrative fee is billed at a percentage based on the total project cost. The program also receives a transfer from the Uniform Rent and Self-Support Rent programs for cost recovery and debt service on DAS projects to repay the Capital Construction and Capital Improvement Funds.
- Real Estate Services: Customers pay 3.5 percent of the first two years of value on private sector leases. For DAS owned buildings, agencies pay a flat \$500 per lease. For land sales and all other statewide real estate transactions, the Customer Utility Board approved a rate methodology for 2017-19 based on one-third agency 2015-17 full-time equivalent (FTE) count, one-third agency 2015-17 budget size, and one-third value of agency-owned land. Because the unit works to benefit all state government with some additional work needed for larger, property-owning agencies, this model recovers cost equitably with heavier users paying a larger share of the cost.
- Surplus Property: Customer user fees for state property disposition are a percent commission retained from the total sale. The program also rents storage space in its warehouse by the square foot or pallet. Pick-up and delivery of property is billed hourly plus mileage. The state program also receives an assessment based on 20 percent agency FTE and 80 percent historical property transactions. Federal property program customers pay a fee for transfer of excess property. The fee is based on the value of the property and is designed to cover program administrative and transportation costs. Rates remain the same for 2015-17 and 2017-19.
- Fleet and Parking: Customer user fees for daily and monthly rental of vehicles recover the cost of vehicles plus administrative costs. Fuel costs are passed on to users with a mark-up to recover infrastructure and administrative costs. Shop charges are hourly plus parts. Parking is billed monthly to employees through payroll deduction. Agencies are billed monthly for state vehicle spaces. For hourly and daily parking, the program uses pay-and-park machines and meters. There is no proposed increase in parking rates for 2017-19. The rates for the permanent fleet are increasing and are discussed in the Customer Service Level (CSL) increase section below.

For 2017-19, several areas of EAM are seeking increases in funding over CSL. The details on these requested increases can be found in the policy option package section below and in the sections for Capital Improvement and Capital Construction.

- An increase for the Uniform Rent program is proposed to fund Capital Improvements and Capital Construction. This increase establishes a fund for the workplace strategies initiative that agencies can borrow from and pay back over two biennia for furniture remodels and upgrades. It also covers debt service on the initial phase of building a new seismically sound mission critical building (\$56.5 million) and Portland State Office Building renovations (\$13.1 million). The total debt service funding needed for these two projects is \$161 million and \$21.1 million over

2017-19 BUDGET NARRATIVE

the two biennia. The rent increases from \$1.45 per square foot to \$1.55 and is paid by 69 agencies occupying DAS owned buildings. See policy option packages 115 and 117 through 126.

- For 2015-17, Fleet and Parking Services was instructed to use existing funds to fulfill agency requests for additional vehicles. This means the program must reduce its 2015-17 ending balance well below its 60-day working cash level. Unless some of the CSL funds are restored, the program anticipates being short on cash to purchase vehicles early in the 2019-21 biennia. In addition, the program has put forward a \$1.5 million policy option package (109) to fund additional new vehicle requests in the next biennia. Together, this will increase the Capital Outlay spending of the program by \$1.5 million, but the request is for only \$1.1 million in revenue because the program will be able to keep its ending cash levels at about one-half to two-thirds of its 60-day working cash level and still fund new vehicle purchases early in the following biennium.

Increased user fees in the permanent fleet – of about \$60 to \$100 per vehicle per month – will fund this request depending on vehicle type, model year, and how much the vehicle purchase price has increased. However, it is worth noting that while the increase over current levels is significant, it merely brings the program close to the rate levels and funding of eight to 10 years ago, before deep program cuts occurred. The table below shows monthly rates for the most-rented vehicle types.

Vehicle Type	2007-2009	2009-2011	2011-2013	2013-2015	2015-2017	2017-19 build ending cash to ~40 days, no policy option package	2017-19 with policy option package and build less ending cash
SEDAN	\$295	\$296	\$250	\$197	\$197	\$246	\$268
7 PASSENGER MINI VAN (FWD)	\$280	\$286	\$256	\$203	\$203	\$287	\$309
PICKUP COMPACT 4X4	\$285	\$296	\$253	\$200	\$200	\$276	\$298
PICKUP 3/4 TON 4X4	\$345	\$321	\$313	\$260	\$260	\$328	\$350
SUV INTERMEDIATE	\$355	\$336	\$355	\$256	\$256	\$322	\$344
SUV Compact	N/A	\$321	\$286	\$233	\$233	\$295	\$317

2017-19 BUDGET NARRATIVE

- Due to increased demand for EAM services, the division is requesting three additional permanent positions and converting five limited duration positions to permanent. Details of these staffing packages are included as policy option packages 102 and 106 in the section below. This request results in an increase of Personal Services and S&S expenditures of \$647,080. The expense is recovered through fees to agencies; there is no increase in rates to customers.
- Fleet and Parking Services has requested policy option package 116 for \$1.4 million in General Funds for continuation of the free employee bus pass program in the Capitol Mall area. DAS received \$650,000 General Funds in the 2016 legislative session for fiscal year 2017. There is no increase of user fees needed to cover this expense.

2017-19 BUDGET NARRATIVE

Essential Packages

The Essential Packages represent changes made to the 2015-17 budget that estimate the cost to continue current legislatively approved programs into the 2017-19 biennium.

Package 010 – Non-PICS Personal Services and Vacancy Factor

This package includes standard 3.7 percent inflation on non-PICS accounts (temps, overtime, differential pay, etc.) an increase for mass transit because of increases in the salary plan. It also includes adjustments to vacancy savings and costs for the Public Employees' Retirement System Pension Obligation Bond repayment.

Package 021 – Phase-in Program Costs

None

Package 022 – Phase-out Program and One-time Costs

None

Package 031 – Standard Inflation and State Government Service Charge

This package applies standard inflation as follows:

- Services and Supplies and Capital Outlay, by the standard 3.7 percent
- Non-state employee and Professional Services costs by the standard 4.1 percent
- Facilities rent by the standard uniform rent rate increase (6.9 percent), by the standard 3.7 percent for non-state properties, or adjusted to the Self-Support Rent Rates
- Attorney General costs by the allowable 13.4 percent

Package 060 – Technical Adjustment

This package transfers out \$6,383,204 to DAS Business Services for centralization of State Government Service Charges.

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 010 - Non-PICS Psnl Svc / Vacancy Factor

Cross Reference Name: Enterprise Asset Management
Cross Reference Number: 10700-060-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Personal Services							
Temporary Appointments	-	-	3,752	-	-	-	3,752
Overtime Payments	-	-	4,252	-	-	-	4,252
Shift Differential	-	-	657	-	-	-	657
All Other Differential	-	-	9,891	-	-	-	9,891
Public Employees' Retire Cont	-	-	2,825	-	-	-	2,825
Pension Obligation Bond	-	-	114,810	-	-	-	114,810
Social Security Taxes	-	-	1,420	-	-	-	1,420
Unemployment Assessments	-	-	460	-	-	-	460
Mass Transit Tax	-	-	5,753	-	-	-	5,753
Vacancy Savings	-	-	(16,001)	-	-	-	(16,001)
Total Personal Services	-	-	\$127,819	-	-	-	\$127,819
Total Expenditures							
Total Expenditures	-	-	127,819	-	-	-	127,819
Total Expenditures	-	-	\$127,819	-	-	-	\$127,819
Ending Balance							
Ending Balance	-	-	(127,819)	-	-	-	(127,819)
Total Ending Balance	-	-	(\$127,819)	-	-	-	(\$127,819)

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 031 - Standard Inflation

Cross Reference Name: Enterprise Asset Management
Cross Reference Number: 10700-060-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Services & Supplies							
Instate Travel	-	-	14,023	-	-	-	14,023
Out of State Travel	-	-	1,573	-	-	-	1,573
Employee Training	-	-	6,586	-	-	-	6,586
Office Expenses	-	-	6,308	-	-	-	6,308
Telecommunications	-	-	23,569	-	-	-	23,569
Data Processing	-	-	76,303	-	-	-	76,303
Publicity and Publications	-	-	1,221	-	-	-	1,221
Professional Services	-	-	14,089	-	-	-	14,089
IT Professional Services	-	-	1,796	-	-	-	1,796
Attorney General	-	-	40,695	-	-	-	40,695
Employee Recruitment and Develop	-	-	-	-	-	-	-
Dues and Subscriptions	-	-	2,368	-	-	-	2,368
Facilities Rental and Taxes	-	-	77,654	-	-	-	77,654
Fuels and Utilities	-	-	453,655	-	-	-	453,655
Facilities Maintenance	-	-	18,084	-	-	-	18,084
Medical Services and Supplies	-	-	-	-	-	-	-
Agency Program Related S and S	-	-	775,833	-	-	-	775,833
Other Services and Supplies	-	-	305,637	-	-	-	305,637
Expendable Prop 250 - 5000	-	-	3,581	-	-	-	3,581
IT Expendable Property	-	-	4,514	-	-	-	4,514
Total Services & Supplies	-	-	\$1,827,489	-	-	-	\$1,827,489

Capital Outlay

Industrial and Heavy Equipment	-	-	-	-	-	-	-
Automotive and Aircraft	-	-	530,614	-	-	-	530,614

____ Agency Request
2017-19 Biennium

____ Governor's Budget
Page _____

____ Legislatively Adopted
Essential and Policy Package Fiscal Impact Summary - BPR013

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 031 - Standard Inflation

Cross Reference Name: Enterprise Asset Management
Cross Reference Number: 10700-060-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Capital Outlay							
Data Processing Software	-	-	-	-	-	-	-
Data Processing Hardware	-	-	1,959	-	-	-	1,959
Other Capital Outlay	-	-	2,200	-	-	-	2,200
Total Capital Outlay	-	-	\$534,773	-	-	-	\$534,773
Total Expenditures							
Total Expenditures	-	-	2,362,262	-	-	-	2,362,262
Total Expenditures	-	-	\$2,362,262	-	-	-	\$2,362,262
Ending Balance							
Ending Balance	-	-	(2,362,262)	-	-	-	(2,362,262)
Total Ending Balance	-	-	(\$2,362,262)	-	-	-	(\$2,362,262)

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 060 - Technical Adjustments

Cross Reference Name: Enterprise Asset Management
Cross Reference Number: 10700-060-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Services & Supplies							
State Gov. Service Charges	-	-	(6,383,204)	-	-	-	(6,383,204)
Total Services & Supplies	-	-	(\$6,383,204)	-	-	-	(\$6,383,204)
Total Expenditures							
Total Expenditures	-	-	(6,383,204)	-	-	-	(6,383,204)
Total Expenditures	-	-	(\$6,383,204)	-	-	-	(\$6,383,204)
Ending Balance							
Ending Balance	-	-	6,383,204	-	-	-	6,383,204
Total Ending Balance	-	-	\$6,383,204	-	-	-	\$6,383,204

2017-19 BUDGET NARRATIVE

Policy Option Package 102: Convert 2015-17 Limited Duration Positions to Permanent Staff

Agency Request Budget: \$0 | Total Positions/FTE: 5/5.00

Governor's Budget: \$0 | Total Positions/FTE: 5/5.00

Purpose

Changes in business needs and customer demand for services led the Enterprise Asset Management (EAM) division to create limited duration positions in several areas. This package requests these positions be made permanent, enabling EAM to maintain current serve levels.

How Achieved

This request converts the following limited duration positions to permanent:

- Custodial Services Coordinator: Historically, the EAM Custodial program had three managers to manage 52 custodians in Salem and Portland, along with overseeing the janitorial contract administration for seven buildings statewide. One management position was eliminated as a budget reduction. This coordinator position provides enough administrative support to the program to allow two managers to manage all 52 staff and contract administration. The program will save money since the Custodial Services Coordinator position is a salary range 13, and the eliminated PEM A Manager position was a salary range 24. Over the past 18 months, a work out of class has improved the accuracy and timeliness of paperwork due to a position performing the tasks on a daily basis.
- Grounds Maintenance Worker 1: The amount of labor required to maintain the grounds at DAS owned and operated buildings has increased over time due to maturing landscapes and added features (bio-swales). A new position was required in order to keep grounds at an acceptable level. Adding this permanent position will allow the Landscape program to provide the needed pruning that has been minimized for years; rebuild grounds that have slowly decayed over time; appropriately maintain the new improvements (bio-swales and new landscapes at several of the state buildings) and adequately maintain landscape equipment.
- Maintenance & Operations Supervisor: The supervisor position will oversee the maintenance and custodial programs at the Portland State Office building and other Portland buildings, which will increase employee productivity, ensure contract projects are observed and inspected and improve tenant relationships. Originally, this position was eliminated as a budget reduction and the division has found it cannot effectively manage the activities of Portland operations.

2017-19 BUDGET NARRATIVE

- Project Manager 1: DAS has more demand for interior design and planning services than it can meet. Client agencies in both the private and public sector portfolios request DAS' design services. A steadily increasing demand for this service is expected as agencies look to DAS to help them operationalize the new workspace strategies within their organizations.
- Administrative Specialist 2: Since July 2013, Real Estate Services has brokered hundreds of transactions that yielded significant cost avoidance for client agencies. This was partially achieved by creating a limited duration Administrative Specialist 2 position to assist the leasing staff and enable them to focus efforts on a new business approach. The contract drafting subsection of Real Estate Services currently consists of one FTE. With more than 300 leases and related contracts drafted annually, this function needs permanent, informed administrative support to meet the volume demand and ensure timely contract execution for all stakeholders.

In the last two biennia, EAM brought on temporary and limited duration positions to explore the staffing levels needed to meet the extra workload. Agencies rely on EAM to provide the services and expertise they need to meet their facility needs. Approval of these positions allows the division program areas to meet the level of demand for services it is experiencing. In addition, the positions support the initiatives and state government's long-range goals concerning space use and management of extensive owned and leased building assets.

The division considered a lower level of service and less effective management of the portfolio. However, this was deemed not in the best interest of state enterprise. Properly maintained facilities with workspaces designed to create efficient and effective delivery of state services to Oregonians will be best met by staffing the division adequately to meet the workload.

Staffing Impact

Operations

- Establish one permanent, full-time, Custodial Services Coordinator, SR 13 (1.00 FTE)
- Establish one permanent, full-time, Grounds Maintenance Worker 1, SR 14 (1.00 FTE)

Maintenance

- Establish one permanent, full-time, Maintenance & Operations Supervisor, SR 27 (1.00 FTE)

Real Estate Services

- Establish one permanent, full-time, Administrative Specialist 2, SR 19 (1.00 FTE)
- Establish one permanent, full-time, Project Manager 1, SR 26 (1.00 FTE)

2017-19 BUDGET NARRATIVE

Quantifying Results

Custodial Services Coordinator: Over the past 18 months, a work out of class has improved the accuracy and timeliness of paperwork due to a position performing the tasks on a daily basis.

Grounds Maintenance Worker 1: Customer service surveys already in place will allow the program to gauge success of the added position in meeting service expectations.

Maintenance & Operations Supervisor: Customer service surveys already in place will allow the program to gauge success of the added position in meeting service expectations.

Project Manager 1: The number of successful projects completed for customers will be monitored as a measure of the position's success.

Administrative Specialist 2: The volume of executed contracts completed in a timely manner will be monitored to gauge the position's success.

Revenue Sources

None, no additional rate increase to customers. Increase in Personal Services will be offset by Services and Supplies for a net-zero request.

2017-19 BUDGET NARRATIVE

THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 102 - Convert 2015-17 LDs to Permanent Staff

Cross Reference Name: Enterprise Asset Management
Cross Reference Number: 10700-060-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Personal Services							
Class/Unclass Sal. and Per Diem	-	-	421,080	-	-	-	421,080
Empl. Rel. Bd. Assessments	-	-	285	-	-	-	285
Public Employees' Retire Cont	-	-	61,956	-	-	-	61,956
Social Security Taxes	-	-	32,212	-	-	-	32,212
Worker's Comp. Assess. (WCD)	-	-	345	-	-	-	345
Flexible Benefits	-	-	166,680	-	-	-	166,680
Total Personal Services	-	-	\$682,558	-	-	-	\$682,558
Services & Supplies							
Other Services and Supplies	-	-	(682,558)	-	-	-	(682,558)
Total Services & Supplies	-	-	(\$682,558)	-	-	-	(\$682,558)
Total Expenditures							
Total Expenditures	-	-	-	-	-	-	-
Total Expenditures	-	-	-	-	-	-	-
Ending Balance							
Ending Balance	-	-	-	-	-	-	-
Total Ending Balance	-	-	-	-	-	-	-
Total Positions							
Total Positions							5
Total Positions	-	-	-	-	-	-	5

____ Agency Request
2017-19 Biennium

____ Governor's Budget
Page _____

____ Legislatively Adopted
Essential and Policy Package Fiscal Impact Summary - BPR013

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 102 - Convert 2015-17 LDs to Permanent Staff

Cross Reference Name: Enterprise Asset Management
Cross Reference Number: 10700-060-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Total FTE							
Total FTE							5.00
Total FTE	-	-	-	-	-	-	5.00

01/03/17 REPORT NO.: PDPFISCAL
 REPORT: PACKAGE FISCAL IMPACT REPORT
 AGENCY:10700 DEPT OF ADMIN SERVICES
 SUMMARY XREF:060-00-00 Enterprise Asset Management

DEPT. OF ADMIN. SVCS. -- PPDB PICS SYSTEM

PAGE 15

2017-19

PROD FILE

PICS SYSTEM: BUDGET PREPARATION

PACKAGE: 102 - Convert 2015-17 LDs to Permane

POSITION NUMBER	CLASS	COMP	CLASS NAME	POS CNT	FTE	MOS	STEP	RATE	GF SAL/OPE	OF SAL/OPE	FF SAL/OPE	LF SAL/OPE	AF SAL/OPE
1901081	OAS	C0108	AP ADMINISTRATIVE SPECIALIST 2	1	1.00	24.00	02	3,205.00		76,920 49,415			76,920 49,415
1905842	OAS	C0854	AP PROJECT MANAGER 1	1	1.00	24.00	02	4,432.00		106,368 55,523			106,368 55,523
1940460	MMS	X4046	AA MAINTENANCE & OPERATIONS SUPV	1	1.00	24.00	02	4,747.00		113,928 63,927			113,928 63,927
1941030	OAS	C4103	AP CUSTODIAL SERVICES COORDINATOR	1	1.00	24.00	02	2,530.00		60,720 46,055			60,720 46,055
1941090	OAS	C4109	AP GROUNDS MAINTENANCE WORKER 1	1	1.00	24.00	02	2,631.00		63,144 46,558			63,144 46,558
TOTAL PICS SALARY										421,080			421,080
TOTAL PICS OPE										261,478			261,478
TOTAL PICS PERSONAL SERVICES =				5	5.00	120.00				682,558			682,558

2017-19 BUDGET NARRATIVE

THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY

2017-19 BUDGET NARRATIVE

Policy Option Package #106: Growing Demand for EAM Services

Agency Request Budget: \$647,080 | Total Positions/FTE: 3/3.00
Governor's Budget: Denied

Purpose

The Enterprise Asset Management (EAM) division requests three additional positions to meet increased customer demand for construction and interior project management services.

How Achieved

EAM is responsible for facilities and leasing management for a combined 6 million square feet in buildings across the state. DAS currently has more demand for services than it can meet. This staffing package focuses on positions needed for advancing recent enterprise-wide change initiatives, migrating the enterprise to more efficient work environments, completing a growing queue of deferred maintenance and renovation projects for DAS and other agencies, and providing adequate service levels to agency customers. DAS requests the following positions for the division's programs:

- Project Manager 2: DAS has more demand for interior design and planning services than it can meet. Client agencies in both the private and public sector portfolios request DAS' design services. A steadily increasing demand for this service is expected as agencies look to DAS to help them operationalize the new workspace strategies within their organizations. Establishing an Interior Project Manager 2 will be instrumental in helping agencies plan for efficiencies, the subsequent space design, coordinate moves and facilitate furniture installations.
- Construction Project Manager 2 and Construction Project Manager 3: State government buildings continue to age and the deferred maintenance continues to grow. EAM continues to receive requests from other agencies for help with construction project management. DAS also has more remodeling, renovation, and building upgrade projects than the current staffing level can accomplish. All of this has resulted in a rapid and constantly increasing demand for Construction Project Managers. Establishment of these two permanent positions and the continuation of four limited duration positions in policy option package 113, will provide the project management resources needed to complete the pending project load.

2017-19 BUDGET NARRATIVE

Agencies rely on EAM to provide the services and expertise they need to meet their facility needs. Approval of these positions will allow the division to meet the current level of demand for services. In addition, the positions support the initiatives and long-range goals the Executive Branch has for workplace strategies concerning space use and for managing its extensive owned and leased building assets.

In the last two biennia, EAM brought on temporary and limited duration positions to explore the staffing levels needed to meet the workload. The proposed package creates permanent positions needed to meet service expectation of agency customers.

The division considered a lower level of service and less effective management of the portfolio. However, this was deemed not in the best interest of state enterprise. Properly maintained facilities with workspaces designed to create efficient and effective delivery of state services to Oregonians is best met by staffing the division adequately to meet the workload.

Staffing Impact

Real Estate Services

- Establish one permanent, full-time, Project Manager 2, SR 29 (1.00 FTE)

Planning & Construction Management

- Establish one permanent, full-time, Construction Project Manager 2, SR 30 (1.00 FTE)
- Establish one permanent, full-time, Construction Project Manager 3, SR 32 (1.00 FTE)

Quantifying Results

Construction Project Manager 2 and Construction Project Manager 3: Completion of projects on time and within budget as well as customer satisfaction surveys will be used to gauge the success of these positions.

Project Manager 2: The number of successful projects completed for customers will be monitored as a measure of the position's success.

Revenue Sources

Planning & Construction Management

\$446,905 Other Funds Limited, Charges for Services

Real Estate Services

\$200,175 Other Funds Limited, Charges for Services

2017-19 BUDGET NARRATIVE

Policy Option Package #109: Additional Vehicles Requested by Agencies

Agency Request Budget: \$1.5 million | Total Positions/FTE: None
Governor's Budget: Denied

Purpose

The DAS Fleet capital outlay budget for vehicles is based on replacement as vehicles reach end of life due to accumulated miles, age, or mechanical failure. Each biennium, the program receives numerous requests from agencies and local government customers for additional new vehicles. DAS Fleet has met these requests in the last two biennia through a combination of delayed replacements and reallocated capital outlay funds, seeking limitation through Emergency Board requests or department rebalances, and spending down ending balances.

These actions have led to the aging of the fleet, and increased repair costs - exacerbating the impact of a \$10 million reduction in 2009. DAS requests additional funding to meet customer demand for vehicle resources.

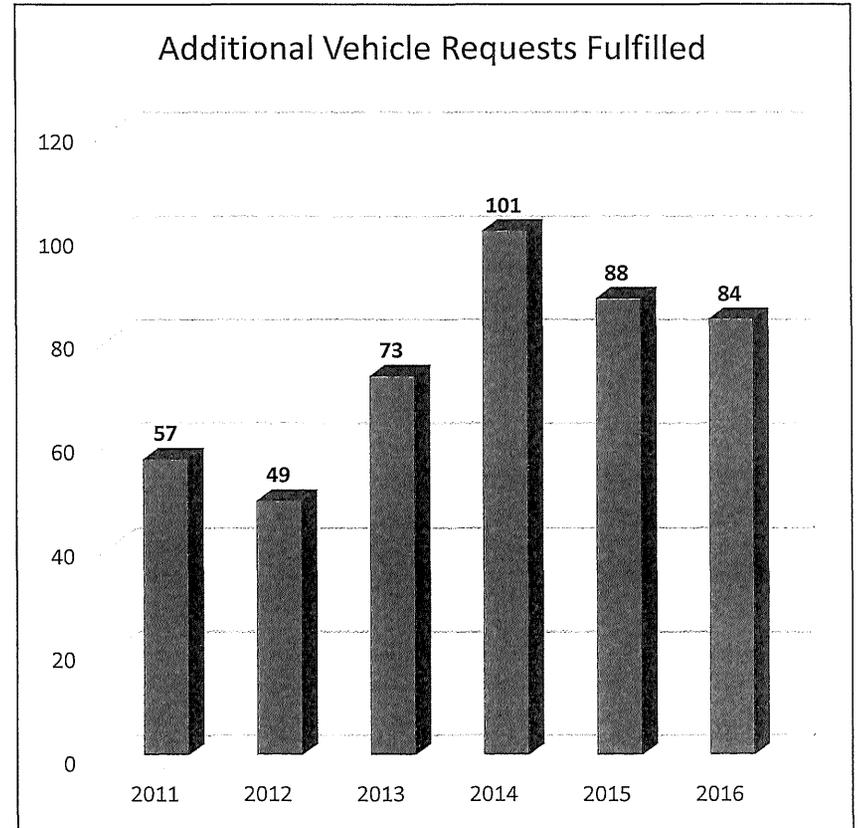
How Achieved

DAS requests \$1.5 million in capital outlay to purchase additional vehicles requested by agency and local government customers. Monthly rates on permanently assigned vehicles will increase to raise \$1.1 million towards the purchases. DAS Fleet will raise the remainder of needed funds by lowering its ending cash balance.

The program examined denying additional vehicle requests or digging deeper into replacement funds to meet customer needs, however, these options do not meet customer vehicle needs in a cost effective or efficient way.

Staffing Impact

None



2017-19 BUDGET NARRATIVE

Quantifying Results

DAS Fleet will continue to examine agency utilization of existing resources, history of prior requests, and how the requests align with the Legislature's and Governor's priorities as follows:

1. Vehicle needs identified during Agency Request Budget will receive first priority. This will encourage agencies to plan ahead and identify vehicle needs at the proper time in the budget cycle.
2. If requests exceed available funding, DAS Fleet will work with the EAM Customer Utility Board to gain agency input for the allocation of \$1 million in funding at the beginning of the biennium.
3. The remaining \$500,000 will be held until the start of the second fiscal year to meet any emergent requests that could not be identified before or at the beginning of the biennium.
4. DAS Fleet will spend any remaining funds in the last six months of the biennium on vehicle replacement, targeting those with excessive age or mechanical failures.

2017-19 BUDGET NARRATIVE

Revenue Sources

\$1.5 million Other Funds Limited, Charges for Services

The main impact to agencies will be an increase in monthly rates. By lowering the 2017-19 ending cash balance, DAS Fleet has minimized the rate increase needed to accomplish this request. DAS projects the ending cash balance combined with incoming revenues will be sufficient for the program to purchase vehicles early in the following biennium as usual without generating negative cash balance issues. Agencies will see an increase of \$22 over the rates developed for the 2015-17 Current Service Level budget. Implementing this package will return rates closer to those prior to the 2009 budget reduction; allow more optimal replacement of the fleet, and provide funding for additional vehicle requests.

Vehicle Type	2007-2009	2009-2011	2011-2013	2013-2015	2015-2017	2017-19 CSL, no policy option package	2017-19 with policy option package, lower ending cash
SEDAN	\$295	\$296	\$250	\$197	\$197	\$246	\$268
7 PASSENGER MINI VAN (FWD)	\$280	\$286	\$256	\$203	\$203	\$287	\$309
PICKUP COMPACT 4X4	\$285	\$296	\$253	\$200	\$200	\$276	\$298
PICKUP 3/4 TON 4X4	\$345	\$321	\$313	\$260	\$260	\$328	\$350
SUV INTERMEDIATE	\$355	\$336	\$355	\$256	\$256	\$322	\$344
SUV Compact	N/A	\$321	\$286	\$233	\$233	\$295	\$317

2017-19 BUDGET NARRATIVE

THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY

2017-19 BUDGET NARRATIVE

Policy Option Package #113: Position Authority for Capital Construction Projects

Agency Request Budget: \$0 | Total Positions/FTE: 4/4.00

Governor's Budget: Denied

Purpose

This package requests continuation of four limited duration positions within the Planning and Construction Management (P&CM) program. These resources are needed to complete scheduled and anticipated projects in order to sufficiently address this program's workload in a manner that would provide savings to state government and assist agencies with construction projects.

EAM is responsible for providing Construction Project Management services for the enterprise. The buildings owned by DAS and other agencies continue to age and deferred maintenance continues to grow. The division continues to receive requests from agencies for help with construction project management. DAS also has more remodeling, renovation, and building upgrade projects than staff can support. With the six existing permanent construction project managers, EAM cannot meet demand for project management let alone other customer needs. These factors have contributed to significant project delays and some cancellations.

How Achieved

This package bolsters EAM's ability to meet growing demand for project management to address deferred maintenance, building renovations, and agency projects.

P&CM provides expertise related to construction project management, budget tracking, project design, and delivery services. When agencies do the work themselves, P&CM often has to go back and fix issues, adding to the cost. When P&CM can do the project from the start, it increases efficiencies and saves state government money.

EAM considered contracting the work to outside project management firms. The rate for these external services is higher than DAS rates. Additionally a state employee must still manage the project, according to state procurement policy. This adds significantly to the project costs.

Agencies rely on EAM to provide the services and expertise to meet facility needs. Approval of these positions allows the division to meet the current demand for services. In addition, the positions support the initiatives and long-range goals the Executive Branch has for workplace strategies concerning space use and for managing its extensive owned and leased building assets.

2017-19 BUDGET NARRATIVE

In the last two biennia, EAM brought on temporary and limited duration positions to explore the staffing levels needed to meet the workload. This request creates short-term positions needed to meet customer service expectations.

The division also considered a lower level of service and less effective management of the portfolio. However, this was deemed not in the best interest of the state enterprise.

Staffing Impact

Planning & Construction Management (position authority only)

- Establish one limited duration, full-time, Construction Project Manager 2, SR 30 (1.00 FTE)

Quantifying Results

EAM will track the total number of projects completed, completion of projects on time and within budget as well as customer satisfaction surveys to gauge the success of adding these positions.

Revenue Sources

Funding for these positions will come from fees, paid by customer agencies, for the program's current and projected construction project activity.

2017-19 BUDGET NARRATIVE

Policy Option Package #115: Debt Service – Planning and Construction

Agency Request Budget: \$9,052,459 | Total Positions/FTE: None
Governor's Budget: Denied

Purpose

This package is for Services and Supplies and debt service that will be incurred in 2017-19 for Capital Construction projects (see Capital Budgeting tab). The debt service portion of this package is the first part of repayment of the \$182 million bonding request contained in policy option packages 125 and 126, creating a revolving fund for implementing workplace strategies in state government.

How Achieved

In policy option package 125, DAS requests bond funding to construct a seismically sound, Mission Critical Facility able to house state government functions immediately following a 9.0 earthquake.

In policy option package 126, DAS requests bond funding to renovate the Portland State Office Building's leaking exterior windows, upgrade security and HVAC systems, repair the roof, and install high efficiency lighting and lighting controls.

If packages 125 and 126 are approved, DAS will use the debt service and Services and Supplies in this package to fund the purchase of the bond and debt repayments.

Additionally, the package establishes a "seed fund" agencies can use to implement workplace strategies to create consolidated and more productive workspaces. DAS will use the fund to pay for agency furniture and reconfiguration costs, giving agencies two biennia to repay these costs and replenish the funds for other agencies to use. The fund will be self-sustaining after two biennia.

Staffing Impact

None

2017-19 BUDGET NARRATIVE

Quantifying Results

EAM will track the total number of projects completed, completion of projects on time and within budget as well as customer satisfaction surveys to gauge success.

Revenue Sources

\$7,973,459 Other Funds Limited, Rents and Royalties
 \$1,079,000 Other Funds Limited, General Fund Obligation Funds

The Uniform Rent charged to agency customers in DAS owned buildings will increase by \$.10 per square foot to help recover this cost. The May 2016 Emergency Board approved the increase from \$1.45 to \$1.55. Of this rate, \$.20 per foot is needed to fully pay for the expense. A breakdown of funding streams and expenditures is detailed in the table below.

Policy Option Package #115:	Uniform Rent	Parking Fund	Total
Available Revenues:			
Uniform Rent Increase	\$7,973,459		\$7,973,459
Article XI-Q Bond Proceeds	\$1,079,000		\$1,079,000
Parking Funds - No rate increase		\$2,110,045	\$2,110,045
Total Revenues	\$9,052,459	\$2,110,045	\$11,162,504
Revenue Transfers Out:			
Article XI-Q Debt Service	\$2,864,802	\$2,110,045	\$4,974,847
Workplace Strategies Fund	\$5,000,000		\$5,000,000
Expenditures:			
Article XI-Q Cost of Issuance	\$1,079,000		\$1,079,000
Additional S&S	\$108,657		\$108,657
Total Expenditures	\$9,052,459	\$2,110,045	\$11,162,504

2017-19 BUDGET NARRATIVE

Policy Option Package #090 – Analyst Adjustments

Purpose

The purpose of this package is to achieve the actions recommended by the Governor.

How Achieved

To achieve a 12 percent reduction target in assessments and rates:

- Reduce utilities expenditure based on historical consumption in the Uniform Rent buildings - \$2.0 million
- Self-support building tenants would contract directly with Custodial vendor - \$397,027
- Eliminate building maintenance for two DAS-owned OSP buildings: This would require OSP contract out for building maintenance which is currently paid within the rent structure. Both sites are crime labs - \$197,000
- Eliminate building maintenance contracts: This would eliminate window washing, power washing, parking lot sweeping, reduce frequency for landscape contracts, compactor maintenance, and reduce carpet cleaning frequency - \$550,000

Staffing Impact

None

Quantifying Results

None

Revenue Sources

(\$4,501,477) Other Funds Limited, Charges for Services, Rents & Royalties, Intrafund

2017-19 BUDGET NARRATIVE

THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 090 - Analyst Adjustments

Cross Reference Name: Enterprise Asset Management
Cross Reference Number: 10700-060-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
Charges for Services	-	-	(1,884,541)	-	-	-	(1,884,541)
Rents and Royalties	-	-	(171,950)	-	-	-	(171,950)
General Fund Obligation Bonds	-	-	-	-	-	-	-
Cert of Participation	-	-	-	-	-	-	-
Transfer In - Intrafund	-	-	(554,537)	-	-	-	(554,537)
Total Revenues	-	-	(\$2,611,028)	-	-	-	(\$2,611,028)
Transfers Out							
Transfer Out - Intrafund	-	-	3,059,234	-	-	-	3,059,234
Transfer to Other	-	-	(3,862,059)	-	-	-	(3,862,059)
Total Transfers Out	-	-	(\$802,825)	-	-	-	(\$802,825)
Services & Supplies							
Fuels and Utilities	-	-	(1,973,078)	-	-	-	(1,973,078)
Facilities Maintenance	-	-	-	-	-	-	-
Agency Program Related S and S	-	-	(1,384,372)	-	-	-	(1,384,372)
Other Services and Supplies	-	-	(1,144,027)	-	-	-	(1,144,027)
Total Services & Supplies	-	-	(\$4,501,477)	-	-	-	(\$4,501,477)
Total Expenditures							
Total Expenditures	-	-	(4,501,477)	-	-	-	(4,501,477)
Total Expenditures	-	-	(\$4,501,477)	-	-	-	(\$4,501,477)

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 090 - Analyst Adjustments

Cross Reference Name: Enterprise Asset Management
Cross Reference Number: 10700-060-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Ending Balance							
Ending Balance	-	-	1,087,624	-	-	-	1,087,624
Total Ending Balance	-	-	\$1,087,624	-	-	-	\$1,087,624

2017-19 BUDGET NARRATIVE

Policy Option Package #091 – Statewide Adjustments DAS Charges

Purpose

This package represents changes to State Government Service Charges and DAS Price List charges for services made for the Governor's Budget.

How Achieved

Reduce agency budgets by \$235,958 (OF)

Staffing Impact

None

Quantifying Results

None

Revenue Sources

Reduction of rates and assessments

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 091 - Statewide Adjustment DAS Chgs

Cross Reference Name: Enterprise Asset Management
Cross Reference Number: 10700-060-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Services & Supplies							
Other Services and Supplies	-	-	(235,958)	-	-	-	(235,958)
Total Services & Supplies	-	-	(\$235,958)	-	-	-	(\$235,958)
Total Expenditures							
Total Expenditures	-	-	(235,958)	-	-	-	(235,958)
Total Expenditures	-	-	(\$235,958)	-	-	-	(\$235,958)
Ending Balance							
Ending Balance	-	-	235,958	-	-	-	235,958
Total Ending Balance	-	-	\$235,958	-	-	-	\$235,958

2017-19 BUDGET NARRATIVE

Policy Option Package #092 – Statewide AG Adjustment

Purpose

This package adjusts Attorney General rates from the published Price List at Agency Request Budget of \$198/hour to \$185/hour in the Governor's Budget.

How Achieved

Reduce agency budgets by \$23,022 (OF)

Staffing Impact

None

Quantifying Results

None

Revenue Sources

Reduction of rates and assessments

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

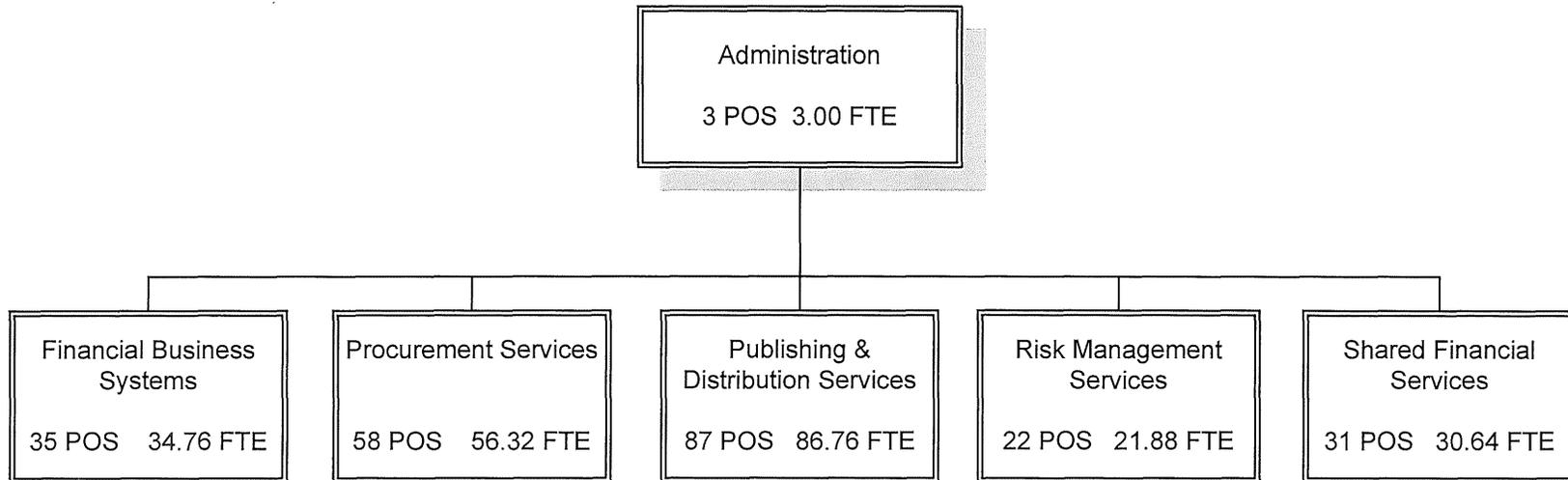
Administrative Svcs, Dept of
Pkg: 092 - Statewide AG Adjustment

Cross Reference Name: Enterprise Asset Management
Cross Reference Number: 10700-060-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Services & Supplies							
Attorney General	-	-	(23,022)	-	-	-	(23,022)
Total Services & Supplies	-	-	(\$23,022)	-	-	-	(\$23,022)
Total Expenditures							
Total Expenditures	-	-	(23,022)	-	-	-	(23,022)
Total Expenditures	-	-	(\$23,022)	-	-	-	(\$23,022)
Ending Balance							
Ending Balance	-	-	23,022	-	-	-	23,022
Total Ending Balance	-	-	\$23,022	-	-	-	\$23,022

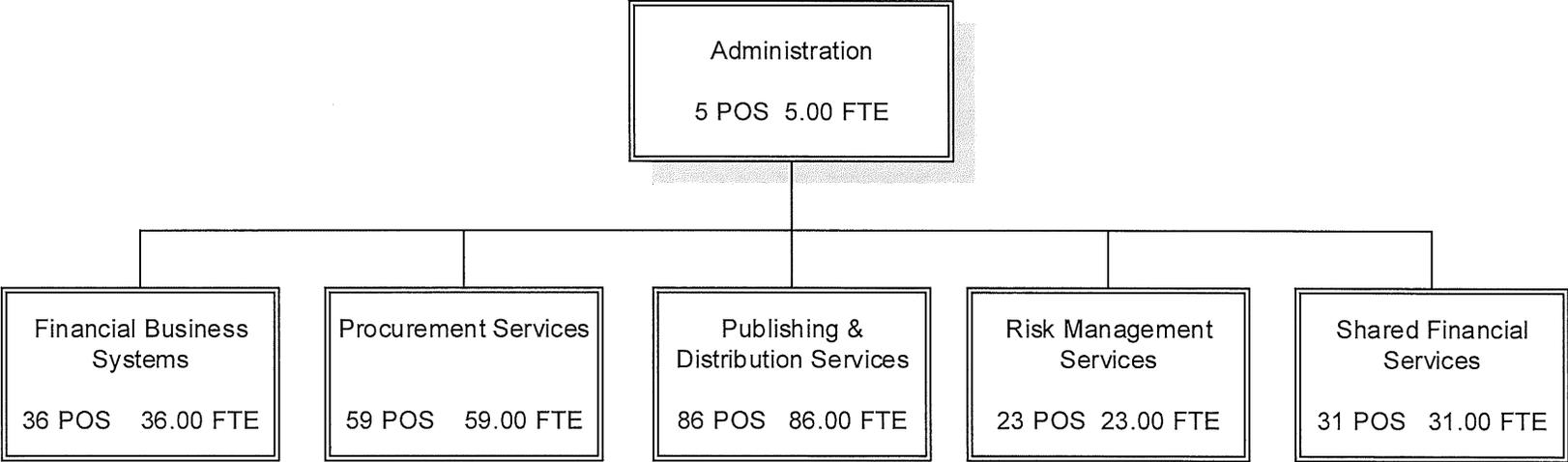
2017-19 BUDGET NARRATIVE

**Enterprise Goods & Services
Organization Chart
2015-17
236 POS 233.36 FTE**



2017-19 BUDGET NARRATIVE

**Enterprise Goods & Services
Organization Chart
2017-19
240 POS 240.00 FTE**



2017-19 BUDGET NARRATIVE

Enterprise Goods and Services

Program Overview

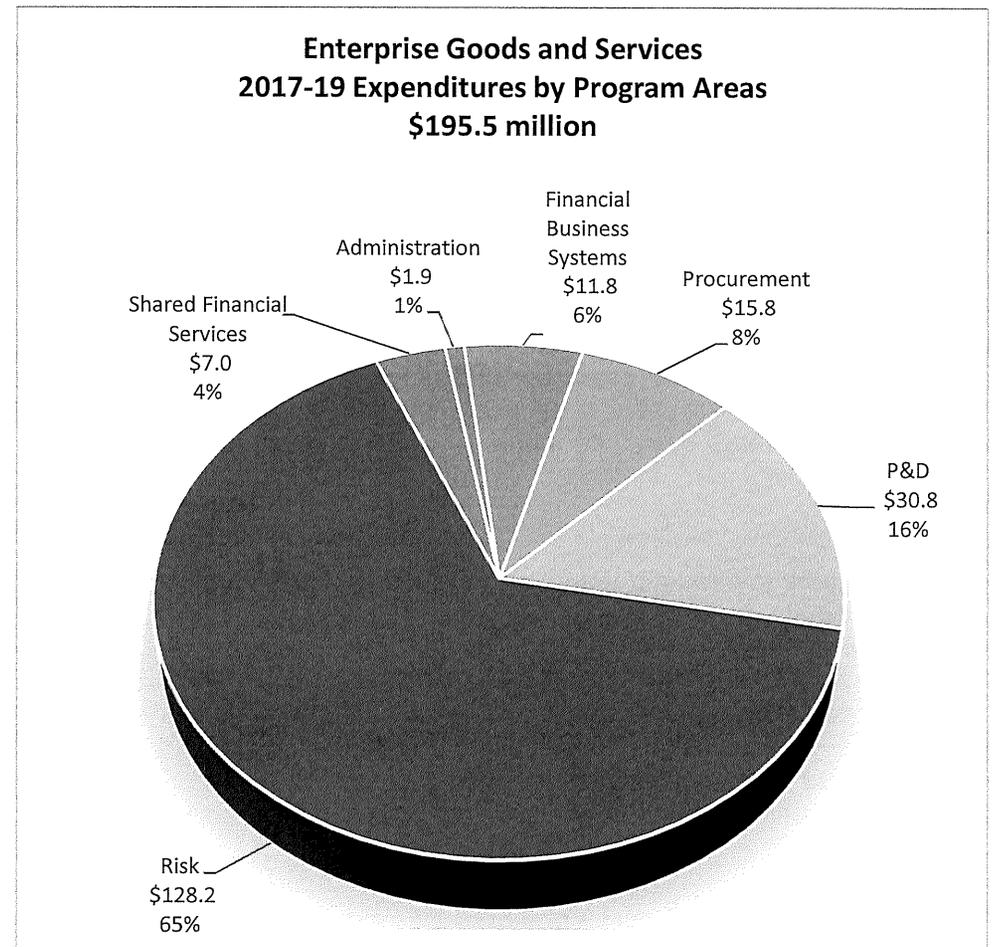
Enterprise Goods & Services (EGS) provides cost-effective services to state agencies and many local governments, so they can focus on their primary business responsibilities.

Program Description

The division supports customers by providing services in five program areas.

Financial Business Systems:

Financial Business Systems (FBS) is responsible for statewide financial systems including the Statewide Financial Management Application (SFMA), the Oregon Statewide Payroll Services (OSPS), and the Financial Datamart. FBS is responsible for operational support, control, training, and improvements within these systems. OSPS supports training, system changes, manual checks, income tax payment and reporting, and bi-monthly payroll updates. Shared Payroll Services is incorporated into OSPS and provides payroll services for DAS and client agencies. FBS also supports the Financial Datamart and the state purchasing card (SPOTS) program. The DAS Centralized PERS Services Team is responsible for accurately reporting required information to PERS on behalf of Oregon state government. The major cost drivers that affect FBS are personnel costs and data management costs. The majority of state agencies utilize many components of FBS on a daily basis, the program is essential to maintain accurate and timely payroll and stable financial systems support.



2017-19 BUDGET NARRATIVE

Procurement Services:

Procurement Services (PS) is the central procurement authority service provider for state government. It combines Oregon's state and local government buying power to provide the cost-effective acquisition of commodities and services needed to support government at all levels. PS also provides and supports the state's eProcurement system and the state's Procurement Training & Certification Program. The majority of costs affecting PS are personnel costs. PS benefits the state by leveraging purchasing power and identifying best practices and new approaches to streamlining the contracting processes.

Publishing and Distribution:

Publishing and Distribution (P&D) provides integrated document publishing and distribution solutions for state agencies and local governments. Through its in-plant facility and two satellite centers, P&D provides digital and traditional printing solutions, variable data and secure document printing, copying, design, consultation and other related services. P&D also supplies state government with mail inserting, metering, addressing, tracking, and presorting services that result in increased security and reduced postage rates for all classes of mail (as compared to standard postal rates). In addition, P&D's interagency Shuttle Mail Service stops at more than 500 Willamette Valley locations daily, giving agencies the best rate available for next or same day delivery of documents and packages. P&D operates two shifts, Monday through Friday for traditional printing and 24 hours per day Monday through Saturday for data center print. The primary cost factor at P&D are personnel costs. Over a decade ago, state agencies gave up control of their own printing and mailing operations and trusted P&D to provide timely, efficient and effective print and mail services that meet the need of agencies and save money for the state.

Risk Management:

Risk Management (RM) insures and protects the people, property, and activities of state government. RM works daily with state agencies on claim management and risk consulting services, while providing insurance for the diverse and often hazardous business of state government. The program covers \$8.4 billion in state property, 39,000 employees and all state agencies, boards, and commissions, with the exception of public universities. RM provides protection through self-insurance, statewide commercial insurance policies and agency-specific insurance policies such as the Fire Fighting Expense Policy for Oregon Department of Forestry. RM manages liability and property claims and partners with SAIF Corporation on Workers' Compensation claims. RM works proactively to mitigate the occurrence of risk by implementing various strategies with agencies to minimize or prevent loss, from minor to catastrophic. Risk's claims team handles an average of 2,500 liability and property claims per year and takes in an average of 450 citizen reports each year, primarily reports of state employee driving behavior, and coordinates agency responses. The primary cost factors for RM are personnel costs and Department of Justice (DOJ) fees. The program strives to improve government by providing management and coordination of all claims of negligence and damage involving the people, places, and actions of state government.

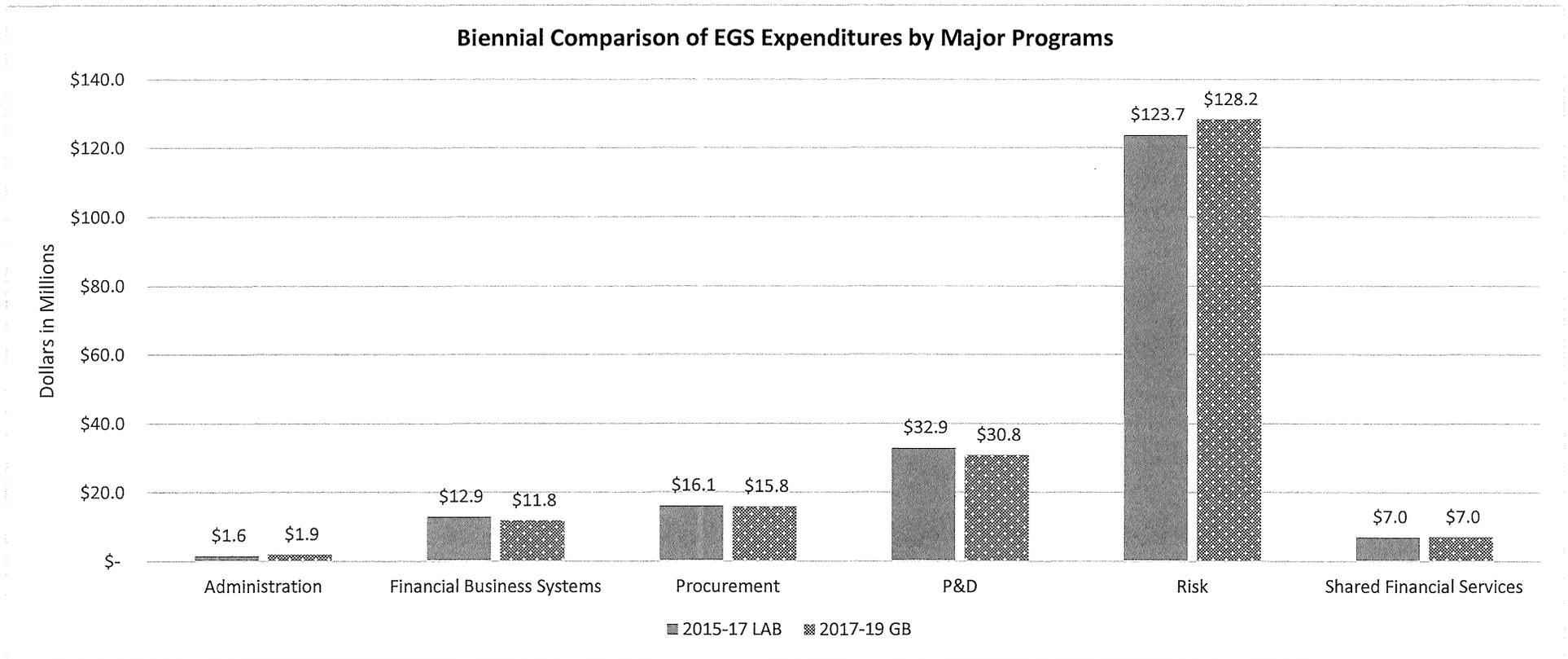
Shared Financial Services:

Shared Financial Services (SFS) provides many state agencies with a full suite of accounting and budgeting services. SFS focuses on ensuring accounting activity is performed in accordance with all applicable statutes, rules, policies and generally accepted accounting principles – allowing client agencies to focus on their core mission and business responsibilities. The majority of state agencies that use SFS services are small and do not have the staffing resources nor internal controls in place to have an internal accounting unit. SFS services include budget development, budget forecasting, development of accounting structures, preparing financial reports for statewide year-end reporting, preparing cost allocation financial statements,

2017-19 BUDGET NARRATIVE

maintaining fixed-asset records, bond accounting, accounts receivable, accounts payable, distributions to various governmental entities, training, and to provide reliable financial information and support to decision makers. SFS provides accounting services for DAS and accounting and budgeting services for a variety of state agencies. The primary cost factor at SFS are personnel costs. The program is essential to maintaining high quality financial services for DAS and many state agencies that rely on the financial services provided.

Total Funds Budget (historical and future)



2017-19 BUDGET NARRATIVE

Program Justification and Link to Long-Term Outcomes

Financial Business Systems:

FBS is essential to support centralized payroll processing, statewide financial systems, and a datamart for ad hoc reporting and PERS reporting. FBS is closely linked to other DAS divisions including the Chief Human Resources Office and the Chief Financial Office through systems and policies. FBS provides services in conjunction with other DAS services such as Publishing and Distribution, Procurement, and the State Data Center. FBS interfaces directly with the Oregon State Treasury and PERS. In addition, the Secretary of State Audits Division partners to provide auditing services for these statewide systems that ultimately supply financial information for the statewide Comprehensive Annual Financial Report (CAFR).

Procurement Services:

Procurement Services (PS) operates as the central purchasing authority for state government, procuring goods and services on behalf of state agencies and local governments. It consults with and trains employee of state, local governments, and suppliers on the application of purchasing laws, rules, procedures and policies. PS provides statewide and national price agreements that support state agency missions, and sponsor a monthly gathering of procurement professionals for the purpose of sharing information and best practices. In strong partnership with DOJ and other stakeholders, PS develops and promulgates statewide administrative rules related to public procurement. A strong partnership with DOJ and other stakeholders is beneficial to the state's purchasing power, ensuring the cost-effective acquisition of goods and services.

Publishing and Distribution:

Publishing & Distribution (P&D) is the print and mail communication service to all state agencies and political subdivisions. Products and services offered are produced in a secure environment assuring sensitive information about the citizens of Oregon is controlled and secure. The operation is considered an In-Plant printing and mailing operation, with one customer, state government and political subdivisions. As a cost recovery operation, P&D and its partner printers save the state 10-25 percent off going commercial production rates. Support is provided to budget constrained local governments by offering printing and mailing services to local governmental entities. For example, P&D currently prepares and mails 1.5 million county property tax statements at discounted rates, prints and mails jury summons for 32 Judicial Districts, and prints on-demand publications for county health organizations.

Risk Management:

Risk Management (RM) improves government by providing a centralized team of highly technical risk and claims professionals. With the diversity of claims and risk-related issues that RM handles on a daily basis, RM is a one-stop shop to all agencies for advice, expertise, training and educational resources. RM works proactively with state agencies and DOJ to reduce the overall cost of risk and helps agencies understand loss trends and identify agency-specific risks. RM recommends solutions to mitigate future losses and analyzes overall state risk exposure to ensure proper levels of protection. Claims are managed by RM, allowing agencies to continue to conduct their core missions. A strong partnership with DOJ is critical in successfully resolving lawsuits against state agencies in a timely and cost-efficient manner.

2017-19 BUDGET NARRATIVE

Shared Financial Services:

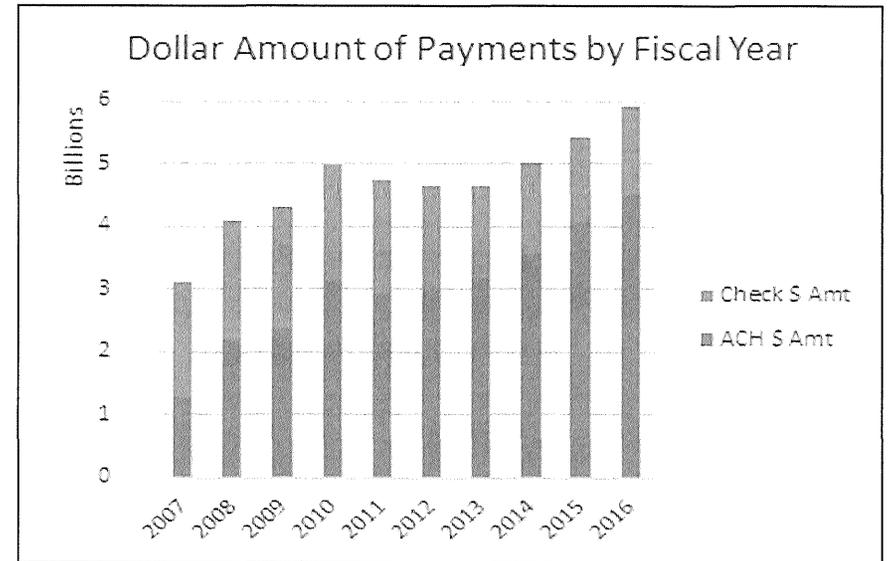
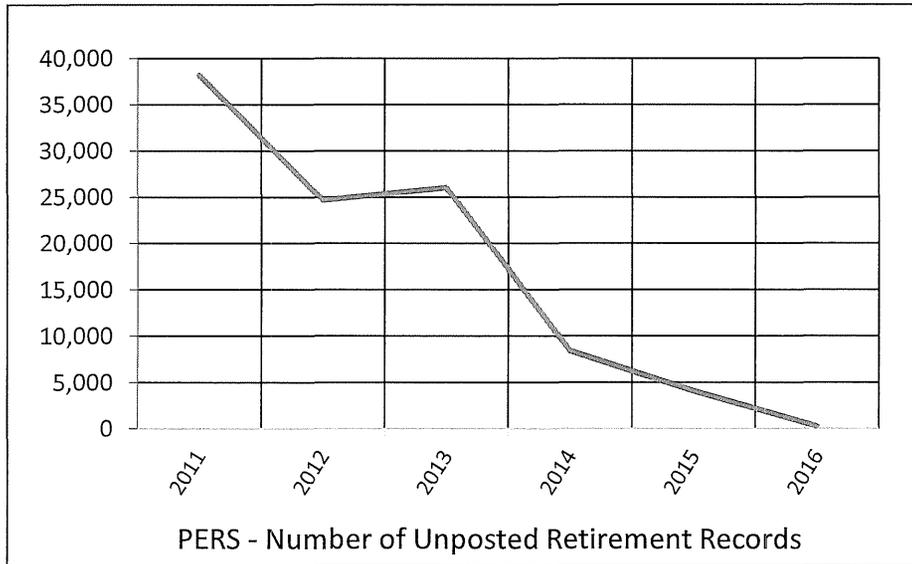
Shared Financial Services (SFS) provides accounting services to DAS and accounting and budgeting services to 22 state agencies. The majority of state agencies that use SFS services are small in size and do not have the staffing resources nor internal controls in place to have an internal accounting unit. Many mid-sized agencies also have decided to use SFS for their accounting and budget services. For each of the past 14 years, SFS received the CFO “Gold Star” for DAS and the client agencies it serves, for accurate and timely financial reporting. The services SFS provides to DAS and client agencies ensure appropriate accounting is performed with diligent internal controls and accurate financial reporting is provided to the DAS CFO Statewide Accounting & Reporting Services unit for the statewide CAFR.

Program Performance

EGS tracks service level performance for the EGS Customer Utility Board. The measures below are only a small part of those tracked by the division to analyze performance on cost, timeliness, quality, and quantity of services provided.

Financial Business Systems:

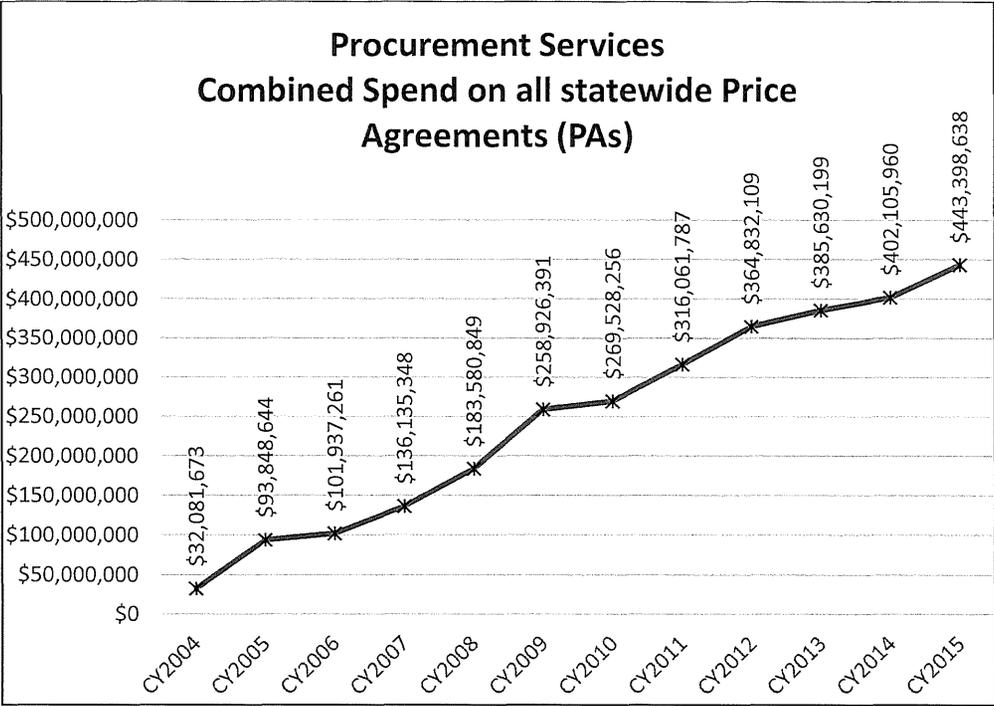
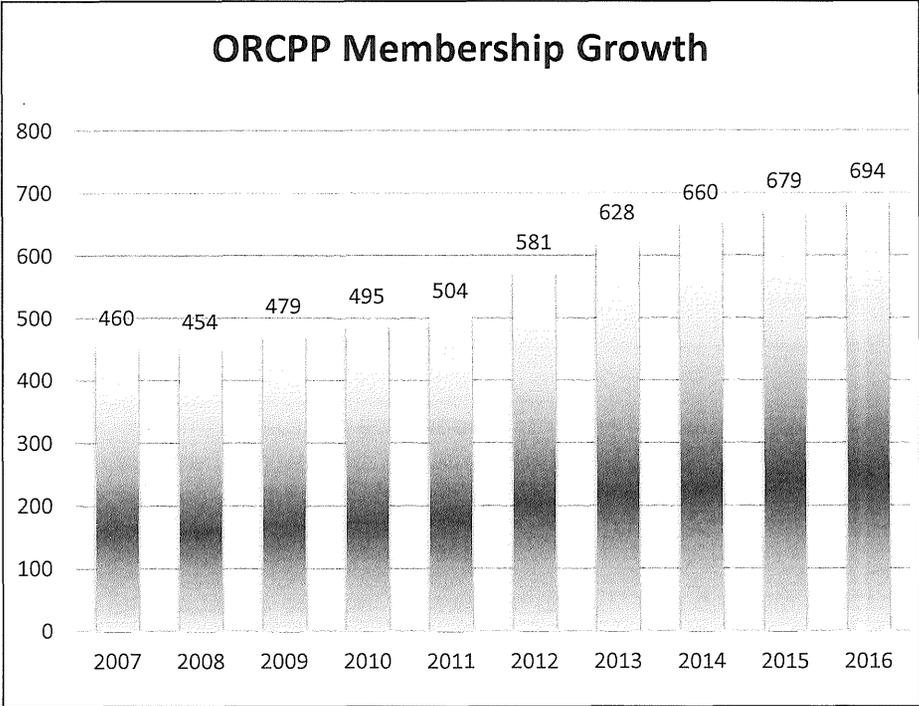
- Reduced the number of PERS unposted retirement records in recent years, improving the accuracy of retirement records
- Increased the number of vendor payments made via Automated Clearing House (ACH), a cost effective method with less risk of fraud
- Increased payroll direct deposits from 84 percent in 2007 to 96 percent in 2016



2017-19 BUDGET NARRATIVE

Procurement Services:

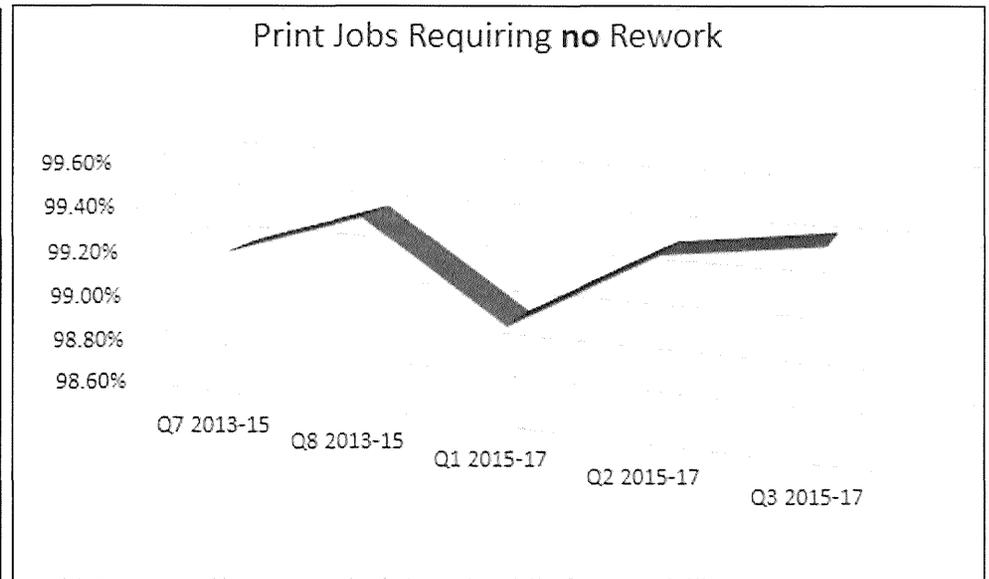
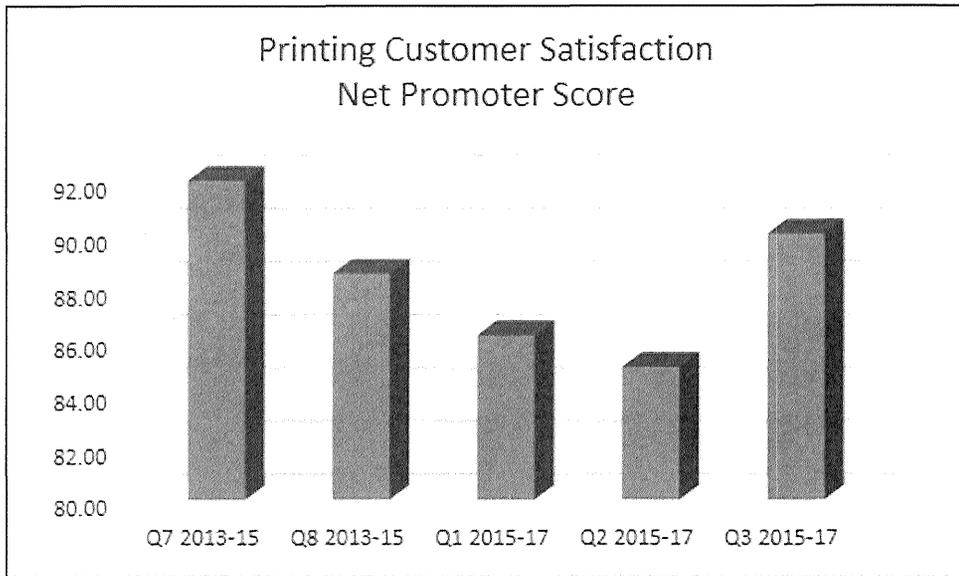
- Oregon Cooperative Procurement Program (ORCPP) membership growth and the overall spend on statewide Price Agreements (PAs) is increasing



2017-19 BUDGET NARRATIVE

Publishing and Distribution:

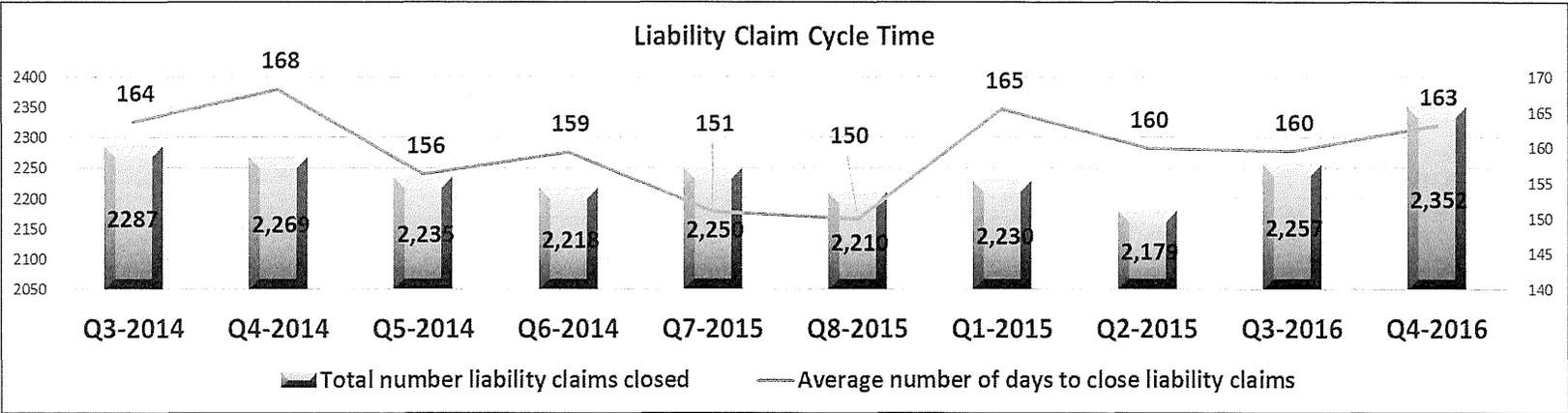
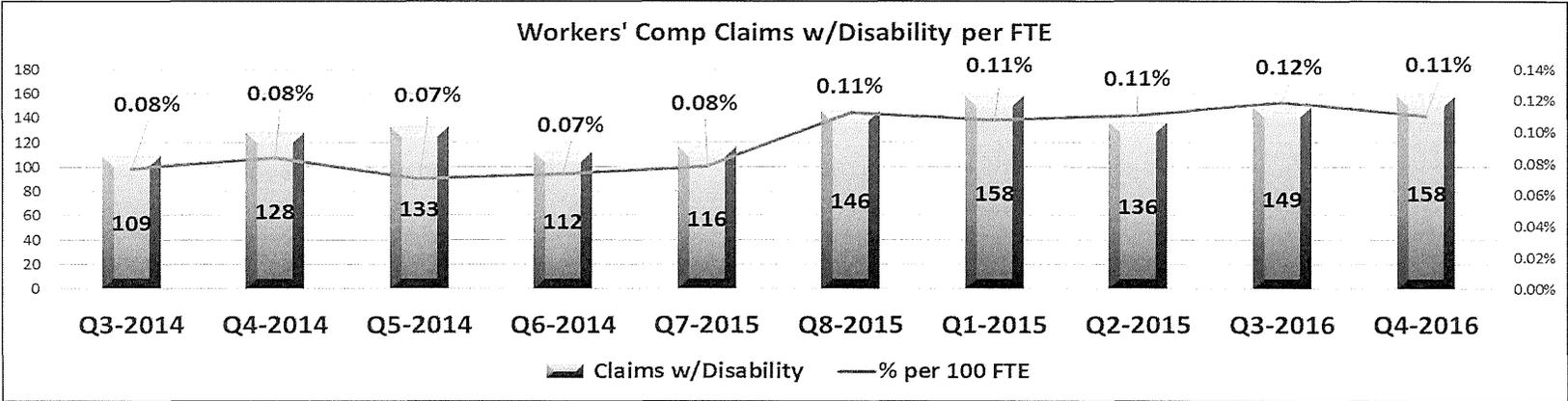
- The Net Promoter Score (NPS), measuring customer satisfaction is consistently above 85
- Less than 1 percent of print jobs require rework
- P&D maintained a 97.5 percent on time delivery on print jobs for the past five quarters
- More than 71 million outgoing pieces of mail are processed per biennium, saving the state over \$6.5 million in postage
- Shuttle delivery serves more than 500 stops per day offering secure delivery service and providing a trackable chain of custody for sensitive packages that saves state government over \$200,000 per biennium



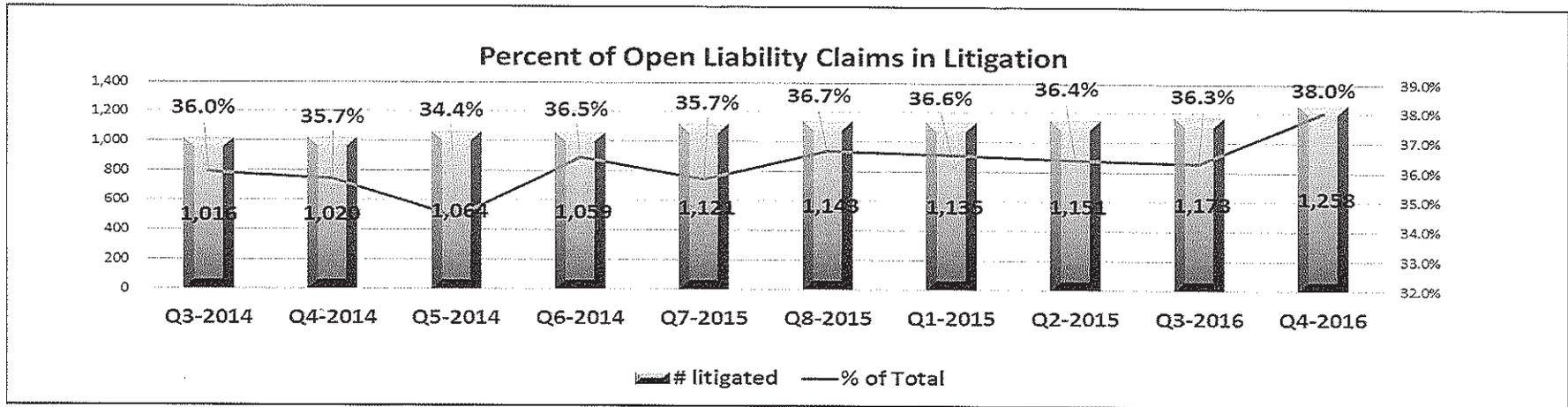
2017-19 BUDGET NARRATIVE

Risk Management:

- Workers' compensation claims with disability per 100 FTE
- Liability claim cycle time (provides data on proactive management of claims)
- Percent of open liability claims in litigation

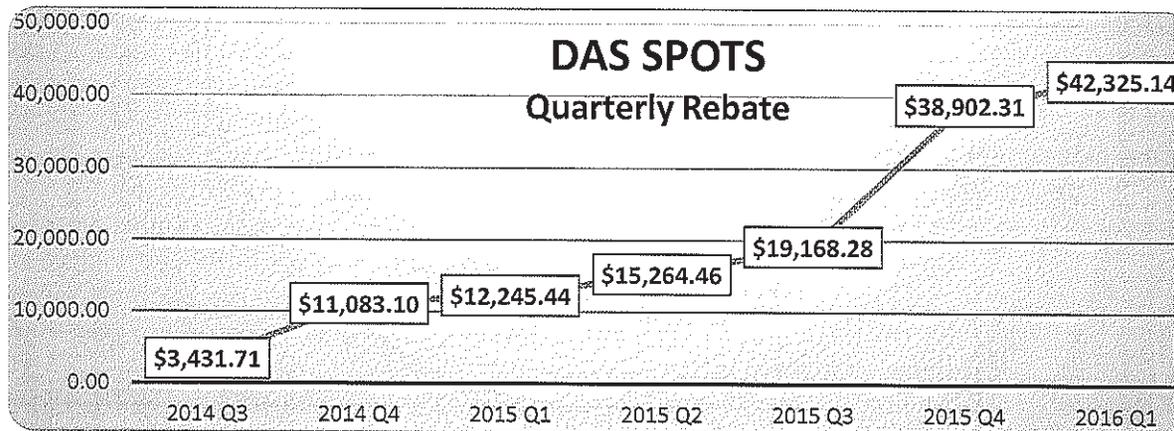


2017-19 BUDGET NARRATIVE



Shared Financial Services:

- SPOTS rebate - SFS implemented the use of the state purchasing card program (SPOTS) as a primary method to make vendor payments. The SPOTS program increases workflow efficiencies and includes a US Bank rebate on each purchase, now exceeding \$40,000 this quarter.
- SFS has consistently maintained a 96 percent success rate in processing accounts receivable and accounts payable requests within 10 business days, ensuring efficient vendor payments and revenue reconciliations.



2017-19 BUDGET NARRATIVE

Enabling Legislation/ Program Authorization

- ORS 30.260-30.300, Tort Actions Against Public Bodies
- ORS 184.305, Oregon Department of Administrative Services
- ORS 221.760, Distribution of Revenues from Cigarette, Gas and Liquor Taxes
- ORS 221.770, Revenue Sharing to Cities
- ORS 238 and 238A, Public Employees' Retirement System, Oregon Public Service Retirement Plan
- ORS 238.705 Chapter 238 and 238a, Establishes responsibility of employer to remit contributions and reports
- ORS 272.085, Five Percent U.S. Land Sales Fund
- ORS 278, Insurance for Public Bodies
- ORS 279 A, B, and C, State Procurement Code
- ORS 282, Public Printing
- ORS 283.100, DAS to Provide Administrative Functions to State Agencies
- ORS 283.110, Furnishing by state agency to another state agency of services, facilities and materials
- ORS 291, State Financial Administration
- ORS 291.015, Establishes authority to set fiscal direction for the State
- ORS 291.100, Sets responsibility for financial management
- ORS 291.405, Assessment of state agencies for mass transit purposes, rates
- ORS 291.407, Mass transit assistance account, source distribution, Oregon Department of Transportation (ODOT) assistance, etc.
- ORS 292, Salaries and Expenses of State Officers and Employees
- ORS 292.010, Defines the state's payroll schedule
- ORS 292.016, Provides for centralized payroll procedure
- ORS 292.018, Designates DAS as the state's payroll agent
- ORS 292.024, Authorizes the Joint Payroll Account
- ORS 292.026, Permits the issuance of payroll checks from the Joint Payroll Account
- ORS 292.033, Permits pay advances and off-cycle payments for termination checks
- ORS 292.034, Authorizes DAS to charge agencies for the centralized payroll services
- ORS 292.042, 292.067, Authorizes direct deposit of paychecks
- ORS 292.042, 292.065, Authorizes the deduction of insurances, union dues, parking fees, charitable fund contributions, etc.
- ORS 293, Administration of Public Funds
- ORS 293.346, Authorizes drawing warrants against Treasury
- ORS 293.348, Authorizes charging agencies for warrants produced

2017-19 BUDGET NARRATIVE

- ORS 293.590, Sets responsibility to supervise state accounting
- ORS 293.595, Sets responsibility for supervising acquisition, installation, and use of computers for accounting processes
- ORS 320.100, Distribution of Tax Receipts
- ORS 323.455, Distribution of Certain Cigarette Tax Revenues
- ORS 430.380, Mental Health Alcoholism and Drug Services Account
- ORS 461.547, Distribution of Certain Video Lottery Revenues to Counties for Economic Development
- ORS 471.810, Distribution of Available Moneys in OLCC Account
- ORS 655, Benefits for Injured Trainees and Inmates
- OAR 125-015-0200, Payroll Administration
- OAR 125 Division 40, Mail/Delivery Services
- OAR 125 Division 55, State Purchasing
- OAR 125, Division 150, Risk Management
- OAR 125-170-0010, Economic Development Fund Process
- OAR 125, Division 180, Shared Services Fund
- OAR 125, Division 246, 247, 248 and 249, Procurement

Funding Streams that Support the Program

The division receives majority of its funding through charges for services an assessment which allocates costs to state agencies based on our 2015-17 Legislatively Adopted Budget Full-Time Equivalent (FTE) authority. Rates are reviewed and updated each biennium. In proposing rates, the division strives to ensure that charges are fair to all customers, based on actual costs, and easily understood. All program rates for 2017-19 were reviewed and approved by the EGS Customer Utility Board.

Financial Business Systems:

The program receives funding through charges for services. Charges are transaction based.

Publishing and Distribution:

The program receives funding through charges for services. Charges are based on per piece rates for printing and mail delivery, and hourly rates are established for shuttle services and production/design services.

Procurement Services:

The program receives funding primarily from Vendor Collected Administrative Fees (VCAF), Oregon Cooperative Procurement Program (ORCPP) membership fees, agency specific charges for services, and an assessment.

2017-19 BUDGET NARRATIVE

Risk Management:

The program receives funding through charges for services. Charges are based upon the relative risk, the value of owned property and the frequency and severity of agency loss experience.

Non-Limited Expenditures

Approximately 53 percent of expenditures are non-limited for buying insurance and paying losses from the Insurance Fund. Non-limited expenditures increase or decrease with the number and severity of claims and are driven by claims against state agencies, rather than by administrative decisions. Substantial increases in state tort cap limits, and subsequent increased interest by plaintiff's bar, have resulted in more liability claims with high financial exposure. Expenditures occur in five specific areas; commercial insurance directly billed to agencies for their unique risks, property program, liability program, workers' compensation and inmate injury.

Shared Financial Services:

The program receives funding through charges for services. Charges are transaction based.

2017-19 BUDGET NARRATIVE

Essential Packages

The Essential Packages represent changes made to the 2015-17 budget that estimate the cost to continue current legislatively approved programs into the 2017-19 biennium.

Package 010 – Non-PICS Personal Services and Vacancy Factor

This package includes standard 3.7 percent inflation on non-PICS accounts (temps, overtime, differential pay, etc.) an increase for mass transit because of increases in the salary plan. It also includes adjustments to vacancy savings and costs for the Public Employees' Retirement System Pension Obligation Bond repayment.

Package 021 – Phase-in Program Costs

None

Package 022 – Phase-out Program and One-time Costs

This package phases out \$54,744 for one-time Services and Supplies related costs associated with limited duration positions approved in the 2016 legislative session.

Package 031 – Standard Inflation and State Government Service Charge

This package applies standard inflation as follows:

- Services and Supplies and Capital Outlay, by the standard 3.7 percent
- Non-state employee and Professional Services costs by the standard 4.1 percent
- Facilities rent by the standard uniform rent rate increase (6.9 percent), by the standard 3.7 percent for non-state properties, or adjusted to the Self-Support Rent Rates
- Attorney General costs by the allowable 13.14 percent

Package 060 – Technical Adjustment

This package transfers out \$5,428,450 to DAS Business Services for centralization of State Government Service Charges, and \$68,063 to Chief Human Resources Office for the ASCENT leadership program.

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 010 - Non-PICS Psnl Svc / Vacancy Factor

Cross Reference Name: Enterprise Goods & Services
Cross Reference Number: 10700-065-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Personal Services							
Temporary Appointments	-	-	8,142	-	-	-	8,142
Overtime Payments	-	-	876	-	-	-	876
Shift Differential	-	-	2	-	-	-	2
All Other Differential	-	-	373	-	-	-	373
Public Employees' Retire Cont	-	-	239	-	-	-	239
Pension Obligation Bond	-	-	183,989	-	-	-	183,989
Social Security Taxes	-	-	718	-	-	-	718
Unemployment Assessments	-	-	427	-	-	-	427
Mass Transit Tax	-	-	10,704	-	-	-	10,704
Vacancy Savings	-	-	(31,278)	-	-	-	(31,278)
Total Personal Services	-	-	\$174,192	-	-	-	\$174,192
Total Expenditures							
Total Expenditures	-	-	174,192	-	-	-	174,192
Total Expenditures	-	-	\$174,192	-	-	-	\$174,192
Ending Balance							
Ending Balance	-	-	(174,192)	-	-	-	(174,192)
Total Ending Balance	-	-	(\$174,192)	-	-	-	(\$174,192)

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 022 - Phase-out Pgm & One-time Costs

Cross Reference Name: Enterprise Goods & Services
Cross Reference Number: 10700-065-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Services & Supplies							
Telecommunications	-	-	(54,744)	-	-	-	(54,744)
Total Services & Supplies	-	-	(\$54,744)	-	-	-	(\$54,744)
Total Expenditures							
Total Expenditures	-	-	(54,744)	-	-	-	(54,744)
Total Expenditures	-	-	(\$54,744)	-	-	-	(\$54,744)
Ending Balance							
Ending Balance	-	-	54,744	-	-	-	54,744
Total Ending Balance	-	-	\$54,744	-	-	-	\$54,744

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 031 - Standard Inflation

Cross Reference Name: Enterprise Goods & Services
Cross Reference Number: 10700-065-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Services & Supplies							
Instate Travel	-	-	1,471	-	-	-	1,471
Out of State Travel	-	-	476	-	-	-	476
Employee Training	-	-	8,802	-	-	-	8,802
Office Expenses	-	-	28,752	-	-	-	28,752
Telecommunications	-	-	26,028	-	-	-	26,028
Data Processing	-	-	131,168	-	-	-	131,168
Publicity and Publications	-	-	24,731	-	-	-	24,731
Professional Services	-	-	17,898	-	-	-	17,898
IT Professional Services	-	-	94,460	-	-	-	94,460
Attorney General	-	-	2,150,762	-	-	-	2,150,762
Employee Recruitment and Develop	-	-	569	-	-	-	569
Dues and Subscriptions	-	-	1,877	-	-	-	1,877
Facilities Rental and Taxes	-	-	(383,436)	-	-	-	(383,436)
Fuels and Utilities	-	-	-	-	-	-	-
Facilities Maintenance	-	-	5,427	-	-	-	5,427
Food and Kitchen Supplies	-	-	-	-	-	-	-
Agency Program Related S and S	-	-	462,145	-	-	-	462,145
Other Services and Supplies	-	-	96,988	-	-	-	96,988
Expendable Prop 250 - 5000	-	-	8,526	-	-	-	8,526
IT Expendable Property	-	-	3,646	-	-	-	3,646
Total Services & Supplies	-	-	\$2,680,290	-	-	-	\$2,680,290

Capital Outlay

Technical Equipment	-	-	-	-	-	-	-
Industrial and Heavy Equipment	-	-	-	-	-	-	-

____ Agency Request
2017-19 Biennium

____ Governor's Budget
Page _____

____ Legislatively Adopted
Essential and Policy Package Fiscal Impact Summary - BPR013

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 031 - Standard Inflation

Cross Reference Name: Enterprise Goods & Services
Cross Reference Number: 10700-065-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Capital Outlay							
Data Processing Hardware	-	-	-	-	-	-	-
Other Capital Outlay	-	-	-	-	-	-	-
Total Capital Outlay	-	-	-	-	-	-	-
Total Expenditures							
Total Expenditures	-	-	2,680,290	-	-	-	2,680,290
Total Expenditures	-	-	\$2,680,290	-	-	-	\$2,680,290
Ending Balance							
Ending Balance	-	-	(2,680,290)	-	-	-	(2,680,290)
Total Ending Balance	-	-	(\$2,680,290)	-	-	-	(\$2,680,290)

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 060 - Technical Adjustments

Cross Reference Name: Enterprise Goods & Services
Cross Reference Number: 10700-065-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Services & Supplies							
State Gov. Service Charges	-	-	(5,428,450)	-	-	-	(5,428,450)
Professional Services	-	-	-	-	-	-	-
Agency Program Related S and S	-	-	(68,063)	-	-	-	(68,063)
Total Services & Supplies	-	-	(\$5,496,513)	-	-	-	(\$5,496,513)
Total Expenditures							
Total Expenditures	-	-	(5,496,513)	-	-	-	(5,496,513)
Total Expenditures	-	-	(\$5,496,513)	-	-	-	(\$5,496,513)
Ending Balance							
Ending Balance	-	-	5,496,513	-	-	-	5,496,513
Total Ending Balance	-	-	\$5,496,513	-	-	-	\$5,496,513

2017-19 BUDGET NARRATIVE

Policy Option Package #101 – IT Procurement & Vendor Management Program

Agency Request Budget: \$868,365 | Total Positions/FTE: 4/4.00

Governor's Budget: \$868,365 | Total Positions/FTE: 4/4.00

Purpose

Through the implementation of House Bill 3099, the State Chief Information Officer (OSCIO) will establish a structure that requires effort and partnership with Procurement Services (PS). This structure will require state government to deploy a system of IT supply chain management to produce an enterprise approach to IT acquisitions. This will require some new and expanded efforts. PS will see increased workload in IT supply chain management and IT procurements for agencies.

How Achieved

This package establishes four new positions in Procurement Services to implement:

IT Supply Chain Management: The current portfolio of IT price agreements will be analyzed and catalogued against the framework of standards established by the OCIO. PS will work with OSCIO to establish new and replacement price agreements for areas where none currently exist. It is anticipated that the current portfolio will expand from about 70 to more than 200. The OSCIO will establish a new IT vendor management program and will require support and partnership from PS to provide and track spend data and vendor performance data.

IT Procurements for Agencies: A reduction in the number of delegations granted for agency IT procurements will result in increased workload for PS. During the 13-15 biennium, DAS granted delegation requests for approximately 25 project-specific IT procurements. Under this new model, these procurements would be conducted by DAS.

NOTE: The Department of Human Services and the Oregon Department of Transportation currently have a tiered delegation to conduct procurements, including IT Procurement, up to a \$5 million value. This POP does not include resources for PS to conduct those procurements.

Staffing Impact

- Establish three permanent, full-time, Operations & Policy Analyst 4, SR 32 (3.00 FTE)
- Establish one permanent, full-time, Procurement and Contract Specialist 3, SR 29 (1.00 FTE)

2017-19 BUDGET NARRATIVE

Quantifying Results

The positions to support the IT Business Center are critical to the building out of the Strategic Plan of the OSCIO. Implementation of HB 3099 requires PS to conduct more procurements and to work with the OSCIO on strategies for both baskets of goods and service offerings and on complex IT solicitations. PS is already dealing with a capacity issue and without additional staff the program cannot meet increased customer demand.

Revenue Sources

\$868,365 Other Funds Limited, Charges for Services

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 101 - IT Procurement & Vendor Management Program

Cross Reference Name: Enterprise Goods & Services
Cross Reference Number: 10700-065-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
Charges for Services	-	-	868,365	-	-	-	868,365
Total Revenues	-	-	\$868,365	-	-	-	\$868,365
Personal Services							
Class/Unclass Sal. and Per Diem	-	-	558,312	-	-	-	558,312
Empl. Rel. Bd. Assessments	-	-	228	-	-	-	228
Public Employees' Retire Cont	-	-	99,245	-	-	-	99,245
Social Security Taxes	-	-	42,711	-	-	-	42,711
Worker's Comp. Assess. (WCD)	-	-	276	-	-	-	276
Mass Transit Tax	-	-	3,350	-	-	-	3,350
Flexible Benefits	-	-	133,344	-	-	-	133,344
Total Personal Services	-	-	\$837,466	-	-	-	\$837,466
Services & Supplies							
Data Processing	-	-	30,899	-	-	-	30,899
Total Services & Supplies	-	-	\$30,899	-	-	-	\$30,899
Total Expenditures							
Total Expenditures	-	-	868,365	-	-	-	868,365
Total Expenditures	-	-	\$868,365	-	-	-	\$868,365

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 101 - IT Procurement & Vendor Management Program

Cross Reference Name: Enterprise Goods & Services
Cross Reference Number: 10700-065-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Ending Balance							
Ending Balance	-	-	-	-	-	-	-
Total Ending Balance	-	-	-	-	-	-	-
Total Positions							
Total Positions							4
Total Positions	-	-	-	-	-	-	4
Total FTE							
Total FTE							4.00
Total FTE	-	-	-	-	-	-	4.00

01/03/17 REPORT NO.: PDPFISCAL
 REPORT: PACKAGE FISCAL IMPACT REPORT
 AGENCY:10700 DEPT OF ADMIN SERVICES
 SUMMARY XREF:065-00-00 Enterprise Goods & Services

DEPT. OF ADMIN. SVCS. -- PPDB PICS SYSTEM
 PACKAGE: 101 - IT Procurement & Vendor Manage

2017-19
 PICS SYSTEM: BUDGET PREPARATION

POSITION NUMBER	CLASS COMP	CLASS NAME	POS CNT	FTE	MOS	STEP	RATE	GF SAL/OPE	OF SAL/OPE	FF SAL/OPE	LF SAL/OPE	AF SAL/OPE
1904380	OAS C0438 AP	PROCUREMENT & CONTRACT SPEC 3	1	1.00	24.00	02	5,095.00		122,280 58,823			122,280 58,823
1908736	MMN X0873 AA	OPERATIONS & POLICY ANALYST 4	1	1.00	24.00	02	6,056.00		145,344 72,327			145,344 72,327
1908737	MMN X0873 AA	OPERATIONS & POLICY ANALYST 4	1	1.00	24.00	02	6,056.00		145,344 72,327			145,344 72,327
1908738	MMN X0873 AA	OPERATIONS & POLICY ANALYST 4	1	1.00	24.00	02	6,056.00		145,344 72,327			145,344 72,327
TOTAL PICS SALARY									558,312			558,312
TOTAL PICS OPE									275,804			275,804
TOTAL PICS PERSONAL SERVICES =			4	4.00	96.00				834,116			834,116

2017-19 BUDGET NARRATIVE

THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY

2017-19 BUDGET NARRATIVE

Policy Option Package #102: Convert 2015-17 Limited Duration Positions to Permanent Staff

Agency Request Budget: \$0 | Total Positions/FTE: 4/4.00

Governor's Budget: \$0 | Total Positions/FTE: 4/4.00

Purpose

Changes in business needs and customer demands led the Enterprise Goods and Services (EGS) to create limited duration positions in several areas. This package requests these positions be made permanent to enable EGS to continue level of service to its agency customers.

How Achieved

Procurement Services:

House Bill 2375 (2015) charges DAS with providing tools and standards for procurement training that will be utilized across state agencies.

Operations and Policy Analyst 3: This position serves as the Statewide Procurement Training Coordinator and develops long-range strategic training plans that support agencies in meeting the training standards of HB 2375. This position stays abreast of national procurement standards and best practices; researches trends in training including training delivery technology; formulates policy; and evaluates changes in future legislation related to procurement for the purpose of keeping training curriculum current.

Program Analyst 1: This position provides program support for the statewide procurement training program by coordinating program activities and tracking program expenses. This position creates and maintains systems and databases of program and credentialing information. It also reviews and updates curriculum, and develops educational and marketing materials, brochures and newsletters in support of the training program.

Operations and Policy Analyst 2: This position provides support for the development and maintenance of templates and forms; and for the creation and maintenance of the Oregon Procurement Manual. This position coordinates content development teams, deploys and maintains the procurement manual website, develops and manages maintenance schedules and issue logs, edits data for consistency and collects and reports on performance and satisfaction metrics related to procurement forms, templates and manual content and functionality.

2017-19 BUDGET NARRATIVE

Publishing & Distribution:

Over the past two years, Publishing and Distribution (P&D) has taken on an increasing number of large publishing projects, requiring time consuming up-front preparation and planning. From internal meetings to the creation of Statements of Work, and coordination between enterprise agency staff, both project planners and technical staff are performing administrative tasks. This biennium, P&D will launch a new print management system that will further increase pressure on limited staff. With this workload, the Customer Relations Management (CRM) staff and manager are unable to perform their core duties without the assistance of the requested Administrative Specialist 2 position. This package converts an existing limited duration position to a permanent position, enabling the CRM staff and manager to focus on their core duties.

Administrative Specialist 2: P&D currently has a limited duration employee helping to ease the work load strain. P&D's long-range plans include bolstering CRM capacity, which will enable P&D to continue providing this service and meet customer demand. Adding a permanent position allows P&D to properly recruit for and retain staff to address this on-going need. Reclassification of a current staff member was considered, however there are no areas within P&D that can support reduction in staff.

Staffing Impact

Procurement Services:

- Establish one permanent, full-time, Operations & Policy Analyst 3, SR 30 (1.00 FTE)
- Establish one permanent, full-time, Program Analyst 1, SR 23 (1.00 FTE)
- Establish one permanent, full-time, Operations & Policy Analyst 2, SR 27 (1.00 FTE)

Publishing & Distribution:

- Establish one permanent, full-time, Administrative Specialist 2, SR 19 (1.00 FTE)

Quantifying Results

Procurement Services:

Without these resources, PS will be unable to meet the intent of HB 2375 as it relates to the statewide training program, templates and best practices. Procurement professionals across the state would be impacted by training that does not meet current standards or law. PS would not have the capacity to develop and provide governance for an enterprise procurement manual or have the ability to facilitate development of an "ownership" portfolio of best practice and mandatory use of statewide sourcing and contract templates.

2017-19 BUDGET NARRATIVE

Publishing & Distribution:

Customer satisfaction with P&D is measured monthly and tracked quarterly. Our Net Promoter Score (NPS) has averaged 87.6 for the past six quarters. With this high score, it is doubtful that we will see any change as a result of this permanent position. Project success and completion rates will be tracked and a baseline established from past history. In addition, CRM project time will be tracked and reported differently than administrative time.

Revenue Sources

None. The increase in Personal Service costs of \$629,965 will be offset with a same reduction in Services and Supplies, for a net-zero impact.

2017-19 BUDGET NARRATIVE

THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 102 - Convert 2015-17 LDs to Permanent Staff

Cross Reference Name: Enterprise Goods & Services
Cross Reference Number: 10700-065-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Personal Services							
Class/Unclass Sal. and Per Diem	-	-	412,536	-	-	-	412,536
Empl. Rel. Bd. Assessments	-	-	228	-	-	-	228
Public Employees' Retire Cont	-	-	61,916	-	-	-	61,916
Social Security Taxes	-	-	31,559	-	-	-	31,559
Worker's Comp. Assess. (WCD)	-	-	276	-	-	-	276
Mass Transit Tax	-	-	2,454	-	-	-	2,454
Flexible Benefits	-	-	133,344	-	-	-	133,344
Reconciliation Adjustment	-	-	(12,348)	-	-	-	(12,348)
Total Personal Services	-	-	\$629,965	-	-	-	\$629,965
Services & Supplies							
Office Expenses	-	-	(32,000)	-	-	-	(32,000)
Telecommunications	-	-	(72,000)	-	-	-	(72,000)
Data Processing	-	-	(232,000)	-	-	-	(232,000)
Other Services and Supplies	-	-	(293,965)	-	-	-	(293,965)
Total Services & Supplies	-	-	(\$629,965)	-	-	-	(\$629,965)
Total Expenditures							
Total Expenditures	-	-	-	-	-	-	-
Total Expenditures	-	-	-	-	-	-	-

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 102 - Convert 2015-17 LDs to Permanent Staff

Cross Reference Name: Enterprise Goods & Services
Cross Reference Number: 10700-065-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Ending Balance							
Ending Balance	-	-	-	-	-	-	-
Total Ending Balance	-	-	-	-	-	-	-
Total Positions							
Total Positions							4
Total Positions	-	-	-	-	-	-	4
Total FTE							
Total FTE							4.00
Total FTE	-	-	-	-	-	-	4.00

01/03/17 REPORT NO.: PPDPFISCAL
 REPORT: PACKAGE FISCAL IMPACT REPORT
 AGENCY:10700 DEPT OF ADMIN SERVICES
 SUMMARY XREF:065-00-00 Enterprise Goods & Services

DEPT. OF ADMIN. SVCS. -- PPDB PICS SYSTEM

2017-19
 PICS SYSTEM: BUDGET PREPARATION

PACKAGE: 102 - Convert 2015-17 LDs to Permane

POSITION NUMBER	CLASS COMP	CLASS NAME	POS CNT	FTE	MOS	STEP	RATE	GF SAL/OPE	OF SAL/OPE	FF SAL/OPE	LF SAL/OPE	AF SAL/OPE
1901082	OAS C0108 AP	ADMINISTRATIVE SPECIALIST 2	1	1.00	24.00	02	3,205.00		76,920 49,415			76,920 49,415
1908600	OAS C0860 AP	PROGRAM ANALYST 1	1	1.00	24.00	02	3,847.00		92,328 52,611			92,328 52,611
1908710	OAS C0871 AP	OPERATIONS & POLICY ANALYST 2	1	1.00	24.00	02	4,641.00		111,384 56,563			111,384 56,563
1908722	MMN X0872 AA	OPERATIONS & POLICY ANALYST 3	1	1.00	24.00	02	5,496.00		131,904 68,734			131,904 68,734
TOTAL PICS SALARY									412,536			412,536
TOTAL PICS OPE									227,323			227,323
TOTAL PICS PERSONAL SERVICES =			4	4.00	96.00				639,859			639,859

2017-19 BUDGET NARRATIVE

THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY

2017-19 BUDGET NARRATIVE

Policy Option Package #107 – Growing Demand for EGS Services

Agency Request Budget: \$450,053 | Total Positions/FTE: 2/2.00

Governor's Budget: \$268,532 | Total Positions/FTE: 1/1.00

Purpose

Enterprise Goods and Services needs additional positions to meet increased demand for services and a growing customer base. This package requests these positions to support EGS in meeting service expectations of agency customers.

How Achieved

Financial Business Systems:

This package will enable Centralized Public Employees Retirement System (PERS) Service Team to catch up on a backlog of 12 years of required PERS employer reconciliations and perform employer reconciliations every year thereafter.

Accountant 2: This position will be established to complete an annual, complex reconciliation for each state agency between data from the payroll and personnel systems and data reported to PERS. With more than 80 state agencies and over 40,000 employees, this is a large and time consuming workload. The final step in the reconciliation process is to analyze the employer statements from PERS to balance the amount the state has paid for pension contributions. Agencies may need to be invoiced for discrepancies and other types of invoices created by PERS due to varying types of verifications and modifications to employee records that can span many years. This complex reconciliation has not been performed in the past since the inception of the DAS file in 2004. If the reconciliation is not brought current by the time the new position is in place, the staff in this position would work on the back log of reconciliations first and then annually on an ongoing basis. DAS has worked to absorb this workload during the past two years without success. This is a required reconciliation by PERS (ORS 238.705) and the lack of the reconciliation by the state was documented in an internal PERS audit in 2013.

Risk Management:

Increase the capacity of the Risk Management (RM) staff to manage the increasingly complex claims resulting from increasing tort limits. Liability claims administration in RM has changed dramatically in the last several years. The primary cause is the increase in tort limits prescribed in ORS 30.271 related to the Oregon Tort Claims Act. The bodily and personal injury limits have increased from \$200,000 per single claimant and \$500,000 for multiple claimants in 2007 to \$2,073,600 per single claimant and \$4,147,100 for multiple claimants today. Each July 1 this figure will continue to increase. Claims in federal venue rather than state venue, have no tort cap. These claims are increasingly complex to administer and have a significantly higher financial exposure to the state. Claims at this level often have potential values between \$1 and \$15 million. These claims typically involve lengthy and complex litigation which often has the added components of political and media scrutiny. Encapsulated in RM's strategic planning initiatives is a review of current staff

2017-19 BUDGET NARRATIVE

levels and individual skill development plans to meet this changing landscape; skill gap analysis and succession planning. As the year progresses RM will have identified additional resources needed to shift or enhance to meet the ongoing changes in the business environment. This position will help RM deal with the current increasing claims workload.

Operations & Policy Analyst 4: This position to handle the complex workload. Currently an Operations and Policy Analyst 3, Claims Consultant, is working out of class to address the current need. Current staffing levels cannot absorb additional claims and the complex level work within existing position authority. While the work is being done by “work out of class,” the additional claim complexity is stretching the remaining staff with increased workload that is not sustainable.

The fiscal impact for this position is based on salary step five. This position requires the highest level of claims management skills and the desired candidate must have a strong background in complex claims handling. The higher level salary is necessary to attract the type of candidates needed for this position.

Staffing Impact

Financial Business Systems:

- ~~Establish one limited duration, full-time, Accountant 2, SR 23 (1.00 FTE)~~

Risk Management:

- Establish one permanent, full-time, Operations & Policy Analyst 4, SR 32 (1.00 FTE)

Quantifying Results

Financial Business Systems:

Results can be measured quarterly based on number of employer reconciliations completed. Once the reconciliations are caught up from the previous 12 years, this can be an annual measure with a target of close to 100 percent. Without this position, the section cannot commit to completing these reconciliations.

Risk Management:

The requested position will provide adequate staffing levels to ensure that highly complex and high dollar-value liability claims are aggressively investigated and managed. Failure to add this position will result in inadequate claims handling which in turn will increase overall cost of claim settlements and defense costs.

2017-19 BUDGET NARRATIVE

Revenue Sources

\$181,521 Other Funds Limited, Charges for Services
\$268,532 Other Funds Limited, Transfer-in, Intrafund.

2017-19 BUDGET NARRATIVE

THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 107 - Growing Demand for EGS Services

Cross Reference Name: Enterprise Goods & Services
Cross Reference Number: 10700-065-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
Charges for Services	-	-	-	-	-	-	-
Transfer In - Intrafund	-	-	268,532	-	-	-	268,532
Total Revenues	-	-	\$268,532	-	-	-	\$268,532
Transfers Out							
Transfer Out - Intrafund	-	-	-	-	(268,532)	-	(268,532)
Total Transfers Out	-	-	-	-	(\$268,532)	-	(\$268,532)
Personal Services							
Class/Unclass Sal. and Per Diem	-	-	145,344	-	-	-	145,344
Empl. Rel. Bd. Assessments	-	-	57	-	-	-	57
Public Employees' Retire Cont	-	-	27,746	-	-	-	27,746
Social Security Taxes	-	-	11,119	-	-	-	11,119
Worker's Comp. Assess. (WCD)	-	-	69	-	-	-	69
Mass Transit Tax	-	-	872	-	-	-	872
Flexible Benefits	-	-	33,336	-	-	-	33,336
Total Personal Services	-	-	\$218,543	-	-	-	\$218,543
Services & Supplies							
Instate Travel	-	-	-	-	-	-	-
Employee Training	-	-	-	-	-	-	-
Office Expenses	-	-	-	-	-	-	-
Telecommunications	-	-	-	-	-	-	-
Data Processing	-	-	49,989	-	-	-	49,989

____ Agency Request
2017-19 Biennium

____ Governor's Budget
Page _____

____ Legislatively Adopted
Essential and Policy Package Fiscal Impact Summary - BPR013

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 107 - Growing Demand for EGS Services

Cross Reference Name: Enterprise Goods & Services
Cross Reference Number: 10700-065-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Services & Supplies							
Publicity and Publications	-	-	-	-	-	-	-
Employee Recruitment and Develop	-	-	-	-	-	-	-
Dues and Subscriptions	-	-	-	-	-	-	-
Facilities Rental and Taxes	-	-	-	-	-	-	-
Other Services and Supplies	-	-	-	-	-	-	-
Expendable Prop 250 - 5000	-	-	-	-	-	-	-
IT Expendable Property	-	-	-	-	-	-	-
Total Services & Supplies	-	-	\$49,989	-	-	-	\$49,989
Total Expenditures							
Total Expenditures	-	-	268,532	-	-	-	268,532
Total Expenditures	-	-	\$268,532	-	-	-	\$268,532
Ending Balance							
Ending Balance	-	-	-	-	(268,532)	-	(268,532)
Total Ending Balance	-	-	-	-	(\$268,532)	-	(\$268,532)
Total Positions							
Total Positions							1
Total Positions	-	-	-	-	-	-	1

____ Agency Request
2017-19 Biennium

____ Governor's Budget
Page _____

____ Legislatively Adopted
Essential and Policy Package Fiscal Impact Summary - BPR013

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 107 - Growing Demand for EGS Services

Cross Reference Name: Enterprise Goods & Services
Cross Reference Number: 10700-065-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Total FTE							
Total FTE							1.00
Total FTE	-	-	-	-	-	-	1.00

01/03/17 REPORT NO.: PPDPFISCAL
 REPORT: PACKAGE FISCAL IMPACT REPORT
 AGENCY:10700 DEPT OF ADMIN SERVICES
 SUMMARY XREF:065-00-00 Enterprise Goods & Services

DEPT. OF ADMIN. SVCS. -- PPDB PICS SYSTEM

2017-19
 PICS SYSTEM: BUDGET PREPARATION
 PAGE 19
 PROD FILE

PACKAGE: 107 - Growing Demand for EGS Service

POSITION NUMBER CLASS COMP	CLASS NAME	POS CNT	FTE	MOS	STEP	RATE	GF SAL/OPE	OF SAL/OPE	FF SAL/OPE	LF SAL/OPE	AF SAL/OPE
1987325 MMN X0873 AA OPERATIONS & POLICY ANALYST 4		1	1.00	24.00	02	6,056.00		145,344			145,344
								72,327			72,327
TOTAL PICS SALARY								145,344			145,344
TOTAL PICS OPE								72,327			72,327
TOTAL PICS PERSONAL SERVICES =		1	1.00	24.00				217,671			217,671

2017-19 BUDGET NARRATIVE

Policy Option Package #110 – Risk Management Information System (RMIS)

*Agency Request Budget: \$1 million | Total Positions/FTE: None
Governor's Budget: Denied*

Purpose

Risk Management (RM) seeks to replace its current vendor-based Risk Management Information System (RMIS) with a robust user friendly system capable of integrating data from multiple sources. The RMIS is critical to RM's functioning and daily work as it insures all state property, liability and worker's compensation exposures. More specifically, RM insures approximately 39,000 state employees and \$8.4 billion in state property assets, and the claims team handles an annual average of 2,500 property and liability claims. Additionally, state agencies access RMIS to better manage and mitigate agency-specific risks. A more advanced RMIS system with the technology to trend and control losses, as well as calculate risk charges, would contribute to maintaining the actuarial soundness of the Self-Insurance Fund, as required by state statute.

How Achieved

RM currently has a team thoroughly analyzing the needs of the program and the level of interaction with other state systems, with the goal of finding a product and vendor that will be able to integrate all necessary data into one system. The team has conducted a request for information to determine what products are available in the marketplace.

RM is collaborating with the State Chief Information Office using the "Stage Gate" planning model to ensure the acquisition of a robust and integrated RMIS that meets the operational needs of the program. The services of a business analyst and IT project manager will be required to properly implement a conversion to a new RMIS.

The alternative is to continue using the current vendor and explore enhancements as they become available. Enhancements or upgrades will cost additional funds which the current budget may not allow. Additionally, the vendor has to date not been able to provide solutions to many of the problems and issues RM has identified in the current system.

Staffing Impact

None

2017-19 BUDGET NARRATIVE

Quantifying Results

Current RMIS has limitations that adversely impact the ability to ensure the state is properly protected. It cannot integrate the Risk Report, the one repository containing information on all state assets. This information is needed to determine agency risk charges and contains underwriting information required by the RM insurance broker to place excess commercial property insurance (the current limit is \$475 million). The current RMIS is unable to integrate information and interface with state systems to provide data needed to determine overall risk exposure.

Revenue Sources

\$1 million Other Funds Nonlimited, Transfer-in, Intrafund.

2017-19 BUDGET NARRATIVE

Policy Option Package #081 – September 2016 Emergency Board

Purpose

Enterprise Goods and Services (EGS), Financial Business Systems entered into an agreement with Department of Consumer Business Services (DCBS) to provide payroll services for their 950 employees beginning June 1, 2016. This represents a 50 percent increase in the number of employees served by DAS' Shared Payroll Services team. The existing staff in the unit currently have full workloads. In order to bring on this new DAS client, the section needs an additional payroll technician.

How Achieved

The program requests the establishment of one permanent, full-time, Accounting Technician 3 position to support this large increase in payroll client work.

Staffing Impact

- Establish one permanent, full-time, Accounting Technician 3, SR 19 (1.00 FTE)

Quantifying Results

Without the additional position, the program cannot support the increased customer demand and maintain a current level of service and functionality.

Revenue Sources

\$134,465 Other Funds Limited, Charges for Services

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 081 - September 2016 Emergency Board

Cross Reference Name: Enterprise Goods & Services
Cross Reference Number: 10700-065-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
Charges for Services	-	-	134,465	-	-	-	134,465
Total Revenues	-	-	\$134,465	-	-	-	\$134,465
Personal Services							
Class/Unclass Sal. and Per Diem	-	-	80,328	-	-	-	80,328
Empl. Rel. Bd. Assessments	-	-	57	-	-	-	57
Public Employees' Retire Cont	-	-	10,515	-	-	-	10,515
Social Security Taxes	-	-	6,145	-	-	-	6,145
Worker's Comp. Assess. (WCD)	-	-	69	-	-	-	69
Mass Transit Tax	-	-	-	-	-	-	-
Flexible Benefits	-	-	33,336	-	-	-	33,336
Reconciliation Adjustment	-	-	(3,653)	-	-	-	(3,653)
Total Personal Services	-	-	\$126,797	-	-	-	\$126,797
Services & Supplies							
Instate Travel	-	-	284	-	-	-	284
Employee Training	-	-	1,423	-	-	-	1,423
Office Expenses	-	-	1,793	-	-	-	1,793
Telecommunications	-	-	1,582	-	-	-	1,582
Data Processing	-	-	422	-	-	-	422
Publicity and Publications	-	-	211	-	-	-	211
Employee Recruitment and Develop	-	-	211	-	-	-	211
Dues and Subscriptions	-	-	211	-	-	-	211
Other Services and Supplies	-	-	265	-	-	-	265

____ Agency Request
2017-19 Biennium

____ Governor's Budget
Page _____

____ Legislatively Adopted
Essential and Policy Package Fiscal Impact Summary - BPR013

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 081 - September 2016 Emergency Board

Cross Reference Name: Enterprise Goods & Services
Cross Reference Number: 10700-065-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Services & Supplies							
IT Expendable Property	-	-	1,266	-	-	-	1,266
Total Services & Supplies	-	-	\$7,668	-	-	-	\$7,668
Total Expenditures							
Total Expenditures	-	-	134,465	-	-	-	134,465
Total Expenditures	-	-	\$134,465	-	-	-	\$134,465
Ending Balance							
Ending Balance	-	-	-	-	-	-	-
Total Ending Balance	-	-	-	-	-	-	-
Total Positions							
Total Positions							1
Total Positions	-	-	-	-	-	-	1
Total FTE							
Total FTE							1.00
Total FTE	-	-	-	-	-	-	1.00

PACKAGE: 081 - September 2016 Emergency Board

POSITION NUMBER	CLASS	COMP	CLASS NAME	POS CNT	FTE	MOS	STEP	RATE	GF SAL/OPE	OF SAL/OPE	FF SAL/OPE	LF SAL/OPE	AF SAL/OPE
1902120	OAS	C0212	AP ACCOUNTING TECHNICIAN 3	1	1.00	24.00	03	3,347.00		80,328 50,122			80,328 50,122
TOTAL PICS SALARY										80,328			80,328
TOTAL PICS OPE										50,122			50,122
TOTAL PICS PERSONAL SERVICES =				1	1.00	24.00				130,450			130,450

2017-19 BUDGET NARRATIVE

Policy Option Package #090 – Analyst Adjustments

Purpose

The purpose of this package is to achieve the actions recommended by the Governor.

How Achieved

To achieve a 12 percent reduction target in assessments and rates:

- Reduce S&S in Publicity & Publications. This reduction resulted from a savings realized from lower than anticipated costs. If unexpected services from other state agencies are needed, DAS may need to come back due to a budget shortfall - \$425,000
- Reduce S&S in Data Processing. This reduction resulted from a savings realized from lower than anticipated costs. If unexpected services from other state agencies are needed, DAS may need to come back due to a budget shortfall - \$750,000
- Reduce office expenses, eliminate instructional services, and reduce Attorney General Legal Fees (impact is that staff would limit interactions with DOJ to only those that are required) - \$72,616
- Reduce temps/overtime in Personal Services - \$13,660
- Reduce S&S in training and all software updates that would need to be delayed, causing potential disruption of services in the Design unit. Work would need to be shifted back to the agencies - \$50,000
- Reduce S&S. Some software updates would need to be delayed, causing potential disruption of services of sensitive print - \$300,000

Staffing Impact

None

Quantifying Results

None

Revenue Sources

(\$1,611,276) Other Funds Limited, Charges for Services (assessment)

2017-19 BUDGET NARRATIVE

THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 090 - Analyst Adjustments

Cross Reference Name: Enterprise Goods & Services
Cross Reference Number: 10700-065-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Beginning Balance							
Beginning Balance Adjustment	-	-	-	-	(4,000,000)	-	(4,000,000)
Total Beginning Balance	-	-	-	-	(\$4,000,000)	-	(\$4,000,000)
Revenues							
Charges for Services	-	-	(9,398,919)	-	(522,772)	-	(9,921,691)
Admin and Service Charges	-	-	(2,986,139)	-	-	-	(2,986,139)
Transfer In - Intrafund	-	-	(2,971,637)	-	-	-	(2,971,637)
Total Revenues	-	-	(\$15,356,695)	-	(\$522,772)	-	(\$15,879,467)
Transfers Out							
Transfer Out - Intrafund	-	-	2,943,655	-	1,309,569	-	4,253,224
Total Transfers Out	-	-	\$2,943,655	-	\$1,309,569	-	\$4,253,224
Personal Services							
Temporary Appointments	-	-	(10,394)	-	-	-	(10,394)
Overtime Payments	-	-	(1,950)	-	-	-	(1,950)
Public Employees' Retire Cont	-	-	(372)	-	-	-	(372)
Social Security Taxes	-	-	(944)	-	-	-	(944)
Total Personal Services	-	-	(\$13,660)	-	-	-	(\$13,660)
Services & Supplies							
Employee Training	-	-	(83,462)	-	-	-	(83,462)
Office Expenses	-	-	(10,000)	-	-	-	(10,000)
Data Processing	-	-	(1,050,000)	-	-	-	(1,050,000)

____ Agency Request
2017-19 Biennium

____ Governor's Budget
Page _____

____ Legislatively Adopted
Essential and Policy Package Fiscal Impact Summary - BPR013

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 090 - Analyst Adjustments

Cross Reference Name: Enterprise Goods & Services
Cross Reference Number: 10700-065-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Services & Supplies							
Publicity and Publications	-	-	(425,000)	-	-	-	(425,000)
Attorney General	-	-	(20,453)	-	-	-	(20,453)
Employee Recruitment and Develop	-	-	-	-	-	-	-
Agency Program Related S and S	-	-	(8,701)	-	-	-	(8,701)
Total Services & Supplies	-	-	(\$1,597,616)	-	-	-	(\$1,597,616)
Total Expenditures							
Total Expenditures	-	-	(1,611,276)	-	-	-	(1,611,276)
Total Expenditures	-	-	(\$1,611,276)	-	-	-	(\$1,611,276)
Ending Balance							
Ending Balance	-	-	(10,801,764)	-	(3,213,203)	-	(14,014,967)
Total Ending Balance	-	-	(\$10,801,764)	-	(\$3,213,203)	-	(\$14,014,967)

2017-19 BUDGET NARRATIVE

Policy Option Package #091 – Statewide Adjustments DAS Charges

Purpose

This package represents changes to State Government Service Charges and DAS Price List charges for services made for the Governor's Budget.

How Achieved

Reduce agency budgets by \$711,194 (OF)

Staffing Impact

None

Quantifying Results

None

Revenue Sources

Reduction of rates and assessments

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 091 - Statewide Adjustment DAS Chgs

Cross Reference Name: Enterprise Goods & Services
Cross Reference Number: 10700-065-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Services & Supplies							
Agency Program Related S and S	-	-	(82,947)	-	-	-	(82,947)
Other Services and Supplies	-	-	(135,334)	-	(492,913)	-	(628,247)
Total Services & Supplies	-	-	(\$218,281)	-	(\$492,913)	-	(\$711,194)
Total Expenditures							
Total Expenditures	-	-	(218,281)	-	(492,913)	-	(711,194)
Total Expenditures	-	-	(\$218,281)	-	(\$492,913)	-	(\$711,194)
Ending Balance							
Ending Balance	-	-	218,281	-	492,913	-	711,194
Total Ending Balance	-	-	\$218,281	-	\$492,913	-	\$711,194

2017-19 BUDGET NARRATIVE

Policy Option Package #092 – Statewide AG Adjustment

Purpose

This package adjusts Attorney General rates from the published Price List at Agency Request Budget of \$198/hour to \$185/hour in the Governor's Budget.

How Achieved

Reduce agency budgets by \$1,216,686 (OF)

Staffing Impact

None

Quantifying Results

None

Revenue Sources

Reduction of rates and assessments

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

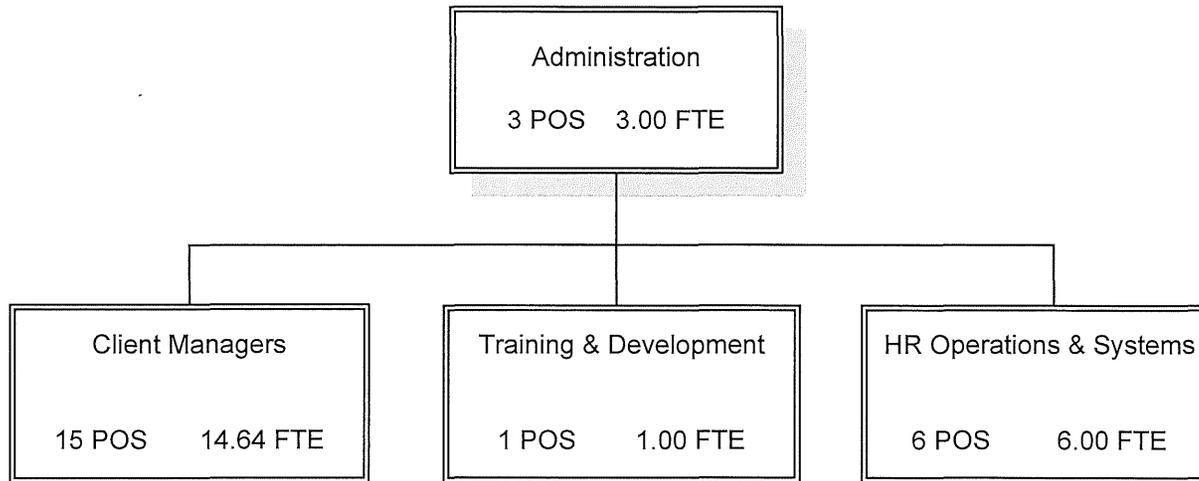
Administrative Svcs, Dept of
Pkg: 092 - Statewide AG Adjustment

Cross Reference Name: Enterprise Goods & Services
Cross Reference Number: 10700-065-00-00-00000

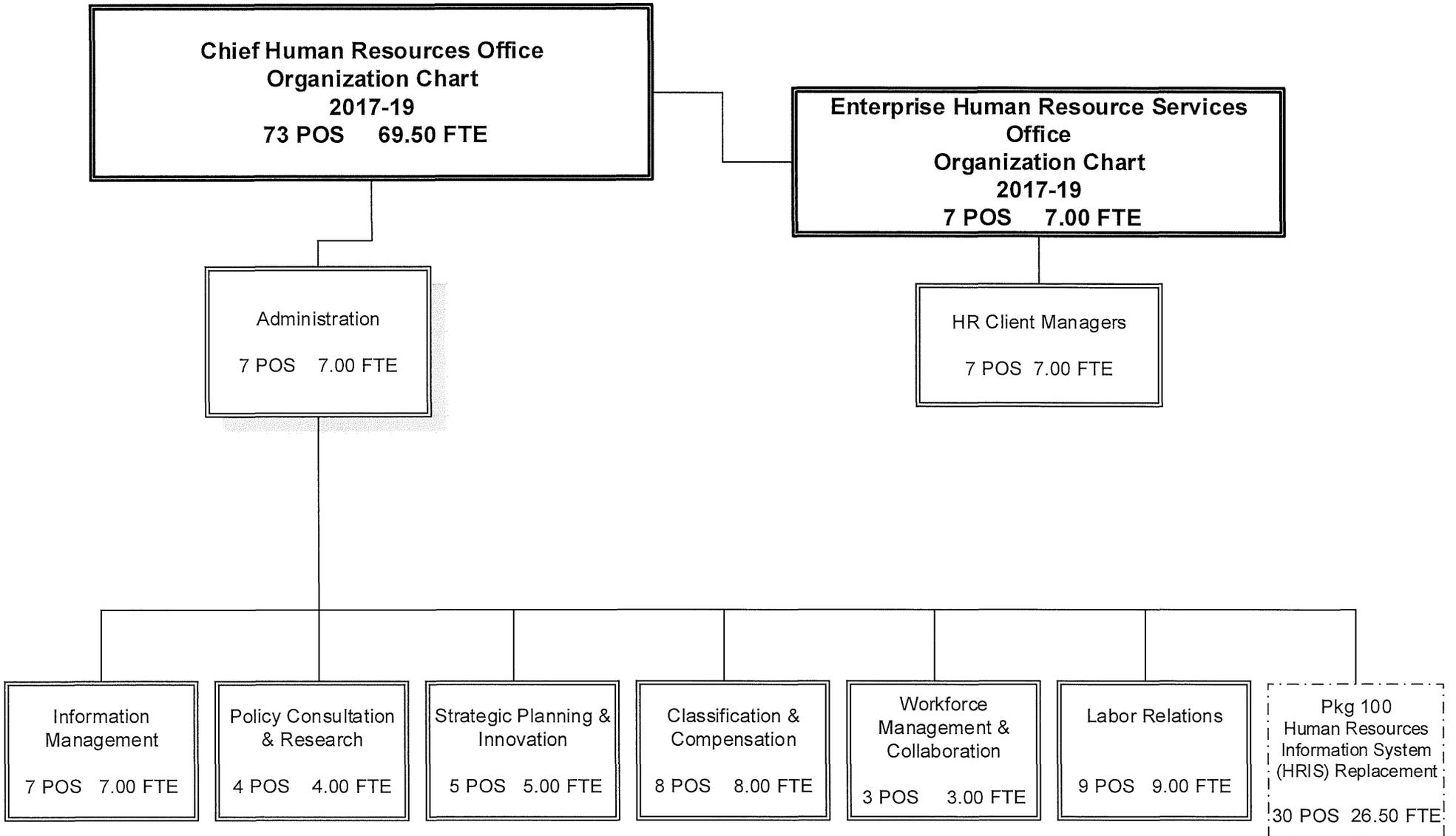
<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Services & Supplies							
Attorney General	-	-	(1,216,686)	-	-	-	(1,216,686)
Total Services & Supplies	-	-	(\$1,216,686)	-	-	-	(\$1,216,686)
Total Expenditures							
Total Expenditures	-	-	(1,216,686)	-	-	-	(1,216,686)
Total Expenditures	-	-	(\$1,216,686)	-	-	-	(\$1,216,686)
Ending Balance							
Ending Balance	-	-	1,216,686	-	-	-	1,216,686
Total Ending Balance	-	-	\$1,216,686	-	-	-	\$1,216,686

2017-2019 BUDGET NARRATIVE

**Enterprise Human Resource Services
Organization Chart
2015-17
25 POS 24.64 FTE**



2017-2019 BUDGET NARRATIVE



2017-2019 BUDGET NARRATIVE

Enterprise Human Resource Services

Program Overview

Centralized human resource functions enable executive branch agencies to share resources and expertise. These functions also give agencies flexibility to manage their human capital in a cost-effective way.

The number of state employees Enterprise Human Resource Services (EHRS) serves continues to grow. The number of employees supported by the division has grown from approximately 750 full-time equivalents (FTE) to about 1400 FTE among 29 state agencies and nine divisions of the Department of Administrative Services.

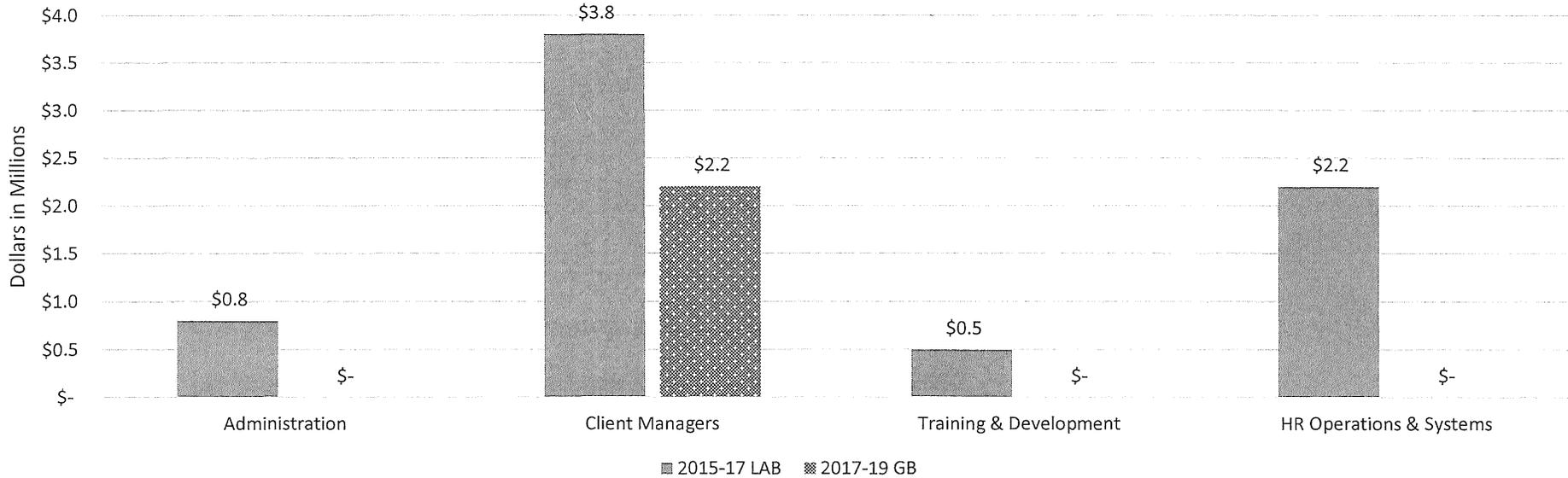
Program Description

- Client Services provides comprehensive HR services to state agencies using a shared service model. Client Services is a cost effective alternative for small agencies that might otherwise create their own HR management office or contemplate going without HR functionality within their agency. Additionally, this group provides internal HR support for DAS and all of its divisions.
- Safety programs and the management of the Family Medical Leave Act are managed within this unit.

2017-2019 BUDGET NARRATIVE

Total Funds Budget (historical and future)

Biennial Comparison of EHRIS Expenditures by Major Programs



Program Justification and Link to Long-Term Outcomes

Client Managers are strategic business partners for DAS and small client agencies in the day to day management of the workforce. That includes assisting with day to day transactional human resource processing, coaching staff and managers, resolving disputes, and assisting in other personnel related activities.

Outcomes include the development of workforce plans with agencies, process improvement and streamlining, and maintaining collaborative relationships with employees, managers, and labor.

2017-2019 BUDGET NARRATIVE

Program Performance

EHRIS is undergoing a significant shift in programs and statutory authority. As part of this, EHRIS is currently mapping business objectives, developing long-term outcomes and will eventually tie performance goals to the objectives, producing performance metrics that can be tracked back to the business objectives.

Enabling Legislation/ Program Authorization

Oregon Revised Statutes (ORS) Chapters 240 and 243
Oregon Administrative Rule (OAR) Chapter 105

Funding Streams that Support the Program

EHRIS Client Services is funded through billings for contracted services. For those agencies that are not EHRIS clients, but need HR support, EHRIS has developed a-la-carte pricing for one-time and limited support services such as investigation, recruitment, position management, and safety management services.

2017-2019 BUDGET NARRATIVE

Essential Packages

The Essential Packages represent changes made to the 2015-17 budget that estimate the cost to continue current legislatively approved programs into the 2017-19 biennium.

Package 010 – Non-PICS Personal Services and Vacancy Factor

This package includes standard 3.7 percent inflation on non-PICS accounts (temps, overtime, differential pay, etc.) and an increase for mass transit because of increases in the salary plan. It also includes adjustments to vacancy savings and costs for the Public Employees' Retirement System Pension Obligation Bond repayment.

Package 021 – Phase-in Program Costs

None

Package 022 – Phase-out Program and One-time Costs

None

Package 031 – Standard Inflation and State Government Service Charge

This package applies standard inflation as follows:

- Services and Supplies by the standard 3.7 percent
- Non-state employee and Professional Services costs by the standard 4.1 percent
- Attorney General costs by the allowable 13.14 percent

Package 060 – Technical Adjustment

This package transfers \$483,996 to DAS Business Services for centralization of State Government Service Charges. This package also reflects the reorganization of transferring all programs, except for Client Services, to Chief Human Resources Office (CHRO) for a total of \$4,910,593 and 17 positions/17.00 FTE.

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 010 - Non-PICS Psnl Svc / Vacancy Factor

Cross Reference Name: Enterprise Human Resouce Services
Cross Reference Number: 10700-070-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Personal Services							
Temporary Appointments	-	-	-	-	-	-	-
Overtime Payments	-	-	-	-	-	-	-
All Other Differential	-	-	-	-	-	-	-
Public Employees' Retire Cont	-	-	-	-	-	-	-
Pension Obligation Bond	-	-	17,327	-	-	-	17,327
Social Security Taxes	-	-	-	-	-	-	-
Unemployment Assessments	-	-	-	-	-	-	-
Mass Transit Tax	-	-	939	-	-	-	939
Vacancy Savings	-	-	3,509	-	-	-	3,509
Total Personal Services	-	-	\$21,775	-	-	-	\$21,775
Total Expenditures							
Total Expenditures	-	-	21,775	-	-	-	21,775
Total Expenditures	-	-	\$21,775	-	-	-	\$21,775
Ending Balance							
Ending Balance	-	-	(21,775)	-	-	-	(21,775)
Total Ending Balance	-	-	(\$21,775)	-	-	-	(\$21,775)

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 031 - Standard Inflation

Cross Reference Name: Enterprise Human Resource Services
Cross Reference Number: 10700-070-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Services & Supplies							
Instate Travel	-	-	341	-	-	-	341
Out of State Travel	-	-	23	-	-	-	23
Employee Training	-	-	1,678	-	-	-	1,678
Office Expenses	-	-	2,422	-	-	-	2,422
Telecommunications	-	-	1,913	-	-	-	1,913
Data Processing	-	-	22,527	-	-	-	22,527
Publicity and Publications	-	-	919	-	-	-	919
Professional Services	-	-	10,449	-	-	-	10,449
IT Professional Services	-	-	4,107	-	-	-	4,107
Attorney General	-	-	19,172	-	-	-	19,172
Employee Recruitment and Develop	-	-	221	-	-	-	221
Dues and Subscriptions	-	-	368	-	-	-	368
Facilities Rental and Taxes	-	-	-	-	-	-	-
Facilities Maintenance	-	-	-	-	-	-	-
Food and Kitchen Supplies	-	-	-	-	-	-	-
Agency Program Related S and S	-	-	361	-	-	-	361
Other Services and Supplies	-	-	7,184	-	-	-	7,184
Expendable Prop 250 - 5000	-	-	588	-	-	-	588
IT Expendable Property	-	-	1,594	-	-	-	1,594
Total Services & Supplies	-	-	\$73,867	-	-	-	\$73,867

____ Agency Request
2017-19 Biennium

____ Governor's Budget
Page _____

____ Legislatively Adopted
Essential and Policy Package Fiscal Impact Summary - BPR013

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 031 - Standard Inflation

Cross Reference Name: Enterprise Human Resouce Services
Cross Reference Number: 10700-070-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Total Expenditures							
Total Expenditures	-	-	73,867	-	-	-	73,867
Total Expenditures	-	-	\$73,867	-	-	-	\$73,867
Ending Balance							
Ending Balance	-	-	(73,867)	-	-	-	(73,867)
Total Ending Balance	-	-	(\$73,867)	-	-	-	(\$73,867)

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 060 - Technical Adjustments

Cross Reference Name: Enterprise Human Resource Services
Cross Reference Number: 10700-070-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Personal Services							
Class/Unclass Sal. and Per Diem	-	-	(1,961,040)	-	-	-	(1,961,040)
Empl. Rel. Bd. Assessments	-	-	(855)	-	-	-	(855)
Public Employees' Retire Cont	-	-	(374,361)	-	-	-	(374,361)
Pension Obligation Bond	-	-	(94,821)	-	-	-	(94,821)
Social Security Taxes	-	-	(149,890)	-	-	-	(149,890)
Worker's Comp. Assess. (WCD)	-	-	(1,035)	-	-	-	(1,035)
Mass Transit Tax	-	-	(13,243)	-	-	-	(13,243)
Flexible Benefits	-	-	(500,040)	-	-	-	(500,040)
Vacancy Savings	-	-	50,576	-	-	-	50,576
Reconciliation Adjustment	-	-	(378,947)	-	-	-	(378,947)
Total Personal Services	-	-	(\$3,423,656)	-	-	-	(\$3,423,656)

Services & Supplies

Instate Travel	-	-	(4,989)	-	-	-	(4,989)
Out of State Travel	-	-	(640)	-	-	-	(640)
Employee Training	-	-	(22,662)	-	-	-	(22,662)
Office Expenses	-	-	(30,865)	-	-	-	(30,865)
Telecommunications	-	-	(35,038)	-	-	-	(35,038)
State Gov. Service Charges	-	-	(483,996)	-	-	-	(483,996)
Data Processing	-	-	(555,586)	-	-	-	(555,586)
Publicity and Publications	-	-	(11,572)	-	-	-	(11,572)
Professional Services	-	-	(255,554)	-	-	-	(255,554)
IT Professional Services	-	-	(104,268)	-	-	-	(104,268)
Attorney General	-	-	(134,582)	-	-	-	(134,582)
Employee Recruitment and Develop	-	-	(4,006)	-	-	-	(4,006)

Agency Request

Governor's Budget

Legislatively Adopted

2017-19 Biennium

Page _____

Essential and Policy Package Fiscal Impact Summary - BPR013

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 060 - Technical Adjustments

Cross Reference Name: Enterprise Human Resouce Services
Cross Reference Number: 10700-070-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Services & Supplies							
Dues and Subscriptions	-	-	(4,534)	-	-	-	(4,534)
Facilities Rental and Taxes	-	-	(157,969)	-	-	-	(157,969)
Other Services and Supplies	-	-	(129,106)	-	-	-	(129,106)
Expendable Prop 250 - 5000	-	-	(10,161)	-	-	-	(10,161)
IT Expendable Property	-	-	(25,405)	-	-	-	(25,405)
Total Services & Supplies	-	-	(\$1,970,933)	-	-	-	(\$1,970,933)
Special Payments							
Dist to Cities	-	-	-	-	-	-	-
Total Special Payments	-	-	-	-	-	-	-
Total Expenditures							
Total Expenditures	-	-	(5,394,589)	-	-	-	(5,394,589)
Total Expenditures	-	-	(\$5,394,589)	-	-	-	(\$5,394,589)
Ending Balance							
Ending Balance	-	-	5,394,589	-	-	-	5,394,589
Total Ending Balance	-	-	\$5,394,589	-	-	-	\$5,394,589
Total Positions							
Total Positions	-	-	-	-	-	-	(17)
Total Positions	-	-	-	-	-	-	(17)

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 060 - Technical Adjustments

Cross Reference Name: Enterprise Human Resouce Services
Cross Reference Number: 10700-070-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Total FTE							
Total FTE							(17.00)
Total FTE	-	-	-	-	-	-	(17.00)

01/03/17 REPORT NO.: PDPFISCAL
 REPORT: PACKAGE FISCAL IMPACT REPORT
 AGENCY:10700 DEPT OF ADMIN SERVICES
 SUMMARY XREF:070-00-00 Enterprise Human Resource Servi

DEPT. OF ADMIN. SVCS. -- PPDB PICS SYSTEM
 PACKAGE: 060 - Technical Adjustments

2017-19
 PICS SYSTEM: BUDGET PREPARATION

POSITION NUMBER	CLASS COMP	CLASS NAME	POS CNT	FTE	MOS	STEP	RATE	GF SAL/OPE	OF SAL/OPE	FF SAL/OPE	LF SAL/OPE	AF SAL/OPE
0520008	MMN X1320 AA	HUMAN RESOURCE ANALYST 1	1-	1.00-	24.00-	08	5,231.00		125,544-67,032-			125,544-67,032-
0520050	MMC X0118 AA	EXECUTIVE SUPPORT SPECIALIST 1	1-	1.00-	24.00-	08	3,906.00		93,744-58,529-			93,744-58,529-
0520053	MMC X0104 AA	OFFICE SPECIALIST 2	1-	1.00-	24.00-	03	2,818.00		67,632-51,547-			67,632-51,547-
0520071	MMN X0871 AA	OPERATIONS & POLICY ANALYST 2	1-	1.00-	24.00-	06	5,770.00		138,480-70,492-			138,480-70,492-
0530088	MMN X0872 AA	OPERATIONS & POLICY ANALYST 3	1-	1.00-	24.00-	06	6,673.00		160,152-76,287-			160,152-76,287-
0530401	MMN X1320 AA	HUMAN RESOURCE ANALYST 1	1-	1.00-	24.00-	08	5,231.00		125,544-67,032-			125,544-67,032-
0601043	MMN X1320 AA	HUMAN RESOURCE ANALYST 1	1-	1.00-	24.00-	08	5,231.00		125,544-67,032-			125,544-67,032-
0601072	MMN X0870 AA	OPERATIONS & POLICY ANALYST 1	1-	1.00-	24.00-	06	4,747.00		113,928-63,927-			113,928-63,927-
0608712	MMN X0872 AA	OPERATIONS & POLICY ANALYST 3	1-	1.00-	24.00-	05	6,352.00		152,448-74,226-			152,448-74,226-
0700013	MMN X7008 AA	PRINCIPAL EXECUTIVE/MANAGER E	1-	1.00-	24.00-	09	8,496.00		203,904-87,986-			203,904-87,986-
1000892	MMN X1321 AA	HUMAN RESOURCE ANALYST 2	1-	1.00-	24.00-	04	4,982.00		119,568-65,434-			119,568-65,434-
1810402	MMN X1319 AA	HUMAN RESOURCE ASSISTANT	1-	1.00-	24.00-	02	3,077.00		73,848-53,209-			73,848-53,209-
1870061	MESNZ7012 AA	PRINCIPAL EXECUTIVE/MANAGER G	1-	1.00-	24.00-	09	10,828.00		259,872-102,822-			259,872-102,822-
7013191	MMN X1319 AA	HUMAN RESOURCE ASSISTANT	1-	1.00-	24.00-	04	3,386.00		81,264-55,192-			81,264-55,192-
7013211	MMN X1321 AA	HUMAN RESOURCE ANALYST 2	1-	1.00-	24.00-	04	4,982.00		119,568-65,434-			119,568-65,434-
TOTAL PICS SALARY									1,961,040-			1,961,040-
TOTAL PICS OPE									1,026,181-			1,026,181-
TOTAL PICS PERSONAL SERVICES =									15-	15.00-	360.00-	2,987,221-

2017-19 BUDGET NARRATIVE

THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY

2017-2019 BUDGET NARRATIVE

Policy Option Package #090 – Analyst Adjustments

Purpose

The purpose of this package is to achieve the actions recommended by the Governor.

How Achieved

To achieve a 12 percent reduction target in assessments and rates:

- Eliminate Safety Specialist 2 position which will require DAS and client agencies to manage their own workers' compensation and safety programs divisionally without a resident safety expert.

Staffing Impact

- Abolish one permanent, full-time, Safety Specialist 2, MMN, X1346, SR 27 (1.00 FTE)

Quantifying Results

None

Revenue Sources

(\$228,455) Other Funds Limited, Charges for Services

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 090 - Analyst Adjustments

Cross Reference Name: Enterprise Human Resource Services
Cross Reference Number: 10700-070-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
Charges for Services	-	-	(693,726)	-	-	-	(693,726)
Total Revenues	-	-	(\$693,726)	-	-	-	(\$693,726)
Transfers Out							
Transfer Out - Intrafund	-	-	61,759	-	-	-	61,759
Total Transfers Out	-	-	\$61,759	-	-	-	\$61,759
Personal Services							
Class/Unclass Sal. and Per Diem	-	-	(391,536)	-	-	-	(391,536)
Empl. Rel. Bd. Assessments	-	-	(171)	-	-	-	(171)
Public Employees' Retire Cont	-	-	(74,744)	-	-	-	(74,744)
Social Security Taxes	-	-	(29,952)	-	-	-	(29,952)
Worker's Comp. Assess. (WCD)	-	-	(207)	-	-	-	(207)
Flexible Benefits	-	-	(100,008)	-	-	-	(100,008)
Reconciliation Adjustment	-	-	378,947	-	-	-	378,947
Total Personal Services	-	-	(\$217,671)	-	-	-	(\$217,671)
Services & Supplies							
Instate Travel	-	-	(712)	-	-	-	(712)
Employee Training	-	-	(3,692)	-	-	-	(3,692)
Office Expenses	-	-	(2,109)	-	-	-	(2,109)
Telecommunications	-	-	(1,582)	-	-	-	(1,582)
Data Processing	-	-	(686)	-	-	-	(686)
Publicity and Publications	-	-	(527)	-	-	-	(527)

____ Agency Request
2017-19 Biennium

____ Governor's Budget
Page _____

____ Legislatively Adopted
Essential and Policy Package Fiscal Impact Summary - BPR013

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 090 - Analyst Adjustments

Cross Reference Name: Enterprise Human Resource Services
Cross Reference Number: 10700-070-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Services & Supplies							
Employee Recruitment and Develop	-	-	(422)	-	-	-	(422)
Dues and Subscriptions	-	-	(527)	-	-	-	(527)
Other Services and Supplies	-	-	(527)	-	-	-	(527)
Total Services & Supplies	-	-	(\$10,784)	-	-	-	(\$10,784)
Total Expenditures							
Total Expenditures	-	-	(228,455)	-	-	-	(228,455)
Total Expenditures	-	-	(\$228,455)	-	-	-	(\$228,455)
Ending Balance							
Ending Balance	-	-	(403,512)	-	-	-	(403,512)
Total Ending Balance	-	-	(\$403,512)	-	-	-	(\$403,512)
Total Positions							
Total Positions							(1)
Total Positions	-	-	-	-	-	-	(1)
Total FTE							
Total FTE							(1.00)
Total FTE	-	-	-	-	-	-	(1.00)

PACKAGE: 090 - Analyst Adjustments

POSITION NUMBER	CLASS	COMP	CLASS NAME	POS CNT	FTE	MOS	STEP	RATE	GF SAL/OPE	OF SAL/OPE	FF SAL/OPE	LF SAL/OPE	AF SAL/OPE
0392501	MMN	X1346	AA SAFETY SPECIALIST 2	1-	1.00-	24.00-	07	6,056.00		145,344- 72,327-			145,344- 72,327-
0530090	MMN	X0107	AA ADMINISTRATIVE SPECIALIST 1	1-	1.00-	24.00-	08	3,906.00		93,744- 58,529-			93,744- 58,529-
0613221	MMN	X1339	AA TRAINING & DEVELOPMENT SPEC 2	1-	1.00-	24.00-	08	6,352.00		152,448- 74,226-			152,448- 74,226-
TOTAL PICS SALARY										391,536-			391,536-
TOTAL PICS OPE										205,082-			205,082-
TOTAL PICS PERSONAL SERVICES =				3-	3.00-	72.00-				596,618-			596,618-

2017-2019 BUDGET NARRATIVE

Policy Option Package #091 – Statewide Adjustments DAS Charges

Purpose

This package represents changes to State Government Service Charges and DAS Price List charges for services made for the Governor's Budget.

How Achieved

Reduce agency budgets by \$1,917 (OF)

Staffing Impact

None

Quantifying Results

None

Revenue Sources

Reduction of rates and assessments

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 091 - Statewide Adjustment DAS Chgs

Cross Reference Name: Enterprise Human Resource Services
Cross Reference Number: 10700-070-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Services & Supplies							
Other Services and Supplies	-	-	(1,917)	-	-	-	(1,917)
Total Services & Supplies	-	-	(\$1,917)	-	-	-	(\$1,917)
Total Expenditures							
Total Expenditures	-	-	(1,917)	-	-	-	(1,917)
Total Expenditures	-	-	(\$1,917)	-	-	-	(\$1,917)
Ending Balance							
Ending Balance	-	-	1,917	-	-	-	1,917
Total Ending Balance	-	-	\$1,917	-	-	-	\$1,917

2017-2019 BUDGET NARRATIVE

Policy Option Package #092 – Statewide AG Adjustment

Purpose

This package adjusts Attorney General rates from the published Price List at Agency Request Budget of \$198/hour to \$185/hour in the Governor's Budget.

How Achieved

Reduce agency budgets by \$2,004 (OF)

Staffing Impact

None

Quantifying Results

None

Revenue Sources

Reduction of rates and assessments

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

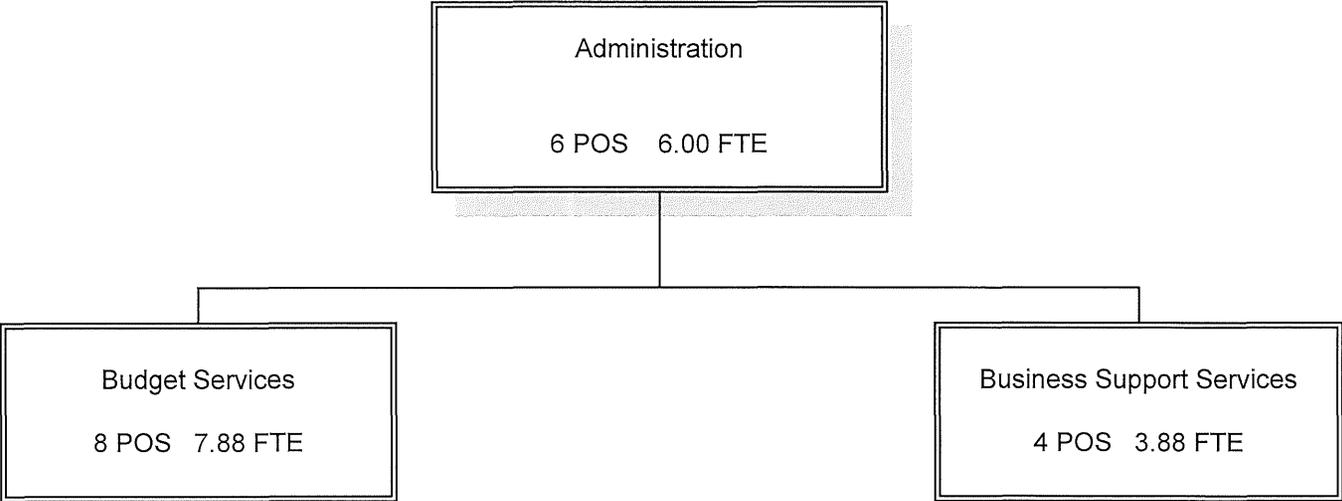
Administrative Svcs, Dept of
Pkg: 092 - Statewide AG Adjustment

Cross Reference Name: Enterprise Human Resource Services
Cross Reference Number: 10700-070-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Services & Supplies							
Attorney General	-	-	(2,004)	-	-	-	(2,004)
Total Services & Supplies	-	-	(\$2,004)	-	-	-	(\$2,004)
Total Expenditures							
Total Expenditures	-	-	(2,004)	-	-	-	(2,004)
Total Expenditures	-	-	(\$2,004)	-	-	-	(\$2,004)
Ending Balance							
Ending Balance	-	-	2,004	-	-	-	2,004
Total Ending Balance	-	-	\$2,004	-	-	-	\$2,004

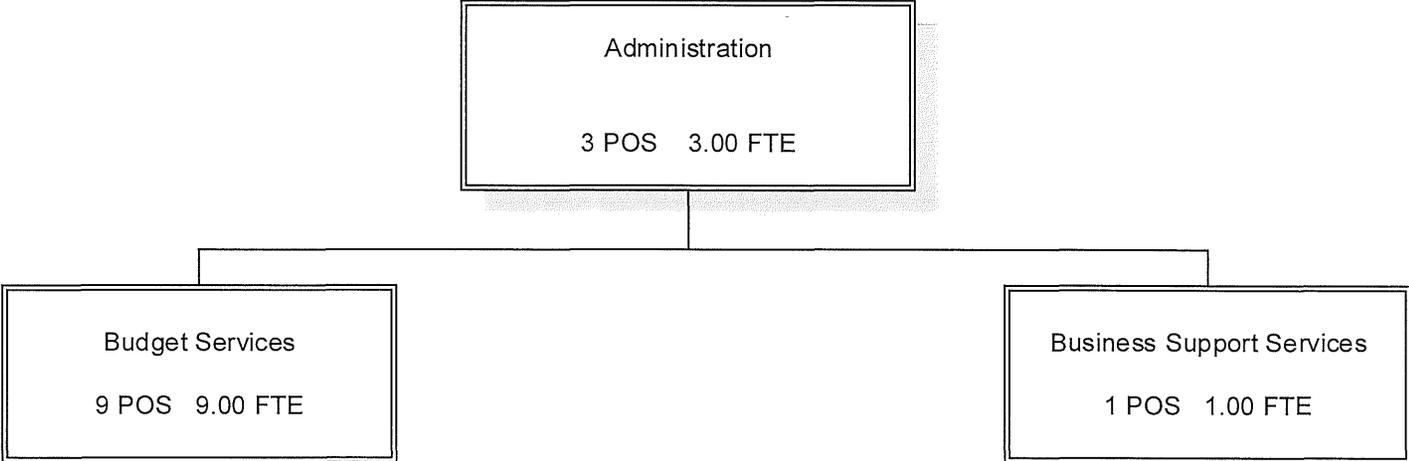
2017-19 BUDGET NARRATIVE

**DAS Business Services
Organization Chart
2015-17
18 POS 17.76 FTE**



2017-19 BUDGET NARRATIVE

**DAS Business Services
Organization Chart
2017-19
13 POS 13.00 FTE**



2017-19 BUDGET NARRATIVE

DAS Business Services

Program Overview

DAS Business Services (DBS) provides a comprehensive group of essential services to support the business of DAS and other public agencies.

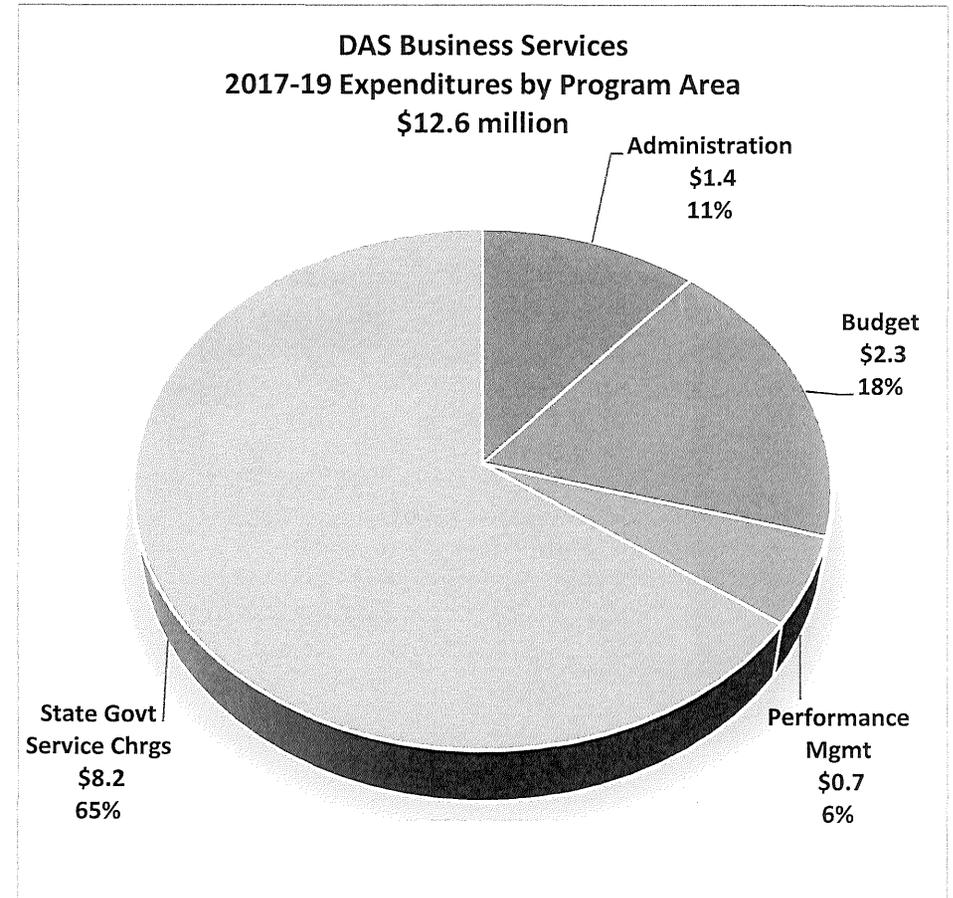
Program Description

DBS comprises the following program areas:

Administration & Business Support Services manages the daily operations of DBS and is responsible for emergency and business continuity, coordinating Administrative Rules, statewide and internal policies and procedures, and archiving and records management. This section also supports DAS' Customer Utility Boards.

Budget and Rate Development Services oversees DAS' finances and budget. The section coordinates rate development, calculates rates, fees and assessments, performs financial analysis for DAS divisions, develops the statewide price list of DAS goods and services, monitors budget implementation, coordinates Emergency Board and Ways & Means requests and presentations, and prepares the agency's biennial budget.

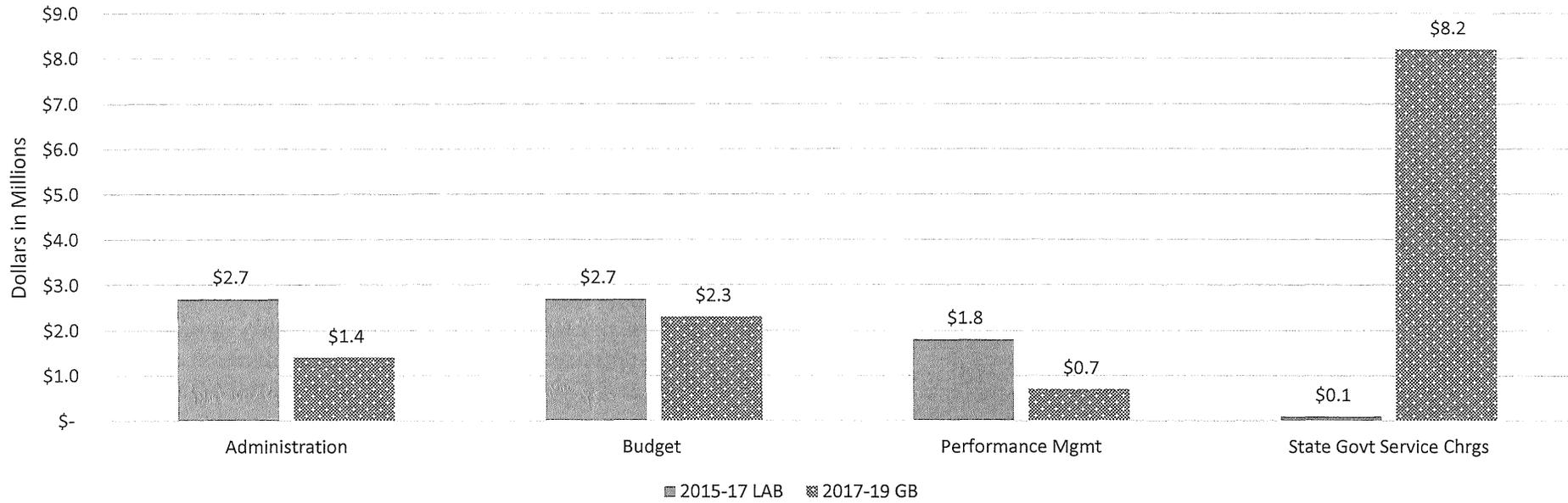
Performance Management and Survey Analysis provides performance management, survey design and statistical data analysis and reporting services to DAS and customer agencies. The section is also responsible for data and reporting on DAS' strategic plan, Service Level Agreements and the legislatively-mandated Key Performance Measures (KPMs) report.



2017-19 BUDGET NARRATIVE

Total Funds Budget (historical and future)

Biennial Comparison of DBS Expenditures by Major Programs



Enabling Legislation/ Program Authorization

Oregon Revised Statute (ORS) Chapter 184

2017-19 BUDGET NARRATIVE

Funding Streams that Support the Program

DBS is considered an internal overhead cost to all DAS divisions, which is factored into the charges for services rate and assessments for cost recovery purposes. DBS serves as the primary coordinator for service charges assessed by the Oregon State Library, the Oregon Law Library, and Certification Office for Business Inclusion and Diversity by collecting these assessments and transferring the monies to other agencies. DBS along with EGS Shared Financial Services are also responsible for collecting and distributing miscellaneous funding streams such as:

- State Agency Mass Transit Assessments to Transit Districts
- City revenue sharing of Oregon Liquor Control Commission earnings
- Department of Revenue Cigarette Tax and Amusement Device Tax Distribution to Cities and Counties
- Economic Development Fund Lottery proceeds for state agencies, the Education Stability Fund, the Oregon Education Fund, the Parks and Natural Resources Fund, Oregon County Fair account and other entities
- Tobacco Master Settlement funds
- Various types of bond proceeds and debt service payments
- Federal forest, mineral lease, land sale, grazing, and flood control revenues

2017-19 BUDGET NARRATIVE

Essential Packages

The Essential Packages represent changes made to the 2015-17 budget that estimate the cost to continue current legislatively approved programs into the 2017-19 biennium.

Package 010 – Non-PICS Personal Services and Vacancy Factor

This package includes an increase for mass transit because of increases in the salary plan. It also includes adjustments to vacancy savings and costs for the Public Employees' Retirement System Pension Obligation Bond repayment.

Package 021 – Phase-in Program Costs

None

Package 022 – Phase-out Program and One-time Costs

This package phases out \$2 million for Mass Ingenuity Master Contract that was approved in a 2015-17 policy option package.

Package 031 – Standard Inflation and State Government Service Charge

This package applies standard inflation as follows:

- Services and Supplies, Capital Outlay, and Special Payments by the standard 3.7 percent
- Non-state employee and Professional Services costs by the standard 4.1 percent
- Facilities rent by the standard uniform rent rate increase (6.9 percent), by the standard 3.7 percent for non-state properties, or adjusted to the Self-Support Rent Rates
- Attorney General costs by the allowable 13.14 percent
- State Government Service Charges adjusted to the allowable amounts as published in the 2017-19 Biennium Price List of Goods and Services document

Package 060 – Technical Adjustment

This package transfers \$280,354 (one position/FTE) to the Chief Human Resources Office for the employee engagement program, and transfers in \$19 million for the centralization of all State Government Service Charges within DBS. The transfer of these budget amounts is a net-zero action across the entire department.

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 010 - Non-PICS Psnl Svc / Vacancy Factor

Cross Reference Name: DAS Business Services
Cross Reference Number: 10700-075-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Personal Services							
Temporary Appointments	-	-	-	-	-	-	-
Overtime Payments	-	-	-	-	-	-	-
All Other Differential	-	-	-	-	-	-	-
Public Employees' Retire Cont	-	-	-	-	-	-	-
Pension Obligation Bond	-	-	6,883	-	-	-	6,883
Social Security Taxes	-	-	-	-	-	-	-
Unemployment Assessments	-	-	-	-	-	-	-
Mass Transit Tax	-	-	669	-	-	-	669
Vacancy Savings	-	-	28,801	-	-	-	28,801
Total Personal Services	-	-	\$36,353	-	-	-	\$36,353
Total Expenditures							
Total Expenditures	-	-	36,353	-	-	-	36,353
Total Expenditures	-	-	\$36,353	-	-	-	\$36,353
Ending Balance							
Ending Balance	-	-	(36,353)	-	-	-	(36,353)
Total Ending Balance	-	-	(\$36,353)	-	-	-	(\$36,353)

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 022 - Phase-out Pgm & One-time Costs

Cross Reference Name: DAS Business Services
Cross Reference Number: 10700-075-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Services & Supplies							
Professional Services	-	-	(2,000,000)	-	-	-	(2,000,000)
Total Services & Supplies	-	-	(\$2,000,000)	-	-	-	(\$2,000,000)
Total Expenditures							
Total Expenditures	-	-	(2,000,000)	-	-	-	(2,000,000)
Total Expenditures	-	-	(\$2,000,000)	-	-	-	(\$2,000,000)
Ending Balance							
Ending Balance	-	-	2,000,000	-	-	-	2,000,000
Total Ending Balance	-	-	\$2,000,000	-	-	-	\$2,000,000

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 031 - Standard Inflation

Cross Reference Name: DAS Business Services
Cross Reference Number: 10700-075-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Services & Supplies							
Instate Travel	-	-	358	-	-	-	358
Employee Training	-	-	2,472	-	-	-	2,472
Office Expenses	-	-	2,043	-	-	-	2,043
Telecommunications	-	-	3,332	-	-	-	3,332
State Gov. Service Charges	-	-	(10,639,147)	-	-	-	(10,639,147)
Data Processing	-	-	3,085	-	-	-	3,085
Publicity and Publications	-	-	106	-	-	-	106
Professional Services	-	-	17,500	-	-	-	17,500
IT Professional Services	-	-	6,417	-	-	-	6,417
Attorney General	-	-	2,015	-	-	-	2,015
Employee Recruitment and Develop	-	-	836	-	-	-	836
Dues and Subscriptions	-	-	232	-	-	-	232
Facilities Rental and Taxes	-	-	-	-	-	-	-
Facilities Maintenance	-	-	-	-	-	-	-
Food and Kitchen Supplies	-	-	-	-	-	-	-
Agency Program Related S and S	-	-	361	-	-	-	361
Other Services and Supplies	-	-	7,193	-	-	-	7,193
Expendable Prop 250 - 5000	-	-	353	-	-	-	353
IT Expendable Property	-	-	-	-	-	-	-
Total Services & Supplies	-	-	(\$10,592,844)	-	-	-	(\$10,592,844)

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 031 - Standard Inflation

Cross Reference Name: DAS Business Services
Cross Reference Number: 10700-075-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Total Expenditures							
Total Expenditures	-	-	(10,592,844)	-	-	-	(10,592,844)
Total Expenditures	-	-	(\$10,592,844)	-	-	-	(\$10,592,844)
Ending Balance							
Ending Balance	-	-	10,592,844	-	-	-	10,592,844
Total Ending Balance	-	-	\$10,592,844	-	-	-	\$10,592,844

____ Agency Request
2017-19 Biennium

____ Governor's Budget
Page _____

____ Legislatively Adopted
Essential and Policy Package Fiscal Impact Summary - BPR013

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 060 - Technical Adjustments

Cross Reference Name: DAS Business Services
Cross Reference Number: 10700-075-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Personal Services							
Class/Unclass Sal. and Per Diem	-	-	(185,136)	-	-	-	(185,136)
Empl. Rel. Bd. Assessments	-	-	(57)	-	-	-	(57)
Public Employees' Retire Cont	-	-	(35,342)	-	-	-	(35,342)
Social Security Taxes	-	-	(14,163)	-	-	-	(14,163)
Worker's Comp. Assess. (WCD)	-	-	(69)	-	-	-	(69)
Mass Transit Tax	-	-	(1,111)	-	-	-	(1,111)
Flexible Benefits	-	-	(33,336)	-	-	-	(33,336)
Total Personal Services	-	-	(\$269,214)	-	-	-	(\$269,214)
Services & Supplies							
Instate Travel	-	-	(3,700)	-	-	-	(3,700)
Employee Training	-	-	(4,000)	-	-	-	(4,000)
Office Expenses	-	-	(1,600)	-	-	-	(1,600)
Telecommunications	-	-	(640)	-	-	-	(640)
State Gov. Service Charges	-	-	18,983,369	-	-	-	18,983,369
Publicity and Publications	-	-	(200)	-	-	-	(200)
Other Services and Supplies	-	-	(500)	-	-	-	(500)
Expendable Prop 250 - 5000	-	-	(500)	-	-	-	(500)
Total Services & Supplies	-	-	\$18,972,229	-	-	-	\$18,972,229
Total Expenditures							
Total Expenditures	-	-	18,703,015	-	-	-	18,703,015
Total Expenditures	-	-	\$18,703,015	-	-	-	\$18,703,015

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 060 - Technical Adjustments

Cross Reference Name: DAS Business Services
Cross Reference Number: 10700-075-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Ending Balance							
Ending Balance	-	-	(18,703,015)	-	-	-	(18,703,015)
Total Ending Balance	-	-	(\$18,703,015)	-	-	-	(\$18,703,015)
Total Positions							
Total Positions							(1)
Total Positions	-	-	-	-	-	-	(1)
Total FTE							
Total FTE							(1.00)
Total FTE	-	-	-	-	-	-	(1.00)

01/03/17 REPORT NO.: PDPFISCAL
 REPORT: PACKAGE FISCAL IMPACT REPORT
 AGENCY:10700 DEPT OF ADMIN SERVICES
 SUMMARY XREF:075-00-00 DAS Business Services

DEPT. OF ADMIN. SVCS. -- PPDB PICS SYSTEM

PAGE 22

2017-19
 PROD FILE

PICS SYSTEM: BUDGET PREPARATION

PACKAGE: 060 - Technical Adjustments

POSITION		POS					GF	OF	FF	LF	AF	
NUMBER	CLASS COMP	CLASS NAME	CNT	FTE	MOS	STEP	RATE	SAL/OPE	SAL/OPE	SAL/OPE	SAL/OPE	SAL/OPE
0112071	MMN X0873	AA OPERATIONS & POLICY ANALYST 4	1-	1.00-	24.00-	07	7,714.00		185,136-			185,136-
									82,967-			82,967-
TOTAL PICS SALARY									185,136-			185,136-
TOTAL PICS OPE									82,967-			82,967-
TOTAL PICS PERSONAL SERVICES =			1-	1.00-	24.00-				268,103-			268,103-

2017-19 BUDGET NARRATIVE

THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY

2017-19 BUDGET NARRATIVE

Policy Option Package #112 – Mass Ingenuity Master Contract

Agency Request Budget: \$2.0 million

Governor's Budget: Denied

Purpose

This package requests the continuation of the statewide Mass Ingenuity Master Contract for the 2017-19 biennium.

How Achieved

Request for limitation for the overall statewide management of the Mass Ingenuity Master Contract that implements the NOW Management System offered to state agencies. DAS will be responsible for coordinating this contract including making all payments on behalf of state agencies.

Staffing Impact

None

Quantifying Results

Tracking how many agencies using the services will gauge the success of this contract.

Revenue Sources

\$2 million Other Funds Limited, Charges for Services

2017-19 BUDGET NARRATIVE

THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY

2017-19 BUDGET NARRATIVE

Policy Option Package #090 – Analyst Adjustments

Purpose

The purpose of this package is to achieve the actions recommended by the Governor.

How Achieved

To achieve a 12 percent reduction target in assessments and rates:

- Eliminate three positions, Senior Performance Strategist, Executive Support Specialist, and Operations Policy Analyst 2 that support three Customer Utility Boards and the work of customer satisfaction surveys.

Staffing Impact

- Abolish one permanent, full-time, Executive Support Specialist 1, OAS, C0118, SR 17 (1.00 FTE)
- Abolish one permanent, full-time, Operations & Policy Analyst 4, MMN, X0873, SR 32 (1.00 FTE)
- Abolish one permanent, full-time, Operations & Policy Analyst 2, OAS, C0871, SR 27 (1.00 FTE)

Quantifying Results

None

Revenue Sources

(\$554,508) Other Funds Limited, Intrafund

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 090 - Analyst Adjustments

Cross Reference Name: DAS Business Services
Cross Reference Number: 10700-075-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Beginning Balance							
Beginning Balance Adjustment	-	-	805,000	-	-	-	805,000
Total Beginning Balance	-	-	\$805,000	-	-	-	\$805,000
Revenues							
Transfer In - Intrafund	-	-	(818,849)	-	-	-	(818,849)
Total Revenues	-	-	(\$818,849)	-	-	-	(\$818,849)
Personal Services							
Class/Unclass Sal. and Per Diem	-	-	(341,376)	-	-	-	(341,376)
Empl. Rel. Bd. Assessments	-	-	(171)	-	-	-	(171)
Public Employees' Retire Cont	-	-	(53,407)	-	-	-	(53,407)
Social Security Taxes	-	-	(26,115)	-	-	-	(26,115)
Worker's Comp. Assess. (WCD)	-	-	(207)	-	-	-	(207)
Mass Transit Tax	-	-	(872)	-	-	-	(872)
Flexible Benefits	-	-	(100,008)	-	-	-	(100,008)
Total Personal Services	-	-	(\$522,156)	-	-	-	(\$522,156)
Services & Supplies							
Instate Travel	-	-	(2,136)	-	-	-	(2,136)
Employee Training	-	-	(11,076)	-	-	-	(11,076)
Office Expenses	-	-	(6,327)	-	-	-	(6,327)
Telecommunications	-	-	(4,746)	-	-	-	(4,746)
Data Processing	-	-	(2,058)	-	-	-	(2,058)
Publicity and Publications	-	-	(1,581)	-	-	-	(1,581)

____ Agency Request
2017-19 Biennium

____ Governor's Budget
Page _____

____ Legislatively Adopted
Essential and Policy Package Fiscal Impact Summary - BPR013

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 090 - Analyst Adjustments

Cross Reference Name: DAS Business Services
Cross Reference Number: 10700-075-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Services & Supplies							
Employee Recruitment and Develop	-	-	(1,266)	-	-	-	(1,266)
Dues and Subscriptions	-	-	(1,581)	-	-	-	(1,581)
Other Services and Supplies	-	-	(1,581)	-	-	-	(1,581)
Total Services & Supplies	-	-	(\$32,352)	-	-	-	(\$32,352)
Total Expenditures							
Total Expenditures	-	-	(554,508)	-	-	-	(554,508)
Total Expenditures	-	-	(\$554,508)	-	-	-	(\$554,508)
Ending Balance							
Ending Balance	-	-	540,659	-	-	-	540,659
Total Ending Balance	-	-	\$540,659	-	-	-	\$540,659
Total Positions							
Total Positions	-	-	-	-	-	-	(3)
Total Positions	-	-	-	-	-	-	(3)
Total FTE							
Total FTE	-	-	-	-	-	-	(3.00)
Total FTE	-	-	-	-	-	-	(3.00)

PACKAGE: 090 - Analyst Adjustments

POSITION NUMBER	CLASS	COMP	CLASS NAME	POS CNT	FTE	MOS	STEP	RATE	GF SAL/OPE	OF SAL/OPE	FF SAL/OPE	LF SAL/OPE	AF SAL/OPE
0401071	OAS	C0118	AP EXECUTIVE SUPPORT SPECIALIST	1	1-00-	24.00-	03	3,073.00		73,752- 48,758-			73,752- 48,758-
2208733	MMN	X0873	AA OPERATIONS & POLICY ANALYST	4	1-00-	24.00-	02	6,056.00		145,344- 72,327-			145,344- 72,327-
7508711	OAS	C0871	AP OPERATIONS & POLICY ANALYST	2	1-00-	24.00-	04	5,095.00		122,280- 58,823-			122,280- 58,823-
TOTAL PICS SALARY										341,376-			341,376-
TOTAL PICS OPE										179,908-			179,908-
TOTAL PICS PERSONAL SERVICES =				3-	3.00-	72.00-				521,284-			521,284-

2017-19 BUDGET NARRATIVE

Policy Option Package #091 – Statewide Adjustments DAS Charges

Purpose

This package represents changes to State Government Service Charges and DAS Price List charges for services made for the Governor's Budget.

How Achieved

Reduce agency budgets by \$479,659 (OF)

Staffing Impact

None

Quantifying Results

None

Revenue Sources

Reduction of rates and assessments

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 091 - Statewide Adjustment DAS Chgs

Cross Reference Name: DAS Business Services
Cross Reference Number: 10700-075-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Services & Supplies							
State Gov. Service Charges	-	-	(473,366)	-	-	-	(473,366)
Other Services and Supplies	-	-	(6,293)	-	-	-	(6,293)
Total Services & Supplies	-	-	(\$479,659)	-	-	-	(\$479,659)
Total Expenditures							
Total Expenditures	-	-	(479,659)	-	-	-	(479,659)
Total Expenditures	-	-	(\$479,659)	-	-	-	(\$479,659)
Ending Balance							
Ending Balance	-	-	479,659	-	-	-	479,659
Total Ending Balance	-	-	\$479,659	-	-	-	\$479,659

2017-19 BUDGET NARRATIVE

Policy Option Package #092 – Statewide AG Adjustment

Purpose

This package adjusts Attorney General rates from the published Price List at Agency Request Budget of \$198/hour to \$185/hour in the Governor's Budget.

How Achieved

Reduce agency budgets by \$1,140 (OF)

Staffing Impact

None

Quantifying Results

None

Revenue Sources

Reduction of rates and assessments

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 092 - Statewide AG Adjustment

Cross Reference Name: DAS Business Services
Cross Reference Number: 10700-075-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Services & Supplies							
Attorney General	-	-	(1,140)	-	-	-	(1,140)
Other Services and Supplies	-	-	-	-	-	-	-
Total Services & Supplies	-	-	(\$1,140)	-	-	-	(\$1,140)
Total Expenditures							
Total Expenditures	-	-	(1,140)	-	-	-	(1,140)
Total Expenditures	-	-	(\$1,140)	-	-	-	(\$1,140)
Ending Balance							
Ending Balance	-	-	1,140	-	-	-	1,140
Total Ending Balance	-	-	\$1,140	-	-	-	\$1,140

2017-19 BUDGET NARRATIVE

Miscellaneous Distributions (090-00)

Program Description

The Department of Administrative Services receives and distributes certain pass-through moneys collected from federal and state sources. This money is distributed to state agencies, cities, counties, transit districts and some nonprofit organizations.

The Central Government Service Charges are proportionately assessed to state agencies with Other Funded positions. ORS Chapter 291.276 directs DAS to recover actual costs associated with the Legislative Assembly including the Emergency Board, Legislative Counsel Committee, the Governor's Office and the Secretary of State Archives Division. Other Funds received through this assessment are returned to the General Fund. Federal sources are excluded from this assessment because the federal government does not participate in funding central state government functions.

A mass transit assessment is charged to state agencies at 0.6 percent of salaries and wages paid to employees working within a transit district boundary, per ORS 291.405. This is collected in lieu of state agencies paying a payroll or property tax to support local mass transit districts. This is used to support local mass transit districts in various parts of the state. The Governor's Budget for this program is \$24.7 million for payment of mass transit assessments, no change from the 2015-17 Legislatively Approved Budget.

DAS is responsible for a series of distributions to city and county governments. These include:

- City revenue sharing of Oregon Liquor Control Commission earnings (ORS 221.770)
- 3.45 percent of total of cigarette tax proceeds collected by the Department of Revenue (ORS 323.455)
- 35.325 percent of Amusement Device Tax collected by the Department of Revenue is transferred to DAS for distribution to the counties (ORS 320.100)
- Marijuana tax proceeds collected by the Department of Revenue (ORS 475B.760)
- 25 percent of all money received from the sale of National Forest products within a county are distributed back to that county
- A portion of mineral lease proceeds from federal lands
- Five percent of proceeds from the sale of federal land and materials to fund roads and bridges
- A portion of Taylor Grazing Act fees to be used for grazing and range improvements
- A portion of lease fees paid to the federal government under the Federal Flood Control Act to be used for schools and roads

2017-19 BUDGET NARRATIVE

Tobacco Settlement (092-00)

Program Description

DAS tracks and distributes Tobacco Settlement monies received from the Tobacco Master Settlement Agreement (MSA). Historically, this funding source has supported certain health care related expenditures, as well as debt service on Oregon Opportunity Bonds issued by DAS on behalf of the Oregon Health and Science University (OHSU). Tobacco Settlement resources in the 2017-19 Governor's Budget total \$152.6 million Other Funds, which includes a \$19.1 million beginning balance. These funds are distributed for the following purposes:

- \$30.9 million to cover debt service payments and related treasury fees for outstanding OHSU Oregon Opportunity Bonds
- \$1.5 million to the Department of Justice, \$105.4 million to the Oregon Health Authority, and \$3.6 million to Department of Education for activities related to the MSA

DAS Debt Service (093-00)

Program Description

This program comprises debt service payments that are specific to DAS. These payments are for Certificates of Participation (COPs) and Article XI-Q Bonds that pay for the construction and improvement for many state buildings. The 2017-19 Governor's Budget total is \$15.4 million Other Funds.

Bonds (094-00)

Program Description

This program comprises payments for State Treasury bonding fees and debt service on Article XI-O and Q Bonds. The 2017-19 Governor's Budget total is \$390.9 million, a 22.7 percent decrease over the 2015-17 Legislatively Approved Budget.

2017-19 BUDGET NARRATIVE

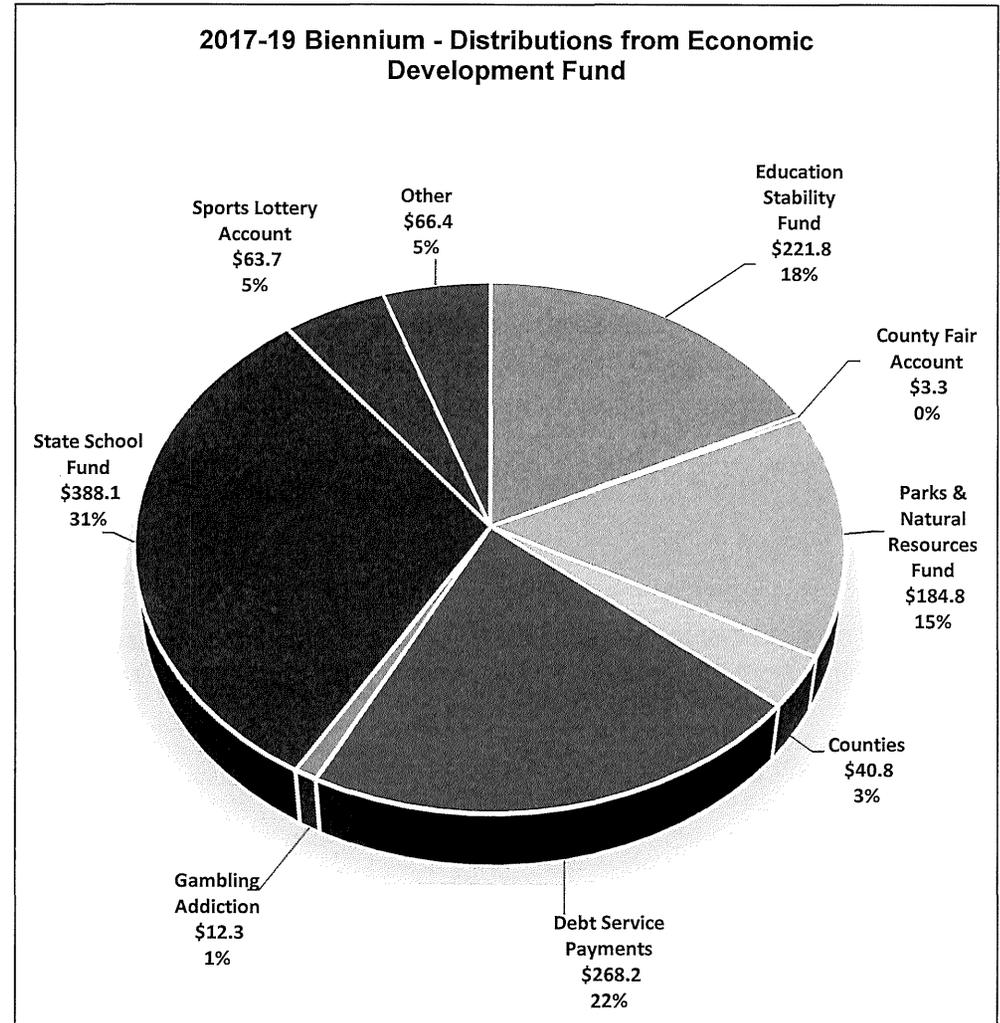
Statewide Lottery Distribution (095-00)

Program Description

The Oregon Lottery transfers Lottery Funds to DAS' Economic Development Fund (EDF) on a quarterly basis. DAS then distributes funds from the EDF in adherence with constitutional and statutory funding priorities, which include the following:

- Debt service payments for Lottery Bonds (first priority of available funds)
- 18 percent of net proceeds to the Education Stability Fund (SCR 096)
- 15 percent of net proceeds to the Parks and Natural Resources Fund (SCR 098)
- 2.5 percent of net proceeds from video lottery games to counties for economic development projects
- 1 percent of net proceeds to the Sports Lottery Account for sports programs at higher education institutions and for scholarships
- 1 percent of net proceeds to the Oregon Health Authority for Gambling Addiction prevention and treatment programs
- 1 percent of net profits to the County Fair Account (not to exceed \$1.53 million annually)

The Legislature makes other allocations from the EDF. Currently, the bulk of allocations are made to the Department of Education for the State School Fund and the Oregon Economic and Community Development Department for various economic development program expenditures.



2017-19 BUDGET NARRATIVE

Education Stability Fund (096-00)

Program Description

The 1997 Legislature established the Education Endowment Fund (EEF). Prior to the 2003-05 biennium, 15 percent of quarterly transfers to the EDF were transferred to the EEF. Voters approved Measure 19 at the September 2002 Special Election which amended the Constitution, changing the EEF to the Education Stability Fund (ESF). Money in the ESF fund can now be accessed under certain economic conditions to provide additional transfers to the State School Fund. The percentage of dedicated Lottery allocations to this fund increased from 15 percent to 18 percent beginning in the 2003-05 biennium.

The ESF also includes two primary subaccounts - the Oregon Growth Account (OGA) and the Oregon Resource and Technology Development Subaccount (ORTDS), which technically is a subaccount of the OGA. Declared earnings on the main ESF are dedicated for two purposes:

- 1) Oregon Education Fund (SCR 097) to pay for public education and education lottery bond debt service
- 2) Higher Education Coordinating Commission for Oregon Opportunity Grant program (ORS 348.260)

Oregon Education Fund (097-00)

Program Description

The Oregon Education Fund receives declared earnings on the main Education Stability Fund (excluding the OGA and ORTDS). Transfers in 2017-19 are projected to be \$651,225 in Lottery Funds. These funds are transferred to the Lottery Bond Account in the Department of Education to pay for public education and education lottery bond debt service.

Parks and Natural Resources Fund (098-00)

Program Description

Oregon voters established the Parks and Natural Resources Fund in 1998. Starting with the 1999-2001 biennium, 15 percent of lottery transfers to the Economic Development Fund (SCR 095) are dedicated to the Parks and Natural Resources Fund. Transfers in 2017-19 are projected to be \$184.8 million in Lottery Funds. All transfers into this fund are equally split between the Oregon Parks and Recreation Department and the Oregon Watershed Enhancement Board.

2017-19 BUDGET NARRATIVE

Special Governmental Payments (099-00)

Program Description

This program has historically accounted for a variety of revenue transfers or payments as directed by law, including debt service payments for lottery bonds and Article XI-Q bonds, lottery transfer to the County Fair Account, and other miscellaneous payments.

The 2017-19 Governor's Budget includes \$9.7 million General Fund and \$21.9 million Lottery Funds. The transfers or payments include:

- Statewide Services - \$10.3 million revenue transfer to miscellaneous state agencies (Oregon Business Development Department, Judicial Department, and Oregon State Library) for invoicing and collecting assessments on their behalf
- Oregon Public Broadcasting - \$458,323 General Fund and \$3.0 million Lottery Funds for debt service payments
- County Fair Account - \$3.3 million Lottery Funds payment to support county fair programs
- Oregon Historical Society - \$687,500 General Fund and \$367,770 Lottery Funds for debt service payments
- Mill Creek - \$838,337 General Fund for debt service payments
- Go! Oregon - \$5.8 million General Fund for debt service payments
- Lottery Revenue Bond - \$15.2 million Lottery Funds for debt service payments
- Oregon State Fair Council - \$1,589,970 General Fund for state fair operations and debt service payments
- Oregon Law Commission - \$100,000 General Fund
- Special Olympics - \$250,000 General Fund

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 022 - Phase-out Pgm & One-time Costs

Cross Reference Name: Bonds
Cross Reference Number: 10700-094-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Services & Supplies							
Other COI Costs	-	-	(55,000)	-	-	-	(55,000)
Total Services & Supplies	-	-	(\$55,000)	-	-	-	(\$55,000)
Total Expenditures							
Total Expenditures	-	-	(55,000)	-	-	-	(55,000)
Total Expenditures	-	-	(\$55,000)	-	-	-	(\$55,000)
Ending Balance							
Ending Balance	-	-	55,000	-	-	-	55,000
Total Ending Balance	-	-	\$55,000	-	-	-	\$55,000

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 031 - Standard Inflation

Cross Reference Name: Bonds
Cross Reference Number: 10700-094-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Services & Supplies							
Office Expenses	-	-	-	-	-	-	-
State Gov. Service Charges	-	-	63,253	-	-	-	63,253
Other Services and Supplies	-	-	-	-	-	-	-
Total Services & Supplies	-	-	\$63,253	-	-	-	\$63,253
Special Payments							
Other Special Payments	-	-	-	-	-	-	-
Spc Pmt to OR University System	-	-	-	-	-	-	-
Total Special Payments	-	-	-	-	-	-	-
Total Expenditures							
Total Expenditures	-	-	63,253	-	-	-	63,253
Total Expenditures	-	-	\$63,253	-	-	-	\$63,253
Ending Balance							
Ending Balance	-	-	(63,253)	-	-	-	(63,253)
Total Ending Balance	-	-	(\$63,253)	-	-	-	(\$63,253)

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 090 - Analyst Adjustments

Cross Reference Name: Statewide Lottery Distribution
Cross Reference Number: 10700-095-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Transfers Out							
Tsfr To Veterans' Affairs	-	1,961,201	-	-	-	-	1,961,201
Total Transfers Out	-	\$1,961,201	-	-	-	-	\$1,961,201
Ending Balance							
Ending Balance	-	1,961,201	-	-	-	-	1,961,201
Total Ending Balance	-	\$1,961,201	-	-	-	-	\$1,961,201

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 010 - Non-PICS Psnl Svc / Vacancy Factor

Cross Reference Name: Special Governmental Payments
Cross Reference Number: 10700-099-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
Transfer In - Intrafund	-	-	-	-	-	-	-
Total Revenues	-	-	-	-	-	-	-
Special Payments							
Dist to Other Gov Unit	-	-	-	-	-	-	-
Total Special Payments	-	-	-	-	-	-	-
Total Expenditures							
Total Expenditures	-	-	-	-	-	-	-
Total Expenditures	-	-	-	-	-	-	-
Ending Balance							
Ending Balance	-	-	-	-	-	-	-
Total Ending Balance	-	-	-	-	-	-	-

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 022 - Phase-out Pgm & One-time Costs

Cross Reference Name: Special Governmental Payments
Cross Reference Number: 10700-099-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
General Fund Appropriation	(6,765,000)	-	-	-	-	-	(6,765,000)
Total Revenues	(\$6,765,000)	-	-	-	-	-	(\$6,765,000)
Services & Supplies							
Other COI Costs	-	-	(515,820)	-	-	-	(515,820)
Total Services & Supplies	-	-	(\$515,820)	-	-	-	(\$515,820)
Special Payments							
Dist to Other Gov Unit	-	(216,000)	-	-	-	-	(216,000)
Other Special Payments	(6,765,000)	-	(23,600,000)	-	-	-	(30,365,000)
Total Special Payments	(\$6,765,000)	(\$216,000)	(\$23,600,000)	-	-	-	(\$30,581,000)
Total Expenditures							
Total Expenditures	(6,765,000)	(216,000)	(24,115,820)	-	-	-	(31,096,820)
Total Expenditures	(\$6,765,000)	(\$216,000)	(\$24,115,820)	-	-	-	(\$31,096,820)
Ending Balance							
Ending Balance	-	216,000	24,115,820	-	-	-	24,331,820
Total Ending Balance	-	\$216,000	\$24,115,820	-	-	-	\$24,331,820

____ Agency Request
2017-19 Biennium

____ Governor's Budget
Page _____

____ Legislatively Adopted
Essential and Policy Package Fiscal Impact Summary - BPR013

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 031 - Standard Inflation

Cross Reference Name: Special Governmental Payments
Cross Reference Number: 10700-099-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Services & Supplies							
Office Expenses	-	-	-	-	-	-	-
Other Services and Supplies	-	-	-	-	-	-	-
Total Services & Supplies	-	-	-	-	-	-	-
Special Payments							
Dist to Cities	-	-	-	-	-	-	-
Dist to Other Gov Unit	-	-	-	-	-	-	-
Dist to Non-Gov Units	-	-	-	-	-	-	-
Other Special Payments	-	-	-	-	-	-	-
Spc Pmt to OR University System	-	-	-	-	-	-	-
Total Special Payments	-	-	-	-	-	-	-
Total Expenditures							
Total Expenditures	-	-	-	-	-	-	-
Total Expenditures	-	-	-	-	-	-	-
Ending Balance							
Ending Balance	-	-	-	-	-	-	-
Total Ending Balance	-	-	-	-	-	-	-

2017-19 BUDGET NARRATIVE

THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY

2017-19 BUDGET NARRATIVE

Essential Packages

The Essential Packages represent changes made to the 2015-17 budget that estimate the cost to continue current legislatively approved programs into the 2017-19 biennium.

Package 010 – Non-PICS Personal Services and Vacancy Factor

None

Package 021 – Phase-in Program Costs

None

Package 022 – Phase-out Program and One-time Costs

This package phases out the following:

- \$1 Other Fund Gain Share placeholder approved in the 2015 Session (SCR 091-00)
- \$55,000 Other Fund for one-time cost of issuance approved in the 2016 Session (SCR 094-00)
- \$6,765,000 General Fund, \$216,000 Lottery Funds, and \$24,115,820 Other Funds for one-time miscellaneous pass-through expenditures approved in both 2015 and 2016 Sessions (SCR 099-00)

Package 031 – Standard Inflation and State Government Service Charge

This package applies standard inflation for State Government Service Charges adjusted to the allowable amounts as published in the 2017-19 Biennium Price List of Goods and Services document (SCR 094-00).

Package 060 – Technical Adjustment

None

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
 Pkg: 022 - Phase-out Pgm & One-time Costs

Cross Reference Name: Miscellaneous Distributions
 Cross Reference Number: 10700-090-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Special Payments							
Other Special Payments	-	-	-	-	-	-	-
Total Special Payments	-	-	-	-	-	-	-
Total Expenditures							
Total Expenditures	-	-	-	-	-	-	-
Total Expenditures	-	-	-	-	-	-	-
Ending Balance							
Ending Balance	-	-	-	-	-	-	-
Total Ending Balance	-	-	-	-	-	-	-

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 031 - Standard Inflation

Cross Reference Name: Miscellaneous Distributions
Cross Reference Number: 10700-090-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Special Payments							
Dist to Other Gov Unit	-	-	-	-	-	-	-
Total Special Payments	-	-	-	-	-	-	-
Total Expenditures							
Total Expenditures	-	-	-	-	-	-	-
Total Expenditures	-	-	-	-	-	-	-
Ending Balance							
Ending Balance	-	-	-	-	-	-	-
Total Ending Balance	-	-	-	-	-	-	-

2017-19 BUDGET NARRATIVE

THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY

2017-19 BUDGET NARRATIVE

Policy Option Package #115: Debt Service – Planning and Construction (SCR 093-00)

Agency Request Budget: \$4,974,847

Governor's Budget: Denied

Purpose

This package is for Services and Supplies and debt service that will be incurred in 2017-19 for Capital Construction projects (see Capital Budgeting tab). The debt service portion of this package is the first part of repayment of the \$182 million bonding request contained in policy option packages 125 and 126, creating a revolving fund for implementing workplace strategies in state government.

How Achieved

In policy option package 125, DAS requests bond funding to construct a seismically sound, Mission Critical Facility able to house state government functions immediately following a 9.0 earthquake.

In policy option package 126, DAS requests bond funding to renovate the Portland State Office Building's leaking exterior windows, upgrade security and HVAC systems, repair the roof, and install high efficiency lighting and lighting controls.

If packages 125 and 126 are approved, DAS will use the debt service and Services and Supplies in this package to fund the purchase of the bond and debt repayments.

Additionally, the package establishes a "seed fund" agencies can use to implement workplace strategies to create consolidated and more productive workspaces. DAS will use the fund to pay for agency furniture and reconfiguration costs, giving agencies two biennia to repay these costs and replenish the funds for other agencies to use. The fund will be self-sustaining after two biennia.

Staffing Impact

None

2017-19 BUDGET NARRATIVE

Quantifying Results

EAM will track the total number of projects completed, completion of projects on time and within budget as well as customer satisfaction surveys to gauge success.

Revenue Sources

\$7,973,459 Other Funds Limited, Rents and Royalties
 \$1,079,000 Other Funds Limited, General Fund Obligation Funds

The Uniform Rent charged to agency customers in DAS owned buildings will be increased by \$.10 per square foot to help recover this cost. The May 2016 Emergency Board approved the increase from \$1.45 to \$1.55. Of this rate, \$.20 per foot is needed to fully pay for the expense. A breakdown of funding streams and expenditures is detailed in the table below.

Policy Option Package #115:	Uniform Rent	Parking Fund	Total
Available Revenues:			
Uniform Rent Increase	\$7,973,459		\$7,973,459
Article XI-Q Bond Proceeds	\$1,079,000		\$1,079,000
Parking Funds - No rate increase		\$2,110,045	\$2,110,045
Total Revenues	\$9,052,459	\$2,110,045	\$11,162,504
Transfers Out:			
<i>Article XI-Q Debt Service</i>	\$2,864,802	\$2,110,045	\$4,974,847
Workplace Strategies Fund	\$5,000,000		\$5,000,000
Expenditures:			
Article XI-Q Cost of Issuance	\$1,079,000		\$1,079,000
Additional S&S	\$108,657		\$108,657
Total Expenditures	\$9,052,459	\$2,110,045	\$11,162,504

2017-19 BUDGET NARRATIVE

Policy Option Package #116: Free Bus Pass Program (SCR 099-00)

Agency Request Budget: \$1,399,125
Governor's Budget: Denied

Purpose

From July 2012 to June 2016, the number of state employees on the DAS Parking Services waitlist grew from 544 to 1,116. For the Green Lot, the wait for a single-driver parking space exceeds 10 years. Encouraging use of public transport can help reduce the parking demand and waitlist. The Legislature in 2016 approved \$650,000 in General Fund for DAS to restart and fund the free bus pass program for state employees in the Capitol Mall area for fiscal year 2017. This package will enable DAS Parking Services to continue the service through the 2017-19 biennium.

How Achieved

A contract with Salem Keizer Transit District is already in place and can be extended. This package requests \$1,399,125 in General Fund to pay for the program through the 2017-19 biennium.

Staffing Impact

None

Quantifying Results

DAS will track ridership and enrollment statistics to gauge success of the program. In addition, DAS will monitor the waitlist for parking spaces to determine if a corresponding drop in employees seeking parking results from the free bus pass program. It should be noted that any future workspace consolidation projects on the mall could offset any reduction in waitlisted employees realized from the bus pass program.

Revenue Sources

\$1,399,125 General Fund

2017-19 BUDGET NARRATIVE

Policy Option Package #127: Oregon State Fair Council (SCR 099-00)

Agency Request Budget: \$20 million
Governor's Budget: Denied

Purpose

This package provides the Oregon State Fair Council (OSFC) continued support for building repairs, capital improvements, facility modernization and enhancements, equipment, and improved service capabilities necessary for Oregon State Fair and Expo Center (OSFEC) to be competitive and thrive in the event venue market.

The OSFC completed its first year operating the OSFEC on Dec. 31, 2015. The 2015 State Fair attendance increased by 18 percent, from 226,000 in 2014 to 268,500. OSFEC realized a net profit from 2015 operations of approximately \$250,000. Additionally, more than \$300,000 of capital improvements to the state-owned fairground property were completed.

A request was submitted to the 2016 Legislature that addressed OSFEC's highest priority needs with regard to deferred roof maintenance. The request included high priority facility enhancements such as adding air conditioning to The Pavilion and upgrading other HVAC systems, and developing IT systems. Aesthetic upgrades to the facilities including landscaping, painting, signage, lighting, etc. will create a more desirable and sought-after place to present and attend events. Senate Bill 5701 (2016) provided \$55,000 to pay the cost of issuing \$2,500,000 Article XI-Q bonds for repairs and improvements. Bond funds are anticipated to be available in spring 2017. Although less than the funding requested, OSFEC's priorities have not changed and these bond funds will be applied to meeting these needs to the extent possible.

The funding request above does not address all needs at the fairgrounds. Most of the facilities have been in a state of disrepair for years, many are only marginally marketable as rental facilities, and some are barely usable due to health and safety concerns. To give a sense of the scope of the work ahead: in October 2012 the Oregon Parks and Recreation Department (OPRD) commissioned a condition assessment of the buildings. The projected repair costs ranged from \$9,375,589 to \$12,054,329, excluding design fees, permit fees, hazardous materials abatement expenses, and other costs. In many cases these probable costs also exclude roof structure damage, leaks, and other conditions caused by water intrusion, which is a significant and ongoing issue. Further, this assessment only considered buildings and structures, and did not include upgrades and maintenance such as paving, lawns, utility distribution systems, gates, fences, landscaping, etc. If adjusted for inflation, and if ongoing deterioration and the costs excluded by the Parks study were rolled back in, the probable costs could easily be several times what was estimated in 2012.

2017-19 BUDGET NARRATIVE

How Achieved

This package would provide funds for an updated assessment of all property assets – providing the basis for a comprehensive and prioritized deferred maintenance and facility improvement plan. Based on the current condition of the facility and the incredible potential the facility represents, a \$20 million investment in the state’s property will give a good start on ensuring that future generations are able to enjoy a State Fair and Exposition Center the way Oregonians have for more than 150 years.

A unique relationship exists between the OSFC and the state; the state owns the real property and buildings and OSFC stewards those assets and is charged with increasing the success of the OSFEC. Only through collaboration and partnership will mutual goal of improving the condition of the state’s assets be achieved.

The State Fair and Exposition Center is important to the people of Oregon, as demonstrated by the overwhelming support of SB 7 (2013). That bill created the unprecedented opportunity for OSFEC to transition from State Parks into a public corporation, and to thrive going forward. The Oregon State Fair Council, management and staff are united and committed to the common vision of a vibrant, healthy, and valued Oregon State Fair and Exposition Center.

Staffing Impact

None

Revenue Sources

\$20 million General Fund

2017-19 BUDGET NARRATIVE

THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY

2017-19 BUDGET NARRATIVE

Policy Option Package #090 – Analyst Adjustments

Purpose

The purpose of this package is to achieve the actions recommended by the Governor.

How Achieved

To achieve a 12 percent reduction target in non-debt service General Fund (GF) and Lottery Funds (LF) expenditures:

- Reduce Oregon Historical Society by \$62,500 GF
- Reduce Oregon Public Broadcasting by \$41,677 GF
- Reduce Oregon State Fair Council by \$84,598 GF
- Reduce County Fair Account by \$304,000 LF

Additional GF allocations:

- Special Olympics - \$250,000
- Oregon Law Commission - \$100,000

Staffing Impact

None

Quantifying Results

None

Revenue Sources

\$161,225 General Fund
(\$304,000) Lottery Funds

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 090 - Analyst Adjustments

Cross Reference Name: Special Governmental Payments
Cross Reference Number: 10700-099-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
General Fund Appropriation	161,225	-	-	-	-	-	161,225
Transfer In - Intrafund	-	(304,000)	-	-	-	-	(304,000)
Total Revenues	\$161,225	(\$304,000)	-	-	-	-	(\$142,775)
Special Payments							
Dist to Other Gov Unit	100,000	(304,000)	-	-	-	-	(204,000)
Other Special Payments	61,225	-	-	-	-	-	61,225
Total Special Payments	\$161,225	(\$304,000)	-	-	-	-	(\$142,775)
Total Expenditures							
Total Expenditures	161,225	(304,000)	-	-	-	-	(142,775)
Total Expenditures	\$161,225	(\$304,000)	-	-	-	-	(\$142,775)
Ending Balance							
Ending Balance	-	-	-	-	-	-	-
Total Ending Balance	-	-	-	-	-	-	-

2017-19 BUDGET NARRATIVE

Capital Improvements

Program Description

The Capital Improvements Program, authorized by ORS 276.005, is administered by the Enterprise Asset Management (EAM) division and complements the Capital Construction Program. The Capital Construction Program performs new construction, remodeling, and renovation projects costing \$1 million or more, while the Capital Improvements Program manages remodeling and renovation projects that cost less than \$1 million.

The purpose of the Capital Improvements Program is to:

- Maintain health and safety standards both inside and outside of buildings
- Keep buildings in compliance with building codes and ordinance requirements (federal, state and local)
- Maintain the grounds and aesthetics of Capitol Mall buildings
- Adjust or modify existing mechanical and electrical programs to minimize energy consumption
- Upgrade building grounds
- Evaluate and achieve maximum efficiency and use of state owned buildings
- Adapt buildings to required occupancy changes

Funding Streams that Support this Program

DAS uses monies placed in the Capital Projects Fund, established under ORS 276.005, as a source of revenue for capital projects. These funds accrue in the account from a variety of sources; however, the primary source is the “depreciation” component of Uniform Rent.

2017-19 BUDGET NARRATIVE

Project Description	2017-19				
	Site	Structure	Less: Force Account Work	Expenditures	Fund
Mahonia Hall: Security and Other Upgrades	N/A	\$466,484	N/A	\$466,484	OF
Maintenance Shop Upgrade Main Service Panel	N/A	\$105,537	N/A	\$124,610	OF
550 Building restrooms complete remodel/upgrade	N/A	\$300,000	N/A	\$300,000	OF
PSB Building restroom complete remodel/upgrade	N/A	\$600,000	N/A	\$600,000	OF
Surplus Service Upgrade	N/A	\$125,000	N/A	\$125,000	OF
Tenant Improvements	N/A	\$750,000	N/A	\$850,000	OF
Emergency Projects	N/A	\$500,000	N/A	\$600,000	OF
Sustainability Projects	N/A	\$750,000	N/A	\$750,000	OF
Project Totals	N/A	\$3,597,021	N/A	\$3,816,094	OF
Carry over from 2015-17		\$0		\$750,000	OF
Total 2017-19 Biennium Limitation Request		\$3,597,021	N/A	\$4,566,094	OF

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 031 - Standard Inflation

Cross Reference Name: Capital Improvements
Cross Reference Number: 10700-088-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Services & Supplies							
Instate Travel	-	-	-	-	-	-	-
Office Expenses	-	-	-	-	-	-	-
Telecommunications	-	-	-	-	-	-	-
Professional Services	-	-	-	-	-	-	-
Attorney General	-	-	-	-	-	-	-
Dues and Subscriptions	-	-	-	-	-	-	-
Facilities Rental and Taxes	-	-	-	-	-	-	-
Facilities Maintenance	-	-	-	-	-	-	-
Agency Program Related S and S	-	-	-	-	-	-	-
Other Services and Supplies	-	-	-	-	-	-	-
Expendable Prop 250 - 5000	-	-	-	-	-	-	-
Total Services & Supplies	-	-	-	-	-	-	-
Capital Outlay							
Other Capital Outlay	-	-	162,918	-	-	-	162,918
Total Capital Outlay	-	-	\$162,918	-	-	-	\$162,918
Total Expenditures							
Total Expenditures	-	-	162,918	-	-	-	162,918
Total Expenditures	-	-	\$162,918	-	-	-	\$162,918

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 031 - Standard Inflation

Cross Reference Name: Capital Improvements
Cross Reference Number: 10700-088-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Ending Balance							
Ending Balance	-	-	(162,918)	-	-	-	(162,918)
Total Ending Balance	-	-	(\$162,918)	-	-	-	(\$162,918)

2017-19 BUDGET NARRATIVE

Capital Construction

Program Description

The Capital Construction Program manages acquisition or construction of any structure or group of structures, land acquisitions, assessments, improvements, or additions to an existing structure, with an aggregate cost of \$1 million or more and a completion date within six years. The program also conducts planning for proposed Capital Construction projects.

The program is part of the Enterprise Asset Management (EAM) division which oversees planning, managing, and coordinating the construction and remodeling of most buildings on the Capitol Mall, Airport Road, and facilities in Portland, Eugene, Central Point, Burns, and Pendleton. Capital Construction projects are funded by the depreciation component of rent charges to agencies, or through bond proceeds.

This budget request focuses on:

- 1) Preservation and improvement of existing facilities
- 2) Placeholders for additional Capitol Mall construction
- 3) Replacing functionally obsolete building equipment with newer and more flexible technology
- 4) Planning for better use of space and making facilities more adaptable to changing agency needs

Several assumptions underlie the budget request:

- 1) Where needs are stable and permanent, state ownership is preferred. In the long term, ownership is more cost effective than leasing.
- 2) Where needs are varying and shorter-term, leasing is preferred as more cost effective.
- 3) The cost of facilities should be spread to all beneficiaries and funding sources.
- 4) Demand for state services and the office space to provide them will continue.

The following is a brief discussion of each of these assumptions:

Ownership versus leasing: DAS has conducted numerous studies comparing owning versus leasing office space for state agencies. Consistently, these studies show that permanent uses are most economical when the building is state owned. Shorter-term, changing uses are most economical when the space is leased.

DAS leases office space whenever the benefits of ownership are not clearly superior. Agencies with volatile growth and reduction patterns, regional service offices which need to react to changing population patterns and offices outside major population centers are able to react more effectively to change by operating in leased facilities.

2017-19 BUDGET NARRATIVE

Alternative financing: No projects proposed in this budget request require alternative financing. General Fund appropriations are the least costly financing method. This option, however, has not been available since 1981. In any case, using General Fund dollars may not be best because Federal and Other Fund agencies do not pay their share. Alternative financing has additional costs, but offers substantial long-term savings to the state and a better distribution of costs.

Continued demand for office space: Demand for additional office space has slowed. However, it does not appear that demand will cease. Additionally, DAS considers the potential offsets of alternative worksite options, such as electronic offices and telecommuting, in determining space needs. In the past, the real estate and leasing market in Oregon experienced an oversupply. As a consequence, the state was able to sign leases and obtain office space below market rates. Recently, this situation has changed and rents have escalated. The time required to plan and build state facilities means that any delay could drive up long-term facility costs. Current planning requires that the agency headquarters function be on the Capitol Mall.

Six-year Plan

ORS 276.429 directs DAS to acquire office quarters by the method that is most appropriate under the circumstances and in the long-term best interest of the state. Numerous studies show that state ownership of permanent facilities is more cost effective. Leasing from private owners is best for short-term needs.

DAS' immediate focus is on preservation, improvement and better use of existing facilities, and acquisition of space when most cost-effective. In the long-term, build-out of the Capitol Mall continues in accordance with Legislative directives concerning centralization and facility goals.

Since the 1989 Oregon Legislative Session, the use of Certificates of Participation (COPs) has been a useful and cost effective alternative financing method for construction and equipment acquisitions. COPs have the added benefit of sharing the cost more evenly between General Fund and non-General Fund agencies. In the future it is expected that bond proceeds will be used to finance the large construction equipment acquisitions.

Policy Action

This budget includes a request to abate hazardous materials and demolish buildings, upgrade the cooling system in one building, upgrade electrical systems in multiple buildings, and make safety improvements for staff and building tenants. DAS will continue scheduled replacement and improvement to existing facilities. Under the state's green building policy, DAS uses a sustainable approach to projects.

DAS continues its goal of better space utilization. In recent years, open landscape design, combined with systems furniture, reduced interior walls in state offices and increased the functional area of building spaces. It also provided a more attractive, efficient, and comfortable space for employees. DAS continues to identify new systems and ways to more efficiently use its existing building space.

To the degree practical, DAS will pursue the goals of preservation, increased efficiency, state-ownership, centralization, and cooperation with local government. Anticipated projects are summarized in policy option packages 117-126 below.

2017-19 BUDGET NARRATIVE

Funding Streams that Support this Program

DAS uses monies placed in the Capital Projects Fund, established under ORS 276.005 and 276.007, as the source of revenue for capital projects. These funds accrue in the account from a variety of sources, however, the primary source is the “depreciation” component of Uniform Rent, service agreements and parking facilities income. The other major source of revenue comes from issuing bonds for specific projects.

2017-19 BUDGET NARRATIVE

THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY

2017-19 BUDGET NARRATIVE

Policy Option Package #117: Human Services Building Upgrades

Agency Request Budget: \$3,742,595
Governor's Budget: Denied

Purpose

The Human Services Building is in need of an upgrade to the electrical power feeding the building-- supporting current tenant needs as well as future staffing growth. Additionally, the building will have all of the lights replaced with high-efficiency LED lights and a new lighting control system.

How Achieved

The project will replace the electrical risers in the building, upgrade the panels as needed and assess the building wiring. The lights will be replaced floor by floor at the same time the floor lighting controls will be upgraded.

Staffing Impact

None.

Quantifying Results

- Completion of the projects on time and within budget
- The amount of energy saved
- Increase in building's useful life

Revenue Sources

\$3,742,595 Other Funds, Capital Construction, Transfer-in, Intrafund

2017-19 BUDGET NARRATIVE

THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY

Major Construction/Acquisition Project Narrative

Note: Complete a separate form for each project

Agency:	Department Of Administrative Services	Priority (Agency #):	1	Schedule	
Project Name:	Human Services Building Upgrades	Cost Estimate	Cost Est.Date	Start Date	Est. Completion
Address/Location:	500 Summer St. NE, Salem, OR 97301	\$ 3,742,595.00	9/30/2015	8/1/2017	12/1/2019
		GSF	# Stories	Land Use/Zoning Satisfied	
		285,461	4	Y	N

Funding Source/s: Show the distribution of dollars by funding source for the full project cost.	General Funds	Lottery	Other	Federal
			\$ 3,742,595.00	

Description of Agency Business/Master Plan and Project Purpose/Problem to be Corrected

The Human Services Building is in need of an upgrade to the electrical power feeding the building. This is necessary for the current building and tenant needs as well as the future growth in staffing. At the same time the building will have all of the lights replaced with LED lights and a new lighting control system. This is part of the sustainability plan for DAS. These replacements and upgrades will increase the life of the building, prevent the building from losing power due to old electrical equipment and save on energy costs.

Project Scope and Alternatives Considered

The project will replace the electrical risers in the building. Upgrade the panels as needed and assess the building wiring. The lights will be replaced floor by floor at the same time the floor lighting controls will be upgraded.

Project Budget Estimate - Escalate to the mid-point of construction. Use 4.5% Annual Escalation.

DIRECT CONSTRUCTION COSTS

	\$	% Project Cost	\$/GSF
1 Building Cost Estimate	2,747,162		
2 Site Cost Estimate (20 Ft beyond building footprint)			
3 TOTAL DIRECT CONSTRUCTION COSTS	2,747,162	73	10

INDIRECT CONSTRUCTION COSTS

4 Owner Equipment / Furnishings / Special Systems	29,000		
5 Construction Related Permits & Fees			
Other Indirect Construction Costs Including 1% Art, 1.5% Renewable Energy and other state or unique regulatory requirements not in hard costs			
6			
7 Architectural, Engineering Consultants	235,000		
8 Other Design and PM Costs	182,000		
9 Relocation Costs			
10 TOTAL SOFT COSTS Part A + B	446,000	12	2
11 OWNER'S PROJECT CONTINGENCY 20%	549,433	15	2

	\$	% Project Cost	\$/GSF
TOTAL PROJECT COST	3,742,595	100%	13

Project Image/Illustration (optional)

Contingency calculation is based on estimated construction cost only.

2017-19 BUDGET NARRATIVE

Policy Option Package #118: Employment Building Upgrades

Agency Request Budget: \$6,235,930
Governor's Budget: Denied

Purpose

The plumbing in the Employment Building is corroded and failing and must be completely replaced. The interior flooring is degraded past its life expectancy and the roof needs to be replaced.

How Achieved

Replace all plumbing throughout the building, floor coverings, roof, and upgrade of the main transformer switch gear. The main service transformers are at or near capacity and must be resized.

Staffing Impact

None.

Quantifying Results

- Completion of the projects on time and within budget
- Increase in building's useful life

Revenue Sources

\$6,235,930 Other Funds, Capital Construction, Transfer-in, Intrafund

2017-19 BUDGET NARRATIVE

THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY

Major Construction/Acquisition Project Narrative

Note: Complete a separate form for each project

Agency:	Department Of Administrative Services	Priority (Agency #):	Schedule		
Project Name:	Employment Building Upgrades	Cost Estimate	Cost Est.Date	Start Date	Est. Completion
		\$ 6,235,930.00	9/30/2015	9/1/2017	7/31/2019
Address/Location:	875 Union St NE, Salem, OR 97301	GSF	# Stories	Land Use/Zoning Satisfied	
		148,150	4	Y	N

Funding Source/s: Show the distribution of dollars by funding source for the full project cost.	General Funds	Lottery	Other	Federal
			\$ 6,235,930.00	

Description of Agency Business/Master Plan and Project Purpose/Problem to be Corrected

The existing plumbing in this building is corroded and failing it must be completely replaced. The interior flooring is degraded past its life expectancy and the roof needs to be replaced. The main transformer switch gear must be upgraded; the existing services cannot meet the power demand for the building.

Project Scope and Alternatives Considered

Replace the entire plumbing throughout the building this includes all plumbing inside walls and the main lines. The floor coverings are the original and need to be completely replaced. Replace the roof and roof structure and resize the main service transformers to meet the current and future power needs.

Project Budget Estimate - Escalate to the mid-point of construction. Use 4.5% Annual Escalation.

DIRECT CONSTRUCTION COSTS

	\$	% Project Cost	\$/GSF
1 Building Cost Estimate	3,549,505		
2 Site Cost Estimate (20 Ft beyond building footprint)			
3 TOTAL DIRECT CONSTRUCTION COSTS	3,549,505	57	24

INDIRECT CONSTRUCTION COSTS

4 Owner Equipment / Furnishings / Special Systems			
5 Construction Related Permits & Fees			
6 Other Indirect Construction Costs Including 1% Art, 1.5% Renewable Energy and	60,800		
7 Architectural, Engineering Consultants	350,000		
8 Other Design and PM Costs	243,200		
9 Relocation Costs	1,500,000		
10 TOTAL SOFT COSTS Part A + B	2,154,000	35	15
11 OWNER'S PROJECT CONTINGENCY	532,425	9	4

TOTAL PROJECT COST

\$	% Project Cost	\$/GSF
6,235,930	100%	42

Project Image/Illustration (optional)

Contingency calculation is based on estimated construction cost only.

2017-19 BUDGET NARRATIVE

Policy Option Package #119: Electrical Upgrades and Replacements

Agency Request Budget: \$3,889,795

Governor's Budget: Denied

Purpose

The electrical and lighting systems in many buildings need to be replaced or upgraded. The systems are old, inefficient, and not designed for the current building use.

How Achieved

The project upgrades switch keepers and electrical panels, increases electrical capacity, and replaces lighting systems in multiple state buildings. LED replacement lighting in the General Service Building.

Staffing Impact

None.

Quantifying Results

- Completion of the projects on time and within budget
- The amount of energy saved
- Increase in building's useful life

Revenue Sources

\$3,889,795 Other Funds, Capital Construction, Transfer-in, Intrafund

2017-19 BUDGET NARRATIVE

THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY

Major Construction/Acquisition Project Narrative

Note: Complete a separate form for each project

Agency:	Department Of Administrative Services	Priority (Agency #):	1	Schedule	
Project Name:	Electrical Upgrades and Replacements	Cost Estimate	Cost Est.Date	Start Date	Est. Completion
		\$ 3,889,795.00	9/30/2015	8/1/2017	12/1/2021
Address/Location:	Multiple buildings	GSF	# Stories	Land Use/Zoning Satisfied	
		multiple buildings	multiple buildings	Y	N

Funding Source/s: Show the distribution of dollars by funding source for the full project cost.	General Funds	Lottery	Other	Federal
			\$ 3,889,795.00	

Description of Agency Business/Master Plan and Project Purpose/Problem to be Corrected

The electrical and lighting systems in many buildings needs to be replaced or upgraded. The systems are old, inefficient, and not designed for the current building use. Replacement parts not available, inefficient lighting, cannot support the current and future building use. LED lighting is much more energy efficient.

Project Scope and Alternatives Considered

The project is to upgrade switch keepers and electrical panels, increase electrical capacity, and replace lighting systems in multiple state buildings. LED replacement for lighting in the General Service Building.

Project Budget Estimate - Escalate to the mid-point of construction. Use 4.5% Annual Escalation.

DIRECT CONSTRUCTION COSTS

	\$	% Project Cost	\$/GSF
1 Building Cost Estimate	2,917,346		
2 Site Cost Estimate (20 Ft beyond building footprint)			
3 TOTAL DIRECT CONSTRUCTION COSTS	2,917,346	75	N/A

INDIRECT CONSTRUCTION COSTS

4 Owner Equipment / Furnishings / Special Systems	10,847		
5 Construction Related Permits & Fees			
6 Other Indirect Construction Costs Including 1% Art, 1.5% Renewable Energy and			
7 Architectural, Engineering Consultants	290,000		
8 Other Design and PM Costs	234,000		
9 Relocation Costs			
10 TOTAL SOFT COSTS Part A + B	534,847	14	N/A
11 OWNER'S PROJECT CONTINGENCY	437,602	15%	11

	\$	% Project Cost	\$/GSF
TOTAL PROJECT COST	3,889,795	100%	N/A

Project Image/Illustration (optional)

Contingency calculation is based on estimated construction cost only. \$/GSF not calculated because this project applies to multiple buildings, an average is not appropriate due to the vast differences in potential cost per building.

2017-19 BUDGET NARRATIVE

Policy Option Package #120: Capitol Mall Parking Structure Study/Upgrade

Agency Request Budget: \$2,926,140

Governor's Budget: Denied

Purpose

Develop a plan and estimated budget for the replacement of the membrane on top of the Capitol Mall underground parking structure. Upgrade the existing structure.

How Achieved

Conduct structural upgrades to the parking structure. Develop the membrane replacement plan, timeline and cost estimate.

Staffing Impact

None.

Quantifying Results

Complete feasibility study with estimated costs and realistic project timeline.

Revenue Sources

\$2,926,140 Other Funds, Capital Construction, Transfer-in, Intrafund

2017-19 BUDGET NARRATIVE

THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY

Major Construction/Acquisition Project Narrative

Note: Complete a separate form for each project

Agency:	Department Of Administrative Services	Priority (Agency #):		Schedule	
Project Name:	Capitol Mall Parking Structure Membrane Replacement Study and Structural Upgrades	Cost Estimate	Cost Est.Date	Start Date	Est. Completion
		\$ 2,926,140.00	9/30/2015	12/1/2017	9/1/2018
Address/Location:	900 Chemeketa Street NE Salem Oregon	GSF	# Stories	Land Use/Zoning Satisfied	
		parking garage	parking garage	Y	N

Funding Source/s: Show the distribution of dollars by funding source for the full project cost.	General Funds	Lottery	Other	Federal
			\$ 2,926,140.00	

Description of Agency Business/Master Plan and Project Purpose/Problem to be Corrected

The parking structure membrane is at its expected life and leaks are developing. These leaks are being repaired as necessary. We need to prepare for the ultimate complete replacement of the membrane on the structure. A realistic cost estimate must be done in order to request the funds.

Project Scope and Alternatives Considered

Develop a plan and estimated budget for the replacement of the membrane on top of the underground parking structure on the Capitol Mall. Upgrade the existing structure. Conduct structural upgrades to the parking building. Develop the membrane replacement plan, timeline, and cost estimate.

Project Budget Estimate - Escalate to the mid-point of construction. Use 4.5% Annual Escalation.

DIRECT CONSTRUCTION COSTS

	\$	% Project Cost	\$/GSF
1 Building Cost Estimate	793,450		
2 Site Cost Estimate (20 Ft beyond building footprint)			
3 TOTAL DIRECT CONSTRUCTION COSTS	793,450	27	N/A

INDIRECT CONSTRUCTION COSTS

4 Owner Equipment / Furnishings / Special Systems			
5 Construction Related Permits & Fees			
6 Other Indirect Construction Costs Including 1% Art, 1.5% Renewable Energy and			
7 Architectural, Engineering Consultants	1,500,000		
8 Other Design and PM Costs	145,000		
9 Relocation Costs			
10 TOTAL SOFT COSTS Part A + B	1,645,000	56	N/A
11 OWNER'S PROJECT CONTINGENCY 20%	487,690	17	N/A

	\$	% Project Cost	\$/GSF
TOTAL PROJECT COST	2,926,140	100%	N/A

Project Image/Illustration (optional)

Contingency calculation is based on the entire estimated project budget. The majority of this project is a study. Due to the extensive nature and potential unknowns of the study a contingency is determined to be necessary. \$/GSF not calculated since this facility is a parking garage.

2017-19 BUDGET NARRATIVE

Policy Option Package #121: Planning

Agency Request Budget: \$500,000

Governor's Budget: Denied

Purpose

During the 2017-19 biennium, DAS will assess the feasibility of various projects, determine potential costs, evaluate various aspects of projects, plan for sudden demands for funds, and prepare for the 2019-21 budget. Time and staff limitations do not allow for consistent performance of these planning tasks and it is necessary to hire consultants.

How Achieved

Contract with various architects, engineers, cost estimators and other specialists to develop reliable cost information, well defined projects, and evaluate options to solve maintenance problems.

Staffing Impact

None.

Quantifying Results

- Measuring cost estimates against actual project costs
- Assessing how well vendor designs match execution of the project

Revenue Sources

\$500,000 Other Funds, Capital Construction, Transfer-in, Intrafund

2017-19 BUDGET NARRATIVE

THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY

Major Construction/Acquisition Project Narrative

Note: Complete a separate form for each project

Agency:	Department Of Administrative Services	Priority (Agency #):		Schedule	
Project Name:	Planning Funds	Cost Estimate	Cost Est.Date	Start Date	Est. Completion
Address/Location:		\$ 500,000.00	9/31/15	8/1/2017	12/31/2017
		GSF	# Stories	Land Use/Zoning Satisfied	
		19-21 planning	19-21 planning	Y	N

Funding Source/s: Show the distribution of dollars by funding source for the full project cost.	General Funds	Lottery	Other	Federal
			\$ 500,000.00	

Description of Agency Business/Master Plan and Project Purpose/Problem to be Corrected

During the 2017-19 biennium, the Department of Administrative Services will assess the feasibility of various projects; determine potential costs; evaluate various aspects of projects; plan for sudden demands for funds; and prepare for the 2019-21 budget. The time and expertise of staff often does not allow for consistent performance of these planning tasks and it is necessary to hire consultants.

Project Scope and Alternatives Considered

Contract with various architects, engineers, cost estimators and other specialists. Develop reliable cost information; better defined projects; and evaluate options to solve maintenance problems.

Project Budget Estimate - Escalate to the mid-point of construction. Use 4.5% Annual Escalation.

DIRECT CONSTRUCTION COSTS

	\$	% Project Cost	\$/GSF
1 Building Cost Estimate			
2 Site Cost Estimate (20 Ft beyond building footprint)			
3 TOTAL DIRECT CONSTRUCTION COSTS			

INDIRECT CONSTRUCTION COSTS

4 Owner Equipment / Furnishings / Special Systems			
5 Construction Related Permits & Fees			
6 Other Indirect Construction Costs Including 1% Art, 1.5% Renewable Energy and			
7 Architectural, Engineering Consultants	460,000		
8 Other Design and PM Costs	40,000		
9 Relocation Costs			
10 TOTAL SOFT COSTS Part A + B	500,000	100	N/A
11 OWNER'S PROJECT CONTINGENCY	0%	0	

	\$	% Project Cost	\$/GSF
TOTAL PROJECT COST	500,000	100%	N/A

Project Image/Illustration (optional)

These funds are to develop the scope and cost estimates for the 19-21 biennium projects, no contingency is determined to be necessary.

2017-19 BUDGET NARRATIVE

Policy Option Package #122: Boiler and Heater Upgrades in Multiple Buildings

Agency Request Budget: \$1,234,350
Governor's Budget: Denied

Purpose

Upgrade boilers and heaters in multiple buildings with more energy efficient models and increase capacity to meet future demands. The boilers in the buildings are the original boilers installed in the 1970s and 1980s. They have exceeded their life expectancy and are, in many cases, inefficient.

How Achieved

Contract with an engineering firm to assess the buildings' current needs, anticipate future growth and identify the most efficient boiler/heating systems. Install new systems in the buildings.

Staffing Impact

None.

Quantifying Results

Completion of the projects on time and within budget.

Revenue Sources

\$1,234,350 Other Funds, Capital Construction, Transfer-in, Intrafund

2017-19 BUDGET NARRATIVE

THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY

Major Construction/Acquisition Project Narrative

Note: Complete a separate form for each project

Agency:	Department Of Administrative Services	Priority (Agency #):		Schedule	
Project Name:	Boiler and Heater Upgrades in Multiple Buildings	Cost Estimate	Cost Est.Date	Start Date	Est. Completion
Address/Location:	multiple buildings	\$ 1,234,350.00	9/30/2015	10/30/2017	6/30/2018
		GSF	# Stories	Land Use/Zoning Satisfied	
		multiple buildings	multiple buildings	Y	N

Funding Source/s: Show the distribution of dollars by funding source for the full project cost.	General Funds	Lottery	Other	Federal
			1,234,350.00	

Description of Agency Business/Master Plan and Project Purpose/Problem to be Corrected

To upgrade boilers and heaters in multiple building to more energy efficient and to increase capacity to meet future demands. The boilers in the buildings are the original boilers and were installed in the 70's and 80's. They have exceeded the life expectancy and are, in many cases, inefficient.

Project Scope and Alternatives Considered

Contract with engineering firm to assess the buildings current needs and anticipated future growth to identify the most efficient boiler/heating systems. Install new systems in the buildings.

Project Budget Estimate - Escalate to the mid-point of construction. Use 4.5% Annual Escalation.

DIRECT CONSTRUCTION COSTS

	\$	% Project Cost	\$/GSF
1 Building Cost Estimate			
2 Site Cost Estimate (20 Ft beyond building footprint)			
3 TOTAL DIRECT CONSTRUCTION COSTS	899,435	73	N/A

INDIRECT CONSTRUCTION COSTS

4 Owner Equipment / Furnishings / Special Systems			
5 Construction Related Permits & Fees			
6 Other Indirect Construction Costs Including 1% Art, 1.5% Renewable Energy and			
7 Architectural, Engineering Consultants	110,000		
8 Other Design and PM Costs	90,000		
9 Relocation Costs			
10 TOTAL SOFT COSTS Part A + B	200,000	16	N/A
11 OWNER'S PROJECT CONTINGENCY 15%	134,915	11	N/A

	\$	% Project Cost	\$/GSF
TOTAL PROJECT COST	1,234,350	100%	N/A

Project Image/Illustration (optional)

Contingency calculation is based on estimated construction cost only. \$/GSF not calculated because this project applies to multiple buildings, an average is not appropriate due to the vast differences in potential cost per building.

2017-19 BUDGET NARRATIVE

Policy Option Package #123: Portland Crime Lab Upgrade

Agency Request Budget: \$1,161,909
Governor's Budget: Denied

Purpose

Replace the chiller, chilled water pumps, and the cooling tower; and upgrade exterior walls. The existing chiller system is inefficient and does not meet current agency need or anticipated growth.

How Achieved

Install new energy efficient systems.

Staffing Impact

None.

Quantifying Results

Measure energy savings and average indoor temperature during hot weather.

Revenue Sources

\$1,161,909 Other Funds, Capital Construction, Transfer-in, Intrafund

2017-19 BUDGET NARRATIVE

THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY

Major Construction/Acquisition Project Narrative

Note: Complete a separate form for each project

Agency:	Department Of Administrative Services	Priority (Agency #):		Schedule	
Project Name:	Portland Crime Lab Upgrades	Cost Estimate	Cost Est.Date	Start Date	Est. Completion
Address/Location:	13309 SE 84th Avenue Portland Oregon	\$ 1,161,909.00	9/30/2015	12/31/2018	12/31/2019
		GSF	# Stories	Land Use/Zoning Satisfied	
		67,359	2	Y	N

Funding Source/s: Show the distribution of dollars by funding source for the full project cost.	General Funds	Lottery	Other	Federal
			\$ 1,161,909.00	

Description of Agency Business/Master Plan and Project Purpose/Problem to be Corrected
Current chiller system is inefficient and does not meet the recent agency growth and the anticipate growth. Exterior walls have reached the end of the useful life and need to be upgraded. Energy efficient chiller and higher capacity cooling tower. Energy savings.

Project Scope and Alternatives Considered
Replace original building chiller, water pumps, and cooling tower with energy efficient units with a higher capacity. Too meet agency growth.

Project Budget Estimate - Escalate to the mid-point of construction. Use 4.5% Annual Escalation.

DIRECT CONSTRUCTION COSTS

	\$	% Project Cost	\$/GSF
1 Building Cost Estimate	852,095		
2 Site Cost Estimate (20 Ft beyond building footprint)			
3 TOTAL DIRECT CONSTRUCTION COSTS	852,095	73	13

INDIRECT CONSTRUCTION COSTS

4 Owner Equipment / Furnishings / Special Systems			
5 Construction Related Permits & Fees			
6 Other Indirect Construction Costs Including 1% Art, 1.5% Renewable Energy and			
7 Architectural, Engineering Consultants	92,000		
8 Other Design and PM Costs	90,000		
9 Relocation Costs			
10 TOTAL SOFT COSTS Part A + B	182,000	16	3
11 OWNER'S PROJECT CONTINGENCY 15%	127,814	11	2

TOTAL PROJECT COST

\$	% Project Cost	\$/GSF
1,161,909	100%	17

Project Image/Illustration (optional)

Contingency calculation is based on estimated construction cost only.

2017-19 BUDGET NARRATIVE

Policy Option Package #124: Parking Lot Upgrades

Agency Request Budget: \$3,500,000
Governor's Budget: Denied

Purpose

Install power and electric vehicle charging stations to the Portland State Office Building, Motor Pool and other parking lots. Resurface parking areas of the Commerce Building and Park-and-Ride lots. This package responds to direction from the Legislature and the Governor to develop or improve infrastructure for state employees and the public to use electric vehicles.

How Achieved

Contract with electric vehicle installation firms along with parking lot resurfacing companies.

Staffing Impact

None.

Quantifying Results

Completion of the projects on time and within budget.

Revenue Sources

\$3,500,000 Other Funds, Capital Construction, Transfer-in, Intrafund

2017-19 BUDGET NARRATIVE

THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY

Major Construction/Acquisition Project Narrative

Note: Complete a separate form for each project

Agency:	Department Of Administrative Services	Priority (Agency #):		Schedule	
Project Name:	Parking Lot Upgrades	Cost Estimate	Cost Est.Date	Start Date	Est. Completion
Address/Location:	multiple lots	\$ 3,500,000.00	9/31/15	3/1/2018	9/31/2018
		GSF	# Stories	Land Use/Zoning Satisfied	
		parking lots	parking lots	Y	N

Funding Source/s: Show the distribution of dollars by funding source for the full project cost.	General Funds	Lottery	Other	Federal
			\$ 3,500,000.00	

Description of Agency Business/Master Plan and Project Purpose/Problem to be Corrected

Provide the infrastructure to support staff and the public in using electric vehicles. Upgrade surface of existing paking lots. Lower pollution emissions for the State of Oregon. Reduced fuel usage. Support the utilization of more efficient modes of transportation to meet our customer needs.

Project Scope and Alternatives Considered

Determine the best charging systems for the State of Oregon. Install those EV charging stations into multiple state parking lots. Upgrade damaged parking lots. To install power and EV charging Stations to the PSOB, Motor Pool and other parking lots. The Commerce and Park and Ride parking lots will be resurfaced.

Project Budget Estimate - Escalate to the mid-point of construction. Use 4.5% Annual Escalation.

DIRECT CONSTRUCTION COSTS

	\$	% Project Cost	\$/GSF
1 Building Cost Estimate	2,682,609		
2 Site Cost Estimate (20 Ft beyond building footprint)			
3 TOTAL DIRECT CONSTRUCTION COSTS	2,682,609	77	N/A

INDIRECT CONSTRUCTION COSTS

4 Owner Equipment / Furnishings / Special Systems			
5 Construction Related Permits & Fees			
6 Other Indirect Construction Costs Including 1% Art, 1.5% Renewable Energy and			
7 Architectural, Engineering Consultants	215,000		
8 Other Design and PM Costs	200,000		
9 Relocation Costs			
10 TOTAL SOFT COSTS Part A + B	415,000	12	N/A
11 OWNER'S PROJECT CONTINGENCY 15%	402,391	12	N/A

	\$	% Project Cost	\$/GSF
TOTAL PROJECT COST	3,500,000	100%	N/A

Project Image/Illustration (optional)

Contingency calculation is based on the estimated construction cost. \$/GSF not calculated since this project includes multiple parking lots.

2017-19 BUDGET NARRATIVE

Policy Option Package #125: Mission Critical Facility - Yellow Lot Building

Agency Request Budget: \$56,500,000

Governor's Budget: \$9,329,431

Governor's Budget Changes

Due to ongoing discussions about the type, size, and location of the proposed Mission Critical Facility and associated parking structure, the request for Article XI-Q bond funds are not included in the Governor's budget.

The most recent project concept includes two structures with a combined cost of \$229 million:

- Oregon Resilience Building 1 (345,600 sq. ft. office building located on the "yellow" lot in Salem)
- Oregon Resilience Building 2 (six level parking structure on the "red" lot in Salem)

The Governor's Budget includes \$9.3 million for detailed architectural, engineering, and planning studies funded within the existing Uniform Rent Program followed by a subsequent request for construction bond funding in the 2019-21 biennium.

Purpose

Evaluation of DAS' Salem buildings revealed that few if any will withstand a 9.0 Cascadia-type earthquake. This limits the state to recover quickly and provide adequate services to a devastated Oregon. This package is for design and construction of a 250,000 to 300,000 square foot Mission Critical Facility that could weather a Cascadia-type earthquake and remain useable for state operations.

How Achieved

DAS proposes a new, seismically sound structure be built to "immediate occupancy" standards. This building will primarily house the Department of Revenue. The building will also be available for other key agencies to occupy after an earthquake event to speed business continuity efforts.

The request includes building a parking structure on the Red Lot to accommodate parking lost from the Yellow Lot and for the new building needs. A phased project plan includes building the parking structure first, followed by the Mission Critical Facility. This will help mitigate parking interruptions on the mall during the overall project.

2017-19 BUDGET NARRATIVE

The first part of a long-range plan to seismically upgrade several buildings on the Capitol Mall, this project would be followed by upgrades to the Labor and Industry Building, then demolition of the Executive Building. An immediate occupancy building will be constructed on the Executive Building site.

Alternatives considered included extensive seismic upgrades to the Revenue and Executive buildings. However, estimates for bringing those buildings up to immediate occupancy standards were from 80 percent to over 100 percent of the cost to build new structures.

Bond proceeds will be used to finance the project.

Staffing Impact

None

Quantifying Results

Completion of the project to stringent specifications, timelines, and within budget. The new building meets or exceeds all requirements related to an immediate occupancy building and modern energy efficiency standards.

Revenue Sources

The project utilizes \$56,500,000 Other Funds, Capital Construction, General Fund Obligation Bonds, the first installment of debt financing. The table below shows 2017-19 and 2019-21 bonding needed for the project. Parking rates will not need to increase to start repayment of the bonds until 2019-21.

Policy Option Package #125: Mission Critical Facility - Yellow Lot Building			
2017-19 Policy Option Package:	2017-19	2019-21	Total
Uniform Rent Program	\$25,000,000		\$25,000,000
Parking Program	\$31,500,000		\$31,500,000
2019-21 Policy Option Package:			
Uniform Rent Program		\$101,000,000	\$101,000,000
Parking Program		\$3,500,000	\$3,500,000
Article XI-Q Bond Financing Need	\$56,500,000	\$104,500,000	\$ 161,000,000

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Administrative Svcs, Dept of
Pkg: 125 - Mission Critical Facility - Yellow Lot Bldg

Cross Reference Name: Capital Construction
Cross Reference Number: 10700-089-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
General Fund Obligation Bonds	-	-	-	-	-	-	-
Transfer In - Intrafund	-	-	9,329,431	-	-	-	9,329,431
Total Revenues	-	-	\$9,329,431	-	-	-	\$9,329,431
Capital Outlay							
Other Capital Outlay	-	-	9,329,431	-	-	-	9,329,431
Total Capital Outlay	-	-	\$9,329,431	-	-	-	\$9,329,431
Total Expenditures							
Total Expenditures	-	-	9,329,431	-	-	-	9,329,431
Total Expenditures	-	-	\$9,329,431	-	-	-	\$9,329,431
Ending Balance							
Ending Balance	-	-	-	-	-	-	-
Total Ending Balance	-	-	-	-	-	-	-

2017-19 BUDGET NARRATIVE

THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY

Major Construction/Acquisition Project Narrative

Note: Complete a separate form for each project

Agency:	Department of Administrative Services	Priority (Agency #):	Schedule		
Project Name:	Mission Critical Facility - Yellow Lot Building	Cost Estimate	Cost Est.Date	Start Date	Est. Completion
		\$ 161,000,000.00	1/26/2016	11/17/2016	6/30/2021
Address/Location:	yellow lot (will have new address)	GSF	# Stories	Land Use/Zoning Satisfied	
		300,000	5	Y	N

Funding Source/s: Show the distribution of dollars by funding source for the full project cost.	General Funds	Lottery	Other	Federal
			161,000,000	

Description of Agency Business/Master Plan and Project Purpose/Problem to be Corrected

None of the current DAS owned office buildings would be useable after a post-Cascadia event. There are many functions within the State of Oregon that will be needed after the event. It is critical for the continued operation of mission critical state agencies to function after a Cascadia event. This building would be a post-Cascadia event resilient building for mission-critical state operations.

Project Scope and Alternatives Considered

The project would include building a 250,000-300,000 square foot office building that would be self contained after an event. The building will be isolated and contain its own infrastructure to function for 96 hours after an event.

Project Budget Estimate - Escalate to the mid-point of construction. Use 4.5% Annual Escalation.

DIRECT CONSTRUCTION COSTS

	\$	% Project Cost	\$/GSF
1 Building Cost Estimate	119,720,005		
2 Site Cost Estimate (20 Ft beyond building footprint)			
3 TOTAL DIRECT CONSTRUCTION COSTS	119,720,005	74	399

INDIRECT CONSTRUCTION COSTS

4 Owner Equipment / Furnishings / Special Systems			
5 Construction Related Permits & Fees			
Other Indirect Construction Costs Including 1% Art, 1.5% Renewable Energy and other state or unique regulatory requirements not in hard costs	2,993,000		
7 Architectural, Engineering Consultants	14,366,401		
8 Other Design and PM Costs	5,962,593		
9 Relocation Costs			

10 TOTAL SOFT COSTS	23,321,994	15	78
----------------------------	-------------------	-----------	-----------

11 OWNER'S PROJECT CONTINGENCY	17,958,001	11	60
---------------------------------------	-------------------	-----------	-----------

	\$	% Project Cost	\$/GSF
TOTAL PROJECT COST	161,000,000	100%	537

Project Image/Illustration (optional)

The contingency is calculated from the construction estimate only.

2017-19 BUDGET NARRATIVE

Policy Option Package #126: Portland State Office Building Repairs

Agency Request Budget: \$13,146,000

Governor's Budget: Denied

Purpose

An exterior renovation project of the Portland State Office Building (PSOB) became a priority in the 2013-15 biennium. The PSOB is the state flagship building for the greater Portland area. Built in 1992, the structure is 11 stories with 252,000 square feet and is home to 17 agencies. Exterior water leaks have occurred over the last few biennia. Up until last biennium, these were manageable. A 2014 study of the building exterior identified water running inside the exterior walls during heavy rain and concluded that 80 percent of the exterior windows need replacement. . This project was included in the 2015-17 biennium initial budget; however, it was postponed due to other enterprise priorities.

This project also includes security and safety modifications for the building, LED lighting and lighting control upgrades, and major upgrades to bathrooms and interior spaces.

How Achieved

This will be a two-year project starting in early fall of 2017 and will continue into 2019. The leaking exterior windows of the PSOB will be replaced, security upgrades implemented, HVAC upgrades completed, the roof repaired, and high efficiency lighting and lighting controls installed. These projects are vital to preserving the structural integrity, value, and security of the structure. The only alternative examined was delaying the projects but this would cause further damage and add to long-term costs.

Staffing Impact

None

Quantifying Results

Completion of the project to stringent specifications, timelines, and within budget.

2017-19 BUDGET NARRATIVE

Revenue Sources

The project utilizes \$13,146,000 Other Funds, Capital Construction, General Fund Obligation Bonds, the first installment of debt financing. The table below shows 2017-19 and 2019-21 bonding needed for the project.

Policy Option Package #126: Portland State Office Building Repairs			
2017-19 Policy Option Package:	2017-19	2019-21	Total
Uniform Rent Program	\$13,146,000		\$13,146,000
2019-21 Policy Option Package:			
Uniform Rent Program		\$8,000,000	\$8,000,000
Article XI-Q Bond Financing Need	\$13,146,000	\$8,000,000	\$21,146,000

Major Construction/Acquisition Project Narrative

Note: Complete a separate form for each project

Agency:	Department of Administrative Services	Priority (Agency #):		Schedule	
Project Name:	Portland State Office Building (PSOB) Repairs	Cost Estimate	Cost Est.Date	Start Date	Est. Completion
Address/Location:	800 NE Oregon Avenue	\$ 21,146,000.00	1/31/2016	1/18/2018	12/31/2020
		GSF	# Stories	Land Use/Zoning Satisfied	
		273,935	11	Y	N

Funding Source/s: Show the distribution of dollars by funding source for the full project cost.	General Funds	Lottery	Other	Federal
			\$ 21,146,000.00	

Description of Agency Business/Master Plan and Project Purpose/Problem to be Corrected

The exterior windows throughout the building are leaking during strong storms and water is entering the building cavity. The restrooms are the original restrooms and need to be upgraded. This building uses a significant amount of energy for lighting. This building is a very public building and it should meet the current American Disabilities Act (ADA) standards whenever possible.

Project Scope and Alternatives Considered

Replace all exterior glazing with energy efficient systems, upgrade the drainage system and seals. Upgrade full building security. Replace all of the lights with LEDs and lighting controls. Upgrade restrooms. Update the ADA requirements to current code at a minimum.

Update ADA requirements to the current code.

DIRECT CONSTRUCTION COSTS

	\$	% Project Cost	\$/GSF
1 Building Cost Estimate	13,116,800		
2 Site Cost Estimate (20 Ft beyond building footprint)			
3 TOTAL DIRECT CONSTRUCTION COSTS	13,116,800	62	48

INDIRECT CONSTRUCTION COSTS

4 Owner Equipment / Furnishings / Special Systems			
5 Construction Related Permits & Fees			
6 Other Indirect Construction Costs Including 1% Art, 1.5% Renewable Energy and			
7 Architectural, Engineering Consultants	1,311,680		
8 Other Design and PM Costs	750,000		
9 Relocation Costs	4,000,000		
10 TOTAL SOFT COSTS Part A + B	6,061,680	29	22
11 OWNER'S PROJECT CONTINGENCY 15%	1,967,520.0	9	7

	\$	% Project Cost	\$/GSF
TOTAL PROJECT COST	21,146,000	100%	77

Project Image/Illustration (optional)

The contingency is calculated from the construction estimate only.

Major Construction/Acquisition 10-Year Plan, Lease Plans, Disposals

2017-19 Biennium

Agency Name: Department of Administrative Services

Proposed New Construction or Acquisition - Complete for 5 Biennia

Biennium	Priority	Concept/Project Name	Description	GSF	Position Count	General Fund	Other Funds	Lottery Funds	Federal Funds	Estimated Cost/Total Funds
2017-21	1	Mission Critical Facility	New building to withstand 9.0 earthquake	300,000	1,200		161,000,000			161,000,000
2017-21	2	PSOB Renovation	Exterior and interior renovations	262,000	1,100		21,146,000			21,146,000
2019-23	3	Revenue Renovation	Minimal renovation with no seismic improvements				2,392,005			2,392,005
2021-25	4	L&I Renovation	Seismic upgrades, lighting, interior, restrooms, power distribution	300,000	1,200		50,494,250			50,494,250
2023-27	5	New Facility at Exec Site	New building on the existing Executive Building Site	262,000	1,100		148,351,596			148,351,596

Proposed Lease Changes over 10,000 RSF - Complete for 5 Biennia

Biennium	Location	Description/Use	Term in Years	Total RSF ² +/- (added or eliminated)	USF ³	Position Count ¹	Biennial \$ Rent/RSF ² (est \$1.55 sq. ft.)	Biennial \$ O&M ⁴ /RSF ² not included in base rent payment	Total Cost / Biennium (D+E)*A
				A	B	C	D	E	(D+E)*A
2017-19	None						-		-
2019-21	Salem	Swing space for building failure. It would be a single tenant space.	4	30,000	30,000		1,116,000		1,146,000
2019-21	Statewide	DAS is proposed master tenant for enterprise for legislative concept.		N/A	4,300,000		159,960,000		164,260,000
2023-25	None						-		-
2025-27	None						-		-

Planned Disposal of Owned Facility

Biennium	Facility Name	Description
2017-19	North Campus	Land disposal
2017-19	Hillicrest (OYA)	Land and building disposal

Definitions:

Occupant

Position

Count: 1 Total Legislatively Approved Budget (LAB) Position Count assigned to (home location) each building or lease as applicable.

RSF 2 Rentable SF per BOMA definition. The total usable area plus a pro-rated allocation of the floor and building common areas within a building.

USF 3 Usable Square Feet per BOMA definition for office/administrative uses. Area of a floor occupiable by a tenant where personnel or furniture are normally housed plus building amenity areas that are convertible to occupant area and not required by code or for the operations of a building. If not known, estimate the percentage.

O&M 4 Total Operations and Maintenance Costs for facilities including all maintenance, utilities and janitorial.

2017-19 BUDGET NARRATIVE

THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY

Capital Financing Six-Year Forecast Summary 2017-19

AGENCY: Department of Administrative Services
 Agency #: 107

Provide amounts in the table below, by expected use and repayment source, of agency financing needs for the 2017-19 biennium. Include proposed project amounts only (do not include debt service either from previously issued debt or from new issue).

Use of Bond Proceeds	Bond Type			Totals by Repayment Source
	General Obligation Bonds	Revenue Bonds		
Major Construction/ Acquisition Projects				
Subtotal for General Fund Repayment:	\$	\$	\$	GF
Subtotal for Lottery Funds Repayment:	\$	\$	\$	LF
Subtotal for Other Funds Repayment:	\$	69,646,000	\$	69,646,000 OF
Subtotal for Federal Funds Repayment:	\$	\$	\$	FF
Total for Major Construction	\$	69,646,000	\$	69,646,000
Equipment/Technology Projects over \$500,000				
Subtotal for General Fund Repayment:	\$	\$	\$	GF
Subtotal for Lottery Funds Repayment:	\$	\$	\$	LF
Subtotal for Other Funds Repayment:	\$	\$	\$	OF
Subtotal for Federal Funds Repayment:	\$	\$	\$	FF
Total for Equipment/Technology	\$	\$	\$	
Debt Issuance for Loans and Grants				
Subtotal for General Fund Repayment:	\$	\$	\$	GF
Subtotal for Lottery Funds Repayment:	\$	\$	\$	LF
Subtotal for Other Funds Repayment:	\$	\$	\$	OF
Subtotal for Federal Funds Repayment:	\$	\$	\$	FF
Total for Loans and Grants:	\$	\$	\$	
Total All Debt Issuance	\$	\$	\$	
Subtotal for General Fund Repayment:	\$	\$	\$	GF
Subtotal for Lottery Funds Repayment:	\$	\$	\$	LF
Subtotal for Other Funds Repayment:	\$	69,646,000	\$	69,646,000 OF
Subtotal for Federal Funds Repayment:	\$	\$	\$	FF
GRAND TOTAL 2017-19:	\$	69,646,000	\$ -	69,646,000

_____ Agency Request

 X Governor's Budget

_____ Legislatively Adopted

Budget Page _____

Capital Financing Six-Year Forecast Summary 2019-21

AGENCY: Department of Administrative Services
 Agency #: 107

Provide amounts in the table below, by expected use and repayment source, of agency financing needs for the 2019-21 biennium. Include proposed project amounts only (do not include debt service either from previously issued debt or from new issue).

Use of Bond Proceeds	Bond Type			
	General Obligation Bonds	Revenue Bonds	Totals by Repayment Source	
Major Construction/ Acquisition Projects				
Subtotal for General Fund Repayment:	\$	\$	\$	GF
Subtotal for Lottery Funds Repayment:	\$	\$	\$	LF
Subtotal for Other Funds Repayment:	\$	113,892,000 \$	\$ 113,892,000	OF
Subtotal for Federal Funds Repayment:	\$	\$	\$	FF
Total for Major Construction	\$	113,892,000 \$	\$ 113,892,000	
Equipment/Technology Projects over \$500,000				
Subtotal for General Fund Repayment:	\$	\$	\$	GF
Subtotal for Lottery Funds Repayment:	\$	\$	\$	LF
Subtotal for Other Funds Repayment:	\$	\$	\$	OF
Subtotal for Federal Funds Repayment:	\$	\$	\$	FF
Total for Equipment/Technology	\$	\$	\$	
Debt Issuance for Loans and Grants				
Subtotal for General Fund Repayment:	\$	\$	\$	GF
Subtotal for Lottery Funds Repayment:	\$	\$	\$	LF
Subtotal for Other Funds Repayment:	\$	\$	\$	OF
Subtotal for Federal Funds Repayment:	\$	\$	\$	FF
Total for Loans and Grants:	\$	\$	\$	
Total All Debt Issuance	\$	\$	\$	
Subtotal for General Fund Repayment:	\$	\$	\$	GF
Subtotal for Lottery Funds Repayment:	\$	\$	\$	LF
Subtotal for Other Funds Repayment:	\$	113,892,000 \$	\$ 113,892,000	OF
Subtotal for Federal Funds Repayment:	\$	\$	\$	FF
GRAND TOTAL 2019-21	\$	113,892,000 \$	\$ 113,892,000	

_____ Agency Request

_____ Governor's Budget

_____ Legislatively Adopted

Budget Page _____

Capital Financing Six-Year Forecast Summary 2021-23

AGENCY: Department of Administrative Services
Agency #: 107

Provide amounts in the table below, by expected use and repayment source, of agency financing needs for the 2021-23 biennium. Include proposed project amounts only (do not include debt service either from previously issued debt or from new issue).

Use of Bond Proceeds	Bond Type				
	General Obligation Bonds	Revenue Bonds	Totals by Repayment Source		
Major Construction/Acquisition Projects					
Subtotal for General Fund Repayment:	\$		\$	\$	GF
Subtotal for Lottery Funds Repayment:	\$		\$	\$	LF
Subtotal for Other Funds Repayment:	\$	25,500,000	\$	\$ 25,500,000	OF
Subtotal for Federal Funds Repayment:	\$		\$	\$	FF
Total for Major Construction	\$	25,500,000	\$	\$ 25,500,000	
Equipment/Technology Projects over \$500,000					
Subtotal for General Fund Repayment:	\$		\$	\$	GF
Subtotal for Lottery Funds Repayment:	\$		\$	\$	LF
Subtotal for Other Funds Repayment:	\$		\$	\$	OF
Subtotal for Federal Funds Repayment:	\$		\$	\$	FF
Total for Equipment/Technology	\$		\$	\$	FF
Debt Issuance for Loans and Grants					
Subtotal for General Fund Repayment:	\$		\$	\$	GF
Subtotal for Lottery Funds Repayment:	\$		\$	\$	LF
Subtotal for Other Funds Repayment:	\$		\$	\$	OF
Subtotal for Federal Funds Repayment:	\$		\$	\$	FF
Total for loans and grants:	\$		\$	\$	
Total All Debt Issuance	\$		\$	\$	
Subtotal for General Fund Repayment:	\$		\$	\$	GF
Subtotal for Lottery Funds Repayment:	\$		\$	\$	LF
Subtotal for Other Funds Repayment:	\$	25,500,000	\$	\$ 25,500,000	OF
Subtotal for Federal Funds Repayment:	\$		\$	\$	FF
GRAND TOTAL 2021-23 :	\$	25,500,000	\$	\$ 25,500,000	

_____ Agency Request

_____ Governor's Budget

_____ Legislatively Adopted

Budget Page _____

2017-19 BUDGET NARRATIVE

THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY

Facilities Summary Report

2017-19 Biennium

Facility Plan - Facilities Planning Narrative 107BF02
2017-19 Biennium

Agency Name

Dept. of Administrative Services

1. What are the key drivers for your agency's facility needs, and how do you measure space/facility demand? DAS provides the majority of office space for Oregon state government functions and agencies, particularly in Salem. As agencies change, so does the need and nature of work environments. DAS is working on a Workspace Strategy Initiative to address the issue of space designed to support current and future business processes. The goal is effective, attractive, and productive work space. Part of this work is to change the DAS hierarchical space standards to best practice commercial/ institutional standards. The space metric is USF per position count (PC). The current standard equates to ~250 USF/PC. DAS is moving towards a guideline of ~175 USF/ PC. DAS will capture this information as part of the budget process.

2. What are the key facility-related challenges over the next 10-years? (Please answer in order of priority) 1) Systematically addressing the Cascadia earthquake risk to our state facilities and the continuity of government operations. 2) Systematically addressing deferred and capital renewal maintenance and modernization needs. 3) Modernizing our office interiors to meet business needs.

3. What do you need to meet these challenges? DAS developed a 10-year plan to address the challenges in order of priority. The execution plan aligns with the Governor's priorities and the prioritization criteria established by the executive leadership. The key projects for the 2017-19 biennium are 1) New Mission Critical Building for post-Cascadia state operations on the Yellow Lot. 2) Continued deferred and planned maintenance work and 3) Workspace Strategy Program funding to address 50-75,000 Rentable Square Feet (RSF) per biennium, each biennium. DAS' hope is to address the top 10 buildings for earthquake risk management within a 10-year period. Should funding allow, the plan includes the Public Service Building and Albina Office Building capital renewal and seismic retrofits.

2017-19 BUDGET NARRATIVE

THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY

Facilities Summary Report

2017-19 Biennium

Agency Name:

Dept. of Administrative Services

Owned Facilities Over \$1 million

FY 2016 DATA

Number of Facilities	49
Current Replacement Value \$ (CRV) ¹	\$ 774,596,745
Gross Square Feet (GSF)	4,352,973
Usable Square Feet (USF) ²	2,829,432
Occupants Position Count (PC) ³	N/A

Source⁴ FCA except for North
Campus and
Fairgrounds use Risk. Risk or FCA

Estimate/Actual⁵ 65 % USF/GSF

USF/PC⁶ **185**

Or Agency Measure⁷ N/A

Owned Facilities Under \$1 million

Number of Facilities	59
CRV ¹	\$ 10,837,875
GSF	331,059

Leased Facilities

Total Rentable SF ⁸	20,780
Biennial Lease Cost	\$ 450,000
Additional Costs for Lease Properties (O&M) ⁹	N/A
Usable Square Feet (USF) ²	N/A
Occupants Position Count (PC) ³	N/A

Estimate/Actual⁵ N/A % RSF/GSF

USF/PC⁶ **N/A**

Definitions

- CRV** 1 Current Replacement Value Reported to Risk Management *or Calculated Replacement Value Reported from iPlan Facility Conditions Assessment (FCA).*
- USF** 2 Usable Square Feet per BOMA definition for office/administrative uses. Area of a floor occupiable by a tenant where personnel or furniture are normally housed plus building amenity areas that are convertible to occupant area and not required by code or for the operations of a building. If not known, estimate the percentage.
- Occupant Postion Count (PC)** 3 Total Legislatively Approved Budget (LAB) Position Count within the buildings or leases as applicable.
- Source** 4 Enter Source of CRV as "Risk" or "FCA".
- Estimate/Actual** 5 Use actual USF % of USF to GSF, if available. If not known, estimate the percentage.
- Office/Administrative USF/PC** 6 Divide your USF by your position count. If office/admin space is a less than 10% of your space use, fill in N/A and fill in #7, "Agency Measure".
- Agency Measure** 7 If not using USF/PC, insert Agency Measure as defined in 107BF02 question #1.
- RSF** 8 Rentable SF per BOMA definition. The total usable area plus a pro-rated allocation of the floor and building common areas within a building.
- O&M** 9 Total Operations and Maintenance Costs for facilities including all maintenance, utilities and janitorial.