

Legislative Fiscal Office

Oregon State Capitol
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Joint Committee on Ways and Means

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Paul Siebert, Deputy Legislative Fiscal Officer (Audit/IT)

To: General Government Subcommittee
From: Paul Siebert, Legislative Fiscal Office
Date: June 2, 2021
Subject: SB 5538 – Secretary of State
Work Session Recommendations

Secretary of State – Agency Totals

	2017-19 Actual	2019-21 Legislatively Approved	2021-23 Current Service Level	2021-23 LFO Recommended
General Fund	14,010,930	14,203,202	14,384,268	15,263,446
Other Funds	53,558,916	67,608,013	72,352,275	76,309,810
Federal Funds	3,452,394	7,961,570	5,892,838	5,892,838
Total Funds	\$71,022,240	\$89,772,785	\$92,629,381	\$97,466,094
Positions	215	224	222	229
FTE	212.86	223.42	221.75	228.25

The LFO recommended 2021-23 budget for the Secretary of State is \$97,466,094 total funds and 229 positions (228.25 FTE), including \$15,263,446 General Fund, \$76,309,810 Other Funds, and \$5,892,838 Federal Funds, which is an 8.6 % increase over the 2019-21 legislatively approved budget. The recommended budget includes the following significant adjustments:

- \$879,425 General Fund for final payments to counties to offset some of the increased elections costs created by expanding the number of registered voters through passage of the Oregon Motor Voter Bill.
- \$1,946,000 Other Funds in Information Technology expenditures related to lifecycle equipment replacement, migration of agency's Data Center off-site, and procurement of additional IT security services.
- \$1,370,393 Other Funds and 5 positions (4.50 FTE) to increase centralized services provided to all agency divisions and ensure all divisions receive needed staff support. The positions will enhance the agency's policy, legislative, and communications capabilities, as well as, create a diversity, equity, and inclusion program and provide administrative assistance.

Adjustments to Current Service Level

See attached "Work Session Presentation Report."

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

Performance Measures

See attached "Legislatively Proposed 2021-23 Key Performance Measures."

Recommended Changes

LFO recommends a budget of \$15,263,446 General Fund, \$76,309,810 Other Funds, \$5,892,838 Federal Funds and 229 positions (228.25 FTE), which is reflected in the -1 amendment.

Final Subcommittee Action

LFO recommends that SB 5538, as amended by the -1 amendment, be moved to the Ways and Means Full Committee.

Carriers

Full Committee: _____

House Floor: _____

Senate Floor: _____

	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
2019-21 Agy. Leg. Adopted	14,158,129	-	63,888,057	5,387,041	-	-	83,433,227	224	223.42
2019-21 Ebds, SS & Admin Act	45,073	-	3,719,956	2,574,529	-	-	6,339,558	-	-
Ways & Means Actions	-	-	-	-	-	-	-	-	-
2019-21 Leg Approved Budget	14,203,202	-	67,608,013	7,961,570	-	-	89,772,785	224	223.42
2019-21 Leg Approved Budget (Base)	14,158,129	-	63,888,057	5,387,041	-	-	83,433,227	224	223.42
Summary of Base Adjustments	576,807	-	6,276,624	352,082	-	-	7,205,513	(2)	(1.67)
2021-23 Base Budget	14,734,936	-	70,164,681	5,739,123	-	-	90,638,740	222	221.75
010: Non-PICS Pers Svc/Vacancy Factor	(61,867)	-	523,649	(32,413)	-	-	429,369	-	-
020: Phase In / Out Pgm & One-time Cost	(917,206)	-	(550,000)	-	-	-	(1,467,206)	-	-
030: Inflation & Price List Adjustments	612,493	-	2,204,873	211,112	-	-	3,028,478	-	-
060: Technical Adjustments	15,912	-	9,072	(24,984)	-	-	-	-	-
2021-23 Current Service Level	14,384,268	-	72,352,275	5,892,838	-	-	92,629,381	222	221.75
Adjusted 2021-23 Current Service Level	14,384,268	-	72,352,275	5,892,838	-	-	92,629,381	222	221.75
Total LFO Recommended Packages	879,178	-	3,957,535	-	-	-	4,836,713	7	6.50
2021-23 Legislative Actions	15,263,446	-	76,309,810	5,892,838	-	-	97,466,094	229	228.25
Net change from 2019-21 Leg Approved Budget	1,060,244	-	8,701,797	(2,068,732)	-	-	7,693,309	5	4.83
Percent change from 2019-21 Leg Approved Budget	7.5%	0.0%	12.9%	(26.0%)	0.0%	0.0%	8.6%	2.2%	2.2%
Net change from 2021-23 Adj Current Service Level	879,178	-	3,957,535	-	-	-	4,836,713	7	6.50
Percent change from 2021-23 Adj Current Service Level	6.1%	0.0%	5.5%	0.0%	0.0%	0.0%	5.2%	3.2%	2.9%

	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
2019-21 Agy. Leg. Adopted	3,457,202	-	19,273,295	-	-	-	22,730,497	66	65.92
2019-21 Ebds, SS & Admin Act	81,240	-	491,416	-	-	-	572,656	-	-
Ways & Means Actions	-	-	-	-	-	-	-	-	-
2019-21 Leg Approved Budget	3,538,442	-	19,764,711	-	-	-	23,303,153	66	65.92
2019-21 Leg Approved Budget (Base)	3,457,202	-	19,273,295	-	-	-	22,730,497	66	65.92
Summary of Base Adjustments	467,744	-	2,206,045	-	-	-	2,673,789	-	0.08
2021-23 Base Budget	3,924,946	-	21,479,340	-	-	-	25,404,286	66	66.00
010: Non-PICS Pers Svc/Vacancy Factor	(391)	-	301,504	-	-	-	301,113	-	-
030: Inflation & Price List Adjustments	41,345	-	552,336	-	-	-	593,681	-	-
060: Technical Adjustments	(14,434)	-	20,159	-	-	-	5,725	-	-
2021-23 Current Service Level	3,951,466	-	22,353,339	-	-	-	26,304,805	66	66.00
Adjusted 2021-23 Current Service Level	3,951,466	-	22,353,339	-	-	-	26,304,805	66	66.00
Total LFO Recommended Packages	16,797	-	3,705,990	-	-	-	3,722,787	6	5.50
2021-23 Legislative Actions	3,968,263	-	26,059,329	-	-	-	30,027,592	72	71.50
Net change from 2019-21 Leg Approved Budget	429,821	-	6,294,618	-	-	-	6,724,439	6	5.58
Percent change from 2019-21 Leg Approved Budget	12.2%	0.0%	31.9%	0.0%	0.0%	0.0%	28.9%	9.1%	8.5%
Net change from 2021-23 Adj Current Service Level	16,797	-	3,705,990	-	-	-	3,722,787	6	5.50
Percent change from 2021-23 Adj Current Service Level	0.4%	0.0%	16.6%	0.0%	0.0%	0.0%	14.2%	9.1%	8.3%

	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
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Package 099 Microsoft 365 Consolidation

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

LFO Recommendation Approve

LFO Recommended	(4,199)	-	(40,721)	-	-	-	(44,920)	-	-
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	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
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Package 103 Human Resource Analyst 1

Package Description The Agency has one person providing Workday support which makes it vulnerable in an area that is critical to supporting essential Agency services and operations. In addition, there is a need for support and concentrated work on equity and inclusion efforts. Finally, the Agency has experienced a significant increase in protected leave usage requiring extensive HR staff time.

LFO Recommendation Approve

LFO Recommended	19,426	-	174,836	-	-	-	194,262	1	1.00
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	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
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Package 104 HR Agency Wide Training

Package Description This package adds funding to support the training and development program. A dedicated Training and Development position was approved in the 2019-21 biennium without additional S&S for training. This package would add an agency wide training budget for succession planning, workforce training and development, required annual training as mandated by law and policy and manages employee training and development records.

LFO Recommendation Approve

LFO Recommended	-	-	240,290	-	-	-	240,290	-	-
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	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
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Package 105 ISD Data Center

Package Description This package adds funding to upgrade or replace equipment and programs that have reached end of lifecycle or are no longer supported. The package also includes migration of on-site data center to a high availability and resilient co-location data center as appropriate.

LFO Recommendation Approve

LFO Recommended	-	-	1,346,000	-	-	-	1,346,000	-	-
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	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
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Package 106 ISD Managed Defense and Prevention

Package Description The purpose of the package is to provide funding to procure services of a cloud security services partner for Managed Defense and Prevention security to increase protection, defense and resiliency of the Secretary of State’s critical information technology networks, data and hardware assets.

LFO Recommendation Approve

LFO Recommended	-	-	600,000	-	-	-	600,000	-	-
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	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
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Package 111 BSD Staffing True-Up

Package Description Reclassifies a Fiscal Analyst 2 to a Fiscal Analyst 3 to properly reflect the roles and responsibilities of the position. Agency HR did conduct a desk audit to ensure the position is appropriately classified.

LFO Recommendation Approve

LFO Recommended	-	-	-	-	-	-	-	-	-
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	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
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Package 118 ISD Staffing True-Up

Package Description This package reclassifies two ISS positions (ISS 5 to ISS 6 and ISS 7 to ISS8) to properly reflect the increased level of responsibilities. HRD did conduct a desk audit to ensure these positions are appropriately classified. This package trues up funding for these positions.

LFO Recommendation Approve

LFO Recommended	1,570	-	15,192	-	-	-	16,762	-	-
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	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
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Package 801 LFO Analyst Adjustments

Package Description New ASD Staffing Request - This package revises the initial 2021-23 SOS budget request by adding 5 positions (4.50 FTE) to increase centralized services provided by the Executive Office to all agency divisions by enhancing communications and the policy/legislative team and creating a diversity, equity and inclusion program (including tribal relations). The permanent positions are: a Program Analyst 4 (Diversity, Equity & Inclusion Director; Tribal Liaison); an Ops & Policy Analyst 4 (Senior Advisor & Strategic Projects Director); a half-time Ops & Policy Analyst 2 (Legislative Analyst); an Executive Support Specialist 2 (supplemental support for Deputy); and a Public Affairs Specialist 3 (Communications Specialist).

LFO Recommendation Approve

LFO Recommended	-	-	1,370,393	-	-	-	1,370,393	5	4.50
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LFO102 - Work Session Presentation Report
2021-23 BienniumVersion: L - 01 - LFO Analyst Recommended
Cross Reference: 16500-002-00-00-00000

Elections Division

	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
2019-21 Agy. Leg. Adopted	10,700,927	-	1,183,903	5,367,041	-	-	17,251,871	25	24.75
2019-21 Ebds, SS & Admin Act	(36,167)	-	1,643,396	2,574,529	-	-	4,181,758	-	-
Ways & Means Actions	-	-	-	-	-	-	-	-	-
2019-21 Leg Approved Budget	10,664,760	-	2,827,299	7,941,570	-	-	21,433,629	25	24.75
2019-21 Leg Approved Budget (Base)	10,700,927	-	1,183,903	5,367,041	-	-	17,251,871	25	24.75
Summary of Base Adjustments	109,063	-	-	352,082	-	-	461,145	(2)	(1.75)
2021-23 Base Budget	10,809,990	-	1,183,903	5,719,123	-	-	17,713,016	23	23.00
010: Non-PICS Pers Svc/Vacancy Factor	(61,476)	-	-	(32,413)	-	-	(93,889)	-	-
020: Phase In / Out Pgm & One-time Cost	(917,206)	-	-	-	-	-	(917,206)	-	-
030: Inflation & Price List Adjustments	571,148	-	65,972	211,112	-	-	848,232	-	-
060: Technical Adjustments	30,346	-	-	(24,984)	-	-	5,362	-	-
2021-23 Current Service Level	10,432,802	-	1,249,875	5,872,838	-	-	17,555,515	23	23.00
Adjusted 2021-23 Current Service Level	10,432,802	-	1,249,875	5,872,838	-	-	17,555,515	23	23.00
Total LFO Recommended Packages	862,381	-	-	-	-	-	862,381	-	-
2021-23 Legislative Actions	11,295,183	-	1,249,875	5,872,838	-	-	18,417,896	23	23.00
Net change from 2019-21 Leg Approved Budget	630,423	-	(1,577,424)	(2,068,732)	-	-	(3,015,733)	(2)	(1.75)
Percent change from 2019-21 Leg Approved Budget	5.9%	0.0%	(55.8%)	(26.1%)	0.0%	0.0%	(14.1%)	(8.0%)	(7.1%)
Net change from 2021-23 Adj Current Service Level	862,381	-	-	-	-	-	862,381	-	-
Percent change from 2021-23 Adj Current Service Level	8.3%	0.0%	0.0%	0.0%	0.0%	0.0%	4.9%	0.0%	0.0%

	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
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Package 099 Microsoft 365 Consolidation

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

LFO Recommendation Approve

LFO Recommended	(17,044)	-	-	-	-	-	(17,044)	-	-
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	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
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Package 115 Continuation of Oregon Motor Voter Payments to Counties

Package Description When the Oregon Motor Voter law was passed it created additional costs to Oregon's 36 counties by increasing the number of ballots to be printed and mailed. The Legislature agreed to provide funding for eight years (4 biennia) to help offset these costs. This is the last biennium for this agreement.

LFO Recommendation Approve

LFO Recommended	879,425	-	-	-	-	-	879,425	-	-
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	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
2019-21 Agy. Leg. Adopted	-	-	23,104,941	-	-	-	23,104,941	72	72.00
2019-21 Ebds, SS & Admin Act	-	-	805,551	-	-	-	805,551	-	-
Ways & Means Actions	-	-	-	-	-	-	-	-	-
2019-21 Leg Approved Budget	-	-	23,910,492	-	-	-	23,910,492	72	72.00
2019-21 Leg Approved Budget (Base)	-	-	23,104,941	-	-	-	23,104,941	72	72.00
Summary of Base Adjustments	-	-	2,564,180	-	-	-	2,564,180	-	-
2021-23 Base Budget	-	-	25,669,121	-	-	-	25,669,121	72	72.00
010: Non-PICS Pers Svc/Vacancy Factor	-	-	63,542	-	-	-	63,542	-	-
030: Inflation & Price List Adjustments	-	-	481,633	-	-	-	481,633	-	-
060: Technical Adjustments	-	-	(305)	-	-	-	(305)	-	-
2021-23 Current Service Level	-	-	26,213,991	-	-	-	26,213,991	72	72.00
Adjusted 2021-23 Current Service Level	-	-	26,213,991	-	-	-	26,213,991	72	72.00
Total LFO Recommended Packages	-	-	(50,450)	-	-	-	(50,450)	-	-
2021-23 Legislative Actions	-	-	26,163,541	-	-	-	26,163,541	72	72.00
Net change from 2019-21 Leg Approved Budget	-	-	2,253,049	-	-	-	2,253,049	-	-
Percent change from 2019-21 Leg Approved Budget	0.0%	0.0%	9.4%	0.0%	0.0%	0.0%	9.4%	0.0%	0.0%
Net change from 2021-23 Adj Current Service Level	-	-	(50,450)	-	-	-	(50,450)	-	-
Percent change from 2021-23 Adj Current Service Level	0.0%	0.0%	(0.2%)	0.0%	0.0%	0.0%	(0.2%)	0.0%	0.0%

	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
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Package 099 Microsoft 365 Consolidation

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

LFO Recommendation Approve

LFO Recommended	-	-	(50,450)	-	-	-	(50,450)	-	-
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	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
2019-21 Agy. Leg. Adopted	-	-	8,361,423	20,000	-	-	8,381,423	22	21.75
2019-21 Ebds, SS & Admin Act	-	-	395,888	-	-	-	395,888	-	-
Ways & Means Actions	-	-	-	-	-	-	-	-	-
2019-21 Leg Approved Budget	-	-	8,757,311	20,000	-	-	8,777,311	22	21.75
2019-21 Leg Approved Budget (Base)	-	-	8,361,423	20,000	-	-	8,381,423	22	21.75
Summary of Base Adjustments	-	-	507,253	-	-	-	507,253	-	-
2021-23 Base Budget	-	-	8,868,676	20,000	-	-	8,888,676	22	21.75
010: Non-PICS Pers Svc/Vacancy Factor	-	-	55,507	-	-	-	55,507	-	-
020: Phase In / Out Pgm & One-time Cost	-	-	(500,000)	-	-	-	(500,000)	-	-
030: Inflation & Price List Adjustments	-	-	616,184	-	-	-	616,184	-	-
060: Technical Adjustments	-	-	927	-	-	-	927	-	-
2021-23 Current Service Level	-	-	9,041,294	20,000	-	-	9,061,294	22	21.75
Adjusted 2021-23 Current Service Level	-	-	9,041,294	20,000	-	-	9,061,294	22	21.75
Total LFO Recommended Packages	-	-	332,592	-	-	-	332,592	1	1.00
2021-23 Legislative Actions	-	-	9,373,886	20,000	-	-	9,393,886	23	22.75
Net change from 2019-21 Leg Approved Budget	-	-	616,575	-	-	-	616,575	1	1.00
Percent change from 2019-21 Leg Approved Budget	0.0%	0.0%	7.0%	0.0%	0.0%	0.0%	7.0%	4.6%	4.6%
Net change from 2021-23 Adj Current Service Level	-	-	332,592	-	-	-	332,592	1	1.00
Percent change from 2021-23 Adj Current Service Level	0.0%	0.0%	3.7%	0.0%	0.0%	0.0%	3.7%	4.6%	4.6%

	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
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Package 099 Microsoft 365 Consolidation

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

LFO Recommendation Approve

LFO Recommended	-	-	(14,999)	-	-	-	(14,999)	-	-
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	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
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Package 107 Archives ORMS Storage

Package Description The purpose of the package it is increase storage capacity of the Oregon Records Management System (ORMS). In order to store the previous, current and future Governor’s electronic records, digitized legislative audio and county historical records, the State Archives needs to purchase additional storage capacity within the state's private government cloud Oregon Records Management Solution. Archives would use ORMS to push all of these historically valuable electronic records out on a public facing webdrawer for free access by all members of the public.

LFO Recommendation Approve

LFO Recommended	-	-	144,000	-	-	-	144,000	-	-
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	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
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Package 109 Archives Limited Duration Archivist 1

Package Description Fifty years' worth of legislative recordings are at risk of being irretrievably lost. Legislative committee hearings dating from 1957 to 2007 were recorded using propriety technology and inherently unstable media, including Sawyer Rols, reel-to-reel tapes and audiocassette tapes. These verbatim audio recordings serve as the only complete record of the legislative committee hearings and are accessed by Oregon's legal researchers and constituents alike. Long-term access to these records is at risk due to the inevitable degradation of the media and the obsolescence of hardware needed to play the recordings. In order to perform the initial work of digitizing over 100,000 legislative recordings, the Reference Unit of the Archives Division is requesting a full-time limited duration Archivist 1 position for the 21-23 biennium. The Archivist 1, with input from Archives staff, will be responsible for determining records of high public research value and those most at risk of being lost due to obsolescence or degradation.

LFO Recommendation Approve

LFO Recommended	-	-	203,591	-	-	-	203,591	1	1.00
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	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
2019-21 Agy. Leg. Adopted	-	-	11,964,495	-	-	-	11,964,495	39	39.00
2019-21 Ebds, SS & Admin Act	-	-	383,705	-	-	-	383,705	-	-
Ways & Means Actions	-	-	-	-	-	-	-	-	-
2019-21 Leg Approved Budget	-	-	12,348,200	-	-	-	12,348,200	39	39.00
2019-21 Leg Approved Budget (Base)	-	-	11,964,495	-	-	-	11,964,495	39	39.00
Summary of Base Adjustments	-	-	999,146	-	-	-	999,146	-	-
2021-23 Base Budget	-	-	12,963,641	-	-	-	12,963,641	39	39.00
010: Non-PICS Pers Svc/Vacancy Factor	-	-	103,096	-	-	-	103,096	-	-
020: Phase In / Out Pgm & One-time Cost	-	-	(50,000)	-	-	-	(50,000)	-	-
030: Inflation & Price List Adjustments	-	-	488,748	-	-	-	488,748	-	-
060: Technical Adjustments	-	-	(11,709)	-	-	-	(11,709)	-	-
2021-23 Current Service Level	-	-	13,493,776	-	-	-	13,493,776	39	39.00
Adjusted 2021-23 Current Service Level	-	-	13,493,776	-	-	-	13,493,776	39	39.00
Total LFO Recommended Packages	-	-	(30,597)	-	-	-	(30,597)	-	-
2021-23 Legislative Actions	-	-	13,463,179	-	-	-	13,463,179	39	39.00
Net change from 2019-21 Leg Approved Budget	-	-	1,114,979	-	-	-	1,114,979	-	-
Percent change from 2019-21 Leg Approved Budget	0.0%	0.0%	9.0%	0.0%	0.0%	0.0%	9.0%	0.0%	0.0%
Net change from 2021-23 Adj Current Service Level	-	-	(30,597)	-	-	-	(30,597)	-	-
Percent change from 2021-23 Adj Current Service Level	0.0%	0.0%	(0.2%)	0.0%	0.0%	0.0%	(0.2%)	0.0%	0.0%

	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
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Package 099 Microsoft 365 Consolidation

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

LFO Recommendation Approve

LFO Recommended	-	-	(30,597)	-	-	-	(30,597)	-	-
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	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	Total Funds	Positions	Full-Time Equivalent (FTE)
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Package 116 Corporations Staffing True-Up

Package Description Reclassifies the Corporation Division, Deputy Director position to appropriately reflect the duties and responsibilities of this position. HRD conducted a desk audit to ensure this position is appropriately classified.

LFO Recommendation Approve

LFO Recommended	-	-	-	-	-	-	-	-	-
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Legislatively Proposed 2021 - 2023 Key Performance Measures

Published: 4/22/2021 9:12:24 AM

Agency: Secretary of State

Mission Statement:

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

Legislatively Proposed KPMs	Metrics	Agency Request	Last Reported Result	Target 2022	Target 2023
1. Electronic Access to Public Information - Percentage of targeted records made available electronically.		Approved	99%	99%	99%
2. Audit Efficiency - Dollar savings per dollar spent on economy and efficiency audits.		Approved	\$1.87	\$12.00	\$12.00
3. Audit Recommendation Implementation - Percentage of audit recommendations implemented.		Approved	64.90%	90%	90%
4. Business registration - Document processing turnaround time from receipt.		Approved	0.80	0.60	0.60
5. Notary - Document processing turnaround time from receipt.		Approved	0.10	0.15	0.15
6. UCC - Document processing turnaround time from receipt.		Approved	0.10	0.15	0.15
7. Campaign Finance Information - Percent of committee filings determined to be sufficient.		Approved	98.30%	99%	99%
8. Staff Diversity - Employment of Women, People of Color, and Persons with Disabilities as a percentage of the SOS workforce.	a) Representation of Women as a Percentage of the SOS Workforce	Approved	58.50%	62%	62%
	b) Representation of People of Color as a Percentage of SOS' Workforce		14%	12%	12%
	c) Representation of Persons with Disabilities as a Percentage of SOS' Workforce		5%	5%	5%
9. Customer Satisfaction - Percent of customers rating their overall satisfaction with the agency as "good" or "excellent": overall customer service, timeliness, accuracy, helpfulness, expertise and availability of information.	Expertise	Approved	88%	90%	90%
	Overall		87%	90%	90%
	Accuracy		86%	90%	90%
	Timeliness		88%	90%	90%
	Helpfulness		87%	90%	90%
	Availability of Information		82%	90%	90%

LFO Recommendation:

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

SubCommittee Action: