

BUDGET NARRATIVE

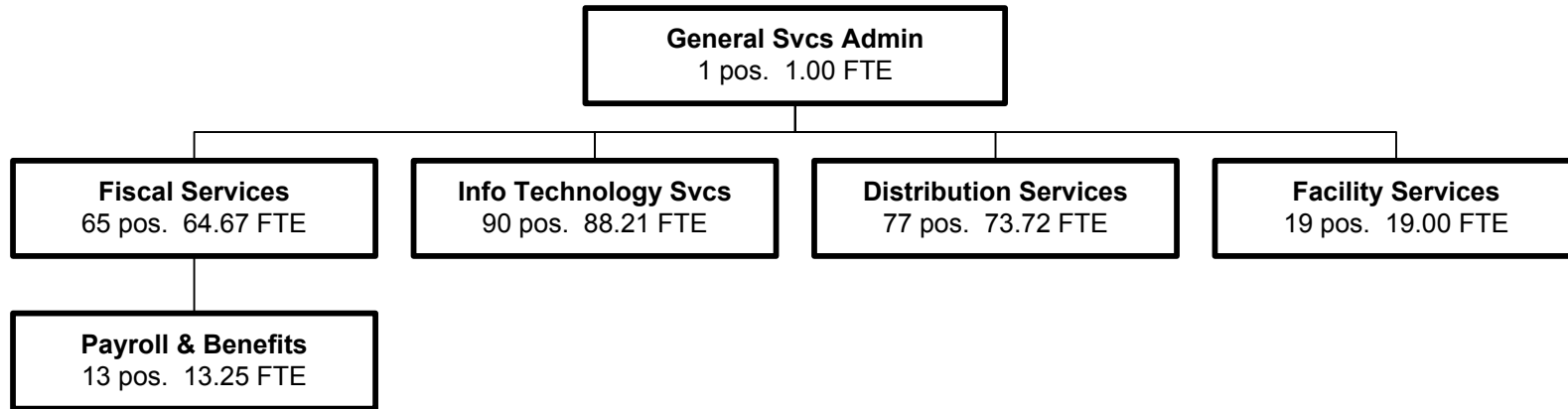
General Services Division

Program Description

OREGON DEPARTMENT OF CORRECTIONS

General Services Division

Current 2009-11 Organizational Chart



Total Positions: 265

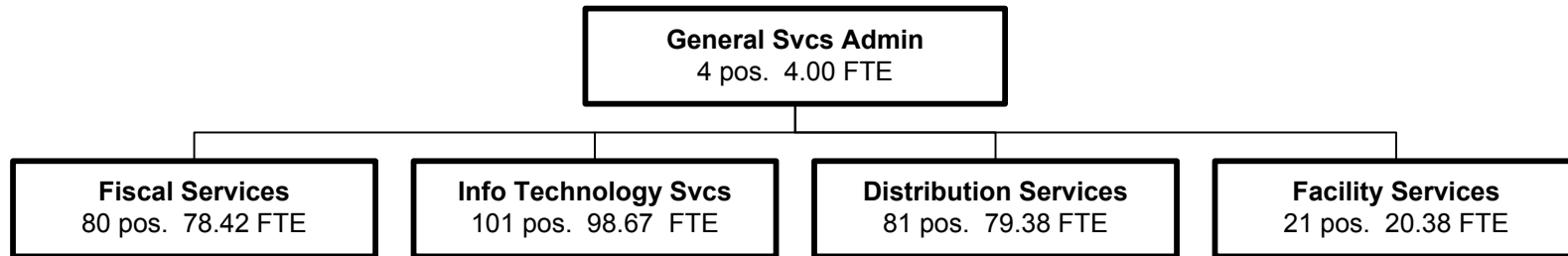
FTE: 259.85

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OREGON DEPARTMENT OF CORRECTIONS

General Services Division Organizational Chart

2011-13 Agency Request Budget



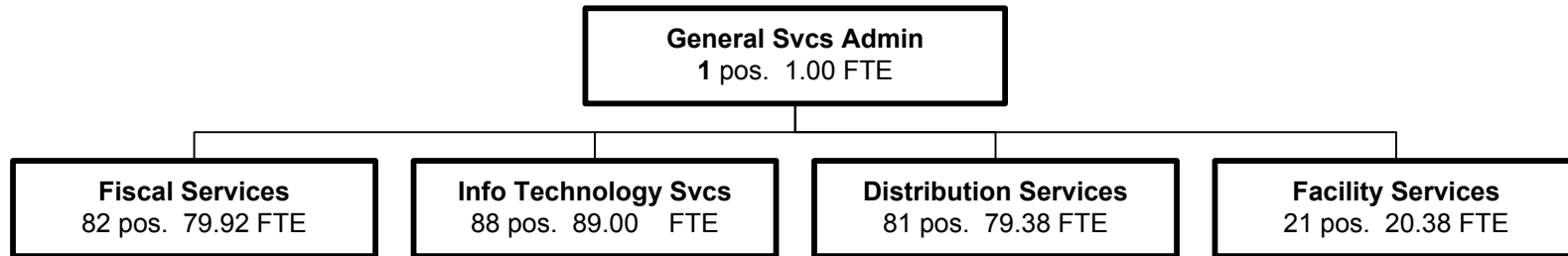
Total Positions: 287
FTE: 280.85

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OREGON DEPARTMENT OF CORRECTIONS

General Services Division Organizational Chart

2011-13 Governor's Balanced Budget



Total Positions: 273
FTE: 269.68

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General Services Division

General Services includes Distribution Services, Facilities Services, Fiscal Services and Information Technology Services. A program narrative will follow for each function.

Program Objectives and Services

General Services is responsible for the delivery of services that are fundamental to the day-to-day operation of the Department of Corrections (DOC). The services provided enable access to information, the procurement of goods and services, inventory of critical assets, accounting for dollars spent, maintenance and renovation of existing facilities, maintenance and repair of communications network and equipment, and the timely distribution of goods. These services support the foundation upon which the Department operates safe, secure, and civil institutions aimed at holding offenders accountable and reducing the risk of future criminal behavior.

Proposed New Laws Affecting the Program Unit

None

Agency Request Budget

Staffing

Positions	287
FTE	280.85

Revenue Source

General Fund	\$ 55,819,110
Other Funds	10,970,352

Governor's Balanced Budget

Staffing

Positions	273
FTE	269.68

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Revenue Source

General Fund	\$ 52,192,042
Other Funds	7,208,046

Revenue Description

The 2011-13 Agency Request Budget for General Services Division is financed primarily with General Fund \$55,819,110 (83.6 percent) and 16.4 percent from Other Funds. Other Fund revenues to fund requested expenditure limitation are projected at \$10,970,352 including \$3,298,837 from the sale of Certificates of Participation.

The 2011-13 Governor's Balanced Budget for General Services Division is financed primarily with General Fund \$52,192,042 (87.9 percent) and 12.1 percent from Other Funds. Other Fund revenues to fund requested expenditure limitation are projected at \$7,671,515.

The specific functional units contained in this division are described in greater detail on the following pages.

Distribution Services

Distribution Services is the primary logistical support operation for the Department of Corrections (DOC). Distribution Services procures and manages statewide inventory (perishable and non-perishable items); monitors and disposes of non-expendable assets; develops statewide food service standards and operational oversight for inmate meals; and, manages the inmate commissary (canteen) program for 14 institutions located throughout the state. The Distribution Center, Food Service Administration, Central Commissary, Transportation and Property Management units are located in Salem. Distribution Services out stationed operations are located at Snake River Correctional Institution (SRCI) in Ontario, Two Rivers Correctional Institution (TRCI) in Umatilla, Coffee Creek Correctional Facility (CCCF) in Wilsonville, and Deer Ridge Correctional Institution (DRCI) in Madras.

Distribution Services objectives are to reduce cost, increase quality, enhance institutional security, and be responsive to customers' needs.

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Accomplishments – 2009-11

Accomplishments during 2009-11 included continuing to work with Fiscal Services to revamp the food purchasing programs for the Department. Distribution Services also continued to take steps to improve food menus to be healthier.

Partnerships during this period continue to include the Oregon Food Bank (transporting millions of pounds of food from Ontario and Umatilla to Portland); Oregon Youth Authority (providing food and transportation); Department of Forestry (producing and transporting sack lunches during fire season); Oregon Correctional Enterprises (coordinating backhauls to accommodate delivery of goods); Department of Human Services (warehouse storage and Oregon State Hospital transitional warehouse); Oregon Wireless Interoperability Network (warehouse storage for various pieces of equipment), and various other state agencies who use the Department's facilities for short and long-term storage needs.

The Northwest Commissary (Salem), changed their work crew from male inmates to female inmates. This work crew was eager for the new jobs and because of the enthusiasm and efficiencies this work crew brought to the Northwest Commissary, overtime has been reduced by almost 40%.

Key Initiatives – 2011-13

A key initiative for 2011-13 is to continue to implement the strategy of managing Distribution Services as an integrated statewide system. Distribution Services is continuing to implementing processes and procedures to coordinate resources statewide to take advantage of strategic geographic locations throughout the state to enhance the effectiveness of bulk-buy programs. Distribution Services and Fiscal Services will continue to explore opportunities to standardize and centralize products and the procurement of those products. Standardizing and warehousing essential products such as inmate clothing, janitorial and food products allows the Department to take advantage of large volume purchases.

For the 2011-13 biennium, efforts will continue to improve service levels, reduce cost where possible, manage inventory, enhance security, and combine logistical resources to help other state and local governmental agencies.

Agency Request Budget

Staffing

Positions	81
FTE	79.38

BUDGET NARRATIVE

Revenue Source

General Fund	\$ 10,357,193
Other Funds	6,969,050

Governor's Balanced Budget

Staffing

Positions	81
FTE	79.38

Revenue Source

General Fund	\$ 9,556,645
Other Funds	6,598,075

Facilities Services

The Facilities Services Unit is responsible for administering the Department's repair and maintenance program for the existing 14 institutions, management of the Department's leased facilities, wireless communications program, electrical and security construction and maintenance, energy conservation and sustainability efforts, and development of policies ensuring code compliance in maintenance and repair activities. The current inventory of facilities shows that the department owns 282 buildings totaling over 5.1 million sq. ft. under roof and leases another nine buildings totaling 100,000 square feet. Approximately 10 percent of this leased space is for county community corrections requirements.

Accomplishments – 2009-11

The Department received General Funds and Certificate of Participation (COP) funds totaling \$24,427,228 in the 2007-09 biennium to address prioritized deferred maintenance projects through 2013. Facilities Services staff were responsible for completion of seven (7) of the COP 6-year funded Deferred Maintenance projects, which included completing the construction phase of an Energy Savings Performance Contract (ESPC); an additional twenty two (21) projects funded from the 2009-11 biennium Capital Improvement funds were also completed. The majority of the Deferred Maintenance projects were competitively placed as Public Improvement Projects and constructed by private contractors. All were completed within established budget amounts and scheduled time frames, and the payments to these contractors were all made within the contracted payment cycles. These project successes are tied directly to specific performance measures that were targeted for improvement in this budget cycle. The Electrical Services Group continued to provide all

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electrical services for the department's minimum security institutions and supported other institutions with both high voltage electrical construction and low voltage wiring in support of security wiring and camera installations. Major construction projects being performed by the Electrical services Group includes a high voltage electrical upgrade at the Oregon State Penitentiary and the installation of security cameras at the Santiam Correctional Institute.

In the 2009-11 biennium, the legislature authorized \$6,685,000 in COP Funds for Go Oregon projects. These projects address both deferred maintenance issues and sustainability projects. DOC has completed several of these projects and will complete the rest during 11-13 biennium. Some of the projects addressed security system issues, allowed the department to do solar projects to provide back-up electrical systems, and replace lights in many institutions and the central warehouse with high efficiency, energy saving lighting.

Also, in 2009-11, DOC was awarded a \$450,000 grant from Department of Energy ARRA funds to replace the current domestic hot water system with a solar hot water system. The project has been started and will be completed in the 2011-13 biennium.

Key Initiatives - 2011-13

1. The Department will continue to work closely with the Department of Administrative Services (DAS) in the development of alternative methodologies for the long-range funding of deferred maintenance projects in its efforts toward long-range facilities planning.
2. The Computerized Maintenance Management System, continue to refine the utilization of "BenchMate" software, in all of the Department's institutions, with the goals to improve scheduling of routine jobs, reduce emergency maintenance, increase productivity, and ultimately reduce overall maintenance costs. A further review and refinement of the Computerized Maintenance Management System (CMMS) methodologies is currently underway.
3. Facilities Services continues to work closely with Fiscal Services and the respective institutions in developing consolidated purchasing procedures to allow the Department to take advantage of quantity purchasing price breaks on commonly used physical plant materials.
4. The Facilities Services Unit has been designated to monitor energy consumption and utility costs throughout the Department. Facilities Services has selected the Utility Manager software for use in tracking utility usage and expenditures. Additionally, the program data is used to identify potential problem areas and provides tracking of all utility conservation efforts implemented. To aid in controlling utility expenditures, Facilities Services has established service agreements at four institutions to achieve reductions in the commodity cost of natural gas. At the four referenced institutions, a backup power source is in place that will allow short-term interruption of the primary natural gas power source (usually for system servicing by the specific utility). By contracting for interruptible power supply in lieu of continuous power supply, a lower price per unit of power is achieved. This results in substantial savings. Facilities Services will continue to investigate opportunities for energy savings.

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5. The Department is an active member and fully supports the operational concepts proposed for the Oregon Wireless Interoperability Network (OWIN). Both the Assistant Director for General Services and the manager of the Wireless Services Group serve on the governing board for this effort. The implementation of the OWIN P25 system will enhance the critical communications required by the Department's Transportation section, inmate work crew program, and our Distribution Services fleet.

Agency Request Budget

Staffing

Positions	21
FTE	20.38

Revenue Source

General Fund	\$ 4,906,292
Other Funds	1,288,186

Governor's Balanced Budget

Staffing

Positions	21
FTE	20.38

Revenue Source

General Fund	\$ 4,459,474
Other Funds	458,545

Fiscal Services

Fiscal Services operations encompass not only the backbone for the financial support for the Department of Corrections (DOC) but also provide financial services to the inmate population trust accounts. Fiscal Services is made up of five units:

- Central Accounting, which is responsible for full cycle accounting for all the departments' funds. This includes general ledger, accounts payable, accounts receivable, cash receipting, fixed asset accounting, reconciliation, and report generation for

BUDGET NARRATIVE

managers and for the Department of Administrative Services (DAS), transfers between funds, employee payroll and benefits, and accounting for Certificates of Participation. Accounting services tracks financial activity on both a fiscal year basis and on a biennial basis. Construction projects require additional tracking across multiple biennia.

- Central Trust Accounting provides financial services to the inmate population through trust accounts managed by the state. Trust is responsible for accounting for inmate funds, inmate club accounts, other funded administrative accounts and commissary payments, receivables, and financial reporting. Trust is also responsible for initiatives in collecting debt owed by released inmates.
- Contracts and Purchasing, which is responsible for all contract development and execution and all aspects of procurement for goods and services needed by the Department. The section works closely with both DAS and Department of Justice to procure goods under varying procurement authorities.
- AFAMIS Support which is responsible for application support of the Department's computerized financial software systems, the Automated Financial Accounting Manufacturing and Inventory System (AFAMIS). In addition to maintaining AFAMIS, the section is responsible for maintaining the Central Trust accounting system (TAG). The TAG system the state operates, is several versions behind the most current version of the software. Vendor support of the system is becoming more tenuous.
- Statewide Business Services, oversees fiscal functions for, and acts as, a liaison between the remotely located correctional institutions and the centralized fiscal services sections.

Accomplishments – 2009-11

During the 2009-11 biennium, the section has achieved accomplishments that continue to support and enhance the mission of the Department. Central Accounting updated policies on payroll, SPOTS and controls, Central Trust worked on a customer service concept to accept electronic deposits to inmate accounts, and evaluated options for inmate cost sharing, Procurement has reviewed and amended both OAR an Policy to address a more streamlined procurement process, AFAMIS has updated user guides and upgraded to a new operating system, finally, Business Services has finalized department policies and assisted with institutions contracting issues.

Central Trust has issued Ability to Pay orders to 10 inmates totaling more than \$1,180,000.00. Collections have been made on one case of \$48,000.00 with other orders currently under appeal. Central Trust staff process more than 1,203,090 transactions annually, with 563,603 related to canteen services and more than 291,745 related to deposits to inmate accounts. The number of transactions processed has increased by 35 percent over the 2007-09 biennium.

The Department continued to receive the gold star for financial reporting from the Department of Administrative Services (DAS). Every year, DAS's State Controller's Division awards gold stars to agencies that provide accurate and complete fiscal year-end information in a timely manner. Fiscal Services has continued to see a decrease in audit findings related to their work.

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Fiscal Services continues to improve processes and internal controls as the Department grows and General Fund budgets are being cut. Staff is constantly required to do more with less. Some of these improvements include:

- Fiscal Services has improved processes, controls, and customer service to the Department.
- Updated the procurement card policy and expanded the use of procurement cards throughout the Department.
 - Quicker turnaround time for payments to US Bank to earn rebate for SPOTS purchases.
- Strengthening procedures around Accounts Receivables including collections and reporting.
 - Moved A/R from AFAMIS to SFMA making tracking and reporting more efficient.
- Providing a Business Office liaison to the institutions in the valley that had not previously had this service.
- Upgrading DOC's accounting system to be compatible with Windows Vista operating system.
- Re-write of DOC's procurement rules and policies,
- Using the statewide purchasing system for all solicitations,
- Requesting State Treasury for a cash management review of Central Trust processes led to several process improvements,
- Central Trust assisted the Special Investigations Unit in a special extortion project.

Even with the improvements to processes, the workload continues to grow. The number of inmates grew by more than 3% from 2005-07 to 2007-09. The number of staff in DOC also grew by 7% from the last biennium. With the increase in the number of inmates, Fiscal Services strives to keep up with purchasing and paying bills for the daily items needed to run the institutions. As the staff grows, the workload in Fiscal Services grows to purchase and pay for items needed such as services, supplies, travel, etc. As the Department becomes more complex with more locations and programs, the need for management reports increases and Fiscal Services needs the capacity to provide those reports. Fiscal Services has worked to mitigate the effects of the Department's growth on workload by improving processes.

Key Initiatives 2011-13

For the 2011-13 biennium, efforts will continue to be directed at maintaining the service level for all Department units. Timely and accurate fiscal services are absolutely essential to overall Department success. Ongoing initiatives include:

- Continue to standardize and update policies and procedures around payroll and benefits,
- Continue momentum for the Fiscal Services Business Continuity Plan although budget for this activity has been cut.
- Continue to Work on a plan to mitigate failure of the trust and commissary accounting system,
- Continue to work on Implementing electronic options for families to deposit funds to inmate accounts,
- Continue to Improve collection procedures for collecting debt owed by inmates with a focus on cost of care,
- Develop processes that will allow the agency to qualify for a SPOTS card rebate and to explore ways of increasing the rebate.

BUDGET NARRATIVE

Agency Request Budget

Staffing

Positions	80
FTE	78.42

Revenue Source

General Fund	\$ 14,552,701
Other Funds	713,116

Governor's Balanced Budget

Staffing

Positions	82
FTE	79.92

Revenue Source

General Fund	\$ 14,535,628
Other Funds	151,426

Information Technology Services

Information Technology Services (ITS) supports all Department of Corrections (DOC) business units and institutions in meeting the Department of Corrections' mission through effective, appropriate application of technology and the use of automated solutions. The mission of ITS is to provide high-quality information technology services and systems that support accomplishment of the Department's goals and objectives. The vision of ITS is to understand its business partners' needs and engage customers in a collaborative effort as technical expertise and solutions are applied to these needs. The intent of ITS is to provide an exemplary level of customer service as these goals are accomplished.

ITS has four sections: Applications Development; Business Support, Operations and Technical Support. The Applications Development and Maintenance team works closely with business customers to support a growing inmate population in more efficient and effective ways. Much of the Application team's work is devoted to improving and maintaining a large portfolio of applications. A

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much smaller portion of the section is working to develop new applications. The Business Support section provides project management services for ITS projects, provides business analysis to determine system requirements, and oversees the Customer Advocate program. The Operations group, working with the State Data Center, provides support for the iSeries mid-range computer, Windows servers, telecommunications services, and data communications infrastructure connecting over 20 locations throughout the state. The Technical Support and Help Desk team provides both remote and on-site support for all desktop systems, applications and technologies used by DOC employees. Together, these four functional areas are critical to both daily operations and strategic process improvements at the Department of Corrections.

Major Accomplishments for 2009-11

- Made significant infrastructure upgrades at multiple corrections facilities, including high capacity fiber optic backbones, upgraded telecommunications switches, and security-related infrastructure upgrades.
- Improved employee efficiency through installation of 500 new PCs, and re-deployment of another 1500 PCs (via three phases of “trickle downs”).
- Working with Transitional Services, ITS replaced outdated kiosks for inmate job searches to highly controlled and limited access to internet employment resources, providing timely access to the most current job opportunities.
- Completed development of the Offender Management System consisting of modules to help track inmate activities and incidents that pose threats to inmates, the general public and correctional officers.
- Created Business Support section to improve customer relationships, provide project and portfolio management, and coordinate business analysis processes.
- Implemented automated archiving system for email communications.
- Upgraded iSeries computer to new operating system.
- Continued development of business requirements and specifications for Counselor Caseload Management.
- Developed and tested Disaster Recovery processes, in cooperation with the SDC.

Key Initiatives – 2011-13

Information Services program goals for the upcoming biennium are in part, as follows:

- Participate in planning, design and delivery of projects that support the Department’s most critical strategic and mandated initiatives based on available funding and resources.

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- Develop risk-based Counselor Caseload Management systems to identify and target programs and transitional services most likely to increase successful transition back into the community for those inmates with high-risk factors for recidivism.
- Define the requirements and develop procurement documents for an Offender Management System, (CIS Replacement project).
- Begin implementation of Electronic Health Records System.
- Determine if a new commissary/trust system is feasible.
- Pursue email archive and recovery solutions in support of federal litigation rules to preserve and produce electronically stored information.
- Continue initiatives to improve the operational efficiency and communications of ITS.
- Implement strategies and methods to move the ITS unit to a higher operational maturity level.

Statewide Initiatives

DOC ITS participates in interagency efforts to strategically move the state of Oregon to an enterprise-based technology architecture and governance model, as follows:

- Partner with other state agencies, the Chief Information Office Council and the Enterprise Information Strategy and Policy Division on collaboration, cost savings, and enterprise efficiencies.
- Continue to participate in further consolidation initiatives related to the State Data Center (SDC) to help produce the most effective and efficient consolidated data center possible in support of the Enterprise Information Resources Management Strategy.
- Continue to participate in the enterprise Information Technology (IT) Asset Inventory Management initiative.
- Continue to align security specifications to comply with the security infrastructure and framework for the state's Technical Architecture. Participate as requested on advising and assisting the Security Task Force through participation in SDC workgroups, committees, and projects.
- Support development of the Enterprise Business Continuity Planning efforts.
- Comply with all state IT standards and practices.

Agency Request Budget

Staffing

Positions	101
FTE	98.67

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Revenue Source

General Fund	\$25,084,065
Other Funds	2,000,000

Governor's Balanced Budget

Staffing

Positions	88
FTE	89.00

Revenue Source

General Fund	\$23,285,730
Other Funds	0

BUDGET NARRATIVE

General Services Division

010 Non-PICS Psnl Svc / Vacancy Factor

Package Description

Purpose

This essential package includes three components: 1) The cost of Personal Services adjustments, such as inflation on non-PICS accounts, i.e., unemployment compensation, overtime, differentials, and mass transit taxes, which are not automatically generated by the PICS system and are therefore budgeted here; 2) An adjustment for the anticipated savings associated with normal employee turnover, commonly referred to as vacancy savings, which is developed using a formula prescribed by the Department of Administrative Services (DAS) that considers both the savings and costs associated with normal turnover activity; 3) An adjustment to the PERS Pension Obligation Bond assessment, which is also developed by DAS.

How Achieved

Non-PICS Accounts – With the exception of Mass Transit, adjustment amounts are computed by multiplying the above referenced accounts in the 2011-13 Base Budget by the standard inflation factor of 2.4%. Adding to those amounts is the additional value of Essential Budget Level Exception #291-02 approved by the Department of Administrative Services. This exception resulted in an increase of \$53,038 General Fund and \$24,340 Other Funds for security differentials awarded to non-security staff that perform specific security functions.

Vacancy Savings – An estimate of the savings associated with vacancies and hiring delays is included in this package. Vacancy savings are computed using the formula and guidelines prescribed in the Budget and Legislative Concept Instructions and approved in advance by the Department of Administrative Services Budget and Management Division. In the General Services Division, projected General Fund vacancy savings decreased by \$2,241 from the 2009-11 budgeted levels. Other Funds projected vacancy savings increased by \$2,680.

PERS Pension Obligation Bonds – This package includes an increase of \$181,303 General Fund and \$69,567 Other Funds from 2009-11 budgeted levels for distribution to the Department of Administrative Services for Debt Service on Public Employee Retirement System Pension Obligation Bonds issued during the 2003-05 biennium.

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Agency Request Budget

Staffing Impact

None

Revenue Source

General Fund	\$262,881
Other Funds	97,035

Governor's Balanced Budget

The Governor did not make any changes to this package; however, package 086 removes standard inflation included in this package.

Staffing Impact

None

Revenue Source

General Fund	\$262,881
Other Funds	97,035

2013-15 Fiscal Impact

Actions approved in this package will have varying impacts on future periods. Normal inflation will be integrated into and become part of the Base Budget for 2013-15, as will the funding approved in the non-PICS exceptions. Vacancy savings are re-projected each biennium based on agency experience. The Pension Obligation Bond financing will be an ongoing liability for the agency.

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

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

Cross Reference Name: General Services Division
Cross Reference Number: 29100-006-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
General Fund Appropriation	262,881	-	-	-	-	-	262,881
Total Revenues	\$262,881	-	-	-	-	-	\$262,881
Personal Services							
Temporary Appointments	719	-	-	-	-	-	719
Overtime Payments	10,285	-	544	-	-	-	10,829
All Other Differential	49,382	-	20,768	-	-	-	70,150
Public Employees' Retire Cont	11,630	-	4,155	-	-	-	15,785
Pension Bond Contribution	181,303	-	69,567	-	-	-	250,870
Social Security Taxes	4,623	-	1,630	-	-	-	6,253
Unemployment Assessments	785	-	-	-	-	-	785
Mass Transit Tax	1,913	-	3,051	-	-	-	4,964
Vacancy Savings	2,241	-	(2,680)	-	-	-	(439)
Total Personal Services	\$262,881	-	\$97,035	-	-	-	\$359,916
Total Expenditures							
Total Expenditures	262,881	-	97,035	-	-	-	359,916
Total Expenditures	\$262,881	-	\$97,035	-	-	-	\$359,916
Ending Balance							
Ending Balance	-	-	(97,035)	-	-	-	(97,035)
Total Ending Balance	-	-	(\$97,035)	-	-	-	(\$97,035)

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Essential and Policy Package Fiscal Impact Summary - BPR013

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General Services Division

021 Phase-In

Package Description

Purpose

This package includes the additional costs associated with 24 month operation of programs or services phased-in during the prior biennium. The elimination of costs for programs that were terminated or phased-out during the prior biennium is reported in Package 022, as are budgets for extraordinary one-time expenditures in the prior biennium. Specific actions taken by this Division are described below.

How Achieved

This package provides the necessary funding for non-PICS Personal Services, Services & Supplies, Capital Outlay, and Special Payments accounts to provide for 24-month operation of units brought on-line during the 2009-11 biennium. The restoration of the budget for the temporary suspension of Ballot Measure 57 is also included.

The additional funding for positions approved by the 2009-11 Legislature and phased-in during the biennium (after July 1, 2009) is budgeted in the Base Budget as part of the automated budget system process. Only the incremental cost for the above mentioned accounts is included in this package. Inflation for these additional costs is also included in this package at the factors prescribed by the Department of Administrative Services.

Agency Request Budget

Staffing Impact

None

Revenue Source

General Fund	\$1,195,051
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Governor's Balanced Budget

The Governor did not make any changes to this package; however, package 086 removes standard inflation included in this package.

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Staffing Impact

None

Revenue Source

General Fund \$1,195,051

2013-15 Fiscal Impact

The actions included in this package will become part of the Base Budget for 2013-15.

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Corrections, Dept of
Pkg: 021 - Phase-in

Cross Reference Name: General Services Division
Cross Reference Number: 29100-006-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
General Fund Appropriation	1,195,051	-	-	-	-	-	1,195,051
Total Revenues	\$1,195,051	-	-	-	-	-	\$1,195,051
Services & Supplies							
Instate Travel	8,232	-	-	-	-	-	8,232
Office Expenses	38,038	-	-	-	-	-	38,038
Telecommunications	252,024	-	-	-	-	-	252,024
Data Processing	48,946	-	-	-	-	-	48,946
Facilities Maintenance	19,866	-	-	-	-	-	19,866
Food and Kitchen Supplies	258,253	-	-	-	-	-	258,253
Other Care of Residents and Patients	59,597	-	-	-	-	-	59,597
Other Services and Supplies	65,949	-	-	-	-	-	65,949
Expendable Prop 250 - 5000	164,399	-	-	-	-	-	164,399
IT Expendable Property	15,534	-	-	-	-	-	15,534
Total Services & Supplies	\$930,838	-	-	-	-	-	\$930,838
Capital Outlay							
Other Capital Outlay	264,213	-	-	-	-	-	264,213
Total Capital Outlay	\$264,213	-	-	-	-	-	\$264,213
Total Expenditures							
Total Expenditures	1,195,051	-	-	-	-	-	1,195,051
Total Expenditures	\$1,195,051	-	-	-	-	-	\$1,195,051

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Essential and Policy Package Fiscal Impact Summary - BPR013

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Corrections, Dept of
Pkg: 021 - Phase-in

Cross Reference Name: General Services Division
Cross Reference Number: 29100-006-00-00-00000

<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	-	-	-	-	-	-	-

BUDGET NARRATIVE

General Services Division

022 Phase-out Pgm & One-time Costs

Package Description

Purpose

This package includes the elimination of costs for programs that were terminated or phased-out during the prior biennium. Extraordinary one-time expenditures are also adjusted in this package. Specific actions taken by this Division are described below.

How Achieved

One-time start-up equipment and supplies are eliminated for 2009-11 mandated caseload increases.

Agency Request Budget

Staffing Impact

None

Revenue Source

General Fund	(\$560,996)
Other Funds	(\$37,692)

Governor's Balanced Budget

The Governor did not make any changes to this package.

Staffing Impact

None

Revenue Source

General Fund	(\$560,996)
Other Funds	(37,692)

BUDGET NARRATIVE

2013-15 Fiscal Impact

The actions included in this package will not affect the 2013-15 budget since they address the elimination of one-time expenditures.

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

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

Cross Reference Name: General Services Division
Cross Reference Number: 29100-006-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
General Fund Appropriation	(560,996)	-	-	-	-	-	(560,996)
Total Revenues	(\$560,996)	-	-	-	-	-	(\$560,996)
Services & Supplies							
Expendable Prop 250 - 5000	(261,938)	-	(26,940)	-	-	-	(288,878)
IT Expendable Property	(17,078)	-	(10,752)	-	-	-	(27,830)
Total Services & Supplies	(\$279,016)	-	(\$37,692)	-	-	-	(\$316,708)
Capital Outlay							
Other Capital Outlay	(281,980)	-	-	-	-	-	(281,980)
Total Capital Outlay	(\$281,980)	-	-	-	-	-	(\$281,980)
Total Expenditures							
Total Expenditures	(560,996)	-	(37,692)	-	-	-	(598,688)
Total Expenditures	(\$560,996)	-	(\$37,692)	-	-	-	(\$598,688)
Ending Balance							
Ending Balance	-	-	37,692	-	-	-	37,692
Total Ending Balance	-	-	\$37,692	-	-	-	\$37,692

BUDGET NARRATIVE

General Services Division

031 Standard Inflation

Package Description

Purpose

This package includes funding for inflation and adjustments to reflect the Price List of Goods and Services issued by the Department of Administrative Services. The prescribed standard inflation factors were used for all accounts in this Division.

How Achieved

For 2011-13 inflation factors are 2.4% standard inflation, and 3.1% for professional services. Inflation requested in this package is for the 2011-13 Base Budget. Inflation associated with biennialized phased-in programs, when applicable, is included in package #021. Inflation associated with new institution start-up and operation is included in the essential package for caseload, package #040.

Agency Request Budget

Staffing Impact

None

Revenue Source

General Fund	\$197,459
Other Funds	38,442

Governor's Balanced Budget

The Governor did not make any changes to this package; however, package 086 removes standard included of 2.4%.

Staffing Impact

None

Revenue Source

General Fund	\$197,459
Other Funds	38,442

BUDGET NARRATIVE

2013-15 Fiscal Impact

The actions included in this package will become a part of the Base Budget for 2013-15.

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Corrections, Dept of
Pkg: 031 - Standard Inflation

Cross Reference Name: General Services Division
Cross Reference Number: 29100-006-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
General Fund Appropriation	197,459	-	-	-	-	-	197,459
Total Revenues	\$197,459	-	-	-	-	-	\$197,459
Services & Supplies							
Instate Travel	17,000	-	682	-	-	-	17,682
Out of State Travel	11	-	23	-	-	-	34
Employee Training	7,851	-	138	-	-	-	7,989
Office Expenses	15,471	-	1,942	-	-	-	17,413
Telecommunications	69,502	-	13	-	-	-	69,515
Data Processing	31,177	-	300	-	-	-	31,477
Publicity and Publications	51	-	-	-	-	-	51
Professional Services	4,268	-	-	-	-	-	4,268
Employee Recruitment and Develop	240	-	13	-	-	-	253
Dues and Subscriptions	44	-	-	-	-	-	44
Fuels and Utilities	19,893	-	120	-	-	-	20,013
Facilities Maintenance	14,841	-	6,016	-	-	-	20,857
Food and Kitchen Supplies	-	-	16,800	-	-	-	16,800
Other Care of Residents and Patients	968	-	336	-	-	-	1,304
Other Services and Supplies	5,917	-	11,595	-	-	-	17,512
Expendable Prop 250 - 5000	1,029	-	170	-	-	-	1,199
IT Expendable Property	6,286	-	294	-	-	-	6,580
Total Services & Supplies	\$194,549	-	\$38,442	-	-	-	\$232,991

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ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Corrections, Dept of
Pkg: 031 - Standard Inflation

Cross Reference Name: General Services Division
Cross Reference Number: 29100-006-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Capital Outlay							
Telecommunications Equipment	1,560	-	-	-	-	-	1,560
Household and Institutional Equip.	5,989	-	-	-	-	-	5,989
Industrial and Heavy Equipment	293	-	-	-	-	-	293
Data Processing Software	456	-	-	-	-	-	456
Data Processing Hardware	573	-	-	-	-	-	573
Other Capital Outlay	(5,961)	-	-	-	-	-	(5,961)
Total Capital Outlay	\$2,910	-	-	-	-	-	\$2,910
Total Expenditures							
Total Expenditures	197,459	-	38,442	-	-	-	235,901
Total Expenditures	\$197,459	-	\$38,442	-	-	-	\$235,901
Ending Balance							
Ending Balance	-	-	(38,442)	-	-	-	(38,442)
Total Ending Balance	-	-	(\$38,442)	-	-	-	(\$38,442)

BUDGET NARRATIVE

General Services Division

040 Mandated Caseload

Package Description

Purpose

Mandated caseload changes included in this package are based on caseload changes for programs that are required by the federal government, the state constitution, or court actions. Mandated caseload costs include but are not limited to the cost of the additional staff and operating costs required to operate these programs. The April 2010 Oregon Corrections Population Forecast, published by the Department of Administrative Services Office of Economic Analysis, is the basis for actions presented in this package.

How Achieved

In response to the caseload projections included in the April 2010 Population Forecast, the department's Long-range Construction and Population Management Plans have been revised. Based on projected inmate growth, occupancy of the 1,227-bed medium-custody men's facility in Madras will continue to be phased in. The Population Management Plan also reflects continued use of temporary and emergency beds within the department's facilities as needed to manage the growing prison population.

Central units, such as Fiscal Services, Facility Services, Distribution Services, and Information Technology Services must also expand to meet the workload related to increased populations. This package requests \$108,782 General Fund and 2 positions/0.75 FTE for Fiscal Services; \$253,222 General Fund for Facility Services and 2 positions/1.38 FTE; \$455,053 General Fund and 2 positions/1.00 FTE plus \$77,529 Other Funds and 1 position/0.50 FTE for Distribution Services; and \$343,103 General Fund and 3 positions/1.79 FTE in Information Technology Services. Both one-time startup and on-going program expenses are included in the request.

Agency Request Budget

Staffing Impact

Positions	10
FTE	5.42

Revenue Source

General Fund	\$1,160,160
Other Funds	77,529

BUDGET NARRATIVE

Governor's Balanced Budget

This package was adjusted for changes in the population forecast between April 2010 and October 2010.

Staffing Impact

Positions	10
FTE	5.42

Revenue Source

General Fund	\$634,617
Other Funds	77,529

2013-15 Fiscal Impact

The actions included in this package will become part of the Base Budget for 2013-15.

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Corrections, Dept of
Pkg: 040 - Mandated Caseload

Cross Reference Name: General Services Division
Cross Reference Number: 29100-006-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
General Fund Appropriation	634,617	-	-	-	-	-	634,617
Total Revenues	\$634,617	-	-	-	-	-	\$634,617
Personal Services							
Class/Unclass Sal. and Per Diem	482,196	-	40,932	-	-	-	523,128
Empl. Rel. Bd. Assessments	199	-	20	-	-	-	219
Public Employees' Retire Cont	93,980	-	7,978	-	-	-	101,958
Social Security Taxes	36,888	-	3,131	-	-	-	40,019
Unemployment Assessments	868	-	74	-	-	-	942
Worker's Comp. Assess. (WCD)	288	-	29	-	-	-	317
Mass Transit Tax	2,893	-	246	-	-	-	3,139
Flexible Benefits	147,972	-	15,048	-	-	-	163,020
Total Personal Services	\$765,284	-	\$67,458	-	-	-	\$832,742
Services & Supplies							
Instate Travel	(7,663)	-	746	-	-	-	(6,917)
Employee Training	(7,500)	-	-	-	-	-	(7,500)
Office Expenses	(42,101)	-	3,445	-	-	-	(38,656)
Telecommunications	(316,718)	-	-	-	-	-	(316,718)
Data Processing	(88,466)	-	291	-	-	-	(88,175)
Food and Kitchen Supplies	300,000	-	-	-	-	-	300,000
Other Services and Supplies	(13,336)	-	576	-	-	-	(12,760)
Expendable Prop 250 - 5000	24,525	-	2,725	-	-	-	27,250

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ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Corrections, Dept of
Pkg: 040 - Mandated Caseload

Cross Reference Name: General Services Division
Cross Reference Number: 29100-006-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Services & Supplies							
IT Expendable Property	20,592	-	2,288	-	-	-	22,880
Total Services & Supplies	(\$130,667)	-	\$10,071	-	-	-	(\$120,596)
Total Expenditures							
Total Expenditures	634,617	-	77,529	-	-	-	712,146
Total Expenditures	\$634,617	-	\$77,529	-	-	-	\$712,146
Ending Balance							
Ending Balance	-	-	(77,529)	-	-	-	(77,529)
Total Ending Balance	-	-	(\$77,529)	-	-	-	(\$77,529)
Total Positions							
Total Positions							10
Total Positions	-	-	-	-	-	-	10
Total FTE							
Total FTE							5.42
Total FTE	-	-	-	-	-	-	5.42

PACKAGE: 040 - Mandated Caseload

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
1100003	AAONC1487	IA INFO SYSTEMS SPECIALIST 7	1	1.00	24.00	02	4,911.00	117,864 62,185				117,864 62,185
1100010	AAONC0211	AA ACCOUNTING TECHNICIAN 2	1	.50	12.00	02	2,976.00	35,712 24,789				35,712 24,789
1100011	AAONC0211	AA ACCOUNTING TECHNICIAN 2	1	.25	6.00	02	2,976.00	17,856 12,395				17,856 12,395
1100012	AAONC4008	AA ELECTRICIAN 2	1	1.00	24.00	02	4,505.00	108,120 59,539				108,120 59,539
1100013	AAONC2169	AA COMMUNICATIONS SYS ANALYST 3	1	.38	9.00	02	4,292.00	38,628 21,807				38,628 21,807
1100014	AAONC0759	AA SUPPLY SPECIALIST 2	1	.50	12.00	02	3,411.00	40,932 26,206				40,932 26,206
1100015	AAONC0759	AA SUPPLY SPECIALIST 2	1	.50	12.00	02	3,411.00	40,932 26,206				40,932 26,206
1100016	AAONC0759	AA SUPPLY SPECIALIST 2	1	.50	12.00	02	3,411.00		40,932 26,206			40,932 26,206
1100017	AAONC1485	IA INFO SYSTEMS SPECIALIST 5	1	.29	7.00	02	4,140.00	28,980 16,672				28,980 16,672
1100018	AAONC1486	IA INFO SYSTEMS SPECIALIST 6	1	.50	12.00	02	4,431.00	53,172 29,528				53,172 29,528
TOTAL PICS SALARY								482,196	40,932			523,128
TOTAL PICS OPE								279,327	26,206			305,533
TOTAL PICS PERSONAL SERVICES =			10	5.42	130.00			761,523	67,138			828,661

BUDGET NARRATIVE

General Services Division

060 Technical Adjustments

Package Description

Purpose

This package is used to highlight adjustments to the agency budget that do not meet the criteria of other essential packages, but still are significant to the overall understanding and presentation of the agency budget.

How Achieved

General Services Division was allocated \$100,133 General Fund for an agency-wide fleet reduction originally taken by Central Administration Division.

Agency Request Budget

Staffing Impact

None

Revenue Source

General Fund (\$100,133)

Governor's Balanced Budget

The Governor did not make any changes to this package.

Staffing Impact

None

Revenue Source

General Fund (\$100,133)

2013-15 Fiscal Impact

The actions included in this package will become part of the Base Budget for 2013-15.

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Corrections, Dept of
Pkg: 060 - Technical Adjustments

Cross Reference Name: General Services Division
Cross Reference Number: 29100-006-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
General Fund Appropriation	(100,133)	-	-	-	-	-	(100,133)
Total Revenues	(\$100,133)	-	-	-	-	-	(\$100,133)
Services & Supplies							
Instate Travel	(100,133)	-	-	-	-	-	(100,133)
Total Services & Supplies	(\$100,133)	-	-	-	-	-	(\$100,133)
Total Expenditures							
Total Expenditures	(100,133)	-	-	-	-	-	(100,133)
Total Expenditures	(\$100,133)	-	-	-	-	-	(\$100,133)
Ending Balance							
Ending Balance	-	-	-	-	-	-	-
Total Ending Balance	-	-	-	-	-	-	-

BUDGET NARRATIVE

General Services Division

086 Eliminate Inflation

Package Description

Purpose

This package, added by the governor, eliminates standard inflation from essential packages in the 2011-13 Current Service Level budget.

How Achieved

Standard inflation rates and adjustments were removed from non-PICS personal services budget items such as temporary appointments, overtime and differentials. In addition, standard inflation was removed from specific service and supply capital outlay, and special payments line items, including biennialized phase-in programs, caseload changes and elements of the Price List of Goods and Services issued by the Department of Administrative Services.

Governor's Balanced Budget

Staffing Impact

None

Revenue Source

General Fund	(\$567,316)
Other Funds	(\$61,956)

2013-15 Fiscal Impact

The actions included in this package will become part of the Base Budget for 2013-15.

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Corrections, Dept of
Pkg: 086 - Eliminate Inflation

Cross Reference Name: General Services Division
Cross Reference Number: 29100-006-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
General Fund Appropriation	(567,316)	-	-	-	-	-	(567,316)
Total Revenues	(\$567,316)	-	-	-	-	-	(\$567,316)
Personal Services							
Temporary Appointments	(721)	-	-	-	-	-	(721)
Overtime Payments	(8,191)	-	(545)	-	-	-	(8,736)
All Other Differential	(38,694)	-	(16,219)	-	-	-	(54,913)
Public Employees' Retire Cont	(9,138)	-	(3,267)	-	-	-	(12,405)
Social Security Taxes	(3,642)	-	(1,281)	-	-	-	(4,923)
Total Personal Services	(\$60,386)	-	(\$21,312)	-	-	-	(\$81,698)
Services & Supplies							
Instate Travel	(17,374)	-	(354)	-	-	-	(17,728)
Out of State Travel	(11)	-	-	-	-	-	(11)
Employee Training	(7,851)	-	-	-	-	-	(7,851)
Office Expenses	(22,510)	-	(3,798)	-	-	-	(26,308)
Telecommunications	(75,551)	-	-	-	-	-	(75,551)
Data Processing	(32,419)	-	(142)	-	-	-	(32,561)
Publicity and Publications	(51)	-	-	-	-	-	(51)
Professional Services	(4,268)	-	-	-	-	-	(4,268)
Employee Recruitment and Develop	(240)	-	-	-	-	-	(240)
Dues and Subscriptions	(44)	-	-	-	-	-	(44)
Fuels and Utilities	(19,893)	-	(120)	-	-	-	(20,013)
Facilities Maintenance	(34,707)	-	(6,016)	-	-	-	(40,723)

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ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Corrections, Dept of
Pkg: 086 - Eliminate Inflation

Cross Reference Name: General Services Division
Cross Reference Number: 29100-006-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Services & Supplies							
Food and Kitchen Supplies	(142,788)	-	(16,800)	-	-	-	(159,588)
Other Care of Residents and Patients	(60,565)	-	(336)	-	-	-	(60,901)
Other Services and Supplies	(66,690)	-	(12,494)	-	-	-	(79,184)
Expendable Prop 250 - 5000	(5,563)	-	(235)	-	-	-	(5,798)
IT Expendable Property	(7,154)	-	(349)	-	-	-	(7,503)
Total Services & Supplies	(\$497,679)	-	(\$40,644)	-	-	-	(\$538,323)
Capital Outlay							
Telecommunications Equipment	(1,560)	-	-	-	-	-	(1,560)
Household and Institutional Equip.	(5,989)	-	-	-	-	-	(5,989)
Industrial and Heavy Equipment	(293)	-	-	-	-	-	(293)
Data Processing Software	(456)	-	-	-	-	-	(456)
Data Processing Hardware	(573)	-	-	-	-	-	(573)
Other Capital Outlay	(380)	-	-	-	-	-	(380)
Total Capital Outlay	(\$9,251)	-	-	-	-	-	(\$9,251)
Total Expenditures							
Total Expenditures	(567,316)	-	(61,956)	-	-	-	(629,272)
Total Expenditures	(\$567,316)	-	(\$61,956)	-	-	-	(\$629,272)
Ending Balance							
Ending Balance	-	-	61,956	-	-	-	61,956
Total Ending Balance	-	-	\$61,956	-	-	-	\$61,956

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BUDGET NARRATIVE

General Services Division

087 Personal Service Adjustment

Package Description

Purpose

This package, added by the Governor, reflects a 5.5% across-the-board reduction in total personal services from the 2011-13 Current Service Level budget.

How Achieved

This unspecified reduction was allocated proportionately across all segments of the General Services Division based on total personal services in the 2011-13 Current Service Level budget.

Governor's Balanced Budget

Staffing Impact

None

Revenue Source

General Fund	(\$2,450,512)
Other Funds	(\$401,513)

2013-15 Fiscal Impact

The actions included in this package will have no impact to the 2013-15 budget.

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Corrections, Dept of
Pkg: 087 - Personal Service Adjustments

Cross Reference Name: General Services Division
Cross Reference Number: 29100-006-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
General Fund Appropriation	(2,450,512)	-	-	-	-	-	(2,450,512)
Total Revenues	(\$2,450,512)	-	-	-	-	-	(\$2,450,512)
Personal Services							
Reconciliation Adjustment	(2,450,512)	-	(401,513)	-	-	-	(2,852,025)
Total Personal Services	(\$2,450,512)	-	(\$401,513)	-	-	-	(\$2,852,025)
Total Expenditures							
Total Expenditures	(2,450,512)	-	(401,513)	-	-	-	(2,852,025)
Total Expenditures	(\$2,450,512)	-	(\$401,513)	-	-	-	(\$2,852,025)
Ending Balance							
Ending Balance	-	-	401,513	-	-	-	401,513
Total Ending Balance	-	-	\$401,513	-	-	-	\$401,513

BUDGET NARRATIVE

General Services Division

090 Analyst Adjustments

Package Description

Purpose

This package, added by the Governor, reflects additional reductions taken to meet a 25% General Fund target for the public safety program area.

How Achieved

This package takes a General Fund reduction for the delay in opening the Deer Ridge Correctional Institution (DRCI) medium security facility of \$295,383, 5 positions and 2.29 FTE. However, Package 040 already reflected a caseload reduction for the delay in opening the DRCI medium security facility, so a technical adjustment will be pursued in the Legislatively Adopted Budget to correct this. Until that technical adjustment is made, positions and FTE have been double-cut.

Governor's Balanced Budget

Staffing Impact

Positions	(5)
FTE	(2.29)

Revenue Source

General Fund	(\$295,383)
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2013-15 Fiscal Impact

The actions included in this package will become a part of the Base Budget for 2013-15.

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Corrections, Dept of
Pkg: 090 - Analyst Adjustments

Cross Reference Name: General Services Division
Cross Reference Number: 29100-006-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
General Fund Appropriation	(295,383)	-	-	-	-	-	(295,383)
Total Revenues	(\$295,383)	-	-	-	-	-	(\$295,383)
Personal Services							
Reconciliation Adjustment	(257,228)	-	-	-	-	-	(257,228)
Total Personal Services	(\$257,228)	-	-	-	-	-	(\$257,228)
Services & Supplies							
Data Processing	(38,155)	-	-	-	-	-	(38,155)
Total Services & Supplies	(\$38,155)	-	-	-	-	-	(\$38,155)
Total Expenditures							
Total Expenditures	(295,383)	-	-	-	-	-	(295,383)
Total Expenditures	(\$295,383)	-	-	-	-	-	(\$295,383)
Ending Balance							
Ending Balance	-	-	-	-	-	-	-
Total Ending Balance	-	-	-	-	-	-	-
Total Positions							
Total Positions							(5)
Total Positions	-	-	-	-	-	-	(5)

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ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Corrections, Dept of
Pkg: 090 - Analyst Adjustments

Cross Reference Name: General Services Division
Cross Reference Number: 29100-006-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Total FTE							
Total FTE							(2.29)
Total FTE	-	-	-	-	-	-	(2.29)

BUDGET NARRATIVE

General Services Division

092 Fund Shifts\Sweeps

Package Description

Purpose

This package, added by the Governor, shifts funding on Certificate of Participation (COP) funded positions along with services & supplies from Other Funds to General Fund.

How Achieved

This package shifts funding on three Accounting and four Facility Services positions, along with the services & supplies needed for these positions, from Other Funds to General Fund.

Governor's Balanced Budget

Staffing Impact

None

Revenue Source

General Fund	\$1,298,837
Other Funds	(1,298,837)

2013-15 Fiscal Impact

The actions included in this package will become a part of the Base Budget for 2013-15.

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Corrections, Dept of
Pkg: 092 - Fund Shifts/Sweeps

Cross Reference Name: General Services Division
Cross Reference Number: 29100-006-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
General Fund Appropriation	1,298,837	-	-	-	-	-	1,298,837
Cert of Participation	-	-	(1,298,837)	-	-	-	(1,298,837)
Total Revenues	\$1,298,837	-	(\$1,298,837)	-	-	-	-
Personal Services							
Class/Unclass Sal. and Per Diem	780,840	-	(780,840)	-	-	-	-
Empl. Rel. Bd. Assessments	287	-	(287)	-	-	-	-
Public Employees' Retire Cont	152,186	-	(152,186)	-	-	-	-
Pension Bond Contribution	48,681	-	(48,681)	-	-	-	-
Social Security Taxes	59,733	-	(59,733)	-	-	-	-
Worker's Comp. Assess. (WCD)	413	-	(413)	-	-	-	-
Mass Transit Tax	4,685	-	(4,685)	-	-	-	-
Flexible Benefits	210,672	-	(210,672)	-	-	-	-
Vacancy Savings	(3,527)	-	3,527	-	-	-	-
Total Personal Services	\$1,253,970	-	(\$1,253,970)	-	-	-	-
Services & Supplies							
Instate Travel	14,780	-	(14,780)	-	-	-	-
Out of State Travel	975	-	(975)	-	-	-	-
Employee Training	5,906	-	(5,906)	-	-	-	-
Office Expenses	13,743	-	(13,743)	-	-	-	-
Telecommunications	575	-	(575)	-	-	-	-
Data Processing	7,053	-	(7,053)	-	-	-	-
Employee Recruitment and Develop	555	-	(555)	-	-	-	-

____ Agency Request
2011-13 Biennium

____ Governor's Recommended
Page _____

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

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Corrections, Dept of
Pkg: 092 - Fund Shifts\Sweeps

Cross Reference Name: General Services Division
Cross Reference Number: 29100-006-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Services & Supplies							
Facilities Maintenance	1,280	-	(1,280)	-	-	-	-
Total Services & Supplies	\$44,867	-	(\$44,867)	-	-	-	-
Total Expenditures							
Total Expenditures	1,298,837	-	(1,298,837)	-	-	-	-
Total Expenditures	\$1,298,837	-	(\$1,298,837)	-	-	-	-
Ending Balance							
Ending Balance	-	-	-	-	-	-	-
Total Ending Balance	-	-	-	-	-	-	-

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
9507001	AAONC1216	AA	ACCOUNTANT 2	1-	1.00-	24.00-	08	5,174.00		124,176- 63,897-			124,176- 63,897-
9507001	AAONC1216	AA	ACCOUNTANT 2	1	1.00	24.00	08	5,174.00	124,176 63,897				124,176 63,897
9507003	AAONC0212	AA	ACCOUNTING TECHNICIAN 3	1-	1.00-	24.00-	08	4,292.00		103,008- 58,152-			103,008- 58,152-
9507003	AAONC0212	AA	ACCOUNTING TECHNICIAN 3	1	1.00	24.00	08	4,292.00	103,008 58,152				103,008 58,152
9700706	AAONC0104	AA	OFFICE SPECIALIST 2	1-	1.00-	24.00-	03	2,849.00		68,376- 48,753-			68,376- 48,753-
9700706	AAONC0104	AA	OFFICE SPECIALIST 2	1	1.00	24.00	03	2,849.00	68,376 48,753				68,376 48,753
9700708	MMS X7006	AA	PRINCIPAL EXECUTIVE/MANAGER D	1-	1.00-	24.00-	10	7,224.00		173,376- 77,250-			173,376- 77,250-
9700708	MMS X7006	AA	PRINCIPAL EXECUTIVE/MANAGER D	1	1.00	24.00	10	7,224.00	173,376 77,250				173,376 77,250
9700715	AAONC0212	AA	ACCOUNTING TECHNICIAN 3	1-	1.00-	24.00-	05	3,748.00		89,952- 54,609-			89,952- 54,609-
9700715	AAONC0212	AA	ACCOUNTING TECHNICIAN 3	1	1.00	24.00	05	3,748.00	89,952 54,609				89,952 54,609
9900079	AAONC0104	AA	OFFICE SPECIALIST 2	1-	1.00-	24.00-	08	3,577.00		85,848- 53,495-			85,848- 53,495-
9900079	AAONC0104	AA	OFFICE SPECIALIST 2	1	1.00	24.00	08	3,577.00	85,848 53,495				85,848 53,495
9900081	MMN X4015	AA	FACILITY OPERATIONS SPEC 2	1-	1.00-	24.00-	09	5,671.00		136,104- 67,135-			136,104- 67,135-
9900081	MMN X4015	AA	FACILITY OPERATIONS SPEC 2	1	1.00	24.00	09	5,671.00	136,104 67,135				136,104 67,135
TOTAL PICS SALARY									780,840	780,840-			
TOTAL PICS OPE									423,291	423,291-			
TOTAL PICS PERSONAL SERVICES =					.00	.00			1,204,131	1,204,131-			

BUDGET NARRATIVE

General Services Division

201 DAS Mandated Business Practices

Package Description

Purpose

The Department of Administrative Services (DAS) implemented Oregon Administrative Rule (OAR) 125-800 "State Information Security" in 2005. This rule defined the specific requirements of state agencies. Agencies are required to designate an agency security liaison. The Liaison is to participate in the collaborative development and implementation of the state security plan; ensure agency compliance with the OAR and the state information security plan; support, cooperate with, and participate in the state information security program; report security-related information including, but not limited to, incident reporting, security status reporting, security-related financial reporting, and security audit or risk mitigation action. The *Information Security Officer* is the role identified in the rule to conduct these actions on behalf of the agency director. The *Records Officer* role is critical in assisting the agency in developing and implementing best practices associated with records management in support of information security efforts.

In addition, the Oregon Consumer Identity Protection Act (2007) required state agencies to identify an individual to manage information security. Additional DAS policies developed and implemented during 2007 established specific standards and expectations for agency compliance for information security.

DAS policy #107-001-010 Statewide Business Continuity Planning mandates the identification of a staff member responsible for Business Continuity Planning for each state agency. A series of specific program requirements are outlined, including conduct of a business impact analysis and associated risk assessments, development of recovery plans, annual reviews, and annual reviews.

The department has identified three positions relating to these mandates that are critical to ensuring compliance. These positions are *Information Security Officer (Principal Executive Manager D)*, *Records Officer (Operations and Policy Analyst 1)* and *Business Continuity Coordinator (Operations and Policy Manager 3)*.

Information Security Officer: Based on the requirements in the Consumer Identity Protection Act (2007), this position will have primary responsibility for developing policy and implementing measures to ensure the continued confidentiality, integrity and accessibility of all information assets. The position will supervise staff associated with the program.

BUDGET NARRATIVE

Records Officer: The department needs to standardize and improve records retention practices to be in full compliance with public records law. Current practices pose a larger legal liability than is necessary. As a member of the Information Security Team, this key position will report to the Information Security Officer and job duties will focus on improved records retention as defined by a standardized approach. The position will work closely with the Secretary of State, Archives Division to obtain approvals and apply best practices.

Business Continuity Coordinator: The agency Business Continuity Planning (BCP) program is intended to ensure the department remains stable, responsive and operational when faced with an emergency. The Business Continuity Coordinator is responsible for developing business continuity and disaster recovery plans. The business continuity plan includes the people and processes involved in getting the Department back to full operations in the event of an incident. This position is mandated by DAS Policy 107-001-010.

How Achieved

The Department of Corrections manages a vast repository of data and information about employees, contractors, volunteers, inmates, offenders and members of the public. This information is held in a wide variety of formats, both physical and electronic. Much of the information is protected or confidential under the requirements of one or more state or federal laws. Between the Information Security Officer developing and implementing policies and the Records Officer implementing approved records retention rules, the Department will be prepared to protect information as required.

Examples of protected information include:

- Personal Health Information (PHI) of current and former employees and inmates as directed by the Health Insurance Portability and Accountability Act of 1996 (HIPPA);
- Personally Identifiable Information (PII), to include the Social Security Numbers of thousands of private citizens, volunteers and employees; and
- Substance abuse treatment records of inmates.

In addition to managing the various data, the agency must be prepared to operate in the aftermath of a disaster to ensure the safety of the public. The ongoing process of contingency and disaster recovery are vital to the ability of prisons to maintain operations under any conditions. Business continuity planning provides a key component of this capability.

Initially efforts to gain compliance in all of these areas were completed through a combination of rotational and special project management opportunities. While significant efforts have been made in conducting risk assessments and cataloging agency assets, true compliance can only be achieved by dedicating a team of information security professionals who can devote ongoing commitment

BUDGET NARRATIVE

to Information security, records management and business continuity planning. These functions do not represent a static body of work that can be published once and left without updates, but are only effective as living processes.

Preliminary work relating to information security has identified a number of areas requiring additional program focus. While current culture within the Department ensures that information is closely guarded when the value of that information is understood, additional policy and procedures need to be developed to educate and inform staff about how to ensure consistent handling of all information assets.

An increase in the availability of technology as caused an increase in the number of electronic records. In many cases, these records have been created and stored without a standardize processes. Significant work is needed to create a policy and process that will provide direction about how to create, manage, and store all Department records throughout there life cycle. Records management is foundational to the eventual success of the agency's information security program.

Business continuity planning projects have produced a significant body of plans and materials. Development and implementation of critical training associated with business continuity has been put on hold, and will require personnel and resources before the plan can be effective. The information developed in earlier projects must be reviewed and updated on a regular basis to maintain validity. All of these processes will be very difficult to complete without a dedicated position.

Quantifying Results

Creation of the Information Security Officer and Records Officer positions requested in this package are an investment in the maintaining confidentiality, integrity and accessibility of critical information held by the agency. These dedicated positions will help to ensure that the right information is protected at the right level, and only access by authorized individuals. Success of the information security program can also be measured against established enterprise standards. The agency has participated in the DAS sponsored Information Security Business Risk Assessment (ISBRA). Improvements in compliance with enterprise standards can be quantified using this and other tools.

The success of Business Continuity can be quantified by review and audit processes and by their effectiveness if plan implementation becomes necessary.

Agency Request Budget

Staffing Impact

Positions	3
FTE	3.00

BUDGET NARRATIVE

Revenue Source

General Fund \$ 544,255

Governor's Balanced Budget

The Governor did not recommend this package.

Staffing Impact

None

Revenue Source

General Fund \$0

2013-15 Fiscal Impact

This package was denied and will not have an impact in the 2013-15 biennium.

BUDGET NARRATIVE

General Services Division

273 Ballot Measure 73

Package Description

Purpose

In November 2010, Oregon voters approved Ballot Measure 73. As passed, this law change enhanced mandatory-minimum sentences for persons convicted of “major felony sex crimes” who have a prior conviction for a “major felony sex crime”. The measure also made DUII a class C felony if the defendant has previously been convicted of DUII or a statutory counterpart at least two times in the prior ten years. This provision imposes a mandatory-minimum sentence of 90 days incarceration. The state also became responsible for reimbursing counties the full cost of local incarceration, including pre-trial jail time.

As passed by the voters, the law change is projected to increase the inmate population at the Department of Corrections by between 396 and 560 inmates when fully implemented, depending on the incarceration rate assumptions used. For the 2011-13 biennium, the Department projected an increase in bed-demand of 408 beds.

However, the Governors’ Balanced Budget reflects the affirmative outcome of proposed legislative changes that would clarify sentencing issues in a manner that would result in all incarceration being served locally – there would not be any increase in the prison population. While not yet “current law”, the Budget assumes greater funding for the reimbursement of local incarceration and supervision and that this population is not part of the broader community corrections caseload for Parole, Probation and Post-prison Supervision grant funding. Nothing is included in the budget for housing additional offenders in prison.

In addition to funding for local incarceration and supervision reimbursement, the budget includes some funding in the Department of Corrections budget for development of the administrative process needed to administer the reimbursement program. Funding is included for temporary staff to develop policy, rules and procedures to activate the new program and additional permanent fiscal and audit staff to manage the on-going program.

How Achieved

For the General Services Division, this package includes a Procurement & Contract Specialist 3 limited duration position and services and supplies for the creation/amendment of intergovernmental agreements for each county as well as to collaborate with DOJ on procedure. Additionally, this package includes an Accounting Tech 3 position and services & supplies for: (a) Research of methods and practices used to create billings; (b) analysis of bills from counties; and (c) payment of invoices to counties.

BUDGET NARRATIVE

Governor's Balanced Budget

This package was added by the Governor.

Staffing Impact

Positions	2
FTE	1.50

Revenue Source

General Fund	\$242,358
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2013-15 Fiscal Impact

The actions included in this package will become a part of the Base Budget for 2013-15.

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Corrections, Dept of
Pkg: 273 - Measure 73

Cross Reference Name: General Services Division
Cross Reference Number: 29100-006-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
General Fund Appropriation	242,358	-	-	-	-	-	242,358
Total Revenues	\$242,358	-	-	-	-	-	\$242,358
Personal Services							
Class/Unclass Sal. and Per Diem	140,328	-	-	-	-	-	140,328
Empl. Rel. Bd. Assessments	61	-	-	-	-	-	61
Public Employees' Retire Cont	27,350	-	-	-	-	-	27,350
Social Security Taxes	10,735	-	-	-	-	-	10,735
Worker's Comp. Assess. (WCD)	88	-	-	-	-	-	88
Flexible Benefits	45,144	-	-	-	-	-	45,144
Reconciliation Adjustment	(11,600)	-	-	-	-	-	(11,600)
Total Personal Services	\$212,106	-	-	-	-	-	\$212,106
Services & Supplies							
Instate Travel	1,491	-	-	-	-	-	1,491
Office Expenses	6,890	-	-	-	-	-	6,890
Data Processing	581	-	-	-	-	-	581
Other Services and Supplies	1,151	-	-	-	-	-	1,151
Expendable Prop 250 - 5000	14,982	-	-	-	-	-	14,982
IT Expendable Property	5,157	-	-	-	-	-	5,157
Total Services & Supplies	\$30,252	-	-	-	-	-	\$30,252

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Corrections, Dept of
Pkg: 273 - Measure 73

Cross Reference Name: General Services Division
Cross Reference Number: 29100-006-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Total Expenditures							
Total Expenditures	242,358	-	-	-	-	-	242,358
Total Expenditures	\$242,358	-	-	-	-	-	\$242,358
Ending Balance							
Ending Balance	-	-	-	-	-	-	-
Total Ending Balance	-	-	-	-	-	-	-
Total Positions							
Total Positions							2
Total Positions	-	-	-	-	-	-	2
Total FTE							
Total FTE							1.50
Total FTE	-	-	-	-	-	-	1.50

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
1100473	AAONC0438	AA PROCUREMENT & CONTRACT SPEC 3	1	.50	12.00	02	5,174.00	62,088 31,948				62,088 31,948
1100474	AAONC0212	AA ACCOUNTING TECHNICIAN 3	1	1.00	24.00	02	3,260.00	78,240 51,430				78,240 51,430
TOTAL PICS SALARY								140,328				140,328
TOTAL PICS OPE								83,378				83,378
TOTAL PICS PERSONAL SERVICES =			2	1.50	36.00			223,706				223,706

BUDGET NARRATIVE

General Services Division

401 Security Communications Upgrade

Package Description

Purpose

The Department of Corrections (DOC) operates dispatch consoles within the master control units of each institution/facility. These dispatch consoles provide wireless communications through radios to and from master control for security and other work units. Six of the agency's dispatch consoles and 400 portable radios at the Oregon State Penitentiary (OSP) have reached the end of their recommended service life. The consoles at OSP and Oregon State Correctional Institution (OSCI) have already been classified by the manufacturer as obsolete and the consoles located at Columbia River Correctional Institution (CRCI), Powder River Correctional Facility (PRCF), Santiam Correctional Institution (SCI), and Shutter Creek Correctional Institution (SCCI) are scheduled to be classified as discontinued but supported by the manufacturer during the 11-13 biennium. Service parts and factory technical support is discontinued when the components are assigned the obsolete designation. Portable radios have a useful life of 5-7 years in 24 X 7 public safety service and the 400 identified for replacement have been in service in excess of 9 years.

How Achieved

The six consoles, one each at OSP, OSCI, CRCI, PRCF, SCI, and SCCI will be replaced with new dispatch consoles utilizing current internet protocol (IP) technology. The obsolete consoles will be disposed of. The four remaining consoles will be retained for use as spare parts and disaster recovery until failure.

Quantifying Results

Wireless dispatch consoles and radios are used for inmate and staff life/safety communications. Only one failure involving obsolete equipment that leads to an inmate or staff injury is too many.

The established goal of Key Performance Measures (KPM) #6 is "to be a safe, civil and productive organization"; the goal of KPM's #9 and #10 is "Safe, Civil, Productive and Effective Organization". Accomplishing these goals requires that the Department maintain the ability for staff to efficiently communicate with remote work site locations to ensure a safe and secure working environment for staff and living environment for the inmates assigned to our custody.

BUDGET NARRATIVE

Agency Request Budget

Staffing Impact

None

Revenue Source

General Fund \$775,000

Governor's Balanced Budget

The Governor did not recommend this package.

Staffing Impact

None

Revenue Source

General Fund \$0

2013-15 Fiscal Impact

This package was denied and will not have an impact in the 2013-15 biennium.

BUDGET NARRATIVE

General Services Division

402 Corrections Information System Replacement

Package Description

Purpose

The Department of Corrections (DOC) seeks to replace the Corrections Information System (CIS) which was written as a Legacy iSeries COBOL application. After completing a vendor analysis and third-party assessment of buy versus build options, DOC has determined that the best approach is to proceed with the purchase of a vendor product. The scope of the effort includes: replacing existing functionality within the old CIS, adding functionality for an inmate electronic medical record, adding functionality for an inmate trust and canteen system, adding functionality for an inmate property control system, and replacing the Parole Board Management Information System (PBMIS) including adding functionality.

The CIS replacement project is anticipated to last for approximately 5 years. By July 1, 2013, a thorough Business Process Analysis will have been completed and business and system requirements will have been defined. A Request for Proposal (RFP) will be ready for release at this time. Costs represented in the 2011-13 biennium cover initial business analyst support for a gap analysis, requirements gathering, preparation for procurement, and development of an implementation plan for the 2013-15 biennium.

The business analysts will be responsible for:

- Guidance to stakeholders on devising effective and efficient approaches to achieve project objectives
- Help the business define and implement new business processes
- Liaison with other project efforts to coordinate interdependencies and resolve issues
- Gather and define business requirements
- Identify and resolve issues
- Help Project Manager manage project risk
- Produce quality documentation
- Mediation
- Managing customer relations

Budget for this project consists of funding for one Principal Executive Manager E, three Operations and Policy Analyst 3, one Office Specialist 2, one Procurement and Contract Specialist 3, two Information System Specialist 7, and contractors for quality assurance, technical writing, and Joint Application Development facilitation. All of these positions are being established as limited duration due to the nature of supporting revenue.

BUDGET NARRATIVE

How Achieved

Procurement of a vendor solution in a phased approach. Phase 1 covers the 2011-13 biennium and includes gap analysis, preparation for procurement of system, and implementation planning. Phase 2 covers the 2013-15 biennium and should include procurement and implementation of the system product.

Quantifying Results

The CIS is essential to the Department's ability to promote public safety by supporting all Department functions that are necessary for offender management, case management, and sentence management. The new CIS Replacement project provides the Department of Corrections with a unique opportunity to accomplish several strategic initiatives with a single project (Electronic Medical Record, Trust/Canteen, Inmate Property Control).

Agency Request Budget

Staffing Impact

Positions	8
FTE	7.38

Revenue Source

Other Funds	\$2,000,000	(Certificates of Participation)
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Governor's Balanced Budget

The Governor did not recommend this package.

Staffing Impact

None

Revenue Source

Other Funds	\$0
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2013-15 Fiscal Impact

This package was denied and will not have an impact in the 2013-15 biennium.

BUDGET NARRATIVE

General Services Division

451 PPDB Clean-Up

Package Description

The Department of Corrections (DOC) has many positions that did not get allocated appropriately through Department of Administrative Services (DAS) Class Studies. Either the positions were missed in the class study or the allocation was appealed and the position was not fixed in the Position Personnel Data Base (PPDB).

Purpose

The purpose of this package is to permanently correct the position classifications and associated funding of positions that were included in DAS Class Studies. Currently the agency has nineteen positions that are not correctly classified and are permanently underfunded. Two possible scenarios exist as to why the positions are not appropriately classified or funded:

Original identification of positions for a class study- DAS and an agency coordinate on all affected positions in class studies. In some cases at DOC, vacant positions were not included in the position lists provided to DAS or positions included within essential or policy packages were requested at the same time class study was occurring.

Employee Appeal of DAS Allocation- In some cases after position allocation, the employee or their respective bargaining unit appeal the DAS allocation. In these cases, DAS reviews the appeal and a determination is made. In DOC's case, after the appeals were approved, further coordination with DAS Budget and Management to update the position did not happen.

How Achieved

If the policy option package is approved, the funding and classifications of these positions will align with the current rates and classes at which employees are being compensated.

Quantifying Results

The results will insure the agency is appropriately funded for the body of work that is being performed. Currently the agency is compensating employees at a higher rate than the positions are funded for. This clean-up will also allow for the position side and the person side of PPDB to match.

BUDGET NARRATIVE

Agency Request Budget

Staffing Impact

None

Revenue Source

General Fund	\$10,254
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Governor's Balanced Budget

The Governor recommended that the corrections be made to position classifications in this package, but with no funding adjustment for the 2011-13 biennium.

Staffing Impact

None

Revenue Source

General Fund	\$0
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2013-15 Fiscal Impact

The action taken on this package will become part of the Base Budget for 2013-15.

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
0500456	AAONC0759	AA SUPPLY SPECIALIST 2	1	1.00	24.00	03	3,577.00	85,848 53,495				85,848 53,495
0500456	AAONC6298	AA TEST COORDINATOR	1-	1.00-	24.00-	07	3,577.00	85,848- 53,495-				85,848- 53,495-

TOTAL PICS SALARY

TOTAL PICS OPE

TOTAL PICS PERSONAL SERVICES =

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DETAIL OF LOTTERY FUNDS, OTHER FUNDS, AND FEDERAL FUNDS REVENUE

Corrections, Dept of
2011-13 Biennium

Agency Number: 29100
Cross Reference Number: 29100-006-00-00-00000

<i>Source</i>	2007-09 Actuals	2009-11 Leg Adopted Budget	2009-11 Leg Approved Budget	2011-13 Agency Request Budget	2011-13 Governor's Rec. Budget	2011-13 Leg Adopted Budget
Other Funds						
Charges for Services	3,980,230	6,351,043	6,351,043	3,239,421	3,239,421	-
Fines and Forfeitures	215	-	-	-	-	-
Rents and Royalties	56,570	509,770	509,770	254,341	254,341	-
Cert of Participation	7,794,497	1,168,730	1,168,730	3,298,837	-	-
Interest Income	20,504	-	-	-	-	-
Sales Income	1,217,233	844,810	844,810	4,177,753	4,177,753	-
Donations	766	-	-	-	-	-
Other Revenues	14,438	-	-	-	-	-
Transfer In - Intrafund	624,846	-	-	-	-	-
Tsfr From Military Dept, Or	32,423	-	-	-	-	-
Transfer Out - Intrafund	(860,131)	-	-	-	-	-
Total Other Funds	\$12,881,591	\$8,874,353	\$8,874,353	\$10,970,352	\$7,671,515	-

DETAIL OF LOTTERY FUNDS, OTHER FUNDS, AND FEDERAL FUNDS REVENUE

Source	Fund	ORBITS Revenue Acct	2007-2009 Actual	2009-11 Legislatively Adopted	2009-11 Estimated	2011-13		
						Agency Request	Governor's Balanced	Legislatively Adopted
Commissary employee salary reimbursement.	Other	0410	3,980,230	6,351,043	4,075,776	3,239,421	3,239,421	
Fines & forfeitures	Other	0505	215	0	0	0	0	
Warehouse space rental; land, building and cell tower leases.	Other	0510	56,570	509,770	274,244	254,341	254,341	
Certificates of Participation to finance project management, fiscal and facilities project staff.	Other	0580	7,794,497	1,168,730	414,081	3,298,837	0	
Interest Income	Other	0605	20,504	0	0	0	0	
Secure ID token sales; Oregon Youth Authority food sales; land, pallet, scrap metal and surplus asset sales.	Other	0705	1,217,233	844,810	1,082,218	4,177,753	4,177,753	
Donations	Other	0905	766	0	0	0	0	
Other Revenues	Other	0975	14,438	0	0	0	0	

DETAIL OF LOTTERY FUNDS, OTHER FUNDS, AND FEDERAL FUNDS REVENUE

Source	Fund	ORBITS Revenue Acct	2007-2009 Actual	2009-11 Legislatively Adopted	2009-11 Estimated	2011-13		
						Agency Request	Governor's Balanced	Legislatively Adopted
Inmate Welfare Funds supporting inmate telephones.	Other	1010	624,846	0	0	0	0	
Recording of initial Inmate Welfare Fund (IWF) Receipts	Other	1050	0	0	41,416	0	0	
Transfer from Military Department for Vernonia disaster recovery	Other	1248	32,423	0	0	0	0	
Movement of revenues between organizational units.	Other	2010	(860,131)	0	0	0	0	

Program Unit Appropriated Fund Group and Category Summary
 2011-13 Biennium
 General Services Division

Version: Y - 01 - Governor's Rec. Budget
 Cross Reference Number: 29100-006-00-00-00000

Description	2007-09 Actuals	2009-11 Leg Adopted Budget	2009-11 Leg Approved Budget	2011-13 Agency Request Budget	2011-13 Governor's Rec. Budget	2011-13 Leg Adopted Budget
LIMITED BUDGET (Excluding Packages)						
PERSONAL SERVICES						
General Fund	32,607,218	38,136,428	37,975,058	43,586,985	43,586,985	-
Other Funds	4,989,525	5,850,424	5,850,424	7,157,062	7,157,062	-
All Funds	37,596,743	43,986,852	43,825,482	50,744,047	50,744,047	-
SERVICES & SUPPLIES						
General Fund	8,302,121	9,776,582	8,344,932	8,344,932	8,344,932	-
Other Funds	1,848,139	1,637,976	1,637,976	1,637,976	1,637,976	-
All Funds	10,150,260	11,414,558	9,982,908	9,982,908	9,982,908	-
CAPITAL OUTLAY						
General Fund	602,876	810,242	403,262	403,262	403,262	-
Other Funds	5,587,679	-	-	-	-	-
All Funds	6,190,555	810,242	403,262	403,262	403,262	-
TOTAL LIMITED BUDGET (Excluding Packages)						
General Fund	41,512,215	48,723,252	46,723,252	52,335,179	52,335,179	-
Other Funds	12,425,343	7,488,400	7,488,400	8,795,038	8,795,038	-
All Funds	53,937,558	56,211,652	54,211,652	61,130,217	61,130,217	-
AUTHORIZED POSITIONS	246	268	265	266	266	-
AUTHORIZED FTE	243.34	261.02	259.85	265.05	265.05	-

LIMITED BUDGET (Essential Packages)
 010 NON-PICS PSNL SVC / VACANCY FACTOR

**Program Unit Appropriated Fund Group and Category Summary
2011-13 Biennium
General Services Division**

**Version: Y - 01 - Governor's Rec. Budget
Cross Reference Number: 29100-006-00-00-00000**

Description	2007-09 Actuals	2009-11 Leg Adopted Budget	2009-11 Leg Approved Budget	2011-13 Agency Request Budget	2011-13 Governor's Rec. Budget	2011-13 Leg Adopted Budget
PERSONAL SERVICES						
General Fund	-	-	-	262,881	262,881	-
Other Funds	-	-	-	97,035	97,035	-
All Funds	-	-	-	359,916	359,916	-
021 PHASE-IN						
SERVICES & SUPPLIES						
General Fund	-	-	-	930,838	930,838	-
CAPITAL OUTLAY						
General Fund	-	-	-	264,213	264,213	-
022 PHASE-OUT PGM & ONE-TIME COSTS						
SERVICES & SUPPLIES						
General Fund	-	-	-	(279,016)	(279,016)	-
Other Funds	-	-	-	(37,692)	(37,692)	-
All Funds	-	-	-	(316,708)	(316,708)	-
CAPITAL OUTLAY						
General Fund	-	-	-	(281,980)	(281,980)	-
031 STANDARD INFLATION						
SERVICES & SUPPLIES						
General Fund	-	-	-	194,549	194,549	-
Other Funds	-	-	-	38,442	38,442	-
All Funds	-	-	-	232,991	232,991	-

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Description	2007-09 Actuals	2009-11 Leg Adopted Budget	2009-11 Leg Approved Budget	2011-13 Agency Request Budget	2011-13 Governor's Rec. Budget	2011-13 Leg Adopted Budget
CAPITAL OUTLAY						
General Fund	-	-	-	2,910	2,910	-
040 MANDATED CASELOAD						
PERSONAL SERVICES						
General Fund	-	-	-	765,284	765,284	-
Other Funds	-	-	-	67,458	67,458	-
All Funds	-	-	-	832,742	832,742	-
SERVICES & SUPPLIES						
General Fund	-	-	-	394,876	(130,667)	-
Other Funds	-	-	-	10,071	10,071	-
All Funds	-	-	-	404,947	(120,596)	-
AUTHORIZED POSITIONS	-	-	-	10	10	-
AUTHORIZED FTE	-	-	-	5.42	5.42	-
060 TECHNICAL ADJUSTMENTS						
SERVICES & SUPPLIES						
General Fund	-	-	-	(100,133)	(100,133)	-
TOTAL LIMITED BUDGET (Essential Packages)						
General Fund	-	-	-	2,154,422	1,628,879	-
Other Funds	-	-	-	175,314	175,314	-
All Funds	-	-	-	2,329,736	1,804,193	-
AUTHORIZED POSITIONS	-	-	-	10	10	-

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AUTHORIZED FTE	-	-	-	5.42	5.42	-
LIMITED BUDGET (Current Service Level)						
General Fund	41,512,215	48,723,252	46,723,252	54,489,601	53,964,058	-
Other Funds	12,425,343	7,488,400	7,488,400	8,970,352	8,970,352	-
All Funds	53,937,558	56,211,652	54,211,652	63,459,953	62,934,410	-
AUTHORIZED POSITIONS	246	268	265	276	276	-
AUTHORIZED FTE	243.34	261.02	259.85	270.47	270.47	-
LIMITED BUDGET (Policy Packages)						
PRIORITY 0						
086 ELIMINATE INFLATION						
PERSONAL SERVICES						
General Fund	-	-	-	-	(60,386)	-
Other Funds	-	-	-	-	(21,312)	-
All Funds	-	-	-	-	(81,698)	-
SERVICES & SUPPLIES						
General Fund	-	-	-	-	(497,679)	-
Other Funds	-	-	-	-	(40,644)	-
All Funds	-	-	-	-	(538,323)	-
CAPITAL OUTLAY						
General Fund	-	-	-	-	(9,251)	-
087 PERSONAL SERVICE ADJUSTMENTS						

**Program Unit Appropriated Fund Group and Category Summary
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PERSONAL SERVICES						
General Fund	-	-	-	-	(2,450,512)	-
Other Funds	-	-	-	-	(401,513)	-
All Funds	-	-	-	-	(2,852,025)	-
090 ANALYST ADJUSTMENTS						
PERSONAL SERVICES						
General Fund	-	-	-	-	(257,228)	-
SERVICES & SUPPLIES						
General Fund	-	-	-	-	(38,155)	-
AUTHORIZED POSITIONS	-	-	-	-	(5)	-
AUTHORIZED FTE	-	-	-	-	(2.29)	-
092 FUND SHIFTS/SWEEPS						
PERSONAL SERVICES						
General Fund	-	-	-	-	1,253,970	-
Other Funds	-	-	-	-	(1,253,970)	-
All Funds	-	-	-	-	-	-
SERVICES & SUPPLIES						
General Fund	-	-	-	-	44,867	-
Other Funds	-	-	-	-	(44,867)	-
All Funds	-	-	-	-	-	-
273 MEASURE 73						

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PERSONAL SERVICES						
General Fund	-	-	-	-	212,106	-
SERVICES & SUPPLIES						
General Fund	-	-	-	-	30,252	-
AUTHORIZED POSITIONS	-	-	-	-	2	-
AUTHORIZED FTE	-	-	-	-	1.50	-
PRIORITY 2						
402 CORRECTIONS INFORMATION SYSTEM REPLAC						
PERSONAL SERVICES						
Other Funds	-	-	-	1,539,674	-	-
SERVICES & SUPPLIES						
Other Funds	-	-	-	460,326	-	-
AUTHORIZED POSITIONS	-	-	-	8	-	-
AUTHORIZED FTE	-	-	-	7.38	-	-
PRIORITY 3						
401 SECURITY COMMUNICATIONS UPGRADE						
CAPITAL OUTLAY						
General Fund	-	-	-	775,000	-	-
PRIORITY 15						
451 PPDB CLEAN-UP						
PERSONAL SERVICES						

Program Unit Appropriated Fund Group and Category Summary
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Description	2007-09 Actuals	2009-11 Leg Adopted Budget	2009-11 Leg Approved Budget	2011-13 Agency Request Budget	2011-13 Governor's Rec. Budget	2011-13 Leg Adopted Budget
General Fund	-	-	-	10,254	-	-
PRIORITY 19						
201 DAS MANDATED BUSINESS PRACTICE						
PERSONAL SERVICES						
General Fund	-	-	-	498,877	-	-
SERVICES & SUPPLIES						
General Fund	-	-	-	45,378	-	-
AUTHORIZED POSITIONS	-	-	-	3	-	-
AUTHORIZED FTE	-	-	-	3.00	-	-
TOTAL LIMITED BUDGET (Policy Packages)						
General Fund	-	-	-	1,329,509	(1,772,016)	-
Other Funds	-	-	-	2,000,000	(1,762,306)	-
All Funds	-	-	-	3,329,509	(3,534,322)	-
AUTHORIZED POSITIONS	-	-	-	11	(3)	-
AUTHORIZED FTE	-	-	-	10.38	(0.79)	-
TOTAL LIMITED BUDGET (Including Packages)						
General Fund	41,512,215	48,723,252	46,723,252	55,819,110	52,192,042	-
Other Funds	12,425,343	7,488,400	7,488,400	10,970,352	7,208,046	-
All Funds	53,937,558	56,211,652	54,211,652	66,789,462	59,400,088	-
AUTHORIZED POSITIONS	246	268	265	287	273	-
AUTHORIZED FTE	243.34	261.02	259.85	280.85	269.68	-

Agency Request
 2011-13 Biennium

Governor's Recommended
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Legislatively Adopted
 Program Unit Appropriated Fund and Category Summary- BPR007A

**Program Unit Appropriated Fund Group and Category Summary
2011-13 Biennium
General Services Division**

**Version: Y - 01 - Governor's Rec. Budget
Cross Reference Number: 29100-006-00-00-00000**

Description	2007-09 Actuals	2009-11 Leg Adopted Budget	2009-11 Leg Approved Budget	2011-13 Agency Request Budget	2011-13 Governor's Rec. Budget	2011-13 Leg Adopted Budget
OPERATING BUDGET						
General Fund	41,512,215	48,723,252	46,723,252	55,819,110	52,192,042	-
Other Funds	12,425,343	7,488,400	7,488,400	10,970,352	7,208,046	-
All Funds	53,937,558	56,211,652	54,211,652	66,789,462	59,400,088	-
AUTHORIZED POSITIONS	246	268	265	287	273	-
AUTHORIZED FTE	243.34	261.02	259.85	280.85	269.68	-
TOTAL BUDGET						
General Fund	41,512,215	48,723,252	46,723,252	55,819,110	52,192,042	-
Other Funds	12,425,343	7,488,400	7,488,400	10,970,352	7,208,046	-
All Funds	53,937,558	56,211,652	54,211,652	66,789,462	59,400,088	-
AUTHORIZED POSITIONS	246	268	265	287	273	-
AUTHORIZED FTE	243.34	261.02	259.85	280.85	269.68	-

BUDGET NARRATIVE

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