

BUDGET NARRATIVE

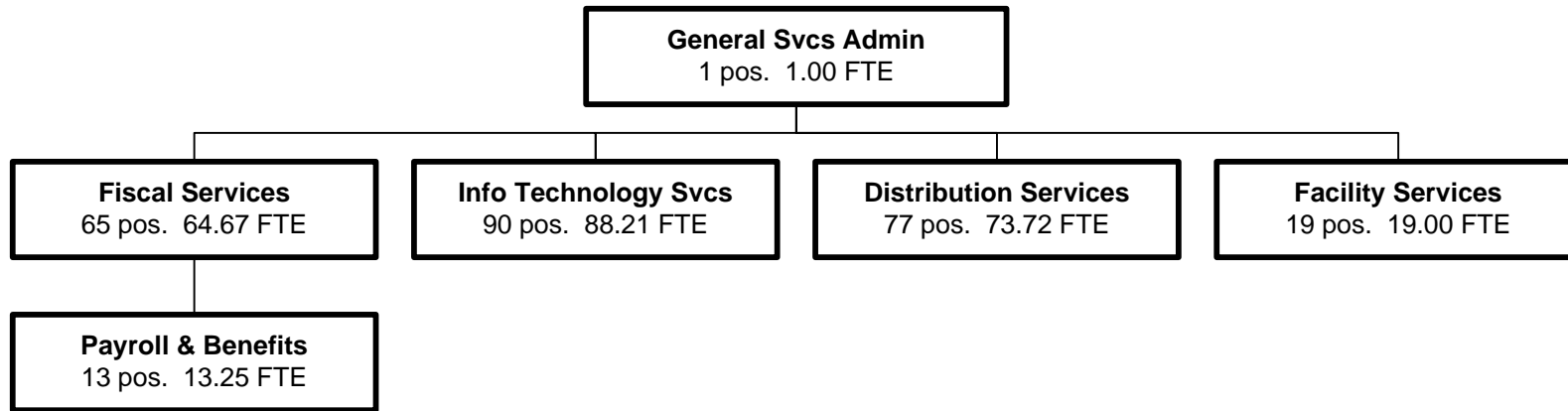
General Services Division

Program Description

OREGON DEPARTMENT OF CORRECTIONS

General Services Division

Current 2009-11 Organizational Chart



Total Positions: 265

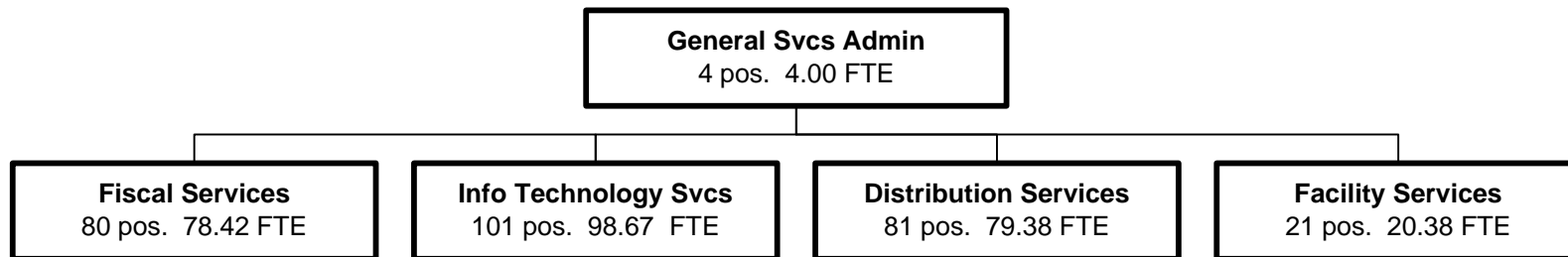
FTE: 259.85

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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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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

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

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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.

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 workcrew from male inmates to female inmates. This workcrew was eager for the new jobs and because of the enthusiasm and efficiencies this workcrew 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

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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

Revenue Source

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

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

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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 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

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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.

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

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 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.

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- 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 and 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.

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.

BUDGET NARRATIVE

- 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

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 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.

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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.
- 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.

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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

Revenue Source

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

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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

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

BUDGET NARRATIVE

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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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	-	-	-	-	-	-	-

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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)

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

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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

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 - BPR013

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

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	1,160,160	-	-	-	-	-	1,160,160
Total Revenues	\$1,160,160	-	-	-	-	-	\$1,160,160
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	7,337	-	746	-	-	-	8,083
Office Expenses	33,899	-	3,445	-	-	-	37,344
Data Processing	2,859	-	291	-	-	-	3,150
Food and Kitchen Supplies	300,000	-	-	-	-	-	300,000
Other Services and Supplies	5,664	-	576	-	-	-	6,240
Expendable Prop 250 - 5000	24,525	-	2,725	-	-	-	27,250
IT Expendable Property	20,592	-	2,288	-	-	-	22,880
Total Services & Supplies	\$394,876	-	\$10,071	-	-	-	\$404,947

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Essential and Policy Package Fiscal Impact Summary - BPR013

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
Total Expenditures							
Total Expenditures	1,160,160	-	77,529	-	-	-	1,237,689
Total Expenditures	\$1,160,160	-	\$77,529	-	-	-	\$1,237,689
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

8/18/10 REPORT NO.: PPDPFISCAL
 REPORT: PACKAGE FISCAL IMPACT REPORT
 AGENCY:29100 DEPT OF CORRECTIONS
 SUMMARY XREF:006-00-00 General Services Division

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

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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)
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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

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 be 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

2013-15 Fiscal Impact

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

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Corrections, Dept of
Pkg: 201 - DAS Mandated Business Practice

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	544,255	-	-	-	-	-	544,255
Total Revenues	\$544,255	-	-	-	-	-	\$544,255
Personal Services							
Class/Unclass Sal. and Per Diem	319,176	-	-	-	-	-	319,176
Empl. Rel. Bd. Assessments	123	-	-	-	-	-	123
Public Employees' Retire Cont	62,207	-	-	-	-	-	62,207
Social Security Taxes	24,416	-	-	-	-	-	24,416
Unemployment Assessments	575	-	-	-	-	-	575
Worker's Comp. Assess. (WCD)	177	-	-	-	-	-	177
Mass Transit Tax	1,915	-	-	-	-	-	1,915
Flexible Benefits	90,288	-	-	-	-	-	90,288
Total Personal Services	\$498,877	-	-	-	-	-	\$498,877
Services & Supplies							
Instate Travel	4,473	-	-	-	-	-	4,473
Office Expenses	20,670	-	-	-	-	-	20,670
Data Processing	1,743	-	-	-	-	-	1,743
Other Services and Supplies	3,453	-	-	-	-	-	3,453
Expendable Prop 250 - 5000	8,175	-	-	-	-	-	8,175
IT Expendable Property	6,864	-	-	-	-	-	6,864
Total Services & Supplies	\$45,378	-	-	-	-	-	\$45,378

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ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Corrections, Dept of
Pkg: 201 - DAS Mandated Business Practice

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	544,255	-	-	-	-	-	544,255
Total Expenditures	\$544,255	-	-	-	-	-	\$544,255
Ending Balance							
Ending Balance	-	-	-	-	-	-	-
Total Ending Balance	-	-	-	-	-	-	-
Total Positions							
Total Positions							3
Total Positions	-	-	-	-	-	-	3
Total FTE							
Total FTE							3.00
Total FTE	-	-	-	-	-	-	3.00

8/18/10 REPORT NO.: PDPFISCAL
 REPORT: PACKAGE FISCAL IMPACT REPORT
 AGENCY:29100 DEPT OF CORRECTIONS
 SUMMARY XREF:006-00-00 General Services Division

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

2011-13
 PICS SYSTEM: BUDGET PREPARATION

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PACKAGE: 201 - DAS Mandated Business Practice

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
1100258	MMS X7006 AA	PRINCIPAL EXECUTIVE/MANAGER D	1	1.00	24.00	02	4,906.00	117,744 62,151				117,744 62,151
1100259	MMN X0870 AA	OPERATIONS & POLICY ANALYST 1	1	1.00	24.00	02	3,487.00	83,688 52,909				83,688 52,909
1100260	MMN X0872 AA	OPERATIONS & POLICY ANALYST 3	1	1.00	24.00	02	4,906.00	117,744 62,151				117,744 62,151
TOTAL PICS SALARY								319,176				319,176
TOTAL PICS OPE								177,211				177,211
TOTAL PICS PERSONAL SERVICES =			3	3.00	72.00			496,387				496,387

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
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2013-15 Fiscal Impact

If approved, because this is a one-time expenditure these funds will be phased-out in package 022 during the development of the 2013-15 Agency Request Budget.

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Corrections, Dept of
Pkg: 401 - Security Communications Upgrade

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	775,000	-	-	-	-	-	775,000
Total Revenues	\$775,000	-	-	-	-	-	\$775,000
Capital Outlay							
Other Capital Outlay	775,000	-	-	-	-	-	775,000
Total Capital Outlay	\$775,000	-	-	-	-	-	\$775,000
Total Expenditures							
Total Expenditures	775,000	-	-	-	-	-	775,000
Total Expenditures	\$775,000	-	-	-	-	-	\$775,000
Ending Balance							
Ending Balance	-	-	-	-	-	-	-
Total Ending Balance	-	-	-	-	-	-	-

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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2013-15 Fiscal Impact

If approved, because of the nature of the funding, this package will not impact the 2013-15 biennium. However, a supplemental package will be presented in 2013-15 for phase 2 of the project, as indicated above.

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Corrections, Dept of
Pkg: 402 - Corrections Information System Replacement

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							
Cert of Participation	-	-	2,000,000	-	-	-	2,000,000
Total Revenues	-	-	\$2,000,000	-	-	-	\$2,000,000
Personal Services							
Class/Unclass Sal. and Per Diem	-	-	850,950	-	-	-	850,950
All Other Differential	-	-	178,584	-	-	-	178,584
Empl. Rel. Bd. Assessments	-	-	302	-	-	-	302
Public Employees' Retire Cont	-	-	200,656	-	-	-	200,656
Social Security Taxes	-	-	78,759	-	-	-	78,759
Unemployment Assessments	-	-	1,853	-	-	-	1,853
Worker's Comp. Assess. (WCD)	-	-	435	-	-	-	435
Mass Transit Tax	-	-	6,177	-	-	-	6,177
Flexible Benefits	-	-	221,958	-	-	-	221,958
Total Personal Services	-	-	\$1,539,674	-	-	-	\$1,539,674
Services & Supplies							
Instate Travel	-	-	11,004	-	-	-	11,004
Office Expenses	-	-	50,848	-	-	-	50,848
Data Processing	-	-	4,288	-	-	-	4,288
Professional Services	-	-	326,196	-	-	-	326,196
Other Services and Supplies	-	-	8,494	-	-	-	8,494
Expendable Prop 250 - 5000	-	-	29,192	-	-	-	29,192

____ 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: 402 - Corrections Information System Replacement

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	-	-	30,304	-	-	-	30,304
Total Services & Supplies	-	-	\$460,326	-	-	-	\$460,326
Total Expenditures							
Total Expenditures	-	-	2,000,000	-	-	-	2,000,000
Total Expenditures	-	-	\$2,000,000	-	-	-	\$2,000,000
Ending Balance							
Ending Balance	-	-	-	-	-	-	-
Total Ending Balance	-	-	-	-	-	-	-
Total Positions							
Total Positions							8
Total Positions	-	-	-	-	-	-	8
Total FTE							
Total FTE							7.38
Total FTE	-	-	-	-	-	-	7.38

8/18/10 REPORT NO.: PDPFISCAL
 REPORT: PACKAGE FISCAL IMPACT REPORT
 AGENCY:29100 DEPT OF CORRECTIONS
 SUMMARY XREF:006-00-00 General Services Division

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

2011-13
 PICS SYSTEM: BUDGET PREPARATION

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PACKAGE: 402 - Corrections Information System

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
1100261	MMS X7008 IA	PRINCIPAL EXECUTIVE/MANAGER E	1	1.00	24.00	02	6,249.00		149,976 70,899			149,976 70,899
1100262	MMN X0872 AA	OPERATIONS & POLICY ANALYST 3	1	1.00	24.00	02	4,906.00		117,744 62,151			117,744 62,151
1100263	MMN X0872 AA	OPERATIONS & POLICY ANALYST 3	1	1.00	24.00	02	4,906.00		117,744 62,151			117,744 62,151
1100264	MMN X0872 AA	OPERATIONS & POLICY ANALYST 3	1	1.00	24.00	02	4,906.00		117,744 62,151			117,744 62,151
1100265	AAONC0104 AA	OFFICE SPECIALIST 2	1	1.00	24.00	02	2,727.00		65,448 47,959			65,448 47,959
1100266	AAONC0438 AA	PROCUREMENT & CONTRACT SPEC 3	1	.38	9.00	02	5,174.00		46,566 23,961			46,566 23,961
1100267	AAONC1487 IA	INFO SYSTEMS SPECIALIST 7	1	1.00	24.00	02	4,911.00		117,864 62,185			117,864 62,185
1100268	AAONC1487 IA	INFO SYSTEMS SPECIALIST 7	1	1.00	24.00	02	4,911.00		117,864 62,185			117,864 62,185
TOTAL PICS SALARY									850,950			850,950
TOTAL PICS OPE									453,642			453,642
TOTAL PICS PERSONAL SERVICES =			8	7.38	177.00				1,304,592			1,304,592

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

2013-15 Fiscal Impact

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

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Corrections, Dept of
Pkg: 451 - PPDB Clean-Up

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	10,254	-	-	-	-	-	10,254
Total Revenues	\$10,254	-	-	-	-	-	\$10,254
Personal Services							
Class/Unclass Sal. and Per Diem	8,016	-	-	-	-	-	8,016
Public Employees' Retire Cont	1,562	-	-	-	-	-	1,562
Social Security Taxes	614	-	-	-	-	-	614
Unemployment Assessments	14	-	-	-	-	-	14
Mass Transit Tax	48	-	-	-	-	-	48
Total Personal Services	\$10,254	-	-	-	-	-	\$10,254
Total Expenditures							
Total Expenditures	10,254	-	-	-	-	-	10,254
Total Expenditures	\$10,254	-	-	-	-	-	\$10,254
Ending Balance							
Ending Balance	-	-	-	-	-	-	-
Total Ending Balance	-	-	-	-	-	-	-

8/18/10 REPORT NO.: PDPFISCAL
 REPORT: PACKAGE FISCAL IMPACT REPORT
 AGENCY:29100 DEPT OF CORRECTIONS
 SUMMARY XREF:006-00-00 General Services Division

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

2011-13
 PICS SYSTEM: BUDGET PREPARATION

PACKAGE: 451 - PPDB Clean-Up

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	05	3,911.00	93,864 55,671				93,864 55,671
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								8,016				8,016
TOTAL PICS OPE								2,176				2,176
TOTAL PICS PERSONAL SERVICES =			---	----- .00	----- .00			----- 10,192	-----	-----	-----	----- 10,192

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	-	-
Fines and Forfeitures	215	-	-	-	-	-
Rents and Royalties	56,570	509,770	509,770	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	-	-
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	-	-

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 Recommended	Legislatively Adopted
Commissary employee salary reimbursement.	Other	0410	3,980,230	6,351,043	4,075,776	3,239,421		
Fines & forfeitures	Other	0505	215	0	0	0		
Warehouse space rental; land, building and cell tower leases.	Other	0510	56,570	509,770	274,244	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		
Interest Income	Other	0605	20,504	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		
Donations	Other	0905	766	0	0	0		
Other Revenues	Other	0975	14,438	0	0	0		

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

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

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

Version: V - 01 - Agency Request 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	-	-
Other Funds	4,989,525	5,850,424	5,850,424	7,157,062	-	-
All Funds	37,596,743	43,986,852	43,825,482	50,744,047	-	-
SERVICES & SUPPLIES						
General Fund	8,302,121	9,776,582	8,344,932	8,344,932	-	-
Other Funds	1,848,139	1,637,976	1,637,976	1,637,976	-	-
All Funds	10,150,260	11,414,558	9,982,908	9,982,908	-	-
CAPITAL OUTLAY						
General Fund	602,876	810,242	403,262	403,262	-	-
Other Funds	5,587,679	-	-	-	-	-
All Funds	6,190,555	810,242	403,262	403,262	-	-
TOTAL LIMITED BUDGET (Excluding Packages)						
General Fund	41,512,215	48,723,252	46,723,252	52,335,179	-	-
Other Funds	12,425,343	7,488,400	7,488,400	8,795,038	-	-
All Funds	53,937,558	56,211,652	54,211,652	61,130,217	-	-
AUTHORIZED POSITIONS	246	268	265	266	-	-
AUTHORIZED FTE	243.34	261.02	259.85	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: V - 01 - Agency Request 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	-	-
Other Funds	-	-	-	97,035	-	-
All Funds	-	-	-	359,916	-	-
021 PHASE-IN						
SERVICES & SUPPLIES						
General Fund	-	-	-	930,838	-	-
CAPITAL OUTLAY						
General Fund	-	-	-	264,213	-	-
022 PHASE-OUT PGM & ONE-TIME COSTS						
SERVICES & SUPPLIES						
General Fund	-	-	-	(279,016)	-	-
Other Funds	-	-	-	(37,692)	-	-
All Funds	-	-	-	(316,708)	-	-
CAPITAL OUTLAY						
General Fund	-	-	-	(281,980)	-	-
031 STANDARD INFLATION						
SERVICES & SUPPLIES						
General Fund	-	-	-	194,549	-	-
Other Funds	-	-	-	38,442	-	-
All Funds	-	-	-	232,991	-	-

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

Version: V - 01 - Agency Request 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
CAPITAL OUTLAY						
General Fund	-	-	-	2,910	-	-
040 MANDATED CASELOAD						
PERSONAL SERVICES						
General Fund	-	-	-	765,284	-	-
Other Funds	-	-	-	67,458	-	-
All Funds	-	-	-	832,742	-	-
SERVICES & SUPPLIES						
General Fund	-	-	-	394,876	-	-
Other Funds	-	-	-	10,071	-	-
All Funds	-	-	-	404,947	-	-
AUTHORIZED POSITIONS	-	-	-	10	-	-
AUTHORIZED FTE	-	-	-	5.42	-	-
060 TECHNICAL ADJUSTMENTS						
SERVICES & SUPPLIES						
General Fund	-	-	-	(100,133)	-	-
TOTAL LIMITED BUDGET (Essential Packages)						
General Fund	-	-	-	2,154,422	-	-
Other Funds	-	-	-	175,314	-	-
All Funds	-	-	-	2,329,736	-	-
AUTHORIZED POSITIONS	-	-	-	10	-	-

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

**Version: V - 01 - Agency Request 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
AUTHORIZED FTE	-	-	-	5.42	-	-
LIMITED BUDGET (Current Service Level)						
General Fund	41,512,215	48,723,252	46,723,252	54,489,601	-	-
Other Funds	12,425,343	7,488,400	7,488,400	8,970,352	-	-
All Funds	53,937,558	56,211,652	54,211,652	63,459,953	-	-
AUTHORIZED POSITIONS	246	268	265	276	-	-
AUTHORIZED FTE	243.34	261.02	259.85	270.47	-	-
LIMITED BUDGET (Policy Packages)						
PRIORITY 0						
201 DAS MANDATED BUSINESS PRACTICE						
PERSONAL SERVICES						
General Fund	-	-	-	498,877	-	-
SERVICES & SUPPLIES						
General Fund	-	-	-	45,378	-	-
AUTHORIZED POSITIONS	-	-	-	3	-	-
AUTHORIZED FTE	-	-	-	3.00	-	-
401 SECURITY COMMUNICATIONS UPGRADE						
CAPITAL OUTLAY						
General Fund	-	-	-	775,000	-	-
402 CORRECTIONS INFORMATION SYSTEM REPLAC						
PERSONAL SERVICES						

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

Version: V - 01 - Agency Request 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
Other Funds	-	-	-	1,539,674	-	-
SERVICES & SUPPLIES						
Other Funds	-	-	-	460,326	-	-
AUTHORIZED POSITIONS	-	-	-	8	-	-
AUTHORIZED FTE	-	-	-	7.38	-	-
451 PPDB CLEAN-UP						
PERSONAL SERVICES						
General Fund	-	-	-	10,254	-	-
TOTAL LIMITED BUDGET (Policy Packages)						
General Fund	-	-	-	1,329,509	-	-
Other Funds	-	-	-	2,000,000	-	-
All Funds	-	-	-	3,329,509	-	-
AUTHORIZED POSITIONS	-	-	-	11	-	-
AUTHORIZED FTE	-	-	-	10.38	-	-
TOTAL LIMITED BUDGET (Including Packages)						
General Fund	41,512,215	48,723,252	46,723,252	55,819,110	-	-
Other Funds	12,425,343	7,488,400	7,488,400	10,970,352	-	-
All Funds	53,937,558	56,211,652	54,211,652	66,789,462	-	-
AUTHORIZED POSITIONS	246	268	265	287	-	-
AUTHORIZED FTE	243.34	261.02	259.85	280.85	-	-
OPERATING BUDGET						

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

Version: V - 01 - Agency Request 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
General Fund	41,512,215	48,723,252	46,723,252	55,819,110	-	-
Other Funds	12,425,343	7,488,400	7,488,400	10,970,352	-	-
All Funds	53,937,558	56,211,652	54,211,652	66,789,462	-	-
AUTHORIZED POSITIONS	246	268	265	287	-	-
AUTHORIZED FTE	243.34	261.02	259.85	280.85	-	-
TOTAL BUDGET						
General Fund	41,512,215	48,723,252	46,723,252	55,819,110	-	-
Other Funds	12,425,343	7,488,400	7,488,400	10,970,352	-	-
All Funds	53,937,558	56,211,652	54,211,652	66,789,462	-	-
AUTHORIZED POSITIONS	246	268	265	287	-	-
AUTHORIZED FTE	243.34	261.02	259.85	280.85	-	-