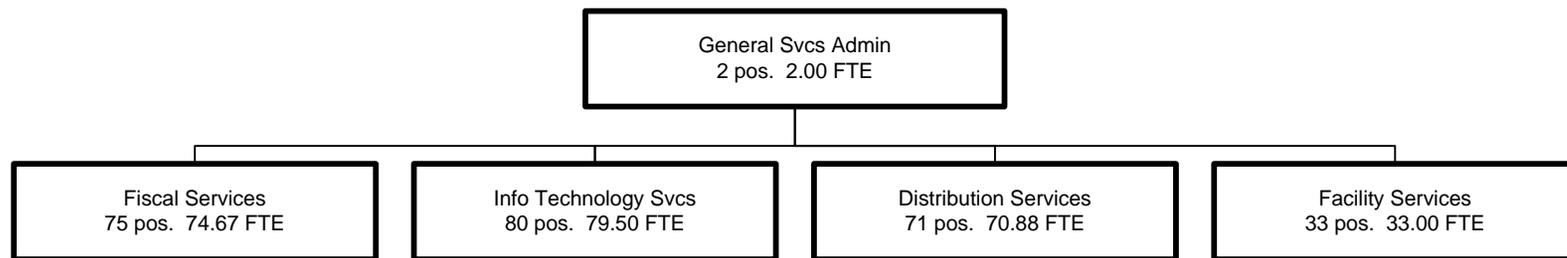


BUDGET NARRATIVE

OREGON DEPARTMENT OF CORRECTIONS

General Services Division Organizational Chart

2013-15 Current Legislatively Approved Budget



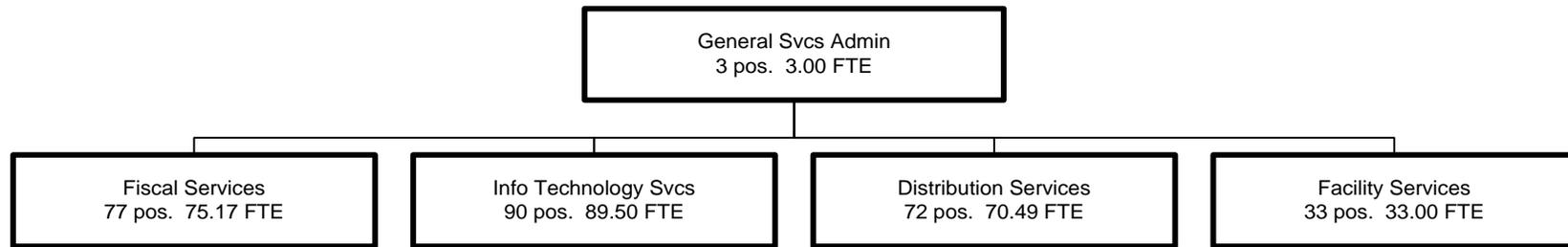
Total Positions: 261
FTE: 260.05

BUDGET NARRATIVE

OREGON DEPARTMENT OF CORRECTIONS

General Services Division Organizational Chart

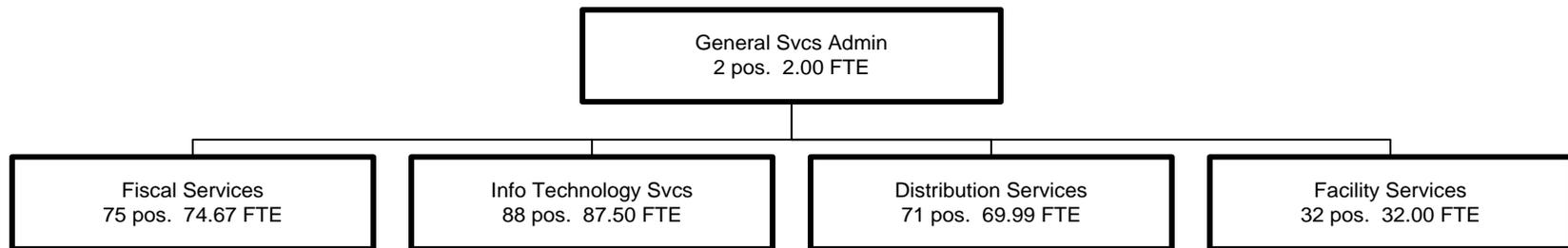
2015-17 Agency Request Budget



Total Positions: 275
FTE: 271.16

BUDGET NARRATIVE

OREGON DEPARTMENT OF CORRECTIONS General Services Division Organizational Chart 2015-17 Governor's Balanced Budget



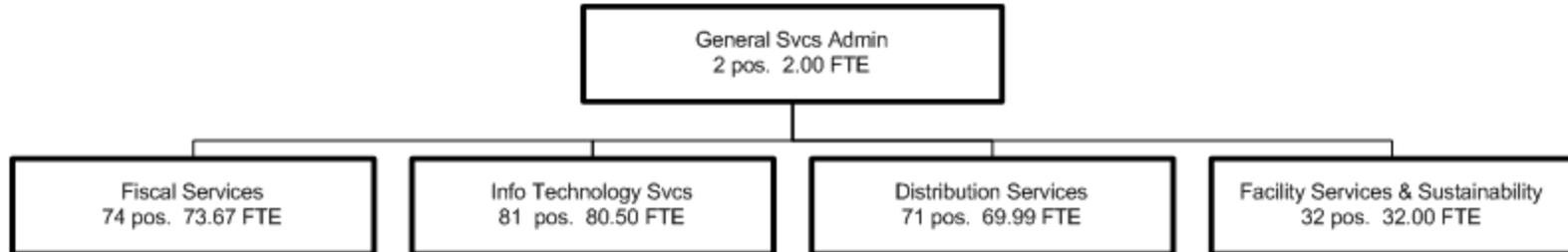
Total Positions: 268
FTE: 266.16

BUDGET NARRATIVE

OREGON DEPARTMENT OF CORRECTIONS

General Services Division Organizational Chart

2015-17 Legislatively Adopted Budget



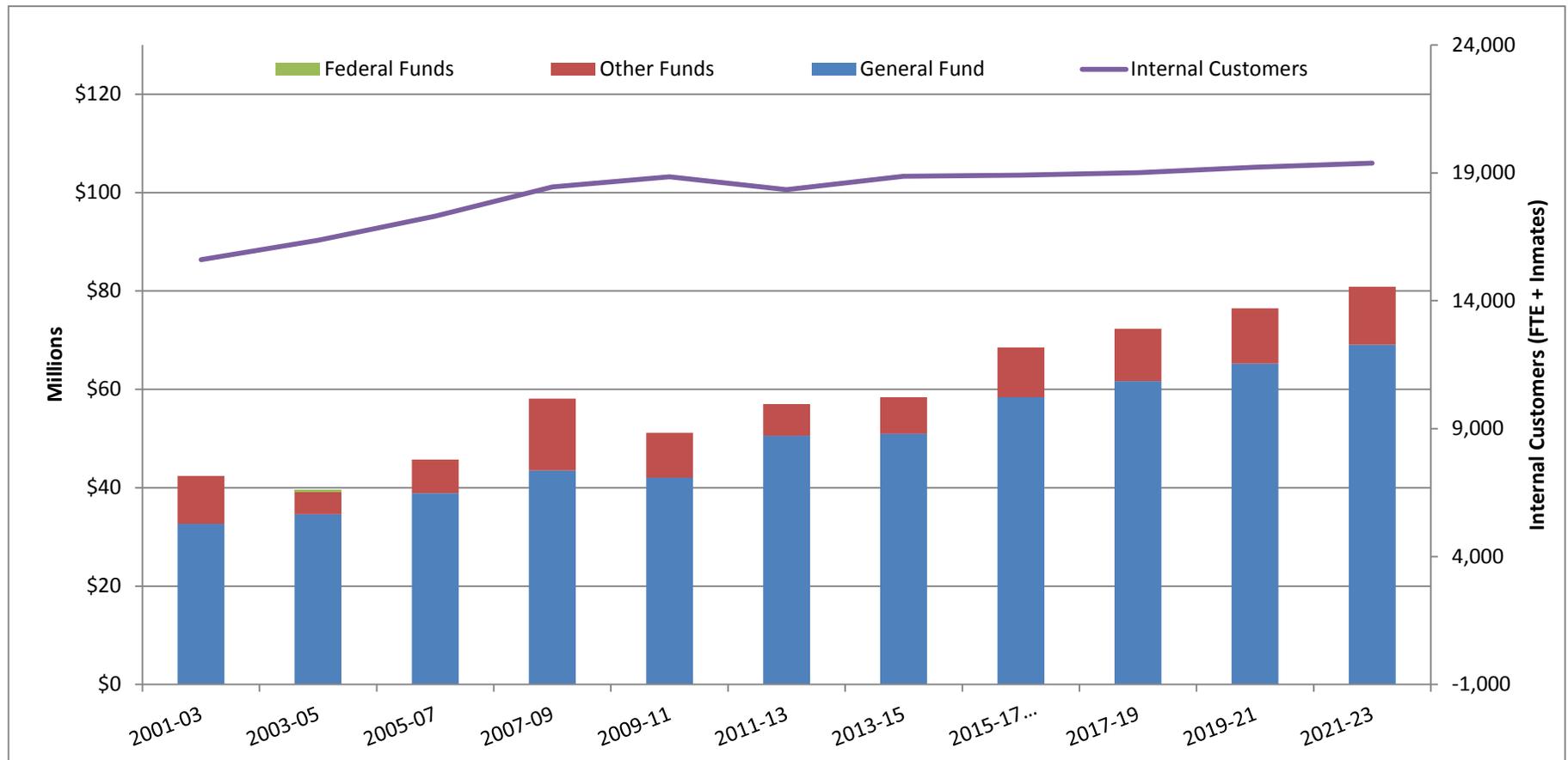
Total Positions: 260
FTE: 258.16

BUDGET NARRATIVE

General Services

Program Unit Executive Summary

- a. 10 Year Plan Outcome Areas that are impacted by the program: Safety and improving government
- b. Primary Program Contact: Daryl Borello, Assistant Director for General Services
- c. Total Funds Budget



d. Program Overview

BUDGET NARRATIVE

General Services provides services that are fundamental to day-to-day DOC operations in four key areas: Information Technology, Fiscal Services, Facilities Services, and Distribution Services. These services are provided directly to employees, offenders, volunteers, community corrections, and other partner agencies.

e. Program Funding Request

In the Agency Request Budget, this program is requesting \$68,496,855 to continue providing key services that are fundamental to day-to-day DOC operations in four vital areas: Information Technology, Fiscal Services, Facilities Services, and Distribution Services. This request includes funding for the following Policy Option Packages, which are described in detail later in this document.

- 103 – Staffing: New Initiatives and Existing Workload (Eliminated in Legislatively Adopted Budget)
- 104 – CIS Replacement Project (Eliminated in Legislatively Adopted Budget)
- 105 – Inmate Thin-Client Network Replacement (Funded in Legislatively Adopted Budget)
- 110 – Technology Infrastructure (Eliminated in Legislatively Adopted Budget)
- 111 – Staff Enhancements to Address Workload (Eliminated in Legislatively Adopted Budget)
- 119 – DAS VOIP Telephony Upgrade (Eliminated in Legislatively Adopted Budget)

f. Program Description

The General Services Division is responsible for the delivery of services that support the daily operations of the Department of Corrections (DOC). These services include providing access to information, procuring goods and services, managing an inventory of critical assets, accounting for dollars spent, constructing new facilities, maintaining and renovating existing facilities, maintaining and repairing communications networks and equipment, and the efficient distribution of goods. These services are part of the foundation upon which DOC operates safe, secure, and civil correctional institutions.

The budget for General Services is impacted by changes in the offender population, investments in new technology, and the age of the facilities and equipment that the division is responsible for maintaining. Significant investments in technology are needed to maintain current levels of service, to meet the security mandates, and to ensure business continuity across all sections of this program and the DOC. These costs cannot be covered within current budget.

The General Services Division includes 4 primary program sub-units, Fiscal Services, Facilities Services, Information Technology Services, and Distribution Services, all of which come under the management of General Services Administration. Please see the Program Unit narrative below for more detailed information regarding the function of each of these sub-units.

BUDGET NARRATIVE

g. Program Justification and Link to 10-Year Outcome

General Services supports DOC's success in keeping adults in custody securely incarcerated for the duration of their sentence, which is a key part of keeping Oregonians safe where they live, work, and play. General Services provides the direct support of daily operations needed for institutions to function safely and securely. And, through the use of the Oregon Accountability Model (OAM), General Services staff support offenders' successful transition to society and reduce the likelihood of committing future crime.

In addition, DOC has a current Business Continuity Plan in place designed to help the agency recover from a disruption in service. Specifically, this plan provides policy and guidance to ensure that DOC can respond effectively to a disruption and restore essential services to the public as quickly as possible.

Representatives from the General Services Division are also part of the state's Improving Government Steering Committee, which resources statewide projects designed to find ways to modernize, streamline, and improve administrative functions to get better results at a lower cost. Central to the success of these initiatives is fostering collaboration among agencies and their employees, and at time with organizations that do business with the state. General Services is involved in enterprise IT governance, the Human Resources Information System business case, and the payroll service consolidation project.

h. Program Performance

The General Services Division monitors performance through the agency's scorecard. The performance measures that apply to General Services are as follows.

Measure Name	Measure Calculation	Target	January 2014 QTR	May 2014 QTR	July 2014 QTR
IT service response time	Percent of time an incident request (break/fix) is responded to within the established service window timeline	92%	52%	90%	91%
Work order efficiency	Number of institutions using the Benchmate system	100%	40%	40%	50%
Canteen sales	Growth in sales	5%	5.37%	5.0%	3.17%
Canteen net income	Growth in net income	3%	4.31%	20.7%	66.47%

BUDGET NARRATIVE

Purchasing	Increase purchasing with MWESB	1%	1%	0.8%	0.5%
Electronic inmate deposits	Percent of total deposits received electronically	80%	63%	63%	69%
Number of payroll defects	Number of payroll overpayments in a biennium	0	262	227	176
Amount of payroll defects	Amount of payroll overpayments in a biennium	0	\$98,017	\$40,794	\$43,111
Inmate goods (food)	Daily cost per inmate (food)	\$2.50	\$2.67	\$2.67	\$2.67
Inmate goods (personal supplies)	Daily cost per inmate (personal supplies)	\$0.40	\$0.45	\$0.46	\$0.42
Inmate goods (wearing apparel)	Daily cost per inmate (wearing apparel)	\$0.27	\$0.28	\$0.28	\$0.29

In addition, since 2002, staffing available to support information technology functions has grown about 25 percent, while the number of systems DOC has to support those functions has gone up 250 percent. Infrastructure upgrade projects slated for completion during 2015-17 will create the ability to add needed systems to support increasing business demand for technology; however, current FTE will not support any growth in that area, requiring hosted solutions or contracted work for any major additions.

Fiscal Services processes operational payment transactions totaling over \$1.44 billion per biennium, including \$260 million for goods and services; \$50 million in utilities, rent, and facilities maintenance costs; \$857 million in payroll; \$129 million in COP-financed payments; and \$24 million in distributions to community correction programs in local counties. Fiscal Services also processes 1.7 million inmate transactions per biennium, with 1.08 million related to canteen services and more than 712,240 related to deposits to inmate accounts. The number of transactions processed has been steadily increasing by five percent per biennium.

i. Enabling Legislation/Program Authorization

This program directly supports daily operations required to operate correctional facilities as mandated by the Oregon Constitution Article I, Sections 13, 15, 16, and 44; ORS 423.020 1 (a-d); ORS 423.075 5 (a-d); case law based on the 8th Amendment, U.S. Constitution; and the 2003 Federal Prison Rape Elimination Act (PREA).

BUDGET NARRATIVE

Facilities Services has specific enabling authorizations with certain mandates included in ORS 179 Administration of Institutions, ORS 270 Management of State Owned Property, and ORS 276 Public Facilities, Contracting and Insurance. Fiscal Services also has specific mandates and authorizations for fiscal functions included in ORS 291 State Financial Administration, for contracts and procurement in ORS 279 Public Contracting, and for specific institution-related activities in ORS 421 Department of Corrections Institutions.

Information Technology Services is mandated by ORS 423.478 and 423.555 to provide a statewide information system and data services sufficient to allow tracking of offenders and measure the effectiveness of correctional programs.

Distribution Services has authorization under ORS 421 Department of Corrections Institutions: Compacts, and ORS 423.020 Department of Corrections: duties and powers and fees, to establish the commissary system to provide inmates the ability to purchase acceptable items above and beyond what the department is required to provide, to use these products to provide security and behavioral tools through positive incentive programs, and to direct profit from sales of these products into the Inmate Welfare Fund to be used for inmate activities and programs, including education.

j. Describe the various funding streams that support the program

The majority of the General Services Division is funded with General Fund dollars, and this percentage of funding has increased over the last two biennia. The Other Funds budget is provided from four primary sources:

- Bonds: Bond measures support construction and correction of deferred maintenance issues. This funding source has decreased based on shifting priorities.
- Commissary Sales: This operation is self-funded. Profits above operating expenses are deposited to the Inmate Welfare Fund outside of General Services.
- CDC Sales and Rentals: Revenue from recycling efforts and lease agreements with other state agencies, authorized for use in partially maintaining host facility.
- Property Sales and Rentals: Revenue from property sales and property lease agreements, authorized for use in maintaining property.

k. Describe how the 2015-17 funding proposal advanced by the agency compares to the program authorized for the agency in 2013-15

In the 2015-17 biennium, the General Services division will continue to provide critical services that are fundamental to day-to-day DOC operations in four vital areas: Information Technology, Fiscal Services, Facilities Services, and Distribution Services.

BUDGET NARRATIVE

Program Unit Narrative

Fiscal Services

Fiscal Services is responsible for the financial tracking and reporting activities of the agency. It supports and ensures accuracy, accountability, and efficiency in department financial systems, accounting practices, and business processes by providing services and controls in the management of procurement, contracts, accounting, payroll, inmate trust, fiscal systems, and business functions. These services support employees, adults in custody, and other state agencies in strengthening the mission and vision of the department and the state.

Facilities Services

Facilities Services is responsible for administration of repair and maintenance programs for existing institutions. Services provided include helping set priorities for deferred maintenance, management of leased facilities and property holdings, support for communications infrastructure, coordination of conservation and sustainability efforts, and ensuring code compliance in maintenance and repair activities (i.e., fire safety code, electrical, plumbing). These services are utilized most frequently by employees during normal business hours with emergency support available 24 hours a day, seven days a week.

The Facilities Services section includes the Communications Infrastructure unit. This unit provides the infrastructure necessary to allow the operation of critical systems, including information systems, access control, video surveillance and recording, and radio communications systems. These systems are in need of upgrade and replacement throughout the department. Because of these needs, the infrastructure team is managing a heavy workload with a backlog of projects and tasks. With the increasing demand for mobile technology and seamless operations, there continues to be a lack of resources necessary to manage the growing project list.

There is also a need to bring all of DOC's aging institutions into compliance with the federal PREA standards. This will require upgrades and expansion of DOC's current video surveillance and recording equipment.

Distribution Services

Distribution Services provides the primary logistical support for the operation of correctional facilities. This support includes management of the statewide inventory of expendable, non-expendable, and food product inventories and transport of these goods to institutions. Inventories delivered to correctional facilities are used to provide direct care to adults in custody in the form of meals, clothing, hygiene, and sanitation. This section also manages inmate commissary programs, which are statutorily mandated and whose proceeds go to the Inmate Welfare Fund. In sustainability efforts, the Central Distribution Recycling Center recycles material from all 14 DOC institutions that generate revenue. The re-use section repurposes items to create re-use options that might otherwise end up in the waste stream.

BUDGET NARRATIVE

Information Technology Services

Information Technology Services provides central support, management, and maintenance of information technology activities, including computer services for more than 6,000 users at 14 institutions, three administrative sites, and 36 county parole and probation offices. This section develops and maintains software and databases that support offender management (sentencing, security threat management, and case management), inmate programming (work assignments and education), and key business functions (budget, finance, and operational metrics). These systems are utilized by employees, adults in custody, and agency partners daily to support operations 24 hours a day, seven days a week.

Because of several biennia of budget challenges, DOC has not kept up with technology upgrades. DOC is still using manual and paper processes that do not allow for efficiencies or sharing of data to the degree that it could. DOC is proposing a series of upgrades that will position the agency to begin to take advantage of efficiencies from technology. These are described in detail later in this document.

Proposed New Laws That Apply to the Program Unit

The department's efforts to comply with the Federal PREA standards has impacted the workload and funding requests of the entire section. These standards will continue to be a challenge to fund and accomplish with current available resources.

Expenditures by Fund Type, Positions and Full-Time Equivalents – Agency Request Budget

Program Sub-Unit	Position / FTE	Revenue Sources			
		General Fund	Other Funds	Federal Fund	Total Fund
Fiscal Services	77 / 75.17	\$15,266,629	\$216,328	\$0	\$15,482,957
Facilities Services	33 / 33.00	\$11,432,419	\$528,950	\$0	\$11,961,369
Distribution Services	72 / 70.49	\$9,554,409	\$6,797,522	\$0	\$16,351,931
Information Technology Svcs	90 / 89.50	\$21,146,425	\$2,548,960	\$0	\$23,695,385
General Svcs Administration	3 / 3.00	\$986,548	\$18,665	\$0	\$1,005,213
Program Unit Total	275 / 271.16	\$58,386,430	\$10,110,425	\$0	\$68,496,855

BUDGET NARRATIVE

Expenditures by Fund Type, Positions and Full-Time Equivalents – Governor’s Balanced Budget

Program Sub-Unit	Position / FTE	Revenue Sources			
		General Fund	Other Funds	Federal Fund	Total Fund
Fiscal Services	75 / 74.67	\$15,398,777	\$0	\$0	\$15,398,777
Facilities Services	32 / 32.00	\$11,171,287	\$528,830	\$0	\$11,700,117
Distribution Services	71 / 69.99	\$8,923,427	\$6,797,522	\$0	\$15,720,949
Information Technology Svcs	88 / 87.50	\$21,267,223	\$765,288	\$0	\$22,032,511
General Svcs Administration	2 / 2.00	\$620,270	\$18,665	\$0	\$638,935
Program Unit Total	268 / 266.16	\$57,380,984	\$8,110,305	\$0	\$65,491,289

Expenditures by Fund Type, Positions and Full-Time Equivalents – Legislatively Adopted Budget

Program Sub-Unit	Position / FTE	Revenue Sources			
		General Fund	Other Funds	Federal Fund	Total Fund
Fiscal Services	74 / 73.67	\$14,918,965	\$0	\$0	\$14,918,965
Facilities Services	32 / 32.00	\$9,807,554	\$528,724	\$0	\$10,336,278
Distribution Services	71 / 69.99	\$8,905,889	\$6,797,522	\$0	\$15,703,411
Information Technology Svcs	81 / 80.50	\$20,056,791	\$142,113	\$0	\$20,198,904
General Svcs Administration	2 / 2.00	\$608,243	\$18,665	\$0	\$626,908
Program Unit Total	260 / 258.16	\$54,297,442	\$7,487,024	\$0	\$61,784,466

BUDGET NARRATIVE

General Services Division

010 Non-PICS Psnl Svc / Vacancy Factor

Package Description

Purpose

This package includes three components: 1) The cost of Personal Services adjustments, such as inflation on non-PICS accounts, i.e., overtime, differentials, unemployment compensation, and mass transit taxes, which are not automatically generated by PICS; 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) Chief Financial Office (CFO) that considers both the savings and costs associated with normal turnover activity; and 3) An adjustment to the Public Employee Retirement System (PERS) Pension Obligation Bond assessment, which is also developed by the DAS CFO.

How Achieved

Non-PICS Accounts – With the exception of Mass Transit, adjustment amounts are computed by multiplying the above referenced accounts in the 2015-17 Base Budget by the standard inflation factor of 3.0%.

Vacancy Savings – Vacancy savings are computed using the formula and guidelines prescribed in the Budget and Legislative Concept Instructions and approved by the DAS CFO. This formulaic estimate of vacancy savings is then compared against the base budget, resulting in a package 010 adjustment.

PERS Pension Obligation Bonds – The Pension Obligation Bond amount is provided by the DAS CFO. This budgeted amount is distributed by DAS for Debt Service on PERS Pension Obligation Bonds. There is no inflation factor applied to Pension Obligation Bonds.

Agency Request Budget

Staffing Impact

None

Revenue Sources

General Fund	\$1,338,845
Other Funds	23,750
Federal Funds	0

BUDGET NARRATIVE

Governor's Balanced Budget

Staffing Impact

None

Revenue Sources

General Fund	\$1,338,845
Other Funds	23,750
Federal Funds	0
<u>Total Funds</u>	<u>\$1,362,595</u>

Legislatively Adopted Budget

Staffing Impact

None

Revenue Sources

General Fund	\$1,338,845
Other Funds	23,750
Federal Funds	0
<u>Total Funds</u>	<u>\$1,362,595</u>

2017-19 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 2017-19, 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	1,338,845	-	-	-	-	-	1,338,845
Total Revenues	\$1,338,845	-	-	-	-	-	\$1,338,845
Personal Services							
Temporary Appointments	921	-	-	-	-	-	921
Overtime Payments	6,390	-	697	-	-	-	7,087
All Other Differential	6,193	-	2,313	-	-	-	8,506
Public Employees' Retire Cont	2,456	-	589	-	-	-	3,045
Pension Obligation Bond	121,928	-	18,181	-	-	-	140,109
Social Security Taxes	1,033	-	231	-	-	-	1,264
Unemployment Assessments	1,056	-	2	-	-	-	1,058
Mass Transit Tax	3,533	-	1,316	-	-	-	4,849
Vacancy Savings	1,195,335	-	421	-	-	-	1,195,756
Total Personal Services	\$1,338,845	-	\$23,750	-	-	-	\$1,362,595
Services & Supplies							
Instate Travel	-	-	-	-	-	-	-
Office Expenses	-	-	-	-	-	-	-
Data Processing	-	-	-	-	-	-	-
Other Care of Residents and Patients	-	-	-	-	-	-	-
Other Services and Supplies	-	-	-	-	-	-	-
Expendable Prop 250 - 5000	-	-	-	-	-	-	-

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
Services & Supplies							
IT Expendable Property	-	-	-	-	-	-	-
Total Services & Supplies	-	-	-	-	-	-	-
Total Expenditures							
Total Expenditures	1,338,845	-	23,750	-	-	-	1,362,595
Total Expenditures	\$1,338,845	-	\$23,750	-	-	-	\$1,362,595
Ending Balance							
Ending Balance	-	-	(23,750)	-	-	-	(23,750)
Total Ending Balance	-	-	(\$23,750)	-	-	-	(\$23,750)

BUDGET NARRATIVE

General Services Division

022 Phase-out Pgm & One-time Costs

Package Description

Purpose

This package includes the financial impact associated with phasing out programs, services, or legislative actions that were terminated during the 2013-15 biennium. This includes the elimination of one-time expenditures and/or reductions that were assumed in the 2013-15 budget. The General Services Division is phasing out a one-time reduction that was assumed in the 2013-15 biennium.

How Achieved

This package includes the financial impact associated with phasing out the non-PICS Personal Services, Services and Supplies, Capital Outlay, and Special Payments for programs and services eliminated during the 2013-15 biennium.

Note: The position/FTE counts and the PICS financial impact of phased-out positions is included in the Base Budget as part of the automated budget development process. Only the incremental change for the above mentioned non-PICS accounts is included in this package.

Agency Request Budget

Staffing Impact

None

Revenue Sources

General Fund	\$187,960
Other Funds	0
Federal Funds	0

Governor's Balanced Budget

Staffing Impact

None

BUDGET NARRATIVE

Revenue Sources

General Fund	\$187,960
Other Funds	0
Federal Funds	0
<hr/>	
Total Funds	\$187,960

Legislatively Adopted Budget

Staffing Impact

None

Revenue Sources

General Fund	\$187,960
Other Funds	0
Federal Funds	0
<hr/>	
Total Funds	\$187,960

2017-19 Fiscal Impact

The actions included in this package will become part of the Base Budget for 2017-19.

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	187,960	-	-	-	-	-	187,960
Total Revenues	\$187,960	-	-	-	-	-	\$187,960
Services & Supplies							
Instate Travel	7,163	-	-	-	-	-	7,163
Employee Training	12,372	-	-	-	-	-	12,372
Office Expenses	18,757	-	-	-	-	-	18,757
Telecommunications	49,850	-	-	-	-	-	49,850
Data Processing	48,002	-	-	-	-	-	48,002
Fuels and Utilities	21,693	-	-	-	-	-	21,693
Facilities Maintenance	12,309	-	-	-	-	-	12,309
Other Services and Supplies	12,049	-	-	-	-	-	12,049
Expendable Prop 250 - 5000	5,765	-	-	-	-	-	5,765
Total Services & Supplies	\$187,960	-	-	-	-	-	\$187,960
Total Expenditures							
Total Expenditures	187,960	-	-	-	-	-	187,960
Total Expenditures	\$187,960	-	-	-	-	-	\$187,960
Ending Balance							
Ending Balance	-	-	-	-	-	-	-
Total Ending Balance	-	-	-	-	-	-	-

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 DAS. The prescribed standard inflation factors were used for all accounts in this division.

How Achieved

For 2015-17, inflation factors are 3.0% for standard inflation, 3.3% for Professional Services, 19.2% for Attorney General charges, 3.0% for Facility Rental and Taxes, and 3.0% for Special Payments. Inflation requested in this package is based on the 2015-17 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 in package 040.

Agency Request Budget

Staffing Impact

None

Revenue Sources

General Fund	\$246,531
Other Funds	48,868
Federal Funds	0

Governor's Balanced Budget

Staffing Impact

None

BUDGET NARRATIVE

Revenue Sources

General Fund	\$229,944
Other Funds	48,748
Federal Funds	<u>0</u>
Total Funds	\$278,692

Legislatively Adopted Budget

This 2015 Legislature reverted this package back to the amounts in the Agency Request Budget.

Staffing Impact

None

Revenue Sources

General Fund	\$246,531
Other Funds	48,868
Federal Funds	<u>0</u>
Total Funds	\$295,399

2017-19 Fiscal Impact

The actions included in this package will become part of the Base Budget for 2017-19.

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	246,531	-	-	-	-	-	246,531
Total Revenues	\$246,531	-	-	-	-	-	\$246,531

Services & Supplies

Instate Travel	10,397	-	820	-	-	-	11,217
Out of State Travel	194	-	-	-	-	-	194
Employee Training	5,039	-	31	-	-	-	5,070
Office Expenses	8,684	-	3,330	-	-	-	12,014
Telecommunications	56,940	-	-	-	-	-	56,940
Data Processing	31,982	-	265	-	-	-	32,247
Publicity and Publications	501	-	-	-	-	-	501
Professional Services	3,413	-	-	-	-	-	3,413
Attorney General	56,846	-	411	-	-	-	57,257
Employee Recruitment and Develop	188	-	-	-	-	-	188
Dues and Subscriptions	301	-	15	-	-	-	316
Fuels and Utilities	19,947	-	3,532	-	-	-	23,479
Facilities Maintenance	24,185	-	10,159	-	-	-	34,344
Food and Kitchen Supplies	146	-	14,081	-	-	-	14,227
Medical Services and Supplies	62	-	-	-	-	-	62
Other Care of Residents and Patients	1,101	-	2,239	-	-	-	3,340
Other Services and Supplies	10,728	-	13,279	-	-	-	24,007
Expendable Prop 250 - 5000	1,965	-	305	-	-	-	2,270

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
Services & Supplies							
IT Expendable Property	2,557	-	401	-	-	-	2,958
Total Services & Supplies	\$235,176	-	\$48,868	-	-	-	\$284,044
Capital Outlay							
Telecommunications Equipment	1,996	-	-	-	-	-	1,996
Household and Institutional Equip.	7,666	-	-	-	-	-	7,666
Industrial and Heavy Equipment	376	-	-	-	-	-	376
Data Processing Software	583	-	-	-	-	-	583
Data Processing Hardware	734	-	-	-	-	-	734
Total Capital Outlay	\$11,355	-	-	-	-	-	\$11,355
Total Expenditures							
Total Expenditures	246,531	-	48,868	-	-	-	295,399
Total Expenditures	\$246,531	-	\$48,868	-	-	-	\$295,399
Ending Balance							
Ending Balance	-	-	(48,868)	-	-	-	(48,868)
Total Ending Balance	-	-	(\$48,868)	-	-	-	(\$48,868)

BUDGET NARRATIVE

General Services Division

032 Above Standard Inflation

Package Description

Purpose

This package includes funding for above standard inflation as prescribed by DAS. Approval by the DAS CFO is required in order to use this package. The General Services Division has above standard inflation factor applied to the Professional Services and Medical S&S object codes.

How Achieved

For 2015-17, the above standard inflation factor for Medical Services and Supplies is 1.7%, and non-DAS inflation related to facility rent and taxes is 1.4%. These are in addition to the inflation included in package 031.

Agency Request Budget

Staffing Impact

None

Revenue Source

General Fund	\$376
Other Funds	0
Federal Funds	0

Governor's Balanced Budget

Staffing Impact

None

Revenue Source

General Fund	\$376
Other Funds	0
Federal Funds	0
<u>Total Funds</u>	<u>\$376</u>

BUDGET NARRATIVE

Legislatively Adopted Budget

Staffing Impact

None

Revenue Source

General Fund	\$376
Other Funds	0
Federal Funds	0
<hr/>	
Total Funds	\$376

2017-19 Fiscal Impact

The actions included in this package will become part of the Base Budget for 2017-19.

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Corrections, Dept of
Pkg: 032 - Above 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	376	-	-	-	-	-	376
Total Revenues	\$376	-	-	-	-	-	\$376
Services & Supplies							
Professional Services	341	-	-	-	-	-	341
Medical Services and Supplies	35	-	-	-	-	-	35
Total Services & Supplies	\$376	-	-	-	-	-	\$376
Total Expenditures							
Total Expenditures	376	-	-	-	-	-	376
Total Expenditures	\$376	-	-	-	-	-	\$376
Ending Balance							
Ending Balance	-	-	-	-	-	-	-
Total Ending Balance	-	-	-	-	-	-	-

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 additional staff and operating costs required to operate these programs. The April 2014 Oregon Corrections Population Forecast published by the DAS Office of Economic Analysis is the basis for actions presented in this package in the Agency Request Budget. The Governor's Balanced Budget 040 package is based on the October 2014 caseload forecast.

How Achieved

In response to the caseload projections included in the April 2014 Population Forecast, DOC completes a Population Management Plan that details the location and number of beds to be opened and/or closed in the institutions. This plan reflects the continued use of temporary and emergency beds within the department's facilities as needed to manage the changing prison population. Specifically, the plan includes opening temporary and emergency beds during 2015-17 at Oregon State Correctional Institution, Eastern Oregon Correctional Institution, and Two Rivers Correctional Institution. The plan also includes closing temporary and emergency beds during 2015-17 at Oregon State Correctional Institution, Coffee Creek Correctional Facility, Eastern Oregon Correctional Institution, Santiam Correctional Institution, and Snake River Correctional Institution.

During 2013-15, unfunded temporary and emergency beds were brought into production due to discrepancies between the April 2013 Population Forecast and actual prison growth. The funding for those prison beds, had the forecast been correct, would have become part of the 2015-17 base budget. Specifically, unfunded temporary and emergency beds were utilized at Powder River Correctional Facility, Warner Creek Correctional Facility, Deer Ridge Correctional Institution, Eastern Oregon Correctional Institution, and Oregon State Correctional Institution. Unfunded temporary and emergency beds were taken off line at Santiam Correctional Institution, Oregon State Penitentiary, Coffee Creek Correctional Facility, and Snake River Correctional Institution. Actions within this package resolve those issues, providing ongoing funding for those beds.

Additional services and supplies funding will be needed in order to meet the needs of this larger population at the various locations indicated. This package was built in the Agency Request Budget to reflect the caseload changes in the April 2014 caseload forecast. The package was updated in the Governor's Balanced Budget to reflect the caseload changes in the October 2014 caseload forecast. The 2015 Legislature reverted this package to back to amounts in the Agency Request Budget to reflect caseload changes through April 2014. LFO Package 802 adds caseload changes from April 2014 forecast to the April 2015 forecast.

BUDGET NARRATIVE

Agency Request Budget

Staffing Impact

Positions	0
FTE	0

Revenue Sources

General Fund	\$17,121
Other Funds	0
Federal Funds	0
<u>Total Funds</u>	<u>\$17,121</u>

Governor's Balanced Budget

Staffing Impact

Positions	0
FTE	0

Revenue Sources

General Fund	\$106,054
Other Funds	0
Federal Funds	0
<u>Total Funds</u>	<u>\$106,054</u>

Legislatively Adopted Budget

The 2015 Legislature denied the changes in the Governor's Balanced budget, and reverted package 040 back to Agency Request Budget amounts, which reflect the April 2014 OEA caseload forecast. LFO Package 802 adds caseload changes from April 2014 forecast to the April 2015 forecast.

Staffing Impact

Positions	0
FTE	0

BUDGET NARRATIVE

Revenue Sources

General Fund	\$17,121
Other Funds	0
Federal Funds	0
Total Funds	\$17,121

2017-19 Fiscal Impact

This package will have an impact on the 2017-19 budget, with beds phasing-in during 2015-17 needing to be funded for a full 24-month period in 2017-19. Base salary and Other Personnel Expenses for new staff will be automatically adjusted by PICS. Additional Services & Supplies and non-PICS Personal Services accounts will be manually adjusted in package 021. The additional operating costs will be offset partially by the elimination of one-time and startup supplies and equipment in package 022.

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	17,121	-	-	-	-	-	17,121
Total Revenues	\$17,121	-	-	-	-	-	\$17,121
Services & Supplies							
Office Expenses	1,042	-	-	-	-	-	1,042
Telecommunications	5,917	-	-	-	-	-	5,917
Data Processing	3,260	-	-	-	-	-	3,260
Professional Services	364	-	-	-	-	-	364
Attorney General	947	-	-	-	-	-	947
Fuels and Utilities	2,058	-	-	-	-	-	2,058
Facilities Maintenance	2,404	-	-	-	-	-	2,404
Other Services and Supplies	1,129	-	-	-	-	-	1,129
Total Services & Supplies	\$17,121	-	-	-	-	-	\$17,121
Total Expenditures							
Total Expenditures	17,121	-	-	-	-	-	17,121
Total Expenditures	\$17,121	-	-	-	-	-	\$17,121
Ending Balance							
Ending Balance	-	-	-	-	-	-	-
Total Ending Balance	-	-	-	-	-	-	-

BUDGET NARRATIVE

General Services Division

103 Staffing: New Initiatives & Existing Workload

Agency Overview

Policy option package 103 seeks to address issues related to staffing new initiatives and existing workload throughout several divisions within the Department of Corrections. The actions within this package permanently fund 11 positions throughout seven divisions. Below is the Agency Request Budget impact summary. Please see division-specific narrative for more detail.

- Central Administration Division: 3 Pos., 3.00 FTE, General Fund: \$916,814 **(Eliminated in LAB)**
- Health Services Division: 1 Pos., 1.00 FTE, General Fund: \$301,856 **(Eliminated in LAB)**
- Operations Division: 1 Pos., 1.00 FTE, General Fund: \$272,314 **(Eliminated in LAB)**
- Human Resources: 1 Pos., 1.00 FTE, General Fund: \$225,695 **(Eliminated in LAB)**
- Community Corrections Division: 1 Pos., 1.00 FTE, General Fund: \$289,314 **(Eliminated in LAB)**
- Offender Management and Rehabilitation Division: 3 Pos., 3.00 FTE, General Fund: \$666,553 **(Eliminated in LAB)**
- General Services Division: 1 Pos., 1.00 FTE, General Fund: \$364,939 **(Eliminated in LAB)**
- Total Package: 11 Pos., 11.00 FTE, General Fund: \$3,037,485 **(Eliminated in LAB)**

Purpose

During the last two biennia, the Oregon Department of Corrections (DOC) has been required to reduce the amount of management service employees and to reduce overall budgets. The addition of these new positions will provide the department the necessary resources to meet the full-time workload that exists and fulfill requirements regarding new initiatives.

Resource Conservation Management Coordinator

The purpose of this program is to carry out the internal policy development and various technical responsibilities necessary for the department to create and maintain an appropriate natural resource conservation program meeting the requirements of the state's Sustainability and Energy Conservation policies. The requirement for Sustainability and Energy Conservation programs are established in statute and rule. Establishing and staffing this program will provide an avenue for advising Department leadership on sustainability and conservation issues, and will assist the department in managing the portfolio of leased and owned facilities.

BUDGET NARRATIVE

How Achieved

The establishment of one position in the General Services Division will enable the department to focus on applying best practices to the issue of resource conservation management.

Staffing Impact

Positions	1
FTE	1.00

Quantifying Results

A work plan will be utilized to include the tasks needing to be completed and document who would be responsible for completion. It will support effective expectations and reinforce accountability.

Agency Balanced Budget

Revenue Sources

General Fund	\$364,939
Other Funds	0
Federal Funds	0
<u>Total Funds</u>	<u>\$364,939</u>

Governor's Balanced Budget

Revenue Sources

General Fund	\$0
Other Funds	0
Federal Funds	0
<u>Total Funds</u>	<u>\$0</u>

Legislatively Adopted Budget

This package was eliminated in the Legislatively Adopted Budget.

BUDGET NARRATIVE

Revenue Sources

General Fund	\$0
Other Funds	0
Federal Funds	0
<hr/>	
Total Funds	\$0

2017-19 Impact

This package was denied and will not have an impact in the 2015-17 or 2017-19 biennia.

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Corrections, Dept of
Pkg: 103 - Staffing: New Initiatives & Existing Workload

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	-	-	-	-	-	-	-
Total Revenues	-	-	-	-	-	-	-
Personal Services							
All Other Differential	-	-	-	-	-	-	-
Public Employees' Retire Cont	-	-	-	-	-	-	-
Social Security Taxes	-	-	-	-	-	-	-
Unemployment Assessments	-	-	-	-	-	-	-
Mass Transit Tax	-	-	-	-	-	-	-
Total Personal Services	-	-	-	-	-	-	-
Services & Supplies							
Instate Travel	-	-	-	-	-	-	-
Office Expenses	-	-	-	-	-	-	-
Data Processing	-	-	-	-	-	-	-
Other Services and Supplies	-	-	-	-	-	-	-
Expendable Prop 250 - 5000	-	-	-	-	-	-	-
IT Expendable Property	-	-	-	-	-	-	-
Total Services & Supplies	-	-	-	-	-	-	-
Total Expenditures							
Total Expenditures	-	-	-	-	-	-	-
Total Expenditures	-	-	-	-	-	-	-

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Corrections, Dept of
Pkg: 103 - Staffing: New Initiatives & Existing Workload

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	-	-	-	-	-	-	-
Total Positions							
Total Positions							-
Total Positions	-	-	-	-	-	-	-
Total FTE							
Total FTE							-
Total FTE	-	-	-	-	-	-	-

BUDGET NARRATIVE

General Services Division

104 CIS Replacement Project

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 five years. By July 1, 2017, 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 2015-17 biennium cover initial business analyst support for a gap analysis, requirements gathering, preparation for procurement, and development of an implementation plan for the 2017-19 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

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

BUDGET NARRATIVE

How Achieved

Procurement of a vendor solution in a phased approach: Phase 1 covers the 2015-17 biennium and includes gap analysis, preparation for procurement of system, and implementation planning. Phase 2 covers the 2017-19 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, and Inmate Property Control). The success of this package will be defined by having a Request For Proposal ready by July 1, 2015.

Agency Request Budget

Staffing Impact

Positions	8	(Limited Duration)
FTE	8.00	

Revenue Sources

General Fund	\$0	
Other Funds	2,000,000	(Bonds)
Federal Funds	0	
<u>Total Revenue</u>	<u>\$2,000,000</u>	

Governor's Balanced Budget

Staffing Impact

Positions	0
FTE	0.00

Revenue Sources

General Fund	\$2,000,000
Other Funds	0
Federal Funds	0
<u>Total Funds</u>	<u>\$2,000,000</u>

BUDGET NARRATIVE

Legislatively Adopted Budget

This package was eliminated in the Legislatively Adopted Budget.

Staffing Impact

Positions	0
FTE	0.00

Revenue Sources

General Fund	\$0
Other Funds	0
Federal Funds	0
<hr/> Total Funds	<hr/> \$0

2017-19 Impact

There is no impact because this package was eliminated in the Legislatively Adopted Budget.

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Corrections, Dept of
Pkg: 104 - CIS Replacement Project

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	-	-	-	-	-	-	-
General Fund Obligation Bonds	-	-	-	-	-	-	-
Total Revenues	-	-	-	-	-	-	-

Personal Services

Class/Unclass Sal. and Per Diem	-	-	-	-	-	-	-
Empl. Rel. Bd. Assessments	-	-	-	-	-	-	-
Public Employees' Retire Cont	-	-	-	-	-	-	-
Social Security Taxes	-	-	-	-	-	-	-
Unemployment Assessments	-	-	-	-	-	-	-
Worker's Comp. Assess. (WCD)	-	-	-	-	-	-	-
Mass Transit Tax	-	-	-	-	-	-	-
Flexible Benefits	-	-	-	-	-	-	-
Total Personal Services	-	-	-	-	-	-	-

Services & Supplies

Instate Travel	-	-	-	-	-	-	-
Office Expenses	-	-	-	-	-	-	-
Data Processing	-	-	-	-	-	-	-
IT Professional Services	-	-	-	-	-	-	-
Other Services and Supplies	-	-	-	-	-	-	-
Expendable Prop 250 - 5000	-	-	-	-	-	-	-

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Corrections, Dept of
Pkg: 104 - CIS Replacement Project

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	-	-	-	-	-	-	-
Total Services & Supplies	-	-	-	-	-	-	-
Total Expenditures							
Total Expenditures	-	-	-	-	-	-	-
Total Expenditures	-	-	-	-	-	-	-
Ending Balance							
Ending Balance	-	-	-	-	-	-	-
Total Ending Balance	-	-	-	-	-	-	-
Total Positions							
Total Positions	-	-	-	-	-	-	-
Total Positions	-	-	-	-	-	-	-
Total FTE							
Total FTE	-	-	-	-	-	-	-
Total FTE	-	-	-	-	-	-	-

BUDGET NARRATIVE

General Services Division

105 Inmate Thin-Client Network Replacement

Purpose

DOC has established an Inmate Thin Client Network to provide educational and law library services to adults in custody. These services are provided statewide at every DOC institution/facility per ORS 421.084 and OAR 291-139-0020. The agency currently has 21 servers on the inmate network: two are used for the law library and word processing (legal documents), five are used for IT functions to support the domain, and 14 are used for education.

DOC IT Services maintains, monitors, and repairs the critical system infrastructure, which is at high risk of failure due to its aging hardware. The Inmate Network's software need has also outgrown the existing old hardware and is therefore experiencing lag time, timeouts, and on occasion cannot be upgraded because of incompatibility issues.

DOC is requesting \$623,175 for a critical in-place Inmate Thin-Client Network domain replacement.

Regarding urgency, the thin clients are considered frail and have passed their 'expiration date,' and this reliability risk leaves the agency vulnerable to not adequately providing for a significant constitutional mandate around confinement.

How Achieved

DOC estimates that to establish an Inmate Thin Client Network that effectively meets the mandates and requirements of ORS 421.084 and OAR 291-139-0020, it will require the following investments.

Hardware		Quantity	Total with SA
Physical Servers Hardware		16	\$ 154,794
Server 2012 Standard, Datacenter		16	\$ 30,039
SQL Server Standard	\$ 2,667	6	\$ 16,002
Device CALs	\$ 31	600	\$ 18,492
RDS CALs (Remote Access)	\$ 73	600	\$ 43,848
Subtotal			\$ 263,175
Workstations Hardware (Thin Clients)	\$ 60	600	\$ 360,000
Total			\$ 623,175

BUDGET NARRATIVE

Staffing Impact

No Impact; existing DOC FTE resources are utilized.

Quantifying Results

The quantifying results will be a fully functional system that meets the mandates and requirements of ORS 421.084 and OAR 291-139-0020.

Agency Request Budget

Revenue Source

Other Funds	\$623,175
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Governor's Balanced Budget

Revenue Sources

General Funds	\$0
Other Funds	623,175
Federal Funds	0
<u>Total Funds</u>	<u>\$623,175</u>

Legislatively Adopted Budget

The 2015 Legislature shifted funding from Other Funds to General Fund.

Revenue Sources

General Funds	\$623,175
Other Funds	0
Federal Funds	0
<u>Total Funds</u>	<u>\$623,175</u>

2017-19 Impact

Adjustments made in this package will be included in the 2017-19 Base Budget.

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Corrections, Dept of
Pkg: 105 - Inmate Thin-Client Network 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							
General Fund Appropriation	623,175	-	-	-	-	-	623,175
General Fund Obligation Bonds	-	-	-	-	-	-	-
Total Revenues	\$623,175	-	-	-	-	-	\$623,175
Services & Supplies							
IT Expendable Property	360,000	-	-	-	-	-	360,000
Total Services & Supplies	\$360,000	-	-	-	-	-	\$360,000
Capital Outlay							
Other Capital Outlay	263,175	-	-	-	-	-	263,175
Total Capital Outlay	\$263,175	-	-	-	-	-	\$263,175
Total Expenditures							
Total Expenditures	623,175	-	-	-	-	-	623,175
Total Expenditures	\$623,175	-	-	-	-	-	\$623,175
Ending Balance							
Ending Balance	-	-	-	-	-	-	-
Total Ending Balance	-	-	-	-	-	-	-

BUDGET NARRATIVE

General Services Division

110 Technology Infrastructure

Agency Overview

Policy Option package 110 seeks to address issues related to technology upgrades throughout several divisions within the Department of Corrections. The actions within this package permanently fund five positions within the General Services Division as well as improve infrastructure necessary to ensure departmental efficiency through future biennia. Below is the Agency Request Budget impact summary. Please see division-specific narrative for more detail.

- General Services Division: 5 Pos., 3.00 FTE, General Fund: \$2,363,664 **(Eliminated in LAB)**
- Central Administration Division: 0 Pos., 0.00 FTE, General Fund: \$280,000 **(Eliminated in LAB)**
- Offender Management and Rehabilitation Division: 0 Pos., 0.00 FTE, General Fund: \$198,000 **(Eliminated in LAB)**
- Total Package: 5 Pos., 3.00 FTE, General Fund: \$2,841,664 **(Eliminated in LAB)**

Purpose

Department of Corrections has had many biennia of budget challenges. Because of these budget challenges, DOC has not kept up with technology upgrades and is still using manual and paper processes which do not allow for efficiencies nor sharing of data to the degree that it could be shared.

How Achieved

DOC is proposing a series of upgrades that will position DOC to begin to take advantage of efficiencies from technology. Those impacting the General Services Division include:

- **Payroll Document Imaging System (Oregon Records Management Solution)**
Due to the current technology of Payroll Systems, the amount of paper documents required to be maintained is huge. Approximately 10,000 pieces of paper are required to be filed and maintained for employee payroll each month. DOC maintains over 60 5-drawer file cabinets around the state for payroll records. DOC would like to incorporate the system used by Secretary of State (Oregon Records Management Solution) to image, file and archive payroll records. DOC will need two clerical support positions to scan back records for approximately 6 months to start up. Two positions / 0.50 FTE are requested.
- **Warehouse Management Barcode System**
Warehouse Management Systems (WMS) are an integral part of a warehousing business. Barcode visibilities are essential for all

BUDGET NARRATIVE

stages of operations. Barcodes accurately identify raw materials, manage inventory, and direct shipments. The goal of a warehouse is to control the movement and storage of goods in the most efficient manner. Software driven warehouse management solutions allow real-time data capture, automation and printing technologies into the warehouse infrastructure. DOC currently carries out all warehouse functionalities manually on paper. Manual processes create room for errors, lack of speed and limited visibility into the inventory system. The speed and volume of products that a warehouse can process is greatly increased with a fully integrated software and hardware solution. We are requesting a Warehouse Management System that is integrated with our current accounting system. Requested is one position and 0.50 FTE.

- **Sharepoint Intranet and Collaboration Tool**

DOC does not have a coordinated solution for communicating within the agency and for collaborating with our partners. Sharepoint functionality will allow DOC to improve:

- Communications within DOC (intranet)
- Providing central locations to find common information
- Providing research tools to locate common information
- Coordination of meetings
- Managing documents and document versions
- Collaborating on projects and decisions
- Improving the quality of business data/information
- Collaborating with external community and other partners (extranet)
- Reducing duplicate business forms

This package requests \$876,000 for the 2015-17 biennium and \$254,000 in the 2017-19 biennium to develop and deploy an enterprise wide SharePoint system. No positions / FTE are required. This will include:

- Creating an ongoing governance plan to manage development and program efforts
- Publishing critical information and content to staff
- Facilitating staff communications
- Sharing ideas, exchanging information, and engaging staff on collaborative projects and decisions
- Partially streamline key business process workflows

- **AS/400 Modernization**

Modernize the presentation of the applications hosted on the AS/400 to be graphical and available in a web browser. Modernization is in part accomplished by purchasing new software tools. Modernization includes access to both the CIS (offender system) and

BUDGET NARRATIVE

AFMIS (accounting) systems with a web browser replacing the current 5250 green screens. The cost is \$786,688 and will include software tools, configuration, and training and two Information Systems Specialist 7 positions. Requested FTE is 2.00.

Quantifying Results

The modernization of these critical business areas is essential to the Department's ability to promote public safety by supporting all Department functions that are necessary for offender management, case management, sentence management and fiscal accountability.

- The new and upgraded systems provide the Department of Corrections with a foundation to share data and essential information to improve business efficiencies and decisions.
- Evidence of the successful adoption of these foundation improvements will be demonstrated by an increase in collaboration, a reduction of manual processes, and the quality and speed of decisions.

Agency Request Budget

Staffing Impact

Positions: 5
FTE: 3.00

Revenue Sources

General Fund \$2,363,664*

*Payroll Document Imaging	69,994
WHSE Mgt Barcode System	630,982
SharePoint	876,000
AS400 Modernization	<u>786,688</u>
Total	\$2,363,664

Governor's Balanced Budget

Staffing Impact

Positions: 0
FTE: 0.00

Revenue Sources

General Fund \$0
Other Funds 0
Federal Funds 0

BUDGET NARRATIVE

Total Funds \$0

Legislatively Adopted Budget

This package was eliminated in the Legislatively Adopted Budget.

Staffing Impact

Positions: 0
FTE: 0.00

Revenue Sources

General Fund	\$0
Other Funds	0
Federal Funds	0
<hr/> Total Funds	<hr/> \$0

2017-19 Impact

This package was denied and will not have an impact in the 2015-17 or 2017-19 biennia.

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Corrections, Dept of
Pkg: 110 - Technology Infrastructure

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	-	-	-	-	-	-	-
Total Revenues	-	-	-	-	-	-	-
Personal Services							
Unemployment Assessments	-	-	-	-	-	-	-
Mass Transit Tax	-	-	-	-	-	-	-
Total Personal Services	-	-	-	-	-	-	-
Services & Supplies							
Instate Travel	-	-	-	-	-	-	-
Office Expenses	-	-	-	-	-	-	-
Data Processing	-	-	-	-	-	-	-
IT Professional Services	-	-	-	-	-	-	-
Other Services and Supplies	-	-	-	-	-	-	-
Expendable Prop 250 - 5000	-	-	-	-	-	-	-
IT Expendable Property	-	-	-	-	-	-	-
Total Services & Supplies	-	-	-	-	-	-	-
Capital Outlay							
Data Processing Software	-	-	-	-	-	-	-
Other Capital Outlay	-	-	-	-	-	-	-
Total Capital Outlay	-	-	-	-	-	-	-

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Corrections, Dept of
Pkg: 110 - Technology Infrastructure

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	-	-	-	-	-	-	-
Total Expenditures	-	-	-	-	-	-	-
Ending Balance							
Ending Balance	-	-	-	-	-	-	-
Total Ending Balance	-	-	-	-	-	-	-
Total Positions							
Total Positions							-
Total Positions	-	-	-	-	-	-	-
Total FTE							
Total FTE							-
Total FTE	-	-	-	-	-	-	-

BUDGET NARRATIVE

General Services Division

111 Staff Enhancements to Address Workload

Agency Overview

Policy Option package 111 seeks to address issues related to staffing new initiatives and existing workload throughout several divisions within the Department of Corrections. The actions within this package permanently fund ten positions throughout four divisions. Below is the Agency Request Budget impact summary. Please see division-specific narrative for more detail.

- Central Administration Division: 4 Pos., 4.00 FTE, General Fund: \$904,444 **(Eliminated in the LAB)**
- Community Corrections Division: 2 Pos., 2.00 FTE, General Fund: \$297,738 **(Eliminated in the LAB)**
- Offender Management and Rehabilitation Division: 3 Pos., 3.00 FTE, General Fund: \$547,627 **(Eliminated in the LAB)**
- General Services Division: 1 Pos., 1.00 FTE, General Fund: \$349,189 **(Eliminated in the LAB)**
- Total Package: 10 Pos., 10.00 FTE, General Fund: \$2,098,998 **(Eliminated in the LAB)**

Purpose

Package 111 is to restore position authority in targeted areas of need within the department relating to Federal compliance, Grants funding, and other key functions within the DOC. Below is the specific position being requested for the General Services Division.

Facilities Construction Staff

The Facilities Services Section is responsible for establishing and maintaining working relationships with various governmental partners and for carrying out the various policy development and technical responsibilities necessary for the department to create and maintain facilities with capacity for appropriate program delivery. The technical responsibility of Facilities Services is managing the department's real property portfolio including planning, building, upgrading, and maintaining agency-owned facilities, developing policies regarding code compliance, and other facility issues, while ensuring that correctional environments are appropriate for delivery of programs in compliance with federal and state statute and case law. Facilities Services supports established correctional institutions by initiating and maintaining local government and public involvement throughout the life of correctional facilities, advising department leadership on property and facility management issues, advising department leadership on pertinent land use and governmental joint powers issues, and managing the portfolio of leased and owned facilities for the department.

The positions within Facilities Services fulfill an ongoing, recurring need to manage and track the progress of construction, repair, and improvement projects and provide administrative oversight of agency wide maintenance programs administered by the section. This essential position is a Principal Executive Manager F that directly supports the successful administration of agency real property and maintenance management programs. The most appropriate funding source for this position is General Fund.

BUDGET NARRATIVE

How Achieved

Facilities Construction Staff

Establishing this position in General Fund will support long term management and oversight of the department's real property and maintenance programs in compliance with statutes, administrative rules, and departmental policies.

Quantifying Results

Facilities Construction Staff

The agency will be able to maintain continuity in the administration of maintenance and improvement programs and in our response to various land use issues (leases, easements, disposal of property determined to be surplus, etc.).

Agency Request Budget

Staffing Impact

Positions	1
FTE	1.00

Revenue Sources

General Fund	\$349,189
Other Funds	0
Federal Funds	0
<hr/>	
Total Funds	\$349,189

Governor's Balanced Budget

Staffing Impact

Positions	0
FTE	0.00

Revenue Sources

General Fund	\$0
Other Funds	0
Federal Funds	0
<hr/>	
Total Funds	\$0

BUDGET NARRATIVE

Legislatively Adopted Budget

This package was eliminated in the Legislatively Adopted Budget.

Staffing Impact

Positions	0
FTE	0.00

Revenue Sources

General Fund	\$0
Other Funds	0
Federal Funds	0
<hr/> Total Funds	<hr/> \$0

2017-19 Impact

This package was denied and will not have an impact in the 2015-17 or 2017-19 biennia.

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Corrections, Dept of
Pkg: 111 - Staff Enhancements to Address Workload

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	-	-	-	-	-	-	-
Total Revenues	-	-	-	-	-	-	-
Personal Services							
Unemployment Assessments	-	-	-	-	-	-	-
Mass Transit Tax	-	-	-	-	-	-	-
Total Personal Services	-	-	-	-	-	-	-
Services & Supplies							
Instate Travel	-	-	-	-	-	-	-
Office Expenses	-	-	-	-	-	-	-
Data Processing	-	-	-	-	-	-	-
Other Services and Supplies	-	-	-	-	-	-	-
Expendable Prop 250 - 5000	-	-	-	-	-	-	-
IT Expendable Property	-	-	-	-	-	-	-
Total Services & Supplies	-	-	-	-	-	-	-
Total Expenditures							
Total Expenditures	-	-	-	-	-	-	-
Total Expenditures	-	-	-	-	-	-	-

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Corrections, Dept of
Pkg: 111 - Staff Enhancements to Address Workload

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	-	-	-	-	-	-	-
Total Positions							
Total Positions							-
Total Positions	-	-	-	-	-	-	-
Total FTE							
Total FTE							-
Total FTE	-	-	-	-	-	-	-

BUDGET NARRATIVE

General Services Division

119 DAS VOIP Telephony Upgrade

Agency Overview

Policy Option package 119 seeks to address issues related to Voice-Over Internet Protocol (VOIP) and infrastructure upgrades throughout several divisions within the Department of Corrections. There are no personnel actions taken as part of this policy package. Below is the Agency Request Budget impact summary. Please see division-specific narrative for more detail.

- Capital Construction: 0 Pos., 0.00 FTE, Other Funds: \$12,246,698 (**Eliminated in the LAB**)
- General Services Division: 0 Pos., 0.00 FTE, General Fund: \$1,469,799 (**Eliminated in the LAB**)
- Total Package: 0 Pos., 0.00 FTE, Total Funds: \$13,716,497 (**Eliminated in the LAB**)

Purpose

The Department of Administrative Services (DAS) is seeking a new telephony solution for all state agencies. The planned solution will transition the state out of the telephone business with all telephone services provided by the selected vendor. To accomplish this change from analog to digital telephony, DOC will need to upgrade nearly all its infrastructure from CAT 3 to new CAT 6, fiber, and pathway infrastructure to support VOIP. In some cases this upgrade will be required to be accomplished in 20-, 50-, or 100-year-old buildings, incurring significant costs for new conduit and wire installation and abatement of asbestos-containing building materials. Additionally, all of the old switches and handsets will no longer be functional and will require replacement. This planned solution will result in direct billing for telephone services to the agency and an increase in monthly telephone charges.

How Achieved

Approximately \$12.2 million of infrastructure will be incurred as a one-time Capital Outlay to be financed with XI-Q bonds. Most of this will be Cat 6 cable, fiber, and pathway infrastructure, as well as network racking and termination. Additionally, ongoing General Fund telecommunications costs will increase by approximately \$1.5 million per biennium.

Staffing Impact

Positions: 0
FTE: 0.00

Quantifying Results

The agency telephones will be compatible with the State's VOIP telephony system and fully supported by the contracted vendor.

BUDGET NARRATIVE

Agency Request Budget

Revenue Sources

General Fund	\$1,469,799
Other Funds	0
Federal Funds	0
<u>Total Funds</u>	<u>\$1,469,799</u>

Governor's Balanced Budget

Revenue Sources

General Fund	\$1,469,799
Other Funds	0
Federal Funds	0
<u>Total Funds</u>	<u>\$1,469,799</u>

Legislatively Adopted Budget

The Legislature eliminated this package.

Revenue Sources

General Fund	\$0
Other Funds	0
Federal Funds	0
<u>Total Funds</u>	<u>\$0</u>

2017-19 Impact

No impact because this package was eliminated as part of the 2015-17 Legislatively Adopted Budget.

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Corrections, Dept of
Pkg: 119 - DAS VOIP Telephony 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	-	-	-	-	-	-	-
Total Revenues	-	-	-	-	-	-	-
Services & Supplies							
Telecommunications	-	-	-	-	-	-	-
Total Services & Supplies	-	-	-	-	-	-	-
Total Expenditures							
Total Expenditures	-	-	-	-	-	-	-
Total Expenditures	-	-	-	-	-	-	-
Ending Balance							
Ending Balance	-	-	-	-	-	-	-
Total Ending Balance	-	-	-	-	-	-	-

BUDGET NARRATIVE

General Services

801 LFO Analyst Adjustments (SB 5504)

Purpose

This package was created by the Legislature. The package includes multiple budget reductions, technical adjustments between appropriations, and additional limitation to spend increased revenues.

How Achieved

For the Department of Corrections, this package includes adjustments to the agency's primary appropriation bill (SB 5504). Those adjustments include: personal service budget reductions applied to vacancy savings, elimination of Community Corrections Local Jail Supplement funding, additional limitation to spend an anticipated increase in inmate work program revenue and a net zero shift between divisions for OCHIN and Central Print Services.

For the General Services Division, this package includes a technical adjustment relating to the centralization of print service costs. Due to this technical adjustment, General Services will see a \$107,701 reduction in their Services and Supplies budget.

Legislatively Adopted Budget

Package created by the Legislature.

Staffing Impact

Positions	0
FTE	0.00

Revenue Source

General Fund	(\$107,701)
Other Funds	\$0
Federal Funds	<u>\$0</u>
Total Funds	(\$107,701)

2017-19 Fiscal Impact

BUDGET NARRATIVE

Vacancy savings are re-projected each biennium based on agency experience, and so the portion reduced due to vacancy savings will not impact the 2017-19 budget. Additional inmate work program limitation and net zero shifts between divisions will be included in the 2017-19 Base Budget.

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Corrections, Dept of
Pkg: 801 - LFO 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	(107,701)	-	-	-	-	-	(107,701)
Total Revenues	(\$107,701)	-	-	-	-	-	(\$107,701)
Services & Supplies							
Office Expenses	(107,701)	-	-	-	-	-	(107,701)
Total Services & Supplies	(\$107,701)	-	-	-	-	-	(\$107,701)
Total Expenditures							
Total Expenditures	(107,701)	-	-	-	-	-	(107,701)
Total Expenditures	(\$107,701)	-	-	-	-	-	(\$107,701)
Ending Balance							
Ending Balance	-	-	-	-	-	-	-
Total Ending Balance	-	-	-	-	-	-	-

BUDGET NARRATIVE

General Services

802 LFO April 2015 Population Forecast (SB 5504)

Package Description

Purpose

This package was created by the Legislature. It includes caseload related adjustments stemming from the most recent caseload forecast for the number of adults in custody, which is produced by the Office of Economic Analysis (OEA).

How Achieved

For the Department of Corrections, this package includes adjustments to the agency's primary appropriation bill (SB 5504). This package adds appropriation to account for the increase in caseload that is assumed in the April 2015 OEA forecast as compared with the April 2014 OEA forecast.

Legislatively Adopted Budget

Package created by the Legislature.

Staffing Impact

Positions	0
FTE	0.00

Revenue Source

General Fund	\$204,823
Other Funds	\$0
Federal Funds	<u>\$0</u>
Total Funds	\$204,823

2017-19 Fiscal Impact

Adjustments made in this package will be included in the 2017-19 Base Budget.

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Corrections, Dept of
Pkg: 802 - April 2015 Population Forecast

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	204,823	-	-	-	-	-	204,823
Total Revenues	\$204,823	-	-	-	-	-	\$204,823
Services & Supplies							
Office Expenses	9,931	-	-	-	-	-	9,931
Telecommunications	98,788	-	-	-	-	-	98,788
Data Processing	30,715	-	-	-	-	-	30,715
Professional Services	3,260	-	-	-	-	-	3,260
Attorney General	9,404	-	-	-	-	-	9,404
Fuels and Utilities	19,044	-	-	-	-	-	19,044
Facilities Maintenance	23,165	-	-	-	-	-	23,165
Other Services and Supplies	10,516	-	-	-	-	-	10,516
Total Services & Supplies	\$204,823	-	-	-	-	-	\$204,823
Total Expenditures							
Total Expenditures	204,823	-	-	-	-	-	204,823
Total Expenditures	\$204,823	-	-	-	-	-	\$204,823
Ending Balance							
Ending Balance	-	-	-	-	-	-	-
Total Ending Balance	-	-	-	-	-	-	-

BUDGET NARRATIVE

General Services

840 LFO SB 5507 End Of Session (SB 5507)

Package Description

Purpose

This package was created by the Legislature. The package includes debt service adjustments and changes in DAS fees.

How Achieved

For the Department of Corrections, this package includes the following adjustments: DAS fee reductions, bond issuance costs, and an adjustment to the estimate of ongoing debt service on capital projects.

Legislatively Adopted Budget

Package created by the Legislature.

Staffing Impact

Positions	0
FTE	0.00

Revenue Source

General Fund	(\$261,694)
Other Funds	(\$226)
Federal Funds	<u>\$0</u>
Total Funds	(\$261,920)

2017-19 Fiscal Impact

Adjustments made in this package will be included in the 2017-19 Base Budget.

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Corrections, Dept of
Pkg: 840 - SB 5507 End of Session

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	(261,694)	-	-	-	-	-	(261,694)
Total Revenues	(\$261,694)	-	-	-	-	-	(\$261,694)
Services & Supplies							
Instate Travel	(12,994)	-	-	-	-	-	(12,994)
Office Expenses	(10,942)	-	-	-	-	-	(10,942)
Data Processing	(10,258)	-	-	-	-	-	(10,258)
Attorney General	(227,500)	-	(226)	-	-	-	(227,726)
Total Services & Supplies	(\$261,694)	-	(\$226)	-	-	-	(\$261,920)
Total Expenditures							
Total Expenditures	(261,694)	-	(226)	-	-	-	(261,920)
Total Expenditures	(\$261,694)	-	(\$226)	-	-	-	(\$261,920)
Ending Balance							
Ending Balance	-	-	226	-	-	-	226
Total Ending Balance	-	-	\$226	-	-	-	\$226

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

Corrections, Dept of
2015-17 Biennium

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

<i>Source</i>	2011-13 Actuals	2013-15 Leg Adopted Budget	2013-15 Leg Approved Budget	2015-17 Agency Request Budget	2015-17 Governor's Budget	2015-17 Leg Adopted Budget
Other Funds						
Charges for Services	4,764,566	5,664,954	5,664,954	3,574,438	3,574,438	3,574,438
Rents and Royalties	237,693	207,225	207,225	267,865	267,865	267,865
General Fund Obligation Bonds	-	-	-	2,623,175	623,175	-
Sales Income	653,843	580,111	580,111	511,196	511,196	511,196
Loan Repayments	-	33,556	33,556	34,563	34,563	34,563
Other Revenues	148,757	1,746,700	1,746,700	2,200,001	2,200,001	2,200,001
Total Other Funds	\$5,804,859	\$8,232,546	\$8,232,546	\$9,211,238	\$7,211,238	\$6,588,063

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

Source	Fund	ORBITS Revenue Acct	2011- 2013 Actual	2013-15 Legislatively Adopted	2013-15 Estimated	2015-17		
						Agency Request	Governor's Balanced	Legislatively Adopted
Commissary sales*	Other	0410	\$4,764,566	\$5,664,954	\$6,365	\$3,574,438	\$3,574,438	\$3,574,438
Warehouse space rental; land, building and cell tower leases	Other	0510	237,693	207,225	270,667	267,865	267,865	267,865
General Fund Obligation Bonds	Other	0555	0	0	0	2,623,175	623,175	0
Secure ID token sales; Oregon Youth Authority food sales; land, pallet, scrap metal and surplus asset sales	Other	0705	653,843	580,111	410,033	511,196	511,196	511,196
Loan Repayments	Other	0925	0	33,556	0	34,563	34,563	34,563
Other Revenues *	Other	0975	148,757	1,746,700	1,000	2,200,001	2,200,001	2,200,001
Federal Funds	Federal	0995	0	0	0	0	0	0

* DOC changed its accounting methodology for these revenues streams in 2013-15 (mid-biennium). There is expected to be a significant reduction in total revenue associated with these accounts in 2015-17 relating to this accounting change.