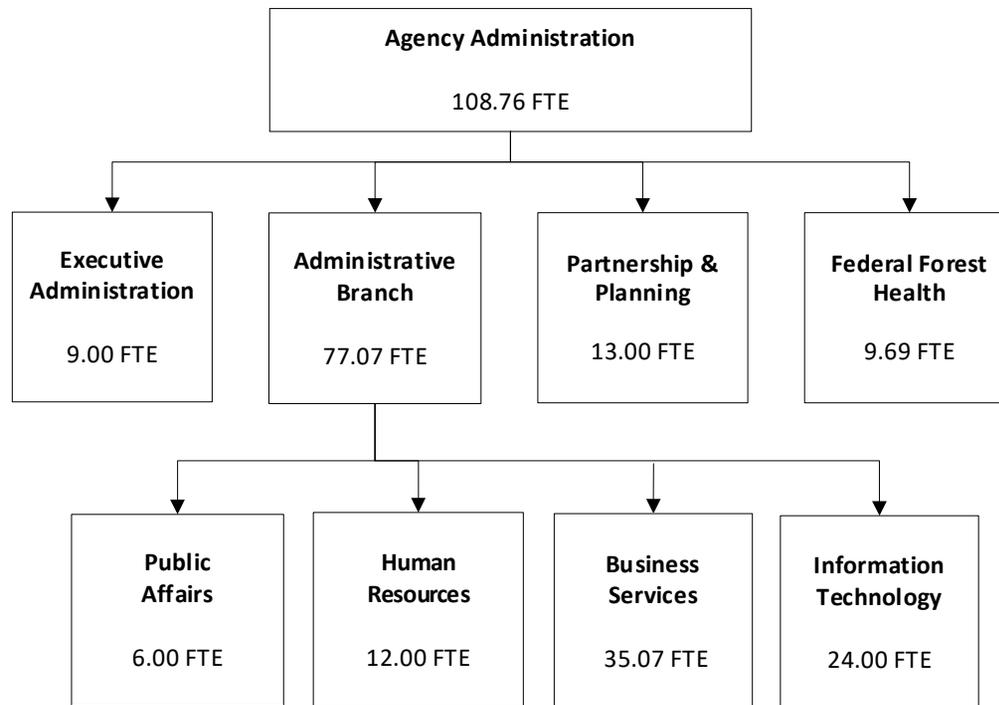
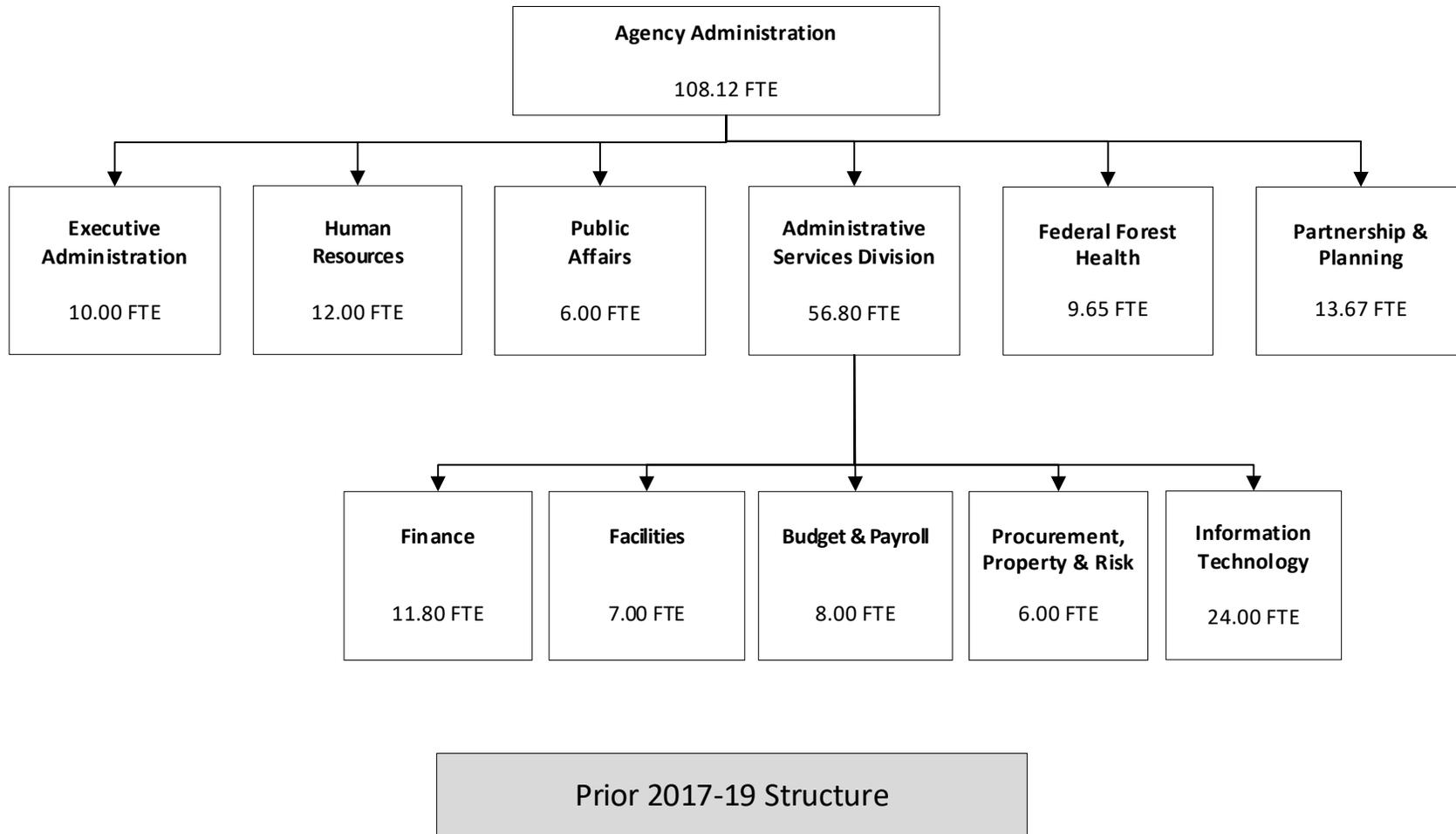


Agency Administration Division Narrative

Organization Charts



Current 2019-21 Structure



Executive Summary

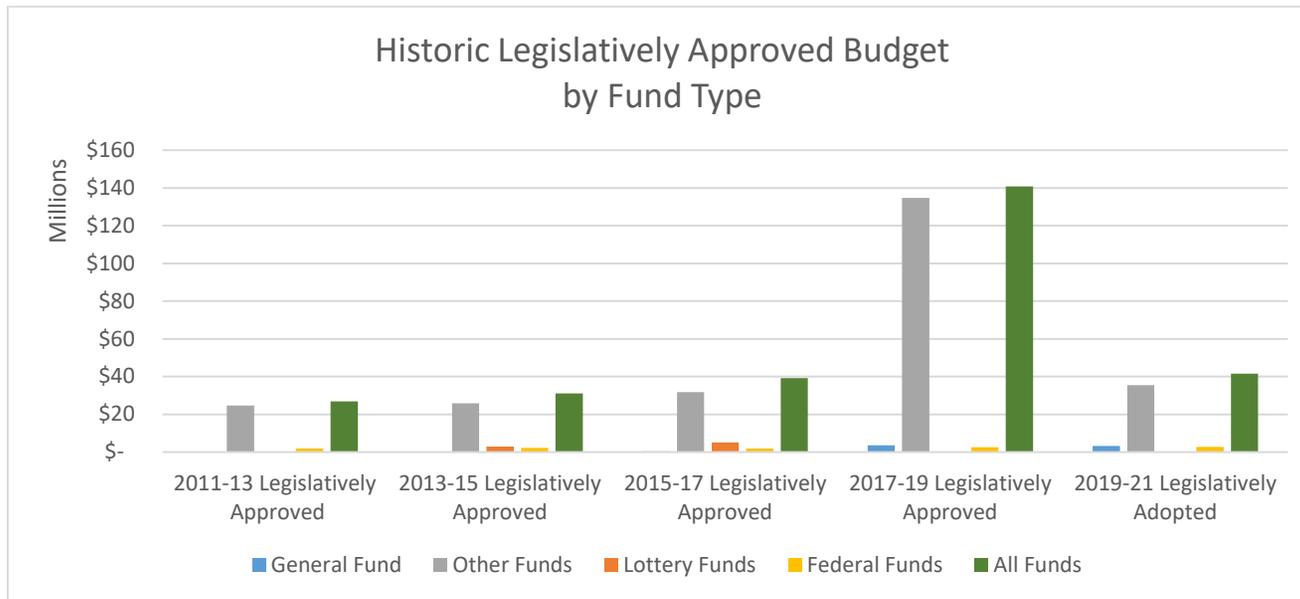
Long-Term Focus Areas:

Primary Outcome Area: Deliver State Services Effectively and Efficiently

Primary Division Contact:

Bill Herber, 503-945-7203

Division Total Funds Budget:



Division Overview:

The Agency Administration Division's mission is to provide high-quality leadership, assessment, policy development, public involvement, communications and administrative systems support to the Board of Forestry and the agency, providing the foundation for effective implementation of the agency's core business functions.

Program Funding Request:

For 2019-21, the Agency Administration Division received \$41,481,773 total funds (\$3,257,943 General Fund; \$35,424,716 Other Funds; and \$2,799,114 Federal Funds).

The requested funding enables the Division to provide the required support to the Board of Forestry and the Department's operating divisions. It also enables the Division to better meet the needs of the Department's diverse stakeholders and the public.

The Agency Administration Division has three primary components:

- ***Agency Leadership and Management***, which in concert with the Board of Forestry, provides leadership and policy direction on all forestry matters in the state, and also includes internal audit, legislative coordination and public affairs support.
- ***Partnership and Planning***, comprised of forest resources planning that furnishes technical analysis and planning, as well as a wide variety of information on forestry issues to other divisions of the Department and to other state, federal and local agencies and the public, and partnership development, which manages and pursues a variety of grant opportunities.
- ***Administrative Branch***, comprised of business services, human resources, public affairs and information technology.

The estimated cost for 2021-23 is \$44,414,731 and for 2023-25 is \$47,577,238.

Division Justification and Link to Long-Term Outcome:

The Division provides the following leadership, management and administrative functions for the Board and Department:

- Top-level policy development
- Agency leadership and management
- Interagency coordination

- Forest resource assessment, analysis and policy development
- Land use planning coordination
- Information systems support
- Accounting, payroll, budgeting and purchasing coordination
- Personnel, safety, and training support
- Property management coordination
- Central records management and document processing
- Administration of log branding activities
- Public affairs and legislative coordination
- Cartography and presentation graphics support
- Staff support for the Board of Forestry and State Forester's office
- Facilities maintenance of the Department's Salem headquarters
- Internal auditing
- Risk management

The Division's direct customers are the Board of Forestry and Department employees. Indirect customers include forest landowners, local, state, federal agencies and tribal governments, non-profit natural resources organizations, academic and corporate institutions, and the public. In support of the Department's operating programs, work is also sometimes accomplished for entities at a regional or national level.

The Agency Administration Division's mission is to provide leadership, assessment, policy development, public involvement, communications and administrative systems in support of the Board and Department, and to provide the foundation for effective implementation of ODF's core business functions. The Division continuously evaluates its processes to improve service delivery. It takes very seriously its responsibility as stewards of public dollars. All of these efforts link directly with the element of the Governor's strategic plan calling for excellence in state government.

Enabling Legislation/Program Authorization:

The Agency Administration Division implements the authority vested in the Board of Forestry through the following primary ORS Chapters:

ORS 321 - Timber Taxes
ORS 477 - Fire Protection
ORS 526 - Forestry Administration; Private Forests
ORS 527 - Insect and Disease Control; Private Forests
ORS 530 - State Forest Lands
ORS 532 - Log Brands

In addition, a large portion of the Department's administrative responsibilities and authorities are delegated by instruction, policy, or administrative rule from the Department of Administrative Services, the Secretary of State, the State Treasurer, and the Governor's Office.

Funding Streams Supporting the Division:

Agency Administration is mostly funded by the Other Funds and Federal Funds assessed against Department programs on a pro-rated basis by funding source, such as state forest timber receipts and the Forest Products Harvest Tax. The Division also receives a small amount of revenue from fees charged for services and map sales. About half of the pro-rated revenues is derived from the General Fund.

Business Services

Activities, Programs and Issues – Business Services:

Business Services Program provides business management guidance to the Department, and service to internal and external customers in accounting, budgeting, contracting, purchasing, payroll, risk management, property management and overall business management. It consists of four units: Financial Services, Budget Management, Contracts and Acquisition Management and Facilities Capital Management.

The Financial Services unit provides financial information, and makes available required legal reports on the use of public funds. It provides fiscal services in accordance with federal and state laws, rules, policies and procedures. Services include review of federal rules, state legislation, and Department of Administrative Services (DAS) rules to facilitate required changes in Department programs, policies, and procedures. These activities require a complex accounting system to provide fiscal data for programs that are financed through a variety of Other Funds, General Fund, and Federal Funds appropriations. In addition, the Financial Services Program plans, develops and implements new accounting techniques and modifies existing systems and procedures to meet statutory requirements. It provides managers with data necessary for policy and program planning. The Finance Services Program also includes the Payroll unit, which provides agency-wide payroll management and coordination.

The Budget Management unit works to ensure that the Department's budgetary resources are adequate by providing policy-makers with analysis and recommendations on policy initiatives related to the Department's biennial budget. The section's fiduciary responsibilities are to support biennial budget development, and to monitor budget execution for compliance with policy and statutory objectives. This is accomplished by fiscal analysts organized around the Department's budgetary applications, program structure, geographic areas and administrative sections.

The Contracts and Acquisition Management unit seeks to minimize the Department's risk in contracting and procurement of goods and services, maximize limited resources in the purchase of goods and services, and consult with other ODF programs that procure goods and services.

The Facilities Capital Management unit is responsible for managing, monitoring and developing the Department's facility assets to meet the long-term needs of the agency and our stakeholders. It also manages the Salem Headquarters Campus operations and maintenance activities. It coordinates management of the Department's statewide non-real property inventories and tracks state and federal property; statewide General Services Administration (GSA) ordering and requisitions; statewide equipment and property distribution, storage and disposal; central warehousing and mail distribution.

Important Background for Decision Makers:

Key factors affecting Business Services in the 2019-21 biennium include:

- Increased scrutiny of the administration of public assets, especially in these times of scarce resources.
- Need for strong working relationships with other ODF programs and field units; strategic planning that is integrated with policy-making, planning and operation; and an informed and aware workforce that, through interaction with the public, increases public awareness of Department operations and forestry issues in general.
- Multiple interactions with other natural resource agencies, the Governor's office, legislators, and other state agencies.
- Changes brought about by the Governmental Accounting Standards Board, American Institute of Certified Public Accountants or other oversight groups, with potential direct impact on the Department's fiscal processes and policies.
- Continued decentralization at the state Department of Administrative Services, producing Department of Forestry increases in:
 - Reviews and audits, and the personnel to accommodate them.
 - Roles and responsibilities at the agency level, with increases in personnel and other costs to manage this workload.
 - Need for strong internal controls and process improvement to implement these controls.
 - Complexity in risk management.
- Increased need for efficient and often automated business systems, in turn requiring increased investment in hardware, software and staff training.
- Increased need for analysis and process improvement.
- Increased financial management controls to decrease the likelihood of fraud, waste or abuse.
- Increased scrutiny and complexity of federal contracting rules, in turn increasing responsibility at the local level, and requiring the agency to reevaluate rules, increase training and certification of procurement staff, and requiring staff to perform more complex functions.
- Increased interest in the condition of state facilities, requiring improved inventories of buildings, grounds, roads, trails and bridges, along with improved ability to manage these assets. State mandates have also increased the complexity of facilities management.

Information Technology

Activities, Programs and Issues:

The Department's statewide information technology (IT) infrastructure consists of 43 Local Area Networks (LANs). All 43 LANs are networked to the State Data Center (SDC) and Salem headquarters office. Connected to these LANs are more than 1,400 computers and mobile devices. The SDC hosts and manages 46 production servers, with 31 remote servers located at ODF field offices. ODF also purchases mainframe resources, storage space and data backup services from the SDC. The Department uses DAS enterprise systems for access to payroll, personnel systems, the Statewide Financial Management System (SFMS), and the Electronic Training System (iLearn Oregon).

The Department supports office automation and personal productivity tools such as Microsoft Office, relational databases, project management, desktop publishing, geographic information systems (GIS), mainframe computer access, and internet and intranet access. Additionally, the IT Program supports several mission-critical business applications such as the timber sales accounting system, fire reporting systems, forest operations tracking, purchase order system, grant management system, and forest operations tracking systems.

The IT Program has three sub-units: GIS and Application Development, Technical Support, and Administrative Services. It provides planning, coordination and services in database administration, application development, GIS, data processing, technology training, computer, software and peripheral purchasing, data security, web technologies, and system administration for all enterprise systems. In partnership with the SDC, the IT Program also manages the Department's internet web filtering, anti-SPAM appliance and data backup systems.

The Application Development unit is responsible for systems analysis, design, programming, installation, maintenance and documentation of customer software critical to achieving Department goals. The unit also ensures the security and integrity of all databases critical to these programs, and provides ad hoc information retrieval services and training and support to all users of the Department's custom and special-purpose software.

The GIS unit provides statewide planning, coordination and administration of the Department's Geographic Information Systems, and supports specific GIS-related projects. The operation also includes cartographic support for the Department's main programs. Mobile fire-mapping units provide on-site fire mapping in fire camps during fire season. Special-use maps including high-risk areas, harvest status, insect and disease infestations, and project fires are produced for various areas. GIS strategic planning, development and implementation are provided in an effort to link statewide activities and to maximize intra- and interagency coordination and resource sharing. Additionally, the unit provides enterprise spatial data management, oversight, and acquisition including standards development and metadata maintenance. Finally, the unit provides GIS application development support for the Agency, including web mapping services for viewing and editing data.

The IT Program's Technical Support unit provides technical assistance and hardware and software analysis in support of the Department's statewide IT infrastructure, including computers, mobile devices and phone service. This unit works directly with all agency employees. Responsibilities include evaluating hardware and software needs, maintaining security systems, maintaining intranet and internet services, tuning existing system software to maximize performance and minimize down-time, installing new software packages, responding to user requests for assistance, keeping abreast of current industry trends and products, providing onsite support to fire emergency centers and teams, and researching new technologies and software to improve efficiency and functionality of the computer network. The unit also helps coordinate, or provides training to, ODF personnel on the use of installed general-purposesoftware.

The Administrative Resources Unit provides word processing support as well as support for Log Brands, IT budget tracking and reporting, and records management.

Important Background for Decision Makers:

- ODF business planning needs to improve and include assessments of where technology can be used to deliver services more efficiently and effectively. Outdated processes need to be abandoned or improved to meet current business and customer needs. Internet technologies could be used more extensively to allow customers to do business with ODF without having to visit an office.
- The Department needs to reduce the number of custom unsupported applications. Several of our custom applications use obsolete or hard-to-maintain platforms. Addressing this situation will enable developers to move existing applications to standardized and web-accessible systems. This will greatly enhance our ability to deploy applications through the existing computer network as well as to members of the public who would like to do business with the Department online.

Human Resources

Activities, Programs and Issues:

The Human Resource Program is faced with the major challenge of integrating all human resource functions into a cohesive program that provides the Department with a diverse, well-trained and highly motivated work force.

Recruitment:

- Refine outreach efforts to market the Department as an employer of choice locally, regionally and nationally.

Training:

- Continue to implement diversity strategies to promote an inclusive work environment that encourages and enables all employees to reach their full potential.
- Coordinate training, career development and succession planning to ensure the Department is prepared for the projected retirement of nearly 30 percent of its permanent work force in the next five years (including 21 percent of ODF leadership). The development of each employee is a shared responsibility between the employee and his or her manager.
- Facilitate the Career Development Tour as funding allows.
- Continue to offer Covey's "7 Habits" training as the agency's corporate culture course.
- Continue to offer Agency Leadership Program training to Department employees as the agency's management development course.

Classification:

- Continue to monitor job classifications to ensure that classifications and associated pay/benefits are viable, comparable to related classifications, and facilitate the Department's vision of having an aligned and empowered work force.
- Work closely with the Department of Administrative Services on statewide classification studies.

Safety:

- Continue to provide a high level of support to ensure successful implementation of the Agency's mandatory Fitness Standards Testing Program for all seasonal and permanent fire-related positions.
- Continue to reduce time-loss incidents and paid costs, as well as preventable incidents, both personal injury and vehicle accidents. Monitor and analyze accident data and provide feedback to safety committees and managers to prevent additional, similar accidents. Continue to

develop partnerships with SAIF, OR-OSHA and other agencies to ensure that safety programs are state-of-the art and in compliance with state and federal rules and regulations.

- On the implementation of the Agency Health Screening program.
- Provide leadership and coordination for the agency's wellness initiatives.

Systems and Programs:

- Effectively respond to and implement enterprise-wide DAS projects. This includes DAS statewide projects to replace manual systems with electronic systems.
- Continue implementation of strategic workforce planning process to effectively address current and emerging challenges to agency programs and workforce to help the agency ensure sustainability in meeting both its fire and non-fire statutory responsibilities. Continued workforce analysis is needed to identify gaps and to monitor, evaluate, and revise resources in order to meet the Department's strategic goals now and in the future.
- Continue to effectively manage labor relations, including negotiation and implementation of collective bargaining agreements.

Important Background for Decision Makers:

- The potential retirement of nearly 30 percent of the permanent work force within five years may greatly influence the Department's culture and mission capability.
- Rapid technological, governmental and social change will require the Department to strengthen its training program to provide all employees with comprehensive technical, interpersonal and change-management skills.
- Rising medical costs associated with employee benefits and workers' compensation require exploration of creative cost-avoidance approaches.
- The Department work force and customer base will continue to become more diversified.
- Job classification and associated pay/benefits will continue to need a great deal of attention and effort within both the Department and state government.
- Society will demand that employers deal with work/life balance issues and be responsive to employees' needs in addition to carrying out the agency mission. Examples include legislation such as Pay Equity, the Americans with Disabilities Act (ADA), Family Medical Leave Act (FMLA); and benefits such as Employee Assistance Program (EAP), telecommuting, and flextime.
- ODF's workforce planning is complicated by staff with diverse program duties and firefighting duties during the fire season; significant investments in training and preparation for fire duties; and the need to meet these multiple program missions, including responding to wildfires.

Partnership and Planning

The Partnership and Planning program provides support on agency-wide initiatives, policy analysis and strategic planning to the State Forester, the Oregon Board of Forestry, the Executive Team and ODF operating divisions. The work of the Partnership and Planning Program is partitioned into two units: Planning and Analysis and Federal Initiatives .

Planning and Analysis Sub-Unit

Activities, Programs and Issues:

The Planning and Analysis Unit (PAU) functions as technical and analytical staff to the Department and Board of Forestry. It coordinates issues management with other agencies and jurisdictions, develops analyses, and develops and recommends programs and policies to the Board and Department. PAU leads and/or coordinates the analysis of broad forestry, agency-wide, or integrated forest resource policy issues and assists in the development of agency and/or Board positions on state and national issues. Activities include:

- Provides lead staff support for Board of Forestry strategic planning, the development of annual plans agency-wide, and ODFs legislative efforts.
- Acquires information, and performing scientific and policy analyses essential to developing sound statewide natural resource policies that sustain and enhance the health of Oregon's forest ecosystems, watersheds, and airsheds. This includes coordinating with public and private partners to assimilate, catalogue and refine data and tools to ensure integrated, statewide and landscape-scale capability to assess conditions, trends, opportunities, and barriers.
- Provides leadership when working with other state and federal agencies and the private sector on forest sustainability, land use, forest health, and economic development policies that support a robust forest sector. In particular, coordinating with the Department of Land Conservation and Development to promote the retention of workingforestland.
- Actively promotes Board policies in federal forestland management activities statewide. Upon request, providing direct support to the Governor's Office regarding federal land management policies.

Federal Initiatives Sub-Unit

Activities, Programs and Issues:

The Federal Initiatives Unit (FIU) provides strategic leadership to implement forest stewardship across public and private ownership boundaries. FIU administers all USDA state and private grant programs and houses the Federal Forest Restoration Program (FFR), including Good Neighbor Authority projects.

FIU coordinates acquisition and administration of federal funds in the Agency's main operating divisions - State Forests, Fire Protection, and Private Forests – to deliver forest stewardship on the ground. This support includes the identification of aligned federal grant programs, coordination of grant requirements with federal agencies, developing and documenting grants processes, and providing assistance and other resources to field offices that are actively engaged with accomplishing the agency's program priorities. Private landowners and other partners use these funds to contract management actions such as forest fuel reduction, forest health treatments, stream restoration, and management planning activities.

FIU implements the Federal Forest Restoration Program to increase the pace, scale and quality of restoration of Oregon's federal forestland. FIUs work in this strategic area of focus for ODF includes working with field staff to identify, develop project-level agreements and support implementation of Good Neighbor Authority projects. FIU partners with the Oregon Watershed Enhancement Board to solicit and award grants to local collaborative groups. FIU works closely with the State Forest Division when this work involves administering a timber sale on land managed by US Forest Service or Bureau of Land Management. Revenue from timber sales cover ODF costs to implement this work and fund additional restoration needs.

In addition, FIU leverages other funds to achieve the agency's mission and specifically to avoid fragmentation of working forestlands, improve habitat for native fish and wildlife, and other goals outlined in the Board of Forestry's overarching *Forestry Program for Oregon*.

The activities of the Federal Initiatives Unit fall into several categories:

- Project identification, grant development and management – Working with ODF field staff to identify opportunities and researching various federal and other funding sources. When opportunities are identified, work includes on-boarding the federal grant and establishing monitoring processes to accurately report accomplishments.
- Development of new funding sources – Building partnerships with potential public and private funding organizations.
- Expanding agency partnerships – Developing stronger relationships with state and federal implementing agencies, non-governmental organizations, and private sector partners to leverage and align programs of work to increase scale of collective impact.

Revenue Sources and Proposed Revenue Changes:

The Federal Initiatives Unit was initially created to accept and administer grants from federal agencies and other grant programs. With the intersection of purpose to increase forest stewardship activities, the Federal Forest Restoration Program was housed within FIU and this increased diversity of revenue sources within FIU. In addition, Good Neighbor Authority projects input additional federal funds and other funds into FIU.

Revenue sources for federal grants typically provide funding over a three- to five-year period. The total funding of all active grants administered during a biennium generally amounts to \$38-40 million. The following sources have historically been the core of the Department's grant funding:

- Western States Fire Managers & Wildland Urban Interface Community Assistance *USDA, US Forest Service* – These annual, competitive grants supports education and activities to reduce wildfire protection costs through fuels treatment, used for critical fuel reduction projects, educating rural residents to take fire hazard reduction measures in and around their homes, increasing public awareness of human causes of wildfire, and assisting with the development of community fire plans.
- State Fire Assistance *U.S. Forest Service* – An annual, non-competitive matching grant that provides financial assistance to state wildland fire protection agencies to offset eligible standby and direct wildland fire emergency management costs.
- Natural Resource Conservation Service Technical Assistance – This NRCS program enables ODF field staff to provide technical assistance to non-industrial private forest landowners in support of NRCS cost share programs. Field foresters typically complete inventories, layouts, and certifications to help forest landowners move through NRCS cost share projects.
- Other smaller federal fund opportunities through the U.S. Department of Agriculture include:
 - Forest Stewardship
 - Forest Health Monitoring
 - Forest Health Cooperative Assistance
 - Urban and Community Forests
 - Western States Competitive
 - Volunteer Fire Assistance

The creation of the Federal Forest Restoration Program input \$3 million of General Fund into the FIU budget. Spending authority was approved to implement Good Neighbor Authority projects and included both Federal Funds and Other Funds. ODF expects the amount of Other Funds to grow substantially in future as the implementation of federal timber sales increases under Good Neighbor Authority.

Important Background for Decision Makers:

- Based on data from the Oregon Forests, Farms and People report, Oregon has been one of the most successful states in maintaining its forestland base. However, forest fragmentation through land-use change and development is an emerging issue, particularly in the wildland-urban interface. Issues include:
 - Reduction of federal timber supply
 - Significant reduction in forest product processing facilities
 - Impact of resource protection regulatory requirements (federal and state) on competition in the global market
 - Transition in forest industry away from vertically-integrated companies
 - Intergenerational transfer of non-industrial forests
- Historically, Oregon’s public interest in forest issues has largely been focused on water quality, salmon, and other wildlife issues. With the economic downturn and recent wildfire seasons; forest health, thinning of forest stands, and forest sector jobs are issues of importance for Oregonians. Even with increased forest restoration efforts, natural disturbances such as fire, wind, floods, landslides, and insects and disease will continue to play a dominant role in altering the habitat of Oregon’s forests.
- Local collaborative groups have shown success at the project level to begin to reverse the trends regarding management of federal forestlands, particularly as it relates to reducing stand density to increase resiliency to wildfires. There remains a lack of public consensus over the goals and objectives for federal forest land management and the intersection of foundational environmental laws such as the Endangered Species Act and Clean Water Act.
- The Good Neighbor Authority (GNA) represents a significant opportunity for ODF to increase the pace, scale and quality of restoration on our federal forests. GNA was adopted as a new tool in the 2014 Farm Bill and authorized the US Forest Service (USFS) and Bureau of Land Management (BLM) to enter into agreements with states to “act as an agent of the Secretary to carry out authorized forest, rangeland and watershed restoration services.” GNA is a broad tool and is a mechanism primarily to employ federal dollars to fund restoration work.
- Technology is changing rapidly and will make landscape-level, multi-resource forest assessments more feasible.

Public Affairs

Activities, Programs and Issues:

Information, education and outreach are vital to maintaining a connection between the public and the Oregon Department of Forestry. The Public Affairs Program provides professional communications support for all of the Department's activities, with an emphasis on fire protection, private forest management, state forest management, the state's involvement in federal forest issues, urban forestry and public education (including diversity efforts). The program also has a role in helping the Department and Board of Forestry serve all Oregonians by communicating about sustainable forestry. Further, the Program supports the Governor and the Governor's staff to advance forestry-related policies and programs.

The Department's customers are numerous and include the general public, state and federal policy-makers, other public agencies, the news media, forest landowners, the conservation community, tribal governments, local government officials, forestry leaders at all levels, and segments of the public immediately affected by wildfires, prescribed burning, pesticide use or other forest-related activities. The Public Affairs Program helps ensure that these customers are kept abreast of the Department's issues, programs and projects, and supports the Department in public outreach and participation.

Program activities include facilitating public involvement in Board and Department decisions, defining and communicating key messages, and generally making connections between ODF and its customers. The Program manages media relations, develops print and electronic publications, and engages in social media and web content development.

As the complexity and number of forest-related issues expand, along with the methods available for communicating about them, the Public Affairs Program is continually challenged to do more. It seeks to balance its efforts between immediate needs (such as wildfire response information), and long-term strategic needs (such as stakeholder outreach, diversity promotion, etc.).

The general difficulty of public communications is steadily and rapidly increasing, as the public receives a daily informational barrage from countless sources. We are challenged to use the web, social media and other technologies to keep pace in this busy marketplace of ideas.

Important background for decision-makers:

- Oregonians value their forests and expect them to be managed sustainably, but have limited information about public and private forest management practices.
- The Department is continually challenged to provide accurate and clear information to news media, policy-makers and other audiences in order to build public understanding and broaden perspectives about issues involving forest management and sustainability. Using multiple

communications tools to convey complex, technical information for public consumption requires substantial effort, but is essential to raise the knowledge bar.

- Forestry issues can be contentious and often assume a high public profile. The Public Affairs Program works hard to meet public involvement challenges, which include all-hazard crisis management, facilitating public involvement in Board meetings and decision-making processes, responding to information requests, increasing the scope and reach of social media tools, and organizing community meetings.

Base Budget & Essential Packages

Package 000 - Current Service Level Exception Request - Base Budget Change

There were three Base expenditure changes in the Agency Administration Division. **(A)** First, a new DCR was created for the Federal Forest Health sub-program, and all budgeted expenditures previously netted into normal Administrative DCR's were moved into it. This had a net zero impact at the SCR level. **(B)** Second, several classifications statewide were given a new salary "floor" in the PICS Budget Prep file. For ODF, only one classification was impacted, Office Specialist 1, which lost what had been Steps 1 through 3. As a result, four positions agency-wide "rolled" at higher than expected Steps and Rates. In the Agency Administration program only one position was impacted (#0002475). **(C)** As the result of removing months in one segment of two positions (#0001319 and #0001284), OPE changed in the Base.

Package 010 - Non-PICS Personal Services Adjustments

This package includes standard inflation of 3.8 percent on non-PICS items such as temporaries, overtime, shift differential, all other differentials and unemployment compensation, including the OPE associated with them. The Agency Administration program Vacancy Savings factor decreased from the prior biennium. There was no change to Position Counts or FTE.

NOTE: Due to 2017-19 Package 810 (HB 5006), reductions for the mandated "Hiring Slowdown" were booked in Vacancy Savings rather than Undistributed Personal Services. This caused the Base Vacancy Savings amounts to be unusually large, and therefore the Package 010 entries are unusually large as well to compensate.

Package 022 - Program Phase Outs

The purpose of this package is to Phase Out one-time budget increases remaining from prior biennia. There are 3 separate Phase Outs in the Agency Administration program for 2019-21. **(A)** First is phasing out one-time funding added during the February 2018 Session for ongoing federal forest restoration activities (Package 4004, HB4118). In addition to S&S and Special Payments, three positions had months added, however one was a Limited Duration position, so its costs were not rolled into the 2019-21 Base. As part of this phase out, 0.34 FTE that was utilized for federal forest restoration activities is being phased out by removing the Agency Administration segments from two existing positions. **(B)** Second, ODF is Phasing Out one-time Other Fund support for Services & Supplies for the Forestry Buys project (2017-19 Package 801). **(C)** Lastly ODF is Phasing Out Other Funds of one-time support for the purchase of the Elliott Forest (2017-19 Package 811).

Package 031 - Standard Inflation

The Cost of Goods and Services increased based on the standard 3.8 percent inflation factor for Services & Supplies and Capital Outlay items, except for State Government Service Charges and Attorney General Charges, which are based on the 2019- 2021 Price List of Goods and Services

NOTE: In all programs except Agency Administration, SGSC are Risk Charges only. The Agency Administration program inflation includes both its own Risk costs, as well as the entire Department's State Government Service Charges inflation.

Program Enhancement Packages

Summary of All Division Enhancement Packages

Package	Priority	Component Title	All Funds	Positions / FTEs
802		Admin Services Reorganization	(\$4,924)	1 / 1.27
803		State Forests Reorganization	\$63,661	0 / (0.14)
810		Statewide LFO Adjustments	(\$761,805)	0 / 0.00
Total LAB Packages:			(703,068)	1 / 1.13

Package 802 – Administrative Services Reorganization

Purpose:

This package recognizes a reorganization of the Administrative Services Division within Agency Administration. It moves the Administrative Services Division chief to a Deputy Director of Administration position that continues management of the Administrative Services Division and adds supervision of Public Affairs, Human Resources, and Internal Auditing functions. The remaining operational divisions including Fire Protection, State Forests, and Private Forests remain under the Deputy Director for Operations (Deputy State Forester). The former Administrative Services manager position is utilized as an Assistant Deputy Director for Administration. Six additional positions repurposed in the package include the elimination of redundant managerial positions in favor of the creation of two accounting positions directly working with FEMA claims processing. An additional permanent full time Information Specialist position is also established. The Department believes that by clearly bifurcating the operational and administrative functions of the Department that they can more effectively and efficiently manage the organization.

The net result is a budget reduction of (\$4,924) Other Funds.

Staffing Impact:

The package adds 1 Position Count and 1.27 FTE in this program.

Revenue Source:

	<u>Agency Requested</u>	<u>Governor’s Budget</u>	<u>Legislatively Adopted</u>
General Fund	--	--	\$0
Other Funds	--	--	(\$4,924)
Federal Funds	--	--	\$0
All Funds	--	--	(\$4,924)
Positions/FTE:	--	--	1 / 1.27

Package 803 – State Forests Program Reorganization

Purpose:

This package recognizes a workforce restructuring in the State Forests division, a result of a multi-year effort to create a sustainable organization through a combination of business improvements and organizational structure changes. The reorganization involves 55 individual positions. It has an agency-wide net budget reduction of (\$650,424) total funds, the elimination of seven positions, and reduction of (4.77) FTE.

Several of the positions involved had multiple funding sources in addition to the State Forests program. As a result this package also impacts the Agency Administration program, resulting in a budget reduction of \$35,011 General Fund and \$28,650 Federal Funds, for a net increase of \$63,661.

Staffing Impact:

The net of all actions is a reduction of (0.14) FTE, with no impact on Position Counts.

Revenue Source:

	<u>Agency Requested</u>	<u>Governor’s Budget</u>	<u>Legislatively Adopted</u>
General Fund	--	--	\$35,011
Other Funds	--	--	\$0
Federal Funds	--	--	\$28,650
All Funds	--	--	\$63,661
Positions/FTE:	--	--	0 / (0.14)

Package 810 – Statewide LFO Adjustments

Purpose:

This is an analyst package to adjust agency budgets statewide as a result of budget reduction to centralized State services, such as DAS, the Attorney General and PERS. These reductions are partially in State Government Service Charges, and some to estimated charges such as SDC, EGS, Parks Assessment, and Procurement. The PERS portion is the result of a rate change. Additionally there is a Base level debt service change due to a decrease in expected debt payments for the Gilchrist Forest and the planned purchase of the Elliott State Forest. There is no impact on Position Counts and FTE.

In the Agency Administration program the result is a budget reduction of (\$8,485) General Fund, (\$742,886) Other Funds and (\$10,434) Federal Funds.

Staffing Impact:

None.

Revenue Source:

	<u>Agency Requested</u>	<u>Governor’s Budget</u>	<u>Legislatively Adopted</u>
General Fund	--	--	(\$8,485)
Other Funds	--	--	(\$742,886)
Federal Funds	--	--	(\$10,434)
All Funds	--	--	(\$761,805)
Positions/FTE:	--	--	0 / 0.00

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

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

Cross Reference Name: Agency Administration
Cross Reference Number: 62900-008-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
General Fund Appropriation	42,487	-	-	-	-	-	42,487
Total Revenues	\$42,487	-	-	-	-	-	\$42,487
Personal Services							
Temporary Appointments	-	-	646	-	-	-	646
Overtime Payments	-	-	82	1,132	-	-	1,214
All Other Differential	-	-	417	7,039	-	-	7,456
Public Employees' Retire Cont	-	-	96	1,560	-	-	1,656
Pension Obligation Bond	42,044	-	23,739	(973)	-	-	64,810
Social Security Taxes	-	-	87	625	-	-	712
Unemployment Assessments	-	-	338	-	-	-	338
Mass Transit Tax	443	-	3,171	-	-	-	3,614
Vacancy Savings	-	-	454,492	23,470	-	-	477,962
Total Personal Services	\$42,487	-	\$483,068	\$32,853	-	-	\$558,408
Total Expenditures							
Total Expenditures	42,487	-	483,068	32,853	-	-	558,408
Total Expenditures	\$42,487	-	\$483,068	\$32,853	-	-	\$558,408
Ending Balance							
Ending Balance	-	-	(483,068)	(32,853)	-	-	(515,921)
Total Ending Balance	-	-	(\$483,068)	(\$32,853)	-	-	(\$515,921)

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

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

Cross Reference Name: Agency Administration
Cross Reference Number: 62900-008-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
General Fund Appropriation	(485,993)	-	-	-	-	-	(485,993)
Total Revenues	(\$485,993)	-	-	-	-	-	(\$485,993)
Personal Services							
Class/Unclass Sal. and Per Diem	(25,936)	-	-	-	-	-	(25,936)
Empl. Rel. Bd. Assessments	(50)	-	-	-	-	-	(50)
Public Employees' Retire Cont	(4,952)	-	-	-	-	-	(4,952)
Pension Obligation Bond	(36,705)	-	-	-	-	-	(36,705)
Social Security Taxes	(1,984)	-	-	-	-	-	(1,984)
Worker's Comp. Assess. (WCD)	(48)	-	-	-	-	-	(48)
Mass Transit Tax	(318)	-	-	-	-	-	(318)
Total Personal Services	(\$69,993)	-	-	-	-	-	(\$69,993)
Services & Supplies							
Instate Travel	(20,000)	-	(3,592)	-	-	-	(23,592)
Employee Training	(10,000)	-	-	-	-	-	(10,000)
Office Expenses	-	-	(12,806)	-	-	-	(12,806)
Telecommunications	-	-	(1,921)	-	-	-	(1,921)
Professional Services	(283,000)	-	(1,040,092)	-	-	-	(1,323,092)
Attorney General	-	-	(2,001)	-	-	-	(2,001)
Expendable Prop 250 - 5000	(3,000)	-	(10,405)	-	-	-	(13,405)
IT Expendable Property	-	-	(20,010)	-	-	-	(20,010)
Total Services & Supplies	(\$316,000)	-	(\$1,090,827)	-	-	-	(\$1,406,827)

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

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

Cross Reference Name: Agency Administration
Cross Reference Number: 62900-008-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Capital Outlay							
Land Improvements	-	-	(100,000,000)	-	-	-	(100,000,000)
Total Capital Outlay	-	-	(\$100,000,000)	-	-	-	(\$100,000,000)
Special Payments							
Spc Pmt to Fish/Wildlife, Dept of	(100,000)	-	-	-	-	-	(100,000)
Total Special Payments	(\$100,000)	-	-	-	-	-	(\$100,000)
Total Expenditures							
Total Expenditures	(485,993)	-	(101,090,827)	-	-	-	(101,576,820)
Total Expenditures	(\$485,993)	-	(\$101,090,827)	-	-	-	(\$101,576,820)
Ending Balance							
Ending Balance	-	-	101,090,827	-	-	-	101,090,827
Total Ending Balance	-	-	\$101,090,827	-	-	-	\$101,090,827
Total FTE							
Total FTE							(0.34)
Total FTE	-	-	-	-	-	-	(0.34)

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Forestry, Dept of
Pkg: 031 - Standard Inflation

Cross Reference Name: Agency Administration
Cross Reference Number: 62900-008-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
General Fund Appropriation	62,425	-	-	-	-	-	62,425
Total Revenues	\$62,425	-	-	-	-	-	\$62,425

Services & Supplies

Instate Travel	11,062	-	4,410	113	-	-	15,585
Out of State Travel	-	-	437	13	-	-	450
Employee Training	190	-	3,241	397	-	-	3,828
Office Expenses	380	-	4,863	436	-	-	5,679
Telecommunications	-	-	47,799	140	-	-	47,939
State Gov. Service Charges	-	-	1,313,746	10,022	-	-	1,323,768
Data Processing	-	-	70,822	5	-	-	70,827
Publicity and Publications	-	-	2,207	1,245	-	-	3,452
Professional Services	47,202	-	69,390	30,283	-	-	146,875
IT Professional Services	-	-	45,547	-	-	-	45,547
Attorney General	3,021	-	24,804	10	-	-	27,835
Employee Recruitment and Develop	-	-	1,075	8	-	-	1,083
Dues and Subscriptions	-	-	534	19	-	-	553
Facilities Maintenance	-	-	174	-	-	-	174
Food and Kitchen Supplies	-	-	623	-	-	-	623
Agency Program Related S and S	-	-	2,291	1,103	-	-	3,394
Other Services and Supplies	-	-	19,052	-	-	-	19,052
Expendable Prop 250 - 5000	-	-	479	246	-	-	725

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Forestry, Dept of
Pkg: 031 - Standard Inflation

Cross Reference Name: Agency Administration
Cross Reference Number: 62900-008-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Services & Supplies							
IT Expendable Property	570	-	7,565	433	-	-	8,568
Total Services & Supplies	\$62,425	-	\$1,619,059	\$44,473	-	-	\$1,725,957
Capital Outlay							
Office Furniture and Fixtures	-	-	1,669	564	-	-	2,233
Data Processing Software	-	-	24,094	451	-	-	24,545
Data Processing Hardware	-	-	491	437	-	-	928
Total Capital Outlay	-	-	\$26,254	\$1,452	-	-	\$27,706
Total Expenditures							
Total Expenditures	62,425	-	1,645,313	45,925	-	-	1,753,663
Total Expenditures	\$62,425	-	\$1,645,313	\$45,925	-	-	\$1,753,663
Ending Balance							
Ending Balance	-	-	(1,645,313)	(45,925)	-	-	(1,691,238)
Total Ending Balance	-	-	(\$1,645,313)	(\$45,925)	-	-	(\$1,691,238)

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Forestry, Dept of
Pkg: 090 - Analyst Adjustments

Cross Reference Name: Agency Administration
Cross Reference Number: 62900-008-00-00-00000

<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							
Mass Transit Tax	-	-	-	-	-	-	-
Vacancy Savings	-	-	-	-	-	-	-
Reconciliation Adjustment	-	-	-	-	-	-	-
Total Personal Services	-	-	-	-	-	-	-
Services & Supplies							
Instate Travel	-	-	-	-	-	-	-
Employee Training	-	-	-	-	-	-	-
Office Expenses	-	-	-	-	-	-	-
Professional Services	-	-	-	-	-	-	-
IT Expendable Property	-	-	-	-	-	-	-
Total Services & Supplies	-	-	-	-	-	-	-
Total Expenditures							
Total Expenditures	-	-	-	-	-	-	-
Total Expenditures	-	-	-	-	-	-	-

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Forestry, Dept of
Pkg: 090 - Analyst Adjustments

Cross Reference Name: Agency Administration
Cross Reference Number: 62900-008-00-00-00000

<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	-	-	-	-	-	-	-

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Forestry, Dept of
Pkg: 091 - Statewide Adjustment DAS Chgs

Cross Reference Name: Agency Administration
Cross Reference Number: 62900-008-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
General Fund Appropriation	-	-	-	-	-	-	-
Federal Funds	-	-	-	-	-	-	-
Total Revenues	-	-	-	-	-	-	-
Services & Supplies							
Instate Travel	-	-	-	-	-	-	-
Office Expenses	-	-	-	-	-	-	-
State Gov. Service Charges	-	-	-	-	-	-	-
Data Processing	-	-	-	-	-	-	-
Professional Services	-	-	-	-	-	-	-
Other Services and Supplies	-	-	-	-	-	-	-
Total Services & Supplies	-	-	-	-	-	-	-
Special Payments							
Intra-Agency Gen Fund Transfer	-	-	-	-	-	-	-
Total Special Payments	-	-	-	-	-	-	-
Total Expenditures							
Total Expenditures	-	-	-	-	-	-	-
Total Expenditures	-	-	-	-	-	-	-

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Forestry, Dept of
Pkg: 091 - Statewide Adjustment DAS Chgs

Cross Reference Name: Agency Administration
Cross Reference Number: 62900-008-00-00-00000

<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	-	-	-	-	-	-	-

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Forestry, Dept of
Pkg: 092 - Statewide AG Adjustment

Cross Reference Name: Agency Administration
Cross Reference Number: 62900-008-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
General Fund Appropriation	-	-	-	-	-	-	-
Federal Funds	-	-	-	-	-	-	-
Total Revenues	-	-	-	-	-	-	-
Services & Supplies							
Attorney General	-	-	-	-	-	-	-
Total Services & Supplies	-	-	-	-	-	-	-
Total Expenditures							
Total Expenditures	-	-	-	-	-	-	-
Total Expenditures	-	-	-	-	-	-	-
Ending Balance							
Ending Balance	-	-	-	-	-	-	-
Total Ending Balance	-	-	-	-	-	-	-

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Forestry, Dept of
Pkg: 100 - Agency Sustainability

Cross Reference Name: Agency Administration
Cross Reference Number: 62900-008-00-00-00000

<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							
Class/Unclass Sal. and Per Diem	-	-	-	-	-	-	-
Empl. Rel. Bd. Assessments	-	-	-	-	-	-	-
Public Employees' Retire Cont	-	-	-	-	-	-	-
Social Security Taxes	-	-	-	-	-	-	-
Worker's Comp. Assess. (WCD)	-	-	-	-	-	-	-
Mass Transit Tax	-	-	-	-	-	-	-
Flexible Benefits	-	-	-	-	-	-	-
Total Personal Services	-	-	-	-	-	-	-
Services & Supplies							
Agency Program Related S and S	-	-	-	-	-	-	-
Total Services & Supplies	-	-	-	-	-	-	-
Capital Outlay							
Telecommunications Equipment	-	-	-	-	-	-	-
Automotive and Aircraft	-	-	-	-	-	-	-
Total Capital Outlay	-	-	-	-	-	-	-

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Forestry, Dept of
Pkg: 100 - Agency Sustainability

Cross Reference Name: Agency Administration
Cross Reference Number: 62900-008-00-00-00000

<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	-	-	-	-	-	-	-

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Forestry, Dept of
Pkg: 802 - Agency Administration Reorganization

Cross Reference Name: Agency Administration
Cross Reference Number: 62900-008-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Personal Services							
Class/Unclass Sal. and Per Diem	-	-	(38,121)	-	-	-	(38,121)
Empl. Rel. Bd. Assessments	-	-	61	-	-	-	61
Public Employees' Retire Cont	-	-	(7,278)	-	-	-	(7,278)
Social Security Taxes	-	-	(2,914)	-	-	-	(2,914)
Worker's Comp. Assess. (WCD)	-	-	58	-	-	-	58
Mass Transit Tax	-	-	(65)	-	-	-	(65)
Flexible Benefits	-	-	35,184	-	-	-	35,184
Reconciliation Adjustment	-	-	8,151	-	-	-	8,151
Total Personal Services	-	-	(\$4,924)	-	-	-	(\$4,924)
Total Expenditures							
Total Expenditures	-	-	(4,924)	-	-	-	(4,924)
Total Expenditures	-	-	(\$4,924)	-	-	-	(\$4,924)
Ending Balance							
Ending Balance	-	-	4,924	-	-	-	4,924
Total Ending Balance	-	-	\$4,924	-	-	-	\$4,924
Total Positions							
Total Positions	-	-	-	-	-	-	1
Total Positions	-	-	-	-	-	-	1

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Forestry, Dept of
Pkg: 802 - Agency Administration Reorganization

Cross Reference Name: Agency Administration
Cross Reference Number: 62900-008-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Total FTE							
Total FTE							1.27
Total FTE	-	-	-	-	-	-	1.27

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Forestry, Dept of
Pkg: 803 - State Forests Reorganization

Cross Reference Name: Agency Administration
Cross Reference Number: 62900-008-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
General Fund Appropriation	35,011	-	-	-	-	-	35,011
Total Revenues	\$35,011	-	-	-	-	-	\$35,011
Personal Services							
Class/Unclass Sal. and Per Diem	30,058	-	-	24,134	-	-	54,192
Empl. Rel. Bd. Assessments	4	-	-	(4)	-	-	-
Public Employees' Retire Cont	5,739	-	-	4,607	-	-	10,346
Social Security Taxes	2,299	-	-	1,847	-	-	4,146
Worker's Comp. Assess. (WCD)	3	-	-	(3)	-	-	-
Flexible Benefits	1,935	-	-	(1,935)	-	-	-
Reconciliation Adjustment	(5,027)	-	-	4	-	-	(5,023)
Total Personal Services	\$35,011	-	-	\$28,650	-	-	\$63,661
Total Expenditures							
Total Expenditures	35,011	-	-	28,650	-	-	63,661
Total Expenditures	\$35,011	-	-	\$28,650	-	-	\$63,661
Ending Balance							
Ending Balance	-	-	-	(28,650)	-	-	(28,650)
Total Ending Balance	-	-	-	(\$28,650)	-	-	(\$28,650)

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Forestry, Dept of
Pkg: 803 - State Forests Reorganization

Cross Reference Name: Agency Administration
Cross Reference Number: 62900-008-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Total Positions							
Total Positions							-
Total Positions	-	-	-	-	-	-	-
Total FTE							
Total FTE							(0.14)
Total FTE	-	-	-	-	-	-	(0.14)

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Forestry, Dept of
Pkg: 810 - Statewide Adjustments

Cross Reference Name: Agency Administration
Cross Reference Number: 62900-008-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
General Fund Appropriation	(8,485)	-	-	-	-	-	(8,485)
Total Revenues	(\$8,485)	-	-	-	-	-	(\$8,485)
Personal Services							
Reconciliation Adjustment	(4,248)	-	(81,331)	(7,114)	-	-	(92,693)
Total Personal Services	(\$4,248)	-	(\$81,331)	(\$7,114)	-	-	(\$92,693)
Services & Supplies							
Office Expenses	(34)	-	(422)	(38)	-	-	(494)
State Gov. Service Charges	-	-	(281,421)	(3,253)	-	-	(284,674)
Data Processing	-	-	(372,825)	(27)	-	-	(372,852)
Professional Services	(3,475)	-	-	-	-	-	(3,475)
Attorney General	(728)	-	(5,978)	(2)	-	-	(6,708)
Other Services and Supplies	-	-	(909)	-	-	-	(909)
Total Services & Supplies	(\$4,237)	-	(\$661,555)	(\$3,320)	-	-	(\$669,112)
Special Payments							
Intra-Agency Gen Fund Transfer	-	-	-	-	-	-	-
Total Special Payments	-	-	-	-	-	-	-
Total Expenditures							
Total Expenditures	(8,485)	-	(742,886)	(10,434)	-	-	(761,805)
Total Expenditures	(\$8,485)	-	(\$742,886)	(\$10,434)	-	-	(\$761,805)

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Forestry, Dept of
Pkg: 810 - Statewide Adjustments

Cross Reference Name: Agency Administration
Cross Reference Number: 62900-008-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Ending Balance							
Ending Balance	-	-	742,886	10,434	-	-	753,320
Total Ending Balance	-	-	\$742,886	\$10,434	-	-	\$753,320

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
0001284	OXSOC8255	AP	WILDLAND FIRE SUPPRESSION SPEC		.17-	4.00-	02	3,242.00	12,968- 3,517-				12,968- 3,517-
0001319	OXSOC8255	AP	WILDLAND FIRE SUPPRESSION SPEC		.17-	4.00-	02	3,242.00	12,968- 3,517-				12,968- 3,517-
TOTAL PICS SALARY									25,936-				25,936-
TOTAL PICS OPE									7,034-				7,034-
TOTAL PICS PERSONAL SERVICES =									.34-	8.00-			32,970-

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
0000040	OA0	C0212	AP ACCOUNTING TECHNICIAN 3	1-	.77-	18.51-	02	3,264.00		60,417- 51,459-			60,417- 51,459-
0000040	OA0	C1217	AP ACCOUNTANT 3	1	1.00	24.00	02	4,727.00		113,448 65,639			113,448 65,639
0000201	OA0	C0104	AP OFFICE SPECIALIST 2	1	1.00	24.00	04	2,994.00		71,856 54,517			71,856 54,517
0000201	OA0	C0107	AP ADMINISTRATIVE SPECIALIST 1	1-	1.00-	24.00-	09	4,096.00		98,304- 61,589-			98,304- 61,589-
0000252	MMS	X7000	AP PRINCIPAL EXECUTIVE/MANAGER A	1-	1.00-	24.00-	09	5,937.00		142,488- 73,404-			142,488- 73,404-
0000252	OA0	C0212	AP ACCOUNTING TECHNICIAN 3	1	1.00	24.00	02	3,264.00		78,336 56,250			78,336 56,250
0000371	MESNZ	7010	AP PRINCIPAL EXECUTIVE/MANAGER F	1-	1.00-	24.00-	07	9,177.00		220,248- 94,197-			220,248- 94,197-
0000371	MESNZ	7012	AP PRINCIPAL EXECUTIVE/MANAGER G	1	1.00	24.00	05	9,642.00		231,408 97,182			231,408 97,182
0003429	OA0	C0856	AP PROJECT MANAGER 3	1-	1.00-	24.00-	09	8,358.00		200,592- 88,941-			200,592- 88,941-
0003429	OA0	C1216	AP ACCOUNTANT 2	1	1.00	24.00	02	3,918.00		94,032 60,448			94,032 60,448
0003760	OA0	C1485	IP INFO SYSTEMS SPECIALIST 5	1	1.00	24.00	02	5,007.00		120,168 67,436			120,168 67,436
0003760	OA0	C1486	IP INFO SYSTEMS SPECIALIST 6	1-	1.00-	24.00-	09	7,390.00		177,360- 82,729-			177,360- 82,729-
0004307	MMN	X1322	AP HUMAN RESOURCE ANALYST 3	1	1.00	24.00	02	5,650.00		135,600 71,563			135,600 71,563

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
0004307	MMN	X1339	AP TRAINING & DEVELOPMENT SPEC 2	1-	1.00-	24.00-	04	5,650.00		135,600- 71,563-			135,600- 71,563-
0004401	MMS	X7006	AP PRINCIPAL EXECUTIVE/MANAGER D	1-	1.00-	24.00-	09	8,332.00		199,968- 88,775-			199,968- 88,775-
0004401	MMS	X7008	AP PRINCIPAL EXECUTIVE/MANAGER E	1	1.00	24.00	08	8,740.00		209,760 91,393			209,760 91,393
0005585	OAO	C1487	IP INFO SYSTEMS SPECIALIST 7	1	1.00	24.00	02	5,927.00		142,248 73,340			142,248 73,340
TOTAL PICS SALARY										38,121-			38,121-
TOTAL PICS OPE										25,111			25,111
TOTAL PICS PERSONAL SERVICES =				1	1.23	29.49				13,010-			13,010-

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
0000450	MMS	X8259	AP FOREST MANAGER 1		1.00	24.00	09	6,862.00	91,402 44,034		73,286 35,307		164,688 79,341
0004570	OBO	C8501	AP NATURAL RESOURCE SPECIALIST 1	1-	.75-	18.00-	02	3,565.00	64,170- 43,637-				64,170- 43,637-
0004570	OBO	C8501	AP NATURAL RESOURCE SPECIALIST 1	1	.61	14.58	02	3,565.00	51,978 40,377				51,978 40,377
0005458	OAO	C8502	AP NATURAL RESOURCE SPECIALIST 2	1-	1.00-	24.00-	02	4,096.00	49,152- 30,794-		49,152- 30,795-		98,304- 61,589-
TOTAL PICS SALARY									30,058		24,134		54,192
TOTAL PICS OPE									9,980		4,512		14,492
TOTAL PICS PERSONAL SERVICES =				1-	.14-	3.42-			40,038		28,646		68,684

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

Forestry, Dept of
2019-21 Biennium

Agency Number: 62900

Cross Reference Number: 62900-008-00-00-00000

<i>Source</i>	2015-17 Actuals	2017-19 Leg Adopted Budget	2017-19 Leg Approved Budget	2019-21 Agency Request Budget	2019-21 Governor's Budget	2019-21 Leg. Adopted Audit
Lottery Funds						
Tsfr From Administrative Svcs	5,072,136	-	-	-	-	-
Tsfr From Watershed Enhance Bd	159,038	-	-	-	-	-
Total Lottery Funds	\$5,231,174	-	-	-	-	-
Other Funds						
Forest Protection Taxes	477,497	489,913	489,913	489,913	489,913	489,913
Business Lic and Fees	101,635	131,121	131,121	131,121	131,121	131,121
Charges for Services	2,909,830	1,314,392	1,314,392	1,988,100	1,988,100	1,988,100
Cert of Participation	-	100,985,000	100,985,000	-	-	-
Interest Income	53	-	-	-	-	-
Sales Income	31,970	28,678	28,678	28,678	28,678	28,678
Donations	1,895	-	-	-	-	-
Other Revenues	176,256	108,475	108,475	686,259	686,259	686,259
Transfer In - Intrafund	15,580,842	16,254,735	16,481,566	17,215,513	17,215,513	16,831,390
Transfer from General Fund	14,355,350	16,330,368	16,584,439	19,225,342	19,225,342	18,868,196
Tsfr From Lands, Dept of State	124,706	-	-	-	-	-
Tsfr From Secretary of State	14,999	-	-	-	-	-
Tsfr From Consumer/Bus Svcs	150,000	-	-	-	-	-
Transfer Out - Intrafund	(779,680)	(1,069,218)	(1,069,218)	(1,192,374)	(1,192,374)	(1,191,418)
Total Other Funds	\$33,145,353	\$134,573,464	\$135,054,366	\$38,572,552	\$38,572,552	\$37,832,239
Federal Funds						
Federal Funds	1,105,364	2,589,404	2,633,233	2,780,898	2,777,168	2,799,114
Total Federal Funds	\$1,105,364	\$2,589,404	\$2,633,233	\$2,780,898	\$2,777,168	\$2,799,114

____ Agency Request
2019-21 Biennium

____ Governor's Budget
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____ Legislatively Adopted
Detail of LF, OF, and FF Revenues - BPR012

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