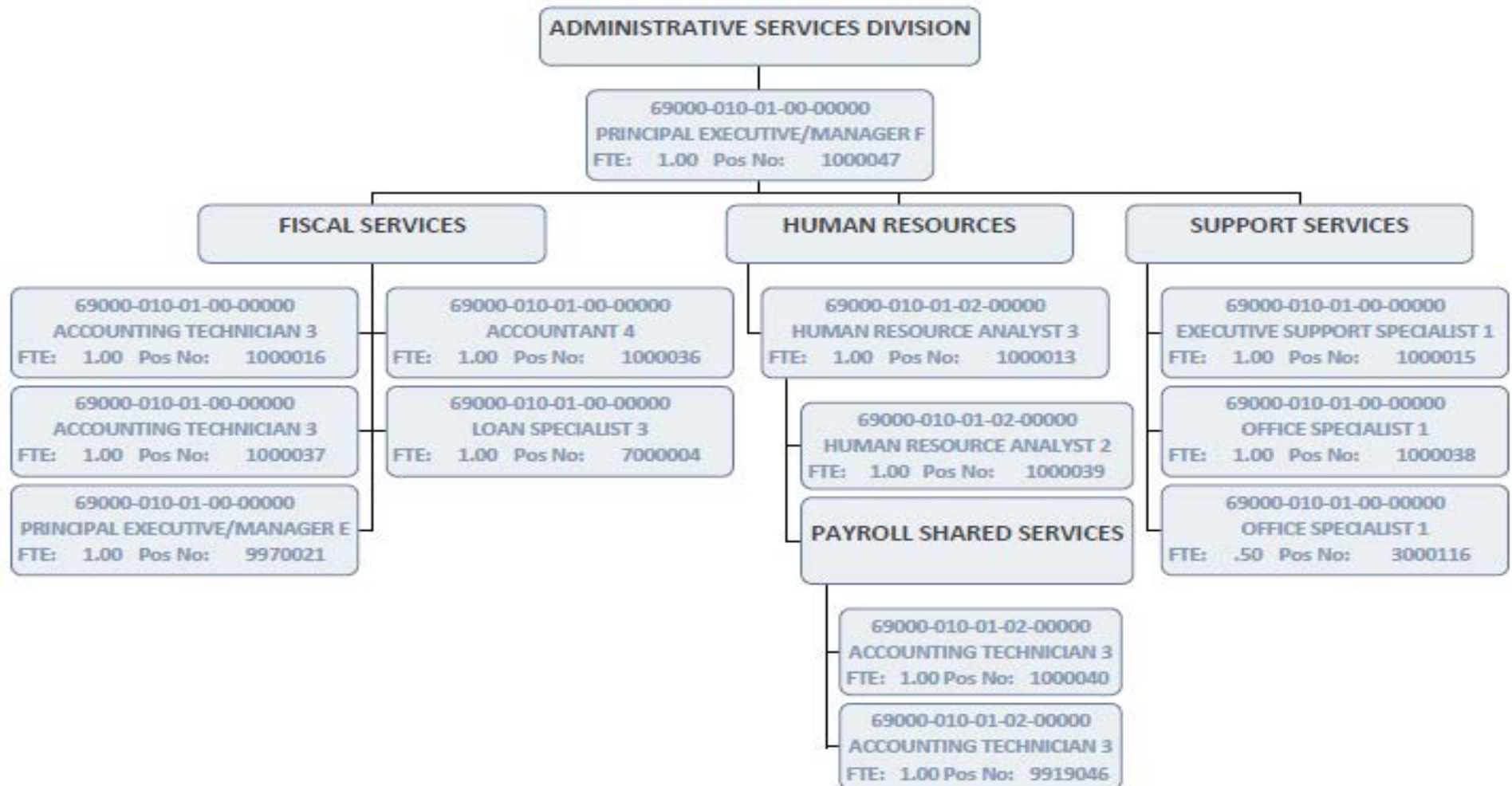


BUDGET NARRATIVE

ADMINISTRATIVE SERVICES DIVISION

ORGANIZATIONAL CHART 2019-21

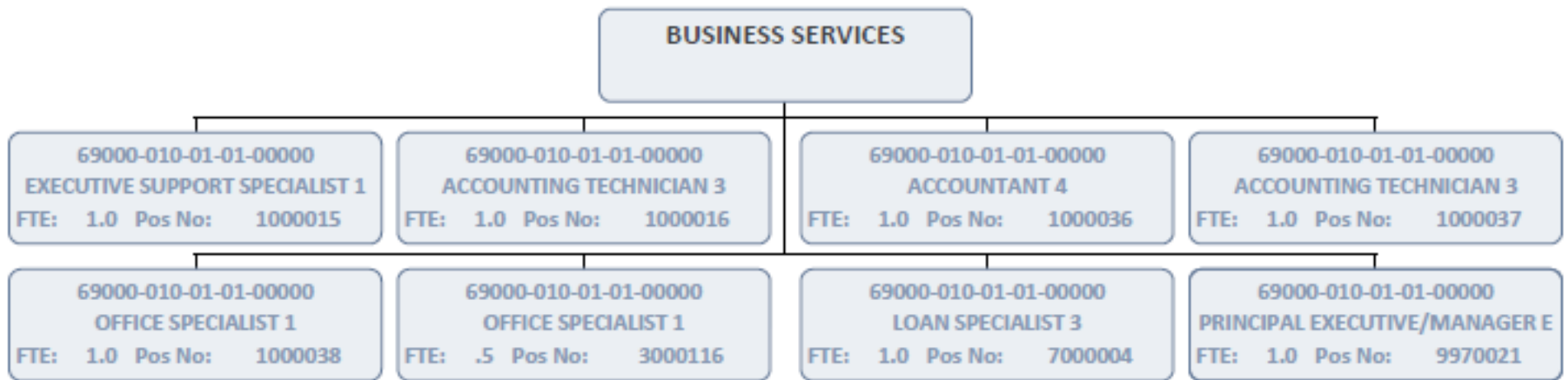


BUDGET NARRATIVE

ORGANIZATIONAL CHART 2021-23



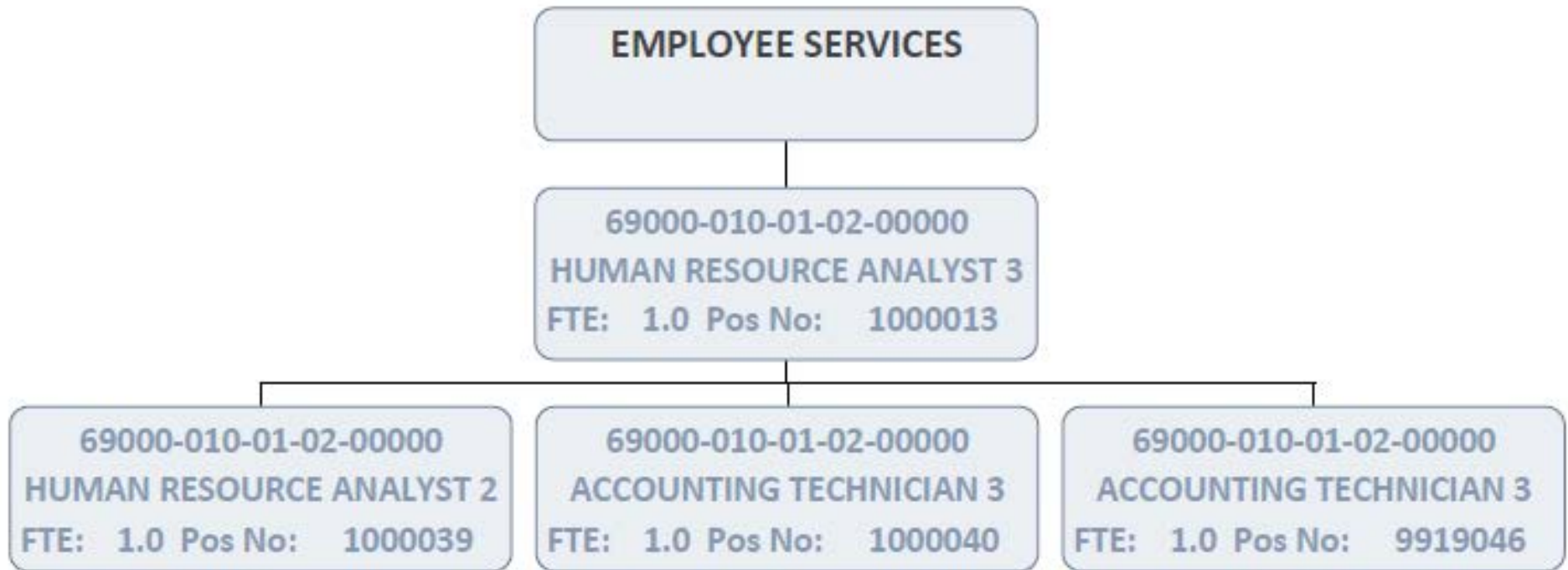
BUDGET NARRATIVE



POP 102 - Proposes an OPA1 Records Officer/Coordinator, 0.88 FTE, POS 9921007

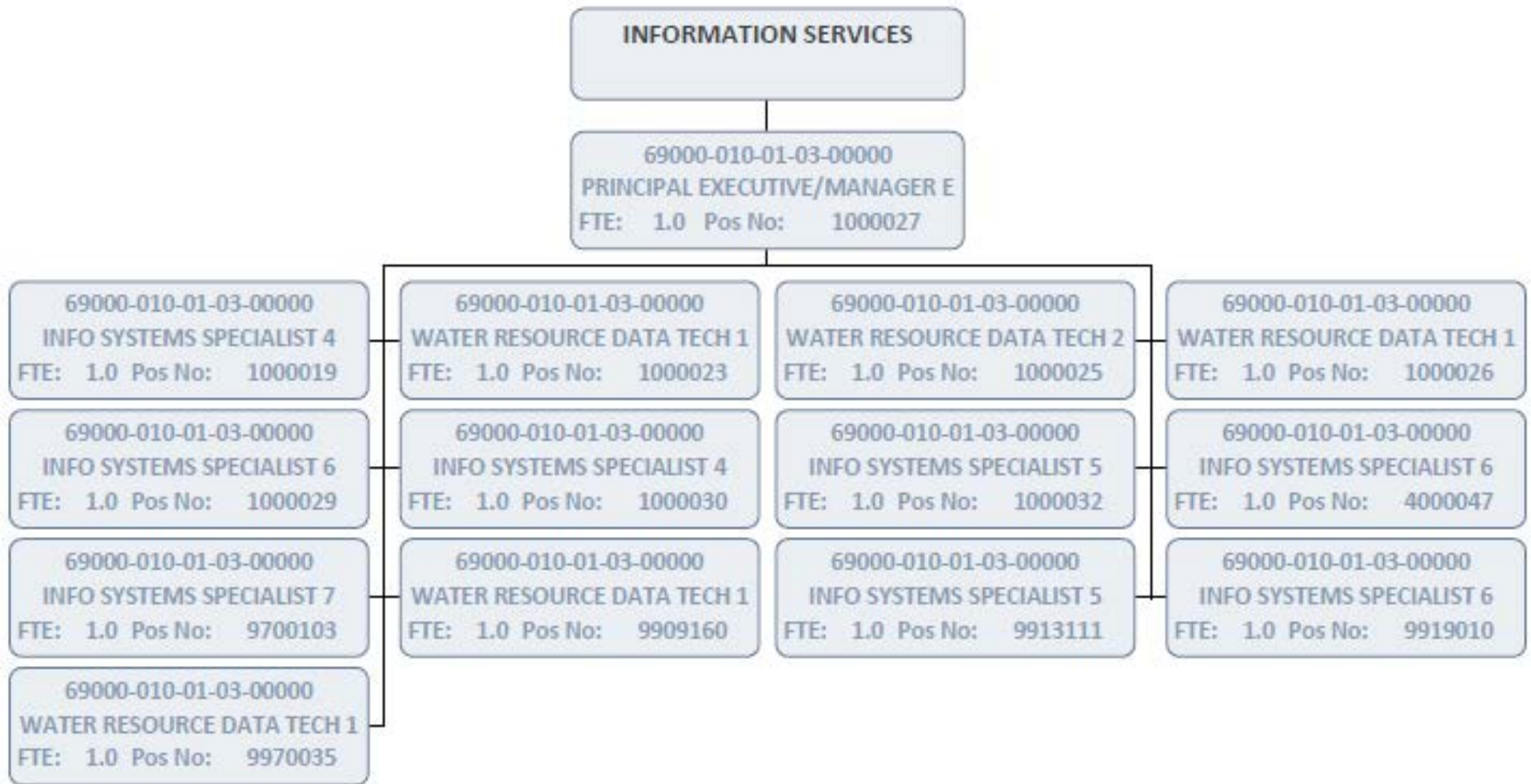
POP 106 - Proposes a Fiscal Analyst 3 and a Procurement & Contract Specialist 3 at 0.88 FTE each. POS 9921008 & 009

BUDGET NARRATIVE



POP 101 Proposes to add a Safety Specialist 1 at 0.88 FTE
POS 9921004

BUDGET NARRATIVE



POP 102 Proposes to add an Information Services Specialist 6 and 7 at 0.88 FTE each. POS 9921005 & 006

BUDGET NARRATIVE

ADMINISTRATIVE SERVICES DIVISION

Program Overview

The Administrative Services Division provides business, information and administrative services to the Department in support of the agency's mission. Division responsibilities include budget preparation and execution, human resource services, information technology services, accounting and internal control, payroll and benefits, contracting, facilities management, risk management, training, mail-room support services, transportation coordination, and telecommunication administration. The Division is divided into three sections: Employee Services, Information Services, and Business Services.

Program Contact: Lisa Snyder
(503) 986-0921

Program Funding Request

The Department proposes an additional \$1.4 million General Fund to modernize information technology, records management, continuity of agency operations, employee safety, and fiscal responsibilities.

<u>2021-23 Package Costs</u>	<u>Estimated 2023-25 Roll Up Costs</u>	<u>Estimated 2025-27 Roll Up Costs</u>
\$1,397,719	\$1,681,470	\$1,806,879

Program Description

EMPLOYEE SERVICES

The Employee Services Section provides hiring, training, safety, and other human resources services to promote integrity, diversity, and respect. A professional, empowered workforce is vital for the Department to achieve its goals and provide quality services. The Section's responsibilities include the maintenance of the official personnel files, as well as generating reports on affirmative action, risk management and workers compensation. The Section is also responsible for providing Department managers with human resources advice. In addition to providing guidance to management, the Section counsels staff regarding career opportunities. The Section also carries out progressive discipline as necessary. The Section also maintains and posts the required legal notices in all Water Resources Department offices located throughout Oregon. Staff update the Department's affirmative action plan, which values and embraces diversity. The affirmative action goals set by the

BUDGET NARRATIVE

Department are monitored by this Section as recruitments and training are considered. The Section strives to ensure that all aspects of employee services are handled timely, accurately, and courteously.

Risk Management activities are also coordinated in this Section. The Section works with SAIF on workers compensation claims, provides ergonomic assessments, and coordinates telecommuting and return-to-work programs.

Many of the above-referenced services are provided to the Oregon Watershed Enhancement Board (OWEB) under a contractual agreement.

Other responsibilities of the Human Resources Section include payroll and benefits processing and tracking for Department staff, as well as four other agencies, including open enrollment, under a Shared Services program that the Department made permanent beginning in the 2019-21 biennium.

BUSINESS SERVICES

The Business Services Section's primary responsibility is accounting, including accounts payable, accounts receivable, and general ledger. The Section establishes and monitors internal controls related to safeguarding State and Department assets and is responsible for the development and preparation of the Department's Statewide Financial Report (SFR), which is combined with other agencies' SFRs to complete the Comprehensive Annual Financial Report for the State. The Section has been continuously recognized as a "Gold Star" contributor to the SFR since 1993.

The Business Services Section is responsible for the Department's biennial budget and the coordination of general agency support. Duties include the preparation and execution of the budget including monthly revenue and expenditure monitoring, contract monitoring, and management of the allotment and budget tracking.

Other Section responsibilities include contract administration, travel coordination, key card access, mail processing, receipting, inventory control, telecommunication management, and facilities administration for the agency. The Section's contract administration functions ensure that the Department complies with statewide contracting rules and policy. The section is also responsible for coordination of facilities administration with the two other agencies with which we share the building.

The Business Services Section also provides services for the Oregon Watershed Enhancement Board (OWEB). The Section supports OWEB with general fiscal counsel, providing guidance on accounting and fiscal policy matters. The Section maintains accounts payable, accounts receivable, general accounting, preparation of statewide financial reporting, and enters the allotment for OWEB.

BUDGET NARRATIVE

Biennially, the Section processes over 100,000 pieces of mail, creates, inputs, and reconciles in excess of 250,000 accounting entries, which includes accounts payable entries, payroll entries, and accounts receivable or receipt entries. The Section maintains files and controls for over 400 contracts and agreements, including reimbursement authority contracts and agreements.

The Water Resources Development Program funds which include Place-Based Planning, Feasibility Study Grants, and Water Project Grants and Loans are monitored by the Fiscal Services Section. See the Technical Services Division for more information on the Water Resources Development Program.

WATER DEVELOPMENT LOAN PROGRAM

The Water Development Loan Program (not to be confused with a separate program called the Water Resources Development Program housed in the Technical Services Division) was enacted by the 1977 Legislature to finance irrigation and drainage projects. The legislation was referred to the voters and received approval in 1977. The 1981 Legislature amended ORS 541.700 - 541.855 to expand the use of the program to include community water supply projects as a third primary use. The addition required a constitutional amendment, which was approved by Oregon voters in 1982. The 1987 Legislature amended ORS 541.700 - 541.855 to expand the authority of the program to make loans for fish protection and watershed enhancement. In May 1988 the constitution of the State of Oregon was further amended by a vote of the people, in order to make the changes effective.

The Water Development Loan Program historically reviewed 320 loan applications and funded 181 loans. One hundred and seventy-six of these loans were for irrigation and drainage projects and five were for development of community water supply systems. In November 1991, the Loan Program issued state general obligation refunding bonds for \$6,920,000.00. These funds were used to pay off existing outstanding bonded debt of the program, which had higher interest rates. The program has no state-owned property or inventory.

In 1997, the Department worked with a steering committee through the Department of Administrative Services and the State Treasurer's Office, along with interest groups, to make the necessary amendments to administrative rules to establish new, clear criteria for underwriting loans. The Department also worked with the same entities to identify needed statutory changes that would make the program accessible and cost-effective to potential applicants. However, the program has not seen any significant interest from potential applicants in recent years.

HB 3369 (2009) made changes to the loan program which were then modified by SB 839 (2013). Authority to issue bonds in the amounts of \$10 million in 2009-11, \$15 million in 2011-13, and \$10 million in 2013-15 for a project in the Umatilla Basin were not used. Additional funding of \$30 million was authorized for 2015-17 but was not expended. General Obligation bonds are only issued after project(s) are identified and an agreement is signed for repayment by the borrower(s). No funding was authorized for the 2017-19, or 2019-2021 biennium. There are no pending loans, or applications for loans. No requests for additional bonding authority have been received or submitted.

BUDGET NARRATIVE

INFORMATION SERVICES

The Information Services Section develops and manages critical information technology infrastructure and solutions used to support the mission of the agency by program areas. Additionally, the IS Section also manages and facilitates public access to a vast array of scientific data used by the agency, partners and stakeholders to make decisions regarding the use of Oregon's water supply. Information Services achieves this work through four distinct sections including Application Development, Network Support, Geographic Information Systems (GIS) and Data Management.

During the 19-21 biennium, the IS section started a migration to the state's combined data center (SDC). This is an important effort that will have far reaching implications around reduced risk, information security and future efforts to modernize agency information systems.

APPLICATION DEVELOPMENT

The Application Development team analyzes, designs, builds, and deploys custom in-house solutions to support the business functions of department program areas. The application development team meets often with business units within the agency to gather requirements for new system development, product enhancements and to provide fixes for discovered problems.

DATA MANAGEMENT

The Data Management team touches nearly every element of data at the agency and acts as a nexus for program area data by entering new data and performing quality assurance on existing data. They work with all program areas within the agency and must understand how nearly all data within the agency flows in and out of business units in support of the agency mission. They perform this work using a variety of in-house developed and COTS (Commercial Off the Shelf) solutions.

NETWORK SUPPORT

The Network Support team manages all agency network, desktop and server infrastructure for the agency. This critical infrastructure supports the operations of every business unit within the agency. This team works closely with the state data center and cyber security services to ensure that operations fall within acceptable guidelines and provide a secure network environment for staff to operate in. Additionally, the Network Support teams provides customer support to agency staff who rely upon our critical network, desktop and server resources to do their jobs daily. Support is provided both electronically and in person.

BUDGET NARRATIVE

GEOSPATIAL INFORMATION SYSTEMS

The Geographic Information Systems (GIS) team builds the infrastructure for maintaining the locations of water rights, wells, dams, stream gauges, and other related data of the agency. They use this data in the mapping, reporting, and analysis of water related science performed by the agency. The data are also made available to agency staff, partners, and the public through static and web-based interactive maps, and other tools.

Program Justification

The Administrative Services Division provides the operational and technological infrastructure for other agency staff in accomplishing the mission and goals of the Department, as well as implementing the State's Integrated Water Resources Strategy. The administrative functions of this program area support timely and efficient payment for services and supplies and accurate payroll processing, as well as customer service support for technical staff.

Information Technology: ORS 536.037 and ORS 536.040: Department must keep records and the information must be made available to the public. ORS 291.037 through 291.038 finds information resources are a strategic asset and must be managed accordingly by agencies.

Program Performance

The Administrative Services Division is responsible for providing the Department's information, business and administrative services, including accounting, payroll, procurement, contracting, facilities management, human relations, mailroom support services, and data management, accessibility and security.

SHARED SERVICES

In October of 2014, discussions around a Human Resources and Payroll shared services model began between the Department, the Oregon Watershed Enhancement Board, Department of State Lands, Oregon Housing and Community Services, Oregon Department of Energy, and Department of Land Conservation and Development. The concept was promoted and supported by the State's Enterprise Leadership Team and its Improving Government Steering Team, with a goal of establishing projects for administrative savings and efficiencies.

A team made up of Human Resource and Payroll staff representing each agency met over the course of 10 months to develop concepts and a course of direction for this proposed project. As a result, it was recommended to transition the payroll functions into a centralized work team (ultimately to be located in the Department's Administrative Services Division), while maintaining the human resource presence in each agency. The overall vision for this structure was to build a quality partnership between the agencies to utilize the human resource (HR) and payroll staff effectively and efficiently in a collaborative manner to support the agencies. The objectives included: improving efficiency and effectiveness in

BUDGET NARRATIVE

the work HR performs, broadening the knowledge base to respond to changing human resource and payroll laws, establishing best practices, and providing backup for HR and payroll staff on leave. The Department made the pilot permanent effective July 1, 2019 and continues to serve over 500 FTE in five different agencies with two payroll specialists.

The Division has also entered into shared services agreements with the Department of Land Conservation and Development for procurement and contracting assistance, budget assistance and year end reporting activities assistance.

TIMELY PAYMENT

The Division is required to pay invoices in a timely manner. These invoices are for supplies, licenses and data, services, interagency contracts, grant disbursements and more. State agencies have 45 days to pay an invoice prior to the assessment of interest for late payment. As shown in the table, a sampling of more than 4,500 invoices paid during each annual period since 2009, shows that the Department exceeds the target, paying 100 percent of invoices in less than 30 days.

<i>Payment Timeliness</i>	<i>2009</i>	<i>2010</i>	<i>2011</i>	<i>2012</i>	<i>2013</i>	<i>2014</i>	<i>2015</i>	<i>2016</i>	<i>2017</i>	<i>2018</i>	<i>2019</i>
5 days	72%	75%	91%	83%	91%	89%	95%	83%	66%	57%	72%
5-10 days	16%	14%	4%	12%	8%	11%	4%	11%	16%	35%	18%
10-15 days	7%	10%	4%	4%	1%	1%	0%	3%	9%	5%	5%
15-20 days	2%	1%	2%	1%	0%	0%	0%	3%	5%	2%	4%
20-30 days	3%	0%	0%	1%	0%	0%	0%	1%	3%	1%	1%
30-45 days	1%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
> 45 days	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
% within 30 days	99%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
% within 15 days	94%	99%	98%	98%	100%	100%	100%	97%	92%	97%	95%

USEFUL AND ACCESSIBLE INFORMATION PROVIDED BY INFORMATION SERVICES

The Department's website includes information such as well log transactions, hydrographic records, water availability, water rights, and the document vault. The Department's goal is to have useful and accessible information on the Department's website, which is measured by an ever-increasing number of hits. More hits are indicative of our ability to meet the needs of the customer. In recent years, the Department has consistently seen a growth in the number of hits, recently exceeding 4 million hits on its website in one year, a good indication that our efforts to provide information and services to our customers online have been successful.

BUDGET NARRATIVE

FUNDING STREAMS

General Fund is the primary funding source that is used to provide administrative services to the Department. Lottery Fund support the debt service related to the Lottery Revenue Bonds issued for the Water Resources Development Program, housed in the Technical Services Division. Other Fund sources include shared services agreements with other agencies for payroll, contracting assistance, accounting and information technology services.

Administrative Services Division

	General Fund	Other Funds	Lottery Funds	Federal Funds	Total Funds
2019-21 Legislatively Adopted Budget	8,454,963	87,702,232	7,566,502	25,000	103,748,697
2019-21 Emergency Boards	-	-	-	-	-
2019-21 Legislatively Approved Budget	8,454,963	87,702,232	7,566,502	25,000	103,748,697
2021-23 Base Budget	8,909,969	87,839,375	13,470,490	25,000	110,244,834
2021-23 Current Service Level	8,338,406	1,923,616	13,470,490	25,000	23,757,511
2021-23 Modified Current Service Level	8,338,406	1,923,616	13,470,490	25,000	23,757,511
Total Packages	1,397,719	-	-	-	1,397,719
2021-23 Agency Request Budget	9,736,125	1,923,616	13,470,490	25,000	25,155,230

BUDGET NARRATIVE

ADMINISTRATIVE SERVICES DIVISION

ESSENTIAL AND STATEWIDE PACKAGES (BPR013)

010 – Vacancy Factor and Non-PICS Personal Services

This package contains adjustments to the base budget as directed in the 2021-23 Budget Instructions. These changes include changes to the Vacancy Savings Factor, the non-PICS generated Personal Services inflation adjustments and the Pension Obligation Bonds calculations supplied to Agencies by the Department of Administrative Services Chief Financial Office.

020 – Costs of Phased In/Phased Out Programs and One Time Costs

This package adjusts funding that was intended as one-time funding or programs that were funded for less than 24 months in the 2019-21 biennium.

030 – Inflation and Price List Adjustment

This package contains adjustments for inflation and other price list adjustments including State Government Service Charges and Usage Based Charges as directed in the 2021-23 Budget Instructions. General inflation was calculated using a factor of 4.3% while a rate of 5.7% was used for Professional Services and Special Payments. Adjustments to State Government Service Charges and Usage Based Charges were adjusted per the 2021-23 price lists.

050 – Fund Shifts

This package contains adjustments needed to better align position funding with anticipated revenues that support the positions.

060 – Technical Adjustment

This package contains adjustments to better align funding due to changes to the agency appropriations, structure and fiscal activities.

BUDGET NARRATIVE

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Water Resources Dept
Pkg: 010 - Non-PICS Psnl Svc / Vacancy Factor

Cross Reference Name: Administrative Services
Cross Reference Number: 69000-010-01-00-00000

Description	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
General Fund Appropriation	44,603	-	-	-	-	-	44,603
Transfer In - Intrafund	-	-	-	-	-	-	-
Total Revenues	\$44,603	-	-	-	-	-	\$44,603
Personal Services							
All Other Differential	321	-	-	-	-	-	321
Public Employees' Retire Cont	55	-	-	-	-	-	55
Pension Obligation Bond	23,465	-	(2,091)	-	-	-	21,374
Social Security Taxes	24	-	-	-	-	-	24
Unemployment Assessments	56	-	-	-	-	-	56
Mass Transit Tax	2,471	-	1,080	-	-	-	3,551
Vacancy Savings	18,211	-	(522)	-	-	-	17,689
Total Personal Services	\$44,603	-	(\$1,533)	-	-	-	\$43,070
Total Expenditures							
Total Expenditures	44,603	-	(1,533)	-	-	-	43,070
Total Expenditures	\$44,603	-	(\$1,533)	-	-	-	\$43,070
Ending Balance							
Ending Balance	-	-	1,533	-	-	-	1,533
Total Ending Balance	-	-	\$1,533	-	-	-	\$1,533

____ Agency Request
2021-23 Biennium

____ Governor's Budget
Page _____

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

BUDGET NARRATIVE

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Water Resources Dept
Pkg: 022 - Phase-out Pgm & One-time Costs

Cross Reference Name: Administrative Services
Cross Reference Number: 69000-010-01-00-00000

Description	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
General Fund Appropriation	(550,000)	-	-	-	-	-	(550,000)
Revenue Bonds	-	-	(43,849,252)	-	-	-	(43,849,252)
Total Revenues	(\$550,000)	-	(\$43,849,252)	-	-	-	(\$44,399,252)
Services & Supplies							
Other Services and Supplies	-	-	(849,252)	-	-	-	(849,252)
Total Services & Supplies	-	-	(\$849,252)	-	-	-	(\$849,252)
Special Payments							
Dist to Other Gov Unit	-	-	(20,250,000)	-	-	-	(20,250,000)
Dist to Non-Gov Units	(550,000)	-	(5,150,000)	-	-	-	(5,700,000)
Total Special Payments	(\$550,000)	-	(\$25,400,000)	-	-	-	(\$25,950,000)
Debt Service							
Principal - Bonds	-	-	(394)	-	-	-	(394)
Total Debt Service	-	-	(\$394)	-	-	-	(\$394)
Total Expenditures							
Total Expenditures	(550,000)	-	(26,249,646)	-	-	-	(26,799,646)
Total Expenditures	(\$550,000)	-	(\$26,249,646)	-	-	-	(\$26,799,646)

____ Agency Request
2021-23 Biennium

____ Governor's Budget
Page _____

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

BUDGET NARRATIVE

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Water Resources Dept
Pkg: 022 - Phase-out Pgm & One-time Costs

Cross Reference Name: Administrative Services
Cross Reference Number: 69000-010-01-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Ending Balance							
Ending Balance	-	-	(17,599,606)	-	-	-	(17,599,606)
Total Ending Balance	-	-	(\$17,599,606)	-	-	-	(\$17,599,606)

____ Agency Request
2021-23 Biennium

____ Governor's Budget
Page _____

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

BUDGET NARRATIVE

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Water Resources Dept
Pkg: 031 - Standard Inflation

Cross Reference Name: Administrative Services
Cross Reference Number: 69000-010-01-00-00000

Description	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
General Fund Appropriation	602,073	-	-	-	-	-	602,073
Total Revenues	\$602,073	-	-	-	-	-	\$602,073
Transfers Out							
Tsfr To Marine Bd, Or State	-	-	-	-	-	-	-
Total Transfers Out	-	-	-	-	-	-	-
Personal Services							
All Other Differential	-	-	-	-	-	-	-
Public Employees' Retire Cont	-	-	-	-	-	-	-
Social Security Taxes	-	-	-	-	-	-	-
Unemployment Assessments	-	-	-	-	-	-	-
Mass Transit Tax	-	-	-	-	-	-	-
Total Personal Services	-	-	-	-	-	-	-
Services & Supplies							
Instate Travel	101	-	-	-	-	-	101
Out of State Travel	34	-	-	-	-	-	34
Employee Training	640	-	-	-	-	-	640
Office Expenses	4,234	-	-	-	-	-	4,234
Telecommunications	1,232	-	-	-	-	-	1,232
State Gov. Service Charges	466,551	-	3,421	-	-	-	469,972
Data Processing	10,687	-	-	-	-	-	10,687
Publicity and Publications	353	-	-	-	-	-	353

____ Agency Request
2021-23 Biennium

____ Governor's Budget
Page _____

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

BUDGET NARRATIVE

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Water Resources Dept
Pkg: 031 - Standard Inflation

Cross Reference Name: Administrative Services
Cross Reference Number: 69000-010-01-00-00000

Description	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Services & Supplies							
Professional Services	616	-	-	-	-	-	616
Employee Recruitment and Develop	28	-	-	-	-	-	28
Dues and Subscriptions	311	-	-	-	-	-	311
Facilities Rental and Taxes	91,882	-	-	-	-	-	91,882
Facilities Maintenance	181	-	-	-	-	-	181
Agency Program Related S and S	223	-	-	-	-	-	223
Other Services and Supplies	2,490	-	-	-	-	-	2,490
Expendable Prop 250 - 5000	74	-	-	-	-	-	74
IT Expendable Property	4,270	-	-	-	-	-	4,270
Total Services & Supplies	\$583,907	-	\$3,421	-	-	-	\$587,328
Special Payments							
Dist to Other Gov Unit	18,166	-	-	-	-	-	18,166
Total Special Payments	\$18,166	-	-	-	-	-	\$18,166
Total Expenditures							
Total Expenditures	602,073	-	3,421	-	-	-	605,494
Total Expenditures	\$602,073	-	\$3,421	-	-	-	\$605,494
Ending Balance							
Ending Balance	-	-	(3,421)	-	-	-	(3,421)
Total Ending Balance	-	-	(\$3,421)	-	-	-	(\$3,421)

____ Agency Request
2021-23 Biennium

____ Governor's Budget
Page _____

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

BUDGET NARRATIVE

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Water Resources Dept
Pkg: 032 - Above Standard Inflation

Cross Reference Name: Administrative Services
Cross Reference Number: 69000-010-01-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
General Fund Appropriation	2,735	-	-	-	-	-	2,735
Total Revenues	\$2,735	-	-	-	-	-	\$2,735
Services & Supplies							
Agency Program Related S and S	218	-	-	-	-	-	218
Other Services and Supplies	2,517	-	-	-	-	-	2,517
Total Services & Supplies	\$2,735	-	-	-	-	-	\$2,735
Total Expenditures							
Total Expenditures	2,735	-	-	-	-	-	2,735
Total Expenditures	\$2,735	-	-	-	-	-	\$2,735
Ending Balance							
Ending Balance	-	-	-	-	-	-	-
Total Ending Balance	-	-	-	-	-	-	-

____ Agency Request
2021-23 Biennium

____ Governor's Budget
Page _____

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

BUDGET NARRATIVE

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Water Resources Dept
Pkg: 060 - Technical Adjustments

Cross Reference Name: Administrative Services
Cross Reference Number: 69000-010-01-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
General Fund Appropriation	(670,975)	-	-	-	-	-	(670,975)
Total Revenues	(\$670,975)	-	-	-	-	-	(\$670,975)
Services & Supplies							
Instate Travel	-	-	-	-	-	-	-
Employee Training	-	-	-	-	-	-	-
Office Expenses	-	-	-	-	-	-	-
Telecommunications	-	-	-	-	-	-	-
State Gov. Service Charges	-	-	-	-	-	-	-
Data Processing	50,000	-	-	-	-	-	50,000
Professional Services	-	-	-	-	-	-	-
Facilities Rental and Taxes	(280,342)	-	(68,000)	-	-	-	(348,342)
Other Services and Supplies	-	-	-	-	-	-	-
IT Expendable Property	-	-	-	-	-	-	-
Total Services & Supplies	(\$230,342)	-	(\$68,000)	-	-	-	(\$298,342)
Special Payments							
Dist to Other Gov Unit	(440,633)	-	(39,750,000)	-	-	-	(40,190,633)
Dist to Non-Gov Units	-	-	(19,850,000)	-	-	-	(19,850,000)
Total Special Payments	(\$440,633)	-	(\$59,600,000)	-	-	-	(\$60,040,633)

____ Agency Request
2021-23 Biennium

____ Governor's Budget
Page _____

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

BUDGET NARRATIVE

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Water Resources Dept
Pkg: 060 - Technical Adjustments

Cross Reference Name: Administrative Services
Cross Reference Number: 69000-010-01-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Debt Service							
Principal - Bonds	-	-	-	-	-	-	-
Total Debt Service	-	-	-	-	-	-	-
Total Expenditures							
Total Expenditures	(670,975)	-	(59,668,000)	-	-	-	(60,338,975)
Total Expenditures	(\$670,975)	-	(\$59,668,000)	-	-	-	(\$60,338,975)
Ending Balance							
Ending Balance	-	-	59,668,000	-	-	-	59,668,000
Total Ending Balance	-	-	\$59,668,000	-	-	-	\$59,668,000

____ Agency Request
2021-23 Biennium

____ Governor's Budget
Page _____

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

BUDGET NARRATIVE

Policy Option Package #101: Protecting Public Safety and Water Supplies

Purpose

This package proposes to add resources to protect the health and safety of the public through the evaluation of dams, improve agency preparedness for emergencies, improve statewide resiliency to natural hazards and climate change, and address employee health and safety.

The Oregon Water Resources Department is the state agency charged with overseeing the safety of more than 900 dams across the state that are authorized to store water for agriculture, cities, industry, recreation, fisheries, and other purposes. These dams are nonfederal dams that are not under the jurisdiction of a federal dam safety program. The Department's Dam Safety Program seeks to identify and work with owners to address dam safety deficiencies to protect people and property, while preserving the many benefits that dams provide for our communities and economy.

While dams provide benefits, the consequences of failure of a dam can be significant, potentially resulting in loss of lives and damage to property and infrastructure. Although not well documented, the Department is aware of at least 55 failures of dams in Oregon since the 1800s. Most failures of dams in Oregon have been small, but several have resulted in more significant property, road and infrastructure damage, and some have flooded towns and cities. One failure resulted in the deaths of seven people in 1896. In the last 20 years, one major failure of a significant hazard dam occurred in 2005, resulting in approximately \$2 million in damage; while a few other failures were low hazard dams. In addition to failures, every year at least one dam experiences a safety incident requiring urgent actions. Increased risks of severe floods as a result of climate change further heighten the Department's concern over the safety of dams across the state.

Over the years, limited resources have been dedicated to the safety of dams, and challenges in ensuring their safety are compounding. Engineering standards have evolved over time as our understanding of risks to dams and modes of failure have increased. Our understanding of seismic and flood risks in Oregon have also changed. Meanwhile, the majority of our dams are more than 50 years old, with some showing signs of degradation or experiencing safety incidents requiring urgent repairs. For example, many of the high and significant hazard dams have corrugated metal pipes that are rusting and deteriorating. Some of this deterioration is causing water to leak from the reservoir through the pipe and, over time, increases the risk of failure.

These challenges are not unique to Oregon; in the past five years, the failure of over a hundred dams in North and South Carolina during extreme flooding and hurricanes, and the safety incident at Oroville in California have demonstrated the urgency. In 2020, a dam failure in Michigan displaced approximately 10,000 people and led to lawsuits involving state agencies.

BUDGET NARRATIVE

Visual inspections are the primary tool and approach the Department has to identify potential deficiencies, with its existing resources. Oregon seeks to inspect high hazard dams annually, and significant hazard dams every few years. Of the 76 dams rated high hazard, 20 are in poor or unsatisfactory condition, based on current information available to the Department.

The Department's Dam Safety Program primarily focuses on conducting regular visual inspections of dams and conducts more detailed inspections as resources allow. All high-hazard and significant hazard dams should have a full risk assessment conducted to identify potential vulnerabilities to floods, earthquakes, internal erosion, landslides, structural deterioration, and debris. When possible, the Department has also funded more in-depth analyses of dams. These analyses are even more detailed than assessments, providing information on the deficiency of a dam and how to address that deficiency.

Funding for this work has been insufficient for decades. Significant federal funding for the detailed inspection of nonfederal dams was provided after a series of dam failures in the 1970s as part of a Phase I Inspection Program. In Oregon, these federal dollars bolstered engineering staff working on dam safety, improving the ability of the Department to evaluate dam safety deficiencies. Since the federal funding expired, some dams have had partial assessments, but no dam has had a full risk assessment in decades based on current engineering standards and modern understanding of risks.

Emergency Preparedness, Mitigation, Adaptation, and Continuity of Operations

Currently, the Department is not prepared to respond to or communicate to the media or public should a dam failure arise or in a drought emergency. While some exercises of dam safety emergency action plans have been conducted, none have included communications staff that would be essential to keeping the public informed about the emergency. The Department is not prepared for such an incident. The Department has seen this issue similarly on drought, as the Department's lack of public information staffing inhibits the Department's ability to provide information to the public to understand drought conditions and be better prepared for drought. The Department is further concerned that its lack of capacity in this area will disproportionately impact historically and currently underserved communities.

As the climate changes, the Department is increasingly concerned about its lack of capacity to respond to emergencies when they occur, but also to help Oregonians prepare, adapt, and mitigate risks. Currently, staff are pulled off of other duties to coordinate with other agencies on Natural Hazards Mitigation Plan updates, work associated with the Climate Adaptation Framework, and other inter-agency efforts that promote resiliency to natural hazards and climate change. These planning efforts are often critical foundations to accessing other resources, such as federal dollars, to respond to natural hazards.

Furthermore, the Department has not had resources to update and train staff on its continuity of operations plan. During the 2020 COVID-19 pandemic, the Department realized that its Continuity of Operations Plan requires significant updating, and regular training for staff as the Department identified gaps in the plan and lessons learned from the agency's need to operate under emergency conditions.

BUDGET NARRATIVE

Employee Wellness, Safety and Training

The Department does not currently have a staff person dedicated to training or safety and wellness. The Department is a small agency with the large responsibility of managing Oregon's water resources for the benefit of all Oregonians, present and future. This is only achievable when we have provided staff with the support needed to succeed and work effectively as a team. As such, a priority in the Department's Strategic Plan is to "foster a forward-looking team dedicated to serving Oregonians with integrity and excellence" with the objective to "maintain technical excellence and improve customer service by investing in training for staff." Furthermore, the agency is required to implement and comply with ORS 654.010, the Governor's Executive Order on Employee Wellness, and Oregon Occupation Safety and Health Administration regulations. A comprehensive safety program is needed to reduce risks to employees that are commonly encountered in our day to day business – particularly by field and scientific staff when they are collecting data or distributing water.

This package contributes to Integrated Water Resources Strategy recommended actions 5.A (Support continued basin-scale climate change research efforts), 5.B (Assist with climate change adaptation and resiliency strategies), 5.5A (Plan and prepare for drought resiliency), 5.5B (Plan and prepare for flood events, 5.5C (Plan and prepare for the Cascadian subduction earthquake event, 7.C (Ensure public and dam safety), 8.C (Promote community education and training opportunities), and 13.B (Fund water resource management activities at state agencies). This package will help the Department further consider and conduct outreach to historically and currently underserved communities that could be impacted during a dam failure, drought, or flood, and to better take those populations into account in climate adaptation and mitigation work, as well as in the planning, preparation and response to emergencies. In addition, it also supports implementation of all three priorities of the Department's Strategic Plan and carry out actions identified in the Department's Executive Order 20-04 climate change report.

How Achieved

This package would improve our understanding of dam vulnerability in the state, and begin to taken necessary safety actions through:

1. Hiring two engineers to conduct assessments on dams to determine seismic, flood, internal erosion, and other safety risks, which will help to prioritize dams for repair and funding, as well as for further analysis.
2. Developing an Oregon specific flood methodology for evaluating risks to dams, given new information about the role of atmospheric rivers, and also considering climate change in extreme rainfall events in the Pacific Northwest.
3. Contracting out for engineering analyses on dams that have been identified to be at risk of failure to determine specific actions needed to bring these dam back into a safe condition.

This POP also proposes a Resiliency and Public Information Coordinator position, who would provide coordination, planning, and outreach on earthquakes, drought, floods, climate change, and dam failures to better prepare for these risks, protect public safety, and improve the resiliency of our water resources. This position would both help respond during events as well work to prepare Oregonians for these hazards that threaten our water future by:

BUDGET NARRATIVE

1. Working to develop, implement, test, and execute the Department's continuity of operations plan for the Department per Statewide Policy 107-001-010.
2. Assisting in preparing for emergencies at dams, including conducting exercises, planning for, and coordinating responses to potential dam failures, as well as improving the Department's ability to keep the public, including historically and currently underserved communities, informed both during drought emergencies and dam safety incidents.
3. Helping Oregon communities, including historically and currently underserved communities, be more prepared for natural hazards, such as droughts, engage in other planning efforts, and assist with implementation of the Governor's Climate Executive Order.

This package proposes to add a Training and Safety Specialist position to assist with developing, implementing, and maintaining a comprehensive training and development program for managers and staff and support statewide initiatives. This position would also be dedicated to helping implement an agency safety program in order to comply with ORS 654.010, the Governor's Executive Order on Employee Wellness, and Oregon Occupation Safety and Health Administration regulations. The position would conduct site analyses of all worksites, identification of workplace hazards, and employee training.

Staffing Impact

Position	Class/Pay Opt	Class Desc	Working Title	Type	Months	FTE	2021-23	2023-25
9921001	MMN X3148 AP	PROF ENGINEER 1	PROF ENGINEER	PF	21	0.88	\$251,024	\$309,403
9921002	MMN X3148 AP	PROF ENGINEER 1	PROF ENGINEER	PF	21	0.88	\$269,630	\$331,539
9921003	OAO C8504 AP	NATURAL RESOURCE SPECIALIST 4	RESILIENCY AND PUBLIC INFORMATION COORDINATOR	PF	21	0.88	\$210,706	\$259,912
9921004	OAO C1345 AP	SAFETY SPECIALIST 1	TRAINING AND SAFETY COORDINATOR	PF	21	0.88	\$169,825	\$209,161

Quantifying Results

Progress would be measured by monitoring: (1) the number of dams the receive full risk assessments; (2) a completed flood methodology for Oregon dams taking into account increased risks associated with climate change; (3) planning and engagement efforts around public safety, drought, and climate change; (4) community and staff emergency preparedness in regards to natural hazards and dam failures; and (5) implementation and compliance with ORS 654.010, the Governor's Executive Order on Employee Wellness, and Oregon Occupation Safety and Health Administration regulations; and (6) improved understanding of impacts to historically and currently underserved communities in regards to

BUDGET NARRATIVE

potential dam failures, drought, floods, and climate change, and development of information to engage those communities in preparedness and response activities.

Funding Source

Total Package Cost: \$1,901,185

General Fund

Staffing \$901,185

Contracting

Flood Methodology \$400,000

Dam Analysis \$600,000

Administrative Services Division Package Cost: \$169,825

General Fund \$169,825

Staffing \$169,825

BUDGET NARRATIVE

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Water Resources Dept
Pkg: 101 - Protecting Public Safety and Water Supplies

Cross Reference Name: Administrative Services
Cross Reference Number: 69000-010-01-00-00000

Description	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
General Fund Appropriation	169,825	-	-	-	-	-	169,825
Total Revenues	\$169,825	-	-	-	-	-	\$169,825
Personal Services							
Class/Unclass Sal. and Per Diem	86,562	-	-	-	-	-	86,562
Empl. Rel. Bd. Assessments	50	-	-	-	-	-	50
Public Employees' Retire Cont	14,828	-	-	-	-	-	14,828
Social Security Taxes	6,622	-	-	-	-	-	6,622
Worker's Comp. Assess. (WCD)	40	-	-	-	-	-	40
Flexible Benefits	33,453	-	-	-	-	-	33,453
Total Personal Services	\$141,555	-	-	-	-	-	\$141,555
Services & Supplies							
Instate Travel	7,875	-	-	-	-	-	7,875
Employee Training	2,500	-	-	-	-	-	2,500
Office Expenses	5,000	-	-	-	-	-	5,000
Telecommunications	2,395	-	-	-	-	-	2,395
Employee Recruitment and Develop	500	-	-	-	-	-	500
Dues and Subscriptions	500	-	-	-	-	-	500
Intra-agency Charges	-	-	-	-	-	-	-
Other Services and Supplies	1,000	-	-	-	-	-	1,000
Expendable Prop 250 - 5000	5,500	-	-	-	-	-	5,500

____ Agency Request
2021-23 Biennium

____ Governor's Budget
Page _____

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

BUDGET NARRATIVE

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Water Resources Dept
Pkg: 101 - Protecting Public Safety and Water Supplies

Cross Reference Name: Administrative Services
Cross Reference Number: 69000-010-01-00-00000

Description	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Services & Supplies							
IT Expendable Property	3,000	-	-	-	-	-	3,000
Total Services & Supplies	\$28,270	-	-	-	-	-	\$28,270
Total Expenditures							
Total Expenditures	169,825	-	-	-	-	-	169,825
Total Expenditures	\$169,825	-	-	-	-	-	\$169,825
Ending Balance							
Ending Balance	-	-	-	-	-	-	-
Total Ending Balance	-	-	-	-	-	-	-
Total Positions							
Total Positions							1
Total Positions	-	-	-	-	-	-	1
Total FTE							
Total FTE							0.88
Total FTE	-	-	-	-	-	-	0.88

____ Agency Request
2021-23 Biennium

____ Governor's Budget
Page _____

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

BUDGET NARRATIVE

PICS116 - Net Package Fiscal Impact Report

Administrative Services

2021-23 Biennium

Cross Reference Number: 69000-010-01-00-00000

Agency Request Budget

Package Number: 101

Position Number	Auth No	Workday Id	Classification	Classification Name	Sal Rng	Pos Type	Mos	Step	Rate	Salary	OPE	Total	Pos Cnt	FTE
9921004	1384232		OAO C1345 A P	SAFETY SPECIALIST 1	23	PF	21	2	4,122	86,562	54,993	141,555	1	0.88
										86,562	54,993	141,555		
										0	0	0		
										0	0	0		
										0	0	0		
										86,562	54,993	141,555	1	0.88

BUDGET NARRATIVE

Policy Option Package #102: Strategic Modernization of IT Systems and Tools

Purpose

The Water Resources Department's 2019-24 Strategic Plan identified modernization as a key agency priority. The use of information technology systems and tools is essential to the modernization of Department programs, processes, and services: this is demonstrated by many of the process improvements undertaken in recent years that have required support of IT staff. Data is foundational for the agency, water users, and the public when making critical decisions on water allocation, distribution, planning, use measurement and reporting. Functional and accessible data systems are essential to improving our efficiency and serving the public.

Staff, the Commission, and stakeholders identified many opportunities for improvement of the agency's data systems and information technology. For example, field staff need tools to reduce the time associated with collecting and entering data, and to make data more accessible while they are on the go. A more user-friendly database would benefit reporters of water use data, and improvements could lead to increased efficiency for staff tasked with conducting quality control. The Water Rights Services Division would benefit from new and updated systems to maximize staff resources, improve processing times, and better serve the public. The Department's data available for use by agency staff, or planning purposes is often not accessible without agency information technology staff or other staff collecting, processing, distilling, and then interpreting the data.

The Department's records storage and retention needs comprehensive modernization. Currently, the Department's approach to records retention is inconsistent and cumbersome due to the large amount of paper files. The Department has boxes of old files that need to be evaluated based on the Department's records retention schedule and scanned into an electronic records system in a manner that is searchable and easily accessed for public records requests. Staff need training on how to access files that have been scanned into the records management system, and one person needs to be responsible for ensuring that files are scanned and organized correctly into the records management system and that records are managed systematically instead of ad-hoc. In addition, with files currently in different locations and boxes, locating records for public records requests is can be a challenge to manage in a timely manner.

This package requests resources necessary to support the State and Oregonians, including staff, in their efforts to plan for and manage water critical to Oregon's communities, ecosystems, and economy. Without modernized data systems and tools, the Department may not be able to move forward in completing work critical to ensuring the security of our water resources.

This package is critical in ensuring that the agency can carry out its Strategic Plan including its priority to "Modernize our management of Oregon's surface water and groundwater resources to meet instream and out-of-stream uses." This package contributes to Integrated Water Resources Strategy recommended actions 1.B (Improve water resource data collection and monitoring), 1.C (Coordinate inter-agency data collection, processing, and use in decision-making), 2.B (Improve water-use measurement and reporting, and 13.B (Fund water resources management activities at state agencies).

BUDGET NARRATIVE

How Achieved

This package proposes to add a systems analyst and database administrator to assess and document business needs, analyze current data relationships, create technical and business documentation for project proposals, design data schemas for the agency, modernize our data entry capabilities, and monitor the health of current and future databases. These will be critical for the agency to support disaster recovery, information security, and expanded data sharing.

This package will also support a migration from our agency data center to the combined state data center where we can leverage improved system performance, monitoring, and security on a larger scale than we could otherwise achieve on our own, as well as prevent the need to replace the Department's aging infrastructure.

This package will support Department efforts to create and maintain technological tools to modernize water right application processes in the Water Rights Services Division. The modernizations will improve processing times and overall efficiency for water rights transactions that over time will include permits, transfers, instream leases and transfers and other water use authorizations.

This package would also develop, implement, and maintain an agency wide records program and ensure compliance with public records retention law. The package would provide a staff position to update agency special retention schedules and input records into the electronic system to reduce storage space, increase ability to access records, and improve productivity and decision-making. The position would train staff on best practices and how to access the records.

Staffing Impact

Position	Class/Pay Opt	Class Desc	Working Title	Type	Months	FTE	2021-23	2023-25
9921005	OA0 C1486 IP	Information Systems Specialist 6	Systems Analyst	PF	21	.88	\$206,638	\$254,945
9921006	OA0 C1487 IP	Information Systems Specialist 7	Database Administrator	PF	21	.88	\$222,518	\$274,637
9921007	OA0 C0807 AP	Operations & Policy Analyst 1	Records Officer/Coordinator	PF	21	.88	\$164,625	\$202,975

Quantifying Results

Progress will be measured by monitoring OWRD Key Performance Measurement #7, "Equipping Citizens with Information: Number of times water management-related data were accessed through the WRD's internet site."

BUDGET NARRATIVE

This package will ensure that all new applications have adequate data design to facilitate future reporting needs and reduce the likelihood of costly redesigns; this includes overseeing the upgrade of database software and ensuring a seamless conversion. This package will improve the timeliness of application and database development by working closely with internal and external stakeholders. In addition, this package will allow the Department to use information technology to provide tools to staff that help them do their work, increase productivity and focus on more on the work needed to carry out the agency's mission. With the addition of this package, the Department expects more information to be made available online and in a format that is more user friendly. Likewise, the Department also expects to increase the ability for customers to submit data and payments on-line. This package will ensure that new data initiatives will be integrated with existing data, eliminating duplicate or conflicting information. Finally, this package will ensure that all data, access, and authorization is configured and maintained in a way that allows Department to comply with State Information Security Standards (ORS 182.122).

The Department would also see improvements in records retention practices, including:

- Regular trainings of staff on records retention practices and laws.
- A standardized method for entering and organizing documents in the records management database.
- A reduction in the number of paper records stored in agency offices.
- Improved access to electronic documents for staff.
- An updated records retention schedule that is understood and used by staff.
- More timely processing of public records.
- Increased compliance with records retention and destruction timelines.

Funding Source

Total Package Cost: \$818,781

General Fund

Staffing \$593,781

Services & Supplies

Data Center Charges \$225,000

BUDGET NARRATIVE

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Water Resources Dept
Pkg: 102 - Strategic Modernization of IT Systems and Tools

Cross Reference Name: Administrative Services
Cross Reference Number: 69000-010-01-00-00000

Description	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
General Fund Appropriation	818,781	-	-	-	-	-	818,781
Total Revenues	\$818,781	-	-	-	-	-	\$818,781
Personal Services							
Class/Unclass Sal. and Per Diem	335,748	-	-	-	-	-	335,748
Empl. Rel. Bd. Assessments	150	-	-	-	-	-	150
Public Employees' Retire Cont	57,514	-	-	-	-	-	57,514
Social Security Taxes	25,685	-	-	-	-	-	25,685
Worker's Comp. Assess. (WCD)	120	-	-	-	-	-	120
Flexible Benefits	100,359	-	-	-	-	-	100,359
Total Personal Services	\$519,576	-	-	-	-	-	\$519,576
Services & Supplies							
Instate Travel	5,070	-	-	-	-	-	5,070
Employee Training	12,500	-	-	-	-	-	12,500
Office Expenses	15,000	-	-	-	-	-	15,000
Telecommunications	6,135	-	-	-	-	-	6,135
Data Processing	225,000	-	-	-	-	-	225,000
Employee Recruitment and Develop	1,500	-	-	-	-	-	1,500
Dues and Subscriptions	1,500	-	-	-	-	-	1,500
Other Services and Supplies	3,000	-	-	-	-	-	3,000
Expendable Prop 250 - 5000	16,500	-	-	-	-	-	16,500

____ Agency Request
2021-23 Biennium

____ Governor's Budget
Page _____

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

BUDGET NARRATIVE

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Water Resources Dept

Pkg: 102 - Strategic Modernization of IT Systems and Tools

Cross Reference Name: Administrative Services

Cross Reference Number: 69000-010-01-00-00000

Description	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Services & Supplies							
IT Expendable Property	13,000	-	-	-	-	-	13,000
Total Services & Supplies	\$299,205	-	-	-	-	-	\$299,205
Total Expenditures							
Total Expenditures	818,781	-	-	-	-	-	818,781
Total Expenditures	\$818,781	-	-	-	-	-	\$818,781
Ending Balance							
Ending Balance	-	-	-	-	-	-	-
Total Ending Balance	-	-	-	-	-	-	-
Total Positions							
Total Positions							3
Total Positions	-	-	-	-	-	-	3
Total FTE							
Total FTE							2.64
Total FTE	-	-	-	-	-	-	2.64

____ Agency Request
2021-23 Biennium

____ Governor's Budget
Page _____

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

BUDGET NARRATIVE

PICS116 - Net Package Fiscal Impact Report

Administrative Services

2021-23 Biennium

Cross Reference Number: 69000-010-01-00-00000

Agency Request Budget

Package Number: 102

Position Number	Auth No	Workday Id	Classification	Classification Name	Sal Rng	Pos Type	Mos	Step	Rate	Salary	OPE	Total	Pos Cnt	FTE
9921005	1384233		OAO C1486 I P	INFO SYSTEMS SPECIALIST 6	29	PF	21	2	5,630	118,230	62,841	181,071	1	0.88
9921006	1384234		OAO C1487 I P	INFO SYSTEMS SPECIALIST 7	31	PF	21	2	6,236	130,956	65,994	196,950	1	0.88
9921007	1384235		OAO C0870 A P	OPERATIONS & POLICY ANALYST	23	PF	21	2	4,122	86,562	54,993	141,555	1	0.88
General Funds										335,748	183,828	519,576		
Lottery Funds										0	0	0		
Other Funds										0	0	0		
Federal Funds										0	0	0		
Total Funds										335,748	183,828	519,576	3	2.64

BUDGET NARRATIVE

Policy Option Package #106: Essential Agency Fiscal and Contracting Support

Purpose

In order for the Department to achieve its mission, the agency must ensure that it provides the underlying support for staff to succeed in their day-to-day responsibilities and for the agency to function well. Accounting and procurement professionals enable other staff across the agency to focus on the work of protecting and promoting sustainable management of Oregon's water resources. In recent years, the Department has identified a need to address gaps in foundational staffing support.

Procurement

The Department has had a loan specialist associated with the Water Development Loan Fund (WDLF); although the Department has over the years received limitation authority for loans, in recent biennia none have been issued. As a result, this position, budgeted to be funded by the WDLF, has been paid for by General Fund or Other Fund savings to focus on compliance with contracting and procurement requirements, as well as the Water Projects Grants and Loans funding opportunity. Contracting and procurement is essential to the work of the agency, and the Department has no other staff that perform this work. However, by continuing to rely on cost-savings to pay for the position, this pulls resources from other programs in the agency.

Fiscal

The Department has seen an increase in the volume of accounting transactions as well as an increased complexity in fiscal tracking and reporting. For example, Lottery Revenue Bond funding for the Water Resources Development Program requires specialized reporting and tracking. In addition, recent changes to the statewide reporting requirements for accounts receivable have resulted in additional tracking needs for fiscal staff. There is a need for the Department to review and update its internal fiscal processes and policies to ensure compliance with statewide guidance. Fiscal staff have begun efforts to map and streamline processes; however, the increasing workloads have limited progress.

Administrative Services

The Administrative Services Division is currently faced with large gaps in the foundational support needed to execute critical tasks such as budget development and execution, contracting, and procurement, associated with the tracking and monitoring of investments.

This package contributes to the Integrated Water Resources Strategy recommended action 13.B (Fund water resources management activities at state agencies).

BUDGET NARRATIVE

How Achieved

This package proposes to add one Fiscal Analyst 3 and secure funding for an existing Procurement and Contracts position that has no underlying funding source. These positions will provide critical administrative foundational support for the agency through budget development and execution, contracting, and procurement associated with the tracking and monitoring of increased investments in our programs as well as increased statewide reporting and tracking required by the Department of Administrative Services. The Fiscal Analyst position will assist the Division Administrator with budget related activities and complex analysis, assist fiscal staff in the updating and training of Department staff on fiscal policies, refine budget management reports which are used by senior management for decision making and focus on streamlining fiscal processes. Adding this position will allow the senior accounting staff to focus on higher level accounting work as well as reviewing agency procedures to ensure compliance with all statewide fiscal policies.

The procurement position will continue to execute contracts consistent with state law and policy and assist the agency's transition to the OregonBuys platform.

Staffing Impact

Position	Class/Pay Opt	Class Desc	Working Title	Type	Months	FTE	2021-23	2023-25
9921008	MMN X1245 AP	Fiscal Analyst 3	Budget & Fiscal Analyst	PTF	21	0.88	\$214,618	\$265,252
9921009	OA0 C0438 AP	Procurement & Contract Specialist 3	Procurement & Contracting Specialist	PF	21	0.88	\$194,495	\$240,275

Quantifying Results

The Department anticipates that the fiscal analyst position will free up a portion of the Division Administrator's time to focus on higher-level agency budget issues to ensure that our programs are operating in accordance with the budget. The Department anticipates that it will be better able to meet budget development deadlines, provide budget management reports to agency decision makers, track and report on investments in the agency's programs, respond to external and internal fiscal requests and ensure compliance with statewide fiscal policies with the added resource. In addition, the Department would expect to see increased oversight and accountability of fiscal transactions across the agency.

Recently the Department has been discussing the possibility of piloting a shared service budget shop with another agency. Should the fiscal analyst position be funded, it would allow for the additional resources to continue these discussions of combining budget shop resources.

In regards to procurement, other than the workload associated with the Department's transition to the enterprise-wide OregonBuys procurement and contracting platform, there would be no change to the work performed by the staff working on procurement; however, the agency would have

BUDGET NARRATIVE

funding to support the position and would not need to leave other positions open to achieve administrative savings to cover the position. This would allow the Department to fill positions in ASD that serve a critical function but have remained vacant pending a complete revenue analysis. The work of the Procurement Specialist is measured by the number of contracts executed and managed annually.

Funding Source

Total Package Cost: \$409,113

General Fund

Staffing \$409,113

BUDGET NARRATIVE

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Water Resources Dept

Pkg: 106 - Essential Agency Fiscal and Contracting Support

Cross Reference Name: Administrative Services

Cross Reference Number: 69000-010-01-00-00000

Description	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
General Fund Appropriation	409,113	-	-	-	-	-	409,113
Total Revenues	\$409,113	-	-	-	-	-	\$409,113
Personal Services							
Class/Unclass Sal. and Per Diem	245,847	-	-	-	-	-	245,847
Empl. Rel. Bd. Assessments	100	-	-	-	-	-	100
Public Employees' Retire Cont	42,113	-	-	-	-	-	42,113
Social Security Taxes	18,807	-	-	-	-	-	18,807
Worker's Comp. Assess. (WCD)	80	-	-	-	-	-	80
Flexible Benefits	66,906	-	-	-	-	-	66,906
Total Personal Services	\$373,853	-	-	-	-	-	\$373,853
Services & Supplies							
Instate Travel	7,450	-	-	-	-	-	7,450
Employee Training	5,500	-	-	-	-	-	5,500
Office Expenses	2,520	-	-	-	-	-	2,520
Telecommunications	4,790	-	-	-	-	-	4,790
Employee Recruitment and Develop	1,000	-	-	-	-	-	1,000
Dues and Subscriptions	1,000	-	-	-	-	-	1,000
Other Services and Supplies	2,000	-	-	-	-	-	2,000
Expendable Prop 250 - 5000	5,000	-	-	-	-	-	5,000
IT Expendable Property	6,000	-	-	-	-	-	6,000
Total Services & Supplies	\$35,260	-	-	-	-	-	\$35,260

____ Agency Request
2021-23 Biennium

____ Governor's Budget
Page _____

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

BUDGET NARRATIVE

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Water Resources Dept
Pkg: 106 - Essential Agency Fiscal and Contracting Support

Cross Reference Name: Administrative Services
Cross Reference Number: 69000-010-01-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Total Expenditures							
Total Expenditures	409,113	-	-	-	-	-	409,113
Total Expenditures	\$409,113	-	-	-	-	-	\$409,113
Ending Balance							
Ending Balance	-	-	-	-	-	-	-
Total Ending Balance	-	-	-	-	-	-	-
Total Positions							
Total Positions							2
Total Positions	-	-	-	-	-	-	2
Total FTE							
Total FTE							1.76
Total FTE	-	-	-	-	-	-	1.76

____ Agency Request
2021-23 Biennium

____ Governor's Budget
Page _____

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

BUDGET NARRATIVE

PICS116 - Net Package Fiscal Impact Report

Administrative Services

2021-23 Biennium

Cross Reference Number: 69000-010-01-00-00000

Agency Request Budget

Package Number: 106

Position Number	Auth No	Workday Id	Classification	Classification Name	Sal Rng	Pos Type	Mos	Step	Rate	Salary	OPE	Total	Pos Cnt	FTE
9921008	1384236		MMN X1245 A P	FISCAL ANALYST 3	30	PF	21	2	6,247	131,187	66,051	197,238	1	0.88
9921009	1384237		OAO C0438 A P	PROCUREMENT & CONTRACT SPE	29	PF	21	2	5,460	114,660	61,955	176,615	1	0.88
General Funds										245,847	128,006	373,853		
Lottery Funds										0	0	0		
Other Funds										0	0	0		
Federal Funds										0	0	0		
Total Funds										245,847	128,006	373,853	2	1.76

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Page 3 of 16

PICS116 - Net Package Fiscal Impact Report
PICS116

BUDGET NARRATIVE

Detail of Lottery Funds, Other Funds, and Federal Funds Revenue (107BF07)/(BPR012)

Detail of Lottery Funds, Other Funds, and Federal Funds Revenue

Source	Fund	ORBITS Revenue Acct	2017-19 Actuals	2019-21 Legislatively Adopted	2019-21 Estimated	2021-23		
						Agency Request	Governor's Budget	Legislatively Adopted
Non-Business Lic and Fees	OF	0210	(228)	-	-	-		
Power and Water Fees	OF	0245	461,237	621,895	-	680,000		
Federal Revenue Service Contracts	OF	0360	29,430	29,430	-	14,430		
Charges for Services	OF	0410	303,066	357,931	-	390,000		
Admin and Service Charges	OF	0415	-	-	-	-		
Fines and Forfeitures	OF	0505	303	-	-	-		
Rents and Royalties	OF	0510	-	-	-	-		
Dedicated Fund Obligation Bond	OF	0560	-	-	-	-		
Lottery Bonds	OF	0565	-	-	-	-		
Revenue Bonds	OF	0570	28,511,368	43,849,252	-	-		
Interest Income	OF	0605	1,219,388	54,342	-	158,711		
Sales Income	OF	0705	56	-	-	-		
Loan Repayments	OF	0925	-	-	-	-		
Other Revenues	OF/FF	0975	21,014	18,572	-	3,997		
Federal Funds	FF	0995	34,942	25,000	-	25,000		
Total Revenue			30,580,576	44,956,422	-	1,272,138	-	-
Transfer In - Intrafund	OF	1010	7,745,850	-	-	-		
Transfer from General Fund	OF	1060	-	-	-	-		
Transfer In - Lottery	LF	1040	-	-	-	-		
Transfer In from Admin Serv	LF	1107	3,932,861	7,553,350	-	13,470,490		
Transfer In from State Lands	OF	1141	-	76,212	-	85,815		
Transfer from Watershed Enhance Bd	OF	1691	158,670	179,297	-	201,889		
Transfer Out - Intrafund	OF	2010	(8,761,264)	-	-	-		
Transfer to General Fund	OF	2060	-	-	-	-		
Tsfr to Environmental Quality	OF	2340	-	-	-	-		
Tsfr to Parks and Rec	OF	2634	-	-	-	-		
Tsfr to Fish and Wildlife	OF	2635	-	-	-	-		
Total Transfers			3,076,117	7,808,859	-	13,758,194	-	-
Net Revenue			33,656,693	52,765,281	-	15,030,332	-	-

BUDGET NARRATIVE

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

Water Resources Dept 2021-23 Biennium					Agency Number: 69000 Cross Reference Number: 69000-010-01-00-00000	
Source	2017-19 Actuals	2019-21 Leg Adopted Budget	2019-21 Leg Approved Budget	2021-23 Agency Request Budget	2021-23 Governor's Budget	2021-23 Leg. Adopted Budget
Lottery Funds						
Interest Income	29,336	-	-	-	-	-
Transfer In - Intrafund	2,170,357	-	-	-	-	-
Tsfr From Administrative Svcs	3,932,861	7,553,350	7,553,350	13,470,490	-	-
Transfer Out - Intrafund	(2,169,964)	-	-	-	-	-
Total Lottery Funds	\$3,962,590	\$7,553,350	\$7,553,350	\$13,470,490	-	-
Other Funds						
Non-business Lic. and Fees	(228)	-	-	-	-	-
Power and Water Fees	461,237	621,895	621,895	680,000	-	-
Federal Revenues - Svc Contracts	29,430	29,430	29,430	14,430	-	-
Charges for Services	303,066	357,931	357,931	390,000	-	-
Fines and Forfeitures	300	-	-	-	-	-
Revenue Bonds	23,415,000	43,849,252	43,849,252	-	-	-
Interest Income	1,190,053	54,342	54,342	158,711	-	-
Sales Income	56	-	-	-	-	-
Other Revenues	21,014	18,572	18,572	3,997	-	-
Transfer In - Intrafund	5,575,493	-	-	-	-	-
Tsfr From Lands, Dept of State	-	76,212	76,212	85,815	-	-
Tsfr From Watershed Enhance Bd	158,670	179,297	179,297	201,889	-	-
Transfer Out - Intrafund	(6,366,940)	-	-	-	-	-
Transfer to General Fund	(300)	-	-	-	-	-
Total Other Funds	\$24,786,851	\$45,186,931	\$45,186,931	\$1,534,842	-	-
Federal Funds						
Federal Funds	34,942	25,000	25,000	25,000	-	-
Total Federal Funds	\$34,942	\$25,000	\$25,000	\$25,000	-	-

____ Agency Request
2021-23 Biennium

____ Governor's Budget
Page _____

____ Legislatively Adopted
Detail of LF, OF, and FF Revenues - BPR012

BUDGET NARRATIVE

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