

Secretary of State												Agency Number: 16500		
2009 - 2011 Biennium														
Summary														
Detail of 30% Reduction to 2009-11 Essential Budget Level														
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Priority (ranked with highest priority first)	Dept. Initials	Prgm. or Activity Initials	Program Unit/Activity Description	GF	LF	OF	NL-OF	FF	NL-FF	TOTAL FUNDS	Pos.	FTE	Impact of Reduction on Services and Outcomes	
				12,024,877		37,851,803								
				601,244		1,892,590				\$ 2,493,834				See attached tabs
				601,244		1,892,590				\$ 2,493,834				See attached tabs
				601,244		1,892,590				\$ 2,493,834				See attached tabs
				601,244		1,892,590				\$ 2,493,834				See attached tabs
				601,244		1,892,590				\$ 2,493,834				See attached tabs
				601,244		1,892,590				\$ 2,493,834				See attached tabs
										\$ -				
										\$ -				
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										\$ -				
										\$ -				
										\$ -				
				3,607,463	-	11,355,541	-	-	-	\$ 14,963,004	0	0.00		

Note: See individual division tabs for specific reduction detail and impacts

Secretary of State

2009 - 2011 Biennium

Agency Number:

16500

Executive Office

Detail of 30% Reduction to 2009-11 Essential Budget Level

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Priority (ranked with highest priority first)	Dept. Initials	Prgm. or Activity Initials	Program Unit/Activity Description	GF	LF	OF	NL-OF	FF	NL-FF	TOTAL FUNDS	Pos.	FTE	Impact of Reduction on Services and Outcomes	
				295,890		1,298,859				1,594,749	6	6.00		
		Exec	Executive Office	14,795	0	64,943	0	0	0	\$ 79,737			Reduction in S&S means less ability to respond to citizen concerns, reduces temporary support in high-volume periods of activity, slowing response time.	
		Exec	Executive Office	14,795	0	64,943	0	0	0	\$ 79,737	1	0.85	Expansion of above. In addition, the Secretary would have reduced ability to travel in-state, reducing outreach to Clerks and other officials and citizens. .85 FTE reception position in Elections eliminated, placing increased public call volume on Elections' staff already considered for reduction.	
		Exec	Executive Office	14,795	0	64,943	0	0	0	\$ 79,737	1	1.00	In addition, out-of-state travel eliminated, limiting the ability of the Secretary from serving in National organizations or attending other educational opportunities. In-state travel further reduced. 1 FTE - currently stated as a legislative liaison and policy analyst eliminated, places additional time and duties on the Deputy and reducing the Agency's ability to review legislation and policy proposals.	
		Exec	Executive Office	14,795	0	64,943	0	0	0	\$ 79,737	1	0.50	All travel eliminated, restricting the ability of the Secretary to meet with constituents and Clerks. All S&S is deeply reduced, eliminating any technology upgrades, severely limiting purchase of any supplies. Reduce .5 FTE - Executive Support - reducing clerical, scheduling and telephone reception. Public calls will more frequently go to voicemail, the Deputy will share support currently dedicated to the Secretary.	
		Exec	Executive Office	14,795	0	64,943	0	0	0	\$ 79,737		0.50	Reduce .5 FTE - Communications Director. Dramatically reduces ability for the Secretary and all Divisions within the agency to respond to media inquiries and communicate with the public.	
		Exec	Executive Office	14,795	0	64,943	0	0	0	\$ 79,737		0.50	Layoff Communications Director. Deputy Director will assume all coordination with the media and external communications will be severely restricted. All GF S&S eliminated, OF S&S reduced to bare minimum to support operation of the office.	
										\$ -				
										\$ -				
										\$ -				
										\$ -				
										\$ -				

Secretary of State

2009 - 2011 Biennium

Agency Number:

16500

Elections Division

Detail of 30% Reduction to 2009-11 Essential Budget Level

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Priority (ranked with highest priority first)	Dept. Initials	Prgm. or Activity Initials	Program Unit/Activity Description	GF	LF	OF	NL-OF	FF	NL-FF	TOTAL FUNDS	Pos.	FTE	Impact of Reduction on Services and Outcomes	
				6,236,859		126,914				6,363,773	15	15.00		
		Elec	Elections Division	311,843	0	6,346	0	0	0	\$ 318,189			Eliminate general funds for the Voter's Pamphlet and pursue one of two options:	
		Elec	Elections Division	311,843	0	6,346	0	0	0	\$ 318,189			Option 1: Put the voter's pamphlet online only and save approximately \$1.2 million in printing and postage costs.	
		Elec	Elections Division	311,843	0	6,346	0	0	0	\$ 318,189			Option 2: Increase fees for candidates and measure arguments sufficiently to cover decreases in funding for the voter's pamphlet in \$319,189 decrements.	
		Elec	Elections Division	311,843	0	6,346	0	0	0	\$ 318,189			Eliminating all GF support for the voter's pamphlet would make the document entirely supported by fees.	
		Elec	Elections Division	311,843	0	6,346	0	0	0	\$ 318,189			12 furlough days, online-only manuals, layoff CS3 (C&E), reduce AG criminal enforcement	
		Elec	Elections Division	311,843	0	6,346	0	0	0	\$ 318,189			Layoff 2 compliance specialist 2/investigator positions	
										\$ -				
										\$ -				
										\$ -				
										\$ -				
										\$ -				
										\$ -				
										\$ -				
				1,871,058	-	38,074	-	-	-	\$ 1,909,132	0	0.00		

See Attached Reduction Notes

Secretary of State														
2009 - 2011 Biennium												Agency Number: 16500		
Business Services Division														
Detail of 30% Reduction to 2009-11 Essential Budget Level														
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Priority (ranked with highest priority first)	Dept. Initials	Prgm. or Activity Initials	Program Unit/Activity Description	GF	LF	OF	NL-OF	FF	NL-FF	TOTAL FUNDS	Pos.	FTE	Impact of Reduction on Services and Outcomes	
Dept	Prgm/ Div			356,657		3,025,941				3,382,598	16	16.00		
	SOS	BSD	Business Services Division	17,833	0	151,297	0	0	0	\$ 169,130			See Note #1	
		BSD	Business Services Division	17,833	0	151,297	0	0	0	\$ 169,130			See Note #2	
		BSD	Business Services Division	17,833	0	151,297	0	0	0	\$ 169,130		1.70	See Note #3	
		BSD	Business Services Division	17,833	0	151,297	0	0	0	\$ 169,130		1.30	See Note #4	
		BSD	Business Services Division	17,833	0	151,297	0	0	0	\$ 169,130		2.00	See Note #5	
		BSD	Business Services Division	17,833	0	151,297	0	0	0	\$ 169,130		1.50	See Note #6	
										\$ -				
										\$ -				
										\$ -				
										\$ -				
										\$ -				
										\$ -				
										\$ -				
				106,997	-	907,782	-	-	-	\$ 1,014,779	0	6.50		

NOTE #1 (1st 5%) cut first

(OF) Impacts:

- *Reduces ability to replace desktop PC's/Laptops when needed, Reduces contract services maintenance and support for Deposit Interface System for cash management
- *Reduces continuing education & training for staff to maintain professional certifications, reduces travel related to attending continuing education and training
- *Eliminates OF Capitol Outlay budget

(GF) Impacts:

- *Eliminate all available S&S in GF. Reduces available funds for continuing education, training and travel related to training. Reduces available funds for membership dues.

Note #2 (2nd 5%) cut second

(OF) Impacts:

- *Chief Purchasing Officer Retirement June 30, 2010. Leave position vacant for remainder of Biennium- Puts agency at risk of not having subject matter expert for complex procurement, increased legal risk in poorly written contracts and significant financial risk, longer lead times for responding to agency procurement request and needs, and places greater workload on existing staff.

- *Reduce funding for 1 FTE in the Purchasing and Contracts Section by 20%. Makes position less than full-time
Increases workload to existing staff resulting in longer lead times to fulfill purch requests and meet needs from division customers

(GF) Impacts:

- Eliminates GF for 1 FTE in Purchasing and Contracts Section- Puts us at risk of not meeting agency supply and service needs which puts divisions at risk in meeting their mission
- Eliminates a portion of GF for budget officer position. Hope to fill at a lower salary range to offset reduction

Note #3 (3rd 5%)- cut third

(OF) Impacts:

- *Layoff 1 FTE in Purchasing and Contracts Section. Puts section down one staff member and shifts workload to remaining staff. Places section at risk of long turn around times

for low to mid value procurements that are critical to division customers meeting mission and goals. Risk low staff morale due to overwhelming workload.

*Cut 50% OF to Accountant position in Accounting Section. Increases workload on existing staff, places agency at risk for not having appropriate separation of duties for sound internal controls, causes longer lead times for payments to vendors and agency staff seeking per diem reimbursement.

(GF) Impacts:

*Eliminates remaining GF for Accountant position. Makes it very difficult to meet agency accounting needs for payables and receivables, put agency at risk for late payment penalties and not processing receipts timely for agency revenues.

*Eliminates all GF for Acctg Tech position. Puts agency at risk for not processing cash deposits timely and violating statutes on deposit of funds. Places greater workload burden on remaining Acctg Techs. Increased workload creates longer processing time for Municipal Audit filings, processing agency cash receipts and other section obligations. Risk low staff morale due to overwhelming workload.

*Eliminates a portion of GF for 2nd Purchasing Position- Causes to be less than full time creating a significant workload shift to other purchasing staff;

2nd Purch position cont: Risk of stock outages in storeroom, risk of longer processing times for routine purchase requests from divisions placing them at risk in meeting their division missions

Note #4 (4th 5%) cut fourth

(OF) Impacts:

*Eliminates available S&S: Not able to replace failing computer equipment; no training for staff to maintain professional certifications
no training for other division staff to continue to enhance knowledge and expertise in their profession.

*Layoff 2 FTE (Accountant position and Acctg Tech position): Significant workload shift to three remaining accountants and two remaining accounting techs; no clear separation of duties creating risk of improper internal controls, high risk in not meeting deadlines for processing all agency payables and receivables, high risk of not completing financial reporting requirements in accordance with statutes, Oregon Accounting Manual rules and Federal financial reporting requirements, not meeting statutory deposit requirements, untimely processing of mail which results in divisions not receiving mail in a timely manner. Places divisions at risk of not delivering time sensitive mail for Elections and Corporation Division placing them at risk of not meeting statutory requirements resulting in risk law suits resulting in financial loss to the agency.

(GF) Impacts:

*Eliminates remaining GF for 2nd Purchasing position, takes to less than fulltime. Places section down 1.10 FTE.

Purchasing staff morale becomes a significant issue due to heavy workload and an inability to have adequate resources to perform job duties.

*Eliminates GF for 2nd Acctg Tech position, takes to less than fulltime. Places section down 1.10 FTE with significant workload increase to remaining staff.

Business and Cash Management staff morale becomes a significant issue due to heavy workload and an inability to have adequate resources to perform job duties. Division performance measure will be at significant risk for unsatisfied customers due to long turnaround times for services delivered.

Note #5 (5th 5%) cut fifth

(OF) Impacts:

*Layoff 5 FTE in division (2 FTE Purchasing and Contracts; 2 FTE in Business and Cash Management; and 1 FTE in Accounting Section). Significantly harms divisions ability to provide purchasing, cash management and accounting services. Substantial increase in legal risk for agency cited in impacts stated in each of the previous increments.

*Eliminates S&S for replacing failing desktop/laptop computers, no funds available for continuing education and training, no funds available for maintenance and support of cash management system, and inability to provide timely services to division customers. Risk of demoralized staff due to lack of support to provide resources to perform job duties.

(GF) Impacts:

*Eliminates GF and layoffs for 5 FTE (2 FTE Purchasing and Contracts; 2 FTE in Business and Cash Management; and 1 FTE in Accounting Section)

*Eliminates GF for S&S leaving no available funds for continuing education and staff training, membership dues, travel reimbursement for training or attending professional association meetings.

Note #6 (6th 5%) cut last

(OF) Impacts

All impacts stated above in addition:

*Layoff 6 FTE in division (2 FTE Purchasing and Contracts; 2 FTE in Business and Cash Management; and 2 FTE in Accounting Section).

Cuts so significant that division sections would not be able to provide timely business services. Increased probability of risks cited in previous increments to occur.

This places the agency at a high risk to law suits and the potential for significant financial loss due to law suits.

*Eliminates available S&S to replace failing desktop/laptop computers, continuing education and training, travel to attend training and association meetings.

(GF) Impacts

All impacts stated above in addition:

*Layoff 6 FTE in division (2 FTE Purchasing and Contracts; 2 FTE in Business and Cash Management; and 2 FTE in Accounting Section).

*Further reduces GF for 2 additional FTE taking them to less than full-time; eliminates available GF for S&S.

A number of internal productivity applications will be treated in a similar fashion. The applications affected will be the Business Entity Registration and Information (BERI) system, CCC (internal components), ORESTAR, Deposit Interface System, Municipal Filings application, Electronic Records Management System, Notary system, and a variety of smaller applications. Planned improvements that would save work for internal staff and/or allow for better service to the public will be delayed, and fewer production problems with those systems will be repaired.

Note 3- Severely reduces our ability to complete new development in all Divisions. Allows only minimum maintenance on all existing systems.

Note 4 - Reduces our ability to complete new development and maintain existing systems that are shared by all divisions. Effects are similar to those described in Note 2, but affecting hardware and software infrastructure and internal productivity tools. This includes items such as additional hardware for greater public access, replacement of aging equipment and development platforms, file systems, email, scheduling, time management and software development tools. Increases the amount of time needed to respond to help desk calls, causing internal staff to function less efficiently in processing registrations, filings and requests from the public.

Note 5 - Severely curtails our ability to complete new development and reduces our ability to maintain existing systems that are shared by all divisions. Diminishes our ability to recruit and retain qualified employees.

Note 6 - Eliminates our ability to start any new development projects. Severely reduces our ability to maintain and support existing systems that are shared by all divisions. Further diminishes our ability to retain and train qualified staff.

Other impacts - All the proposed reductions will have major impacts on KPM- Customer Satisfaction and KPM- Public Information Access

Please Note: we would rather take furlough days than reduce staff hours, and closing the Agency on selected days would be much easier to manage

Secretary of State													Agency Number:		16500
2009 - 2011 Biennium															
Archives Division															
Detail of 30% Reduction to 2009-11 Essential Budget Level															
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
Priority (ranked with highest priority first)	Dept. Initials	Prgm. or Activity Initials	Program Unit/Activity Description	GF	LF	OF	NL-OF	FF	NL-FF	TOTAL FUNDS	Pos.	FTE	Impact of Reduction on Services and Outcomes		
Dept	Prgm/ Div			3,861,214		2,456,258				6,317,472	22	22.00			
	SOS	Arc	Archives Division	193,061	0	122,813	0	0	0	\$ 315,874			See Note #1		
	SOS	Arc	Archives Division	193,061	0	122,813	0	0	0	\$ 315,874			See Note #2		
	SOS	Arc	Archives Division	193,061	0	122,813	0	0	0	\$ 315,874			See Note #3		
	SOS	Arc	Archives Division	193,061	0	122,813	0	0	0	\$ 315,874			See Note #4		
	SOS	Arc	Archives Division	193,061	0	122,813	0	0	0	\$ 315,874			See Note #5		
	SOS	Arc	Archives Division	193,061	0	122,813	0	0	0	\$ 315,874			See Note #6		
										\$ -					
				1,158,364	-	736,877	-	-	-	\$ 1,895,242	0	0.00			

Note #1 (1st 5%) cut first

Impact (GF & OF)

Reduce Archives Building rent by eliminating a portion of floor space excluding the stack areas and the Reference Room. This will allow the Dept. of Administrative Services to re-let those spaces to other agencies. The effect would mean increased security problems as more people would have access to the now secured areas of the Archives Building. Functionality of the building would be lost and staff will be forced to work in areas that are currently public. Patrons will share work space with staff.

Note #2 (2nd 5%) cut second

Impact (GF & OF)

Eliminate the remainder of our Supplies and Services General Fund (excluding rent and general government service charge money). This would put a great burden on our ability to function as all of these costs would have to be picked up by Miscellaneous Receipts which are already picking up a number of General Fund shortfalls.

Reduce Archives Building rent by further reducing square footage occupied. Effect is similar to #1 above,

Note #3 (3rd 5%) cut third

Impact (GF)

Reduce Archives Building rent by eliminating all but the stack areas and the Reference Room. This will allow the Dept. of Administrative Services to re-let those spaces to other agencies. The effect would mean increased security problems as more people would have access to the now secured areas of the Archives Building. Functionality of the building would be lost and staff will be forced to work in areas that are currently public. Patrons will share work space with staff. Do not fund a .5 FTE General Fund position meaning a reduction in services provided by this position.

Note #4 (4th 5%) cut fourth

Impact (GF & OF)

Reduce staff hours to a 36 hour work week. The effect of this will be that the Archives will be closed to the public and the agencies that it serves on Fridays. This means that deadlines required by statute for Rules publications (Bulletin and Compilation) will not be met. The Blue Book would not be published for 2010-2011 meaning a \$50000 loss of revenue.

Statutes relating to deadlines and publications will have to be amended. In addition the Division's deadlines set in Administrative Rule, such as turnaround time on Reference requests and the re-authorization of retention schedules will not be met resulting in the loss of revenue (reference requests) for the Archives and greater risk of non-compliance and potential lawsuits for agencies with outdated retention schedules. The Records Center would be closed on Fridays which means agencies would not be able to retrieve records putting the depositing agencies and their clients at risk. Potentially could result in the loss of business at the Records Center.

Note #5 (5th 5%) Cut fifth

Impact (GF & OF)

Reduce staff hours to 33 hours per week. More services and revenue lost; amendments needed for all operating statutes. Net affect - reduced access to public records; monthly updates to online Rules Compilation not done; annual hardcopy publication of the Rules Compilation not done resulting in \$100,000 lost revenue; Reference revenue lost due to reduced hours;

Note #6 (6th 5%) Cut sixth

Impact (GF & OF)

Reduce staff work week 25% to 30 hours and closing the Archives for one and one-half days. None of our statutorily required deadlines will be met nor many of our statutorily required services so amendments to the statutes will need to be made. No Records Management or Administrative Rules Training will be done. Schedules fall further out of compliance causing greater risk to the state. Further loss of Revenue due to the closing of the Archives. Reference requests will not be completed according to OAR, so OAR will have to be amended; Meeting of Monthly Bulletin deadline will depend upon how many rules and notices are filed.

Reduce IT Professional Services expense.

Hold vacant Administrative Specialist position by discontinuing notary compliance investigations and enforcement functions; refer violations to Attorney General.

Layoff Office Specialist position. Reduce ability to process business registration documents timely.

Layoff Public Service Representative position by eliminating website & e-mail customer support and responsiveness.

NOTE #5 (5th 5%) cut fifth

Layoff Office Specialist position. Reduce ability to process business registration documents timely.

Layoff Training Development Specialist position by elimination of in-person notary training seminars. Reduce in-state travel expense.

Layoff Research Analyst position through elimination of payment research, new business lists, database extracts, and special searches of public records **May need legislation to provide exemption in ORS 192**

NOTE #6 (6th 5%) cut last

Reduce IT Professional Services expense.

Reduce Professional Services expense by elimination of free online notary training application. Notaries will have to use fee-based private notary training vendors for mandatory training.

Layoff Office Specialist position. Reduce ability to process business registration documents timely.

Layoff Electronic Publishing Design Specialist position by reducing website, and publication update ability.