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STATE OF MAINE
ONE HUNDRED AND TWENTY EIGHTH LEGISLATURE
COMMITTEE ON STATE AND LOCAL GOVERNMENT

TO: Senator James Hamper, Senate Chair
Representative Drew Gattine, House Chair
Joint Standing Committee on Appropriations and Financial Affairs

FROM: *PD* Senator Paul Davis, Senate Chair
Representative Roland Danny Martin, House Chair *RD*
Joint Standing Committee on State and Local Government

DATE: March 27, 2017

SUBJECT: Recommendations on the Governor's Proposed Biennial Budget (LD 390)

The Joint Standing Committee on State and Local Government reviewed the budget items in the Governor's proposed biennial budget that pertain to the agencies under the Committee's jurisdiction. Attached please find:

- "Report-back template for SLG" (provided by OFPR) on which we have recorded the Committee vote on the individual budget initiatives, and
- "SLG Report Back Biennial Budget – Language Items" on which we have recorded the Committee votes on the language portions.

As noted in our memo of 3/22/17 and below, the committee has tabled those budget initiatives and language parts relating to the Office of Information Technology (OIT) in the Department of Administrative and Financial Services (DAFS) and those relating to the proposed Department of Technology Services (DTS). An additional work session on those items is scheduled for Wednesday 3/29/17. The SLG committee by memo dated 3/22/17 requested an extension to 4/3/17 to report back on those items.

Please let us know if we can provide any additional information or assistance in connection with budget items related to the agencies under our jurisdiction. A summary of the committee votes by agency is provided below:

Office of the State Auditor

The committee voted to recommend acceptance of the budget proposals for the Office of the State Auditor as presented in "Report-back template for SLG" pages P40-P45 and P76 and the language presented in Part HHH and III. (IN: 12-0)

Department of Secretary of State

The committee voted to recommend acceptance of the budget proposals for the Department of Secretary of State as presented in "Report-back template for SLG" pages P56-P66. (IN: 12-0)

Office of Treasurer of State

The committee voted to recommend acceptance of the budget proposals for the Office of Treasurer of State as presented in "Report-back template for SLG" pages P67-P70. (IN: 12-0)

Maine Municipal Bond Bank

(There were no budget initiatives that required voting for the Maine Municipal Bond Bank; see "Report-back template for SLG" P54-P55).

Maine Government Facilities Authority

The committee voted to recommend acceptance of the budget proposals for the Maine Government Facilities Authority as presented in "Report-back template for SLG" pages P16, and language Part FF and Part PPPPP. (IN: 12-0)

Executive Department

The committee voted to recommend acceptance of the budget proposals for the Executive Department as presented in "Report-back template for SLG" pages P46-P53, and language Part GG. (IN: 10-0)

Department of Administrative and Financial Services

The committee voted to recommend acceptance of certain proposals under the Department of Administrative and Financial Services (DAFS); specifically, the committee voted to recommend acceptance of those proposals presented in "Report-back template for SLG" P1-P20 and P26-P37 and language in Parts: O, P, U, Y, AA, and CC. (IN: 10-0)

The committee voted to TABLE the balance of the budget proposals under DAFS; specifically the committee voted to table those proposals relating to the Office of Information Technology (OIT) and the Statewide Radio Network Service as presented in "Report-back template for SLG" pages P21-P25 and P38, and language Part L and Part AA. These portions of the budget, which are connected to the proposals related to the Department of Technology services (see below) are scheduled for another work session on Wednesday 3/29/17. (TABLED: 10-0)

Department of Technology Services

The committee voted to TABLE the budget proposals for the Department of Technology Services as presented in "Report-back template for SLG" pages P71-P75 and P76, and language Part R. These portions of the budget are scheduled for another work session on Wednesday 3/29/17. (TABLED: 10-0)

cc: Members, Joint Standing Committee on Appropriations and Financial Affairs
Members, Joint Standing Committee on State and Local Government

SLG Report Back Biennial Budget – Language Items

Office/Department	Language		Description	VOTE
	Part	Page		
Maine Govt Facilities Authority	PPPPP	229-230	authorizes new Maine Governmental Facilities Authority borrowing for capital repairs and improvements within the University of Maine System.	IN: 12-0
Dept of Administrative & Financial Services	L	62-63	establishes the Office of Commissioner program and authorizes a transfer of remaining balances in the Information Services Program to be carried into the new program	<i>TABLED</i>
Dept of Administrative & Financial Services	O	68-74	moves risk management from the Bureau of General Services to the Office of the State Controller.	IN: 10-0
Dept of Administrative & Financial Services	P	74	allows for public contributions to the Bureau of General Services for the maintenance, repair and construction of state facilities	IN: 10-0
Department of Technology Services	R	75-94	creates the Department of Technology Services	<i>TABLED</i>
Dept of Administrative & Financial Services	U	95	transfers funds from the General Fund into the Fund for Efficient Delivery of Local and Regional Services - Administration, Other Special Revenue account	IN: 10-0
Dept of Administrative & Financial Services	Y	106	authorizes the department on behalf of OIT to enter into financing arrangements for the acquisition of motor vehicles for the Central Fleet Management System	IN: 10-0
Dept of Administrative & Financial Services	AA	107	authorizes the department to enter into financing arrangements for up to a specified limit for improvements to the State's technology infrastructure and software	<i>TABLED</i>
Dept of Administrative & Financial Services	CC	108-109	continues the voluntary employee incentive program	IN: 10-0
Maine Govt Facilities Authority / DAFS	FF	110	authorizes new Maine Governmental Facilities Authority to issue additional securities up to a specified amount for capital repairs and improvements to and construction of state-owned facilities	IN: 12-0
Executive Department	GG	110-112	Sections 1-6 moves the function of preparing long range economic projections from the Office of Policy and Management to the Commissioner Office within the Department of Administrative and Financial Services and expands its mission beyond economic goals	IN: 10-0
State Auditor	HHH	132	renames the Audit - Departmental Bureau program	IN: 12-0
State Auditor	III	132	renames the Audit -Unorganized Territory program	IN: 12-0

Sec. A-1. Appropriations and allocations. The following appropriations and allocations are made.

ADMINISTRATIVE AND FINANCIAL SERVICES, DEPARTMENT OF

Administration - Human Resources 0038

Initiative: BASELINE BUDGET

GENERAL FUND	History 2015-16	History 2016-17	2017-18	2018-19
POSITIONS - LEGISLATIVE COUNT	18.500	18.500	18.000	18.000
Personal Services	\$1,749,325	\$1,720,792	\$1,873,289	\$1,901,185
All Other	\$362,601	\$362,601	\$362,601	\$362,601
GENERAL FUND TOTAL	\$2,111,926	\$2,083,393	\$2,235,890	\$2,263,786

OTHER SPECIAL REVENUE FUNDS	History 2015-16	History 2016-17	2017-18	2018-19
All Other	\$5,000	\$5,000	\$5,000	\$5,000
OTHER SPECIAL REVENUE FUNDS TOTAL	\$5,000	\$5,000	\$5,000	\$5,000

Justification:

The Bureau of Human Resources administers comprehensive human resources and civil service systems in support of State agencies' programs, while ensuring fair and open employment and compensation practices. Major functions of the Bureau includes the administration of the compensation system, monitoring and controlling all transactions that affect payroll and employee status; administration of layoffs; maintenance of official employee records; a system for classification of all positions; recruitment and examination; job referral; employee training and organization development; and insuring that personnel actions, programs, and policies conform to Civil Service law, rules, and policies. In addition to the responsibilities surrounding the administration of the personnel system, the Bureau has other major responsibilities that include the administration of employee relations activities, affirmative action programs, administration and management of the employee health plan, workers' compensation plan administration for Maine State Government, and wellness and safety programs.

The Office of Employee Relations(OER) represents Maine State Government as employer and is the Governor's representative in collective bargaining. Responsibilities include contract administration, processing of grievances through Arbitration, representing the State in employee legal matters at the Labor Relations Board and in Court. Also included is the administration of the States' Affirmative Action Plan and Equal Employment activities and laws. OER also participates and oversees investigations into allegations of employee misconduct.

Administration - Human Resources 0038

Initiative: Transfers one Office Associate II position from the Division of Purchases program to the Administration - Human Resources program within the same fund.

Ref. #: 56

Committee Vote: IN: 10-0

AFA Vote: _____

GENERAL FUND	2017-18	2018-19
POSITIONS - LEGISLATIVE COUNT	1.000	1.000
Personal Services	\$61,380	\$64,544

GENERAL FUND TOTAL

\$61,380

\$64,544

Justification:

This position transfer is part of a larger reorganization of the division. Additional reorganization actions can be found in Change Packages C-A-7004 and C-A-7005.

Administration - Human Resources 0038

Initiative: Eliminates one vacant Plumber II position and one vacant Boiler Engineer position from the Building and Grounds Operations program, General Fund. This initiative also transfers one vacant Space Management Specialist position and one vacant High Voltage Electrician position from the Buildings and Grounds Operations program to the Administration - Human Resources program within the same fund and reorganizes the High Voltage Electrician position to a Public Service Manager II position and the Space Management Specialist position to a Public Service Manager III position.

Ref. #: 57

Committee Vote: IN: 10-0

AFA Vote: _____

GENERAL FUND

2017-18

2018-19

POSITIONS - LEGISLATIVE COUNT

2.000

2.000

Personal Services

\$230,840

\$242,384

GENERAL FUND TOTAL

\$230,840

\$242,384

Justification:

This initiative reorganizes four positions within the Bureau of General Services' Buildings and Grounds Operations General Fund account to provide the funding for two Bureau of Human Resources positions. The Bureau of General Services has maintained its operations even though these positions have been vacant for an extended period of time. The department can better serve state agencies by enhancing its human resources delivery in a more pro-active, strategic manner. By eliminating two positions, and transferring two others, the department can increase its human resource service capacity, and reduce both its headcount and General Fund appropriation without detrimentally impacting building operations.

Administration - Human Resources 0038

Initiative: Transfers one Public Service Coordinator I position from the Public Improvements - Planning/Construction - Administration program to the Administration - Human Resources program within the same fund to realign department resources to areas of greatest need. The employee retains all rights as a classified employee, as well as all accrued fringe benefits, including but not limited to vacation and sick leave, health and life insurances, and retirement benefits.

Ref. #: 58

Committee Vote: IN: 10-0

AFA Vote: _____

GENERAL FUND

2017-18

2018-19

POSITIONS - LEGISLATIVE COUNT

1.000

1.000

Personal Services

\$90,129

\$94,779

GENERAL FUND TOTAL

\$90,129

\$94,779

Justification:

The position is no longer needed for architectural and facilities purposes as the assignments and oversight of the Bureau of General Services have changed. The department has a need in its human resources services to agencies, and is redeploying the position for t purpose. This request transfers the position to the appropriate account to reflect the new assignment.

**ADMINISTRATION - HUMAN RESOURCES 0038
PROGRAM SUMMARY**

GENERAL FUND	History 2015-16	History 2016-17	2017-18	2018-19
POSITIONS - LEGISLATIVE COUNT	18.500	18.500	22.000	22.000
Personal Services	\$1,749,325	\$1,720,792	\$2,255,638	\$2,302,892
All Other	\$362,601	\$362,601	\$362,601	\$362,601
GENERAL FUND TOTAL	\$2,111,926	\$2,083,393	\$2,618,239	\$2,665,493
OTHER SPECIAL REVENUE FUNDS	History 2015-16	History 2016-17	2017-18	2018-19
All Other	\$5,000	\$5,000	\$5,000	\$5,000
OTHER SPECIAL REVENUE FUNDS TOTAL	\$5,000	\$5,000	\$5,000	\$5,000

Budget - Bureau of the 0055

Initiative: BASELINE BUDGET

GENERAL FUND	History 2015-16	History 2016-17	2017-18	2018-19
POSITIONS - LEGISLATIVE COUNT	12,000	12,000	12,000	12,000
Personal Services	\$1,283,339	\$1,267,595	\$1,465,254	\$1,488,799
All Other	\$62,683	\$62,683	\$62,683	\$62,683
GENERAL FUND TOTAL	\$1,346,022	\$1,330,278	\$1,527,937	\$1,551,482

Justification:

The purpose of the Bureau of the Budget is to provide central budget and position planning and control in support of gubernatorial objectives and legislative intent. This purpose represents a balanced approach for carrying out the initiatives of the Executive Department within the limits of legislative oversight to achieve the most effective outcomes within available budget resources.

The Bureau has four primary responsibilities which include the following: budget planning and control, revenue forecasting, position planning and control, organizational and management systems analysis. Biennial budgets are analyzed, planned, controlled and submitted to the Legislature for appropriation or allocation by three line categories: Personal Services, All Other and Capital Expenditures. Approved budgets are controlled on a fiscal year basis by quarterly allotments in accordance with the line category appropriation or allocation with allotment revisions by budget order or financial order. Expenditure and revenue forecasting is carried out through the State Budget Officer and as a result of analysis from budget staff. The position control unit is responsible for reviewing and implementing all position actions for all of State Government. Positions are controlled according to legislatively authorized head count, appropriations and allocations and limitations on the use of salary savings during a fiscal year.

**BUDGET - BUREAU OF THE 0055
PROGRAM SUMMARY**

GENERAL FUND	History 2015-16	History 2016-17	2017-18	2018-19
POSITIONS - LEGISLATIVE COUNT	12,000	12,000	12,000	12,000
Personal Services	\$1,283,339	\$1,267,595	\$1,465,254	\$1,488,799
All Other	\$62,683	\$62,683	\$62,683	\$62,683
GENERAL FUND TOTAL	\$1,346,022	\$1,330,278	\$1,527,937	\$1,551,482

Buildings and Grounds Operations 0080

Initiative: BASELINE BUDGET

	History 2015-16	History 2016-17	2017-18	2018-19
GENERAL FUND				
POSITIONS - LEGISLATIVE COUNT	100.000	100.000	99.000	99.000
Personal Services	\$5,778,462	\$5,751,236	\$5,907,965	\$6,042,961
All Other	\$6,546,050	\$6,546,050	\$6,546,050	\$6,546,050
GENERAL FUND TOTAL	\$12,324,512	\$12,297,286	\$12,454,015	\$12,589,011
	History 2015-16	History 2016-17	2017-18	2018-19
OTHER SPECIAL REVENUE FUNDS				
All Other	\$711,277	\$711,277	\$711,277	\$711,277
OTHER SPECIAL REVENUE FUNDS TOTAL	\$711,277	\$711,277	\$711,277	\$711,277
	History 2015-16	History 2016-17	2017-18	2018-19
REAL PROPERTY LEASE INTERNAL SERVICE FUND				
POSITIONS - LEGISLATIVE COUNT	3.000	3.000	3.000	3.000
Personal Services	\$312,488	\$308,304	\$303,725	\$309,056
All Other	\$25,590,339	\$25,590,339	\$25,590,339	\$25,590,339
REAL PROPERTY LEASE INTERNAL SERVICE FUND TOTAL	\$25,902,827	\$25,898,643	\$25,894,064	\$25,899,395

Justification:

The Buildings and Grounds Program provides operations, maintenance, and repair of all State owned facilities in the Augusta area; the Bureau of Alcoholic Beverages and Lottery Operations building and associated grounds in Hallowell; and the Maine Criminal Justice Academy buildings and grounds in Vassalboro (approximately 50 locations totaling 1.6 million SF). This includes day to day operations, preventative maintenance and repair, and response to service calls for all electrical systems, heating, air conditioning and ventilation systems, plumbing, paint and carpentry, grounds work and custodial services, which includes administration of the solid waste disposal contract and the recycling contract. Additionally, the Program provides oversight and management of the integrated pest management program; the fire alarm systems; elevator maintenance, inspection and certification; and the key control program for all State owned facilities in the Augusta area. the Buildings and Grounds Program's Building Control Center (BCC) has statewide responsibility for installation, maintenance, repairs, and monitoring of building security systems for all facilities housing State of Maine employees. The Program employs the personnel and/or administers the contracts for execution of above services, and manages the budget to support all facility needs. Energy consumption and systems/equipment operation is monitored so as to make the best decisions for expenditure of funds. All costs for maintenance, repair and utilities usage are accounted for by facility to allow for better, more effective long term planning.

Buildings and Grounds Operations 0080

Initiative: Provides funding for an increase in the recruitment and retention stipend for High Voltage Electrician positions and High Voltage Electrician Supervisor positions from 3% to 20%.

Ref. #: 84

Committee Vote: IN: 10-0

AFA Vote: _____

GENERAL FUND

2017-18

2018-19

Justification:

This initiative reorganizes four positions within the Bureau of General Services' Buildings and Grounds Operations General Fund account to provide the funding for two Bureau of Human Resources positions. The Bureau of General Services has maintained its operations even though these positions have been vacant for an extended period of time. The department can better serve state agencies by enhancing its human resources delivery in a more pro-active, strategic manner. By eliminating two positions, and transferring two others, the department can increase its human resource service capacity, and reduce both its headcount and General Fund appropriation without detrimentally impacting building operations.

Buildings and Grounds Operations 0080

Initiative: Provides funding for improvements and maintenance of physical security in State facilities.

Ref. #: 88

Committee Vote: IN: 10-0

AFA Vote: _____

GENERAL FUND	2017-18	2018-19
All Other	\$610,000	\$610,000
GENERAL FUND TOTAL	\$610,000	\$610,000

Justification:

The Department of Administrative and Financial Services, Bureau of General Services, performed physical security audits of State-owned facilities and identified enhancements needed to improve security. This initiative provides funding for ongoing security improvements and maintenance of those improvements. This initiative also provides funding for network charges for security cameras and funding for building environmental controls, security and maintenance contractual services.

**BUILDINGS AND GROUNDS OPERATIONS 0080
PROGRAM SUMMARY**

GENERAL FUND	History 2015-16	History 2016-17	2017-18	2018-19
POSITIONS - LEGISLATIVE COUNT	100.000	100.000	95.000	95.000
Personal Services	\$5,778,462	\$5,751,236	\$5,667,667	\$5,789,630
All Other	\$6,546,050	\$6,546,050	\$7,316,050	\$7,316,050
GENERAL FUND TOTAL	\$12,324,512	\$12,297,286	\$12,983,717	\$13,105,680
OTHER SPECIAL REVENUE FUNDS	History 2015-16	History 2016-17	2017-18	2018-19
All Other	\$711,277	\$711,277	\$711,277	\$711,277
OTHER SPECIAL REVENUE FUNDS TOTAL	\$711,277	\$711,277	\$711,277	\$711,277
REAL PROPERTY LEASE INTERNAL SERVICE FUND	History 2015-16	History 2016-17	2017-18	2018-19
POSITIONS - LEGISLATIVE COUNT	3.000	3.000	3.000	3.000
Personal Services	\$312,488	\$308,304	\$303,725	\$309,056
All Other	\$25,590,339	\$25,590,339	\$25,590,339	\$25,590,339
REAL PROPERTY LEASE INTERNAL SERVICE FUND TOTAL	\$25,902,827	\$25,898,643	\$25,894,064	\$25,899,395

Bureau of General Services - Capital Construction and Improvement Reserve Fund 0883

Initiative: BASELINE BUDGET

	History 2015-16	History 2016-17	2017-18	2018-19
GENERAL FUND				
All Other	\$310,587	\$310,587	\$310,587	\$310,587
GENERAL FUND TOTAL	\$310,587	\$310,587	\$310,587	\$310,587
	History 2015-16	History 2016-17	2017-18	2018-19
OTHER SPECIAL REVENUE FUNDS				
All Other	\$645,000	\$645,000	\$645,000	\$645,000
OTHER SPECIAL REVENUE FUNDS TOTAL	\$645,000	\$645,000	\$645,000	\$645,000

Justification:

The purpose of the fund is to maintain control and accountability over the receipt and expenditure of funds earmarked for major capital improvements, repairs, and renovation of state government owned facilities to include the cost of planning for these projects.

**BUREAU OF GENERAL SERVICES - CAPITAL CONSTRUCTION AND IMPROVEMENT RESERVE FUND 0883
PROGRAM SUMMARY**

	History 2015-16	History 2016-17	2017-18	2018-19
GENERAL FUND				
All Other	\$310,587	\$310,587	\$310,587	\$310,587
GENERAL FUND TOTAL	\$310,587	\$310,587	\$310,587	\$310,587
	History 2015-16	History 2016-17	2017-18	2018-19
OTHER SPECIAL REVENUE FUNDS				
All Other	\$645,000	\$645,000	\$645,000	\$645,000
OTHER SPECIAL REVENUE FUNDS TOTAL	\$645,000	\$645,000	\$645,000	\$645,000

Capital Construction/Repairs/Improvements - Administration 0059

Initiative: BASELINE BUDGET

	History 2015-16	History 2016-17	2017-18	2018-19
GENERAL FUND				
All Other	\$92,909	\$92,909	\$92,909	\$92,909
Capital Expenditures	\$3,000,000	\$3,000,000	\$0	\$0
GENERAL FUND TOTAL	\$3,092,909	\$3,092,909	\$92,909	\$92,909
	History 2015-16	History 2016-17	2017-18	2018-19
OTHER SPECIAL REVENUE FUNDS				
All Other	\$948,359	\$948,359	\$948,359	\$948,359
OTHER SPECIAL REVENUE FUNDS TOTAL	\$948,359	\$948,359	\$948,359	\$948,359

Justification:

The Capital Construction/Repairs/Improvements Account is used to maintain and upgrade various buildings and systems within State of Maine facilities. The capital improvements and repair program concentrates its efforts on conditions of high priority to meet codes, accessibility issues, and other life/safety issues.

**CAPITAL CONSTRUCTION/REPAIRS/IMPROVEMENTS - ADMINISTRATION 0059
PROGRAM SUMMARY**

	History 2015-16	History 2016-17	2017-18	2018-19
GENERAL FUND				
All Other	\$92,909	\$92,909	\$92,909	\$92,909
Capital Expenditures	\$3,000,000	\$3,000,000	\$0	\$0
GENERAL FUND TOTAL	\$3,092,909	\$3,092,909	\$92,909	\$92,909
	History 2015-16	History 2016-17	2017-18	2018-19
OTHER SPECIAL REVENUE FUNDS				
All Other	\$948,359	\$948,359	\$948,359	\$948,359
OTHER SPECIAL REVENUE FUNDS TOTAL	\$948,359	\$948,359	\$948,359	\$948,359

Central Administrative Applications Z234

Initiative: Transfers funding for the State's accounting, budgeting, payroll and other systems from the Information Services program the new Central Administrative Applications program within the same fund.

Ref. #: 201 Committee Vote: IN: 10-0 AFA Vote: _____

GENERAL FUND	2017-18	2018-19
All Other	\$12,879,126	\$12,879,126
GENERAL FUND TOTAL	<u>\$12,879,126</u>	<u>\$12,879,126</u>

Justification:

The funding for a number of statewide systems is currently appropriated in the Information Services Program, but managed by the Office of the State Controller on behalf of the department. Transferring the appropriation to a separate program will distinguish these funds from those appropriated and allocated to the Office of Information Technology. Related enabling language Part L.

Central Administrative Applications Z234

Initiative: Provides one-time funding for the support and decommissioning of the State's current human resources system.

Ref. #: 202 One Time Committee Vote: IN: 10-0 AFA Vote: _____

GENERAL FUND	2017-18	2018-19
All Other	\$704,000	\$0
GENERAL FUND TOTAL	<u>\$704,000</u>	<u>\$0</u>

Justification:

Provides funding for the support and decommissioning of the State's current human resources system.

**CENTRAL ADMINISTRATIVE APPLICATIONS Z234
PROGRAM SUMMARY**

GENERAL FUND	History 2015-16	History 2016-17	2017-18	2018-19
All Other	\$0	\$0	\$13,583,126	\$12,879,126
GENERAL FUND TOTAL	<u>\$0</u>	<u>\$0</u>	<u>\$13,583,126</u>	<u>\$12,879,126</u>

Central Fleet Management 0703

Initiative: BASELINE BUDGET

	History 2015-16	History 2016-17	2017-18	2018-19
CENTRAL MOTOR POOL				
POSITIONS - LEGISLATIVE COUNT	17.000	17.000	17.000	17.000
Personal Services	\$1,114,266	\$1,102,785	\$1,112,949	\$1,139,007
All Other	\$8,921,645	\$8,921,645	\$8,921,645	\$8,921,645
CENTRAL MOTOR POOL TOTAL	<u>\$10,035,911</u>	<u>\$10,024,430</u>	<u>\$10,034,594</u>	<u>\$10,060,652</u>

Justification:

Central Fleet Management (CFM) was established in 1991 to centrally procure, distribute, and dispose of passenger and light truck vehicles. These vehicles are available for employees on official state business. CFM provides long term transportation with a vehicle lease program and short term transportation with a daily rental program. CFM handles many aspects of vehicle services including writing vehicle specifications, ordering vehicles, providing drivers with maintenance schedules, service assistance, fueling resources, insurance protection, and accident information processing. CFM pays for these normal expenses associated with the vehicles and charges regularly scheduled fees to cover the services provided. Detailed usage data and cost analysis are maintained, particularly as they pertain to energy consumption and efficiency.

Central Fleet Management 0703

Initiative: Eliminates one vacant seasonal Motor Transportation Technician Assistant position.

Ref. #: 135

Committee Vote: IN: 10-0

AFA Vote: _____

CENTRAL MOTOR POOL	2017-18	2018-19
POSITIONS - LEGISLATIVE COUNT	(1.000)	(1.000)
Personal Services	(\$37,806)	(\$39,228)
CENTRAL MOTOR POOL TOTAL	<u>(\$37,806)</u>	<u>(\$39,228)</u>

Justification:

Through analysis of its vacant positions, the department determined this position was no longer necessary.

Central Fleet Management 0703

Initiative: Reduces funding for fuel costs based on a revised cost per gallon estimate.

Ref. #: 136

Committee Vote: IN: 10-0

AFA Vote: _____

CENTRAL MOTOR POOL	2017-18	2018-19
All Other	(\$1,045,341)	(\$855,677)
CENTRAL MOTOR POOL TOTAL	<u>(\$1,045,341)</u>	<u>(\$855,677)</u>

Justification:

Fuel costs for the 2016-2017 biennium were based on an estimate of \$3.20 per gallon; the basis for the 2018-2019 biennium is \$2.50 per gallon.

**CENTRAL FLEET MANAGEMENT 0703
PROGRAM SUMMARY**

CENTRAL MOTOR POOL	History 2015-16	History 2016-17	2017-18	2018-19
POSITIONS - LEGISLATIVE COUNT	17.000	17.000	16.000	16.000
Personal Services	\$1,114,266	\$1,102,785	\$1,075,143	\$1,099,779
All Other	\$8,921,645	\$8,921,645	\$7,876,304	\$8,065,968
CENTRAL MOTOR POOL TOTAL	\$10,035,911	\$10,024,430	\$8,951,447	\$9,165,747

Central Services - Purchases 0004

Initiative: BASELINE BUDGET

	History 2015-16	History 2016-17	2017-18	2018-19
POSTAL, PRINTING AND SUPPLY FUND				
POSITIONS - LEGISLATIVE COUNT	37.000	37.000	35.500	35.500
Personal Services	\$2,285,651	\$2,299,594	\$2,320,224	\$2,382,335
All Other	\$1,542,220	\$1,542,220	\$1,542,220	\$1,542,220
POSTAL, PRINTING AND SUPPLY FUND TOTAL	\$3,827,871	\$3,841,814	\$3,862,444	\$3,924,555

Justification:

Central Services is responsible for managing central services in the areas of Postal Services and Surplus Property.

State Postal Center provides a wide range of mail services for State agencies, including interoffice mail. Mail is collected, distributed and processed daily using the latest automated equipment. The Postal Center offers a variety of vendors (USPS, FED-X, UPS) giving customers multiple speed and cost options. The Postal Center presorts and bar codes mail which enables it to receive discounted rates from the United States Postal Service. Multiple means of inserting integrity is available, including full file audit processing.

Surplus Property provides various mechanisms for the disposition of state surplus materials and equipment that are no longer needed by the state department that purchased them. This includes daily sales, property offered for bid, public sales and public auctions. In addition, federal surplus property is obtained for donation to qualifying state, public or non-profit organizations throughout Maine.

Central Services - Purchases 0004

Initiative: Eliminates one vacant Inventory and Property Associate I position, one vacant Central Services Supervisor position and one vacant part-time Buyer II position.

Ref. #: 24

Committee Vote: IN: 10-0

AFA Vote: _____

	2017-18	2018-19
POSTAL, PRINTING AND SUPPLY FUND		
POSITIONS - LEGISLATIVE COUNT	(2.500)	(2.500)
Personal Services	(\$143,483)	(\$150,336)
POSTAL, PRINTING AND SUPPLY FUND TOTAL	(\$143,483)	(\$150,336)

Justification:

Through analysis of its vacant positions, the department determined this position was no longer necessary.

Central Services - Purchases 0004

Initiative: Transfers one Public Service Manager II position from Division of Purchases, Postal, Printing and Supply Fund, to Central Services - Purchases program, General Fund and transfers one Public Service Manager I position from Central Services - Purchases program, General Fund, to Division of Purchases program, Postal, Printing and Supply Fund. Also eliminates one vacant Buyer II position in the Division of Purchases program, General Fund.

Ref. #: 25

Committee Vote: IN: 10-0

AFA Vote: _____

POSTAL, PRINTING AND SUPPLY FUND

	2017-18	2018-19
Personal Services	\$5,319	\$1,023
POSTAL, PRINTING AND SUPPLY FUND TOTAL	<u>\$5,319</u>	<u>\$1,023</u>

Justification:

Transfers one Public Service Manager I position and one Public Service Manager I position and also eliminates one vacant Buyer II position as part of an overall reorganization of the office. Additional reorganization actions can be found in Change Packages C-A-7005 and C-A-7006.

**CENTRAL SERVICES - PURCHASES 0004
PROGRAM SUMMARY**

POSTAL, PRINTING AND SUPPLY FUND	History 2015-16	History 2016-17	2017-18	2018-19
POSITIONS - LEGISLATIVE COUNT	37.000	37.000	33.000	33.000
Personal Services	\$2,285,651	\$2,299,594	\$2,182,060	\$2,233,022
All Other	\$1,542,220	\$1,542,220	\$1,542,220	\$1,542,220
POSTAL, PRINTING AND SUPPLY FUND TOTAL	<u>\$3,827,871</u>	<u>\$3,841,814</u>	<u>\$3,724,280</u>	<u>\$3,775,242</u>

Debt Service - Government Facilities Authority 0893

Initiative: BASELINE BUDGET

	History 2015-16	History 2016-17	2017-18	2018-19
GENERAL FUND				
All Other	\$16,836,024	\$16,836,024	\$16,836,024	\$16,836,024
GENERAL FUND TOTAL	\$16,836,024	\$16,836,024	\$16,836,024	\$16,836,024

Justification:

Provides the means to assist Maine State Government in financing the construction and equipping of facilities by providing access to the tax-exempt bond market. This fund account pays the associated debt service costs for securities issued by this program.

Debt Service - Government Facilities Authority 0893

Initiative: Provides funding for annual principal and interest payments on funds borrowed in support of capital construction and renovation of State facilities.

Ref. #: 168

Committee Vote: IN: 10-0

AFA Vote: _____

	2017-18	2018-19
GENERAL FUND		
All Other	\$0	\$3,300,000
GENERAL FUND TOTAL	\$0	\$3,300,000

Justification:

The Department of Administrative and Financial Services, Bureau of General Services, has identified an immediate need for \$41,200,000 in renovations to State facilities. Projects include: continued renovations on the Augusta East Campus; construction of a new Augusta West Side Parking Garage; capping of the Dolby Landfill and, renovations on the Bangor Campus. The authorization for the debt is included in Part FF.

DEBT SERVICE - GOVERNMENT FACILITIES AUTHORITY 0893

PROGRAM SUMMARY

	History 2015-16	History 2016-17	2017-18	2018-19
GENERAL FUND				
All Other	\$16,836,024	\$16,836,024	\$16,836,024	\$20,136,024
GENERAL FUND TOTAL	\$16,836,024	\$16,836,024	\$16,836,024	\$20,136,024

Financial and Personnel Services - Division of 0713

Initiative: BASELINE BUDGET

	History 2015-16	History 2016-17	2017-18	2018-19
OTHER SPECIAL REVENUE FUNDS				
All Other	\$30,000	\$30,000	\$30,000	\$30,000
OTHER SPECIAL REVENUE FUNDS TOTAL	\$30,000	\$30,000	\$30,000	\$30,000
	History 2015-16	History 2016-17	2017-18	2018-19
FINANCIAL AND PERSONNEL SERVICES FUND				
POSITIONS - LEGISLATIVE COUNT	258.000	258.000	253.000	253.000
Personal Services	\$19,524,402	\$19,459,685	\$20,338,236	\$20,846,291
All Other	\$1,577,370	\$1,577,370	\$1,577,370	\$1,577,370
FINANCIAL AND PERSONNEL SERVICES FUND TOTAL	\$21,101,772	\$21,037,055	\$21,915,606	\$22,423,661

Justification:

The primary mission of the Division of Financial and Personnel Services is to provide fiscal and human resources management services in support of Bureau and Departmental operations and programs. PL 2005 c.12 authorized the Commissioner to review the current organization structure of payroll, personnel and accounting units to improve organizational efficiency and cost-effectiveness. Originally, six service centers were created to provide personnel administration, employee relations, general administration and budget management to departments and agencies of state government.

The Division furnishes all departments and bureaus with (a) consistent and uniform application of statewide budgetary policy; (b) application of generally accepted accounting and financial practices; the implementation and uniform application of collective bargaining agreements; c) human resources and payroll administration; and d) department billing services so that each line bureau within the Department may achieve it's desired program goals and objectives, and remain in compliance with all laws and available budgetary resources.

Financial and Personnel Services - Division of 0713

Initiative: Transfers and reallocates the cost of 18 Accounting Assistant Technician positions and 5 Clerk IV positions from the Department of Health and Human Services, Office of the Commissioner District Operations program, 64% General Fund and 36% Other Special Revenue Funds, to the Department of Administrative and Financial Services, Division of Financial and Personnel Services program, 100% Financial and Personnel Services Fund and increases the hours of one Accounting Assistant Technician position from 52 hours to 80 hours biweekly. Also increases associated All Other expenditures and increases Service Center billing to fund the positions. Employees will retain all rights as classified employees, as well as all accrued fringe benefits, including but not limited to vacation and sick leave, health and life insurances, and retirement benefits.

Ref. #: 141

Committee Vote: IN: 10-0

AFA Vote: _____

	2017-18	2018-19
FINANCIAL AND PERSONNEL SERVICES FUND		
POSITIONS - LEGISLATIVE COUNT	23.000	23.000
Personal Services	\$1,467,090	\$1,517,119
All Other	\$108,990	\$108,990

Justification:

The positions are being transferred from the Department of Health and Human Services (DHHS) to the Department of Administrative and Financial Services (DAFS) as part of a reorganization to streamline financial and accounting services. The positions already functionally report to DAFS, and this transfer completes the reorganization. This initiative is also in DHHS CA1204.

Financial and Personnel Services - Division of 0713

Initiative: Transfers and reallocates one Clerk IV position from 50% General Fund and 50% Federal Expenditures Fund in the Office of MaineCare Services program, Department of Health and Human Services to 100% Financial and Personnel Services Fund in the Division of Financial and Personnel Services program, Department of Administrative and Financial Services. This initiative also increases funding for All Other expenditures and increases Service Center billing to fund the position.

Ref. #: 142 Committee Vote: IN: 10-0 AFA Vote: _____

FINANCIAL AND PERSONNEL SERVICES FUND	2017-18	2018-19
POSITIONS - LEGISLATIVE COUNT	1.000	1.000
Personal Services	\$74,469	\$77,721
All Other	\$4,740	\$4,740
FINANCIAL AND PERSONNEL SERVICES FUND TOTAL	<u>\$79,209</u>	<u>\$82,461</u>

Justification:

The position is being transferred from the Department of Health and Human Services (DHHS) to the Department of Administrative and Financial Services (DAFS) as part of a reorganization to streamline financial and accounting services. The position already functionally reports to DAFS and this transfer completes the reorganization. See HUM C-A-2011.

Financial and Personnel Services - Division of 0713

Initiative: Eliminates one Staff Accountant position in the Division of Financial and Personnel Services program as a result of the closing of the Downeast Correctional Facility in the Department of Corrections.

Ref. #: 143 Committee Vote: IN: 10-0 AFA Vote: _____

FINANCIAL AND PERSONNEL SERVICES FUND	2017-18	2018-19
POSITIONS - LEGISLATIVE COUNT	(1.000)	(1.000)
Personal Services	(\$59,051)	(\$59,685)
FINANCIAL AND PERSONNEL SERVICES FUND TOTAL	<u>(\$59,051)</u>	<u>(\$59,685)</u>

Justification:

The Department of Corrections has proposed closing the Downeast Correctional Facility. With the facility's closure, the Department of Administrative and Financial Services' Financial Service Center will no longer employ a Staff Accountant to serve the Department of Corrections.

Financial and Personnel Services - Division of 0713

Initiative: Transfers one Public Service Manager III position, one Public Service Manager II position, one Public Service Coordinator II position, one Public Service Coordinator I position, one Management Analyst II position and 3 Office Specialist I positions and associated All Other funding from the Information Services program, Office of Information Services Fund, to the Division of Financial and Personnel Services program, Financial and Personnel Services Fund.

Ref. #: 144

Committee Vote: IN: 10-0

AFA Vote: _____

FINANCIAL AND PERSONNEL SERVICES FUND	2017-18	2018-19
POSITIONS - LEGISLATIVE COUNT	8,000	8,000
Personal Services	\$767,841	\$788,611
All Other	\$30,700	\$30,700
FINANCIAL AND PERSONNEL SERVICES FUND TOTAL	<u>\$798,541</u>	<u>\$819,311</u>

Justification:

These positions provide financial services for the Office of Information Technology and are more appropriately placed in the Service Center.

**FINANCIAL AND PERSONNEL SERVICES - DIVISION OF 0713
PROGRAM SUMMARY**

OTHER SPECIAL REVENUE FUNDS	History 2015-16	History 2016-17	2017-18	2018-19
All Other	\$30,000	\$30,000	\$30,000	\$30,000
OTHER SPECIAL REVENUE FUNDS TOTAL	<u>\$30,000</u>	<u>\$30,000</u>	<u>\$30,000</u>	<u>\$30,000</u>
FINANCIAL AND PERSONNEL SERVICES FUND	History 2015-16	History 2016-17	2017-18	2018-19
POSITIONS - LEGISLATIVE COUNT	258,000	258,000	284,000	284,000
Personal Services	\$19,524,402	\$19,459,685	\$22,588,585	\$23,170,057
All Other	\$1,577,370	\$1,577,370	\$1,721,800	\$1,721,800
FINANCIAL AND PERSONNEL SERVICES FUND TOTAL	<u>\$21,101,772</u>	<u>\$21,037,055</u>	<u>\$24,310,385</u>	<u>\$24,891,857</u>

Fund for Efficient Delivery of Local and Regional Services - Administration Z047

Initiative: Provides one-time funding of \$5,000,000 in each year of the 2018-2019 biennium to foster the efficient delivery of local and regional services.

Ref. #: 185 One Time Committee Vote: IN: 10-0 AFA Vote: _____

OTHER SPECIAL REVENUE FUNDS	2017-18	2018-19
All Other	\$5,000,000	\$5,000,000
OTHER SPECIAL REVENUE FUNDS TOTAL	<u>\$5,000,000</u>	<u>\$5,000,000</u>

Justification:

Provides one-time funding of \$5,000,000 in each year of the 2018-2019 biennium to foster the efficient delivery of local and regional services.

**FUND FOR EFFICIENT DELIVERY OF LOCAL AND REGIONAL SERVICES - ADMINISTRATION Z047
PROGRAM SUMMARY**

OTHER SPECIAL REVENUE FUNDS	History 2015-16	History 2016-17	2017-18	2018-19
All Other	\$0	\$0	\$5,000,000	\$5,000,000
OTHER SPECIAL REVENUE FUNDS TOTAL	<u>\$0</u>	<u>\$0</u>	<u>\$5,000,000</u>	<u>\$5,000,000</u>

Information Services 0155

Initiative: BASELINE BUDGET

	History 2015-16	History 2016-17	2017-18	2018-19
GENERAL FUND				
All Other	\$12,981,564	\$12,879,126	\$12,879,126	\$12,879,126
GENERAL FUND TOTAL	\$12,981,564	\$12,879,126	\$12,879,126	\$12,879,126
	History 2015-16	History 2016-17	2017-18	2018-19
FEDERAL EXPENDITURES FUND				
All Other	\$500	\$500	\$500	\$500
FEDERAL EXPENDITURES FUND TOTAL	\$500	\$500	\$500	\$500
	History 2015-16	History 2016-17	2017-18	2018-19
OTHER SPECIAL REVENUE FUNDS				
All Other	\$500	\$500	\$500	\$500
OTHER SPECIAL REVENUE FUNDS TOTAL	\$500	\$500	\$500	\$500
	History 2015-16	History 2016-17	2017-18	2018-19
OFFICE OF INFORMATION SERVICES FUND				
POSITIONS - LEGISLATIVE COUNT	503.000	503.000	499.500	499.500
Personal Services	\$49,217,284	\$48,959,229	\$50,100,464	\$51,254,774
All Other	\$7,566,140	\$7,566,140	\$7,566,140	\$7,566,140
OFFICE OF INFORMATION SERVICES FUND TOTAL	\$56,783,424	\$56,525,369	\$57,666,604	\$58,820,914

Justification:

The Office of Information Technology (OIT) supports state government, providing several services directly to agencies; project management, performance management, eGov services, policy development, procurement review, accessibility, strategic planning and consulting services. From an enterprise perspective, OIT provides IT security for the State of Maine, support for enterprise applications, geographic information systems, production services, local and wide area network services, desktop support, document management, facility engineering, business continuity, application hosting, and communication systems to include voice, data, and video.

The Chief Information Officer (CIO) is actively involved in initiatives that promote sharing resources and partnerships among agencies, encourage the wise use of technology in all business processes, and improve information sharing and collaboration by providing state of the art tools for state workers. The CIO evaluates new system requests to ensure that they are aligned with agency strategic plans and provide a reasonable return on investment for Maine State Government. The CIO chairs the IT Executive Committee which provides executive leadership for agencies, and for state government as a whole, to ensure that its business needs and priorities are identified and supported.

Information Services 0155

Initiative: Transfers one Public Service Manager I position from the Department of Administrative and Financial Services, Information Services program, Office of Information Services Fund, to the Department of Professional and Financial Regulation, Administrative Services - Professional and Financial Regulation program, Other Special Revenue Funds. The employee retains all rights as a classified employee as well as all accrued fringe benefits, including but not limited to vacation and sick leave, health and life insurances, and retirement benefits.

Ref. #: 98

Committee Vote: TABLED

AFA Vote: _____

OFFICE OF INFORMATION SERVICES FUND

POSITIONS - LEGISLATIVE COUNT

Personal Services

2017-18

2018-19

(1,000)

(1,000)

(\$111,251)

(\$112,283)

OFFICE OF INFORMATION SERVICES FUND TOTAL

(\$111,251)

(\$112,283)

Justification:

The position was originally conceived as a technical position for the Office of Information Technology (OIT) however the duties and responsibilities changed over the past five years. The position currently performs non-technical functions and works primarily with business users to understand enhancement needs, provides training for users and addresses problems. See PRS Change Package C-A-5.

Information Services 0155

Initiative: Transfers funding for the State's accounting, budgeting, payroll and other systems from the Information Services program to the new Central Administrative Applications program within the same fund.

Ref. #: 99

Committee Vote: TABLED

AFA Vote: _____

GENERAL FUND

All Other

2017-18

2018-19

(\$12,879,126)

(\$12,879,126)

GENERAL FUND TOTAL

(\$12,879,126)

(\$12,879,126)

Justification:

The funding for a number of statewide systems is currently appropriated in the Information Services Program, but managed by the Office of the State Controller on behalf of the department. Transferring the appropriation to a separate program will distinguish these funds from those appropriated and allocated to the Office of Information Technology. Related enabling language Part L.

Information Services 0155

Initiative: Eliminates one vacant Computer Operator position, 3 vacant Senior Programmer Analyst positions, 3 vacant OIT Business Analyst positions, 2 vacant OIT Project Manager positions, 2 vacant Public Service Coordinator I positions, one vacant System Analyst position, one vacant Public Service Coordinator II position and one vacant Programmer Analyst position.

Ref. #: 100

Committee Vote: TABLED

AFA Vote: _____

OFFICE OF INFORMATION SERVICES FUND

POSITIONS - LEGISLATIVE COUNT

Personal Services

2017-18

2018-19

(14,000)

(14,000)

(\$1,338,836)

(\$1,405,533)

OFFICE OF INFORMATION SERVICES FUND TOTAL

(\$1,338,836)

(\$1,405,533)

Justification:

Through analysis of its vacant positions, the department determined the positions were no longer necessary.

Information Services 0155

Initiative: Eliminates 2 Public Service Manager III positions and one Public Service Manager II position.

Ref. #: 101 Committee Vote: TABLED AFA Vote: _____

OFFICE OF INFORMATION SERVICES FUND	2017-18	2018-19
POSITIONS - LEGISLATIVE COUNT	(3.000)	(3.000)
Personal Services	(\$435,154)	(\$437,988)
OFFICE OF INFORMATION SERVICES FUND TOTAL	<u>(\$435,154)</u>	<u>(\$437,988)</u>

Justification:

These positions are dedicated to the ConnectME Authority. A new Office of Broadband Development within the Department of Economic and Community Development will take on ConnectMe responsibilities. See ECC C-A-7060 Language Part W.

Information Services 0155

Initiative: Transfers all positions and All Other funding from the Federal Expenditures Fund, Other Special Revenue Funds and the Office of Information Services Fund in the Department of Administrative and Financial Services, Information Services program to the Federal Expenditures Fund, Other Special Revenue Funds and the Office of Information Services Fund in the new Department of Technology Services, Technology Services program. Position detail is on file with the Bureau of Budget.

Ref. #: 102 Committee Vote: TABLED AFA Vote: _____

FEDERAL EXPENDITURES FUND	2017-18	2018-19
All Other	(\$500)	(\$500)
FEDERAL EXPENDITURES FUND TOTAL	<u>(\$500)</u>	<u>(\$500)</u>

Ref. #: 103 Committee Vote: TABLED AFA Vote: _____

OTHER SPECIAL REVENUE FUNDS	2017-18	2018-19
All Other	(\$500)	(\$500)
OTHER SPECIAL REVENUE FUNDS TOTAL	<u>(\$500)</u>	<u>(\$500)</u>

Ref. #: 104 Committee Vote: TABLED AFA Vote: _____

OFFICE OF INFORMATION SERVICES FUND	2017-18	2018-19
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POSITIONS - LEGISLATIVE COUNT	(473,500)	(473,500)
Personal Services	(\$47,447,382)	(\$48,510,359)
All Other	(\$7,535,440)	(\$7,535,440)
OFFICE OF INFORMATION SERVICES FUND TOTAL	<u>(\$54,982,822)</u>	<u>(\$56,045,799)</u>

Justification:

This initiatives moves positions and All Other funding from the Department of Administrative and Financial Services, Information Services program to the new Department of Technology Services, Technology Services program. See INF C-A-7100. Language Part R.

Information Services 0155

Initiative: Transfers one Public Service Manager III position, one Public Service Manager II position, one Public Service Coordinator II position, one Public Service Coordinator I position, one Management Analyst II position and 3 Office Specialist I positions and associated All Other funding from the Information Services program, Office of Information Services Fund, to the Division of Financial and Personnel Services program, Financial and Personnel Services Fund.

Ref. #: 106

Committee Vote: TABLED

AFA Vote: _____

OFFICE OF INFORMATION SERVICES FUND

	2017-18	2018-19
POSITIONS - LEGISLATIVE COUNT	(8,000)	(8,000)
Personal Services	(\$767,841)	(\$788,611)
All Other	(\$30,700)	(\$30,700)
OFFICE OF INFORMATION SERVICES FUND TOTAL	<u>(\$798,541)</u>	<u>(\$819,311)</u>

Justification:

These positions provide financial services for the Office of Information Technology and are more appropriately placed in the Service Center.

**INFORMATION SERVICES 0155
PROGRAM SUMMARY**

GENERAL FUND	History 2015-16	History 2016-17	2017-18	2018-19
All Other	\$12,981,564	\$12,879,126	\$0	\$0
GENERAL FUND TOTAL	\$12,981,564	\$12,879,126	\$0	\$0
FEDERAL EXPENDITURES FUND	History 2015-16	History 2016-17	2017-18	2018-19
All Other	\$500	\$500	\$0	\$0
FEDERAL EXPENDITURES FUND TOTAL	\$500	\$500	\$0	\$0
OTHER SPECIAL REVENUE FUNDS	History 2015-16	History 2016-17	2017-18	2018-19
All Other	\$500	\$500	\$0	\$0
OTHER SPECIAL REVENUE FUNDS TOTAL	\$500	\$500	\$0	\$0
OFFICE OF INFORMATION SERVICES FUND	History 2015-16	History 2016-17	2017-18	2018-19
POSITIONS - LEGISLATIVE COUNT	503.000	503.000	0.000	0.000
Personal Services	\$49,217,284	\$48,959,229	\$0	\$0
All Other	\$7,566,140	\$7,566,140	\$0	\$0
OFFICE OF INFORMATION SERVICES FUND TOTAL	\$56,783,424	\$56,525,369	\$0	\$0

Leased Space Reserve Fund Program Z145

Initiative: BASELINE BUDGET

	History 2015-16	History 2016-17	2017-18	2018-19
OTHER SPECIAL REVENUE FUNDS				
All Other	\$500	\$500	\$500	\$500
OTHER SPECIAL REVENUE FUNDS TOTAL	\$500	\$500	\$500	\$500

Justification:

The Leased Space Reserve Fund Program provides funding related to relocation from leased space to state-owned facilities or relocation from a leased space to a lower-priced leased space and capital projects that construct, renovate or improve state facilities. Money in the fund may not be expended on facility maintenance issues.

**LEASED SPACE RESERVE FUND PROGRAM Z145
PROGRAM SUMMARY**

	History 2015-16	History 2016-17	2017-18	2018-19
OTHER SPECIAL REVENUE FUNDS				
All Other	\$500	\$500	\$500	\$500
OTHER SPECIAL REVENUE FUNDS TOTAL	\$500	\$500	\$500	\$500

Office of the Commissioner - Administrative and Financial Services 0718

Initiative: BASELINE BUDGET

GENERAL FUND	History 2015-16	History 2016-17	2017-18	2018-19
POSITIONS - LEGISLATIVE COUNT	6.000	6.000	6.000	6.000
Personal Services	\$775,626	\$759,508	\$792,635	\$807,820
All Other	\$44,088	\$44,088	\$44,088	\$44,088
GENERAL FUND TOTAL	\$819,714	\$803,596	\$836,723	\$851,908

OTHER SPECIAL REVENUE FUNDS	History 2015-16	History 2016-17	2017-18	2018-19
All Other	\$5,000	\$5,000	\$5,000	\$5,000
OTHER SPECIAL REVENUE FUNDS TOTAL	\$5,000	\$5,000	\$5,000	\$5,000

Justification:

The Office of the Commissioner seeks to continually improve the quality of services provided by the Department by encouraging team-oriented leadership and stressing a customer service environment.

The Office strives to 1) oversee the administration of the Department and its services; 2) protect the State's credit and coordinate the financial aspect of the State's missions and obligations to the public; 3) coordinate the services and support to other agencies of State Government; 4) coordinate the policies, contracts and regulations relating to the employment of State personnel; and 5) develop and recommend to the Governor policies and positions that will maintain achievable and appropriate State services.

Office of the Commissioner - Administrative and Financial Services 0718

Initiative: Provides funding for the approved reorganization of one Public Service Coordinator I position to a Public Service Coordinator II position.

Ref. #: 148

Committee Vote: IN: 10-0

AFA Vote: _____

GENERAL FUND	2017-18	2018-19
Personal Services	\$21,506	\$21,538
GENERAL FUND TOTAL	\$21,506	\$21,538

Justification:

The position will report directly to the Commissioner and will be responsible for department communications and related policies.

Office of the Commissioner - Administrative and Financial Services 0718

Initiative: Transfers one Public Service Executive II position and one Economist position and associated All Other from the Executive Department, Office of Policy and Management program to the Department of Administrative and Financial Services, Office of the Commissioner - Administrative and Financial Services program within the same fund. Employees retain all rights as classified employees, as well as all accrued fringe benefits, including, but not limited to, vacation and sick leave; health and life insurance; and retirement benefits.

Ref. #: 149

Committee Vote: IN: 10-0

AFA Vote: _____

GENERAL FUND	2017-18	2018-19
POSITIONS - LEGISLATIVE COUNT	2.000	2.000
Personal Services	\$227,335	\$239,045
All Other	\$79,100	\$79,100
GENERAL FUND TOTAL	\$306,435	\$318,145

Justification:

These changes will enable the department to develop an integrated state forecasting team delivering increased capacity for policy and operational analysis. See EXE C-A-7030.

**OFFICE OF THE COMMISSIONER - ADMINISTRATIVE AND FINANCIAL SERVICES 0718
PROGRAM SUMMARY**

GENERAL FUND	History 2015-16	History 2016-17	2017-18	2018-19
POSITIONS - LEGISLATIVE COUNT	6.000	6.000	8.000	8.000
Personal Services	\$775,626	\$759,508	\$1,041,476	\$1,068,403
All Other	\$44,088	\$44,088	\$123,188	\$123,188
GENERAL FUND TOTAL	\$819,714	\$803,596	\$1,164,664	\$1,191,591
 OTHER SPECIAL REVENUE FUNDS	 History 2015-16	 History 2016-17	 2017-18	 2018-19
All Other	\$5,000	\$5,000	\$5,000	\$5,000
OTHER SPECIAL REVENUE FUNDS TOTAL	\$5,000	\$5,000	\$5,000	\$5,000

Public Improvements - Planning/Construction - Administration 0057

Initiative: BASELINE BUDGET

	History 2015-16	History 2016-17	2017-18	2018-19
GENERAL FUND				
POSITIONS - LEGISLATIVE COUNT	12.000	12.000	11.000	11.000
Personal Services	\$1,185,740	\$1,166,577	\$1,192,256	\$1,226,313
All Other	\$127,977	\$127,977	\$127,977	\$127,977
GENERAL FUND TOTAL	\$1,313,717	\$1,294,554	\$1,320,233	\$1,354,290
	History 2015-16	History 2016-17	2017-18	2018-19
OTHER SPECIAL REVENUE FUNDS				
All Other	\$31,000	\$31,000	\$31,000	\$31,000
OTHER SPECIAL REVENUE FUNDS TOTAL	\$31,000	\$31,000	\$31,000	\$31,000

Justification:

The purpose of this division is to provide professional administration in the planning, design and construction of all the State's public improvements and public school projects. This division manages the procurement process for architectural and engineering contracts, conducts the bidding for construction and monitors construction projects.

Public Improvements - Planning/Construction - Administration 0057

Initiative: Provides funding for repairs to State facilities.

Ref. #: 69

Committee Vote: IN: 10-0

AFA Vote: _____

	2017-18	2018-19
GENERAL FUND		
All Other	\$3,000,000	\$3,000,000
GENERAL FUND TOTAL	\$3,000,000	\$3,000,000

Justification:

This funding represents an ongoing need in state facilities for repairs such as window replacements, boilers, wiring upgrades etc.

Public Improvements - Planning/Construction - Administration 0057

Initiative: Transfers one Public Service Coordinator I position from the Public Improvements - Planning/Construction - Administration program to the Administration - Human Resources program within the same fund to realign department resources to areas of greatest need. The employee retains all rights as a classified employee, as well as all accrued fringe benefits, including but not limited to vacation and sick leave, health and life insurances, and retirement benefits.

Ref. #: 70

Committee Vote: IN: 10-0

AFA Vote: _____

	2017-18	2018-19
GENERAL FUND		
POSITIONS - LEGISLATIVE COUNT	(1.000)	(1.000)

Personal Services	(\$90,129)	(\$94,779)
GENERAL FUND TOTAL	(\$90,129)	(\$94,779)

Justification:

The position is no longer needed for architectural and facilities purposes as the assignments and oversight of the Bureau of General Services have changed. The department has a need in its human resources services to agencies, and is redeploying the position for that purpose. This request transfers the position to the appropriate account to reflect the new assignment.

**PUBLIC IMPROVEMENTS - PLANNING/CONSTRUCTION - ADMINISTRATION 0057
PROGRAM SUMMARY**

GENERAL FUND	History 2015-16	History 2016-17	2017-18	2018-19
POSITIONS - LEGISLATIVE COUNT	12.000	12.000	10.000	10.000
Personal Services	\$1,185,740	\$1,166,577	\$1,102,127	\$1,131,534
All Other	\$127,977	\$127,977	\$3,127,977	\$3,127,977
GENERAL FUND TOTAL	\$1,313,717	\$1,294,554	\$4,230,104	\$4,259,511

OTHER SPECIAL REVENUE FUNDS	History 2015-16	History 2016-17	2017-18	2018-19
All Other	\$31,000	\$31,000	\$31,000	\$31,000
OTHER SPECIAL REVENUE FUNDS TOTAL	\$31,000	\$31,000	\$31,000	\$31,000

Purchases - Division of 0007

Initiative: BASELINE BUDGET

	History 2015-16	History 2016-17	2017-18	2018-19
GENERAL FUND				
POSITIONS - LEGISLATIVE COUNT	7,500	7,500	7,500	7,500
Personal Services	\$600,181	\$608,043	\$661,470	\$674,400
All Other	\$380,968	\$381,592	\$381,592	\$381,592
GENERAL FUND TOTAL	\$981,149	\$989,635	\$1,043,062	\$1,055,992
	History 2015-16	History 2016-17	2017-18	2018-19
OTHER SPECIAL REVENUE FUNDS				
All Other	\$4,000	\$4,000	\$4,000	\$4,000
OTHER SPECIAL REVENUE FUNDS TOTAL	\$4,000	\$4,000	\$4,000	\$4,000

Justification:

The Division of Purchases' primary function is to procure materials, supplies, equipment and services that represent the best value to the State of Maine. The Division has responsibility under law (5 MRSA. §1811) to make purchases on behalf of all departments and agencies of State Government. The Division is also authorized to extend to political subdivisions and/or school administrative units the privilege of purchasing from established contracts.

The Division of Purchases' policy is to provide for open and competitive bidding in the procurement of goods and services to the greatest extent possible. Commodity purchases are competitively bid by the Division's Buyers through our electronic procurement system, Vendor Self Service (VSS). Professional services are competitively bid by contracting agencies through a request for Proposals (RFP) process conducted under the Division of Purchases' rules. All state agency contracts for services are subject to the Division's review and approval. Contracts valued at \$1,000,000 or more also need review and approval by the State Purchases Review Committee.

Purchases - Division of 0007

Initiative: Transfers one Public Service Manager II position from Division of Purchases, Postal, Printing and Supply Fund, to Central Services - Purchases program, General Fund and transfers one Public Service Manager I position from Central Services - Purchases program, General Fund, to Division of Purchases program, Postal, Printing and Supply Fund. Also eliminates one vacant Buyer II position in the Division of Purchases program, General Fund.

Ref. #: 29 Committee Vote: IN: 10-0 AFA Vote: _____

GENERAL FUND	2017-18	2018-19
POSITIONS - LEGISLATIVE COUNT	(1,000)	(1,000)
Personal Services	(\$72,172)	(\$70,909)
GENERAL FUND TOTAL	(\$72,172)	(\$70,909)

Justification:

Transfers one Public Service Manager I position and one Public Service Manager I position and also eliminates one vacant Buyer II position as part of an overall reorganization of the office. Additional reorganization actions can be found in Change Packages A-7005 and C-A-7006.

Purchases - Division of 0007

Initiative: Reorganizes 2 Procurement Manager positions to Procurement Support Manager positions.

Ref. #: 30 Committee Vote: IN: 10-0 AFA Vote: _____

GENERAL FUND	2017-18	2018-19
Personal Services	\$7,586	\$15,136
GENERAL FUND TOTAL	<u>\$7,586</u>	<u>\$15,136</u>

Justification:

Reorganizes 2 Procurement Manager positions to 2 Procurement Support Manager positions as part of an overall reorganization of the office. Additional reorganization actions can be found in Change Packages C-A-7004 and C-A-7006.

Purchases - Division of 0007

Initiative: Transfers one Office Associate II position from the Division of Purchases program to the Administration - Human Resources program within the same fund.

Ref. #: 31 Committee Vote: IN: 10-0 AFA Vote: _____

GENERAL FUND	2017-18	2018-19
POSITIONS - LEGISLATIVE COUNT	(1,000)	(1,000)
Personal Services	(\$61,380)	(\$64,544)
GENERAL FUND TOTAL	<u>(\$61,380)</u>	<u>(\$64,544)</u>

Justification:

This position transfer is part of a larger reorganization of the division. Additional reorganization actions can be found in Change Packages C-A-7004 and C-A-7005.

**PURCHASES - DIVISION OF 0007
PROGRAM SUMMARY**

GENERAL FUND	History 2015-16	History 2016-17	2017-18	2018-19
POSITIONS - LEGISLATIVE COUNT	7.500	7.500	5.500	5.500
Personal Services	\$600,181	\$608,043	\$535,504	\$554,083
All Other	\$380,968	\$381,592	\$381,592	\$381,592
GENERAL FUND TOTAL	\$981,149	\$989,635	\$917,096	\$935,675
OTHER SPECIAL REVENUE FUNDS	History 2015-16	History 2016-17	2017-18	2018-19
All Other	\$4,000	\$4,000	\$4,000	\$4,000
OTHER SPECIAL REVENUE FUNDS TOTAL	\$4,000	\$4,000	\$4,000	\$4,000

Risk Management - Claims 0008

Initiative: BASELINE BUDGET

	History 2015-16	History 2016-17	2017-18	2018-19
RISK MANAGEMENT FUND				
POSITIONS - LEGISLATIVE COUNT	5.000	5.000	5.000	5.000
Personal Services	\$424,178	\$418,778	\$428,929	\$441,155
All Other	\$3,534,326	\$3,534,326	\$3,534,326	\$3,534,326
RISK MANAGEMENT FUND TOTAL	\$3,958,504	\$3,953,104	\$3,963,255	\$3,975,481
	History 2015-16	History 2016-17	2017-18	2018-19
STATE-ADMINISTERED FUND				
All Other	\$2,042,515	\$2,042,515	\$2,042,515	\$2,042,515
STATE-ADMINISTERED FUND TOTAL	\$2,042,515	\$2,042,515	\$2,042,515	\$2,042,515

Justification:

Establish and provide an effective and efficient operation for the provision of insurance advice and services for the State.

Risk Management - Claims 0008

Initiative: Provides funding for the approved reorganization of one Office Assistant II position to an Office Associate II position.

Ref. #: 37

Committee Vote: IN: 10-0

AFA Vote: _____

	2017-18	2018-19
RISK MANAGEMENT FUND		
Personal Services	\$6,273	\$6,584
All Other	(\$6,273)	(\$6,584)
RISK MANAGEMENT FUND TOTAL	\$0	\$0

Justification:

These changes align the position classification more closely with the job duties.

**RISK MANAGEMENT - CLAIMS 0008
PROGRAM SUMMARY**

RISK MANAGEMENT FUND	History 2015-16	History 2016-17	2017-18	2018-19
POSITIONS - LEGISLATIVE COUNT	5.000	5.000	5.000	5.000
Personal Services	\$424,178	\$418,778	\$435,202	\$447,739
All Other	\$3,534,326	\$3,534,326	\$3,528,053	\$3,527,742
RISK MANAGEMENT FUND TOTAL	\$3,958,504	\$3,953,104	\$3,963,255	\$3,975,481

STATE-ADMINISTERED FUND	History 2015-16	History 2016-17	2017-18	2018-19
All Other	\$2,042,515	\$2,042,515	\$2,042,515	\$2,042,515
STATE-ADMINISTERED FUND TOTAL	\$2,042,515	\$2,042,515	\$2,042,515	\$2,042,515

State Controller - Office of the 0056

Initiative: BASELINE BUDGET

	History 2015-16	History 2016-17	2017-18	2018-19
GENERAL FUND				
POSITIONS - LEGISLATIVE COUNT	28.000	28.000	28.000	28.000
Personal Services	\$2,633,681	\$2,603,463	\$2,818,138	\$2,863,719
All Other	\$164,581	\$164,581	\$164,581	\$164,581
GENERAL FUND TOTAL	\$2,798,262	\$2,768,044	\$2,982,719	\$3,028,300
	History 2015-16	History 2016-17	2017-18	2018-19
OTHER SPECIAL REVENUE FUNDS				
All Other	\$1,000	\$1,000	\$1,000	\$1,000
OTHER SPECIAL REVENUE FUNDS TOTAL	\$1,000	\$1,000	\$1,000	\$1,000

Justification:

The Office of the State Controller is responsible for the official financial records of State Government. The Office is responsible for reviewing, approving and consolidating, and reporting all accounting transactions for all agencies within the Executive, Legislative and Judicial branches of government. The Office prepares monthly revenue reports, monthly financial statements, and information for Official Statements required for the issuance of bonds, notes, or other types of debt. It performs cash flow forecasting for the State, prepares, reviews and files required Federal and State Tax reporting, prepares required U.S. Census reporting, and prepares the State of Maine Comprehensive Annual Financial Report (CAFR). The Office prepares, negotiates and administers the Statewide Indirect Cost Allocation Plan. The Internal Audit Unit is responsible for ensuring proper internal controls exist within state agencies.

The Accounting Unit monitors all expenditures against appropriations, allocations, allotments, and cash. This unit reconciles cash, accounts receivable, and other accounts. It pre-audits and approves payments made by the State and maintains the State Vendor File. The Payroll Unit examines and audits all payroll payments, processes garnishments, and court ordered payments. The ERP Operations Unit maintains a records management system for the official files of paid obligations, maintains the Advantage ERP Accounting System, and jointly, with the Bureaus of the Budget, Human Resources, and Information Systems, maintains the MFASIS Budgeting and Human Resources Management Systems and the statewide financial data warehouse.

Other responsibilities of the Office include establishing documented statewide accounting policies and procedures, maintaining current knowledge of Generally Accepted Accounting Principles and Governmental Standards, and establishing and administering travel and expense reimbursement policies.

State Controller - Office of the 0056

Initiative: Provides funding for the Office of the State Controller to deliver an annual training program.

Ref. #: 65 Committee Vote: IN: 10-0 AFA Vote: _____

OTHER SPECIAL REVENUE FUNDS	2017-18	2018-19
All Other	\$10,000	\$10,000
OTHER SPECIAL REVENUE FUNDS TOTAL	\$10,000	\$10,000

Justification:

Maine Revised Statutes, Title 5, section 1541-A, subsection 2 requires the Controller's Office to provide training to appropriate financial and accounting personnel across department lines in State Government on uniform financial management and accounting practices. This initiative provides an allocation for that purpose. Revenues are derived from the agencies sponsoring the attendees.

**STATE CONTROLLER - OFFICE OF THE 0056
PROGRAM SUMMARY**

GENERAL FUND	History 2015-16	History 2016-17	2017-18	2018-19
POSITIONS - LEGISLATIVE COUNT	28,000	28,000	28,000	28,000
Personal Services	\$2,633,681	\$2,603,463	\$2,818,138	\$2,863,719
All Other	\$164,581	\$164,581	\$164,581	\$164,581
GENERAL FUND TOTAL	\$2,798,262	\$2,768,044	\$2,982,719	\$3,028,300
OTHER SPECIAL REVENUE FUNDS	History 2015-16	History 2016-17	2017-18	2018-19
All Other	\$1,000	\$1,000	\$11,000	\$11,000
OTHER SPECIAL REVENUE FUNDS TOTAL	\$1,000	\$1,000	\$11,000	\$11,000

Statewide Radio Network System 0112

Initiative: BASELINE BUDGET

GENERAL FUND	History 2015-16	History 2016-17	2017-18	2018-19
All Other	\$6,699,151	\$6,699,151	\$6,699,151	\$6,699,151
GENERAL FUND TOTAL	<u>\$6,699,151</u>	<u>\$6,699,151</u>	<u>\$6,699,151</u>	<u>\$6,699,151</u>

Justification:

The Statewide Radio Network System was created under the management of the Chief Information Officer and Office of Information Technology to procure, install, commission and maintain a consolidated radio communications network to provide service to all State of Maine public safety and public service users. The main responsibility of this office is to ensure that the financial affairs of the fund are properly managed, maintain records for all agencies using the system and make this information available to state agencies, and require state agencies to become part of the statewide radio and network system when replacing their current systems or purchasing new systems.

Statewide Radio Network System 0112

Initiative: Transfers All Other funding from the Department of Administrative and Financial Services, Statewide Radio Network System program to the Department of Technology Services, Statewide Radio Network System program.

Ref. #: 91 Committee Vote: TABLED AFA Vote: _____

GENERAL FUND	2017-18	2018-19
All Other	(\$6,699,151)	(\$6,699,151)
GENERAL FUND TOTAL	<u>(\$6,699,151)</u>	<u>(\$6,699,151)</u>

Justification:

Transfers All Other funding from the Department of Administrative and Financial Services, Statewide Radio Network System program to the Department of Technology Services, Statewide Radio Network System program.

**STATEWIDE RADIO NETWORK SYSTEM 0112
PROGRAM SUMMARY**

GENERAL FUND	History 2015-16	History 2016-17	2017-18	2018-19
All Other	\$6,699,151	\$6,699,151	\$0	\$0
GENERAL FUND TOTAL	<u>\$6,699,151</u>	<u>\$6,699,151</u>	<u>\$0</u>	<u>\$0</u>

ADMINISTRATIVE AND FINANCIAL SERVICES, DEPARTMENT OF

DEPARTMENT TOTALS	2017-18	2018-19
GENERAL FUND	\$57,247,122	\$60,156,378
FEDERAL EXPENDITURES FUND	\$0	\$0
OTHER SPECIAL REVENUE FUNDS	\$7,391,136	\$7,391,136
FINANCIAL AND PERSONNEL SERVICES FUND	\$24,310,385	\$24,891,857
POSTAL, PRINTING AND SUPPLY FUND	\$3,724,280	\$3,775,242
OFFICE OF INFORMATION SERVICES FUND	\$0	\$0
RISK MANAGEMENT FUND	\$3,963,255	\$3,975,481
CENTRAL MOTOR POOL	\$8,951,447	\$9,165,747
REAL PROPERTY LEASE INTERNAL SERVICE FUND	\$25,894,064	\$25,899,395
STATE-ADMINISTERED FUND	\$2,042,515	\$2,042,515
DEPARTMENT TOTAL - ALL FUNDS	\$133,524,204	\$137,297,751

Sec. A-5. Appropriations and allocations. The following appropriations and allocations are made.

AUDITOR, OFFICE OF THE STATE

Audit - Departmental Bureau 0067

Initiative: BASELINE BUDGET

GENERAL FUND	History 2015-16	History 2016-17	2017-18	2018-19
POSITIONS - LEGISLATIVE COUNT	15.000	15.000	15.000	15.000
Personal Services	\$1,557,048	\$1,543,902	\$1,621,677	\$1,657,628
All Other	\$31,961	\$35,049	\$32,049	\$32,049
GENERAL FUND TOTAL	\$1,589,009	\$1,578,951	\$1,653,726	\$1,689,677
OTHER SPECIAL REVENUE FUNDS	History 2015-16	History 2016-17	2017-18	2018-19
POSITIONS - LEGISLATIVE COUNT	20.000	20.000	20.000	20.000
Personal Services	\$1,914,258	\$1,906,243	\$1,925,713	\$1,974,496
All Other	\$226,098	\$233,215	\$226,215	\$226,215
OTHER SPECIAL REVENUE FUNDS TOTAL	\$2,140,356	\$2,139,458	\$2,151,928	\$2,200,711

Justification:

The purpose of the Departmental Bureau is to conduct financial and compliance audits of financial transactions and accounts kept by or for all State agencies subject to the Single Audit Act of 1996, 31 United States Code, Sections 7501 to 7507. The audit is conducted in accordance with Generally Accepted Governmental Auditing Standards. The Department is authorized to conduct audits of all accounts and financial records of any organization, institution, or other entity receiving or requesting an appropriation or grant from the State and to issue reports on such audits at such time as the Legislature or the State Auditor may require. In addition, random audits are conducted to sample the accuracy of the financial records of those departments and agencies that administer or oversee programs and report to the joint standing committee of the Legislature having jurisdiction over state and local government.

The Departmental Bureau is funded by a General Fund appropriation and audit fees generated from an assessment on Federal programs subject to audit under the Single Audit Act. The audit fees are deposited into a Special Revenue Funds account.

The Department will work with Office of Program Evaluation and Government Accountability (OPEGA), as requested.

The Departmental Bureau serves as a staff agency to the Legislature, or any of its committees, or to the Governor, by making investigations of any phase of the State's finances.

Audit - Departmental Bureau 0067

Initiative: Provides funding to align allocations with projected available resources to be used for staff training purposes.

Ref. #: 619

Committee Vote: IN: 12-0

AFA Vote: _____

OTHER SPECIAL REVENUE FUNDS	2017-18	2018-19
All Other	\$500	\$500
OTHER SPECIAL REVENUE FUNDS TOTAL	\$500	\$500

Justification:

This initiative increases expenditures and revenues to reflect projected revenues based on historical amounts. These funds will be used to meet annual training requirements for governmental auditors.

Audit - Departmental Bureau 0067

Initiative: Reallocates the cost of one Office Associate II position from 100% Audit - Unorganized Territory program, Other Special Revenue Funds to 50% Audit - Unorganized Territory program, Other Special Revenue Funds and 50% Audit - Departmental Bureau program, General Fund.

Ref. #: 620

Committee Vote: IN: 12-0

AFA Vote: _____

GENERAL FUND	2017-18	2018-19
Personal Services	\$30,413	\$31,996
GENERAL FUND TOTAL	\$30,413	\$31,996

Justification:

This request more appropriately allocates one Office Associate II position to reflect actual duties within the Office of the State Auditor. This position now conducts administrative duties for both the Audit - Departmental Bureau program and the Audit - Unorganized Territory program.

Audit - Departmental Bureau 0067

Initiative: Provides funding for the incremental cost to the Office of the State Auditor to fully utilize the services of the Department of Administrative and Financial Services, Office of Information Technology.

Ref. #: 621

Committee Vote: IN: 12-0

AFA Vote: _____

GENERAL FUND	2017-18	2018-19
All Other	\$20,123	\$20,629
GENERAL FUND TOTAL	\$20,123	\$20,629

Ref. #: 622

Committee Vote: IN: 12-0

AFA Vote: _____

OTHER SPECIAL REVENUE FUNDS	2017-18	2018-19
All Other	\$26,786	\$27,482
OTHER SPECIAL REVENUE FUNDS TOTAL	\$26,786	\$27,482

Justification:

This initiative will allow the Office of the State Auditor to switch from partial Department of Administrative and Financial Services, Office of Information Technology support to full support. The incremental costs are being allocated between the Audit - Unorganized Territory program, Other Special Revenue Funds and the Audit - Departmental Bureau program, General Fund and Other Special Revenue Funds.

**AUDIT - DEPARTMENTAL BUREAU 0067
PROGRAM SUMMARY**

GENERAL FUND	History 2015-16	History 2016-17	2017-18	2018-19
POSITIONS - LEGISLATIVE COUNT	15.000	15.000	15.000	15.000
Personal Services	\$1,557,048	\$1,543,902	\$1,652,090	\$1,689,624
All Other	\$31,961	\$35,049	\$52,172	\$52,678
GENERAL FUND TOTAL	\$1,589,009	\$1,578,951	\$1,704,262	\$1,742,302
OTHER SPECIAL REVENUE FUNDS	History 2015-16	History 2016-17	2017-18	2018-19
POSITIONS - LEGISLATIVE COUNT	20.000	20.000	20.000	20.000
Personal Services	\$1,914,258	\$1,906,243	\$1,925,713	\$1,974,496
All Other	\$226,098	\$233,215	\$253,501	\$254,197
OTHER SPECIAL REVENUE FUNDS TOTAL	\$2,140,356	\$2,139,458	\$2,179,214	\$2,228,693

Audit - Unorganized Territory 0075

Initiative: BASELINE BUDGET

	History 2015-16	History 2016-17	2017-18	2018-19
OTHER SPECIAL REVENUE FUNDS				
POSITIONS - LEGISLATIVE COUNT	2.000	2.000	2.000	2.000
Personal Services	\$176,143	\$172,456	\$174,847	\$178,688
All Other	\$78,809	\$78,821	\$78,821	\$78,821
OTHER SPECIAL REVENUE FUNDS TOTAL	\$254,952	\$251,277	\$253,668	\$257,509

Justification:

The Audit - Unorganized Territory program is a two-person operation headed by the Fiscal Administrator, whose responsibilities include the review, analysis, and investigation of the budgets and expenditures of all counties and State agencies requesting funds from the Unorganized Territory Education and Services Fund. In addition, the Fiscal Administrator drafts and submits the annual Municipal Cost Components legislation in order for taxes to be levied, attends and participates in public hearings, and publishes and distributes the annual financial report of the Unorganized Territory to interested taxpayers, legislators, and County Commissioners. The Administrator also serves as the Chair of the State Commission on Deorganization.

Audit - Unorganized Territory 0075

Initiative: Reallocates the cost of one Office Associate II position from 100% Audit - Unorganized Territory program, Other Special Revenue Funds to 50% Audit - Unorganized Territory program, Other Special Revenue Funds and 50% Audit - Departmental Bureau program, General Fund.

Ref. #: 627

Committee Vote: IN:12-0

AFA Vote: _____

	2017-18	2018-19
OTHER SPECIAL REVENUE FUNDS		
Personal Services	(\$30,413)	(\$31,996)
OTHER SPECIAL REVENUE FUNDS TOTAL	(\$30,413)	(\$31,996)

Justification:

This request more appropriately allocates one Office Associate II position to reflect actual duties within the Office of the State Auditor. This position now conducts administrative duties for both the Audit - Departmental Bureau program and the Audit - Unorganized Territory program.

Audit - Unorganized Territory 0075

Initiative: Provides funding for increased payments to the Passamaquoddy Tribe for municipal services resulting from an increase in assessed valuations for the unorganized territory.

Ref. #: 628

Committee Vote: IN: 12-0

AFA Vote: _____

	2017-18	2018-19
OTHER SPECIAL REVENUE FUNDS		
All Other	\$269	\$527
OTHER SPECIAL REVENUE FUNDS TOTAL	\$269	\$527

Justification:

This initiative increases allocation to cover increased costs due to an increase in assessed value for the unorganized territory. Annual payments to the Passamaquoddy Tribe are calculated as a percentage of property taxes assessed in the unorganized territory, so the payment will rise in fiscal years 2017-18 and 2018-19.

Audit - Unorganized Territory 0075

Initiative: Provides funding for the incremental cost to the Office of the State Auditor to fully utilize the services of the Department of Administrative and Financial Services, Office of Information Technology.

Ref. #: 629 Committee Vote: IN: 12-0 AFA Vote: _____

OTHER SPECIAL REVENUE FUNDS	2017-18	2018-19
All Other	\$1,986	\$2,037
OTHER SPECIAL REVENUE FUNDS TOTAL	<u>\$1,986</u>	<u>\$2,037</u>

Justification:

This initiative will allow the Office of the State Auditor to switch from partial Department of Administrative and Financial Services, Office of Information Technology support to full support. The incremental costs are being allocated between the Audit - Unorganized Territory program, Other Special Revenue Funds and the Audit - Departmental Bureau program, General Fund and Other Special Revenue Funds.

**AUDIT - UNORGANIZED TERRITORY 0075
PROGRAM SUMMARY**

	History 2015-16	History 2016-17	2017-18	2018-19
OTHER SPECIAL REVENUE FUNDS				
POSITIONS - LEGISLATIVE COUNT	2.000	2.000	2.000	2.000
Personal Services	\$176,143	\$172,456	\$144,434	\$146,692
All Other	\$78,809	\$78,821	\$81,076	\$81,385
OTHER SPECIAL REVENUE FUNDS TOTAL	<u>\$254,952</u>	<u>\$251,277</u>	<u>\$225,510</u>	<u>\$228,077</u>

AUDITOR, OFFICE OF THE STATE

	2017-18	2018-19
DEPARTMENT TOTALS		
GENERAL FUND	\$1,704,262	\$1,742,302
OTHER SPECIAL REVENUE FUNDS	\$2,404,724	\$2,456,770
DEPARTMENT TOTAL - ALL FUNDS	<u>\$4,108,986</u>	<u>\$4,199,072</u>

Sec. A-27. Appropriations and allocations. The following appropriations and allocations are made.

EXECUTIVE DEPARTMENT

Administration - Executive - Governor's Office 0165

Initiative: BASELINE BUDGET

GENERAL FUND	History 2015-16	History 2016-17	2017-18	2018-19
POSITIONS - LEGISLATIVE COUNT	21.500	21.500	21.500	21.500
Personal Services	\$2,335,388	\$2,348,288	\$2,513,697	\$2,623,622
All Other	\$425,794	\$425,794	\$425,794	\$425,794
GENERAL FUND TOTAL	\$2,761,182	\$2,774,082	\$2,939,491	\$3,049,416
FEDERAL EXPENDITURES FUND	History 2015-16	History 2016-17	2017-18	2018-19
POSITIONS - LEGISLATIVE COUNT	1.000	1.000	1.000	1.000
Personal Services	\$131,634	\$133,637	\$89,857	\$94,051
All Other	\$115,014	\$115,014	\$115,014	\$115,014
FEDERAL EXPENDITURES FUND TOTAL	\$246,648	\$248,651	\$204,871	\$209,065
OTHER SPECIAL REVENUE FUNDS	History 2015-16	History 2016-17	2017-18	2018-19
All Other	\$500	\$500	\$500	\$500
OTHER SPECIAL REVENUE FUNDS TOTAL	\$500	\$500	\$500	\$500

Justification:

The Governor serves to direct the affairs of the state according to law; to take care that the laws be faithfully executed; to give the Legislature information regarding the condition of the State and recommend measures for their consideration; to submit to the Legislature a biennial budget for the operation of state government; to act as Commander-in-Chief of the military forces of the State; to nominate and appoint all judicial, civil and military officers of the State except as otherwise provided by law; to require information from any officer in the Executive Branch upon any subject relating to their respective duties; to grant reprieves, commutations and pardons and remit, after conviction, forfeitures and penalties; and to accept for the State any and all gifts, bequests, grants or conveyances to the State of Maine.

In addition to providing for its own staff support, the Office of Governor serves to coordinate and develop the several planning responsibilities of State government; to improve the relationship between the State government and its employees; and to operate, maintain and display to the public the Blaine House, as the official residence of the Governor.

The administrative office of the Governor serves to provide staff support to the Governor as he carries out the responsibilities of the Chief Executive of the State of Maine. This support includes functions of correspondence, policy development, legislative relations, national and regional Governors' associations and scheduling preparation of reports and addresses, public information, executive appointments, case work and managing the operating budget of the Governor.

Justification:

This initiative eliminates one vacant Governor's Special Assistant position and reduces All Other funding to reflect operational efficiencies.

**ADMINISTRATION - EXECUTIVE - GOVERNOR'S OFFICE 0165
PROGRAM SUMMARY**

	History 2015-16	History 2016-17	2017-18	2018-19
GENERAL FUND				
POSITIONS - LEGISLATIVE COUNT	21.500	21.500	21.500	21.500
Personal Services	\$2,335,388	\$2,348,288	\$2,497,839	\$2,607,025
All Other	\$425,794	\$425,794	\$337,476	\$337,211
GENERAL FUND TOTAL	\$2,761,182	\$2,774,082	\$2,835,315	\$2,944,236
	History 2015-16	History 2016-17	2017-18	2018-19
FEDERAL EXPENDITURES FUND				
POSITIONS - LEGISLATIVE COUNT	1.000	1.000	0.000	0.000
Personal Services	\$131,634	\$133,637	\$0	\$0
All Other	\$115,014	\$115,014	\$115,014	\$115,014
FEDERAL EXPENDITURES FUND TOTAL	\$246,648	\$248,651	\$115,014	\$115,014
	History 2015-16	History 2016-17	2017-18	2018-19
OTHER SPECIAL REVENUE FUNDS				
All Other	\$500	\$500	\$500	\$500
OTHER SPECIAL REVENUE FUNDS TOTAL	\$500	\$500	\$500	\$500

Blaine House 0072

Initiative: BASELINE BUDGET

	History 2015-16	History 2016-17	2017-18	2018-19
GENERAL FUND				
POSITIONS - LEGISLATIVE COUNT	6.000	6.000	6.000	6.000
POSITIONS - FTE COUNT	0.684	0.684	0.684	0.684
Personal Services	\$542,832	\$549,077	\$598,521	\$626,805
All Other	\$69,505	\$69,505	\$69,505	\$69,505
GENERAL FUND TOTAL	\$612,337	\$618,582	\$668,026	\$696,310
	History 2015-16	History 2016-17	2017-18	2018-19
OTHER SPECIAL REVENUE FUNDS				
All Other	\$5,240	\$5,240	\$5,240	\$5,240
OTHER SPECIAL REVENUE FUNDS TOTAL	\$5,240	\$5,240	\$5,240	\$5,240

Justification:

The Blaine House, a National Historic Landmark, is the official residence of the Governor of the State of Maine. The Blaine House staff provides services for the Governor, the Governor's family and guests; maintains House offices for the Governor; displays the mansion during public visiting hours; and assists at official receptions and other gatherings at the Blaine House. The Governor is responsible for the operation of the building and general maintenance of its interior. The Bureau of General Services maintains the grounds, service buildings and the exterior of the mansion, and is authorized to approve and execute any remodeling of the interior.

Blaine House 0072

Initiative: Transfers All Other funding from the Administration - Executive - Governor's Office program to the Blaine House program within the same fund for increased technology costs.

Ref. #: 1409

Committee Vote: IN: 10-0

AFA Vote: _____

	2017-18	2018-19
GENERAL FUND		
All Other	\$2,285	\$2,550
GENERAL FUND TOTAL	\$2,285	\$2,550

Justification:

A reduction in dues payments will fund the increased technology costs in the Blaine House program.

**BLAINE HOUSE 0072
PROGRAM SUMMARY**

GENERAL FUND	History 2015-16	History 2016-17	2017-18	2018-19
POSITIONS - LEGISLATIVE COUNT	6.000	6.000	6.000	6.000
POSITIONS - FTE COUNT	0.684	0.684	0.684	0.684
Personal Services	\$542,832	\$549,077	\$598,521	\$626,805
All Other	\$69,505	\$69,505	\$71,790	\$72,055
GENERAL FUND TOTAL	\$612,337	\$618,582	\$670,311	\$698,860

OTHER SPECIAL REVENUE FUNDS	History 2015-16	History 2016-17	2017-18	2018-19
All Other	\$5,240	\$5,240	\$5,240	\$5,240
OTHER SPECIAL REVENUE FUNDS TOTAL	\$5,240	\$5,240	\$5,240	\$5,240

Office of Policy and Management Z135

Initiative: BASELINE BUDGET

GENERAL FUND	History 2015-16	History 2016-17	2017-18	2018-19
POSITIONS - LEGISLATIVE COUNT	7.000	7.000	7.000	7.000
Personal Services	\$719,484	\$719,441	\$848,359	\$869,432
All Other	\$142,223	\$142,223	\$142,223	\$142,223
GENERAL FUND TOTAL	\$861,707	\$861,664	\$990,582	\$1,011,655

Justification:

The Governor's Office of Policy and Management carries out the responsibilities of the State relating to identification and implementation of improvements to State government and its services. Through close coordination between the Director, the State Economist, and other professional staff, the Office conducts budget development and review across agencies, facilitates intergovernmental coordination, evaluates effectiveness of economic incentive programs including tax policy, and communicates economic data.

Office of Policy and Management Z135

Initiative: Transfers one Public Service Executive II position and one Economist position and associated All Other from the Executive Department, Office of Policy and Management program to the Department of Administrative and Financial Services, Office of the Commissioner - Administrative and Financial Services program within the same fund. Employees retain all rights as classified employees, as well as all accrued fringe benefits, including, but not limited to, vacation and sick leave; health and life insurance; and retirement benefits.

Ref. #: 1429

Committee Vote: IN: 10-0

AFA Vote: _____

GENERAL FUND	2017-18	2018-19
POSITIONS - LEGISLATIVE COUNT	(2.000)	(2.000)
Personal Services	(\$229,867)	(\$241,577)
All Other	(\$79,100)	(\$79,100)
GENERAL FUND TOTAL	(\$308,967)	(\$320,677)

Justification:

These changes will enable the department to develop an integrated state forecasting team delivering increased capacity for policy and operational analysis. See ADM C-A-7030.

**OFFICE OF POLICY AND MANAGEMENT Z135
PROGRAM SUMMARY**

GENERAL FUND	History 2015-16	History 2016-17	2017-18	2018-19
POSITIONS - LEGISLATIVE COUNT	7.000	7.000	5.000	5.000
Personal Services	\$719,484	\$719,441	\$618,492	\$627,855
All Other	\$142,223	\$142,223	\$63,123	\$63,123
GENERAL FUND TOTAL	\$861,707	\$861,664	\$681,615	\$690,978

EXECUTIVE DEPARTMENT

	2017-18	2018-19
DEPARTMENT TOTALS		
GENERAL FUND	\$4,187,241	\$4,334,074
FEDERAL EXPENDITURES FUND	\$115,014	\$115,014
OTHER SPECIAL REVENUE FUNDS	\$5,740	\$5,740
DEPARTMENT TOTAL - ALL FUNDS	<u>\$4,307,995</u>	<u>\$4,454,828</u>

Sec. A-52. Appropriations and allocations. The following appropriations and allocations are made.

MUNICIPAL BOND BANK, MAINE

Maine Municipal Bond Bank - Maine Rural Water Association 0699

Initiative: BASELINE BUDGET

	History 2015-16	History 2016-17	2017-18	2018-19
GENERAL FUND				
All Other	\$69,331	\$69,331	\$69,331	\$69,331
GENERAL FUND TOTAL	<u>\$69,331</u>	<u>\$69,331</u>	<u>\$69,331</u>	<u>\$69,331</u>

Justification:

The Maine Rural Water Association (MRWA), located in Brunswick, Maine, is a private, non-profit association incorporated in 1979. MRWA's mission is to assist Maine's water and wastewater systems with safe drinking water and protect the environment, at an affordable cost to the user.

MRWA provides training opportunities for water and wastewater operators, boards of trustees, municipal officials, as well as public works personnel. Training includes safety training, preparatory courses for operator certification, continuing education for license holders and courses specializing in professional development.

MRWA also provides on-site technical assistance to communities and businesses. MRWA staff frequently assists camps, campgrounds, mobile home parks, schools, and water districts and departments with compliance measures. Whether providing information on the proper water sampling procedures, shocking wells, helping understand regulatory requirements such as the Total Coliform Rule or the Lead and Copper Rules, MRWA has demonstrated its ability to assist small water systems. In addition, MRWA staff assists wastewater systems comply with MDEPS permits and assists with the drafting of sewer ordinances, and prepares emergency response plans, Wet Weather Plans, and drafted dozens of Sewer Ordinances.

Because of these efforts, MRWA improves the public health and the environment. Additionally, MRWA's assistance reduces fines and legal expenses, as well as the State's expense of taking administrative action against communities and businesses.

MRWA responds to many water and wastewater emergencies. The staff provides support and technical assistance for main breaks, freeze ups, and plant failures.

The Maine Rural Water Association uses state funds to help support the water/wastewater industry. Activities include water and wastewater operator certification training, professional development training, on-site technical field support, grant and loan preparation, management and financial analysis.

MAINE MUNICIPAL BOND BANK - MAINE RURAL WATER ASSOCIATION 0699

PROGRAM SUMMARY

	History 2015-16	History 2016-17	2017-18	2018-19
GENERAL FUND				
All Other	\$69,331	\$69,331	\$69,331	\$69,331
GENERAL FUND TOTAL	<u>\$69,331</u>	<u>\$69,331</u>	<u>\$69,331</u>	<u>\$69,331</u>

MUNICIPAL BOND BANK, MAINE

DEPARTMENT TOTALS	2017-18	2018-19
GENERAL FUND	\$69,331	\$69,331
DEPARTMENT TOTAL - ALL FUNDS	\$69,331	\$69,331

Sec. A-65. Appropriations and allocations. The following appropriations and allocations are made.

SECRETARY OF STATE, DEPARTMENT OF

Administration - Archives 0050

Initiative: BASELINE BUDGET

GENERAL FUND	History 2015-16	History 2016-17	2017-18	2018-19
POSITIONS - LEGISLATIVE COUNT	12.500	12.500	12.500	12.500
Personal Services	\$852,833	\$862,076	\$906,786	\$939,459
All Other	\$341,347	\$343,427	\$343,427	\$343,427
GENERAL FUND TOTAL	\$1,194,180	\$1,205,503	\$1,250,213	\$1,282,886

FEDERAL EXPENDITURES FUND	History 2015-16	History 2016-17	2017-18	2018-19
POSITIONS - LEGISLATIVE COUNT	0.000	0.000	0.000	0.000
Personal Services	\$0	\$0	\$0	\$0
All Other	\$27,673	\$27,673	\$27,673	\$27,673
FEDERAL EXPENDITURES FUND TOTAL	\$27,673	\$27,673	\$27,673	\$27,673

OTHER SPECIAL REVENUE FUNDS	History 2015-16	History 2016-17	2017-18	2018-19
All Other	\$17,730	\$17,730	\$17,730	\$17,730
OTHER SPECIAL REVENUE FUNDS TOTAL	\$17,730	\$17,730	\$17,730	\$17,730

Justification:

The State Archives serves state, county, and local government and the public interest by establishing rules, standards, and procedures governing the creation, use, maintenance, retention, preservation, and disposal of government records. Professional archival services include the selection and preservation of over 92 million pages of records that have permanent value, accompanied by the application of specialized technologies and techniques designed to make such records readily accessible for use by the government and by the public. These efforts include identifying and arranging records, developing finding aids (inventories, indexes, and guides) to record groups or series, assisting in-person users, responding to mail and electronic mail requests, microfilm services (duplication, digital to microfilm conversion, microfilm to digital conversion), printing selected records in high demand by the public, and posting electronic documents on the internet.

Administration - Archives 0050

Initiative: Establishes one Archivist III position to be responsible for the development of digital content and web-based services and provides funding for related All Other costs.

Ref. #: 3132

Committee Vote: IN: 12-0

AFA Vote: _____

GENERAL FUND		2017-18	2018-19
POSITIONS - LEGISLATIVE COUNT		1.000	1.000
Personal Services		\$79,417	\$83,560

All Other		\$6,669	\$2,146
GENERAL FUND TOTAL		<u>\$86,086</u>	<u>\$85,712</u>

Justification:

This position will collaborate with information technology groups from Secretary of State and the Department of Administrative and Financial Services, Office of Information Technology, to manage the organization's electronic records. They will coordinate with archives staff/contractors and other state agency personnel to implement archives information systems. They will explore and seek information regarding what technologies and processes are available, with growth potential for the future for building and maintaining digital records.

Administration - Archives 0050

Initiative: Establishes one Management Analyst II position to manage and develop record retention schedules and provide training to all state agencies and provides funding for related All Other costs.

Ref. #: 3133 Committee Vote: IN: 12-0 AFA Vote: _____

GENERAL FUND	2017-18	2018-19
POSITIONS - LEGISLATIVE COUNT	1.000	1.000
Personal Services	\$79,193	\$83,062
All Other	\$6,669	\$2,146
GENERAL FUND TOTAL	<u>\$85,862</u>	<u>\$85,208</u>

Justification:

This position will review, examine, and evaluate complex organizational record retention policies, procedures, and schedules of state departments, agencies, and institutions. The position will develop records retention schedules for State government agencies including making records appraisal decisions, assisting agencies with determining which of their record series should be recommended for permanent retention; and helping agencies to determine how long their records need to be kept for business purposes. The position will train agency records officers and other employees with related duties, and provide technical assistance to agencies requiring assistance in the management of their records programs, including decisions involving choice of media on which particular record series should be stored. Archives currently has one position, a Management Analyst I assigned to handle these tasks for the entire state. To execute this task more effectively and efficiently, the Archives needs at least one additional staff member, a Management Analyst II position. The Management Analyst I would be supervised by this position.

Administration - Archives 0050

Initiative: Provides funding for contractors to perform microfilm conversion and data indexing in support of the Maine State Archives Imaging Center.

Ref. #: 3134 Committee Vote: IN: 12-0 AFA Vote: _____

GENERAL FUND	2017-18	2018-19
All Other	\$68,640	\$68,640
GENERAL FUND TOTAL	<u>\$68,640</u>	<u>\$68,640</u>

Justification:

These funds allow for two full-time (2,080 hours each) temporary staff working on microfilm conversion and film indexing for state agencies. This work includes converting digital images to microfilm for agencies and converting microfilm to digital for other agencies. There is only one full-time position in the imaging center and the work load increases on a regular basis. The data being converted is old and fragile such as maps and old photographs.

Administration - Archives 0050

Initiative: Provides one-time funding for the purchase and installation of high density compact shelving in two Maine State Archives locations in fiscal year 2017-18.

Ref. #: 3135 One Time Committee Vote: IN: 12-0 AFA Vote: _____

GENERAL FUND	2017-18	2018-19
Capital Expenditures	\$575,040	\$0
GENERAL FUND TOTAL	<u>\$575,040</u>	<u>\$0</u>

Justification:

Archives needs two installations of high density shelving - one for the Archives (first floor) and the second for the records center located in the Bureau of Alcoholic Beverages and Lottery Operations building. The shelving would be 10 feet high, 24 feet wide and 3 feet deep. The units would be mechanically assisted and mirror the 2008 installation on the ground floor; 14-16 floor-to-ceiling units. The records center shelving would be 15 feet high, 24 feet wide, 3 feet deep, and be power-operated; 28-32 units. The goal is to maximize the available space at the Archives and the records center in a cost-efficient manner. The shelving will enable better use of current space and re-claim floor space for additional storage, and accommodate the digital scanning operation at the records center.

Administration - Archives 0050

Initiative: Provides funding for the approved reorganization of one Office Assistant II position to an Inventory and Property Associate I position.

Ref. #: 3136 Committee Vote: IN: 12-0 AFA Vote: _____

GENERAL FUND	2017-18	2018-19
Personal Services	\$2,466	\$4,358
GENERAL FUND TOTAL	<u>\$2,466</u>	<u>\$4,358</u>

Justification:

This position is dedicated to inventory and property management support services. This includes providing office and administrative support work including responsibility for inventory operations of the permanent material housed at the Maine State Archives. The current classification does not accurately describe all aspects of the position, nor does it compensate accordingly. This position performs tasks that fall within the Inventory and Property Associate I classification and is consistent with other positions within the Maine State Archives. This reorganization was approved by the Bureau of Human Resources on August 1, 2016.

Administration - Archives 0050

Initiative: Provides funding for the migration to Microsoft Office 365, a cloud based solution for e-mail, active directory and office products, by the Department of Administrative and Financial Services, Office of Information Technology.

Ref. #: 3137

Committee Vote: IN: 12-0

AFA Vote: _____

GENERAL FUND

	2017-18	2018-19
All Other	\$6,649	\$6,649
GENERAL FUND TOTAL	<u>\$6,649</u>	<u>\$6,649</u>

Justification:

The Department of Administrative and Financial Services, Office of Information Technology has informed state agencies that effective July 1, 2017, they must join their plan to migrate agencies to Microsoft Office 365 or seek another provider for these services. The rate for non-executive branches will increase from \$7.18 per user per month to \$44.12 per user per month. For the Secretary of State this equates to 515 users for Archives, Bureau of Corporations, Elections and Commissions, Bureau of Motor Vehicles and Secretary's Office for increased costs of \$228,289 plus sta-cap of \$10,546.

Administration - Archives 0050

Initiative: Provides funding for the approved management initiated range changes of one Archivist I position from range 14 to range 16; one Archivist II position from range 17 to range 19; and one Archivist III position from range 20 to range 23.

Ref. #: 3138

Committee Vote: IN: 12-0

AFA Vote: _____

GENERAL FUND

	2017-18	2018-19
Personal Services	\$18,179	\$19,062
GENERAL FUND TOTAL	<u>\$18,179</u>	<u>\$19,062</u>

Justification:

This initiative funds range changes for positions approved on February 3, 2016. This request is continued from IA39 in the fiscal year 2016-17 supplemental budget.

Administration - Archives 0050

Initiative: Provides funding for the Department of Administrative and Financial Services, Office of Information Technology enterprise functions.

Ref. #: 3139

Committee Vote: IN: 12-0

AFA Vote: _____

GENERAL FUND

	2017-18	2018-19
All Other	\$54	\$54
GENERAL FUND TOTAL	<u>\$54</u>	<u>\$54</u>

Justification:

The Department of Administrative and Financial Services, Office of Information Technology will begin assessing non-Executive Branch agencies for IT Enterprise functions. The funds will cover the cost over the biennium.

**ADMINISTRATION - ARCHIVES 0050
PROGRAM SUMMARY**

GENERAL FUND	History 2015-16	History 2016-17	2017-18	2018-19
POSITIONS - LEGISLATIVE COUNT	12.500	12.500	14.500	14.500
Personal Services	\$852,833	\$862,076	\$1,086,041	\$1,129,507
All Other	\$341,347	\$343,427	\$432,108	\$423,062
Capital Expenditures	\$0	\$0	\$575,040	\$0
GENERAL FUND TOTAL	\$1,194,180	\$1,205,503	\$2,093,189	\$1,552,569
FEDERAL EXPENDITURES FUND	History 2015-16	History 2016-17	2017-18	2018-19
POSITIONS - LEGISLATIVE COUNT	0.000	0.000	0.000	0.000
Personal Services	\$0	\$0	\$0	\$0
All Other	\$27,673	\$27,673	\$27,673	\$27,673
FEDERAL EXPENDITURES FUND TOTAL	\$27,673	\$27,673	\$27,673	\$27,673
OTHER SPECIAL REVENUE FUNDS	History 2015-16	History 2016-17	2017-18	2018-19
All Other	\$17,730	\$17,730	\$17,730	\$17,730
OTHER SPECIAL REVENUE FUNDS TOTAL	\$17,730	\$17,730	\$17,730	\$17,730

Bureau of Administrative Services and Corporations 0692

Initiative: BASELINE BUDGET

	History 2015-16	History 2016-17	2017-18	2018-19
GENERAL FUND				
POSITIONS - LEGISLATIVE COUNT	32.000	32.000	32.000	32.000
Personal Services	\$2,286,001	\$2,282,637	\$2,329,987	\$2,393,862
All Other	\$772,858	\$1,735,605	\$1,735,605	\$1,735,605
GENERAL FUND TOTAL	\$3,058,859	\$4,018,242	\$4,065,592	\$4,129,467
	History 2015-16	History 2016-17	2017-18	2018-19
OTHER SPECIAL REVENUE FUNDS				
POSITIONS - LEGISLATIVE COUNT	3.000	3.000	3.000	3.000
Personal Services	\$187,011	\$189,062	\$184,186	\$190,370
All Other	\$70,216	\$70,724	\$70,724	\$70,724
OTHER SPECIAL REVENUE FUNDS TOTAL	\$257,227	\$259,786	\$254,910	\$261,094

Justification:

The Bureau of Corporations, Elections, and Commissions is responsible for elections, corporations, and a variety of central filing activities. The Bureau has significant contact with the public in many areas including the following: conduct of state elections; business and nonprofit entity filings; Uniform Commercial Code (UCC) filings; oversight of the Administrative Procedure Act (state agency rule-making); recording of appointments to state offices, boards and commissions; and commissioning of Notaries Public. In addition, the Bureau provides administrative support to the Maine State Archives and the Office of the Secretary of State.

The Bureau executes its responsibilities through a divisional structure. The Deputy Secretary of State is the Administrative head of the Bureau and the Directors of the two Divisions report directly to the Deputy. Each Division has an Assistant Director or working supervisor who is responsible for the functioning of his or her area and for the selection, supervision, rating and discipline of personnel. Overall operational responsibility for the Bureau rests with the Deputy.

With respect to 2018-2019 biennium, the Bureau of Corporations, Elections and Commissions is projected to generate approximately \$20.3 million in revenues.

Bureau of Administrative Services and Corporations 0692

Initiative: Provides funding for the migration to Microsoft Office 365, a cloud based solution for e-mail, active directory and office products, by the Department of Administrative and Financial Services, Office of Information Technology.

Ref. #: 3152

Committee Vote: IN: 12-0

AFA Vote: _____

	2017-18	2018-19
GENERAL FUND		
All Other	\$19,061	\$19,061
GENERAL FUND TOTAL	\$19,061	\$19,061

350 different ballot styles for both printed ballots and audio/video display ballots for voters with disabilities and to manage the voter registration applications and absentee ballot requests and issuance and return of absentee ballots by uniformed service and overseas voters.

Bureau of Administrative Services and Corporations 0692

Initiative: Provides one-time funding for the replacement of laptops and printers that are older than 5 years.

Ref. #: 3158 One Time Committee Vote: IN: 12-0 AFA Vote: _____

GENERAL FUND	2017-18	2018-19
All Other	\$20,752	\$0
GENERAL FUND TOTAL	\$20,752	\$0

Justification:

This funding will replace 4 laptops and 18 printers which are over 5 years old.

Bureau of Administrative Services and Corporations 0692

Initiative: Provides funding for the approved reorganization of one Management Analyst I position to an Elections Coordinator position and increases the hours from 40 hours to 80 hours bi-weekly.

Ref. #: 3159 Committee Vote: IN: 12-0 AFA Vote: _____

GENERAL FUND	2017-18	2018-19
Personal Services	\$32,645	\$33,927
GENERAL FUND TOTAL	\$32,645	\$33,927

Justification:

In the last 15 years, Congress has enacted 2 major new federal elections laws (i.e. the Help America Vote Act or HAVA, and the Military and Overseas Voters Empowerment or MOVE Act), in an attempt to standardize and improve federal voter registration and elections processes. The State also has adopted laws, rules and procedures, mandating standards for the maintenance of voter records and enhanced functionality in the Central Voter Registration (CVR) system; the implementation of accessibility adaptations to voting place and equipment; and electronic systems for delivery of voter registration and absentee ballots for Uniformed Service and Overseas Voters. All of these regulatory changes have changed the nature of elections administration from a more clerical and routine administrative function to a more professional and technology-based function, necessitating a corresponding change in the requirements for positions and staffing at a professional or paraprofessional level. We now have more centralized management of several election functions that previously were conducted only at the municipality level in 500 jurisdictions. These include the review and correction of data errors in about 1 million voter registration records in the CVR; periodic, non-discriminatory systematic system maintenance activities to review and check records against other state and federal databases to remove the records of voters who have died or moved; the use of specialty software to create camera-ready ballot layouts for over 350 different ballot styles for both printed ballots and audio/video display ballots for voters with disabilities and to manage the voter registration applications and absentee ballot requests and issuance and return of absentee ballots by uniformed service and overseas voters. This request is continued from IA43 in the fiscal year 2016-17 supplemental budget.

Bureau of Administrative Services and Corporations 0692

Initiative: Provides funding for the Department of Administrative and Financial Services, Office of Information Technology Enterprise functions.

Ref. #: 3160

Committee Vote: IN: 12-0

AFA Vote: _____

GENERAL FUND	2017-18	2018-19
All Other	\$852	\$852
GENERAL FUND TOTAL	\$852	\$852

Justification:

The Department of Administrative and Financial Services, Office of Information Technology will begin assessing non-Executive Branch agencies for IT Enterprise functions. The funds will cover the cost over the biennium.

**BUREAU OF ADMINISTRATIVE SERVICES AND CORPORATIONS 0692
PROGRAM SUMMARY**

GENERAL FUND	History 2015-16	History 2016-17	2017-18	2018-19
POSITIONS - LEGISLATIVE COUNT	32.000	32.000	33.000	33.000
Personal Services	\$2,286,001	\$2,282,637	\$2,445,295	\$2,514,453
All Other	\$772,858	\$1,735,605	\$1,793,372	\$1,768,097
GENERAL FUND TOTAL	\$3,058,859	\$4,018,242	\$4,238,667	\$4,282,550

OTHER SPECIAL REVENUE FUNDS	History 2015-16	History 2016-17	2017-18	2018-19
POSITIONS - LEGISLATIVE COUNT	3.000	3.000	3.000	3.000
Personal Services	\$187,011	\$189,062	\$187,501	\$193,830
All Other	\$70,216	\$70,724	\$70,724	\$70,724
OTHER SPECIAL REVENUE FUNDS TOTAL	\$257,227	\$259,786	\$258,225	\$264,554

SECRETARY OF STATE, DEPARTMENT OF

DEPARTMENT TOTALS

	2017-18	2018-19
GENERAL FUND	\$6,331,856	\$5,835,119
FEDERAL EXPENDITURES FUND	\$27,673	\$27,673
OTHER SPECIAL REVENUE FUNDS	\$275,955	\$282,284
DEPARTMENT TOTAL - ALL FUNDS	\$6,635,484	\$6,145,076

Sec. A-68. Appropriations and allocations. The following appropriations and allocations are made.

TREASURER OF STATE, OFFICE OF

Administration - Treasury 0022

Initiative: BASELINE BUDGET

GENERAL FUND	History 2015-16	History 2016-17	2017-18	2018-19
POSITIONS - LEGISLATIVE COUNT	16.000	16.000	16.000	16.000
Personal Services	\$1,289,910	\$1,284,373	\$1,343,670	\$1,383,185
All Other	\$779,516	\$776,277	\$776,277	\$776,277
GENERAL FUND TOTAL	\$2,069,426	\$2,060,650	\$2,119,947	\$2,159,462

ABANDONED PROPERTY FUND	History 2015-16	History 2016-17	2017-18	2018-19
All Other	\$226,249	\$292,424	\$292,424	\$292,424
ABANDONED PROPERTY FUND TOTAL	\$226,249	\$292,424	\$292,424	\$292,424

Justification:

The 15 positions of the Office of the State Treasurer fulfill four core functions: 1) debt management, 2) cash management, 3) unclaimed property administration and 4) trust fund administration. Other major duties assigned to the Treasurer are directorships on many of Maine's quasi-governmental debt issuing agencies and the administration of the Municipal Revenue Sharing payments. Although some of these functions do have their own programs and funding sources, administrative duties of each program are funded through the personal services and all other allotment of this administration program. The core functions are summarized as follows:

Debt Management: Managing the issuance of both Bond Anticipation Notes (BANs) and Bonds; assuring timely debt payments; managing credit rating agency relationships; collecting and publishing state debt statistics; providing debt service projections for legislative and executive budgeting efforts; preparing the Treasurer's Statement for publication on ballots whenever general obligation debt proposals are sent out to voters; determining annually the need for Tax Anticipation Notes (TANs), Lines of Credit, (LOCs) or other short-term debt vehicles to cover cash flow needs within a fiscal year; arranging for short-term debt if necessary; and coordinating with cash pool management to maximize cash pool support for General Fund cash flow needs as an alternative to issuing debt.

Cash Management: Providing centralized cash collection processes, cash management, and coordination of banking services for all state agencies; actively investing cash reserves to generate earnings; reconciling bank records with the accounting records of the State; providing revenue projections on cash pool earnings and tobacco settlement fund payments.

Unclaimed Property Administration: Collecting unclaimed financial assets held by Maine entities and companies doing business in Maine; cataloging and preserving those assets; arranging for the annual newspaper advertisement of new properties and for legislative outreach to claimants in each legislative district; maintaining a permanent record of all

received properties; developing and supporting easy claim-making processes that are available via the internet, telephone, telefax and mail; processing claims made by rightful owners; and educating holders on Maine's unclaimed property law.

State-Held Trust Administration: Managing the investments, records and distribution of assets held in trust by the State of Maine pursuant to the terms of nearly eighty (80) active state-held trusts with an aggregate value of approximately \$25.5 million; engaging and overseeing independent investment advisors to professionally manage the funds; allocating investment earnings amongst the beneficiaries pursuant to the directive of each separate trust.

Directorships: The Treasurer is a voting member on the board of the Maine Public Employees Retirement System, (MainePERS), the Finance Authority of Maine, (FAME), the Maine State Housing Authority, (MaineHousing), the Maine Educational Loan Authority, (MELA), the Maine Municipal Bond Bank, (MMBB), the Adaptive Equipment Loan Board, (AELB), the Maine Health and Higher Education Facilities Authority, (MHEFA), the Maine Governmental Facilities Authority, (MGFA), the Lifelong Learning Accounts Committee, (LILA), the Municipal Finance Board, the NextGen College Investment Plan Investment Advisory Committee, and is a non-voting member of the Dirigo Health Board.

Administration - Treasury 0022

Initiative: Provides funding for the modernization/replacement of the State's Unclaimed Property application.

Ref. #: 3212

Committee Vote: IN: 12-0

AFA Vote: _____

ABANDONED PROPERTY FUND

All Other

ABANDONED PROPERTY FUND TOTAL

	2017-18	2018-1
	\$23,030	\$23,030
	<u>\$23,030</u>	<u>\$23,030</u>

Justification:

Provides funding for the modernization/replacement of the State's Unclaimed Property application.

**ADMINISTRATION - TREASURY 0022
PROGRAM SUMMARY**

GENERAL FUND	History 2015-16	History 2016-17	2017-18	2018-19
POSITIONS - LEGISLATIVE COUNT	16.000	16.000	16.000	16.000
Personal Services	\$1,289,910	\$1,284,373	\$1,343,670	\$1,383,185
All Other	\$779,516	\$776,277	\$776,277	\$776,277
GENERAL FUND TOTAL	\$2,069,426	\$2,060,650	\$2,119,947	\$2,159,462

ABANDONED PROPERTY FUND	History 2015-16	History 2016-17	2017-18	2018-19
All Other	\$226,249	\$292,424	\$315,454	\$315,454
ABANDONED PROPERTY FUND TOTAL	\$226,249	\$292,424	\$315,454	\$315,454

TREASURER OF STATE, OFFICE OF

DEPARTMENT TOTALS

2017-18

2018-19

GENERAL FUND

\$2,119,947

\$2,159,462

ABANDONED PROPERTY FUND

\$315,454

\$315,454

DEPARTMENT TOTAL - ALL FUNDS

\$2,435,401

\$2,474,916

Justification:

Provides funding for annual principal and interest payments on \$21,000,000 in borrowing requested by the Department of Information Technology for statewide initiatives.

**TECHNOLOGY SERVICES Z242
PROGRAM SUMMARY**

	History 2015-16	History 2016-17	2017-18	2018-19
GENERAL FUND				
POSITIONS - LEGISLATIVE COUNT	0.000	0.000	4.000	4.000
Personal Services	\$0	\$0	\$442,039	\$447,750
All Other	\$0	\$0	\$851,403	\$5,331,403
GENERAL FUND TOTAL	<u>\$0</u>	<u>\$0</u>	<u>\$1,293,442</u>	<u>\$5,779,153</u>
	History 2015-16	History 2016-17	2017-18	2018-19
FEDERAL EXPENDITURES FUND				
All Other	\$0	\$0	\$500	\$500
FEDERAL EXPENDITURES FUND TOTAL	<u>\$0</u>	<u>\$0</u>	<u>\$500</u>	<u>\$500</u>
	History 2015-16	History 2016-17	2017-18	2018-19
OTHER SPECIAL REVENUE FUNDS				
All Other	\$0	\$0	\$500	\$500
OTHER SPECIAL REVENUE FUNDS TOTAL	<u>\$0</u>	<u>\$0</u>	<u>\$500</u>	<u>\$500</u>
	History 2015-16	History 2016-17	2017-18	2018-19
OFFICE OF INFORMATION SERVICES FUND				
POSITIONS - LEGISLATIVE COUNT	0.000	0.000	469.500	469.500
Personal Services	\$0	\$0	\$47,008,467	\$48,065,738
All Other	\$0	\$0	\$7,535,440	\$7,535,440
OFFICE OF INFORMATION SERVICES FUND TOTAL	<u>\$0</u>	<u>\$0</u>	<u>\$54,543,907</u>	<u>\$55,601,178</u>

TECHNOLOGY SERVICES, DEPARTMENT OF

DEPARTMENT TOTALS

	2017-18	2018-19
GENERAL FUND	\$7,992,593	\$12,478,304
FEDERAL EXPENDITURES FUND	\$500	\$500
OTHER SPECIAL REVENUE FUNDS	\$500	\$500
OFFICE OF INFORMATION SERVICES FUND	\$54,543,907	\$55,601,178
STATEWIDE RADIO AND NETWORK SYSTEM RESERVE FUND	\$5,000	\$5,000
DEPARTMENT TOTAL - ALL FUNDS	\$62,542,500	\$68,085,482

Sec. B-1. Appropriations and allocations. The following appropriations and allocations are made.

AUDITOR, OFFICE OF THE STATE

Audit - Unorganized Territory 0075

Initiative: RECLASSIFICATIONS

Ref. #: 630

Committee Vote: IN: 12-0

AFA Vote: _____

OTHER SPECIAL REVENUE FUNDS

Personal Services

2017-18

2018-19

\$4,330

\$4,336

All Other

\$151

\$152

OTHER SPECIAL REVENUE FUNDS TOTAL

\$4,481

\$4,488

AUDITOR, OFFICE OF THE STATE

DEPARTMENT TOTALS

2017-18

2018-19

OTHER SPECIAL REVENUE FUNDS

\$4,481

\$4,488

DEPARTMENT TOTAL - ALL FUNDS

\$4,481

\$4,488

TECHNOLOGY SERVICES, DEPARTMENT OF

Technology Services Z242

Initiative: RECLASSIFICATIONS

Ref. #: 2209

Committee Vote: TABLED

AFA Vote: _____

OFFICE OF INFORMATION SERVICES FUND

2017-18

2018-19

Personal Services

\$64,170

\$70,298

All Other

(\$64,170)

(\$70,298)

OFFICE OF INFORMATION SERVICES FUND TOTAL

\$0

\$0

TECHNOLOGY SERVICES, DEPARTMENT OF

DEPARTMENT TOTALS

2017-18

2018-19

OFFICE OF INFORMATION SERVICES FUND

\$0

\$0

DEPARTMENT TOTAL - ALL FUNDS

\$0

\$0