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

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

FROM: Senator Michael Willette, Senate Chair *MJW*
Representative Roland Danny Martin, House Chair *RDMA*
Joint Standing Committee on State and Local Government

DATE: March 25, 2015

SUBJECT: Committee Recommendations on the Governor's Proposed Biennial Budget

The Joint Standing Committee on State and Local Government reviewed the budget items in the Governor's proposed biennial budget that are under the Committee's jurisdiction.

The committee voted on March 18th and March 23rd to unanimously support a majority of the budget initiatives under the jurisdiction of the Joint Standing Committee on State and Local Government.

The Committee has the following recommendations and divided votes:

The committee had comments on initiatives within the Department of Administrative and Financial Services, Information Services creating 24 additional positions in the Office of Information Technology.

Initiative reference numbers 72, 73, 74, 75, 76, 77, 78, 79, and 80: 9 members voted unanimously to recommend acceptance of these initiatives as presented in OFPR Worksheet pages SLG-19 to SLG-23, but stress that every consideration should be given to hire Maine residents and graduates of Maine schools who qualify for these new positions. The committee also believes that all workers in these positions should undergo proper vetting and security clearances in order to protect the state's cybersecurity.

There were split votes on 3 items in the Committee's budget report back document.

Executive Department, Governor's Office: Funding for legal contingencies in which the Attorney General declines to represent the state.

Initiative reference number 1395: 8 members voting recommend rejection of this initiative of the budget and 5 members recommend acceptance as presented in OFPR Worksheet pages SLG-45 to SLG-46. Committee members voting against this initiative (Senator Nathan Libby, Representative Roland Danny Martin, Representative Jeffrey Evangelos, Representative Pinny Beebe-Center, Representative Donna Doore, Representative William Tuell, Representative Christopher Babbidge and Representative Mark Bryant) are concerned about having a parallel track for meeting the state's legal needs. They do not want to set a precedent and institutionalize something that they do not want to reoccur by creating a budget initiative to cover costs when the Attorney General declines to represent the state. Those voting for the

initiative (Senator Michael Willette, Senator David Woodsome, Representative Richard Pickett, Representative Beth Turner and Representative Randall Greenwood) feel it makes sense to have a separate budget item to cover funding for legal contingencies when the Attorney General declines to represent the state instead of using money from other budget items not intended to be used for legal fees for the Governor's Office.

Language Part N

10 members voting recommend acceptance of this part, while one member recommends rejection. Representative William Tuell, who voted to reject this part which authorizes a \$112 million bond issuance through the Maine Governmental Facilities Authority, would like the people of the State to vote to spend money on bonds rather than the Governor and Legislature obligating Maine taxpayers without their consent.

Language Part T

8 members voting recommend acceptance of this part and 3 members recommend rejection. Representative Randall Greenwood, Representative Beth Turner and Representative William Tuell, who voted to reject this part, feel that the continuation of benefits for employees who are approved to participate in the voluntary employee incentive program should be limited to a certain period of time. Considering that benefits can cost half as much as someone's wage, this program could be very expensive.

Attached is the OFPR Worksheet indicating the Committee vote on each initiative. The committee didn't vote on reclassifications contained in Part B.

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.

Enc.

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

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 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
|-----------------------------------|--------------------|--------------------|-------------|-------------|
| POSITIONS - LEGISLATIVE COUNT | 18.500 | 18.500 | 18.500 | 18.500 |
| Personal Services | \$1,603,122 | \$1,630,638 | \$1,771,771 | \$1,742,735 |
| All Other | \$361,458 | \$362,601 | \$362,601 | \$362,601 |
| GENERAL FUND TOTAL | \$1,964,580 | \$1,993,239 | \$2,134,372 | \$2,105,336 |
| OTHER SPECIAL REVENUE FUNDS | History 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
| All Other | \$256,285 | \$256,285 | \$256,285 | \$256,285 |
| OTHER SPECIAL REVENUE FUNDS TOTAL | \$256,285 | \$256,285 | \$256,285 | \$256,285 |

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: Reduces funding to align allocations with projected available resources.

Ref. #: 40

Committee Vote: 12-0

AFA Vote: _____

| | | |
|-----------------------------------|-------------|-------------|
| OTHER SPECIAL REVENUE FUNDS | 2015-16 | 2016-17 |
| All Other | (\$251,285) | (\$251,285) |
| OTHER SPECIAL REVENUE FUNDS TOTAL | (\$251,285) | (\$251,285) |

Justification:

Reduces funding to align allocations with projected available resources.

ADMINISTRATION - HUMAN RESOURCES 0038
PROGRAM SUMMARY

| GENERAL FUND | History 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
|--|----------------------------|----------------------------|--------------------|--------------------|
| POSITIONS - LEGISLATIVE COUNT | 18.500 | 18.500 | 18.500 | 18.500 |
| Personal Services | \$1,603,122 | \$1,630,638 | \$1,771,771 | \$1,742,735 |
| All Other | \$361,458 | \$362,601 | \$362,601 | \$362,601 |
| GENERAL FUND TOTAL | \$1,964,580 | \$1,993,239 | \$2,134,372 | \$2,105,336 |
| | | | | |
| OTHER SPECIAL REVENUE FUNDS | History 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
| All Other | \$256,285 | \$256,285 | \$5,000 | \$5,000 |
| OTHER SPECIAL REVENUE FUNDS TOTAL | \$256,285 | \$256,285 | \$5,000 | \$5,000 |

Budget - Bureau of the 0055

Initiative: BASELINE BUDGET

| GENERAL FUND | History 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
|-------------------------------|----------------------------|----------------------------|--------------------|--------------------|
| POSITIONS - LEGISLATIVE COUNT | 12,000 | 12,000 | 12,000 | 12,000 |
| Personal Services | \$1,150,327 | \$1,169,628 | \$1,299,533 | \$1,283,494 |
| All Other | \$62,683 | \$62,683 | \$62,683 | \$62,683 |
| GENERAL FUND TOTAL | \$1,213,010 | \$1,232,311 | \$1,362,216 | \$1,346,177 |

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 consists of two individuals responsible for reviewing and implementing all position actions for all of State Government (approximately 13,000 positions). 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 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
|-------------------------------|----------------------------|----------------------------|--------------------|--------------------|
| POSITIONS - LEGISLATIVE COUNT | 12,000 | 12,000 | 12,000 | 12,000 |
| Personal Services | \$1,150,327 | \$1,169,628 | \$1,299,533 | \$1,283,494 |
| All Other | \$62,683 | \$62,683 | \$62,683 | \$62,683 |
| GENERAL FUND TOTAL | \$1,213,010 | \$1,232,311 | \$1,362,216 | \$1,346,177 |

Buildings and Grounds Operations 0080

Initiative: BASELINE BUDGET

| GENERAL FUND | History 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
|-------------------------------|----------------------------|----------------------------|---------------------|---------------------|
| POSITIONS - LEGISLATIVE COUNT | 100.000 | 100.000 | 100.000 | 100.000 |
| Personal Services | \$5,253,918 | \$5,374,342 | \$5,844,489 | \$5,816,128 |
| All Other | \$6,819,753 | \$6,296,050 | \$6,296,050 | \$6,296,050 |
| GENERAL FUND TOTAL | \$12,073,671 | \$11,670,392 | \$12,140,539 | \$12,112,178 |

| OTHER SPECIAL REVENUE FUNDS | History 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
|--|----------------------------|----------------------------|------------------|------------------|
| All Other | \$464,900 | \$464,900 | \$464,900 | \$464,900 |
| OTHER SPECIAL REVENUE FUNDS TOTAL | \$464,900 | \$464,900 | \$464,900 | \$464,900 |

| REAL PROPERTY LEASE INTERNAL SERVICE FUND | History 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
|--|----------------------------|----------------------------|---------------------|---------------------|
| POSITIONS - LEGISLATIVE COUNT | 3.000 | 3.000 | 3.000 | 3.000 |
| Personal Services | \$271,477 | \$283,200 | \$312,488 | \$308,304 |
| All Other | \$25,593,167 | \$25,590,339 | \$25,590,339 | \$25,590,339 |
| REAL PROPERTY LEASE INTERNAL SERVICE FUND TOTAL | \$25,864,644 | \$25,873,539 | \$25,902,827 | \$25,898,643 |

Justification:

The Buildings and Grounds Program cleans, supervises, controls, and maintains land and buildings in the State Capitol Complex, which currently includes seventy-three buildings, the Hallowell Annex, all buildings on the AMHI Complex, the Public Safety Complex, the Division of Motor Vehicle Building, and the Maine Criminal Justice Academy facility. The Capitol Complex and East Campus houses approximately 1,688,000 square feet, 128 acres of manicured grounds, access roads, and parking areas. The Hallowell Annex and Maine Criminal Justice Academy at Oak Grove comprises an additional 625 acres of grounds, parking and limited access roads. This Program also manages the recycling program for these buildings.

Buildings and Grounds Operations 0080

Initiative: Provides funding for rent expenses.

Ref. #: 63

Committee Vote: in 11-0

AFA Vote: _____

| OTHER SPECIAL REVENUE FUNDS | 2015-16 | 2016-17 |
|--|------------------|------------------|
| All Other | \$246,377 | \$246,377 |
| OTHER SPECIAL REVENUE FUNDS TOTAL | \$246,377 | \$246,377 |

Justification:

Provides funding in the Buildings and Grounds Operations program for facility rental charges for the Maine Education Center for the Deaf and Hard of Hearing.

Buildings and Grounds Operations 0080

Initiative: Provides funding for utilities and maintenance costs at the Bangor Campus.

Ref. #: 64

Committee Vote: In 11-0

AFA Vote: _____

GENERAL FUND

All Other

2015-16 **2016-17**

\$250,000 \$250,000

GENERAL FUND TOTAL

\$250,000 \$250,000

Justification:

Provides funding in the Buildings and Grounds Operations program for utilities and maintenance costs at the Bangor Campus.

**BUILDINGS AND GROUNDS OPERATIONS 0080
PROGRAM SUMMARY**

| GENERAL FUND | History 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
|-------------------------------|----------------------------|----------------------------|---------------------|---------------------|
| POSITIONS - LEGISLATIVE COUNT | 100.000 | 100.000 | 100.000 | 100.000 |
| Personal Services | \$5,253,918 | \$5,374,342 | \$5,844,489 | \$5,816,128 |
| All Other | \$6,819,753 | \$6,296,050 | \$6,546,050 | \$6,546,050 |
| GENERAL FUND TOTAL | <u>\$12,073,671</u> | <u>\$11,670,392</u> | <u>\$12,390,539</u> | <u>\$12,362,178</u> |

| OTHER SPECIAL REVENUE FUNDS | History 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
|--|----------------------------|----------------------------|------------------|------------------|
| All Other | \$464,900 | \$464,900 | \$711,277 | \$711,277 |
| OTHER SPECIAL REVENUE FUNDS TOTAL | <u>\$464,900</u> | <u>\$464,900</u> | <u>\$711,277</u> | <u>\$711,277</u> |

| REAL PROPERTY LEASE INTERNAL SERVICE FUND | History 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
|--|----------------------------|----------------------------|---------------------|---------------------|
| POSITIONS - LEGISLATIVE COUNT | 3.000 | 3.000 | 3.000 | 3.000 |
| Personal Services | \$271,477 | \$283,200 | \$312,488 | \$308,304 |
| All Other | \$25,593,167 | \$25,590,339 | \$25,590,339 | \$25,590,339 |
| REAL PROPERTY LEASE INTERNAL SERVICE FUND TOTAL | <u>\$25,864,644</u> | <u>\$25,873,539</u> | <u>\$25,902,827</u> | <u>\$25,898,643</u> |

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

Initiative: BASELINE BUDGET

| GENERAL FUND | History 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
|--------------------|--------------------|--------------------|-----------|-----------|
| All Other | \$155,294 | \$310,587 | \$310,587 | \$310,587 |
| GENERAL FUND TOTAL | \$155,294 | \$310,587 | \$310,587 | \$310,587 |

| OTHER SPECIAL REVENUE FUNDS | History 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
|-----------------------------------|--------------------|--------------------|---------|---------|
| 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 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

Initiative: Provides funding for debt service payments for the Bureau of General Services multi-fuel capable boiler-generator Certificates of Participation.

Ref. #: 127

Committee Vote: in 11-0

AFA Vote: _____

| OTHER SPECIAL REVENUE FUNDS | 2015-16 | 2016-17 |
|-----------------------------------|-----------|-----------|
| All Other | \$640,000 | \$640,000 |
| OTHER SPECIAL REVENUE FUNDS TOTAL | \$640,000 | \$640,000 |

Justification:

This initiative requests an increase in allotment in the East Campus GOGEN account to fund debt service payments for the Bureau of General Services multi-fuel capable boiler/generator COP. The debt service payments are funded by reimbursements from the Office of Information Technology over a five-year period, through fiscal year 2017-18, as repayment for Capital Construction and Improvement Reserve Fund account outlays for the State technology center.

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

| GENERAL FUND | History 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
|--|----------------------------|----------------------------|------------------|------------------|
| All Other | \$155,294 | \$310,587 | \$310,587 | \$310,587 |
| GENERAL FUND TOTAL | \$155,294 | \$310,587 | \$310,587 | \$310,587 |
| | | | | |
| OTHER SPECIAL REVENUE FUNDS | History 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
| All Other | \$5,000 | \$5,000 | \$645,000 | \$645,000 |
| OTHER SPECIAL REVENUE FUNDS TOTAL | \$5,000 | \$5,000 | \$645,000 | \$645,000 |

Capital Construction/Repairs/Improvements - Administration 0059

Initiative: BASELINE BUDGET

| GENERAL FUND | History 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
|----------------------|--------------------|--------------------|----------|----------|
| All Other | \$92,909 | \$92,909 | \$92,909 | \$92,909 |
| Capital Expenditures | \$100,000 | \$600,000 | \$0 | \$0 |
| GENERAL FUND TOTAL | \$192,909 | \$692,909 | \$92,909 | \$92,909 |

| OTHER SPECIAL REVENUE FUNDS | History 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
|-----------------------------------|--------------------|--------------------|-----------|-----------|
| 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

Initiative: Eliminates funding for rent payments for the Maine Military Authority Limestone facility.

Ref. #: 54

Committee Vote: in 12-0

AFA Vote: _____

| OTHER SPECIAL REVENUE FUNDS | 2015-16 | 2016-17 |
|-----------------------------------|-------------|-------------|
| All Other | (\$848,359) | (\$848,359) |
| OTHER SPECIAL REVENUE FUNDS TOTAL | (\$848,359) | (\$848,359) |

Justification:

Eliminates funding for rent payments for the Maine Military Authority Facilities - Limestone account as rents are no longer paid to the Department of Administrative and Financial Services for the Limestone facility.

Capital Construction/Repairs/Improvements - Administration 0059

Initiative: Provides funding for capital construction and repairs for the 2016-2017 biennium.

Ref. #: 55

One Time

Committee Vote: in 12-0

AFA Vote: _____

| GENERAL FUND | 2015-16 | 2016-17 |
|----------------------|-------------|-------------|
| Capital Expenditures | \$4,000,000 | \$4,000,000 |
| GENERAL FUND TOTAL | \$4,000,000 | \$4,000,000 |

Justification:

Provides funding for capital construction and repairs for the 2016-2017 biennium.

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

| | | | | |
|--|----------------------------|----------------------------|--------------------|--------------------|
| GENERAL FUND | History 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
| All Other | \$92,909 | \$92,909 | \$92,909 | \$92,909 |
| Capital Expenditures | \$100,000 | \$600,000 | \$4,000,000 | \$4,000,000 |
| GENERAL FUND TOTAL | \$192,909 | \$692,909 | \$4,092,909 | \$4,092,909 |
| | | | | |
| OTHER SPECIAL REVENUE FUNDS | History 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
| All Other | \$948,359 | \$948,359 | \$100,000 | \$100,000 |
| OTHER SPECIAL REVENUE FUNDS TOTAL | \$948,359 | \$948,359 | \$100,000 | \$100,000 |

Central Fleet Management 0703

Initiative: BASELINE BUDGET

| CENTRAL MOTOR POOL | History 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
|---------------------------------|----------------------------|----------------------------|---------------------|---------------------|
| POSITIONS - LEGISLATIVE COUNT | 17.000 | 17.000 | 17.000 | 17.000 |
| Personal Services | \$999,702 | \$1,036,462 | \$1,114,266 | \$1,102,785 |
| All Other | \$8,587,982 | \$8,921,645 | \$8,921,645 | \$8,921,645 |
| CENTRAL MOTOR POOL TOTAL | \$9,587,684 | \$9,958,107 | \$10,035,911 | \$10,024,430 |

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
PROGRAM SUMMARY

| CENTRAL MOTOR POOL | History 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
|---------------------------------|----------------------------|----------------------------|---------------------|---------------------|
| POSITIONS - LEGISLATIVE COUNT | 17.000 | 17.000 | 17.000 | 17.000 |
| Personal Services | \$999,702 | \$1,036,462 | \$1,114,266 | \$1,102,785 |
| All Other | \$8,587,982 | \$8,921,645 | \$8,921,645 | \$8,921,645 |
| CENTRAL MOTOR POOL TOTAL | \$9,587,684 | \$9,958,107 | \$10,035,911 | \$10,024,430 |

Central Services - Purchases 0004

Initiative: BASELINE BUDGET

| | History 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
|---|--------------------|--------------------|--------------------|--------------------|
| POSTAL, PRINTING AND SUPPLY FUND | | | | |
| POSITIONS - LEGISLATIVE COUNT | 39.500 | 39.500 | 39.000 | 39.000 |
| Personal Services | \$2,258,283 | \$2,361,498 | \$2,408,182 | \$2,422,478 |
| All Other | \$1,542,220 | \$1,542,220 | \$1,542,220 | \$1,542,220 |
| POSTAL, PRINTING AND SUPPLY FUND TOTAL | \$3,800,503 | \$3,903,718 | \$3,950,402 | \$3,964,698 |

Justification:

Central Services is responsible for managing central services in the areas of Postal Services, Central Warehouse 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.

Central Warehouse provides storeroom services for the storage and distribution of supplies, materials and equipment to State government agencies, political subdivisions, and school administrative units throughout the State of Maine. Products available include general office supplies, paper products, telecommunications equipment and custodial supplies.

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: Transfers one Inventory and Property Associate I position and incumbent personnel from the Department of Administrative and Financial Services, Central Services - Purchases program, Postal, Printing and Supply Fund, to the Department of Agriculture, Conservation and Forestry, Office of the Commissioner program, Other Special Revenue Funds. The employee shall retain 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 insurance and retirement benefits.

Ref. #: 17

Committee Vote: in 12-0

AFA Vote: _____

| | | |
|---|-------------------|-------------------|
| POSTAL, PRINTING AND SUPPLY FUND | 2015-16 | 2016-17 |
| POSITIONS - LEGISLATIVE COUNT | (1.000) | (1.000) |
| Personal Services | (\$59,591) | (\$58,415) |
| POSTAL, PRINTING AND SUPPLY FUND TOTAL | (\$59,591) | (\$58,415) |

Justification:

The Bureau of Purchases Central Services in the Department of Administrative and Financial Services (DAFS) is transferring management of the Bolton Hill warehouse operations to the Department of Agriculture, Conservation, and Forestry (DACF). Both departments have agreed that the operations of the warehouse are more appropriately aligned

with the latter Department. The warehouse contains DACF supplies and equipment, and would be more effectively managed by the staff there.

Central Services - Purchases 0004

Initiative: Transfers one Inventory and Property Associate II Supervisor position and incumbent personnel from the Department of Administrative and Financial Services, Central Services - Purchases program, Postal, Printing and Supply Fund to the Department of Inland Fisheries and Wildlife, Office of the Commissioner - Inland Fisheries & Wildlife program, Other Special Revenue Funds. The employee shall retain 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 insurance and retirement benefits.

Ref. #: 18

Committee Vote: 12-0

AFA Vote: _____

| POSTAL, PRINTING AND SUPPLY FUND | 2015-16 | 2016-17 |
|--|-------------------|-------------------|
| POSITIONS - LEGISLATIVE COUNT | (1,000) | (1,000) |
| Personal Services | (\$62,940) | (\$64,469) |
| POSTAL, PRINTING AND SUPPLY FUND TOTAL | <u>(\$62,940)</u> | <u>(\$64,469)</u> |

Justification:

The Department of Administrative and Financial Services (DAFS) is transferring management of warehousing functions currently provided at the Bolton Hill facility to the various agencies. This position will help support the supply and equipment management of the Department of Inland Fisheries and Wildlife. Both departments have agreed that the operations of the warehouse are more appropriately aligned with the latter Department. The warehouse contains IF&W supplies and equipment, and would be more effectively managed by the staff there.

CENTRAL SERVICES - PURCHASES 0004 PROGRAM SUMMARY

| POSTAL, PRINTING AND SUPPLY FUND | History 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
|--|--------------------|--------------------|--------------------|--------------------|
| POSITIONS - LEGISLATIVE COUNT | 39.500 | 39.500 | 37.000 | 37.000 |
| Personal Services | \$2,258,283 | \$2,361,498 | \$2,285,651 | \$2,299,594 |
| All Other | \$1,542,220 | \$1,542,220 | \$1,542,220 | \$1,542,220 |
| POSTAL, PRINTING AND SUPPLY FUND TOTAL | <u>\$3,800,503</u> | <u>\$3,903,718</u> | <u>\$3,827,871</u> | <u>\$3,841,814</u> |

Debt Service - Government Facilities Authority 0893

Initiative: BASELINE BUDGET

| GENERAL FUND | History 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
|--------------------|--------------------|--------------------|--------------|--------------|
| All Other | \$17,143,227 | \$16,836,024 | \$16,836,024 | \$16,836,024 |
| GENERAL FUND TOTAL | \$17,143,227 | \$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 debt service on bonds issued through the Maine Governmental Facilities Authority for capital repairs to and construction of state facilities.

Ref. #: 138

Committee Vote: in 12-0

AFA Vote: _____

| GENERAL FUND | 2015-16 | 2016-17 |
|--------------------|---------|--------------|
| All Other | \$0 | \$10,522,087 |
| GENERAL FUND TOTAL | \$0 | \$10,522,087 |

Justification:

Maine state facilities are in need of repair and renovation in order to allow for continued use and to prevent decay of the structures. In addition, the construction of a new facility will allow for the co-location of all Augusta-based Health and Human Services divisions. Through the Maine Governmental Facilities Authority, the Department seeks to issue \$112 million in bonds during the 2016-17 biennium in order to address some of the facility needs. An increase in the General Fund appropriation is needed only in the second year of the biennium, as debt payments can be made in 2016 using funds from retired debt.

DEBT SERVICE - GOVERNMENT FACILITIES AUTHORITY 0893
PROGRAM SUMMARY

| GENERAL FUND | History 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
|--------------------|--------------------|--------------------|--------------|--------------|
| All Other | \$17,143,227 | \$16,836,024 | \$16,836,024 | \$27,358,111 |
| GENERAL FUND TOTAL | \$17,143,227 | \$16,836,024 | \$16,836,024 | \$27,358,111 |

Departments and Agencies - Statewide 0016

Initiative: Reduces funding to reflect projected savings to the State from an increase in the attrition rate from 1.6% to 3% for fiscal years 2015-16 and 2016-17.

Ref. #: 34

One Time

Committee Vote: _____

AFA Vote: _____

GENERAL FUND

Personal Services

GENERAL FUND TOTAL

OFPR stated this was not
under SLG's jurisdiction

| 2015-16 | 2016-17 |
|---------------|---------------|
| (\$5,367,221) | (\$5,436,088) |
| (\$5,367,221) | (\$5,436,088) |

Justification:

This initiative reflects the savings in the General Fund for the projected savings to the State from an increase in the attrition rate from 1.6% to 3% for fiscal years 2015-16 and 2016-17. This savings does not include Legislature. The corresponding Highway Fund initiative is C-A-7801.

DEPARTMENTS AND AGENCIES - STATEWIDE 0016
PROGRAM SUMMARY

GENERAL FUND

Personal Services

GENERAL FUND TOTAL

History
2013-14

History
2014-15

2015-16

2016-17

\$0

\$0

(\$5,367,221)

(\$5,436,088)

\$0

\$0

(\$5,367,221)

(\$5,436,088)

Financial and Personnel Services - Division of 0713

Initiative: BASELINE BUDGET

| | History 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
|--|--------------------|--------------------|--------------|--------------|
| FEDERAL EXPENDITURES FUND | | | | |
| All Other | \$497,302 | \$497,302 | \$497,302 | \$497,302 |
| FEDERAL EXPENDITURES FUND TOTAL | \$497,302 | \$497,302 | \$497,302 | \$497,302 |
| | | | | |
| | History 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
| 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 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
| FINANCIAL AND PERSONNEL SERVICES FUND | | | | |
| POSITIONS - LEGISLATIVE COUNT | 267.000 | 267.000 | 260.000 | 260.000 |
| POSITIONS - FTE COUNT | 0.346 | 0.346 | 0.000 | 0.000 |
| Personal Services | \$18,189,877 | \$18,990,172 | \$19,643,333 | \$19,578,452 |
| All Other | \$1,583,489 | \$1,577,370 | \$1,577,370 | \$1,577,370 |
| FINANCIAL AND PERSONNEL SERVICES FUND TOTAL | \$19,773,366 | \$20,567,542 | \$21,220,703 | \$21,155,822 |

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. Public Laws of 2005, Chapter 12, authorized the Commissioner to review the current organization structure of payroll, personnel and accounting units to improve organizational efficiency and cost-effectiveness. 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: Eliminates the Federal Expenditures Fund within the Financial and Personnel Services program for the Maine Developmental Disabilities Council in order to establish a separate program.

Ref. #: 114

Committee Vote: in 12-0

AFA Vote: _____

| | 2015-16 | 2016-17 |
|--|-------------|-------------|
| FEDERAL EXPENDITURES FUND | | |
| All Other | (\$497,302) | (\$497,302) |
| FEDERAL EXPENDITURES FUND TOTAL | (\$497,302) | (\$497,302) |

Justification:

Federal funds for the Maine Developmental Disabilities Council have been budgeted for and expended in the Financial and Personnel Services program within the Department of Administrative and Financial Services. This initiative, along with an offsetting initiative, will transfer the funding for the Council into a separate program which provides greater visibility of the budget and expenditures for the Council.

Financial and Personnel Services - Division of 0713

Initiative: Eliminates one Accounting Associate I position in the Department of Administrative and Financial Services, Division of Financial and Personnel Services program, Financial and Personnel Services Fund.

Ref. #: 115

Committee Vote: in 12-0

AFA Vote: _____

FINANCIAL AND PERSONNEL SERVICES FUND

POSITIONS - LEGISLATIVE COUNT

Personal Services

2015-16 2016-17

(1,000) (1,000)

(\$59,022) (\$57,864)

FINANCIAL AND PERSONNEL SERVICES FUND TOTAL

(\$59,022) (\$57,864)

Justification:

This position elimination will provide one headcount for the Department of Marine Resources to be used in their equipment warehousing program.

Financial and Personnel Services - Division of 0713

Initiative: Transfers one Accounting Associate II position and incumbent personnel from the Department of Administrative and Financial Services, Division of Financial and Personnel Services program, Financial and Personnel Services Fund to the Department of Inland Fisheries and Wildlife, Office of the Commissioner - Inland Fisheries & Wildlife program, Other Special Revenue Funds. The employee shall retain 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 insurance and retirement benefits.

Ref. #: 116

Committee Vote: in 12-0

AFA Vote: _____

FINANCIAL AND PERSONNEL SERVICES FUND

POSITIONS - LEGISLATIVE COUNT

Personal Services

2015-16 2016-17

(1,000) (1,000)

(\$59,909) (\$60,903)

FINANCIAL AND PERSONNEL SERVICES FUND TOTAL

(\$59,909) (\$60,903)

Justification:

The Department of Administrative and Financial Services (DAFS) proposes to transfer an Accounting Associate II position to the Department of Inland Fisheries and Wildlife (IF&W). This position collects funds that are received by IF&W for hunting and fishing licenses, and provides other support to IF&W agency staff. These functions are more effectively supervised by IF&W staff that are co-located with this position. Both departments have agreed to this position transfer.

FINANCIAL AND PERSONNEL SERVICES - DIVISION OF 0713
PROGRAM SUMMARY

| | History 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
|--|----------------------------|----------------------------|---------------------|---------------------|
| FEDERAL EXPENDITURES FUND | | | | |
| All Other | \$497,302 | \$497,302 | \$0 | \$0 |
| FEDERAL EXPENDITURES FUND TOTAL | <u>\$497,302</u> | <u>\$497,302</u> | <u>\$0</u> | <u>\$0</u> |
| | | | | |
| | History 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
| OTHER SPECIAL REVENUE FUNDS | | | | |
| 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> |
| | | | | |
| | History 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
| FINANCIAL AND PERSONNEL SERVICES FUND | | | | |
| POSITIONS - LEGISLATIVE COUNT | 267.000 | 267.000 | 258.000 | 258.000 |
| POSITIONS - FTE COUNT | 0.346 | 0.346 | 0.000 | 0.000 |
| Personal Services | \$18,189,877 | \$18,990,172 | \$19,524,402 | \$19,459,685 |
| All Other | \$1,583,489 | \$1,577,370 | \$1,577,370 | \$1,577,370 |
| FINANCIAL AND PERSONNEL SERVICES FUND TOTAL | <u>\$19,773,366</u> | <u>\$20,567,542</u> | <u>\$21,101,772</u> | <u>\$21,037,055</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 2016-2017 biennium to foster the efficient delivery of local and regional services.

Ref. #: 147

One Time

Committee Vote:

in 12-0

AFA Vote:

OTHER SPECIAL REVENUE FUNDS

All Other

2015-16

2016-17

\$5,000,000

\$5,000,000

OTHER SPECIAL REVENUE FUNDS TOTAL

\$5,000,000

\$5,000,000

Justification:

Provides one-time funding of \$5,000,000 in each year of the 2016-2017 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

All Other

**History
2013-14**

**History
2014-15**

2015-16

2016-17

\$0

\$0

\$5,000,000

\$5,000,000

OTHER SPECIAL REVENUE FUNDS TOTAL

\$0

\$0

\$5,000,000

\$5,000,000

Information Services 0155

Initiative: BASELINE BUDGET

| | History 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
|--|--------------------|--------------------|--------------|--------------|
| GENERAL FUND | | | | |
| All Other | \$11,986,463 | \$12,486,824 | \$12,486,824 | \$12,486,824 |
| GENERAL FUND TOTAL | \$11,986,463 | \$12,486,824 | \$12,486,824 | \$12,486,824 |
| | | | | |
| | History 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
| FEDERAL EXPENDITURES FUND | | | | |
| All Other | \$500 | \$500 | \$500 | \$500 |
| FEDERAL EXPENDITURES FUND TOTAL | \$500 | \$500 | \$500 | \$500 |
| | | | | |
| | History 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
| OTHER SPECIAL REVENUE FUNDS | | | | |
| All Other | \$500 | \$500 | \$500 | \$500 |
| OTHER SPECIAL REVENUE FUNDS TOTAL | \$500 | \$500 | \$500 | \$500 |
| | | | | |
| | History 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
| OFFICE OF INFORMATION SERVICES FUND | | | | |
| POSITIONS - LEGISLATIVE COUNT | 487.500 | 486.500 | 479.000 | 479.000 |
| Personal Services | \$43,585,734 | \$45,160,178 | \$46,769,665 | \$46,462,379 |
| All Other | \$16,178,081 | \$16,178,081 | \$16,178,081 | \$16,178,081 |
| OFFICE OF INFORMATION SERVICES FUND TOTAL | \$59,763,815 | \$61,338,259 | \$62,947,746 | \$62,640,460 |

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, E-911, 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: Establishes one Senior Information System Support Specialist position and 3 Information System Support Specialist II positions to support statewide security and network maintenance and provides funding for associated All Other costs.

Ref. #: 72

Committee Vote: in 9-0

AFA Vote: _____

| | | |
|--|------------------|------------------|
| OFFICE OF INFORMATION SERVICES FUND | 2015-16 | 2016-17 |
| POSITIONS - LEGISLATIVE COUNT | 4.000 | 4.000 |
| Personal Services | \$346,996 | \$353,656 |
| All Other | \$62,896 | \$62,896 |
| OFFICE OF INFORMATION SERVICES FUND TOTAL | \$409,892 | \$416,552 |

Justification:

This request establishes one Senior Information System Support Specialist position and 3 Information System Support Specialist II positions to provide MS Windows maintenance and security; manage the growth of state call centers and perform network and application analytics, installations, and upgrades in the Office of Information Technology core business area and provides associated All Other funding.

Information Services 0155

Initiative: Reorganizes one Inventory & Property Associate I position to an Inventory & Property Associate II position and increases Service Department Billing to fund the reorganization.

Ref. #: 73

Committee Vote: in 9-0

AFA Vote: _____

| | | |
|--|----------------|----------------|
| OFFICE OF INFORMATION SERVICES FUND | 2015-16 | 2016-17 |
| Personal Services | \$4,271 | \$4,129 |
| OFFICE OF INFORMATION SERVICES FUND TOTAL | \$4,271 | \$4,129 |

Justification:

Reorganizes one Inventory & Property Associate I position to an Inventory & Property Associate II position. The Bureau of Human Resources has approved the position reclassification which aligns the position with its required workload.

Information Services 0155

Initiative: Reorganizes 2 Information System Support Specialist positions to 2 Information System Support Specialist II positions and increases Service Department Billing to fund the reorganizations.

Ref. #: 74

Committee Vote: in 9-0

AFA Vote: _____

| | | |
|--|-----------------|-----------------|
| OFFICE OF INFORMATION SERVICES FUND | 2015-16 | 2016-17 |
| Personal Services | \$22,147 | \$22,752 |
| OFFICE OF INFORMATION SERVICES FUND TOTAL | \$22,147 | \$22,752 |

Justification:

Reorganizes 2 Information System Support Specialist positions to 2 Information System Support Specialist II positions. The Bureau of Human Resources has approved the position reclassifications, which align the positions with their required workload.

Information Services 0155

Initiative: Establishes one Information System Support Specialist II position and one Technical Support Specialist position to enhance cyber security efforts to protect state information in the Office of Information Technology security business area, Information Services program, and provides funding for associated All Other costs.

Ref. #: 75

Committee Vote: in 9-0

AFA Vote: _____

OFFICE OF INFORMATION SERVICES FUND

POSITIONS - LEGISLATIVE COUNT

Personal Services

All Other

2015-16 2016-17

2.000 2.000

\$180,820 \$184,290

\$31,448 \$31,448

OFFICE OF INFORMATION SERVICES FUND TOTAL

\$212,268 \$215,738

Justification:

This request establishes one Information System Support Specialist II position and one Technical Support Specialist position to enhance cyber security efforts to protect state information in the Office of Information Technology security business area and provides associated All Other funding.

Information Services 0155

Initiative: Establishes 3 Public Service Coordinator I positions to provide financial auditing services in the Office of Information Technology finance area, Information Services program, and provides funding for associated All Other costs.

Ref. #: 76

Committee Vote: in 9-0

AFA Vote: _____

OFFICE OF INFORMATION SERVICES FUND

POSITIONS - LEGISLATIVE COUNT

Personal Services

All Other

2015-16 2016-17

3.000 3.000

\$279,342 \$284,787

\$47,172 \$47,172

OFFICE OF INFORMATION SERVICES FUND TOTAL

\$326,514 \$331,959

Justification:

This request establishes 3 Audit Analyst positions to provide financial auditing services in the Office of Information Technology finance area and provides associated All Other funding.

Information Services 0155

Initiative: Provides funding for the increased cost of supporting central system applications.

Ref. #: 77

Committee Vote: in 9-0

AFA Vote: _____

GENERAL FUND

All Other

2015-16 2016-17

\$549,711 \$435,891

GENERAL FUND TOTAL

\$549,711 \$435,891

Justification:

This initiative provides funding for the increased cost of supporting several central system applications, including: the state accounting system (AdvantageME) and the associated data warehouse; the Budget and Financial Management System; and the Time and Attendance Management System.

Information Services 0155

Initiative: Establishes 3 OIT Business Analyst positions, 5 OIT Project Manager positions, and one OIT Program Manager position, and provides associated All Other funding, within the Office of Information Technology Project Management Office, Information Services program.

Ref. #: 78

Committee Vote: in 9-0

AFA Vote: _____

OFFICE OF INFORMATION SERVICES FUND

POSITIONS - LEGISLATIVE COUNT

Personal Services

All Other

2015-16 2016-17

9.000 9.000

\$918,371 \$938,172

\$148,542 \$148,542

OFFICE OF INFORMATION SERVICES FUND TOTAL\$1,066,913 \$1,086,714**Justification:**

This request establishes 3 Information Technology Business Analyst positions, 5 Information Technology Project Manager positions, and one Information Technology Program Manager position to provide project delivery assurances, management, and large portfolio supervision and provides associated All Other funding in the Office of Information Technology Project Management Office.

Information Services 0155

Initiative: Establishes 2 Systems Section Manager positions, one Systems Group Manager position, one Systems Team Leader position, one Management Analyst I position, and one Senior Programmer Analyst position within the Office of Information Technology Application Development Office, Information Services program and provides funding for associated All Other costs.

Ref. #: 79

Committee Vote: in 9-0

AFA Vote: _____

OFFICE OF INFORMATION SERVICES FUND

POSITIONS - LEGISLATIVE COUNT

Personal Services

All Other

2015-16 2016-17

6.000 6.000

\$584,964 \$596,373

\$98,001 \$98,001

OFFICE OF INFORMATION SERVICES FUND TOTAL\$682,965 \$694,374**Justification:**

This request establishes 2 Systems Section Manager positions, one Systems Group Manager position, one Systems Team Leader position, one Management Analyst I position, and one Senior Programmer Analyst position to provide application portfolio management to law enforcement, natural resource and education agencies, planning and design of agency application suites, analytical support to application development technical staff, and tracking and team collaboration support and provides associated All Other funding in the Office of Information Technology Application Development

Office.

Information Services 0155

Initiative: Adjusts funding for cost of goods sold in the Office of Information Services Fund.

Ref. #: 80

Committee Vote: in 9-0

AFA Vote: _____

OFFICE OF INFORMATION SERVICES FUND

| | | |
|--|----------------------|----------------------|
| | 2015-16 | 3,32717 |
| All Other | (\$9,000,000) | (\$9,000,000) |
| OFFICE OF INFORMATION SERVICES FUND TOTAL | (\$9,000,000) | (\$9,000,000) |

Justification:

The State's information technology consolidation in fiscal year 2007-08 resulted in increased cost activity in the Information Services program. Previously, agencies procured information technology items directly. Currently, the Office of Information Technology reviews agency requests and purchases the approved items, charging the costs to its Cost of Goods Sold account. These costs are subsequently rebilled to agencies.

**INFORMATION SERVICES 0155
PROGRAM SUMMARY**

| | | | | |
|--|----------------------------|----------------------------|---------------------|---------------------|
| GENERAL FUND | History 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
| All Other | \$11,986,463 | \$12,486,824 | \$13,036,535 | \$12,922,715 |
| GENERAL FUND TOTAL | \$11,986,463 | \$12,486,824 | \$13,036,535 | \$12,922,715 |
| FEDERAL EXPENDITURES FUND | History 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
| All Other | \$500 | \$500 | \$500 | \$500 |
| FEDERAL EXPENDITURES FUND TOTAL | \$500 | \$500 | \$500 | \$500 |
| OTHER SPECIAL REVENUE FUNDS | History 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
| All Other | \$500 | \$500 | \$500 | \$500 |
| OTHER SPECIAL REVENUE FUNDS TOTAL | \$500 | \$500 | \$500 | \$500 |
| OFFICE OF INFORMATION SERVICES FUND | History 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
| POSITIONS - LEGISLATIVE COUNT | 487,500 | 486,500 | 503,000 | 503,000 |
| Personal Services | \$43,585,734 | \$45,160,178 | \$49,106,576 | \$48,846,538 |
| All Other | \$16,178,081 | \$16,178,081 | \$7,566,140 | \$7,566,140 |
| OFFICE OF INFORMATION SERVICES FUND TOTAL | \$59,763,815 | \$61,338,259 | \$56,672,716 | \$56,412,678 |

Leased Space Reserve Fund Program Z145

Initiative: BASELINE BUDGET

| OTHER SPECIAL REVENUE FUNDS | History 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
|--|----------------------------|----------------------------|----------------|----------------|
| All Other | \$500 | \$500 | \$500 | \$500 |
| Capital Expenditures | \$1,050,000 | \$0 | \$0 | \$0 |
| OTHER SPECIAL REVENUE FUNDS TOTAL | \$1,050,500 | \$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**

| OTHER SPECIAL REVENUE FUNDS | History 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
|--|----------------------------|----------------------------|----------------|----------------|
| All Other | \$500 | \$500 | \$500 | \$500 |
| Capital Expenditures | \$1,050,000 | \$0 | \$0 | \$0 |
| OTHER SPECIAL REVENUE FUNDS TOTAL | \$1,050,500 | \$500 | \$500 | \$500 |

Office of the Commissioner - Administrative and Financial Services 0718

Initiative: BASELINE BUDGET

| GENERAL FUND | History 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
|--|----------------------------|----------------------------|------------------|------------------|
| POSITIONS - LEGISLATIVE COUNT | 6.000 | 6.000 | 6.000 | 6.000 |
| Personal Services | \$642,837 | \$651,012 | \$785,558 | \$769,153 |
| All Other | \$44,088 | \$44,088 | \$44,088 | \$44,088 |
| GENERAL FUND TOTAL | \$686,925 | \$695,100 | \$829,646 | \$813,241 |
| | | | | |
| OTHER SPECIAL REVENUE FUNDS | History 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
| 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
PROGRAM SUMMARY

| GENERAL FUND | History 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
|--|----------------------------|----------------------------|------------------|------------------|
| POSITIONS - LEGISLATIVE COUNT | 6.000 | 6.000 | 6.000 | 6.000 |
| Personal Services | \$642,837 | \$651,012 | \$785,558 | \$769,153 |
| All Other | \$44,088 | \$44,088 | \$44,088 | \$44,088 |
| GENERAL FUND TOTAL | \$686,925 | \$695,100 | \$829,646 | \$813,241 |
| | | | | |
| OTHER SPECIAL REVENUE FUNDS | History 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
| 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

| GENERAL FUND | History 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
|--|----------------------------|----------------------------|--------------------|--------------------|
| POSITIONS - LEGISLATIVE COUNT | 12,000 | 12,000 | 12,000 | 12,000 |
| Personal Services | \$1,068,354 | \$1,080,290 | \$1,200,874 | \$1,181,359 |
| All Other | \$127,977 | \$127,977 | \$127,977 | \$127,977 |
| GENERAL FUND TOTAL | \$1,196,331 | \$1,208,267 | \$1,328,851 | \$1,309,336 |
| | | | | |
| OTHER SPECIAL REVENUE FUNDS | History 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
| 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
PROGRAM SUMMARY

| GENERAL FUND | History 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
|--|----------------------------|----------------------------|--------------------|--------------------|
| POSITIONS - LEGISLATIVE COUNT | 12,000 | 12,000 | 12,000 | 12,000 |
| Personal Services | \$1,068,354 | \$1,080,290 | \$1,200,874 | \$1,181,359 |
| All Other | \$127,977 | \$127,977 | \$127,977 | \$127,977 |
| GENERAL FUND TOTAL | \$1,196,331 | \$1,208,267 | \$1,328,851 | \$1,309,336 |
| | | | | |
| OTHER SPECIAL REVENUE FUNDS | History 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
| 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

| GENERAL FUND | History 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
|-------------------------------|----------------------------|----------------------------|------------------|------------------|
| POSITIONS - LEGISLATIVE COUNT | 7,000 | 7,000 | 7,000 | 7,000 |
| Personal Services | \$514,463 | \$524,200 | \$579,454 | \$577,367 |
| All Other | \$199,291 | \$199,102 | \$199,102 | \$199,102 |
| GENERAL FUND TOTAL | \$713,754 | \$723,302 | \$778,556 | \$776,469 |

| OTHER SPECIAL REVENUE FUNDS | History 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
|--|----------------------------|----------------------------|----------------|----------------|
| All Other | \$74,000 | \$4,000 | \$4,000 | \$4,000 |
| OTHER SPECIAL REVENUE FUNDS TOTAL | \$74,000 | \$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 M.R.S.A. §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: Provides funding for annual licensing fees for a state electronic procurement system.

Ref. #: 22

Committee Vote: in 12-0

AFA Vote: _____

| GENERAL FUND | 2015-16 | 2016-17 |
|---------------------------|------------------|------------------|
| All Other | \$180,000 | \$180,000 |
| GENERAL FUND TOTAL | \$180,000 | \$180,000 |

Justification:

The Department of Administrative and Financial Services, through the Division of Purchases, can improve the procurement process by implementing an electronic procurement system. This request provides on-going funding for licensing and user fees of a selected system.

PURCHASES - DIVISION OF 0007
PROGRAM SUMMARY

| GENERAL FUND | History 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
|-------------------------------|----------------------------|----------------------------|------------------|------------------|
| POSITIONS - LEGISLATIVE COUNT | 7,000 | 7,000 | 7,000 | 7,000 |
| Personal Services | \$514,463 | \$524,200 | \$579,454 | \$577,367 |
| All Other | \$199,291 | \$199,102 | \$379,102 | \$379,102 |
| GENERAL FUND TOTAL | \$713,754 | \$723,302 | \$958,556 | \$956,469 |

| OTHER SPECIAL REVENUE FUNDS | History 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
|--|----------------------------|----------------------------|----------------|----------------|
| All Other | \$74,000 | \$4,000 | \$4,000 | \$4,000 |
| OTHER SPECIAL REVENUE FUNDS TOTAL | \$74,000 | \$4,000 | \$4,000 | \$4,000 |

Risk Management - Claims 0008

Initiative: BASELINE BUDGET

| RISK MANAGEMENT FUND | History 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
|-----------------------------------|----------------------------|----------------------------|--------------------|--------------------|
| POSITIONS - LEGISLATIVE COUNT | 5.000 | 5.000 | 5.000 | 5.000 |
| Personal Services | \$400,387 | \$412,094 | \$424,178 | \$418,778 |
| All Other | \$3,534,326 | \$3,534,326 | \$3,534,326 | \$3,534,326 |
| RISK MANAGEMENT FUND TOTAL | \$3,934,713 | \$3,946,420 | \$3,958,504 | \$3,953,104 |

| STATE-ADMINISTERED FUND | History 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
|--------------------------------------|----------------------------|----------------------------|--------------------|--------------------|
| 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
PROGRAM SUMMARY

| RISK MANAGEMENT FUND | History 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
|-----------------------------------|----------------------------|----------------------------|--------------------|--------------------|
| POSITIONS - LEGISLATIVE COUNT | 5.000 | 5.000 | 5.000 | 5.000 |
| Personal Services | \$400,387 | \$412,094 | \$424,178 | \$418,778 |
| All Other | \$3,534,326 | \$3,534,326 | \$3,534,326 | \$3,534,326 |
| RISK MANAGEMENT FUND TOTAL | \$3,934,713 | \$3,946,420 | \$3,958,504 | \$3,953,104 |

| STATE-ADMINISTERED FUND | History 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
|--------------------------------------|----------------------------|----------------------------|--------------------|--------------------|
| 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 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
|--|--------------------|--------------------|--------------------|--------------------|
| GENERAL FUND | | | | |
| POSITIONS - LEGISLATIVE COUNT | 26.000 | 26.000 | 26.000 | 26.000 |
| Personal Services | \$2,137,654 | \$2,183,680 | \$2,474,565 | \$2,439,758 |
| All Other | \$148,534 | \$149,581 | \$149,581 | \$149,581 |
| GENERAL FUND TOTAL | \$2,286,188 | \$2,333,261 | \$2,624,146 | \$2,589,339 |
| | | | | |
| | History 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
| 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 forecasting for the State, prepares, and/or 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 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 Accounting Unit examines and audits all payroll payments, processes garnishments, and court ordered payments. It maintains a records management system for the official files of paid obligations, is responsible for maintaining the MFASIS Accounting System, and jointly, with the Bureaus of the Budget, Human Resources, and Information Systems, maintaining the MFASIS Budgeting and Human Resources Management Systems.

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

State Controller - Office of the 0056

Initiative: Establishes one Public Service Manager II position and one Public Service Coordinator I position to provide formalization and augmentation to the functional development and support of the Enterprise Resource Planning system and provides associated All Other funding.

Ref. #: 46

Committee Vote: in 12-0

AFA Vote: _____

| | 2015-16 | 2016-17 |
|-------------------------------|-----------|-----------|
| GENERAL FUND | | |
| POSITIONS - LEGISLATIVE COUNT | 2.000 | 2.000 |
| Personal Services | \$192,171 | \$196,152 |
| All Other | \$15,000 | \$15,000 |

GENERAL FUND TOTAL

\$207,171 \$211,152

Justification:

This request establishes one Public Service Manager II position and one Public Service Coordinator I position to provide formalization and augmentation to the functional development and support of the Enterprise Resource Planning system in the Office of the State Controller, and provides associated All Other funding.

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

| GENERAL FUND | History 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
|--|----------------------------|----------------------------|--------------------|--------------------|
| POSITIONS - LEGISLATIVE COUNT | 26.000 | 26.000 | 28.000 | 28.000 |
| Personal Services | \$2,137,654 | \$2,183,680 | \$2,666,736 | \$2,635,910 |
| All Other | \$148,534 | \$149,581 | \$164,581 | \$164,581 |
| GENERAL FUND TOTAL | \$2,286,188 | \$2,333,261 | \$2,831,317 | \$2,800,491 |
| | | | | |
| OTHER SPECIAL REVENUE FUNDS | History 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
| All Other | \$1,000 | \$1,000 | \$1,000 | \$1,000 |
| OTHER SPECIAL REVENUE FUNDS TOTAL | \$1,000 | \$1,000 | \$1,000 | \$1,000 |

Statewide Radio Network System 0112

Initiative: BASELINE BUDGET

| GENERAL FUND | History 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
|---------------------------|----------------------------|----------------------------|--------------------|--------------------|
| All Other | \$5,699,151 | \$6,699,151 | \$6,699,151 | \$6,699,151 |
| GENERAL FUND TOTAL | \$5,699,151 | \$6,699,151 | \$6,699,151 | \$6,699,151 |

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**PROGRAM SUMMARY**

| GENERAL FUND | History 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
|---------------------------|----------------------------|----------------------------|--------------------|--------------------|
| All Other | \$5,699,151 | \$6,699,151 | \$6,699,151 | \$6,699,151 |
| GENERAL FUND TOTAL | \$5,699,151 | \$6,699,151 | \$6,699,151 | \$6,699,151 |

ADMINISTRATIVE AND FINANCIAL SERVICES, DEPARTMENT OF

DEPARTMENT TOTALS

| | 2015-16 | 2016-17 |
|--|----------------------|----------------------|
| GENERAL FUND | \$57,443,482 | \$67,640,613 |
| FEDERAL EXPENDITURES FUND | \$500 | \$500 |
| OTHER SPECIAL REVENUE FUNDS | \$6,533,277 | \$6,533,277 |
| FINANCIAL AND PERSONNEL SERVICES FUND | \$21,101,772 | \$21,037,055 |
| POSTAL, PRINTING AND SUPPLY FUND | \$3,827,871 | \$3,841,814 |
| OFFICE OF INFORMATION SERVICES FUND | \$56,672,716 | \$56,412,678 |
| RISK MANAGEMENT FUND | \$3,958,504 | \$3,953,104 |
| CENTRAL MOTOR POOL | \$10,035,911 | \$10,024,430 |
| REAL PROPERTY LEASE INTERNAL SERVICE FUND | \$25,902,827 | \$25,898,643 |
| STATE-ADMINISTERED FUND | \$2,042,515 | \$2,042,515 |
| DEPARTMENT TOTAL - ALL FUNDS | <u>\$187,519,375</u> | <u>\$197,384,629</u> |

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 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
|--|----------------------------|----------------------------|--------------------|--------------------|
| POSITIONS - LEGISLATIVE COUNT | 14.000 | 14.000 | 13.500 | 13.500 |
| Personal Services | \$1,256,517 | \$1,277,027 | \$1,446,166 | \$1,433,234 |
| All Other | \$14,501 | \$11,501 | \$11,501 | \$11,501 |
| GENERAL FUND TOTAL | \$1,271,018 | \$1,288,528 | \$1,457,667 | \$1,444,735 |
| | | | | |
| OTHER SPECIAL REVENUE FUNDS | History 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
| POSITIONS - LEGISLATIVE COUNT | 19.000 | 19.000 | 18.000 | 18.000 |
| Personal Services | \$1,545,769 | \$1,615,529 | \$1,690,980 | \$1,687,267 |
| All Other | \$214,449 | \$211,449 | \$211,449 | \$211,449 |
| OTHER SPECIAL REVENUE FUNDS TOTAL | \$1,760,218 | \$1,826,978 | \$1,902,429 | \$1,898,716 |

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, Section 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 Fund 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 increase the hours of one Staff Auditor I position from 40 hours biweekly to 80 hours biweekly.

Ref. #: 594

Committee Vote: in 9-0

AFA Vote: _____

| GENERAL FUND | 2015-16 | 2016-17 |
|-------------------------------|----------------|----------------|
| POSITIONS - LEGISLATIVE COUNT | 0.500 | 0.500 |

| | | |
|--------------------|----------|----------|
| Personal Services | \$36,348 | \$37,423 |
| GENERAL FUND TOTAL | \$36,348 | \$37,423 |

Justification:

In accordance with Maine Revised Statutes, Title 5, Chapter 11, the Office of the State Auditor must be organized in the manner the State Auditor considers best suited to the accomplishment of its functions. The office may have those auditors, assistants and employees as the State Auditor may require, but they are subject to the Civil Service Law. The Office of the State Auditor is requesting to increase the hours of the Staff Auditor I position from 40 hours biweekly to 80 hours biweekly in order to conduct the federally mandated Single Audit and to conduct special project audits.

Audit - Departmental Bureau 0067

Initiative: Establishes one Principal Auditor position, one Senior Auditor position and one Staff Auditor II position and provides funding for related All Other costs to create an Information Technology Audit unit in the Audit - Departmental Bureau program.

Ref. #: 595 Committee Vote: in 9-0 AFA Vote: _____

| | | |
|-------------------------------|----------------|----------------|
| GENERAL FUND | 2015-16 | 2016-17 |
| POSITIONS - LEGISLATIVE COUNT | 1.000 | 1.000 |
| Personal Services | \$93,836 | \$92,249 |
| All Other | \$2,000 | \$2,000 |
| GENERAL FUND TOTAL | \$95,836 | \$94,249 |

Ref. #: 596 Committee Vote: in 9-0 AFA Vote: _____

| | | |
|------------------------------------|----------------|----------------|
| OTHER SPECIAL REVENUE FUNDS | 2015-16 | 2016-17 |
| POSITIONS - LEGISLATIVE COUNT | 2.000 | 2.000 |
| Personal Services | \$223,278 | \$218,976 |
| All Other | \$4,000 | \$4,000 |
| OTHER SPECIAL REVENUE FUNDS TOTAL | \$227,278 | \$222,976 |

Justification:

This initiative provides funding to create an Information Technology Audit unit to audit the major computer systems administered by state agencies. The Principal Auditor position and the Senior Auditor position will be funded by Other Special Revenue Funds through audit assessment charges to federal programs. The Staff Auditor II position requires funding by the General Fund. The American Institute of Certified Public Accountants' Statements on Auditing Standards requires that the auditor obtain an understanding of internal controls relevant to the audit. A significant component of an organization's system of internal control is their information systems. During the last decade, information systems related to financial reporting and federal compliance have increased in number and complexity; they have become the norm. The addition of an Information Technology Audit unit is essential to the future of the Office of the State Auditor because expertise in information technology auditing is vital to conducting audits in accordance with professional auditing standards.

Audit - Departmental Bureau 0067

Initiative: Provides one-time funding for a mandatory external Peer Review of the Office of the State Auditor's system of quality control.

Ref. #: 597

Committee Vote: in 9-0

AFA Vote: _____

GENERAL FUND

All Other

2015-16

2016-17

\$0 \$3,000

GENERAL FUND TOTAL

\$0 \$3,000

Ref. #: 598

Committee Vote: in 9-0

AFA Vote: _____

OTHER SPECIAL REVENUE FUNDS

All Other

2015-16

2016-17

\$0 \$7,000

OTHER SPECIAL REVENUE FUNDS TOTAL

\$0 \$7,000

Justification:

The Office of the State Auditor is required by Generally Accepted Auditing Standards to have a professional Peer Review conducted on its system of quality control once every three years. The next Peer Review will be conducted in October 2017. The National State Auditors Association conducts the review under a contract agreement for \$10,000. The costs of the Peer Review are shared by the Department's General Fund (30%) and its Other Special Revenue Funds (70%).

Audit - Departmental Bureau 0067

Initiative: Provides funding for the cost of technology related expenditures.

Ref. #: 599

Committee Vote: in 9-0

AFA Vote: _____

GENERAL FUND

All Other

2015-16

2016-17

\$16,600 \$16,682

GENERAL FUND TOTAL

\$16,600 \$16,682

Ref. #: 600

Committee Vote: in 9-0

AFA Vote: _____

OTHER SPECIAL REVENUE FUNDS

All Other

2015-16

2016-17

\$6,929 \$7,035

OTHER SPECIAL REVENUE FUNDS TOTAL

\$6,929 \$7,035

Justification:

This initiative provides funding for the cost of technology used by the Office of the State Auditor, including services provided by the Office of Information Technology (OIT) such as phone service, network access, server and storage/back-up of data, and email as well as the cost of technology related expenditures that are not supported by OIT. The Office of Information Technology created a budget module to capture the technology related expenditures of all State agencies. The rates, fees, and charges contained in the budget module were established by the Office of Information Technology. The Office of the State Auditor's budget request is based on the completion of the Information Technology

budget module templates, and adjustments to cover costs which are not provided to the Office of the State Auditor by the Office of Information Technology.

Audit - Departmental Bureau 0067

Initiative: Provides funding for the costs of technology related expenditures associated with the establishment of an Information Technology Audit unit in the Audit - Departmental Bureau program.

Ref. #: 601 Committee Vote: in 9-0 AFA Vote: _____

| | 2015-16 | 2016-17 |
|---------------------------|----------------|----------------|
| GENERAL FUND | | |
| All Other | \$1,860 | \$1,866 |
| GENERAL FUND TOTAL | <u>\$1,860</u> | <u>\$1,866</u> |

Ref. #: 602 Committee Vote: in 9-0 AFA Vote: _____

| | 2015-16 | 2016-17 |
|--|----------------|----------------|
| OTHER SPECIAL REVENUE FUNDS | | |
| All Other | \$3,720 | \$3,731 |
| OTHER SPECIAL REVENUE FUNDS TOTAL | <u>\$3,720</u> | <u>\$3,731</u> |

Justification:

The American Institute of Certified Public Accountants' Statements on Auditing Standards requires that the auditor obtain an understanding of internal controls relevant to the audit. A significant component of an organization's system of internal control is their information systems. During the last decade, information systems related to financial reporting and federal compliance have increased in number and complexity; they have become the norm. The addition of an information technology audit unit is essential to the future of the Office of the State Auditor because expertise in information technology auditing is vital to conducting audits in accordance with professional auditing standards. This initiative provides funding for the technology costs associated with the unit, such as phone service, network access and email accounts.

AUDIT - DEPARTMENTAL BUREAU 0067
PROGRAM SUMMARY

| GENERAL FUND | History 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
|-------------------------------|----------------------------|----------------------------|--------------------|--------------------|
| POSITIONS - LEGISLATIVE COUNT | 14.000 | 14.000 | 15.000 | 15.000 |
| Personal Services | \$1,256,517 | \$1,277,027 | \$1,576,350 | \$1,562,906 |
| All Other | \$14,501 | \$11,501 | \$31,961 | \$35,049 |
| GENERAL FUND TOTAL | \$1,271,018 | \$1,288,528 | \$1,608,311 | \$1,597,955 |

| OTHER SPECIAL REVENUE FUNDS | History 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
|--|----------------------------|----------------------------|--------------------|--------------------|
| POSITIONS - LEGISLATIVE COUNT | 19.000 | 19.000 | 20.000 | 20.000 |
| Personal Services | \$1,545,769 | \$1,615,529 | \$1,914,258 | \$1,906,243 |
| All Other | \$214,449 | \$211,449 | \$226,098 | \$233,215 |
| OTHER SPECIAL REVENUE FUNDS TOTAL | \$1,760,218 | \$1,826,978 | \$2,140,356 | \$2,139,458 |

Audit - Unorganized Territory 0075

Initiative: BASELINE BUDGET

| | History 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
|--|--------------------|--------------------|------------------|------------------|
| OTHER SPECIAL REVENUE FUNDS | | | | |
| POSITIONS - LEGISLATIVE COUNT | 2.000 | 2.000 | 2.000 | 2.000 |
| Personal Services | \$149,483 | \$155,995 | \$165,843 | \$162,504 |
| All Other | \$63,327 | \$63,727 | \$63,727 | \$63,727 |
| OTHER SPECIAL REVENUE FUNDS TOTAL | \$212,810 | \$219,722 | \$229,570 | \$226,231 |

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: Provides funding to support the production of the annual financial report required by Maine Revised Statutes, Title 30-A, section 246, subsection C.

Ref. #: 606

Committee Vote: in 9-0

AFA Vote: _____

| | 2015-16 | 2016-17 |
|--|----------------|----------------|
| OTHER SPECIAL REVENUE FUNDS | | |
| All Other | \$3,600 | \$3,600 |
| OTHER SPECIAL REVENUE FUNDS TOTAL | \$3,600 | \$3,600 |

Justification:

Maine Revised Statutes, Title 30-A, section 246, subsection C requires the production of the annual financial report and its distribution to the legislature, county commissioners representing areas of the unorganized territory and taxpayers who request copies. Allocation to fund this report has been requested by financial orders in fiscal year 2012-13 and fiscal year 2013-14. These activities are supported entirely by the Unorganized Territory Property Taxes collected by Maine Revenue Services from assessments and levies in the Municipal Cost Component. No General Fund monies will be required to fund this initiative.

Audit - Unorganized Territory 0075

Initiative: Provides funding to support contracts for two technical training sessions to nine counties on topics related to the statutory requirements for compliance with the municipal cost component legislation.

Ref. #: 607

Committee Vote: in 9-0

AFA Vote: _____

| | 2015-16 | 2016-17 |
|------------------------------------|----------|----------|
| OTHER SPECIAL REVENUE FUNDS | | |
| All Other | \$10,200 | \$10,200 |

OTHER SPECIAL REVENUE FUNDS TOTAL

| | |
|----------|----------|
| \$10,200 | \$10,200 |
|----------|----------|

Justification:

Developing and refreshing skills is an important tool in keeping expenditures and budgets in compliance with state statutes. Training will add uniformity, consistency, and comparability to procedures, practices, and budgetary matters related to the municipal cost component, and to its development districts throughout the Unorganized Territory Education and Service Tax District. These activities are supported entirely by the Unorganized Territory Property Taxes collected by Maine Revenue Services from assessments and levies in the Municipal Cost Component. No General Fund monies will be required to fund this initiative.

Audit - Unorganized Territory 0075

Initiative: Provides funding for the cost of technology related expenditures.

Ref. #: 608

Committee Vote: in 9-0

AFA Vote: _____

OTHER SPECIAL REVENUE FUNDS

All Other

| | |
|---------|---------|
| 2015-16 | 2016-17 |
|---------|---------|

| | |
|---------|---------|
| \$1,282 | \$1,294 |
|---------|---------|

OTHER SPECIAL REVENUE FUNDS TOTAL

| | |
|---------|---------|
| \$1,282 | \$1,294 |
|---------|---------|

Justification:

This initiative provides funding for the cost of technology used by the Office of the State Auditor, including services provided by the Office of Information Technology (OIT) such as phone service, network access, server and storage/back-up of data, and email as well as the cost of technology related expenditures that are not supported by OIT. The Office of Information Technology created a budget module to capture the technology related expenditures of all State agencies. The rates, fees, and charges contained in the budget module were established by the Office of Information Technology. The Office of the State Auditor's budget request is based on the completion of the Information Technology budget module templates, and adjustments to cover costs which are not provided to the Office of the State Auditor by the Office of Information Technology.

Audit - Unorganized Territory 0075

Initiative: Reorganizes one Fiscal Administrator position to a Public Service Manager II position in the Office of the State Auditor's Unorganized Territory program.

Ref. #: 609

Committee Vote: in 9-0

AFA Vote: _____

OTHER SPECIAL REVENUE FUNDS

Personal Services

| | |
|---------|---------|
| 2015-16 | 2016-17 |
|---------|---------|

| | |
|----------|---------|
| \$10,300 | \$9,952 |
|----------|---------|

OTHER SPECIAL REVENUE FUNDS TOTAL

| | |
|----------|---------|
| \$10,300 | \$9,952 |
|----------|---------|

Justification:

The Fiscal Administrator position provides policy information, guidance and analyses on technical taxation and governance issues affecting the Unorganized Territory to the State Auditor, the Joint Standing Committee on Taxation, the Joint Standing Committee on State and Local Government, six State Agencies, and nine counties. The position has additional program responsibilities for tax increment financing districts, and is an important control on the costs of services to the unorganized territories taxpayers. The last reclassification of the position was initiated in fiscal year 2001.

The funding for this position is supported entirely by the Unorganized Territory property taxes collected by Maine Revenue Services from assessments and levies of the municipal cost component. No General Fund monies will be used to fund this initiative.

AUDIT - UNORGANIZED TERRITORY 0075
PROGRAM SUMMARY

| OTHER SPECIAL REVENUE FUNDS | History 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
|--|----------------------------|----------------------------|------------------|------------------|
| POSITIONS - LEGISLATIVE COUNT | 2.000 | 2.000 | 2.000 | 2.000 |
| Personal Services | \$149,483 | \$155,995 | \$176,143 | \$172,456 |
| All Other | \$63,327 | \$63,727 | \$78,809 | \$78,821 |
| OTHER SPECIAL REVENUE FUNDS TOTAL | \$212,810 | \$219,722 | \$254,952 | \$251,277 |

AUDITOR, OFFICE OF THE STATE

| DEPARTMENT TOTALS | 2015-16 | 2016-17 |
|------------------------------|--------------------|--------------------|
| GENERAL FUND | \$1,608,311 | \$1,597,955 |
| OTHER SPECIAL REVENUE FUNDS | \$2,395,308 | \$2,390,735 |
| DEPARTMENT TOTAL - ALL FUNDS | <u>\$4,003,619</u> | <u>\$3,988,690</u> |

Sec. A-26. Appropriations and allocations. The following appropriations and allocations are made.

EXECUTIVE DEPARTMENT

Administration - Executive - Governor's Office 0165

Initiative: BASELINE BUDGET

| GENERAL FUND | History 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
|-------------------------------|----------------------------|----------------------------|--------------------|--------------------|
| POSITIONS - LEGISLATIVE COUNT | 20.500 | 20.500 | 20.500 | 20.500 |
| Personal Services | \$1,817,003 | \$1,891,721 | \$2,219,383 | \$2,233,092 |
| All Other | \$340,482 | \$414,949 | \$414,949 | \$414,949 |
| GENERAL FUND TOTAL | \$2,157,485 | \$2,306,670 | \$2,634,332 | \$2,648,041 |

| FEDERAL EXPENDITURES FUND | History 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
|--|----------------------------|----------------------------|------------------|------------------|
| POSITIONS - LEGISLATIVE COUNT | 1.000 | 1.000 | 1.000 | 1.000 |
| Personal Services | \$150,693 | \$160,295 | \$153,536 | \$155,741 |
| All Other | \$599,944 | \$599,944 | \$599,944 | \$599,944 |
| FEDERAL EXPENDITURES FUND TOTAL | \$750,637 | \$760,239 | \$753,480 | \$755,685 |

| OTHER SPECIAL REVENUE FUNDS | History 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
|--|----------------------------|----------------------------|----------------|----------------|
| 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.

The Governor's Office of Health Policy and Finance serves as a clearinghouse to assure consistent health policy and finance for Maine. It is responsible for the effective implementation of the Dirigo Health Reform Act. Specifically, the Office must produce the State Health Plan and assure its implementation. Additionally, the Office is also responsible for

leading Maine's efforts to reduce prescription drug costs for Maine citizens.

Administration - Executive - Governor's Office 0165

Initiative: Reallocates the cost of one Governor's Special Assistant position from 87.5% General Fund and 12.5% Federal Expenditures Fund to 100% General Fund within the same program.

Ref. #: 1389

Committee Vote: in 12-0

AFA Vote: _____

GENERAL FUND

Personal Services

2015-16

\$14,993

2016-17

\$15,132

All Other

\$7,424

\$7,424

GENERAL FUND TOTAL

\$22,417

\$22,556

Ref. #: 1390

Committee Vote: in 12-0

AFA Vote: _____

FEDERAL EXPENDITURES FUND

Personal Services

2015-16

(\$14,993)

2016-17

(\$15,132)

All Other

(\$7,424)

(\$7,424)

FEDERAL EXPENDITURES FUND TOTAL

(\$22,417)

(\$22,556)

Justification:

The ability to utilize federal funding for this position ended with the phase out of the Dirigo Health program.

Administration - Executive - Governor's Office 0165

Initiative: Reallocates the cost of one part-time Governor's Special Assistant position from 83.5% General Fund and 16.5% Federal Expenditures Fund to 100% General Fund within the same program.

Ref. #: 1391

Committee Vote: in 12-0

AFA Vote: _____

GENERAL FUND

Personal Services

2015-16

\$6,909

2016-17

\$6,972

All Other

\$3,421

\$3,421

GENERAL FUND TOTAL

\$10,330

\$10,393

Ref. #: 1392

Committee Vote: in 12-0

AFA Vote: _____

FEDERAL EXPENDITURES FUND

Personal Services

2015-16

(\$6,909)

2016-17

(\$6,972)

All Other

(\$3,421)

(\$3,421)

FEDERAL EXPENDITURES FUND TOTAL

(\$10,330)

(\$10,393)

Justification:

The ability to utilize federal funding for this position ended with the phase out of the Dirigo Health program.

Administration - Executive - Governor's Office 0165

Initiative: Transfers one Governor's Special Assistant position from the Office of Communications program to the Governor's Office, Administration-Executive-Governor's Office program within the same fund.

Ref. #: 1393

Committee Vote: in 12-0

AFA Vote: _____

| | | |
|-------------------------------|------------------|------------------|
| GENERAL FUND | 2015-16 | 2016-17 |
| POSITIONS - LEGISLATIVE COUNT | 1.000 | 1.000 |
| Personal Services | \$123,448 | \$122,472 |
| GENERAL FUND TOTAL | \$123,448 | \$122,472 |

Justification:

The Office of Communications program funds one position. To simplify administration, the position will be transferred to the Governor's Office, Administration-Executive-Governor's Office program.

Administration - Executive - Governor's Office 0165

Initiative: Eliminates funding for the Office of Health Policy & Finance - Grants, Federal Expenditures Fund in the Administration-Executive-Governor's Office program.

Ref. #: 1394

Committee Vote: in 12-0

AFA Vote: _____

| | | |
|--|--------------------|--------------------|
| FEDERAL EXPENDITURES FUND | 2015-16 | 2016-17 |
| All Other | (\$474,085) | (\$474,085) |
| FEDERAL EXPENDITURES FUND TOTAL | (\$474,085) | (\$474,085) |

Justification:

There has been no activity in this account since fiscal year 2011-12. With no anticipated future activity, the account will be closed.

Administration - Executive - Governor's Office 0165

Initiative: Provides funding for legal contingencies in which the Attorney General declines to represent the state.

Ref. #: 1395

Committee Vote: out 8-5

AFA Vote: _____

| | | |
|---------------------|----------------|----------------|
| GENERAL FUND | 2015-16 | 2016-17 |
| All Other | \$1,000,000 | \$1,000,000 |

GENERAL FUND TOTAL

\$1,000,000 \$1,000,000

Justification:

This request is in response to the Attorney General's consistent lack of legal representation through her office.

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

| GENERAL FUND | History 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
|--|----------------------------|----------------------------|--------------------|--------------------|
| POSITIONS - LEGISLATIVE COUNT | 20.500 | 20.500 | 21.500 | 21.500 |
| Personal Services | \$1,817,003 | \$1,891,721 | \$2,364,733 | \$2,377,668 |
| All Other | \$340,482 | \$414,949 | \$1,425,794 | \$1,425,794 |
| GENERAL FUND TOTAL | \$2,157,485 | \$2,306,670 | \$3,790,527 | \$3,803,462 |
| | | | | |
| FEDERAL EXPENDITURES FUND | History 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
| POSITIONS - LEGISLATIVE COUNT | 1.000 | 1.000 | 1.000 | 1.000 |
| Personal Services | \$150,693 | \$160,295 | \$131,634 | \$133,637 |
| All Other | \$599,944 | \$599,944 | \$115,014 | \$115,014 |
| FEDERAL EXPENDITURES FUND TOTAL | \$750,637 | \$760,239 | \$246,648 | \$248,651 |
| | | | | |
| OTHER SPECIAL REVENUE FUNDS | History 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
| All Other | \$500 | \$500 | \$500 | \$500 |
| OTHER SPECIAL REVENUE FUNDS TOTAL | \$500 | \$500 | \$500 | \$500 |

Blaine House 0072

Initiative: BASELINE BUDGET

| GENERAL FUND | History 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
|-------------------------------|----------------------------|----------------------------|------------------|------------------|
| POSITIONS - LEGISLATIVE COUNT | 6.000 | 6.000 | 6.000 | 6.000 |
| POSITIONS - FTE COUNT | 0.684 | 0.684 | 0.684 | 0.684 |
| Personal Services | \$451,178 | \$470,877 | \$549,406 | \$555,719 |
| All Other | \$62,182 | \$62,182 | \$62,182 | \$62,182 |
| GENERAL FUND TOTAL | \$513,360 | \$533,059 | \$611,588 | \$617,901 |

| OTHER SPECIAL REVENUE FUNDS | History 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
|--|----------------------------|----------------------------|----------------|----------------|
| 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 Governors 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 house; 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: Provides funding for technology devices and services.

Ref. #: 1379

Committee Vote: in 12-0

AFA Vote: _____

| GENERAL FUND | 2015-16 | 2016-17 |
|---------------------------|----------------|----------------|
| All Other | \$7,323 | \$7,323 |
| GENERAL FUND TOTAL | \$7,323 | \$7,323 |

Justification:

Provides funding for technology devices and services underfunded in the 2016-2017 biennium.

BLAINE HOUSE 0072
PROGRAM SUMMARY

| GENERAL FUND | History 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
|--|----------------------------|----------------------------|------------------|------------------|
| POSITIONS - LEGISLATIVE COUNT | 6.000 | 6.000 | 6.000 | 6.000 |
| POSITIONS - FTE COUNT | 0.684 | 0.684 | 0.684 | 0.684 |
| Personal Services | \$451,178 | \$470,877 | \$549,406 | \$555,719 |
| All Other | \$62,182 | \$62,182 | \$69,505 | \$69,505 |
| GENERAL FUND TOTAL | \$513,360 | \$533,059 | \$618,911 | \$625,224 |
| | | | | |
| OTHER SPECIAL REVENUE FUNDS | History 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
| All Other | \$5,240 | \$5,240 | \$5,240 | \$5,240 |
| OTHER SPECIAL REVENUE FUNDS TOTAL | \$5,240 | \$5,240 | \$5,240 | \$5,240 |

Governor's Office of Communications Z127

Initiative: BASELINE BUDGET

| GENERAL FUND | History 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
|-------------------------------|----------------------------|----------------------------|------------------|------------------|
| POSITIONS - LEGISLATIVE COUNT | 1.000 | 1.000 | 1.000 | 1.000 |
| Personal Services | \$132,931 | \$133,933 | \$123,448 | \$122,472 |
| GENERAL FUND TOTAL | \$132,931 | \$133,933 | \$123,448 | \$122,472 |

Justification:

The Governor's Office of Communications consolidates, coordinates, and streamlines communication functions in State Government, and provides coordinated public communication services to State departments and agencies.

Governor's Office of Communications Z127

Initiative: Transfers one Governor's Special Assistant position from the Office of Communications program to the Governor's Office, Administration-Executive-Governor's Office program within the same fund.

Ref. #: 1408

Committee Vote: 12-0

AFA Vote: _____

| GENERAL FUND | 2015-16 | 2016-17 |
|-------------------------------|--------------------|--------------------|
| POSITIONS - LEGISLATIVE COUNT | (1.000) | (1.000) |
| Personal Services | (\$123,448) | (\$122,472) |
| GENERAL FUND TOTAL | (\$123,448) | (\$122,472) |

Justification:

The Office of Communications program funds one position. To simplify administration, the position will be transferred to the Governor's Office, Administration-Executive-Governor's Office program.

GOVERNOR'S OFFICE OF COMMUNICATIONS Z127
PROGRAM SUMMARY

| GENERAL FUND | History 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
|-------------------------------|----------------------------|----------------------------|----------------|----------------|
| POSITIONS - LEGISLATIVE COUNT | 1.000 | 1.000 | 0.000 | 0.000 |
| Personal Services | \$132,931 | \$133,933 | \$0 | \$0 |
| GENERAL FUND TOTAL | \$132,931 | \$133,933 | \$0 | \$0 |

Office of Policy and Management Z135

Initiative: BASELINE BUDGET

| GENERAL FUND | History 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
|-------------------------------|----------------------------|----------------------------|------------------|------------------|
| POSITIONS - LEGISLATIVE COUNT | 7.000 | 7.000 | 7.000 | 7.000 |
| Personal Services | \$718,342 | \$739,958 | \$728,533 | \$728,445 |
| All Other | \$142,223 | \$142,223 | \$142,223 | \$142,223 |
| GENERAL FUND TOTAL | \$860,565 | \$882,181 | \$870,756 | \$870,668 |

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
PROGRAM SUMMARY**

| GENERAL FUND | History 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
|-------------------------------|----------------------------|----------------------------|------------------|------------------|
| POSITIONS - LEGISLATIVE COUNT | 7.000 | 7.000 | 7.000 | 7.000 |
| Personal Services | \$718,342 | \$739,958 | \$728,533 | \$728,445 |
| All Other | \$142,223 | \$142,223 | \$142,223 | \$142,223 |
| GENERAL FUND TOTAL | \$860,565 | \$882,181 | \$870,756 | \$870,668 |

EXECUTIVE DEPARTMENT

DEPARTMENT TOTALS

| | 2015-16 | 2016-17 |
|-------------------------------------|--------------------|--------------------|
| GENERAL FUND | \$5,280,194 | \$5,299,354 |
| FEDERAL EXPENDITURES FUND | \$246,648 | \$248,651 |
| OTHER SPECIAL REVENUE FUNDS | \$5,740 | \$5,740 |
| DEPARTMENT TOTAL - ALL FUNDS | <u>\$5,532,582</u> | <u>\$5,553,745</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

| GENERAL FUND | History 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
|---------------------------|----------------------------|----------------------------|-----------------|-----------------|
| All Other | \$69,331 | \$69,331 | \$69,331 | \$69,331 |
| GENERAL FUND TOTAL | \$69,331 | \$69,331 | \$69,331 | \$69,331 |

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. MRWA guidance and leadership to Maine's utilities were instrumental in meeting additional security requirements resulting from 9/11.

One result of increased regulation is the skyrocketing need for additional environmental capital. MRWA works with many towns to find grants and low interest loans to meet additional environmental requirements. MRWA provides a combination of coordination, guidance and conduct income surveys to help keep water and sewer rates affordable in Maine's towns.

Another result of increased regulation is the additional requirements for operator certification. Our Association continuously redevelops our training program to meet the ever-changing demands of licensed operators. In 2008, MRWA provided training to over 2200 people. This population includes water and wastewater operators, trustees, selectpersons, town managers, administrative personnel, public works crews, as well as those individuals sitting for licenses. Water and wastewater staff members rely on MRWA's training program for meeting their certification requirements. Some individuals may attend one or two trainings a year, while others attend dozens.

MRWA assists districts to organize and reorganize their water and wastewater systems to better meet the needs of the community and environmental regulations. We have assisted in the development of over a dozen water systems as the

result of groundwater contamination.

MRWA 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.

MRWA trained approximately 2,200 utility and public works personnel, trustees and municipal officials in our 2010-2011 training cycle. Additionally, MRWA placed financing of approximately \$2 million dollars in environmental improvements during the 2010-2011 period. MRWA also prepares a biennial Salary & Wage Survey and an annual Sewer Rate Survey which are vital to utilities and lending agencies. Finally, we project that MRWA will resolve 280 drinking water technical violations during this two year period.

Based on proposed funding cuts MRWA expects to pro

**MAINE MUNICIPAL BOND BANK - MAINE RURAL WATER ASSOCIATION 0699
PROGRAM SUMMARY**

| GENERAL FUND | History 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
|---------------------------|----------------------------|----------------------------|-----------------|-----------------|
| All Other | \$69,331 | \$69,331 | \$69,331 | \$69,331 |
| GENERAL FUND TOTAL | \$69,331 | \$69,331 | \$69,331 | \$69,331 |

MUNICIPAL BOND BANK, MAINE

| | | |
|------------------------------|-----------------|-----------------|
| DEPARTMENT TOTALS | 2015-16 | 2016-17 |
| GENERAL FUND | \$69,331 | \$69,331 |
| DEPARTMENT TOTAL - ALL FUNDS | <u>\$69,331</u> | <u>\$69,331</u> |

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

SECRETARY OF STATE, DEPARTMENT OF

Administration - Archives 0050

Initiative: BASELINE BUDGET

| | History 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
|--|----------------------------|----------------------------|--------------------|--------------------|
| GENERAL FUND | | | | |
| POSITIONS - LEGISLATIVE COUNT | 12,500 | 12,500 | 12,500 | 12,500 |
| Personal Services | \$756,599 | \$779,318 | \$830,914 | \$839,807 |
| All Other | \$721,083 | \$275,527 | \$275,527 | \$275,527 |
| Capital Expenditures | \$27,700 | \$0 | \$0 | \$0 |
| GENERAL FUND TOTAL | \$1,505,382 | \$1,054,845 | \$1,106,441 | \$1,115,334 |
| | | | | |
| FEDERAL EXPENDITURES FUND | History 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
| POSITIONS - LEGISLATIVE COUNT | 1,000 | 1,000 | 1,000 | 1,000 |
| Personal Services | \$72,997 | \$75,047 | \$79,994 | \$78,176 |
| All Other | \$27,673 | \$27,673 | \$27,673 | \$27,673 |
| FEDERAL EXPENDITURES FUND TOTAL | \$100,670 | \$102,720 | \$107,667 | \$105,849 |
| | | | | |
| OTHER SPECIAL REVENUE FUNDS | History 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
| 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 technology 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, publishing by microfilm, printing selected records in high demand by the public, and posting databases and electronic documents on the internet.

Administration - Archives 0050

Initiative: Provides funding for contract work to perform data indexing in support of the records digitization project.

Ref. #: 2682

Committee Vote: m. 9-0

AFA Vote: _____

| | | |
|---------------------------|-----------------|-----------------|
| GENERAL FUND | 2015-16 | 2016-17 |
| All Other | \$64,480 | \$66,560 |
| GENERAL FUND TOTAL | \$64,480 | \$66,560 |

Justification:

Allows for two full-time temporary staff working on a one year contract to index raw metadata captured in the data conversion effort to more detailed, descriptive content to be used as finding aids, viewable and retrievable by the public. This work would include linking migrated data images that are already stored on Archives servers, to indexed metadata in the new database system.

Administration - Archives 0050

Initiative: Provides funding for one-third of the cost of one Librarian II position and related All Other established in the Library and Development Services program in the Maine State Library.

Ref. #: 2683

Committee Vote: in 9-0

AFA Vote: _____

GENERAL FUND

| | 2015-16 | 2016-17 |
|--------------------|-----------------|-----------------|
| Personal Services | \$20,907 | \$21,338 |
| All Other | \$1,340 | \$1,340 |
| GENERAL FUND TOTAL | <u>\$22,247</u> | <u>\$22,678</u> |

Justification:

This Librarian II position is established in the Maine State Library's (MSL) Library & Development Services program and is funded one-third each from the Library & Development Services program; the Maine State Museum's (MSA) Museum Administration program; and, from the Maine State Archives' (MSA) Archives program. The position will spend equal time across the three agencies and will provide cataloguing, photographic, and digitization services for tens of thousands of historical images not currently available to the public, ensuring future access by the public. The parties believe that creating and sharing such a position will help each organization meet its goals, and will do so in a manner that develops further collaboration among the MSL, MSM, and MSA, as well as offering the State of Maine an example of efficiency and shared public service that suggests a new way of achieving responsive and effective government.

ADMINISTRATION - ARCHIVES 0050
PROGRAM SUMMARY

| GENERAL FUND | History 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
|--|----------------------------|----------------------------|--------------------|--------------------|
| POSITIONS - LEGISLATIVE COUNT | 12.500 | 12.500 | 12.500 | 12.500 |
| Personal Services | \$756,599 | \$779,318 | \$851,821 | \$861,145 |
| All Other | \$721,083 | \$275,527 | \$341,347 | \$343,427 |
| Capital Expenditures | \$27,700 | \$0 | \$0 | \$0 |
| GENERAL FUND TOTAL | \$1,505,382 | \$1,054,845 | \$1,193,168 | \$1,204,572 |
| | | | | |
| FEDERAL EXPENDITURES FUND | History 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
| POSITIONS - LEGISLATIVE COUNT | 1.000 | 1.000 | 1.000 | 1.000 |
| Personal Services | \$72,997 | \$75,047 | \$79,994 | \$78,176 |
| All Other | \$27,673 | \$27,673 | \$27,673 | \$27,673 |
| FEDERAL EXPENDITURES FUND TOTAL | \$100,670 | \$102,720 | \$107,667 | \$105,849 |
| | | | | |
| OTHER SPECIAL REVENUE FUNDS | History 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
| 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

| GENERAL FUND | History 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
|-------------------------------|----------------------------|----------------------------|--------------------|--------------------|
| POSITIONS - LEGISLATIVE COUNT | 32.000 | 32.000 | 32.000 | 32.000 |
| Personal Services | \$1,876,818 | \$2,019,918 | \$2,312,747 | \$2,309,249 |
| All Other | \$697,895 | \$700,280 | \$700,280 | \$700,280 |
| GENERAL FUND TOTAL | \$2,574,713 | \$2,720,198 | \$3,013,027 | \$3,009,529 |

| OTHER SPECIAL REVENUE FUNDS | History 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
|--|----------------------------|----------------------------|------------------|------------------|
| POSITIONS - LEGISLATIVE COUNT | 4.000 | 4.000 | 4.000 | 4.000 |
| Personal Services | \$217,781 | \$231,990 | \$232,842 | \$235,401 |
| All Other | \$24,385 | \$24,385 | \$24,385 | \$24,385 |
| OTHER SPECIAL REVENUE FUNDS TOTAL | \$242,166 | \$256,375 | \$257,227 | \$259,786 |

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 2016-2017 biennium, the Bureau of Corporations, Elections and Commissions is projected to generate approximately \$19.5 million in revenues.

Bureau of Administrative Services and Corporations 0692

Initiative: Provides funding for continuing programs established under the federal Help America Vote Act of 2002, Public Law 107-252, chapter 407, section 15.

Ref. #: 2694

Committee Vote: in 9-0

AFA Vote: _____

| GENERAL FUND | 2015-16 | 2016-17 |
|---------------------------|----------------|--------------------|
| All Other | \$0 | \$1,018,325 |
| GENERAL FUND TOTAL | \$0 | \$1,018,325 |

Justification:

In 2002, the Federal government passed the Help America Vote Act (HAVA) which provided funds to states to establish uniform voting practices and processes for remaining compliant with related Federal mandates. Maine received slightly over \$18 million in awards. These funds and subsequent interest will be spent early in the first quarter of fiscal year

2016-17. In anticipation of this, a funding mechanism for continuing support of the equipment and processes established with the use of Federal HAVA funds must be identified so that delivery of and continuing compliance with HAVA's statutory programs such as Central Voter Registration (CVR), Accessible Voting Systems (AVS), Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA), and the Military and Overseas Empowerment Act (MOVE) can occur. The agency will need a baseline budget increase or alternative option to fund ongoing elections costs for the balance of fiscal year 2016-17 and beyond.

Bureau of Administrative Services and Corporations 0692

Initiative: Provides funding for the replacement of desktop computers and printers.

Ref. #: 2695 One Time Committee Vote: in 9-0 AFA Vote: _____

| | | |
|---------------------------|-----------------|----------------|
| GENERAL FUND | 2015-16 | 2016-17 |
| All Other | \$61,578 | \$0 |
| GENERAL FUND TOTAL | <u>\$61,578</u> | <u>\$0</u> |

Justification:

This funding will replace 34 desktop computers, 4 printers (including both the Elections and ballot station printers), and associated maintenance agreements for units ranging from 5 to 12 years old.

Bureau of Administrative Services and Corporations 0692

Initiative: Provides funding for increased postal service costs.

Ref. #: 2696 Committee Vote: in 9-0 AFA Vote: _____

| | | |
|---------------------------|-----------------|-----------------|
| GENERAL FUND | 2015-16 | 2016-17 |
| All Other | \$11,000 | \$17,000 |
| GENERAL FUND TOTAL | <u>\$11,000</u> | <u>\$17,000</u> |

Justification:

Since 2011, mailing costs for a first class letter have increased over 11%; mailing costs for a package have increased over 35%, and mailing costs for postcards have increased over 17%. In addition to several annual letter mailings to municipalities, numerous postcard mailings to voters, and two annual mailings to corporations licensed in the state; the agency is also responsible for the ballot packaging and mailing costs associated with a general, primary, and referendum election in each biennium as well as for any special elections that may be called.

BUREAU OF ADMINISTRATIVE SERVICES AND CORPORATIONS 0692
PROGRAM SUMMARY

| GENERAL FUND | History 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
|--|----------------------------|----------------------------|--------------------|--------------------|
| POSITIONS - LEGISLATIVE COUNT | 32.000 | 32.000 | 32.000 | 32.000 |
| Personal Services | \$1,876,818 | \$2,019,918 | \$2,312,747 | \$2,309,249 |
| All Other | \$697,895 | \$700,280 | \$772,858 | \$1,735,605 |
| GENERAL FUND TOTAL | \$2,574,713 | \$2,720,198 | \$3,085,605 | \$4,044,854 |
| | | | | |
| OTHER SPECIAL REVENUE FUNDS | History 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
| POSITIONS - LEGISLATIVE COUNT | 4.000 | 4.000 | 4.000 | 4.000 |
| Personal Services | \$217,781 | \$231,990 | \$232,842 | \$235,401 |
| All Other | \$24,385 | \$24,385 | \$24,385 | \$24,385 |
| OTHER SPECIAL REVENUE FUNDS TOTAL | \$242,166 | \$256,375 | \$257,227 | \$259,786 |

SECRETARY OF STATE, DEPARTMENT OF

DEPARTMENT TOTALS

| | 2015-16 | 2016-17 |
|------------------------------|--------------------|--------------------|
| GENERAL FUND | \$4,278,773 | \$5,249,426 |
| FEDERAL EXPENDITURES FUND | \$107,667 | \$105,849 |
| OTHER SPECIAL REVENUE FUNDS | \$274,957 | \$277,516 |
| DEPARTMENT TOTAL - ALL FUNDS | <u>\$4,661,397</u> | <u>\$5,632,791</u> |

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 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
|-------------------------------|----------------------------|----------------------------|--------------------|--------------------|
| POSITIONS - LEGISLATIVE COUNT | 15.000 | 15.000 | 15.000 | 15.000 |
| Personal Services | \$1,045,193 | \$1,069,394 | \$1,223,810 | \$1,213,240 |
| All Other | \$789,449 | \$784,626 | \$784,626 | \$784,626 |
| GENERAL FUND TOTAL | \$1,834,642 | \$1,854,020 | \$2,008,436 | \$1,997,866 |

| ABANDONED PROPERTY FUND | History 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
|--------------------------------------|----------------------------|----------------------------|------------------|------------------|
| All Other | \$208,149 | \$203,149 | \$203,149 | \$203,149 |
| ABANDONED PROPERTY FUND TOTAL | \$208,149 | \$203,149 | \$203,149 | \$203,149 |

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 such programs 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. #: 2732

Committee Vote: in 9-0

AFA Vote: _____

ABANDONED PROPERTY FUND

| | 2015-16 | 2016-17 |
|-------------------------------|------------|-----------------|
| All Other | \$0 | \$66,175 |
| ABANDONED PROPERTY FUND TOTAL | <u>\$0</u> | <u>\$66,175</u> |

Justification:

Provides funding for the modernization/replacement of the State's Unclaimed Property application, UPS2000. UPS2000 is a comprehensive unclaimed property application used by over 30 State Treasury Offices to accept holder reports (receipts), pay claims, and retain payment information. In Maine, the UPS2000 system is responsible for tracking over \$20 million in revenues, and helping to verify and pay over \$11 million in claims each fiscal year. UPS2000 was implemented in 2006 and is now a legacy application that will need to be replaced by the end of the current contract term (July 2016).

Administration - Treasury 0022

Initiative: Establishes one Management Analyst II position.

Ref. #: 2733

Committee Vote: in 9-0

AFA Vote: _____

GENERAL FUND

| | 2015-16 | 2016-17 |
|-------------------------------|-----------------|-----------------|
| POSITIONS - LEGISLATIVE COUNT | 1.000 | 1.000 |
| Personal Services | \$76,368 | \$77,964 |
| GENERAL FUND TOTAL | <u>\$76,368</u> | <u>\$77,964</u> |

Justification:

Establishes one Management Analyst II position to allow the Treasurer's Office to continue to identify and implement efficiency initiatives and to maintain an acceptable level of service to our central service partners by providing high-level cross training opportunities for essential functions.

Administration - Treasury 0022

Initiative: Adjusts funding to allow comprehensive automated web claim authentication and verification of unclaimed property.

Ref. #: 2734

Committee Vote: in 9-0

AFA Vote: _____

ABANDONED PROPERTY FUND

All Other

2015-16 2016-17

\$23,100 \$23,100

ABANDONED PROPERTY FUND TOTAL

\$23,100 \$23,100

Justification:

In fiscal year 2013-14, the Treasurer's Office entered into a contract with a third party vendor to provide authentication services related to Unclaimed Property web claims. This initiative allows the office to lower the dollar value threshold on claims that are decisioned based upon this automated authentication. The additional authentication permits the office to process more claims, improves accuracy and significantly reduces the rising risk of fraud.

Administration - Treasury 0022

Initiative: Provides funding for the approved reorganization of one Public Service Coordinator I position to a Public Service Manager I position and reduces All Other to fund the reorganization.

Ref. #: 2735

Committee Vote: in 9-0

AFA Vote: _____

GENERAL FUND

Personal Services

2015-16 2016-17

\$5,110 \$8,349

All Other

(\$5,110) (\$8,349)

GENERAL FUND TOTAL

\$0 \$0

Justification:

Provides funding for the approved reorganization of one Public Service Coordinator I position to a Public Service Manager I position and reduces All Other to fund the reorganization.

ADMINISTRATION - TREASURY 0022**PROGRAM SUMMARY**

| GENERAL FUND | History 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
|-------------------------------|----------------------------|----------------------------|--------------------|--------------------|
| POSITIONS - LEGISLATIVE COUNT | 15.000 | 15.000 | 16.000 | 16.000 |
| Personal Services | \$1,045,193 | \$1,069,394 | \$1,305,288 | \$1,299,553 |
| All Other | \$789,449 | \$784,626 | \$779,516 | \$776,277 |
| GENERAL FUND TOTAL | \$1,834,642 | \$1,854,020 | \$2,084,804 | \$2,075,830 |

| ABANDONED PROPERTY FUND | History 2013-14 | History 2014-15 | 2015-16 | 2016-17 |
|--------------------------------------|----------------------------|----------------------------|------------------|------------------|
| All Other | \$208,149 | \$203,149 | \$226,249 | \$292,424 |
| ABANDONED PROPERTY FUND TOTAL | \$208,149 | \$203,149 | \$226,249 | \$292,424 |

TREASURER OF STATE, OFFICE OF

DEPARTMENT TOTALS

2015-16

2016-17

GENERAL FUND

\$2,084,804

\$2,075,830

ABANDONED PROPERTY FUND

\$226,249

\$292,424

DEPARTMENT TOTAL - ALL FUNDS

\$2,311,053

\$2,368,254

~~most recent tax burden analysis, adjusted by the assessor to reflect the State's unique expenditure tax relief programs.~~

It is the goal and policy of the State that additional state funds provided to municipalities through increases in the state share of education funding under the essential programs and services funding model must, to the greatest possible extent, be available for statewide property tax reduction

SUMMARY PART M

This Part does the following:

1. Revises the distribution of available balances in the unappropriated surplus of the General Fund. In addition to the fixed transfer replenishing the Contingent Account up to \$350,000 and the fixed transfer for the Loan Insurance Reserve up to an amount of \$1,000,000, this part establishes a fixed transfer for the General Fund Operating Reserve to an amount up to \$2,500,000 and the Retiree Health Internal Service Fund up to an amount of \$4,000,000 over the 2016-2017 biennium and up to an amount of \$2,000,000 thereafter.
2. Revises the growth limitation factor to the 10 year average of nominal personal income growth plus 1. This eliminates the need for calculating the 10 year average of population growth and inflation.
3. Sets the "biennial base year appropriation" to the appropriation enacted for Fiscal Year 2016-17 as of Dec. 1, 2016.
4. Eliminates all language dealing with the calculation of the state tax burden and how the growth limitation factor changes depending on our ranking.
5. Revises the appropriation limitation to be based on all General Funding spending and removes language for the additional GPA outside the cap until the State share reaches 55%.

PART N

Committee vote: n/10-1

Sec. N-1. 4 MRSA §1610-H is enacted to read:

§1610-H. Additional securities

Notwithstanding any limitation on the amount of securities that may be issued pursuant to section 1606, subsection 2, the authority may issue additional securities in an amount not to exceed \$112,000,000 outstanding at any one time for preliminary planning costs and capital repairs and improvements at various state facilities.

Sec. N-2. Maine Governmental Facilities Authority; issuance of securities. Pursuant to the Maine Revised Statutes, Title 4, section 1606, subsection 2 and section 1610-H, and notwithstanding the limitation contained in Title 4, section 1606, subsection 2 regarding the

amount of securities that may be issued, the Maine Governmental Facilities Authority is authorized to issue securities in its own name in an amount up to \$112,000,000. Proceeds must be used for the purpose of paying the costs, including preliminary planning costs, including but not limited to needs assessments and space planning, master planning, capital asset assessments, concept design, design development and final design including construction drawings, associated with capital repairs and improvements to and construction of state-owned facilities and hazardous waste clean-up on state-owned properties as designated by the Commissioner of Administrative and Financial Services.

SUMMARY PART N

This Part authorizes new Maine Governmental Facilities Authority borrowing of \$112,000,000 to provide funding for capital repairs and improvements to state facilities.

PART O

Sec. O-1. 36 MRSA §4641-B, sub-§4-B, ¶E, as amended by PL 2011, c. 453, §6, is further amended to read:

E. In fiscal year 2015-16 ~~and each fiscal year thereafter~~, the Treasurer of State shall credit the revenues derived from the tax imposed pursuant to section 4641-A, subsection 1 in accordance with this paragraph.

(1) At the beginning of the fiscal year, the Maine State Housing Authority shall certify to the Treasurer of State the amount that is necessary and sufficient to meet the authority's obligations relating to bonds issued or planned to be issued by the authority under Title 30-A, section 4864.

(2) On a monthly basis the Treasurer of State shall apply 50% of the revenues in accordance with this subparagraph. The Treasurer of State shall first pay revenues available under this subparagraph to the Maine State Housing Authority, which shall deposit the funds in the Maine Energy, Housing and Economic Recovery Fund established in Title 30-A, section 4863, until the amount paid equals the amount certified by the Maine State Housing Authority under subparagraph (1), after which the Treasurer of State shall credit any remaining revenues available under this subparagraph to the General Fund.

(3) On a monthly basis, the Treasurer of State shall ~~credit~~ apply 50% of the revenues in accordance with this subparagraph. The Treasurer of State shall first credit \$6,291,740 of the revenues available under this subparagraph to the General Fund, after which the Treasurer of State shall pay any remaining revenues available under this subparagraph to the Maine State Housing Authority, which shall deposit the funds in the Housing Opportunities for Maine Fund created in Title 30-A, section 4853.

Sec. O-2. 36 MRSA §4641-B, sub-§4-B, ¶E-1, is enacted to read:

section 1666, funding is continued for each individual tax expenditure, as defined in Title 5, section 1666, reported in the budget document submitted to the Legislature by the Governor on January 09, 2015.

SUMMARY PART P

This part continues authorization for each individual tax expenditure provided by statute.

PART Q

Sec. Q-1. Attrition savings. Notwithstanding any other provision of law, the attrition rate for the 2016-2017 biennium is increased from 1.6% to 3 % for judicial branch and executive branch departments and agencies only. The attrition rate for subsequent biennia is 1.6%.

Sec. Q-2. Calculation and transfer. Notwithstanding any other provision of law, the State Budget Officer shall calculate the amount of savings in this Part that applies against each General Fund account for all departments and agencies from savings associated with attrition in fiscal year 2015-16 and fiscal year 2016-17 and shall transfer the amounts by financial order upon the approval of the Governor. These transfers are considered adjustments to appropriations in fiscal year 2015-16 and fiscal year 2016-17. The State Budget Officer shall provide a report of the transferred amounts to the Joint Standing Committee on Appropriations and Financial Affairs no later than October 1, 2015.

SUMMARY PART Q

This Part recognizes an increase in the attrition rate to 3% for the 2016-2017 Biennium for judicial branch and executive branch departments and agencies.

PART R

Committee vote: in 11:0

Sec. R-1. Department of Administrative and Financial Services; lease- purchase authorization. Pursuant to the Maine Revised Statutes, Title 5, section 1587, the Department of Administrative and Financial Services, in cooperation with the Treasurer of State, may enter into financing arrangements in fiscal years 2015-16 and 2016-17 for the acquisition of motor vehicles for the Central Fleet Management Division. The financing agreements entered into in each fiscal year may not exceed \$5,500,000 in principal costs and a financing arrangement may not exceed 4 years in duration. The interest rate may not exceed 5%. The annual principal and interest costs must be paid from the appropriate line category allocations in the Central Fleet Management Division account.

SUMMARY PART R

This Part authorizes the Department of Administrative and Financial Services to enter into

financing arrangements in fiscal years 2015-16 and 2016-17 for the acquisition of motor vehicles for the Central Fleet Management Division.

PART S

Sec. S-1. Department of Administrative and Financial Services; lease-purchase authorization. Pursuant to the Maine Revised Statutes, Title 5, section 1587, the Department of Administrative and Financial Services, on behalf of the Department of Public Safety, may enter into financing arrangements in fiscal years 2015-16 and 2016-17 for the acquisition of motor vehicles for the State Police. The financing arrangements entered into in each fiscal year may not exceed \$2,600,000 in principal costs, and a financing arrangement may not exceed 3 years in duration. The interest rate may not exceed 5%. The annual principal and interest costs must be paid from the appropriate line category appropriations and allocations in the State Police accounts.

SUMMARY PART S

This Part authorizes the Department of Administrative and Financial Services to enter into financing arrangements in fiscal years 2015-16 and 2016-17 for the acquisition of motor vehicles for the Department of Public Safety.

PART T

Committee vote: in 8-3

Sec. T-1. Voluntary employee incentive programs. Notwithstanding the Maine Revised Statutes, Title 5, section 903, subsections 1 and 2, the Commissioner of Administrative and Financial Services shall offer for use prior to July 1, 2017 special voluntary employee incentive programs for state employees, including a 50% workweek, flexible position staffing and time off without pay. Employee participation in a voluntary employee incentive program is subject to the approval of the employee's appointing authority.

Sec. T-2. Continuation of group health insurance. Notwithstanding the Maine Revised Statutes, Title 5, section 285, subsection 7 and Title 5, section 903, the State shall continue to pay health and dental insurance benefits for a state employee who applies prior to July 1, 2017 and is approved to participate in a voluntary employee incentive program under section 1 based upon the scheduled workweek in effect prior to the employee's participation in the voluntary employee incentive program.

Sec. T-3. Continuation of group life insurance. Notwithstanding the Maine Revised Statutes, Title 5, sections 903 and 18056 and the rules of the Maine Public Employees Retirement System, the life, accidental death and dismemberment, supplemental and dependent insurance amounts for a state employee who applies prior to July 1, 2017 and is approved to participate in a voluntary employee incentive program under section 1 are based upon the scheduled hours of the employee prior to the employee's participation in the voluntary employee incentive program.

Sec. T-4. General Fund savings. Notwithstanding the Maine Revised Statutes, Title 5,

section 1585, the State Budget Officer shall transfer the General Fund savings resulting from the voluntary employee incentive programs under section 1 to the General Fund Compensation and Benefit Plan account in the Department of Administrative and Financial Services. The State Budget Officer shall submit to the joint standing committee of the Legislature having jurisdiction over appropriations and financial affairs a report of the transferred amounts no later than January 15, 2017 for fiscal year 2015-16 and no later than January 15, 2018 for fiscal year 2016-17.

Sec. T-5. Lapsed balances. Notwithstanding any other provision of law, \$350,000 in fiscal year 2015-16 and \$350,000 in fiscal year 2016-17 of savings identified from the voluntary employee incentive programs in this Part lapse to the General Fund.

SUMMARY PART T

This Part continues the voluntary employee incentive program through the 2016-2017 biennium.

PART U *Committee vote: in 11-0*

Sec. U-1. Transfer from General Fund unappropriated surplus; Fund for Efficient Delivery of Local and Regional Services, Other Special Revenue Funds account.

Notwithstanding any other provision of law, the State Controller shall transfer \$5,000,000 from the General Fund unappropriated surplus to the Fund for Efficient Delivery of Local and Regional Services, Other Special Revenue Funds account within the Department of Administrative and Financial Services no later than June 30, 2016.

Sec. U-2. Transfer from General Fund unappropriated surplus; Fund for Efficient Delivery of Local and Regional Services, Other Special Revenue Funds account.

Notwithstanding any other provision of law, the State Controller shall transfer \$5,000,000 from the General Fund unappropriated surplus to the Fund for Efficient Delivery of Local and Regional Services, Other Special Revenue Funds account within the Department of Administrative and Financial Services no later than June 30, 2017

SUMMARY PART U

This Part requires the State Controller to transfer \$5,000,000 in each fiscal year of the 2016-2017 biennium, as a one-time transfer, from the General Fund unappropriated surplus to the Fund for Efficient Delivery of Local and Regional Services, Other Special Revenue account within the Department.

PART V

Sec. V-1. 5 MRSA §933, sub-§1, ¶N as amended by PL 2009, c. 552, §4, is repealed.

Sec. V-2. 5 MRSA §933, sub-§1, ¶P as repealed and replaced by PL 2013, c. 588, Pt. A, §3, is repealed.

PART UUU

Sec. UUU-1. Carrying provision; Department of Secretary of State, Administration - Archives. Notwithstanding any other provision of law, the State Controller shall carry forward any unexpended balance in the Personal Services line category at the end of fiscal years 2014-15 and 2015-16 to the next fiscal year in the Department of Secretary of State, Administration - Archives program. The amounts carried forward may be transferred to the All Other line category upon the recommendation of the State Budget Officer and approval of the Governor for the purpose of providing funding for archive activities.

Committee vote: in 9-0

SUMMARY PART UUU

This Part authorizes the Department of Secretary of State to carry Personal Services funding in the Administration – Archives program and authorizes the carried funds to be transferred by financial order to the All Other line category in the same program.

PART VVV

Sec. VVV-1. Transfer from General Fund undedicated revenue; Callahan Mine Site

Restoration, Department of Transportation. Notwithstanding any other provision of law, the State Controller shall transfer \$900,000 by August 15, 2015 and \$750,000 by August 15, 2016 from the General Fund unappropriated surplus to the Callahan Mine Site Restoration program, Other Special Revenue Funds account within the Department of Transportation to be used to design and implement clean-up initiatives at the Callahan Mine site.

SUMMARY PART VVV

This Part requires the State Controller to transfer \$900,000 in fiscal year 2015-16 and \$750,000 in fiscal year 2016-17 from the unappropriated surplus of the General Fund to the Callahan Mine Site Restoration program, Other Special Revenue Funds account within the Department of Transportation.

PART WWW

Sec. WWW- 1. 34-A. MRSA §1403, sub-§2, ¶D, as enacted by PL 2013, c. 491, §3, is further amended to read:

D. The commissioner may appoint and set the salary for a director of operations and a policy development coordinator ~~and a media and public information officer~~ to assist in carrying out the responsibilities of the department. An appointment is for an indeterminate term and until a successor is appointed and qualified or during the pleasure of the commissioner.

SUMMARY PART WWW

This Part removes the media and public information officer from this section. This position is