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

TO: Senator Catherine E. Breen, Senate Chair
Representative Drew Gattine, House Chair
Joint Standing Committee on Appropriations and Financial Affairs

FROM: Senator Ned Claxton, Senate Chair
Representative Roland D. Martin, House Chair
Joint Standing Committee on State and Local Government

DATE: April 10, 2019

Re: Committee Recommendations on the Governor's Proposed Biennial Budget Bill
(LD 1001)

We are writing to provide the recommendations of the Joint Standing Committee on State and Local Government on those portions of the Governor's proposed Biennial Budget Bill (LD 1001) that are under the committee's jurisdiction. We have reviewed and discussed these initiatives and appreciate your consideration of our recommendations and comments.

The Committee voted unanimously to move **IN** all budget initiatives under the Committee's jurisdiction with the **following exceptions**:

The Committee voted, by a 10 -1 vote, to move IN:

- Financial and Personal Services – Division of 0713, Initiative Ref # 120

The Committee voted, by a 7 - 4 vote, to move IN:

- Information Services 0155, Initiative Ref #81; and
- Purchases – Division of 0007, Initiative Ref # 21

The Committee voted, by an 8 – 3 vote, to move IN:

- Office of Policy and Management Z135, Initiative Ref #1145

The Committee voted unanimously to move **IN** all Language Parts under the Committee's jurisdiction with the following exceptions:

The Committee voted 7-4 to move **IN**:

- Part M; and
- Part E - The Minority Report for Part E was ONTP based on concerns for accountability, transparency, and constitutionality.

Thank you for your consideration of our recommendations.

Sincerely,



Senator Ned Claxton
Senator Chair



Rep. Roland D. Martin
House Chair

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

	History 2017-18	History 2018-19	2019-20	2020-21
GENERAL FUND				
POSITIONS - LEGISLATIVE COUNT	22.000	22.000	22.000	22.000
Personal Services	\$2,187,604	\$2,233,699	\$2,431,272	\$2,467,564
All Other	\$362,601	\$362,601	\$362,601	\$362,601
GENERAL FUND TOTAL	\$2,550,205	\$2,596,300	\$2,793,873	\$2,830,165
	History 2017-18	History 2018-19	2019-20	2020-21
OTHER SPECIAL REVENUE FUNDS				
All Other	\$5,000	\$5,000	\$5,000	\$5,000
OTHER SPECIAL REVENUE FUNDS TOTAL	\$5,000	\$5,000	\$5,000	\$5,000

Justification:

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

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

**ADMINISTRATION - HUMAN RESOURCES 0038
PROGRAM SUMMARY**

GENERAL FUND	History 2017-18	History 2018-19	2019-20	2020-21
POSITIONS - LEGISLATIVE COUNT	22.000	22.000	22.000	22.000
Personal Services	\$2,187,604	\$2,233,699	\$2,431,272	\$2,467,564
All Other	\$362,601	\$362,601	\$362,601	\$362,601
GENERAL FUND TOTAL	\$2,550,205	\$2,596,300	\$2,793,873	\$2,830,165
OTHER SPECIAL REVENUE FUNDS	History 2017-18	History 2018-19	2019-20	2020-21
All Other	\$5,000	\$5,000	\$5,000	\$5,000
OTHER SPECIAL REVENUE FUNDS TOTAL	\$5,000	\$5,000	\$5,000	\$5,000

Budget - Bureau of the 0055

Initiative: BASELINE BUDGET

	History 2017-18	History 2018-19	2019-20	2020-21
GENERAL FUND				
POSITIONS - LEGISLATIVE COUNT	12,000	12,000	12,000	12,000
Personal Services	\$1,423,118	\$1,446,266	\$1,478,227	\$1,492,831
All Other	\$62,683	\$62,683	\$62,683	\$62,683
GENERAL FUND TOTAL	\$1,485,801	\$1,508,949	\$1,540,910	\$1,555,514

Justification:

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

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

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

	History 2017-18	History 2018-19	2019-20	2020-21
GENERAL FUND				
POSITIONS - LEGISLATIVE COUNT	12,000	12,000	12,000	12,000
Personal Services	\$1,423,118	\$1,446,266	\$1,478,227	\$1,492,831
All Other	\$62,683	\$62,683	\$62,683	\$62,683
GENERAL FUND TOTAL	\$1,485,801	\$1,508,949	\$1,540,910	\$1,555,514

Buildings and Grounds Operations 0080

Initiative: BASELINE BUDGET

GENERAL FUND	History 2017-18	History 2018-19	2019-20	2020-21
POSITIONS - LEGISLATIVE COUNT	95.000	95.000	92.000	92.000
Personal Services	\$5,515,149	\$5,635,051	\$5,916,412	\$6,034,190
All Other	\$7,316,050	\$7,316,050	\$7,316,050	\$7,316,050
GENERAL FUND TOTAL	\$12,831,199	\$12,951,101	\$13,232,462	\$13,350,240
OTHER SPECIAL REVENUE FUNDS	History 2017-18	History 2018-19	2019-20	2020-21
All Other	\$711,277	\$711,277	\$711,277	\$711,277
OTHER SPECIAL REVENUE FUNDS TOTAL	\$711,277	\$711,277	\$711,277	\$711,277
REAL PROPERTY LEASE INTERNAL SERVICE FUND	History 2017-18	History 2018-19	2019-20	2020-21
POSITIONS - LEGISLATIVE COUNT	3.000	3.000	3.000	3.000
Personal Services	\$303,725	\$309,056	\$311,896	\$315,725
All Other	\$25,590,339	\$25,590,339	\$25,590,339	\$25,590,339
REAL PROPERTY LEASE INTERNAL SERVICE FUND TOTAL	\$25,894,064	\$25,899,395	\$25,902,235	\$25,906,064

Justification:

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

Buildings and Grounds Operations 0080

Initiative: Transfers one Secretary Associate position from the Buildings and Grounds Operations program to the Purchases - Division of program within the same fund to align funding with duties.

Ref. #: 69

Committee Vote: 11-0 IN AFA Vote: _____

GENERAL FUND	2019-20	2020-21
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POSITIONS - LEGISLATIVE COUNT	(1.000)	(1.000)
Personal Services	(\$73,163)	(\$73,856)
GENERAL FUND TOTAL	<u>(\$73,163)</u>	<u>(\$73,856)</u>

Justification:

This initiative transfers one Secretary Associate position to align funding source with assigned duties.

Buildings and Grounds Operations 0080

Initiative: Eliminates one vacant Laborer I position.

Ref. #: 70

Committee Vote: 11-0 In

AFA Vote: _____

GENERAL FUND	2019-20	2020-21
POSITIONS - LEGISLATIVE COUNT	(1.000)	(1.000)
Personal Services	(\$51,514)	(\$53,816)
GENERAL FUND TOTAL	<u>(\$51,514)</u>	<u>(\$53,816)</u>

Justification:

This initiative eliminates one vacant Laborer I position in the Buildings and Grounds Operations program.

Buildings and Grounds Operations 0080

Initiative: Reorganizes one Public Service Manager II position from range 31 to range 32 and transfers All Other to Personal Services to fund the approved reorganization.

Ref. #: 71

Committee Vote: 11-0 In

AFA Vote: _____

REAL PROPERTY LEASE INTERNAL SERVICE FUND	2019-20	2020-21
Personal Services	\$4,473	\$4,462
All Other	(\$4,473)	(\$4,462)
REAL PROPERTY LEASE INTERNAL SERVICE FUND TOTAL	<u>\$0</u>	<u>\$0</u>

Justification:

The Bureau of Human Resources has approved the position reorganization, which aligns the position range more closely to assigned duties. This initiative was originally C-B-57.

**BUILDINGS AND GROUNDS OPERATIONS 0080
PROGRAM SUMMARY**

GENERAL FUND	History 2017-18	History 2018-19	2019-20	2020-21
POSITIONS - LEGISLATIVE COUNT	95.000	95.000	90.000	90.000
Personal Services	\$5,515,149	\$5,635,051	\$5,791,735	\$5,906,518
All Other	\$7,316,050	\$7,316,050	\$7,316,050	\$7,316,050
GENERAL FUND TOTAL	\$12,831,199	\$12,951,101	\$13,107,785	\$13,222,568

OTHER SPECIAL REVENUE FUNDS	History 2017-18	History 2018-19	2019-20	2020-21
All Other	\$711,277	\$711,277	\$711,277	\$711,277
OTHER SPECIAL REVENUE FUNDS TOTAL	\$711,277	\$711,277	\$711,277	\$711,277

REAL PROPERTY LEASE INTERNAL SERVICE FUND	History 2017-18	History 2018-19	2019-20	2020-21
POSITIONS - LEGISLATIVE COUNT	3.000	3.000	3.000	3.000
Personal Services	\$303,725	\$309,056	\$316,369	\$320,187
All Other	\$25,590,339	\$25,590,339	\$25,585,866	\$25,585,877
REAL PROPERTY LEASE INTERNAL SERVICE FUND TOTAL	\$25,894,064	\$25,899,395	\$25,902,235	\$25,906,064

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

Initiative: BASELINE BUDGET

	History 2017-18	History 2018-19	2019-20	2020-21
GENERAL FUND				
All Other	\$310,587	\$310,587	\$310,587	\$310,587
GENERAL FUND TOTAL	\$310,587	\$310,587	\$310,587	\$310,587
	History 2017-18	History 2018-19	2019-20	2020-21
OTHER SPECIAL REVENUE FUNDS				
All Other	\$645,000	\$645,000	\$645,000	\$645,000
OTHER SPECIAL REVENUE FUNDS TOTAL	\$645,000	\$645,000	\$645,000	\$645,000

Justification:

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

**BUREAU OF GENERAL SERVICES - CAPITAL CONSTRUCTION AND IMPROVEMENT RESERVE FUND 0
PROGRAM SUMMARY**

	History 2017-18	History 2018-19	2019-20	2020-21
GENERAL FUND				
All Other	\$310,587	\$310,587	\$310,587	\$310,587
GENERAL FUND TOTAL	\$310,587	\$310,587	\$310,587	\$310,587
	History 2017-18	History 2018-19	2019-20	2020-21
OTHER SPECIAL REVENUE FUNDS				
All Other	\$645,000	\$645,000	\$645,000	\$645,000
OTHER SPECIAL REVENUE FUNDS TOTAL	\$645,000	\$645,000	\$645,000	\$645,000

Capital Construction/Repairs/Improvements - Administration 0059

Initiative: BASELINE BUDGET

GENERAL FUND	History 2017-18	History 2018-19	2019-20	2020-21
All Other	\$92,909	\$92,909	\$92,909	\$92,909
GENERAL FUND TOTAL	\$92,909	\$92,909	\$92,909	\$92,909
OTHER SPECIAL REVENUE FUNDS	History 2017-18	History 2018-19	2019-20	2020-21
All Other	\$948,359	\$948,359	\$948,359	\$948,359
OTHER SPECIAL REVENUE FUNDS TOTAL	\$948,359	\$948,359	\$948,359	\$948,359

Justification:

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

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

GENERAL FUND	History 2017-18	History 2018-19	2019-20	2020-21
All Other	\$92,909	\$92,909	\$92,909	\$92,909
GENERAL FUND TOTAL	\$92,909	\$92,909	\$92,909	\$92,909
OTHER SPECIAL REVENUE FUNDS	History 2017-18	History 2018-19	2019-20	2020-21
All Other	\$948,359	\$948,359	\$948,359	\$948,359
OTHER SPECIAL REVENUE FUNDS TOTAL	\$948,359	\$948,359	\$948,359	\$948,359

Central Administrative Applications Z234

Initiative: BASELINE BUDGET

	History 2017-18	History 2018-19	2019-20	2020-21
GENERAL FUND				
All Other	\$13,583,126	\$13,799,293	\$13,799,293	\$13,799,293
GENERAL FUND TOTAL	\$13,583,126	\$13,799,293	\$13,799,293	\$13,799,293

Justification:

The Central Administrative Applications program supports the operation of core systems employed by the Department of Administrative and Financial Services in order to process, control, and report on the State's financial and personnel information. These systems help to ensure that the State's revenues and expenditures are properly accounted for; that the State's employee resources are properly administered and supported; and that information is transparent to the public, where appropriate. Funding is established in 2017 Public Law 284, Part A and Part ZZZZZZ.

**CENTRAL ADMINISTRATIVE APPLICATIONS Z234
PROGRAM SUMMARY**

	History 2017-18	History 2018-19	2019-20	2020-21
GENERAL FUND				
All Other	\$13,583,126	\$13,799,293	\$13,799,293	\$13,799,293
GENERAL FUND TOTAL	\$13,583,126	\$13,799,293	\$13,799,293	\$13,799,293

Central Fleet Management 0703

Initiative: BASELINE BUDGET

	History 2017-18	History 2018-19	2019-20	2020-21
CENTRAL MOTOR POOL				
POSITIONS - LEGISLATIVE COUNT	16.000	16.000	16.000	16.000
Personal Services	\$1,075,143	\$1,099,779	\$1,113,728	\$1,139,126
All Other	\$7,876,304	\$8,065,968	\$8,065,968	\$8,065,968
CENTRAL MOTOR POOL TOTAL	\$8,951,447	\$9,165,747	\$9,179,696	\$9,205,094

Justification:

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

Central Fleet Management 0703

Initiative: Provides funding to increase the hours of one Office Associate II position from 60 hours to 80 hours biweekly and transfers All Other to Personal Services to fund the increase.

Ref. #: 114

Committee Vote: 11-0 In AFA Vote: _____

	2019-20	2020-21
CENTRAL MOTOR POOL		
Personal Services	\$15,964	\$16,766
All Other	(\$15,964)	(\$16,766)
CENTRAL MOTOR POOL TOTAL	\$0	\$0

Justification:

This initiative transfers All Other funding to Personal Services to support the cost of the approved position increase in bi-weekly hours.

**CENTRAL FLEET MANAGEMENT 0703
PROGRAM SUMMARY**

	History 2017-18	History 2018-19	2019-20	2020-21
CENTRAL MOTOR POOL				
POSITIONS - LEGISLATIVE COUNT	16.000	16.000	16.000	16.000
Personal Services	\$1,075,143	\$1,099,779	\$1,129,692	\$1,155,892
All Other	\$7,876,304	\$8,065,968	\$8,050,004	\$8,049,202
CENTRAL MOTOR POOL TOTAL	\$8,951,447	\$9,165,747	\$9,179,696	\$9,205,094

Central Services - Purchases 0004

Initiative: BASELINE BUDGET

	History 2017-18	History 2018-19	2019-20	2020-21
POSTAL, PRINTING AND SUPPLY FUND				
POSITIONS - LEGISLATIVE COUNT	33.000	33.000	32.000	32.000
Personal Services	\$2,182,060	\$2,233,022	\$2,281,505	\$2,327,467
All Other	\$1,542,220	\$1,542,220	\$1,542,220	\$1,542,220
POSTAL, PRINTING AND SUPPLY FUND TOTAL	\$3,724,280	\$3,775,242	\$3,823,725	\$3,869,687

Justification:

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

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

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

CENTRAL SERVICES - PURCHASES 0004

PROGRAM SUMMARY

	History 2017-18	History 2018-19	2019-20	2020-21
POSTAL, PRINTING AND SUPPLY FUND				
POSITIONS - LEGISLATIVE COUNT	33.000	33.000	32.000	32.000
Personal Services	\$2,182,060	\$2,233,022	\$2,281,505	\$2,327,467
All Other	\$1,542,220	\$1,542,220	\$1,542,220	\$1,542,220
POSTAL, PRINTING AND SUPPLY FUND TOTAL	\$3,724,280	\$3,775,242	\$3,823,725	\$3,869,687

Debt Service - Government Facilities Authority 0893

Initiative: BASELINE BUDGET

	History 2017-18	History 2018-19	2019-20	2020-21
GENERAL FUND				
All Other	\$16,836,024	\$19,955,674	\$19,955,674	\$19,955,674
GENERAL FUND TOTAL	<u>\$16,836,024</u>	<u>\$19,955,674</u>	<u>\$19,955,674</u>	<u>\$19,955,674</u>

Justification:

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

Debt Service - Government Facilities Authority 0893

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

Ref. #: 143

Committee Vote: 11-0 In AFA Vote: _____

	2019-20	2020-21
GENERAL FUND		
All Other	\$2,000,000	\$2,000,000
GENERAL FUND TOTAL	<u>\$2,000,000</u>	<u>\$2,000,000</u>

Justification:

This initiative is necessary to meet the required payments against borrowings necessary for state property improvements without impacting the normal operational funds for capital repairs and improvements.

**DEBT SERVICE - GOVERNMENT FACILITIES AUTHORITY 0893
PROGRAM SUMMARY**

	History 2017-18	History 2018-19	2019-20	2020-21
GENERAL FUND				
All Other	\$16,836,024	\$19,955,674	\$21,955,674	\$21,955,674
GENERAL FUND TOTAL	<u>\$16,836,024</u>	<u>\$19,955,674</u>	<u>\$21,955,674</u>	<u>\$21,955,674</u>

Financial and Personnel Services - Division of 0713

Initiative: BASELINE BUDGET

	History 2017-18	History 2018-19	2019-20	2020-21
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 2017-18	History 2018-19	2019-20	2020-21
FINANCIAL AND PERSONNEL SERVICES FUND				
POSITIONS - LEGISLATIVE COUNT	285.000	285.000	276.500	276.500
Personal Services	\$22,647,636	\$23,229,742	\$23,702,462	\$24,194,496
All Other	\$1,721,800	\$1,721,800	\$1,721,800	\$1,721,800
FINANCIAL AND PERSONNEL SERVICES FUND TOTAL	\$24,369,436	\$24,951,542	\$25,424,262	\$25,916,296

Justification:

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

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

Financial and Personnel Services - Division of 0713

Initiative: Transfers one Public Service Coordinator I position from the Financial and Personnel Services - Division of program, Financial and Personnel Services Fund to the Public Improvements - Planning/Construction - Administration program, General Fund and transfers All Other to Personal Services to fund the position in the General Fund.

Ref. #: 119

Committee Vote: 11-0 In

AFA Vote: _____

FINANCIAL AND PERSONNEL SERVICES FUND		
POSITIONS - LEGISLATIVE COUNT	2019-20	2020-21
Personal Services	(1.000)	(1.000)
	(\$112,066)	(\$113,026)
FINANCIAL AND PERSONNEL SERVICES FUND TOTAL	(\$112,066)	(\$113,026)

Justification:

The Bureau of General Services manages the renovation, construction and maintenance of all state facilities and is responsible for managing significant resources to fund this work. This position will be transferred from the Division of Financial and Personnel Services program to provide the necessary resources within the Bureau of General Services to appropriately analyze, manage and allocate resources to numerous on-going capital improvement projects.

Financial and Personnel Services - Division of 0713

Initiative: Provides funding to increase the hours of one Accounting Support Specialist position from 20 hours biweekly to 60 hours biweekly.

Ref. #: 120

Committee Vote: 10-1 In AFA Vote: _____

FINANCIAL AND PERSONNEL SERVICES FUND	2019-20	2020-21
POSITIONS - LEGISLATIVE COUNT	0.500	0.500
Personal Services	\$35,778	\$37,565
FINANCIAL AND PERSONNEL SERVICES FUND TOTAL	<u>\$35,778</u>	<u>\$37,565</u>

Justification:

This Department of Administrative and Financial Services position supports the Mountain View Correctional Facility's fiscal operations. The mission change of the Mountain View Youth Development Center/ Charleston Correctional Facility has placed increased demands on this position which cannot be supported by 20 hours biweekly.

Financial and Personnel Services - Division of 0713

Initiative: Transfers and reallocates one Management Analyst I position from the Department of Health and Human Services, Office of MaineCare Services program, 50% General Fund and 50% Federal Expenditures Fund to the Department of Administrative and Financial Services, Financial and Personnel Services - Division of program, 100% Financial and Personnel Services Fund.

Ref. #: 121

Committee Vote: 11-0 In AFA Vote: _____

FINANCIAL AND PERSONNEL SERVICES FUND	2019-20	2020-21
POSITIONS - LEGISLATIVE COUNT	1.000	1.000
Personal Services	\$81,335	\$82,006
FINANCIAL AND PERSONNEL SERVICES FUND TOTAL	<u>\$81,335</u>	<u>\$82,006</u>

Justification:

This position is being transferred from the Department of Health and Human Services (DHHS) to the Department of Administrative and Financial Services (DAFS) as part of an effort to streamline financial and accounting services. The position already functionally reports to DAFS, and this transfer aligns the funding as such. See related initiative HUM C-A-2003

Financial and Personnel Services - Division of 0713

Initiative: Transfers one part-time Office Assistant II position, one part-time Mental Health/Disability Determination Caseworker position and one Human Services Caseworker position from the Department of Health and Human Services, Developmental Services - Community program, General Fund to the Department of Administrative and Financial Services, Financial and Personnel Services - Division of program, Financial and Personnel Services Fund.

Ref. #: 122

Committee Vote:

11-0 IN

AFA Vote: _____

FINANCIAL AND PERSONNEL SERVICES FUND

	2019-20	2020-21
POSITIONS - LEGISLATIVE COUNT	2.500	2.500
Personal Services	\$141,123	\$148,052
FINANCIAL AND PERSONNEL SERVICES FUND TOTAL	\$141,123	\$148,052

Justification:

The Department of Administrative and Financial Services (DAFS) Service Center provides financial, accounting and human resource management services to the Department of Health and Human Services (DHHS) and the costs associated with these services are paid by DHHS. One Human Services Caseworker position was administratively reclassified to a Business Services Manager position on July 16, 2018. To fund this administrative reclassification, the DHHS administratively eliminated one Office Assistant II position and reduced the hours of one Mental Health/Disability Determination Caseworker from 24 hours per week to 20 hours per week. All three positions are being transferred to fund the reclassification of the Human Services Caseworker position to a Business Services Manager position in DAFS. The HUM change package is C-A-1608

Financial and Personnel Services - Division of 0713

Initiative: Transfers the cost of one Social Service Program Specialist II position and one part-time Behavioral Health Program Coordinator position from the Department of Health and Human Services, Mental Health Services - Community program, General Fund to the Department of Administrative and Financial Services, Financial and Personnel Services - Division of program, Financial and Personnel Services Fund.

Ref. #: 123

Committee Vote:

11-0 IN

AFA Vote: _____

FINANCIAL AND PERSONNEL SERVICES FUND

	2019-20	2020-21
POSITIONS - LEGISLATIVE COUNT	2.000	2.000
Personal Services	\$148,512	\$155,420
FINANCIAL AND PERSONNEL SERVICES FUND TOTAL	\$148,512	\$155,420

Justification:

The Department of Administrative and Financial Services (DAFS) Service Center provides financial, accounting and human resource management services to the Department of Health and Human Services (DHHS) and the costs associated with these services are paid by DHHS. One Social Services Program Specialist II position was administratively reclassified to a Business Services Manager position on June 22, 2018. To fund this administrative reclassification, the DHHS reduced the hours of one Behavioral Health Program Coordinator position from 27 hours per week to 25 hours per week. Both positions are being transferred to fund the reclassification of the Social Services Program Specialist II position to a Business Services Manager position in DAFS. The HUM change package is C-A-1905.

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

	History 2017-18	History 2018-19	2019-20	2020-21
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 2017-18	History 2018-19	2019-20	2020-21
FINANCIAL AND PERSONNEL SERVICES FUND				
POSITIONS - LEGISLATIVE COUNT	285.000	285.000	281.500	281.500
Personal Services	\$22,647,636	\$23,229,742	\$23,997,144	\$24,504,513
All Other	\$1,721,800	\$1,721,800	\$1,721,800	\$1,721,800
FINANCIAL AND PERSONNEL SERVICES FUND TOTAL	<u>\$24,369,436</u>	<u>\$24,951,542</u>	<u>\$25,718,944</u>	<u>\$26,226,313</u>

Information Services 0155

Initiative: BASELINE BUDGET

	History 2017-18	History 2018-19	2019-20	2020-21
GENERAL FUND				
All Other	\$220,000	\$4,700,000	\$4,700,000	\$4,700,000
GENERAL FUND TOTAL	\$220,000	\$4,700,000	\$4,700,000	\$4,700,000
FEDERAL EXPENDITURES FUND				
All Other	\$500	\$500	\$500	\$500
FEDERAL EXPENDITURES FUND TOTAL	\$500	\$500	\$500	\$500
OTHER SPECIAL REVENUE FUNDS				
All Other	\$500	\$500	\$500	\$500
OTHER SPECIAL REVENUE FUNDS TOTAL	\$500	\$500	\$500	\$500
OFFICE OF INFORMATION SERVICES FUND				
POSITIONS - LEGISLATIVE COUNT	476.500	439.000	438.000	438.000
Personal Services	\$47,946,706	\$45,393,708	\$46,813,170	\$47,673,631
All Other	\$7,471,270	\$7,465,142	\$7,465,142	\$7,465,142
OFFICE OF INFORMATION SERVICES FUND TOTAL	\$55,417,976	\$52,858,850	\$54,278,312	\$55,138,773

Justification:

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

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

Information Services 0155

Initiative: Transfers 3 Contract/Grant Specialist positions, one Public Service Coordinator I position, one Public Service Coordinator II position, one Public Service Manager III position and related All Other costs from the Information Services program, Office of Information Services Fund to the Purchases - Division of program, General Fund.

Ref. #: 81

Committee Vote: 7-4 In

AFA Vote: _____

OFFICE OF INFORMATION SERVICES FUND

POSITIONS - LEGISLATIVE COUNT

Personal Services

All Other

OFFICE OF INFORMATION SERVICES FUND TOTAL

	2019-20	2020-21
	(6.000)	(6.000)
	(\$664,301)	(\$668,561)
	(\$37,660)	(\$37,660)
	<u>(\$701,961)</u>	<u>(\$706,221)</u>

Justification:

The Vendor Management Office, previously under the Office of Information Technology(OIT), has been incorporated into the Bureau of General Services to centralize contracting services. This initiative changes the funding to reflect the change in oversight of the staff/functions by the Division of Procurement Services not OIT. These positions no longer report to OIT.

Information Services 0155

Initiative: Transfers one Public Service Executive II position and one Public Service Manager I position from the Department of Administrative and Financial Services, Information Services program, Office of Information Services Fund to the Department of Economic and Community Development, Office of Broadband Development program, Other Special Revenue Funds to administer the ConnectME Authority and reduces related All Other costs.

Ref. #: 82

Committee Vote: 10-0 In

AFA Vote: _____

OFFICE OF INFORMATION SERVICES FUND

POSITIONS - LEGISLATIVE COUNT

Personal Services

All Other

OFFICE OF INFORMATION SERVICES FUND TOTAL

	2019-20	2020-21
	(2.000)	(2.000)
	(\$274,014)	(\$277,570)
	(\$10,600)	(\$10,600)
	<u>(\$284,614)</u>	<u>(\$288,170)</u>

Justification:

This initiative permanently moves two positions from the Office of Information Technology (OIT) in the Department of Administrative and Financial Services to the Department of Economic and Community Development (DECD) to administer the ConnectME Authority. Statutory language is submitted to move the programs associated with these positions from OIT to DECD. Corresponding change package is ECC C-A-3.

Information Services 0155

Initiative: Transfers and reallocates one Communications Technician position from 65% General Fund and 35% Highway Fund in the Department of Public Safety, State Police program and one Communications Technician position from 50% Highway Fund and 50% Federal Expenditures Fund in the Department of Public Safety, Traffic Safety - Commercial Vehicle Enforcement program to 100% Office of Information Services Fund in the Department of Administrative and Financial Services, Information Services program.

Ref. #: 83

Committee Vote: 10-0 In

AFA Vote: _____

OFFICE OF INFORMATION SERVICES FUND

	2019-20	2020-21
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POSITIONS - LEGISLATIVE COUNT	2.000	2.000
Personal Services	\$144,362	\$151,478
All Other	\$10,600	\$10,600
OFFICE OF INFORMATION SERVICES FUND TOTAL	\$154,962	\$162,078

Justification:

These positions assist with equipment installation and setup for law enforcement vehicles. Through agreement of the departments, the positions are better aligned with agency duties within the Office of Information Technology. The corresponding change package in the Department of Public Safety is C-A-53.

**INFORMATION SERVICES 0155
PROGRAM SUMMARY**

GENERAL FUND	History 2017-18	History 2018-19	2019-20	2020-21
All Other	\$220,000	\$4,700,000	\$4,700,000	\$4,700,000
GENERAL FUND TOTAL	\$220,000	\$4,700,000	\$4,700,000	\$4,700,000
FEDERAL EXPENDITURES FUND	History 2017-18	History 2018-19	2019-20	2020-21
All Other	\$500	\$500	\$500	\$500
FEDERAL EXPENDITURES FUND TOTAL	\$500	\$500	\$500	\$500
OTHER SPECIAL REVENUE FUNDS	History 2017-18	History 2018-19	2019-20	2020-21
All Other	\$500	\$500	\$500	\$500
OTHER SPECIAL REVENUE FUNDS TOTAL	\$500	\$500	\$500	\$500
OFFICE OF INFORMATION SERVICES FUND	History 2017-18	History 2018-19	2019-20	2020-21
POSITIONS - LEGISLATIVE COUNT	476.500	439.000	432.000	432.000
Personal Services	\$47,946,706	\$45,393,708	\$46,019,217	\$46,878,978
All Other	\$7,471,270	\$7,465,142	\$7,427,482	\$7,427,482
OFFICE OF INFORMATION SERVICES FUND TOTAL	\$55,417,976	\$52,858,850	\$53,446,699	\$54,306,460

Leased Space Reserve Fund Program Z145

Initiative: BASELINE BUDGET

	History 2017-18	History 2018-19	2019-20	2020-21
OTHER SPECIAL REVENUE FUNDS				
All Other	\$500	\$500	\$500	\$500
OTHER SPECIAL REVENUE FUNDS TOTAL	\$500	\$500	\$500	\$500

Justification:

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

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

	History 2017-18	History 2018-19	2019-20	2020-21
OTHER SPECIAL REVENUE FUNDS				
All Other	\$500	\$500	\$500	\$500
OTHER SPECIAL REVENUE FUNDS TOTAL	\$500	\$500	\$500	\$500

Office of the Commissioner - Administrative and Financial Services 0718

Initiative: BASELINE BUDGET

GENERAL FUND	History 2017-18	History 2018-19	2019-20	2020-21
POSITIONS - LEGISLATIVE COUNT	8,000	8,000	8,000	8,000
Personal Services	\$1,009,274	\$1,035,713	\$1,158,873	\$1,175,909
All Other	\$123,188	\$123,188	\$123,188	\$123,188
GENERAL FUND TOTAL	\$1,132,462	\$1,158,901	\$1,282,061	\$1,299,097

OTHER SPECIAL REVENUE FUNDS	History 2017-18	History 2018-19	2019-20	2020-21
All Other	\$5,000	\$5,000	\$5,000	\$5,000
OTHER SPECIAL REVENUE FUNDS TOTAL	\$5,000	\$5,000	\$5,000	\$5,000

Justification:

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

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

Office of the Commissioner - Administrative and Financial Services 0718

Initiative: Reorganizes one Office Specialist II position to a Public Service Coordinator I position.

Ref. #: 128

Committee Vote: 10-0-1 AFA Vote: _____

GENERAL FUND	2019-20	2020-21
Personal Services	\$5,162	\$5,149
GENERAL FUND TOTAL	\$5,162	\$5,149

Justification:

The Bureau of Human Resources has approved the position reorganization, which aligns the position with its required workload. This initiative was originally C-B-59.

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

	History 2017-18	History 2018-19	2019-20	2020-21
GENERAL FUND				
POSITIONS - LEGISLATIVE COUNT	8.000	8.000	8.000	8.000
Personal Services	\$1,009,274	\$1,035,713	\$1,164,035	\$1,181,058
All Other	\$123,188	\$123,188	\$123,188	\$123,188
GENERAL FUND TOTAL	\$1,132,462	\$1,158,901	\$1,287,223	\$1,304,246
	History 2017-18	History 2018-19	2019-20	2020-21
OTHER SPECIAL REVENUE FUNDS				
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 2017-18	History 2018-19	2019-20	2020-21
POSITIONS - LEGISLATIVE COUNT	10.000	10.000	10.000	10.000
Personal Services	\$1,069,239	\$1,097,882	\$1,232,848	\$1,241,704
All Other	\$1,127,977	\$1,127,977	\$1,127,977	\$1,127,977
GENERAL FUND TOTAL	\$2,197,216	\$2,225,859	\$2,360,825	\$2,369,681

OTHER SPECIAL REVENUE FUNDS	History 2017-18	History 2018-19	2019-20	2020-21
All Other	\$31,000	\$31,000	\$31,000	\$31,000
OTHER SPECIAL REVENUE FUNDS TOTAL	\$31,000	\$31,000	\$31,000	\$31,000

Justification:

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

Public Improvements - Planning/Construction - Administration 0057

Initiative: Transfers one Public Service Executive II position from the Public Improvements - Planning/Construction - Administration program to the Purchases - Division of program within the same fund to align funding with duties.

Ref. #: 54

Committee Vote: 10-0 In AFA Vote: _____

GENERAL FUND	2019-20	2020-21
POSITIONS - LEGISLATIVE COUNT	(1.000)	(1.000)
Personal Services	(\$175,519)	(\$176,280)
GENERAL FUND TOTAL	(\$175,519)	(\$176,280)

Justification:

This initiative transfers one Public Service Executive III (Chief Procurement Officer) position to align funding source with assigned duties. This position provides executive level management for the Bureau of General Services.

Public Improvements - Planning/Construction - Administration 0057

Initiative: Transfers one Public Service Coordinator I position from the Financial and Personnel Services - Division of program, Financial and Personnel Services Fund to the Public Improvements - Planning/Construction - Administration program, General Fund and transfers All Other to Personal Services to fund the position in the General Fund.

Ref. #: 55

Committee Vote: 10-0 In AFA Vote: _____

GENERAL FUND	2019-20	2020-21
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POSITIONS - LEGISLATIVE COUNT	1.000	1.000
Personal Services	\$112,066	\$113,026
All Other	(\$112,066)	(\$113,026)
GENERAL FUND TOTAL	\$0	\$0

Justification:

The Bureau of General Services manages the renovation, construction and maintenance of all state facilities and is responsible for managing significant resources to fund this work. This position will be transferred from the Division of Financial and Personnel Services program to provide the necessary resources within the Bureau of General Services to appropriately analyze, manage and allocate resources to numerous on-going capital improvement projects.

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

GENERAL FUND	History 2017-18	History 2018-19	2019-20	2020-21
POSITIONS - LEGISLATIVE COUNT	10.000	10.000	10.000	10.000
Personal Services	\$1,069,239	\$1,097,882	\$1,169,395	\$1,178,450
All Other	\$1,127,977	\$1,127,977	\$1,015,911	\$1,014,951
GENERAL FUND TOTAL	\$2,197,216	\$2,225,859	\$2,185,306	\$2,193,401

OTHER SPECIAL REVENUE FUNDS	History 2017-18	History 2018-19	2019-20	2020-21
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 2017-18	History 2018-19	2019-20	2020-21
POSITIONS - LEGISLATIVE COUNT	5.500	5.500	5.500	5.500
Personal Services	\$520,300	\$538,404	\$582,869	\$598,270
All Other	\$381,592	\$381,592	\$381,592	\$381,592
GENERAL FUND TOTAL	\$901,892	\$919,996	\$964,461	\$979,862

OTHER SPECIAL REVENUE FUNDS	History 2017-18	History 2018-19	2019-20	2020-21
All Other	\$4,000	\$4,000	\$4,000	\$4,000
OTHER SPECIAL REVENUE FUNDS TOTAL	\$4,000	\$4,000	\$4,000	\$4,000

Justification:

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

The Division of Purchases' policy is to provide for open and competitive bidding in the procurement of goods and services to the greatest extent possible. Commodity purchases are competitively bid by the Division's Buyers through our electronic procurement system, Vendor Self Service (VSS). Professional services are competitively bid by contracting agencies through a Request for Proposals (RFP) process conducted under the Division of Purchases' rules. All state agency contracts for services are subject to the Division's review and approval. Finally, for State Departments and Agencies subject to 5 MRSA §155, contracts for service or grant renewals or amendments valued at \$1 million or more are generally subject to review and approval by the State Procurement Review Committee reestablished in Executive Order 2016-001.

Purchases - Division of 0007

Initiative: Transfers 3 Contract/Grant Specialist positions, one Public Service Coordinator I position, one Public Service Coordinator II position, one Public Service Manager III position and related All Other costs from the Information Services program, Office of Information Services Fund to the Purchases - Division of program, General Fund.

Ref. #: 21

Committee Vote:

7-4 IN

AFA Vote: _____

GENERAL FUND	2019-20	2020-21
POSITIONS - LEGISLATIVE COUNT	6.000	6.000
Personal Services	\$664,301	\$668,561
All Other	\$37,660	\$37,660
GENERAL FUND TOTAL	\$701,961	\$706,221

Justification:

The Vendor Management Office, previously under the Office of Information Technology(OIT), has been incorporated into the Bureau of General Services to centralize contracting services. This initiative changes the funding to reflect the change in oversight of the staff/functions by the Division of Procurement Services not OIT. These positions no longer report to OIT.

Purchases - Division of 0007

Initiative: Transfers one Secretary Associate position from the Buildings and Grounds Operations program to the Purchases - Division of program within the same fund to align funding with duties.

Ref. #: 22

Committee Vote: 11-0 In AFA Vote: _____

	2019-20	2020-21
GENERAL FUND		
POSITIONS - LEGISLATIVE COUNT	1.000	1.000
Personal Services	\$73,163	\$73,856
GENERAL FUND TOTAL	\$73,163	\$73,856

Justification:

This initiative transfers one Secretary Associate position to align funding source with assigned duties.

Purchases - Division of 0007

Initiative: Transfers one Public Service Executive II position from the Public Improvements - Planning/Construction - Administration program to the Purchases - Division of program within the same fund to align funding with duties.

Ref. #: 23

Committee Vote: 10-0 In AFA Vote: _____

	2019-20	2020-21
GENERAL FUND		
POSITIONS - LEGISLATIVE COUNT	1.000	1.000
Personal Services	\$175,519	\$176,280
GENERAL FUND TOTAL	\$175,519	\$176,280

Justification:

This initiative transfers one Public Service Executive III (Chief Procurement Officer) position to align funding source with assigned duties. This position provides executive level management for the Bureau of General Services.

**PURCHASES - DIVISION OF 0007
PROGRAM SUMMARY**

GENERAL FUND	History 2017-18	History 2018-19	2019-20	2020-21
POSITIONS - LEGISLATIVE COUNT	5.500	5.500	13.500	13.500
Personal Services	\$520,300	\$538,404	\$1,495,852	\$1,516,967
All Other	\$381,592	\$381,592	\$419,252	\$419,252
GENERAL FUND TOTAL	\$901,892	\$919,996	\$1,915,104	\$1,936,219
OTHER SPECIAL REVENUE FUNDS	History 2017-18	History 2018-19	2019-20	2020-21
All Other	\$4,000	\$4,000	\$4,000	\$4,000
OTHER SPECIAL REVENUE FUNDS TOTAL	\$4,000	\$4,000	\$4,000	\$4,000

Risk Management - Claims 0008

Initiative: BASELINE BUDGET

	History 2017-18	History 2018-19	2019-20	2020-21
RISK MANAGEMENT FUND				
POSITIONS - LEGISLATIVE COUNT	5.000	5.000	5.000	5.000
Personal Services	\$435,202	\$447,739	\$464,126	\$471,362
All Other	\$3,528,053	\$3,527,742	\$3,527,742	\$3,527,742
RISK MANAGEMENT FUND TOTAL	\$3,963,255	\$3,975,481	\$3,991,868	\$3,999,104
	History 2017-18	History 2018-19	2019-20	2020-21
STATE-ADMINISTERED FUND				
All Other	\$2,042,515	\$2,042,515	\$2,042,515	\$2,042,515
STATE-ADMINISTERED FUND TOTAL	\$2,042,515	\$2,042,515	\$2,042,515	\$2,042,515

Justification:

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

**RISK MANAGEMENT - CLAIMS 0008
PROGRAM SUMMARY**

	History 2017-18	History 2018-19	2019-20	2020-21
RISK MANAGEMENT FUND				
POSITIONS - LEGISLATIVE COUNT	5.000	5.000	5.000	5.000
Personal Services	\$435,202	\$447,739	\$464,126	\$471,362
All Other	\$3,528,053	\$3,527,742	\$3,527,742	\$3,527,742
RISK MANAGEMENT FUND TOTAL	\$3,963,255	\$3,975,481	\$3,991,868	\$3,999,104
	History 2017-18	History 2018-19	2019-20	2020-21
STATE-ADMINISTERED FUND				
All Other	\$2,042,515	\$2,042,515	\$2,042,515	\$2,042,515
STATE-ADMINISTERED FUND TOTAL	\$2,042,515	\$2,042,515	\$2,042,515	\$2,042,515

State Controller - Office of the 0056

Initiative: BASELINE BUDGET

GENERAL FUND	History 2017-18	History 2018-19	2019-20	2020-21
POSITIONS - LEGISLATIVE COUNT	28,000	28,000	28,000	28,000
Personal Services	\$2,733,944	\$2,778,614	\$2,946,495	\$2,987,932
All Other	\$164,581	\$164,581	\$164,581	\$164,581
GENERAL FUND TOTAL	\$2,898,525	\$2,943,195	\$3,111,076	\$3,152,513

OTHER SPECIAL REVENUE FUNDS	History 2017-18	History 2018-19	2019-20	2020-21
All Other	\$11,000	\$11,000	\$11,000	\$11,000
OTHER SPECIAL REVENUE FUNDS TOTAL	\$11,000	\$11,000	\$11,000	\$11,000

Justification:

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

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

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

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

	History 2017-18	History 2018-19	2019-20	2020-21
GENERAL FUND				
POSITIONS - LEGISLATIVE COUNT	28.000	28.000	28.000	28.000
Personal Services	\$2,733,944	\$2,778,614	\$2,946,495	\$2,987,932
All Other	\$164,581	\$164,581	\$164,581	\$164,581
GENERAL FUND TOTAL	\$2,898,525	\$2,943,195	\$3,111,076	\$3,152,513
	History 2017-18	History 2018-19	2019-20	2020-21
OTHER SPECIAL REVENUE FUNDS				
All Other	\$11,000	\$11,000	\$11,000	\$11,000
OTHER SPECIAL REVENUE FUNDS TOTAL	\$11,000	\$11,000	\$11,000	\$11,000

Statewide Radio Network System 0112

Initiative: BASELINE BUDGET

GENERAL FUND	History 2017-18	History 2018-19	2019-20	2020-21
All Other	\$6,699,151	\$6,699,151	\$6,699,151	\$6,699,151
GENERAL FUND TOTAL	\$6,699,151	\$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

Initiative: Establishes baseline allocation, expenditures and dedicated revenue for the Statewide Radio and Network System Reserve Fund.

Ref. #: 74

Committee Vote: 10-0-1 AFA Vote: _____

STATEWIDE RADIO AND NETWORK SYSTEM RESERVE FUND	2019-20	2020-21
All Other	\$500	\$500
STATEWIDE RADIO AND NETWORK SYSTEM RESERVE FUND TOTAL	\$500	\$500

Justification:

This initiative establishes baseline allocation, expenditures and dedicated revenue for the Statewide Radio and Network System Reserve Fund to bring the account in line with the Statewide Radio and Network System Reserve Fund program.

**STATEWIDE RADIO NETWORK SYSTEM 0112
PROGRAM SUMMARY**

	History 2017-18	History 2018-19	2019-20	2020-21
GENERAL FUND				
All Other	\$6,699,151	\$6,699,151	\$6,699,151	\$6,699,151
GENERAL FUND TOTAL	<u>\$6,699,151</u>	<u>\$6,699,151</u>	<u>\$6,699,151</u>	<u>\$6,699,151</u>

	History 2017-18	History 2018-19	2019-20	2020-21
STATEWIDE RADIO AND NETWORK SYSTEM RESERVE FUND				
All Other	\$0	\$0	\$500	\$500
STATEWIDE RADIO AND NETWORK SYSTEM RESERVE FUND TOTAL	<u>\$0</u>	<u>\$0</u>	<u>\$500</u>	<u>\$500</u>

Workers' Compensation Management Fund Program 0802

Initiative: BASELINE BUDGET

WORKERS' COMPENSATION MANAGEMENT FUND	History 2017-18	History 2018-19	2019-20	2020-21
POSITIONS - LEGISLATIVE COUNT	12.000	12.000	12.000	12.000
Personal Services	\$1,641,537	\$1,662,012	\$1,690,851	\$1,711,434
All Other	\$18,154,365	\$18,154,362	\$18,154,362	\$18,154,362
WORKERS' COMPENSATION MANAGEMENT FUND TOTAL	\$19,795,902	\$19,816,374	\$19,845,213	\$19,865,796

Justification:

The Workers' compensation unit is responsible for case management of claims filed in the Executive, Legislative, and Judicial branches. The unit directs agencies in the timely reporting and payment of claims, monitors and controls medical costs, implements return-to-work programs, interprets Workers' Compensation law and policies for agencies and directs a management information system. The unit works closely with line agency representatives to ensure compliance with established reporting and payment standards and to develop policies and procedures to maximize efficiency and ensure effective management of all claims.

**WORKERS' COMPENSATION MANAGEMENT FUND PROGRAM 0802
PROGRAM SUMMARY**

WORKERS' COMPENSATION MANAGEMENT FUND	History 2017-18	History 2018-19	2019-20	2020-21
POSITIONS - LEGISLATIVE COUNT	12.000	12.000	12.000	12.000
Personal Services	\$1,641,537	\$1,662,012	\$1,690,851	\$1,711,434
All Other	\$18,154,365	\$18,154,362	\$18,154,362	\$18,154,362
WORKERS' COMPENSATION MANAGEMENT FUND TOTAL	\$19,795,902	\$19,816,374	\$19,845,213	\$19,865,796

ADMINISTRATIVE AND FINANCIAL SERVICES, DEPARTMENT OF

DEPARTMENT TOTALS	2019-20	2020-21
GENERAL FUND	\$73,498,891	\$73,752,240
FEDERAL EXPENDITURES FUND	\$500	\$500
OTHER SPECIAL REVENUE FUNDS	\$2,391,636	\$2,391,636
FINANCIAL AND PERSONNEL SERVICES FUND	\$25,718,944	\$26,226,313
POSTAL, PRINTING AND SUPPLY FUND	\$3,823,725	\$3,869,687
OFFICE OF INFORMATION SERVICES FUND	\$53,446,699	\$54,306,460
RISK MANAGEMENT FUND	\$3,991,868	\$3,999,104
WORKERS' COMPENSATION MANAGEMENT FUND	\$19,845,213	\$19,865,796
CENTRAL MOTOR POOL	\$9,179,696	\$9,205,094
REAL PROPERTY LEASE INTERNAL SERVICE FUND	\$25,902,235	\$25,906,064
STATEWIDE RADIO AND NETWORK SYSTEM RESERVE FUND	\$500	\$500
STATE-ADMINISTERED FUND	\$2,042,515	\$2,042,515
DEPARTMENT TOTAL - ALL FUNDS	<u>\$219,842,422</u>	<u>\$221,565,909</u>

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

AUDITOR, OFFICE OF THE STATE

Audit Bureau 0067

Initiative: BASELINE BUDGET

GENERAL FUND	History 2017-18	History 2018-19	2019-20	2020-21
POSITIONS - LEGISLATIVE COUNT	15.000	15.000	15.000	15.000
Personal Services	\$1,602,739	\$1,639,355	\$1,740,411	\$1,766,785
All Other	\$52,172	\$52,678	\$52,678	\$52,678
GENERAL FUND TOTAL	\$1,654,911	\$1,692,033	\$1,793,089	\$1,819,463
OTHER SPECIAL REVENUE FUNDS	History 2017-18	History 2018-19	2019-20	2020-21
POSITIONS - LEGISLATIVE COUNT	20.000	20.000	20.000	20.000
Personal Services	\$1,925,713	\$1,974,496	\$2,033,427	\$2,080,367
All Other	\$253,501	\$254,197	\$254,197	\$254,197
OTHER SPECIAL REVENUE FUNDS TOTAL	\$2,179,214	\$2,228,693	\$2,287,624	\$2,334,564

Justification:

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

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

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

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

Audit Bureau 0067

Initiative: Provides one-time funding for a peer review of the system of quality control that is required every 3 years.

Ref. #: 538 One Time Committee Vote: 11-0 In AFA Vote: _____

GENERAL FUND	2019-20	2020-21
All Other	\$3,000	\$0
GENERAL FUND TOTAL	<u>\$3,000</u>	<u>\$0</u>

Ref. #: 539 One Time Committee Vote: 11-0 In AFA Vote: _____

OTHER SPECIAL REVENUE FUNDS	2019-20	2020-21
All Other	\$7,000	\$0
OTHER SPECIAL REVENUE FUNDS TOTAL	<u>\$7,000</u>	<u>\$0</u>

Justification:

The Office of the State Auditor is required by Generally Accepted Auditing Standards to have a professional Peer Review conducted of its system of quality control once every three years. The next Peer Review will be conducted in the fall of 2019. The National State Auditors Association conducts the review under a contract for \$10,000. The cost of the Peer Review is split between OSA's General Fund account 010-27A-0067-01 (30%) and its Special Revenue Fund account 014-27A-0067-04 (70%). This Initiative is consistent with Maine Revised Statutes, Title 5, section 242.

Audit Bureau 0067

Initiative: Provides funding for the cost of technology-related expenditures provided by the Department of Administrative and Financial Services, Office of Information Technology.

Ref. #: 540 Committee Vote: 11-0 In AFA Vote: _____

GENERAL FUND	2019-20	2020-21
All Other	\$17,691	\$15,166
GENERAL FUND TOTAL	<u>\$17,691</u>	<u>\$15,166</u>

Ref. #: 541 Committee Vote: 11-0 In AFA Vote: _____

OTHER SPECIAL REVENUE FUNDS	2019-20	2020-21
All Other	\$24,326	\$20,633
OTHER SPECIAL REVENUE FUNDS TOTAL	<u>\$24,326</u>	<u>\$20,633</u>

Justification:

This initiative provides and increases 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 CaseWare software, 33 FORTIS access, phone service, network access, 8 printer network access, 3 Remote Secure 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 Bureau 0067

Initiative: Provides funding for 9 additional software licenses for effective and efficient data analytics.

Ref. #: 542

Committee Vote: 11-0 In AFA Vote: _____

GENERAL FUND

	2019-20	2020-21
All Other	\$6,300	\$6,300
GENERAL FUND TOTAL	<u>\$6,300</u>	<u>\$6,300</u>

Ref. #: 543

Committee Vote: 11-0 In AFA Vote: _____

OTHER SPECIAL REVENUE FUNDS

	2019-20	2020-21
All Other	\$14,700	\$14,700
OTHER SPECIAL REVENUE FUNDS TOTAL	<u>\$14,700</u>	<u>\$14,700</u>

Justification:

The scope and granularity of government information requires that auditors have the proper tools, including a platform for selecting a theoretically correct and true statistical sample. This Initiative is consistent with Maine Revised Statutes, Title 5, Chapter 11, section 242.

Audit Bureau 0067

Initiative: Establishes one Senior Auditor - Information Technology Business Systems position and provides funding for related All Other costs.

Ref. #: 544

Committee Vote: 11-0 In AFA Vote: _____

OTHER SPECIAL REVENUE FUNDS

	2019-20	2020-21
POSITIONS - LEGISLATIVE COUNT	1,000	1,000
Personal Services	\$108,205	\$112,618
All Other	\$8,000	\$8,200
OTHER SPECIAL REVENUE FUNDS TOTAL	<u>\$116,205</u>	<u>\$120,818</u>

Justification:

The Office of the State Auditor has not been able to fill a vacancy for a Certified Information Systems Auditor posted as one Principal Auditor position since the ongoing posting began in September 2016. Certification, which is a barrier for potential applicants is necessary for OSA succession planning purposes. Adding one Senior Auditor - Information Technology Business Systems position (Senior Auditor - IT Bus Sys) will provide the flexibility needed to manage the information technology audit workload while efforts to search for a certified professional continues. This Initiative is consistent with Maine Revised Statutes, Title 5, section 242.

Audit Bureau 0067

Initiative: Transfers one Principal Auditor position and related All Other costs from the General Fund to Other Special Revenue Funds within the same program.

Ref. #: 545

Committee Vote: 11-0 In

AFA Vote: _____

	2019-20	2020-21
GENERAL FUND		
POSITIONS - LEGISLATIVE COUNT	(1.000)	(1.000)
Personal Services	(\$121,762)	(\$122,228)
All Other	(\$4,066)	(\$4,267)
GENERAL FUND TOTAL	<u>(\$125,828)</u>	<u>(\$126,495)</u>

Ref. #: 546

Committee Vote: 11-0 In

AFA Vote: _____

	2019-20	2020-21
OTHER SPECIAL REVENUE FUNDS		
POSITIONS - LEGISLATIVE COUNT	1.000	1.000
Personal Services	\$121,762	\$122,228
All Other	\$4,066	\$4,267
OTHER SPECIAL REVENUE FUNDS TOTAL	<u>\$125,828</u>	<u>\$126,495</u>

Justification:

The Office of the State Auditor has examined our most recent actual cost allocation plan. Based on that examination this initiative transfers one Principal Auditor position from the General Fund to the Other Special Revenue Funds within the same program to better align the position with work activity.

Audit Bureau 0067

Initiative: Eliminates one vacant Staff Auditor I position.

Ref. #: 547

Committee Vote: 11-0 In

AFA Vote: _____

	2019-20	2020-21
GENERAL FUND		
POSITIONS - LEGISLATIVE COUNT	(1.000)	(1.000)
Personal Services	(\$57,246)	(\$60,083)
GENERAL FUND TOTAL	<u>(\$57,246)</u>	<u>(\$60,083)</u>

Justification:

This initiative allows the office to reduce the need for this entry level position because of efficiencies realized from advanced auditing software and contemporary electronic methods.

**AUDIT BUREAU 0067
PROGRAM SUMMARY**

GENERAL FUND	History 2017-18	History 2018-19	2019-20	2020-21
POSITIONS - LEGISLATIVE COUNT	15.000	15.000	13.000	13.000
Personal Services	\$1,602,739	\$1,639,355	\$1,561,403	\$1,584,474
All Other	\$52,172	\$52,678	\$75,603	\$69,877
GENERAL FUND TOTAL	\$1,654,911	\$1,692,033	\$1,637,006	\$1,654,351

OTHER SPECIAL REVENUE FUNDS	History 2017-18	History 2018-19	2019-20	2020-21
POSITIONS - LEGISLATIVE COUNT	20.000	20.000	22.000	22.000
Personal Services	\$1,925,713	\$1,974,496	\$2,263,394	\$2,315,213
All Other	\$253,501	\$254,197	\$312,289	\$301,997
OTHER SPECIAL REVENUE FUNDS TOTAL	\$2,179,214	\$2,228,693	\$2,575,683	\$2,617,210

Unorganized Territory 0075

Initiative: BASELINE BUDGET

	History 2017-18	History 2018-19	2019-20	2020-21
OTHER SPECIAL REVENUE FUNDS				
POSITIONS - LEGISLATIVE COUNT	2.000	2.000	2.000	2.000
Personal Services	\$148,764	\$151,028	\$157,972	\$158,629
All Other	\$81,227	\$81,537	\$81,537	\$81,537
OTHER SPECIAL REVENUE FUNDS TOTAL	\$229,991	\$232,565	\$239,509	\$240,166

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.

Unorganized Territory 0075

Initiative: Provides funding to support higher payments to the Passamaquoddy Tribe as a result of property revaluation.

Ref. #: 552

Committee Vote:

9-0-0

AFA Vote:

OTHER SPECIAL REVENUE FUNDS

2019-20

2020-21

All Other

\$3,000

\$4,000

OTHER SPECIAL REVENUE FUNDS TOTAL

\$3,000

\$4,000

Justification:

Maine Revised Statutes, Title 36 §1605, §§2-B requires an annual payment to the Passamaquoddy Tribe for the municipal services they provide to non-tribal members who own property in Indian Township. Without this increase, those non-tribal members would not receive vital municipal services such as snowplowing or ambulance service from the Passamaquoddy Tribe.

Unorganized Territory 0075

Initiative: Provides funding for the cost of technology-related expenditures provided by the Department of Administrative and Financial Services, Office of Information Technology.

Ref. #: 553

Committee Vote:

9-0-0

AFA Vote:

OTHER SPECIAL REVENUE FUNDS

2019-20

2020-21

All Other

\$1,772

\$1,552

OTHER SPECIAL REVENUE FUNDS TOTAL

\$1,772

\$1,552

Justification:

This initiative provides and increases 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 CaseWare software, 33 FORTIS access, phone service, network access, 8 printer network access, 3 Remote Secure 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.

**UNORGANIZED TERRITORY 0075
PROGRAM SUMMARY**

OTHER SPECIAL REVENUE FUNDS	History 2017-18	History 2018-19	2019-20	2020-21
POSITIONS - LEGISLATIVE COUNT	2,000	2,000	2,000	2,000
Personal Services	\$148,764	\$151,028	\$157,972	\$158,629
All Other	\$81,227	\$81,537	\$86,309	\$87,089
OTHER SPECIAL REVENUE FUNDS TOTAL	\$229,991	\$232,565	\$244,281	\$245,718

AUDITOR, OFFICE OF THE STATE

DEPARTMENT TOTALS

GENERAL FUND

OTHER SPECIAL REVENUE FUNDS

DEPARTMENT TOTAL - ALL FUNDS

	2019-20	2020-21
	\$1,637,006	\$1,654,351
	\$2,819,964	\$2,862,928
	<u>\$4,456,970</u>	<u>\$4,517,279</u>

Sec. A-25. Appropriations and allocations. The following appropriations and allocations are made.

EXECUTIVE DEPARTMENT

Administration - Executive - Governor's Office 0165

Initiative: BASELINE BUDGET

GENERAL FUND	History 2017-18	History 2018-19	2019-20	2020-21
POSITIONS - LEGISLATIVE COUNT	21.500	21.500	21.500	21.500
Personal Services	\$2,422,676	\$2,528,743	\$2,765,448	\$2,881,836
All Other	\$337,476	\$337,211	\$337,211	\$337,211
GENERAL FUND TOTAL	\$2,760,152	\$2,865,954	\$3,102,659	\$3,219,047

FEDERAL EXPENDITURES FUND	History 2017-18	History 2018-19	2019-20	2020-21
POSITIONS - LEGISLATIVE COUNT	0.000	0.000	0.000	0.000
Personal Services	\$0	\$0	\$0	\$0
All Other	\$115,014	\$115,014	\$115,014	\$115,014
FEDERAL EXPENDITURES FUND TOTAL	\$115,014	\$115,014	\$115,014	\$115,014

OTHER SPECIAL REVENUE FUNDS	History 2017-18	History 2018-19	2019-20	2020-21
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
PROGRAM SUMMARY

	History 2017-18	History 2018-19	2019-20	2020-21
GENERAL FUND				
POSITIONS - LEGISLATIVE COUNT	21.500	21.500	21.500	21.500
Personal Services	\$2,422,676	\$2,528,743	\$2,765,448	\$2,881,836
All Other	\$337,476	\$337,211	\$337,211	\$337,211
GENERAL FUND TOTAL	\$2,760,152	\$2,865,954	\$3,102,659	\$3,219,047
	History 2017-18	History 2018-19	2019-20	2020-21
FEDERAL EXPENDITURES FUND				
POSITIONS - LEGISLATIVE COUNT	0.000	0.000	0.000	0.000
Personal Services	\$0	\$0	\$0	\$0
All Other	\$115,014	\$115,014	\$115,014	\$115,014
FEDERAL EXPENDITURES FUND TOTAL	\$115,014	\$115,014	\$115,014	\$115,014
	History 2017-18	History 2018-19	2019-20	2020-21
OTHER SPECIAL REVENUE FUNDS				
All Other	\$500	\$500	\$500	\$500
OTHER SPECIAL REVENUE FUNDS TOTAL	\$500	\$500	\$500	\$500

Blaine House 0072

Initiative: BASELINE BUDGET

GENERAL FUND	History 2017-18	History 2018-19	2019-20	2020-21
POSITIONS - LEGISLATIVE COUNT	6.000	6.000	6.000	6.000
POSITIONS - FTE COUNT	0.684	0.684	0.540	0.540
Personal Services	\$580,927	\$608,366	\$633,354	\$660,021
All Other	\$71,790	\$72,055	\$72,055	\$72,055
GENERAL FUND TOTAL	\$652,717	\$680,421	\$705,409	\$732,076

OTHER SPECIAL REVENUE FUNDS	History 2017-18	History 2018-19	2019-20	2020-21
All Other	\$5,240	\$5,240	\$5,240	\$5,240
OTHER SPECIAL REVENUE FUNDS TOTAL	\$5,240	\$5,240	\$5,240	\$5,240

Justification:

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

**BLAINE HOUSE 0072
PROGRAM SUMMARY**

GENERAL FUND	History 2017-18	History 2018-19	2019-20	2020-21
POSITIONS - LEGISLATIVE COUNT	6.000	6.000	6.000	6.000
POSITIONS - FTE COUNT	0.684	0.684	0.540	0.540
Personal Services	\$580,927	\$608,366	\$633,354	\$660,021
All Other	\$71,790	\$72,055	\$72,055	\$72,055
GENERAL FUND TOTAL	\$652,717	\$680,421	\$705,409	\$732,076

OTHER SPECIAL REVENUE FUNDS	History 2017-18	History 2018-19	2019-20	2020-21
All Other	\$5,240	\$5,240	\$5,240	\$5,240
OTHER SPECIAL REVENUE FUNDS TOTAL	\$5,240	\$5,240	\$5,240	\$5,240

Office of Policy and Management Z135

Initiative: BASELINE BUDGET

	History 2017-18	History 2018-19	2019-20	2020-21
GENERAL FUND				
POSITIONS - LEGISLATIVE COUNT	5.000	5.000	5.000	5.000
Personal Services	\$599,822	\$608,965	\$651,092	\$666,927
All Other	\$63,123	\$63,123	\$63,123	\$63,123
GENERAL FUND TOTAL	\$662,945	\$672,088	\$714,215	\$730,050

Justification:

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

Office of Policy and Management Z135

Initiative: Establishes 5 Public Service Coordinator II positions and provides funding for related All Other costs.

Ref. #: 1145

Committee Vote: 8 - 3 In AFA Vote: _____

	2019-20	2020-21
GENERAL FUND		
POSITIONS - LEGISLATIVE COUNT	5.000	5.000
Personal Services	\$598,700	\$625,455
All Other	\$32,978	\$32,978
GENERAL FUND TOTAL	\$631,678	\$658,433

Justification:

This initiative would fund the transition the Office of Policy Management to Office of Policy Innovation and the Future to focus on broad-based challenges our state faces that cross state government and require public engagement like the opioid crisis, climate change, workforce and demographic challenges, rural economic development issues, and select health care and education challenges.

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

	History 2017-18	History 2018-19	2019-20	2020-21
GENERAL FUND				
POSITIONS - LEGISLATIVE COUNT	5.000	5.000	10.000	10.000
Personal Services	\$599,822	\$608,965	\$1,249,792	\$1,292,382
All Other	\$63,123	\$63,123	\$96,101	\$96,101
GENERAL FUND TOTAL	\$662,945	\$672,088	\$1,345,893	\$1,388,483

EXECUTIVE DEPARTMENT

DEPARTMENT TOTALS	2019-20	2020-21
GENERAL FUND	\$5,153,961	\$5,339,606
FEDERAL EXPENDITURES FUND	\$115,014	\$115,014
OTHER SPECIAL REVENUE FUNDS	\$5,740	\$5,740
DEPARTMENT TOTAL - ALL FUNDS	\$5,274,715	\$5,460,360

Sec. A-49. Appropriations and allocations. The following appropriations and allocations are made.

MUNICIPAL BOND BANK, MAINE

Maine Municipal Bond Bank - Maine Rural Water Association 0699

Initiative: BASELINE BUDGET

	History 2017-18	History 2018-19	2019-20	2020-21
GENERAL FUND				
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.

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

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

	History 2017-18	History 2018-19	2019-20	2020-21
GENERAL FUND				
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

2019-20 2020-21

GENERAL FUND

\$69,331 \$69,331

DEPARTMENT TOTAL - ALL FUNDS

\$69,331 \$69,331

Sec. A-62. Appropriations and allocations. The following appropriations and allocations are made.

SECRETARY OF STATE, DEPARTMENT OF

Administration - Archives 0050

Initiative: BASELINE BUDGET

	History 2017-18	History 2018-19	2019-20	2020-21
GENERAL FUND				
POSITIONS - LEGISLATIVE COUNT	14,500	14,500	14,500	14,500
Personal Services	\$1,064,807	\$1,103,278	\$1,141,725	\$1,176,588
All Other	\$432,108	\$423,062	\$423,062	\$423,062
Capital Expenditures	\$575,040	\$0	\$0	\$0
GENERAL FUND TOTAL	\$2,071,955	\$1,526,340	\$1,564,787	\$1,599,650
FEDERAL EXPENDITURES FUND	History 2017-18	History 2018-19	2019-20	2020-21
All Other	\$27,673	\$27,673	\$27,673	\$27,673
FEDERAL EXPENDITURES FUND TOTAL	\$27,673	\$27,673	\$27,673	\$27,673
OTHER SPECIAL REVENUE FUNDS	History 2017-18	History 2018-19	2019-20	2020-21
All Other	\$17,730	\$17,730	\$17,730	\$17,730
OTHER SPECIAL REVENUE FUNDS TOTAL	\$17,730	\$17,730	\$17,730	\$17,730

Justification:

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

Administration - Archives 0050

Initiative: Provides one-time funding for a new disk shelf, including associated equipment, maintenance and installation.

Ref. #: 2580

One Time

Committee Vote:

10-0-0

AFA Vote:

	2019-20	2020-21
GENERAL FUND		
All Other	\$12,796	\$0
Capital Expenditures	\$56,359	\$0
GENERAL FUND TOTAL	-\$69,155	\$0

Justification:

The Maine State Archives is currently digitizing State documents for storage, which this agency is required by law to do. This agency is anticipating current and future storage needs.

Administration - Archives 0050

Initiative: Provides one-time funding for 2 new storage controllers with associated equipment to include maintenance and installation services.

Ref. #: 2581 One Time Committee Vote: 10-0 IN AFA Vote: _____

GENERAL FUND	2019-20	2020-21
All Other	\$17,500	\$0
Capital Expenditures	\$44,612	\$0
GENERAL FUND TOTAL	\$62,112	\$0

Justification:

The two current storage controllers are 5 years old and need to be updated to meet technology needs. The new storage controllers will minimize support costs associated with digitization of documents. Failure to fund this request will have a serious and adverse impact on the Archives' digitization project and the ability to store additional paper documents.

Administration - Archives 0050

Initiative: Provides funding for the managed file transfer software license and annual maintenance fee.

Ref. #: 2582 Committee Vote: 10-0 IN AFA Vote: _____

GENERAL FUND	2019-20	2020-21
All Other	\$14,400	\$2,400
GENERAL FUND TOTAL	\$14,400	\$2,400

Justification:

These funds will be used to cover the cost of the software license and the annual maintenance for the MOVEit Ad-Hoc module. This module is required to move large scanned files from one agency to another that are too large to be sent via email.

Administration - Archives 0050

Initiative: Provides one-time funding for the purchase of 8 laptops and 25 desktop computers that have reached the end of their 5-year life cycle.

Ref. #: 2583 One Time Committee Vote: 10-0 IN AFA Vote: _____

GENERAL FUND	2019-20	2020-21
All Other	\$36,200	\$0

GENERAL FUND TOTAL

\$36,200

\$0

Justification:

These funds will be used to purchase 2 laptops to be used by the lead archivists for presentations, conferences and trainings held in the field. This includes working with database implementation and restructure with information technology departments. One laptop for the Director and 5 laptops to replace existing laptops that are at end of life. Replacement of 25 desktop personal computers will consist of: 15 for Archive staff, 5 for volunteers and 5 for view scan operations. The cost is \$1,400 for each laptop and \$1,000 for each desktop.

Administration - Archives 0050

Initiative: Provides one-time funding for the purchase of a digital camera system, a copy stand and a vacuum table for high-quality images.

Ref. #: 2584

One Time

Committee Vote:

10-0 In

AFA Vote: _____

GENERAL FUND

Capital Expenditures

2019-20

2020-21

\$0

\$116,000

GENERAL FUND TOTAL

\$0

\$116,000

Justification:

These funds will be used to purchase a digital camera system and copy platform that would allow for high quality images. This camera system would be in addition to the system co-purchased with the Library. The additional camera would service many more agencies and lessen the workload of the current camera system. The vacuum table works in conjunction with the camera to provide precision when imaging large maps, quilts, flags and documents. The vacuum table stop system holds the material in place for imaging. This allows the user to have more of the item imaged and less time piecing several images together to create the oversized replica.

Administration - Archives 0050

Initiative: Provides one-time funding for the purchase of map cases and oversized racks for the storage of documents.

Ref. #: 2585

One Time

Committee Vote:

10-0 In

AFA Vote: _____

GENERAL FUND

Capital Expenditures

2019-20

2020-21

\$0

\$90,969

GENERAL FUND TOTAL

\$0

\$90,969

Justification:

These funds will provide map file cases to store maps and documents that need to be stored flat. These documents are archival in nature and require proper storage and handling. The Maine State Archives recently purchased and installed a Montel moving file system and these map cases will fit with the existing shelving system.

Administration - Archives 0050

Initiative: Provides funding for fuel and routine maintenance for vehicles used to transport records between facilities.

Ref. #: 2586

Committee Vote: 10-0 In AFA Vote: _____

GENERAL FUND	2019-20	2020-21
All Other	\$12,000	\$12,000
GENERAL FUND TOTAL	<u>\$12,000</u>	<u>\$12,000</u>

Justification:

These funds are needed for fuel and routine truck maintenance. This vehicle is required in order for Archives to meet its records management and storage obligations outlined in Maine Revised Statutes, Title 5, chapter 6, §95, ¶7 and 8.

Administration - Archives 0050

Initiative: Provides funding for contractors to continue the digital archive scanning project.

Ref. #: 2587

Committee Vote: 10-0 In AFA Vote: _____

GENERAL FUND	2019-20	2020-21
All Other	\$273,777	\$272,733
GENERAL FUND TOTAL	<u>\$273,777</u>	<u>\$272,733</u>

Justification:

These funds allow for 2 full time (2080 hours each) temporary staff to continue scanning archival material for online publication; for 5 full time temporary staff (2080 hours each) to continue scanning state agency stored material with a record retention in an effort to create more space at the warehouse and convert paper documents into electronic format; and for 2 full time (2080 hours each) temporary staff working to convert digital files to microfilm for the Registry of Deeds offices as outlined by Maine Revised Statute, Title 33, Chapter 11, Subchapter 2, section 651.

Administration - Archives 0050

Initiative: Provides funding for the approved reclassification of one Records Center Supervisor position to an Inventory and Property Associate II Supervisor position effective May 2016.

Ref. #: 2588

Committee Vote: 10-0 In AFA Vote: _____

GENERAL FUND	2019-20	2020-21
Personal Services	\$14,948	\$5,814
GENERAL FUND TOTAL	<u>\$14,948</u>	<u>\$5,814</u>

Justification:

This employee initiated reclassification of Records Center Supervisor, range 16 to Inventory and Property Associate II Supervisor, range 16 was approved by the Bureau of Human Resources on November 8, 2017 with an effective date of May 25, 2016.

Administration - Archives 0050

Initiative: Provides funding for the approved reclassification of one Inventory and Property Associate I position to an Inventory and Property Associate II position effective May 2017.

Ref. #: 2589

Committee Vote: 10-0 In

AFA Vote: _____

GENERAL FUND

Personal Services

2019-20 2020-21

\$3,153 \$1,835

GENERAL FUND TOTAL

\$3,153 \$1,835

Justification:

This employee initiated reclassification of one Inventory and Property Associate I position, range 11 to an Inventory and Property Associate II position, range 14 was approved by the Bureau of Human Resources on January 26, 2018 with an effective date of May 9, 2017.

Administration - Archives 0050

Initiative: Provides one-time funding for the purchase and installation of high-density compact shelving units located at the Bureau of Alcoholic Beverages and Lottery Operations building.

Ref. #: 2590

One Time

Committee Vote: 10-0 In

AFA Vote: _____

GENERAL FUND

Capital Expenditures

2019-20 2020-21

\$0 \$200,000

GENERAL FUND TOTAL

\$0 \$200,000

Justification:

Maine State Archives needs to install high density shelving for the records center located in the Bureau of Alcoholic Beverages and Lottery Operations building. The shelving would hold approximately 3,600 boxes. The goal is to maximize the available space at the records center in a cost-efficient manner. The shelving will enable better use of current space and re-claim floor space for additional storage, and accommodate the digital scanning operation at the records center.

Administration - Archives 0050

Initiative: Adjusts funding for technology costs based on the rate schedules provided by the Department of Administrative and Financial Services, Office of Information Technology.

Ref. #: 2591

Committee Vote: 10-0 In

AFA Vote: _____

GENERAL FUND

All Other

2019-20 2020-21

\$33,199 \$33,199

GENERAL FUND TOTAL

\$33,199 \$33,199

Justification:

The Office of Information Technology has informed state agencies of new and increased charges for network access associated with servers, printers, cameras and smart phones. Network access costs will increase 40% from the prior biennium. Microsoft Office Suite will increase 20%.

Administration - Archives 0050

Initiative: Provides funding for the Registry of Deeds conversion project.

Ref. #: 2592 Committee Vote: 10-0 In AFA Vote: _____

OTHER SPECIAL REVENUE FUNDS	2019-20	2020-21
All Other	\$15,805	\$15,805
OTHER SPECIAL REVENUE FUNDS TOTAL	<u>\$15,805</u>	<u>\$15,805</u>

Justification:

The Maine State Archives is providing services for the conversion of records from a digital format to a microfilm format and for storage of the same for approximately 18 Registry of Deeds offices. The project started in 2016 and will continue indefinitely.

Administration - Archives 0050

Initiative: Provides funding for the purchase of software and hardware needed for storing archival digital content.

Ref. #: 2593 Committee Vote: 10-0 In AFA Vote: _____

GENERAL FUND	2019-20	2020-21
All Other	\$93,200	\$58,000
GENERAL FUND TOTAL	<u>\$93,200</u>	<u>\$58,000</u>

Justification:

This application has the ability to preserve, manage and provide secure access to digitized and born-digital content. This is the ultimate piece of the agency's digital archive project in that it will be used to store all digital archival documents and then be able to provide secure access to them, thus sharing historical and archival material with the public in content management systems and in other digitization programs. This application will require two servers for the digital storage.

Administration - Archives 0050

Initiative: Provides funding for tort liability, property and vehicle insurance increases based on rates provided by the Department of Administrative and Financial Services, risk management division.

Ref. #: 2594 Committee Vote: 10-0 In AFA Vote: _____

GENERAL FUND	2019-20	2020-21
All Other	\$1,685	\$1,685
GENERAL FUND TOTAL	<u>\$1,685</u>	<u>\$1,685</u>

Justification:

The cost of this insurance is based on an actuarial review done biennially. The last actuarial review was completed on March 31, 2016 and revealed a 75% increase in the cost of claims when compared to the same review completed in 2014. The insurance program was expanded to include cyber/data breach coverages in the last biennium which were absorbed by Risk Management. The incremental insurance increase is from \$84.60 to \$190 per employee.

Administration - Archives 0050

Initiative: Provides funding for the approved reclassification of 2 Inventory and Property Associate I positions to Inventory and Property Associate II positions.

Ref. #: 2595

Committee Vote: 10-0 JA AFA Vote: _____

GENERAL FUND	2019-20	2020-21
Personal Services	\$22,512	\$8,740
GENERAL FUND TOTAL	<u>\$22,512</u>	<u>\$8,740</u>

Justification:

Provides funding for the approved reclassification of 2 Inventory and Property Associate I positions to Inventory and Property Associate II positions approved by the Bureau of Human Resources on August 1, 2018.

**ADMINISTRATION - ARCHIVES 0050
PROGRAM SUMMARY**

GENERAL FUND	History 2017-18	History 2018-19	2019-20	2020-21
POSITIONS - LEGISLATIVE COUNT	14.500	14.500	14.500	14.500
Personal Services	\$1,064,807	\$1,103,278	\$1,182,338	\$1,192,977
All Other	\$432,108	\$423,062	\$917,819	\$803,079
Capital Expenditures	\$575,040	\$0	\$100,971	\$406,969
GENERAL FUND TOTAL	<u>\$2,071,955</u>	<u>\$1,526,340</u>	<u>\$2,201,128</u>	<u>\$2,403,025</u>
FEDERAL EXPENDITURES FUND	History 2017-18	History 2018-19	2019-20	2020-21
All Other	\$27,673	\$27,673	\$27,673	\$27,673
FEDERAL EXPENDITURES FUND TOTAL	<u>\$27,673</u>	<u>\$27,673</u>	<u>\$27,673</u>	<u>\$27,673</u>
OTHER SPECIAL REVENUE FUNDS	History 2017-18	History 2018-19	2019-20	2020-21
All Other	\$17,730	\$17,730	\$33,535	\$33,535
OTHER SPECIAL REVENUE FUNDS TOTAL	<u>\$17,730</u>	<u>\$17,730</u>	<u>\$33,535</u>	<u>\$33,535</u>

Bureau of Administrative Services and Corporations 0692

Initiative: BASELINE BUDGET

	History 2017-18	History 2018-19	2019-20	2020-21
GENERAL FUND				
POSITIONS - LEGISLATIVE COUNT	33.000	33.000	33.000	33.000
Personal Services	\$2,375,887	\$2,443,386	\$2,649,942	\$2,707,532
All Other	\$1,793,372	\$2,168,097	\$1,768,097	\$1,768,097
GENERAL FUND TOTAL	\$4,169,259	\$4,611,483	\$4,418,039	\$4,475,629
	History 2017-18	History 2018-19	2019-20	2020-21
OTHER SPECIAL REVENUE FUNDS				
POSITIONS - LEGISLATIVE COUNT	3.000	3.000	3.000	3.000
Personal Services	\$187,501	\$193,830	\$198,990	\$205,156
All Other	\$70,724	\$70,724	\$70,724	\$70,724
OTHER SPECIAL REVENUE FUNDS TOTAL	\$258,225	\$264,554	\$269,714	\$275,880

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 2020-2021 biennium, the Bureau of Corporations, Elections and Commissions is projected to generate approximately \$22.9 million in revenues.

Bureau of Administrative Services and Corporations 0692

Initiative: Provides one-time funding for the replacement of 35 desktop computers that will be 5 years old.

Ref. #: 2608 One Time Committee Vote: 10-0 IN AFA Vote: _____

	2019-20	2020-21
GENERAL FUND		
All Other	\$0	\$38,500
GENERAL FUND TOTAL	\$0	\$38,500

Justification:

This funding will replace 35 desktop computers at a cost of \$1,100 each that will be 5 years old by the second year of the biennium.

Bureau of Administrative Services and Corporations 0692

Initiative: Adjusts funding for technology costs based on the rate schedules provided by the Department of Administrative and Financial Services, Office of Information Technology.

Ref. #: 2609

Committee Vote: 10-0 IN

AFA Vote: _____

GENERAL FUND	2019-20	2020-21
All Other	\$33,401	\$33,401
GENERAL FUND TOTAL	<u>\$33,401</u>	<u>\$33,401</u>

Justification:

The Office of Information Technology has informed state agencies of new and increased charges for network access associated with servers, printers, cameras and smart phones. Network access costs will increase 40% from the prior biennium. Microsoft Office Suite will increase 20%.

Bureau of Administrative Services and Corporations 0692

Initiative: Provides funding for tort liability, property and vehicle insurance increases based on rates provided by the Department of Administrative and Financial Services, risk management division.

Ref. #: 2610

Committee Vote: 10-0 IN

AFA Vote: _____

GENERAL FUND	2019-20	2020-21
All Other	\$1,237	\$1,237
GENERAL FUND TOTAL	<u>\$1,237</u>	<u>\$1,237</u>

Justification:

The cost of this insurance is based on an actuarial review done biennially. The last actuarial review was completed on March 31, 2016 and revealed a 75% increase in the cost of claims when compared to the same review completed in 2014. The insurance program was expanded to include cyber/data breach coverages in the last biennium which were absorbed by Risk Management. The incremental insurance increase is from \$84.60 to \$190 per employee.

Bureau of Administrative Services and Corporations 0692

Initiative: Provides funding for the promotion, operation and coordination of programs designed to improve opportunities for women.

Ref. #: 2611

Committee Vote: 10-0 IN

AFA Vote: _____

OTHER SPECIAL REVENUE FUNDS	2019-20	2020-21
All Other	\$4,500	\$4,500

OTHER SPECIAL REVENUE FUNDS TOTAL

\$4,500

\$4,500

Justification:

Funds will be used for research, promoting and coordinating activities, advocacy, information, meetings and the production of reports and publications as provided for in Title 5, §7030-D.

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

GENERAL FUND	History 2017-18	History 2018-19	2019-20	2020-21
POSITIONS - LEGISLATIVE COUNT	33.000	33.000	33.000	33.000
Personal Services	\$2,375,887	\$2,443,386	\$2,649,942	\$2,707,532
All Other	\$1,793,372	\$2,168,097	\$1,802,735	\$1,841,235
GENERAL FUND TOTAL	\$4,169,259	\$4,611,483	\$4,452,677	\$4,548,767
OTHER SPECIAL REVENUE FUNDS	History 2017-18	History 2018-19	2019-20	2020-21
POSITIONS - LEGISLATIVE COUNT	3.000	3.000	3.000	3.000
Personal Services	\$187,501	\$193,830	\$198,990	\$205,156
All Other	\$70,724	\$70,724	\$75,224	\$75,224
OTHER SPECIAL REVENUE FUNDS TOTAL	\$258,225	\$264,554	\$274,214	\$280,380

SECRETARY OF STATE, DEPARTMENT OF

DEPARTMENT TOTALS

GENERAL FUND

FEDERAL EXPENDITURES FUND

OTHER SPECIAL REVENUE FUNDS

DEPARTMENT TOTAL - ALL FUNDS

	2019-20	2020-21
	\$6,653,805	\$6,951,792
	\$27,673	\$27,673
	\$307,749	\$313,915
	<u>\$6,989,227</u>	<u>\$7,293,380</u>

Sec. A-66. Appropriations and allocations. The following appropriations and allocations are made.

TREASURER OF STATE, OFFICE OF

Administration - Treasury 0022

Initiative: BASELINE BUDGET

GENERAL FUND	History 2017-18	History 2018-19	2019-20	2020-21
POSITIONS - LEGISLATIVE COUNT	16.000	16.000	16.000	16.000
Personal Services	\$1,305,517	\$1,344,083	\$1,405,870	\$1,449,925
All Other	\$776,277	\$776,277	\$776,277	\$776,277
GENERAL FUND TOTAL	\$2,081,794	\$2,120,360	\$2,182,147	\$2,226,202

ABANDONED PROPERTY FUND	History 2017-18	History 2018-19	2019-20	2020-21
All Other	\$315,454	\$315,454	\$315,454	\$315,454
ABANDONED PROPERTY FUND TOTAL	\$315,454	\$315,454	\$315,454	\$315,454

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 of the State's unclaimed property application.

Ref. #: 2661

Committee Vote: 10-0 In AFA Vote: _____

ABANDONED PROPERTY FUND

	2019-20	2020-21
All Other	\$10,000	\$10,000
ABANDONED PROPERTY FUND TOTAL	\$10,000	\$10,000

Justification:

Provides funding necessary to implement a cloud-based imaging system for the Unclaimed Property Database (KAPS). This software solution provides direct integration, an online image upload interface for claimants, and enhanced image storage and workflow capabilities.

Administration - Treasury 0022

Initiative: Provides funding for the approved reclassification of one Office Specialist II position to an Accounting Analyst position effective September 2018.

Ref. #: 2662

Committee Vote: 10-0 In AFA Vote: _____

GENERAL FUND

	2019-20	2020-21
Personal Services	\$10,256	\$5,980
GENERAL FUND TOTAL	\$10,256	\$5,980

Justification:

This initiative will fund a reclassification to align work functions to the appropriate classification, and will also fund the retroactive payment for this position.

**ADMINISTRATION - TREASURY 0022
PROGRAM SUMMARY**

GENERAL FUND	History 2017-18	History 2018-19	2019-20	2020-21
POSITIONS - LEGISLATIVE COUNT	16.000	16.000	16.000	16.000
Personal Services	\$1,305,517	\$1,344,083	\$1,416,126	\$1,455,905
All Other	\$776,277	\$776,277	\$776,277	\$776,277
GENERAL FUND TOTAL	\$2,081,794	\$2,120,360	\$2,192,403	\$2,232,182
ABANDONED PROPERTY FUND	History 2017-18	History 2018-19	2019-20	2020-21
All Other	\$315,454	\$315,454	\$325,454	\$325,454
ABANDONED PROPERTY FUND TOTAL	\$315,454	\$315,454	\$325,454	\$325,454

TREASURER OF STATE, OFFICE OF

DEPARTMENT TOTALS

GENERAL FUND

ABANDONED PROPERTY FUND

DEPARTMENT TOTAL - ALL FUNDS

	2019-20	2020-21
	\$2,192,403	\$2,232,182
	\$325,454	\$325,454
	<u>\$2,517,857</u>	<u>\$2,557,636</u>

PART D

Sec. D-1. 2 MRSA §6, sub-§3, as amended by PL 2013, c. 405, Pt. A, §1, is further amended to read:

3. Range 89. The salaries of the following state officials and employees are within salary range 89:

Director, Bureau of General Services;

Director, Bureau of Alcoholic Beverages and Lottery Operations;

State Budget Officer;

State Controller;

Director, Bureau of Forestry;

Director, Governor's Office of Policy Innovation and Management the Future;

Director, Energy Resources Office;

Director of Human Resources;

Director, Bureau of Parks and Lands;

Director of the Governor's Office of Communications;

Director, Bureau of Agriculture, Food and Rural Resources; and

Director, Bureau of Resource Information and Land Use Planning.

Sec. D-2. 5 MRSA §1531, sub-§2, as amended by PL 2015, c. 267, Pt. L, §3, is further amended to read:

2. Average personal income growth. "Average personal income growth" means the average for the prior 10 calendar years, ending with the most recent calendar year for which data is available, of the percent change in personal income in this State, as estimated by the United States Department of Commerce, Bureau of Economic Analysis. The average personal income growth is determined by October 1st, annually, by the Governor's Office of Policy Innovation and Management the Future.

Sec. D-3. 5 MRSA §1591, sub-§5, as enacted by PL 2011, c. 655, Pt. Q, §1, is amended to read:

5. Executive Department. The Executive Department shall carry forward any General Fund balances remaining in the Administration - Executive - Governor's Office program, the Blaine House program, the Governor's Office of Communications program, the Office of Policy

Innovation and Management the Future program and the Governor's Energy Office program at the end of any fiscal year for use in the next fiscal year.

Sec. D-4. 5 MRSA §1710-D, as amended by PL 2011, c. 655, Pt. DD, §3, is further amended to read:

The commission may receive staff support from the Governor's Office of Policy Innovation and Management the Future.

Sec. D-5. 5 MRSA §1710-I, as amended by PL 2011, c. 655, Pt. DD, §4, is further amended to read:

The committee may receive staff assistance from the Bureau of the Budget, the Governor's Office of Policy Innovation and Management the Future, the Bureau of Revenue Services and, at the discretion of the Legislature, the Office of Fiscal and Program Review. The committee may also utilize other professionals having revenue forecasting, economic and fiscal expertise.

Sec. D-6. 5 MRSA §3101, as enacted by PL 2011, c. 655, Pt. DD, §5, is amended to read:

As used in this chapter, unless the context otherwise indicates, the following terms have the following meanings.

1. Director. "Director" means the Director of the Governor's Office of Policy Innovation and Management the Future established by section 3102.

2. Office. "Office" means the Governor's Office of Policy Innovation and Management the Future established by section 3102.

Sec. D-7. 5 MRSA §3102, as amended by PL 2017, c. 284, Pt. GG §4, is further amended to read:

The Governor's Office of Policy Innovation and Management the Future is established in the Executive Department to facilitate achievement of long-term state goals and objectives and identification and implementation of opportunities to improve the efficiency and effectiveness of the performance of the functions of and delivery of services by State Government.

Sec. D-8. 5 MRSA §3103, as enacted by PL 2011, c. 655, Pt. DD, §5 is amended to read:

The Director of the Governor's Office of Policy Innovation and Management the Future is appointed by the Governor and serves at the pleasure of the Governor.

Sec. D-9. 5 MRSA §13056, sub-§3, as amended by PL 2011, c. 655, Pt. DD, §6, is further amended to read:

3. Conduct planning and research. Conduct planning, research and analysis for department needs, but not macroeconomic forecasting, which is the responsibility of the Governor's Office of Policy Innovation and Management-the Future. The department shall gather, maintain and have access to all economic and other information necessary to the performance of its duties;

Sec. D-10. 5 MRSA §15302, sub-§3, ¶C, as amended by PL 2011, c. 655, Pt. EE, §11, is further amended to read:

C. The Director of the Governor's Office of Policy Innovation and Management-the Future or the director's designee is an ex officio nonvoting director.

Sec. D-11. 10 MRSA §363, sub-§2-A, as amended by PL 2011, c. 655, Pt. DD, §8, is further amended to read:

2-A. Recommendation of Governor and issuers. At any time action of the Legislature under subsection 1-A is necessary or desirable, the Governor shall recommend to the appropriate committee of the Legislature a proposed allocation or reallocation of all or part of the state ceiling. To assist the Governor in making a recommendation of proposed allocations of the state ceiling on private activity bonds, the group of 7 representatives described in subsection 1-A shall make a recommendation regarding allocation or reallocation of the state ceiling. In order to assist the group in making its recommendation and to assist the Governor and the Legislature, the Department of Administrative and Financial Services, in consultation with the Governor's Office of Policy Innovation and Management-the Future, shall prepare an annual analysis of the State's economic outlook, prevailing interest rate forecasts related to tax-exempt financing by the issuers specifically identified in subsections 4 to 8, the availability to those issuers of alternative financing from sources that do not require an allocation of the state ceiling and the relationship of these factors and various public policy considerations to the allocation or reallocation of the state ceiling. In recommending any allocation or reallocation of the state ceiling to the Legislature, the Governor shall consider the requests and recommendations of those issuers of bonds within the State designated in this section, the recommendations of the group of representatives described in subsection 1-A and the annual analysis of the Department of Administrative and Financial Services.

Sec. D-12. 12 MRSA §8876, sub-§2, as amended by PL 2011, c. 655, Pt. DD, §9, is further amended to read:

2. Future demand. Project future demand for forest resources based on a common economic forecast developed by the Governor's Office of Policy Innovation and Management-the Future and on other appropriate economic projections;

Sec. D-13. 26 MRSA §3, sub-§3, ¶B, as enacted by PL 2015, c. 250, Pt. C, §2, is amended to read:

B. Information and records pertaining to the workforce, employment patterns, wage rates, poverty and low-income patterns, economically distressed communities and regions and other similar information and data to the Department of Economic and Community Development and to the Governor's Office of Policy Innovation and Management-the Future for the purposes of analysis and evaluation, measuring and monitoring poverty and economic and social conditions throughout the State, and promoting economic development.

Sec. D-14. 30-A MRSA, §5903, sub-§6-A, as amended by PL 2011, c. 655, Pt. DD, §13, is further amended to read:

6-A. **Median household income.** "Median household income" means the income computed based on the most current census information available, as provided by the Governor's Office of Policy Innovation and Management-the Future

Sec. D-15. 35-A MRSA §3454, first ¶, as repealed and replaced by PL 2013, c. 424, Pt. A, §21, is amended to read:

In making findings pursuant to Title 38, section 484, subsection 3, the primary siting authority shall presume that an expedited wind energy development provides energy and emissions-related benefits described in section 3402 and shall make additional findings regarding other tangible benefits provided by the development. The Department of Labor, the Governor's Office of Policy Innovation and Management-the Future, the Governor's Energy Office and the Public Utilities Commission shall provide review comments if requested by the primary siting authority.

Sec. D-16. 35-A MRSA §3454, sub-§5, as amended by PL 2011, c. 655, Pt. DD, §15, is further amended to read:

5. Promoting economic development and resource conservation; assistance to host communities. To the extent practicable within existing resources, the Department of Economic and Community Development, the Governor's Energy Office and the Governor's Office of Policy Innovation and Management-the Future, shall provide, upon the request of a host community, assistance for the purpose of helping the host community maximize the economic development and resource conservation benefits from tax payments and payments made pursuant to a community benefit agreement or a community benefits package in connection with expedited wind energy developments. As part of this assistance, the department and the Department of Economic and Community Development shall support host communities in identifying additional funding and developing regional economic and natural resource conservation strategies.

Sec. D-17. 38 MRSA §484, sub-§10, as amended by PL 2011, c. 655, Pt. DD, §18, is further amended to read:

10. Special provisions; wind energy development or offshore wind power project. In the case of a grid-scale wind energy development, or an offshore wind power project with an aggregate generating capacity of 3 megawatts or more, the proposed generating facilities, as defined in Title 35-A, section 3451, subsection 5:

A. Will be designed and sited to avoid unreasonable adverse shadow flicker effects;

B. Will be constructed with setbacks adequate to protect public safety. In making a finding pursuant to this paragraph, the department shall consider the recommendation of a professional, licensed civil engineer as well as any applicable setback recommended by a manufacturer of the generating facilities; and

C. Will provide significant tangible benefits as determined pursuant to Title 35-A, section 3454, if the development is an expedited wind energy development.

The Department of Labor, the Governor's Office of Policy Innovation and Management~~the Future~~, the Governor's Energy Office and the Public Utilities Commission shall provide review comments if requested by the primary siting authority.

For purposes of this subsection, "grid-scale wind energy development," "primary siting authority," "significant tangible benefits" and "expedited wind energy development" have the same meanings as in Title 35-A, section 3451.

Sec. D-18. Maine Revised Statutes amended; revision clause. Wherever in the Maine Revised Statutes the words "Governor's Office of Policy and Management" appear or reference is made to that entity or those words, those words are amended to read or mean, as appropriate, "Governor's Office of Policy Innovation and the Future" and the Revisor of Statutes shall implement this revision when updating, publishing or republishing the statutes.

Sec. D-19. Rename Office of Policy and Management program. Notwithstanding any other provision of law, the Office of Policy and Management program within the Executive Department is renamed the Office of Policy Innovation and the Future program.

PART D SUMMARY

This Part renames the Governor's Office of Policy and Management to the Governor's Office of Policy Innovation and the Future.

IN 10-0

PART E

Sec. E-1. 4 MRSA §1610-L is enacted to read:

§ 1610-L. 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 \$55,000,000 outstanding at any one time for capital repairs and improvements to state-owned facilities and hazardous waste cleanup on state-owned properties.

Sec. E-2. Maine Governmental Facilities Authority; issuance of securities. Pursuant to the Maine Revised Statutes, Title 4, section 1606, subsection 2 and section 1610-L, and notwithstanding the limitation contained in Maine Revised Statutes, 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 \$55,000,000. Proceeds must be used for the purpose of paying the costs associated with capital repairs and improvements to and construction of state-owned facilities and hazardous waste cleanup on state-owned properties as designated by the Commissioner of Administrative and Financial Services.

PART E
SUMMARY

This Part authorizes the Maine Governmental Facilities Authority to issue additional securities up to an amount of \$55,000,000 to pay for the costs of capital repairs and improvements to and construction of state-owned facilities and hazardous waste cleanup on state-owned properties.

IN 7-21
Minority OTTP
Accountability
Transparency
Constitutionality

PART P

Sec. P-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 agreements in fiscal years 2019-20 and 2020-21 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 agreement 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.

PART P
SUMMARY

This Part authorizes the Department of Administrative and Financial Services to enter into financing arrangements in fiscal years 2019-20 and 2020-21 for the acquisition of motor vehicles for the Central Fleet Management Division.

IN 10-0

PART L

Sec. L-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, 2021 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. L-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, 2021 and is approved to participate in a voluntary employee incentive program under section 1 of this Part based upon the scheduled workweek in effect prior to the employee's participation in the voluntary employee incentive program.

Sec. L-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, 2021 and is approved to participate in a voluntary employee incentive program under section 1 of this Part are based upon the scheduled hours of the employee prior to the employee's participation in the voluntary employee incentive program.

Sec. L-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 of this Part 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, 2021 for fiscal year 2019-20 and no later than January 15, 2022 for fiscal year 2020-21.

Sec. L-5. Lapsed balances. Notwithstanding any other provision of law, \$350,000 in fiscal year 2019-20 and \$350,000 in fiscal year 2020-21 of savings identified from the voluntary employee incentive programs in this Part lapse to the General Fund.

PART L SUMMARY

This Part continues the voluntary employee incentive program through the 2020-2021 biennium.

PART M

Sec M-1. Carry balances; Debt Service – Government Facilities Authority.
Notwithstanding any provision of law to the contrary, the State Controller shall carry any remaining balances in the Debt Service – Government Facilities Authority program in the Department of Administrative and Financial Services in each year of the 2020-2021 biennium into the following fiscal year.

PART M
SUMMARY

This Part authorizes the State Controller to carry any remaining balances in the Debt Service – Government Facilities Authority program in the Department of Administrative and Financial Services in each year of the 2020-2021 biennium into the following fiscal year.

IN 7-4

PART QQQ

Sec. QQQ-1. 5 MRS §7054-C, as enacted by PL 2017, c. 261, §1, is amended to read:

1. Definitions. As used in this section, unless the context otherwise indicates, the following terms have the following meanings.

A. "Person with a disability" means a person who has a physical or mental impairment which substantially limits one or more of a person's major life activities~~been determined by a qualified professional to have a physical or mental impairment that constitutes a substantial barrier to employment but who can benefit in terms of an employment outcome from the provision of vocational rehabilitation services.~~

B. ~~"Qualified professional" means a vocational rehabilitation counselor or other professional with advanced disability training and certification.~~

C. "Special appointment program" means the program established by rule by the Department of Administrative and Financial Services, Bureau of Human Resources to provide persons with disabilities increased access to positions in the classified service.

D. ~~"Ticket to Work program" means the Ticket to Work and Self-Sufficiency Program under Section 1148 of the federal Social Security Act.~~

2. Interview. In filling a position in the classified service, the employing agency shall offer an interview to a person with a disability ~~who is eligible for the Ticket to Work program and who meets the minimum qualifications established for the position and to a person who has been determined by a qualified professional to have a disability and who meets the minimum qualifications established for the position.~~

3. Guidance and referral if not hired. If a person with a disability applies for a position described in subsection 2 but is not selected, the Department of Administrative and Financial Services, Bureau of Human Resources shall provide guidance to the person regarding other available state positions, ~~including opportunities in the special appointment program,~~ for which the person might qualify. The Bureau of Human Resources may also refer the person to the Department of Labor, Bureau of Rehabilitation Services for potential vocational rehabilitation services, including opportunities in the special appointment program~~if the person has not been referred by a qualified professional.~~

4. Retention preference. In any reduction in personnel in the state service, employees who are ~~eligible for the Ticket to Work program or who are persons with disabilities~~ must be retained in preference to all other competing employees in the same classification with equal seniority, status and performance reviews.

5. Right to nondisclosure. A person with a disability ~~or who is eligible for the Ticket to~~

~~Work program~~ has the right to not disclose that person's disability at the time of hire but may not assert a right to a retention preference pursuant to subsection 4 at a later date.

**PART QQQ
SUMMARY**

This Part amends the preference in state hiring that grants an interview to a person with a disability who meets the minimum qualifications for any open position to comply with the American Disabilities Act. If the person is not selected for the position, the Department of Administrative and Financial Services, Bureau of Human Resources must provide guidance to the person regarding other available state positions for which the person might qualify. The bureau may also refer the person to the Department of Labor, Bureau of Rehabilitation Services for vocational rehabilitation services, including opportunities in the special appointment program.

IN 10-0

