# Memorandum
## Oregon Department of Fish and Wildlife

**Date:** January 6, 2012
**To:** Commissioners
**From:** Debbie Colbert, Deputy Director of Administration
**Subject:** 2011-13 Financial Report

The Commission Financial Report for the 2011-13 biennium as of November 30, 2011 is provided as Attachment 1. Department wide, revenues and expenditures are within budgeted projections.

In mid-December 2011, Legislative leadership and the Governor requested a statewide hiring freeze and other administrative restrictions through the end of the February legislative session. These restrictions are outlined in the attached memos from Michael Jordon, Chief Operating Officer and Director of Administrative Services (DAS) (Attachments 2 and 3).

DAS has convened a committee to review exceptions to the hiring freeze. ODFW has submitted a number of positions for exceptions to ensure that we have staff to meet federal contract obligations and court-ordered mandates such as US v Oregon. Agencies have also been directed to implement administrative restrictions including suspending "non-critical expenditures." Our Executive Leadership Team (ELT) met this week to identify criteria for implementing these restrictions.

**Office of the Director**
3406 Cherry Avenue NE, Salem, Oregon 97303, Tele: (503) 947-6000 FAX: (503) 947-6042

Attachment 1

**ODFW Monthly Report for 2011-13 Biennium**
**January 6, 2012 Commission Meeting**
**as of November 30, 2011**
*(in millions)*

| | Legislatively Adopted Budget | Adjustments & E-Boards | Legislatively Approved Budget | Actuals as of 11/30/2011 | % of Total Biennium Budget (5 mo. ÷ 24 mo. = 20.83%) |
|---|---|---|---|---|---|
| **REVENUE** | | | | | |
| Beginning Balance | 45.51 | - | 45.51 | 41.44 * | |
| General Fund | 7.07 | | 7.07 | 1.47 | |
| Lottery Fund | 5.82 | - | 5.82 | 0.37 | |
| Other Funds | | | | | |
| Hunter/Angler | 102.52 | - | 102.52 | 19.08 | |
| Commercial Fisheries Fund | 7.52 | - | 7.52 | 2.06 | |
| Federal Grants - Indirect | 20.38 | - | 20.38 | 2.54 | |
| Nonfederal Grants - Direct | 1.79 | - | 1.79 | 0.57 | |
| All Other Categories | 52.94 | - | 52.94 | 3.56 | |
| Total Other Funds | 185.15 | - | 185.15 | **27.81** | |
| Federal Funds | 109.79 | | 109.79 | 13.71 | |
| **Total Revenue** | **353.34** | **-** | **353.34** | **84.80** | **24.00%** |
| **EXPENDITURES** | | | | | |
| Wildlife | | | | | |
| General Fund | 0.79 | | 0.79 | 0.07 | |
| Lottery Fund | 1.29 | - | 1.29 | 0.10 | |
| Other Funds | 38.82 | | 38.82 | 6.42 | |
| Federal Funds | 20.94 | | 20.94 | 3.44 | |
| **Total Wildlife Programs** | **61.84** | **-** | **61.84** | **10.03** | **16.22%** |
| Fish | | | | | |
| General Fund | 5.17 | | 5.17 | 1.30 | |
| Lottery Fund | 4.53 | | 4.53 | 1.04 | |
| Other Funds | 66.88 | | 66.88 | 12.29 | |
| Federal Funds | 86.75 | | 86.75 | 18.57 | |
| **Total Fish Programs** | **163.33** | **-** | **163.33** | **33.20** | **20.32%** |
| Administration | | | | | |
| General Fund | 0.62 | | 0.62 | 0.04 | |
| Other Funds | 38.98 | | 38.98 | 8.93 | |
| Federal Funds | 2.11 | - | 2.11 | 0.43 | |
| **Total Administration** | **41.71** | **-** | **41.71** | **9.39** | **22.51%** |
| State Police | | | | | |
| Other Funds | 21.28 | - | 21.28 | 1.90 | |
| **Total State Police** | **21.28** | **-** | **21.28** | **1.90** | **8.92%** |
| Debt Service | | | | | |
| General Fund | 0.34 | - | 0.34 | 0.07 | |
| Other Funds | 0.73 | | 0.73 | - | |
| **Total Debt Service** | **1.07** | **-** | **1.07** | **0.07** | **6.40%** |
| Capital Improvement | | | | | |
| General Fund | 0.14 | | 0.14 | - | |
| Other Funds | 7.71 | - | 7.71 | 1.54 | |
| **Total Capital Improvement** | **7.85** | **-** | **7.85** | **1.54** | **19.61%** |
| Capital Construction | | | | | |
| Other Funds | 23.20 | - | 23.20 | - | |
| **Total Capital Construction** | **23.20** | **-** | 23.20 | **-** | **0.00%** |
| **Agency-wide** | | | | | |
| General Fund | 7.06 | - | 7.06 | 1.47 | 20.86% |
| Lottery Fund | 5.82 | - | 5.82 | 1.14 | 19.60% |
| Other Funds | 197.60 | - | 197.60 | 31.08 | 15.73% |
| Federal Funds | 109.80 | - | 109.80 | 22.43 | 20.43% |
| **Total Expenditures** | **320.28** | **-** | **320.28** | **56.13** | **17.52%** |
| **ENDING BALANCE** | **33.06** | | **33.06** | **28.68** | |

* Actual Beginning Balance is carried forward from the June 2011 report and will not be finalized until December 2011

**Notes**

| Summary | General Fund | Lottery Fund | Other Funds | Federal Funds | Total Funds |
|---|---|---|---|---|---|
| Legislatively Adopted | 7 | 6 | 198 | 110 | 320 |
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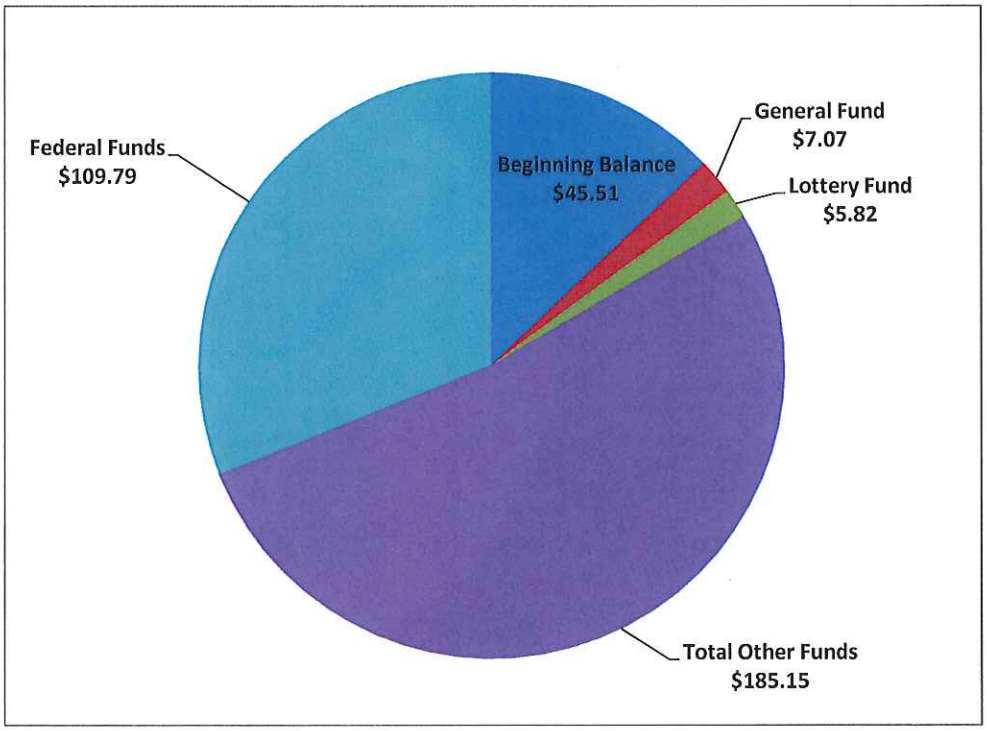
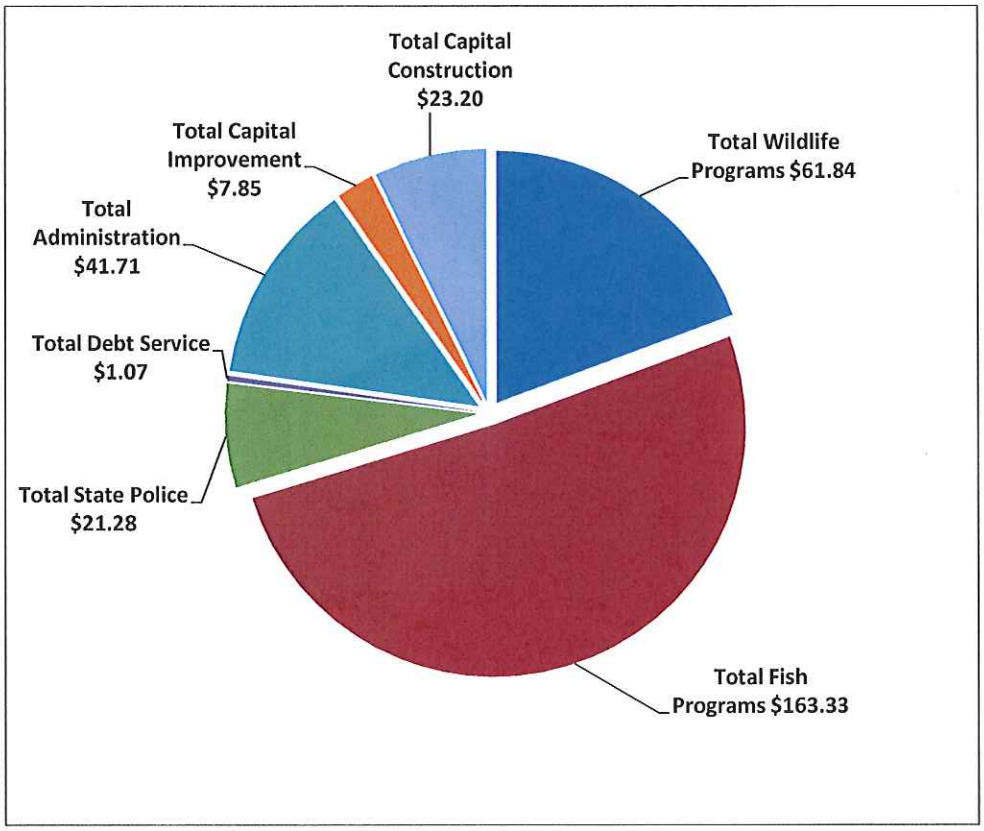
| **Total** | **7** | **6** | **198** | **110** | **320** |

Oregon Department of Fish and Wildlife
2011-13 Legislatively Approved Budget - Revenue
As of November 30, 2011 - 353.34 Million




Oregon Department of Fish and Wildlife
2011-13 Legislatively Approved Budget - Expenditures
As of November 30, 2011 - 320.28 Million



Attachment 2

Oregon

John A. Kitzhaber, MD, Governor

**Department of Administrative Services**
Office of the Chief Operating Officer
155 Cottage Street NE U20
Salem, OR 97301
PHONE: 503-378-3104
FAX: 503-373-7643

**MEMORANDUM**

**To:** Agency Directors

**From:** Michael Jordan, Chief Operating Officer

**Date:** December 13, 2011

**Subject:** Statewide Hiring Freeze

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The Legislature is focused on addressing difficult budget decisions during the February 2012 session. Consequently the Governor and legislative leadership have requested the Department of Administrative Services to implement a hiring freeze from now through the end of the February legislative session.

While many agencies are already focusing on managing their vacancies to increase efficiencies, this freeze is aimed at significantly reducing the number of vacancies filled within the state. However, we recognize there are positions so essential to the state's business they must be filled despite the freeze. These positions may include some federally or other funded positions, legally mandated positions, or those the state relies upon to generate revenue. Those positions will be identified within all agencies. Now, as a part of the hiring freeze, those specific kinds of positions will be subject to further examination by an operational committee comprised of representatives from multiple state agencies to assess their necessity and authorize hiring. The DAS Human Resource Services Division will provide guidance to agencies on the scope of the freeze, specific procedures to request exceptions, the impact to current recruitments and pending job offers.

At the end of the February legislative session the continuation of the hiring freeze will be evaluated and a recalibration will be done to assess where the state is fiscally and the process going forward.

**Debbie L Colbert**

**From:** Teri Kucera
**Sent:** Thursday, December 15, 2011 2:08 PM
**To:** Debbie L Colbert; Curt Melcher; Roxie Burns
**Cc:** Roy Elicker
**Subject:** FW: Administrative Restrictions, Memo 2
**Attachments:** 121311_Statewide_Hiring_Freeze.pdf

**Clarifications from Michael Jordan. – Teri Kucera**

**From:** WARNER Summer L * DO ADMIN [mailto:summer.l.warner@state.or.us] **On Behalf Of** JORDAN Michael J * DO EXEC
**Sent:** Thursday, December 15, 2011 1:05 PM
**To:** Agency Heads - Brds_Commissions; AGENCY HEADS
**Cc:** Agency_Heads_Asst_Dist; BAM_ANALYST_SABRS_Dist
**Subject:** Administrative Restrictions, Memo 2

**To:** Agency Directors

**From:** Michael Jordan, Chief Operating Officer

**Re:** Administrative Restrictions, Memo 2

We have received multiple directives from the Governor and legislative leadership regarding administrative restrictions that agencies are to put in place. I appreciate your phone calls and e-mails asking for additional instruction on how we implement these directives. This memo responds to those questions, giving more clarity about issues I'm sure are on the minds of all directors.

We cannot paint a solution with a single brush; you will have to weigh the options and ultimately make the decision about whether to incur an expense. But you are not alone. I, along with the members of the Enterprise Leadership Team, stand ready to help you. Take into consideration the unique circumstances within your agency when making judgments. If you determine that you must incur an expense, feel comfortable making that decision.

Please note the sub-bullets below when interpreting each restriction and take into consideration that they do not answer every eventuality.

- Suspend new program enrollments in OHP Standard, Employment Related Day Care (ERDC), Oregon Project Independence, Oregon Pre-K, and any other programs that may undergo funding reductions in the February session.
    - DHS and OYA have a clear understanding of the requirements needed for this item.
- Suspend advertising and outreach efforts for state programs.
    - Take an individual approach to spending decisions for advertising and outreach efforts. Go forward with costs associated with signed contract obligations, meeting grant stipulations or any federal requirements. Also continue any expenditure related to revenue generation. Marketing and advertising associated with the Lottery serves as one example.
- Suspend non-critical expenditures.
    - Keep your operations running, but critically examine anything beyond general operations. Example: new manager training on wage and hour laws is essential; higher-level training in a discipline that meets a future need could be deferred until after the February session.

- Suspend the acceleration of grants from the Department of Education.
    - ODE has a clear understanding of the requirements needed for this item.
- Suspend all payments for programs and services approved in the legislatively adopted budget that have not yet been committed.
    - If a payment applies to expansion or creation of new, not-yet-begun programs, consider delaying the expenditure until after February. If the program has already begun, or you have signed contract obligations, feel free to continue it as a current service.
- Implement a statewide hiring freeze according to the memo I issued Tuesday (copy attached).
    - HRSD will continue to guide the implementation of this restriction in collaboration with agency HR managers.

I want to reaffirm that the overarching intent of legislative leadership and the Governor is to try to maintain as much fiscal flexibility as possible going into budget rebalancing discussions in the February session.

As DAS receives additional questions on these restrictions, we will share further suggestions and guidance. Your BAM analyst stands ready as another resource to help as you make budget judgments over the next couple of months.

Thank you.