

Facilities Maintenance & Management Narrative

Organization Charts



Facilities Maintenance & Management
0.00 FTE

Prior 2017-19 Structure

Executive Summary

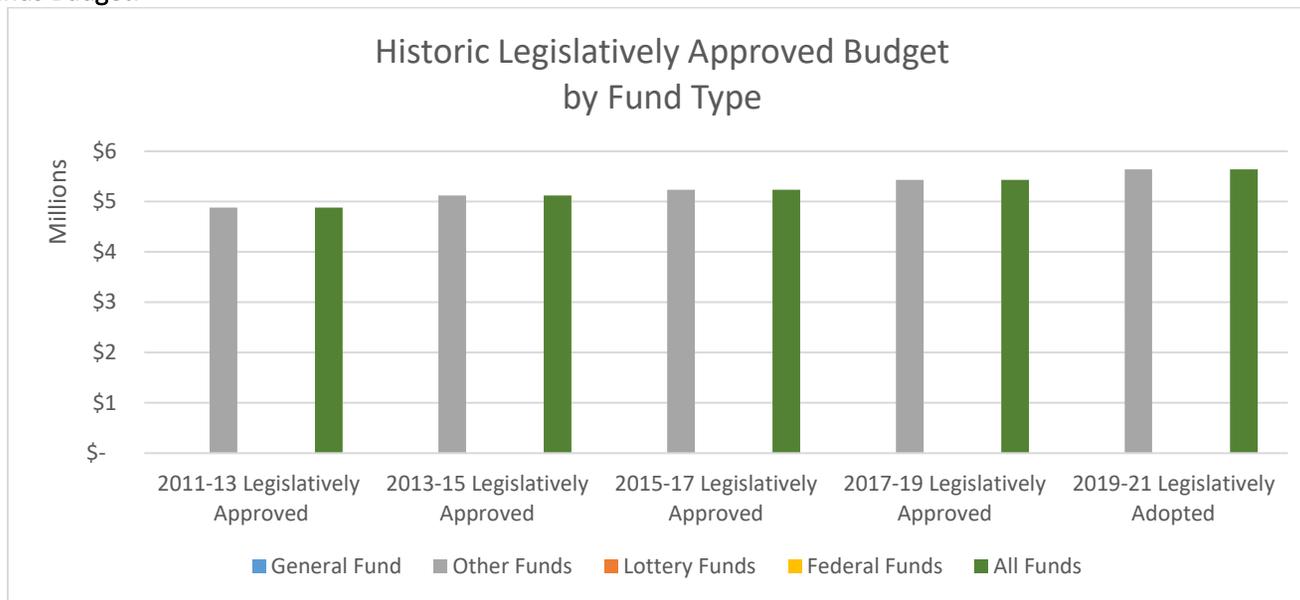
Long-Term Focus Areas:

Primary Outcome Area: Excellence in State Government

Primary Program Contact:

D. Chris Stewart, PE, 503-945-7375, Bill Herber, 503-945-7203

Program Total Funds Budget:



Program Overview:

The Facilities Maintenance and Management Program supports the Department of Forestry's missions through an integrated facilities management plan that protects the health and safety of the public and personnel, protects and preserves the Department's capabilities and capital investments, and minimizes life-cycle facilities costs. The objective of the Facilities Maintenance and Management Program is to ensure that sufficient funds are available for the Department's routine maintenance program, the reduction of deferred maintenance, and the implementation of prioritized capital construction and improvement projects.

Program Funding Request:

For 2019-21, the Facilities Management and Development program received \$5,642,619 Other Funds. The estimated cost for 2021-23 is \$5,885,252 and for 2023-25 is \$6,138,317.

Program Description:

Facilities are the physical foundation of the Department's service delivery and contribute to the socioeconomic fabric of their communities. These facilities must be safe, energy efficient and provide the appropriate functional environment to meet the needs of the Department's operating Divisions. The program's customers include employees, as well as stakeholders who visit Department facilities for services.

The Facilities Maintenance and Management Program manages the life cycle of the Department of Forestry's facilities assets. The Department regularly repairs or replaces those facilities and components that have served their useful life.

Funding Streams Supporting the Program:

The current funding sources for capital projects and facilities operations and maintenance are General Fund, forest landowner assessments, net proceeds from state forest operations and harvest tax.

Funding Proposal Comparison:

The program's 2019-21 Legislatively Adopted Budget is a 4 percent increase from the 2017-19 Legislatively Approved Budget. The program is not proposing any enhancement packages for the 2019-21 biennium.

Program Unit Narrative

Activities, Programs and Issues:

The major activity of the Facilities Maintenance and Management Program during the 2019-21 biennium is the development of a long-range capital renewal plan that addresses all facility needs, including major maintenance, deferred maintenance reduction, capital improvement and major construction.

The central point of the Department's capital plan is that it is strategically and analytically driven with a long-term view of how funding and debt service may be accomplished. The capital planning process is focused on:

- Linkage of the capital plan with Department strategic priorities;
- Centralized leadership of facilities capital planning with stakeholder involvement;
- Comprehensive needs assessments addressing all capital needs;
- Credibility of information, project prioritization and capital investment decisions;
- Development of a consistent funding framework.

Department leadership is currently developing a strategic planning context that identifies key planning issues, opportunities and priorities. Completion is nearing on acquisition of a facilities asset management system to provide a foundation for informed decision-making through improved capacity to quantify, track and analyze facilities needs and costs.

The next phase of the Department's capital planning process is the assessment of facilities needs and the organization of those needs into a capital plan. This phase should be complete by the end of the 2019-21 biennium.

Important Background for Decision Makers:

Since its establishment in 1911, the Department and the state's forest protection landowner associations have constructed and acquired facilities to support the Department's major program areas.

The Department's current building inventory includes 396 buildings with a current replacement value of approximately \$115.9 million. Outside of the Salem Headquarters buildings which house the Department's centralized operational and business functions, the balance of the buildings are within 12 Fire Protection Districts and five State Forests located throughout the state.

The Department's facilities support a wide range of activities including administrative functions, firefighter support and dispatch, fire engine and equipment storage, vehicle repair and fabrication, reforestation activities, radio communication sites and forest fire lookouts. The acquisition of these facilities spans decades of building design, construction and workplace technologies.

Operations, maintenance and capital renewal budgets are established throughout the Department on a Fiscal Year basis through a collaborative budget development process with stakeholders.

Revenue Sources and Proposed Revenue Changes:

Revenue for the Facilities Maintenance and Development program comes from a revenue transfer of Other Funds from the Department's operating Divisions (Fire Protection, State Forests and Private Forests). No new revenue streams are proposed for the 2019-21 biennium.

Maintenance Summary Report

(107BF16a)

Facility Plan - Facility Summary Report 107BF16a
2019-21 Biennium

Agency Name Oregon Department of Forestry

Table A: Owned Assets Over \$1M CRV		FY 2018 DATA			
Total Number of Facilities Over \$1M		38			
Current Replacement Value \$ (CRV)	1	\$134,588,823	Source	4	FCA Risk or FCA
Total Gross Square Feet (GSF)		294,826			
Office/Administrative Usable Square Feet (USF)	2	221,120	<i>(Estimate)/Actual</i>	5	75% USF/GSF
Occupants Position Count (PC)	3	383.13	Office/Admin USF/PC	6	577
			or Agency Measure	7	N/A

Table B: Owned facilities under \$1M CRV	
Number of Facilities Under \$1M	394
CRV	1 \$78,700,936
GSF	339,883

Table C: Leased Facilities - N/A			
Total Rentable SF	8	0	
Total 2019-2021 Biennial Lease Cost		\$0	
Additional 2017-2019 Costs for Lease Properties (O&M)	9	0	
Office/Administrative Usable Square Feet (USF)	2	0	<i>Estimate/Actual</i>
Occupants Position Count (PC)	3	0	5 N/A % USF/GSF
			6 N/A

Operations and Maintenance Report

(107BF16b)

Facility Plan - Facility O&M/DM Report 107B16b
2019-21 Biennium

Agency Name Oregon Department of Forestry

Facilities Operations and Maintenance (O&M) Budget
excluding Capital Improvements and Deferred
Maintenance

1	2015-17 Actual	2017-19 LAB	2019-21 Budgeted	2021-23 Projected
Personal Services (PS) Operations and Maintenance	\$ -	\$ -	\$ -	\$ -
Services and Supplies (S&S) Operations and Maintenance	\$ 2,864,775	\$ 5,757,580	\$ 6,676,368	\$ 6,963,452
Utilities not included in PS and S&S above	\$ -	\$ -	\$ -	\$ -
Total O&M	\$ 2,864,775	\$ 5,757,580	\$ 6,676,368	\$ 6,963,452
O&M \$/SF	4.51	9.07	10.52	10.97

FAMADA Operations and Maintenance. Personal Services (PS) & Services and Supply (SS) costs incorporated in with the Agency's Facilities Maintenance and Development Account (FAMADA) account.

Total O&M SF 634,709 Include only the SF for which your agency provides O&M funding.

2	General Fund	Lottery Fund	Other Funds	Federal Funds
O&M Estimated Fund Split Percentage %	0.00%	0.00%	99.96%	0.04%

Deferred Maintenance Funding In Current
Budget Model

Total Short and Long Term Deferred Maintenance Plan
for Facilities

3	2019-21 Biennium		Ongoing Budgeted (non POP) 2019-21 Budgeted SB 1067 (2% CRV min.)	Ongoing Budgeted (non POP) 2021-23 Projected SB 1067 (2% CRV min.)
4,5,6	Current Costs (2018)	Ten Year Projection		
Priorities 1-3 - Currently, Potentially and Not Yet Critical	\$25,509,549	\$52,993,359	\$5,000,000	\$5,000,000
Priority 4 - Seismic & Natural Hazard	\$0	\$0		
Priority 5 - Modernization	0	TBD Master Plan		
Total Priority Need	\$25,509,549	\$52,993,359	\$5,000,000	\$5,000,000
Facility Condition Index (Priority 1-3 Needs/CRV)	11.960%	24.846%	10%	7%

SB 1067 Guidance Below
\$9.2M recommended allocation, current capacity for \$5M, so ODF is asking for \$5M.

(minus DM funding in current budget model)

Assets CRV \$213,289,759 Current Replacement Value Reported to Risk **or Calculated Replacement Value Reported from Facility Conditions Assessment (FCA)**

Process/Software for routine maintenance (O&M)	Replaced outdated ACCESS database with the iPlan™ platform	Provide narrative
Process/Software for deferred maintenance/renewal	iPlan™	Provide narrative
Process for funding facilities maintenance	Policy Option Packages (POPs)	Provide narrative

From iPlan FCA

The Facilities Operations and Maintenance budget includes costs to maintain facilities and keep them in repair including applicable utilities, building supplies, janitorial and groundskeeper staff as well as maintenance staff. Agencies with significant facilities may include support staff if directly associated with facilities Operations and Maintenance activities. Do not include other overhead costs such as accounting, central government charges, etc.

Facilities Deferred Maintenance Detail Report

The Department is conducting statewide facilities condition assessments on its building inventory during the 2017-19 biennium in association with its facilities capital planning initiative and DAS. Current deferred maintenance information will be available beginning: June 30, 2019

Base Budget & Essential Packages

Package 031 – Standard Inflation

The Cost of Goods and Services increased based on the standard 3.8 percent inflation factor for Services & Supplies and Capital Outlay items, except for State Government Service Charges and Attorney General Charges, which are based on the 2019-21 Price List of Goods and Services.

Program Enhancement Packages

Summary of All Division Enhancement Packages

Package	Priority	Component Title	All Funds	Positions / FTEs
810		Statewide LFO Adjustments	(\$96)	0 / 0.00
Total LAB Packages:			(\$96)	0 / 0.00

Package 810 – Statewide LFO Adjustments

Purpose:

This is an analyst package to adjust agency budgets statewide as a result of budget reduction to centralized State services, such as DAS, the Attorney General and PERS. These reductions are partially in State Government Service Charges, and some to estimated charges such as SDC, EGS, Parks Assessment, and Procurement. The PERS portion is the result of a rate change. Additionally there is a Base level debt service change due to a decrease in expected debt payments for the Gilchrist Forest and the planned purchase of the Elliott State Forest. There is no impact on Position Counts and FTE.

In the Facilities program the result is a budget reduction of (\$96) Other Funds.

Staffing Impact:

None.

Revenue Source:

	<u>Agency Requested</u>	<u>Governor's Budget</u>	<u>Legislatively Adopted</u>
General Fund	--	--	\$0
Other Funds	--	--	(\$96)
Federal Funds	--	--	\$0
All Funds	--	--	(\$96)
Positions/FTE:	--	--	0 / 0.00

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Forestry, Dept of
Pkg: 031 - Standard Inflation

Cross Reference Name: Facilities Maintenance & Management
Cross Reference Number: 62900-080-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Services & Supplies							
Instate Travel	-	-	53	-	-	-	53
Employee Training	-	-	-	-	-	-	-
Office Expenses	-	-	664	-	-	-	664
Telecommunications	-	-	41	-	-	-	41
Data Processing	-	-	-	-	-	-	-
Publicity and Publications	-	-	-	-	-	-	-
Professional Services	-	-	9,877	-	-	-	9,877
Attorney General	-	-	147	-	-	-	147
Employee Recruitment and Develop	-	-	1	-	-	-	1
Facilities Rental and Taxes	-	-	10,123	-	-	-	10,123
Fuels and Utilities	-	-	86,115	-	-	-	86,115
Facilities Maintenance	-	-	100,483	-	-	-	100,483
Food and Kitchen Supplies	-	-	-	-	-	-	-
Agency Program Related S and S	-	-	46	-	-	-	46
Other Services and Supplies	-	-	19	-	-	-	19
Expendable Prop 250 - 5000	-	-	3	-	-	-	3
IT Expendable Property	-	-	24	-	-	-	24
Total Services & Supplies	-	-	\$207,596	-	-	-	\$207,596
Total Expenditures							
Total Expenditures	-	-	207,596	-	-	-	207,596
Total Expenditures	-	-	\$207,596	-	-	-	\$207,596

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Forestry, Dept of
Pkg: 031 - Standard Inflation

Cross Reference Name: Facilities Maintenance & Management
Cross Reference Number: 62900-080-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Ending Balance							
Ending Balance	-	-	(207,596)	-	-	-	(207,596)
Total Ending Balance	-	-	(\$207,596)	-	-	-	(\$207,596)

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Forestry, Dept of
Pkg: 091 - Statewide Adjustment DAS Chgs

Cross Reference Name: Facilities Maintenance & Management
Cross Reference Number: 62900-080-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Services & Supplies							
Office Expenses	-	-	-	-	-	-	-
Data Processing	-	-	-	-	-	-	-
Other Services and Supplies	-	-	-	-	-	-	-
Total Services & Supplies	-	-	-	-	-	-	-
Total Expenditures							
Total Expenditures	-	-	-	-	-	-	-
Total Expenditures	-	-	-	-	-	-	-
Ending Balance							
Ending Balance	-	-	-	-	-	-	-
Total Ending Balance	-	-	-	-	-	-	-

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Forestry, Dept of
Pkg: 092 - Statewide AG Adjustment

Cross Reference Name: Facilities Maintenance & Management
Cross Reference Number: 62900-080-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Services & Supplies							
Attorney General	-	-	-	-	-	-	-
Total Services & Supplies	-	-	-	-	-	-	-
Total Expenditures							
Total Expenditures	-	-	-	-	-	-	-
Total Expenditures	-	-	-	-	-	-	-
Ending Balance							
Ending Balance	-	-	-	-	-	-	-
Total Ending Balance	-	-	-	-	-	-	-

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Forestry, Dept of
Pkg: 810 - Statewide Adjustments

Cross Reference Name: Facilities Maintenance & Management
Cross Reference Number: 62900-080-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Services & Supplies							
Office Expenses	-	-	(58)	-	-	-	(58)
Data Processing	-	-	(2)	-	-	-	(2)
Attorney General	-	-	(35)	-	-	-	(35)
Other Services and Supplies	-	-	(1)	-	-	-	(1)
Total Services & Supplies	-	-	(\$96)	-	-	-	(\$96)
Total Expenditures							
Total Expenditures	-	-	(96)	-	-	-	(96)
Total Expenditures	-	-	(\$96)	-	-	-	(\$96)
Ending Balance							
Ending Balance	-	-	96	-	-	-	96
Total Ending Balance	-	-	\$96	-	-	-	\$96

DETAIL OF LOTTERY FUNDS, OTHER FUNDS, AND FEDERAL FUNDS REVENUE

Forestry, Dept of
2019-21 Biennium

Agency Number: 62900

Cross Reference Number: 62900-080-00-00-00000

<i>Source</i>	2015-17 Actuals	2017-19 Leg Adopted Budget	2017-19 Leg Approved Budget	2019-21 Agency Request Budget	2019-21 Governor's Budget	2019-21 Leg. Adopted Audit
Other Funds						
Charges for Services	171	-	-	-	-	-
Rents and Royalties	96,604	-	-	-	-	-
Interest Income	16,790	-	-	-	-	-
Other Revenues	5,592	-	-	-	-	-
Transfer In - Intrafund	1,369,317	5,435,119	5,435,119	5,642,715	5,642,715	5,642,619
Transfer Out - Intrafund	(118,897)	-	-	-	-	-
Total Other Funds	\$1,369,577	\$5,435,119	\$5,435,119	\$5,642,715	\$5,642,715	\$5,642,619