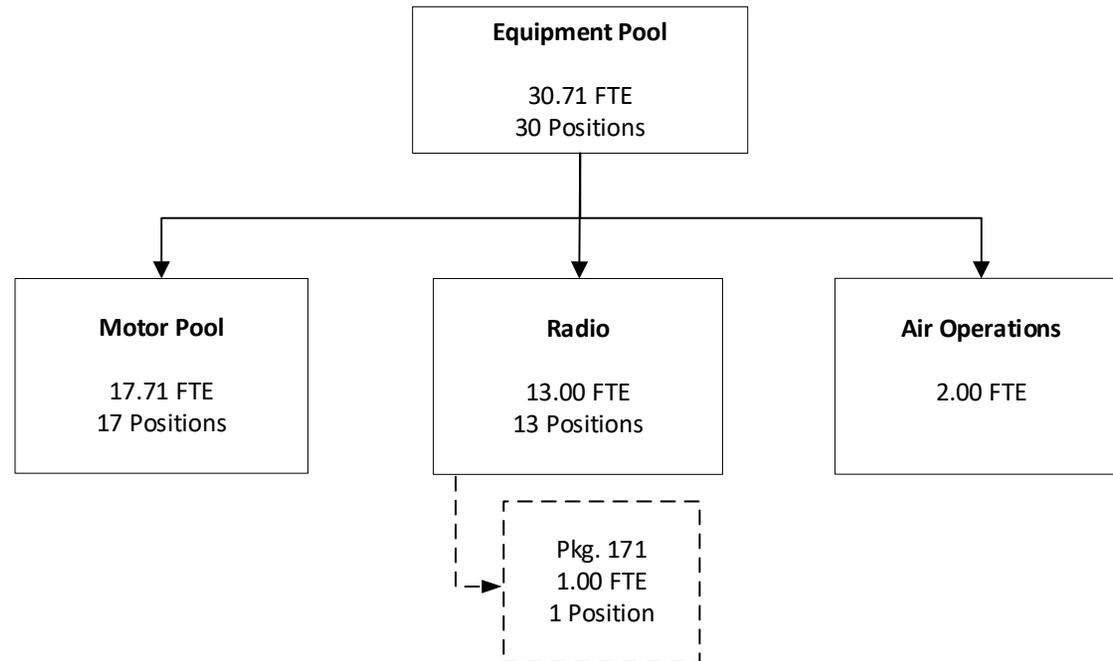
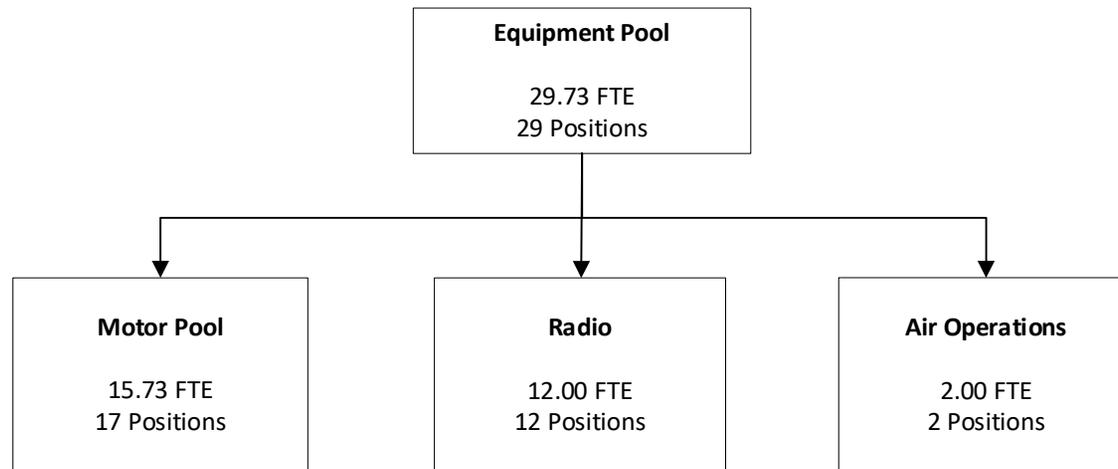


Equipment Pool Program Narrative

Organization Charts



Proposed 2021-23 Structure



Current 2019-21 Structure

Executive Summary

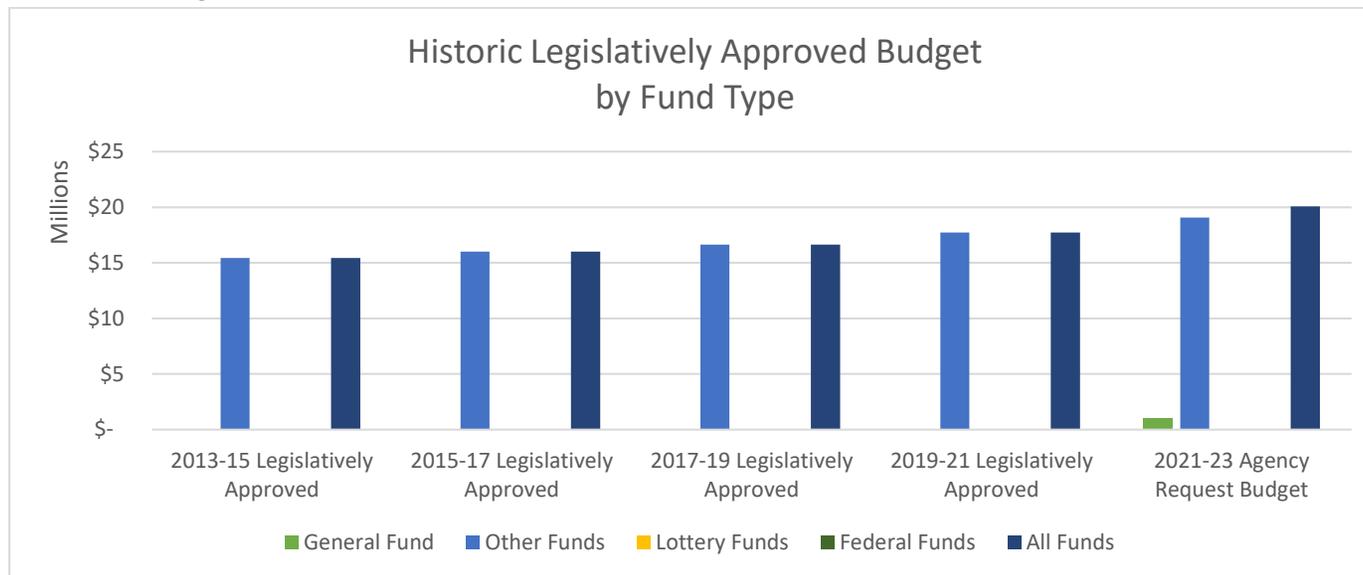
Long-Term Focus Areas:

Primary Focus Area: Responsible Environmental Stewardship

Primary Division Contact:

Eulus I. Newton, Central Motor Pool Manager, 503-945-7312, Eulus.i.newton@oregon.gov

Division Total Funds Budget:



Division Overview:

The Equipment Pool Program is accountable for providing leadership and direction regarding core motor pool and communication logistical and financial support services. The services provided are unique and are vital to core business operations statewide.

Division Funding Request:

The program requests \$20,073,288 for the 2021-23 biennium, an increase over current service level due to increased inflation costs to procure new fleet equipment and the continued communication migration of digital and information technologies.

Division Description:

The Equipment Pool Program provides statewide leadership, direction, and support services in the areas of motor pool and communications logistics to the department's headquarters elements in Salem and districts statewide. In addition, the program supports three forest protective associations and maintains interagency service level agreements with the Oregon Parks and Recreation Department and the Oregon Department of Fish and Wildlife. The program is self-supporting through stakeholder assessments that are managed within internal service funds.

Primary cost drivers that impact the program

- Equipment replacement costs
- Equipment operations/service costs
- Associated administrative and business services costs
- Parts and services costs

Division Justification and Link to Long-Term Outcome:

The Equipment Pool Program provides effective, dependable and life safety equipment and logistical support services to the Department Operational Programs, Administrative Programs and field operations to assist them in meeting their long term focus area goals, benchmarks and successful measurements.

As Programs of the Administrative Branch, we too provide the foundation for effective implementation of ODF core business functions and are continuously evaluating our processes to improve service delivery. The services provided are all directly linked to the Governor's strategic plan calling for "excellence in state government".

Division Performance:

The Equipment Pool Program is dependent upon enterprise asset and business management systems to track equipment assets, utilization, services and financial outcomes. The data sets and information are used to develop and compare a variety of assessment/performance outcomes

that are specific to each district field operation. The data is used for providing outcomes, reports, analysis and establishing equipment assessment/rates.

- Fleet utilization metrics (mileage, repairs, services, fuel, and shop resources) are used to measure and develop operation and repair rates.
- Equipment lifecycle standards and annual long-range planning help to forecast replacement outcomes and annual equipment assessments.

Enabling Legislation/Program Authorization:

ORS 526.142 through 526.152 grants the department the unique authority to establish and maintain this program.

Funding Streams Supporting the Division:

The Equipment Pool Program maintains internal services funds (Other Funds) and is supported through user assessments; however, the program's funding and the ability to maintain, operate, store and replace equipment as required is dependent upon the department's other divisions and programs having the funding available to pay those assessments.

Program Narrative

The Equipment Pool Program is comprised of the Motor Pool and the Communication Pool, which are managed within the Administrative Branch.

The Motor Pool is managed under the Equipment Pool Program and the Communications Pool is managed under the Information Technology Program, but share the same general responsibilities that include, but not limited to the following:

- Ensuring compliance with additional federal and state policies.
- Ensure compliance with biennial budgets, legislative actions, federal and state audits, interagency agreements, strategic plans, and leadership direction.
- Ensure effective management of internal service fund and fund accounts within Oregon Accounting Manual and best practices guidance.
- Provide essential statewide support services that meet the needs of users.

Expenditures:

The Equipment Pool Programs have individual funds and track program activities utilizing unique program account codes:

- Motor Pool Fund – 3101

- Communications Fund – 3201

Important Background for Decision Makers:

- Continued need to replace the antiquated/outdated asset and business management systems.
 - Increase system metrics and outcome measurements of equipment performance, service and lifecycle.
 - Increased system, business procedures and financial quality controls.
 - Increase capability and funding to support electric vehicle policies/requirements.
- Continued need to automate system business enterprise (relationships with other business system platforms).
- Continued need to provide continuous, dependable and cost effective equipment and support services.

Revenue:

The primary user assessments include program administration, operations and future equipment replacement. The assessments are allocated to programs and activities that participate in the pool and receive a service from the use of such equipment. The pools may also provide services to external state agency customers through the use of service level agreements.

Proposed New Laws:

- Green House Gas - Assume new laws will be implemented that will increase the requirements for electric vehicles, which may impact the procurement of current and future vehicles.
- Federal Communications Commission – Assume new laws will continue to be implemented that will increase the security requirements for communication equipment and manufactures

Base Budget & Essential Packages

Package 000-Current Service Level Exception Request-Base Budget Change

In the Equipment Pool Program there was one base adjustment, adjusting months in position segments with less than one month of funds in a DCR. This resulted in a decrease of (\$253) Other Funds. There was no change to position count and a decrease (0.02) FTE.

Package 010-Vacancy Factor and Non-ORPICS Personal Service

This package includes standard inflation of 4.3 percent on non-ORPICS items such as temporaries, overtime, shift differential, all other differentials and unemployment compensation, including the OPE associated with them.

Package 031-Standard Inflation and State Government Service Charge

The purpose of this package is to include a set of standardized inflation rates for all agencies, increasing their budgets above their final base amounts for all non-personal-services expenditure accounts. These rates are 4.3% for standard or “generic” accounts, and then larger rates for “Price List Accounts,” specifically 5.7% for Professional Services and 19.43% for Attorney General charges. There is no change to position counts or FTE.

Package 060-Technical Adjustments

The purpose of this package is to move the risk portion of State Government Service Charges out of all operating programs and into the Agency Administration SCR. There is no change to position counts or FTE.

Program Enhancement Packages

Summary of All Program Enhancement Packages

Package Number	Priority	Component Title	All Funds	Positions / FTEs
171	6	Firefighter Life Safety	\$1,339,704	1/1.00
		Total ARB Packages:	\$1,339,704	1/1.00

Package Narrative

Package 171 - Firefighter Life Safety

The department provides critical life safety communication and location tracking for firefighters and emergency response efforts through operation and maintenance of wireless communication systems, equipment, resources, and infrastructure.

Purpose:

Strategic investments are needed in our life safety communications to ensure business continuity across multiple platforms, align with technological advances in the field, address critical infrastructure deficiencies, and enhance interoperability and standardization across the network.

How Achieved:

Communication Site Infrastructure/Rehabilitation: Collaborate with field and other agency partners to assess communication site requirements and needs. Conduct site reviews on current infrastructure to ensure compliance, safety, architectural /engineering feasibility and legal review of communication site agreements.

Radio and Microwave Systems: Continue collaboration with districts to standardize, enhance, upgrade and replace aging equipment technologies/systems. Intent is to connect the independent systems through modernized technology and a microwave network system.

Automatic Vehicle Locator (AVL): Continue collaboration with districts in the research and development utilizing ODF equipment and technologies. Intent is to complete development and testing of new mobile radios to track vehicle locations and finalize build-out of the AVL system. The department continues to grow its network of systems, which comes with increased complexities/technologies and enhanced safety management needs for safety education and training.

Staffing Impact:

Communications Specialist 3 (1 FTE)

Safety Specialist 1 (1 FTE)

Revenue Source:

This proposal includes funding for two full-time, permanent positions funded by the General Fund and Other Funds.

Funding:

	<u>Agency Request Budget</u>	<u>Governor's Budget</u>	<u>Legislatively Adopted Budget</u>
General Fund	\$1,000,000		
Other Funds	\$339,704		
Federal Funds	\$0		
All Funds	\$1,339,704		
Position/FTE:	1/1.00		

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Forestry, Dept of
Pkg: 010 - Non-PICS Psnl Svc / Vacancy Factor

Cross Reference Name: Equipment Pool
Cross Reference Number: 62900-020-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Personal Services							
Temporary Appointments	-	-	36	-	-	-	36
Overtime Payments	-	-	169	-	-	-	169
All Other Differential	-	-	34	-	-	-	34
Public Employees' Retire Cont	-	-	39	-	-	-	39
Pension Obligation Bond	-	-	28,566	-	-	-	28,566
Social Security Taxes	-	-	18	-	-	-	18
Unemployment Assessments	-	-	62	-	-	-	62
Mass Transit Tax	-	-	2,309	-	-	-	2,309
Vacancy Savings	-	-	11,960	-	-	-	11,960
Total Personal Services	-	-	\$43,193	-	-	-	\$43,193
Total Expenditures							
Total Expenditures	-	-	43,193	-	-	-	43,193
Total Expenditures	-	-	\$43,193	-	-	-	\$43,193
Ending Balance							
Ending Balance	-	-	(43,193)	-	-	-	(43,193)
Total Ending Balance	-	-	(\$43,193)	-	-	-	(\$43,193)

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

**Forestry, Dept of
Pkg: 031 - Standard Inflation**

**Cross Reference Name: Equipment Pool
Cross Reference Number: 62900-020-00-00-00000**

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Services & Supplies							
Instate Travel	-	-	8,621	-	-	-	8,621
Out of State Travel	-	-	77	-	-	-	77
Employee Training	-	-	1,637	-	-	-	1,637
Office Expenses	-	-	12,185	-	-	-	12,185
Telecommunications	-	-	13,058	-	-	-	13,058
Data Processing	-	-	95	-	-	-	95
Publicity and Publications	-	-	170	-	-	-	170
Professional Services	-	-	7,359	-	-	-	7,359
Attorney General	-	-	5,365	-	-	-	5,365
Employee Recruitment and Develop	-	-	98	-	-	-	98
Dues and Subscriptions	-	-	796	-	-	-	796
Fuels and Utilities	-	-	37,483	-	-	-	37,483
Food and Kitchen Supplies	-	-	66	-	-	-	66
Agency Program Related S and S	-	-	183,128	-	-	-	183,128
Other Services and Supplies	-	-	7,320	-	-	-	7,320
Expendable Prop 250 - 5000	-	-	59	-	-	-	59
IT Expendable Property	-	-	26,623	-	-	-	26,623
Total Services & Supplies	-	-	\$304,140	-	-	-	\$304,140

Capital Outlay

Telecommunications Equipment	-	-	13,561	-	-	-	13,561
Industrial and Heavy Equipment	-	-	26,423	-	-	-	26,423

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Forestry, Dept of
Pkg: 031 - Standard Inflation

Cross Reference Name: Equipment Pool
Cross Reference Number: 62900-020-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Capital Outlay							
Automotive and Aircraft	-	-	146,840	-	-	-	146,840
Total Capital Outlay	-	-	\$186,824	-	-	-	\$186,824
Total Expenditures							
Total Expenditures	-	-	490,964	-	-	-	490,964
Total Expenditures	-	-	\$490,964	-	-	-	\$490,964
Ending Balance							
Ending Balance	-	-	(490,964)	-	-	-	(490,964)
Total Ending Balance	-	-	(\$490,964)	-	-	-	(\$490,964)

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Forestry, Dept of
Pkg: 060 - Technical Adjustments

Cross Reference Name: Equipment Pool
Cross Reference Number: 62900-020-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Services & Supplies							
State Gov. Service Charges	-	-	(147,844)	-	-	-	(147,844)
Total Services & Supplies	-	-	(\$147,844)	-	-	-	(\$147,844)
Total Expenditures							
Total Expenditures	-	-	(147,844)	-	-	-	(147,844)
Total Expenditures	-	-	(\$147,844)	-	-	-	(\$147,844)
Ending Balance							
Ending Balance	-	-	147,844	-	-	-	147,844
Total Ending Balance	-	-	\$147,844	-	-	-	\$147,844

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Forestry, Dept of
Pkg: 171 - Firefighter Life Safety

Cross Reference Name: Equipment Pool
Cross Reference Number: 62900-020-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
General Fund Appropriation	1,000,000	-	-	-	-	-	1,000,000
Total Revenues	\$1,000,000	-	-	-	-	-	\$1,000,000
Personal Services							
Class/Unclass Sal. and Per Diem	-	-	138,912	-	-	-	138,912
Empl. Rel. Bd. Assessments	-	-	58	-	-	-	58
Public Employees' Retire Cont	-	-	26,907	-	-	-	26,907
Social Security Taxes	-	-	10,627	-	-	-	10,627
Worker's Comp. Assess. (WCD)	-	-	46	-	-	-	46
Mass Transit Tax	-	-	833	-	-	-	833
Flexible Benefits	-	-	38,232	-	-	-	38,232
Total Personal Services	-	-	\$215,615	-	-	-	\$215,615
Services & Supplies							
Agency Program Related S and S	-	-	12,500	-	-	-	12,500
Other Services and Supplies	-	-	10,000	-	-	-	10,000
Total Services & Supplies	-	-	\$22,500	-	-	-	\$22,500
Capital Outlay							
Telecommunications Equipment	750,000	-	66,141	-	-	-	816,141
Technical Equipment	250,000	-	-	-	-	-	250,000
Automotive and Aircraft	-	-	35,448	-	-	-	35,448
Total Capital Outlay	\$1,000,000	-	\$101,589	-	-	-	\$1,101,589

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Forestry, Dept of
Pkg: 171 - Firefighter Life Safety

Cross Reference Name: Equipment Pool
Cross Reference Number: 62900-020-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Total Expenditures							
Total Expenditures	1,000,000	-	339,704	-	-	-	1,339,704
Total Expenditures	\$1,000,000	-	\$339,704	-	-	-	\$1,339,704
Ending Balance							
Ending Balance	-	-	(339,704)	-	-	-	(339,704)
Total Ending Balance	-	-	(\$339,704)	-	-	-	(\$339,704)
Total Positions							
Total Positions							1
Total Positions	-	-	-	-	-	-	1
Total FTE							
Total FTE							1.00
Total FTE	-	-	-	-	-	-	1.00

2021-23 Biennium

Cross Reference Number: 62900-020-00-00-00000

Agency Request Budget

Package Number: 171

Position Number	Auth No	Workday Id	Classification	Classification Name	Sal Rng	Pos Type	Mos	Step	Rate	Salary	OPE	Total	Pos Cnt	FTE
5613	1382952		E	C2169 A P COMMUNICATIONS SYS ANALYST	30	PF	24	2	5,788	138,912	75,870	214,782	1	1.00
				General Funds						0	0	0		
				Lottery Funds						0	0	0		
				Other Funds						138,912	75,870	214,782		
				Federal Funds						0	0	0		
				Total Funds						138,912	75,870	214,782	1	1.00

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

Forestry, Dept of
2021-23 Biennium

Agency Number: 62900
Cross Reference Number: 62900-020-00-00-00000

<i>Source</i>	2017-19 Actuals	2019-21 Leg Adopted Budget	2019-21 Leg Approved Budget	2021-23 Agency Request Budget	2021-23 Governor's Budget	2021-23 Leg. Adopted Budget
Other Funds						
Charges for Services	4,529,157	5,396,068	5,396,068	8,665,309	-	-
Admin and Service Charges	1,533,437	-	-	-	-	-
Rents and Royalties	7,361,935	13,842,618	13,842,618	15,810,354	-	-
Interest Income	71	-	-	-	-	-
Sales Income	586,782	-	-	-	-	-
Other Revenues	710,815	1,390,252	1,390,252	2,769,981	-	-
Transfer In - Intrafund	4,486,274	-	-	-	-	-
Transfer from General Fund	220,071	-	-	-	-	-
Transfer Out - Intrafund	(5,841,016)	(2,019,056)	(2,019,056)	(8,172,356)	-	-
Total Other Funds	\$13,587,526	\$18,609,882	\$18,609,882	\$19,073,288	-	-

Detail of Revenue 107BF07

Source	Fund	ORBITS Revenue Acct	2017-2019 Actual	2019-21 Legislatively Adopted	2019-21 Estimated	2021-23		
						Agency Request	Governor's	Legislatively Adopted
Charges for Services	3400	0410	\$4,529,157	\$5,396,068	\$5,396,068	\$8,665,309		
Rents & Royalties	3400	0510	\$7,361,935	\$13,842,618	\$13,842,618	\$15,810,354		
Other Revenues	3400	0975	\$710,815	\$1,390,252	\$1,390,252	\$2,769,981		
Transfers Out	3400	2010	(\$5,841,016)	(\$2,019,056)	(\$2,019,056)	(\$8,172,356)		

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