

# Logistics

Fund 10 • Division 70 • Department 70 • Program 170

## PROGRAM DESCRIPTION

This program, newly formed on July 1, 2006, provides overall management and direction for the Logistics Division departments and personnel, in addition to specialized functions such as data analysis, GIS support, and management of daily operations of Communications, Information Technology, Supply, Fleet and Facilities Maintenance functions, and Emergency Management. This new department has been formed with the transfer of personnel from other departments in order to achieve the unified response to Operational responses.

## BUDGET SUMMARY

Expenditures	2005-06 Actual	2006-07 Actual	2007-08 Budget	2008-09 Budget
Personnel Services		\$790,627	\$898,478	\$655,261
Materials and Services		51,301	105,250	150,475
Total Expenditures		\$841,928	\$1,003,728	\$805,736

## PERSONNEL SUMMARY

Position	2005-06 Actual	2006-07 Actual	2007-08 Budget	2008-09 Budget
Assistant Chief		1.00	1.00	0.00
Division Chief		1.00	1.00	2.00
Support Services Director		1.00	1.00	0.00
Data Analyst		1.00	1.00	1.00
Project Coordinator		1.00	1.00	0.00
GIS Technician		1.00	1.00	1.00
Administrative Assistant		0.00	1.00	1.00
Total Full-Time Equivalents (FTE)		6.00	7.00	5.00

## 2008-09 SIGNIFICANT CHANGES

The changes in personnel costs relate to changes in staffing, which includes transferring the Division Chief in from Operations and the Assistant Chief, Support Services Director and the Project Coordinator to the Fire Chief's Office as we continue planned succession training. In addition, responsibility for capital construction management has been moved to the Fire Chief's office during the recent reorganization. Also, benefits were increased to reflect a budget practice change to budget nonunion personnel at top step family benefits as is the practice with the union personnel.

Materials and services increased primarily due to Account 5414, Other Professional Services, to allow professional services to assist the District in managing multiple station construction projects, deadlines and construction cash flow scheduling and oversight.

**SERVICE MEASURES (PREVIOUSLY SERVICE LEVEL OBJECTIVES)**

Service Measure	2005-06 Actual	2006-07 Actual	2007-08 Actual	2008-09 Projected
Response Aids Preplans Processed			580	780
GIS Mapping Projects			249	

**2007-08 SERVICE MEASURES (PREVIOUSLY SERVICE LEVEL OBJECTIVES)**

- **Direct the District's ongoing accreditation efforts**, including establishment of an Internal Assessment Team by fall 2007.

**Goal(s):** VI  
**Service Type(s):** Management  
**Measured By:** Completion of annual accreditation compliance report and team operation.  
**Status or Outcome:** Complete. The DART was established, received training and developed their first report card for the Strategic Plan.

- **Direct the management of 800 MHz 'rebanding' project to upgrade all radios.**

**Goal(s):** II  
**Service Type(s):** Core  
**Measured By:** Project completion  
**Status or Outcome:** In progress. Expect completion Fall 2008.

- **Direct the completion of the 'Disaster Communications Plan'.**

**Goal(s):** II  
**Service Type(s):** Essential  
**Measured By:** Project completion  
**Status or Outcome:** In progress.

- **Approve and direct the development Performance Metrics**, appropriate for established Service Level Objectives for Communications and Technology programs.

**Goal(s):** VII  
**Service Type(s):** Management  
**Measured By:** Project completion  
**Status or Outcome:** Completed in the fall of 2007.

- **Establish baseline performance measurements for core services** in the GIS and Data Analysis programs.

**Goal(s):** VII  
**Service Type(s):** Management  
**Measured By:** Project completion  
**Status or Outcome:** This was not completed due to a vacancy in GIS. Carried forward to fiscal year 2009.

- **Direct the continued coordination of Emergency Operations, Fire Prevention, and GIS personnel** to coordinate product development for the response aid program.

**Goal(s):** VII  
**Service Type(s):** Management  
**Measured By:** Completion of preplans and MDT in-service.  
**Status or Outcome:** In progress. An additional 360 pre-plans were developed.

**2007-08 SERVICE MEASURES (PREVIOUSLY SERVICE LEVEL OBJECTIVES), CONTINUED**

- **Ensure ongoing project management** and progress toward replacement of Finance/Supply software occurs.

**Goal(s):** VII  
**Service Type(s):** Management  
**Measured By:** Project completion  
**Status or Outcome:** In progress. Functional requirements developed and RFP released

**2007-08 CHANGE STRATEGIES**

- **Coordinate implementation of bond-funded major capital construction projects.**

**Primary Goal:** VII  
**Budget Impact:** Increase Required  
**Key Tasks:** Utilize the coordinated efforts of Facilities Maintenance, Information Technology, Communication and Technology, and Fleet Maintenance, to fully coordinate projects and ensure smooth intra-department planning and work flow.  
**Status or Outcome:** In progress. Station 66 was completed and work on Station 50 is in progress. Station specifications inclusive of new IT and Communications technology and LEEDs elements have been developed.

- **Incorporate and prioritize environmental considerations in purchasing decisions.**

**Primary Goal:** VII  
**Budget Impact:** Resource Neutral  
**Key Tasks:** Participate in the new Sustainability Committee responsible to develop the District-wide 'green' policies that will be integrated into department business practices. Upon development of the policies, Logistics managers will draft appropriate 'green' elements into their business processes.  
**Status or Outcome:** Logistics is participating in the Sustainability Committee. Logistics is working towards LEEDs certification and LEEDs elements in the new stations.

- **Coordinate the implementation of a common work order and asset tracking process/system.**

**Primary Goal:** VII  
**Budget Impact:** Increase Required  
**Key Tasks:** For fiscal year 2008, develop business requirements for a common work order and asset tracking process/system. Develop and present TAG application in the fall of 2007, in preparation for a budget request in fiscal year 2009.  
**Status or Outcome:** The Logistics Managers have developed the functional requirements of a common work order/asset tracking system as part of the ERP project. The time frame of addressing those requirements will be determined in the final scope of the project. TAG application deferred.

- **Develop an internal assessment team** to monitor and assess the District's continued progress in improving and achieving its accreditation objectives.

**Primary Goal:** VI  
**Budget Impact:** Increase Required  
**Key Tasks:** Identify a core team of individuals to participate. Receive training. Develop work plan.  
**Status or Outcome:** Completed. The DART was established and training was conducted. The DART developed the report card for the Strategic Plan.

## 2007-08 CHANGE STRATEGIES, CONTINUED

- **Coordinate the development and adoption of a Strategic Plan** for Information Technology and Communications by June 2008.

**Primary Goal:** VII  
**Budget Impact:** Resource Neutral  
**Key Tasks:**  
**Status or Outcome:** In progress. Communications and IT developed Strategic Goals for their plan which will augment the District Strategic Plan.

- **Ensure coordination between all Logistics departments** to accomplish apparatus, fleet, communications, and facilities resource allocation to achieve departmental service objectives.

**Primary Goal:** VI  
**Budget Impact:** Resource Neutral  
**Key Tasks:**  
**Status or Outcome:** The Logistics Managers updated and coordinated their Service Level Objectives in fall of 2007.

## 2007-08 ADDITIONAL ACCOMPLISHMENTS

- Managed the reconstruction of Station 66.
- Revised the station standard for Walnut station to meet LEED requirements. Revised and reviewed standard station plans with Emergency Operations.

## 2008-09 SERVICE MEASURES

- **Establish baseline performance measurements** for core services in the GIS and Data Analysis programs.

**Goal(s):** VII  
**Service Type(s):** Management  
**Measured By:** Service Level Objectives for GIS and Data Analysis programs.

## 2008-09 CHANGE STRATEGIES

- **Replace Financial Systems** - Begin Phase I of integration and implementation of District support functions' financial systems replacement through ERP solution to integrate data and processes of the District into a unified system.

**Goal(s):** VII  
**Budget Impact:** Increase Required  
**Duration:** Year 2 of 5 - This will be the second budget year of a multi-year plan expected to continue through fiscal year 2010-11.  
**Budget Description:** Estimated \$1 to \$2 million over course of project, including software, staffing, and consulting. Complete the GFOA consultant contract project, the software procurement modules, and staffing assistance during the course of the project.  
**Partner(s):** Information Technology, Supply, Fleet, Facilities, Human Resources, Operations

## ***Logistics Administration***

	Actual Prior FY 2006	Actual Prior FY 2007	Budget Prior FY 2008	Budget Proposed FY 2009	Budget Approved FY 2009	Budget Adopted FY 2009
<b>10170 General Fund</b>						
5002 Salaries & Wages Nonunion		468,336	522,642	372,676	372,676	372,676
5004 Vacation Taken Nonunion		33,520	51,690	36,858	36,858	36,858
5006 Sick Taken Nonunion		7,376				
5008 Personal Leave Taken Nonunion		2,830				
5015 Vacation Sold		23,272	32,584	15,751	15,751	15,751
5021 Deferred Comp Match Nonunion		12,585	13,745	12,286	12,286	12,286
5121 Overtime Nonunion			2,241	1,042	1,042	1,042
5201 PERS Taxes		123,290	118,325	84,253	84,253	84,253
5203 FICA/MEDI		36,887	49,066	33,995	33,995	33,995
5206 Worker's Comp		9,476	13,790	8,465	8,465	8,465
5207 TriMet/Wilsonville Tax		3,528	4,169	2,941	2,941	2,941
5208 OR Worker's Benefit Fund Tax		158	342	177	177	177
5211 Medical Ins Nonunion		39,540	53,920	62,438	62,438	62,438
5221 Post Retire Ins Nonunion		3,000	4,200	4,500	4,500	4,500
5230 Dental Ins Nonunion		5,882	7,976	9,119	9,119	9,119
5240 Life/Disability Insurance		4,453	5,008	5,000	5,000	5,000
5270 Uniform Allowance		654	300			
5295 Vehicle/Technology Allowance		15,840	18,480	5,760	5,760	5,760
<b>Total Personnel Services</b>		<b>790,627</b>	<b>898,478</b>	<b>655,261</b>	<b>655,261</b>	<b>655,261</b>
5300 Office Supplies		1,747	2,000	1,000	1,000	1,000
5301 Special Department Supplies		395	550	700	700	700
5330 Noncapital Furniture & Equip		294	2,000	500	500	500
5340 Software Expense/Upgrades		250				
5350 Apparatus Fuel/Lubricants		1,478		1,000	1,000	1,000
5367 M&R Office Equip			2,700	2,700	2,700	2,700
5400 Insurance Premium		115	250			
5413 Consultant Fees			1,600			
5414 Other Professional Services		13,135	28,000	98,000	98,000	98,000
5415 Printing		13,953	15,000	16,500	16,500	16,500
5417 Temporary Services				4,000	4,000	4,000
5461 External Training		3,504	22,225	9,475	9,475	9,475
5462 Travel and Per Diem		12,908	22,100	11,850	11,850	11,850
5472 Employee Recog & Awards		68	1,000			
5484 Postage, UPS & Shipping		95	100			
5500 Dues & Subscrip		2,222	3,875	1,950	1,950	1,950
5570 Misc Business Exp		1,109	2,550	1,800	1,800	1,800
5571 Planning Retreat Expense			1,300	1,000	1,000	1,000
5575 Laundry/Repair Expense		28				
<b>Total Materials and Services</b>		<b>51,301</b>	<b>105,250</b>	<b>150,475</b>	<b>150,475</b>	<b>150,475</b>
<b>Total General Fund</b>		<b>841,928</b>	<b>1,003,728</b>	<b>805,736</b>	<b>805,736</b>	<b>805,736</b>

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