



An Equal Opportunity Employer

Sam Adams, Mayor
Carmen Merlo, Director

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Date: October 4, 2010
To: Mayor Sam Adams
From: Carmen Merlo, Director
Shelli Tompkins, Finance Manager
Subject: POEM (AU 110) Fall FY 2010-11 BMP Documents

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Attached please find the Financial Overview and FY 2010-11 Fall BMP request for the Portland Office of Emergency Management (POEM) (AU 110).

Financial Overview

Staffing: General fund savings in personnel costs were realized due to one GF position, an Assistant Financial Analyst, which was reduced in the last fiscal year to 50% FTE in response to required bureau cuts. Due to bureau needs, POEM has reclassified three positions; a Community Emergency Services Manager resulting to Sr. Community Information & Outreach Representative, Program Specialist –NET and a Program Specialist; currently vacant, is now in the process of being filled. This position will provide support and oversight to the extensive and complex regional grant contracts for the five county region.

ECC and Administrative Office Relocation: The administrative office lease at the Congress Center for POEM has been extended from January 1, 2010 to December 31, 2011. Approximately fifty percent of POEM's lease expense will be grant funded through the Emergency Management Performance Grant (EMPG).

General Fund:

POEM continues to experience growth issues concerning BTS and will be monitoring accounts closely.

Grants: POEM's budget has included several Homeland Security grants, and grant funding has been a major funding source. Administration continues for Urban Areas Security Initiative (UASI) grants for FY 2007, 2008, 2009 and FY 2010. These grants are administered by POEM and serve a five-county region (Clackamas, Clark, Columbia, Washington and Multnomah counties); other grants include State Homeland Security Program (SHSP) FY 2008 and FY 2009, Emergency Management Performance grants, Hazard Mitigation grant, and the ARRA-LEAP grant.

The City of Portland will make reasonable accommodation for people with disabilities. Please notify us no less than five (5) business days prior to the event by phone at 503-823-4375, by the City's TTY at 503-823-6868, or by the Oregon Relay Service at 1-800-735-2900.

Requests in BMP

Technical Adjustments and further appropriation are detailed in the Budget Amendment Request Report. Below is a brief summary:

General Fund:

Position Funding Allocation - Accountant II - This position is currently 100% UASI grant funded. Reallocation of 50% general fund is requested to support this position and change its current status of Limited Term to Permanent. Due to POEM's restructure within the Finance section, general funds are available in POEM's budget to reallocate funding for this position.

Grant:

Transfer of grant funds: Distribution to other bureaus (\$120,105)
(UASI 2007 and UASI 2008 – detailed in Budget Amendment Request Report).

ARRA-LEAP: Increase to Bureau appropriation for FY 2010-2011 from Grant Fund - \$131,193

Grant Award – Pending

UASI 2010 appropriation is pending, and will be detailed in budget line items in the Winter BMP.

Comments on FY 2009-10 Budget Notes and Decision Packages

Decision Packages

1. Cut Assistant Financial Analyst Position 50% (\$31,422)

This position was not filled in FY 2008-09 and became part of the decision package cuts in FY 2009-10 budget requests.

Fall Update

The Office of Emergency Management chose to cut an existing vacant position to half-time to meet the General Fund appropriation reductions minimizing the impact to personnel and bureau operations. This position supports the administration of multiple Homeland Security Grants. The reduction in this position to part-time FTE has provided minimum coverage to work with the central grants office and assisting with various financial duties as required by the bureau.

2. Turn in Vehicle 051032 for Ongoing Costs (\$2,376)

To achieve the General Fund reductions for FY 2009-10 in ongoing costs, POEM eliminated one of two vehicles assigned to the bureau.

Fall Update

Vehicle 051032 was eliminated and returned to CityFleet. This provided the ongoing cost savings within our Internal Services which resulted in the least impact to the bureau and personnel.



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To: Distribution
From: Carmen Merlo
Date: October 4, 2010
Subject: FY 2010-11 FALL BMP
Portland Office of Emergency Management (POEM)

Distribution:

Financial Planning (1)
Mayor's Office (2)
1 each: Commissioners' Offices:
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Commissioner Leonard
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Audit Services Division (1)

C. Finance and Grants (2)

BUDGET AMENDMENT REQUEST

Portland Office of Emergency Management

PERIOD Fall BuMP

FISCAL YEAR FY 2010-11

EM_001 - Accountant II LT to Permanent Position

This is a request to reclassify POEM's Limited Term Accountant II position to a Permanent position. This is a critical position for supporting the Finance & Grants section for the administration of the Department of Homeland Security Grants for the Portland Urban Area, five county region. Ongoing funding through POEM's General Fund allocation and grant resources is available to support this position.

Dollar Amount: \$0
Type: Technical Adjustment
Resources: Internal Transfer

EM_002 - Transfer of Grant funds to Correct Bureaus

UASI 2007 and UASI 2008 (Urban Areas Security Initiatives grant program): Removes Grant revenues and expenditures from POEM to allow distribution to other bureaus. Remove from EMEM000002 - NON PROGRAM - PSEMAS000000000GS.Committment item 534000 & 521100 / Grant Revenue 441100.
WATER: (\$17,400) UASI 2008 - EM000010, BOEC: (\$15,245) UASI 2007 - EM000006, BOEC: (\$85,000) UASI 2008 - EM000010, FIRE: (\$2,460) UASI 2007 EM000006, PLANNING & SUST: (\$100,000) UASI 2007 - EM000006

Dollar Amount: **(\$220,105)**
Type: Technical Adjustment
Resources: Grants

EM_003 - LEAP/ARRA Grant - Expend Grant Funding

Local Energy Assurance Planning (LEAP) Initiative: Technical Adjustment to move grant funds to bureau for LEAP plan development. Sponsored Program identified in BRASS for dispersal of funds; adjusts funds in revenues and expenditures in POEM for correct GL accounts for maintaining Sponsored Programs in SAP.

Dollar Amount: \$131,193
Type: Technical Adjustment
Resources: Grants

**Office of Emergency Management
October 4, 2010**

**FY 2010-2011 FALL BMP
Prior Year Decision Package Update for FY 2009-2010**

Cut Assistant Financial Analyst Position 50% (\$31,422)

This position was not filled in FY 2008-09 and became part of the decision package cuts in FY 2009-10 budget requests.

This package reduced a full-time assistant financial analyst (AFA) position to part-time resulting in three FTE; (2) grant funded and (1) general funded and (1) .50 FTE; general funded position to manage its grant administration and budget responsibilities.

The Office of Emergency Management chose to cut an existing vacant position to half-time to meet the General Fund appropriation reductions minimizing the impact to personnel and bureau operations. This position supports the administration of multiple complex Homeland Security Grants. With the implementation of SAP creating an increase in workload responsibilities, the reduction in this position to part-time has provided programmatic impacts with minimum coverage to work with the central grants office with budget data, grant purchasing, billings, reconciling for City reimbursement, contracts and assisting with various financial duties as required by the bureau.

Turn in Vehicle 051032 for Ongoing Costs (\$2,376)

To achieve the General Fund reductions for FY 2009-10 in ongoing costs, POEM eliminated one of two vehicles assigned to the bureau. Vehicle 051032 was eliminated and returned to CityFleet. This provided the ongoing cost savings within our Internal Services which resulted in the least impact to the bureau and personnel.

Prior Year Business Area Reconciliation Report

	FY 2009-10 Revised Budget	FY 2009-10 Year-End Actuals	Percent of Actuals to Revised
Portland Office of Emergency Management			
EXPENDITURES			
Personal Services	\$1,614,443	\$1,473,734	91%
External Materials and Services	\$5,382,364	\$3,953,481	73%
Internal Materials and Services	\$429,509	\$422,247	98%
TOTAL EXPENDITURES	\$7,426,316	\$5,849,462	79%
REVENUES			
Intergovernmental Revenues	\$5,775,615	\$3,533,406	61%
Interagency Revenue	\$7,000	\$1	0%
Miscellaneous	\$0	\$926	0%
General Fund Discretionary	\$665,605	\$0	0%

Prior Year Business Area Reconciliation Report

	FY 2009-10 Revised Budget	FY 2009-10 Year-End Actuals	Percent of Actuals to Revised
Portland Office of Emergency Management			
REVENUES			
General Fund Overhead	\$978,096	\$0	0%
TOTAL REVENUES	\$7,426,316	\$3,534,333	48%

Bureau Reconciliation Narrative

Personal Services – Combined bureau budget (General Fund and Grant Fund) were under spent. However, unexpected unemployment costs and vacation payouts were contributing factors to an overage in POEM's General Fund (see BA Narrative). One vacancy was unfilled, (.50 FTE Assistant Financial Analyst position) reducing the overage to General Fund. Anticipated grant personnel expenses were less than expected.

External M&S – Overall expenses were below projections due to grant regional spending adjustments. Transfer of funds from External M&S reduced the majority of deficit in GF Personnel Services. Office rent was partially subsidized by Emergency Management Performance (EMPG) grant funding creating a significant cost savings in this category.

Internal Services – Under budget in this major category due to reduction in IA's including Decision Package; Vehicle Turn In, 051032. However, technology expense for computer replacement showed a significant increase.

Intergovernmental Revenues – Grant project funding was reduced due to regional spending adjustments.

Interagency Revenue - Project funding and expense met budget.

POEM (100) General Fund

Personal Services – Overage experienced; benefit expense in double fill position (held for a staff member on military leave), unexpected unemployment costs, vacation payout and duplicate accrual of benefits were contributing factors to GF overage. Compensation set aside funds and transfer from Ext. M&S were requested to off-set expense. One vacancy was unfilled, (.50 FTE Assistant Financial Analyst position) resulting in cost savings to GF.

External M&S – At target for operating costs. Additional unemployment expense charged as pass through to this major category. Transfer of funds from this category met the majority of deficit in GF Personnel Services. Office rent was partially subsidized by Emergency Management Performance (EMPG) grant funding creating a significant cost savings.

Internal Services – Under budget due to reduction in IA's including Decision Package; Vehicle Turn In, 051032. However, technology expense for computer replacement had a significant increase in pass-through.

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POEM – (217) Grants

Personal Services – Grant personnel expenses were less than anticipated.

External M&S – Expenses were below projections due to grant regional spending adjustments. Office rent was partially subsidized by Emergency Management Performance (EMPG) grant funding creating a significant cost savings to GF.

Internal Services – Utilized internal services for grant printing.

Intergovernmental Revenues – Grant project funding was reduced due to regional spending adjustments.

**Office of Emergency Management
October 4, 2010**

FY 2010-2011 FALL BMP

Prior Year Budget vs. Actual Reconciliation - Narrative Update for FY 2009-2010

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October 4, 2010**

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Service Improvement Plan

The Following three priorities comprise POEM's Service Improvement Plan for FY 2009-10

Natural Hazard Mitigation

Summary Status: *Underway*

Estimated Completion Date: 2nd Quarter – December 2010

POEM will update the 2005 Natural Hazard Mitigation Plan (NHMP) by December 2009. The NHMP is a proactive disaster management plan that encompasses earthquake, flood, landslide, winter weather, and wildland urban interface fire hazards. The main goal of the update process will be to align the NHMP with other comprehensive plans including the Portland Plan, Climate Change Plan, and the Wildfire Fuel Reduction Plan. Many City bureaus have been involved with hazard mitigation action items in the past five years and this update will recognize their dedicated work. After the NHMP plan is updated, implementation of action items will be tracked and coordinated through POEM's Planning and Mitigation program. The anticipated outcome is an update and implementable plan that will ensure the City's continued eligibility for pre-disaster and post-disaster funding from the federal government.

Status & Next Steps

The Office of Emergency Management has completed revisions to the City's Natural Hazard Mitigation Plan, but has not presented the plan for public review and comment. Bureaus that previously received hazard mitigation grants from the Federal Emergency Management Agency declined to submit proposals in the current fiscal year due to the high transaction and compliance costs associated with required cost-benefit analyses and program monitoring and reporting requirements. The Bureau of Environmental Services, Portland Parks and Recreation and Portland Fire and Rescue are working with internal and external partners on mitigation programs, including the development of a community wildfire protection plan and Johnson Creek flood plain management.

Emergency Coordination Center

Summary Status: *Underway*

Estimated Completion Date: Planning Stage – 4th Quarter – June 2011

In FY 2009-10, POEM will be planning for the construction of a new emergency coordination center (ECC): working to acquire an equipment staging area on the west side of the Willamette River: and developing plans, position descriptions, and training for ECC responders. These are all key priorities for enhancing the City's operational capabilities and support for elected officials and bureau directors during emergencies. Additionally, POEM will take the lead in completing a Citywide continuity of operations plan, and will support the efforts of individual bureaus to prepare their own continuity of operations plans.

Status & Next Steps

Plans for the design and construction of a new Emergency Coordination Center have advanced to the design development phase. Financing for construction of the facility is now contingent upon voter approval of a general obligation bond for public safety improvements, which includes financing for the replacement of the city's trunked radio communication system and fire apparatus.

Efforts to fund the acquisition of a site on the west side of the Willamette River for storing, maintaining and deploying public works and emergency communications equipment was not included in the final budget for FY 2010-11. Office of Emergency Management staff is working closely with other Portland bureaus to identify a suitable site and arrange appropriate financing for this project.

The Office worked closely with the Mayor, the Bureau of Technology Services and our emergency management partners to develop and deploy the Public Alerts website. This effort included a close collaboration with the Portland Water Bureau to develop user specifications and tender documents for a new emergency notification system that will further enhance public alerting capabilities by providing the ability to deliver user-configured notifications via text messages, email, and voice platforms. Office staff continues to work with designated personnel in all bureaus to obtain continuity of operations data to facilitate the continuity of operations planning (COOP) process.

Neighborhood Emergency Teams

Summary Status: Partner Training – Complete

Summary Status: Train Trainers - ongoing

Estimated Completion Date: June 2010

In FY 2009-10 POEM will partner with Multnomah County and the City of Gresham on Community Emergency Response Team training. Budget shortfalls at Gresham and the County have reduced the number of emergency training classes they can offer to interested residents. By working together, POEM can assist Gresham and the County, as well as share best practices and language translation services. The collaboration will also encourage a unified message on emergency preparedness throughout the metropolitan area.

Also, beginning in FY 2009-01, POEM will offer the new Know Your Neighborhood Train the Trainer class. This class will be conducted in collaboration with the Office of Neighborhood Involvement Crime Prevention program, and will educate neighborhood volunteers who will in turn train their neighbors, friends, and associates in the basics of emergency preparedness and crime prevention.

Status & Next Steps

The Office of Emergency Management initiated a stakeholder engagement process with Neighborhood Emergency Team volunteers in April 2010 to strengthen governance and accountability. Over the succeeding three months, volunteers provided significant recommendations for improvements, which are now being finalized. The stakeholder engagement process and collaboration with neighboring jurisdictions in Multnomah County have produced consensus on ways to improve training delivery.

Working with a consortium of higher education institutions in Portland and Multnomah County led to the successful launch of Campus Community Emergency Response Team (C-CERT) training at the end of the fiscal year. The Office is looking to leverage these new programs to deliver NET training to the wider community in partnership community colleges and vocational education programs in the future.

**Office of Emergency Management
Encumbrance Carryover Request Pivot Table**

Pymt Bdgt		Amt type		Total	
Vendor Name	RefDocNo	350	Grand Total	Requested	
NATIONAL INTEROP INC	22010686	358	358		0
NATIONAL INTEROP INC Total		358	358		0
Grand Total		358	358		0

** No Encumbrance Carryover is requested in the FY 2010-2011 FALL BMP