



An Equal Opportunity Employer

Sam Adams, Mayor
Carmen Merlo, Director

1001 SW 5th Avenue/ Suite 650
Portland, Oregon 97204
Phone: 503-823-4375
Fax: 503-823-3903
TDD: 503-823-3947
www.portlandonline.com/oem

To: Distribution

From: Carmen Merlo, Director

Date: January 14, 2011

Subject: FY 2010-11 WINTER BMP
Portland Office of Emergency Management (POEM)

Distribution:

Financial Planning (1)
Mayor's Office (2)
1 each: Commissioners' Offices:
Commissioner Fish
Commissioner Fritz
Commissioner Leonard
Commissioner Saltzman
L. Griffin-Valade, City Auditor (1)
Audit Services Division (1)

C. Finance and Grants (2)



An Equal Opportunity Employer

Sam Adams, Mayor
Carmen Merlo, Director

1001 SW 5th Avenue/ Suite 650
Portland, Oregon 97204
Phone: 503-823-4375
Fax: 503-823-3903
TDD: 503-823-3947
www.portlandonline.com/oem

Date: January 14, 2011
To: Mayor Sam Adams
From: Carmen Merlo, Director *CM*
Shelli Tompkins, Finance Manager
Subject: POEM (AU 110) WINTER FY 2010-11 BMP Documents

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

Financial Overview

Staffing: Due to bureau needs, POEM had reclassified the Financial Analyst position to a Program Specialist position which was filled in December 2010. This position provides support and oversight to the extensive and complex regional grant contracts for the five county region. In addition, POEM reclassified limited term Accountant II position to a permanent position. This position is supported by the bureau's existing General Fund and ongoing grant resources.

ECC and Administrative Office Relocation: The administrative office lease at the Congress Center for POEM is valid through December 31, 2011. Approximately fifty percent of POEM's lease expense is 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.

Requests in BMP

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

General Fund:

Interagency Revenue - Increase appropriation to bureau from Water Bureau through Interagency Agreement; WebEOC Hosting of Rackspace - \$7,000.

Grant:

UASI 2007: Increase to bureau appropriation for remaining fund balance from Grant Fund - \$238,115

UASI 2008: Correct grant sponsored program allocation to correct cost center - \$0

UASI 2008: Increase grant appropriation in the current fiscal year for Internal M & S - \$33,886

LETPP 07-169: Increase to bureau appropriation for FY 2010-2011 from Grant Fund - \$4,793

SHSP 07-225: Increase to bureau appropriation for FY 2010-2011 from Grant Fund - \$78,960

SHSP 2008: Reduce appropriation to bureau for grant reconciliation and close-out – (\$163,908)

EMPG 2010: Increase appropriation to Internal Material & Services for grant expenditures - \$1,000

Grant Award – Pending

UASI 2010 appropriation is pending, and will be detailed in the FY 2011-12 Budget.

SHSP 2010 appropriation is pending, and will be detailed in the FY 2010-11 Spring BMP.

Update on FY 2010-11 Budget Notes and Decision Packages

Decision Packages

1. Reduced Assistant Financial Analyst Position 11% (\$7,104)

This package reduces a 0.50 Assistant Financial Analyst position to a 0.39 position. This position was not filled in FY 2008-09 and became part of the decision package cuts in FY 2010-11 budget requests for ongoing costs to comply with a mandatory budget reduction direction from Council.

Winter Update

The Office of Emergency Management has not filled the existing half-time vacant position 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 additional reduction in this position to .39 FTE has provided minimum coverage to work with the central grants office and assisting with various financial duties as required by the bureau.

2. Reduction of Out of Town Travel – One-Time (\$7,051)

This package reduces \$7,051 from POEM's out-of-town travel budget on a one-time basis.

Winter Update

This package will leave POEM with \$13,948. This reduction may impact the amount of emergency management training and conference opportunities available to POEM staff.

3. Accountant II Limited Term to Permanent Position \$0, 1.0 FTE

This *Fall BMP* package requests to reclassify POEM's Limited Term Accountant II position to a Permanent position. Ongoing funding through POEM's General Fund allocation and grant resources is available to support this position.

Winter Update

This position was approved in the FY 2010-11 Fall BMP by Council. It is currently funded by the UASI Grants and POEM's General Fund budget. This position 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.

Budget Notes

Emergency Coordination Center

Beginning July of 2011, the General Fund will pay the General Fund portion of POEM's ongoing debt service for the Emergency Coordination Center. Bureaus will pay their share to the Facilities Fund through interagencies. Current appropriation level targets will be adjusted to include the General Fund share of the debt service. Ongoing operations and maintenance expenses will be charged to the General Fund and the overhead model beginning in FY 2012-13.

The ECC project is currently at the 60 percent complete design phase. The Conditional Use application has been approved by the City Hearings Office and is awaiting final approval after the appeal period lapses on January 19, 2011. A Street Vacation process was submitted in mid-2010 for a section of SE Bush Street being relocated as part of the project. The Street Vacation was approved by the Planning and Sustainability Commission in the Fall of 2010 and will now go before City Council in early February. The project team has been continually evaluating various project components in order to gain a LEED Gold designation and this work is on-track. The project team is also on-track to meet and apply for approval of the state's 1.5 % for Solar requirement. A pre-application conference for the building permit has been conducted with the Bureau of Development Services and the project team currently anticipates submitting a permit application by April 1st. Bidding is expected to occur in mid-2011 with construction anticipated to start by the end of 2011. Completion of the ECC is expected to take place in spring of 2013.

BUDGET AMENDMENT REQUEST

Portland Office of Emergency Management

PERIOD Winter BuMP

FISCAL YEAR FY 2010-11

EM_005 - Increase Interagency Revenue - Water Bureau IA

Increase revenue for WebEOC Rackspace through interagency agreement between Portland Water Bureau for web-based emergency management software application off-site hosting. The Water Bureau agreed to fund the hoseted Web EOC Failover Service for FY 2009-10 which was not billed due to a technical accounting error - \$7000.

Dollar Amount: \$7,000
Type: Technical Adjustment
Resources: Internal Transfer

EM_006 - UASI 2007 - Expend Remaining Grant Funding

UASI 2007 - (Urban Areas Security Initiatives grant program): Technical Adjustment to expend remaining grant funds; Sponsored Programs identified in BRASS to adjust revenues and expenditures for regional spending of grant projects. Grant closes in March 2011.

Dollar Amount: \$238,115
Type: Technical Adjustment
Resources: Grants

EM_007 - LETPP 2007 - Grant Appropriation Adjustment

Law Enforcement and Terrorism Protection Program (LETPP) 2007 - Increase appropriation in the current fiscal year.

Dollar Amount: \$4,793
Type: Technical Adjustment
Resources: Grants

EM_008 - SHSP 2007 - Grant Appropriation Adjustment

State Homeland Security Program (SHSP) - Increase grant appropriation in current fiscal year.

Dollar Amount: \$78,960
Type: Technical Adjustment
Resources: Grants

EM_009 - SHSP 2008 - Grant Appropriation Adjustment

State Homeland Security Program Grant 2008 (SHSP) - Reduction to appropriation in the current fiscal year.

Dollar Amount: (\$163,908)
Type: Technical Adjustment
Resources: Grants

BUDGET AMENDMENT REQUEST

Portland Office of Emergency Management

PERIOD Winter BuMP

FISCAL YEAR FY 2010-11

EM_010 - Correction to Sponsored Program Allocation

Correct fund center for grant sponsored program - U08100160208050306

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

EM_011 - EMPG 2010 - Grant Appropriation Adjustment

Emergency Management Performance Grant 2010 (EMPG) - Increase grant appropriation in the current fiscal year.

Dollar Amount: \$1,000
Type: Technical Adjustment
Resources: Grants

EM_012 - UASI 2008 - Grant Appropriation Adjustment

Urban Areas Security Initiative Grant 2008 (UASI) - Increase grant appropriation in the current fiscal year for Internal Materials & Services.

Dollar Amount: \$33,886
Type: Technical Adjustment
Resources: Grants

Business Area Projection Report

	Winter BuMP Revised Budget	FY 2010-11 Year to Date Actuals	Winter BuMP Year-End Projection	% of Projected Actuals to Revised Bud
Portland Office of Emergency Management				
EXPENDITURES				
Personal Services	\$1,097,883	\$440,797	\$1,065,008	97%
External Materials and Services	\$150,734	\$35,661	\$99,612	66%
Internal Materials and Services	\$436,055	\$171,439	\$429,204	98%
TOTAL EXPENDITURES	\$1,684,672	\$647,897	\$1,593,824	95%
REVENUES				
Interagency Revenue	\$14,000	\$0	\$14,000	100%
General Fund Discretionary	\$670,170	\$0	\$579,322	86%
General Fund Overhead	\$1,000,502	\$0	\$1,000,502	100%
TOTAL REVENUES	\$1,684,672	\$0	\$1,593,824	95%

Bureau Projection Narrative

Personal Services - General Fund may reflect slight cost savings due to one position not being filled; Assistant Financial Analyst and restructure of bureau programs. External M & S - Office rent is currently partially subsidized by Emergency Management Performance (EMPG) grant funding creating a significant cost savings in this category. Internal Services - Overall general fund services will be expended. Internal Revenues - Increase in revenue for Water Bureau interagency agreement; WebEOC Rackspace.

Bureau anticipates all regional grant spending will be as forecasted. An increase to Internal Materials & Services within the grant fund reflects regional spending adjustments. This will be resolved by a grant allocation adjustment in the Winter BMP.

Business Area Projection Report

	Winter BuMP Revised Budget	FY 2010-11 Year to Date Actuals	Winter BuMP Year-End Projection	% of Projected Actuals to Revised Bud
Portland Office of Emergency Management				
EXPENDITURES				
Personal Services	\$981,354	\$203,229	\$912,199	93%
External Materials and Services	\$7,715,381	\$932,319	\$7,626,576	99%
Internal Materials and Services	\$34,886	\$7,251	\$33,885	97%
TOTAL EXPENDITURES	\$8,731,621	\$1,142,798	\$8,572,660	98%
REVENUES				
Intergovernmental Revenues	\$8,731,621	\$1,412,257	\$8,572,660	98%
TOTAL REVENUES	\$8,731,621	\$1,412,257	\$8,572,660	98%

Bureau Projection Narrative

Personal Services - General Fund may reflect slight cost savings due to one position not being filled; Assistant Financial Analyst and restructure of bureau programs. External M & S - Office rent is currently partially subsidized by Emergency Management Performance (EMPG) grant funding creating a significant cost savings in this category. Internal Services - Overall general fund services will be expended. Internal Revenues - Increase in revenue for Water Bureau interagency agreement; WebEOC Rackspace.

Bureau anticipates all regional grant spending will be as forecasted. An increase to Internal Materials & Services within the grant fund reflects regional spending adjustments. This will be resolved by a grant allocation adjustment in the Winter BMP.

**Office of Emergency Management
January 14, 2011**

**FY 2010-2011 WINTER BMP
Budget Note Update for FY 2010-11**

Budget Notes

Emergency Coordination Center

Beginning July of 2011, the General Fund will pay the General Fund portion of POEM's ongoing debt service for the Emergency Coordination Center. Bureaus will pay their share to the Facilities Fund through interagencies. Current appropriation level targets will be adjusted to include the General Fund share of the debt service. Ongoing operations and maintenance expenses will be charged to the General Fund and the overhead model beginning in FY 2012-13.

The ECC project is currently at the 60 percent complete design phase. The Conditional Use application has been approved by the City Hearings Office and is awaiting final approval after the appeal period lapses on January 19, 2011. A Street Vacation process was submitted in mid-2010 for a section of SE Bush Street being relocated as part of the project. The Street Vacation was approved by the Planning and Sustainability Commission in the Fall of 2010 and will now go before City Council in early February. The project team has been continually evaluating various project components in order to gain a LEED Gold designation and this work is on-track. The project team is also on-track to meet and apply for approval of the state's 1.5 % for Solar requirement. A pre-application conference for the building permit has been conducted with the Bureau of Development Services and the project team currently anticipates submitting a permit application by April 1st. Bidding is expected to occur in mid-2011 with construction anticipated to start by the end of 2011. Completion of the ECC is expected to take place in spring of 2013.

**Office of Emergency Management
January 14, 2011**

**FY 2010-2011 WINTER BMP
Decision Package Update for FY 2010-11**

Decision Packages

1. Reduced Assistant Financial Analyst Position 11% (\$7,104)

This package reduces a 0.50 Assistant Financial Analyst position to a 0.39 position. This position was not filled in FY 2008-09 and became part of the decision package cuts in FY 2010-11 budget requests for ongoing costs to comply with a mandatory budget reduction direction from Council.

Winter Update

The Office of Emergency Management has not filled the existing half-time vacant position 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 additional reduction in this position to .39 FTE has provided minimum coverage to work with the central grants office and assisting with various financial duties as required by the bureau.

2. Reduction of Out of Town Travel – One-Time (\$7,051)

This package reduces \$7,051 from POEM's out-of-town travel budget on a one-time basis.

Winter Update

This package will leave POEM with \$13,948. This reduction may impact the amount of emergency management training and conference opportunities available to POEM staff.

3. Accountant II Limited Term to Permanent Position \$0, 1.0 FTE

This *Fall BMP* package requests to reclassify POEM's Limited Term Accountant II position to a Permanent position. Ongoing funding through POEM's General Fund allocation and grant resources is available to support this position.

Winter Update

This position was approved in the FY 2010-11 Fall BMP by Council. It is currently funded by the UASI Grants and POEM's General Fund budget. This position 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.

Office of Emergency Management
January 14, 2011

FY 2010-2011 WINTER BMP
Service Improvement Plan Update for FY 2010-11

During FY 2010-11, POEM will concentrate on the following activities within each of its programs:

Planning

Summary Status: Underway/Continuous

Estimate Completion Date: Ongoing

POEM works closely with the Mayor and City Council to clarify and strengthen governance arrangements through the Disaster Policy Council and the Emergency Management Steering Committee. These efforts will inform POEM's strategic plan and contribute to the Bureau of Planning and Sustainability's Portland Plan. POEM will build on the Regional Critical Infrastructure Protection Plan through the development of a Local Energy Assurance Plan (funded by federal American Recovery and Reinvestment Act grant resources).

Continuing efforts in strengthening POEM's strategic plan include updating the Terrorism Appendix, recently presented to the Disaster Policy Council for approval, the Basic Emergency Operations Plan and several other hazard-specific appendices & functional annexes.

Coordination

Summary Status: Underway

Estimated Completion Date: 2013

POEM will continue working closely with regional partners to coordinate sharing information and resources before, during, and after a disaster under the auspices of UASI (funded by the U.S. Department of Homeland Security). These efforts include on going development of WebEOC, protocols governing the operation of a regional joint information center, and protocols for sharing and managing regional resources during an emergency

In October 2010, POEM hired a Public Information and Outreach Representative to lead the efforts with the protocols governing the operation of a regional joint information center. She has met with Citywide PIO's to further strengthen the development and establish strong coordination among the bureaus. Ongoing development of WebEOC continues as information sharing and board building establish the building blocks for regionalization.

Preparedness

Summary Status: Underway

Estimate Completion Date: 2013

Over the past year, the City made significant progress toward acquiring a site on the west side of the Willamette River for siting equipment and supplies, and designing a new facility for overseeing emergency coordination activities. Efforts to complete the staging area acquisition and advance both of these projects remain high priorities in FY 2010-11. Public outreach for the new ECC adjacent to the

Bureau of Emergency Coordination facility in Southeast Portland will begin as facility design and approval processes advance.

The ECC project is currently at the 60 percent complete design phase. The Conditional Use application has been approved by the City Hearings Office and is awaiting final approval after the appeal period lapses on January 19, 2011. A Street Vacation process was submitted in mid-2010 for a section of SE Bush Street being relocated as part of the project. The Street Vacation was approved by the Planning and Sustainability Commission in the Fall of 2010 and will now go before City Council in early February. The project team has been continually evaluating various project components in order to gain a LEED Gold designation and this work is on-track. The project team is also on-track to meet and apply for approval of the state's 1.5 % for Solar requirement. A pre-application conference for the building permit has been conducted with the Bureau of Development Services and the project team currently anticipates submitting a permit application by April 1st. Bidding is expected to occur in mid-2011 with construction anticipated to start by the end of 2011. Completion of the ECC is expected to take place in spring of 2013.

POEM will also work with Neighborhood Emergency Team (NET) volunteers and the City Attorney's office to strengthen governance and address liability concerns. These efforts will help POEM ensure that those willing to help their neighbors in an emergency are held harmless while providing city officials with confidence that the program's goals, objectives, and activities are clearly spelled out for the benefit of all stakeholders.

The Office of Emergency Management initiated a stakeholder engagement process with Neighborhood Emergency Team volunteers in April 2010 to strengthen governance and accountability. Volunteers have 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. The NET steering committee and discipline specific sub-committees have recently been finalized who will lead the training efforts as a new responsibility.