



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.portlandoregon.gov/bem

To: Distribution

From: Carmen Merlo

Date: October 1, 2012

Subject: FY 2012-13 FALL BMP
Portland Bureau of Emergency Management (PBEM)

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.portlandoregon.gov/bem

Date: October 1, 2012
To: Mayor Sam Adams
From: Carmen Merlo, Director *CM*
Shelli Tompkins, Finance Manager
Subject: PBEM FY 2012-13 FALL BMP Documents
=====

Attached please find the Financial Overview and FY 2012-13 FALL BMP request for the Portland Bureau of Emergency Management (PBEM).

Financial Overview

ECC and Administrative Office: The administrative office lease at the Congress Center for PBEM is valid through June 30, 2013. Prior to expiration, PBEM will work with OMF Business Operations to determine if an extension will be necessary. Construction is underway on the new Emergency coordination center. Final move in is anticipated by January 2014. This building will co-locate the PBEM administrative office and the ECC. PBEM will work with OMF to determine any changes to on-going operating and maintenance costs as a result of the move to the new facility.

General Fund:

PBEM has experienced some cost savings due to Emergency Management Performance Grant (EMPG) partially subsidizing PBEM's rent expense.

Grants: Grant funding continues to be a major component of PBEM's budget including numerous federal and state grants. Administration continues for Urban Areas Security Initiative (UASI) grants for FY 2010, FY 2011 and FY 2012. These grants serve a five-county region (Clackamas, Clark, Columbia, Washington and Multnomah counties); other grants include State Homeland Security Program (SHSP) FY 2010 and FY 2012, and the Emergency Management Performance Grant for FY 2010, FY 2011 and FY 2012. However, grant revenues are expected to decline significantly in the next several years and in some cases, go away all together. All together, federal grant funds support 5.71 FTE of the 16 FTE's in the bureau.

Requests in BMP

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

General Fund:

Internal reallocation - Reallocation of bureau budget between programs is reflected in BRASS technical adjustments to better align with bureau spending for FY 2012-13

HR Vacancy Savings – PBEM has three positions included in the Budget Amendment Request: Program Specialist, Assistant Financial Analyst, and a Program Manager. In addition, PBEM has been granted an exception for the Program Manager position which is also reflected in the request.

Grant:

UASI 2009: Reduce appropriation to Bureau for FY 2012-13 from Grant Fund – (\$1,431,334)

UASI 2010: Increase appropriation to Bureau for FY 2012-13 from Grant Fund – \$17,508

UASI 2011: Increase appropriation to Bureau for FY 2012-13 from Grant Fund – \$4,395,540

EMPG 2011-12: Increase appropriation to Bureau for FY 2012-13 from Grant Fund –\$78,928

Decision Packages

No Decision Packages to report on for this monitoring period.

Budget Notes

No Budget Notes to report on for this monitoring period.

Mayor Sam Adams
Commissioner-in-Charge

Date

BUDGET AMENDMENT REQUEST

Portland Bureau of Emergency Management

PERIOD Fall BuMP

FISCAL YEAR FY 2012-13

EM_001 - UASI 2009 Grant - Reduce Appropriation

Urban Areas Security Initiative Grant 2009 (UASI) - Reduce grant appropriation in the current fiscal year. Grant did not receive federal extension as anticipated. Adjustment for reconciliation.

Dollar Amount: **(\$1,431,334)**

Type: Technical Adjustment

Resources: Grants

EM_002 - UASI 2010 Grant - Increase Appropriation

Urban Areas Security Initiative Grant 2010 (UASI) - Increase grant appropriation to bureau in the current fiscal year. Federal extension was granted through April 2013 to expend remaining funds.

Dollar Amount: \$17,508

Type: Technical Adjustment

Resources: Grants

EM_003 - UASI 2011 Grant - Increase Appropriation

Urban Areas Security Initiative Grant 2011 (UASI) - Increase grant appropriation to bureau in the current fiscal year. Bureau received grant Award for \$4,668,953.

Dollar Amount: \$4,395,540

Type: Technical Adjustment

Resources: Grants

EM_004 - FY 2011-12 EMPG Grant - Increase Appropriation

Emergency Management Performance Grant (EMPG) FY 2011-12 - Increase grant appropriation to bureau in the current fiscal year. PBEM received award for \$227, 548.

Dollar Amount: \$78,928

Type: Technical Adjustment

Resources: Grants

EM_005 - Bureau Internal Adjustments

Internal reallocation of bureau budget between major categories. No additional General Fund revenue is being requested for FY 2012-13 at this time. Increase in CityFleet IA.

Dollar Amount: \$0

Type: Technical Adjustment

Resources: Internal Transfer

BUDGET AMENDMENT REQUEST

Portland Bureau of Emergency Management

PERIOD Fall BuMP

FISCAL YEAR FY 2012-13

EM_006 - HR Vacancy Savings - General Fund

HR Vacancy Savings Reduction package for three vacant positions: 1) Program Specialist 1 FTE, 2) Assistant Financial Analyst .39 FTE (GF) , and 3) Program Manager .50 FTE (GF).

Dollar Amount: **(\$44,423)**

Type: Vacancy Savings and Exceptions

Resources: General Fund Discretionary

EM_007 - HR Vacancy Savings - General Fund Exception

HR Vacancy Savings - PBEM received an exception for the Planning Program Manager for FY 2012-13 in the amount of \$14,654. This positions is 50% grant funded by Emergency Management Performance Grant which supports all Planning operation.

Dollar Amount: \$14,654

Type: Vacancy Savings and Exceptions

Resources: General Fund Discretionary

**Prior Year Business Area Reconciliation Report
Emergency Management**

	FY 2011-12 Revised Budget	FY 2011-12 Year-End Actuals	Percent of Actuals to Revised
Portland Bureau of Emergency Management			
EXPENDITURES			
Personnel Services	\$1,978,182	\$1,805,996	91%
External Materials and Services	\$5,835,787	\$6,281,022	108%
Internal Materials and Services	\$519,585	\$508,358	98%
TOTAL EXPENDITURES	\$8,333,554	\$8,595,376	103%
REVENUES			
Intergovernmental Revenues	\$6,563,827	\$8,753,399	133%
Interagency Revenue	\$17,000	\$17,000	100%
Miscellaneous	\$0	\$2,036	0%
General Fund Discretionary	\$671,186	\$0	0%
General Fund Overhead	\$1,081,541	\$0	0%
TOTAL REVENUES	\$8,333,554	\$8,772,435	105%

Bureau Reconciliation Narrative

PBEM General Fund 100

Personnel Services - Expenses were slightly below yearly projections resulting in a small cost savings in this major category. However, unforeseen unemployment and vacation payouts contributed to an overall increase in personnel costs. This was partially offset by the Emergency Management Performance Grant and one vacancy (.39 FTE Assistant Financial Analyst).

External Materials & Services - Overall expenses were slightly below projections, however, as forecasted for FY 2011-12. Cost savings were experienced in rent which was partially subsidized by the Emergency Management Performance Grant.

Internal Materials & Services - Under budget in this major category. PBEM received grant funding to support ECC technology maintenance and partial rent expense for FY 2011-12 resulting in cost savings of \$38,435 to Internal M&S.

Internal Revenue - This major category supports the community emergency notification system. Revenue and expenses met budget forecast for FY 2011-12.

Miscellaneous - Federal travel reimbursement

PBEM Grant Fund 217

Personnel Services - Grant personnel expenses were less than forecasted. Regional spending priorities changed within the grant process due to federal award timelines. Projects were reallocated increasing External Materials & Services to meet project reallocations.

External Materials & Services - Increased expenses in this major category due to reallocation of regional spending projects and federal timelines for grants.

Internal Materials & Services - Regional grant projects utilized city internal services resulting in cost savings. Forecasting internal services is unknown at inception of the grant. However, budget reallocations are administered throughout the grant life-cycle for accurate spending. Several grants closed within the last quarter of FY 2011-12 requiring reconciliation in FALL BMP.

Intergovernmental Revenues - PBEM received additional federal grant award for FY 2011-12 which inherently increases this major category.

**Prior Year Business Area Reconciliation Report
Emergency Management - Fund 100**

	FY 2011-12 Revised Budget	FY 2011-12 Year-End Actuals	Percent of Actuals to Revised
Portland Bureau of Emergency Management			
EXPENDITURES			
Personnel Services	\$1,168,637	\$1,160,747	99%
External Materials and Services	\$112,105	\$111,408	99%
Internal Materials and Services	\$488,985	\$450,550	92%
TOTAL EXPENDITURES	\$1,769,727	\$1,722,705	97%
REVENUES			
Interagency Revenue	\$17,000	\$17,000	100%
Miscellaneous	\$0	\$2,036	0%
General Fund Discretionary	\$671,186	\$0	0%
General Fund Overhead	\$1,081,541	\$0	0%
TOTAL REVENUES	\$1,769,727	\$19,036	1%

Bureau Reconciliation Narrative

PBEM General Fund 100

Personnel Services - Expenses were slightly below yearly projections resulting in a small cost savings in this major category. However, unforeseen unemployment and vacation payouts contributed to an overall increase in personnel costs. This was partially offset by the Emergency Management Performance Grant and one vacancy (.39 FTE Assistant Financial Analyst).

External Materials & Services - Overall expenses were slightly below projections, however, as forecasted for FY 2011-12. Cost savings were experienced in rent which was partially subsidized by the Emergency Management Performance Grant.

Internal Materials & Services - Under budget in this major category. PBEM received grant funding to support ECC technology maintenance and partial rent expense for FY 2011-12 resulting in cost savings of \$38,435 to Internal M&S.

Internal Revenue - This major category supports the community emergency notification system. Revenue and expenses met budget forecast for FY 2011-12.

Miscellaneous - Federal travel reimbursement

PBEM Grant Fund 217

Personnel Services - Grant personnel expenses were less than forecasted. Regional spending priorities changed within the grant process due to federal award timelines. Projects were reallocated increasing External Materials & Services to meet project reallocations.

External Materials & Services - Increased expenses in this major category due to reallocation of regional spending projects and federal timelines for grants.

Internal Materials & Services - Regional grant projects utilized city internal services resulting in cost savings. Forecasting internal services is unknown at inception of the grant. However, budget reallocations are administered throughout the grant life-cycle for accurate spending. Several grants closed within the last quarter of FY 2011-12 requiring reconciliation in FALL BMP.

Intergovernmental Revenues - PBEM received additional federal grant award for FY 2011-12 which inherently increases this major category.

**Prior Year Business Area Reconciliation Report
Emergency Management - Fund 217**

	FY 2011-12 Revised Budget	FY 2011-12 Year-End Actuals	Percent of Actuals to Revised
Portland Bureau of Emergency Management			
EXPENDITURES			
Personnel Services	\$809,545	\$645,249	80%
External Materials and Services	\$5,723,682	\$6,169,614	108%
Internal Materials and Services	\$30,600	\$57,808	189%
TOTAL EXPENDITURES	\$6,563,827	\$6,872,671	105%
REVENUES			
Intergovernmental Revenues	\$6,563,827	\$7,117,461	108%
TOTAL REVENUES	\$6,563,827	\$7,117,461	108%

Bureau Reconciliation Narrative

PBEM General Fund 100

Personnel Services - Expenses were slightly below yearly projections resulting in a small cost savings in this major category. However, unforeseen unemployment and vacation payouts contributed to an overall increase in personnel costs. This was partially offset by the Emergency Management Performance Grant and one vacancy (.39 FTE Assistant Financial Analyst).

External Materials & Services - Overall expenses were slightly below projections, however, as forecasted for FY 2011-12. Cost savings were experienced in rent which was partially subsidized by the Emergency Management Performance Grant.

Internal Materials & Services - Under budget in this major category. PBEM received grant funding to support ECC technology maintenance and partial rent expense for FY 2011-12 resulting in cost savings of \$38,435 to Internal M&S.

Internal Revenue - This major category supports the community emergency notification system. Revenue and expenses met budget forecast for FY 2011-12.

Miscellaneous - Federal travel reimbursement

PBEM Grant Fund 217

Personnel Services - Grant personnel expenses were less than forecasted. Regional spending priorities changed within the grant process due to federal award timelines. Projects were reallocated increasing External Materials & Services to meet project reallocations.

External Materials & Services - Increased expenses in this major category due to reallocation of regional spending projects and federal timelines for grants.

Internal Materials & Services - Regional grant projects utilized city internal services resulting in cost savings. Forecasting internal services is unknown at inception of the grant. However, budget reallocations are administered throughout the grant life-cycle for accurate spending. Several grants closed within the last quarter of FY 2011-12 requiring reconciliation in FALL BMP.

Intergovernmental Revenues - PBEM received additional federal grant award for FY 2011-12 which inherently increases this major category.

Bureau of Emergency Management
October 1, 2012

FY 2012-13 FALL BMP
Service Improvement Plan Update for FY 2011-12

POEM will target three operational areas for service improvements in FY 2011-12.

Planning

Summary Status: Underway/Continuous

Estimate Completion Date: Ongoing

In FY 2011-12 POEM will coordinate with the Mayor and City Council to clarify and strengthen governance arrangements through the Disaster Policy Council (DPC) and the Emergency Management Steering Committee. These efforts will inform POEM's strategic plan and POEM's contributions 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 (ARRA) grant resources). Additionally, POEM will continue to ensure emergency plans involve appropriate bureaus, stakeholder agencies, and jurisdictions.

In FY 2012-13, PBEM will work with the Office of Management and Finance (OMF) to complete a citywide Continuity of Operations Plan (COOP) to inform the identification and prioritization of personnel and resources needed to perform essential functions and achieve recovery time objectives.

Coordination

Summary Status: Underway/Continuous

Estimate Completion Date: Ongoing

POEM will continue working closely with regional partners to coordinate information sharing and resource management before, during, and after a disaster under the auspices of UASI (funded by the U.S. Department of Homeland Security). POEM continues to expand WebEOC capabilities, which is the City's regional crisis management information sharing platform and POEM is working to integrate GIS functionality into the system to enhance the performance of WebEOC.

PBEM will continue to work closely with regional partners to implement the Regional Disaster Preparedness Organization (RDPO). The RDPO is a multi-disciplinary, multi-jurisdictional collaborative partnership of public, private and non-profit organizations that develops and advances all-hazards disaster preparedness efforts in the Portland Metropolitan Region, which encompasses the five counties of Clackamas, Columbia, Multnomah and Washington County in Oregon and Clark County in Washington.

Now in its second year of start-up, the RDPO aims to consolidate and integrate multiple disaster preparedness agencies and programs into a streamlined model that shares a common

policy framework, strategy, work plan and associated funding plan. The aim is to reduce risk and build community resiliency in the Portland Metropolitan Region, especially to such hazards as earthquakes, floods, and terrorist events. The model engages elected leaders, executives, first responders, subject matter experts and others from the community in developing policies, plans, procedures and agreements; implementing training and exercises; and acquiring and maintaining equipment, supplies and systems to enhance individual and joint disaster prevention, protection, response, mitigation and recovery efforts.

Preparedness

Summary Status: Underway/Continuous

Estimate Completion Date: Ongoing

The City has identified a suitable site on the west side of the Willamette River for staging equipment and supplies and providing an alternate facility for overseeing emergency coordination activities. Additionally, the City is currently moving forward with facility design and approval for a new ECC facility in Southeast Portland, with construction planned to begin in spring 2012.

POEM will also work with Neighborhood Emergency Team (NET) volunteers and the City Attorney's office to strengthen governance and address citizen member liability concerns. These efforts will help POEM ensure that those willing to help their neighbors during emergencies are held harmless as well as provide information to city officials and stakeholders regarding program's goals, objectives, and activities. POEM will continue to implement the recommendations of the NET Organization and Responsibilities Working Group and other governance efforts to ensure the sustainability and accountability of the NET program.

The City has acquired a suitable site on the west side of the Willamette River for staging equipment and supplies, providing an alternate facility for overseeing emergency coordination activities and locating a second west side City-owned fueling station. Additionally, construction has started on a new Emergency Coordination Center (ECC) that will co-locate PBEM, Water Bureau Emergency Management, and Water Bureau Security. The building is scheduled to be completed by the fall of 2013.

For FY 2012-13, PBEM will continue to implement the recommendations of the NET Organization and Responsibilities Working Group and other governance efforts to ensure the sustainability and accountability of the NET program. Specifically, efforts this year will strengthen shared understanding of the roles, responsibilities, and expectations of NETs, team leaders, team members, and PBEM staff and determine how these considerations condition the structural arrangements required to support reliable operations before, during, and after emergencies.

Program improvements will focus on supporting:

- team capacity
- team, leadership and team member roles
- program structure, and
- notification, mobilization, and deployment.

Part of this effort will include organizing the NETs using the Portland Plan's 20-minute

neighborhood index and establishing Neighborhood Emergency Communication Sites (NECS). PBEM will begin to implement NECS by identifying a primary and secondary NECS in each of the 24 twenty-minute neighborhood hubs. NECS will be the initial gathering locations for the community if a large-scale emergency makes it impossible to get help or information via traditional means. Ideally, each NECS will be staffed by an amateur radio operator and/or a city employee with an 800 MHz radio to begin information sharing and resource planning. In conjunction with the city's Neighborhood Emergency Teams, these sites will be the eyes and ears of the city reporting damage assessment information, casualties, immediate resource needs, etc. to the City's ECC.

Portland Bureau of Emergency Management Performance Measures

Performance Measure	Type	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14	FY 2013-14
		Year-End Actuals	Year-End Actuals	Revised Budget	Performance No Dec Pkg	Performance With Dec Pkg
EM_0016 - Percent of bureau strategic plan up to date	EFFECTIVE	0%	60%	60%	0%	0%
EM_0017 - Number of semi-annual performance reviews of PBEM	EFFECTIVE	0	8	8	0	0
EM_0018 - Percent of time audit findings are resolved within a year of audit release	EFFECTIVE	0%	100%	100%	0%	0%
EM_0019 - Number of ECC equipment checks to ensure ECC readiness	EFFECTIVE	0	52	69	0	0
EM_0020 - Number of NET volunteers trained	WORKLOAD	0	69	70	0	0
EM_0021 - Number of advanced NET volunteers trained	WORKLOAD	0	40	40	0	0
EM_0022 - Number of existing plans reviewed/updated annually	WORKLOAD	0	4	6	0	0
EM_0023 - Number of new plans adopted/finalized annually	EFFECTIVE	0	3	3	0	0
EM_0024 - Number of new plans in development	WORKLOAD	0	2	2	0	0
EM_0025 - Number of courses on incident management, ECC ops, communications, resource management, damage assmt, WMD awareness delivered to city employees & region partners	EFFECTIVE	0	21	12	0	0
EM_0026 - Number of non-public safety employees participating in trainings/exercises/response to actual events annually	WORKLOAD	0	214	100	0	0
EM_0027 - Number of city employees participating in trainings/exercises annually	WORKLOAD	0	296	200	0	0
EM_0028 - Number of emergency response trainings/exercise coordinated by PBEM annually	WORKLOAD	0	3	3	0	0

Performance Measure Variance Descriptions

EM_22 - EM_24 - The Bureau experienced several key vacancies this year including the retirement of our Planning Section Manager and long-term absence of our Planning Program Specialist. This significantly limited our ability to finalize or update existing plans and develop new ones.

EM_019 – PBEM performs weekly checks of the city's ECC to ensure 24x7 facility readiness. In the past, enhanced monthly, quarterly, and yearly checks have occurred separate from weekly checks. This past FY, the PBEM Operations Division has consolidated these various checks into a weekly site visit that expands and contracts in complexity based on a published yearly schedule. This consolidation results in the same amount of evaluation and testing as years past, however it results in less weekly trips to the ECC. Accordingly this performance measure has dropped from 69 to 52.

EM_0020 – Last FY, PBEM provided basic Neighborhood Emergency Team (NET) training to 69 community members which is one person less than the program target of 70. This occurred due to a student dropping out of the NET training program prior to graduation.

EM_0025- Last FY, the PBEM Training and Exercise Division delivered 21 emergency management related courses to city and regional partners. This increase from a target of 12 resulted from an incorporation of regular WebEOC training and an increased regional focus on communications capability.

EM_0026 – Last FY, PBEM trained and/or exercised 214 non-public safety employees which exceeded it's target of 100 by focusing on class enrollment and maximizing exercise attendance.

EM_0027— Last FY, PBEM trained and/or exercised 296 city employees which exceeded it's goal of 200 by focusing on class enrollment and maximizing exercise attendance.