

City of Portland  
Bureau of Emergency  
Communications



2014-15  
Spring BuMP Submission

Due Date: March 30, 2015



**CITY OF PORTLAND**  
BUREAU OF EMERGENCY COMMUNICATIONS

**Charlie Hales, Mayor**  
**Steve Novick, Commissioner**

**Lisa Turley, Director**  
Post Box 1927  
Portland, Oregon 97207  
503.823.0911  
FAX 503.823.4630  
[www.portlandonline.com/911](http://www.portlandonline.com/911)

---

Date: March 30, 2015  
To: Shannon Carney, OMF  
From: Gary Bevans  
Subject: Spring 1415 BMP Submission from BOEC

---

As previously stated in the Fall BMP and prior budget submission; on-going challenges continue to be recruitment, training and certification of new operators and training of existing operators; anticipation of retirements, departures, increasing call volumes and expected call processing changes related to Next Gen 9-1-1, which refers to technology changes which will allow BOEC and other 9-1-1 centers to receive live video, pictures and text messages from callers.

The Spring budget amendment requests are focused on adjustments to the BOEC operating budget that provide appropriate existing funding support or make technical adjustments to the budget, as follows:

Compensation Set Aside Funding

Adjust Fund Balance to Year End CAFR

Adjust Budget, FY 1314 Year End Partner Refunds

Realignment of BOEC Operating Funds

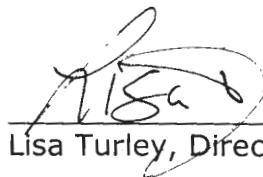
BOEC Portland FY1314 Operating Surplus to General Fund

Recognize Additional Miscellaneous Income

BOEC Retain Portland FY 1314 Operating Surplus

All items are submitted in accordance with budget monitoring process guidelines.

Approved,



\_\_\_\_\_  
Lisa Turley, Director, BOEC

**Competence – Integrity – Respect – Responsibility – Teamwork – Compassion**

## Summary of BuMP Requests by Bureau

	Bureau Request		FPD Recommendation	
	Gen Fund Discretionary	Total Expenses	Gen Fund Discretionary	Total Expenses
<b>Bureau of Emergency Communications</b>				
EC_005 - Compensation Set Aside Request	455,797	455,797	455,797	455,797
EC_006 - Adjust Fund Balance to Year End CAFR	0	905,750	0	905,750
EC_007 - Adjust Budget, FY 1314 Year End Partner Refunds	0	(214,282)	0	(214,282)
EC_008 - Realignment of BOEC Funds	0	0	0	0
EC_009 - BOEC Portland FY 1314 Surplus to General Fund	0	0	0	0
EC_010 - Recognize Additional Misc Revenue	0	96,071	0	96,071
EC_011 - BOEC Retain Portland FY 1314 Operating Surplus	411,745	411,745	411,745	411,745
<b>Total Bureau of Emergency Communications</b>	<b>867,542</b>	<b>1,655,081</b>	<b>867,542</b>	<b>1,655,081</b>
<b>Grand Total</b>	<b>867,542</b>	<b>1,655,081</b>	<b>867,542</b>	<b>1,655,081</b>

**CBO Discussion and Recommendations  
FY 2014-15 Spring Supplemental Budget**

**Bureau:** Bureau of Emergency Communications

**Type:** Compensation Set Aside Request

**Request:** EC\_005 - Compensation Set Aside Request

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
<b>EXPENDITURES</b>			
Personnel Services	455,797	0	455,797
<b>TOTAL EXPENDITURES</b>	<b>455,797</b>	<b>0</b>	<b>455,797</b>
<b>REVENUES</b>			
Fund Transfers - Revenue	455,797	0	455,797
<b>TOTAL REVENUES</b>	<b>455,797</b>	<b>0</b>	<b>455,797</b>

**Bureau Description:**

This request asks for the Portland General Fund portion of the Compensation Set-Aside to be appropriated into the BOEC operating budget. The funds are needed for personnel costs identified during the budget process and expended during the year. In the FY 1415 adopted budget the Portland General Fund portion of the compensation set aside was not included in the BOEC submitted budget, and was held in a compensation set-aside account which could be requested in the Spring BuMP. The BOEC partner share of these anticipated costs was included in the adopted budget, to ensure the partners were aware of the estimated total costs to them during the fiscal year. The total compensation set aside is \$579,600; \$455,797 from Portland and \$123,803 from the BOEC Partners. This action requests the appropriation of the Portland share of \$455,797 to the BOEC budget. The personnel services series is projected to be 99% spent in FY 1415, including funds provided by this request. Vacancy savings that have occurred during the year are used for hiring new dispatch trainees and operations overtime costs.

**CBO Discussion and Recommendation**

**CBO Discussion and Recommendations  
FY 2014-15 Spring Supplemental Budget**

**Bureau:** Bureau of Emergency Communications

**Type:** Technical Adjustment

**Request:** EC\_006 - Adjust Fund Balance to Year End CAFR

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
<b>EXPENDITURES</b>			
Contingency	905,750	0	905,750
<b>TOTAL EXPENDITURES</b>	<b>905,750</b>	<b>0</b>	<b>905,750</b>
<b>REVENUES</b>			
Budgeted Beginning Fund Balance	905,750	0	905,750
<b>TOTAL REVENUES</b>	<b>905,750</b>	<b>0</b>	<b>905,750</b>

**Bureau Description:**

This action adjusts the estimated beginning fund balance to match the CAFR reported balance at June 30, 2014. The adjustment occurs so that the total will match the CAFR (Consolidated Annual Financial Report) balance of \$2,620,750. This fund balance is reduced during the fiscal year by Council approved actions, and the remaining amount is shown as contingency, which is also adjusted by this technical adjustment request. The CAFR is usually available in December/January and BOEC submits the adjustment in the next budget monitoring process.

**CBO Discussion and Recommendation**

**CBO Discussion and Recommendations  
FY 2014-15 Spring Supplemental Budget**

**Bureau:** Bureau of Emergency Communications

**Type:** Technical Adjustment

**Request:** EC\_007 - Adjust Budget, FY 1314 Year End Partner Refunds

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
<b>EXPENDITURES</b>			
Contingency	(214,282)	0	(214,282)
<b>TOTAL EXPENDITURES</b>	<b>(214,282)</b>	<b>0</b>	<b>(214,282)</b>
<b>REVENUES</b>			
Intergovernmental Revenues	(214,282)	0	(214,282)
<b>TOTAL REVENUES</b>	<b>(214,282)</b>	<b>0</b>	<b>(214,282)</b>

**Bureau Description:**

Each year after the CAFR is received, BOEC reviews actual operating revenues to actual operating expenditures for the prior fiscal year. This review normally results in a surplus of revenues over expenses and a refund amount. The refund amount is processed from BOEC through OMF, following City approval processes, and refunds are processed to the partners. The refunds were issued to the partners in March 2015, this request adjusts the budget for the refund amount of \$214,282.

**CBO Discussion and Recommendation**

**CBO Discussion and Recommendations  
FY 2014-15 Spring Supplemental Budget**

**Bureau:** Bureau of Emergency Communications

**Type:** Technical Adjustment

**Request:** EC\_008 - Realignment of BOEC Funds

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
<b>EXPENDITURES</b>			
Personnel Services	(60,000)	0	(60,000)
Internal Materials and Services	60,000	0	60,000
Fund Transfers - Expense	0	0	0
Contingency	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

This request shifts funding within the BOEC budget to cover a small level of projected costs over the adopted budget within the BTS IA for server and support costs. Transfer is from the personnel services area (vacancy savings) to the BTS IA.

**CBO Discussion and Recommendation**

**CBO Discussion and Recommendations  
FY 2014-15 Spring Supplemental Budget**

**Bureau:** Bureau of Emergency Communications

**Type:** Technical Adjustment

**Request:** EC\_009 - BOEC Portland FY 1314 Surplus to General Fund

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
<b>EXPENDITURES</b>			
Fund Transfers - Expense	411,745	0	411,745
Contingency	(411,745)	0	(411,745)
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

Each year after the CAFR is received, BOEC reviews actual operating revenues to actual operating expenditures for the prior fiscal year. This review normally results in a surplus of revenues over expenses and a refund amount. The request pertains to the Portland share of the FY 1314 operating refund, \$411,745, and if accepted by Council would return the funding to the General Fund.

**CBO Discussion and Recommendation**



**CBO Discussion and Recommendations  
FY 2014-15 Spring Supplemental Budget**

**Bureau:** Bureau of Emergency Communications

**Type:** Technical Adjustment

**Request:** EC\_010 - Recognize Additional Misc Revenue

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
<b>EXPENDITURES</b>			
Personnel Services	96,071	0	96,071
<b>TOTAL EXPENDITURES</b>	<b>96,071</b>	<b>0</b>	<b>96,071</b>
<b>REVENUES</b>			
Charges for Services	79,054	0	79,054
Miscellaneous	17,017	0	17,017
<b>TOTAL REVENUES</b>	<b>96,071</b>	<b>0</b>	<b>96,071</b>

**Bureau Description:**

Additional misc revenue is projected to be received above the adopted budget level due to increases in the revenue from the Portland Dispatch Center Consortium related to cost share support for the CAD to CAD system, reimbursement from the State of Oregon for GIS work, and reimbursement from AFSCME Local 189 for reimbursement of union leave time. Also, a third party recovery was received for \$17k reimbursement from the State of Oregon related to the EAIP (Employee at Injury Program).

**CBO Discussion and Recommendation**

**CBO Discussion and Recommendations  
FY 2014-15 Spring Supplemental Budget**

**Bureau:** Bureau of Emergency Communications

**Type:** New Request

**Request:** EC\_011 - BOEC Retain Portland FY 1314 Operating Surplus

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
<b>EXPENDITURES</b>			
Contingency	411,745	0	411,745
<b>TOTAL EXPENDITURES</b>	<b>411,745</b>	<b>0</b>	<b>411,745</b>
<b>REVENUES</b>			
Fund Transfers - Revenue	411,745	0	411,745
<b>TOTAL REVENUES</b>	<b>411,745</b>	<b>0</b>	<b>411,745</b>

**Bureau Description:**

BOEC asks that Council accept this request, and allow the refund to be retained by BOEC as contingency. Several technology advancement areas are on the horizon and BOEC requests these funds be retained to contribute to funding projects such as 3-1-1 development, cell phone text to 9-1-1, video over phone to 9-1-1 and other Next Gen 9-1-1 projects. These project areas were mentioned at the recent Council worksession on the FY1516 budget.

**CBO Discussion and Recommendation**

## Fund Projection Report

	Spring BMP Revised Budget	FY 2014-15 YTD Actuals Thru AP8	Spring BMP Year-End Projection	% of Projected Actuals to Revised Bud
<b>Emergency Communication Fund</b>				
<b>EXPENDITURES</b>				
Personnel Services	\$14,784,837	\$9,490,458	\$14,671,360	99%
External Materials and Services	\$980,578	\$861,101	\$977,509	100%
Internal Materials and Services	\$3,987,875	\$2,558,243	\$3,954,467	99%
Bond Expenses	\$1,371,594	\$95,864	\$1,371,594	100%
Fund Transfers - Expense	\$3,615,305	\$484,907	\$3,615,305	100%
Contingency	\$1,741,683	\$0	\$0	0%
<b>TOTAL EXPENDITURES</b>	<b>\$26,481,872</b>	<b>\$13,490,573</b>	<b>\$24,590,235</b>	<b>93%</b>
<b>REVENUES</b>				
Budgeted Beginning Fund Balance	\$2,620,750	\$0	\$2,620,750	100%
Charges for Services	\$377,988	\$318,278	\$377,988	100%
Intergovernmental Revenues	\$7,175,495	\$3,886,109	\$7,017,977	98%
Fund Transfers - Revenue	\$16,275,622	\$9,790,047	\$15,863,877	97%
Miscellaneous	\$32,017	\$26,696	\$32,018	100%
<b>TOTAL REVENUES</b>	<b>\$26,481,872</b>	<b>\$14,021,131</b>	<b>\$25,912,610</b>	<b>98%</b>

### Fund Projection Narrative

This area explains over-expenditure or under-collection of revenue greater than 10% by major object or by the entire fund. In the expense section there are no areas that have a variance of more than 10%, by object or fund. The fund level shows expenditures at 93% of budget, which is due to the contingency line item which is budgeted but expenditures are not made against this line so it creates a reported variance. In the revenue area the fund level is projected at 98% of budget with no variances beyond 10%.

City of Portland  
Bureau of Emergency Communications

2014-15  
Spring BuMP Submission  
Current Year Updates

**Current Year Budget Note Update**

**BOEC update: No budget notes.**

**Current Year Decision Package Update**

**Add Computer-Aided Dispatch Coordinator**

Additional revenues of approximately \$121,800 from 9-1-1 tax for prepaid cellphones will be used to add 1.0 FTE Computer-Aided Dispatch (CAD) Coordinator. This position will support general CAD system maintenance and provide additional on-call coverage for emergency fixes to the system, ensuring the City's dispatch system continues to function properly.

BOEC Update: Additional State of Oregon 9-1-1 phone tax funding from prepaid cellphones implementation was delayed to January 1, 2015 with any funding to be received by BOEC after June 30, 2015. The position was approved and filled as a limited term position from BOEC operating funds due to vacancies in other BOEC positions. The State of Oregon has not relayed to BOEC an estimate of the expected pre-paid cell phone revenue that BOEC may receive.

**OMF Interagency - ADA and Civil Rights Program Transfer**

The package reflects a decrease of \$3,141 in ongoing resources and \$1,854 in one-time resources resulting from the move of the American's with Disabilities Act and Civil Rights Program from the Office of Management and Finance to the Office of Equity and Human Rights. An adjustment to the bureau's General Fund discretionary and partner jurisdiction resources was made to balance to the decreased costs.

**BOEC update: The budget decision action was taken as noted above.**

**Current Year Capital Reporting**

**BOEC update: No capital expenditures.**