

# Portland Bureau of Emergency Management

FY 2016 – 2017

Fall BMP





**PORTLAND BUREAU OF EMERGENCY MANAGEMENT**

Steve Novick, Commissioner-in-Charge • Carmen Merlo, Director  
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Date: September 12, 2016  
To: City Budget Office  
From: Keren Ceballos, Finance Manager  
Subject: PBEM FY 2016-17 FALL BMP

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Attached please find the Financial Overview and FY 2016-17 Fall BMP request for the Portland Bureau of Emergency Management (PBEM).

PBEM started the 2016-2017 fiscal year with several vacancies. We completed hiring for the Operations Manager in July 2016 and the new COOP Planner begins later this month. We anticipate filling two remaining vacancies by November 2016.

EMPG funding for FY 2016-17 came in 25% lower than the previous fiscal year. PBEM will continue to strategize ways to cover federal grant reductions; however, will likely rely on general fund for unanticipated shortfalls.

PBEM's general fund budget is supplemented by several federal grant programs that support personnel and operating expenses and interagency agreements. Federal grants administered by PBEM include the Urban Areas Security Initiative (UASI), State Homeland Security Program (SHSP), Pre-Disaster Mitigation (PDM) Grant and Hazard Mitigation Grant Program (HMGP) and the Emergency Management Performance Grant (EMPG).

**Requests in BMP**

Below is list of the general fund packages requested:

1. **EM\_001 – Technical Adjustments**  
Internal budget adjustments to reallocate funding to appropriate funding centers.
2. **EM\_002 – Encumbrance Carryover**  
PO non-accrual encumbrances from FY 2015-16
3. **EM\_003 – New Encumbrance Request**  
PBEM has an existing contract in which the original PO for the contract was not opened for the full contract amount. Technical adjustments were made to account for the entire contract amount.
4. **EM\_004 – Contingency Funding**  
Requesting contingency from salary savings previously set aside for anticipated gap in EMPG grant funding. This will pay for BTS expenses previously covered by the grant.

Approved:

**Carmen Merlo, Director, PBEM**

**CBO Discussion and Recommendations  
FY 2016-17 Fall BMP**

**Bureau:** Portland Bureau of Emergency Management

**Type:** Technical Adjustment

**Request:** EM\_001 - Technical Adjustments

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
External Materials and Services	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>REVENUES</b>			
General Fund Discretionary	0	0	0
<b>TOTAL REVENUES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

Internal budget adjustments to reallocate funding to appropriate funding centers.

**CBO Discussion and Recommendation**

**CBO Discussion and Recommendations  
FY 2016-17 Fall BMP**

**Bureau:** Portland Bureau of Emergency Management

**Type:** Encumbrance Carryover Request

**Request:** EM\_002 - Encumbrance Carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
External Materials and Services	18,149	0	18,149
<b>TOTAL EXPENDITURES</b>	<b>18,149</b>	<b>0</b>	<b>18,149</b>
<b>REVENUES</b>			
General Fund Discretionary	18,149	0	18,149
<b>TOTAL REVENUES</b>	<b>18,149</b>	<b>0</b>	<b>18,149</b>

**Bureau Description:**

PO non-accrual encumbrances from FY15/16

**CBO Discussion and Recommendation**

**CBO Discussion and Recommendations  
FY 2016-17 Fall BMP**

**Bureau:** Portland Bureau of Emergency Management **Type:** New Request

**Request:** EM\_003 - New Encumbrance Request

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
External Materials and Services	30,622	0	30,622
<b>TOTAL EXPENDITURES</b>	<b>30,622</b>	<b>0</b>	<b>30,622</b>
<b>REVENUES</b>			
General Fund Discretionary	30,622	0	30,622
<b>TOTAL REVENUES</b>	<b>30,622</b>	<b>0</b>	<b>30,622</b>

**Bureau Description:**

PBEM has an existing contract in which the original PO for the contract was not opened for full contract amount. Technical adjustment to account for entire contract amount.

**CBO Discussion and Recommendation**

**CBO Discussion and Recommendations  
FY 2016-17 Fall BMP**

**Bureau:** Portland Bureau of Emergency Management

**Type:** Technical Adjustment

**Request:** EM\_004 - Contingency Funding

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Internal Materials and Services	70,000	0	70,000
<b>TOTAL EXPENDITURES</b>	<b>70,000</b>	<b>0</b>	<b>70,000</b>
<b>REVENUES</b>			
General Fund Discretionary	70,000	0	70,000
<b>TOTAL REVENUES</b>	<b>70,000</b>	<b>0</b>	<b>70,000</b>

**Bureau Description:**

Requesting \$70K in contingency from salary savings previously set aside for anticipated gap in grant funding. This will serve to pay for technology services previously covered by grant.

**CBO Discussion and Recommendation**

## Prior Year Business Area Reconciliation Report

	FY 2015-16 Revised Budget	FY 2015-16 Year-End Actuals	Percent of Actuals to Revised
<b>Portland Bureau of Emergency Management</b>			
<b>EXPENDITURES</b>			
Personnel Services	\$1,386,964	\$1,336,261	96%
External Materials and Services	\$439,289	\$398,126	91%
Internal Materials and Services	\$560,960	\$527,784	94%
<b>TOTAL EXPENDITURES</b>	<b>\$2,387,213</b>	<b>\$2,262,170</b>	<b>95%</b>
<b>REVENUES</b>			
Charges for Services	\$34,706	\$34,706	100%
Interagency Revenue	\$10,000	\$10,000	100%
Miscellaneous	\$1,200	\$1,350	113%
General Fund Discretionary	\$936,492	\$0	0%
General Fund Overhead	\$1,404,815	\$0	0%
<b>TOTAL REVENUES</b>	<b>\$2,387,213</b>	<b>\$46,056</b>	<b>2%</b>

### **Bureau Reconciliation Narrative**

#### General Fund:

Miscellaneous Revenue was not budgeted for FY 15/16. The Bureau Director has the responsibility for the City's Emergency Coordination Center and is required to immediately report to the ECC or other location, transport emergency equipment, personnel, and disaster supplies. Per City rules, revenue is received via payroll deductions to support vehicle usage and maintenance

#### Grant Fund:

For FY 15/16, grants were loaded into the system at their full grant award amounts. These grants are multiyear grants and thus spending will not occur in one fiscal year. This has been corrected in future budget years.

## Prior Year Business Area Reconciliation Report

	FY 2015-16 Revised Budget	FY 2015-16 Year-End Actuals	Percent of Actuals to Revised
<b>Portland Bureau of Emergency Management</b>			
<b>EXPENDITURES</b>			
Personnel Services	\$1,157,945	\$325,698	28%
External Materials and Services	\$4,167,309	\$674,452	16%
Internal Materials and Services	\$225,868	\$259,696	115%
<b>TOTAL EXPENDITURES</b>	<b>\$5,551,122</b>	<b>\$1,259,846</b>	<b>23%</b>
<b>REVENUES</b>			
Intergovernmental Revenues	\$5,551,122	\$1,316,638	24%
<b>TOTAL REVENUES</b>	<b>\$5,551,122</b>	<b>\$1,316,638</b>	<b>24%</b>

### Bureau Reconciliation Narrative

#### General Fund:

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#### Grant Fund:

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## Budget Note Update Template

Instructions to bureaus: Please follow the below format when completing your bureau budget note update(s). Complete the below format for each FY 2015-16 budget note, and combine into a single word document. Please be concise and provide objective information. The information you provide will be placed on the CBO website.

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### **Bureau Name**

**Date of Update: September 12, 2016**

**Budget Note Title: Continuity of Operations Directive**

**Budget Note Language:** Beginning in FY 2016-17, PBEM will provide the Council with an initial list of bureaus that do not have basic Federal Emergency Management Agency compliant Continuity of Operations (COOP) plans. A written quarterly report will be provided to bureau directors the Mayor, the Commissioner-in-Charge, the City Budget Office, and the City Auditor with detailed progress on non-compliant bureaus' plan status.

**Summary Status:** Underway

**Budget Note Update:** On October 15<sup>th</sup>, 2016, PBEM will provide the Council with an initial list of bureaus that do not have basic Federal Emergency Management Agency compliant Continuity of Operations (COOP) plans. On October 15<sup>th</sup>, 2016, a written quarterly report will be provided to bureau directors the Mayor, the Commissioner-in-Charge, the City Budget Office, and the City Auditor with detailed progress on non-compliant bureaus' plan status.

# Portland Bureau of Emergency Management

## Performance Measures

Performance Measure	Type	FY 2013-14 Year-End Actuals	FY 2014-15 Year-End Actuals	FY 2015-16 Adopted Budget	FY 2015-16 Year-End Actuals	FY 2016-17 Adopted Budget
EM_0016 - Percentage of bureau strategic plan objectives achieved or in progress	EFFECTIVE	72%	75%	75%	86%	90%
EM_0020 - Number of new Neighborhood Emergency Team volunteers trained per year	WORKLOAD	110	137	200	396	250
EM_0021 - Number of Neighborhood Emergency Team volunteers participating in advance training per year	WORKLOAD	400	293	200	120	100
EM_0030 - Percentage of completed improvement plan tasks completed within a year of creation	EFFECTIVE	63%	75%	75%	100%	75%
EM_0033 - Number of hours completed by students in Portland Bureau of Emergency Management classes annually	WORKLOAD	6,158	4,862	2,000	6,372	2,000
EM_0035 - Number of City employees in a Portland Bureau of Emergency Management class or training annually	EFFECTIVE	124	212	100	471	125
EM_0036 - Percentage of bureau plans that are up-to-date according to their published standards	EFFECTIVE	0%	82%	100%	80%	90%
EM_0037 - Number of active NET Teams	WORKLOAD	38	45	50	56	60
EM_0038 - Number of new PublicAlerts registrations	KPM	5,165	3,410	5,000	4,451	5,000
EM_0039 - Percentage of bureaus with updated COOP plan that meets or exceeds FEMA standard	KPM	50%	72%	75%	72%	80%
EM_0040 - Percentage of neighborhoods with active NET teams.	KPM	37%	47%	50%	59%	63%
EM_0041 - Percentage of participants who rate PBEM classes and exercises as "good" or "excellent"	KPM	0%	88%	75%	77%	85%

### Performance Measure Variance Descriptions

1.% bureau strategic plan objectives achieved or in progress

PBEM barely missed its goal of having 90% of the bureau's 2014-15 Strategic Plan objectives achieved or in progress. This is primarily due to several vacancies in key positions. Despite these vacancies, PBEM successfully completed over 85% of its objectives and is currently wrapping up planning for a new 2017-2019 Strategic Plan.

2.# of NET new volunteers trained per year

NET teams continue to grow, although several teams are at a standstill as they adjust their leadership.

3.# of NET volunteers in advanced training per year

NET teams continue to grow, although several teams are at a standstill as they adjust their leadership.

4.% of completed improvement plan tasks completed within a year of creation

33 improvement plan items were created between June 2014 and June 2015. All of these were also closed by June 2016.

5.Number of hours completed by students in Portland Bureau of Emergency Management classes annually

PBEM was able to use grant money and donated space to complete four very large (up to 300 people) FEMA sponsored classes

6.# of City Employees in a PBEM class or training annually

PBEM doubled its exercise and training events this year in preparation for a multi-state Cascadia Subduction Zone earthquake exercise in June 2016.

7.% of bureau plans that are up to date according to their published standards

Training new staff delayed updates to some less-critical plans. We are on track to catch up in the coming year.

8.Number of Active NET teams

Exceeded goal expectation

9.Number of Public Alert registrations

PBEM continually seeks to increase Public Alert registrations and attained 90% of goal.

10.Percent of bureaus with updated COOP plan that meets or exceeds FEMA Standards

We were not initially successful in hiring a COOP planner to support this work; we are encouraged to have a new staff person starting in Q1 this fiscal year.

11.% of neighborhoods with active NET teams

Exceeded goal expectation

12.% of participants who rate PBEM classes and exercises as "good" or "excellent"

PBEM continues to work with external and internal instructors to provide excellent training.