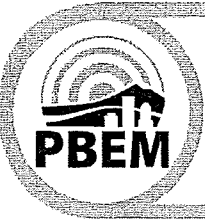


Portland Bureau of Emergency Management

FY 2017-2018

Fall BMP





PORTLAND BUREAU OF EMERGENCY MANAGEMENT

Mayor Ted Wheeler, Commissioner-in-Charge • Carmen Merlo, Director
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Date: September 9, 2017
To: City Budget Office
From: Carmen Merlo, Director
Keren Ceballos, Finance Manager
Subject: PBEM FY 2017-18 FALL BMP

Attached please find the Financial Overview and FY 2017-18 Fall BMP request for the Portland Bureau of Emergency Management (PBEM).

PBEM continues to work through Strategic Plan, Equity Plan and Operational Plan.

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

Requests in BMP

Below is list of the packages requested:

1. **EM_001 – General Fund Technical Adjustments**
Internal budget adjustments to reallocate funding to appropriate funding centers.
2. **EM_002 – Encumbrance Carryover**
PO non-accrual encumbrances from FY16/17.
3. **EM_003 – EMPG**
EMPG 2017 award amount and allocation internal true up.
4. **EM_004 - UASI**
UASI 2016 and UASI 2015 true up for FY17/18 funding, carryover, and expenses.
5. **EM_005 – PDM 2015**
PDM 2015 award, carryover and expense true up for FY17/18.
6. **EM_005 – RDPO Grants**
RDPO contribution true up for funding and carryover.

Approved:

Carmen Merlo, Director, PBEM

**CBO Discussion and Recommendations
FY 2017-18 Fall Supplemental Budget Ordinance**

Bureau: Portland Bureau of Emergency Management

Type: Technical Adjustment

Request: EM_001 - General Fund Technical Adjustments

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	0	0	0
External Materials and Services	0	0	0
TOTAL EXPENDITURES	0	0	0

Bureau Description:

Internal budget adjustments to reallocate funding to appropriate funding centers.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2017-18 Fall Supplemental Budget Ordinance**

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
EXPENDITURES			
External Materials and Services	62,897	0	62,897
TOTAL EXPENDITURES	62,897	0	62,897
REVENUES			
General Fund Discretionary	62,897	0	62,897
TOTAL REVENUES	62,897	0	62,897

Bureau Description:

PO non-accrual encumbrances from FY16-17

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2017-18 Fall Supplemental Budget Ordinance**

Bureau: Portland Bureau of Emergency Management

Type: Technical Adjustment

Request: EM_003 - EMPG 2017

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	0	0	0
External Materials and Services	6,404	0	6,404
Internal Materials and Services	0	0	0
TOTAL EXPENDITURES	6,404	0	6,404
REVENUES			
Intergovernmental Revenues	6,404	0	6,404
General Fund Overhead	0	0	0
TOTAL REVENUES	6,404	0	6,404

Bureau Description:

EMPG 2017 award amount and allocation internal true up.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2017-18 Fall Supplemental Budget Ordinance**

Bureau: Portland Bureau of Emergency Management

Type: Technical Adjustment

Request: EM_004 - UASI

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	456,808	0	456,808
External Materials and Services	2,160,822	0	2,160,822
TOTAL EXPENDITURES	2,617,630	0	2,617,630
REVENUES			
Intergovernmental Revenues	2,617,630	0	2,617,630
TOTAL REVENUES	2,617,630	0	2,617,630

Bureau Description:

UASI 2016 and UASI 2015 true up for FY 17/18 funding, carryover and expenses.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2017-18 Fall Supplemental Budget Ordinance**

Bureau: Portland Bureau of Emergency Management

Type: Technical Adjustment

Request: EM_005 - PDM 2015

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	260,577	0	260,577
TOTAL EXPENDITURES	260,577	0	260,577
REVENUES			
Intergovernmental Revenues	260,577	0	260,577
TOTAL REVENUES	260,577	0	260,577

Bureau Description:

PDM 2015 award, carryover, and expense true up for FY17/18

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2017-18 Fall Supplemental Budget Ordinance**

Bureau: Portland Bureau of Emergency Management

Type: Technical Adjustment

Request: EM_006 - RDPO Grants

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	25,410	0	25,410
TOTAL EXPENDITURES	25,410	0	25,410
REVENUES			
Intergovernmental Revenues	25,410	0	25,410
TOTAL REVENUES	25,410	0	25,410

Bureau Description:

RDPO contribution true up for funding and carryover.

CBO Discussion and Recommendation

Prior Year Business Area Reconciliation Report

	FY 2016-17 Revised Budget	FY 2016-17 Year-End Actuals	Percent of Actuals to Revised
Portland Bureau of Emergency Management			
EXPENDITURES			
Personnel Services	\$1,491,189	\$1,485,254	100%
External Materials and Services	\$468,978	\$421,568	90%
Internal Materials and Services	\$730,620	\$573,261	78%
TOTAL EXPENDITURES	\$2,690,787	\$2,480,082	92%
REVENUES			
Intergovernmental Revenues	\$30,266	\$26,012	86%
Interagency Revenue	\$10,000	\$10,000	100%
Miscellaneous	\$720	\$750	104%
General Fund Discretionary	\$1,234,201	\$0	0%
General Fund Overhead	\$1,415,600	\$0	0%
TOTAL REVENUES	\$2,690,787	\$36,762	1%

Bureau Reconciliation Narrative

Internal Materials (Grant and General Fund): A large percentage of Internal Materials are paid through grants. The "actual" amount for both general and grant funded IA's came in at \$798,036. The budget for the IA's for both general and grant funds is \$850,835. This is a 94% of actuals to revised budget. Due to grant amount fluctuation and award dates, the funding source amounts were not known at the time the revised budgets were finalized

General Fund:

Intergovernmental Revenues came in lower than expected due to a renegotiation of a contract.

Federal Grants:

Grant personnel, external materials and intergovernmental revenues are lower than the budgeted amounts due to delays from the State in awarding funding. Funding awards are expected to occur in the next coming months. Several grants are multi-year grants, therefore loaded at a full funding amount vs. actual expenditure amount.

Prior Year Business Area Reconciliation Report

	FY 2016-17 Revised Budget	FY 2016-17 Year-End Actuals	Percent of Actuals to Revised
Portland Bureau of Emergency Management			
EXPENDITURES			
Personnel Services	\$1,077,690	\$453,589	42%
External Materials and Services	\$3,491,982	\$910,644	26%
Internal Materials and Services	\$120,215	\$233,859	195%
Capital Outlay	\$143,275	\$143,275	100%
TOTAL EXPENDITURES	\$4,833,162	\$1,741,367	36%
REVENUES			
Intergovernmental Revenues	\$4,833,162	\$1,410,779	29%
TOTAL REVENUES	\$4,833,162	\$1,410,779	29%

Bureau Reconciliation Narrative

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Portland Bureau of Emergency Management
Performance Measures

Performance Measure	Type	FY 2014-15	FY 2015-16	FY 2016-17	FY 2016-17	FY 2017-18
		Year-End Actuals	Year-End Actuals	Adopted Budget	Year-End Actuals	Adopted Budget
EM_0016 - Percentage of bureau strategic plan objectives achieved or in progress	EFFECTIVE	75%	86%	90%	90%	40%
EM_0020 - Number of new Neighborhood Emergency Team volunteers trained per year	WORKLOAD	137	396	250	511	900
EM_0021 - Number of Neighborhood Emergency Team volunteers participating in advance training per year	WORKLOAD	293	120	100	276	400
EM_0030 - Percentage of completed improvement plan tasks completed within a year of creation	EFFECTIVE	75%	100%	75%	94%	75%
EM_0033 - Number of hours completed by students in Portland Bureau of Emergency Management classes annually	WORKLOAD	4,862	2,922	2,000	3,056	2,000
EM_0035 - Number of City employees in a Portland Bureau of Emergency Management class or training annually	EFFECTIVE	212	532	125	154	300
EM_0036 - Percentage of bureau plans that are up-to-date according to their published standards	EFFECTIVE	82%	80%	90%	79%	70%
EM_0037 - Number of active NET Teams	WORKLOAD	45	56	60	70	68
EM_0038 - Number of new PublicAlerts registrations	KPM	3,410	4,451	5,000	3,678	5,000
EM_0039 - Percentage of bureaus with updated COOP plan that meets or exceeds FEMA standard	KPM	72%	72%	80%	100%	75%
EM_0040 - Percentage of neighborhoods with active NET teams.	KPM	47%	59%	63%	71%	75%
EM_0041 - Percentage of participants who rate PBEM classes and exercises as "good" or "excellent"	KPM	88%	77%	85%	85%	75%

Portland Bureau of Emergency Management Performance Measures

Performance Measure	Type	FY 2014-15 Year-End Actuals	FY 2015-16 Year-End Actuals	FY 2016-17 Adopted Budget	FY 2016-17 Year-End Actuals	FY 2017-18 Adopted Budget
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Performance Measure Variance Descriptions

EM_0016 % of bureau strategic plan objectives achieved or in progress
90% - By fiscal year's end, PBEM completed 90% of its 2014-2016 Strategic Plan objectives. Several action items were no longer relevant or carried over into our 2017-20202 Strategic Plan.

EM_0020 # of new Neighborhood Emergency Team volunteers trained per year
Net Teams continue to grow with the help of grant resources and efficient tracking mechanisms.

EM_0021 # of Neighborhood Emergency Team volunteers participating in advance training per year
Net Teams continue to grow with the help of grant resources and efficient tracking mechanisms.

EM_0030 % of completed improvement plan tasks completed within a year of creation
34 improvement plan items were created between June 2015 and June 2016. 32 were closed by June 2017.

EM_0033 # of hours completed by students in Portland Bureau of Emergency Management training or exercise annually.
PBEM received FEMA instructor for 6 days of PIO courses (not guaranteed in future years).

EM_0035 # of City employees in a Portland Bureau of Emergency Management training or exercise annually.
PBEM Strategic Plan is to do 8 training courses and 4 exercises a year.

EM_0036 % of bureau plans that are up-to-date according to their published standards
PBEM's planning section was not fully staffed for the past year. PBEM filled an important vacancy in July, and we are now catching up on plans that require updates.

EM_0037 # of active NET Teams
Exceeded goal expectation.

EM_0038 # of new PublicAlerts registrations
PBEM typically sees the largest registration increases following a major activation of the CENS system. During this fiscal year, most of the activations did not reach a large number of devices. Ongoing outreach efforts were able to add several thousand new devices to our database of contacts.

EM_0039 % of bureaus with updated COOP plan that meets or exceeds standards
Exceeded goal expectation.

EM_0040 % of neighborhoods with active NET teams
Exceeded goal expectation.

EM_0041 % 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.