

City of Portland  
Bureau of Emergency  
Communications



2017-18  
Spring BuMP Submission

Due Date: March 26, 2018



**CITY OF PORTLAND**  
BUREAU OF EMERGENCY COMMUNICATIONS

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Date: March 26, 2018  
To: City Budget Office  
From: Lisa St. Helen, BOEC Interim Director *LSH*  
Subject: Spring FY 1718 BMP Submission from BOEC

Enclosed please find the Spring BMP submission from BOEC.

**Budget Amendment Requests include:**

Project Funding:

Adjust budget for return of surplus project funds to the General Fund:

Computer Aided Dispatch Refresh Project

The project ended in FY 1617 and surplus project funds went to the BOEC fund balance. This request moves the surplus from fund balance to a budget line item, which will allow a transfer returning the funds to the General Fund to be processed. The project balance is \$237,085.

Innovation Fund Project, On Call Community Rescue for Animals

The project ended in FY 1617 and surplus project funds went to the BOEC fund balance. This request moves the surplus from fund balance to a budget line item, which will allow a transfer returning the funds to the General Fund to be processed. The project balance is \$165.

Operating Budget Surplus, FY 1617:

Operating Surplus Refund to General Fund , FY 1617

Portland operating surplus is \$362,620 for FY 1617. Each year a request of this type is submitted for Council consideration.

This year BOEC requests it not be accepted and BOEC be allowed to retain these funds as contribution towards the 9-1-1 Next Generation Recording System and the Integrated Priority Dispatch System projects submitted in the FY 1819 BOEC budget request.

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

Technical Adjustments:

Adjust Fund Balance to FY 1617 Year End CAFR (Comprehensive Annual Financial Report)  
This request adjusts the FY 1718 estimated beginning balance for BOEC to match the FY 1617 year-end CAFR report balance which is \$1,587,046. This adjustment is made each year in the Spring BMP. The adjustment amount is \$116,777.

Adjustment for DCTU Professional Development  
This request moves \$682 from BOEC contingency to support DCTU training costs in accordance with the current DCTU labor contract. BOEC's pro rata share was determined by Human Resources and all City Bureaus with DCTU staff are directed to make this funding adjustment in the Spring BMP. BOEC has five DCTU staff.

**Current Year Projections:**

Overall expenditures and revenues are within 10% of budget at the total level.

Two series areas are above this variation level. Charges for Services are projected to be 19% above budget due primarily to increases in support from the State of Oregon for GIS/MSAG work. Miscellaneous Revenue is reported to be 63% less than budget; and this is a result of interest income budget at \$10k, projected to be \$15k and an accounting deletion of an invoice to AFSCME Local 189 for Union Time Reimbursement \$20,879 reducing revenue in this account (should have reduced the Charges for Services account series) which was replaced by two invoices separating the costs by AFSCME and DCTU staff; which were posted to the Charges for Service account series.

**Budget Note Update:**

There were no budget notes in the FY 1718 Adopted Budget.

**Current Year Decision Package Update:**

Updates are included for two packages; Add 11.0 Emergency Communications Positions and Add Funding for BOEC Bargaining Agreement.

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

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

**Bureau:** Bureau of Emergency Communications

**Type:** Technical Adjustment

**Request:** EC\_007 - CAD Refresh Project Balance Refund to GF

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
<b>EXPENDITURES</b>			
Fund Transfers - Expense	237,085	0	237,085
Contingency	(237,085)	0	(237,085)
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

The project ended in FY 1617 and surplus project funds went to the BOEC fund balance/contingency. This request moves the surplus from contingency to a budget line item, which will allow a transfer returning the funds to the General Fund to be processed. The project refund balance is \$237,085.

**CBO Discussion and Recommendation**

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

**Bureau:** Bureau of Emergency Communications

**Type:** Technical Adjustment

**Request:** EC\_008 - Innovation Fund Project Balance Refund to GF

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
<b>EXPENDITURES</b>			
Fund Transfers - Expense	165	0	165
Contingency	(165)	0	(165)
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

Innovation Fund Project, On Call Community Rescue for Animals.

The project ended in FY 1617 and surplus project funds went to the BOEC fund balance/contingency. This request moves the surplus from fund balance/contingency to a budget line item, which will allow a transfer returning the funds to the General Fund to be processed. The project balance is \$165.

**CBO Discussion and Recommendation**

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

**Bureau:** Bureau of Emergency Communications

**Type:** Technical Adjustment

**Request:** EC\_009 - FY 1617 Operating Surplus Refund to GF

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
<b>EXPENDITURES</b>			
Fund Transfers - Expense	362,620	0	362,620
Contingency	(362,620)	0	(362,620)
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

Portland operating surplus is \$362,620 for FY 1617. Each year a request of this type is submitted for Council consideration.

This year BOEC requests it not be accepted and BOEC be allowed to retain these funds as contribution towards the 9-1-1 Next Generation Recording System and the Integrated Priority Dispatch System projects submitted in the FY 1819 BOEC budget request.

**CBO Discussion and Recommendation**

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

**Bureau:** Bureau of Emergency Communications

**Type:** Technical Adjustment

**Request:** EC\_010 - Adjust Fund Balance to CAFR

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
<b>EXPENDITURES</b>			
Contingency	116,777	0	116,777
<b>TOTAL EXPENDITURES</b>	<b>116,777</b>	<b>0</b>	<b>116,777</b>
<b>REVENUES</b>			
Budgeted Beginning Fund Balance	116,777	0	116,777
<b>TOTAL REVENUES</b>	<b>116,777</b>	<b>0</b>	<b>116,777</b>

**Bureau Description:**

Adjust Fund Balance to FY 1617 Year End CAFR (Comprehensive Annual Financial Report)

This request adjusts the FY 1718 beginning balance for BOEC to match the year end CAFR report balance which is \$1,587,046. This adjustment is made each year in the Spring BMP. This request increases the estimated year end fund balance of \$1,470,269 by \$116,777 to balance to the year end CAFR fund balance of \$1,587,046.

**CBO Discussion and Recommendation**

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

**Bureau:** Bureau of Emergency Communications

**Type:** Technical Adjustment

**Request:** EC\_011 - Adjustment for DCTU Professional Development

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
<b>EXPENDITURES</b>			
Internal Materials and Services	682	0	682
Contingency	(682)	0	(682)
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

This request moves \$682 from BOEC contingency to support DCTU training costs in accordance with the current DCTU labor contract. BOEC's pro rata share was determined by Human Resources and all City Bureaus with DCTU staff are directed to make this funding adjustment in the Spring BMP. BOEC has five DCTU staff.

**CBO Discussion and Recommendation**



## Fund Projection Report

	Spring BMP Revised Budget	FY 2017-18 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	\$16,642,579	\$10,983,046	\$16,039,854	96%
External Materials and Services	\$1,119,818	\$854,800	\$1,019,036	91%
Internal Materials and Services	\$4,932,601	\$3,191,470	\$4,878,657	99%
Bond Expenses	\$253,184	\$33,801	\$253,184	100%
Fund Transfers - Expense	\$1,536,019	\$624,106	\$936,154	61%
Contingency	\$707,102	\$0	\$0	0%
<b>TOTAL EXPENDITURES</b>	<b>\$25,191,303</b>	<b>\$15,687,222</b>	<b>\$23,126,885</b>	<b>92%</b>
<b>REVENUES</b>				
Budgeted Beginning Fund Balance	\$1,587,046	\$0	\$0	0%
Charges for Services	\$375,749	\$339,317	\$448,841	119%
Intergovernmental Revenues	\$7,912,526	\$4,566,067	\$8,526,067	108%
Fund Transfers - Revenue	\$15,305,982	\$11,131,624	\$15,305,982	100%
Miscellaneous	\$10,000	(\$12,677)	(\$6,299)	-63%
<b>TOTAL REVENUES</b>	<b>\$25,191,303</b>	<b>\$16,024,331</b>	<b>\$24,274,591</b>	<b>96%</b>

### Fund Projection Narrative

The purpose of this report is to identify and explain variances in budget to projected actuals greater than 10%. The expenditure section does not show variances greater than 10% by major object category or total. The revenue sections shows a variance greater than 10% in the Charges for Services area and in the Miscellaneous area. The Charges for Services variance is due to an increase in the revenue received from the State of Oregon for reimbursed work on the Multi Street Address Guide work done in support of the Geographic Information Systems used at BOEC, from about \$48,000 per year to \$96,000 per year; which was a process change by the State to reimburse PSAP on a population basis and an increase in revenue received for production of 9-1-1 recording and CAD data information as public records requests. The Miscellaneous area variance is due to interest income, budgeted at \$10,000 for the year and projected to be as much as \$15,000; and an accounting deletion of an invoice to AFSCME Local 189 for Union Time Reimbursement \$20,879 reducing revenue in this account (should have reduced the Charges for Services account series) which was replaced by two invoices separating the costs by AFSCME and DCTU staff; which were posted to the Charges for Service account series.

## 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 **current year** 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 of Emergency Communications**

**Date of Update:** March 26, 2018

**Budget Note Title:** No Budget Notes in the FY 1718 BOEC Adopted Budget

Service Area	Bureau Name	Decision Package Title	Package Description	Funded in	Year Funded:	Package Funding	Package FTE	Package Status	Package Update
Public Safety	Bureau of Emergency Communications	Add 11.0 Emergency Communications Positions	In FY 1617 Council approved ongoing funding for BOEC positions with creation of positions pending a consultant review of position requirements at BOEC. This study is underway and a report from the consultant is expected in March 2017. The purpose of this decision package is to request the creation of ongoing positions to be supported by BOEC needs and the consultant study anticipated in March 2017. At this time 13 EC Dispatcher Sr. positions are requested, funding was approved in FY 1617 that will support these positions. No additional funding is requested. This action is in response to budget discussions last year and to the consultant review which BOEC anticipates will support the need for additional operations positions at BOEC.	FY 2017-18 Adopted Budget	FY 2017-18		11.00		The 11 positions awarded in this package have been used to support on-going recruitment and hiring of three new employee trainee groups per year.
Public Safety	Bureau of Emergency Communications	BOEC Bargaining Agreement	At the time of CBO recommendations, bargaining has gone to arbitration. The City's offer will cost \$249,006 in ongoing resources and \$12,530 in one-time resources in FY 2017-18. This package reflects this cost.	FY 2017-18 Adopted Budget	FY 2017-18	261,536			The arbitration resulted in approval of the funding level authorized in this package as the City's offer and has been applied to the contract costs which included retro payments for FY 1617 paid in July 2017 and ongoing costs during FY 1718.