

**City of Portland
Bureau of Emergency
Communications**



2018 – 2019

Spring BMP Submission

Due Date: March 27th, 2019



CITY OF PORTLAND
BUREAU OF EMERGENCY COMMUNICATIONS

Bob Cozzie, Director
Post Box 1927
Portland, Oregon 97207
503.823.0911
FAX 503.823.4630
www.portlandoregon.gov/911

Ted Wheeler, Mayor
Jo Ann Hardesty, Commissioner

Date: March 27, 2019
To: Robert Cheney, CBO Analyst
From: Keren Ceballos, Finance Manager
Subject: BOEC FY18/19 Spring BMP Submission

The Bureau of Emergency Communications is pleased to submit its Spring Budget Monitoring Process (BMP) report.


BUDGET ADJUSTMENT REQUESTS:

Technical
Decision package 1 – Increase MSAG Revenue
Decision package 2 – Adjust Beginning Fund Balance to Match CAFR
Decision package 3 – Request BOEC Compensation Set Aside
Decision package 4 – Request Contingency Transfer
Decision Package 5 – Request Operating Surplus

STATUS REPORTING REQUIREMENTS

Please find attached four decision packages addressing Spring BMP requirements. Should you have any questions about this submittal, please contact me at 503-823-4465.

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

Approved, 
Bob Cozzie, Director, BOEC

Competence – Integrity – Respect – Responsibility – Teamwork – Compassion

EC - Bureau of Emergency Communications

DP Type Compensation Set-Aside

Request Name: 8114 -BOEC Set Aside

Package Description

Compensation Set Aside is needed as BOEC has filled all existing Dispatch FTE and four additional training over-hires to meet staffing needs.

Service Impacts

Call answering times have improved with additional staffing.

Equity Impacts

BOEC provides equal access to all emergency services for all community members

CBO Analysis

Budget Detail

Fund					
Major Object Name	Expense	2018-19 SPRING Adjust - DP Only	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Requested Total	
202000 Personnel		370,000	0	370,000	
	Sum:	370,000	0	370,000	

Major Object Name	Revenue	2018-19 SPRING Adjust - DP Only	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Requested Total	
202000 Fund Transfers - Revenue		370,000	0	370,000	
	Sum:	370,000	0	370,000	

EC - Bureau of Emergency Communications

DP Type New Revenue

Request Name: 8115 -Additional Revenue MSAG

Package Description

The State Office of Emergency Management reimburses 911 centers for work completed on mapping and GIS. This request includes funds that were not received last fiscal year.

Service Impacts

BOEC completes updates to the Master Street Address Guide (MSAG), which ensures accurate mapping in the Computer Aided Dispatch (CAD) system.

Equity Impacts

BOEC provides equal access to all emergency services for all community members

CBO Analysis

Budget Detail

Fund				
Major Object Name	Expense	2018-19 SPRING Adjust - DP Only	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Requested Total
202000 External Materials and Services		96,000	0	96,000
	Sum:	96,000	0	96,000

Major Object Name	Revenue	2018-19 SPRING Adjust - DP Only	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Requested Total
202000 Charges for Services		96,000	0	96,000
	Sum:	96,000	0	96,000

EC - Bureau of Emergency Communications

DP Type Contingency

Request Name: 8117 -Contingency Transfer

Package Description

These funds are required to cover costs incurred for professional services, which addressed internal timekeeping issues and GATR mandated development of a scheduling forecasting system. In addition, Computer Aided Dispatch (CAD) updates were completed which were previously unbudgeted. Furthermore, prior budgets did not address overtime expenditures. This request includes estimated operational overtime.

Service Impacts

BOEC can implement timekeeping business continuity and staffing-related GATR mandates. Additionally, CAD updates are completed. Furthermore, a strategic use of overtime ensures adequate staffing as needed. These costs, with the exception of overtime expenditures, will not be incurred in the future.

Equity Impacts

BOEC provides equal access to all emergency services for all community members

CBO Analysis

Budget Detail					
Fund					
			2018-19 SPRING Adjust - DP Only	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Requested Total
	Major Object Name	Expense			
202000	Contingency		-709,107	0	-709,107
202000	Personnel		709,107	0	709,107
		Sum:	0	0	0

EC - Bureau of Emergency Communications

DP Type

Request Name: 8156 -Operating Surplus

Package Description

Portland Operating surplus is \$18,128 for FY 17/18. Each year a request of this type is submitted for Council Consideration.

Service Impacts

This year, BOEC requests it not be accepted and BOEC be allowed to retain these funds.

Equity Impacts

CBO Analysis

Budget Detail

Fund		2018-19 SPRING Adjust - DP Only	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Requested Total
Major Object Name	Expense			
202000	Contingency	-18,128	0	-18,128
202000	Fund Transfers - Expense	18,128	0	18,128
Sum:		0	0	0

EC - Bureau of Emergency Communications

DP Type Other Adjustments

Request Name: 8122 -Adjust Beginning Fund Balance to Match CAFR

Package Description

Every year BOEC adjusts its Beginning Fund Balance in the Spring BMP to match the ending fund balance published in the CAFR.

Service Impacts

None.

Equity Impacts

None.

CBO Analysis

Budget Detail					
Fund					
Major Object Name	Expense	2018-19 SPRING Adjust - DP Only	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Requested Total	
202000	Contingency	-124,394	0	-124,394	
	Sum:	-124,394	0	-124,394	

Major Object Name	Revenue	2018-19 SPRING Adjust - DP Only	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Requested Total	
202000	Beginning Fund Balance	-124,394	0	-124,394	
	Sum:	-124,394	0	-124,394	

Business Area Projection Report

Bureau of Emergency Communications

Fund	Major Object	2018-19 SPRING Requested Total	2019 February Actuals YTD	2018-19 SPRING Projection	% of Projected Actuals to Revised Budget
100	External Materials and Services	0	0	0	
	Sum:	0	0	0	

Fund	Major Object	2018-19 SPRING Requested Total	2019 February Actuals YTD	2018-19 SPRING Projection	% of Projected Actuals to Revised Budget
	Intergovernmental	0	0	0	
	Sum:	0	0	0	

Fund	Major Object	2018-19 SPRING Requested Total	2019 February Actuals YTD	2018-19 SPRING Projection	% of Projected Actuals to Revised Budget
202	Ending Fund Balance	0	0	0	
	Personnel	16,386,784	11,667,814.54	17,486,110	106.71%
	External Materials and Services	1,235,569	461,338.4	1,429,658	115.71%
	Internal Materials and Services	4,633,497	3,064,777.28	4,633,497	100.00%
	Capital Outlay	1,600,000	0	0	
	Debt Service	271,083	33,495.95	271,083	100.00%
	Fund Transfers - Expense	1,026,653	684,440	1,026,653	100.00%
	Contingency	1,751,786	0	310,607	17.73%
	Sum:	26,905,372	15,911,866.17	25,157,608	

Fund	Major Object	2018-19 SPRING Requested Total	2019 February Actuals YTD	2018-19 SPRING Projection	% of Projected Actuals to Revised Budget
	Beginning Fund Balance	1,126,907	0	1,126,907	100.00%
	Licenses & Permits	0	225	225	#DIV/0
	Charges for Services	592,000	320,168.45	592,000	100.00%
	Intergovernmental	8,185,110	4,662,778.49	8,185,110	100.00%
	Fund Transfers - Revenue	16,981,355	13,280,984	16,611,355	97.82%
	Miscellaneous	20,000	27,136.35	27,136	135.68%
	Sum:	26,905,372	18,291,292.29	26,542,733	

Sum:		53,810,744	34,203,158.46	51,700,341	
-------------	--	-------------------	----------------------	-------------------	--

Revenue Discussion

Bureau of Emergency Communications

Revenue Risks

There are no risks to revenues

Business Area Projection Report

Expenditure Discussion

Costs incurred for professional services, which addressed internal timekeeping issues and GATR mandated development of a scheduling forecasting system. In addition, Computer Aided Dispatch (CAD) updates were completed which were previously unbudgeted. Furthermore, prior budgets did not address overtime expenditures.

Expenditure Risks

Non-Implementation of timekeeping business continuity and staffing-related GATR mandates. Furthermore, a strategic use of overtime ensures adequate staffing as needed. These costs, with the exception of overtime expenditures, will not be incurred in the future.

Budget Note Update
Emergency Communications

Date of Budget Note: No budget notes for FY 18/19

Budget Note Title: No budget notes for FY 18/19

Budget Note Language: No budget notes for FY 18/19

Summary Status: No budget notes for FY 18/19

Budget Note Update: No budget notes for FY 18/19

Decision Package Title	Package Description	Funded in	Year Funded:	Package Fund	Packag	Package Stat	Package Update
9-1-1 Next Generation Recording System	Upgrade to 911 Recording system	FY 2018-19 Adopted Budget	FY 2018-19	584,095		In Progress	Vendor implementation is being reviewed and vetted in order to assure it works with City Of Portland systems
Integrated Priority Dispatch System	Package to purchase and install a structured and standardized fire, medical and police call processing software.	FY 2018-19 Adopted Budget	FY 2018-19	945,985		In Progress	The contract for ProQA is currently being reviewed by BTS and the City Attorney's office. Unknown turnaround time
BOEC Training Enhancement Projects	10 workstations for training rooms.	FY 2016-17 Fall BMP	FY 2016-17	150,000	0.0	Complete	10 workstations complete. Presentation equipment will not be updated

Bureau of Emergency Communications

Prior Year Variance Desc

Two projects within Capital Outlay include purchase of integrated dispatch protocol and a new or upgraded logging (recording) system. It is anticipated that the purchase of both systems will be completed this fiscal year.

Current Year Variance Desc

The integrated dispatch protocol project has gone through an RFP process, and the contract for the vendor is being vetted by BTS and the City Attorney's Office. The logging recorder will either be an upgrade to the existing system, or a purchase of a new system through a piggy-back mechanism with the Port of Portland.