



Emergency Management

Analysis by Noah Myhrum

	2020-21 Revised Budget	2020-21 Actuals	Remaining Budget	Percent Remaining
Expenses	\$6,858,597	\$2,179,530	\$4,679,067	68%
Operating Expenses	\$6,858,597	\$2,179,530	\$4,679,067	68%
Personnel	\$3,272,233	\$1,636,326	\$1,635,907	50%
External Materials and Services	\$2,695,744	(\$24,517)	\$2,720,261	101%
Internal Materials and Services	\$890,620	\$567,721	\$322,899	36%
Capital Outlay	\$0	\$0	\$0	
Fund Level Expenses	\$0	\$0	\$0	
Ending Fund Balance	\$0	\$0	\$0	
Revenue	\$3,704,382	(\$24,970)	\$3,729,352	101%
External Revenue	\$0	\$25,742	(\$25,742)	
Charges for Services	\$0	\$25,742	(\$25,742)	
Internal Revenue	\$89,300	(\$50,712)	\$140,012	157%
Beginning Fund Balance	\$0	\$0	\$0	
Interagency Revenue	\$89,300	(\$50,712)	\$140,012	157%
General Fund Allocation	\$3,615,082	\$0	\$3,615,082	100%
General Fund Discretionary	\$1,647,943	\$0	\$1,647,943	100%
General Fund Overhead	\$1,967,139	\$0	\$1,967,139	100%

Figure 1. This table shows Portland Bureau of Emergency Management's budget. Including both its General Fund and Grants Fund budget.

INTRODUCTION

Two-thirds through the fiscal year, the Bureau of Emergency Management has expended 31.7% of its budgeted expenses and has collected 100.6% of the bureaus revenues. A majority of the bureaus revenue is derived from grants which have remained consistent in response to COVID-19 and there was underspending primarily in personnel services due to positions remaining vacant throughout the fiscal year. **CBO anticipates that the bureau will end the year within budget, and may underspend its General Fund discretionary allocation by up to 94.4% or \$207,516.**

KEY DECISIONS FOR COUNCIL

PBEM's Spring BMP submission includes a request for General Fund program carryover, processing new grant revenue from federal and state agencies, and returning resources to the City's fund to assist with revenue shortfall (as directed by the Mayor's spring supplemental guidance).

General Fund Program Carryover

- The Bureau of Emergency Management (PBEM) requests a carryover in the amount of \$90,000 to issue three grants to Community Based Organizations (CBO). There is current year underspending to support this request.
- Grants worth up to \$30,000 each would be issued to CBO's already working with the Emergency Coordination Center (ECC). The grants would be used for recovery efforts which may include direct assistance to low-income households or culturally-specific training on

resilience and community health during COVID-19 recovery phase.

- **CBO recommends this request due to grants providing assistance to low-income and BIPOC communities for COVID-19 recovery efforts. Furthermore, CBO recommends PBEM coordinate with the ECC and the delivery of federal American Rescue Plan resources to ensure alignment with the allocation of federal resources.**

New Revenue

- PBEM has submitted for new grant revenue in the amount of \$621,794 in support of budget alignment.
- PBEM is requesting to make adjustments to grant activity to align the budget to grant award and spending. The request would make adjustments to the grants budget for expenses that will incur in FY 2021-22.
- **CBO is recommending this alignment exercise in order to provide an accurate and concise record of revenues and expenditures as it relates to receipt of grant funds.**

Mid-Year Reduction

- PBEM has proposed a return of \$200,000 in General Fund discretionary resources to the City's General Fund.
- PBEM has recognized at least \$200,000 primarily in personnel savings in the current fiscal year. These savings occurred due to at least three support positions being held vacant for the majority of FY 2020-21.
- **CBO recommends this request due to the City's General Fund shortfall along with significant needs among other bureaus and the community.**

CURRENT YEAR BUDGET MONITORING

Vacant Positions Contribute to Current Year Underspending

PBEM has vacant positions in its Finance and Grant section, Operations section and the Office of the Director. Vacancies include the bureau's finance manager (vacant since January 2020) and the bureau's training and exercise coordinator. The bureau has been using internal staff, or staff in other bureaus, to cover the workload associated with these positions. While holding these positions vacant does create bureau savings, and therefore savings to the City's General Fund, there is potential negative impact as the positions support the overall financial position of the bureau, including technical compliance for grant program expenditures.

PBEM and the Office of Management and Finance (OMF) have begun to transition this financial support to the newly formed Community Safety Transitions program in the OMF Office of the Chief Administrative Officer. The realignment of the Finance Manager position is currently in the OMF and PBEM FY 2021-22 Requested Budget. OMF plans to proceed with the recruitment to fill this position pending approval of the budget decisions. CBO recommends these positions be filled, whether in PBEM or OMF, as there is significant financial risk associated with leaving these vacant. The bureau does not have internal staff capacity to support the various financial duties.

SPRING SUPPLEMENTAL BUDGET CHANGES

	2020-21 Spring Revised Base (A)	Spring Decision Package Total (B)	CBO Recommended Adjustments (C)	Total Recommended Budget (A+B+C)
Expense	\$6,858,597	\$331,794	\$0	\$7,190,391
Personnel	\$3,272,233	\$46,794	\$0	\$3,319,027
External Materials and Services	\$2,695,744	\$135,000	\$0	\$2,830,744
Internal Materials and Services	\$890,620	\$0	\$0	\$890,620
Capital Outlay	\$0	\$150,000	\$0	\$150,000
Revenue	\$6,858,597	\$331,794	\$0	\$7,190,391
General Fund Discretionary	\$1,647,943	(\$290,000)	\$0	\$1,357,943
General Fund Overhead	\$1,967,139	\$0	\$0	\$1,967,139
Interagency Revenue	\$89,300	\$0	\$0	\$89,300
Intergovernmental	\$3,154,215	\$621,794	\$0	\$3,776,009