



## Staff Report

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**File #:** 20-368

**Version:** 1

**Date:** 9/28/2020

**Item #:** 3.2a.

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**TO:** Mayor and City Council

**THROUGH:** Steve Powers, City Manager

**FROM:** Robert Barron, Chief Financial Officer

### **SUBJECT:**

Authorizing a transfer of FY 2021 Willamette Valley Communications Center fund budget appropriations

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Good Governance; Safe Community

### **ISSUE:**

Shall the City Council adopt Resolution No. 2020-45, authorizing a transfer of appropriations within the Willamette Valley Communications Fund Budget to purchase the phone equipment for two additional stations to comply with social distancing requirements?

### **RECOMMENDATION:**

Adopt Resolution No. 2020-45, authorizing a transfer of appropriations within the Willamette Valley Communications Fund Budget to purchase the phone equipment for two additional stations to comply with social distancing requirements.

### **SUMMARY:**

State law allows the City Council to approve transfers of appropriations within the limits established by the adopted budget to address unforeseen changes. Resolution No. 2020-45 transfers a total of \$60,000 within the FY 2021 budget.

### **FACTS AND FINDINGS:**

Fund 330, Willamette Valley Communications Center Fund

From: Contingency, 330-35502000-61110, \$60,000  
To: Capital Outlay, 330-35502000-55130, \$60,000

Appropriations are needed for the purchase of equipment for the Willamette Valley Communications Center (WVCC) in order to meet social distancing guidelines and to increase capacity for 9-1-1 call taking and dispatch services. This expense is likely eligible for reimbursement through the CARES Act grant.

## **BACKGROUND:**

WVCC provides 9-1-1 call answering and dispatch services for the city's police, fire and emergency medical services providers as well as 27 other public safety agencies in Marion, Polk and Lincoln counties.

Due to the complexities of the 9-1-1 phone system, these are services that must be provided from WVCC's physical location and cannot be provided through a work from home arrangement. WVCC is currently adding two additional positions to the dispatch floor in order to better meet social distancing guidelines as a result of the COVID-19 pandemic. This involves the acquisition of specialized ergonomic workstation furniture, computers and 9-1-1 phone equipment. Funds for the furniture and computers has been obtained through the reprogramming of current year budget appropriations that were earmarked for the replacement of existing furniture and computers. Appropriations for the 9-1-1 phone equipment will be created through the execution of this transfer.

These positions are needed to support the training of new call takers and dispatchers, and to increase our capacity for answering 9-1-1 calls. Currently, trainers sit side by side with the employee in training, so that they can closely monitor the call and provide assistance should the call require a more experienced dispatcher. The addition of these two positions will allow for the trainers to sit at a socially distanced location while still having the ability to seamlessly step into the call if needed.

An added benefit of this expansion is the increase in capacity that these positions will bring, allowing WVCC to be better prepared to answer the significant increase in calls that would accompany a large outbreak of the COVID virus. The recent wildfires in Marion and Lincoln county illustrated just how much we are under capacity for such an event.

Josh Eggleston  
Budget Officer

## **Attachments:**

1. Resolution No. 2020-45