



MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(revised 12/31/09)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # R-2 DATE 02-18-2010
LYNDA GROW, BOARD CLERK

Board Clerk Use Only

| | |
|------------------|------------|
| Meeting Date: | 02/18/2010 |
| Agenda Item #: | R-2 |
| Est. Start Time: | 10:30 |
| Date Submitted: | 02/09/2010 |

BUDGET MODIFICATION: NOND - 11

| |
|--|
| Agenda Title: BUDGET MODIFICATION NOND-11 State Homeland Security Grant Program Funds for Emergency Management |
|--|

Note: For all other submissions (i.e. Notices of Intent, Ordinances, Resolutions, Orders or Proclamations) please use the APR short form.

| | | | |
|--------------------------------|------------------------------|-------------------------------|----------------------|
| Requested Meeting Date: | February 18, 2010 | Amount of Time Needed: | 10 minutes |
| Department: | Nondepartmental | Division: | Emergency Management |
| Contact(s): | Dave Houghton, Director | | |
| Phone: | 503-988-4580 | Ext. | 84580 |
| I/O Address: | 503/600 | | |
| Presenter(s): | Dave Houghton, Julie Neburka | | |

General Information

1. What action are you requesting from the Board?

Approval of Budget Modification NOND 11 to permit expenditures and reimbursements related to the FY 2009 award from the State Homeland Security Grant Program.

2. Please provide sufficient background information for the Board and the public to understand this issue. Please note which Program Offer this action affects and how it impacts the results.

These funds were awarded in January 2010 for an application submitted in May, 2009. This is a federal pass-through grant to the County for 4 emergency preparedness and response projects that include emergency planning, communications and IT equipment, law enforcement specialty response team equipment and community training and outreach. Funds will benefit the Emergency Management Program, Multnomah County Sheriff's Office, City of Fairview, Multnomah RFPD #14 (Corbett). The collaborative grant application process also led to direct awards from the State to the Cities of Gresham and Portland as well as a tri-county supported Oregon Health and Sciences University OHSU) project.

3. Explain the fiscal impact (current year and ongoing).

This grant increases the Emergency Management budget by \$289,540 for FY 2010. Funding is for one-time expenses related to four emergency preparedness and response projects. Unspent funds in FY 2010 will be estimated and carried forward in the FY 2011 budget.

4. Explain any legal and/or policy issues involved.

All projects were collaboratively developed and agreed upon by all participants in the application process. Planning efforts are coordinated with Oregon Office of Emergency Management. National Incident Management System (NIMS) compliance; Adherence to financial management and procurement requirements; administrative and audit requirements.

5. Explain any citizen and/or other government participation that has or will take place.

County sub-jurisdictions and districts were invited to participate in the grant application development process. Active participants for this grant cycle were: Fairview Police Department, Gresham and Portland Emergency Management, OHSU Emergency Management and the Chief of Multnomah RFPD #14 (Corbett). All participants concurred on the application.

ATTACHMENT A

Budget Modification

If the request is a Budget Modification, please answer all of the following in detail:

- What revenue is being changed and why? If the revenue is from a federal source, please list the Catalog of Federal Assistance Number (CFDA).

Federal pass-through revenue is being increased by \$289,540 to permit purchasing/contracting.
CFDA 97.073

- What budgets are increased/decreased?

Emergency Management-increased by \$289,540 for four emergency preparedness and response projects that include emergency planning, communications and IT equipment, law enforcement specialty response team equipment and community training and outreach.

- What do the changes accomplish?

Improves emergency planning process by moving it to a web-based environment. Provides equipment and supplies for Law Enforcement, Fire, and citizen preparedness.

- Do any personnel actions result from this budget modification? Explain.

No

- If a grant, is 100% of the central and department indirect recovered? If not, please explain why.

State Homeland Security Grants do not permit indirect costs. Overhead will be covered within existing resources.

- Is the revenue one-time-only in nature? Will the function be ongoing? What plans are in place to identify a sufficient ongoing funding stream?

This grant program has annual application/award cycles. Funding has declined and is now relatively flat. This grant generally funds equipment and supply purchases and project contracts that would not be expected to require ongoing funding.

- If a grant, what period does the grant cover? When the grant expires, what are funding plans? Are there any particular stipulations required by the grant (i.e. cash match, in kind match, reporting requirements etc)?

10/1/09 – 12/31/11. No match required. Semi-annual reporting requirements.

| |
|---|
| <p><i>NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.</i></p> |
|---|

ATTACHMENT B

BUDGET MODIFICATION: NOND - 11

Required Signatures

**Elected Official or
Department/
Agency Director:** Dave Houghton, Director, MCEM

Date: 02/10/2010



2/10/2010

Budget Analyst: _____

Date: _____

Department HR: _____

Date: _____

Countywide HR: _____

Date: _____

Budget Modification ID: Nond-11

EXPENDITURES & REVENUES

Please show an increase in revenue as a negative value and a decrease as a positive value for consistency with SAP.

Budget/Fiscal Year: 2010

| Line No. | Fund Center | Fund Code | Program # | Func. Area | Accounting Unit | | | Cost Element | Current Amount | Revised Amount | Change Increase/ (Decrease) | Subtotal | Description |
|----------|-------------|-----------|-----------|------------|-----------------|-------------|----------------------|--------------|----------------|----------------|-----------------------------|----------|-----------------------|
| | | | | | Internal Order | Cost Center | WBS Element | | | | | | |
| 1 | 10-11 | 32394 | 10030A | 20 | | | EMHSGP09-262 | 50190 | | (50,000) | (50,000) | | |
| 2 | 10-11 | 32394 | 10030A | 20 | | | EMHSGP09-262 | 60170 | | 50,000 | 50,000 | 0 | Professional Services |
| 3 | | | | | | | | | | 0 | | | |
| 4 | 10-11 | 32394 | 10030A | 20 | | | EMHSCP09-263MCSO | 50190 | | (63,676) | (63,676) | | |
| 5 | 10-11 | 32394 | 10030A | 20 | | | EMHSCP09-263MCSO | 60240 | | 33,500 | 33,500 | | Supplies |
| 6 | 10-11 | 32394 | 10030A | 20 | | | EMHSCP09-263MCSO | 60550 | | 30,176 | 30,176 | 0 | Equipment |
| 7 | | | | | | | | | | | | | |
| 8 | 10-11 | 32394 | 10030A | 20 | | | EMHSGP09-263FAIRVIEW | 50190 | | (20,360) | (20,360) | | |
| 9 | 10-11 | 32394 | 10030A | 20 | | | EMHSGP09-263FAIRVIEW | 60550 | | 20,360 | 20,360 | | Equipment |
| 10 | | | | | | | | | | 0 | | | |
| 11 | 10-11 | 32394 | 10030A | 20 | | | EMHSGP09-263CORBETT | 50190 | | (64,310) | (64,310) | | |
| 12 | 10-11 | 32394 | 10030A | 20 | | | EMHSGP09-263CORBETT | 60240 | | 43,950 | 43,950 | | Supplies |
| 13 | 10-11 | 32394 | 10030A | 20 | | | EMHSGP09-263CORBETT | 60550 | | 20,360 | 20,360 | 0 | Equipment |
| 14 | | | | | | | | | | | | | |
| 15 | 10-11 | 32394 | 10030A | 20 | | | EMHSGP09-264MCSO | 50190 | | (75,904) | (75,904) | | |
| 16 | 10-11 | 32394 | 10030A | 20 | | | EMHSGP09-264MCSO | 60240 | | 58,404 | 58,404 | | Supplies |
| 17 | 10-11 | 32394 | 10030A | 20 | | | EMHSGP09-264MCSO | 60550 | | 17,500 | 17,500 | 0 | Equipment |
| 18 | | | | | | | | | | | | | |
| 19 | 10-11 | 32394 | 10030A | 20 | | | EMHSGP09-265 | 50190 | | (15,290) | (15,290) | | |
| 20 | 10-11 | 32394 | 10030A | 20 | | | EMHSGP09-265 | 60170 | | 5,000 | 5,000 | | Professional Services |
| 21 | 10-11 | 32394 | 10030A | 20 | | | EMHSGP09-265 | 60240 | | 10,290 | 10,290 | 0 | Equipment |
| 22 | | | | | | | | | | 0 | | | |
| 23 | | | | | | | | | | | | | |
| 24 | | | | | | | | | | 0 | | | |
| 25 | | | | | | | | | | 0 | | | |
| 26 | | | | | | | | | | 0 | | | |
| 27 | | | | | | | | | | 0 | | | |
| 28 | | | | | | | | | | 0 | | | |
| 29 | | | | | | | | | | 0 | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | 0 | 0 | 0 | Total - Page 1 |
| | | | | | | | | | | 0 | 0 | 0 | GRAND TOTAL |

| FM Side | | | PS/CO Side | | | Cost Element/Commitment | |
|--|--------------|-----------------|----------------|-------------|-------------|-------------------------|--|
| FM Fund Center | FM Fund Code | Functional Area | Internal Order | Cost Center | WBS Element | Item | Notes |
| General Fund Contingency | | | | 9500001000 | | 60470 | Reduce available General Fund Contingency |
| 19 | 1000 | 0020 | | xxx | xxx | xxxxx | Increase Expenditure |
| xx-xx | xxxxx | 0020 | | | | | |
| Indirect | | | | | | | |
| Central | | | | | | | |
| xx-xx | xxxxx | | | | xxx | 60350 | Indirect Expenditure |
| 19 | 1000 | 0020 | | 9500001000 | | 50310 | Indirect reimbursement revenue in General Fund |
| 19 | 1000 | 0020 | | 9500001000 | | 60470 | CGF Contingency expenditure |
| Departmental | | | | | | | |
| xxx | xxxxx | | | | xxx | 60355 | Indirect Department Expenditure |
| xx-xx | 1000 | | | xxx | xxx | 50370 | Indirect Dept reimbursement revenue in General Fund |
| xx-xx | 1000 | | | xxx | xxx | xxx | Off setting Dept expenditure in General Fund |
| Telecommunications | | | | | | | |
| xx-xx | xxxxx | | | | xxx | 60370 | Departmental telecommunication expenditure |
| 10-10 | 3503 | 0020 | | 709525 | | 50310 | Budgets receipt of reimbursement |
| 10-10 | 3503 | 0020 | | 709525 | | 60200 | Budgets offsetting expenditure in telecommunications fund |
| Data Processing | | | | | | | |
| xx-xx | xxxxx | | | | xxx | 60380 | Departmental data processing expenditures |
| 10-10 | 3503 | 0020 | | 709000 | | 50310 | Budgets receipt of Data Processing reimbursement |
| 10-10 | 3503 | 0020 | | 709000 | | 60240 | Budgets offsetting expenditures |
| PC Flat Fee (Flat Fee is no longer in effect for most Departments beginning in FY 2007) | | | | | | | |
| xx-xx | xxxxx | | | | xxx | 60390 | Departmental PC Flat Fee expenditure |
| 10-10 | 3503 | 0020 | | 709617 | | 50310 | Budgets receipt of PC Flat Fee |
| 10-10 | 3503 | 0020 | | 709617 | | 60240 | Budgets offsetting expenditure |
| Electronic Service Reimbursement | | | | | | | |
| xx-xx | xxxxx | | | | | 60420 | Departmental Electronics expenditure |
| 72-55 | 3501 | 0020 | | 904200 | | 50310 | Receipt of Electronics service reimbursement |
| 72-55 | 3501 | 0020 | | 904200 | | 60240 | Budgets offsetting expenditure |
| Motor Pool: Use this cost center if you are adding funds for motor pool use. | | | | | | | |
| xx-xx | xxxxx | | | | xxx | 60410 | Departmental Motor Pool expenditure |
| 72-55 | 3501 | 0020 | | 904150 | | 50310 | Budgets receipt of Motor Pool service reimbursement |
| 72-55 | 3501 | 0020 | | 904150 | | 60240 | Budgets offsetting expenditure |
| Fleet: Use this cost center if you are adding funds for dedicated program cars. | | | | | | | |
| xx-xx | xxxxx | | | | xxx | 60410 | Departmental Fleet expenditure |
| 72-55 | 3501 | 0020 | | 904100 | | 50310 | Budgets receipt of Fleet service reimbursement |
| 72-55 | 3501 | 0020 | | 904100 | | 60240 | Budgets offsetting expenditure |
| Building Management | | | | | | | |
| xx-xx | xxxxx | | | | xxx | 60430 | Departmental Building Management expenditure |
| 72-50 | 3505 | 0020 | | 902575 | | 50310 | Budgets receipt of Building Management service reimbursement |
| 72-50 | 3505 | 0020 | | 902575 | | 60170 | Budgets offsetting expenditure |
| Insurance Service Reimbursement | | | | | | | |
| xx-xx | xxxxx | | | | | 60140 or 60145 | Departmental Insurance expenditure |
| 72-10 | 3500 | 0020 | | 705210 | | 50316 | Insurance Revenue |
| 72-10 | 3500 | 0020 | | 705210 | | 60330 | Offsetting expenditure |
| Lease Payments to Capital Lease Retirement Fund | | | | | | | |
| xx-xx | xxxxx | | | | | 60450 | Departmental Capital Lease Retirement expenditure |
| | | | | | | | Contact your Budget Analyst to complete this. |
| Mail & Distribution | | | | | | | |
| xx-xx | xxxxx | | | | xxx | 60460 | Mail & Distribution expenditure |
| 72-55 | 3504 | 0020 | | 904400 | | 50310 | Budgets receipt of service reimbursement |
| 72-55 | 3504 | 0020 | | 904400 | | 60230 | Budgets offsetting expenditure |
| Records | | | | | | | |
| xx-xx | xxxxx | | | | xxx | 60460 | Records expenditure |
| 72-55 | 3504 | 0020 | | 904500 | | 50310 | Budgets receipt of service reimbursement |
| 72-55 | 3504 | 0020 | | 904500 | | 60240 | Budgets offsetting expenditure |
| Stores | | | | | | | |
| xx-xx | xxxxx | | | | xxx | 60460 | Stores expenditure |
| 72-55 | 3504 | 0020 | | 904600 | | 50310 | Budgets receipt of service reimbursement |
| 72-55 | 3504 | 0020 | | 904600 | | 60240 | Budgets offsetting expenditure |

How are functional areas assigned to cost objects?

For the most part, functional area is related to what department has recorded the revenue or expenditure (i.e. the District Attorney is reported in Public Safety and Justice). There are some exceptions to this rule that require certain funds to be assigned to a particular functional area, regardless of what department the revenues or expenditures are recorded in.

| Functional Area Assignments ~ Based on Fund | | |
|--|--------------------------------------|-----|
| 1501 – Road Fund | Roads and Bridges | 80 |
| 1502 – Emergency Communications Fund | Community Services | 60 |
| 1503 – Bike Path Fund | Community Services | 60 |
| 1504 – Recreation Fund | Community Services | 60 |
| 1506 – County School Fund | Community Services | 60 |
| 1509 – Willamette River Bridges Fund | Roads and Bridges | 80 |
| 1510 – Library Fund | Library | 70 |
| 1512 – Land Corner Preservation Fund | Roads and Bridges | 80 |
| 2500 – Justice Bond Project Fund | Public Safety and Justice | 50 |
| 2501 – Revenue Bond Project Fund | Community Services | 60 |
| 2502 – SB 1145 Fund | Public Safety and Justice | 50 |
| 2504 – Building Project Fund | Community Services | 60 |
| 2505 – Deferred Maintenance Fund | Community Services | 60 |
| 2506 – Library Construction / 1996 Bonds Fund | Library | 70 |
| 2507 – Capital Improvement Fund | Community Services | 60 |
| 2509 – Asset Preservation Fund | Community Services | 60 |
| 2510 – Library Property Fund | Library | 70 |
| 3000 – Dunthorpe-Riverdale Service Dist #14 Fund | Dunthorpe-Riverdale Service Dist #14 | 500 |
| 3001 – Mid County Service District #1 Fund | Mid County Service District #1 | 510 |
| 3002 – Behavioral Health Managed Care Fund | Behavioral Health Managed Care | 520 |

If a cost object is not in one of the funds listed above, then the functional area should be assigned based on the department that the cost object is in.

| Functional Area Assignments ~ Based on Department (Fund Center) | | |
|--|---------------------------|----|
| Non-Departmental (10, except 10-50) | General Government | 20 |
| Non-Departmental – CCFC (10-50) | Social Services | 40 |
| District Attorney (15) | Public Safety and Justice | 50 |
| Countywide (18 & 19) | General Government | 20 |
| Human Services (20, 25, 26, 30 & 31) | Social Services | 40 |
| School and Community Partnerships (21) | Social Services | 40 |
| Health (40) | Health Services | 30 |
| Community Justice (50) | Public Safety and Justice | 50 |
| Sheriff's Office (60) | Public Safety and Justice | 50 |
| County Management (72) | General Government | 20 |
| Community Services (91) | General Government | 20 |
| Library (80) | Library | 70 |

If you have any questions or comments, please contact Susan Luce in General Ledger at ext. 22138.