



**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:	<u>02/18/2010</u>
Agenda Item #:	<u>R-2</u>
Est. Start Time:	<u>10:30</u>
Date Submitted:	<u>02/09/2010</u>

BUDGET MODIFICATION: NOND - 11

Agenda Title:	BUDGET MODIFICATION NOND-11 State Homeland Security Grant Program Funds for Emergency Management
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Note: For all other submissions (i.e. Notices of Intent, Ordinances, Resolutions, Orders or Proclamations) please use the APR short form.

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

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

02/10/2010

Date:



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	Internal Order	Accounting Unit		Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
						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			EMHSCP09-263MCSC	50190		(63,676)	(63,676)		
5	10-11	32394	10030A	20			EMHSCP09-263MCSC	60240		33,500	33,500		Supplies
6	10-11	32394	10030A	20			EMHSCP09-263MCSC	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			EMHSGP09-264MCSC	50190		(75,904)	(75,904)		
16	10-11	32394	10030A	20			EMHSGP09-264MCSC	60240		58,404	58,404		Supplies
17	10-11	32394	10030A	20			EMHSGP09-264MCSC	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 Item	Notes
FM Fund Center	FM Fund Code	Functional Area	Internal Order	Cost Center	WBS Element		
General Fund Contingency							
19	1000	0020		9500001000		60470	Reduce available General Fund Contingency
xx-xx	xxxxx	0020		xxx	xxx	xxxxx	Increase Expenditure
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.