



**MULTNOMAH COUNTY
AGENDA PLACEMENT REQUEST
BUDGET MODIFICATION**

(revised 12/31/09)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # 4/19/12 DATE R. 10
LYNDA GROW, BOARD CLERK

| Board Clerk Use Only | |
|----------------------|-----------------|
| Meeting Date: | <u>4/19/12</u> |
| Agenda Item #: | <u>R.10</u> |
| Est. Start Time: | <u>10:53 am</u> |
| Date Submitted: | <u>3/28/12</u> |

BUDGET MODIFICATION: HD-12-17

| |
|---|
| <p>BUDGET MODIFICATION – HD-12-17 - Request approval to appropriate Agenda \$49,972 in revenue from the Kaiser Permanente Access to Healthy Foods Special Title: Initiative grant.</p> |
|---|

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>April 19, 2012</u> | Amount of Time Needed: | <u>5 minutes</u> |
| Department: | <u>Health Department</u> | Division: | <u>Community Health Services</u> |
| Contact(s): | <u>Lester A. Walker – Budget & Finance Manager</u> | | |
| Phone: | <u>(503) 988-3663</u> | Ext. | <u>26457</u> |
| Presenter(s): | <u>Sonia Manhas, Community Wellness & Prevention Manager</u> | | |
| I/O Address: | <u>167/2/210</u> | | |

General Information

1. What action are you requesting from the Board?

Approval of appropriation of \$49,972 in funding from the Kaiser Permanente Access to Healthy Foods Special Initiative grant.

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.

Multnomah County Health Department's Community Wellness and Prevention Program (CWPP) successfully competed for a Kaiser Permanente Community Initiatives grant. The grant awarded to CWPP will sustain Multnomah County's Healthy Retail Initiative for 3 years. The total 3-year grant award amount is \$179,895.

The goal of the Healthy Retail Initiative is to provide access to healthful and culturally relevant foods in small retail settings by supporting retailers through mini-grants and technical assistance.

This grant will help explore the policy, systems, and environmental changes that could incentivize retailers to offer healthy foods in the retail environment.

This budget modification supports Program Offer 40047: Community Wellness and Prevention.

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

Approval of this budget modification will increase the Health Department's federal/state FY 2012 budget by \$49,972.

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

None.

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

The CWPP regularly engages citizens and stakeholders in community planning efforts. The Portland Multnomah Food Policy Council, North Portland Healthy Eating Active Living (HEAL) Coalition, ACHIEVE African American, African, Black policy action team and store owners have been engaged in the development of the Healthy Retail Initiative. These coalitions and stakeholders will continue to be engaged to provide guidance to staff as the Initiative moves forward.

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).**

The Health Department's federal/state revenue budget will increase by \$49,972 in FY 2012 as a result of the work performed under this award.

The grant is not federal funds.

- **What budgets are increased/decreased?**

The Health Department's budget will have the following changes:

- Permanent budget will increase by \$12,518
- Salary Related Expense budget will increase by \$3,643
- Insurance Benefits budget will increase by \$4,927
- Professional Services budget will increase by \$18,000
- Printing budget will increase by \$2,000
- Communications budget will increase by \$1,000
- Postage budget will increase by \$100
- Supplies budget will increase by \$3,254
- Local Travel/Mileage will increase by \$383
- Central indirect budget will increase by \$1,155
- Department indirect will increase by \$2,992

- **What do the changes accomplish?**

The outcome of this grant is to identify potential policy solutions that could increase the promotion of healthful foods in low income communities.

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

This budget modification will result in the following personnel action:

- Add 0.25 FTE Program Specialist, position 715447. Approved by Class/Comp on February 10, 2012 with request #1862.

The internal services costs necessary to support this position are included in the current FY 2012 budget.

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

The revenue covers these costs.

- **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 funding is a one-time-only award which will sustain the Healthy Retail Initiative for three years. If needed, CWPP will seek additional funding to support this program.

- **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)?**

The grant period is October 1, 2011 to September 30, 2014.

There are no match requirements or non-standard reporting requirements.

NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.

ATTACHMENT B

BUDGET MODIFICATION: HD-12-17

Required Signatures

**Elected Official or
Department/
Agency Director:**

KaRin Johnson for

Lillian Shirley

03-23-12

Date:

Budget Analyst:

[Signature]

Date: 03/28/12

Department HR:

Kathleen Miller for

Date: 3/14/2012

Countywide HR:

Date:

Budget Modification ID: **HD-12-17**

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: 2012

| 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 | 40-30 | 32496 | 40047 | 0030 | | | 4CA169-01-1 | 50210 | - | (49,972) | (49,972) | | Increase OP-Nongovt Prog |
| 2 | 40-30 | 32496 | 40047 | 0030 | | | 4CA169-01-1 | 60000 | - | 12,518 | 12,518 | | Increase Permanent |
| 3 | 40-30 | 32496 | 40047 | 0030 | | | 4CA169-01-1 | 60130 | - | 3,643 | 3,643 | | Increase Salary Related Expns |
| 4 | 40-30 | 32496 | 40047 | 0030 | | | 4CA169-01-1 | 60140 | - | 4,927 | 4,927 | | Increase Insurance Benefits |
| 5 | 40-30 | 32496 | 40047 | 0030 | | | 4CA169-01-1 | 60170 | - | 18,000 | 18,000 | | Increase Professional Svcs |
| 6 | 40-30 | 32496 | 40047 | 0030 | | | 4CA169-01-1 | 60180 | - | 2,000 | 2,000 | | Increase Printing |
| 7 | 40-30 | 32496 | 40047 | 0030 | | | 4CA169-01-1 | 60200 | - | 1,000 | 1,000 | | Increase Communications |
| 8 | 40-30 | 32496 | 40047 | 0030 | | | 4CA169-01-1 | 60230 | - | 100 | 100 | | Increase Postage |
| 9 | 40-30 | 32496 | 40047 | 0030 | | | 4CA169-01-1 | 60240 | - | 3,254 | 3,254 | | Increase Supplies |
| 10 | 40-30 | 32496 | 40047 | 0030 | | | 4CA169-01-1 | 60270 | - | 383 | 383 | | Increase Local Travel/Mileage |
| 11 | 40-30 | 32496 | 40047 | 0030 | | | 4CA169-01-1 | 60350 | - | 1,155 | 1,155 | | Increase Central Indirect |
| 12 | 40-30 | 32496 | 40047 | 0030 | | | 4CA169-01-1 | 60355 | - | 2,992 | 2,992 | | Increase Dept Indirect |
| 13 | | | | | | | | | - | - | | | |
| 14 | 72-10 | 3500 | | 0020 | | 705210 | | 50316 | (59,776,387) | (59,781,314) | (4,927) | | Insurance Revenue |
| 15 | 72-10 | 3500 | | 0020 | | 705210 | | 60330 | 4,033,737 | 4,038,664 | 4,927 | | Offsetting Expenditure |
| 16 | | | | | | | | | - | - | | | |
| 17 | 19 | 1000 | | 0020 | | 9500001000 | | 50310 | (6,716,712) | (6,717,867) | (1,155) | | Indirect Reimb Rev in GF |
| 18 | 19 | 1000 | | 0020 | | 9500001000 | | 60470 | 11,149,705 | 11,150,860 | 1,155 | | CGF Contingency Expenditure |
| 19 | | | | | | | | | - | - | | | |
| 20 | 40-90 | 1000 | 40040 | 0030 | | 409050 | | 50370 | (5,918,187) | (5,921,179) | (2,992) | | Dept Indirect Revenue |
| 21 | 40-90 | 1000 | 40040 | 0030 | | 409001 | | 60100 | 31,505 | 34,497 | 2,992 | | Dept Indirect Offsetting Exp |
| 22 | | | | | | | | | | | | | |
| 23 | | | | | | | | | | | | | |
| 24 | | | | | | | | | | | | | |
| 25 | | | | | | | | | | | | | |
| 26 | | | | | | | | | | | | | |
| 27 | | | | | | | | | | | | | |
| 28 | | | | | | | | | | | | | |
| 29 | | | | | | | | | | | | | |
| | | | | | | | | | | - | - | | Total - Page 1 |
| | | | | | | | | | | - | - | | 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 |
| 72-60 | 3503 | 0020 | | 709525 | | 50310 | Budgets receipt of reimbursement |
| 72-60 | 3503 | 0020 | | 709525 | | 60200 | Budgets offsetting expenditure in telecommunications fund |
| Data Processing | | | | | | | |
| xx-xx | xxxxx | | | | xxx | 60380 | Departmental data processing expenditures |
| 72-60 | 3503 | 0020 | | 709000 | | 50310 | Budgets receipt of Data Processing reimbursement |
| 72-60 | 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 |
| | | | | between 709201 & 709211 | | | |
| 72-60 | 2508 | 0020 | | | | 50310 | Budgets receipt of PC Flat Fee |
| | | | | between 709201 & 709211 | | | |
| 72-60 | 2508 | 0020 | | | | 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 | | | | | | | |
| xx-xx | xxxxx | | | | xxx | 60410 | Departmental Motor Pool expenditure |
| 72-55 | 3501 | 0020 | | 904100 | | 50310 | Budgets receipt of Motor Pool 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.