



**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:** 4/19/12  
**Agenda Item #:** R.10  
**Est. Start Time:** 10:53 am  
**Date Submitted:** 3/28/12

**BUDGET MODIFICATION: HD-12-17**

**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.**

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

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

**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.

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## ATTACHMENT A

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### Budget Modification

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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**

**03-23-12**

**Date:**

*Lillian Shirley*

**Budget Analyst:**

**Date: 03/28/12**

*[Signature]*

**Department HR:**

**Date: 3/14/2012**

*Kathleen Miller Lee*

**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 Center	WBS Element	Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
1	40-30	32496	40047	0030			4CA169-01-1	50210	-	(49,972)	(49,972)		Increase OP-Nongovt'l 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 Exprns
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		C/GF 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

## ANNUALIZED PERSONNEL CHANGE

Change on a full year basis even though this action affects only a part of the fiscal year (FY).

							ANNUALIZED			
Fund	Job #	HR Org	CC/WBS/IO	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
32496	6022	66052	4CA169-01-1	Program Specialist	715447	0.50	25,035	7,285	9,853	42,173
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				<b>TOTAL ANNUALIZED CHANGES</b>		0.50	25,035	7,285	9,853	42,173

**CURRENT YEAR PERSONNEL DOLLAR CHANGE**

Calculate costs/savings that will take place in this FY; these should explain the actual dollar amounts being changed by this Bud Mod.

							CURRENT YEAR			
Fund	Job #	HR Org	CC/WBS/IO	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
32496	6022	66052	4CA169-01-1	Program Specialist	715447	0.25	12,518	3,643	4,927	21,088
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				TOTAL ANNUALIZED CHANGES		0.25	12,518	3,643	4,927	21,088

FM Side			PS/CO Side			Cost Element/Commitment Item	Notes
FM Fund Center	FM Fund Code	Functional Area	Internal Order	Cost Center	WBS Element		
<b>General Fund Contingency</b>				9500001000		60470	Reduce available General Fund Contingency
19	1000	0020		xxx	xxx	xxxxx	Increase Expenditure
xx-xx	xxxxx	0020					
<b>Indirect Central</b>							
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
<b>Departmental</b>							
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
<b>Telecommunications</b>							
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
<b>Data Processing</b>							
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
<b>PC Flat Fee (Flat Fee is no longer in effect for most Departments beginning in FY 2007)</b>							
xx-xx	xxxxx			between 709201 & 709211	xxx	60390	Departmental PC Flat Fee expenditure
72-60	2508	0020		between 709201 & 709211		50310	Budgets receipt of PC Flat Fee
72-60	2508	0020		709201 & 709211		60240	Budgets offsetting expenditure
<b>Electronic Service Reimbursement</b>							
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
<b>Motor Pool</b>							
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
<b>Building Management</b>							
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
<b>Insurance Service Reimbursement</b>							
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
<b>Lease Payments to Capital Lease Retirement Fund</b>							
xx-xx	xxxxx					60450	Departmental Capital Lease Retirement expenditure Contact your Budget Analyst to complete this.
<b>Mail &amp; Distribution</b>							
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
<b>Records</b>							
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
<b>Stores</b>							
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.