

FY 2019 Budget Amendment Request Form

Date: November 13, 2018

Department: FREM

Contact person: Division Chief Embrey

Phone #: 507-7900

Explanation of need for budget amendment: Annually, the Department of Fire, Rescue and Emergency Management (FREM) receives \$40,579 in federal pass through funds from the Emergency Management Performance Grant (EMPG). A portion of this funding, or \$18,078, is used to partially pay for the Division Chief of Emergency Management and Logistics' salary. The remaining \$22,501 is normally used for different emergency management projects. Due to the consistent dollar amount and annual nature of this funding, the revenue and expenses are normally included in the annual budget adoption process.

For FY 2019, the full \$40,579 in grant revenue was included in the Adopted Budget, but EMPG project expenditures of \$22,501 were inadvertently not included in the budget adoption process. For FY 2019, FREM anticipated utilizing the EMPG funds of \$22,501 to purchase a communication console for the Emergency Operations Center (EOC). This console will enhance communications for EOC Command Staff with field units. Since the EMPG award does not allow for supplanting of local funds, use of the fund balance is requested to reconcile the grant revenue and expenses.

Reminder: Agenda item summary must be attached if BOS approval is required.

Revenue Accounts Adjusted		Amount	
Acct #	110-0000-341.05-01 Use of Fund Balance	\$	22,501
	Total Revenue Adjustment	\$	22,501

Expenditure Accounts Adjusted		Amount	
Acct #	110-3210-422.80-03 FR19EM Capital Communication Equipment	\$	22,501
	Total Expenditure Adjustment	\$	22,501

Note: If amendment is between expenditure accounts only, net impact must be zero.

Position FTE Change		
Position Title	Existing FTE	Adjusted FTE

Transfer requests must be signed by the requestor(s). In the case of transfers between departments or capital projects, the transfer request must be signed by the director of each affected department, or by the project manager of each affected capital project. A typed signature will be accepted.

Chief Jay Cullinan, FREM

Name, Department

Name, Department

Spotsylvania County Board of Supervisors, December 11, 2018, Reconciling the FFY 2018 Virginia Department of Emergency Management (VDEM) Emergency Management Performance Grant (EMPG) Award for the Purchase of a Communication Console for the Emergency Operations Center

Recommendations

Budget: ☒ recommended ☐ not-recommended

Explanation if not recommended:

County Admin: ☒ recommended ☐ not-recommended

Explanation if not recommended:

Finance Committee: ☒ recommended ☐ not-recommended

Explanation if not recommended:
