


PS COMMITTEE #1
April 23, 2014

Worksession

MEMORANDUM

April 21, 2014

TO: Public Safety Committee

FROM:  Keith Levchenko, Senior Legislative Analyst

SUBJECT: **Worksession: FY15 Operating Budget: Office of Emergency Management and Homeland Security (OEMHS)**

Council Staff Recommendation: Approve the OEMHS General Fund and Grant Fund budgets as recommended by the County Executive.

Meeting Participants Include:

- Chris Voss, Director, OEMHS
- Debbie Greenwell, Administration and Finance Manager, OEMHS
- Danelia Quiroz, Budget Specialist, OEMHS
- Jahantab Siddiqui, Office of Management and Budget

Overview

The Office of Emergency Management and Homeland Security (OEMHS) is responsible for coordinating the County's planning, preparation, and response to County emergencies. OEMHS manages the County's Emergency Operations Center (EOC) and coordinates the activities of the Emergency Management Group (EMG).

The Executive's FY15 Recommended Budget writeup for the Office of Emergency Management and Homeland Security (OEMHS) is attached on ©1-5.

As shown in Table #1 below (which includes both the General Fund and Grant Fund), for FY15, the Executive recommends total expenditures of \$2,001,549 for OEMHS, an increase of \$262,530 (or 15.1%) from the FY14 Approved Budget (primarily as a result of grant-related changes discussed later). An increase in a full-time position (grant-funded) is also assumed.

The bulk of the budgetary change (both dollars and FTEs) has to do with Federal grant dollars assumed in FY15. The General Fund and Grant Fund trends broken out separately below highlight this point:

Table #1
OEMHS Total Expenditures and Positions/Workyears (General Fund and Grant Fund)

	Actual FY13	Approved FY14	Estimated FY14	CE Rec FY15	Change: Rec to Approved	
					\$\$\$	%
Personnel Costs	1,148,591	1,479,867	1,487,689	1,741,749	261,882	17.7%
Operating Expenses	4,621,121	259,152	256,551	259,800	648	0.3%
Capital Outlay	-	-	-	-	-	n/a
Total	5,769,712	1,739,019	1,744,240	2,001,549	262,530	15.1%
Full-Time Positions	11	11	11	12	1	9.1%
Part-Time Positions	1	1	1	1	-	0.0%
Workyears/FTEs	10.60	12.48	12.48	14.30	1.82	14.6%

Table #2 below breaks out the General Fund and Grant Fund. The General Fund would increase in FY15 by 3.9%, primarily as a result of compensation adjustments, as well as some other miscellaneous and technical adjustments (no change in service levels).

Table #2
OEMHS Total Expenditures and Positions/Workyears (By Fund)

	Actual FY13	Approved FY14	Estimated FY14	CE Rec FY15	Change: Rec to Approved	
					\$\$\$	%
General Fund						
Personnel Costs	874,855	1,058,160	1,065,982	1,108,418	50,258	4.7%
Operating Expenses	195,353	259,152	256,551	259,800	648	0.3%
Capital Outlay	-	-	-	-	-	-
Total	1,070,208	1,317,312	1,322,533	1,368,218	50,906	3.9%
Full-Time Positions	8	8	8	8	-	0.0%
Part-Time Positions	1	1	1	1	-	0.0%
Workyears/FTEs	7.60	7.60	7.60	8.60	1.00	13.2%
Grant Fund						
Personnel Costs	273,736	421,707	421,707	633,331	211,624	50.2%
Operating Expenses	4,425,768	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Total	4,699,504	421,707	421,707	633,331	211,624	50.2%
Full-Time Positions	3	3	3	4	1	33.3%
Part-Time Positions	-	-	-	-	-	n/a
Workyears/FTEs	3.00	4.88	4.88	5.70	0.82	16.8%

As with other County budgets this year, recommended compensation and benefit changes are loaded in this budget. In fact, these changes in sum add up to almost the entire change in the General Fund budget (\$45,830). Without these changes, the OEMHS General Fund budget would be almost identical to FY14 (increasing 0.4 percent). *NOTE: The 1.0 Workyears/FTEs change in the General Fund is a technical correction and does not reflect a change in actual staffing from FY14 to FY15.*

The Grant Fund includes \$633,331, all related to existing grants.¹ No new grants are assumed in FY15. Four term positions are assumed for FY15 (an increase of one position from FY14). The new position is related to budget support for the grants. More detail regarding this position was provided by OEMHS staff and is included below:

“Recently, it was decided that all Federal Department of Homeland Security (UASI, State Homeland Security, etc.) Grants would be centralized through OEMHS. In order to more effectively monitor performance of these types of grants as well as have a clearer picture of what these grants are being used for, this position was created to handle the increased workload for our administrative and financial management staff.”

FY15 2nd Quarterly Analysis

The OEMHS General Fund Second Quarterly Analysis as reflected in the FY15 Recommended Budget shows a small General Fund deficit in personnel costs and a smaller General Fund surplus in operating expenses (See Table #3 below).

Table #3
2nd Quarterly Analysis Savings Comparison

	FY14 General Fund Budget	FY14 2nd QA	Change \$\$	%
Personnel Costs	1,479,867	1,487,689	7,822	0.5%
Operating Expenses	259,152	256,551	(2,601)	-1.0%
Total	1,739,019	1,744,240	5,221	0.3%

However, MLS pay adjustments (\$9091) transferred to the OEMHS budget are not reflected in the FY14 “Budget” column. **With MLS pay included in the Budget, OEMHS General Fund expenditures are expected to be within budget.**

Organizational Structure and Staffing Levels

No major changes in organizational structure or staffing levels are assumed for FY15 or occurred during FY14.

FY15 Expenditure Issues

There are no major expenditure issues noted in the FY15 Recommended Budget for OEMHS. The General Fund and Grant crosswalk tables are on ©4-5, both of which include adjustments that do not involve any service impacts.

¹ OEMHS staff provided the following information regarding its current grants:

- Emergency Management Performance Grant (EMPG) – this grant provides funding for three (3) full time term positions in OEMHS at a cost of \$178,038.
- State Homeland Security Grant Program (SHSGP) – the grant provides funding for one (1) full time term position in OEMHS to support planning activities at a cost of \$105,381.
- Urban Area Security Initiative – Exercise and Training Officer Grant – this grant supports .70 FTE’s at \$125,000 in the Police Department to serve as the exercise and training officer supporting regional activities throughout the National Capital Region.
- Urban Area Security Initiative – NIMS Compliance Officer Grant – this grant supports 1 FTE at \$125,000 in Fire Rescue Services to serve as the NIMS Compliance (National Incident Management System) Officer supporting regional activities throughout the National Capital Region.

The General Fund crosswalk table shows:

- Compensation and benefit adjustments totaling \$45,830 in additional costs in FY15.
- Retirement and group insurance adjustments totaling \$4,428.
- Adjustments in internal service cost changes in motor pool and printing and mail totaling \$648.

The grant fund includes an increase in administrative support (\$211,624, 1.0 FTE).

Major Initiatives

OEMHS Director Chris Voss will be available at the Committee worksession to discuss major initiatives completed in FY14 and those continuing into FY15 and beyond. During FY14, the Council approved updates to the County's Emergency Operations Plan and Hazard Mitigation Plans. These Plan updates were managed by OEMHS.

Mr. Voss can also speak to OEMHS' role in numerous snow events over the past several months as the County dealt with a particularly harsh winter.

Another item of interest to the Council has been emergency coordination with the Washington Suburban Sanitary Commission (WSSC). Last September, the Public Safety and T&E Committees held a joint meeting to discuss WSSC emergency preparedness. OEMHS has worked with the Washington Suburban Sanitary Commission over the past year to improve routine information dissemination, as well as emergency management coordination during major incidents such as large water main breaks and electrical outages affecting WSSC facilities. OEMHS staff have noted that:

"Several information sharing tools have been developed by WSSC, which help us understand the status of our water supply system. In response to the May 17, 2013 CAO letter to the WSSC General Manager, WSSC has developed an Operational Management System (OMS), providing information on the Status of critical infrastructure in the WSSC system. WSSC has also developed the HyLo Hydrant Locator system, which provides hydrant information as well as the size of the main supporting that hydrant."

FY15 General Fund Revenues

Last year, revenue from the hazardous materials permit fee was budgeted to increase from \$710,000 in FY13 to \$800,000 in FY14. The FY14 estimate remains at \$800,000 and the FY15 recommended budget assumes \$800,000 as well. Over 3,000 entities are responsible for reporting information and paying the associated fee. These fees apply to all industrial, commercial, educational, recreational, agricultural, research, or institutional occupancy which uses, processes, stores, transfers, or manufactures hazardous substances in quantities that pose a risk to first responders or the surrounding community.

Council Staff Recommendation

Council Staff recommends approval of the OEMHS General Fund and Grant Fund budgets (revenues and expenditures) as recommended by the County Executive.

Attachment

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Emergency Management and Homeland Security

MISSION STATEMENT

It is the mission of the Office of Emergency Management and Homeland Security (OEMHS) to plan, coordinate, prevent, prepare, and protect against major threats that may harm, disrupt, or destroy our communities, commerce, and institutions and to effectively manage and coordinate the County's unified response, mitigation, and recovery from the consequences of such disasters or events should they occur. Key objectives are to:

- Coordinate County plans and actions to minimize harm to residents, employees, and visitors in Montgomery County before, during, and after emergencies.
- Coordinate the services, protection, and contingency plans for sustained operations of County facilities.
- Coordinate and provide public education to ensure the resilience of our communities during disasters.
- Coordinate homeland security policies and priorities, including grant seeking, management, and reporting.

BUDGET OVERVIEW

The total recommended FY15 Operating Budget for the Office of Emergency Management and Homeland Security is \$2,001,549, an increase of \$262,530 or 15.1 percent from the FY14 Approved Budget of \$1,739,019. Personnel Costs comprise 87.0 percent of the budget for 12 full-time positions and one part-time position, and a total of 14.30 FTEs. Total FTEs may include seasonal or temporary positions and may also reflect workforce charged to or from other departments or funds. Operating Expenses account for the remaining 13.0 percent of the FY15 budget.

LINKAGE TO COUNTY RESULT AREAS

While this program area supports all eight of the County Result Areas, the following are emphasized:

❖ **A Responsive, Accountable County Government**

❖ **Safe Streets and Secure Neighborhoods**

DEPARTMENT PERFORMANCE MEASURES

Performance measures for this department are included below, with multi-program measures displayed at the front of this section and program-specific measures shown with the relevant program. The FY14 estimates reflect funding based on the FY14 approved budget. The FY15 and FY16 figures are performance targets based on the FY15 recommended budget and funding for comparable service levels in FY16.

Measure	Actual FY12	Actual FY13	Estimated FY14	Target FY15	Target FY16
Multi-Program Measures					
Percent of Emergency Management Accreditation standards met	90%	95%	95%	95%	95%
Percent of National Incident Management Systems (NIMS) requirements met by the County	100%	100%	100%	100%	100%
Percent of Emergency Alerts sent within 20 minutes of information received by the OEMHS between 9-5 M-F	100%	100%	95%	95%	95%
Percent of Emergency Management Operations Center systems tested for reliability within required time frame	100%	100%	95%	95%	95%
Percent of County residents subscribed to Alert Montgomery (by device) based on 2010 U.S. Census population of 971,777	21%	24%	28%	30%	30%

ACCOMPLISHMENTS AND INITIATIVES

- ❖ ***Added a grant funded full-time Management and Budget Specialist term position to manage the department's role of centralizing all County requests for Federal Reimbursement, including monitoring, evaluation, and analysis of emergency management grants.***
- ❖ ***Review of worker safety training programs and development of new courses and consolidation and update of older training courses.***
- ❖ ***Tested numerous County Facility Emergency/Evacuation Plans.***
- ❖ ***Conducted numerous exercises and drills; including a senior leader tabletop exercise.***
- ❖ ***Continued to expand the use of Alert Montgomery to provide information to County residents.***
- ❖ ***Productivity Improvements***
 - ***Consolidation of Federal Department of Homeland Security Grants under OEMHS for improved coordination and monitoring of projects and funding.***
 - ***WebEOC use continues to improve through monthly drill compliance exercises.***

PROGRAM CONTACTS

Contact Debbie Greenwell of the Office of Emergency Management and Homeland Security at 240.777.2201 or Jahantab Siddiqui of the Office of Management and Budget at 240.777.2795 for more information regarding this department's operating budget.

PROGRAM DESCRIPTIONS

Emergency Management Planning, Response & Recovery

This program includes the Office of Emergency Management and Homeland Security and provides plans for consequence management, mitigation, and response to natural and man-made disasters, including terrorist events that may involve chemical, biological, radiological/nuclear, or explosive/incendiary devices. Activities involve compliance with Federal and State requirements for emergency management planning and operations; consequence management; logistics support, administration, and finance coordination; liaison with Federal, State, regional, and local agencies; sheltering and relief support; coordination of regional policy-level decision making and public information dissemination; and public education. Regional coordination is provided through the emergency support functions of the regional, State, and Federal agencies as outlined in the Regional and National Response Framework. The Emergency Management Group (EMG) is supported by this program when it activates to the Emergency Operations Center (EOC) in response to emergencies.

Elements of this program include:

- Emergency Operation Plan updates, training, and implementation.
- Planning, coordination, and operation of information and communication systems in the EOC to support the EMG in consequence management, resource allocation, logistics and mutual aid support, and decision making.
- Establishment and maintenance of an asset management inventory of available resources that can be used to support an EMG response and recovery operation, including resources from private and non-profit organizations.
- Public health coordination of hospitals for disaster and terrorist event response.
- Coordination for public health planning for large-scale mass population medical dispensing, and strategies for isolation and quarantine for management of disease outbreaks, if required.
- Coordination of Fire, Police, Public Health Services, Transportation, and other appropriate County departments and agencies regarding incident command systems and training/certification on the use and application of the National Incident Management System.
- Coordination and management of volunteers and communications organizations that can support disaster response – the Radio Amateur Civil Emergency Service, Civil Air Patrol.
- Support and management for the Local Emergency Planning Council regarding “community right to know” requirements and providing advice and recommendations to the County Executive and County Council regarding the storage of certain hazardous materials in the County.
- Management of the County’s Hazardous Permitting Program, in conjunction with Federal law, regarding the licensing and permitting of facilities and the handling and storage of certain regulated hazardous materials.
- Coordination of multi-discipline exercises with the County and regional partners.
- Maintenance of the EOC and the information and situation awareness systems therein.

Program Performance Measures	Actual FY12	Actual FY13	Estimated FY14	Target FY15	Target FY16
Available capacity for overnight shelter	4,000	4,000	4,000	4,000	4,000
Number of Alert Montgomery subscribers ¹	124,496	150,000	190,000	197,000	204,000
Percentage of County Facility Plans reviewed within 90 days of submission/contract	90%	90%	90%	90%	90%
Percentage of required exercises and drills completed	100%	100%	100%	100%	100%
Percentage of Severe Storm alerts sent within 20 minutes of information being received by the Office of Emergency Management and Homeland Security	95%	95%	95%	95%	95%
Percentage of the County's 19 municipalities participating in Federal Emergency Management Agency's National Flood Insurance Program	100%	100%	100%	100%	100%
¹ Includes Montgomery County employees					

FY15 Recommended Changes	Expenditures	FTEs
FY14 Approved	1,219,579	9.48
Decrease Cost: Reduce Charge-back from POL	0	-0.18
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	247,066	3.00
FY15 CE Recommended	1,466,645	12.30

Administration

This program includes planning, directing, managing, and operating the OEMHS as well as other administrative duties, including centralized application for and management of homeland security and related grants. Development of homeland security policies, protocol, and priorities is managed through the Homeland Security Directorate, chaired by the Manager of OEMHS.

FY15 Recommended Changes	Expenditures	FTEs
FY14 Approved	519,440	3.00
Increase Cost: Budget Support for Grants	211,624	1.00
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	-196,160	-2.00
FY15 CE Recommended	534,904	2.00

BUDGET SUMMARY

	Actual FY13	Budget FY14	Estimated FY14	Recommended FY15	% Chg Bud/Rec
COUNTY GENERAL FUND					
EXPENDITURES					
Salaries and Wages	670,039	808,509	819,256	844,983	4.5%
Employee Benefits	204,816	249,651	246,726	263,435	5.5%
County General Fund Personnel Costs	874,855	1,058,160	1,065,982	1,108,418	4.7%
Operating Expenses	195,353	259,152	256,551	259,800	0.3%
Capital Outlay	0	0	0	0	—
County General Fund Expenditures	1,070,208	1,317,312	1,322,533	1,368,218	3.9%
PERSONNEL					
Full-Time	8	8	8	8	—
Part-Time	1	1	1	1	—
FTEs	7.60	7.60	7.60	8.60	13.2%
REVENUES					
Hazardous Materials Permits	902,171	800,000	800,000	800,000	—
Other Charges/Fees	205	0	0	0	—
County General Fund Revenues	902,376	800,000	800,000	800,000	—
GRANT FUND MCG					
EXPENDITURES					
Salaries and Wages	231,917	272,251	272,251	467,120	71.6%
Employee Benefits	41,819	149,456	149,456	166,211	11.2%
Grant Fund MCG Personnel Costs	273,736	421,707	421,707	633,331	50.2%
Operating Expenses	4,425,768	0	0	0	—
Capital Outlay	0	0	0	0	—
Grant Fund MCG Expenditures	4,699,504	421,707	421,707	633,331	50.2%
PERSONNEL					
Full-Time	3	3	3	4	33.3%
Part-Time	0	0	0	0	—
FTEs	3.00	4.88	4.88	5.70	16.8%
REVENUES					
Federal Grants	4,691,364	250,000	250,000	349,912	40.0%
State Grants	8,140	171,707	171,707	283,419	65.1%
Grant Fund MCG Revenues	4,699,504	421,707	421,707	633,331	50.2%
DEPARTMENT TOTALS					
Total Expenditures	5,769,712	1,739,019	1,744,240	2,001,549	15.1%
Total Full-Time Positions	11	11	11	12	9.1%
Total Part-Time Positions	1	1	1	1	—
Total FTEs	10.60	12.48	12.48	14.30	14.6%
Total Revenues	5,601,880	1,221,707	1,221,707	1,433,331	17.3%

FY15 RECOMMENDED CHANGES

	Expenditures	FTEs
COUNTY GENERAL FUND		
FY14 ORIGINAL APPROPRIATION	1,317,312	7.60
Other Adjustments (with no service impacts)		
Increase Cost: FY15 Compensation Adjustment	45,830	0.00
Increase Cost: Retirement Adjustment	2,718	0.00
Increase Cost: Group Insurance Adjustment	1,710	0.00
Increase Cost: Printing and Mail	332	0.00
Increase Cost: Motor Pool Rate Adjustment	316	0.00
Technical Adj: Annualization of FY14 Personnel Costs	0	1.00
FY15 RECOMMENDED:	1,368,218	8.60

	Expenditures	FTEs
GRANT FUND MCG		
FY14 ORIGINAL APPROPRIATION	421,707	4.88
<u>Other Adjustments (with no service impacts)</u>		
Increase Cost: Budget Support for Grants [Administration]	211,624	1.00
Decrease Cost: Reduce Charge-back from POL [Emergency Management Planning, Response & Recovery]	0	-0.18
FY15 RECOMMENDED:	633,331	5.70

PROGRAM SUMMARY

Program Name	FY14 Approved		FY15 Recommended	
	Expenditures	FTEs	Expenditures	FTEs
Emergency Management Planning, Response & Recovery	1,219,579	9.48	1,466,645	12.30
Administration	519,440	3.00	534,904	2.00
Total	1,739,019	12.48	2,001,549	14.30

FUTURE FISCAL IMPACTS

Title	CE REC.	(S000's)				
	FY15	FY16	FY17	FY18	FY19	FY20
This table is intended to present significant future fiscal impacts of the department's programs.						
COUNTY GENERAL FUND						
Expenditures						
FY15 Recommended	1,368	1,368	1,368	1,368	1,368	1,368
No inflation or compensation change is included in outyear projections.						
Labor Contracts	0	15	15	15	15	15
These figures represent the estimated annualized cost of general wage adjustments, service increments, and associated benefits.						
Subtotal Expenditures	1,368	1,383	1,383	1,383	1,383	1,383