



Department of County Management

MULTNOMAH COUNTY OREGON

Budget Office

**501 SE Hawthorne Blvd., Suite 531
Portland, Oregon 97214
(503) 988-3312 phone
(503) 988-5758 fax
(503) 988-5170 TDD**

TO: Board of County Commissioners

FROM: Jennifer Unruh, Senior Budget Analyst

DATE: September 25, 2013

SUBJECT: General Fund Contingency request of \$61,000 for the Department of County Human Services Program Offer 25147 –SUN Emergency Food Pantries

Districts 1 and 4 are requesting \$61,000 of General Fund contingency for the establishment of two SUN emergency food pantries to help feed children and families and an additional 0.5FTE Program Specialist. Sites will be located at Madison High School and Reynolds Middle School and the additional 0.5FTE will be used for new pantry development as well as program-wide coordination and strategy.

The request is ongoing in nature and there will be an additional \$66,000 requested in Program Offer 25147 – Child and Family Hunger Relief, during the FY 2015 budget cycle.

General Fund Contingency Policy Compliance

The Budget Office is required to inform the Board if contingency requests submitted for approval satisfy the general guidelines and policies for using the General Fund Contingency.

In particular:

- Criteria 1: Contingency requests should be for one-time-only purposes.
The request is to provide ongoing funding.
- Criteria 2: Requests should address emergency and unanticipated situations.
Our partners were unsure of the increasing demand and capacity during preparation for the FY 2014 budget so additional funding was not included in the adopted budget.
- Criteria 3: Requests should address items identified in Board Budget Notes.
This item was not identified in the FY 2014 Adopted Budget Notes.