



**Department of County Management**  
**MULTNOMAH COUNTY OREGON**

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Budget Office

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TO: Board of County Commissioners

FROM: Julie Neburka, Principal Budget Analyst

DATE: March 3, 2009

SUBJECT: General Fund Contingency Request for \$2,635,000 for building repairs at the Gladys McCoy building, building repairs at the Hansen Building, and for maintenance expenses incurred at the Wapato jail. (Budget Modification DCM-08).

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The Facilities & Property Management Division requests \$2,635,000 from the General Fund contingency to re-roof and make other repairs to the McCoy and Hansen buildings and to be reimbursed for regular “mothball” costs of maintaining the Wapato Jail. McCoy building repairs include replacing the roof and repairing exterior windows and the HVAC system. Hansen Building repairs include replacing the roof and repairing exterior walls and windows. Wapato costs include utilities, security, and grounds maintenance expenses that have been incurred during this fiscal year.

For FY 2009, Wapato “mothball” costs were included in the General Fund contingency set-aside for Wapato ramp-up and operating costs. The McCoy and Hansen buildings had previously been included on the County’s facilities disposition list, so needed repairs had been delayed pending sale of the buildings.

### **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. This request meets all of the Board’s contingency criteria, below.

General Fund contingency request criteria are:

- Criteria 1 States contingency requests should be for one-time-only purposes. *The McCoy and Hansen Building repairs are one-time-only. Wapato maintenance expenses were budgeted in the General Fund contingency in FY 2009 as they were anticipated to have been one-time-only in the event that Wapato opened for operations.*
- Criteria 2 Addresses emergencies and unanticipated situations. *Both the McCoy and Hansen building expenditures meet this requirement as the exterior repairs need to be completed this summer to avoid catastrophic roof failures next winter.*
- Criteria 3 Addresses items identified in Board Budget Notes. *The Wapato mothball costs were a part of the FY 2009 Board budget note related to opening the Wapato facility for operations.*