



Department of County Management

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**MULTNOMAH COUNTY OREGON**

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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: Christian Elkin, Principal Budget Analyst

DATE: October 29, 2012

SUBJECT: General Fund Contingency request of \$38,000 for the Department of County Human Services Program Offer 25147 –SUN Emergency Food Pantries

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District 4 is requesting \$38,000 of General Fund contingency for the establishment of two SUN emergency food pantries to help feed children and families. Sites will be located at Cesar Chavez School and David Douglas High School, and a bolster site at Harrison Park School.

The request for Harrison Park School is one-time-only in nature and the two food pantries are ongoing in nature. There will be an additional \$20,000 requested in Program Offer 25147 during the FY 2014 budget cycle.

The FY 2013 [Adopted Budget](#) includes \$125,000 of General Fund for this program.

**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 partially fund two sites that are on-going (\$20,000 in FY 2014) and one-time-only funding to backfill the loss of a grant at the Harrison site.*
- Criteria 2: Requests address emergency and unanticipated situations.  
*Our partners were unsure of the increasing demand during preparation for the FY 2013 budget so additional funding was not included in the adopted budget.*
- Criteria 3: Requests address items identified in Board Budget Notes.  
*This item was not identified in the FY 2013 Adopted Budget Notes.*