



**Multnomah County
Agenda Placement Request
Budget Modification**

(Revised 9/23/13)

Contingency Request

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # R.8 DATE 6/15/17
MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date: 6/15/17
Agenda Item #: R.8
Est. Start Time: 10:40 am approx
Date Submitted: 5/31/17

Agenda Title: BUDGET MODIFICATION # DCA-30-17: Contingency Request for DCA Facilities and Property Management Inclement Weather Expenses

Requested Meeting Date: June 15, 2017 **Time Needed:** 10 Minutes
Department: 78 - County Assets **Division:** Facilities and Property Management

Contact(s): Lisa Whedon

Phone: 503-988-7580 **Ext.** 8-7580 **I/O Address** _____

Presenter Name(s) & Title(s): Sherry Swackhamer and Henry Alaman

General Information

1. What action are you requesting from the Board?

Approval of budget modification DCA-30-17 requesting the Board of County Commissioners appropriate \$697,250 of General Fund Contingency funding to the Department of County Assets to reimburse Facilities and Property Management (FPM) fund 3505 for unforeseen expenses due to extraordinary weather events.

2. Please provide sufficient background information for the Board and the public to understand this issue. Please note which Program Offer this action affects and how it impacts the results.

Between December 8th, 2016 and February 3rd, 2017, there were five separate weather events that caused the shutdown of County services. During these events, the County closed for four whole days and closed early or delayed opening on five additional occasions.

Due to these extraordinary weather events, the FPM Division expended an unprecedented \$697,250 on inclement weather response activities. These activities included snow removal, application of ice melt, support for warming shelters and repair activities related to weather conditions (such as damage caused by frozen pipes) for over 70 locations.

During inclement weather events, FPM must continue to provide access and services to buildings with operations that run 24 x7 or housing programs that remain operational during inclement

weather events. FPM also prepares sites for safe access once normal County services resume.

This request affects program offer 78202 Facilities Operations and Maintenance and will reimburse fund 3505 FPM for unforeseen expenses due to extraordinary weather events.

Closures provided for reference:

- 12/8 - Early closure @11am
- 12/9 - Delayed opening @ 10am
- 12/15 - Delayed opening @ 12pm changed to closed
- 12/16 - Delayed opening @ 10am
- 1/9 - Delayed opening @ 12pm
- 1/11 - County closed
- 1/12 - County closed
- 1/17 - County closed
- 2/3 - Delayed Opening @ 10am

3. Explain the fiscal impact (current year and ongoing).

The General Fund contingency decreases by \$697,250 and is transferred to the Facilities Fund for unanticipated weather related costs. There is no fiscal impact beyond FY 2017.

4. Explain any legal and/or policy issues involved.

NA

5. Explain any citizen or other government participation.

NA

Budget Modification

6. What revenue is being changed and why? If the revenue is from a federal source, please list the Catalog of Federal Assistance Number (CFDA).

NA

7. What budgets are increased/decreased?

The General Fund Contingency Budget will decrease by \$697,250. The Department of County Asset's FPM fund 3505 will increase by \$697,250.

8. What do the changes accomplish?

Reimburses the FPM fund 3505 for unanticipated winter weather related expenses.

9. Do any personnel actions result from this budget modification?

NA

10. If a grant, is 100% of the central and department indirect recovered? If not, please explain why.

NA

11. Is the revenue one-time-only in nature? Will the function be ongoing? What plans are in place to identify a sufficient ongoing funding stream?

This request is for one-time-only funding.

12. If a grant, what period does the grant cover? When the grant expires, what are funding plans? Are there any particular stipulations required by the grant (e.g. cash match, in kind match, reporting requirements, etc)?

NA

For Contingency Requests Only:

13. Why was the expenditure not included in the annual budget process?

This event was unforeseen during the annual budgeting process.

14. What efforts have been made to identify funds from other sources within the department/agency to cover this expenditure?

FPM fund 3505 is a cost recovery fund and funded through internal service charges. There are no other funding streams available.

15. Why are no other department/agency fund sources available?

FPM fund 3505 is a cost recovery fund and funded through internal service charges. There are no other funding streams available.

16. Describe any new revenue this expenditure will produce, any cost savings that will result, and any anticipated payback to the contingency account. What are the plans for future ongoing funding?

FPM will incorporate contingency in FY 19 rate development for unforeseen events such as inclement weather.

17. Has this request been made before? When? What was the outcome?

NA

NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense and Revenues Worksheet and/or a Budget Modification Personnel Worksheet

Required Signature

Elected Official or Dept. Director: Sherry Swackhamer /s/

Date: 5/30/17

Budget Analyst: Ching Hay /s/

Date: 5/31/17

Department HR: _____

Date: _____

Countywide HR: _____

Date: _____

Exp/Rev/FTE - Budget Modification

Budget Year: 2017

Budget Modification: DCA-30-17

Expenditures & Revenues

An increase in revenue is shown as a negative value and a decrease as a positive value for consistency with SAP.

Line No.	Program Offer Number	Fund Code	Fund Center	Func. Area	Cost Object	Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal
1	78202-17	3505	78-50	0020	902575	50320 - Cash Trnsfr Revenue	0	(697,250)	(697,250)	
2	78202-17	3505	78-50	0020	902575	60170 - Professional Svcs	0	697,250	697,250	
3505 Total										0
78-50 Total										0
Program Offer Number 78202-17 Total										0
3	95000-17	1000	19	0020	9500001000	60470 - Contingency	10,783,642	10,086,392	(697,250)	
4	95000-17	1000	19	0020	9500001000	6056b - Facilities Fund	0	697,250	697,250	
1000 Total										0
19 Total										0
Program Offer Number 95000-17 Total										0

Exp/Rev/FTE - Budget Modification

Budget Year: 2017

Budget Modification: DCA-30-17

Annualized Personnel Changes

Change is shown on a full year basis even though this action affects only a part of the fiscal year (FY).

No positions were affected by this Budget Modification.

Current Year Personnel Changes

Cost/savings that will take place in this FY; these explain the actual dollar amounts being changed by this BudMod.

No positions were affected by this Budget Modification.

Department of County Management
MULTNOMAH COUNTY OREGON

Budget Office

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Portland, Oregon 97214
(503) 988-3312 phone
(503) 988-5758 fax
(503) 988-5170 TDD

TO: Board of County Commissioners
FROM: Ching Hay, Budget Analyst
DATE: May 31, 2017
SUBJECT: General Fund Contingency Request for \$697,250 to Reimburse Facilities and Property Management for Unforeseen Expenses from Weather Events (Budget Modification DCA-30-17)

The Department of County Assets is requesting \$697,250 from the General Fund contingency to reimburse the Facilities and Property Management Division (FPM) for unforeseen expenses from weather related events. The FPM Division expended \$697,250 on inclement weather response activities. These activities included snow removal, application of ice melt, support for warming shelters and repair activities related to weather conditions (such as damage caused by frozen pipes) for over 70 locations.

If this request is approved, the General Fund Contingency will be reduced by \$697,250 and the remaining balance (not including the BIT Reserve) will be \$1,195,047.

Note that there are two other pending contingency requests from the Health Department in the amount of \$1,227,532. If approved, the total for all three requests is \$1,924,782 and will bring the contingency balance to negative \$32,485. The BIT reserve that is also budgeted in contingency will be used to fund the difference. The \$32,485 represents less than 1% of the BIT reserve and will not impact the BIT reserve for FY 2018.

Contingency Policy Compliance

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

In particular,

- Criteria 1 states contingency requests should be for one-time-only purposes.
This contingency request is OTO.
- Criteria 2 addresses emergencies and unanticipated situations.
Extraordinary weather response activities were not anticipated.
- Criteria 3 addresses items identified in Board Budget Notes.
This issue was unanticipated and not identified in a Board Budget Note.