



MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST CONTINGENCY REQUEST

(Revised: 8/18/11)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # R.8 DATE 11-8-12
LYNDA GROW, BOARD CLERK

Board Clerk Use Only

Meeting Date: 11/8/12
Agenda Item #: R.8
Est. Start Time: 11:05
Date Submitted: 10-31-12

Agenda Title: BUDGET MODIFICATION Nondepartmental-10 requesting General Fund Contingency Transfer for \$38,000 for SUN Emergency Food Pantries.

Note: If Ordinance, Resolution, Order or Proclamation, provide exact title. For all other submissions, provide a clearly written title sufficient to describe the action requested.

Requested Meeting Date: November 8, 2012 **Time Needed:** 10 minutes
Department: Nondepartmental **Division:** District 4
Contact(s): Corie Wiren
Phone: 503-988-5213 **Ext.** 26234 **I/O Address:** 503/6
Presenter Name(s) & Title(s): Peggy Samolinski, Division Manager, SUN Service System Division, DCHS

General Information

1. What action are you requesting from the Board?

The Department of County Human Services recommends approval of Budget Modification Nondepartmental-10 transferring \$38,000 from 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.

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.

SUN Community Schools' Child and Family Hunger Relief Program (25147) appropriation will support expansion of hunger relief for children and families in two areas of the County that currently have significant gaps in the availability weekend food.

SUN Community Schools focus on school-age children at risk of academic failure, and their families and provide school-based educational, recreational, social and health services that

remove barriers for students and families so that they can achieve educational success and lifelong self-sufficiency.

SUN's Child & Family Hunger Relief Program is a broad collaboration that helps alleviate the effects of hunger that negatively impact the educational success, health and prosperity of Multnomah County's most vulnerable children and families using SUN Community School sites as vehicles to focus collective action and deliver more nutritious food.

This effort lessens food insecurity and improves healthy eating by allowing SUN Community Schools (SUN CS) to enhance their hunger relief services in three ways:

1. Expand access to the summer food service program in communities with high need.
2. Expand access to weekend food by creating in-school emergency food pantries in partnership with the Oregon Food Bank.
3. Enhance existing hunger relief efforts with one-time limited capacity investments (bolster sites).

This expansion will allow SUN Community Schools to fill gaps in availability of weekend emergency food for families in outer SE Portland and in North Portland. These locations have been prioritized by the Oregon Food Bank for expansion of the successful SUN/OFB emergency food pantry project as there are significant gaps in the Bank's distribution network in these communities. It is estimated that through the two pantries and Harrison Park's backpack program in the remaining part of FY 2013 between 50,000 to 55,000 meals will be provided to hungry children and their families, leveraging approximately \$145,000 worth of food. In following years, 70,000 to 75,000 meals would be provided with leverage of at least \$200,000.

In terms of effect on SUN's results, having adequate healthy food improves educational and self-sufficiency outcomes for both children and their parents, as it allows them to be healthy and come to school ready to learn.

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

The cost for FY 2013 is \$38,000. The ongoing fiscal impact to sustain the two emergency food pantries is \$20,000 (\$10,000 per site).

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

N/A

5. Explain any citizen and/or other government participation that has or will take place.

N/A

Budget Modification

If the request is a Budget Modification, please answer all of the following in detail:

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

Funds are being transferred from General Fund contingency to the SUN Child and Family Hunger Relief Program.

- **What budgets are increased/decreased?**

General Fund Contingency is decreased by \$38,000 and transferred to DCHS Program Offer 25147.

- **What do the changes accomplish?**

Funding will bolster the weekend backpack program at Harrison Park SUN Community School, where a grant to support this effort is expiring. This funding meets an urgent need at the site for a one-time investment to build the capacity of the site to sustain its efforts this year and in the future. Over 84% of Harrison Park children and families qualify for Free or Reduced Price Lunches. For 5 years Harrison Park has provided backpacks (5-7 pounds of food) to about 20-30 children per week; this funding maintains that effort.

In addition to the bolster program, this will allow development and support of two additional SUN Emergency Food Pantries. Two sites have been identified with the Oregon Food Bank as SUN/OFB pantry expansion sites due to their locations filling critical gaps in the Bank's delivery network. Each emergency food pantry provides of 50 pounds per family of emergency food per month to vulnerable communities. The two sites are:

David Douglas High School—Over 70% of David Douglas High School (DDHS) youth and families qualify for Free or Reduced Price Lunches (F&R), which is one of the highest participation rates for a high school in Oregon and 2nd highest in Multnomah County. DDHS' percentage reflects the broad need for hunger relief services in David Douglas School District, which has the highest district wide FRL (indicating poverty levels) in the County.

Cesar Chavez School—Over 90% of Cesar Chavez children and families qualify for Free or Reduced Price Lunches (F&R), which places it in the top 5 % of rankings at State, County and district levels. The North Portland community also lacks robust emergency food pantries where families can consistently get hunger needs met without traveling great distances.

- **Do any personnel actions result from this budget modification? Explain.**

No.

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

N/A

- **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?**

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.

- **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 (i.e. cash match, in kind match, reporting requirements etc)?**

N/A

Contingency Request

If the request is a Contingency Request, please answer all of the following in detail:

- **Why was the expenditure not included in the annual budget process?**

The grant is expiring now at Harrison Park and the creation of a bolster site with one time only dollars will provide them the tools to reach sustainability. The food pantries are in response to a growing need for food for families and because our partners weren't certain of their capacity during the FY 2013 budget process.

- **What efforts have been made to identify funds from other sources within the Department/Agency to cover this expenditure?**

There are no other funds within DCHS. The SUN Service System has been proactive in resource development, but has not as of yet been successful in securing funds from grants or private donors for this expansion

- **Why are no other department/agency fund sources available?**

All other funding sources are currently allocated to existing programs.

- **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?**

There will be a budget request made during the FY 2014 process for an additional \$20,000 for Program Offer 25147.

- **Has this request been made before? When? What was the outcome?**

No.

NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet. If it is a General Fund Contingency Request, a memo from the Budget Office must be submitted.

Required Signatures

**Elected Official
or Dept Director:**

Diane McKeel /s/

Date: 10/29/12

Budget Analyst:

Christian Elkin

Date:



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: 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

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.

Budget Modification ID:

EXPENDITURES & REVENUES

Please show an increase in revenue as a negative value and a decrease as a positive value for consistency with SAP.

Line No.	Fund Center	Fund Code	Program #	Func. Area	Internal Order	Cost Center	Accounting Unit	WBS Element	Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal
1	22-20	1000	25147	40			SCPSP.SUN.CGF		60160		38,000	38,000	
2											0		
4	19	1000		20		9500001000			60470		(38,000)	(38,000)	
5											0		
6											0		
7											0		
8											0		
9											0		
10											0		
11											0		
12											0		
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23											0		
24											0		
25											0		
26											0		
27											0		
28											0		
29											0		
												0	0
												0	0

ANNUALIZED PERSONNEL CHANGE

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

							ANNUALIZED			
Fund	Job #	HR Org	CC/WBS/IO	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
TOTAL ANNUALIZED CHANGES						0.00	0	0	0	0

CURRENT YEAR PERSONNEL DOLLAR CHANGE

Calculate costs/savings that will take place in this FY; these should explain the actual dollar amounts being changed by this Bud Mod.

Effective Date:

							CURRENT YEAR			
Fund	Job #	HR Org	CC/WBS/IO	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
TOTAL CURRENT FY CHANGES						0.00	0	0	0	0

FM Side			PS/CO Side			Cost Element/Commitment	
FM Fund Center	FM Fund Code	Functional Area	Internal Order	Cost Center	WBS Element	Item	Notes
General Fund Contingency							
19	1000	0020		9500001000		60470	Reduce available General Fund Contingency
xx-xx	xxxxx	0020		xxx	xxx	xxxxx	Increase Expenditure
Indirect							
Central							
xx-xx	xxxxx				xxx	60350	Indirect Expenditure
19	1000	0020		9500001000		50310	Indirect reimbursement revenue in General Fund
19	1000	0020		9500001000		60470	CGF Contingency expenditure
Departmental							
xxx	xxxxx			xxx	xxx	60355	Indirect Department Expenditure
xx-xx	1000			xxx	xxx	50370	Indirect Dept reimbursement revenue in General Fund
xx-xx	1000			xxx	xxx	xxx	Off setting Dept expenditure in General Fund
Telecommunications							
xx-xx	xxxxx				xxx	60370	Departmental telecommunication expenditure
78-70	3503	0020		709525		50310	Budgets receipt of reimbursement
78-70	3503	0020		709525		60200	Budgets offsetting expenditure in telecommunications fund
Data Processing							
xx-xx	xxxxx				xxx	60380	Departmental data processing expenditures
78-70	3503	0020		709599		50310	Budgets receipt of Data Processing reimbursement
78-70	3503	0020		709599		60240	Budgets offsetting expenditures
Electronic Service Reimbursement							
xx-xx	xxxxx					60420	Departmental Electronics expenditure
78-60	3501	0020		904200		50310	Receipt of Electronics service reimbursement
78-60	3501	0020		904200		60240	Budgets offsetting expenditure
Motor Pool: Use this cost center if you are adding funds for motor pool use.							
xx-xx	xxxxx				xxx	60410	Departmental Motor Pool expenditure
78-30	3501	0020		904150		50310	Budgets receipt of Motor Pool service reimbursement
78-30	3501	0020		904150		60240	Budgets offsetting expenditure
Fleet: Use this cost center if you are adding funds for dedicated program cars.							
xx-xx	xxxxx				xxx	60410	Departmental Fleet expenditure
78-60	3501	0020		904100		50310	Budgets receipt of Fleet service reimbursement
78-60	3501	0020		904100		60240	Budgets offsetting expenditure
Building Management							
xx-xx	xxxxx				xxx	60430	Departmental Building Management expenditure
78-50	3505	0020		902575		50310	Budgets receipt of Building Management service reimbursement
78-50	3505	0020		902575		60170	Budgets offsetting expenditure
Insurance Service Reimbursement							
xx-xx	xxxxx					60140 or 60145	Departmental Insurance expenditure
72-80	3500	0020		705210		50316	Insurance Revenue
72-80	3500	0020		705210		60330	Offsetting expenditure
Lease Payments to Capital Lease Retirement Fund							
xx-xx	xxxxx					60450	Departmental Capital Lease Retirement expenditure
							Contact your Budget Analyst to complete this.
Mail & Distribution							
xx-xx	xxxxx				xxx	60460	Mail & Distribution expenditure
78-20	3504	0020		904400		50310	Budgets receipt of service reimbursement
78-20	3504	0020		904400		60230	Budgets offsetting expenditure
Records							
xx-xx	xxxxx				xxx	60460	Records expenditure
78-20	3504	0020		904500		50310	Budgets receipt of service reimbursement
78-20	3504	0020		904500		60240	Budgets offsetting expenditure

How are functional areas assigned to cost objects?

For the most part, functional area is related to what department has recorded the revenue or expenditure (i.e. the District Attorney is reported in Public Safety and Justice). There are some exceptions to this rule that require certain funds to be assigned to a particular functional area, regardless of what department the revenues or expenditures are recorded in.

Functional Area Assignments ~ Based on Fund		
<u>Special Revenue Funds</u>		
1501 - Road Fund	Road & Bridges	0080
1502 - Emergency Communications Fund	Community Services	0060
1503 - Bike Path Fund	Community Services	0060
1504 - Recreation Fund	Community Services	0060
1506 - County School Fund	Community Services	0060
1508 - Animal Control Fund	Community Services	0060
1509 - Willamette River Bridges Fund	Roads & Bridges	0080
1510 - Library Fund	Library	0070
1512 - Land Corner Preservation Fund	Roads & Bridges	0080
1518 - Oregon Historical Society Special Levy	Community Services	0060
1519 - Video Lottery	Community Services	0060
<u>Capital Project Funds</u>		
2504 - Building Project Fund	Community Services	0060
2507 - Capital Improvement Fund	Community Services	0060
2508 - Asset Acquisition Fund	Community Services	0060
2509 - Asset Preservation Fund	Community Services	0060
2511 - Sellwood Bridge Replacement	Roads & Bridges	0080
<u>Enterprise Funds</u>		
3000 - Dunthorpe-Riverdale Svc Dist #14 Fund	Dunthorpe-Riverdale Svc Dist #14	0500
3001 - Mid County Svc Dist #1 Fund	Mid County Svc Dist #1	0510
3002 - Behavioral Health Managed Care Fund	Behavioral Health Managed Care	0520

If a cost object is not in one of the funds listed above, then the functional area should be assigned based on the department that the cost object is in.

Functional Area Assignments ~ Based on Department (Fund Center)		
Non-Dept (10, except 10-50)	General Government	0020
Non-Dept CCFC (10-50)	Social Services	0040
District Attorney (15)	Public Safety & Justice	0050
Countywide (18 & 19)	General Government	0020
Human Services (20, 21, 25, 26, 30 & 31)	Social Services	0040
Health (40)	Health Services	0030
Community Justice (50)	Public Safety & Justice	0050
Sheriff's Office (60)	Public Safety & Justice	0050
County Management (72)	General Government	0020
County Assets (78)	General Government	0020
Library (80)	Library	0070
Community Services (91)	General Government	0020

If you have any questions or comments, please contact Susan Luce in General Ledger at ext. 22138.