



## Budget Change Request

### Change request information

Title Capital Improvement Plan - Coroner Interior Upgrades  
Number B-25-20 Department 25 - Central Services  
Requester Jenny Brannam  
Published by Jay Saiki Publish Date 2023-08-23  
Change Type Policy Change

### Board outcome *(to be entered by budget after Board action)*

Board Decision  
Board Changes

### Funds affected

Fund 5220 - Central Services  
General Fund Affected? No More Than One Fund Affected? No

### Policy request priority and connection to the strategic plan

Priority # 0 Strategic Plan

### Does this request include federal, state, or private grants?

Grant Funded? None  
Grantor and timeframe N/A

### Does this request affect current positions or propose new positions?

HR Payroll e-mailed? No Position Impact None  
Current position numbers affected N/A

### What do you need and why? Include any unexpected and external requirements.

Statement of Need

This project will include upgrading the interior finishes and current layout of the Coroner's Office.

### How will this change the performance of your office or department?

Statement of Need

The Coroner's building is nearing the age where many interior finishes are at the end of their lifespan. Replacement is needed to provide a clean, safe workspace for staff.

**Expenditure, FTE and revenue assumptions plus current budget level**

Assumptions

N/A

Current Budget Level

-0-

**What happens if this isn't funded? Are there other options?**

Impacts and Alternatives

Not doing this project will limit the timeliness and levels of service that the Coroner's Office provides the public and would potentially leave both staff and the public in a potentially unsafe and stressful environment.

**How does this request affect other offices and departments?**

Impact to Other Departments                      None

Which Other Departments are Affected?    N/A

Operating Transfer Needed?                      No

Operating Transfer Coding and Amount

**Personnel Information**

FTE	Number	Name	Start Date	End Date
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**Operating Revenue Line Items**

Org Code	Object Code	Object Description	Project Code	2024	2025
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**Capital Revenue Line Items**

Org Code	Object Code	Object Description	Project Code	2024	2025
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**Operating Expenditure Line Items**

Org Code	Object Code	Object Description	Project Code	2024	2025
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**Capital Expenditure Line Items**

Org Code	Object Code	Object Description	Project Code	2024	2025
5220G155	541000	PROFESSIONAL SERVICES	25629	-	100,000.00
<b>Total:</b>				-	<b>100,000.00</b>