

Agenda Item 1.1.1

BOARD OF COUNTY COMMISSIONERS BRIEFING PAPER

Topic: Emergency Funds

Presented by: Annette Cannon, Coroner

Date: 5/20/2025

☐ For Information

☐ For Discussion/Board Direction

☒ Consent to
Place on Business/
Hearing Agenda

Issue: The Coroner's office is requesting a \$80,000 increase in Supplies, raising it from \$49,081 to \$129,081. This increase is for emergency funds needed for critical supplies.

Background: This request for \$80,000 is to partially cover the existing budget needed for the year and provide us with emergency funds to address supply availability. Every year the costs of supplies go up and we fall short on funds. We had to use our small inventory during COVID and have never caught up to having enough supplies when needed due to the lack of funds each year. We are presented now with an additional concern about being completely cut off from supply stock. I see this as an emergent need, as things are highly unpredictable in this area. We cannot put ourselves, the citizens or the County, at risk of having no coroner services available.

Discussion: This request is twofold, in that this amount will cover the shortage of current funding needs in the supply line of the budget. We are already halfway through funds for supplies needed this year, due to increased costs, meaning we will fall short before the end of the year. At the same time, we are in a situation whereby supplies will be in shortage due to tariffs and from other people stock piling supplies, in addition to continued price increases. We received confirmation from our supplier that this has already started happening and advised us to stock up now. At the Coroner's office, it is critical that we have certain supplies to be able to perform daily operations. For example, if we were unable to obtain the needed gloves or body bags to do our work, this would stop our ability to attend death scenes or other required duties. If unable to obtain required supplies to perform an autopsy, this would also cause our operation to cease entirely.

Fiscal Impact: ☒ yes ☐ no

The coroner's office is requesting General Fund support for an \$80,000 increase in supplies, raising it from \$49,081 to \$129,081.

- Year(s) of impact: 2025 onward
- Existing grant or project: NA
- New grant or project: New
- Requested in adopted budget: No
- Ongoing or one-time: Ongoing
- General Fund impact: Yes
- Staffing impact: No
- Match requirements: No
- Mandate/Contractual obligation: No

SPA Review: Support with concern as this request is out of the normal budget cycle. Recommend any request for ongoing budget increase be accommodated through the budget development process. Zoe Jenkins, 5/6/2025

County Attorney Review: Approved. Jean Biondi, 5/7/25

Facilities Review: FM: No concern as long as no additional storage space will be needed to accommodate the supply order. Mark Danner, 5/6/25

BIT Review: No Impact. Kara Dorobek, 5/6/25

Fleet Review: No Concern. Janice Mayer, 5/6/25

County Human Resources Review (new FTE only): No FTE

Recommendations:

Staff recommends that an agenda item be brought to a future hearing requesting that the Board of County Commissioners supplement the appropriations for the 2025 Budget for the Coroner's Office in the General Fund for the ongoing amount of \$80,000.

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