

CIP BUDGET AMENDMENT REQUEST

(Used for all amendments/transfers per CIP Policy approved 17 December 2019)

Date	5/5/2026
CIP Project(s)	Kathleen Government Center
Division	Facilities Management
BRJ ID:	
For Transfers under CIP Policy 6.a and 6.b shown below	
For CIP Policy 6.b only	

	Amount FROM	Fund	Cost Center	Account	Project	Total Project Budget	% Decrease
TOTAL	\$ -						
	Amount TO	Fund	Cost Center	Account	Project	Total Project Budget	% Increase
TOTAL	\$ -						

JUSTIFICATION (Attached Current Fiscal Year CIP Detail Sheets)

The Central County Jail (CCJ) expansion is being pushed out several years, moving the \$3 Million in funds set aside to design the jail expansion to the Kathleen Government Center project which will allow Polk County to completely design the project, hire a Construction Manager at Risk (CMAR), and establish a Guaranteed Maximum Price (GMP) for the project thereby identifying the exact amount of funds needed for this project.

APPROVALS

Division Director Approval:		4/21/26
Policy 6.a: Budget/Procurement		Policy 6.b: County Management/Designee
	4/21/26	
	(Date)	(Date)

6. Amending the Adopted CIP - Circumstances may arise during the fiscal year which makes it necessary to amend the Adopted CIP. Since many of the County's CIP projects span multiple years and funding sources, the Board considers certain variances of estimates to be reasonable and not require BoCC approval. The CIP may be amended as follows:

- a. The Budget and Procurement Director or designee may administratively approve changes to the funding source of a project, as long as the total project budget does not change.
- b. The County Manager or designee may approve project budget increases or decreases, which are less than 5% of the total project budget or \$250,000 (whichever is less). Multiple amendments to the same project can be approved by the County Manager if the total is under 5% or \$250,000.

AC 4/21/2026

For Transfers Requiring Board Approval						Board Date:
	Amount FROM	Fund	Cost Center	Account	Project	Justification: See attached Agenda Backup
	\$ 3,000,000.00	30801	570308010	5666000	5700077	
TOTAL	\$ 3,000,000.00					
	Amount TO	Fund	Cost Center	Account	Project	
	\$ 3,000,000.00	30801	570308002	5666000	5700078	
TOTAL	\$ 3,000,000.00					