



Mayor Robert E. Simison

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TO: Mayor Robert E. Simison
Members of the City Council

FROM: Laurelei McVey, Public Works Director

DATE: 3/23/26

**SUBJECT: FY26 BUDGET AMENDMENT FOR THE INFORMATION
TECHNOLOGY (IT) TENANT IMPROVEMENT PROJECT**

REQUESTED COUNCIL DATE: 4/7/26

I. RECOMMENDED ACTION

A. Move to:

1. Approve the FY26 IT Tenant Improvement Project in the amount of \$260,000.

II. DEPARTMENT CONTACT PERSONS

Laurelei McVey, Director of Public Works

208-985-1259

III. DESCRIPTION

A. Background

The City completed a comprehensive City Hall Space Planning Study in 2025 and has been working towards implementing the recommended projects to improve areas with immediate constraints.

The initial overall project was funded with \$406,000 to complete the study and a portion of the recommended design and construction work. It was acknowledged

that additional total project funding would be needed as the various area projects progressed.

The Fire Department TI was selected as the most pressing need and is nearing final construction (estimated completion April 15th).

The next project that was selected was the IT Department. The IT portion of the project has been fully designed, bid, and is ready for construction.

An additional \$260,000 is needed to proceed with the construction phase of the IT tenant improvements.

The IT tenant improvements will build 3 new offices for current supervisory staff that are currently housed in cubicles. It will relocate/reconfigure displaced cubicles and add one additional cubicle.

B. Reason for Amendment

There is significant savings to continue the project work with the existing contractor on site. This will save additional remobilization work. This portion of the project was intended to be completed in FY26 via the utilization of a budget amendment once project schedules and budgets were known.

IV. ALTERNATIVES

The project could be delayed until FY27; however, the City would likely incur an estimated 10%-15% increase in total project cost due to rebidding, contractor mobilization, and potentially increasing construction costs.