

City of Meridian FY2026 Budget Amendment Form



Personnel Costs

Fund#	Dept.#	G/L#	Proj.#	G/L# Description	Total
01	1510	41200	0	Wages	
01	1510	41206	0	PT/Seasonal Wages	
01	1510	41210	0	Overtime	
01	1510	41304	0	Uniform Allowance	
01	1510	42021	0	FICA	\$ -
01	1510	42022	0	PERSI	\$ -
01	1510	42023	0	Worker's Comp	\$ -
01	1510	42025	0	Employee Insurance	\$ -
Total Personnel Costs					\$ -

Please only complete the fields highlighted in Orange.

Amendment Details

Title: **Microsoft & Office 365 Subscription - 3 years**

Department Name: Information Technology

Presenting Department Name: Information Technology

Department #: 1510

Primary Funding Source: 1

CIP#:

Project #:

Is this for an Emergency? Yes No

New Level of Service? Yes No

Operating Expenditures

Fund#	Dept.#	G/L#	Proj.#	G/L# Description	One-Time	On-Going	Total
01	1510	53360	0	Software Expense	\$ 580,034		\$ 580,034
01	1510		0				\$ -
01	1510	01-1510-89900	0	Operating transfer interfund - out	(\$266,815.64)		\$ -
01	1510	62-3400-89901	0	Operating transfer interfund - in	\$133,407.82		\$ -
01	1510	65-3500-89901	0	Operating transfer interfund - in	\$133,407.82		\$ -
01	1510		0				\$ -
01	1510		0				\$ -
01	1510		0				\$ -
01	1510		0				\$ -
01	1510		0				\$ -
01	1510		0				\$ -
01	1510		0				\$ -
01	1510		0				\$ -
01	1510		0				\$ -
Total Operating Expenditures					\$ 580,034	\$ -	\$ 580,034

Clerks Office Stamp

Date of Council Approval _____

Capital Outlay

Fund#	Dept.#	G/L#	Proj.#	G/L# Description	Total
01	1510		0		
01	1510		0		
01	1510		0		
01	1510		0		
01	1510		0		
01	1510		0		
Total Capital Outlay					\$ -

Revenue/Donations

Fund#	Dept.#	G/L#	Proj.#	G/L# Description	Total
01	1510		0		
01	1510		0		
01	1510		0		
Total Revenue/Donations					\$ -

Acknowledgement	Date
<i>Dave Tiede</i> Department Director	05/13/2026
REVIEWED By Todd Lavoie at 11:56 am, May 13, 2026	
Chief Financial Officer	
Approved John Overton via email 5.14.26	
Council Liaison <i>John Overton</i>	5-15-26
Mayor	

jfields 5.13.26

Total Amendment Request \$ 580,034

City of Meridian FY2026 Budget Amendment Form

Total Amendment Cost - Lifetime

	Prior Year(s) Funding	Fiscal Year 2026	Fiscal Year 2027	Fiscal Year 2028	Fiscal Year 2029	Fiscal Year 2030	
Personnel		\$ -	\$ -	\$ -	\$ -	\$ -	Department Name: <u>Information Technology</u> Title: <u>Microsoft & Office 365 Subscription - 3 years</u> Instructions for Submitting Budget Amendments: > Department will send Amendment with Directors signature to Finance (Budget Manager) for review > Finance will send Amendment to Council Liaison for signature > Council Liaison will send signed Amendment to Mayor > Mayor will send signed Amendment to Finance (Budget Manager) > Finance (Budget Manager) will send approved copy of Amendment to Department > Department will add copy of Amendment to Council Agenda using Municode Agenda Manager
Operating		\$ 580,034	\$ -	\$ -	\$ -	\$ -	
Capital		\$ -	\$ -	\$ -	\$ -	\$ -	
Total	\$ -	\$ 580,034	\$ -	\$ -	\$ -	\$ -	
Total Estimated Project Cost:		\$ 580,034					

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Describe what is being requested? Funding for an upfront purchase of 3 years of a Microsoft & Office 365 subscription licensing. -Compliance - We self-identified unlicensed security features, this will address this gap. -Pricing - Microsoft raises rates July 2026. Renewing now for a 3 year term is an opportunity to lock in current pricing. -Ask - Approve 3-year renewal — resolves compliance and saves the city ~\$146,000.	
2. Why was this budget request not submitted during the current fiscal year budget cycle? We were not aware of the license compliance gap at the time.	
3. What is the explanation for not submitting this budget request during the next fiscal year budget cycle? Addressing the license compliance gap now will help us avoid additional costs. In addition, locking in pricing now will help us avoid increases for three years.	
4. Describe the proposed method of funding? If funding is split between Funds (i.e. .General ,Enterprise, Grant), please include the percentage split. List the amounts and sources of anticipated additional revenue that will result from approval of this request. General Fund, fund balance.	
5. Does this request align with the Department/City's strategic plan? If not, please explain how this request was not included in the Department/City strategic plan? Yes	
6. Does this request require resources to be provided by other departments? If yes, please describe the necessary resources to be provided by other departments. No, the transition will be seamless for other departments.	
7. Does this Amendment include any needed Equipment or Software that will utilize the City's network? (Yes or No)	<input type="text" value="Yes"/>
8. Is the amendment going to result in the disposal of an asset? (Yes or No)	<input type="text" value="No"/>
9. Any additional comments? <div style="height: 40px;"></div>	

Total Amendment Request \$ 580,034

Every effort should be made to avoid reopening the budget for an amendment. Departments will need to provide back up and appear before the City Council to justify budget amendments. Budget amendments are intended for emergency or mandatory changes to the original balanced budget. Changes to the original balanced budget may cause a funding shortfall.