City of Meridian FY2024 Budget Amendment Form

MERIDIAN IDAHO

Please only complete the fields highlighted in Orange.

Personnel Costs

Full Time Equivalent (FTE):

Fund#	Dept.#	G/L#	Proj.#	G/L# Description	Total
01&60	1540	41200	0	Wages	
01&60	1540	41206	0	PT/Seasonal Wages	
01&60	1540	41210	0	Overtime	
01&60	1540	41304	0	Uniform Allowance	
01&60	1540	42021	0	FICA	$ -
01&60	1540	42022	0	PERSI	$ -
01&60	1540	42024	0	Worker's Comp	$ -
01&60	1540	42025	0	Employee Insurance	$ -
				Total Personnel Costs	$ -

Amendment Details

Title: **HRMS Sofware Implementation Costs**
Department Name: Human Resources
Presenting Department Name: Human Resources
Department #: 1540
Primary Funding Source: 01&60
CIP#:
Project #:

Is this for an Emergency? ☐ Yes ☑ No
New Level of Service? ☐ Yes ☑ No

Clerks Office Stamp

*Date of Council Approval*__________

Operating Expenditures

Fund#	Dept.#	G/L#	Proj.#	G/L# Description	One-Time	On-Going	Total
01&60	1540		0				$ -
01&60	1540		0				$ -
01&60	1540		0				$ -
01&60	1540		0				$ -
01&60	1540		0				$ -
01&60	1540		0				$ -
01&60	1540		0				$ -
01&60	1540		0				$ -
01&60	1540		0				$ -
01&60	1540		0				$ -
01&60	1540		0				$ -
01&60	1540		0				$ -
01&60	1540		0				$ -
				Total Operating Expenditures	$ -	$ -	$ -

Capital Outlay

Fund#	Dept.#	G/L#	Proj.#	G/L# Description	Total
01&60	1540	94310	0	HRMS Software	$ 1,100,000
01&60	1540		0		
01&60	1540		0		
01&60	1540		0		
01&60	1540		0		
01&60	1540		0		
				Total Capital Outlay	$ 1,100,000

Revenue/Donations

Fund#	Dept.#	G/L#	Proj.#	G/L# Description	Total
01&60	1540		0		
01&60	1540		0		
01&60	1540		0		
				Total Revenue/Donations	$ -

Acknowledgement	Date
REVIEWED By Todd Lavoie at 11:13 am, Dec 13, 2023 — Department Director	
REVIEWED By Todd Lavoie at 11:13 am, Dec 13, 2023 — Chief Financial Officer	
Brad Hoaglun — Council Liaison	12-14-23
Mayor	12-14-23

Total Amendment Request $ 1,100,000

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Total Amendment Cost - Lifetime

	Prior Year(s) Funding	Fiscal Year 2024	Fiscal Year 2025	Fiscal Year 2026	Fiscal Year 2027	Fiscal Year 2028
Personnel		$ -	$ -	$ -	$ -	$ -
Operating		$ -	$ -	$ -	$ -	$ -
Capital		$ 1,100,000				
Total	$ -	$ 1,100,000	$ -	$ -	$ -	$ -
					Total Estimated Project Cost:	$ 1,100,000

Department Name: Human Resources

Title: HRMS Sofware Implementation Costs

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

Evaluation Questions

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

1. Describe what is being requested?

This budget amendment is requesting $1,100,000 for the acquisition and implementation of a Human Resource Management System. During the FY23 Budget process, the City approved $185,000 for a software solution. Upon following the proper RFP process for a software solution, it was determined that the City would need additinal funding to acquire and implement the software solution determined by the RFP process. The $1,100,000 will be used to implement the software solution.

2. Why was this budget request not submitted during the current fiscal year budget cycle?

The RFP process was conducted afer the intial budget approval in FY23. Results of the RFP process delivered showed that the City would need additional funds if it were to acquire/implement a new HRMS solution.

3. What is the explanation for not submitting this budget request during the next fiscal year budget cycle?

This project has been in the works for at least 36 months and the City would benefit from a 12 month implementation timeline for a January 1 effective date. Delaying ths project would move teh go-live date out another year possibly to reflect a Janaury 1 start date to capture Taxes, Wages, and Benefits on a Calecndar year.

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.

Enterprise and General Fund Balance. This is One-Time Funding.
Note that all On-Going costs are in the current budget and will not require additional funding. Staff identified all necessary on-goign funding needs.

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.

Yes. All. This software solution will impact every employee and every department. All employees will need to be involved with training and data validation possibly.

7. Does this Amendment include any needed Equipment or Software that will utilize the City's network? (Yes or No)	Yes
8. Is the amendment going to result in the disposal of an asset? (Yes or No)	No

9. Any additional comments?

Total Amendment Request $ 1,100,000

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.