

City of Meridian FY2021 Budget Amendment Form



Personnel Costs

Full Time Equivalent (FTE):

Fund#	Dept.#	G/L#	Proj.#	G/L# Description	Total
01	1140	41200	0	Wages	
01	1140	41206	0	PT/Seasonal Wages	
01	1140	41210	0	Overtime	
01	1140	41304	0	Uniform Allowance	
01	1140	42021	0	FICA	\$ -
01	1140	42022	0	PERSI	\$ -
01	1140	42023	0	Worker's Comp	\$ -
01	1140	42025	0	Employee Insurance	\$ -
Total Personnel Costs					\$ -

Please only complete the fields highlighted

Amendment Details

Title: **Wireless Digital Display for Agendas and Legal Notices**

Department Name: City Clerk

Presenting Department Name: City Clerk

Department #: 1140

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	1140	54120	0	Wireless Receiver	\$ 195		\$ 195
01	1140	54120	0	Digital Display	\$ 530		\$ 530
01	1140	54120	0	Inner/Outer Column TV Mount	\$ 160		\$ 160
01	1140		0				\$ -
01	1140		0				\$ -
01	1140		0				\$ -
01	1140		0				\$ -
01	1140		0				\$ -
01	1140		0				\$ -
01	1140		0				\$ -
01	1140		0				\$ -
01	1140		0				\$ -
01	1140		0				\$ -
Total Operating Expenditures					\$ 885	\$ -	\$ 885

Clerks Office Stamp

Capital Outlay

Fund#	Dept.#	G/L#	Proj.#	G/L# Description	Total
01	1140		0		
01	1140		0		
01	1140		0		
01	1140		0		
01	1140		0		
01	1140		0		
Total Capital Outlay					\$ -

Revenue/Donations

Fund#	Dept.#	G/L#	Proj.#	G/L# Description	Total
01	1140		0		
01	1140		0		
01	1140		0		
Total Revenue/Donations					\$ -

Acknowledgement	Date
<div style="border: 1px solid black; padding: 5px; display: inline-block; color: green; font-weight: bold;">APPROVED</div> <small>By Todd Lavoie at 8:10 am, Dec 02, 2020</small>	
Department Director	
<div style="border: 1px solid black; padding: 5px; display: inline-block; color: green; font-weight: bold;">APPROVED</div> <small>By Todd Lavoie at 8:10 am, Dec 02, 2020</small>	
Chief Financial Officer	
APPROVED	
By Luke Cavener 9:09AM	12/02/2020
Council Liaison	
	12-2-20
Mayor	

Total Amendment Request \$ 885

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Total Amendment Cost - Lifetime

	Prior Year(s) Funding	Fiscal Year 2021	Fiscal Year 2022	Fiscal Year 2023	Fiscal Year 2024	Fiscal Year 2025
Personnel		\$ -	\$ -	\$ -	\$ -	\$ -
Operating		\$ 885	\$ -	\$ -	\$ -	\$ -
Capital		\$ -				
Total	\$ -	\$ 885	\$ -	\$ -	\$ -	\$ -

Department Name: City Clerk
Title: Wireless Digital Display for Agendas and Legal Notices

- Instructions for Submitting Budget Amendments:**
- > Department will send Amendment with Directors signature to Finance (Budget Analyst) 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 Analyst)
 - > Finance (Budget Analyst) will send approved copy of Amendment to Department
 - > Department will add copy of Amendment to Council Agenda using Novus Agenda Manager

Total Estimated Project Cost: \$ 885

Evaluation Questions

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

1. Describe what is being requested?	Purchase of equipmen to upgrade display of agendas and other legal noticing at City Hall as required by Idaho Code 74-204(1) and 74-204(4). The equipment will be used in conjunction with internally-developed software that will allow the posting of agendas and notices remotely.
2. Why was this budget request not submitted during the current fiscal year budget cycle?	While this project has been under consideration prior to this budget year, the plans were not far enough along in the discovery process to warrant a request at that time.
3. What is the explanation for not submitting this budget request during the next fiscal year budget cycle?	Completing this project prior to the next budget cycle will reduce waste, both paper and staff resources. Since the initial onset of Covid-19, it has been necessary for city staff to make additional trips to City Hall, outside of regular business hours or during stay-home orders to maintain legally required public notices.
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	The minimal project cost will be paid entirely from general funds. While no additional revenue will come from completion of this project, there will be a moderate reduction in paper and printer costs.
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. This aligns with completed objectiive 3-A-2 (improving citizen access to government) as well as objective 3-C-3 (communication contingency plans).
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.	This project will require development of the software by I.T. Discussions have begun and the design work is scheduled for December 2020. Installation of the mounting brackets and the digital display will need to be completed by facilities staff. This has also been discussed with department staff.
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?	While No. 8 is answered "No", it will be possible to remove the bulletin board at the front of City Hall. This board could be disposed of, or re-purposed elsewhere within City

Total Amendment Request \$ 885

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.