

## City of Meridian FY2024 Budget Amendment Form



**Personnel Costs**

Full Time Equivalent (FTE):  

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	42024	0	Worker's Comp	\$ -
01	1510	42025	0	Employee Insurance	\$ -
<b>Total Personnel Costs</b>					<b>\$ -</b>

Please only complete the fields highlighted in Orange.

**Amendment Details**

Title: Office 365 Migration Phase 1 (of 2)

Department Name: IT

Presenting Department Name: IT

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	\$ 30,000		\$ 30,000
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				\$ -
01	1510		0				\$ -
01	1510		0				\$ -
01	1510		0				\$ -
01	1510		0				\$ -
<b>Total Operating Expenditures</b>					<b>\$ 30,000</b>	<b>\$ -</b>	<b>\$ 30,000</b>

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		
<b>Total Capital Outlay</b>					<b>\$ -</b>

**Revenue/Donations**

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

Acknowledgement	Date
<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">                       Department Director                 </div> <div style="width: 35%;"> <span style="font-size: 1.2em;">06/27/2024</span> </div> </div>	
<div style="border: 2px solid blue; padding: 5px; display: inline-block;"> <b>REVIEWED</b>                      By Todd Lavoie at 2:49 pm, Jun 27, 2024                 </div>	
Chief Financial Officer  Liz Strader Approved via email 6.28.24	
<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">                       Council Liaison                 </div> <div style="width: 35%;"> <span style="font-size: 1.2em;">7-1-24</span> </div> </div>	
Mayor	

jfields 6.27.24

**Total Amendment Request \$ 30,000**

## City of Meridian FY2024 Budget Amendment Form

### Total Amendment Cost - Lifetime

	Prior Year(s) Funding	Fiscal Year 2024	Fiscal Year 2025	Fiscal Year 2026	Fiscal Year 2027	Fiscal Year 2028	
Personnel		\$ -	\$ -	\$ -	\$ -	\$ -	<b>Department Name:</b> <u>IT</u> <b>Title:</b> <u>Office 365 Migration Phase 1 (of 2)</u>  <b>Instructions for Submitting Budget Amendments:</b> > 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		\$ 30,000	\$ -	\$ -	\$ -	\$ -	
Capital		\$ -	\$ -	\$ -	\$ -	\$ -	
Total	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	
<b>Total Estimated Project Cost: \$ 30,000</b>							

### Evaluation Questions

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

<p><b>1. Describe what is being requested?</b></p> <p>This request represents one time funding to hire a consultant to start the Office 365 migration process. The remainder of the project will proceed in FY2025 when additional funding is received. Additional funding will be a combination of one time and ongoing costs</p>
<p><b>2. Why was this budget request not submitted during the current fiscal year budget cycle?</b></p> <p>This was planned for FY2025.</p>
<p><b>3. What is the explanation for not submitting this budget request during the next fiscal year budget cycle?</b></p> <p>We are bringing this small portion of the FY2025 budget request forward as an amendment to be able to start working on this project sooner. We anticipate the entire project taking 6 months, but this could be longer if we run into challenges. Giving us more time will help us avoid additional cybersecurity risks of being on older technology.</p>
<p><b>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.</b></p> <p>General Fund, fund balance.</p>
<p><b>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?</b></p> <p>Yes</p>
<p><b>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.</b></p> <p>This will affect a small group of employees in other departments initially, but will affect all employees in FY2025 as we fully migrate to Office 365.</p>
<p><b>7. Does this Amendment include any needed Equipment or Software that will utilize the City's network? (Yes or No)</b></p> <p style="text-align: right;">Yes <input type="checkbox"/></p>
<p><b>8. Is the amendment going to result in the disposal of an asset? (Yes or No)</b></p> <p style="text-align: right;">Yes <input type="checkbox"/></p>
<p><b>9. Any additional comments?</b></p>

**Total Amendment Request \$ 30,000**

*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.*