



**BOISE, IDAHO
COUNCIL WORK SESSION
AGENDA**

April 13, 2021

4:00 PM

City Hall - Maryanne Jordan City Council Chambers

Virtual attendance is strongly encouraged. Please visit:

www.cityofboise.org/virtual-meetings.

I. CALL TO ORDER

Pursuant to Idaho Code Section 74-204(4), all agenda Items are action items, and a vote may be taken on these items.

II. WORK SESSION ITEMS

1. **Interim Budget Changes (5 min)**
Presenter: Travis Black, Finance and Administration
ACTION REQUESTED: Approval
2. **Industrial Park Update (15 min)**
Presenter: Sean Keithly, Mayor's Office
ACTION REQUESTED: Information Only
3. **Fire Station 5 (30 min)**
Presenter: Chief Mark Niemeyer, Fire
ACTION REQUESTED: Information Only
4. **Police Oversight (30 min)**
Presenter: Courtney Washburn, Mayor's Office
ACTION REQUESTED: Information Only
5. **Executive Session: Personnel, Land Acquisition, Records Exempt from Public Disclosure, Pending/Probable Litigation, Communicate with Risk Management Regarding Pending/Probable Claims, Labor Contract, I.C. 74-206(1)(b)(c)(d)(f)(i)(j)**

III. ADJOURNMENT

City of Boise

FY 2021 Interim Budget Changes

April 13, 2021

Prior to City Council presentation, interim budget change (IBC) items are vetted through the following process: 1) Department identifies need and submits request to the Budget Office; 2) Budget Office performs necessary due diligence, prepares narrative, and sends to Mayor's Office; 3) Mayor's Office reviews requests and places on Executive Management Team (EMT) agenda; and 4) EMT offers final recommendation for City Council approval.

1. Information Technology (Capital Fund) – IT ERP System Upgrades: \$1,113,741 (one-time)

The Information Technology department requests approval to transfer budget authority from the Enterprise Resource Planning (ERP) System Upgrades (ITERPUPRADE) project, an annual CIP that has been funded over several years, into two new activities: Enterprise Applications Services (EAS) Enhancements (\$338,741) and ERP Due Diligence (\$775,000). The reason for these changes is to separate the unencumbered budget in ITERPUPRADE into specific, better-designated, projects based on the intended use.

- Enterprise Applications Enhancements (ITEASENHANCE) includes additional licensing and upgrades for EAS systems citywide, such as time keeping, general ledger, budget, etc. Specifically, this allocation will fund enhancements to: (i) the document management system (based on recommendations from a recent assessment) and (ii) Service Now.
- The ERP Due Diligence (ITERPDUEDILIGENCE) activity will be used to perform due diligence work regarding potential ERP system upgrades. The initial focus will be ERP systems for DFA and HR, both of which require a thorough project review and detailed cost estimates, as implementation and ongoing operation of these two systems will require significant resources.

Source/Use	Fund	Dept/Org	Acct. Type	Current Budget	Proposed Budget	Budget Change Amount
Source	Capital	IT	ITERPUPGRADE	\$1,113,741	\$0	-\$1,113,741
Use	Capital	IT	ITERPDUEDILIGENCE	\$0	\$775,000	\$775,000
Use	Capital	IT	ITEASENHANCE	\$0	\$338,741	\$338,741

2. Information Technology (Capital Fund) – Legal Case Management System: \$820,000 (one-time)

The Legal department requests approval for a \$820,000 capital project and its corresponding budget appropriation for a new case management system. The proposed funding is requested from Capital Fund prior-year resources available through the FY 2020 End-of-Year process. This funding will provide one-time implementation and data conversion costs; a vendor-hosted data conversion testing environment (during conversion); the first year of license, maintenance and support services; and the first year of vendor-hosted production environment services. Following implementation, it is anticipated the service will cost approximately \$145,000 per year in license, maintenance, support and hosting fees (with annual CPI increases). After the first year, ongoing annual costs will be funded in the Legal department's operating budget. The annual operating costs for the current system is approximately \$50,000 per year.

The current case management system will cease to be supported in June 2021, and, if not replaced by a new system, the department would be left with a legacy system without support from the vendor. An unsupported product could lead to data loss and a system the Information Technology Department would be unable to support.

Legal has identified a new vendor that will handle not only the City’s criminal load, but also provide municipal case management features. Legal and IT believe that a single system to manage both case types will minimize required support time and create a more efficient operating environment.

Source/Use	Fund	Dept/Org	Acct. Type	Current Budget	Proposed Budget	Budget Change Amount
Source	Capital	Intergov	Prior Year Resources	\$965,846	\$145,846	-\$820,000
Use	Capital	Legal	Case Mgmt System	\$0	\$820,000	\$820,000

3. Library (Capital Fund) – ILS Courier Van Transfer: \$11,020 (one-time)

Library requests approval for a \$11,020 transfer of funds held in Library ILS Heritage to Major Equipment (Capital Fund) in order to purchase a previously planned new courier van. The Library Courier Van spending authority is already reflected in the current budget; this request relates only to the transfer of funds from Heritage to Capital. The Courier Van will be used throughout the valley to transfer library materials to other libraries that participate in the Consortium agreement.

Source/Use	Fund	Dept/Org	Acct. Type	Current Budget	Proposed Budget	Budget Change Amount
Source	Heritage	Library	ILS	\$0	\$11,020	\$11,020

4. Parks & Recreation (Capital Fund) – Hawkins Range and Trailhead: \$146,500 (one-time)

Parks & Recreation requests approval for a \$146,500 revenue neutral capital project to fund the recreational development of the Hawkins Range Reserve. This project will be funded with (i) \$45,300 from grant funds (Idaho Department of Parks & Recreation), (ii) \$30,200 from Heritage Fund Ridge to River Trail Improvements and (iii) \$71,000 being transferred from the Trailheads with Restrooms Impact Fee project. The grant was approved by Council on February 2, 2021 per resolution 61-21.

This project will provide funds for contract costs associated with development of the Hawkins Range Reserve, consisting of construction of an approximately 6.5 mile Hawkins Loop Trail, and approximately 45 vehicle trailhead with an outhouse / restroom.

Source/Use	Fund	Dept/Org	Acct. Type	Current Budget	Proposed Budget	Budget Change Amount
Source	Capital	Parks & Rec Capital	Transfer In	\$7,693,622	\$7,723,855	\$30,200
Source	Capital	Parks & Rec Capital	Operating Grants	\$0	\$45,300	\$45,300
Source	Capital	Parks & Rec Capital	CIP: Trailheads with Restrooms	\$250,000	\$179,000	-\$71,000
Use	Capital	Parks & Rec Capital	CIP: Hawkins Range	\$0	\$146,000	\$146,500



Lauren McLean, Mayor

Attachment: IBC 4.13.21 (Interim Budget Changes)