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: Eric Bilimoria, Finance and Administration
   
   **ACTION REQUESTED**: Approval

2. **Policing Update (30 min)**
   Presenter: Chief Lee, Boise Police Department
   
   **ACTION REQUESTED**: Information Only


III. **ADJOURNMENT**
City of Boise
FY 2020 Interim Budget Changes
September 15, 2020

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. Finance & Administration (General Fund) - COVID-19: $750,000 (one-time)
PBB Program: Various

Finance & Administration, on behalf of Planning & Development Services (PDS), requests approval of a $750,000 revenue neutral appropriation increase grant funds received from the Coronavirus Aid, Relief, and Economic Security (CARES) Act. These funds will be used to offset expenses incurred as a result of COVID-19.

On March 19, 2020, Mayor McLean declared a state of emergency for the City of Boise in response to COVID-19. This declaration, to slow the spread of COVID-19, ordered the closure of bars and restaurant dine-in operations causing many non-essential workers to be furloughed. In an effort to protect the public and assist the most vulnerable members of our community, PDS has incurred costs outside of its normal operating budget for the following public service activities in response to COVID-19:

- Cottonwood Hotel contract April-September 2020
- Red Lion Hotel contract May-September 2020
- Street outreach to aid homeless without immediate shelter
- Riverside Hotel contract March-May 2020
- Medical support staff testing March-September 2020
- Meals at day shelters March-September 2020
- Interfaith Sanctuary contract April-September
- Laundry and cleaning services May-September 2020

It is anticipated that these costs will be eligible for reimbursement through the CARES Act.

<table>
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<tr>
<th>Source/Use</th>
<th>Fund</th>
<th>Dept/Org</th>
<th>Acct. Type</th>
<th>Current Budget</th>
<th>Proposed Budget</th>
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2. Finance & Administration (Capital Fund) - Procure to Pay Software: $353,710 (one-time)

Finance & Administration (DFA) requests approval for a $353,710 appropriation increase to the Procure to Pay (P2P) Software capital project. The proposed funding is requested to come from the Capital Fund fund balance.

In FY 2019, DFA requested $500,000 for a purpose built, fully integrated P2P system. At the time, the amount requested included implementation, support, and a backfill position for the purchasing
team. Once the scoping sessions began, staff realized that this is a paradigm shift for the City and is a larger undertaking than originally anticipated. Working with Information Technology (IT), it was determined that for this to be a truly successful project, dedicated IT resources assigned to this project would be needed. Approval of this request would allow for hiring 3.0 contractor positions (project manager, business analyst, change agent) and year one software costs at a 50% reduction in price.

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<td>Finance &amp; Admin</td>
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3. Intergovernmental (General Fund) – Small Business Cash Grant: $1,575,000 (one-time)

Finance & Administration (DFA) requests approval of a $1,575,000 revenue neutral appropriation increase for grant funds received from the Coronavirus Relief Funds (CRF) and will go towards the aid of small businesses affected but the COVID-19 pandemic.

To combat the increased burden on small businesses as they respond to coronavirus, the state is allowing municipalities to utilize the CRF for expenditures “related to the provision of grants to small businesses to reimburse the costs of business interruption caused by the required closure.” The City of Boise plans to utilize $1.5 million of its $7.8 million in appropriated CRF funds to support small businesses through this program. To provide faster access to direct relief for qualified businesses the City will advance funds and then seek reimbursement from the state. As such, a revenue neutral interim budget change in the amount of $1,575,000 is requested to begin the provision of these grants. The additional $75,000 requested is to cover the City's costs of administering the program, which includes software licensing costs and temporary personnel expenditures. These administrative expenses are also eligible for reimbursement from CRF funds and are revenue neutral.

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4. Planning & Development Services (Capital Fund) Table Rock Road Gate: $200,000 (one-time)

Planning & Development Services requests approval for a $200,000 capital project and its corresponding expenditure appropriation for the purchase and installation of an automated gate on Table Rock Road. The proposed funding is requested to come from the Capital Fund fund balance.

On October 29, 2019, via RES-517-19, City Council approved the installation of a gate across Table Rock Road east of Alto Via Court to limit unauthorized nighttime vehicle access to the Table Rock area.

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FY 2021

Informational Only

5. Community Engagement (General Fund) – FTE Position Transfer: 1.0 FTE; $0 (base)

The Office of Community Engagement (CE) received a 1.0 FTE increase and its associated budgetary appropriation as a transfer from the Mayor’s Office. The structural move of the Mayor’s Communication Director into CE supports the need for closer alignment between the Communications Director and the Communications Managers within CE.

The total cost of this position on an annual basis is estimated at $129,658 (the prorated portion for FY 2020 is $0). The General Fund’s overall authorized FTE count and budget authority will not change.

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*FY 2021 Personnel Budget

Lauren McLean, Mayor