

## City of Meridian FY2025 Budget Amendment Form



**Personnel Costs**

Full Time Equivalent (FTE):  

Fund#	Dept.#	G/L#	Proj.#	G/L# Description	Total
01	2210	41200	0	Wages	
01	2210	41206	0	PT/Seasonal Wages	
01	2210	41210	0	Overtime	
01	2210	41304	0	Uniform Allowance	
01	2210	42021	0	FICA	\$ -
01	2210	42022	0	PERSI	\$ -
01	2210	42023	0	Worker's Comp	\$ -
01	2210	42025	0	Employee Insurance	\$ -
<b>Total Personnel Costs</b>					<b>\$ -</b>

Please only complete the fields highlighted in Orange.

**Amendment Details**

Title: Fire Outreach Center Design

Department Name: Fire

Presenting Department Name: Fire

Department #: 2210

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
00	2210		0				\$ -
01	2210		0				\$ -
01	2210		0				\$ -
01	2210		0				\$ -
01	2210		0				\$ -
01	2210		0				\$ -
01	2210		0				\$ -
01	2210		0				\$ -
01	2210		0				\$ -
01	2210		0				\$ -
01	2210		0				\$ -
01	2210		0				\$ -
01	2210		0				\$ -
01	2210		0				\$ -
<b>Total Operating Expenditures</b>					<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

*Clerks Office Stamp*

Date of Council Approval \_\_\_\_\_

**Capital Outlay**

Fund#	Dept.#	G/L#	Proj.#	G/L# Description	Total
01	2210	92000	11374	Cap Outlay - Bldgs & Struct	\$ 158,760
01	2210		0		
01	2210		0		
01	2210		0		
01	2210		0		
01	2210		0		
<b>Total Capital Outlay</b>					<b>\$ 158,760</b>

**Revenue/Donations**

Fund#	Dept.#	G/L#	Proj.#	G/L# Description	Total
01	2210		0		
01	2210		0		
01	2210		0		
<b>Total Revenue/Donations</b>					<b>\$ -</b>

Acknowledgement	Date
	02.28.25
Department Director	
<b>REVIEWED</b> <small>By Todd Lavoie at 8:19 am, Mar 03, 2025</small>	
Chief Financial Officer	
Approved Liz Strader via email	3.10.25
Council Liaison	
	3-11-25
Mayor	

jfields 3.3.25

**Total Amendment Request \$ 158,760**

## City of Meridian FY2025 Budget Amendment Form

### Total Amendment Cost - Lifetime

	Prior Year(s) Funding	Fiscal Year 2025	Fiscal Year 2026	Fiscal Year 2027	Fiscal Year 2028	Fiscal Year 2029	
Personnel		\$ -	\$ -	\$ -	\$ -	\$ -	<b>Department Name:</b> <u>Fire</u> <b>Title:</b> <u>Fire Outreach Center Design</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		\$ -	\$ -	\$ -	\$ -	\$ -	
Capital		\$ 158,760					
Total	\$ -	\$ 158,760	\$ -	\$ -	\$ -	\$ -	
<b>Total Estimated Project Cost: \$ 158,760</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>Funding for the design of a Fire Outreach Center, to be incorporated in the new City of Meridian Community Center. Per direction from Parks and Recreation Director, adding a 5% contingency to proposed amount, bringing the total of the request to \$158,760.</p>	
<p><b>2. Why was this budget request not submitted during the current fiscal year budget cycle?</b></p> <p>The Fire Outreach Center had not been planned to be incorporated in the new City of Meridian Community Center at the beginning of this fiscal year budget cycle.</p>	
<p><b>3. What is the explanation for not submitting this budget request during the next fiscal year budget cycle?</b></p> <p>This project of design and construction are time sensitive, needing to be started prior to the next fiscal year budget cycle.</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</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>The Fire Department is working closely with Parks and Rec on this project</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>	<input type="text" value="No"/>
<p><b>8. Is the amendment going to result in the disposal of an asset? (Yes or No)</b></p>	<input type="text" value="No"/>
<p><b>9. Any additional comments?</b></p> <p>N/A</p>	

**Total Amendment Request \$ 158,760**

*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.*



## Meridian Fire Department Memo

**TO: Mayor Simison and City Council Members**

**FROM: Carly Shears – Community Risk Reduction Division Manager**

**SUBJECT: Proposal for a Fire Outreach Center at the Approved Community Center, to be built in Meridian**

**DATE: 2/14/2025**

**CC:**

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**Honorable Mayor and City Council Members,**

I am writing to strongly advocate for the incorporation of a Fire Outreach Center within the soon-to-be-constructed community center in Meridian. This initiative is crucial in addressing a significant gap in our ability to provide essential fire and life safety education to residents of all ages.

While we currently have a dedicated space at the Home Court facility, it is not feasible for the Community Risk Reduction (CRR) division to conduct the vital fire and life safety lessons our community needs. Without an appropriate facility, we are limited in our ability to provide vital training such as CPR certification, car seat safety inspections, fire prevention education, and hands-on safety demonstrations for schools, community groups, and residents. By integrating a Fire Outreach Center into the new community center, we can significantly enhance community engagement, risk reduction, and overall public safety.

### **Key Benefits of a Fire Safety Center:**

- **Enhanced Community Engagement:** This center would serve as a focal point for fire and life safety education, attracting residents, families, schools, and organizations seeking hands-on learning opportunities.
- **Increased Public Safety:** Interactive and practical training sessions will help reduce fire risks, promote emergency preparedness, and equip individuals with life-saving skills.
- **Accessibility and Visibility:** Locating this center within the new community hub ensures broad community access, maximizing participation and utilization of fire safety programs.



- **Multi-Purpose Use:** The facility would support CPR training, fire extinguisher use demonstrations, home fire safety education, car seat safety inspections, and large-scale community risk reduction events.
- **Support for Schools and Organizations:** A dedicated space would allow classroom visits, scout group workshops, and senior safety programs to be conducted effectively and regularly.

By incorporating a Fire Outreach Center into the approved community center, we have a unique opportunity to create a lasting impact on public safety and prevention efforts in Meridian. This space would not only be an educational asset but also a life-saving investment for our city.

I strongly urge the council to prioritize and support this initiative as part of the new community center development. I welcome the opportunity to discuss this proposal further and explore ways to make this vision a reality for the benefit of our entire community.

Thank you for your time and consideration.

**Sincerely,**  
Carly Shears  
Community Risk Reduction Division Manager  
[cshears@meridiancity.org](mailto:cshears@meridiancity.org)  
(208) 489-0451



February 17, 2025

Charlie Butterfield  
Deputy Chief of Administration.  
Meridian Fire Department  
33 E. Broadway Ave. Suite 210  
Meridian, ID 83642

And

Garrett White  
Recreation Manager  
City of Meridian Parks & Recreation Department  
33 East Broadway Avenue, Suite 206  
Meridian, Idaho 83642

Re: **City of Meridian Community Center, Fire Outreach Center  
Design Services Fee  
Meridian, Idaho 83642  
ZGA Project No.: 2264.01**

Deputy Chief Butterfield and Mr. White,

Thank you for this opportunity to work with the City of Meridian Parks & Recreation and Meridian Fire Department Teams on its new Community Center and Fire Outreach Facility. As requested, we are providing this fee proposal for Design, Construction Documents, and Construction Administration Services for the additional Fire Community Outreach Center. This design will be developed and integrated into the final plans and Construction Documents for permit of the complete building.

*For these phases, our design team will be:*

Architect: ZGA Architects and Planners, Chartered  
Principal-in-Charge: Steven C. Turney, NCARB, AIA, LEED AP  
Project Manager: Matthew Sanchi, Architect

Civil Engineer: Erickson-Civil, Inc.  
Project Manager: Ross Erickson, P.E.

Landscape Design: Jensen-Belts Associates  
Principal: Bruce Taylor, L.A.

Structural Engineering: Axiom, PLLC  
Principal: Lee Harrison, P.E., S.E.

Mechanical Engineering: Engineering Consultants, Inc.  
President: Cathy Miller, P.E.

Electrical Engineering: Engineering Consultants, Inc.  
Director of Electrical Engineering: Bruno Loza, P.E.

Audio-Visual Design: AVI Boise  
Executive Account Manager: Greg Nettles



## Background

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The City of Meridian has moved forward with design for the new Community Center adjacent to Settler's Park. For this phase of the Work, the City of Meridian and Meridian Fire has asked the design team to update and modify Design and Construction services for an additional Community Outreach Facility for the Meridian Fire Department. This space will be integrated into the Community Center Site and Building. This proposal includes time for ZGA and the Consultant Team to adjust the project and design for the Services and project modifications. This will cover the coordination to provide the design package to clarify future scope.

## Assumed Project Schedule

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Approximate time for Design from start to finish is approximately 7-1/2 to months. Procurement and Construction Administration will cover approximately 24 months.

## Fee Proposal – Cost Estimate

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Projected Construction Cost **\$2,500,000.00** building/site (In addition to the proposed Community Center cost \$17,500,000.00 current estimate) Services at this phase are based on the scope of work to provide Schematic and Design Development Documents.

## Fee Proposal

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For Basic and Supplemental Services required, we propose that our fee be established as **One Hundred and Fifty-one Thousand, Two Hundred and 00/100 Dollars (\$151,200.00)**. These fees are broken down by discipline and by design phase as follows:

Discipline	SD	DD	CD	Total
Architectural	\$ 22,000.00	\$ 20,000.00	\$ 40,000.00	\$ 82,000.00
Civil	\$ 500.00	\$ 1,000.00	\$ 1,500.00	\$ 1,500.00
Landscape	\$ 400.00	\$ 400.00	\$ 1,500.00	\$ 2,300.00
Structural	\$ 1,500.00	\$ 2,400.00	\$ 9,500.00	\$ 13,400.00
Mech./Elec.	\$ 5,100.00	\$ 5,000.00	\$ 14,000.00	\$ 24,100.00
Audio-Visual	\$ 9,000.00	\$ 4,400.00	\$ 13,000.00	\$ 26,400.00
Total	\$ 38,500.00	\$ 33,200.00	\$ 79,500.00	\$151,200.00

## Procurement and Construction Administration Services

Procurement and Construction Phase services will be billed on a **Time and Materials** basis in addition to the fixed fee.

## Reimbursable Expenses

Printing and presentation materials are reimbursable expenses and are billed at cost + 10%.

## Change of Scope

If any of the following circumstances affect our services for the project, ZGA and/or our consultants shall be entitled to an appropriate adjustment in our schedule and/or compensation:

1. Change in the instructions or approvals given by the Owner that necessitate revisions in our design/construction documents.
2. Enactment or revisions to codes, laws or regulations or official interpretations that necessitate changes to previously prepared design/construction documents.



3. Significant changes in the project including but not limited to size, quality, complexity, schedule, or budget.

### **Approval**

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The purpose of this letter is to define our basic agreement for Design and Construction Administration services. If it meets with your approval, then we will follow up with the formal services agreement.

We look forward to working with you and incorporating your proposed design into the development of the Community Center. Please contact me with any questions or if you require additional information.

Sincerely,

**ZGA Architects and Planners, Chartered**



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Matthew Sanchi, Architect

By:

**City of Meridian**

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Garrett White  
Recreation Manager  
Meridian Parks and Recreation

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Charlie Butterfield  
Deputy Chief of Administration.  
Meridian Fire Department

# Fire Outreach Center Design Budget Amendment

## Questions & Answers

Q: Where is the Parks Department at overall with the design of the overall community center? Why does the timing need to be now vs. an enhancement to the budget?

A: The construction budget should be an enhancement to the FY26 budget. The design work needs to be an FY25 budget amendment. This is because design work is already underway, for a bid date in the fall. We need to amend the existing contract ASAP to add the Fire annex to the design and construction documents already in progress, if they are to move forward together.

Actually the fee is a great deal for the City and much smaller than I originally expected. This is because they are adding onto an existing effort, resulting in some cost savings for them. Design fees are often 9-10% of construction cost. Fire's fee is approx. 6.5%.

Q: What would this budget amendment do to our overall financial results from this fiscal?

A: This budget amendment will result in a decrease to General Fund - fund balance by \$158,760.

Q: What would the impacts be if this is presented as a budget enhancement from a timing and cost standpoint?

A: If we do not add Fire to the existing design work, the costs will go up for both departments. We would save a spot for them to add a Fire annex in the future and finish the walls on our portion, that would have been interior walls, with exterior finishes. Fire will then have their own separate mobilization costs, etc. when it comes time for their construction project. It will also take away some of the parking and/or access to it, as the Fire annex construction project will need a staging area.

Or, we delay the timing of both projects, which would result in 5-10% higher costs for the community center. We also would no longer meet the deadline to obligate our impact fees for community center construction before the next impact fee study. As a reminder, here is a snip from the Council presentation and discussion last October on this topic:

Or, we go back to the original plan of a community center without a Fire addition and move forward independently. However, we do see benefit to having the Fire personnel and services on site for additional "eyes on the facility" and other cross-over benefits related to the topics and courses they teach.

Q: Please take a look at the plans you made with finance regarding impact fees and advise if we are / plan to use impact fees for this or not. If the strategy is to commit the funds and then pivot to a new impact fee study to pay for FS #9 etc. please explain that as well.

A: In discussions between the Mayor's office and the Fire Department, the direction of funding the design portion of the fire outreach center located at the community center has been to utilize general funds. The fire department is currently evaluating the utilization of impact fees which have been accumulated and those impact fee funds expected to be accumulated from this current impact fee study. The fire department will have this evaluation completed prior to budget workshops this summer to identify whether it is recommended to fund construction of the fire outreach center utilizing impact fee funds or utilize other funding methods. The cost analysis and timelines of using impact fees for fire station remodels, building a new fire station, purchasing a ladder truck and other identified items in the impact fee schedule is currently under review by Fire Department Leadership.

Q: I want to make sure if we are designing it we do it right and don't get stuck doing a space study or something later... So ...

A: While fire prevention education is a component of the CRR Division's efforts, this facility is specifically intended for the CRR Division and not the Fire Prevention Division. Fire Prevention focuses on inspections and investigations. I want to clarify this distinction to ensure alignment on the intended purpose and use of the space.

Q: What are the assumptions that will be used to design the prevention space for Fire?

A: The design of the Fire Community Outreach Center will be guided by the fire and life safety risks and needs of the community, with consideration for the city's future growth and evolving safety requirements. This facility will serve as a dedicated space for providing essential fire and life safety education through interactive and hands-on displays.

It is anticipated that the center will host community training sessions, including Fire Extinguisher Training and CPR/AED certification courses. Additionally, the space will be designed to accommodate larger car seat safety clinics, as well as regularly scheduled car seat safety checks. Another key function of the center will be to offer an alternative venue for groups seeking fire station tours, reducing the operational impact on fire stations while still providing an educational experience. The facility will ideally feature a range of fire suppression equipment and displays to simulate the typical environment of a firehouse.

Beyond community outreach and engagement, the center will also function as a workspace for the Community Risk Reduction (CRR) Division, supporting both current operations and future growth. The design will include private offices and a designated area for cubicles to accommodate additional personnel as the division expands.

Q: Are we building this for the existing team with a bit of extra capacity?

A: This facility will be designed to meet the operational needs of the current CRR team, which consists of two employees, while also anticipating for future expansion of the division.

Q: How can we best use the space?

A: The Meridian community can maximize the benefits of a new Fire Community Outreach Center by engaging with its various programs, resources, and services. Here are some key ways the center can be effectively utilized:

#### 1. Fire and Life Safety Education

- Attend hands-on training sessions on fire prevention, life safety and emergency preparedness.
- Participate in interactive exhibits that demonstrate fire hazards and prevention strategies.

#### 2. Community Training Programs

- Take part in CPR/AED certification courses and First Aid training.
- Join Fire Extinguisher Training workshops to learn how to respond to small fires safely.
- Participate in Stop the Bleed programs to gain life-saving bleeding control skills.

#### 3. Car Seat Safety Checks

- Schedule appointments for car seat inspections by certified technicians.
- Attend larger car seat safety clinics to ensure proper installation and use.

#### 4. Youth and School Engagement

- Schools can organize field trips to provide students with hands-on learning experiences.
- Scout groups and youth organizations can use the space for badge-earning activities related to fire safety.

#### 5. Community Meetings and Events

- Use the space for neighborhood safety meetings, emergency preparedness workshops, and town hall discussions.
- Partner with local organizations for outreach events focused on community risk reduction.
- Offer space for civic groups and nonprofits to collaborate on public safety initiatives.

#### 6. Alternative to Fire Station Tours

- Host groups that would typically request station tours, reducing operational disruptions for on-duty firefighters.
- Provide a controlled, educational setting where visitors can explore fire suppression tools and equipment.

#### 7. Support for the Community Risk Reduction (CRR) Division

- Serve as a workspace for the CRR Division’s personnel, allowing them to expand their programs and outreach efforts.
- Offer a central hub for fire prevention specialists to coordinate initiatives with local schools, businesses, and residents.

Q: What other future positions in the next 15+ years of the CFP may wish to co-locate there?

A: Future positions that could be located at this location would be additions to the Community Risk Reduction Division.

Q: What are the features we will be asking for? I recall that we thought a drop-off lane would be helpful for both kids' classes as well as car seat checkups. Any other specific features needed or storage features for Fire?

A: The Community Outreach Center will be designed to accommodate both current and future storage needs. In addition to dedicated storage within the building, additional capacity will be integrated into the Sally Port component of the design. The Sally Port will serve as a drive-through bay, providing a sheltered space for car seat safety checks and community events—an especially critical feature during extreme weather conditions in both summer and winter.

Furthermore, to support anticipated growth and evolving needs, the Sally Port will be designed to accommodate the storage of a "retired engine," designated for use in community and city events, parades, and public outreach initiatives.

The facility will also include two enclosed office spaces, along with a designated area for cubicles capable of accommodating up to three additional personnel.

To ensure the highest quality educational experience, the development of interactive and hands-on displays within the center will require collaboration with an external agency specializing in exhibit design and public education resources.

Q: Where is Fire at and the process at overall with the city-hall space study? Is there a backup plan for extra capacity that can be used for prevention if this effort does not move forward? \*\*\*

A: The City Hall space study is being led by Public Works. It is the fire department's understanding that the draft recommendations from the architect are forthcoming in a few weeks. The community and public engaging activities anticipated to occur at the fire outreach center would not be advantageous to attempt to conduct at City Hall given the tight space considerations in Fire Administration. The prevention division will remain at City Hall.

Q: Does Dark Horse indicate where a good location is for a prevention activity? Seems like they would be more focused on fire stations but I am curious.

A: While Dark Horse analytics can be utilized to predict the best placement of future fire stations, as well as looking at historical call data and trends, it is not particularly designed for risk reduction and prevention activities.

Q: In the future could this space could be used more extensively to centralize data and analytics and other technological advancements like manning an AI-powered early fire detection system?

A: This space will be designed with adaptability in mind, allowing for the integration of future technological advancements, including the incorporation of artificial intelligence (AI) in fire prevention and fire and life safety education.

Q: If the space is being built out to accommodate various educational groups etc. let's make sure we narrow in on when the team could actually support that type of activity or how frequently that type of activity will occur. We need to make sure we are driving it, and not creating a demand-driven amenity that will necessitate additional staffing. How do you plan to address that concern? How will we staff this space to give tours etc? Will we offer the same number of CPR and other classes as we do today? Keep in mind the pressure on our operating costs... thus the question.

A: To address the concern frequency and type of activities that will occur at the Fire Outreach Center, the CRR division will schedule all events that occur at the facility. The scheduling will occur based on the availability of staff to conduct classes, informational sessions, public education, etc at the facility to prevent a demand-driven amenity. The division will continue to offer CPR and other classes as they do today.

As was noted in the Fire Department CFP presentation to City Council earlier this week, there are no requests within the CFP for additional CRR division personnel in the next 10

years. The fire department will continue to evaluate efficient operations of department divisions utilizing the resources allocated by the City while meeting on-going demands of public safety needs of the community.