

City of Meridian FY2021 Budget Amendment Form



Personnel Costs

Full Time Equivalent (FTE): _____

Fund#	Dept.#	G/L#	Proj.#	G/L# Description	Total
01	2290	41200	0	Wages	
01	2290	41206	0	PT/Seasonal Wages	
01	2290	41210	0	Overtime	
01	2290	41304	0	Uniform Allowance	
01	2290	42021	0	FICA	\$ -
01	2290	42022	0	PERSI	\$ -
01	2290	42023	0	Worker's Comp	\$ -
01	2290	42025	0	Employee Insurance	\$ -
Total Personnel Costs					\$ -

Please only complete the fields highlighted in Orange.

Amendment Details

Title: Fire Public Education Budget Amendment
 Department Name: Fire
 Presenting Department Name: Fire
 Department #: 2290
 Primary Funding Source: 1
 CIP#: _____
 Project #: _____

Is this for an Emergency? Yes No
 New Level of Service? Yes No

Clerks Office Stamp

Date of Council Approval _____

Operating Expenditures

Fund#	Dept.#	G/L#	Proj.#	G/L# Description	One-Time	On-Going	Total
01	2290	54000	0	Equipment	\$ 10,000		\$ 10,000
01	2290	57400	0	Advertising/Promotional	\$ 16,495		\$ 16,495
01	2290		0				\$ -
01	2290		0				\$ -
01	2290		0				\$ -
01	2290		0				\$ -
01	2290		0				\$ -
01	2290		0				\$ -
01	2290		0				\$ -
01	2290		0				\$ -
01	2290		0				\$ -
01	2290		0				\$ -
Total Operating Expenditures					\$ 26,495	\$ -	\$ 26,495

Capital Outlay

Fund#	Dept.#	G/L#	Proj.#	G/L# Description	Total
01	2290		0		
01	2290		0		
01	2290		0		
01	2290		0		
01	2290		0		
01	2290		0		
Total Capital Outlay					\$ -

Revenue/Donations

Fund#	Dept.#	G/L#	Proj.#	G/L# Description	Total
01	2210	34950		Revenue from CPR Costs	\$ 1,450
01	2290	34800	0	Donations	\$ 15,045
01	0		0		
Total Revenue/Donations					\$ 16,495

Acknowledgement

Date

[Signature] 6/15/21
 Department Director

APPROVED
By Todd Lavoie at 2:16 pm, Jun 17, 2021

6-16-21

Chief Financial Officer
APPROVED Liz Strader 4:00 p.m. 6/17/2021

Council Liaison
[Signature] 6-19-21
 Mayor

Total Amendment Request \$ 10,000

City of Meridian FY2021 Budget Amendment Form

Prior Year(s) Funding	Fiscal Year 2021	Fiscal Year 2022	Fiscal Year 2023	Fiscal Year 2024	Fiscal Year 2025	Title:	Department Name: <u>Fire</u>
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	Fire Public Education Budget Amendment <i>Instructions for Submitting Budget Amendments:</i> > 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	
Operating	\$ 26,495	\$ -	\$ -	\$ -	\$ -		
Capital	\$ -	\$ -	\$ -	\$ -	\$ -		
Total	\$ 26,495	\$ -	\$ -	\$ -	\$ -		
Total Estimated Project Cost:							\$ 26,495

Evaluation Questions

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

1. Describe what is being requested?	Budget amendment in the total amount of \$26,495. \$16,495 has been received in the form of donations to the Fire Education program and from revenue generated by the CPR program. \$10,000 is also requested from the City of Meridian as matching funds per agreement with Light My Fire, Inc. (Light My Fire donation was \$12,000.00) Funds received will purchase public education equipment, tools, training equipment, and promotional items used for fire education.
2. Why was this budget request not submitted during the current fiscal year budget cycle?	Revenue from donations and amount that would be donated was not foreseen.
3. What is the explanation for not submitting this budget request during the next fiscal year budget cycle?	Intent of donations received are for Fire public education efforts during this current fiscal year.
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.	Donations, and income recieved from the CPR Courses offered by Meridian Fire Public Education Division. City match of up to \$10,000 per agreement with Light My Fire, Inc.
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
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.	No
7. Does this Amendment include any needed Equipment or Software that will utilize the City's network? (Yes or No)	no
8. Is the amendment going to result in the disposal of an asset? (Yes or No)	no
9. Any additional comments?	Donations received by citizens and Light My Fire are intended for use to support the Meridian Fire Public Education efforts including the Car Seat, Smoke Alarm, and Medic programs.

Total Amendment Request \$ 10,000

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.



MEMO TO CITY COUNCIL

Request to Include Topic on the City Council Agenda

From: Meridian Fire **Meeting Date:** June 15, 2021
Presenter: Pam Orr/Chief Blume **Estimated Time:** 5 to 7 minutes
Topic: Fire Dept Public Education Budget Amendment

Recommended Council Action:

The Meridian Fire Department is the recipient of citizen donations, and a donation from Light My Fire Inc, in the amount of \$12,000 for a total amount of \$15,045.00. Meridian Fire has also generated funds in the amount of \$1,450.00 from providing CPR courses. We are requesting a budget amendment to move these donations and revenue to our Public Education Division to purchase educational items needed for fire prevention efforts. We are also asking the City to match the LMF, Inc donation in an amount up to \$10,000, per the MOU dated October 23rd, 2018, between the City and LMF, Inc.

CPR Revenue	\$1,450
Donations	\$15,045
City Match	\$10,000
Total Amendment	\$26,495

City Of Meridian

Posted General Ledger Transactions - GL Transaction Detail Report - Brad

F., C.,	De... Code	G/L Code	Proj... Code	Effective Date	Transaction Description	ID	Amount	Session ID	Document Number
01	2210	34950	0000	10/7/2020	Parks - Recl export: 10/7/2020 for dept Parks	PARKS DEPT	(50.00)	CR21-018	10/7/202...
01	2210	34950	0000	12/24/2020	Parks-Recl export for Parks on 12/24/2020	PARKS DEPT	(50.00)	CR21-196	12/24/20...
01	2210	34950	0000	12/31/2020	Parks - Recl export: 12/31/2020 for dept Parks	PARKS DEPT	(50.00)	CR21-210	12/31/20...
01	2210	34950	0000	1/2/2021	Parks-Recl export for Parks on 1/2/2021	PARKS DEPT	(200.00)	CR21-210	01/02/20...
01	2210	34950	0000	1/4/2021	Parks - Recl export: 1/4/2021 for dept Parks - CC Refunds for CPR First Aid Class, #24703372, 24703238	PARKS DEPT	150.00	CR21-217	1/4/2021...
01	2210	34950	0000	1/5/2021	Parks - Recl export: 1/5/2021 for dept Parks - CC Refund, #24714559, B. Tipton	PARKS DEPT	50.00	CR21-219	1/5/2021...
01	2210	34950	0000	2/1/2021	Parks - Recl export: 2/1/2021 for dept Parks - CC Refunds, #25079959, #25079796, J. Mcdonald, J. Edwards	PARKS DEPT	100.00	CR21-281	2/1/2021...
01	2210	34950	0000	2/16/2021	Parks - Recl export: 2/16/2021 for dept Parks	PARKS DEPT	(600.00)	CR21-318	2/16/202...
01	2210	34950	0000	3/1/2021	Parks - Recl export: 3/1/2021 for dept Parks - CC Refund, #25516372, E. Hutchison	PARKS DEPT	50.00	CR21-359	3/1/2021...
01	2210	34950	0000	3/3/2021	Parks - Recl export: 3/3/2021 for dept Parks - CC refund, #25574004, T. Rager	PARKS DEPT	50.00	CR21-366	3/3/2021...
01	2210	34950	0000	3/4/2021	Parks - Recl export: 3/4/2021 for dept Parks	PARKS DEPT	(100.00)	CR21-370	3/4/2021...
01	2210	34950	0000	4/10/2021	Parks-Recl export for Parks on 4/10/2021	PARKS DEPT	(200.00)	CR21-484	4/10/202...
01	2210	34950	0000	4/13/2021	Parks - Recl export: 4/13/2021 for dept Parks	PARKS DEPT	(50.00)	CR21-495	4/13/202...

City Of Meridian
 Posted General Ledger Transactions - GL Transaction Detail Report - Brad

<u>F..</u> <u>C..</u>	<u>De...</u> <u>Code</u>	<u>G/L</u> <u>Code</u>	<u>Proj...</u> <u>Code</u>	<u>Effective</u> <u>Date</u>	<u>Transaction Description</u>	<u>ID</u>	<u>Amount</u>	<u>Session ID</u>	<u>Document</u> <u>Number</u>
01	2210	34950	0000	4/16/2021	Parks - Recl export: 4/16/2021 for dept Parks	PARKS DEPT	(50.00)	CR21-506	4/16/202...
01	2210	34950	0000	4/26/2021	Parks - Recl export: 4/26/2021 for dept Parks	PARKS DEPT	(300.00)	CR21-532	4/26/202...
01	2210	34950	0000	5/3/2021	Parks - Recl export: 5/3/2021 for dept Parks	PARKS DEPT	(100.00)	CR21-553	5/3/2021...
01	2210	34950	0000	6/4/2021	Parks - Recl export: 6/4/2021 for dept Parks	PARKS DEPT	(100.00)	CR21-650	6/4/2021...
Report Total							<u>(1,450.00)</u>		

City Of Meridian
Posted General Ledger Transactions - GL Transaction Detail Report - Brad

<u>F..</u> <u>C..</u>	<u>De...</u> <u>Code</u>	<u>G/L</u> <u>Code</u>	<u>Proj...</u> <u>Code</u>	<u>Effective</u> <u>Date</u>	<u>Transaction Description</u>	<u>ID</u>	<u>Amount</u>	<u>Session ID</u>	<u>Document</u> <u>Number</u>
01	2290	34800	0888	6/14/2021	Light My Fire: Donation to Meridian Fire Public Ed Check # 1376	LIGHT MY FIRE, INC.	(12,000.00)	RCPT-0108	32141
01	2290	34800	10457	2/1/2021	Jean Fuller: Donation to Pub Ed CPR & Medic Program	FULLER, JEAN	(2,000.00)	CR21-282	32043
01	2290	34800	2210	10/1/2020	Gloria Stanton: Donation to Pub Ed Smoke Alarm Program, cash	STANTON, GLORIA	(40.00)	CR21-006	32017
01	2290	34800	2210	10/5/2020	Return at the Bank 10/5/20 - Fire Donation, Sally Sutton, ck# 166 - Orig CR21-003 9/29/20	FIB	25.00	CR21-019	1378
01	2290	34800	2210	11/5/2020	Christina Warner: Donation to Pub Ed Smoke Alarm Program, pd cash	WARNER, CHRISTINA	(20.00)	CR21-088	32022
01	2290	34800	2210	11/10/2020	Barbara Howe: Donation to Pub Ed Smoke Alarm Program, cash	HOWE, BARBARA	(50.00)	CR21-098	32023
01	2290	34800	2210	11/10/2020	Brenda Arntz: Donation to Pub Ed Smoke Alarm Program, cash	ARNTZ, BRENDA	(20.00)	CR21-098	32025
01	2290	34800	2210	11/10/2020	Thomas Ginther: Donation to Pub Ed Smoke Alarm Program, ck# 1233	GINTHER, THOMAS	(50.00)	CR21-098	32024
01	2290	34800	2210	12/17/2020	Carolyn Klein: Donation to Fire Pub Ed Smoke Alarm Program, CK# 10638	KLEIN, CAROLYN	(25.00)	CR21-183	32033
01	2290	34800	2210	12/24/2020	Brenda Fitzsimons: Donation to Fire Pub Ed Smoke Alarm Program, ck# 453	FITZSIMO... BRENDA	(50.00)	CR21-197	32036
01	2290	34800	2210	1/22/2021	Marilyn Lewis: Donation to Fire Pub Ed Smoke Alarm Program, ck# 3223	LEWIS, MARILYN	(100.00)	CR21-259	32041
01	2290	34800	2210	2/9/2021	Lovey Bremer: Pub Ed Smoke Alarm Program Donaton, cash	BREMER, LOVEY	(50.00)	CR21-305	32044

City Of Meridian
 Posted General Ledger Transactions - GL Transaction Detail Report - **Brad**

<u>F..</u> <u>C..</u>	<u>De...</u> <u>Code</u>	<u>G/L</u> <u>Code</u>	<u>Proj...</u> <u>Code</u>	<u>Effective</u> <u>Date</u>	<u>Transaction Description</u>	<u>ID</u>	<u>Amount</u>	<u>Session ID</u>	<u>Document</u> <u>Number</u>
01	2290	34800	2210	3/17/2021	Valerie Thomas: Donation to Fire Pub Ed smoke alarm program, ck# 2996		(50.00)	RCPT-0068	32124
01	2290	34800	2210	3/18/2021	William Bastian: Donation to Fire Pub Ed Smoke Alarm Program, cash	BASTIAN, WILLIAM	(20.00)	CR21-414	32125
01	2290	34800	2210	3/24/2021	Lorraine Brown: Donation to Fire Pub Ed Smoke Alarm Program, ck# 8997	BROWN, LORRAINE	(100.00)	CR21-436	32127
01	2290	34800	2210	3/24/2021	Shirley Smith: Donation to Fire Pub Ed Smoke Alarm Program, ck# 7566	SMITH, SHIRLEY	(25.00)	CR21-436	32128
01	2290	34800	2210	4/1/2021	Sharyn Wilson: Fire Pub Ed Smoke Alarm Donation, ck# 8938	WILSON, SHARYN	(50.00)	CR21-462	32129
01	2290	34800	2210	4/23/2021	Richard Christensen: Cash donation to PUB ED Smoke Alarm Program, pd cash		(20.00)	RCPT-0082	32132
01	2290	34800	2210	5/14/2021	Shirley Schey Donation to Public Education Smoke Alarm Program Check #53		(50.00)	RCPT-0093	32134
01	2290	34800	2210	5/26/2021	Christian Warner: Pub Ed smoke alarm program donation, ck# 9791	WARNER, CHRISTINA	(200.00)	RCPT-0099	32136
01	2290	34800	2210	5/26/2021	R Fredericksen: Pub Ed Smoke Alarm Program Donation, ck# 6300		(25.00)	RCPT-0099	32135
01	2290	34800	2210	6/3/2021	Karen Stoke: Cash donation to PubEd Smoke Alarm Program, cash	STOKES, KAREN	(20.00)	RCPT-0102	32137
01	2290	34800	2210	6/9/2021	Judith Imhoff, Donation to Public Education Smoke Alarm Program Check #710		(35.00)	RCPT-0106	32139
01	2290	34800	5027	12/24/2020	Brenda Fitzsimons: Donation to Fire Pub Ed Car Seat Program, ck# 452	FITZSIMO... BRENDA	(25.00)	CR21-197	32035
01	2290	34800	5027	1/7/2021	Tammy Campbell: Donation to Pub Ed Car Seat Program, pd, cash	CAMPBELL, TAMMY	(20.00)	CR21-226	32039

City Of Meridian

Posted General Ledger Transactions - GL Transaction Detail Report - **Brad**

<u>Ent. C.</u>	<u>Debit Code</u>	<u>G/L Code</u>	<u>Proj. Code</u>	<u>Effective Date</u>	<u>Transaction Description</u>	<u>ID</u>	<u>Amount</u>	<u>Session ID</u>	<u>Document Number</u>
01	2290	34800	5027	3/5/2021	Sara Kelimoff: Fire Pub Ed Car Seat Program Donation, ck#1638	KELIMOFF, SARA	(20.00)	CR21-374	32047
01	2290	34800	5027	3/18/2021	Kimberly Adams: Donation to Fire Pub Ed Carseat Program, cash	ADAMS, KIMBERLY	(40.00)	CR21-414	32126
Report Total							(15,080.00)		