

City of Meridian FY2021 Budget Amendment Form



Please only complete the fields highlighted in Orange.

Personnel Costs

Full Time Equivalent (FTE): _____

Fund#	Dept.#	G/L#	Proj.#	G/L# Description	Total
01	1840	41200	0	Wages	
01	1840	41206	0	PT/Seasonal Wages	
01	1840	41210	0	Overtime	
01	1840	41304	0	Uniform Allowance	
01	1840	42021	0	FICA	\$ -
01	1840	42022	0	PERSI	\$ -
01	1840	42023	0	Worker's Comp	\$ -
01	1840	42025	0	Employee Insurance	\$ -
Total Personnel Costs					\$ -

Operating Expenditures

Fund#	Dept.#	G/L#	Proj.#	G/L# Description	One-Time	On-Going	Total
01	1840	53805	0	Recycle Fund Contributions	\$ 2,255		\$ 2,255
01	1840		0				\$ -
01	1840		0				\$ -
01	1840		0				\$ -
01	1840		0				\$ -
01	1840		0				\$ -
01	1840		0				\$ -
01	1840		0				\$ -
01	1840		0				\$ -
01	1840		0				\$ -
01	1840		0				\$ -
01	1840		0				\$ -
01	1840		0				\$ -
01	1840		0				\$ -
Total Operating Expenditures					\$ 2,255	\$ -	\$ 2,255

Capital Outlay

Fund#	Dept.#	G/L#	Proj.#	G/L# Description	Total
01	1840		0		
01	1840		0		
01	1840		0		
01	1840		0		
01	1840		0		
01	1840		0		
Total Capital Outlay					\$ -

Revenue/Donations

Fund#	Dept.#	G/L#	Proj.#	G/L# Description	Total
01	1840	34425	0	Recycled Revenue	\$ 2,255
01	1840		0		
01	1840		0		
Total Revenue/Donations					\$ 2,255

Amendment Details

Title: SWAC Flexible Bottle Pilot Project
 Department Name: Other Government
 Presenting Department Name: Public Works
 Department #: 1840
 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 _____

Acknowledgement

Brad Hoaglund Date 2/19/21
 Department Director

APPROVED
 By Todd Lavoie at 8:02 am, Mar 02, 2021

AF 2-17-21
BP-3-1-21

Chief Financial Officer

APPROVED
By Brad Hoaglund 9:41 am 3/2/2021

Council Liaison

Kevin E. ... 3-2-21
 Mayor

Total Amendment Request \$ -

Total Amendment Cost - Lifetime

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		Department Name: <u>Other Government</u>
Personnel		\$ -	\$ -	\$ -	\$ -	\$ -	Title: <u>SWAC Flexible Bottle Pilot Project</u> Instructions for Submitting Budget Amendments: > 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		\$ 2,255	\$ -	\$ -	\$ -	\$ -		
Capital		\$ -	\$ -	\$ -	\$ -	\$ -		
Total		\$ 2,255	\$ -	\$ -	\$ -	\$ -		
Total Estimated Project Cost:								\$ 2,255

Evaluation Questions

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

1. Describe what is being requested?	This amendment will give spending authority to use City of Meridian Recycle Funds to pay for a 6 month pilot project that adds a flexible water bottle recycle container to the Republic Services Transfer Station. This product is currently not recyclable through any other resource. The pilot is to investigate if the citizens will find this option useful.
2. Why was this budget request not submitted during the current fiscal year budget cycle?	SWAC had not yet determined to have a pilot program for flexible water bottle collection.
3. What is the explanation for not submitting this budget request during the next fiscal year budget cycle?	SWAC planned the project at the beginning of FY21 and started it in January of FY21.
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.	City of Meridian Recycle Fund Contributions account.
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 - recycling efforts are part of the the City's plan to support sustainability
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 <input type="checkbox"/>
8. Is the amendment going to result in the disposal of an asset? (Yes or No)	No <input type="checkbox"/>
9. Any additional comments?	

Total Amendment Request \$ -

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.



Mayor Robert Simison
City Council Members
Joe Borton
Treg Bernt
Brad Hoaglund
Luke Cavener
Jessica Perreault
Liz Strader

TO: Mayor Robert Simison
Members of the City Council

FROM: Tom Otte
Solid Waste Coordinator

DATE: 02/19/2021

SUBJECT: BUDGET AMENDMENT IN THE AMOUNT OF \$2,254.93 TO FUND THE
FLEXIBLE WATER BOTTLE RECYCLE PILOT PROJECT

REQUESTED COUNCIL DATE: 03/09/2021

I. RECOMMENDED ACTION

A. Move to:

1. Approve a Budget Amendment to authorize spending from the Recycled Revenue Account
2. Authorize the Mayor to sign the amendment

II. DEPARTMENT CONTACT PERSONS

Tom Otte, Solid Waste Coordinator	208-489-0358
Joanna Hopson, Business Programs Manager	208-489-0341
Alexander Freitag, Business Division Manager	208-489-0350
Dale Bolthouse, Director of Public Works	208-985-1257

III. DESCRIPTION

A. Background

During the October SWAC meeting, the Commission decided to sponsor a pilot program to test the viability of water bottle recycling in Meridian. The Commission and Republic Services agreed that a Six (6) month pilot program from January to June would be a long enough period to accurately gauge efficacy of the program.

B. Reason for Amendment

The program requires Community Recycle funds to pay for the container at the Meridian transfer station and processing of the material at Western Recycling. The current balance of the CRF is \$41,152.10. There is an abundance of funds to cover this pilot.

IV. IMPACT

Project Cost

As mentioned, the Community Recycle fund will cover the full cost of the pilot.


	Rate		Total
Delivery (box moved from Eagle to Meridian)	\$25.63	1	\$25.63
Haul (est. twice monthly)	\$141.39	12	\$1,696.68
Rent (box monthly rental)	\$88.77	6	\$532.62
Total Cost of program			\$2,254.93
Reimbursement from Community Recycle Fund			(\$2,254.93)
	Net Cost		\$0

V. TIME CONSTRAINTS

The program runs from January thru June. Republic will be invoicing the City after completion of the program. As long as funding is approved before June there is no immediate time constraint.

VI. ATTACHMENTS

Community Recycle Fund balance sheet.

Approved for Council Agenda:  Date 2/24/21

CITY of MERIDIAN
Recycle Revenue

13/21/2020					01-1840-34425 - Republic Services only		
YEAR	DESCRIPTION	Date Received	source of funds	REVENUE	FY Total		
	RECYCLE FUND BALANCE FROM PYERS			32,749.22			
2020	September recycle revenue from Republic	chk: 7409784	10/19/20	shf rfd 4884s hand in hand (9/30/20)	770.00	770.00	Rev'd Oct - Accrued to Sept in MIP
2020	October recycle revenue from Republic	chk: 7412940	11/23/2020	shg mty with attach hand in hand 10/31/20	742.50	1,512.50	
2020	November recycle revenue from Republic	chk: 7417222	12/21/2020	shf mty w/ attach hand in hand 11/30/20	899.28	2,411.78	
2020	December recycle revenue from Republic					2,411.78	
2021	January recycle revenue from Republic					2,411.78	
2021	February recycle revenue from Republic					2,411.78	
2021	March recycle revenue from Republic					2,411.78	
2021	April recycle revenue from Republic					2,411.78	
2021	May recycle revenue from Republic					2,411.78	
2021	June recycle revenue from Republic					2,411.78	
2021	July recycle revenue from Republic					2,411.78	
2021	August recycle revenue from Republic					2,411.78	
2021	September recycle revenue from Republic					2,411.78	
TOTAL REVENUES					41,152.10		

Expenditures (paid with recycle funds)		01-1840-53305			
YEAR	DESCRIPTION	AMOUNT approved by SWAC	Date Expensed	ACTUAL EXPENSE	SWAC APFVD CCAPFVD
TOTAL EXPENSES					
ACTUAL Revenue (less "Amount approved by SWAC")		41,152.10	PROJECTED FUND BALANCE		
Recycle Fund Balance (net of Actual Expense and Actual Revenue) this is your total savings acct				41,152.10	(CURRENT BALANCE)

APPROPRIATION or BUDGET

got spending authority last year - remaining balance request from last yr

less: Approved Expense to Date
AVAILABLE BUDGET to SPEND

BUDGET AMENDMENTS APPROVED

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

<u>F... C...</u>	<u>De... 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	1840	34425	0000	10/1/2020	REVERSE YE Revenue Accrual #1 FY2020 Republic Services: Hand to Hand Recycling, September 20, ck# 7409784 CR21-047		770.00	JE21-007	Revenue Accrual#1
01	1840	34425	0000	10/19/2020	Republic Services: Hand to Hand Recycling, September 20, ck# 7409784	REPUBLIC SERVICES	(770.00)	CR21-047	1408
01	1840	34425	0000	11/24/2020	Republic Services: Hand to Hand Recycling, Oct. 2020	REPUBLIC SERVICES	(742.50)	CR21-129	1538
01	1840	34425	0000	12/1/2020	E-Cycle: recycled cellphones, ck# 301490	E-CYCLE	(334.00)	CR21-140	1556
01	1840	34425	0000	12/21/2020	Republic Services: Hand in Hand recycling, Nov. 20, ck# 7417222	REPUBLIC SERVICES	(899.28)	CR21-191	31578
01	1840	34425	0000	2/1/2021	Republic Services: Hand to Hand Recycling, December 2020, ck# 7420825	REPUBLIC SERVICES	(1,260.55)	CR21-282	1742
01	1840	34425	0000	2/16/2021	Republic Services: Hand to Hand Recycling Jan. 2021, ck# 7422840	REPUBLIC SERVICES	(1,027.35)	CR21-319	1798
01	5200	34425	0000	10/1/2020	REVERSE YE Revenue Accrual #1 FY2020 N. American Recycling Parks heavy metal recycling, sent to recycling 9/1/20 CR21-022		122.40	JE21-007	Revenue Accrual#1
01	5200	34425	0000	10/9/2020	North American Recycling: proceeds for heavy metal recycling, ck# 016205 - FY20	NORTH AMERICAN RECYC	(122.40)	CR21-022	32080
60	3400	34425	0000	11/16/2020	Pacific Steel: misc iron recycling & water meters recycled, ck# 3180945	PACIFIC STEEL	(2,837.80)	CR21-105	1511

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
60	3500	34425	0000	10/1/2020	REVERSE YE Revenue Accrual #1 FY2020 North American Recycling: recycle copper wire, steel, stainless alloy, aluminum, ck# 016231 - sent to recycling 9/30/20 RCPT-0060		1,007.97	JE21-007	Revenue Accrual#1
60	3500	34425	0000	10/13/2020	North American Recycling: recycle copper wire, steel, stainless alloy, aluminum, ck# 016231 - sent to recycling 9/30/20	NORTH AMERICAN RECYC	(1,007.97)	RCPT-0060	127
60	3500	34425	0000	12/17/2020	North American Recycling: steel/tin recycling, ck# 16418	NORTH AMERICAN RECYC	116.70	CR21-183	1611
60	3510	34425	0000	11/16/2020	North American Recycling: scrap metal, 10/13/20. ck# 016298	NORTH AMERICAN RECYC	(282.71)	CR21-105	1512
Report Total							(7,500.89)		