

City of Meridian FY2024 Budget Amendment Form



Personnel Costs

Fund#	Dept.#	G/L#	Proj.#	G/L# Description	Total
01	5130	41200	0	Wages	
01	5130	41206	0	PT/Seasonal Wages	
01	5130	41210	0	Overtime	
01	5130	41304	0	Uniform Allowance	
01	5130	42021	0	FICA	\$ -
01	5130	42022	0	PERSI	\$ -
01	5130	42024	0	Worker's Comp	\$ -
01	5130	42025	0	Employee Insurance	\$ -
Total Personnel Costs					\$ -

Please only complete the fields highlighted in Orange.

Amendment Details

Title: **Meridian Homecourt Bay 6 Tenant Improvement**

Department Name: Parks & Recreation

Presenting Department Name: Parks & Recreation

Department #: 5130

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
01	5130	53100	0	Building Maintenance - Carpet	\$ 75,922		\$ 75,922
01	5130	53100	0	Building Maintenance - Walls	\$ 28,463		\$ 28,463
01	5130	53100	0	Building Maintenance - Technology	\$ 12,044		\$ 12,044
01	5130	53100	0	Building Maintenance - Furniture	\$ 10,375		\$ 10,375
01	5130	53100	0	Building Maintenance - Signage	\$ 12,013		\$ 12,013
01	5130	53100	0	Building Maintenance - Security	\$ 1,650		\$ 1,650
01	5130	53100	0	Building Maintenance - Miscellaneous	\$ 1,500		\$ 1,500
01	5130	53100	0	Building Maintenance - WiFi	\$ 10,378		\$ 10,378
01	5130		0				\$ -
01	5130		0				\$ -
01	5130		0				\$ -
01	5130		0				\$ -
01	5130		0				\$ -
Total Operating Expenditures					\$ 152,345	\$ -	\$ 152,345

Clerks Office Stamp

Date of Council Approval _____

Capital Outlay

Fund#	Dept.#	G/L#	Proj.#	G/L# Description	Total
01	5130		0		
01	5130		0		
01	5130		0		
01	5130		0		
01	5130		0		
01	5130		0		
Total Capital Outlay					\$ -

Revenue/Donations

Fund#	Dept.#	G/L#	Proj.#	G/L# Description	Total
01	5130		0		
01	5130		0		
01	5130		0		
Total Revenue/Donations					\$ -

Acknowledgement

Date

Steve Siddoway 12/5/23

Department Director

REVIEWED

By Todd Lavoie at 9:40 am, Dec 05, 2023

Chief Financial Officer

John O. approved via email 12/5/2023.

Council Liaison

12-5-23

Mayor

Total Amendment Request \$ 152,345

City of Meridian FY2024 Budget Amendment Form

Total Amendment Cost - Lifetime

	Prior Year(s) Funding	Fiscal Year 2024	Fiscal Year 2025	Fiscal Year 2026	Fiscal Year 2027	Fiscal Year 2028	
Personnel		\$ -	\$ -	\$ -	\$ -	\$ -	Department Name: <u>Parks & Recreation</u> Title: <u>Meridian Homecourt Bay 6 Tenant Improvement</u> Instructions for Submitting Budget Amendments: > 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		\$ 152,345	\$ -	\$ -	\$ -	\$ -	
Capital		\$ -	\$ -	\$ -	\$ -	\$ -	
Total	\$ -	\$ 152,345	\$ -	\$ -	\$ -	\$ -	
Total Estimated Project Cost:							

Evaluation Questions

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

<p>1. Describe what is being requested?</p> <p>The Resurge Church contract expires February 29th, of 2024. As the Church moves out, we would like to conduct a tenant improvement that will allow the Parks & Recreation Department to use the existing space for a variety of community education classes. The tenant improvement includes items needed to make this space functional for community classes and replace outdated and worn items. The improvement consists of multipurpose flooring, carpet, paint, facility signage, network needs (IT), furniture, and security items.</p>	
<p>2. Why was this budget request not submitted during the current fiscal year budget cycle?</p> <p>Resurge Church contract was modified in late August just after the FY24 budget was completed and approved.</p>	
<p>3. What is the explanation for not submitting this budget request during the next fiscal year budget cycle?</p> <p>We would like to have this tenant improvement completed in time for our summer activity guide publishing in June of 2024. This will allow current programs to expand or grow and will allow for our department programs as a whole to grow and not turn customers away.</p>	
<p>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.</p> <p>Funding would come from the general fund balance.</p>	
<p>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?</p> <p>Yes.</p>	
<p>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.</p> <p>Yes. IT will be involved in the installation of the network and IT needs. Purchasing will be involved with the project bid process.</p>	
<p>7. Does this Amendment include any needed Equipment or Software that will utilize the City's network? (Yes or No)</p>	<p>Yes <input type="checkbox"/></p>
<p>8. Is the amendment going to result in the disposal of an asset? (Yes or No)</p>	<p>No <input type="checkbox"/></p>
<p>9. Any additional comments?</p>	

Total Amendment Request \$ 152,345

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 E. Simison

City Council Members:

Joe Borton
Liz Strader
Brad Hoaglund

John Overton
Jessica Perreault
Luke Cavener

December 4th, 2023

MEMORANDUM

TO: Mayor Robert Simison and City Council

FROM: Garrett White, Recreation Manager, MPR Dept.

RE: Meridian Homecourt Bay 6 Tenant Improvement and Budget Amendment

Background

The Resurge Church contract expires February 29th, of 2024. As the Church moves out, we would like to conduct a tenant improvement that will allow the Parks & Recreation Department to use the existing space for a variety of community education classes.

The tenant improvement includes items needed to make this space functional for community classes and replace outdated and worn items. The improvement consists of new multipurpose flooring, carpet, paint, facility signage, network needs (IT), furniture, and security items. The total cost of the improvement is \$152,435.00.

Objective

To approve the proposed tenant improvement and budget amendment at the Meridian Homecourt.





Meridian Homecourt Bay 6

Tenant Improvement Project

Tonight's Objective:

Approval of the proposed tenant improvement at the Meridian Homecourt.

Purpose of the Tenant Improvement:

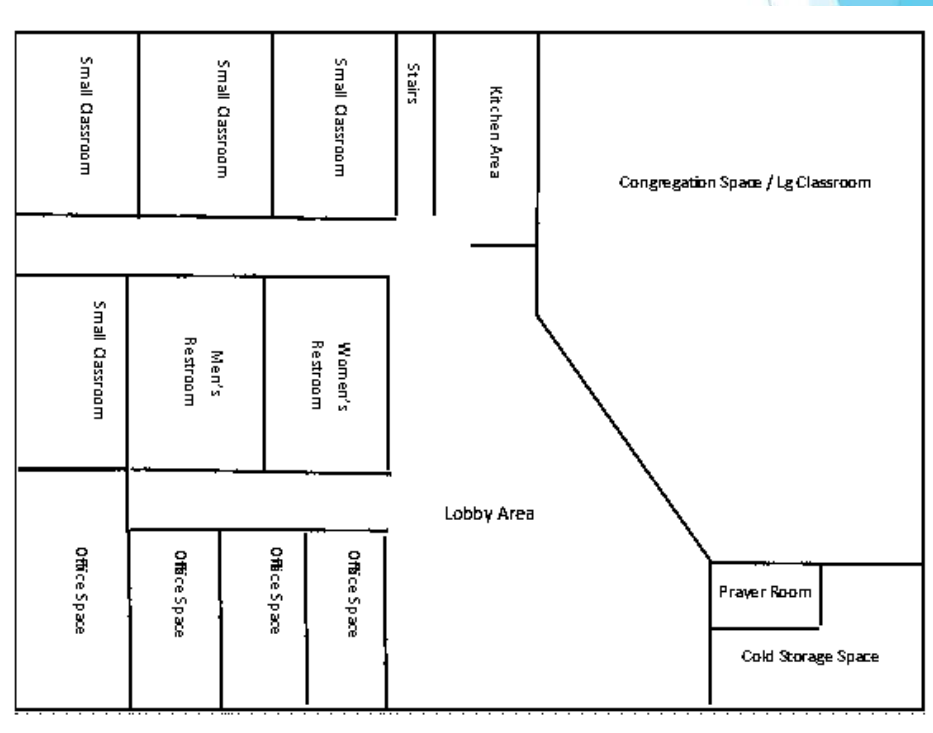
- To provide a quality, accessible, and welcoming space for the community.
- To bring the Bay 6 up to the “Meridian Way” standards.
- To make spaces usable for Community Education Classes offered by the Parks & Recreation Department

BAY 6 - Resurge Church Space

- Church Agreement expires February 29th, 2024
- Approximately 7200 sq. ft.
- Church has occupied the space since June of 2008 (15+ years)
- Tentative Date for Parks & Recreation use is June of 2024.

Space consists of:

- Four Small Classrooms
- Four Small Offices
- One Large Congregation Space
- Lobby Area
- Kitchen Area
- Restrooms
- Cold Storage



Tenant Improvement Detailed Costs

- ❑ Replace Carpet in Congregation Room, two Classrooms, Lobby, and Hallways \$75,922
- ❑ Paint and wall repairs in Congregation Room, Lobby, Hallways, and two Classrooms - \$28,463
- ❑ Phones, Cameras, WIFI, and other IT needs \$12,044
- ❑ FFE's (AED, Tables, Chairs, benches, etc.) \$10,375
- ❑ Building Signage \$12,103
- ❑ Door Re-Key with Keypad \$1,650
- ❑ Miscellaneous Repairs \$1,500

Total Tenant Improvement Costs for Bay 6: \$142,057

Additional Improvement:

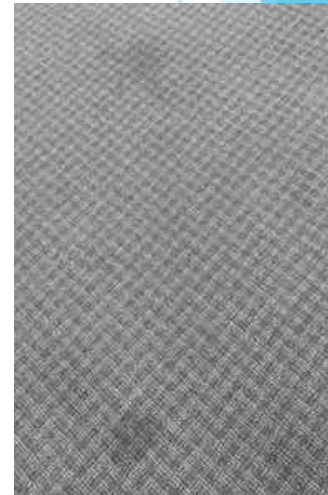
Homecourt Wifi Upgrade \$10,378

(This will solve issues with credit card processing, scheduling software, and give the public better connectivity during heavy use times.)

Total Improvement Cost: \$152,435

Why Replace the Carpet?

1. Carpet is 15+ years old and is in need of repairs.
2. We need multipurpose flooring in the large classroom to allow for Dance, Martial Arts, Exercise, and any other movement type class.
3. Laminate in the two classrooms allows for art classes and easy clean up after spills.



Painting Needs;



Exterior Building Signage

Current



After



Questions?



MERIDIAN
HOMECOURT

FAMILY RECREATION CENTER