

City of Meridian FY2025 Budget Amendment Form



Personnel Costs

Full Time Equivalent (FTE):

Fund#	Dept.#	G/L#	Proj.#	G/L# Description	Total
20	2250	41200	5044	Wages	
20	2250	41206	5044	PT/Seasonal Wages	
20	2250	41210	5044	Overtime	
20	2250	41304	5044	Uniform Allowance	
20	2250	42021	5044	FICA	\$ -
20	2250	42022	5044	PERSI	\$ -
20	2250	42023	5044	Worker's Comp	\$ -
20	2250	42025	5044	Employee Insurance	\$ -
Total Personnel Costs					\$ -

Please only complete the fields highlighted in Orange.

Amendment Details

Title: Firehouse Subs Grant

Department Name: Fire

Presenting Department Name: Fire

Department #: 2250

Primary Funding Source: 20

CIP#:

Project #: 5044

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
20	2250	54000	5044	Rope Rescue Equipment	\$ 25,681		\$ 25,681
20	2250	54000	5044	Freight/Shipping	\$ 450		\$ 450
20	2250		5044				\$ -
20	2250		5044				\$ -
20	2250		5044				\$ -
20	2250		5044				\$ -
20	2250		5044				\$ -
20	2250		5044				\$ -
20	2250		5044				\$ -
20	2250		5044				\$ -
20	2250		5044				\$ -
20	2250		5044				\$ -
20	2250		5044				\$ -
20	2250		5044				\$ -
Total Operating Expenditures					\$ 26,131	\$ -	\$ 26,131

Capital Outlay

Fund#	Dept.#	G/L#	Proj.#	G/L# Description	Total
20	2250		5044		
20	2250		5044		
20	2250		5044		
20	2250		5044		
20	2250		5044		
20	2250		5044		
Total Capital Outlay					\$ -

Revenue/Donations

Fund#	Dept.#	G/L#	Proj.#	G/L# Description	Total
20	2250	33100	5044	Grant Revenue	\$ 26,131
20	2250		5044		
20	2250		5044		
Total Revenue/Donations					\$ 26,131

Acknowledgement	Date
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> </div> Department Director	11.20.24
<div style="border: 1px solid black; padding: 5px; background-color: #e3f2fd; display: inline-block;"> REVIEWED By Todd Lavoie at 8:19 am, Nov 22, 2024 </div>	
Chief Financial Officer	
Approved Liz Strader via email	
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> </div> Council Liaison	11.26.24
Mayor	11-26-24

fields 11.21.24

Total Amendment Request \$ (0)

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Total Amendment Cost - Lifetime

	Prior Year(s) Funding	Fiscal Year 2025	Fiscal Year 2026	Fiscal Year 2027	Fiscal Year 2028	Fiscal Year 2029
Personnel		\$ -	\$ -	\$ -	\$ -	\$ -
Operating		\$ 26,131	\$ -	\$ -	\$ -	\$ -
Capital		\$ -				
Total	\$ -	\$ 26,131	\$ -	\$ -	\$ -	\$ -

Department Name: Fire

Title: Firehouse Subs Grant

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

Total Estimated Project Cost: \$ 26,131

Evaluation Questions

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

1. Describe what is being requested?	
Acceptance of Firehouse Sub Grant for the purchase of Rope Rescue Equipment	
2. Why was this budget request not submitted during the current fiscal year budget cycle?	
Grant was awarded to the department in November 19, 2024, which was after the fiscal year budget cycle.	
3. What is the explanation for not submitting this budget request during the next fiscal year budget cycle?	
Equipment was only going to be purchased if we acquired a grant.	
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.	
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?	

Total Amendment Request \$ (0)

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.



Firehouse Subs Public Safety Foundation, Inc.

12735 Gran Bay Pkwy., Suite 150, Jacksonville, Florida 32258

MEMO OF UNDERSTANDING- FUNDING AGREEMENT

November 4, 2024

Failure to adhere to the requirements of this Funding Agreement will jeopardize your grant award.
All purchases must match the quantities and equipment approved in the original grant request and approved quote.

Firehouse Subs Public Safety Foundation Responsibilities

- Firehouse Subs Public Safety Foundation will award funding to **City of Meridian, on behalf of Meridian Fire Department, Meridian, ID** for **\$25,680.60** to be used toward the direct purchase of **Rope Rescue Equipment (Including Freight up to \$450).**

City of Meridian, on behalf of Meridian Fire Department Responsibilities

1. An ACH transfer will be remitted to the organization name as stated in this memo of understanding and **must** match the EIN number submitted on the grant request and bank account information listed on the ACH Authorization. If there is a change in either information, you must submit a W-9.
2. **Purchase** the equipment on Approved Quote #24-QT-7177A from Apparatus Equipment & Service, Inc.
 - a. **NOTE: DO NOT PREPAY** for the equipment order at the time of purchase
3. **Confirm Receipt of ACH Transfer** by emailing procurementfoundation@firehousesubs.com
4. **Verify Purchase and Delivery** by providing Firehouse Subs Public Safety Foundation with the following:
 - a. All signed and dated packing slips
 - b. Copies of paid invoices, verifying your organization’s name as the customer and matching the vendor quote(s)
 - c. A copy of the cleared check(s), verifying the payee and payment amount matches the vendor quote(s)
5. In the event that the purchased equipment costs less than the dollar amount awarded, all excess funds must be returned to Firehouse Subs Public Safety Foundation.
 - a. Email procurementfoundation@firehousesubs.com with notification of excess funds within 30 days of purchase
 - b. Return Excess Funds within 30 days of receipt of excess funds invoice to Firehouse Subs Public Safety Foundation, Attention: Gina Brown, 12735 Gran Bay Parkway, Suite 150, Jacksonville, FL 32258
6. If purchases exceed funding, **City of Meridian, on behalf of Meridian Fire Department** is responsible for the additional amount.

VERY IMPORTANT: Deadline for submitted documentation is March 1, 2025.

Firehouse Subs Public Safety Foundation

Date

City of Meridian, OBO Meridian Fire Department Representative (Signature)
Robert E. Simison, Mayor 11-19-2024

Date

City of Meridian, OBO Meridian Fire Department Representative Name (Print)

Attest: Chris Johnson, Clty Clerk 11-19-2024