



MEMORANDUM

DATE: OCTOBER 21, 2025
TO: MAYOR AND CITY COUNCIL
FROM: CITY OF MERIDIAN EMPLOYEE BENEFITS PLAN TRUST BOARD
RE: **CITY OF MERIDIAN EMPLOYEE BENEFITS PLAN TRUST: BUDGET AMENDMENT**

Purpose:

Adequately fund the City of Meridian Employee Benefits Plan Trust through the end of June 2025 (Quarter 2).

Recommended Action:

- Move to approve the \$182,988 additional funding for the City of Meridian Employee Benefits Plan Trust to provide adequate surplus as defined by Idaho State Department of Insurance (DOI) to cover the actual plan costs through June 30, 2025.
- Authorize the Mayor to sign the budget amendment.

Financial Summary:

- End of Q2 2025 (June 30, 2025) deficit: \$733,063, minus the \$550,075 already approved by Council leaves a remaining deficit of \$182,988

Future Amendments:

- Once Q3 Financials are available, the Trust will bring forward an additional budget amendment for the actual amount of deficit.
- Once Q4 Financials are available, the Trust will provide an update on the actual costs and will bring forward an additional budget amendment for the actual amount of deficit.

Trustee Contact Information:

- | | |
|----------------------------------|--------------|
| • Bill Nary, Trust Chair | 208-489-0480 |
| • Alex Frietag, Trust Vice Chair | 208-489-0376 |
| • Christena Barney, Trustee | 208-489-0465 |
| • Eli Daniel, Trustee | 208-489-0494 |
| • Justin Northway, Trustee | 208-895-3335 |

City of Meridian FY2026 Budget Amendment Form

Personnel Costs

Full Time Equivalent (FTE):

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

Operating Expenditures

Fund#	Dept.#	G/L#	Proj.#	G/L# Description	One-Time	On-Going	Total
Various	Various		0	Surplus Funding for COMEBPT	\$ 182,988		\$ 182,988
Various	Various		0				\$ -
Various	Various		0				\$ -
Various	Various		0				\$ -
Various	Various		0				\$ -
Various	Various		0				\$ -
Various	Various		0				\$ -
Various	Various		0				\$ -
Various	Various		0				\$ -
Various	Various		0				\$ -
Various	Various		0				\$ -
Various	Various		0				\$ -
Total Operating Expenditures					\$ 182,988	\$ -	\$ 182,988

Capital Outlay

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

Revenue/Donations

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



Please only complete the fields highlighted in Orange.

Amendment Details

Title: **City of Meridian Employee Benefits Plan Trust (COMEBPT)**Department Name: **COMEBP Trust**Presenting Department Name: **COMEBP Trust**Department #: **Various**Primary Funding Source: **Various**CIP#: Project #: Is this for an Emergency? ☐ Yes ☒ NoNew Level of Service? ☐ Yes ☒ No

Clerks Office Stamp

Date of Council Approval

Acknowledgement

Date

[Signature] 10/15/25

Department Director

[Signature] 10.15.25

Chief Financial Officer

Approved Luke Cavener via email 10.15.25

[Signature] 10-16-25

Council Liaison

[Signature]

Mayor

Total Amendment Request \$ **182,988**

fields 10.15.25

City of Meridian FY2026 Budget Amendment Form

Total Amendment Cost - Lifetime

	Prior Year(s) Funding	Fiscal Year 2026	Fiscal Year 2027	Fiscal Year 2028	Fiscal Year 2029	Fiscal Year 2030
Personnel		\$ -	\$ -	\$ -	\$ -	\$ -
Operating		\$ 182,988	\$ -	\$ -	\$ -	\$ -
Capital		\$ -				
Total	\$ -	\$ 182,988	\$ -	\$ -	\$ -	\$ -
		Total Estimated Project Cost: \$ 182,988				

Department Name: COMEBP Trust

Title: City of Meridian Employee Benefits Plan Trust (COMEBPT)

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

Evaluation Questions

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

1. Describe what is being requested?	
Due to additional health care claims costs the COMEBPT has a deficit in the surplus that is required by the Department of Insurance (DOI) under Idaho Code, 41-4010(3). The amount requested includes the current deficit in the surplus at the end of Q2 (June 2025).	
2. Why was this budget request not submitted during the current fiscal year budget cycle?	
Health benefit costs are incurred throughout the calendar year and cannot always be adequately anticipated despite actuarial studies, audits, benchmarks and reviews.	
3. What is the explanation for not submitting this budget request during the next fiscal year budget cycle?	
The deficit needs to be maintained per DOI requirements under Idaho code 41-4010(3) in the current 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.	
General Fund and Enterprise Fund.	
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, Government excellence in attracting and retaining employees.	
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?	
The City of Meridian has contributed \$2,519,075 to the Trust for State Reserve requirements to date. Adding this \$182,988 will put the additional contribution from the City at \$2,702,063.	

Total Amendment Request \$ 182,988

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.

Employee Benefit Costs

Source: Questica > Position Allocation >

Fund Code	Dept Code	Department	FY2026 Budget FTE	% Allocation
01	1120	Council	6.00	1.16%
01	1140	City Clerk	7.00	1.35%
01	1310	Mayor's Office	5.00	0.96%
01	1500	Finance Department	12.00	2.31%
01	1510	Information Technology	19.00	3.66%
01	1520	Legal Dept	6.00	1.16%
01	1540	Human Resources	7.00	1.35%
01	1840	Other Government	1.00	0.19%
01	1841	Communications	2.00	0.39%
01	1842	Capital Projects	1.00	0.19%
01	1850	City Hall	4.00	0.77%
01	1860	Street Lighting	1.00	0.19%
01	1900	Community Development Depts	47.00	9.06%
01	2110	Police Department	197.00	37.96%
01	2210	Fire Department	15.00	2.89%
01	5200	Parks & Recreation	53.00	10.21%
60	3200	Public Works	49.00	9.44%
60	3300	Meridian Utility Billing	7.00	1.35%
62	3400	Water Department	31.00	5.97%
65	3500	WasteWater Facility	49.00	9.44%
Total Employee Benefit Costs			519.00	100.00%

Fire Union Members are not on City's Benefits Plan

General Fund	74%	\$	135,037
Enterprise Fund	26%	\$	47,951

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Employee Benefits Plan Trust

\$	182,988
Allocation Across Departments	
\$	2,115
\$	2,468
\$	1,763
\$	4,231
\$	6,699
\$	2,115
\$	2,468
\$	353
\$	705
\$	353
\$	1,410
\$	353
\$	16,571
\$	69,458
\$	5,289
\$	18,687
\$	17,276
\$	2,468
\$	10,930
\$	17,276
\$	182,988