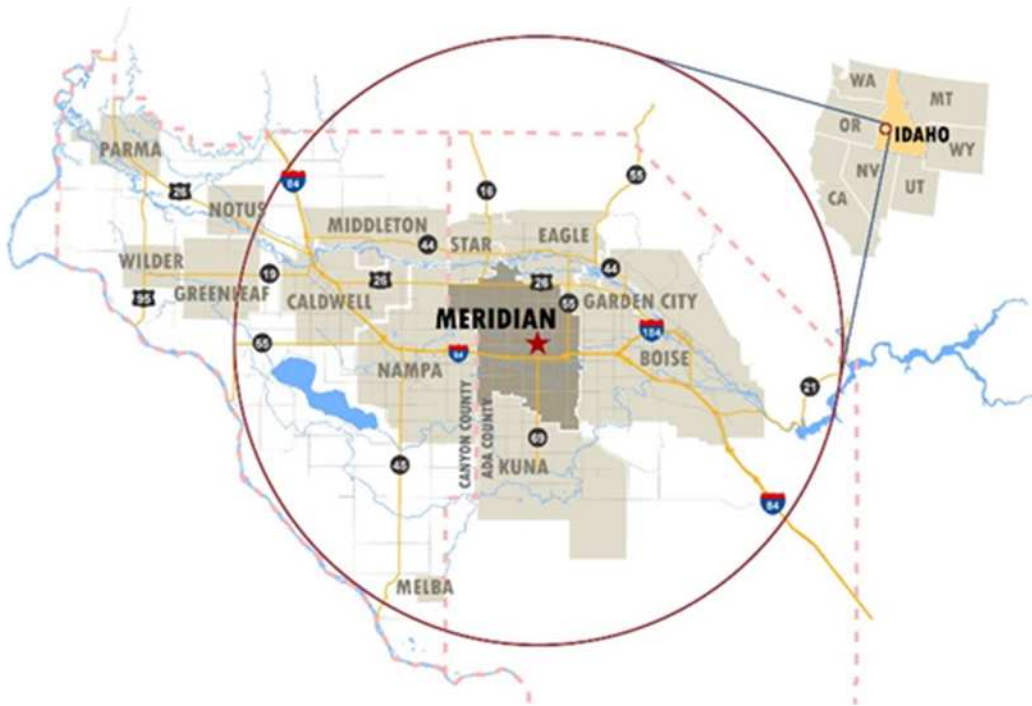


Proposed Budget  
Fiscal Year 2023



**Mayor**  
Robert Simison

**City Council**  
Treg Bernt - Joe Borton – Luke Cavener  
Brad Hoaglund - Jessica Perreault - Liz Strader



Proposed Budget Prepared by – Brad Purser (Budget Manager)

Chief Financial Officer – Todd Lavoie

On-line versions of the City budget are posted on the City website.

[www.meridiancity.org/finance/management](http://www.meridiancity.org/finance/management)

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# Introduction and Overview





## Members of Council and Citizens of Meridian:

In accordance with State of Idaho Code 50-1002, we are pleased to present to you the financially balanced Fiscal Year 2023 Mayor's Proposed Budget (Proposed Budget).

A City's budget presents in financial terms a plan to accomplish its objectives during the upcoming fiscal year. The Proposed Budget builds on a history of conservative financial stewardship created by our legislative body over decades which has allowed the City of Meridian (the City) to face many challenges and growing pains with available resources not always found among our fellow agencies in Ada County, Idaho, or the nation. Annual budget development always brings the challenges of balancing the needs and priorities of the City with the financial support necessary to provide the quality services expected by our community. With a stronger knowledge and appreciation of a pandemic, this Proposed Budget looks forward with optimism and a higher bar for the City. Our citizens expect a very high level of service which our employees are ready to deliver.

Our City Strategic Plan plays an instrumental part in developing the annual Proposed Budget. The Mission, Vision, and Goals of the City Strategic Plan guide many of the decisions involved with establishing the annual Proposed Budget. The adopted financial policies that support the City Strategic Plan also guides the budget preparation along with a few high-level points:

- Make decisions based on the prioritized needs of our community per our City Strategic Plan
- Provide the necessary support to all City employees
- Balance current revenues to current expenses and maintain policy driven fund reserves
- Minimize impacts of any tax increases to taxpayers
- Maintain the highest level of customer service

This year's budget message will walk through the financial situation starting with a brief overview of the Budget Summary, Budget Assumptions and what is included in the Proposed Budget.

## Budget Summary

### General Funds

#### The General Funds FY2023 Budget Summary

Total Revenues	\$86,744,583
Total Expenses	<u>\$83,810,365</u>
EXCESS REVENUES	\$ 2,934,217

### Enterprise Funds

#### The Enterprise Funds FY2023 Budget Summary

Total Revenues	\$49,709,009
Total Expenses	<u>\$49,191,623</u>
EXCESS REVENUES	\$ 517,385

## Budget Assumptions

### Property Taxes

#### Allowable 3%

- Propose : 3.0%
  - \$1,272,748 new revenues (Estimated increase in cost per \$100,000 of taxable property value per month = \$.43)
    - 1% = \$424,249 (\$.14 per month per \$100,000 of taxable value)
    - 2% = \$848,499 (\$.28 per month \$100,000 of taxable value)
    - 3% = 1,272,748 (\$.43 per month \$100,000 of taxable value)



## Budget Transmittal Message

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### New Construction

- Propose taking the entire New Construction property tax revenue
  - \$1,648,999 new revenues from growth (\$.55 per \$100,000 of taxable property value)

### New Annexation

- Propose taking the entire New Annexation property tax revenue
  - \$34,371 new revenues from growth (\$.01 per \$100,000 of taxable property value)

### Property Tax Levy Rate

- Current = .002444804
- Projected = .0018276228 (decrease of 25.2%)

## Compensation Adjustments

### Merit

- General Employees = 0% increase on average
- Fire Union Members = per approved collective labor agreement (CLA)
- Police Step Plan Members = per approved step plan – see appendix

### Cost of Living Salary Adjustment (COLA)

- General Employees = 8.3% increase was provided during FY2022.
  - No additional COLA included in this FY2023 budget proposal
- Fire Union Members = per approved CLA
- Police Step Plan Members = 8.3% increase was provided during FY2022.
  - No additional COLA included in this FY2023 budget proposal

### Market Adjustments

- General Employees = 6.1% increase
- Fire Union Members = per approved CLA
- Police Step Plan Members = per approved step plan – see appendix

## Benefits

- PERSI – no change from prior year
- Medical Benefits – City is self-funded and will realize actual expenses when they occur
- Vision Benefits – City is self-funded and will realize actual expenses when they occur
- Dental Benefits – City is self-funded and will realize actual expenses when they occur

## Revenues

- Water/Sewer Sales – 4.33% increase year over year
- Development Revenues – 35.96% decrease year over year
- Liquor Revenues – 19.93% increase year over year
- Sales Tax Revenue – 50.87% increase year over year





## Budget Transmittal Message

### Replacement Requests

The Proposed Budget continues to manage its current infrastructure and assets to meet the current expectations of our citizens, community, and employees. Replacements represent the agreed upon level of service that our previous decision makers established in previous years and this cost of doing business is represented with the ongoing management of the City's infrastructure and assets.

Apparatus and Vehicles = \$1,594,098  
Equipment and Supplies = \$1,094,691  
Municipal and Community Facilities = \$555,000  
Technology and Communications = \$463,625  
Utility Infrastructure = \$3,490,000  
**TOTAL REPLACEMENT REQUESTS = \$7,197,414**

### New Budget Requests

The Proposed Budget as previously mentioned considers the guiding document, City Strategic Plan, to help prioritize resource needs for the future. Below is a summary of the New Budget Requests categorized by City Strategic Plan Focus area. All New Budget Requests are available in detail within this budget book located in their respective departments.

Responsible Growth - New Budget Requests = \$9,050,316  
Transportation and Infrastructure - New Budget Requests = \$2,120,000  
Business and Economic Vitality - New Budget Requests = \$0  
Public Health and Safety - New Budget Requests = \$19,265,651  
Vibrant and Sustainable Community - New Budget Requests = \$2,736,161  
Government Excellence - New Budget Requests = \$1,051,121  
**TOTAL NEW BUDGET REQUESTS = \$34,223,281**

### Financial Highlights

#### Property Valuation

The City experienced an increase in total taxable property valuation change year over year of about 40% with New Construction and Annexation making up about 3% of that growth and the remaining being derived from property value changes. On average, City residential properties will experience about a 10-40% increase in their property values year over year while City commercial properties will experience about a 10-30% increase in their property values.

#### Population and Growth

The City has been named the second fastest growing large City in the nation since 2010 and started calendar year 2022 with a population of about 133,470. With an annual growth rate of 5.51% over those previous ten years, the City has developed this Proposed Budget with an expectation of 4.33% for fiscal year 2023.

Development growth within the housing arena has been very strong over the past 10 years (as represented by the population boom). The City plans on continued strong development for the next 20 years as well with a steady decline in annualized growth from 4.70% down to 1.00%.

Economic growth is prevalent with all the commercial/retail construction the City has seen over the past 10 years. This budget proposal takes the economic strength into consideration and provides the resources and services necessary to support the healthy economy that the City is experiencing.



## Budget Transmittal Message

### Long-Range Financial Plan

The City’s Financial Stability Policy requires annually the development of a long-range plan (Comprehensive Financial Plan) for revenues and expenditures during the annual budget development process. The Comprehensive Financial Plan (CFP) conducted for this budget proposal was developed on revenue estimates based on an analysis of historical trends. The CFP must be developed to include the balancing of all revenues and expenditures for the next five years and consider all revenues and expenditures for an additional five years for discussion. The CFP is provided to Council prior to the development of this annual budget document and is provided in this Proposed Budget.

### Reserves

Each major reporting fund maintains a reserve balance that is used to manage our cash flow and provide liquidity in the event of a financial crisis. The City follows the Funds and Fund Balance Policy in determining reservation needs on an annual basis. This budget proposal was developed with fund balance limits in mind and does not negatively impact the City’s ability to maintain policy fund Balance Policy minimums.

### Fund Balance Impacts

The City has established a pay-as-you-go philosophy for capital projects which allows the City to save money before construction needs. This pay-as-you-go approach has awarded the City to stay debt free. The Proposed Budget is requesting both additions and reductions of specific fund balances to pay for the necessary one-time capital expenditures. Itemized details of specific fund balance changes are displayed in the following pages of the budget book along with a summary review below. Any fund balance reduction requests are proposed within the City’s Funds and Fund Balances Policy guidelines.

#### The General Funds impact to Fund Balances

- Use of Fund Balance – Capital Improvement Fund \$1,500,000
- Use of Fund Balance – Public Safety Fund \$1,423,202
- Addition to Fund Balance – Impact Fee Fund \$6,860,351
- Use of Fund Balance – General Fund \$1,002,931

#### The Enterprise Funds impact to Fund Balances

- Addition to Fund Balance – Enterprise Fund \$ 517,385

### Debt Management

The Proposed Budget contains zero requests to incur debt.

### Revenues

Revenues are discussed in the annual Revenue Report that is provided in this document.



### Financial Concerns

The City has managed and learned from the various impacts the pandemic, inflation, low unemployment, and population growth has presented. Fiscal year 2023 will continue to provide challenges created by these factors that will impact our ability to construct infrastructure for the growing City and hire staff to support the growing community.

Idaho lawmakers voted to pass new Property Tax legislation during calendar year 2021 that will forever create a tighter revenue source for the City. Lawmakers determined it was necessary to limit the amount of revenue a City could collect from New Growth which will negatively impact the City's ability to support the large increases in annual population growth. The City has responsibly and conservatively forecasted revenue to the year 2050 (more details about revenues can be found in the Revenue Report).

Economically, the City is thriving. The City is continuing to receive large amounts of development interest which will benefit the City for years to come. The large population changes year over year will be our largest hurdle. The City will continue to balance customer service needs with a prudent look at staffing and infrastructure needs.

### Summary

The budget is a prudent and conservative plan to improve our community, workplace, and empower/support our hard-working employees. It includes funding to maintain the operations of the City and provide quality services to residents and customers.

Budget preparation takes a lot of time, energy, and hard work by City staff, City Council, and the Mayor. I would like to acknowledge the large number of staff who have worked tirelessly bringing this budget proposal together. Staff members in all departments and divisions and especially in the Budget Division have all rallied together, analyzed data, gathered all the numbers, and narratives that are displayed in the following pages. Their skill, expertise in the many aspects of running a City, and commitment are the foundation upon which the Proposed Budget is based.

As the Chief Financial Office of the City, I would personally like to thank all City personnel, City Council, Mayor, Finance staff, and our Budget Manager for their time and commitment to the citizens of Meridian.

Respectfully Submitted,

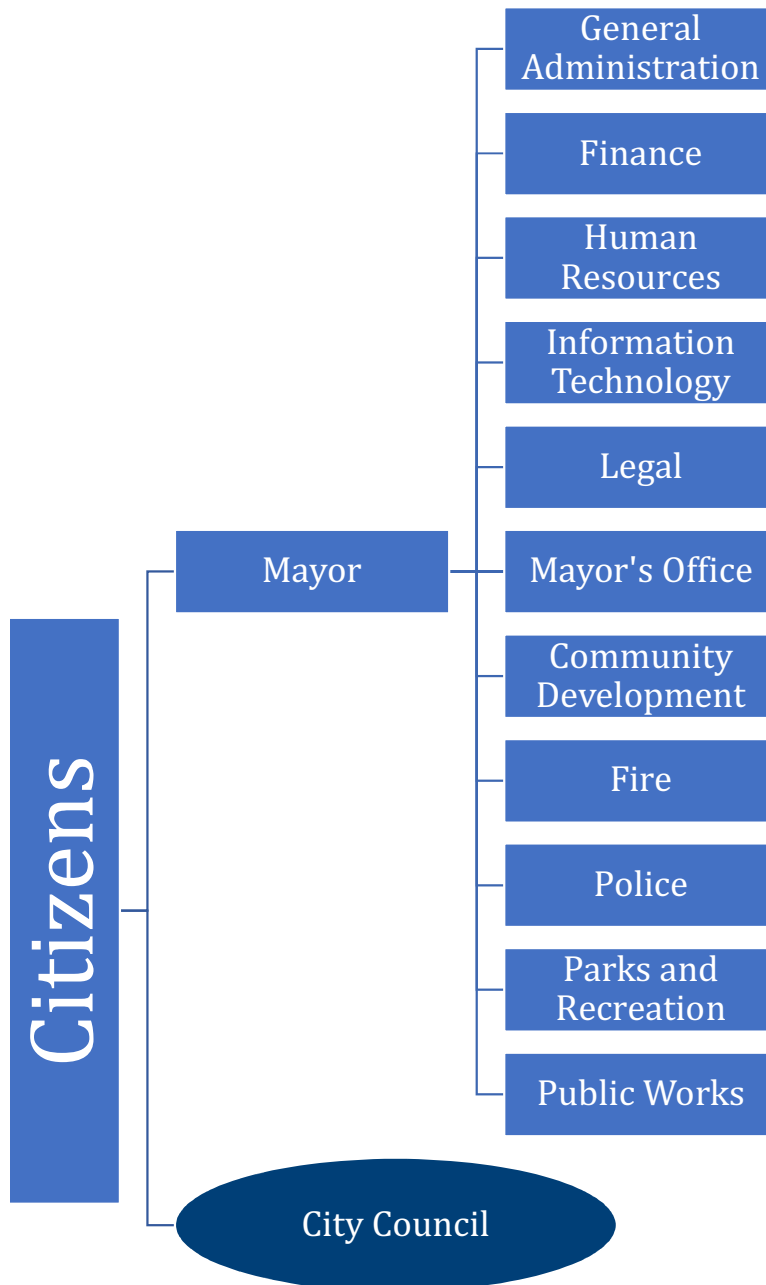
Todd Lavoie

Chief Financial Officer



# Financial Structure, Policy, and Process





## Fund Descriptions and Fund Structure



Fund	Fund Name	Description	Revenue Sources
01	General	Utilized by all General Fund depts. for the necessary costs to delivered the services requested of the Citizens and City Council on an annual basis.	<ul style="list-style-type: none"> <li>- Property Taxes</li> <li>- State Sales Tax Sharing</li> <li>- Development Permit Revenue</li> <li>- State Liquor Revenue</li> <li>- Rural Fire Reimbursement</li> <li>- Gas/Cable/Power Franchise Revenue</li> <li>- Misc. Permits</li> <li>- Fines &amp; Licensing</li> </ul>
07	Impact	Utilized by Fire, Parks, and Police Depts. To collect revenue from future development to maintain existing levels of service with the grown community	<ul style="list-style-type: none"> <li>- Fire Impact Fees</li> <li>- Parks &amp; Rec Impact Fees</li> <li>- Police Impact Fees</li> </ul>
08	Public Safety	Utilized by the Fire and Police Depts. to properly plan and save for future Capital needs	<ul style="list-style-type: none"> <li>- Excess Revenue from General Fund 01</li> </ul>
20	Grant/General	Utilized by all General Fund Dept. to collect and spend Grant Funds on approved expenditures	<ul style="list-style-type: none"> <li>- Idaho Transportation Dept.</li> <li>- Federal Dept. of Housing &amp; Urban Development</li> <li>- State of Idaho</li> <li>- State Liquor Revenue</li> </ul>
55	Capital Improvement	Utilized by all General Fund Depts. to properly plan and save for future Capital needs	<ul style="list-style-type: none"> <li>- Excess Revenue from Community Development Permit Revenue General Fund 01</li> <li>- Excess Revenue from General Fund 01</li> </ul>
60	Enterprise	Utilized by all Enterprise Fund Depts. for the necessary cost to deliver the utility services requested by the Citizens and City Council on an annual basis	<ul style="list-style-type: none"> <li>- Water Sales Revenue</li> <li>- Sewer Sales Revenue</li> <li>- Water Connection Revenue</li> <li>- Sewer Connection Revenue</li> </ul>
61	Grant/ Enterprise	Utilized by all Enterprise Fund Depts. to collect and spend Grant Funds on approved expenditures	<ul style="list-style-type: none"> <li>- Idaho Dept. of Environmental Quality</li> <li>- Federal Dept. of Housing &amp; Urban Development</li> <li>- State of Idaho</li> </ul>



## Basis of Accounting

### Summary of Significant Accounting Policies

The City of Meridian, Idaho (the City) was incorporated August, 1903. The City operates under a mayor and council form of government and provides the following services as authorized by its charter; public safety (police and fire), community planning and development, parks and recreation, general administrative services, and water and sewer service.

The accounting and reporting policies of the City relating to the funds included in the accompanying basic financial statements conform to generally accepted accounting principles applicable to state and local governments. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing government accounting and financial reporting principles. The more significant of the City's accounting policies are described below.

### Financial Reporting Entity

As required by generally accepted accounting principles, these basic financial statements present the City in conformance with GASB.

Component units are organizations that are included in the reporting entity because of the significance of their operational or financial relationships with the City and are legally separate organizations for which the City is financially accountable. The component unit column in the government-wide financial statements is the financial data of the City's single component unit, the Meridian Development Corporation (MDC). MDC is a separate and distinct legal entity created by state statute and is presented as a discretely presented component unit. The directors of MDC are appointed by the Mayor and approved by the City Council. MDC promotes downtown development services for the citizens of the City. Complete financial statements can be obtained from the City of Meridian Division of Financial Management, 33 East Broadway Avenue, Meridian, Idaho.

### Government-Wide and Fund Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the nonfiduciary activities of the primary government. The effect of interfund activity has been removed from these statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities which rely, to a significant extent, on fees and charges for support.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include; charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment, grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Separate financial statements are provided for governmental funds and proprietary funds. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

### Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the proprietary fund financial statements. Revenues are recorded when earned, and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.



## Basis of Accounting

Property taxes, franchise taxes, licenses, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Only the portion of special assessments receivable due within the current fiscal period is considered to be susceptible to accrual as revenue of the current period. All other revenue items are considered to be measurable and available only when cash is received by the government.

The City reports the following major governmental funds;

*General Fund* – The General Fund is the general operating fund of the City. It is used for all financial resources except those required to be accounted for in another fund.

*Capital Projects Fund* – The Capital Projects Fund is used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds).

The City reports the following major proprietary fund;

*Enterprise Fund* – The Enterprise Fund is used to account for water and sewer operations financed and operated in a manner similar to private business. The intent of the governing body is that costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges. Additionally, the governing body may have decided that periodic determination of revenues earned, expenditures incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability or other purposes.

As a general rule, the effect of inter-fund activity has been eliminated from the government-wide financial statements. Exceptions to this general rule are charges between various functions of the government when elimination of these charges would distort the direct costs and program revenues reported for the various functions concerned.

Amounts reported as program revenues include: 1) charges to customers or applicants for goods, services, or privileges provided, 2) operating grants and contributions, and 3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as general revenues rather than as program revenues.

Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and products and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the City's enterprise funds are charges for services to customers for water and sewer sales and services. Operating expenses for enterprise funds include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses, such as fees property owners pay to connect to the utility system, not meeting this definition are reported as non-operating revenues and expenses.

### Cash and Cash Equivalents

For purposes of the statement of cash flows, the City considers all highly liquid investments with a maturity of three months or less when purchased to be cash equivalents.

### Property Taxes Receivable

Within the governmental fund financial statement, property taxes are recognized as revenue when the amount of taxes levied is measurable, and proceeds are available to finance current period expenditures.

Available tax proceeds include property tax receivables expected to be collected within sixty days after year end. Property taxes attach as liens on properties on January 1, and are levied in September of each year. Tax notices are sent to taxpayers during November, with tax payments scheduled to be collected on or before December 20. Taxpayers may pay all or one half of their tax liability on or before December 20, and if one half of the amount is paid, they may pay the remaining balance by the following June 20. Since the City is on a September 30 fiscal year end, property taxes levied during September for the succeeding year's collection are recorded as deferred inflow of resources at the City's year end and recognized as revenue in the following fiscal year. Ada County bills and collects taxes for the City.



## Basis of Accounting

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### Customer Services Receivable

Amounts owed to the City for customer services are due from area residents and businesses and relate to water, sewer and trash services provided by the City. The receivable is reported net of an allowance for uncollectible accounts. An allowance is reported when accounts are proven to be uncollectible. The allowance for uncollectible accounts was \$35,000 as of September 30, 2021.

### Deposits and Prepaid Expenses

Deposits and prepaid expenses consist of deposits paid by developers for various improvements as well as payments to vendors that reflect costs applicable to future accounting periods and are reported as prepaid expenses.

### Capital Assets

Capital assets, which include property, plant, equipment and infrastructure assets (e.g., parks, wells, water and sewer lines and similar items) are reported in the applicable governmental or business-type activities columns in the government-wide financial statements.

Capital assets are defined by the government as assets with an initial individual cost of \$50,000 and over for machinery and equipment, \$250,000 and over for building and land improvements, buildings, intangibles, and infrastructure, and an estimated useful life in excess of three years. Land acquisitions regardless of cost are recorded as capital assets. All material capital assets are valued at cost. Donated capital assets are valued at their acquisition value on the date donated.

GASB requires that the City capitalize and report intangible assets, such as easements and internally created software. To value easements, the City uses current land values calculated from Ada County Assessor's data divided by two, internally developed software is valued at cost.

Depreciation is recorded by use of the straight-line method. The book value of each asset is reduced by equal amounts over its estimated useful life.

Maintenance, repairs, and minor renewals are charged to operations as incurred. When an asset is disposed of, accumulated depreciation is deducted from the original cost and any gain or loss arising from its disposal is credited or charged to operations.

Major outlays for capital assets and improvements are capitalized as projects are constructed. Interest costs incurred during construction of capital assets of business-type activities are capitalized when they are material. No interest costs were included as part of the cost of capital assets under construction in the current year.

As of September 30, 2021, no capital assets were considered to be impaired and no impairment loss was recognized for the year that ended September 30, 2021.

### Compensated Absences Payable

The City provides vacation and sick leave to its full-time employees. Earned vacation is paid to employees when taken or paid to employees or beneficiaries upon the employees' termination, retirement or death. The City does not pay earned sick pay upon the employees' termination, retirement or death for non-union employees. The Fire Department union members are paid ten percent of their sick leave accrual upon the employees' voluntary termination, 25% upon employees' retirement, and 100% upon employees' death. The amount of unused vacation accumulated by City employees is accrued as an expense when incurred in the Proprietary Fund, which uses the accrual basis of accounting. In the Governmental Funds, only the amount that normally would be liquidated with expendable available financial resources is accrued as current year expenditures.

Unless it is anticipated that compensated absences will be used in excess of a normal year's accumulation, no additional expenditures are accrued.

## Basis of Accounting



### Deferred Outflows/Inflows of Resources

The statement of net position includes a separate section for deferred outflows of resources. The separate financial statement element represents a consumption of net position that applies to future period(s) and will not be recognized as an outflow of resources (expense) until then. The City's deferred outflow of resources is its pension obligation. The pension obligation is the difference between the expected and actual experience of the pension plan, the difference between projected and actual investment earnings, the changes in assumptions, the change the City's proportionate share of the City's net pension liability, and the contributions subsequent to the measurement date of the City's net pension liability.

In addition to the liabilities, the statement of net position includes a separate section for deferred inflows of resources. This separate financial statement element represents an acquisition of net position that applies to future period(s) and will not be recognized as an inflow of resources (revenue) until then. The City has two items that qualify for reporting in the category: the deferred pension obligation and unavailable revenue. The employer deferred pension obligation results from the difference between the expected and actual experience of the pension plan. The unavailable revenue is reported in both the statement of net position and the balance sheet for the governmental fund and represents the unavailable revenues from property taxes.

### Pensions

For purposes of measuring the net pension liability and pension expense, information about the fiduciary net position of the Public Employee Retirement System of Idaho Base Plan (Base Plan) and additions to/deductions from the Base Plan's fiduciary net position have been determined on the same basis as they are reported by the Base Plan. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

### Net Position

For government-wide reporting as well as in the proprietary fund, the difference between assets and deferred outflows of resources less liabilities and deferred inflows of resources is called net position. Net position is comprised of three components: investment in capital assets, restricted, and unrestricted.

*Investment in capital assets* – consists of capital assets, net of accumulated depreciation.

*Restricted net position* – consists of restricted assets reduced by liabilities and deferred inflows of resources related to those assets, if applicable. Assets are reported as restricted when constraints are placed on asset use either by external parties or by law through constitutional provision or enabling legislature.

*Unrestricted net position* – consists of the net amount of the assets, deferred outflows of resources, liabilities, and deferred inflows of resources that does not meet the definition of the two preceding categories.

The City may fund outlays for a particular purpose from both restricted and unrestricted sources. In order to calculate the amounts to report as restricted net position and unrestricted net position in the government-wide and proprietary fund financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the City's policy to consider restricted net position to have been depleted before unrestricted net position is applied.

### Fund Balances

Fund balance of governmental funds is reported in various categories based on the nature of any limitation requiring the use for specific purposes. Fund balances in the governmental balance sheet are categorized as follows:

*Non-spendable* - when the resources cannot be spent because they are either legally or contractually required to be maintained intact, or are in a non-spendable form such as inventories, prepaid accounts, and assets held for resale.



## Basis of Accounting

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*Restricted* - when the constraints placed on the use of resources are either: (a) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions or enabling legislation.

*Committed* - when the City Council passes an ordinance or resolution that places specific constraints on how the resources may be used. The City Council can modify or rescind the ordinance or resolution at any time through passage of an additional ordinance or resolution, respectively.

*Assigned* - when it is intended for a specific purpose and the authority to “assign” is delegated to the City’s Chief Financial Officer.

*Unassigned* - fund balance is the residual classification for the General Fund. This classification represents fund balance that has not been restricted, committed, assigned, or deemed as non-spendable within the General Fund. This classification is also used to report any negative fund balance amounts in other governmental funds.

The City Council adopted a Fund Balance Policy that establishes a practice of reserving four months of the current year budget of personnel and recurring annual operating costs as minimum fund balance needed to ensure sufficient cash flow to meet the City’s obligations. This reserve will be in the unassigned fund balance. This policy also recommends a spending order of restricted, committed, assigned and then unassigned unless Council approves otherwise.

### Risk Management

The City is exposed to various risks of loss related to theft of, damage to, or destruction of assets. The City participates in a public entity risk pool, Idaho Counties Risk Management Pool (ICRMP), for liability, medical and disability insurance. The City’s exposure to loss from its participation in ICRMP is limited only to the extent of their deductible.

The City established the City of Meridian Employee Benefits Plan Trust (the Trust) in January of 2020. The City transferred \$1.4 million of committed funds to the Trust for 2020 self-funded employee medical insurance benefit. All health claims are paid from this Trust and all plan contributions are deposited into the Trust. The City’s Legal Director, Business Division Manager, Police Sergeant, and Senior Human Resources Generalist serve as trustees. The Trust’s year end is December 31, and the Trust will be audited each year and a copy of the audit will be submitted to the Idaho Department of Insurance.

### Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and reported amounts of revenues and expenditures or expenses during the reporting period. Actual results could differ from those estimates.



## Budget Policy

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### 1) Policy Objective

- a) To set forth the City's policy regarding the development and amendment of the annual budget.
- b) To set forth the roles and responsibilities for the development and amendment of the City's annual budget by the Finance department, Department Directors, City staff, the Mayor, and City Council while adhering to all Federal, State, and other governing bodies' legal requirements.

### 2) Policy Details

#### a) *Appropriation Levels*

- i) Only the City Council can set the annual budget appropriations.
  - (1) City Council shall set budgetary appropriations at the general ledger line item level.
    - (a) The Mayor and Department Directors are responsible for adhering to the appropriations set by the Council.

#### b) *Balanced Operating Budget*

- i) City will develop and approve annually a balanced budget where:
  - (1) Operating expenses requested by all departments and funds will not exceed the annual amount of revenue in accordance to [State Statute 50-1003](#) within each of the City's funds.
    - (a) One-time revenue cannot be used to balance annual on-going operating expenses.
  - (2) If it is necessary to use fund balance resources to balance the annual budget proposal, the use of fund balance resources are limited to one-time expenses.

#### c) *Balanced Revenue Budget*

- i) Finance department will be responsible for developing all revenue projections to be utilized for the annual budget.
  - (1) Other revenue considerations must be presented to the Finance department for consideration prior to the development of the annual Mayor's Budget Proposal.

#### d) *Budget Adoption*

- i) City will develop annually a balanced budget adhering to all applicable [Idaho Code and City policies](#).
- ii) City Council will approve annually a balanced budget adhering to all applicable [Idaho Code and City policies](#).
  - (1) City Council will be responsible for approving the annual budget ordinance.
- iii) Finance department will develop annually an amendment to the annual City budget adhering to all applicable [Idaho Code and City policies](#).
  - (1) City Council will approve annually an amendment to the annual City budget adhering to all applicable [Idaho Code and City policies](#).
  - (2) City Council will be responsible for approving the annual budget amendment ordinance.

#### e) *Budget Submission*

- i) Mayor will submit the annual Mayor's Budget Proposal to City Council for consideration.
  - (1) Other budget considerations for proposal to City Council will not be accepted unless approved by the Mayor.

#### f) *Budget Surplus*

- i) Finance department will be responsible for assigning all surplus revenue to the respective fund balance.
  - (1) Finance department will determine any budget surplus on an annual basis after the submission of the annual [financial audit report](#) from the prior fiscal year.

#### g) *Budget Transfers*

- i) Finance department has the authority to transfer budgets.
  - (1) Finance department cannot transfer budgets without the formal approval of the City Council if any of the following occur (unless an error occurred during the original establishment):
    - (a) Budget moves between Personnel and Operating
    - (b) Budget moves between Personnel and Capital
    - (c) Budget moves between funds
    - (d) Budget moves change the total budget



## Budget Policy

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### *h) Operating Deficits*

- i) At any time during the fiscal year, following the adoption of the budget, if the Chief Financial Officer/City Treasurer determines the current year revenues will not cover the annual operating expenses, he/she shall report to Council and recommend a spending holdback.
  - (1) City Council will approve such spending holdback up to the amount necessary to ensure current revenue will cover current operating expenses.

### 3) Policy Roles and Responsibilities

- a) Finance department will be responsible for facilitating and communicating with all City staff and Council the necessary information required during the annual budget process.
- b) Finance department will be responsible for developing and deploying all policies and procedures necessary to facilitate the annual budget process.
- c) Mayor will be responsible for communicating with the Department Directors all necessary information required to develop the annual Mayor's Budget Proposal.
- d) Finance department will be responsible for selecting, managing, and maintaining all budget software.
- e) Department Directors will be responsible for assisting the Mayor and Finance department with developing the annual Mayor's Budget Proposal.
  - i) Departments will be responsible for obtaining and providing all necessary information to the Mayor and Finance department during the development of the annual Mayor's Budget Proposal.
- f) City Council will be responsible for communicating with the Mayor, Finance department, and Department Directors during the annual budget process.
  - i) City Council will be responsible for requesting all necessary information from the Mayor, Finance department, and Department Directors during the annual budget process in a timely manner to assist them in establishing and approving the annual budget
- g) City Council will be ultimately responsible for approving, adopting, and appropriating the annual budget after holding a public hearing for citizen and community partner input.
  - i) The Mayor and Department Directors are responsible for adhering to the approved budget.



## Debt Management Policy

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### 1) Policy Objective

- a) To set forth the City's policy regarding the issuance and management of debt.
- b) To assist decision makers on the issuance, management, use, purpose, and timeline of issuing and managing debt.
- c) To establish criteria that will protect the City's financial integrity while providing a funding mechanism to meet the City's capital investment needs.

### 2) Policy Details

#### *a) Issuance of Debt*

- i) City will only issue debt for one-time long-term, non-recurrent capital investments for City public improvements only.
  - (1) City will not act as a conduit for other municipalities to issue debt.
- ii) City will not issue debt to finance current or long-term operations.
- iii) All debt issued will comply with all State of Idaho Code and can only be approved by City Council.
- iv) All debt issuance considerations must be approved by Council prior to issuance.
- v) Long-term, non-recurrent capital investments will not be debt-financed for periods exceeding the projected useful life of the capital investment.
- vi) Long-term debt will be used to finance non-recurrent capital expenditures or improvements only when it has been determined that future generations of citizens and/or taxpayers will derive benefit from the improvement.
- vii) City will seek an investment grade rating of at least Baa/BBB on any direct debt issuance.

#### *b) Debt Capacity*

- i) City's General Fund long-term annual debt payments shall not exceed 5 percent of annual General Fund property tax revenues for all debt issued.
- ii) City's Enterprise Fund long-term annual debt payments shall not exceed 5 percent of annual Enterprise Fund water and sewer revenues for all debt issued.

#### *c) Debt Payment*

- i) Revenue sources that will be used to pay long-term debt will be conservatively projected to ensure that such debt is adequately and soundly financed.
- ii) Long-term debt will only be considered/issued when specific revenue resources will be sufficient to service long-term debt issuance.
- iii) Chief Financial Officer/City Treasurer will be responsible for submitting all disclosure statements pursuant to [15c12-12](#).

#### *d) Debt Refinancing*

- i) Chief Financial Officer/City Treasurer will conduct periodic reviews of all outstanding debt to determine refinancing opportunities.
- ii) Refinancing opportunities will be considered following federal tax law under the following conditions:
  - (1) There is an economic benefit of at least a 5 percent net present value savings that can be achieved.
  - (2) It is needed to modernize covenants that are adversely affecting the City's financial position or operations.

#### *e) Allowable Debt Types*

- i) Debt Issuance Types:
  - (1) General Obligation Bonds (GO's) ([State Idaho Code: 50-1019 through 50-1026A](#))
  - (2) Revenue Bonds (RB's) ([State Idaho Code: 50-1027 through 50-1042](#))
  - (3) Local Improvement Districts (LID's)
- ii) Non-Debt Issuance Types:
  - (1) Line of Credit
  - (2) Lease Financing



## Debt Management Policy

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### *f) Debt Arbitrage, Rebate Monitoring, and Reporting*

- i) City will, unless otherwise justified, use bond proceeds within the established time frame pursuant to the bond ordinance, contract, or other documents to avoid arbitrage.
- ii) If arbitrage occurs, the City will pay the amount of the arbitrage to the Federal Government as required by Internal Revenue Service Regulation [26 CFR 1.148-11](#).
- iii) City will maintain a system of recordkeeping and reporting to meet the arbitrage rebate compliance requirement of the IRS regulation.
- iv) For each bond issue not used within the established time frame, the recordkeeping shall include tracking investment earnings on bond proceeds, calculating rebate payments, and remitting any rebatable earnings to the federal government in a timely manner in order to preserve the tax-exempt status of the outstanding debt.

### 3) Policy Roles and Responsibilities

- a) City Council must approve any debt issuance considerations prior to issuance.
- b) Only the City Council can approve any debt issuance.
- c) Only the Mayor may submit debt issuance considerations to Council with the approval of the Chief Financial Officer/City Treasurer.
- d) Departments are responsible for providing debt issuance considerations to the Finance department prior to submission to the Mayor.
- e) Chief Financial Officer/City Treasurer will be responsible for submitting all official debt issuance considerations to the Mayor.
- f) Chief Financial Officer/City Treasurer is responsible for assuring that all activities related to the issuance and payment of debt follows all State of Idaho Code.
- g) Chief Financial Officer/City Treasurer or City Purchasing Manager must approve all Lease contracts/agreements or Lines of Credit.
- h) Chief Financial Officer/City Treasurer is responsible for all reporting requirements associated to the issuance and payment of debt following State of Idaho Code.
- i) Chief Financial Officer/City Treasurer is responsible for the solicitation and selection of professional services that are required to administer the City's debt.

# Financial Stability Policy

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## 1) Policy Objective

- a) To set forth the City's policy regarding the Financial Stability of the City.
- b) To establish key elements for the financial stability of the City by setting policy, controls, and guidelines.

## 2) Policy Details

- a) Long Term Financial Planning
  - i) Finance department will be responsible for developing annually a 10 year Comprehensive Financial Plan (CFP) with at least the first 5 years of the 10 year plan balanced by using all available unassigned fund balance dollars adhering to the [Fund and Fund Balance policy](#).
    - (1) Finance department will be responsible for developing and maintaining the procedures associated with developing the annual CFP.
    - (2) Finance department will be responsible for facilitating the annual CFP process.
  - ii) Finance department will be responsible for developing the annual revenues and expenditures necessary for the annual CFP development.
  - iii) Financial department will be responsible for developing revenue and expense projections for at least 10 fiscal years from the most current fiscal year to be approved by the Mayor.
- b) Use of One-Time Resources
  - i) City will never use one-time Revenue resources to pay for on-going expenditures.
- c) Use of Discretionary Revenues
  - i) City will allocate 1% of all property taxes collected to the [Public Safety Fund](#) annually during the annual budget development process.
  - ii) City will allocate up to .5% of all property taxes collected to the [Capital Improvement Fund](#) annually during the annual budget development process.
- d) Fund Balance
  - i) See [Fund Balance Policy](#)

## 3) Policy Roles and Responsibilities

- a) Finance department will be responsible for developing all financial plans for the City.
  - i) Finance department will be responsible for developing annually a 10 year Comprehensive Financial Plan (CFP).
  - ii) Finance department will be responsible for distributing all financial plans to the Mayor, Department Directors, and City Council annually.
- b) Departments are responsible for delivering all requested information to the Finance department relating to the annual development of the CFP.
- c) Mayor is responsible for approving the annual CFP.





## Funds and Fund Balance Policy

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### 1) Policy Objective

- a) To set forth the City's policy regarding Funds and Fund Balances.
- b) To establish a key element of the financial stability of the City by setting guidelines for Fund management and Fund balances.
- c) To determine what Funds the City manages, what fund balances will be maintained, and determining the essential expenditures allowed for the use of spending fund balances.

### 2) Policy Details

#### a) *Purpose of Maintaining a Fund Balance:*

- i) The City will maintain minimum Fund Balances for:
  - (1) Economic uncertainties
  - (2) Local disasters
  - (3) Financial hardships or downturns in the local or national economy
  - (4) Contingencies for unseen operating or capital needs
  - (5) Cash flow requirements
- ii) The City does not have a maximum Fund Balance threshold.

#### b) *Minimum Unassigned Fund Balance*

- i) General Fund (01)
  - (1) Minimum Fund Balance
    - (a) Operating Reserve
      - (i) City will maintain a minimum Fund Balance of at least 3 months of Personnel and Operating expenses of the most current audited fiscal year.
        - 1. Finance department will be responsible for determining the annual amount for the minimum fund balance.
    - (b) Emergency Reserve
      - (i) City will maintain a minimum fund balance of at least 3% of the Total Capital Assets (not depreciated) of the General Fund as determined from the most current audited fiscal year.
        - 1. Finance department will be responsible for determining the annual amount for the minimum fund balance.
- ii) Impact Fee Fund (07)
  - (1) Minimum Fund Balance
    - (a) City will allow the Impact Fee Fund to spend 100% of the available fund balance.
    - (b) City will allow the Impact Fee Fund to borrow from the General Fund or Capital Improvement Fund with a guarantee to payback 100% of the borrowed funds within 4 years free of interest.
      - (i) Maximum combined borrow amount for the Impact Fee Fund from all funds will not be greater than 25% of the highest previous 3 years of actual revenues for the Impact Fund.
- iii) Public Safety Fund (08)
  - (1) Minimum Fund Balance
    - (a) City will allow the Public Safety Fund to spend 100% of the available fund balance.
- iv) Grants Fund (20)
  - (1) Minimum Fund Balance
    - (a) City will allow the Grant Fund to spend 100% of the available fund balance.
- v) Capital Improvement Fund (55)
  - (1) Minimum Fund Balance
    - (a) City will allow the Capital Improvement Fund to spend 100% of the available fund balance.



## Funds and Fund Balance Policy

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- vi) Enterprise Fund (60)
  - (1) Minimum Fund Balance
    - (a) Operating Reserve
      - (i) City will maintain a minimum fund balance of at least 1 months of Personnel and Operating expenses of the most current audited fiscal year.
        - 1. Finance department will be responsible for determining the annual amount for the minimum fund balance.
    - (b) Emergency Reserve
      - (i) City will maintain a minimum fund balance of at least 3% of the Total Capital Assets (not depreciated) of the Enterprise Fund as determined from the most current audited fiscal year.
        - 1. Finance department will be responsible for determining the annual amount for the minimum fund balance.
  - (2) City will allow the Enterprise Fund to borrow from the General Fund with a guarantee to payback 100% of the borrowed funds within 4 years free of interest.
    - (a) Maximum combined borrow amount for the Enterprise Fund from the General Fund will not be greater than 15% of the highest previous 3 years of actual sewer and water user rate based revenues.
- vii) Enterprise Fund - Grants (61)
  - (1) Minimum Fund Balance
    - (a) City will allow the Enterprise Fund - Grants Fund to spend 100% of the available fund balance.
- c) *Assignment and Commitment of Fund Balance*
  - i) City Council is the only authorized body to Commit Fund Balance dollars.
    - (1) All Committed Fund Balance dollars must be approved by City Council during a public hearing.
    - (a) All Commitment proposals must be approved by the Chief Financial Officer/City Treasurer prior to public hearing prior to fiscal year end [\(GASB 54\)](#).
  - ii) Chief Financial Officer/City Treasurer is the only authorized individual to Assign Fund Balance dollars.
- d) *Use of Minimum Fund Balance*
  - i) Chief Financial Officer/City Treasurer must approve all requests to spend any fund balance amounts that would reduce the total Fund Balance below the minimum fund balance amounts as stated in this policy.
  - ii) The use of minimum fund balance dollars will only be used for one-time expenditures associated to an emergency and will not be carried into future fiscal years.
- e) *Fund Creation/Deletion*
  - i) Finance department will be responsible for the creation and or deletion of any Fund.
- f) *Capital Improvement Fund (55) Transfers*
  - i) Any excess revenues generated by the Community Development department in any fiscal year may be transferred from the General Fund to the Capital Improvement Fund.
    - (1) Chief Financial Officer/City Treasurer will propose to Council once per fiscal year with the recommended amount of excess revenue to transfer from the General Fund to the Capital Improvement Fund.
      - (a) Chief Financial Officer/City Treasurer is responsible to verify all transfers will not reduce the amount of unassigned General Fund Balance below the minimum fund balance policy for the General Fund.
    - (2) City Council is the only authorized body to authorize the transfer of funds from the General Fund to the Capital Improvement Fund.
- g) *Transfer of Funds*
  - i) Only the City Council can transfer funds from one fund to another with the approval of the Chief Financial Officer/City Treasurer.
    - (1) Chief Financial Officer/City Treasurer is responsible to verify all transfers will not reduce the amount of unassigned fund balance below the minimum fund balance policy for any Fund.
    - (2) Chief Financial Officer/City Treasurer is responsible to verify all transfer requests do not violate restricted, committee, or assigned funds.

## Funds and Fund Balance Policy

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### 3) Policy Roles and Responsibilities

- a) Finance department will be responsible for managing and maintaining the City's financial system and the funds that comprise the City's financial statements.
- b) Finance department will be responsible for calculating the necessary fund balance reserves for each fund.
- c) Finance department will be responsible for all reporting to Council, Mayor, department Directors, Citizens, and Community Partners relating to Fund Balances.
- d) City Council is the only authorized body to Commit fund balance dollars.
- e) City Council is the only authorized body to transfer unexpended fund balances from one Fund to another ([State Code Section : 50-1014](#)).
- f) City Council or the Chief Financial Officer/City Treasurer can assign available fund balance dollars.



## Budget Process

The mission of the budget is to help decision-makers make informed choices about the provision of services and capital assets to promote stakeholder participations in the process.

The budget is a plan that tells how the City will use limited financial resources to best provide for the needs of its citizens. The final budget/plan is the responsibility of the City Council and the Mayor based on the recommendations of the individual departments within the City.

The budget should be a document that can be used to inform and educate the public and elected officials about the City's structure, achievements, challenges, and direction. A budget document should ideally be a policy document, an operations guide, a financial plan, and a communication device.

The City Council is responsible for adopting the City's budget and for appropriating the resources required to fund the City's plan of services and facilities. The City Council, Mayor, and Directors review monthly budgetary performance by the City departments and reviews and approves significant changes in budgets during the budget period.

The Mayor directs the staff in developing and submitting the proposed budget to the City Council. The Mayor directs City departments in managing the budget within the policy parameters set by the City Council. The Mayor and Directors recommend significant changes in the budget as required by policy.

The Department of Finance assists and supports the Mayor, the departments, Council and the citizens in developing and administering the budget. The Department of Finance manages the annual Budget Development processes, the interim budget change process and budgetary documentation, and reporting. The Department of Finance also develops and updates the Capital Improvement Plan, Comprehensive Financial Plan, Monthly Budget/Financial Reports, and multiple projection models.

The annual Budget/Fiscal Year begins on October 1 of each year. The City of Meridian annual Budget Workshops are open to the public and will occur at the City Hall Council Chambers tentatively scheduled during early summer of each year and is subject to change.



# Budget Calendar



Su	Mo	Tu	We	Th	Fr	Sa		Assigned to:	Budget Task Description
		1	2	3	4	5	February		
		1	2	3	4	5	2/1/22	Finance	Finance prepares FY23 Budget in Questica
6	7	8	9	10	11	12	2/1/22	All Depts.	All Departments begin working with Mayor to discuss budget
13	14	15	16	17	18	19	2/9/22	Finance	Finance to open CFP for data entry
20	21	22	23	24	25	26	2/16/22	All Depts.	Annual Budget 101 Development Review Course
27	28						2/22/22	All Depts.	All Departments to send HR job descriptions for proposed NEW positions for upcoming budget year
		1	2	3	4	5	March		
		1	2	3	4	5	3/1/22	All Depts.	All Departments begin working with Council Liaisons to discuss budget
6	7	8	9	10	11	12	3/1/22	Finance	Finance to Request Directors & Liaisons to begin discussing Base Budget Changes
13	14	15	16	17	18	19	3/1/22	Mayor's Office	Mayor's Office to schedule Base Budget meetings with all Departments and Liaisons
20	21	22	23	24	25	26	3/11/22	All Depts.	All Departments send Employee Reclassification and Equity Adjustment requests to HR for review
27	28	29	30	31			3/15/22	Finance	Finance to propose fund balance transfers for Fund 08 and 55 based on finalized Audit Report
							3/18/22	HR	HR to send salary range for NEW job descriptions to departments
							3/18/22	IT	IT sends all Departments their recommendations for electronic & software purchases
		1	2	3	4	5	April		
		1	2	3	4	5	4/1/22	All Depts.	All Departments to send Budget Request lists to Mayor for review
3	4	5	6	7	8	9	4/1/22	Finance	Finance to request Directors & Liaisons begin discussing New Budget Requests
10	11	12	13	14	15	16	4/8/22	HR	HR to send Employee Reclassification and Equity Adjustment decisions to Finance
17	18	19	20	21	22	23	4/13/22	Finance	Finance to publish Annual Revenue Report
24	25	26	27	28	29	30	4/15/22	All Depts.	All Departments confirm final Budget Requests to Finance
							4/18/22	All Depts.	Last day to submit Replacement Requests into CFP for consideration
							4/18/22	IT	IT to submit Replacement Requests for Computers & Printers into CFP
							4/22/22	Clerk	Clerk to notify County Clerk of City Budget Hearing to be held on 8/16/22 (No later than April 30 I.C. 63-802A)
							4/29/22	Finance	Budget Request Summary due to Mayor and Directors
		1	2	3	4	5	May		
		1	2	3	4	5	5/2/22	HR	HR to send Merit increase recommendation to Finance
8	9	10	11	12	13	14	5/2/22	Mayor	Mayor and Department Directors finalize all department budget reviews
15	16	17	18	19	20	21	5/10/22	All Depts.	All Departments verify they have reviewed the Base Budget & notified Finance of changes
22	23	24	25	26	27	28	5/10/22	Finance	Finance to finalize Budget Draft in Questica for Mayor to review
29	30	31					5/13/22	Mayor	Mayor to finalize review of the Budget Draft and submit all changes to Finance prior to publication
							5/13/22	Finance	Finance to send import finalized budget data into Budget Book Software
							5/27/22	HR	HR Department will deliver compensation memo Proposal to Finance
							5/31/22	Finance	Finance to deliver Growth Demographics Slides to Council/Directors
		1	2	3	4	5	June		
		1	2	3	4	5	6/1/22	Clerk	Clerk to post a notice for the June Budget Workshops
5	6	7	8	9	10	11	6/6/22	Finance	Finance to deliver Property Tax 0/1/2/3% Calculations
12	13	14	15	16	17	18	6/16/22	All Depts.	Department Budget Workshop #1 - Presentations to Mayor and Council
19	20	21	22	23	24	25	6/28/22	All Depts.	Department Budget Workshop #2 - Discussions with Mayor and Council
26	27	28	29	30			6/30/22	All Depts.	Last day for FY2022 Amendments to be submitted to Finance
		1	2	3	4	5	July		
		1	2	3	4	5	7/8/22	All Depts.	FY2022 I100 FORM - Carry forward Amount for Capital Projects Due to Finance
3	4	5	6	7	8	9	7/19/22	Council	Council to Adopt Tentative Budget for both FY2023 (I.C.50-1002) and FY2022 Amendments (I.C.50-1003)
10	11	12	13	14	15	16	7/19/22	Council	Council to adopt any forgone revenue (I.C.63-802)
17	18	19	20	21	22	23	7/26/22	Finance	Finance to send Public Notices to Clerk's office
24	25	26	27	28	29	30	7/26/22	Clerk	Clerk to post a notice for the Public Hearing on 8/16/22 - Run for two weeks
31									
		1	2	3	4	5	August		
		1	2	3	4	5	8/1/22	County	Last day for County Clerk to give City current operating roll (I.C.63-1312)
7	8	9	10	11	12	13	8/16/22	Council	Council to hold a Public Hearing for FY2023 Budget & FY2022 Amendments
14	15	16	17	18	19	20	8/31/22	Finance	Finance to submit L2 to Clerk
21	22	23	24	25	26	27			
28	29	30	31						
		1	2	3	4	5	September		
		1	2	3	4	5	9/6/22	Council	Council to Approve Budget Ordinance for both FY2023 Budget and FY2022 Amendments
4	5	6	7	8	9	10	9/12/22	Clerk	Last day to certify tax levy to county commissioners
11	12	13	14	15	16	17			(No later than the 2nd Monday in September I.C. 50-1007, 63-803 and 63-804)
18	19	20	21	22	23	24	9/15/22	Clerk	Last day to publish annual appropriation ordinance for the City's Fiscal Year (I.C.50-1003)
25	26	27	28	29	30				

## City Strategic Goals and Strategies

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In January of 2020, a plan was outlined to take the Leadership Team through strategic planning efforts. Our plan design involved regular communications and updates to the Mayor, Director Team and the City Council highlighting any changes or modifications as plan development progressed, as well as numerous collaborative meetings with key staff. The City's Strategic plan for 2021-2025 includes the following six focus areas:

- Responsible Growth
- Transportation & Infrastructure
- Business & Economic Vitality
- Public Health & Safety
- Vibrant & Sustainable Community
- Government Excellence

Our Strategic Plan's adoption by City Council sets the stage for our departments to create the actionable strategies and tactics that will bring our goals to life. The two essential pieces of this phase of the plan are creating Strategies and the Tactics that support those strategies.

Strategies are the specific directional statements that describe the activities designed to attain the adopted strategic goals. Tactics are the actions with timeframes that will allow us to achieve the goals.

As our departments develop their strategic initiatives and actions, it will be essential to measure how the actions we are taking are meeting the goals of our strategic plan. Our departments are the owners of their initiatives and will collect data and report on the progress made, showing our staff, our leaders, and our citizens how their actions are improving outcomes.

The Strategic Plan is governed by the City's core principles known as C.A.R.E.. These core principles guide our treatment of one another, our customers and our decisions. At the City of Meridian, we CARE, which translates to:

- Customer Service
- Accountability
- Respect
- Excellence

In order to highlight how our actions are improving outcomes, we will look to our Citizen Survey for key metrics. In order to show accountability to our community, we will build a public facing dashboard and webpage to regularly update our key performance data, illustrating the progress for our community.

A plan that is not managed well will not succeed. Clearly defined roles and responsibilities ensure that all parties involved can contribute effectively. In order for our plan to become actionable and improve outcomes for our citizens, key staff must know their role, be accountable and drive results! Through oversight and management of our city's Strategic Plan, we will ensure that the plan is executed, flexible and straightforward so that together, we can deliver results for our community.

Like all plans, the actual work to achieve the plan will require resourcing. The specifics of necessary resources will be evaluated as tactics and strategies are developed. Allocation and funding requests of resources for efforts will pass through the Mayor and City Council during normal departmental update, budgeting and amendment processes. This approach will ensure that tactics and strategies are identified, vetted and implemented with open communication and transparency.



# FY2023 Revenue Report

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## City of Meridian Revenue Sources Overview

The City of Meridian (City) is a full-service City that provides a variety of services, activities, programs, and resources from Police and Fire to Water and Sewer services throughout the year. The City has established a reporting structure that allows the Council and Mayor to manage the revenues and expenses that occur day-to-day by creating two major Funds within the City. The first major fund, known as the General Fund, provides services to City citizens and community members that include Public Safety (Police and Fire), Parks and Recreation, Community Development, and General Administration. The second major fund, known as the Enterprise Fund, provides services to City citizens and community members that include potable Water, Utility Billing, City Engineering, and Wastewater treatment. Over the next few pages, this Revenue Report will explore the different revenue sources managed within each of the two major funds.

## Revenue Projections Approach

The City utilizes resources within the City Finance Department to analyze and forecast the various revenue sources multiple times throughout the year. The Finance Department will work with key stakeholders within the City and community to generate necessary reports and projections to assist with the overall development of revenue projections. The City works with local resources such as COMPASS, Ada County Assessor's Office, State of Idaho Department of Financial Management, and the Association of Idaho Cities to develop all revenue projections.

Annually the Finance Department will share the revenue projections and analysis with the Mayor and City Council via this published document called the Revenue Report.

The City's ability to generate sound projections is essential to providing services to City citizens, businesses, and community members. The City Finance Department by statute must continually monitor the financial condition of the City and advise City Council of any financial adjustments to maintain a balanced budget. Sound judgement, conservative approach, ethical, transparent, and moral standards of care are the cornerstone of the Finance Departments approach to managing the City's scarce financial resources.



## General Fund Revenue Sources

The General Fund generates a majority of its revenue from Property Taxes collected from assessed property within the City limits. The City collects revenue from additional sources such as State Sales Tax revenue sharing, State Liquor Sales revenue sharing, Building Permit revenue, and various intergovernmental sources. Exhibit 1 provides a summarized list referencing some of the different revenue sources for the General Fund. Exhibit 2 will display the historical and projected Total General Fund Revenue. This Revenue Report will discuss many of the General Fund revenue sources displayed within Exhibit 1 on the following pages.

### General Fund Revenue Sources

Property Taxes	Franchise Fee	Development Impact Fees
	<i>Gas Services</i>	<i>Fire Impact Fee Revenue</i>
Intergovernmental Revenue	<i>Cable TV Services</i>	<i>Parks Impact Fee Revenue</i>
<i>State Sales Tax Revenue Sharing</i>	<i>Power/Electricity Services</i>	<i>Police Impact Fee Revenue</i>
<i>State Liquor Sales Revenue Sharing</i>	Licenses and Permits	Other Revenue Sources
<i>Rural Fire Agreement</i>	<i>Community Building Permits</i>	<i>Community Pool and Golf Course</i>
<i>Grant Revenues</i>	<i>Dog Licenses</i>	<i>Charges for Services</i>
	<i>Alcohol Permit Revenue</i>	<i>Court Restitution</i>

Exhibit 1

\*\*Note for the reader\*\*

Some graphs will show a steep drop in revenue from 2021 to 2022. The reason for the drop is related to the very cautious and conservative revenue projections for FY2022 given the Covid-19 impacts that began January 2020. The Treasure Valley has experienced a positive recovery thus generating much stronger revenues than what was cautiously projected for FY2021 & FY2022 and are reflected in the adjusted FY2023 and beyond revenue projections.

- Line graph Legend
  - Solid Line = Actual Audited Financial Results
  - Dash Line = Current Year Approved Budget
  - Dotted Line = Projected Revenue

Revenue History and Forecast - Total General Fund

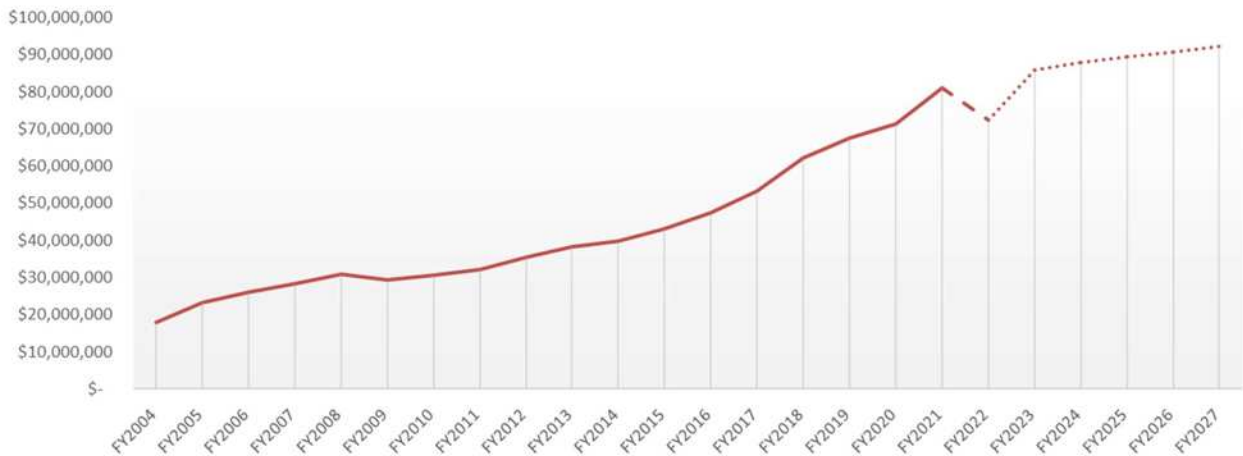


Exhibit 2



# Revenue Report



## Property Taxes

The largest source of revenue for the General Fund is property taxes (as displayed in Exhibit 3). Property Taxes on average account for roughly 53% of the total revenue generated for the General Fund.

The City works with our local county (Ada County) to collect property taxes from properties within City limits. Per Idaho State (State) code, Ada County is responsible for the collection, administration, and management of property taxes on behalf of the City. Ada County must follow State laws for the collection of property taxes throughout the State. The City works with Ada County to determine the annual amount of property taxes to be collected each year. The City receives property taxes collected by Ada County each month, with the largest portion of property taxes collected occurring in January and July of each year.

The City has four components that make up the annual property taxes collected by the County on behalf of the City.

- Base Property Taxes
- New Property Annexation Increase
- New Construction Increase
- Allowable Property Tax Increase

All four components play a major role in the long-term management of property tax revenue. The Base Property Taxes determined by the County represents the highest amount of property taxes collected by the City over the past three years. The Base Property Taxes make up around 95% of the annual property taxes collected for the City. The New Construction Increase represents the new construction development that has occurred in the City since the prior year, but has not yet appeared on the City's tax roll. The New Construction revenue is very cyclical and is driven by the development of new residential and commercial construction. New Property Annexation represents the new land additions to the City processed through the legal annexation process. The final component for property tax revenue is the Allowable Property Tax Increase opportunity. State law (State Code 63-802) allows the City to increase property taxes by up to 3% annually above the highest amount of property taxes collected within the last three years. The decision to increase property taxes by up to 3% rests solely in the hands of the City Council. The City has increased property taxes by the full 3% annually for 6 of the last 10 years. Exhibit 3 displays the historical and projected total property tax revenue. Please note that the reduction in property tax revenue for FY2021 is related to the one-time Governor's Property Tax Relief program.

Revenue History and Forecast - General Fund Property Tax

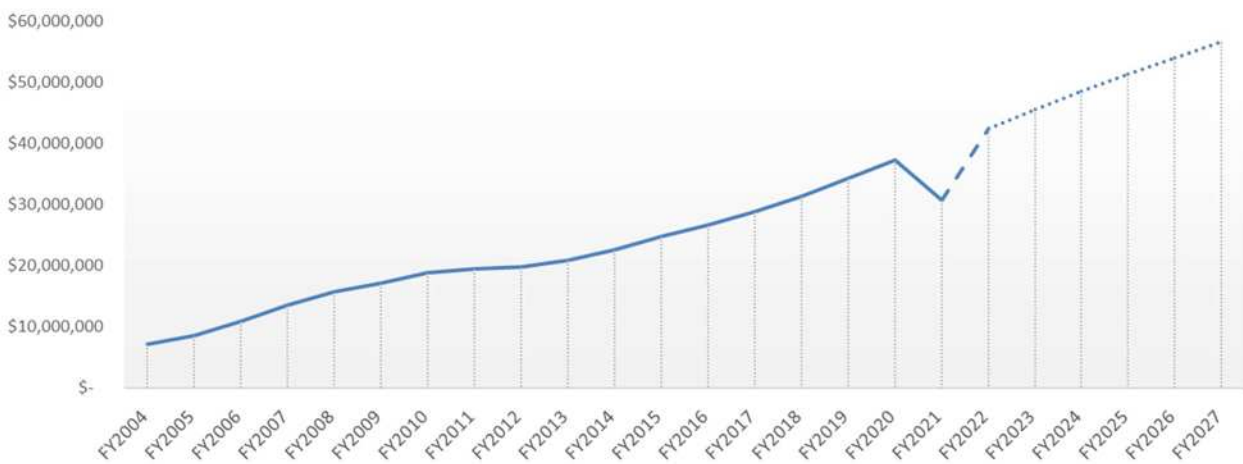


Exhibit 3

The future for the City looks to be very strong in terms of population growth and development with an estimated population of 197,000 by the year 2050 (133,470 as of 2022). As the City continues to grow in population, commercial businesses, and housing, the City will continue to develop a larger tax base. As Exhibit 3 depicts, property taxes collected have increased year



over year (in-line with population growth). With the larger tax base, the City tax levy has fluctuated over previous years, with the final nine years showing a decline in the tax rate annually (see Exhibit 4) as a result of the larger tax base and property values. Please note that the large reduction in the property tax levy rate or FY2021 is related to the one-time Governor’s Property Tax Relief program.

City of Meridian Levy Rate History per the State - Certified

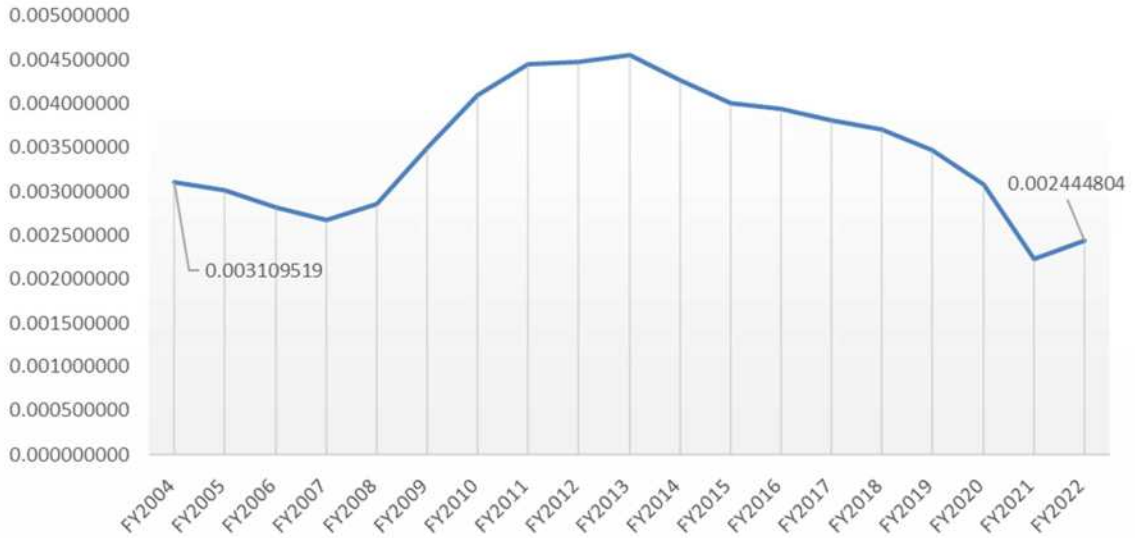


Exhibit 4

The Finance Department does not see any deviation from this growth trend over the next five years. Beyond five years, we forecast a slowing of the development and population growth just slightly, which will in return slow the property tax growth collected respectively. With the City experiencing such phenomenal growth (population increased from 75k in 2010 to 133k in 2022), the City must continue to generate the necessary revenue to keep up with the growth demands and cost of doing business. A 3% increase to property taxes for FY2023 will generate approximately \$1.2 million dollars which will assist with covering the City’s costs of doing business expenses such as rising insurance costs, intergovernmental increases, electricity bills, and compensation requirements. The Mayor and City Council will provide the final direction in regards to the City maximizing the 3% allowable property tax increase during the annual budget process.

Intergovernmental Revenue

State Sales Tax Revenue Sharing

The State of Idaho collects sales taxes from sales that occur throughout the State at a tax rate of 6%. The State has developed a revenue sharing distribution system that shares a percentage of Sales Tax revenue collected amongst all Cities and Counties throughout the State. The City receives Sales Tax revenue as determined by the State. Exhibit 5 displays the historical and projected State Sales Tax revenue sharing amounts for the City.

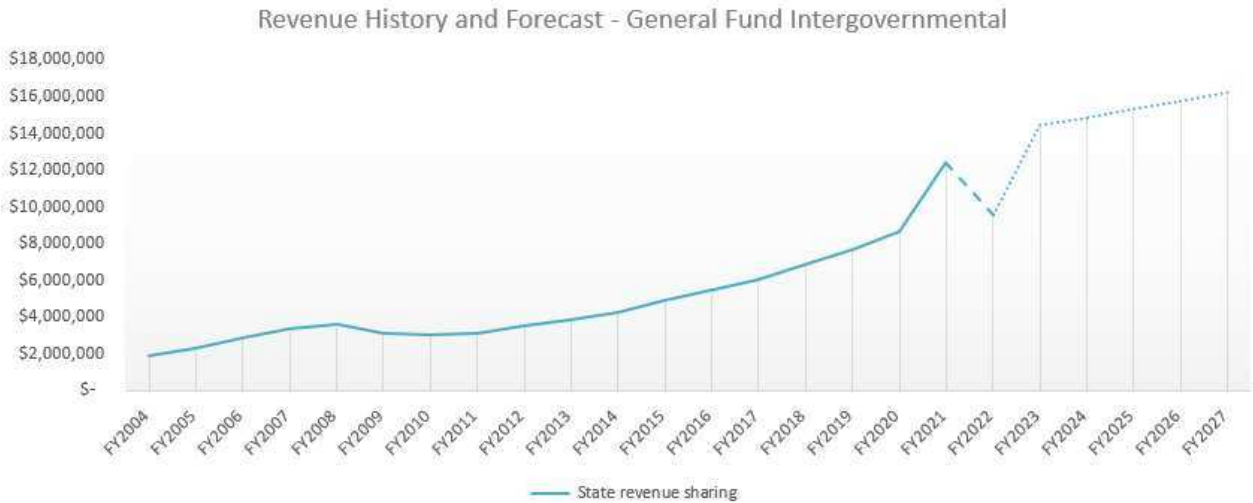


Exhibit 5

Over the next few years, the Finance Department anticipates State Sales Tax Revenue Sharing to follow the same growth pattern as it has in the past five years (in-line with population growth). The Treasure Valley is experiencing significant population and development growth and all reports indicate a sustained growth pattern for the next couple of years. The Finance Department is not expecting any major changes in revenue based on the historical data and the future growth projections slated for the Treasure Valley. Projections for FY2023 are substantially greater than FY2022 given the phenomenal actual revenue results that occurred in FY2021. The budget/projections for FY2021 and FY2022 were conservatively created given the unknowns of the medical pandemic in 2019 and 2020. The Finance Department has adjusted its projects for FY23 and beyond.

State Liquor Sales Revenue Sharing

The City receives a portion of the liquor sales collected each year from the State’s Liquor Division. This State controlled program determines the amount of revenue to share with the Cities and Counties each year. Exhibit 6 displays the historical and projected amounts collected by the City for State Liquor Sales Revenue Sharing.

The Liquor Sales generated by the State Liquor Division has consistently followed the population pattern for the Treasure Valley. The City will continue to project State Liquor Sales to grow at a modest pace to follow the anticipated growth associated with population.

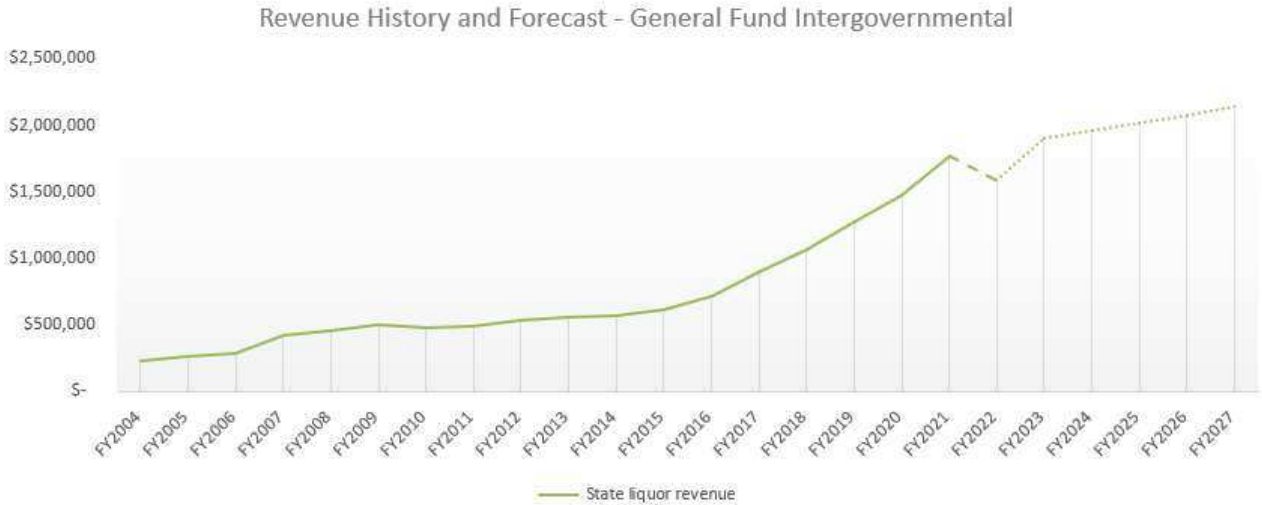


Exhibit 6

Rural Fire Agreement

The final piece of intergovernmental income is from the Meridian Rural Fire District (District). The City has an agreement with the District to provide fire protection services within the rural fire district boundaries (which includes unincorporated areas of the City). The City and the District have a memorandum of agreement stating that the District will pay a percentage of the City’s Fire Department expenses according to a formula as determined within the agreement for annual fire protection services. Exhibit 7 displays the historical and projected revenue amounts collected by the City per the Rural Fire agreement.

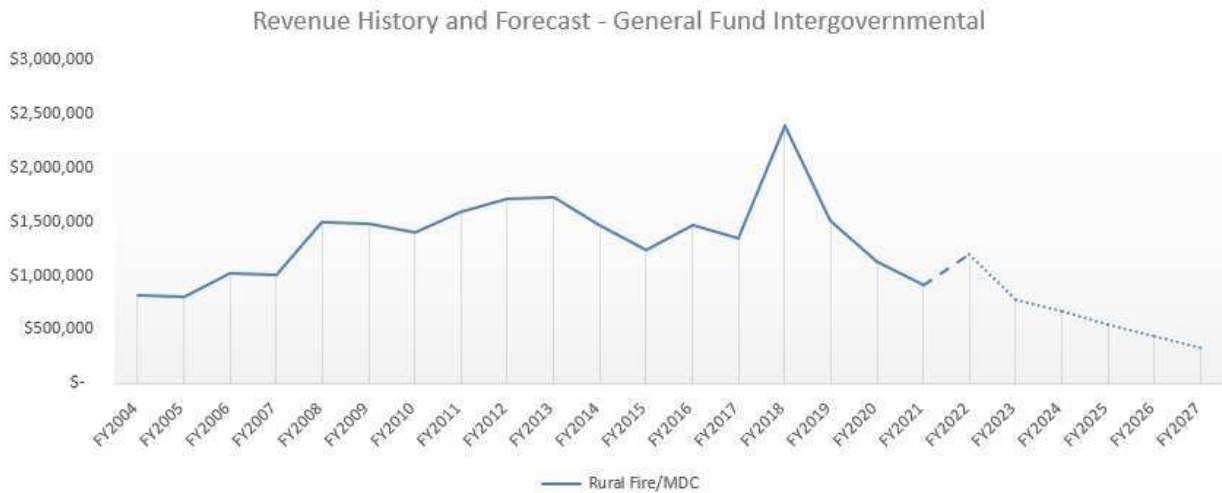


Exhibit 7

The Rural Fire Agreement has seen the allocation percentage to cover expenses reduce over the past few years. This reduction trend will continue as the City limits continue to encompass the outer edges of rural area. With the rural district shrinking, the districts needs will also shrink. As the City continues to grow and expand City boundaries, the City will see the Rural Fire agreement have less of a burden on the Fire Department. The Finance Department will be projecting Rural Fire Agreement revenue to decrease year over year. Exhibit 7 displays a peak in revenue that occurred during 2018 that

# Revenue Report



represents a one-time offering by the Rural Fire District to help fund all personnel costs associated to the opening Fire Station #6.

## Franchise Fees

The State of Idaho allows cities to enter into franchise agreements with gas, electric, and cable providers. The percentage collected annually varies from 1% to 5% of the provider’s gross sales. Exhibit 8 displays the historical and projected amounts collected by the City for Franchise Fee revenue.

### Intermountain Gas Franchise Revenue

Natural Gas franchise fee is 3% of gross (net of uncollected accounts) annual sales in the City of Meridian. The City currently has a 30-year franchise agreement with Intermountain Gas Company that expires 1/7/2027.

### Sparklight TV Franchise Revenue

Cable franchise fee is 5% of gross sales in the City of Meridian. The City currently has a 15-year franchise agreement with Sparklight that expires 7/11/2026.

### Idaho Power Franchise Revenue

Electricity franchise fee is 1% of Idaho Power gross sales in the City of Meridian. The City currently has a 25-year franchise agreement with Idaho Power that expires 11/1/2023.

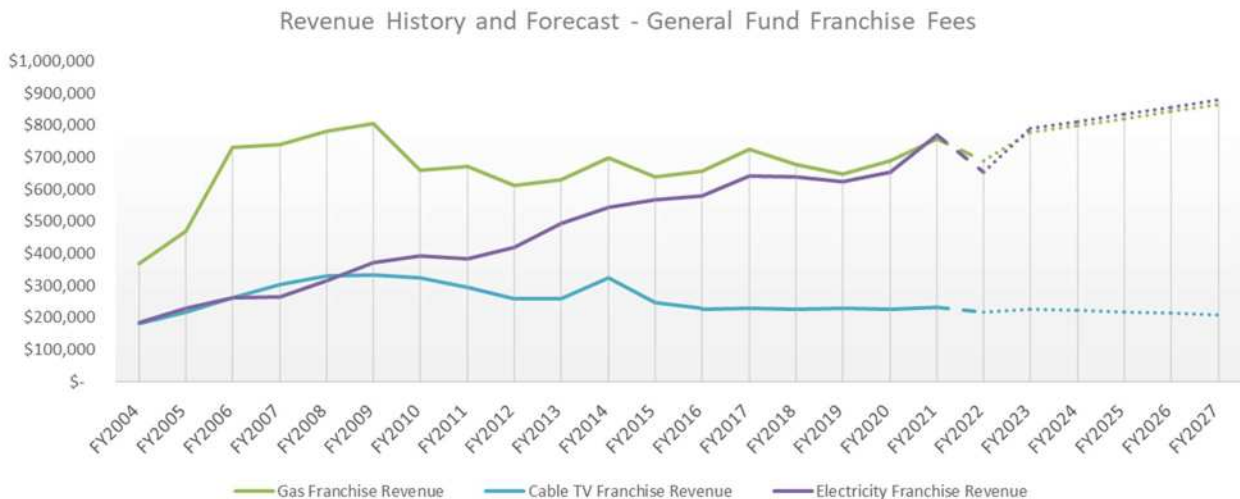


Exhibit 8

The revenue generated by the Franchise Agreements allowed by the State will have mixed results over the next few years. Cable revenues have diminished over the last few years mainly due to the culture change from Cable to streaming based TV/Entertainment. The Finance Department continues to expect the Cable Franchise revenue to slide downward as more and more customers opt for streaming technology rather than traditional Cable TV. The revenue from the Electricity Franchise fee continues to grow year over year and we anticipate no change to the increased growth over the next few years following the population growth the City is experiencing. The Gas Franchise revenue has shown much more volatility over the past few years than we expected. The Finance Department will continue to project Gas Franchise revenue relatively flat over the next few years.

## Development Impact Fees

Development Impact Fees are one-time assessments restricted for the recovery of capital costs borne by the City due to new growth and development. State of Idaho (Title 67-82) governs Impact fees, which specifically gives the City the authority to



levy impact fees. The Idaho Code defines an impact fee as “...a payment of money imposed as a condition of development approval to pay for a proportionate share of the cost of system improvements needed to serve development.” The City manages three distinct impact fees for Fire services, Parks services, and Police services. Exhibit 9 displays the historical amounts collected by the City for Development Impact Fees.

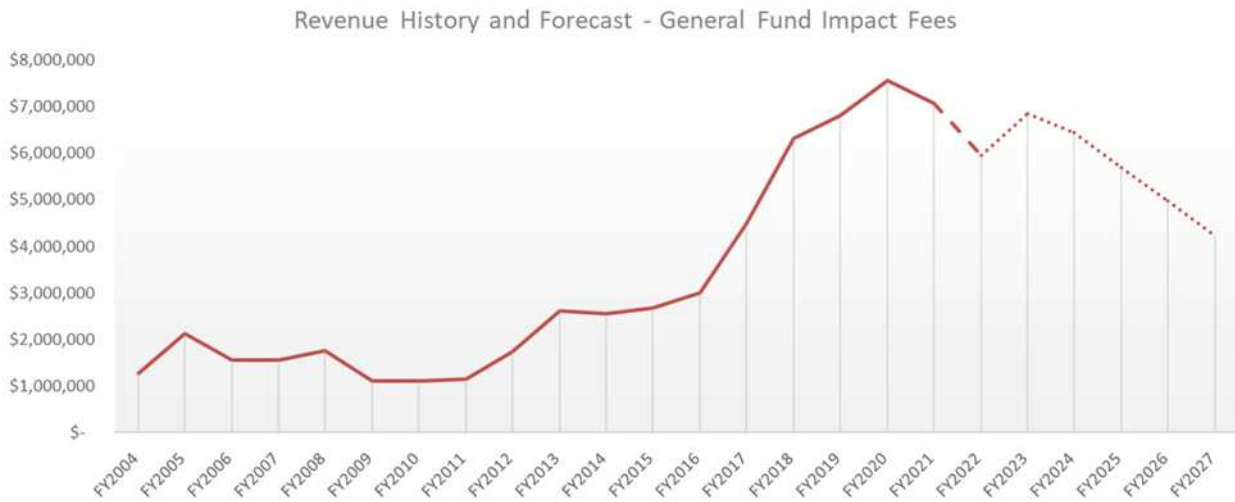


Exhibit 9

The Impact Fees generated by new development will continue to be strong over the next few years. As mentioned earlier with other revenue sources, the Impact Fee revenue will be extremely dependent on the development community. Based on the States and City’s forecasts, development will be strong for the next few years and will follow the population and growth curves. The City is expecting to see a reduction in revenue for the foreseeable future as development is projected to slow down as compared to years past. The City does budget Impact Fee revenue conservatively to counteract any possible fluctuation in the community, economic, and political environments.

Licenses and Permits

Community Building Permit Revenue

The City collects Permit Revenue from all new development that occurs in the City. The General Fund is the recipient of the revenue generated from permit sales and manages the revenue with specific guidelines. All revenue generated by Community Development services must pay for Community Development services expenses. Excess revenue generated by Community Development services may be allocated to the Capital Improvement Fund. Building Permit Revenue generates over 90% of the revenue collected by Community Development services. Exhibit 10 displays the historical and projected revenue amounts collected by the City for Community Development services.

# Revenue Report

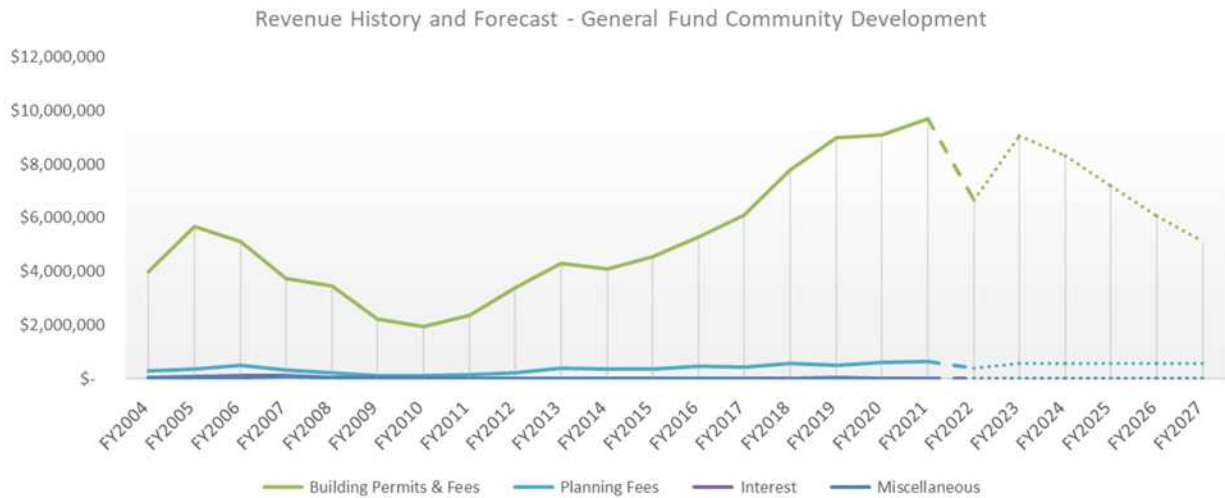


Exhibit 10

The Community Development Building Permit revenue looks to be strong over the next few years (despite the downward graph). Given the forecasts for population and development as reported by the State, the City will generate strong permit sales and revenue to keep up with growth. As displayed in Exhibit 10, the Community Development services revenue is highly dependent on the community development demands.



## Enterprise Fund Revenue Sources

The Enterprise Fund generates a majority of its revenue from the sale of potable water and the collection and treatment of sewer water from the City’s utility customers. The City generates revenue from other various sources such as Water Connection Revenue, Sewer Connection Revenue, and Trash Billing Services. Exhibit 11 provides a summarized list referencing the different revenue sources for the Enterprise Fund. Exhibit 12 will display the historical and projected revenue sources for the Enterprise Fund. This Revenue Report will discuss many of the Enterprise Fund revenue sources displayed within Exhibit 11 on the following pages.

### Enterprise Fund Revenue Sources

<p>Water Services</p> <ul style="list-style-type: none"> <li><i>Water Utility Sales</i></li> <li><i>Water Connection Revenue</i></li> <li><i>Water Meter Sales</i></li> </ul>	<p>Sewer Services</p> <ul style="list-style-type: none"> <li><i>Sewer Utility Sales</i></li> <li><i>Sewer Connection Revenue</i></li> </ul>	<p>Other Revenue Sources</p> <ul style="list-style-type: none"> <li><i>Investment Interest Revenue</i></li> <li><i>Trash Billing Services Revenue</i></li> <li><i>Engineering Fees</i></li> </ul>
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\*\*Note for the reader\*\*

Some graphs will show a steep drop in revenue from 2021 to 2022. The reason for the drop is related to the very cautious and conservative revenue projections for FY2022 given the Covid-19 impacts that began January 2020. The Treasure Valley has experienced a positive recovery thus generating much stronger revenues than what was cautiously projected for FY2021 & FY2022 and are reflected in the adjusted FY2023 and beyond revenue projections.

- Line graph Legend
  - Solid Line = Actual Audited Financial Results
  - Dash Line = Current Year Approved Budget
  - Dotted Line = Projected Revenue

Revenue History and Forecast - Total Enterprise Fund

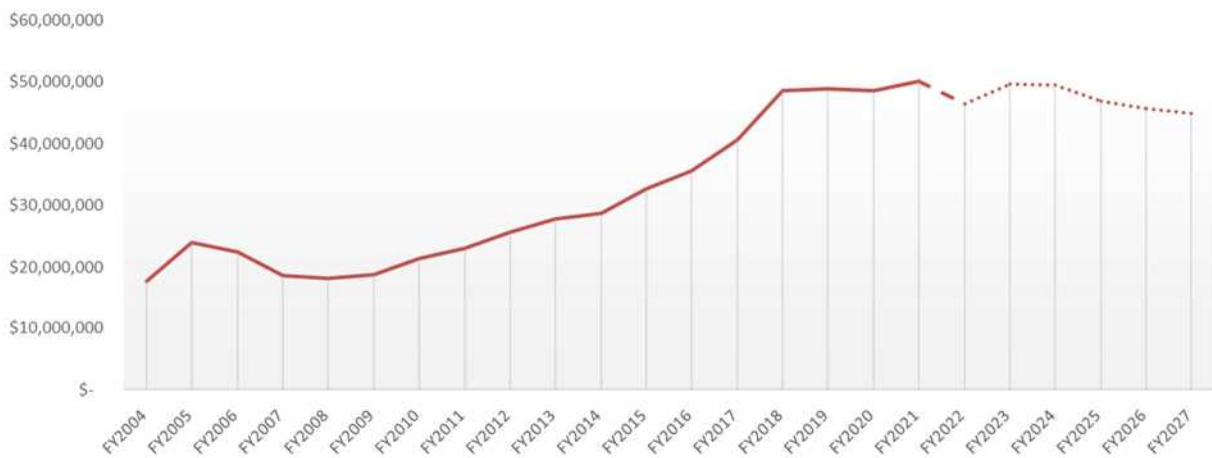


Exhibit 12





## Water & Sewer Sales Revenue

The largest source of revenue for the Enterprise Fund is Water Sales and Sewer Treatment Services. Water and Sewer Sales on average account for roughly 60% of the total revenue generated for the Enterprise Fund. The City currently has about 45,000 utility customers receiving water and sewer services daily.

The City collects revenue from utility customers monthly for all water and sewer services utilized by each customer. Utility customers receive a monthly bill utilizing a dual fee approach that fairly accounts for each customer’s usage during a given month. Customers are charged a “base fee” and a “usage fee” to determine their monthly bill. The “base” fee represents the fixed operating costs necessary for daily operations of the utility. The “usage” portion of the fee represents the variable costs associated with actual consumption or usage of the utility. Exhibit 13 displays the historical and projected amounts collected by the City for Water and Sewer Sales revenue.

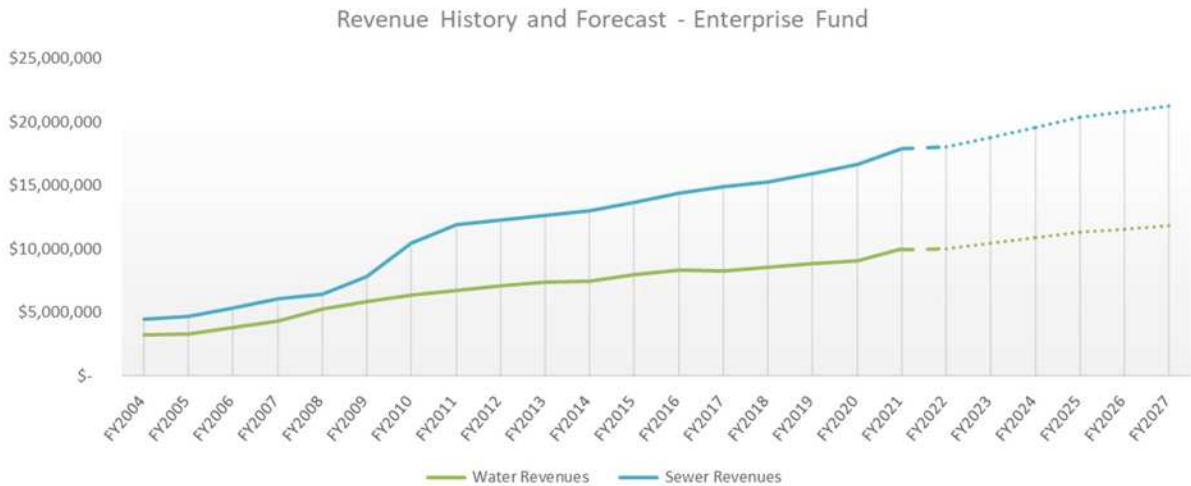


Exhibit 13

The Enterprise Fund’s Water and Sewer Sales revenue looks to be very strong over the next few years. As history has shown in Exhibit 13, the City has experienced steady growth since the Great Recession (Dec. 2007 to June 2009). Given the forecasts for population and development as reported by the State and the City, the Finance Department projects steady growth to the Water and Sewer Sales revenue in the near future. As long as development continues to grow and population counts increase, the Enterprise Funds primary revenue source will continue its current growth pattern for revenue.

## Connection Revenue

The second largest source of revenue for the Enterprise Fund is from new development within the City limits. When new residential or commercial properties request new water and sewer services to their property, the City will impose a “connection” fee for the services. All revenues collected for “connections” are to assist the City with establishing additional water and sewer infrastructure in connection with the increased growth and demands. Exhibit 14 displays the historical and projected amounts collected by the City for Water and Sewer Connection revenue.

The future projections for the Water and Sewer Connection revenue will be very dependent on what the economy and development community produce. As Exhibit 14 displays, revenue volatility exists and is 100% dependent on the development community. The Finance Department adjusted all revenue estimates following the State’s forecasts for population and development over the next few years and projects strong revenue amounts for the Water and Sewer Connection.

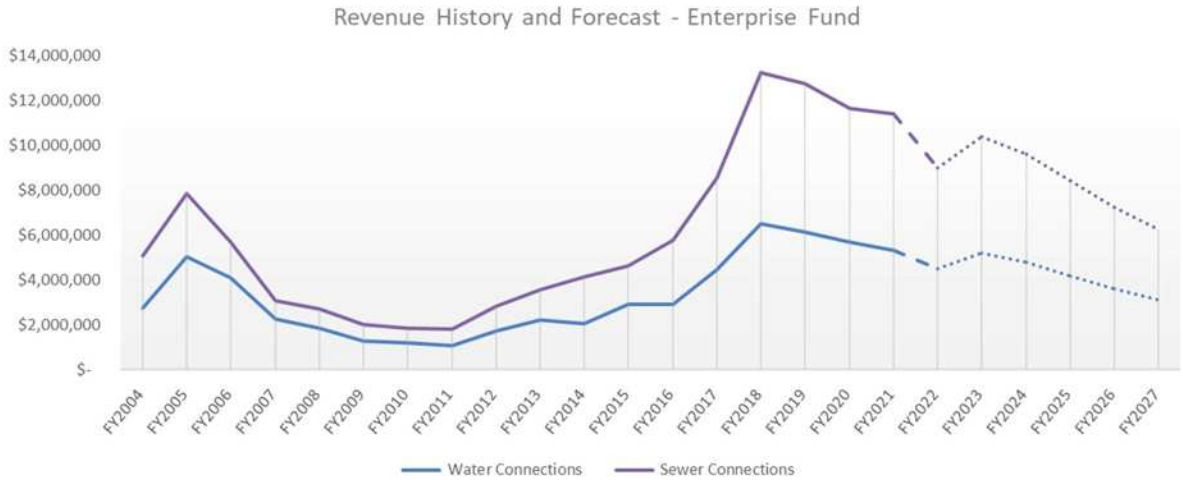


Exhibit 14

Trash Billing Services

The City has contracted with Republic Services, a private company to provide City garbage/trash pick-up services to all City property owners (both residential and commercial). The contract agreement between the City and Republic Services requires that the City facilitate all billing services for the garbage/trash pick-up services on behalf of Republic Services. The City will process the necessary paperwork to collect the revenue for the garbage/trash pick-up services on behalf of Republic Services for a nominal fee each month. Exhibit 15 displays the historical and projected amounts collected by the City for Trash Billing Services revenue.

Over the past five years, the City has experienced continued growth, as displayed in Exhibit 15. The future looks very similar to the past five years for Trash Billing Services revenue. The City and the State are both projecting steady growth for the next few years, which will develop a strong and reliable revenue source for the Enterprise Fund.

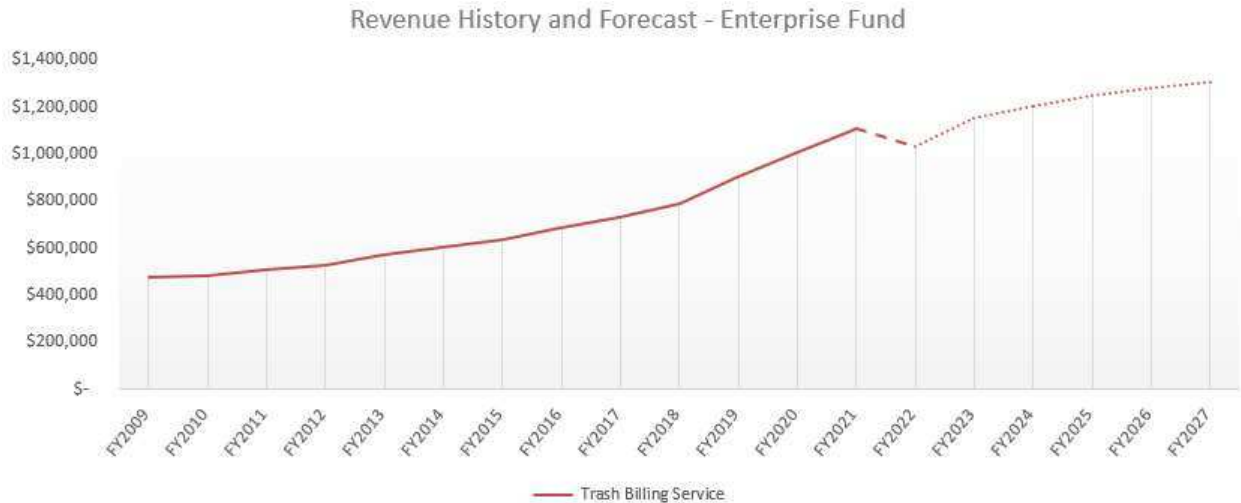


Exhibit 15



### Revenue Report Conclusion

The City has experienced phenomenal growth in both residential and commercial development over the past five years. The Treasure Valley and the City will continue to see strong growth demands that will have a positive influence on the stability of revenue. The City will continue to project revenues utilizing the latest information available relating to economic, demographic, legislative, and development growth projections.

The City and the Finance Department take great pride in fiscal responsibility with proper revenue projections and management of the scarce resources. The revenue projections discussed in this report represent data available to the City at the time of publication. Continual adjustments to all revenue projections will occur during the fiscal year to ensure proper revenue management.

For any questions about the information published in this document, please contact the Finance Department at [finance@meridiacity.org](mailto:finance@meridiacity.org).

Dated: May 20, 2022 – Department of Finance



### Comprehensive Financial Plan Introduction

A comprehensive financial plan (CFP) is a both a short-term and long-term guide for capital, operating, and personnel expenditures. The CFP includes a list of capital, operating, and personnel requests that the City and its community envisions for the future. It is a plan that integrates timing of expenditures with the City's annual budget. The CFP identifies future needs that will benefit the City and its community. The CFP also indicates the priorities assigned to each requests and presents a target construction/implementation schedule.

A carefully prepared CFP has many uses. It can assist a community to:

- Anticipate and communicate community needs in advance, before needs become critical;
- Rank capital, operating, and personnel improvement needs so the higher priority requests are given consideration for funding before requests not as urgently needed;
- Plan for maintenance and operations costs so expenses are budgeted in advance and requests that communities cannot afford to operate are avoided;
- Provide a written description and justification for requests submitted for funding so the Council, Mayor, and appropriate agencies have the information necessary to make informed decisions about funding capital, operating, and personnel requests; and
- Provide the basis for capital, operating, and personnel requests as part of the annual budget.

A capital CFP request is one that warrants special attention in the annual City budget. Ideally, public funds are not expended if the capital request is not listed in the City CFP. A capital expenditure should be a major, nonrecurring budget item that results in a fixed asset with an anticipated life of at least three years. Capital requests eligible for inclusion into the CFP have a minimum cost of \$10,000.

The CFP is updated annually, since only some of the requests are funded and completed each year. The process to update the CFP will begin in August of each year and conclude in January with the final report submitted to Council. The final CFP will assist departments with their annual budget requests due in April.

The CFP integrates the City's annual budget with planning for larger requests that meet City and community goals. The CFP program involves a process where the City Council compiles a viable way to implement goals for the City and community using technical support from the City departments and suggestions from the public.

# Comprehensive Financial Plan (Long-Term Plan)



Department	Fund FY	Request Title	Personnel	On Going Operating	One Time Operating	Transfers	Capital	Total		
Admin	2023	Compensation Specialist and Software	\$80,976.14	\$1,310.00	\$25,050.00	\$0.00	\$0.00	\$107,336.14		
		FY23 Benefit Requests	\$0.00	\$20,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00		
		HRMS / Timecard Replacement	\$0.00	\$140,000.00	\$0.00	\$0.00	\$10,000.00	\$150,000.00		
		Information Security Manager	\$114,396.53	\$3,695.00	\$7,700.00	(\$0.00)	\$0.00	\$125,791.53		
		Maintenance Vehicle	\$0.00	\$2,800.00	\$0.00	\$0.00	\$50,000.00	\$52,800.00		
		Transportation Projects	\$0.00	\$0.00	\$2,500,000.00	\$0.00	\$0.00	\$2,500,000.00		
		Street Light Fixture Upgrade to LED	\$0.00	\$0.00	\$75,000.00	\$0.00	\$0.00	\$75,000.00		
		Street Lights - Supplemental Projects	\$0.00	\$0.00	\$45,000.00	\$0.00	\$0.00	\$45,000.00		
		Building Maintenance Technician	\$71,525.44	\$825.00	\$2,380.00	\$0.00	\$0.00	\$74,730.44		
		Equipment Replacement - Computers	\$0.00	\$0.00	\$181,100.00	\$0.00	\$0.00	\$181,100.00		
		Equipment Replacement - Copier	\$0.00	\$0.00	\$0.00	\$0.00	\$30,000.00	\$30,000.00		
		Equipment Replacement - UPS / PDU at City Hall	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	\$50,000.00		
		Equipment Replacement - Wireless Router Replacements	\$0.00	\$0.00	\$74,900.00	\$0.00	\$0.00	\$74,900.00		
		Office Improvements	\$0.00	\$0.00	\$20,000.00	\$0.00	\$50,000.00	\$70,000.00		
		<b>Total</b>	<b>\$266,898.11</b>	<b>\$168,630.00</b>	<b>\$2,931,130.00</b>	<b>(\$0.00)</b>	<b>\$190,000.00</b>	<b>\$3,556,658.11</b>		
			2024	Transportation Projects	\$0.00	\$0.00	\$3,700,000.00	\$0.00	\$0.00	\$3,700,000.00
				IT Support Specialist	\$93,925.66	\$3,695.00	\$8,100.00	\$0.00	\$0.00	\$105,720.66
				Street Light Fixture Upgrade to LED	\$0.00	\$0.00	\$75,000.00	\$0.00	\$0.00	\$75,000.00
				Street Lights - Supplemental Projects	\$0.00	\$0.00	\$45,000.00	\$0.00	\$0.00	\$45,000.00
				Community Resource Staff	\$76,147.80	\$2,235.00	\$3,300.00	\$0.00	\$0.00	\$81,682.80
				Deputy Attorney	\$124,297.44	\$4,610.00	\$800.00	\$0.00	\$0.00	\$129,707.44
				Downtown Meridian Parking Garage	\$0.00	\$0.00	\$0.00	\$0.00	\$8,000,000.00	\$8,000,000.00
Equipment Replacement - Computers	\$0.00			\$0.00	\$123,300.00	\$0.00	\$0.00	\$123,300.00		
Equipment Replacement - IT Hardware	\$0.00			\$0.00	\$0.00	\$0.00	\$400,000.00	\$400,000.00		
Software Replacement - Windows/SQL Server	\$0.00			\$0.00	\$0.00	\$0.00	\$50,000.00	\$50,000.00		
Streetlight Utility Coordinator	\$90,341.73			\$1,025.00	\$2,800.00	\$0.00	\$0.00	\$94,166.73		
<b>Total</b>	<b>\$384,712.63</b>			<b>\$11,565.00</b>	<b>\$3,958,300.00</b>	<b>\$0.00</b>	<b>\$8,450,000.00</b>	<b>\$12,804,577.63</b>		
	2025			Street Light Fixture Upgrade to LED	\$0.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$100,000.00
				GIS Position	\$80,976.38	\$3,335.00	\$2,700.00	\$0.00	\$0.00	\$87,011.38
				Street Lights - Supplemental Projects	\$0.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00
				Downtown Meridian Parking Garage	\$0.00	\$105,000.00	\$0.00	\$0.00	\$0.00	\$105,000.00
				Equipment Replacement - Computers	\$0.00	\$0.00	\$190,000.00	\$0.00	\$0.00	\$190,000.00
				Orthoimagery project with COMPASS	\$0.00	\$0.00	\$12,000.00	\$0.00	\$0.00	\$12,000.00

# Comprehensive Financial Plan (Long-Term Plan)



Department	Fund FY	Request Title	Personnel	On Going Operating	One Time Operating	Transfers	Capital	Total	
Community Development		Software Replacement - Office / Email - MS 365 Suite	\$0.00	\$115,000.00	\$25,000.00	\$0.00	\$0.00	\$140,000.00	
		Software Replacement - Windows/SQL Server	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	\$50,000.00	
		<b>Total</b>	<b>\$80,976.38</b>	<b>\$223,335.00</b>	<b>\$379,700.00</b>	<b>\$0.00</b>	<b>\$50,000.00</b>	<b>\$734,011.38</b>	
	2026	Street Light Fixture Upgrade to LED	\$0.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$100,000.00	
		Street Lights - Supplemental Projects	\$0.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00	
		City Hall Historical Center Tenant Improvement	\$0.00	\$0.00	\$150,000.00	\$0.00	\$0.00	\$150,000.00	
		Data/Reporting Analyst	\$114,396.53	\$3,335.00	\$9,350.00	(\$0.00)	\$0.00	\$127,081.53	
		Deputy Attorney - Eliminate FTE	(\$135,694.44)	(\$85.00)	\$0.00	\$0.00	\$0.00	(\$135,779.44)	
		Equipment Replacement - Computers	\$0.00	\$0.00	\$518,200.00	\$0.00	\$0.00	\$518,200.00	
		Equipment Replacement - UPS / PDU at PD	\$0.00	\$0.00	\$0.00	\$0.00	\$20,000.00	\$20,000.00	
		<b>Total</b>	<b>(\$21,297.91)</b>	<b>\$3,250.00</b>	<b>\$827,550.00</b>	<b>(\$0.00)</b>	<b>\$20,000.00</b>	<b>\$829,502.09</b>	
		2027	Street Light Fixture Upgrade to LED	\$0.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$100,000.00
			Street Lights - Supplemental Projects	\$0.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00
	Equipment Replacement - Computers		\$0.00	\$0.00	\$152,740.00	\$0.00	\$0.00	\$152,740.00	
	Equipment Replacement - Disk Based Backup System		\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	\$50,000.00	
	<b>Total</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$302,740.00</b>	<b>\$0.00</b>	<b>\$50,000.00</b>	<b>\$352,740.00</b>	
	2028	Accounts Payable Specialist	\$67,344.68	\$1,610.00	\$3,250.00	\$0.00	\$0.00	\$72,204.68	
		HR Generalist	\$80,976.14	\$1,910.00	\$8,550.00	(\$0.00)	\$0.00	\$91,436.14	
		Street Light Fixture Upgrade to LED	\$0.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$100,000.00	
		Street Lights - Supplemental Projects	\$0.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00	
		Equipment Replacement - Computers	\$0.00	\$0.00	\$181,100.00	\$0.00	\$0.00	\$181,100.00	
		Orthoimagery project with COMPASS	\$0.00	\$0.00	\$12,000.00	\$0.00	\$0.00	\$12,000.00	
		<b>Total</b>	<b>\$148,320.82</b>	<b>\$3,520.00</b>	<b>\$354,900.00</b>	<b>(\$0.00)</b>	<b>\$0.00</b>	<b>\$506,740.82</b>	
	<b>Total</b>	<b>Total</b>	<b>\$859,610.03</b>	<b>\$410,300.00</b>	<b>\$8,754,320.00</b>	<b>(\$0.00)</b>	<b>\$8,760,000.00</b>	<b>\$18,784,230.03</b>	
	Community Development	2023	Development Permit Technician I	\$60,036.35	\$3,746.00	\$3,900.00	\$0.00	\$0.00	\$67,682.35
			<b>Total</b>	<b>\$60,036.35</b>	<b>\$3,746.00</b>	<b>\$3,900.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$67,682.35</b>
		2025	Planner (Associate or Assistant)	\$79,837.45	\$799.99	\$2,650.00	\$0.00	\$0.00	\$83,287.44
<b>Total</b>			<b>\$79,837.45</b>	<b>\$799.99</b>	<b>\$2,650.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$83,287.44</b>	
2027		Electrical Inspector II	\$81,060.52	\$3,746.00	\$3,900.00	\$0.00	\$0.00	\$88,706.52	
		<b>Total</b>	<b>\$81,060.52</b>	<b>\$3,746.00</b>	<b>\$3,900.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$88,706.52</b>	
2028		Electrical Plans Examiner	\$81,060.52	\$3,746.00	\$3,900.00	\$0.00	\$0.00	\$88,706.52	
		Planning Supervisor - Comprehensive	\$103,013.26	\$85.00	\$3,364.38	\$0.00	\$0.00	\$106,462.64	
		<b>Total</b>	<b>\$184,073.78</b>	<b>\$3,831.00</b>	<b>\$7,264.38</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$195,169.16</b>	
<b>Total</b>		<b>Total</b>	<b>\$405,008.10</b>	<b>\$12,122.99</b>	<b>\$17,714.38</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$434,845.47</b>	
Fire	2023	Fire Station #7 - Staff (13)	\$1,529,103.19	\$57,600.00	\$134,745.00	\$0.00	\$40,400.00	\$1,761,848.19	
		Fire Station #8 - Staff (13)	\$1,529,103.19	\$57,600.00	\$134,745.00	\$0.00	\$40,400.00	\$1,761,848.19	

# Comprehensive Financial Plan (Long-Term Plan)



Department	Fund FY	Request Title	Personnel	On Going Operating	One Time Operating	Transfers	Capital	Total	
		Deputy Chief of Administration with Vehicle	\$148,989.44	\$1,985.00	\$18,025.00	\$0.00	\$55,000.00	\$223,999.44	
		Division Chief of Risk Management and Vehicle	\$144,531.68	\$3,920.00	\$14,490.00	\$0.00	\$50,000.00	\$212,941.68	
		Public Education Assistant and Vehicle	\$66,198.97	\$2,010.00	\$3,200.00	\$0.00	\$35,000.00	\$106,408.97	
		EMS Coordinator	\$88,024.44	\$1,910.00	\$3,800.00	\$0.00	\$0.00	\$93,734.44	
		Administrative Assistant I	\$61,199.84	\$1,310.00	\$3,000.00	\$0.00	\$0.00	\$65,509.84	
		CPSE Accreditation	\$0.00	\$0.00	\$15,000.00	\$0.00	\$0.00	\$15,000.00	
		Vehicle Replacement - Fire Engine MF009	\$0.00	\$0.00	\$56,811.00	\$0.00	\$744,137.00	\$800,948.00	
		<b>Total</b>	<b>\$3,567,150.75</b>	<b>\$126,335.00</b>	<b>\$383,816.00</b>	<b>\$0.00</b>	<b>\$964,937.00</b>	<b>\$5,042,238.75</b>	
		2024	Equipment Replacement - Replace Air Packs (55)	\$0.00	\$0.00	\$522,500.00	\$0.00	\$0.00	\$522,500.00
			Equipment Specialist Captain	\$138,249.85	\$2,660.00	\$6,010.00	\$0.00	\$0.00	\$146,919.85
			Vehicle Replacement - Battalion Chief BC32 - MF028	\$0.00	\$0.00	\$5,950.00	\$0.00	\$92,451.00	\$98,401.00
			Vehicle Replacement - Division Chief of Training - MF036	\$0.00	\$0.00	\$0.00	\$0.00	\$62,000.00	\$62,000.00
			Vehicle Replacement - EMS Division Vehicle - MF023	\$0.00	\$0.00	\$0.00	\$0.00	\$63,860.00	\$63,860.00
			Vehicle Replacement - Fire Inspector #1 - MF035	\$0.00	\$0.00	\$5,950.00	\$0.00	\$70,550.00	\$76,500.00
			<b>Total</b>	<b>\$138,249.85</b>	<b>\$2,660.00</b>	<b>\$540,410.00</b>	<b>\$0.00</b>	<b>\$288,861.00</b>	<b>\$970,180.85</b>
		2025	Ladder Truck	\$0.00	\$10,700.00	\$191,191.00	\$0.00	\$1,598,305.00	\$1,800,196.00
			Equipment Replacement - Radios	\$0.00	\$0.00	\$646,706.00	\$0.00	\$0.00	\$646,706.00
			<b>Total</b>	<b>\$0.00</b>	<b>\$10,700.00</b>	<b>\$837,897.00</b>	<b>\$0.00</b>	<b>\$1,598,305.00</b>	<b>\$2,446,902.00</b>
		2026	Vehicle Replacement - Deputy Chief of Prevention - MF039	\$0.00	\$0.00	\$5,950.00	\$0.00	\$70,534.00	\$76,484.00
			Vehicle Replacement - Fire Engine MF019	\$0.00	\$0.00	\$56,900.00	\$0.00	\$744,137.00	\$801,037.00
			Vehicle Replacement - Fire Inspector #2 - MF038	\$0.00	\$0.00	\$0.00	\$0.00	\$76,484.00	\$76,484.00
			Vehicle Replacement - Pub. Ed. Division Manager Vehicle MF026	\$0.00	\$0.00	\$0.00	\$0.00	\$41,600.00	\$41,600.00
			<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$62,850.00</b>	<b>\$0.00</b>	<b>\$932,755.00</b>	<b>\$995,605.00</b>
		2027	Division Chief of Health & Safety	\$144,531.68	\$2,685.00	\$5,665.00	\$0.00	\$0.00	\$152,881.68
			Equipment Replacement - Hydraulic Extrication Tools (8 sets)	\$0.00	\$0.00	\$0.00	\$0.00	\$250,000.00	\$250,000.00
			Equipment Replacement - Thermal Imaging Cameras (10)	\$0.00	\$0.00	\$70,400.00	\$0.00	\$0.00	\$70,400.00
			Vehicle Replacement - Training Division - MF042	\$0.00	\$0.00	\$0.00	\$0.00	\$76,484.00	\$76,484.00
			Vehicle Replacement - Training Division - MF043	\$0.00	\$0.00	\$0.00	\$0.00	\$76,484.00	\$76,484.00
			<b>Total</b>	<b>\$144,531.68</b>	<b>\$2,685.00</b>	<b>\$76,065.00</b>	<b>\$0.00</b>	<b>\$402,968.00</b>	<b>\$626,249.68</b>
		2028	Battalion Chiefs (3) and Vehicle	\$401,168.92	\$15,747.00	\$54,775.00	\$0.00	\$115,600.00	\$587,290.92
			Community Risk Reduction Specialist	\$88,024.44	\$1,910.00	\$3,800.00	\$0.00	\$0.00	\$93,734.44
			Equipment Replacement - SCBA Breathing Air Compressor St. 6	\$0.00	\$0.00	\$0.00	\$0.00	\$75,000.00	\$75,000.00

# Comprehensive Financial Plan (Long-Term Plan)



Department	Fund FY	Request Title	Personnel	On Going Operating	One Time Operating	Transfers	Capital	Total
Parks & Recreation		Vehicle Replacement - Deputy Chief of Operations - MF044	\$0.00	\$0.00	\$0.00	\$0.00	\$62,000.00	\$62,000.00
		<b>Total</b>	<b>\$489,193.36</b>	<b>\$17,657.00</b>	<b>\$58,575.00</b>	<b>\$0.00</b>	<b>\$252,600.00</b>	<b>\$818,025.36</b>
	<b>Total</b>	<b>Total</b>	<b>\$4,339,125.64</b>	<b>\$160,037.00</b>	<b>\$1,959,613.00</b>	<b>\$0.00</b>	<b>\$4,440,426.00</b>	<b>\$10,899,201.64</b>
	2023	Community Center (New) - Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000,000.00	\$5,000,000.00
		Pathway Connections	\$1,500.00	\$5,000.00	\$0.00	\$0.00	\$900,000.00	\$906,500.00
		Golf Course Capital Replacements	\$0.00	\$0.00	\$0.00	\$0.00	\$2,098,158.00	\$2,098,158.00
		Discovery Park - Senior Maintenance Technician and Vehicle	\$70,518.48	\$4,491.00	\$1,474.00	\$0.00	\$45,000.00	\$121,483.48
		Park Operations Crew Chief and Vehicle	\$82,573.40	\$3,616.00	\$4,324.00	\$0.00	\$45,000.00	\$135,513.40
		Park Maintenance Equipment Capital Purchases	\$0.00	\$0.00	\$0.00	\$0.00	\$90,000.00	\$90,000.00
		Meridian Pool Improvements and Management	\$0.00	\$200,000.00	\$0.00	\$0.00	\$0.00	\$200,000.00
		MAPS - Art Work	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	\$50,000.00
		Facility Life Cycle Replacements	\$0.00	\$0.00	\$35,000.00	\$0.00	\$305,000.00	\$340,000.00
		Shade Structure in Existing Parks	\$0.00	\$0.00	\$0.00	\$0.00	\$150,000.00	\$150,000.00
		Vehicle and Equipment Replacement	\$0.00	\$0.00	\$0.00	\$0.00	\$390,000.00	\$390,000.00
		<b>Total</b>	<b>\$154,591.88</b>	<b>\$213,107.00</b>	<b>\$40,798.00</b>	<b>\$0.00</b>	<b>\$9,073,158.00</b>	<b>\$9,481,654.88</b>
	2024	Community Center (New) - Construction	\$0.00	\$99,857.00	\$0.00	\$0.00	\$0.00	\$99,857.00
		Pathway Connections	\$0.00	\$0.00	\$0.00	\$0.00	\$125,000.00	\$125,000.00
	Pathway Development - Maintenance Technician and Vehicles	\$60,846.72	\$4,765.00	\$16,700.00	\$0.00	\$45,000.00	\$127,311.72	
	Park Maintenance Equipment Capital Purchases	\$0.00	\$0.00	\$0.00	\$0.00	\$90,000.00	\$90,000.00	
	Forestry Assistant and Vehicle	\$70,518.48	\$3,616.00	\$4,324.00	\$0.00	\$45,000.00	\$123,458.48	
	MAPS - Art Work	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	\$50,000.00	
	Park Identity/Theming Reinforcement	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	\$50,000.00	
	Facility Life Cycle Replacements	\$0.00	\$0.00	\$0.00	\$0.00	\$470,000.00	\$470,000.00	
	Vehicle and Equipment Replacement	\$0.00	\$0.00	\$0.00	\$0.00	\$385,000.00	\$385,000.00	
	<b>Total</b>	<b>\$131,365.20</b>	<b>\$108,238.00</b>	<b>\$21,024.00</b>	<b>\$0.00</b>	<b>\$1,260,000.00</b>	<b>\$1,520,627.20</b>	
2025	Brundage/Graycliff Park - Design	\$0.00	\$0.00	\$0.00	\$0.00	\$185,000.00	\$185,000.00	
	Pathway Connections	\$1,500.00	\$4,275.00	\$0.00	\$0.00	\$350,000.00	\$355,775.00	
	Community Center Staffing	\$227,323.93	\$344,560.00	\$162,942.00	\$0.00	\$30,000.00	\$764,825.93	
	Homecourt Administrative Assistant I	\$60,106.67	\$685.00	\$3,400.00	\$0.00	\$0.00	\$64,191.67	
	Park Maintenance Equipment Capital Purchases	\$0.00	\$0.00	\$0.00	\$0.00	\$140,000.00	\$140,000.00	
	MAPS - Art Work	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	\$50,000.00	
	Facility Life Cycle Replacements	\$0.00	\$0.00	\$0.00	\$0.00	\$430,000.00	\$430,000.00	
	Shade Structure in Existing Parks	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	\$50,000.00	
	Vehicle and Equipment Replacement	\$0.00	\$0.00	\$0.00	\$0.00	\$565,000.00	\$565,000.00	
	<b>Total</b>	<b>\$288,930.60</b>	<b>\$349,520.00</b>	<b>\$166,342.00</b>	<b>\$0.00</b>	<b>\$1,800,000.00</b>	<b>\$2,604,792.60</b>	



# Comprehensive Financial Plan (Long-Term Plan)



Department	Fund FY	Request Title	Personnel	On Going Operating	One Time Operating	Transfers	Capital	Total	
	2026	Brundage/Graycliff Park - Construction	\$23,454.35	\$41,037.00	\$2,500.00	\$0.00	\$1,906,500.00	\$1,973,491.35	
		Pathway Connections	\$1,500.00	\$4,000.00	\$0.00	\$0.00	\$250,000.00	\$255,500.00	
		Brundage/Graycliff Park - Maintenance Technician and Vehicle	\$60,846.72	\$5,641.00	\$700.00	\$0.00	\$45,000.00	\$112,187.72	
		West Meridian Regional Park - Design	\$0.00	\$0.00	\$0.00	\$0.00	\$500,000.00	\$500,000.00	
		Seasonal Special Event Specialist	\$22,909.27	\$830.00	\$400.00	\$0.00	\$0.00	\$24,139.27	
		Park Scheduling Specialist	\$70,153.71	\$1,210.00	\$9,700.00	\$0.00	\$0.00	\$81,063.71	
		MAPS - Art Work	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	\$50,000.00	
		Impact Fee Eligible Park Land	\$0.00	\$0.00	\$0.00	\$0.00	\$525,000.00	\$525,000.00	
		Park Identity/Theming Reinforcement	\$0.00	\$0.00	\$0.00	\$0.00	\$200,000.00	\$200,000.00	
		Facility Life Cycle Replacements	\$0.00	\$0.00	\$75,000.00	\$0.00	\$0.00	\$75,000.00	
		Vehicle and Equipment Replacement	\$0.00	\$0.00	\$0.00	\$0.00	\$304,000.00	\$304,000.00	
		<b>Total</b>	<b>\$178,864.05</b>	<b>\$52,718.00</b>	<b>\$88,300.00</b>	<b>\$0.00</b>	<b>\$3,780,500.00</b>	<b>\$4,100,382.05</b>	
	2027	Pathway Connections	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	\$50,000.00	
		West Meridian Regional Park - Construction	\$124,478.16	\$86,626.00	\$40,000.00	\$0.00	\$5,147,500.00	\$5,398,604.16	
		West Meridian Regional Park - Senior Maintenance Technician and Vehicle	\$70,518.48	\$4,491.00	\$1,924.00	\$0.00	\$45,000.00	\$121,933.48	
		West Meridian Regional Park - Maintenance Technician and Vehicle	\$60,846.72	\$4,491.00	\$6,074.00	\$0.00	\$45,000.00	\$116,411.72	
		Discovery Park, Phase 3 - Design	\$0.00	\$0.00	\$0.00	\$0.00	\$500,000.00	\$500,000.00	
		Meridian Parks & Recreation Master Plan Update	\$0.00	\$0.00	\$150,000.00	\$0.00	\$0.00	\$150,000.00	
		MAPS - Art Work	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	\$50,000.00	
		Facility Life Cycle Replacements	\$0.00	\$0.00	\$0.00	\$0.00	\$636,800.00	\$636,800.00	
		Shade Structure in Existing Parks	\$0.00	\$0.00	\$0.00	\$0.00	\$200,000.00	\$200,000.00	
		Vehicle and Equipment Replacement	\$0.00	\$0.00	\$0.00	\$0.00	\$245,000.00	\$245,000.00	
		<b>Total</b>	<b>\$255,843.36</b>	<b>\$95,608.00</b>	<b>\$197,998.00</b>	<b>\$0.00</b>	<b>\$6,919,300.00</b>	<b>\$7,468,749.36</b>	
	2028	Discovery Park, Phase 3 - Construction	\$74,032.14	\$91,351.50	\$40,632.00	\$0.00	\$5,160,000.00	\$5,366,015.64	
		Pathway Connections	\$1,500.00	\$5,000.00	\$0.00	\$0.00	\$500,000.00	\$506,500.00	
		MAPS - Art Work	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	\$50,000.00	
		Park Identity/Theming Reinforcement	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	\$50,000.00	
		Facility Life Cycle Replacements	\$0.00	\$0.00	\$0.00	\$0.00	\$386,800.00	\$386,800.00	
		Vehicle and Equipment Replacement	\$0.00	\$0.00	\$0.00	\$0.00	\$505,000.00	\$505,000.00	
		<b>Total</b>	<b>\$75,532.14</b>	<b>\$96,351.50</b>	<b>\$40,632.00</b>	<b>\$0.00</b>	<b>\$6,651,800.00</b>	<b>\$6,864,315.64</b>	
	<b>Total</b>	<b>Total</b>	<b>\$1,085,127.23</b>	<b>\$915,542.50</b>	<b>\$555,094.00</b>	<b>\$0.00</b>	<b>\$29,484,758.00</b>	<b>\$32,040,521.73</b>	
	Police	2023	Civilian Internal Affairs Investigator	\$91,872.61	\$1,089.00	\$4,550.00	\$0.00	\$0.00	\$97,511.61
			Civilian Community Services Commander and Vehicle	\$117,799.72	\$5,089.00	\$4,550.00	\$0.00	\$32,000.00	\$159,438.72

# Comprehensive Financial Plan (Long-Term Plan)



Department	Fund FY	Request Title	Personnel	On Going Operating	One Time Operating	Transfers	Capital	Total
		Administrative Assistant	\$64,488.27	\$1,089.00	\$4,550.00	\$0.00	\$0.00	\$70,127.27
		Victim Witness Coordinator and Vehicle	\$80,750.22	\$5,089.00	\$4,550.00	\$0.00	\$32,000.00	\$122,389.22
		Patrol Vehicle Cameras	\$0.00	\$70,000.00	\$180,000.00	\$0.00	\$0.00	\$250,000.00
		Public Safety Training Center (Phase 3)	\$0.00	\$30,000.00	\$0.00	\$0.00	\$4,000,000.00	\$4,030,000.00
		Replacement - Shields and Armor Vests	\$0.00	\$0.00	\$66,150.00	\$0.00	\$0.00	\$66,150.00
		Replacement - Trauma kit supplies	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00
		Vehicle for Office Of Professional Standards	\$0.00	\$4,000.00	\$0.00	\$0.00	\$0.00	\$4,000.00
		Vehicle Replacement - Police Vehicles	\$0.00	\$0.00	\$0.00	\$0.00	\$654,000.00	\$654,000.00
		<b>Total</b>	<b>\$354,910.82</b>	<b>\$118,356.00</b>	<b>\$264,350.00</b>	<b>\$0.00</b>	<b>\$4,718,000.00</b>	<b>\$5,455,616.82</b>
	2024	Data Clerk - Precinct	\$59,036.86	\$1,693.00	\$6,550.00	\$0.00	\$0.00	\$67,279.86
		Police Motor officers (2)	\$182,195.52	\$12,126.00	\$29,134.00	\$0.00	\$82,000.00	\$305,455.52
		Police Officers (2) with vehicle	\$176,728.94	\$12,126.00	\$35,911.00	\$0.00	\$81,000.00	\$305,765.94
		Police Detectives (2) with Vehicles	\$206,205.53	\$16,316.00	\$23,166.00	\$0.00	\$72,000.00	\$317,687.53
		Administrative Assistant	\$64,488.27	\$1,089.00	\$4,550.00	\$0.00	\$0.00	\$70,127.27
		Police Administration Building - Replacement of rooftop AC units	\$0.00	\$0.00	\$0.00	\$0.00	\$195,000.00	\$195,000.00
		Police Administration Building - Roof Membrane Replacement	\$0.00	\$0.00	\$0.00	\$0.00	\$450,000.00	\$450,000.00
		Police Administration Building - Tenant Improvement	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000,000.00	\$1,000,000.00
		Replacement - Shields and Armor Vests	\$0.00	\$0.00	\$21,600.00	\$0.00	\$0.00	\$21,600.00
		Vehicle Replacement - Police Vehicles	\$0.00	\$0.00	\$0.00	\$0.00	\$748,000.00	\$748,000.00
		<b>Total</b>	<b>\$688,655.12</b>	<b>\$43,350.00</b>	<b>\$120,911.00</b>	<b>\$0.00</b>	<b>\$2,628,000.00</b>	<b>\$3,480,916.12</b>
	2025	Fleet and Building Services Assistant	\$59,980.54	\$1,045.00	\$3,710.00	\$0.00	\$0.00	\$64,735.54
		Law Enforcement-Legal Advisor	\$136,183.19	\$1,089.00	\$4,550.00	\$0.00	\$0.00	\$141,822.19
		Police Officers (2) with vehicle	\$176,728.94	\$12,126.00	\$35,911.00	\$0.00	\$81,000.00	\$305,765.94
		Patrol Administrative Assistant	\$71,802.93	\$585.00	\$6,525.00	\$0.00	\$0.00	\$78,912.93
		Equipment Replacement - Canine (4)	\$0.00	\$0.00	\$0.00	\$0.00	\$48,000.00	\$48,000.00
		Replacement - Shields and Armor Vests	\$0.00	\$0.00	\$69,800.00	\$0.00	\$0.00	\$69,800.00
		Vehicle Replacement - Police Vehicles	\$0.00	\$0.00	\$0.00	\$0.00	\$1,044,500.00	\$1,044,500.00
		<b>Total</b>	<b>\$444,695.60</b>	<b>\$14,845.00</b>	<b>\$120,496.00</b>	<b>\$0.00</b>	<b>\$1,173,500.00</b>	<b>\$1,753,536.60</b>
	2026	Police Human Resources Recruiter Coordinator	\$69,372.13	\$1,089.00	\$4,550.00	\$0.00	\$0.00	\$75,011.13
		Police Detective and Vehicle	\$103,102.77	\$8,158.00	\$12,083.00	\$0.00	\$36,000.00	\$159,343.77
		Police Officers (2) with vehicle	\$176,728.94	\$12,126.00	\$35,911.00	\$0.00	\$81,000.00	\$305,765.94
		Police Lieutenants (2) with vehicles	\$339,171.64	\$8,030.00	\$4,034.00	\$0.00	\$150,000.00	\$501,235.64
		Data Clerk - Precinct	\$59,036.86	\$1,693.00	\$6,550.00	\$0.00	\$0.00	\$67,279.86
		Police Precinct - Station #2	\$0.00	\$0.00	\$0.00	\$0.00	\$6,500,000.00	\$6,500,000.00

# Comprehensive Financial Plan (Long-Term Plan)



Department	Fund FY	Request Title	Personnel	On Going Operating	One Time Operating	Transfers	Capital	Total	
		Replacement - Shields and Armor Vests	\$0.00	\$0.00	\$20,700.00	\$0.00	\$0.00	\$20,700.00	
		Vehicle Replacement - Police Vehicles	\$0.00	\$0.00	\$0.00	\$0.00	\$873,000.00	\$873,000.00	
		Victim Witness Coordinator and Vehicle	\$80,750.22	\$5,089.00	\$4,550.00	\$0.00	\$32,000.00	\$122,389.22	
		<b>Total</b>	<b>\$828,162.56</b>	<b>\$36,185.00</b>	<b>\$88,378.00</b>	<b>\$0.00</b>	<b>\$7,672,000.00</b>	<b>\$8,624,725.56</b>	
	2027	Code Enforcement Officer and Vehicle	\$60,646.33	\$4,845.00	\$7,050.00	\$0.00	\$46,500.00	\$119,041.33	
		Police Officers (2) with vehicle	\$176,728.94	\$12,126.00	\$35,911.00	\$0.00	\$81,000.00	\$305,765.94	
		Mental Health Coordinator	\$105,394.64	\$1,745.00	\$7,275.00	\$0.00	\$0.00	\$114,414.64	
		Install power outlets in floor @ PSTC	\$0.00	\$0.00	\$0.00	\$0.00	\$30,000.00	\$30,000.00	
		Replacement - Shields and Armor Vests	\$0.00	\$0.00	\$81,700.00	\$0.00	\$10,300.00	\$92,000.00	
		Vehicle Replacement - Police Vehicles	\$0.00	\$0.00	\$0.00	\$0.00	\$975,500.00	\$975,500.00	
		<b>Total</b>	<b>\$342,769.91</b>	<b>\$18,716.00</b>	<b>\$131,936.00</b>	<b>\$0.00</b>	<b>\$1,143,300.00</b>	<b>\$1,636,721.91</b>	
		2028	Police Sgt - SRO and Vehicle	\$148,401.92	\$8,158.00	\$17,918.00	\$0.00	\$76,500.00	\$250,977.92
		Police Officers (2) with vehicle	\$176,728.94	\$12,126.00	\$35,911.00	\$0.00	\$81,000.00	\$305,765.94	
		Replacement - Shields and Armor Vests	\$0.00	\$0.00	\$24,300.00	\$0.00	\$0.00	\$24,300.00	
		Vehicle Replacement - Police Vehicles	\$0.00	\$0.00	\$0.00	\$0.00	\$846,500.00	\$846,500.00	
		<b>Total</b>	<b>\$325,130.86</b>	<b>\$20,284.00</b>	<b>\$78,129.00</b>	<b>\$0.00</b>	<b>\$1,004,000.00</b>	<b>\$1,427,543.86</b>	
	<b>Total</b>	<b>Total</b>	<b>\$2,984,324.87</b>	<b>\$251,736.00</b>	<b>\$804,200.00</b>	<b>\$0.00</b>	<b>\$18,338,800.00</b>	<b>\$22,379,060.87</b>	
	Public Works	2024	Development Analyst I	\$69,555.24	\$3,746.00	\$5,400.00	\$0.00	\$0.00	\$78,701.24
		<b>Total</b>	<b>Total</b>	<b>\$69,555.24</b>	<b>\$3,746.00</b>	<b>\$5,400.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$78,701.24</b>
		2025	Vehicle Replacement - 1998 Ford 1/2 Ton Ranger (PW)	\$0.00	\$0.00	\$0.00	\$0.00	\$35,000.00	\$35,000.00
<b>Total</b>		<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$35,000.00</b>	<b>\$35,000.00</b>	
2026		Vehicle Replacement - PW Inspection - 2014 Ford F-150	\$0.00	\$0.00	\$0.00	\$0.00	\$88,000.00	\$88,000.00	
<b>Total</b>		<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$88,000.00</b>	<b>\$88,000.00</b>	
2028		Inspector II and Vehicle	\$70,315.17	\$5,265.00	\$3,760.00	\$0.00	\$45,500.00	\$124,840.17	
		Cost of Service Study	\$0.00	\$0.00	\$125,000.00	\$0.00	\$0.00	\$125,000.00	
		Vehicle Replacement - PW Inspection - 2015 Ford F-150	\$0.00	\$0.00	\$0.00	\$0.00	\$44,000.00	\$44,000.00	
		Vehicle Replacement - PW Inspection - 2017 Chevrolet 1500	\$0.00	\$0.00	\$0.00	\$0.00	\$44,000.00	\$44,000.00	
<b>Total</b>		<b>Total</b>	<b>\$70,315.17</b>	<b>\$5,265.00</b>	<b>\$128,760.00</b>	<b>\$0.00</b>	<b>\$133,500.00</b>	<b>\$337,840.17</b>	
<b>Total</b>		<b>Total</b>	<b>\$139,870.41</b>	<b>\$9,011.00</b>	<b>\$134,160.00</b>	<b>\$0.00</b>	<b>\$256,500.00</b>	<b>\$539,541.41</b>	
Water	2023	Well 26 Treatment	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500,000.00	\$1,500,000.00	
	Well 31 Treatment	\$0.00	\$0.00	\$0.00	\$0.00	\$1,300,000.00	\$1,300,000.00		
	Water Master Plan Update	\$0.00	\$0.00	\$330,000.00	\$0.00	\$0.00	\$330,000.00		
	Well 34 Autumn Faire	\$0.00	\$0.00	\$0.00	\$0.00	\$500,000.00	\$500,000.00		
	Well 10B Water Treatment	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000,000.00	\$1,000,000.00		
	Water Main Extensions / Adjustments	\$0.00	\$0.00	\$0.00	\$0.00	\$1,350,000.00	\$1,350,000.00		
	Water Quality Specialist III and Vehicle	\$72,762.20	\$5,163.00	\$4,344.00	\$0.00	\$44,000.00	\$126,269.20		
	SCADA Control & Telemetry Upgrades - Water	\$0.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$100,000.00		
	PRV - SCADA	\$0.00	\$0.00	\$0.00	\$0.00	\$100,000.00	\$100,000.00		
	<b>Total</b>	<b>Total</b>	<b>\$72,762.20</b>	<b>\$5,163.00</b>	<b>\$4,344.00</b>	<b>\$0.00</b>	<b>\$5,700,000.00</b>	<b>\$6,472,169.20</b>	

# Comprehensive Financial Plan (Long-Term Plan)



Department	Fund FY	Request Title	Personnel	On Going Operating	One Time Operating	Transfers	Capital	Total	
		Well 24 Water Treatment	\$0.00	\$0.00	\$0.00	\$0.00	\$35,000.00	\$35,000.00	
		Well 32 Treatment	\$0.00	\$0.00	\$0.00	\$0.00	\$30,000.00	\$30,000.00	
		Equipment Replacement - Vacuum Excavator	\$0.00	\$0.00	\$0.00	\$0.00	\$275,000.00	\$275,000.00	
		New Source Sampling	\$0.00	\$0.00	\$12,000.00	\$0.00	\$0.00	\$12,000.00	
		Vehicle Replacement - 2002 Chevrolet 1/2 Ton	\$0.00	\$0.00	\$0.00	\$0.00	\$44,000.00	\$44,000.00	
		Vehicle Replacement - 2007 Ford 1/2 Ton	\$0.00	\$0.00	\$0.00	\$0.00	\$44,000.00	\$44,000.00	
		Water Main Replacements	\$0.00	\$0.00	\$0.00	\$0.00	\$900,000.00	\$900,000.00	
		<b>Total</b>		<b>\$72,762.20</b>	<b>\$5,163.00</b>	<b>\$446,344.00</b>	<b>\$0.00</b>	<b>\$7,122,000.00</b>	<b>\$7,646,269.20</b>
		2024	Well 23 Uranium Mitigation	\$0.00	\$0.00	\$0.00	\$0.00	\$70,000.00	\$70,000.00
		Well 34 Autumn Faire	\$0.00	\$0.00	\$0.00	\$0.00	\$1,350,000.00	\$1,350,000.00	
		Well 10B Water Treatment	\$0.00	\$0.00	\$0.00	\$0.00	\$1,350,000.00	\$1,350,000.00	
		Water Main Extensions / Adjustments	\$0.00	\$0.00	\$0.00	\$0.00	\$550,000.00	\$550,000.00	
		SCADA Control & Telemetry Upgrades - Water	\$0.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$100,000.00	
		PRV - SCADA	\$0.00	\$0.00	\$0.00	\$0.00	\$130,000.00	\$130,000.00	
		Well 24 Water Treatment	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000,000.00	\$1,000,000.00	
		Well 36, Zone 5 (Columbia)	\$0.00	\$0.00	\$0.00	\$0.00	\$550,000.00	\$550,000.00	
		Chemicals for Well Treatment	\$0.00	\$40,000.00	\$0.00	\$0.00	\$0.00	\$40,000.00	
		Sampling UCMRs	\$0.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00	
		Vehicle Replacement - 2005 Chevrolet 3/4 Ton	\$0.00	\$0.00	\$0.00	\$0.00	\$44,000.00	\$44,000.00	
		Vehicle Replacement - Valve Truck	\$0.00	\$0.00	\$0.00	\$0.00	\$150,000.00	\$150,000.00	
		Water Main Replacements	\$0.00	\$0.00	\$0.00	\$0.00	\$950,000.00	\$950,000.00	
		Well Assessments	\$0.00	\$25,000.00	\$0.00	\$0.00	\$0.00	\$25,000.00	
	<b>Total</b>		<b>\$0.00</b>	<b>\$65,000.00</b>	<b>\$150,000.00</b>	<b>\$0.00</b>	<b>\$6,144,000.00</b>	<b>\$6,359,000.00</b>	
	2025	Well 23 Uranium Mitigation	\$0.00	\$0.00	\$0.00	\$0.00	\$150,000.00	\$150,000.00	
		Pressure Zone Development	\$0.00	\$0.00	\$120,000.00	\$0.00	\$0.00	\$120,000.00	
		Well 29 Pump	\$0.00	\$0.00	\$0.00	\$0.00	\$200,000.00	\$200,000.00	
		Lead Cross Connection Control Inspector and Vehicle	\$78,507.77	\$6,503.00	\$4,327.00	\$0.00	\$44,000.00	\$133,337.77	
		Water Main Extensions / Adjustments	\$0.00	\$0.00	\$0.00	\$0.00	\$300,000.00	\$300,000.00	
		SCADA Control & Telemetry Upgrades - Water	\$0.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$100,000.00	
		Well 24 Water Treatment	\$0.00	\$0.00	\$0.00	\$0.00	\$1,350,000.00	\$1,350,000.00	
		Water Div. SCADA	\$0.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$100,000.00	
		Master Plan Update	\$0.00	\$0.00	\$0.00	\$0.00	\$35,000.00	\$35,000.00	
		Well 32 Treatment	\$0.00	\$0.00	\$0.00	\$0.00	\$500,000.00	\$500,000.00	
		Well 36, Zone 5 (Columbia)	\$0.00	\$0.00	\$0.00	\$0.00	\$500,000.00	\$500,000.00	
		Chemicals for Well Treatment	\$0.00	\$35,000.00	\$0.00	\$0.00	\$0.00	\$35,000.00	
		New Source Sampling	\$0.00	\$0.00	\$12,000.00	\$0.00	\$0.00	\$12,000.00	
		Vehicle Replacement - 1984 International Dump Truck	\$0.00	\$0.00	\$0.00	\$0.00	\$150,000.00	\$150,000.00	
	Water Main Replacements	\$0.00	\$0.00	\$0.00	\$0.00	\$850,000.00	\$850,000.00		
	<b>Total</b>		<b>\$78,507.77</b>	<b>\$41,503.00</b>	<b>\$336,327.00</b>	<b>\$0.00</b>	<b>\$3,579,000.00</b>	<b>\$4,035,337.77</b>	
	2026	Arc Flash Study (Water)	\$0.00	\$0.00	\$20,000.00	\$0.00	\$0.00	\$20,000.00	

# Comprehensive Financial Plan (Long-Term Plan)



Department	Fund FY	Request Title	Personnel	On Going Operating	One Time Operating	Transfers	Capital	Total	
		Well 23 Uranium Mitigation	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000,000.00	\$1,000,000.00	
		Water Main Extensions / Adjustments	\$0.00	\$0.00	\$0.00	\$0.00	\$300,000.00	\$300,000.00	
		Well 11 Replacement (Well 11B)	\$0.00	\$0.00	\$0.00	\$0.00	\$500,000.00	\$500,000.00	
		SCADA Control & Telemetry Upgrades - Water	\$0.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$100,000.00	
		Unidirectional Flushing Program	\$0.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00	
		Well 32 Treatment	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000,000.00	\$1,000,000.00	
		Well 36, Zone 5 (Columbia)	\$0.00	\$0.00	\$0.00	\$0.00	\$1,350,000.00	\$1,350,000.00	
		Chemicals for Well Treatment	\$0.00	\$20,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00	
		Equipment Replacement - Meter Replacements	\$0.00	\$30,363.00	\$0.00	\$0.00	\$0.00	\$30,363.00	
		Vehicle Replacement - 2015 Ford 3/4 Ton	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$44,000.00	\$44,000.00
	Water Main Replacements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$850,000.00	\$850,000.00	
	<b>Total</b>			<b>\$0.00</b>	<b>\$50,363.00</b>	<b>\$170,000.00</b>	<b>\$0.00</b>	<b>\$5,044,000.00</b>	<b>\$5,264,363.00</b>
	2027	Well 23 Uranium Mitigation	\$0.00	\$0.00	\$0.00	\$0.00	\$1,300,000.00	\$1,300,000.00	
		Water Main Extensions / Adjustments	\$0.00	\$0.00	\$0.00	\$0.00	\$300,000.00	\$300,000.00	
		Water Operator III and Vehicle	\$72,762.20	\$5,313.00	\$4,344.00	\$0.00	\$44,100.00	\$126,519.20	
		SCADA Control & Telemetry Upgrades - Water	\$0.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$100,000.00	
		Well 32 Treatment	\$0.00	\$0.00	\$0.00	\$0.00	\$1,350,000.00	\$1,350,000.00	
		Chemicals for Well Treatment	\$0.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	
		Equipment Replacement - Base Radio Repeater Admin / Voice	\$0.00	\$0.00	\$15,000.00	\$0.00	\$0.00	\$15,000.00	
		Equipment Replacement - Meter Replacements	\$0.00	\$23,219.00	\$0.00	\$0.00	\$0.00	\$23,219.00	
		New Source Sampling	\$0.00	\$0.00	\$12,000.00	\$0.00	\$0.00	\$12,000.00	
		Water Main Replacements	\$0.00	\$0.00	\$0.00	\$0.00	\$900,000.00	\$900,000.00	
	<b>Total</b>			<b>\$72,762.20</b>	<b>\$43,532.00</b>	<b>\$131,344.00</b>	<b>\$0.00</b>	<b>\$3,894,100.00</b>	<b>\$4,141,738.20</b>
	2028	Water Master Plan Update	\$0.00	\$0.00	\$300,000.00	\$0.00	\$0.00	\$300,000.00	
		Water Main Extensions / Adjustments	\$0.00	\$0.00	\$0.00	\$0.00	\$300,000.00	\$300,000.00	
		Well 11 Replacement (Well 11B)	\$0.00	\$0.00	\$0.00	\$0.00	\$450,000.00	\$450,000.00	
		SCADA Control & Telemetry Upgrades - Water	\$0.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$100,000.00	
		Hand Held Readers	\$0.00	\$0.00	\$0.00	\$0.00	\$60,000.00	\$60,000.00	
		Water Administration & Operations Facility	\$0.00	\$0.00	\$0.00	\$0.00	\$400,000.00	\$400,000.00	
		Chemicals for Well Treatment	\$0.00	\$35,000.00	\$0.00	\$0.00	\$0.00	\$35,000.00	
		Water Main Replacements	\$0.00	\$0.00	\$0.00	\$0.00	\$900,000.00	\$900,000.00	
	<b>Total</b>			<b>\$0.00</b>	<b>\$35,000.00</b>	<b>\$400,000.00</b>	<b>\$0.00</b>	<b>\$2,110,000.00</b>	<b>\$2,545,000.00</b>
	<b>Total</b>			<b>\$224,032.17</b>	<b>\$240,561.00</b>	<b>\$1,634,015.00</b>	<b>\$0.00</b>	<b>\$27,893,100.00</b>	<b>\$29,991,708.17</b>
WRRF	2023	WRRF Facility Plan Update	\$0.00	\$0.00	\$600,000.00	\$0.00	\$0.00	\$600,000.00	
		WRRF Plant Upgrades - Phase II	\$0.00	\$0.00	\$0.00	\$0.00	\$12,500,000.00	\$12,500,000.00	
		Tertiary Filter Expansion	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000,000.00	\$3,000,000.00	

# Comprehensive Financial Plan (Long-Term Plan)



Department	Fund FY	Request Title	Personnel	On Going Operating	One Time Operating	Transfers	Capital	Total
		Sewer Line Extensions / Adjustments	\$0.00	\$0.00	\$0.00	\$0.00	\$1,100,000.00	\$1,100,000.00
		SCADA System Programmer	\$96,593.16	\$2,235.00	\$9,032.00	\$0.00	\$0.00	\$107,860.16
		Wastewater Security Improvements	\$0.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00
		WRRF Odor Control	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000,000.00	\$1,000,000.00
		Can-Ada Lift Station	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000,000.00	\$5,000,000.00
		Digester #4 - Cleaning	\$0.00	\$0.00	\$125,000.00	\$0.00	\$0.00	\$125,000.00
		Equipment Replacement - CCTV Cable	\$0.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00
		Equipment Replacement - Hydrocleaner Hose Replacement	\$0.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00
		Equipment Replacement - Plant PLC Replacements	\$0.00	\$0.00	\$300,000.00	\$0.00	\$0.00	\$300,000.00
		Equipment Replacement - Tertiary Filter Media	\$0.00	\$0.00	\$27,000.00	\$0.00	\$0.00	\$27,000.00
		Infrastructure Replacement - Digester #4/5 - Seals	\$0.00	\$0.00	\$0.00	\$0.00	\$300,000.00	\$300,000.00
		Lift Station Diversion Structure Replacement	\$0.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$100,000.00
		Senior Collections Technician	\$74,434.92	\$1,907.00	\$2,160.00	\$0.00	\$0.00	\$78,501.92
		Sewer Main Replacements	\$0.00	\$0.00	\$0.00	\$0.00	\$1,300,000.00	\$1,300,000.00
		Vehicle Replacement - 2000 Ford Ranger	\$0.00	\$0.00	\$0.00	\$0.00	\$44,000.00	\$44,000.00
		Vehicle Replacement - 2001 UTV	\$0.00	\$0.00	\$9,000.00	\$0.00	\$0.00	\$9,000.00
		WRRF Dewatering Building HVAC	\$0.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00
		<b>Total</b>	<b>\$171,028.08</b>	<b>\$4,142.00</b>	<b>\$1,292,192.00</b>	<b>\$0.00</b>	<b>\$24,244,000.00</b>	<b>\$25,711,362.08</b>
	2024	Fermentation Phase II	\$0.00	\$0.00	\$0.00	\$0.00	\$250,000.00	\$250,000.00
		Tertiary Filter Expansion	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000,000.00	\$10,000,000.00
		Lab Analyst I	\$62,174.75	\$1,845.00	\$2,232.00	\$0.00	\$0.00	\$66,251.75
		Operator III	\$74,434.92	\$1,907.00	\$2,160.00	\$0.00	\$0.00	\$78,501.92
		Sewer Line Extensions / Adjustments	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000,000.00	\$1,000,000.00
		Drying Bed Repair	\$0.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00
		SCADA Control & Telemetry Upgrades - WRRF	\$0.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00
		Resurfacing / Slurry Coat of WRRF Asphalt	\$0.00	\$0.00	\$200,000.00	\$0.00	\$0.00	\$200,000.00
		Wastewater Security Improvements	\$0.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00
		Can-Ada Lift Station	\$0.00	\$0.00	\$0.00	\$0.00	\$10,500,000.00	\$10,500,000.00
		Bittercreek Lagoon Seepage Test	\$0.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00
		Digester #5 - Cleaning	\$0.00	\$0.00	\$125,000.00	\$0.00	\$0.00	\$125,000.00
		Equipment Replacement - CCTV Cable	\$0.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00
		Equipment Replacement - Plant PLC Replacements	\$0.00	\$0.00	\$300,000.00	\$0.00	\$0.00	\$300,000.00
		Infrastructure Replacement - Digester #4/5 - Seals	\$0.00	\$0.00	\$0.00	\$0.00	\$300,000.00	\$300,000.00
		Infrastructure Replacement - Ferric Tank and Building	\$0.00	\$0.00	\$0.00	\$0.00	\$450,000.00	\$450,000.00
		Manhole Survey	\$0.00	\$0.00	\$25,000.00	\$0.00	\$0.00	\$25,000.00

# Comprehensive Financial Plan (Long-Term Plan)



Department	Fund FY	Request Title	Personnel	On Going Operating	One Time Operating	Transfers	Capital	Total
		Sewer Main Replacements	\$0.00	\$0.00	\$0.00	\$0.00	\$1,200,000.00	\$1,200,000.00
		Vehicle Replacement - 1998 Ford F450 - Crane Truck	\$0.00	\$0.00	\$0.00	\$0.00	\$103,000.00	\$103,000.00
		Vehicle Replacement - 2006 UTV	\$0.00	\$0.00	\$9,000.00	\$0.00	\$0.00	\$9,000.00
		Vehicle Replacement - 2009 Camel International Hydrocleaner	\$0.00	\$0.00	\$0.00	\$0.00	\$630,000.00	\$630,000.00
		<b>Total</b>	<b>\$136,609.67</b>	<b>\$3,752.00</b>	<b>\$833,392.00</b>	<b>\$0.00</b>	<b>\$24,433,000.00</b>	<b>\$25,406,753.67</b>
	2025	Fermentation Phase II	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000,000.00	\$2,000,000.00
		Tertiary Filter Expansion	\$0.00	\$0.00	\$0.00	\$0.00	\$7,000,000.00	\$7,000,000.00
		Existing Laboratory Retrofit	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	\$50,000.00
		Mechanic II	\$66,867.16	\$2,795.00	\$6,492.00	\$0.00	\$0.00	\$76,154.16
		Sewer Line Extensions / Adjustments	\$0.00	\$0.00	\$0.00	\$0.00	\$480,000.00	\$480,000.00
		Operator III	\$74,434.92	\$1,835.00	\$2,232.00	\$0.00	\$0.00	\$78,501.92
		Re-use Tank Recoat	\$0.00	\$0.00	\$150,000.00	\$0.00	\$0.00	\$150,000.00
		WRRF Odor Control	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000,000.00	\$1,000,000.00
		Equipment Replacement - CCTV Camera / Transporter	\$0.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00
		Equipment Replacement - Lab Equipment	\$0.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00
		Equipment Replacement - Plant PLC Replacements	\$0.00	\$0.00	\$300,000.00	\$0.00	\$0.00	\$300,000.00
		Equipment Replacement - Tertiary Filter Media	\$0.00	\$0.00	\$6,000.00	\$0.00	\$0.00	\$6,000.00
		Sewer Main Replacements	\$0.00	\$0.00	\$0.00	\$0.00	\$900,000.00	\$900,000.00
		Vehicle Replacement - 2009 CCTV Van	\$0.00	\$0.00	\$0.00	\$0.00	\$300,000.00	\$300,000.00
		WRRF Old UV Channel Upgrades	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	\$10,000.00
		<b>Total</b>	<b>\$141,302.08</b>	<b>\$19,630.00</b>	<b>\$514,724.00</b>	<b>\$0.00</b>	<b>\$11,740,000.00</b>	<b>\$12,415,656.08</b>
	2026	Final Limits - Chemicals	\$0.00	\$300,000.00	\$0.00	\$0.00	\$0.00	\$300,000.00
		Arc Flash Study (WRRF)	\$0.00	\$0.00	\$20,000.00	\$0.00	\$0.00	\$20,000.00
		New NPDES Permit Compliance Projects	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000,000.00	\$1,000,000.00
		Existing Laboratory Retrofit	\$0.00	\$0.00	\$0.00	\$0.00	\$550,000.00	\$550,000.00
		Sewer Line Extensions / Adjustments	\$0.00	\$0.00	\$0.00	\$0.00	\$325,000.00	\$325,000.00
		Mechanic II	\$66,867.16	\$2,795.00	\$6,492.00	\$0.00	\$0.00	\$76,154.16
		NPDES Permit Compliance Plan / PH2 NPDES Renewal	\$0.00	\$0.00	\$250,000.00	\$0.00	\$0.00	\$250,000.00
		Operator III	\$74,434.92	\$1,295.00	\$2,772.00	\$0.00	\$0.00	\$78,501.92
		New Lab Equipment	\$0.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$100,000.00
		Wastewater Division SCADA Master Plan	\$0.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$100,000.00
		SCADA Control & Telemetry Upgrades - WRRF	\$0.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00
		WRRF Boiler	\$0.00	\$0.00	\$0.00	\$0.00	\$500,000.00	\$500,000.00
		Wastewater Security Improvements	\$0.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$100,000.00
		WRRF Parking Improvements	\$0.00	\$0.00	\$0.00	\$0.00	\$250,000.00	\$250,000.00
		Equipment Replacement - Hydrocleaner Hose	\$0.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00

# Comprehensive Financial Plan (Long-Term Plan)



Department	Fund FY	Request Title	Personnel	On Going Operating	One Time Operating	Transfers	Capital	Total
		Equipment Replacement - Plant PLC Replacements	\$0.00	\$0.00	\$300,000.00	\$0.00	\$0.00	\$300,000.00
		Equipment Replacement - Tertiary Filter Media	\$0.00	\$0.00	\$75,000.00	\$0.00	\$0.00	\$75,000.00
		Infrastructure Replacement - Primary 3/4 Pumps and Building	\$0.00	\$0.00	\$0.00	\$0.00	\$200,000.00	\$200,000.00
		Manhole Survey	\$0.00	\$0.00	\$25,000.00	\$0.00	\$0.00	\$25,000.00
		Senior Collections Technician	\$74,434.92	\$1,907.00	\$2,160.00	\$0.00	\$0.00	\$78,501.92
		Sewer Main Replacements	\$0.00	\$0.00	\$0.00	\$0.00	\$900,000.00	\$900,000.00
		Vehicle Replacement - 2002 Ford F250	\$0.00	\$0.00	\$0.00	\$0.00	\$44,000.00	\$44,000.00
		<b>Total</b>	<b>\$215,737.00</b>	<b>\$305,997.00</b>	<b>\$1,041,424.00</b>	<b>\$0.00</b>	<b>\$3,769,000.00</b>	<b>\$5,332,158.00</b>
	2027	Final Limits - Chemicals	\$0.00	\$700,000.00	\$0.00	\$0.00	\$0.00	\$700,000.00
		New NPDES Permit Compliance Projects	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000,000.00	\$6,000,000.00
		Sewer Line Extensions / Adjustments	\$0.00	\$0.00	\$0.00	\$0.00	\$325,000.00	\$325,000.00
		Sewer Master Plan	\$0.00	\$0.00	\$275,000.00	\$0.00	\$0.00	\$275,000.00
		NPDES Permit Compliance Plan / PH2	\$0.00	\$0.00	\$250,000.00	\$0.00	\$0.00	\$250,000.00
		NPDES Renewal	\$0.00	\$0.00	\$45,000.00	\$0.00	\$0.00	\$45,000.00
		New Lab Equipment	\$83,932.55	\$2,535.00	\$4,232.00	\$0.00	\$9,000.00	\$99,699.55
		Process Control Specialist	\$0.00	\$0.00	\$125,000.00	\$0.00	\$0.00	\$125,000.00
		Digester #3 - Cleaning	\$0.00	\$0.00	\$0.00	\$0.00	\$395,400.00	\$395,400.00
		McDermott Road Trunk Sewer Project	\$0.00	\$0.00	\$150,000.00	\$0.00	\$0.00	\$150,000.00
		Digester #6 - Cleaning	\$0.00	\$0.00	\$300,000.00	\$0.00	\$0.00	\$300,000.00
		Equipment Replacement - Plant PLC Replacements	\$0.00	\$0.00	\$0.00	\$0.00	\$100,000.00	\$100,000.00
		Equipment Replacement - Screw Sucker Pump	\$0.00	\$0.00	\$102,000.00	\$0.00	\$0.00	\$102,000.00
		Equipment Replacement - Tertiary Filter Media	\$0.00	\$0.00	\$0.00	\$0.00	\$100,000.00	\$100,000.00
		Infrastructure Replacement - Plant Drain Replacement	\$0.00	\$0.00	\$0.00	\$0.00	\$800,000.00	\$800,000.00
		Infrastructure Replacement - Primary 3/4 Pumps and Building	\$0.00	\$0.00	\$0.00	\$0.00	\$900,000.00	\$900,000.00
		Sewer Main Replacements	\$0.00	\$0.00	\$0.00	\$0.00	\$900,000.00	\$900,000.00
		<b>Total</b>	<b>\$83,932.55</b>	<b>\$702,535.00</b>	<b>\$1,251,232.00</b>	<b>\$0.00</b>	<b>\$8,629,400.00</b>	<b>\$10,667,099.55</b>
	2028	WRRF Facility Plan Update	\$0.00	\$0.00	\$625,000.00	\$0.00	\$0.00	\$625,000.00
		Lab Analyst II	\$66,867.16	\$1,845.00	\$2,232.00	\$0.00	\$0.00	\$70,944.16
		New NPDES Permit Compliance Projects	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500,000.00	\$1,500,000.00
		Sewer Line Extensions / Adjustments	\$0.00	\$0.00	\$0.00	\$0.00	\$325,000.00	\$325,000.00
		Oaks Lift Station Upgrade	\$0.00	\$0.00	\$0.00	\$0.00	\$589,350.00	\$589,350.00
		McDermott Road Trunk Sewer Project	\$0.00	\$0.00	\$0.00	\$0.00	\$4,898,400.00	\$4,898,400.00
		SCADA Control & Telemetry Upgrades - WRRF	\$0.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00
		Digester #4 - Cleaning	\$0.00	\$0.00	\$150,000.00	\$0.00	\$0.00	\$150,000.00
		Equipment Replacement - CCTV Cable	\$0.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00



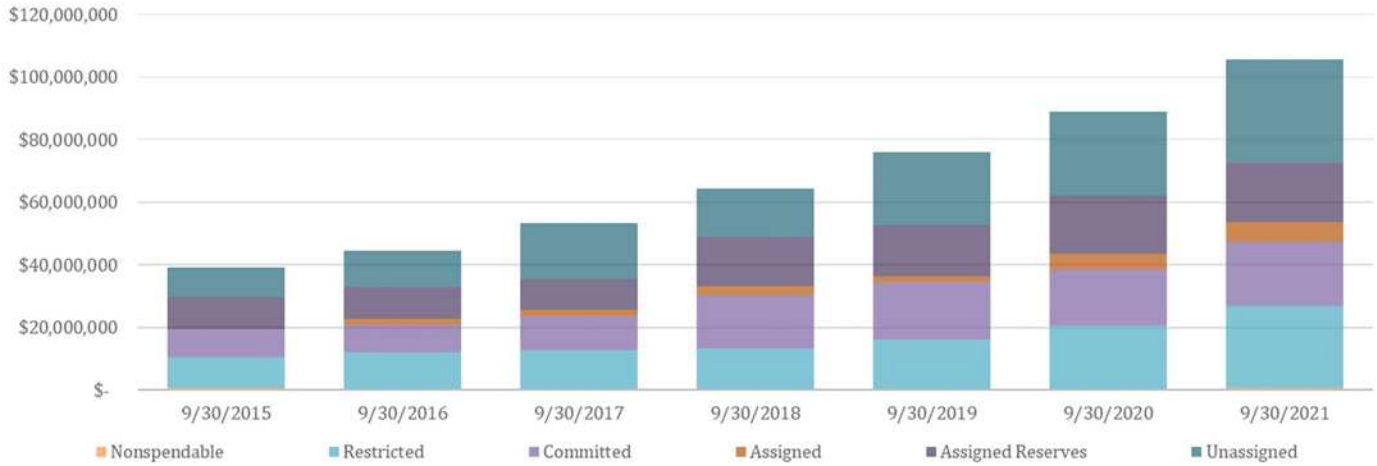
# Comprehensive Financial Plan (Long-Term Plan)



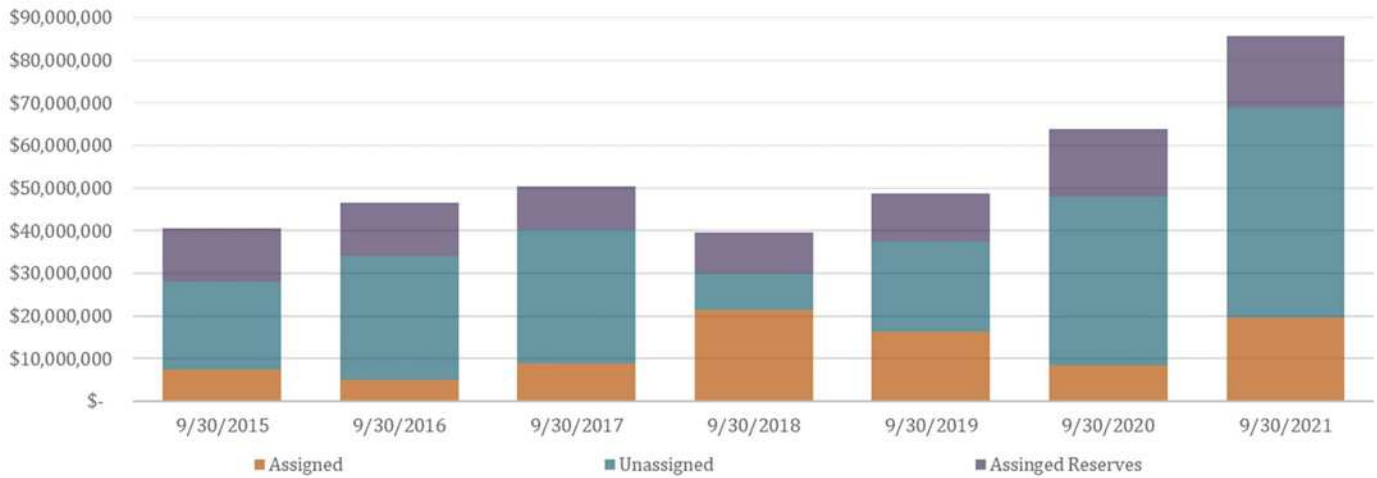
Department	Fund FY	Request Title	Personnel	On Going Operating	One Time Operating	Transfers	Capital	Total
		Equipment Replacement - Hydrocleaner Hose Replacement	\$0.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00
		Equipment Replacement - Plant PLC Replacements	\$0.00	\$0.00	\$300,000.00	\$0.00	\$0.00	\$300,000.00
		Equipment Replacement - Tertiary Filter Media	\$0.00	\$0.00	\$75,000.00	\$0.00	\$0.00	\$75,000.00
		Infrastructure Replacement - Plant Drain Replacement	\$0.00	\$0.00	\$0.00	\$0.00	\$400,000.00	\$400,000.00
		Manhole Survey	\$0.00	\$0.00	\$25,000.00	\$0.00	\$0.00	\$25,000.00
		Sewer Main Replacements	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000,000.00	\$1,000,000.00
		Vehicle Replacement - 2000 Forklift	\$0.00	\$0.00	\$0.00	\$0.00	\$75,000.00	\$75,000.00
		<b>Total</b>	<b>\$66,867.16</b>	<b>\$1,845.00</b>	<b>\$1,247,232.00</b>	<b>\$0.00</b>	<b>\$8,787,750.00</b>	<b>\$10,103,694.16</b>
	<b>Total</b>	<b>Total</b>	<b>\$815,476.54</b>	<b>\$1,037,901.00</b>	<b>\$6,180,196.00</b>	<b>\$0.00</b>	<b>\$81,603,150.00</b>	<b>\$89,636,723.54</b>
<b>Total</b>	<b>Total</b>	<b>Total</b>	<b>\$10,852,574.99</b>	<b>\$3,037,211.49</b>	<b>\$20,039,312.38</b>	<b>(\$0.00)</b>	<b>\$170,776,734.00</b>	<b>\$204,705,832.86</b>



### GENERAL FUND BALANCE ALLOCATIONS



### ENTERPRISE FUND BALANCE ALLOCATIONS



## City Debt Schedule

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The City currently has zero debt to report.



# Financial Summaries





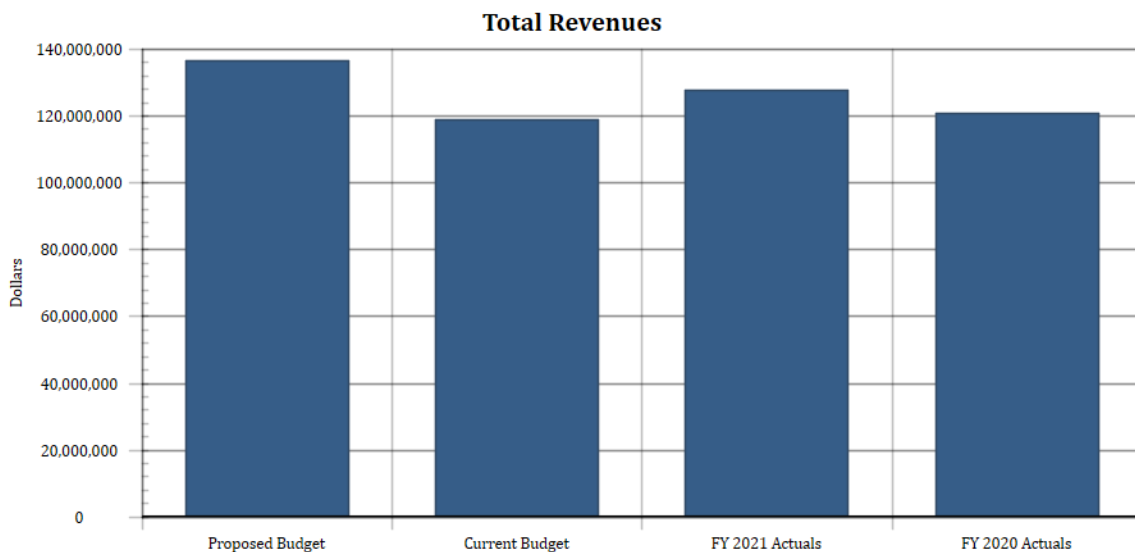
Budget Summary  
Total City



# Total City Revenues



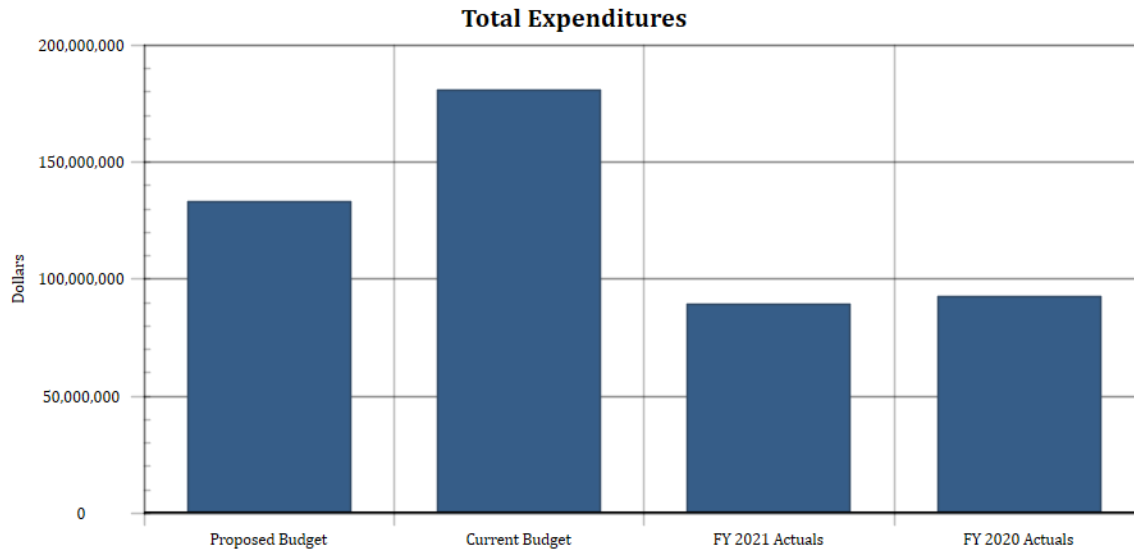
	FY 2023	FY 2022	2023 to 2022 Budget Change		FY 2021	FY 2020
	Proposed Budget	Current Budget	Amount	Percent	Actuals	Actuals
<b>Revenues</b>						
Assessment Revenue	\$ 15,619,380	\$ 13,513,554	\$ 2,105,826	15.6 %	\$ 16,764,203	\$ 17,363,711
Charges for Services	5,630,275	3,921,999	1,708,276	43.6 %	4,450,302	3,805,802
Donations	900,000	13,150	886,850	6,744.1 %	23,005	38,340
Engineering Fees	380,000	480,000	(100,000)	(20.8)%	595,881	541,229
Fines and Forfeitures	486,257	453,487	32,770	7.2 %	523,201	532,573
Franchise Fees	1,795,898	1,569,860	226,038	14.4 %	1,759,563	1,568,465
Garbage Admin Fee	1,154,078	1,031,679	122,399	11.9 %	1,106,180	1,005,045
Impact Fees	6,845,351	5,939,699	905,652	15.2 %	6,973,479	7,306,250
Interest Revenues	1,007,388	1,232,115	(224,727)	(18.2)%	1,073,867	1,966,260
Intergovernmental	17,521,587	12,373,433	5,148,154	41.6 %	24,747,102	12,254,053
Licenses & Permits	9,839,935	7,266,055	2,573,880	35.4 %	10,475,412	9,779,884
Miscellaneous Revenues	11,236	-	11,236	- %	(208,372)	928,452
Taxes	45,381,056	42,424,938	2,956,118	7.0 %	30,628,429	37,269,330
Utility Sales Revenue	29,247,953	28,034,077	1,213,876	4.3 %	27,917,452	25,759,494
Sale of Meters	633,198	603,398	29,800	4.9 %	712,339	707,466
<b>Total Revenues</b>	<b>\$ 136,453,592</b>	<b>\$ 118,857,444</b>	<b>\$ 17,596,148</b>	<b>14.8%</b>	<b>\$ 127,542,043</b>	<b>\$ 120,826,354</b>





# Total City Expenditures

	FY 2023	FY 2022	2023 to 2022 Budget Change		FY 2021	FY 2020
	Proposed Budget	Current Budget	Amount	Percent	Actuals	Actuals
<b>Expenditures</b>						
Personnel	\$ 71,738,835	\$ 64,259,389	\$ 7,479,446	11.6 %	\$ 54,480,566	\$ 51,413,198
Operating	32,056,304	25,742,817	6,313,487	24.5 %	22,036,946	21,359,249
Capital	29,206,821	90,999,265	(61,792,444)	(67.9)%	12,792,096	19,905,093
<b>Total Expenditures</b>	<b>133,001,960</b>	<b>181,001,471</b>	<b>(47,999,511)</b>	<b>(26.5)%</b>	<b>89,309,608</b>	<b>92,677,540</b>
<b>Expenditures including Transfers</b>	<b><u>\$ 133,001,960</u></b>	<b><u>\$ 181,001,471</u></b>	<b><u>\$ (47,999,511)</u></b>	<b><u>(26.5)%</u></b>	<b><u>\$ 89,309,608</u></b>	<b><u>\$ 92,677,540</u></b>





Budget Summary  
General Fund





## General Fund Budget

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The General Fund is the general operating fund of the City primarily funded by Property Taxes to provide such services as Public Safety, Parks and Recreation, Community Development, and General Administration services.

### Objectives:

- ✓ Meridian will responsibly promote growth that enhances its long-term comprehensive vision and prioritizes infill development. City will encourage affordable, diverse housing options and high-quality communities.
- ✓ Maintain interactive community engagement with effective outreach efforts.
- ✓ Meridian will maintain its status as one of the safest communities in the West by investing in services and infrastructure that are essential to public health and safety. City will provide timely services, safe drinking water, and regulatory compliant wastewater services. City will evaluate the environmental impacts and our decisions, using data to inform our decision making. City will partner with our health community to ensure access to quality care for our citizens.
- ✓ To ensure essential processes and operations are clear and efficient; so all staff, systems, and policies align to provide the maximum department productivity while achieving the highest quality and value.
- ✓ Support technology improvements to enable more remote and efficient service delivery.
- ✓ Provide effective and efficient legal services for the organization.
- ✓ Manage and coordinate with inter-governmental agencies on the proper use of financial Investments.
- ✓ Develop and maintain a diverse and well-trained workforce.
- ✓ Provide strategic communications to promote City programs and services.
- ✓ Leverage technology to reduce the operating costs of the City's street lights.

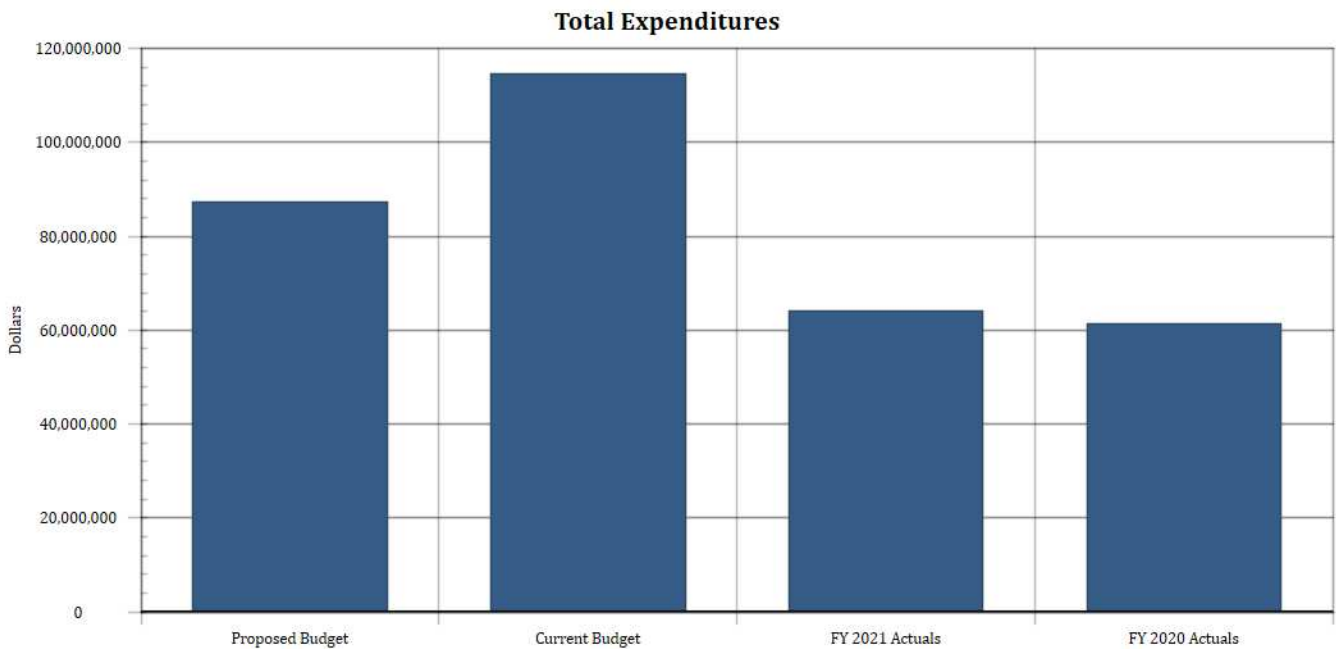
### Justification:

The proposed FY2023 General Funds budget was developed and influenced by the City Strategic Plan to meet the needs of the growing community. Public Safety will be adding new infrastructure and staff to our Northwest and Southeast portions of the City to support the expansion of residential and non-residential Development. The Parks system will continue to grow its assets to reflect the input received from the community. The proposed FY2023 budget will contain the revenues and expenses associated to Lakeview Golf Course and the Community Pool for the first time as well. FY2023 revenues from Sales Tax and Liquor Revenue continue to be strong and will aid greatly in supporting the growing community of the City.

# General Fund Budget



	FY 2023	FY 2022	2023 to 2022 Budget Change		FY 2021	FY 2020
	Proposed Budget	Current Budget	Amount	Percent	Actuals	Actuals
<b>Revenue</b>	\$ 86,744,583	\$ 72,320,703	\$ 14,423,880	19.9 %	\$ 77,589,980	\$ 71,734,813
<b>Expenditures</b>						
Personnel	58,826,600	52,009,693	6,816,907	13.1 %	44,335,022	41,473,661
Operating	21,715,756	15,742,590	5,973,166	37.9 %	13,675,162	14,275,972
Capital	6,600,821	46,903,072	(40,302,251)	(85.9)%	5,939,892	5,600,898
<b>Total Expenditures</b>	<b>87,143,177</b>	<b>114,655,355</b>	<b>(27,512,178)</b>	<b>(24.0)%</b>	<b>63,950,076</b>	<b>61,350,531</b>
Transfers	(3,490,602)	(3,266,233)	(224,369)	6.9 %	(2,733,025)	(2,732,615)
<b>Total Expenditures including Transfers</b>	<b>83,652,575</b>	<b>111,389,122</b>	<b>(27,736,547)</b>	<b>(24.9)%</b>	<b>61,217,051</b>	<b>58,617,916</b>
<b>Net Income (Loss)</b>	<b>\$ 3,092,008</b>	<b>\$ (39,068,419)</b>	<b>\$ 42,160,427</b>	<b>(107.9)%</b>	<b>\$ 16,372,929</b>	<b>\$ 13,116,897</b>
<b>Personnel</b>						
Full-Time	411.00	396.00				
Part-Time	3.00	4.00				
Elected Officials	6.00	6.00				
<b>Total Personnel</b>	<b>420.00</b>	<b>406.00</b>				



## General Fund Budget Requests



<b>Replacement Request Title</b>	<b>Budget Amount</b>
Equip. Replace.-Legal-Computers	\$ 4,800
Equip. Replace.-IT-Computers	5,400
Equip. Replace.-Finance-Computers	12,600
Equip. Replace.-Clerks-Computers	4,700
Equip. Replace.-Mayor-Computers	2,950
Equip. Replace.-Building-Computers	3,600
Equip. Replace.-Fire-Computers	6,600
Equip. Replace.-Planning-Computers	9,700
Equip. Replace.-CityHall-Computers	1,800
Equip. Replace.-CapitalProjects-Computers	1,800
Equip. Replace.-Police-Computers	36,400
Equip. Replace.-CityHall-Security Cameras	8,250
Equip. Replace.-Building-Wireless Router	5,400
Equip. Replace.-IT-UPS / PDU at City Hall	50,000
Equip. Replace.-Police-Printer/Copier	8,000
Vehicle Replace.-Police-Fleet Vehicles	657,000
Equip. Replace.-Police-Shields and Armor Vests	58,261
Equip. Replace.-Police-Handheld Pole Camera Kit	9,500
Replacement-Police-Sworn Badges	27,000
Equip. Replace.-Police-Prevention Mascot	5,900
Equip. Replace.-Police-Wireless Router	20,700
Equip. Replace.-Police-Firearms	28,530
Equip. Replace.-Police-Office Furniture	6,000
Equip. Replace.-Fire-Replace Air Packs (55)	522,500
Vehicle Replace.-Fire-Engine MF009	838,098
Replacement-Fire-A/C Unit	7,000
Equip. Replace.-Fire-Wireless Router	9,900
Equip. Replace.-Parks-Computers	10,200
Equip. Replace.-Parks-Facility Life Cycle	555,000
Replacement-Parks-Vehicle and Equipment	51,000
<b>Total Replacement Requests</b>	<b>\$ 2,968,589</b>

# General Fund Budget Requests



Budget Change Request Title	Revenue	Personnel	Operating	Capital	Net Rev - Cost Budget Amount
Building Maintenance Technician	\$ -	\$ 82,596	\$ 3,555	\$ -	\$ 86,151
Maintenance Vehicle	-	-	2,800	53,000	55,800
Maintenance Vehicle Equipment	-	-	5,000	-	5,000
HRMS / Timecard Replacement	-	-	163,000	-	163,000
FY23 Benefit Requests	-	-	20,000	-	20,000
Infrastructure & Security Manager	-	143,964	11,660	-	155,624
Password Manager Solution	-	-	25,000	-	25,000
Dashboard / Reporting Tool - Power BI Server	-	-	20,000	-	20,000
MAPS - Art Work	-	-	-	50,000	50,000
Transportation Projects	-	-	2,000,000	-	2,000,000
Treasure Valley Interagency Housing	-	-	500,000	-	500,000
Street Lights - Supplemental Projects	-	-	45,000	-	45,000
Street Light Fixture Upgrade to LED	-	-	75,000	-	75,000
School Resource Officers (6) with Vehicles (2)	-	674,509	168,812	88,000	931,321
Police Detective with Vehicle	-	106,281	56,392	-	162,673
Police Officers (3) with vehicles (2)	-	275,416	77,549	166,000	518,965
Patrol Vehicle Cameras	-	-	250,000	-	250,000
Vehicle for Crisis Intervention Team	-	-	10,807	70,000	80,807
Vehicle for Office of Professional Standards	-	-	37,000	-	37,000
Victim Witness Coordinator and Vehicle	-	83,928	10,139	32,000	126,067
License Plate Reader	-	-	47,500	-	47,500
Risk Monitoring	-	-	22,000	-	22,000
Tactical Handheld Under the Door Camera kit	-	-	12,600	-	12,600
Tactical Handheld Wireless Pole Camera	-	-	5,000	-	5,000
Unmanned Aerial Vehicle (UAV) "Drone"	-	-	13,000	-	13,000
Fire Station #7 - Staff (15)	-	1,737,136	225,095	40,400	2,002,631
Fire Station #7 - Adjustments	(900,000)	(837,136)	-	-	(1,737,136)

## General Fund Budget Requests



Budget Change Request Title	Revenue	Personnel	Operating	Capital	Net Rev - Cost Budget Amount
Fire Station #8 - Staff (15)	\$ -	\$ 1,723,215	\$ 225,095	\$ 40,400	\$ 1,988,710
Captain of Logistics	-	141,428	24,685	-	166,113
Deputy Chief of Administration with Vehicle	-	177,265	26,185	52,800	256,250
Division Chief of Risk Management with Vehicle	-	166,657	26,355	81,125	274,137
Community Risk Reduction Specialist and Vehicle	-	77,546	10,410	35,000	122,956
EMS Coordinator with Vehicle	-	91,202	20,110	35,000	146,312
CPSE Accreditation	-	-	15,000	-	15,000
Ladder Truck	-	-	201,891	1,800,894	2,002,785
Pathway Connections	-	1,500	5,000	475,000	481,500
Community Center - Design/Const. Docs.	-	-	-	1,500,000	1,500,000
Discovery Park - Senior Maint. Tech. and Vehicle	-	73,696	5,965	45,000	124,661
Park Operations Crew Chief and Vehicle	-	85,751	7,940	45,000	138,691
Park Maintenance Equipment Capital Purchases	-	-	45,000	-	45,000
Shade Structure in Existing Parks	-	-	-	80,000	80,000
Personnel Reclassification-Finance	-	1,485	-	-	1,485
Personnel Reclassification-Police	-	1,850	-	-	1,850
Personnel Reclassification-Fire Department	-	2,397	-	-	2,397
Personnel Reclassification-Parks & Recreation	-	2,839	-	-	2,839
<b>Total Budget Change Requests</b>	<b>\$(900,000)</b>	<b>\$ 4,813,525</b>	<b>\$ 4,420,545</b>	<b>\$ 4,689,619</b>	<b>\$ 13,023,689</b>



## **Administration Departments**

Capital Projects

Information Technology Dept.

City Clerk

Legal Department

City Council

Mayor's Office

City Hall

Mayor's Youth Advisory Council

Communications Division

Other Government

Finance Department

Streetlights

Human Resources Dept.

## Administration Budget

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The Administration Departments for the City provide general administration services such as Legal, Human Resources, Accounting, and Technology support to all activities and programs throughout the City. The Council provides the legislative branch services to the City along with the public access via weekly public hearings.

### Objectives:

- ✓ Meridian will responsibly promote growth that enhances its long-term comprehensive vision and prioritizes infill development. City will encourage affordable, diverse housing options and high-quality communities.
- ✓ Maintain interactive community engagement with effective outreach efforts.
- ✓ Meridian will maintain its status as one of the safest communities in the West by investing in services and infrastructure that are essential to public health and safety. City will provide timely services, safe drinking water, and regulatory compliant wastewater services. City will evaluate the environmental impacts and our decisions, using data to inform our decision making. City will partner with our health community to ensure access to quality care for our citizens.
- ✓ To ensure essential processes and operations are clear and efficient; so all staff, systems, and policies align to provide the maximum department productivity while achieving the highest quality and value.
- ✓ Support technology improvements to enable more remote and efficient service delivery.
- ✓ Provide effective and efficient legal services for the organization.
- ✓ Manage and coordinate with inter-governmental agencies on the proper use of financial Investments.
- ✓ Develop and maintain a diverse and well-trained workforce.
- ✓ Provide strategic communications to promote City programs and services.
- ✓ Leverage technology to reduce the operating costs of the City's street lights.

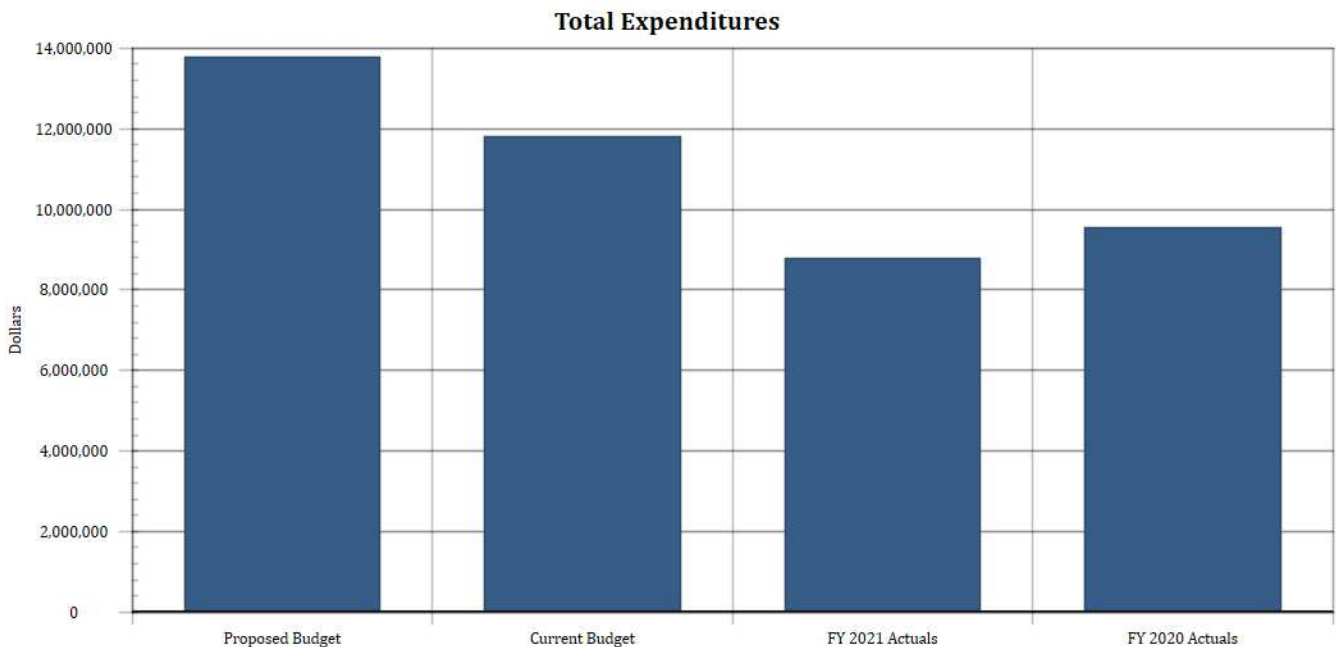
### Justification:

The proposed FY2023 Administration Departments budget was developed to meet the needs of the growing community and growing Public Safety needs. The budget requests range from new Streetlights in needed areas of the City to technology improvements to protect the City and its citizens. Included in the proposed FY2023 budget will contain software upgrades to improve the efficiency of the City over the long-term and community money allocated towards Traffic and Housing needs.

# Administration Budget



	FY 2023	FY 2022	2023 to 2022 Budget Change		FY 2021	FY 2020
	Proposed Budget	Current Budget	Amount	Percent	Actuals	Actuals
<b>Revenue</b>	\$ 64,163,985	\$ 55,753,606	\$ 8,410,379	15.1 %	\$ 47,166,979	\$ 50,443,020
<b>Expenditures</b>						
Personnel	7,092,091	6,760,826	331,265	4.9 %	5,812,227	5,922,755
Operating	6,534,201	4,582,242	1,951,959	42.6 %	2,661,106	3,309,800
Capital	153,000	470,614	(317,614)	(67.5)%	288,154	313,485
<b>Total Expenditures</b>	<b>13,779,292</b>	<b>11,813,682</b>	<b>1,965,610</b>	<b>16.6 %</b>	<b>8,761,487</b>	<b>9,546,040</b>
Transfers	(3,657,587)	(3,556,946)	(100,641)	2.8 %	(6,392,632)	(5,993,298)
<b>Total Expenditures including Transfers</b>	<b>10,121,705</b>	<b>8,256,736</b>	<b>1,864,969</b>	<b>22.6%</b>	<b>2,368,855</b>	<b>3,552,742</b>
<b>Net Income (Loss)</b>	<b>\$ 54,042,280</b>	<b>\$ 47,496,870</b>	<b>\$6,545,410</b>	<b>(13.8)%</b>	<b>\$ 44,798,124</b>	<b>\$ 46,890,278</b>
<b>Personnel</b>						
Full-Time	57.00	57.00				
Part-Time	1.00	1.00				
Elected Officials	6.00	6.00				
<b>Total Personnel</b>	<b>64.00</b>	<b>64.00</b>				





## Administration Budget Requests



<b>Replacement Request Title</b>	<b>Budget Amount</b>
Equip. Replace.-Legal-Computers	\$ 4,800
Equip. Replace.-Finance-Computers	12,600
Equip. Replace.-Clerks-Computers	4,700
Equip. Replace.-IT-Computers	5,400
Equip. Replace.-CityHall-Computers	1,800
Equip. Replace.-CapitalProjects-Computers	1,800
Equip. Replace.-CityHall-Security Cameras	8,250
Equip. Replace.-IT-UPS / PDU at City Hall	50,000
Equip. Replace.-Mayor-Computers	2,950
<b>Total Replacement Requests</b>	<b>\$ 92,300</b>

<b>New Budget Request Title</b>	<b>Personnel</b>	<b>Operating</b>	<b>Capital</b>	<b>Net Rev - Cost Budget Amount</b>
Building Maintenance Technician	\$ 82,596	\$ 3,555	\$ -	\$ 86,151
Maintenance Vehicle	-	2,800	53,000	55,800
Maintenance Vehicle Equipment	-	5,000	-	5,000
HRMS / Timecard Replacement	-	163,000	-	163,000
FY23 Benefit Requests	-	20,000	-	20,000
Infrastructure & Security Manager	143,964	11,660	-	155,624
Password Manager Solution	-	25,000	-	25,000
Dashboard / Reporting Tool - Power BI Server	-	20,000	-	20,000
MAPS - Art Work	-	-	50,000	50,000
Transportation Projects	-	2,000,000	-	2,000,000
Treasure Valley Interagency Housing	-	500,000	-	500,000
Street Lights - Supplemental Projects	-	45,000	-	45,000
Street Light Fixture Upgrade to LED	-	75,000	-	75,000
Personnel Reclassification-Finance	1,485	-	-	1,485
<b>Total New Budget Requests</b>	<b>\$ 228,045</b>	<b>\$ 2,871,015</b>	<b>\$ 103,000</b>	<b>\$ 3,202,060</b>



**Budget Request Title: Building Maintenance Technician**

**Narrative:** The Facilities Maintenance team needs an additional full time Maintenance Technician to address the increasing needs of existing assets and additional new facilities that are being added to the City. As our facilities age, the complexity of service requests is increasing as is to be expected. Also, we continue to add square footage each year with new facilities (Fire Station #6 and Scenario Village most recently) and another potentially 3 to 4 structures in the next 24 months. Increased complexity in managing the multiple contracts and vendors and an expanding City employee population are also adding pressures to this team. This additional resource will allow us to properly scale our ability to serve to the needs of the City.

	<b>Budget Amount</b>
Total Revenue	\$ -
Total Personnel Costs	82,596
Total Operating Expenses	3,555
Total Capital Outlay	-
<b>Total Budget Request</b>	<b>\$ 86,151</b>

- Is the request required to meet legal, compliance, or regulatory mandates? No
- Does the request address a safety concern for employees or citizens? No
- Is the request needed to accomodate and support growth? Yes
- Is the intent of this request to improve service to customers? No
- Is this request needed to maintain existing service to customers? No



**Budget Request Title: Maintenance Vehicle**

**Narrative:** This request is for one additional, dedicated Facilities Maintenance vehicle for the City. The City facilities team currently has one Maintenance Van allocated to them for regular use. This team is now serving 18 separate buildings. Staff and most of their resources are located at City Hall which means travel time and preparation play large roles in every day work. At present, about 47% of their requests for service come from facilities other than City Hall. They are experiencing increasing circumstances of needing to be at multiple buildings at the same time. This request will help satisfy these increasing pressures to service tickets in a timely fashion. It also provides redundancy for times when the current vehicle is out of service. This Budget Request could be nullified if we are able to cascade a suitable vehicle from another group such as the Police Evidence Van that they may propose replacing this year.

	<u><b>Budget Amount</b></u>
Total Revenue	\$ -
Total Personnel Costs	-
Total Operating Expenses	2,800
Total Capital Outlay	<u>53,000</u>
<b>Total Budget Request</b>	<b>\$ 55,800</b>

- Is the request required to meet legal, compliance, or regulatory mandates? Yes
- Does the request address a safety concern for employees or citizens? Yes
- Is the request needed to accomodate and support growth? Yes
- Is the intent of this request to improve service to customers? No
- Is this request needed to maintain existing service to customers? No



**Budget Request Title: Maintenance Vehicle Equipment**

**Narrative:** This request is contingent on accepting a cascaded vehicle to fill the need of a second Facilities Maintenance vehicle. If no cascade is possible, this request can be nullified and said equipment will be purchased with a new vehicle. This request is for equipment needed to outfit a maintenance vehicle for the facilities team. Examples of the needed equipment include: Roof ladder rack, improved interior lighting, various minor tool/equipment storage bin/rack modifications and various hand & power tools.

	<b>Budget Amount</b>
Total Revenue	\$ -
Total Personnel Costs	-
Total Operating Expenses	5,000
Total Capital Outlay	-
<b>Total Budget Request</b>	<b>\$ 5,000</b>

- Is the request required to meet legal, compliance, or regulatory mandates? No
- Does the request address a safety concern for employees or citizens? No
- Is the request needed to accommodate and support growth? Yes
- Is the intent of this request to improve service to customers? No
- Is this request needed to maintain existing service to customers? No

## Human Resource Budget Request Detail



### Budget Request Title: HRMS / Timecard Replacement

**Narrative:** This request represents a need to move the City away from the current HRMS and timecard systems, and the middleware product that brings benefit information into MIP for payroll. The City will look at solutions to provide efficient and effective financial and HR management capabilities. The City has out grown the Sage HRMS system and because of our size, the system performs poorly and has issues with random odd error messages and crashing. Calling the vendor also provides very little benefit or support. Current issues include: Benefits future dated apply immediately; Middleware is no longer supported (Vendor no longer has source code); Lack of full audit trail with reporting capabilities. Can't tell who modified an employee record; Very time consuming to do basic functions; Can no longer add specialty codes. Existing ones appear to be hard coded in the system; Doesn't support open position slots or position slot management; Software doesn't accommodate the new federal W4 that became effective in 2020. Can't update in system; History records are not always created and are often inaccurate; User defined and custom fields are difficult to use and reports cannot be generated from them; Reporting functions are difficult to build and manage; System updates often break the tool and finding the issues is very difficult; Issues that arise often take several months to resolve; Employee self-service is not fully functional and there does not seem to be resolution to the issues encountered; Benefits messenger randomly stops working causing issues with billing, member coverage and vendors. Functionality needed, but not offered by our current HRMS: Onboarding; Performance Management; Training; Personnel File Management; Timecard; Fully functional employee self service functions.

	<u>Budget Amount</u>
Total Revenue	\$ -
Total Personnel Costs	-
Total Operating Expenses	163,000
Total Capital Outlay	-
<b>Total Budget Request</b>	<b>\$ 163,000</b>

Is the request required to meet legal, compliance, or regulatory mandates? No  
 Does the request address a safety concern for employees or citizens? No  
 Is the request needed to accommodate and support growth? No  
 Is the intent of this request to improve service to customers? No  
 Is this request needed to maintain existing service to customers? Yes

# Human Resource Budget Request Detail



**Budget Request Title: FY23 Benefit Requests**

**Narrative:** Commuter Ride Program : This request is for the funding of a new program for the City related to establishing a commuter ride program for eligible employees. The Commute Programs provide transit and vanpool incentives to all eligible City employees. The goal of the Commute Programs is to reduce the number of vehicles on the road by encouraging employees to explore and use alternate means of transportation to commute to and from work. Fewer vehicles on the road means an improvement in parking constraints, air quality, and less traffic congestion.

	<u><b>Budget Amount</b></u>
Total Revenue	\$ -
Total Personnel Costs	-
Total Operating Expenses	20,000
Total Capital Outlay	-
<b>Total Budget Request</b>	<b>\$ 20,000</b>

- Is the request required to meet legal, compliance, or regulatory mandates? No
- Does the request address a safety concern for employees or citizens? No
- Is the request needed to accommodate and support growth? No
- Is the intent of this request to improve service to customers? No
- Is this request needed to maintain existing service to customers? No

## Information Technology Budget Request Detail



### Budget Request Title: Infrastructure & Security Manager

**Narrative:** Information security continues to be a priority for the IT department due to the dynamic threat landscape. This will add a resource to help manage the City's information security along with other growing infrastructure needs.

In addition, this resource is needed due to a number of reasons: 1) To continue to invest time and energy in information security efforts, including more proactive monitoring of systems and threats 2) More responsibilities are being added to the Infrastructure team as technology use continues to increase and new requirements are constantly being added. 3) The City's infrastructure continues to grow in size and complexity to handle these needs. 4) A need to diversify risk and do more cross training in the infrastructure area.

This position was also identified as a need in our recent security assessment.

The focus areas of this position include: supervision, infrastructure, security.

	<b><u>Budget Amount</u></b>
Total Revenue	\$ -
Total Personnel Costs	143,964
Total Operating Expenses	11,660
Total Capital Outlay	-
<b>Total Budget Request</b>	<b>\$ 155,624</b>

Is the request required to meet legal, compliance, or regulatory mandates?	No
Does the request address a safety concern for employees or citizens?	Yes
Is the request needed to accomodate and support growth?	Yes
Is the intent of this request to improve service to customers?	No
Is this request needed to maintain existing service to customers?	Yes

## Information Technology Budget Request Detail



### Budget Request Title: Password Manager Solution

**Narrative:** This request is for a password manager solution that can be used by City employees to keep track of passwords. Password managers can help people not to reuse passwords, provides a safe and secure location to store passwords, warns people about leaked or easy to guess passwords, and can streamline the login experience for most web applications. All of these things help reduce risk to the City as a compromised password can undermine most of the technical security controls available today. This will be a software subscription.

	<u>Budget Amount</u>
Total Revenue	\$ -
Total Personnel Costs	-
Total Operating Expenses	25,000
Total Capital Outlay	-
<b>Total Budget Request</b>	<b>\$ 25,000</b>

Is the request required to meet legal, compliance, or regulatory mandates?	No
Does the request address a safety concern for employees or citizens?	No
Is the request needed to accommodate and support growth?	No
Is the intent of this request to improve service to customers?	No
Is this request needed to maintain existing service to customers?	Yes



## Information Technology Budget Request Detail



### Budget Request Title: Dashboard / Reporting Tool - Power BI Server

**Narrative:** This request is for a business intelligence, dash boarding, reporting, analytics and data visualization tool that can be used across departments by the City. The Criminal Analysis Unit in the Police Department needs this type of tool for creating dashboards and analytical tools for viewing/monitoring crime data. Other departments will find value in it for their dash boarding needs. Finance can use this tool to replace OpenGov, saving the City nearly \$25,000 per year, while still meeting the City's transparency goals.

<https://powerbi.microsoft.com/en-us/what-is-power-bi/>

	<u>Budget Amount</u>
Total Revenue	\$ -
Total Personnel Costs	-
Total Operating Expenses	20,000
Total Capital Outlay	-
<b>Total Budget Request</b>	<b>\$ 20,000</b>

Is the request required to meet legal, compliance, or regulatory mandates?	No
Does the request address a safety concern for employees or citizens?	No
Is the request needed to accommodate and support growth?	No
Is the intent of this request to improve service to customers?	No
Is this request needed to maintain existing service to customers?	Yes

## Other Government Budget Request Detail



### Budget Request Title: MAPS - Art Work

Narrative: MCC 1-9-4C: City Council shall, on an annual basis, appropriate for the MAPS program an amount from the general fund equivalent to fifty cents (\$0.50) per resident, as estimated by the current annual population estimate adopted by the Community Planning Association Of Southwest Idaho. Annually, no more than fifty thousand dollars (\$50,000.00) of general funds shall be appropriated for the MAPS program.

	<u>Budget Amount</u>
Total Revenue	\$ -
Total Personnel Costs	-
Total Operating Expenses	-
Total Capital Outlay	<u>50,000</u>
<b>Total Budget Request</b>	<b>\$ 50,000</b>

Is the request required to meet legal, compliance, or regulatory mandates? No  
 Does the request address a safety concern for employees or citizens? No  
 Is the request needed to accomodate and support growth? No  
 Is the intent of this request to improve service to customers? Yes  
 Is this request needed to maintain existing service to customers? No

## Other Government Budget Request Detail



### Budget Request Title: Transportation Projects

Narrative: This request is for the funding of transportation projects throughout the City. The City will engage ACHD and ITD on reimbursement agreements to future fund transportation projects ahead of the planned schedules of ACHD and ITD.

	<b><u>Budget Amount</u></b>
Total Revenue	\$ -
Total Personnel Costs	-
Total Operating Expenses	2,000,000
Total Capital Outlay	-
<b>Total Budget Request</b>	<b>\$ 2,000,000</b>

Is the request required to meet legal, compliance, or regulatory mandates? Yes  
 Does the request address a safety concern for employees or citizens? No  
 Is the request needed to accommodate and support growth? Yes  
 Is the intent of this request to improve service to customers? No  
 Is this request needed to maintain existing service to customers? No

## Other Government Budget Request Detail



### Budget Request Title: Treasure Valley Interagency Housing

Narrative: This request is a placeholder to allow Council to work with Treasure Valley housing agencies to develop possible partnerships to assist home owners/renters.

	<u>Budget Amount</u>
Total Revenue	\$ -
Total Personnel Costs	-
Total Operating Expenses	500,000
Total Capital Outlay	-
<b>Total Budget Request</b>	<b>\$ 500,000</b>

Is the request required to meet legal, compliance, or regulatory mandates? No  
Does the request address a safety concern for employees or citizens? No  
Is the request needed to accommodate and support growth? No  
Is the intent of this request to improve service to customers? No  
Is this request needed to maintain existing service to customers? No

## Streetlight Budget Request Detail



### Budget Request Title: Street Lights - Supplemental Projects

**Narrative:** Funding is being requested for construction of new street lighting in areas that are inadequately illuminated. Street lighting enhances visibility, which is fundamental to the safety and effectiveness of motorist, cyclist and pedestrian traffic. The continued focus of this request is to improve lighting for school walking routes that are highly traveled but poorly lit. New lighting would compliment recent and forthcoming Ada County Highway District sidewalk projects for school walking routes. Street Lighting also reduces crime rates in areas where it's installed.

	<u>Budget Amount</u>
Total Revenue	\$ -
Total Personnel Costs	-
Total Operating Expenses	45,000
Total Capital Outlay	-
<b>Total Budget Request</b>	<b>\$ 45,000</b>

Is the request required to meet legal, compliance, or regulatory mandates? Yes  
Does the request address a safety concern for employees or citizens? Yes  
Is the request needed to accomodate and support growth? No  
Is the intent of this request to improve service to customers? No  
Is this request needed to maintain existing service to customers? No

## Streetlight Budget Request Detail



### Budget Request Title: Street Light Fixture Upgrade to LED

Narrative: Funding is being requested to convert HPS light fixtures to LED in alignment with fixture lifespan. LED light fixtures have a life of 20 years (HPS fixtures' life is generally 5 years) and use less electricity. Savings are seen in both maintenance costs and electrical costs.

	<u>Budget Amount</u>
Total Revenue	\$ -
Total Personnel Costs	-
Total Operating Expenses	75,000
Total Capital Outlay	-
<b>Total Budget Request</b>	<b>\$ 75,000</b>

Is the request required to meet legal, compliance, or regulatory mandates? No  
 Does the request address a safety concern for employees or citizens? Yes  
 Is the request needed to accommodate and support growth? No  
 Is the intent of this request to improve service to customers? No  
 Is this request needed to maintain existing service to customers? No

## Finance Budget Request Detail



### Budget Request Title: Personnel Reclassification-Finance

**Narrative:** This request will address employee / position reclassification for the fiscal year 2023. A reclassification occurs when duties and responsibilities change substantially in the degree of difficulty, level of accountability, and / or qualification requirements. Per the Annual Budget Development Calendar Human Resources receives requests for review of general employee positions and applies the City's Salary Administration Guideline to establish proper salary placement in the new range.

This addresses 1 Finance employee.

	<u>Budget Amount</u>
Total Revenue	\$ -
Total Personnel Costs	1,485
Total Operating Expenses	-
Total Capital Outlay	-
<b>Total Budget Request</b>	<b>\$ 1,485</b>

Is the request required to meet legal, compliance, or regulatory mandates? No  
 Does the request address a safety concern for employees or citizens? No  
 Is the request needed to accommodate and support growth? No  
 Is the intent of this request to improve service to customers? No  
 Is this request needed to maintain existing service to customers? No



# **Community Development Dept.**

Administration Division

Building Department

Economic Development Division

Planning Department



## Community Development Department Budget

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The Community Development Department provides the City with core services (Planning, Land Development, and Economic Development) to our development community to support the City's C.A.R.E. values and City Strategic Plan. Planning serves as an initial point of contact and ensures that new development, land use changes and designs adhere to federal and state laws, the City's Comprehensive Plan, specific area plans and City Codes. Land Development ensures that future development can be serviced by utilities; and Building verifies, through plan review and inspections, that all buildings in the City are safe for occupancy. Economic Development works to retain, recruit and grow businesses with an emphasis on expanding family-wage jobs and sustaining a diverse economic base.

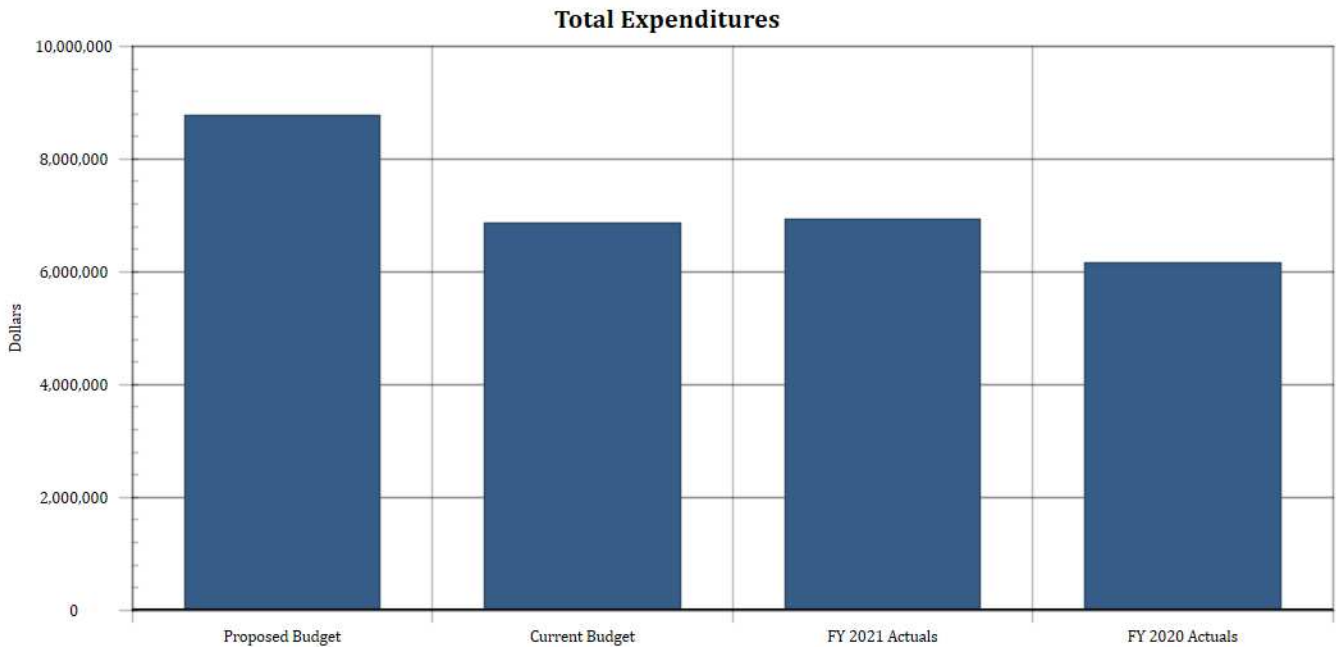
### Objectives:

- ✓ Continue to update development regulations to maintain consistency with the Comprehensive Plan and make the framework user friendly.
- ✓ Provide support to economic development, affordable housing and other citywide community development initiatives.
- ✓ Provide yearly update and accurate reporting for Community Development.
- ✓ Continue to provide quality Customer Service and care for our citizen complaints/inquiries.

# Community Development Department Budget



	FY 2023	FY 2022	2023 to 2022 Budget Change		FY 2021	FY 2020
	Proposed Budget	Current Budget	Amount	Percent	Actuals	Actuals
<b>Revenue</b>	\$ 9,620,382	\$ 7,076,110	\$ 2,544,272	36.0 %	\$ 10,257,174	\$ 9,673,849
<b>Expenditures</b>						
Personnel	4,874,944	4,775,596	99,348	2.1 %	3,626,264	3,388,673
Operating	3,886,274	2,052,618	1,833,656	89.3 %	3,273,987	2,733,900
Capital	-	31,387	(31,387)	(100.0)%	34,310	36,208
<b>Total Expenditures</b>	<b>8,761,218</b>	<b>6,859,601</b>	<b>1,901,617</b>	<b>27.7 %</b>	<b>6,934,561</b>	<b>6,158,781</b>
Transfers	61,562	144,774	(83,212)	(57.5)%	3,521,372	3,142,226
<b>Total Expenditures including Transfers</b>	<b>8,822,780</b>	<b>7,004,375</b>	<b>1,818,405</b>	<b>26.0%</b>	<b>10,455,933</b>	<b>9,301,007</b>
<b>Net Income (Loss)</b>	<b>\$ 797,602</b>	<b>\$ 71,735</b>	<b>\$ 725,867</b>	<b>(1,011.9)%</b>	<b>\$ (198,759)</b>	<b>\$ 372,842</b>
<b>Personnel</b>						
Full-Time	48.00	46.00				



## Community Development Department Budget Requests

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<b>Budget Replacement Change Request Title</b>	<b>Budget Amount</b>
Equip. Replace.-Building-Computers	\$ 3,600
Equip. Replace.-Planning-Computers	9,700
Equip. Replace.-Building-Wireless Router	5,400
<b>Total Budget Replacement Requests</b>	<b>\$ 18,700</b>



## Police Department

Administration Division

Uniform Patrol Division

Records Division

Criminal Investigations Division

Public Safety Training Center

Community Services Division

Code Enforcement Division

## Police Department Budget

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The Meridian Police Department is a premier organization valued for our innovation, positive culture, community partnerships, and core values. We strive to provide the best quality service to the community we serve, and continuously provide positive development of our staff to ensure we promote and expect accountability, respect, and excellence.

At the Meridian Police Department, our CARE values guide the Meridian Way, and it is the expectation of our department and our community that we treat everyone with respect and we focus on the "little things". This includes quality of life issues because we believe there is no such thing as a non-police problem. Our community knows that the Meridian Police Department is always available and willing to help someone in need. At the Meridian Police Department, we are problem solvers. Being a resource for our community is one of our top priorities. Should we not know the answer to a problem, we will work diligently to find one.

### Objectives:

- ✓ The mission of the City's police department is to partner with our community in preserving the peace and reducing the incidence of crime for everyone who lives, works, and visits the City.

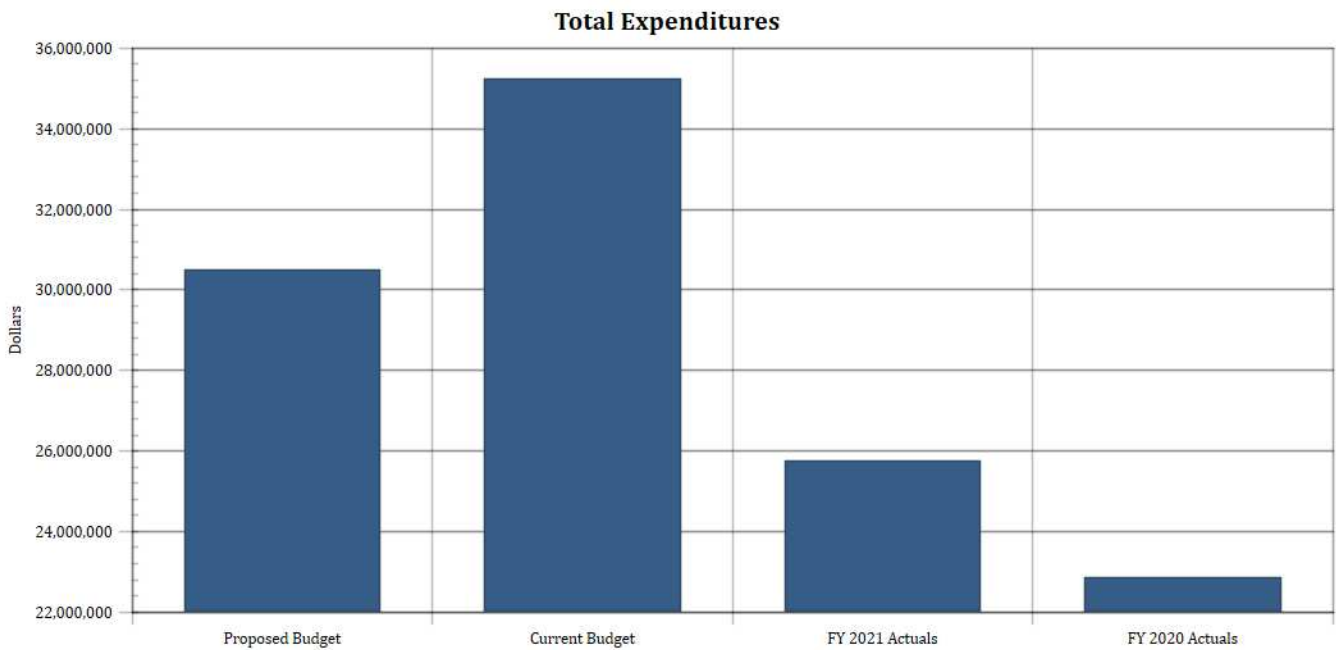
### Justification:

The Meridian Police Department developed this budget based on our continued growth and call load as a city, balancing fiscal responsibility with the continued safety needs of our citizens and employees. Priorities were made with this in mind coupled with improvement of our efficiency as a modern police organization.

# Police Department Budget



	FY 2023	FY 2022	2023 to 2022 Budget Change		FY 2021	FY 2020
	Proposed Budget	Current Budget	Amount	Percent	Actuals	Actuals
<b>Revenue</b>	\$ 1,607,941	\$ 1,588,845	\$ (19,096)	(4.5)%	\$ 7,571,137	\$ 1,627,052
<b>Expenditures</b>						
Personnel	25,021,526	22,411,666	2,609,860	10.4 %	19,066,449	17,682,554
Operating	4,591,582	3,742,714	(848,868)	(18.5)%	3,179,692	3,796,049
Capital	880,000	9,094,799	(8,214,799)	(933.5)%	3,491,996	1,364,354
<b>Total Expenditures</b>	<b>30,493,108</b>	<b>35,249,179</b>	<b>4,756,071</b>	<b>(15.6)%</b>	<b>25,738,137</b>	<b>22,842,957</b>
<b>Total Expenditures including Transfers</b>	<b>30,493,108</b>	<b>35,249,179</b>	<b>4,756,071</b>	<b>(15.6)%</b>	<b>25,738,137</b>	<b>22,842,957</b>
<b>Net Income (Loss)</b>	<b>\$ (28,885,167)</b>	<b>\$ (33,660,334)</b>	<b>\$4,775,167</b>	<b>(16.5)%</b>	<b>\$ (18,167,000)</b>	<b>\$ (21,215,905)</b>
<b>Personnel</b>						
Full-Time	175.00	166.00				
Part-Time	-	1.00				
<b>Total Personnel</b>	<b>175.00</b>	<b>167.00</b>				



## Police Department Budget Requests



<b>Replacement Request Title</b>	<b>Budget Amount</b>
Equip. Replace.-Police-Computers	\$ 36,400
Equip. Replace.-Police-Printer/Copier	8,000
Vehicle Replace.-Police-Fleet Vehicles	657,000
Equip. Replace.-Police-Shields and Armor Vests	58,261
Equip. Replace.-Police-Handheld Pole Camera Kit	9,500
Replacement-Police-Sworn Badges	27,000
Equip. Replace.-Police-Prevention Mascot	5,900
Equip. Replace.-Police-Wireless Router	20,700
Equip. Replace.-Police-Firearms	28,530
Equip. Replace.-Police-Office Furniture	6,000
<b>Total Replacement Requests</b>	<b>\$ 857,291</b>

<b>Budget Change Request Title</b>	<b>Personnel</b>	<b>Operating</b>	<b>Capital</b>	<b>Net Rev - Cost Budget Amount</b>
School Resource Officers (6) with Vehicles (2)	\$ 674,509	\$ 168,812	\$ 88,000	\$ 931,321
Police Detective with Vehicle	106,281	56,392	-	162,673
Police Officers (3) with vehicles (2)	275,416	77,549	166,000	518,965
Patrol Vehicle Cameras	-	250,000	-	250,000
Vehicle for Crisis Intervention Team	-	10,807	70,000	80,807
Vehicle for Office of Professional Standards	-	37,000	-	37,000
Victim Witness Coordinator and Vehicle	83,928	10,139	32,000	126,067
License Plate Reader	-	47,500	-	47,500
Risk Monitoring	-	22,000	-	22,000
Tactical Handheld Under the Door Camera kit	-	12,600	-	12,600
Tactical Handheld Wireless Pole Camera	-	5,000	-	5,000
Unmanned Aerial Vehicle (UAV) "Drone"	-	13,000	-	13,000
Personnel Reclassification-Police	1,850	-	-	1,850
<b>Total Budget Change Requests</b>	<b>\$ 1,141,984</b>	<b>\$ 710,799</b>	<b>\$ 356,000</b>	<b>\$ 2,208,783</b>

## Police Budget Request Detail



**Budget Request Title: School Resource Officers (6) with Vehicles (2)**

**Narrative:** This request to fund 6 School Resources Officers and 2 vehicles at respective schools in the school district. These positions will not have a revenue reimbursement from the school district at this time.

	<b><u>Budget Amount</u></b>
Total Revenue	\$ -
Total Personnel Costs	674,509
Total Operating Expenses	168,812
Total Capital Outlay	<u>88,000</u>
<b>Total Budget Request</b>	<b>\$ 931,321</b>

Is the request required to meet legal, compliance, or regulatory mandates? Yes  
 Does the request address a safety concern for employees or citizens? No  
 Is the request needed to accomodate and support growth? Yes  
 Is the intent of this request to improve service to customers? No  
 Is this request needed to maintain existing service to customers? No



## Police Budget Request Detail



### Budget Request Title: Police Detective with Vehicle

Narrative: As our city continues to grow, so does the case load and the need for investigator positions in the persons crimes divisions of investigations. The average case load for a persons crimes detective has grown an average of 13.5% each year since 2019. A trending part to that case load are domestic violence cases which have seen a 3-fold increase in assignment. Due to a variety of challenges the persons crimes unit has not increased its staffing in over 6 years. During that time Ada County Courts have developed the Domestic Violence Corp and added a specific misdemeanor courts process for intimate partner violence within the Domestic Violence Court. This focused approach requires immediate detective case assignment for the proper handling and investigation of these sensitive cases. Over the past 4 years Felony domestic violence cases have seen an average 28% increase. With a steep rise in 2021 and 2022 is trending to follow suite. Increasing the persons crimes unit staff by one detective will increase ability to provide quality and timely service to those intimate partner crime victims and provide us the staffing to manage the unprecedented flood of domestic violence cases.

	<b>Budget Amount</b>
Total Revenue	\$ -
Total Personnel Costs	106,281
Total Operating Expenses	56,392
Total Capital Outlay	-
<b>Total Budget Request</b>	<b>\$ 162,673</b>

Is the request required to meet legal, compliance, or regulatory mandates?	Yes
Does the request address a safety concern for employees or citizens?	No
Is the request needed to accomodate and support growth?	Yes
Is the intent of this request to improve service to customers?	No
Is this request needed to maintain existing service to customers?	No

## Police Budget Request Detail



### Budget Request Title: Police Officers (3) with vehicles (2)

Narrative: This request is to hire 3 Police Officers and 2 supporting vehicles based on PAM (Police Allocation Model) Staffing for 2023.

	<u>Budget Amount</u>
Total Revenue	\$ -
Total Personnel Costs	275,416
Total Operating Expenses	77,549
Total Capital Outlay	166,000
<b>Total Budget Request</b>	<b>\$ 518,965</b>

Is the request required to meet legal, compliance, or regulatory mandates? Yes  
Does the request address a safety concern for employees or citizens? No  
Is the request needed to accommodate and support growth? Yes  
Is the intent of this request to improve service to customers? No  
Is this request needed to maintain existing service to customers? No

# Police Budget Request Detail



**Budget Request Title: Patrol Vehicle Cameras**

**Narrative:** While body worn video is great for most instances it does present some downsides in certain circumstances such as: Traffic Stop / DUI: In-car video is great from a probable cause perspective and when adding in the pre-event buffer can show completely why a citizen may be pulled over vs. a body camera that has a limited viewpoint of the steering wheel, dashboard, etc. It may be more easy to prosecute someone for DUI when the video shows the car swerving, person failing sobriety test, etc.

**Crash:** Pursuits and accidents can present a huge liability to the City. In car video can show what happened and also provide information on braking, speed, and other information leading up to the incident.

**Outside Vehicle Hands On:** When an officer has to go hands on with somebody the body camera footage is equivalent to putting a camera in a washing machine. The in car video can provide a 3rd party neutral perspective of the event.

**Signal Technology (Axon):** When activating different triggers in a vehicle (light bar, gun rack, custom door, etc.) this will automatically activate all cameras within a specific range of the vehicle to ensure video is captured in an critical event.

**Backseat Video:** This video helps reduce liability to show the actions of a suspect in the back of the vehicle. There have been many claims of officer misconduct once a suspect is in the backseat and the video will show what is happening.

	<u><b>Budget Amount</b></u>
Total Revenue	\$ -
Total Personnel Costs	-
Total Operating Expenses	250,000
Total Capital Outlay	-
<b>Total Budget Request</b>	<b>\$ 250,000</b>

- Is the request required to meet legal, compliance, or regulatory mandates? Yes
- Does the request address a safety concern for employees or citizens? No
- Is the request needed to accomodate and support growth? No
- Is the intent of this request to improve service to customers? Yes
- Is this request needed to maintain existing service to customers? No

## Police Budget Request Detail



### Budget Request Title: Vehicle for Crisis Intervention Team

**Narrative:** In FY2022 we assigned two officers to the newly formed Crisis Intervention Team which focus on mental health related calls and needs within our community. We have also recently hired our mental health coordinator (Licensed clinician) who will work alongside our CIT officers to better serve those in crisis or dealing with mental health related challenges. This vehicle, which will be equipped and function much like a patrol vehicle, will be used strictly for the CIT officers/clinician as some of its features will better accommodate the CIT officers and those who are in crisis and need to be transported to receive additional medical and/or psychological services. This vehicle will have a much softer look to it to reduce the affects that a marked patrol vehicle sometimes has on people who are in crisis.

	<b><u>Budget Amount</u></b>
Total Revenue	\$ -
Total Personnel Costs	-
Total Operating Expenses	10,807
Total Capital Outlay	<u>70,000</u>
<b>Total Budget Request</b>	<b>\$ 80,807</b>

Is the request required to meet legal, compliance, or regulatory mandates? No  
Does the request address a safety concern for employees or citizens? No  
Is the request needed to accomodate and support growth? No  
Is the intent of this request to improve service to customers? No  
Is this request needed to maintain existing service to customers? No

## Police Budget Request Detail



### Budget Request Title: Vehicle for Office of Professional Standards

Narrative: We relocated a Sergeant to OPS and they need an assigned vehicle. The vehicle is needed to travel as part of various background investigations (in and out of town), internal investigations travel and as needed call-out for critical incidents (officer involved shootings)

	<u>Budget Amount</u>
Total Revenue	\$ -
Total Personnel Costs	-
Total Operating Expenses	37,000
Total Capital Outlay	-
<b>Total Budget Request</b>	<b>\$ 37,000</b>

Is the request required to meet legal, compliance, or regulatory mandates? Yes  
Does the request address a safety concern for employees or citizens? No  
Is the request needed to accommodate and support growth? Yes  
Is the intent of this request to improve service to customers? No  
Is this request needed to maintain existing service to customers? No

## Police Budget Request Detail



### Budget Request Title: Victim Witness Coordinator and Vehicle

**Narrative:** Provides assistance to victims of violent crime by providing crisis intervention counseling, social service referrals and court support; performs related work to bridge the gap between the investigation of a crime by the investigators and the criminal justice process in the court system, by explaining and educating the victim(s) on what we need to do and what they need to do to have a successful prosecution of a crime.

We currently have two VW coordinators and haven't added any additional since 2007 (in response to growth/demand, we have reduced the level of services they provide). The two coordinators alternate on-call every other week and this, coupled with higher demand for their services during business hours, has led to burnout. We currently rely on other agencies VW services to fill in some of the gaps for our victims but this model doesn't provide the best service to our victims/community and isn't sustainable long-term.

	<b><u>Budget Amount</u></b>
Total Revenue	\$ -
Total Personnel Costs	83,928
Total Operating Expenses	10,139
Total Capital Outlay	<u>32,000</u>
<b>Total Budget Request</b>	<b>\$ 126,067</b>

Is the request required to meet legal, compliance, or regulatory mandates?	Yes
Does the request address a safety concern for employees or citizens?	No
Is the request needed to accommodate and support growth?	Yes
Is the intent of this request to improve service to customers?	No
Is this request needed to maintain existing service to customers?	No

## Police Budget Request Detail



### Budget Request Title: License Plate Reader

**Narrative:** The Rekor Mountable License Plate and Vehicle Recognition (LPR) program consists of a series of mountable vehicle recognition systems that are capable of processing, capturing, and storing vehicle data. Utilizing a series of fixed systems law enforcement agencies are able to monitor vehicle activity in real-time and/or capture historical data. This includes the ability to sort data by desired metrics, such as specific license plates, vehicle make, model, color, or style, as well as the vehicles direction of travel. This data can be collected at speeds in excess of 100 MPH, at distances up to 300 feet, and is accurate regardless of lighting and weather conditions. The deployment of this program in neighboring communities has aided in the investigation and eventual arrest of violent suspects for offenses ranging from robbery to murder. We believe that the deployment of this program in the City of Meridian would be pivotal moment in our continued mission to make Meridian one of the best communities to live, work, and raise a family. The utilization of this program would allow members of the police department to review captured data to identify criminal suspects, ones that are typically unidentifiable, in a variety of offenses to include, retail and construction theft, residential and commercial burglaries, domestic violence related offenses such as stalking, and vehicle offenses ranging from reckless driving complaints to hit and run crash investigations.

	<u>Budget Amount</u>
Total Revenue	\$ -
Total Personnel Costs	-
Total Operating Expenses	47,500
Total Capital Outlay	-
<b>Total Budget Request</b>	<b>\$ 47,500</b>

Is the request required to meet legal, compliance, or regulatory mandates?	Yes
Does the request address a safety concern for employees or citizens?	No
Is the request needed to accomodate and support growth?	Yes
Is the intent of this request to improve service to customers?	No
Is this request needed to maintain existing service to customers?	Yes

## Police Budget Request Detail



### Budget Request Title: Risk Monitoring

Narrative: Open source data removals, risk monitoring, social media clean up, risk assessments, due diligence, privacy consulting and education. Privacy protection data removal for police employees.

	<u>Budget Amount</u>
Total Revenue	\$ -
Total Personnel Costs	-
Total Operating Expenses	22,000
Total Capital Outlay	-
<b>Total Budget Request</b>	<b>\$ 22,000</b>

Is the request required to meet legal, compliance, or regulatory mandates? Yes  
Does the request address a safety concern for employees or citizens? No  
Is the request needed to accommodate and support growth? No  
Is the intent of this request to improve service to customers? No  
Is this request needed to maintain existing service to customers? Yes



## Police Budget Request Detail



### Budget Request Title: Tactical Handheld Under the Door Camera kit

**Narrative:** This under the door camera system will be utilized by members the Ada Metro SWAT Team to conduct covert tactical operations. This piece of equipment will allow for team members to have the capabilities to look behind closed doors to locate any hazards or threats (people, fortification or explosive devices) before putting team members into these spaces that could be increasingly dangerous or put team members at a significant tactical disadvantage. This devices fits under most doors and has an up and out view through HD and IR cameras.

	<u>Budget Amount</u>
Total Revenue	\$ -
Total Personnel Costs	-
Total Operating Expenses	12,600
Total Capital Outlay	-
<b>Total Budget Request</b>	<b>\$ 12,600</b>

Is the request required to meet legal, compliance, or regulatory mandates? Yes  
 Does the request address a safety concern for employees or citizens? No  
 Is the request needed to accomodate and support growth? Yes  
 Is the intent of this request to improve service to customers? No  
 Is this request needed to maintain existing service to customers? Yes

## Police Budget Request Detail



### Budget Request Title: Tactical Handheld Wireless Pole Camera

**Narrative:** A handheld pole camera is to be utilized by members the Ada Metro SWAT Team to conduct covert tactical operations. This piece of equipment will allow for team members to have the capabilities to look into confined spaces (Attics and crawlspaces) safely with the use of HD and IR imagining. This equipment more importantly will allow for team members to clear spaces or locate threats/hazards without putting team members into these spaces that could be increasingly dangerous and difficult to do without this piece of equipment. This piece of equipment will also allow team members to have a safe view into multi-level dwellings from the exterior to clear areas within a dwelling or locate threats before entering into the dwelling.

This telescoping HD pole camera combines extreme low light sensitivity (IR) to provide unsurpassed detail and definition. The camera device is attached to a telescoping pole for easy deployment and stow away. Video is streamed wirelessly to a cell phone or other monitor over encrypted wifi or cellular and on a app. High-intensity visible and IR illumination is controlled and adjusted directly from the phone. An omni-directional camera and microphone gives you the option to record audio and video as well as speak through.

This is a one-time purchase request for FY 2023.

	<u>Budget Amount</u>
Total Revenue	\$ -
Total Personnel Costs	-
Total Operating Expenses	5,000
Total Capital Outlay	-
<b>Total Budget Request</b>	<b>\$ 5,000</b>

Is the request required to meet legal, compliance, or regulatory mandates?	Yes
Does the request address a safety concern for employees or citizens?	No
Is the request needed to accomodate and support growth?	Yes
Is the intent of this request to improve service to customers?	No
Is this request needed to maintain existing service to customers?	No

## Police Budget Request Detail



### Budget Request Title: Unmanned Aerial Vehicle (UAV) "Drone"

Narrative: The UAV (Drone) would be used inside of dwelling(s) during police operations when entering a residence would be perilous for police personnel. Currently the police department does not have a tool that would fit this need.

	<b><u>Budget Amount</u></b>
Total Revenue	\$ -
Total Personnel Costs	-
Total Operating Expenses	13,000
Total Capital Outlay	-
<b>Total Budget Request</b>	<b>\$ 13,000</b>

Is the request required to meet legal, compliance, or regulatory mandates? Yes  
Does the request address a safety concern for employees or citizens? No  
Is the request needed to accommodate and support growth? Yes  
Is the intent of this request to improve service to customers? No  
Is this request needed to maintain existing service to customers? No

## Police Budget Request Detail



### Budget Request Title: Personnel Reclassification-Police

**Narrative:** This request will address employee / position reclassifications for the fiscal year 2023. A reclassification occurs when duties and responsibilities change substantially in the degree of difficulty, level of accountability, and / or qualification requirements. Per the Annual Budget Development Calendar Human Resources received requests for a review of general employee positions and applies the City's Salary Administration Guideline to establish proper salary placement in the new range.

This addresses 1 Police employee.

	<u>Budget Amount</u>
Total Revenue	\$ -
Total Personnel Costs	1,850
Total Operating Expenses	-
Total Capital Outlay	-
<b>Total Budget Request</b>	<b>\$ 1,850</b>

Is the request required to meet legal, compliance, or regulatory mandates? No  
 Does the request address a safety concern for employees or citizens? No  
 Is the request needed to accommodate and support growth? No  
 Is the intent of this request to improve service to customers? No  
 Is this request needed to maintain existing service to customers? No



## Fire Department

Administration Division

Fire Station #1

Fire Station #2

Fire Station #3

Fire Station #4

Fire Station #5

Fire Station #6

Fire Station #7

Fire Station #8

Training Division

Prevention Division

Education Division

## Fire Department Budget

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The Fire Department provides the City with an all-hazards emergency response service. The core functions of the Department are fire suppression, emergency medical response, hazardous materials response, fire prevention, and education. Members of the Department respond to all major events such as ice storms, snow storms, major electrical outages, floods, and any other emergent need from homeowners in the community. Members of the Department do much more than just respond to emergencies as well. Other programs offered by the Department include child passenger safety restraint installations, CPR and defibrillator trainings, along with fire extinguisher trainings.

### Objectives:

- ✓ Provide property fire protection to reduce fire loss and to minimize the dollar amount of property value lost to fire damage in commercial and residential structures.
- ✓ Meet or exceed City Council adopted standards for alarm handling and response times.
- ✓ Maintain emergency response effectiveness.
- ✓ Reduce or eliminate the recurrence of fires and minimize arson.
- ✓ Provide proper tools, equipment, training and policy to reduce accidents and injuries to firefighters.

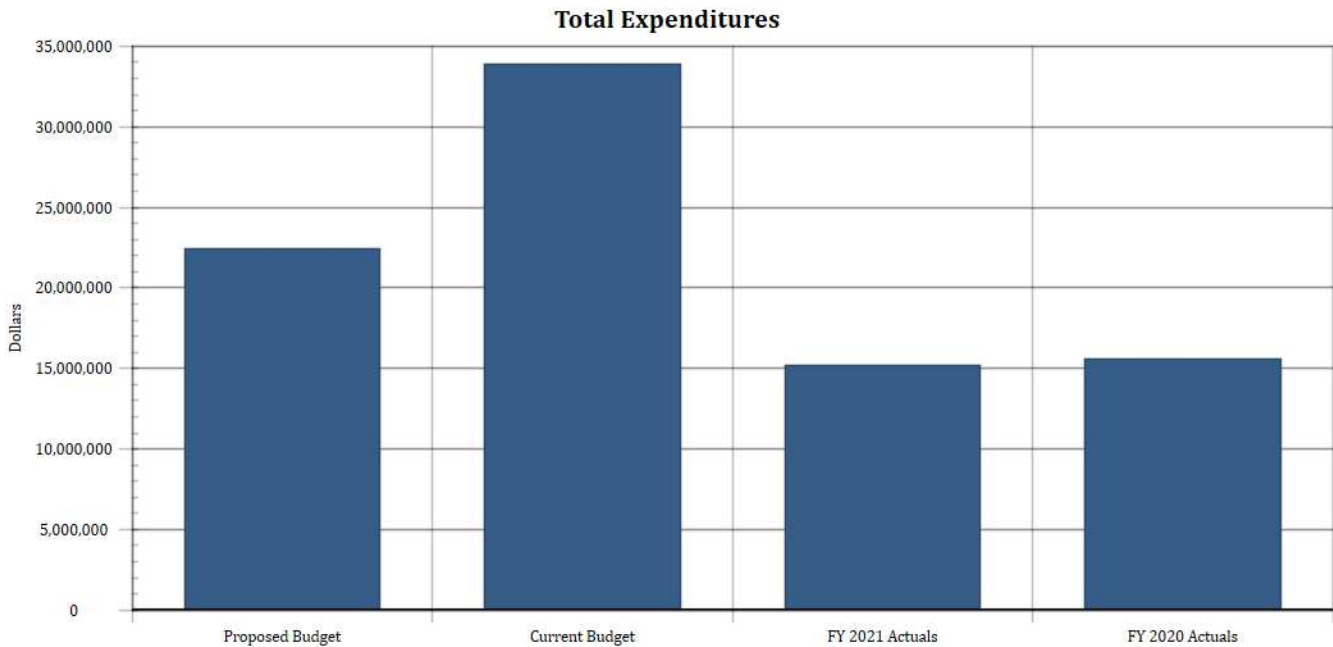
### Justification:

The proposed FY23 budget for the Meridian Fire Department represents the Cities commitment to supporting and enhancing its service delivery and preparedness capabilities. As the City continues to experience healthy growth; developing and enhancing public safety through staffing and strategically located infrastructure will support effective emergency response models. This budget and those in the future will continue to give these initiatives paramount consideration. This budget proposal supports the Mission of City of Meridian and on behalf of the Meridian Fire Department we are pleased to present it for your consideration.

# Fire Department Budget



	FY 2023	FY 2022	2023 to 2022 Budget Change		FY 2021	FY 2020
	Proposed Budget	Current Budget	Amount	Percent	Actuals	Actuals
<b>Revenue</b>	\$ 4,103,560	\$ 2,917,342	\$ 1,186,218	40.7 %	\$ 7,160,223	\$ 3,682,033
<b>Expenditures</b>						
Personnel	16,617,778	13,921,340	2,696,438	19.4 %	12,533,318	11,374,100
Operating	2,942,408	2,233,010	709,398	31.8 %	1,837,401	1,540,131
Capital	2,851,821	17,717,744	14,865,923)	(83.9)%	779,458	2,700,302
<b>Total Expenditures</b>	<b>22,412,007</b>	<b>33,872,094</b>	<b>1,460,087)</b>	<b>(33.8)%</b>	<b>15,150,177</b>	<b>15,614,533</b>
Transfers	72,566	87,303	(14,737)	(16.9)%	82,694	70,863
<b>Total Expenditures including Transfers</b>	<b>22,484,573</b>	<b>33,959,397</b>	<b>1,474,824)</b>	<b>(33.8)%</b>	<b>15,232,871</b>	<b>15,685,396</b>
<b>Net Income (Loss)</b>	<b>\$ (18,381,013)</b>	<b>\$ (31,042,055)</b>	<b>\$2,661,042</b>	<b>40.8%</b>	<b>\$ (8,072,648)</b>	<b>\$ (12,003,363)</b>
<b>Personnel</b>						
Full-Time	94.00	93.00				



## Fire Department Budget Requests



<b>Replacement Request Title</b>	<b>Budget Amount</b>
Equip. Replace.-Fire-Computers	\$ 6,600
Equip. Replace.-Fire-Replace Air Packs (55)	522,500
Vehicle Replace.-Fire-Engine MF009	838,098
Replacement-Fire-A/C Unit	7,000
Equip. Replace.-Fire-Wireless Router	9,900
<b>Total Replacement Requests</b>	<b>\$ 1,384,098</b>

<b>Budget Change Request Title</b>	<b>Revenue</b>	<b>Personnel</b>	<b>Operating</b>	<b>Capital</b>	<b>Net Rev - Cost Budget Amount</b>
Fire Station #7 - Staff (15)	\$ -	\$ 1,737,136	\$ 225,095	\$ 40,400	\$ 2,002,631
Fire Station #7 - Adjustments	(900,000)	(837,136)	-	-	(1,737,136)
Fire Station #8 - Staff (15)	-	1,723,215	225,095	40,400	1,988,710
Captain of Logistics	-	141,428	24,685	-	166,113
Deputy Chief of Administration with Vehicle	-	177,265	26,185	52,800	256,250
Division Chief of Risk Management with Vehicle	-	166,657	26,355	81,125	274,137
Community Risk Reduction Specialist and Vehicle	-	77,546	10,410	35,000	122,956
EMS Coordinator with Vehicle	-	91,202	20,110	35,000	146,312
CPSE Accreditation	-	-	15,000	-	15,000
Ladder Truck	-	-	201,891	1,800,894	2,002,785
Personnel Reclassification-Fire Department	-	2,397	-	-	2,397
<b>Total Budget Change Requests</b>	<b>\$(900,000)</b>	<b>\$ 3,279,710</b>	<b>\$ 774,826</b>	<b>\$ 2,085,619</b>	<b>\$ 5,240,155</b>



# Fire Budget Request Detail



**Budget Request Title: Fire Station #7 - Staff (15)**

**Narrative:** Future staffing needs of the Fire Department in 2023 will need to be increased by 30 new FTEs. The request for Fire Station seven will constitute 15 of the 30 FTEs needed for the department. This breakdown of FTEs includes a total of nine FTEs for the station staff, four FTEs for float staff, and two additional FTE staffing for increasing from three to four members to accommodate requirements for a truck company cross staffing configuration. The increasing in staffing does change the available vacation slots per shift from three to five, thereby requiring additional float personnel FTEs to backfill.

	<u><b>Budget Amount</b></u>
Total Revenue	\$ -
Total Personnel Costs	1,737,136
Total Operating Expenses	225,095
Total Capital Outlay	40,400
<b>Total Budget Request</b>	<b>\$ 2,002,631</b>

- Is the request required to meet legal, compliance, or regulatory mandates? Yes
- Does the request address a safety concern for employees or citizens? No
- Is the request needed to accommodate and support growth? Yes
- Is the intent of this request to improve service to customers? No
- Is this request needed to maintain existing service to customers? Yes

## Fire Budget Request Detail



### Budget Request Title: Fire Station #7 - Adjustments

**Narrative:** This request is to recognize the commitment from Rural Fire to contribute \$1,500,000 towards personnel costs for the opening of the South Fire station. The allocation of the \$1,500,000 will be to receive \$900,000 to cover the FY23 Personnel Costs and the remaining \$600,000 to be applied towards FY24 personnel costs. This request will also adjust the necessary total costs of the station for the estimated costs as proposed in the Fire Station South New Budget Request. The ongoing full 12 months costs for one station is \$1,800,000. The City will not have the station open for the entire 12 months of FY23. This request will adjust the projected amount of budget needs for FY23 of \$900,000. With the adjusted personnel costs to \$837,135 and the Rural contribution, the City will recognize zero Personnel Costs for FY23.

	<u>Budget Amount</u>
Total Revenue	\$ (900,000)
Total Personnel Costs	(837,136)
Total Operating Expenses	-
Total Capital Outlay	-
<b>Total Budget Request</b>	<b>\$ (1,737,136)</b>

Is the request required to meet legal, compliance, or regulatory mandates?	No
Does the request address a safety concern for employees or citizens?	No
Is the request needed to accommodate and support growth?	No
Is the intent of this request to improve service to customers?	No
Is this request needed to maintain existing service to customers?	No

## Fire Budget Request Detail



### Budget Request Title: Fire Station #8 - Staff (15)

Narrative: Future staffing needs of the Fire Department in 2023 will need to be increased by 30 new FTEs. The request for Fire Station eight will constitute 15 of the 30 FTEs needed for the department. This breakdown of FTEs includes a total of nine FTEs for the station staff, five FTEs for float staff, and one additional FTE staffing for increasing Station six staffing from three to four members to accommodate requirements for a truck company cross staffing configuration. The increasing in staffing does change the available vacation slots per shift from three to five, thereby requiring additional float personnel FTEs to backfill.

	<b><u>Budget Amount</u></b>
Total Revenue	\$ -
Total Personnel Costs	1,723,215
Total Operating Expenses	225,095
Total Capital Outlay	40,400
<b>Total Budget Request</b>	<b>\$ 1,988,710</b>

Is the request required to meet legal, compliance, or regulatory mandates? Yes  
 Does the request address a safety concern for employees or citizens? Yes  
 Is the request needed to accommodate and support growth? Yes  
 Is the intent of this request to improve service to customers? No  
 Is this request needed to maintain existing service to customers? Yes

## Fire Budget Request Detail



### Budget Request Title: Captain of Logistics

**Narrative:** This position performs duties to ensure that the Fire Department is supplied with necessary equipment, apparatus, supplies and servicing to operate efficiently and effectively. Work is performed independently under general direction. Maintains current knowledge on changing trends and developments affecting fire service equipment and apparatus. Assists with creating budget objectives and documentation for the Logistics division. Understands operating principles and construction of fire apparatus, pumps, motor vehicles, air compressors, self-contained breathing apparatus, hydraulic and electrical equipment and all other equipment relating to fire department operations. Repairs, adjusts and maintains fire apparatus and all other mechanical equipment. Is knowledgeable of firefighting principles, practices, safety precautions and occupational hazards related to the work. May respond to emergency incidents. Assesses on scene logistical needs such as breathing air supply, fuel, equipment or other needs as required by the incident commander. Provides and monitors apparatus and equipment to ensure proper operation and performance during emergency operations.

	<b><u>Budget Amount</u></b>
Total Revenue	\$ -
Total Personnel Costs	141,428
Total Operating Expenses	24,685
Total Capital Outlay	-
<b>Total Budget Request</b>	<b>\$ 166,113</b>

Is the request required to meet legal, compliance, or regulatory mandates? Yes  
 Does the request address a safety concern for employees or citizens? Yes  
 Is the request needed to accommodate and support growth? Yes  
 Is the intent of this request to improve service to customers? Yes  
 Is this request needed to maintain existing service to customers? Yes

## Fire Budget Request Detail



### Budget Request Title: Deputy Chief of Administration with Vehicle

**Narrative:** This position is responsible for managing and directing the Administrative and Planning Division of the Fire Department. This includes, among other things, development and management of Capital Improvement Plans, Community Risk Analysis, Service Level plans, GIS and data management and analysis, and direct supervision of assigned personnel. In the absence of the Fire Chief, assumes responsibilities of the Fire Chief. Provides expert professional assistance to City management staff in areas of expertise. This position will also be the accreditation manager for MFD. Fosters cooperative working relationships with citizen groups, and other agencies on fire and EMS matters. This position reports directly to the Fire Chief, but the individual must take initiative and exercise independent judgment.

	<u>Budget Amount</u>
Total Revenue	\$ -
Total Personnel Costs	177,265
Total Operating Expenses	26,185
Total Capital Outlay	<u>52,800</u>
<b>Total Budget Request</b>	<b>\$ 256,250</b>

Is the request required to meet legal, compliance, or regulatory mandates?	No
Does the request address a safety concern for employees or citizens?	Yes
Is the request needed to accommodate and support growth?	Yes
Is the intent of this request to improve service to customers?	Yes
Is this request needed to maintain existing service to customers?	No

## Fire Budget Request Detail



### Budget Request Title: Division Chief of Risk Management with Vehicle

**Narrative:** The Division Chief of Risk Management the responsibility and scope of this position is to limit the exposure of the fire department to situations and occurrences that could have harmful or undesirable consequences to the department or its members. To provide a safe working environment for the members of the fire department while recognizing the risks inherent to the fire departments mission. To require all personnel to use the concept of risk vs. benefit as a primary consideration during fire department operations. Is responsible to oversee the departments work related injuries, record and analyze near misses, provide training, mitigation measures and return to work activities. Analyze the departments injuries and claims as provided through the Citys Worker Compensation Insurer, develop and implement department risk management initiatives that demonstrate a significant cost reduction to the City and employees of the Fire Department. Works with considerable latitude for independent action and discretion in performance of assigned duties, and is expected to carry out all functions through to completion with general instructions. Work is reviewed through results achieved. This position is structured to follow the National Fire Protection Association (NFPA) 1500, the Standard on Fire Department Occupational Safety an Health Programs. The Division Chief of Risk Management has the responsibility for the implementation and operation of the departments risk management plan. The Departments Health and Safety program, and shall be responsible for management and revision of the risk management plan annually based on potential exposures. Compliant with theHealth Safety Officer(HSO) NFPA 1500 requirement as well as Incident Safety Officer Instructor (ISO) NFPA 1500 for the MFD.

	<u><b>Budget Amount</b></u>
Total Revenue	\$ -
Total Personnel Costs	166,657
Total Operating Expenses	26,355
Total Capital Outlay	<u>81,125</u>
<b>Total Budget Request</b>	<b>\$ 274,137</b>

Is the request required to meet legal, compliance, or regulatory mandates? Yes  
 Does the request address a safety concern for employees or citizens? Yes  
 Is the request needed to accomodate and support growth? Yes  
 Is the intent of this request to improve service to customers? Yes  
 Is this request needed to maintain existing service to customers? Yes

# Fire Budget Request Detail



**Budget Request Title: Community Risk Reduction Specialist and Vehicle**

**Narrative:** As the fire service continues to evolve, the Meridian Fire Department will need to focus more on data analysis and Community Risk Reduction. This public education position will work with the many members of our community to provide a safe and prepared community. This position will help integrate Fire Prevention, public education, and public health issues and place them under one umbrella. They will work with multiple agencies to help reduce life safety risk in the city. This will save the city tax dollars as well as keep the workers, business owners and visitors to our city safe while here. Essential Duties & Responsibilities: Performs data analysis and assists in the fire prevention and public education activities throughout the City and Rural District. Extracts, analyzes, interprets, and configures reports regarding fire response data from a variety of sources and identifies community risk vulnerabilities. Utilizes data to help plan targeted educational activities. Works with social media and the city PIO to distribute public education information. Schedules public requests for tours and assistance, (fire station tours, friendly firefighter presentations; ride a-longs, car seat inspections, smoke & carbon monoxide alarm assists, school and business safety presentations, etc.); Composes letters, memos and departmental correspondence, requiring independent judgment as to content; Schedules and coordinates arrangements for meetings and conferences; Prepares newsletters, flyers, brochures, and reports; Inventory, order and distribute fire prevention support material; Schedules and coordinates arrangements for meetings and conferences; Attend and assist with various Public Education events, to include giving presentations;

	<u><b>Budget Amount</b></u>
Total Revenue	\$ -
Total Personnel Costs	77,546
Total Operating Expenses	10,410
Total Capital Outlay	<u>35,000</u>
<b>Total Budget Request</b>	<b>\$ 122,956</b>

- Is the request required to meet legal, compliance, or regulatory mandates? Yes
- Does the request address a safety concern for employees or citizens? Yes
- Is the request needed to accommodate and support growth? Yes
- Is the intent of this request to improve service to customers? No
- Is this request needed to maintain existing service to customers? Yes

## Fire Budget Request Detail



### Budget Request Title: EMS Coordinator with Vehicle

**Narrative:** The EMS Coordinator will assist the Division Chief of EMS in managing Meridian Fires EMS program. The coordinator will attend committee meetings such as RICE, Medical Directorate, Standing Written Orders and the ESO Working group, and facilitate EMS department training in order for our members to maintain their State Licensure requirements. This position will be in charge of facilitating ACLS/PALS, the FTO program, and will be required to hold a valid Idaho Paramedic License. The coordinator will be in charge of new hire EMS orientation, and will ensure new hires have the appropriate resources to transition their licensure to the State of Idaho and MFD. This position will oversee the maintenance and acquisition of new AEDs for the City of Meridian's AED program. The EMS Division, with only one current position, is facing daily challenges for managing the logistics of EMS supplies and infection control. This position would address these needs. Emergency Responses- The EMS Coordinator will be included in the emergency response tier. For large scale EMS responses, they will play a role in the incident command structure under Triage and Treatment. For local small-scale EMS incidents, this person would respond on cardiac arrests to assist with CPR or provide a mechanical CPR device. For Fire responses, the EMS Coordinator will respond and start medical rehab for patients and firefighters, which will free up the need for ACEMS to send an EMS supervisor for such a role. The ACEMS supervisor can then be available to respond to other calls in the county.

	<b><u>Budget Amount</u></b>
Total Revenue	\$ -
Total Personnel Costs	91,202
Total Operating Expenses	20,110
Total Capital Outlay	<u>35,000</u>
<b>Total Budget Request</b>	<b>\$ 146,312</b>

Is the request required to meet legal, compliance, or regulatory mandates? Yes  
 Does the request address a safety concern for employees or citizens? Yes  
 Is the request needed to accommodate and support growth? Yes  
 Is the intent of this request to improve service to customers? No  
 Is this request needed to maintain existing service to customers? No



# Fire Budget Request Detail



**Budget Request Title: CPSE Accreditation**

**Narrative:** The Center for Public Safety Excellence (CPSE) is an international technical organization committed to leading the fire and emergency service industry to excellence through the continuous quality improvement process of accreditation, credentialing, and education.

The Commission on Fire Accreditation International (CFAI) will provide, upon certification, the Meridian Fire Department, with an accreditation model, various accreditation publications and trainings, and access to experienced peer assessors.

In addition to being in alignment with the City Strategic Plan, accreditation will provide Meridian Fire with:

Provides greater community alignment. Encourages quality improvement. Facilitates input from and builds positive relationships with labor. Identifies areas of strengths and weaknesses. Allows for the establishment of a plan for improvement. Provides data supported decision-making. Communicates management and leadership philosophies. Ensures your agency has a defined mission and related objectives. Encourages the development of organizational procedural documents.

	<u><b>Budget Amount</b></u>
Total Revenue	\$ -
Total Personnel Costs	-
Total Operating Expenses	15,000
Total Capital Outlay	-
<b>Total Budget Request</b>	<b>\$ 15,000</b>

- Is the request required to meet legal, compliance, or regulatory mandates? Yes
- Does the request address a safety concern for employees or citizens? No
- Is the request needed to accommodate and support growth? No
- Is the intent of this request to improve service to customers? No
- Is this request needed to maintain existing service to customers? No

## Fire Budget Request Detail



### Budget Request Title: Ladder Truck

**Narrative:** Ladder Trucks are a primary front line resource for a Fire Department. They are a primary specialized resource and response apparatus for structure fires, technical rescues and extrication in the Meridian Fire Department. Ladder Trucks respond to all fires including, but not limited to... structures and vehicles. They also respond to some EMS calls, all auto accidents, technical type rescue events and Hazardous Materials incidents. They are required to carry a minimum of 4 fire fighters, 170 feet plus of ground ladders and over 230 cubic feet of specialized equipment. Ladder Trucks typical responsibilities are, carrying ladders, forcible entry tools, extrication tools and salvage equipment. They are equipped to perform rescue, extrication, ventilation, overhaul, aerial master streams and other specific functions at fires and other emergency scenes. A new Ladder Truck purchase can be required for new/additional growth or as a replacement when an existing Ladder Truck has reached its life expectancy. Spare Ladder trucks are needed as well. Spare Ladder Trucks serve as backups when front line Ladder Trucks are out of service due to repairs or general maintenance. As the City and Fire Department grow, this could also require the need for a new Ladder Truck purchase.

	<u>Budget Amount</u>
Total Revenue	\$ -
Total Personnel Costs	-
Total Operating Expenses	201,891
Total Capital Outlay	<u>1,800,894</u>
<b>Total Budget Request</b>	<b>\$ 2,002,785</b>

Is the request required to meet legal, compliance, or regulatory mandates?	Yes
Does the request address a safety concern for employees or citizens?	No
Is the request needed to accommodate and support growth?	Yes
Is the intent of this request to improve service to customers?	No
Is this request needed to maintain existing service to customers?	Yes

## Fire Budget Request Detail



### Budget Request Title: Personnel Reclassification-Fire Department

**Narrative:** This request will address employee / position reclassifications for the fiscal year 2023. A reclassification occurs when duties and responsibilities change substantially in the degree of difficulty, level of accountability, and /or qualification requirements. Per the Annual Budget Development Calendar Human Resources receives requested for a review of general employee positions and applies the City's Salary Administration Guideline to establish proper salary placement in the new range.

This addresses 1 Fire Department employee.

	<u>Budget Amount</u>
Total Revenue	\$ -
Total Personnel Costs	2,397
Total Operating Expenses	-
Total Capital Outlay	-
<b>Total Budget Request</b>	<b>\$ 2,397</b>

Is the request required to meet legal, compliance, or regulatory mandates? No  
Does the request address a safety concern for employees or citizens? No  
Is the request needed to accommodate and support growth? No  
Is the intent of this request to improve service to customers? No  
Is this request needed to maintain existing service to customers? No



# **Parks and Recreation Department**

Recreation Division

Homecourt

Administration Division

Parks Division

Construction Division

Lakeview Golf Course

Community Pool

## Parks and Recreation Department Budget

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The Meridian Parks and Recreation Department's mission is to enhance the community's quality of life by providing innovatively designed parks, connected pathways, and diverse recreational opportunities for all citizens.

### Objectives:

- ✓ Invest in facilities, programs, and partnerships to establish itself as an active and vibrant community that fulfills the diverse recreational needs of the City's population.
- ✓ Provide recreational facilities for sports enthusiasts to play a variety of popular sports throughout the week.
- ✓ Coordinate with community groups who provide scheduling and some maintenance of various parks and leisure areas.
- ✓ To provide an affordable and accessible golf facility for the City's residents.

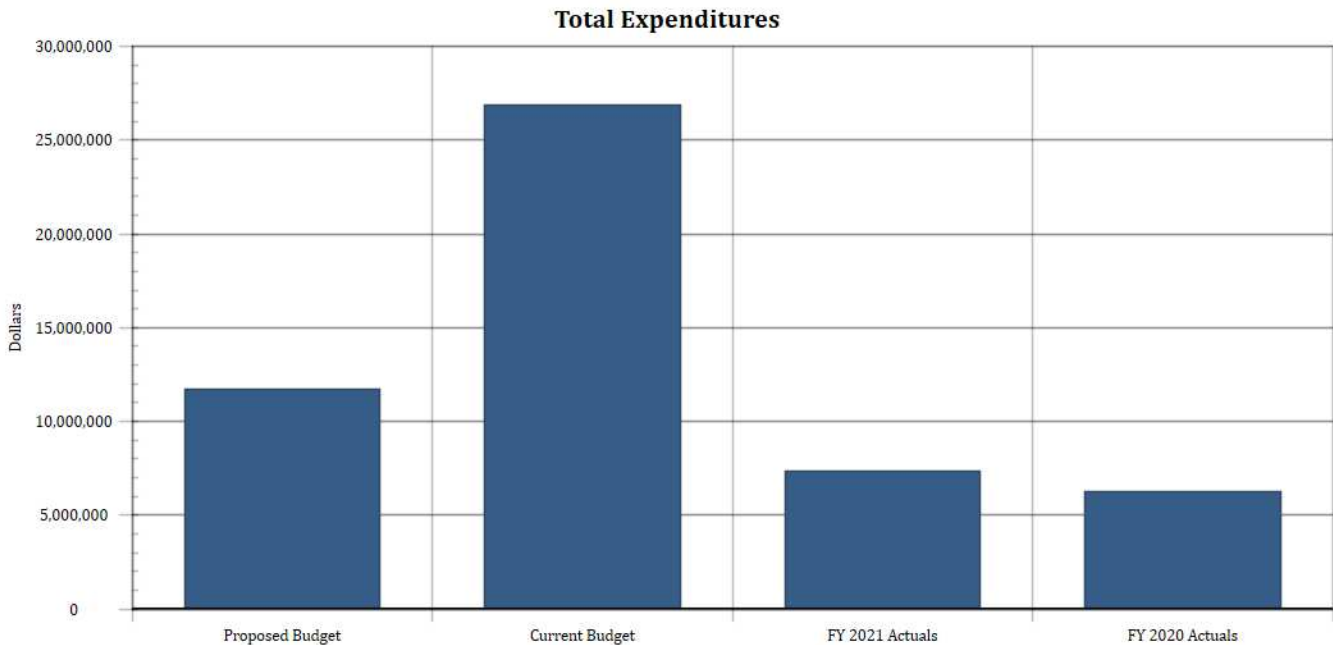
### Justification:

The proposed FY23 budget for Parks & Recreation reflects the priorities of the community and department. Pathways continue to rank as a top priority in community surveys. The existing community center will be demolished next year to make way for downtown redevelopment and we need to press forward with planning and design for the new community center. The expansion of Discovery Park and our entire park system over the years require additional park staff, along with necessary equipment, supplies, maintenance, and amenity upgrades for our growing park system.

# Parks and Recreation Department Budget



	FY 2023	FY 2022	2023 to 2022 Budget Change		FY 2021	FY 2020
	Proposed Budget	Current Budget	Amount	Percent	Actuals	Actuals
<b>Revenue</b>	\$ 7,248,715	\$ 4,984,800	\$ 2,263,915	45.4 %	\$ 5,434,467	\$ 5,370,586
<b>Expenditures</b>						
Personnel	5,220,261	4,140,265	1,079,996	26.1 %	3,296,764	3,060,439
Operating	3,761,291	3,132,006	629,285	20.1 %	2,722,976	2,001,844
Capital	2,716,000	19,588,528	(16,872,528)	(86.1)%	1,345,974	1,186,549
<b>Total Expenditures</b>	<b>11,697,552</b>	<b>26,860,799</b>	<b>(15,163,247)</b>	<b>(56.5)%</b>	<b>7,365,714</b>	<b>6,248,832</b>
Transfers	32,857	58,636	(25,779)	(44.0)%	55,541	47,594
<b>Total Expenditures including Transfers</b>	<b>11,730,409</b>	<b>26,919,435</b>	<b>(15,189,026)</b>	<b>(56.4)%</b>	<b>7,421,255</b>	<b>6,296,426</b>
<b>Net Income (Loss)</b>	<b>\$ (4,481,694)</b>	<b>\$ (21,934,635)</b>	<b>\$ 17,452,941</b>	<b>79.6%</b>	<b>\$ (1,986,788)</b>	<b>\$ (925,840)</b>
<b>Personnel</b>						
Full-Time	37.00	34.00				
Part-Time	2.00	2.00				
<b>Total Personnel</b>	<b>39.00</b>	<b>36.00</b>				



## Parks and Recreation Department Budget Requests



<b>Budget Replacement Change Request Title</b>	<b>Budget Amount</b>
Equip. Replace.-Parks-Computers	\$ 10,200
Equip. Replace.-Parks-Facility Life Cycle	555,000
Replacement-Parks-Vehicle and Equipment	51,000
<b>Total Budget Replacement Requests</b>	<b>\$ 616,200</b>

<b>Budget Change Request Title</b>	<b>Personnel</b>	<b>Operating</b>	<b>Capital</b>	<b>Net Rev - Cost Budget Amount</b>
Pathway Connections	\$ 1,500	\$ 5,000	\$ 475,000	\$ 481,500
Community Center - Design/Const. Docs.	-	-	1,500,000	1,500,000
Discovery Park - Senior Maint. Tech. and Vehicle	73,696	5,965	45,000	124,661
Park Operations Crew Chief and Vehicle	85,751	7,940	45,000	138,691
Park Maintenance Equipment Capital Purchases	-	45,000	-	45,000
Shade Structure in Existing Parks	-	-	80,000	80,000
Personnel Reclassification-Parks & Recreation	2,839	-	-	2,839
<b>Total Budget Change Requests</b>	<b>\$ 163,786</b>	<b>\$ 63,905</b>	<b>\$ 2,145,000</b>	<b>\$ 2,372,691</b>

## Parks & Recreation Budget Request Detail



### Budget Request Title: Pathway Connections

Narrative: The request to partially fund construction of the 6 infill projects was approved in FY2022. This request will fully fund the remainder needed to complete the following projects:

1. Five Mile Pathway at Ustick and Linder (Ada County Paramedics Site)
2. Five Mile Pathway- Segment D -- Nine Mile Crossing to Quartet Sub 3.
3. Linder Road - Cayuse Creek to Winco
4. Creason Pathway Future Crossing
5. Locust Grove McMillan to Chinden
6. Meridian Road and Victory Pathway at Ridenbaugh Crossing, Pathway from NW Sidewalk to Intersection

	<b>Budget Amount</b>
Total Revenue	\$ -
Total Personnel Costs	1,500
Total Operating Expenses	5,000
Total Capital Outlay	475,000
<b>Total Budget Request</b>	<b>\$ 481,500</b>

Is the request required to meet legal, compliance, or regulatory mandates?	Yes
Does the request address a safety concern for employees or citizens?	Yes
Is the request needed to accommodate and support growth?	Yes
Is the intent of this request to improve service to customers?	No
Is this request needed to maintain existing service to customers?	No



## Parks & Recreation Budget Request Detail



**Budget Request Title: Community Center - Design/Const. Docs.**

**Narrative:** A new community center will respond to the recent city-wide survey that ranks the community center as the top request from our citizens for indoor facilities. A larger community center for classes, camps, activities, and City-sponsored events will help us keep up with the growing demand for these services. This request will be updated as new information becomes available through the ongoing Community Center Feasibility Study. The proposed funds for FY23 will fund design development, construction documents, and pre-construction services. The amount is based on 10% of projected construction costs. Funds are proposed from the general fund, but the ultimate split with impact fees will be determined by the Finance Department.

	<b><u>Budget Amount</u></b>
Total Revenue	\$ -
Total Personnel Costs	-
Total Operating Expenses	-
Total Capital Outlay	<u>1,500,000</u>
<b>Total Budget Request</b>	<b>\$ 1,500,000</b>

Is the request required to meet legal, compliance, or regulatory mandates?	No
Does the request address a safety concern for employees or citizens?	No
Is the request needed to accommodate and support growth?	Yes
Is the intent of this request to improve service to customers?	No
Is this request needed to maintain existing service to customers?	Yes

## Parks & Recreation Budget Request Detail



### Budget Request Title: Discovery Park - Senior Maint. Tech. and Vehicle

Narrative: This position is required to staff this park. The opening of Phase 2 will include specialized maintenance for a new bike park and pump track, skate park, additional softball fields, and other amenities.

	<b>Budget Amount</b>
Total Revenue	\$ -
Total Personnel Costs	73,696
Total Operating Expenses	5,965
Total Capital Outlay	45,000
<b>Total Budget Request</b>	<b>\$ 124,661</b>

Is the request required to meet legal, compliance, or regulatory mandates? No  
 Does the request address a safety concern for employees or citizens? No  
 Is the request needed to accommodate and support growth? Yes  
 Is the intent of this request to improve service to customers? No  
 Is this request needed to maintain existing service to customers? Yes

## Parks & Recreation Budget Request Detail



### Budget Request Title: Park Operations Crew Chief and Vehicle

Narrative: This request will fund a new position on the parks maintenance crew to oversee maintenance and repair on our \$2.5 million inventory of equipment and vehicles, inventory management of park supplies and equipment, and overall pathway maintenance.

	<u>Budget Amount</u>
Total Revenue	\$ -
Total Personnel Costs	85,751
Total Operating Expenses	7,940
Total Capital Outlay	<u>45,000</u>
<b>Total Budget Request</b>	<b>\$ 138,691</b>

Is the request required to meet legal, compliance, or regulatory mandates? Yes  
Does the request address a safety concern for employees or citizens? Yes  
Is the request needed to accommodate and support growth? Yes  
Is the intent of this request to improve service to customers? No  
Is this request needed to maintain existing service to customers? Yes

## Parks & Recreation Budget Request Detail



### Budget Request Title: Park Maintenance Equipment Capital Purchases

Narrative: This request is for the purchase of a tractor with pendulum spreader to align with additional turf from Discovery and Fuller Parks. The pendulum spreader is an attachment used to spread soil amendments.

	<b><u>Budget Amount</u></b>
Total Revenue	\$ -
Total Personnel Costs	-
Total Operating Expenses	45,000
Total Capital Outlay	-
<b>Total Budget Request</b>	<b>\$ 45,000</b>

Is the request required to meet legal, compliance, or regulatory mandates? No  
 Does the request address a safety concern for employees or citizens? Yes  
 Is the request needed to accommodate and support growth? Yes  
 Is the intent of this request to improve service to customers? No  
 Is this request needed to maintain existing service to customers? Yes

## Parks & Recreation Budget Request Detail



### Budget Request Title: Shade Structure in Existing Parks

Narrative: Shade is one of the MPR Commission's top priorities. Citizen survey results also identify the need for more shade in Meridian's park system.

This request would fund the construction of a fabric and steel shade system to cover the outdoor gym in Julius M. Kleiner Memorial Park.

	<u>Budget Amount</u>
Total Revenue	\$ -
Total Personnel Costs	-
Total Operating Expenses	-
Total Capital Outlay	<u>80,000</u>
<b>Total Budget Request</b>	<b>\$ 80,000</b>

Is the request required to meet legal, compliance, or regulatory mandates?	No
Does the request address a safety concern for employees or citizens?	No
Is the request needed to accommodate and support growth?	No
Is the intent of this request to improve service to customers?	No
Is this request needed to maintain existing service to customers?	Yes

## Parks & Recreation Budget Request Detail



### Budget Request Title: Personnel Reclassification-Parks & Recreation

**Narrative:** This request will address employee / position reclassifications for the fiscal year 2023. A reclassification occurs when duties and responsibilities change substantially in the degree of difficulty, level of accountability, and /or qualification requirements. Per the Annual Budget Development Calendar Human Resources receives requested for a review of general employee positions and applies the City's Salary Administration Guideline to establish proper salary placement in the new range.

This addresses 1 Parks & Recreation Department employee.

	<u>Budget Amount</u>
Total Revenue	\$ -
Total Personnel Costs	2,839
Total Operating Expenses	-
Total Capital Outlay	-
<b>Total Budget Request</b>	<b>\$ 2,839</b>

Is the request required to meet legal, compliance, or regulatory mandates? No  
 Does the request address a safety concern for employees or citizens? No  
 Is the request needed to accommodate and support growth? No  
 Is the intent of this request to improve service to customers? No  
 Is this request needed to maintain existing service to customers? No



Budget Summary  
Enterprise Fund



## Enterprise Fund Budget

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The Enterprise Fund is the water and sewer operations fund of the City financed and operated in a manner similar to private business. The intent of the Enterprise Fund is that costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

### Objectives:

- ✓ Assist in the engineering design standards and construction criteria for many programs required by state and federal law.
- ✓ Promote a positive relationship between the community's constructed environment and the community's natural environment.
- ✓ To guide long-range growth and development, as well as, assisting with the preparation of functional plans for transportation, utilities, parks, and public safety to support planned growth.
- ✓ Efficiently direct, plan, and coordinate all water operations.
- ✓ Continually improve filter treatment systems that remove over 95% of the iron and manganese that naturally exists in the aquifer.
- ✓ Incorporate pollution prevention strategies to significantly cut down on the amount of waste and untreatable solids entering the wastewater treatment facility.
- ✓ Efficiently direct, plan, and coordinate all sewer operations.

### Justification:

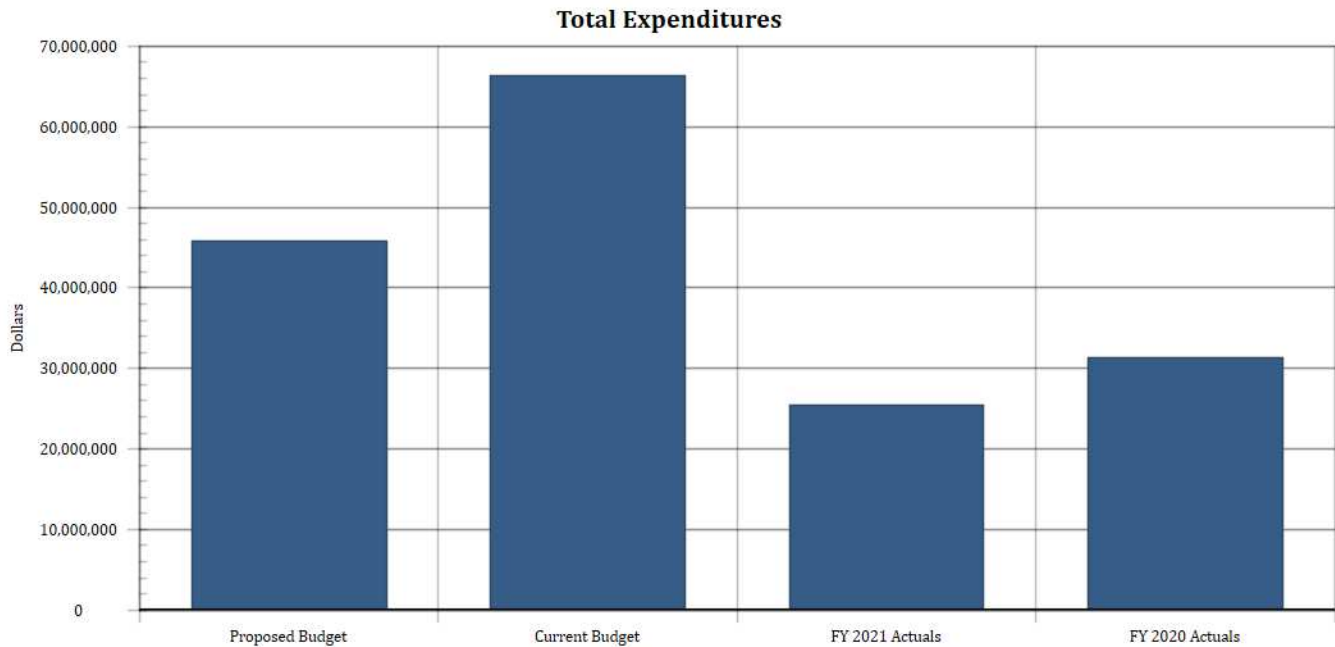
The Enterprise Fund FY2023 Budget represents the operational and capital needs to continue to provide the Meridian community with safe, high quality drinking water and wastewater services. The primary drivers for Enterprise fund services include meeting stringent state and federal regulations and providing premiere customer service to our growing community. Notable FY23 projects include continued upgrades at the Wastewater Resource Recovery Facility to meet the impending phosphorus and ammonia requirements of our 2027 state issued discharge permit, installing additional drinking water treatment facilities, and building new sewer lines and a lift station to serve the Fields District area in Northwest Meridian.



# Enterprise Fund Budget



	FY 2023	FY 2022	2023 to 2022 Budget Change		FY 2021	FY 2020
	Proposed Budget	Current Budget	Amount	Percent	Actuals	Actuals
<b>Revenue</b>	\$ 49,709,009	\$ 46,536,741	\$ (3,172,268)	(13.9)%	\$ 49,952,070	\$ 49,091,542
<b>Expenditures</b>						
Personnel	12,912,245	12,249,691	662,554	5.1 %	10,145,551	9,939,539
Operating	10,340,552	10,000,230	(340,322)	(3.3)%	8,361,792	7,083,293
Capital	22,606,000	44,096,191	(21,490,191)	(95.1)%	6,852,203	14,304,194
<b>Total Expenditures</b>	<b>45,858,797</b>	<b>66,346,112</b>	<b>(20,487,315)</b>	<b>(44.7)%</b>	<b>25,359,546</b>	<b>31,327,026</b>
Transfers	3,490,601	3,266,233	224,368	6.4 %	2,733,023	2,732,616
<b>Total Expenditures including Transfers</b>	<b>49,349,398</b>	<b>69,612,345</b>	<b>(20,262,947)</b>	<b>(41.1)%</b>	<b>28,092,569</b>	<b>34,059,642</b>
<b>Net Income (Loss)</b>	<b>\$ 359,611</b>	<b>\$ (23,075,604)</b>	<b>\$ (23,435,215)</b>	<b>6,516.8%</b>	<b>\$ 21,859,501</b>	<b>\$ 15,031,900</b>
<b>Personnel</b>						
Full-Time	128.00	128.00				



## Enterprise Fund Budget Requests



<b>Replacement Request Title</b>	<b>Budget Amount</b>
Equip. Replace.-MUBS-Computers	\$ 3,600
Equip. Replace.-PW-Computers	19,800
Equip. Replace.-Land Develop.-Computers	4,150
Equip. Replace.-Water-Computers	23,400
Equip. Replace.-WRRF-Computers	19,200
Equip. Replace.-PW-Wireless Router	2,700
Equip. Replace.-Water-Wireless Router	20,700
Equip. Replace.-WRRF-Wireless Router	7,500
Replacement-Water-Well 9 Upgrade - Phase 2	900,000
Replacement-Water-Digline Software	17,775
Replacement-Water-Water Mains	990,000
Equip. Replace.-Water-Vacuum Excavator	325,000
Equip. Replace.-WRRF-CCTV Cable	10,000
Replacement-WRRF-Sewer Mains	1,300,000
Equip. Replace.-WRRF-Tertiary Filter Media	27,000
Vehicle Replace.-WRRF-2000 Ford Ranger	48,000
Equip. Replace.-WRRF-Hydrocleaner Hose	10,000
Equip. Replace.-WRRF-Plant PLC's	150,000
Replacement-WRRF-Digester #4/5 - Seals	300,000
Replacement-WRRF-Dewatering Building HVAC	50,000
<b>Total Replacement Requests</b>	<b>\$ 4,228,825</b>

# Enterprise Fund Budget Requests



Budget Change Request Title	Personnel	Operating	Capital	Net Rev - Cost Budget Amount
Water Main Extensions / Adjustments	\$ -	\$ -	\$ 1,485,000	\$ 1,485,000
Water Master Plan Update	-	360,000	-	360,000
Water Quality Specialist III and Vehicle	83,833	9,796	48,000	141,629
Well 26 Water Treatment	-	-	2,500,000	2,500,000
Well 31 Water Treatment	-	-	1,700,000	1,700,000
Well 34 Autumn Faire	-	-	600,000	600,000
Well 22 Contact Time	-	-	60,000	60,000
Well 32 Water Treatment	-	-	50,000	50,000
Well 24 Water Treatment	-	-	50,000	50,000
Well 10B Water Treatment	-	-	1,000,000	1,000,000
PRV - SCADA	-	-	220,000	220,000
SCADA Control & Telemetry Upgrades - Water	-	100,000	-	100,000
WRRF Plant Upgrades - Phase II	-	-	3,000,000	3,000,000
Tertiary Filter Expansion	-	-	3,000,000	3,000,000
WRRF Facility Plan Update	-	600,000	-	600,000
Sidestream Phosphorus Recovery Phase 2	-	-	1,250,000	1,250,000
Sewer Line Extensions / Adjustments	-	-	1,100,000	1,100,000
SCADA System Programmer	104,021	11,617	-	115,638
Senior Collections Technician	83,074	4,417	-	87,491
WRRF Odor Control	-	-	480,000	480,000
Can-Ada Lift Station	-	-	2,200,000	2,200,000
Digester #4 - Cleaning	-	125,000	-	125,000
Wastewater Security Improvements	-	50,000	-	50,000
Personnel Reclassification-Public Works	6,989	-	-	6,989
Personnel Reclassification-Water Division	1,589	-	-	1,589
Personnel Reclassification-Wastewater Division	14,524	-	-	14,524
<b>Total Budget Change Requests</b>	<b>\$ 294,030</b>	<b>\$ 1,260,830</b>	<b>\$ 18,743,000</b>	<b>\$ 20,297,860</b>



# **Public Works Department**

Administration Division

Engineering Division

Environmental Administration Division

Land Development Division

## Public Works Department Budget

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The Public Works Department provides Engineering services, Environmental Programs, and Land Development services for the City. The department also provides support to the Water and Wastewater services with engineering and business management support.

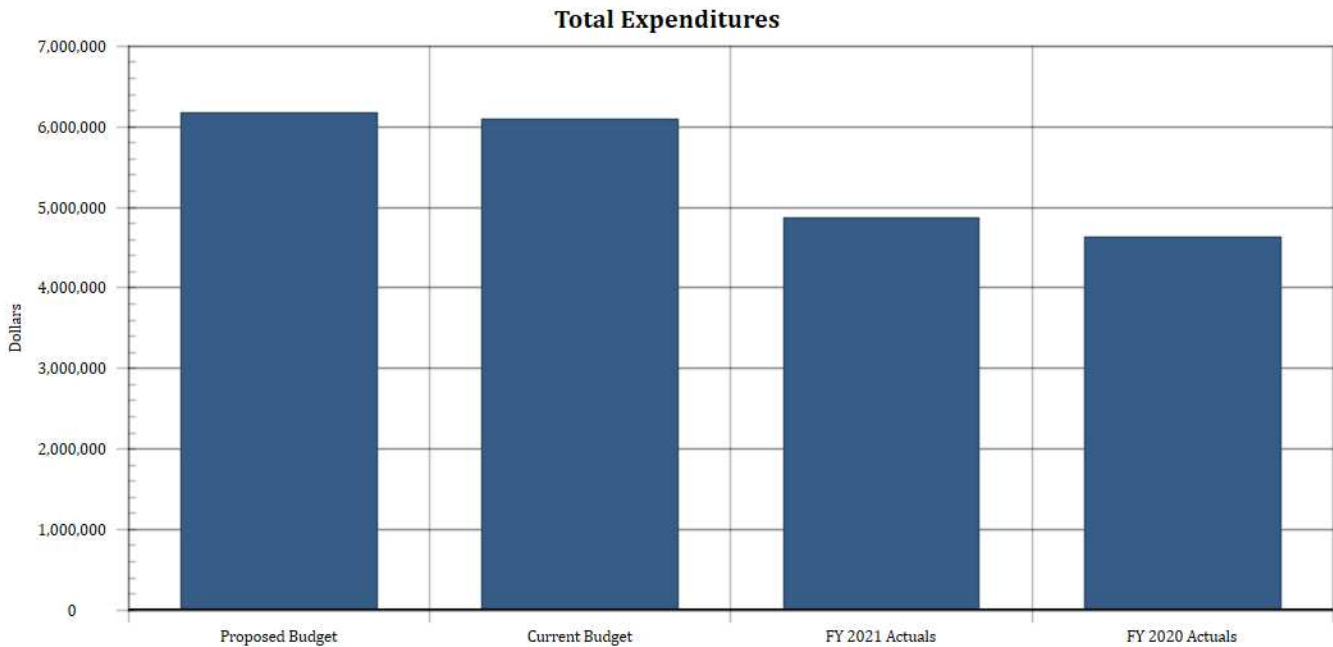
### Objectives:

- ✓ Manage current resources dedicated to the provision of water and sewer utilities while always planning for the future.
- ✓ Assist in the engineering design standards and construction criteria for many programs required by state and federal law.
- ✓ Involved in the planning of the water distribution emergency response plan.
- ✓ Promote a quality living environment throughout the city.
- ✓ Promote a positive relationship between the community's constructed environment and the community's natural environment.
- ✓ To guide long-range growth and development, as well as, assisting with the preparation of functional plans for transportation, utilities, parks, and public safety to support planned growth.
- ✓ Ensure safe occupancy of the City's structures by reviewing building plans and conducting inspections.

# Public Works Department Budget



	FY 2023	FY 2022	2023 to 2022 Budget Change		FY 2021	FY 2020
	Proposed Budget	Current Budget	Amount	Percent	Actuals	Actuals
<b>Revenue</b>	\$ 380,000	\$ 480,000	\$ (100,000)	(20.8)%	\$ 583,563	\$ 527,478
<b>Expenditures</b>						
Personnel	5,093,910	4,887,027	206,883	4.2 %	4,015,431	4,054,073
Operating	1,079,873	1,175,655	(95,782)	(8.1)%	846,557	570,121
Capital	-	35,237	(35,237)	(100.0)%	-	-
<b>Total Expenditures</b>	<b>6,173,783</b>	<b>6,097,919</b>	<b>75,864</b>	<b>1.2 %</b>	<b>4,861,988</b>	<b>4,624,194</b>
Transfers	256,069	236,523	19,546	8.3 %	218,940	195,294
<b>Total Expenditures including Transfers</b>	<b>6,429,852</b>	<b>6,334,442</b>	<b>95,410</b>	<b>1.5%</b>	<b>5,080,928</b>	<b>4,819,488</b>
<b>Net Income (Loss)</b>	<b>\$ (6,049,852)</b>	<b>\$ (5,854,442)</b>	<b>\$ (195,410)</b>	<b>(3.3)%</b>	<b>\$ (4,497,365)</b>	<b>\$ (4,292,010)</b>
<b>Personnel</b>						
Full-Time	46.00	46.00				



## Public Works Department Budget Requests



<b>Budget Replacement Change Request Title</b>	<b>Budget Amount</b>
Equip. Replace.-PW-Computers	\$ 19,800
Equip. Replace.-Land Develop.-Computers	4,150
Equip. Replace.-PW-Wireless Router	2,700
<b>Total Budget Replacement Requests</b>	<b>\$ 26,650</b>

<b>Budget Change Request Title</b>	<b>Personnel</b>	<b>Operating</b>	<b>Capital</b>	<b>Net Rev - Cost Budget Amount</b>
Personnel Reclassification-Public Works	\$ 6,989	\$ -	\$ -	\$ 6,989
<b>Total Budget Change Requests</b>	<b>\$ 6,989</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,989</b>

## Public Works Budget Request Detail



### Budget Request Title: Personnel Reclassification-Public Works

**Narrative:** This request will address employee / position reclassifications for the fiscal year 2023. A reclassification occurs when duties and responsibilities change substantially in the degree of difficulty, level of accountability, and /or qualification requirements. Per the Annual Budget Development Calendar Human Resources receives requested for a review of general employee positions and applies the City's Salary Administration Guideline to establish proper salary placement in the new range.

This addresses 3 Public Works Department employees.

	<u>Budget Amount</u>
Total Revenue	\$ -
Total Personnel Costs	6,989
Total Operating Expenses	-
Total Capital Outlay	-
<b>Total Budget Request</b>	<b>\$ 6,989</b>

Is the request required to meet legal, compliance, or regulatory mandates?	No
Does the request address a safety concern for employees or citizens?	No
Is the request needed to accommodate and support growth?	No
Is the intent of this request to improve service to customers?	No
Is this request needed to maintain existing service to customers?	No





# Utility Billing Department



## Utility Billing Department Budget

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The Meridian Utility Billing Division is responsible for the assessment of user charges to customer utility accounts, providing City utility accounts with invoices, and processing payments for water, sewer, trash and other fees as assessed. The Division also processes requests for various payment options, utility billing directives, renters' addendums, and billing adjustments.

### Objectives:

- ✓ Ensure accuracy in the assessment of utility user charges.
- ✓ Maintain professional and responsive service and provide accurate and timely utility billings.
- ✓ Efficiently collect and accurately post revenue from water sales and sewer charges.

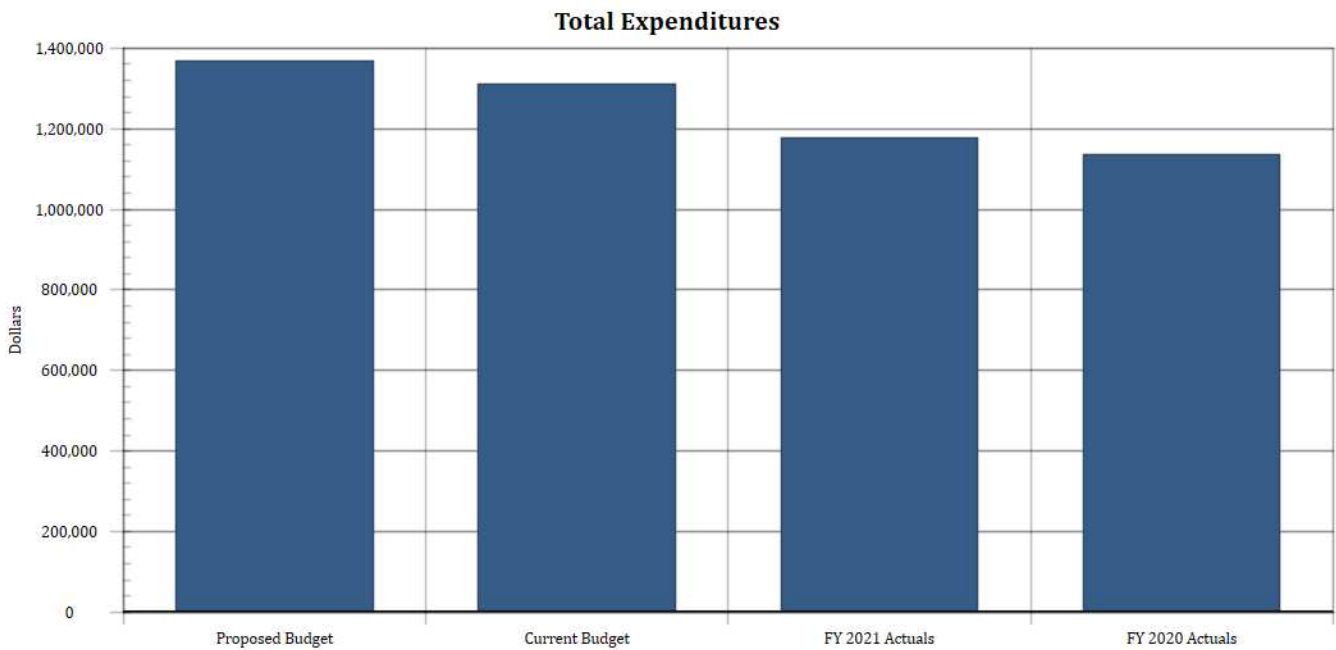
# Utility Billing Department Budget



	FY 2023	FY 2022	2023 to 2022 Budget Change		FY 2021	FY 2020
	Proposed Budget	Current Budget	Amount	Percent	Actuals	Actuals
<b>Revenue</b>	\$ 1,154,078	\$ 1,031,679	\$ 122,399	11.9 %	\$ 1,074,133	\$ 1,175,976
<b>Expenditures</b>						
Personnel	573,294	556,065	17,229	3.1 %	465,326	516,990
Operating	795,418	754,440	40,978	5.4 %	710,101	618,171
<b>Total Expenditures</b>	<b>1,368,712</b>	<b>1,310,505</b>	<b>58,207</b>	<b>4.4 %</b>	<b>1,175,427</b>	<b>1,135,161</b>
<b>Total Expenditures including Transfers</b>	<b>1,368,712</b>	<b>1,310,505</b>	<b>58,207</b>	<b>4.4 %</b>	<b>1,175,427</b>	<b>1,135,161</b>
<b>Net Income (Loss)</b>	<b>\$ (214,634)</b>	<b>\$ (278,826)</b>	<b>\$ 64,192</b>	<b>(27.4)%</b>	<b>\$ (101,294)</b>	<b>\$ 40,815</b>

## Personnel

Full-Time	7.00	7.00
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# Utility Billing Department Budget Requests

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<b>Budget Replacement Change Request Title</b>	<b>Budget Amount</b>
Equip. Replace.-MUBS-Computers	\$ 3,600
<b>Total Budget Replacement Requests</b>	<b>\$ 3,600</b>



# **Water Department**

Administration Division

Operations Division

Distribution Division

Production Division

Backflow Division

Construction Projects

## Water Department Budget

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The Water Department provides customers of the City Water Utility system with clean, safe drinking water at the lowest price possible. We ensure that water necessary for firefighting is available on demand through the maintenance of our integrated well field and storage reservoirs. Additionally, our staff is dedicated to providing rapid response to customer service requests. Through an aggressive preventative maintenance program, the Water Department will provide potable high-quality water on demand 100% of the time.

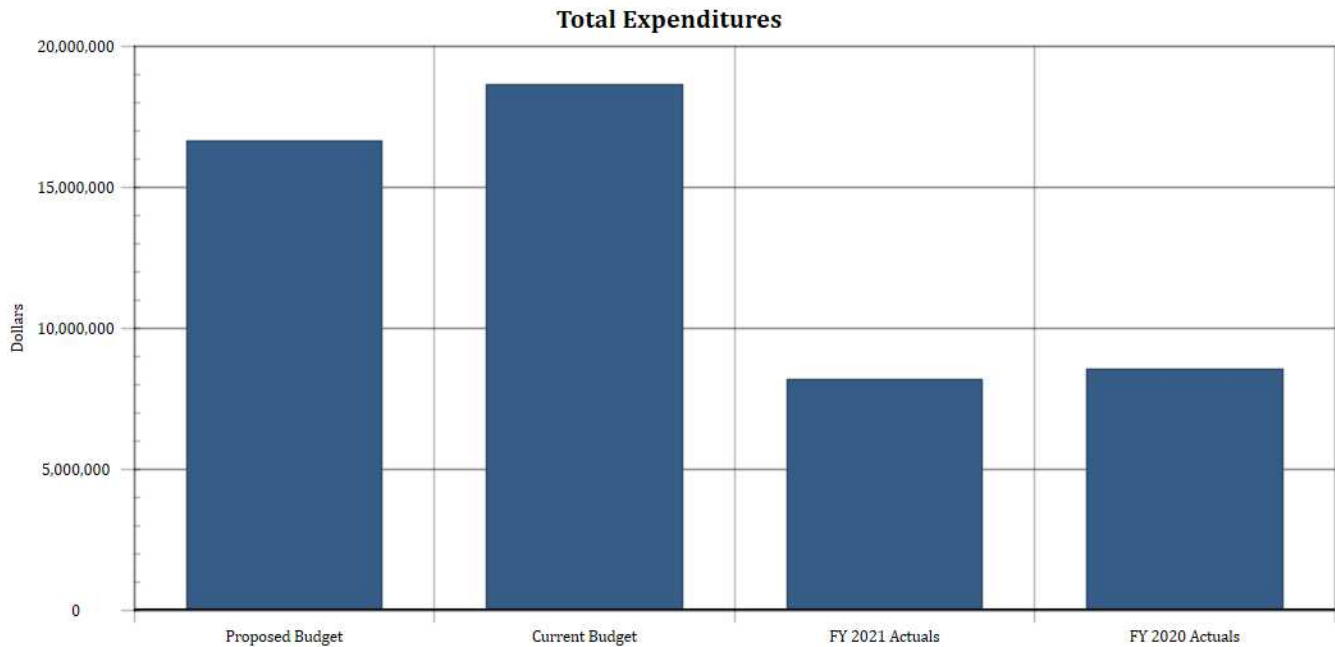
### Objectives:

- ✓ Efficiently direct, plan, and coordinate all water operations.
- ✓ Expand the City's water supply as needed, including the construction of six additional wells by the conclusion of 2025.
- ✓ Continue efforts to substantially reduce the generation of pollution in Idaho.
- ✓ Continually improve filter treatment systems that remove over 95% of the iron and manganese that naturally exists in the aquifer.

# Water Department Budget



	FY 2023 Proposed Budget	FY 2022 Current Budget	2023 to 2022 Budget Change		FY 2021 Actuals	FY 2020 Actuals
			Amount	Percent		
<b>Revenue</b>	\$ 16,762,342	\$ 15,705,269	\$ 1,057,073	6.7 %	\$ 16,770,065	\$ 16,414,610
<b>Expenditures</b>						
Personnel	2,858,105	2,695,917	162,188	6.0 %	2,289,795	2,237,473
Operating	3,852,576	4,019,196	(166,620)	(4.1)%	3,073,423	3,044,308
Capital	9,928,000	11,898,663	(1,970,663)	(16.6)%	2,802,952	3,264,082
<b>Total Expenditures</b>	<b>16,638,681</b>	<b>18,613,776</b>	<b>(1,975,095)</b>	<b>(10.6)%</b>	<b>8,166,170</b>	<b>8,545,863</b>
Transfers	1,617,266	1,514,855	102,411	6.8 %	1,248,457	1,259,817
<b>Total Expenditures including Transfers</b>	<b>18,255,947</b>	<b>20,128,631</b>	<b>(1,872,684)</b>	<b>(9.3)%</b>	<b>9,414,627</b>	<b>9,805,680</b>
<b>Net Income (Loss)</b>	<b>\$ (1,493,605)</b>	<b>\$ (4,423,362)</b>	<b>\$ 2,929,757</b>	<b>66.2%</b>	<b>\$ 7,355,438</b>	<b>\$ 6,608,930</b>
<b>Personnel</b>						
Full-Time	30.00	30.00				



# Water Department Budget Requests



<b>Replacement Request Title</b>	<b>Budget Amount</b>
Equip. Replace.-Water-Computers	\$ 23,400
Equip. Replace.-Water-Wireless Router	20,700
Replacement-Water-Well 9 Upgrade - Phase 2	900,000
Replacement-Water-Digline Software	17,775
Replacement-Water-Water Mains	990,000
Equip. Replace.-Water-Vacuum Excavator	325,000
<b>Total Replacement Requests</b>	<b>\$ 2,276,875</b>

<b>Budget Change Request Title</b>	<b>Personnel</b>	<b>Operating</b>	<b>Capital</b>	<b>Net Rev - Cost Budget Amount</b>
Water Main Extensions / Adjustments	\$ -	\$ -	\$ 1,485,000	\$ 1,485,000
Water Master Plan Update	-	360,000	-	360,000
Water Quality Specialist III and Vehicle	83,833	9,796	48,000	141,629
Well 26 Water Treatment	-	-	2,500,000	2,500,000
Well 31 Water Treatment	-	-	1,700,000	1,700,000
Well 34 Autumn Faire	-	-	600,000	600,000
Well 22 Contact Time	-	-	60,000	60,000
Well 32 Water Treatment	-	-	50,000	50,000
Well 24 Water Treatment	-	-	50,000	50,000
Well 10B Water Treatment	-	-	1,000,000	1,000,000
PRV - SCADA	-	-	220,000	220,000
SCADA Control & Telemetry Upgrades - Water	-	100,000	-	100,000
Personnel Reclassification-Water Division	1,589	-	-	1,589
<b>Total Budget Change Requests</b>	<b>\$ 85,422</b>	<b>\$ 469,796</b>	<b>\$ 7,713,000</b>	<b>\$ 8,268,218</b>



## Water Budget Request Detail



### Budget Request Title: Water Main Extensions / Adjustments

**Narrative:** This request is for the design and construction of water main extension projects to continue expansion and improvement of the distribution system or to maintain service by adjustment of existing infrastructure as needed for road construction projects. This also includes the design and construction of system flush lines and pressure reducing valves. These projects build and improve water delivery infrastructure. This can be done as system needs are identified and as road construction projects are completed. When executed in conjunction with ACHD and ITD roadway projects, the City saves money on pipe installation by removing the need to restore pavement and pay for traffic control. Cooperative projects with ACHD and ITD also minimize inconvenience to the traveling public. FY23 includes multiple projects in coordination with ACHD and are located on Eagle, Amity, Lake Hazel, Linder, Locust Grove, Ustick, and Victory roads . FY23 also includes the design of a transmission main extension that will allow the blending of two wells to improve water quality and an important joint project to construct an interconnect between the Meridian and Suez water systems to help build redundancy in the case of an emergency.

	<u>Budget Amount</u>
Total Revenue	\$ -
Total Personnel Costs	-
Total Operating Expenses	-
Total Capital Outlay	<u>1,485,000</u>
<b>Total Budget Request</b>	<b>\$ 1,485,000</b>

Is the request required to meet legal, compliance, or regulatory mandates?	No
Does the request address a safety concern for employees or citizens?	Yes
Is the request needed to accommodate and support growth?	Yes
Is the intent of this request to improve service to customers?	No
Is this request needed to maintain existing service to customers?	No

## Water Budget Request Detail



### Budget Request Title: Water Master Plan Update

**Narrative:** As a Public Water System, the City is required by the Idaho Rules for Public Drinking Water Systems to have a current water master plan. Generally, that requires a system to update their master plan every 5-10 years, however, with the rapid growth that Meridian is experiencing, an update every 5 years is more appropriate to ensure that we are able to provide service to our current and future customers. A water master plan includes: developing population and water demand projections, updating and calibrating the City's hydraulic model, evaluating the City's ability to meet accepted performance criteria and regulatory requirements for supply and distribution (at the time of the plan and for the 5 and 20 year planning horizons), reviewing compliance with water quality regulations, benchmarking performance indicators with other utilities, and developing recommendations for capital improvements.

	<u>Budget Amount</u>
Total Revenue	\$ -
Total Personnel Costs	-
Total Operating Expenses	360,000
Total Capital Outlay	-
<b>Total Budget Request</b>	<b>\$ 360,000</b>

Is the request required to meet legal, compliance, or regulatory mandates?	No
Does the request address a safety concern for employees or citizens?	No
Is the request needed to accomodate and support growth?	Yes
Is the intent of this request to improve service to customers?	Yes
Is this request needed to maintain existing service to customers?	No

## Water Budget Request Detail



### Budget Request Title: Water Quality Specialist III and Vehicle

Narrative: This request will fund a Water Quality Specialist III and associated vehicle. As the City continues to grow and add additional well and water treatment facilities, additional staff will be needed to maintain the current level of service.

	<b>Budget Amount</b>
Total Revenue	\$ -
Total Personnel Costs	83,833
Total Operating Expenses	9,796
Total Capital Outlay	48,000
<b>Total Budget Request</b>	<b>\$ 141,629</b>

Is the request required to meet legal, compliance, or regulatory mandates? No  
Does the request address a safety concern for employees or citizens? No  
Is the request needed to accommodate and support growth? Yes  
Is the intent of this request to improve service to customers? Yes  
Is this request needed to maintain existing service to customers? No

## Water Budget Request Detail



### Budget Request Title: Well 26 Water Treatment

**Narrative:** This project will fund the design, equipment procurement, and construction of a water supply treatment facility to improve the water quality supplied by Well 26. Iron and manganese, which are naturally occurring elements in our water supply, can be removed through filtration treatment units which will improve water aesthetic issues.

This is the third year of a three year project and includes construction of the treatment building, installing a new generator, and construction of a required filter backwash detention tank. Well 26 serves pressure zone 2 in the area of Locust Grove and Chinden.

	<b><u>Budget Amount</u></b>
Total Revenue	\$ -
Total Personnel Costs	-
Total Operating Expenses	-
Total Capital Outlay	<u>2,500,000</u>
<b>Total Budget Request</b>	<b>\$ 2,500,000</b>

Is the request required to meet legal, compliance, or regulatory mandates?	No
Does the request address a safety concern for employees or citizens?	Yes
Is the request needed to accomodate and support growth?	No
Is the intent of this request to improve service to customers?	No
Is this request needed to maintain existing service to customers?	No

## Water Budget Request Detail



### Budget Request Title: Well 31 Water Treatment

**Narrative:** This project will fund the design, equipment procurement, and construction of a water supply treatment facility to improve the water quality supplied by Well 31. Iron and manganese, which are naturally occurring elements in our water supply, can be removed through filtration treatment units which will improve water aesthetic issues.

This is the third year of a three year project and includes construction of the treatment building and installation of a new pump. Well 31 serves pressure zone 4 near the area of Victory and Linder.

	<u>Budget Amount</u>
Total Revenue	\$ -
Total Personnel Costs	-
Total Operating Expenses	-
Total Capital Outlay	<u>1,700,000</u>
<b>Total Budget Request</b>	<b>\$ 1,700,000</b>

Is the request required to meet legal, compliance, or regulatory mandates?	No
Does the request address a safety concern for employees or citizens?	Yes
Is the request needed to accommodate and support growth?	No
Is the intent of this request to improve service to customers?	No
Is this request needed to maintain existing service to customers?	No

## Water Budget Request Detail



### Budget Request Title: Well 34 Autumn Faire

**Narrative:** This request is for the design and construction of the next water supply well for pressure zone 1 in the NW area of Meridian. Water master planning shows a need to continue to develop water supply to accommodate growth- especially in pressure zones 1 and 2. This is the second year of a three year project which includes the design and construction of a test well, production well, and pumping facility.

	<u>Budget Amount</u>
Total Revenue	\$ -
Total Personnel Costs	-
Total Operating Expenses	-
Total Capital Outlay	600,000
<b>Total Budget Request</b>	<b>\$ 600,000</b>

Is the request required to meet legal, compliance, or regulatory mandates?	No
Does the request address a safety concern for employees or citizens?	No
Is the request needed to accommodate and support growth?	Yes
Is the intent of this request to improve service to customers?	No
Is this request needed to maintain existing service to customers?	No

## Water Budget Request Detail



### Budget Request Title: Well 22 Contact Time

Narrative: This request is for the design and construction of an engineered solution to increase the detention time of the water near the Bear Creek area of Meridian. The additional contact time will improve chlorine disinfection taste and odor concerns in this area. The FY2023 request is for the design of this solution.

	<u>Budget Amount</u>
Total Revenue	\$ -
Total Personnel Costs	-
Total Operating Expenses	-
Total Capital Outlay	<u>60,000</u>
<b>Total Budget Request</b>	<b>\$ 60,000</b>

Is the request required to meet legal, compliance, or regulatory mandates?	No
Does the request address a safety concern for employees or citizens?	No
Is the request needed to accommodate and support growth?	No
Is the intent of this request to improve service to customers?	No
Is this request needed to maintain existing service to customers?	No

## Water Budget Request Detail



### Budget Request Title: Well 32 Water Treatment

**Narrative:** This project will fund the design, equipment procurement, and construction of a water supply treatment facility to improve the water quality supplied by Well 32. Iron and manganese, which are naturally occurring elements in our water supply, can be removed through filtration treatment units which will improve water aesthetic issues.

This is the first year of a four year project and includes installation of landscaping at the well site to meet the City standard for annexed properties. This site is located near the Graycliff Phase 2 subdivision in pressure zone 5 near Meridian Rd and Amity. The treatment facility will be designed and constructed in FY25-FY27.

	<b><u>Budget Amount</u></b>
Total Revenue	\$ -
Total Personnel Costs	-
Total Operating Expenses	-
Total Capital Outlay	<u>50,000</u>
<b>Total Budget Request</b>	<b>\$ 50,000</b>

Is the request required to meet legal, compliance, or regulatory mandates?	No
Does the request address a safety concern for employees or citizens?	Yes
Is the request needed to accomodate and support growth?	No
Is the intent of this request to improve service to customers?	No
Is this request needed to maintain existing service to customers?	No



## Water Budget Request Detail



### Budget Request Title: Well 24 Water Treatment

**Narrative:** This project will fund the design, equipment procurement, and construction of a water supply treatment facility to improve the water quality supplied by Well 24. Iron and manganese, which are naturally occurring elements in our water supply, can be removed through filtration treatment units which will improve water aesthetic issues.

This is the first year of a three year project and includes the design of the treatment equipment and building. Well 24 serves pressure Zone 2, near Linder and Ustick.

	<u>Budget Amount</u>
Total Revenue	\$ -
Total Personnel Costs	-
Total Operating Expenses	-
Total Capital Outlay	<u>50,000</u>
<b>Total Budget Request</b>	<b>\$ 50,000</b>

Is the request required to meet legal, compliance, or regulatory mandates?	No
Does the request address a safety concern for employees or citizens?	Yes
Is the request needed to accommodate and support growth?	No
Is the intent of this request to improve service to customers?	No
Is this request needed to maintain existing service to customers?	No

## Water Budget Request Detail



### Budget Request Title: Well 10B Water Treatment

**Narrative:** This project will fund the design, equipment procurement, and construction of a water supply treatment facility to improve the water quality supplied by Well 10B. Iron and manganese, which are naturally occurring elements in our water supply, can be removed through filtration treatment units which will improve water aesthetic issues.

This is the second year of a three year project and includes procurement of the treatment equipment. Well 10B serves pressure zone 3, near Locust Grove and Fairview.

	<u>Budget Amount</u>
Total Revenue	\$ -
Total Personnel Costs	-
Total Operating Expenses	-
Total Capital Outlay	<u>1,000,000</u>
<b>Total Budget Request</b>	<b>\$ 1,000,000</b>

Is the request required to meet legal, compliance, or regulatory mandates?	No
Does the request address a safety concern for employees or citizens?	Yes
Is the request needed to accommodate and support growth?	No
Is the intent of this request to improve service to customers?	No
Is this request needed to maintain existing service to customers?	No

## Water Budget Request Detail



### Budget Request Title: PRV - SCADA

Narrative: Pressure Reducing Valves (PRVs) allow water to flow between pressure zones while maintaining pressures in each zone. Supervisory Controls and Data Acquisition (SCADA) is needed at PRV sites to allow monitoring by Water Operations.

The FY23 request will include the construction of PRVs 26 & 28 and design of PRVs 34 and 36.

	<u>Budget Amount</u>
Total Revenue	\$ -
Total Personnel Costs	-
Total Operating Expenses	-
Total Capital Outlay	<u>220,000</u>
<b>Total Budget Request</b>	<b>\$ 220,000</b>

Is the request required to meet legal, compliance, or regulatory mandates?	No
Does the request address a safety concern for employees or citizens?	Yes
Is the request needed to accommodate and support growth?	No
Is the intent of this request to improve service to customers?	No
Is this request needed to maintain existing service to customers?	No

## Water Budget Request Detail



### Budget Request Title: SCADA Control & Telemetry Upgrades - Water

**Narrative:** Electronic controls and communications equipment is constantly improving and changing. Consequently, it becomes obsolete quickly and is no longer supported. In order to ensure reliable and efficient communication and data collection we must replace this equipment on a regular basis. This replacement request will fund the upgrade/replacement to various SCADA related equipment including programmable logic controllers (PLCs) that make up the control network for the water division. Projects for FY23 include existing PLC and HMI re-programming to current Department standards.

	<u>Budget Amount</u>
Total Revenue	\$ -
Total Personnel Costs	-
Total Operating Expenses	100,000
Total Capital Outlay	-
<b>Total Budget Request</b>	<b>\$ 100,000</b>

Is the request required to meet legal, compliance, or regulatory mandates? No  
 Does the request address a safety concern for employees or citizens? No  
 Is the request needed to accommodate and support growth? No  
 Is the intent of this request to improve service to customers? No  
 Is this request needed to maintain existing service to customers? Yes

# Water Budget Request Detail



## Budget Request Title: Personnel Reclassification-Water Division

Narrative: This request will address employee / position reclassifications for the fiscal year 2023. A reclassification occurs when duties and responsibilities change substantially in the degree of difficulty, level of accountability, and /or qualification requirements. Per the Annual Budget Development Calendar Human Resources receives requested for a review of general employee positions and applies the City's Salary Administration Guideline to establish proper salary placement in the new range.

This addresses 1 Water Division employee.

	<u>Budget Amount</u>
Total Revenue	\$ -
Total Personnel Costs	1,589
Total Operating Expenses	-
Total Capital Outlay	-
<b>Total Budget Request</b>	<b>\$ 1,589</b>

- Is the request required to meet legal, compliance, or regulatory mandates? No
- Does the request address a safety concern for employees or citizens? No
- Is the request needed to accommodate and support growth? No
- Is the intent of this request to improve service to customers? No
- Is this request needed to maintain existing service to customers? No



# **Wastewater Department**

Administration Division  
Treatment Plant Division  
Collection Lines Division  
Pretreatment Division  
Laboratory Division  
Construction Projects



## Wastewater Department Budget

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The Wastewater Department operates and maintains a centralized wastewater treatment facility and over 400 miles of sewer lines located throughout the city. The primary objective of the Wastewater Department is the protection of our water supply. The wastewater that flows into our facility is processed to safeguard the health of our citizens and employees. To reduce the demands on water resources some of the wastewater is reclaimed using advanced treatment technology. This water can be used for a variety of beneficial uses such as irrigation or in industrial processes.

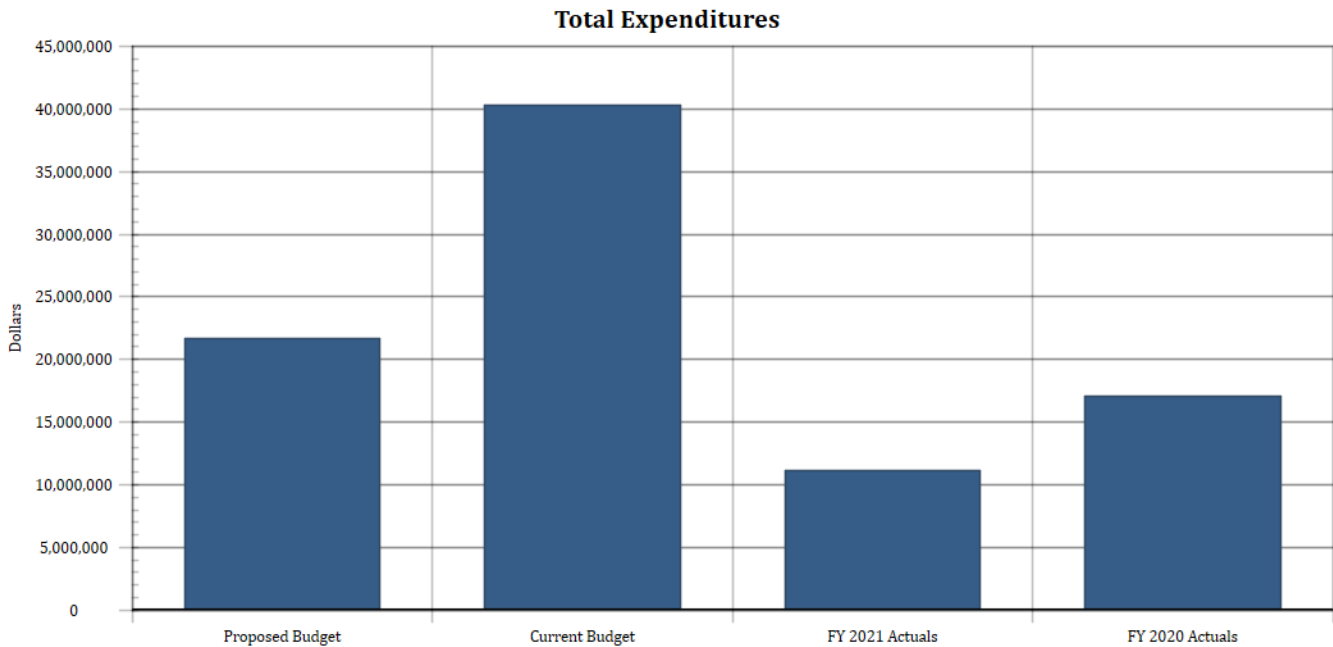
### Objectives:

- ✓ Efficiently direct, plan, and coordinate all sewer operations.
- ✓ Expand the City's wastewater capacity as needed, including the construction of the Wastewater Resource and Recovery Facility, completed in 2020.
- ✓ Incorporate pollution prevention strategies to significantly cut down on the amount of waste and untreatable solids entering the wastewater treatment facility.
- ✓ Reduce nitrogen and phosphorus in wastewater effluent while also increasing treatment capacity to support continued growth in the City.

# Wastewater Department Budget



	FY 2023	FY 2022	2023 to 2022 Budget Change		FY 2021	FY 2020
	Proposed Budget	Current Budget	Amount	Percent	Actuals	Actuals
<b>Revenue</b>	\$ 31,412,589	\$ 29,319,793	\$ 2,092,796	7.1 %	\$ 31,524,309	\$ 30,965,497
<b>Expenditures</b>						
Personnel	4,386,936	4,110,682	276,254	6.7 %	3,374,999	3,124,715
Operating	4,612,685	4,050,939	561,746	13.9 %	3,731,711	2,849,001
Capital	12,678,000	32,162,291	(19,484,291)	(60.6)%	4,049,251	11,040,112
<b>Total Expenditures</b>	<b>21,677,621</b>	<b>40,323,912</b>	<b>(18,646,291)</b>	<b>(46.2)%</b>	<b>11,155,961</b>	<b>17,013,828</b>
Transfers	1,617,266	1,514,855	102,411	6.8 %	1,265,626	1,277,505
<b>Total Expenditures including Transfers</b>	<b>23,294,887</b>	<b>41,838,767</b>	<b>(18,543,880)</b>	<b>(44.3)%</b>	<b>12,421,587</b>	<b>18,291,333</b>
<b>Net Income (Loss)</b>	<b>\$ 8,117,702</b>	<b>\$ (12,518,974)</b>	<b>\$ 20,636,676</b>	<b>164.8%</b>	<b>\$ 19,102,722</b>	<b>\$ 12,674,164</b>
<b>Personnel</b>						
Full-Time	45.00	45.00				





# Wastewater Department Budget Requests



<b>Replacement Request Title</b>	<b>Budget Amount</b>
Equip. Replace.-WRRF-Computers	\$ 19,200
Equip. Replace.-WRRF-Wireless Router	7,500
Equip. Replace.-WRRF-CCTV Cable	10,000
Replacement-WRRF-Sewer Mains	1,300,000
Equip. Replace.-WRRF-Tertiary Filter Media	27,000
Vehicle Replace.-WRRF-2000 Ford Ranger	48,000
Equip. Replace.-WRRF-Hydrocleaner Hose	10,000
Equip. Replace.-WRRF-Plant PLC's	150,000
Replacement-WRRF-Digester #4/5 - Seals	300,000
Replacement-WRRF-Dewatering Building HVAC	50,000
<b>Total Replacement Requests</b>	<b>\$ 1,921,700</b>

<b>Budget Change Request Title</b>	<b>Personnel</b>	<b>Operating</b>	<b>Capital</b>	<b>Net Rev - Cost Budget Amount</b>
WRRF Plant Upgrades - Phase II	\$ -	\$ -	\$ 3,000,000	\$ 3,000,000
Tertiary Filter Expansion	-	-	3,000,000	3,000,000
WRRF Facility Plan Update	-	600,000	-	600,000
Sidestream Phosphorus Recovery Phase 2	-	-	1,250,000	1,250,000
Sewer Line Extensions / Adjustments	-	-	1,100,000	1,100,000
SCADA System Programmer	104,021	11,617	-	115,638
Senior Collections Technician	83,074	4,417	-	87,491
WRRF Odor Control	-	-	480,000	480,000
Can-Ada Lift Station	-	-	2,200,000	2,200,000
Digester #4 - Cleaning	-	125,000	-	125,000
Wastewater Security Improvements	-	50,000	-	50,000
Personnel Reclassification-Wastewater Division	14,524	-	-	14,524
<b>Total Budget Change Requests</b>	<b>\$ 201,619</b>	<b>\$ 791,034</b>	<b>\$ 11,030,000</b>	<b>\$ 12,022,653</b>

## Wastewater Budget Request Detail



### Budget Request Title: WRRF Plant Upgrades - Phase II

**Narrative:** This project is required to meet IPDES permit requirements. This request will fund year three of a three year project that includes the retrofit of the existing plant and addition of aeration basins 9 and 10 at the WRRF. Retrofitting Aeration Basins 14 will allow the basins to operate in a 5-Stage Bardenpho configuration, matching the configuration of new Aeration Basins 58 and providing the most efficient process for biological nutrient removal.

	<u>Budget Amount</u>
Total Revenue	\$ -
Total Personnel Costs	-
Total Operating Expenses	-
Total Capital Outlay	<u>3,000,000</u>
<b>Total Budget Request</b>	<b>\$ 3,000,000</b>

Is the request required to meet legal, compliance, or regulatory mandates?	No
Does the request address a safety concern for employees or citizens?	Yes
Is the request needed to accomodate and support growth?	Yes
Is the intent of this request to improve service to customers?	Yes
Is this request needed to maintain existing service to customers?	No

## Wastewater Budget Request Detail



### Budget Request Title: Tertiary Filter Expansion

**Narrative:** This project is required to meet IPDES permit requirements. This request will fund the design and construction of membrane filters. The project will include membranes with associated pumps, compressed air system, backwash tank and pumps, and scour air blowers, along with inlet strainers and chemical day tanks/totes for cleaning with a building for equipment, and install covers on the membrane basins and feed channel. Tertiary membrane filters will allow the WRRF to meet stringent IPDES effluent Phosphorus limits, along with some potential future limits on emerging contaminants. This is the second year of a four-year project.

	<u>Budget Amount</u>
Total Revenue	\$ -
Total Personnel Costs	-
Total Operating Expenses	-
Total Capital Outlay	<u>3,000,000</u>
<b>Total Budget Request</b>	<b>\$ 3,000,000</b>

Is the request required to meet legal, compliance, or regulatory mandates? No  
 Does the request address a safety concern for employees or citizens? No  
 Is the request needed to accomodate and support growth? No  
 Is the intent of this request to improve service to customers? Yes  
 Is this request needed to maintain existing service to customers? No

## Wastewater Budget Request Detail



### Budget Request Title: WRRF Facility Plan Update

Narrative: Wastewater facility planning is a requirement in the State of Idaho Wastewater Rules. This enhancement will fund an update to the Wastewater Treatment Plant Facility Plan to include details about the treatment required to meet the continued regulatory requirements in the IPDES Permit. Facility plans are updated every 5 years and includes planning for future projects to meet increasing flow, loading, and permit requirements.

	<u>Budget Amount</u>
Total Revenue	\$ -
Total Personnel Costs	-
Total Operating Expenses	600,000
Total Capital Outlay	-
<b>Total Budget Request</b>	<b>\$ 600,000</b>

Is the request required to meet legal, compliance, or regulatory mandates?	No
Does the request address a safety concern for employees or citizens?	Yes
Is the request needed to accomodate and support growth?	No
Is the intent of this request to improve service to customers?	Yes
Is this request needed to maintain existing service to customers?	No

## Wastewater Budget Request Detail



### Budget Request Title: Sidestream Phosphorus Recovery Phase 2

**Narrative:** This project is necessary to meet IPDES permit requirements. This request will fund the 4th and final year of this project. The project was delayed due to supply chain issues and contract negotiations. The increase in project costs is due to significant market increases in material, labor, and fuel. FY23 will complete the construction of a sidestream phosphorus recovery system to reduce the amount of internally recycled phosphorus at the wastewater resource recovery facility (WRRF) and improving biological phosphorus removal. The process should reduce the amount of supplemental chemicals needed and reduce O&M costs associated with controlling and mitigating struvite precipitation within pipelines and solids handling processes at the WRRF. By completing this project it eliminates the immediate need to construct additional infrastructure at a higher capital cost to meet final permit limits.

	<u>Budget Amount</u>
Total Revenue	\$ -
Total Personnel Costs	-
Total Operating Expenses	-
Total Capital Outlay	<u>1,250,000</u>
<b>Total Budget Request</b>	<b>\$ 1,250,000</b>

Is the request required to meet legal, compliance, or regulatory mandates?	No
Does the request address a safety concern for employees or citizens?	No
Is the request needed to accommodate and support growth?	No
Is the intent of this request to improve service to customers?	Yes
Is this request needed to maintain existing service to customers?	No

# Wastewater Budget Request Detail



**Budget Request Title: Sewer Line Extensions / Adjustments**

**Narrative:** This project builds and improves sewer collection system infrastructure and provides funding necessary to construct new sewer infrastructure and improvements throughout the City. One major driver for these types of projects is Ada County Highway District (ACHD) road reconstruction. As ACHD projects are scheduled, City staff looks for deficiencies in capacity or improved operational opportunities that can be completed in conjunction with ACHD projects. By designing improvements in coordination with road construction, the City saves money on pipe installation by removing the need to restore pavement and provide traffic control. This also minimizes inconvenience to the traveling public. FY2023 projects will include several ACHD driven projects on Topaz Ave, Eagle Rd, Lake Hazel Rd, Locust Grove, Meridian Rd, Ustick Rd, and Victory Rd.

	<b>Budget Amount</b>
Total Revenue	\$ -
Total Personnel Costs	-
Total Operating Expenses	-
Total Capital Outlay	1,100,000
<b>Total Budget Request</b>	<b>\$ 1,100,000</b>

- Is the request required to meet legal, compliance, or regulatory mandates? No
- Does the request address a safety concern for employees or citizens? Yes
- Is the request needed to accomodate and support growth? Yes
- Is the intent of this request to improve service to customers? No
- Is this request needed to maintain existing service to customers? No

## Wastewater Budget Request Detail



### Budget Request Title: SCADA System Programmer

**Narrative:** This request will add a SCADA System Programmer to serve the City's SCADA system needs. As the City continues to grow and add more automation, the need to SCADA programming efforts increases. This position will allow for in-house programming, program development, and system troubleshooting. This position will allow us to reduce our reliance on outside contractors and will allow us to increase the reliability and functionality of the system which is important for meeting regulatory compliance. This position will also provide redundancy and back up for our current single SCADA resource which is critical in maintaining operational functionality.

	<b>Budget Amount</b>
Total Revenue	\$ -
Total Personnel Costs	104,021
Total Operating Expenses	11,617
Total Capital Outlay	-
<b>Total Budget Request</b>	<b>\$ 115,638</b>

Is the request required to meet legal, compliance, or regulatory mandates? No  
 Does the request address a safety concern for employees or citizens? Yes  
 Is the request needed to accomodate and support growth? Yes  
 Is the intent of this request to improve service to customers? Yes  
 Is this request needed to maintain existing service to customers? No

## Wastewater Budget Request Detail



### Budget Request Title: Senior Collections Technician

**Narrative:** This request is for a new FTE to support the sewer cleaning and CCTV objectives of the City. The City has an established goal to clean and camera all of the City's sewer lines over a set period of time. These schedules are important to ensure lines remain clear and help prevent sewer overflows. The schedules are also important to ensure defects such as broken lines or utility bore strikes are discovered and repaired in a timely manner. As the City continues to grow, the miles of line that is required to be cleaned/TV'd to keep up with the established goals increases. This request will add an additional person which will allow the City to keep the current large vehicles running for more hours and days of the week in an effort to meet these goals.

	<b>Budget Amount</b>
Total Revenue	\$ -
Total Personnel Costs	83,074
Total Operating Expenses	4,417
Total Capital Outlay	-
<b>Total Budget Request</b>	<b>\$ 87,491</b>

Is the request required to meet legal, compliance, or regulatory mandates?	No
Does the request address a safety concern for employees or citizens?	No
Is the request needed to accommodate and support growth?	Yes
Is the intent of this request to improve service to customers?	Yes
Is this request needed to maintain existing service to customers?	No



## Wastewater Budget Request Detail



### Budget Request Title: WRRF Odor Control

**Narrative:** This request is for design and construction of odor control equipment for the three highest odor areas of the WRRF: the centrifuge exhaust, the east plant primary clarifiers, and the west plant primary clarifiers. These areas of the plant account for approximately 63% of all odor generation potential at the WRRF. Installing odor control treatment technologies on this equipment would reduce total plant odors by 67% at the current WRRF property line. This is the second year of a six-year project timeline and will include construction of the odor biofilter for the centrifuge exhaust.

	<b><u>Budget Amount</u></b>
Total Revenue	\$ -
Total Personnel Costs	-
Total Operating Expenses	-
Total Capital Outlay	480,000
<b>Total Budget Request</b>	<b>\$ 480,000</b>

Is the request required to meet legal, compliance, or regulatory mandates? No  
 Does the request address a safety concern for employees or citizens? Yes  
 Is the request needed to accommodate and support growth? No  
 Is the intent of this request to improve service to customers? No  
 Is this request needed to maintain existing service to customers? No

## Wastewater Budget Request Detail



### Budget Request Title: Can-Ada Lift Station

Narrative: This project provides the construction of a lift station, sewer pressure main, and gravity sewer line in the NW area of Meridian. Installing this infrastructure will support the 4 square mile Fields District priority growth area. This is the second year of a four year project.

	<u>Budget Amount</u>
Total Revenue	\$ -
Total Personnel Costs	-
Total Operating Expenses	-
Total Capital Outlay	<u>2,200,000</u>
<b>Total Budget Request</b>	<b>\$ 2,200,000</b>

Is the request required to meet legal, compliance, or regulatory mandates?	No
Does the request address a safety concern for employees or citizens?	Yes
Is the request needed to accomodate and support growth?	Yes
Is the intent of this request to improve service to customers?	No
Is this request needed to maintain existing service to customers?	No

## Wastewater Budget Request Detail



### Budget Request Title: Digester #4 - Cleaning

Narrative: This projects funds the regular 5-year cleaning / maintenance of one of the City's 800,000 gallon anaerobic digesters. Periodic cleaning of the digesters are important to maintain the capacity of the digester and protect the life of the digester equipment.

	<u>Budget Amount</u>
Total Revenue	\$ -
Total Personnel Costs	-
Total Operating Expenses	125,000
Total Capital Outlay	-
<b>Total Budget Request</b>	<b>\$ 125,000</b>

Is the request required to meet legal, compliance, or regulatory mandates?	No
Does the request address a safety concern for employees or citizens?	No
Is the request needed to accomodate and support growth?	No
Is the intent of this request to improve service to customers?	Yes
Is this request needed to maintain existing service to customers?	No

## Wastewater Budget Request Detail



### Budget Request Title: Wastewater Security Improvements

**Narrative:** This enhancement will fund necessary security enhancements and upgrades to the WRRF facility. Included projects for FY23 include the 5 Mile pathway project and Outfall security. Additional upgrades may include items such as fencing, cameras, locks, and/or other necessary upgrades to ensure the continued security of the facility.

	<u>Budget Amount</u>
Total Revenue	\$ -
Total Personnel Costs	-
Total Operating Expenses	50,000
Total Capital Outlay	-
<b>Total Budget Request</b>	<b>\$ 50,000</b>

Is the request required to meet legal, compliance, or regulatory mandates?	Yes
Does the request address a safety concern for employees or citizens?	No
Is the request needed to accommodate and support growth?	No
Is the intent of this request to improve service to customers?	No
Is this request needed to maintain existing service to customers?	Yes

## Wastewater Budget Request Detail



### Budget Request Title: Personnel Reclassification-Wastewater Division

**Narrative:** This request will address employee / position reclassifications for the fiscal year 2023. A reclassification occurs when duties and responsibilities change substantially in the degree of difficulty, level of accountability, and /or qualification requirements. Per the Annual Budget Development Calendar Human Resources receives requested for a review of general employee positions and applies the City's Salary Administration Guideline to establish proper salary placement in the new range.

This addresses 5 Wastewater Division employees.

	<u>Budget Amount</u>
Total Revenue	\$ -
Total Personnel Costs	14,524
Total Operating Expenses	-
Total Capital Outlay	-
<b>Total Budget Request</b>	<b>\$ 14,524</b>

Is the request required to meet legal, compliance, or regulatory mandates? No  
 Does the request address a safety concern for employees or citizens? No  
 Is the request needed to accommodate and support growth? No  
 Is the intent of this request to improve service to customers? No  
 Is this request needed to maintain existing service to customers? No

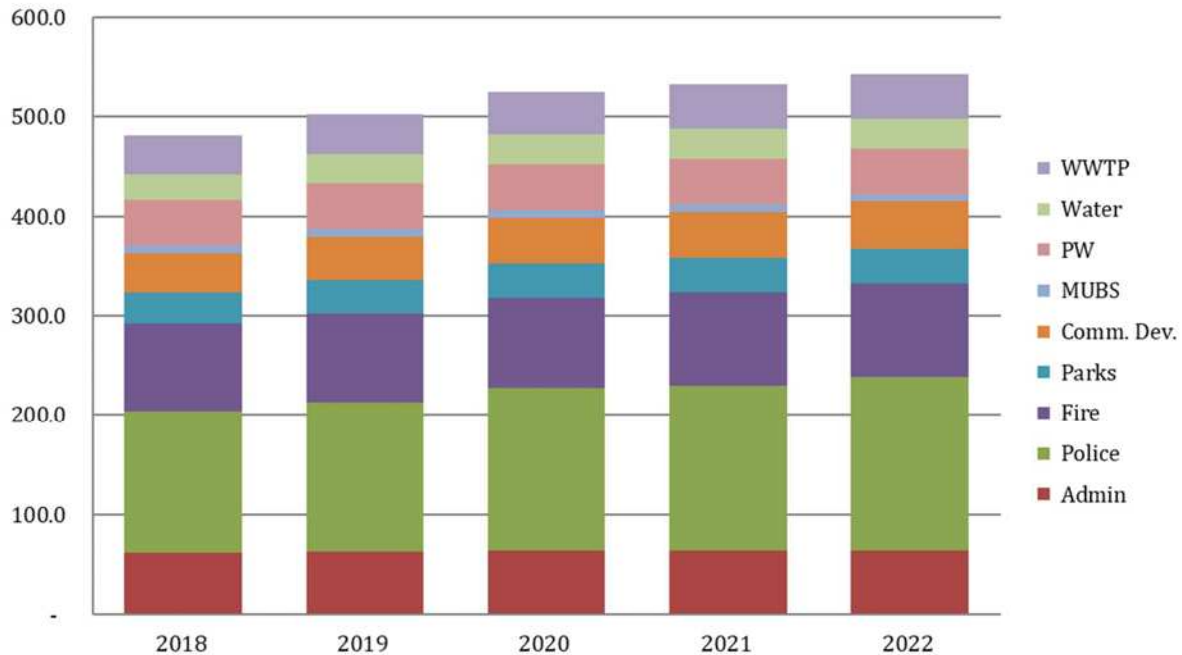


Appendix





## Total City of Meridian FTE Count



### Significant Changes in Staffing:

- 2021 – 2022:
  - Police added 5 officers, 2 community service officers and a Police Captain.
  - Building added 2 Plans Examiners
- 2020 – 2021:
  - Staffing in the City increased by 8 FTEs
- 2019 – 2020:
  - Police Department added 13 FTEs in response to significant population growth experience in the city.
  - Wastewater added 3 FTEs to assist in staffing as the treatment plant moved to 24 hour operations.
- 2018 – 2019:
  - Police Department add 4 Community Service Officers and for administration positions.
  - Community Development added 5 FTEs to perform mechanical inspections previously performed by a contractor due to contract termination.
  - Water and Wastewater added 4 position.

## Merit Cost Analysis



FY2023 Budget Merit Analysis				
	General Fund	PD Step	Enterprise Fund	Total City
<b>Base Personnel Costs</b>	<b>\$ 15,757,079.31</b>	<b>\$ 16,351,954.81</b>	<b>\$ 9,870,390.23</b>	<b>\$ 41,979,424.35</b>
0.50%	\$ 78,785.40	\$ 81,759.77	\$ 49,351.95	\$ 209,897.12
1.00%	\$ 157,570.79	\$ 163,519.55	\$ 98,703.90	\$ 419,794.24
1.50%	\$ 236,356.19	\$ 245,279.32	\$ 148,055.85	\$ 629,691.37
2.00%	\$ 315,141.59	\$ 327,039.10	\$ 197,407.80	\$ 839,588.49
2.50%	\$ 393,926.98	\$ 408,798.87	\$ 246,759.76	\$ 1,049,485.61
3.00%	\$ 472,712.38	\$ 490,558.64	\$ 296,111.71	\$ 1,259,382.73
3.50%	\$ 551,497.78	\$ 572,318.42	\$ 345,463.66	\$ 1,469,279.85
4.00%	\$ 630,283.17	\$ 654,078.19	\$ 394,815.61	\$ 1,679,176.97
4.50%	\$ 709,068.57	\$ 735,837.97	\$ 444,167.56	\$ 1,889,074.10
5.00%	\$ 787,853.97	\$ 817,597.74	\$ 493,519.51	\$ 2,098,971.22
5.50%	\$ 866,639.36	\$ 899,357.51	\$ 542,871.46	\$ 2,308,868.34
6.00%	\$ 945,424.76	\$ 981,117.29	\$ 592,223.41	\$ 2,518,765.46
6.50%	\$ 1,024,210.16	\$ 1,062,877.06	\$ 641,575.37	\$ 2,728,662.58
7.00%	\$ 1,102,995.55	\$ 1,144,636.84	\$ 690,927.32	\$ 2,938,559.70
7.50%	\$ 1,181,780.95	\$ 1,226,396.61	\$ 740,279.27	\$ 3,148,456.83
8.30%	\$ 1,307,837.58	\$ 1,357,212.25	\$ 819,242.39	\$ 3,484,292.22
8.50%	\$ 1,339,351.74	\$ 1,389,916.16	\$ 838,983.17	\$ 3,568,251.07
9.00%	\$ 1,418,137.14	\$ 1,471,675.93	\$ 888,335.12	\$ 3,778,148.19
9.50%	\$ 1,496,922.53	\$ 1,553,435.71	\$ 937,687.07	\$ 3,988,045.31
10.00%	\$ 1,575,707.93	\$ 1,635,195.48	\$ 987,039.02	\$ 4,197,942.44
General Fund does not include Fire Union or Police Step employee costs				
Above data is best estimates and are not actuals				



# Fire Department Salary Step Plan



Fire Union Step Plan FY21 - FY23						
	Step #1	Step #2	Step #3	Step #4	Step #5	Step #6
Recruit/Probationary	\$ 19.25					
Firefighter	\$ 21.18	\$ 22.87	\$ 24.70	\$ 25.93	\$ 26.45	\$ 26.98
Engineer	\$ 27.19	\$ 27.73	\$ 28.29	\$ 28.85	\$ 29.43	\$ 30.02
Captain of Supression	\$ 31.10	\$ 31.72	\$ 32.36	\$ 33.01	\$ 33.67	\$ 34.34
Captain - Fire Inspector/Training Captain	\$ 45.85	\$ 46.76	\$ 47.70	\$ 48.65	\$ 49.63	\$ 50.62
Battalion Chief	\$ 34.62	\$ 35.32	\$ 36.02	\$ 36.74	\$ 37.48	\$ 38.23
<b>Longevity Pay</b>	<b>24 Hour FTE</b>		<b>40 Hour FTE</b>			
5 Years		\$ 0.65		\$ 0.91		
10 Years		\$ 1.31		\$ 1.84		
15 Years		\$ 1.96		\$ 2.75		
20 Years		\$ 2.61		\$ 3.66		

# Police Department Salary Step Plan



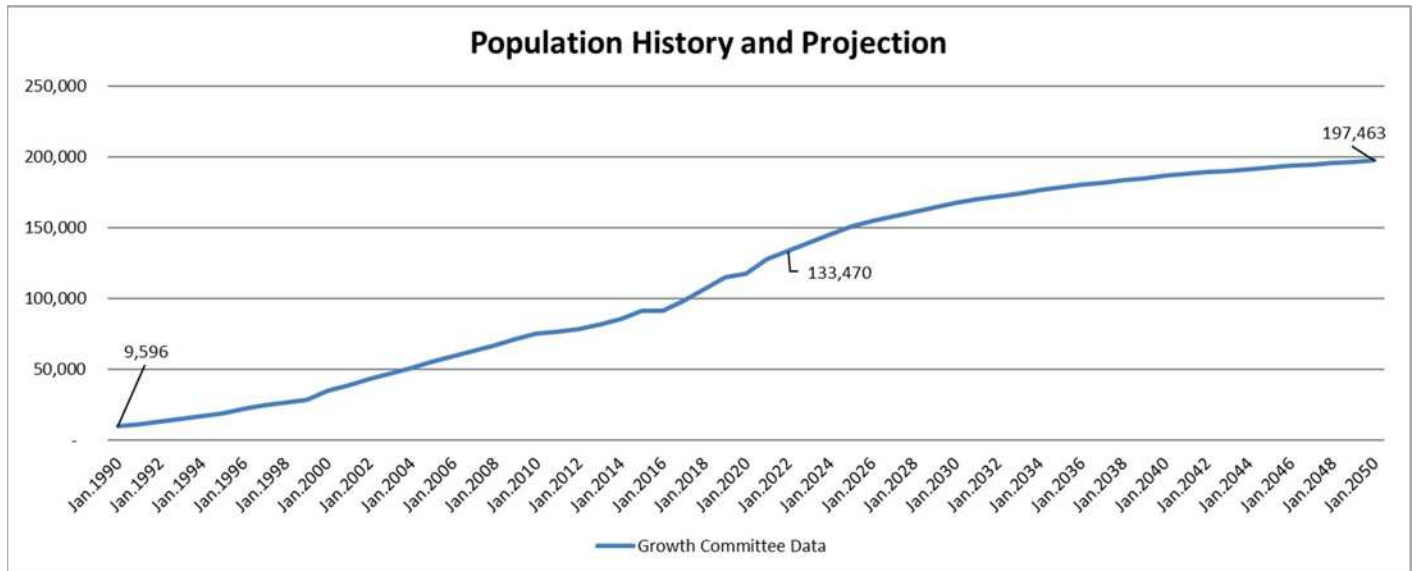
Meridian Police Step Plan										
		FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
<b>CHIEF AND DEPUTY CHIEF</b>										
Police Chief						\$62.50	\$62.50	\$76.53	\$82.04	\$88.85
Deputy Chief						\$59.62	\$59.62	\$69.58	\$74.59	\$80.78
<b>CAPTAIN</b>										
Captain						\$0.00	\$0.00	\$65.87	\$68.44	\$74.12
<b>LIEUTENANTS</b>										
Lieutenant III	Mgt.	\$48.83	\$48.83	\$51.54	\$51.54	\$57.86	\$57.86	\$63.25	\$65.72	\$71.17
	Supv.	\$47.64	\$47.64	\$50.29	\$50.29	\$55.10	\$55.10	\$62.01	\$64.43	\$69.78
Lieutenant II	Mgt.	\$46.95	\$46.95	\$49.56	\$49.56	\$56.74	\$56.74	\$60.80	\$63.17	\$68.41
	Supv.	\$45.80	\$45.80	\$48.35	\$48.35	\$54.04	\$54.04	\$59.60	\$61.92	\$67.06
Lieutenant I	Mgt.	\$45.14	\$45.14	\$47.65	\$47.65	\$55.63	\$55.63	\$58.43	\$60.71	\$65.75
	Supv.	\$44.04	\$44.04	\$46.49	\$46.49	\$52.98	\$52.98	\$57.29	\$59.52	\$64.46
<b>SERGEANTS</b>										
Sergeant III	Supv.	\$40.78	\$40.78	\$43.05	\$43.05	\$52.13	\$52.13	\$54.97	\$57.11	\$61.85
	Adv.	\$39.79	\$39.79	\$42.00	\$42.00	\$49.64	\$49.64	\$53.37	\$55.45	\$60.05
	Interm.	\$38.81	\$38.81	\$40.97	\$40.97	\$47.28	\$47.28	\$49.64	\$51.58	\$55.86
Sergeant II	Supv.	\$39.59	\$39.59	\$41.79	\$41.79	\$51.62	\$51.62	\$52.15	\$54.18	\$58.68
	Adv.	\$38.63	\$38.63	\$40.77	\$40.77	\$49.16	\$49.16	\$50.64	\$52.61	\$56.98
Sergeant I	Interm.	\$37.68	\$37.68	\$39.78	\$39.78	\$46.82	\$46.82	\$49.16	\$51.08	\$55.32
	Supv.	\$38.44	\$38.44	\$40.58	\$40.58	\$50.12	\$50.12	\$50.64	\$52.61	\$56.98
Sergeant I	Adv.	\$37.50	\$37.50	\$39.59	\$39.59	\$47.73	\$47.73	\$49.16	\$51.08	\$55.32
	Interm.	\$36.59	\$36.59	\$38.62	\$38.62	\$45.46	\$45.46	\$47.73	\$49.59	\$53.71
<b>CORPORALS</b>										
Corporal III	Adv.	\$35.38	\$35.38	\$37.35	\$37.35	\$45.28	\$45.28	\$46.63	\$48.45	\$52.47
	Interm.	\$34.52	\$34.52	\$36.44	\$36.44	\$43.12	\$43.12	\$45.28	\$47.05	\$50.95
Corporal II	Adv.	\$34.35	\$34.35	\$36.26	\$36.26	\$43.96	\$43.96	\$45.27	\$47.04	\$50.94
	Interm.	\$33.51	\$33.51	\$35.37	\$35.37	\$41.86	\$41.86	\$43.95	\$45.66	\$49.45
Corporal I	Adv.	\$33.35	\$33.35	\$35.20	\$35.20	\$42.68	\$42.68	\$43.96	\$45.67	\$49.47
	Interm.	\$32.53	\$32.53	\$34.34	\$34.34	\$40.65	\$40.65	\$42.68	\$44.34	\$48.03
<b>UNIFORM POLICE OFFICERS</b>										
Senior PO III 20 Years	Masters								\$46.15	\$49.98
	Adv.								\$44.80	\$48.52
	Interm.								\$43.50	\$47.11
Senior PO III 15 Years	Masters			\$35.39	\$35.39	\$41.07	\$41.07	\$43.12	\$44.80	\$48.52
	Adv.			\$34.53	\$34.53	\$39.87	\$39.87	\$41.86	\$43.49	\$47.10
	Interm.			\$33.69	\$33.69	\$38.71	\$38.71	\$40.65	\$42.24	\$45.74
Senior PO II 10 Years	Masters			\$34.36	\$34.36	\$39.29	\$39.29	\$41.25	\$42.86	\$46.42
	Adv.			\$33.53	\$33.53	\$38.14	\$38.14	\$40.05	\$41.61	\$45.07
	Interm.			\$32.71	\$32.71	\$37.03	\$37.03	\$38.88	\$40.40	\$43.75
Senior PO	Masters	\$32.25	\$32.25	\$33.36	\$33.36	\$38.27	\$38.27	\$40.18	\$41.75	\$45.21
	Adv.	\$31.46	\$31.46	\$32.55	\$32.55	\$37.15	\$37.15	\$39.01	\$40.53	\$43.90
	Interm.	\$30.69	\$30.69	\$31.76	\$31.76	\$36.07	\$36.07	\$37.87	\$39.35	\$42.61
	Basic	\$29.94	\$29.94	\$30.98	\$30.98	\$35.02	\$35.02	\$36.77	\$38.20	\$41.37
Police Officer IV or lateral entry 8+ yrs.	Adv.	\$29.96	\$29.96	\$31.00	\$31.00	\$35.38	\$35.38	\$37.15	\$38.60	\$41.80
	Interm.	\$29.23	\$29.23	\$30.24	\$30.24	\$34.35	\$34.35	\$36.07	\$37.48	\$40.59
	Basic	\$28.52	\$28.52	\$29.51	\$29.51	\$33.35	\$33.35	\$35.02	\$36.39	\$39.41
Police Officer III or lateral entry 5+ yrs.	Adv.	\$28.00	\$28.00	\$28.97	\$28.97	\$29.26	\$29.26	\$33.46	\$34.76	\$37.65
	Interm.	\$27.32	\$27.32	\$28.26	\$28.26	\$28.41	\$28.41	\$32.48	\$33.75	\$36.55
	Basic	\$26.65	\$26.65	\$27.58	\$27.58	\$27.58	\$27.58	\$31.54	\$32.77	\$35.49
Police Officer II or lateral entry 3-5 yrs.	Adv.	\$24.35	\$24.35	\$25.19	\$25.19	\$25.44	\$25.44	\$29.52	\$30.67	\$33.22
	Interm.	\$23.76	\$23.76	\$24.58	\$24.58	\$24.70	\$24.70	\$28.66	\$29.78	\$32.25
	Basic	\$23.18	\$23.18	\$23.98	\$23.98	\$23.98	\$23.98	\$27.82	\$28.90	\$31.30
Police Officer I or lateral entry 1-3 yrs.	Adv.	\$22.76	\$22.76	\$23.54	\$23.54	\$23.77	\$23.77	\$28.62	\$29.74	\$32.20
	Interm.	\$22.20	\$22.20	\$22.97	\$22.97	\$23.08	\$23.08	\$27.79	\$28.87	\$31.27
	Basic	\$21.66	\$21.66	\$22.41	\$22.41	\$22.41	\$22.41	\$26.98	\$28.03	\$30.36

## City Dues and Memberships

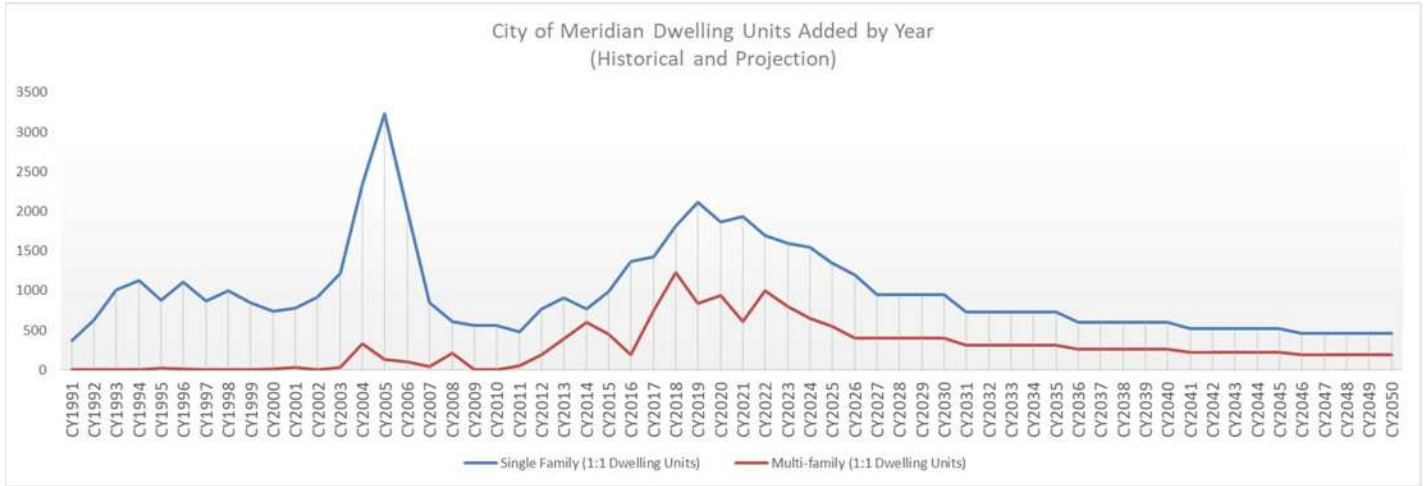


<b>Dues and Partnership</b>							
	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>Description of Dues</b>	<b>FY2017</b>	<b>FY2018</b>	<b>FY2019</b>	<b>FY2020</b>	<b>FY2021</b>	<b>FY2022</b>	<b>FY2023</b>
Annual Assessment	35,514.00	39,142.00	44,011.00	49,324.00	62,941.00	67,526.00	79,491.00
Capital						12,869.00	25,804.00
Local					119,172.00	255,211.23	539,582.25
Limited Stop Service	53,784.00	55,128.00	62,593.00	62,362.00	54,722.00	35,291.59	35,291.59
Express Service	30,896.00	31,668.00	32,935.00	36,988.00	32,457.00	34,749.16	34,749.16
Harvest Transit Service	40,000.00	69,000.00	135,481.00	129,184.00	132,414.00	130,000.00	130,000.00
Senior Transportation - Dial-A-Ride	30,000.00	16,000.00	20,000.00	40,000.00	41,000.00	40,000.00	40,000.00
<b>Valley Regional Transit Dues</b>	<b>190,194.00</b>	<b>210,938.00</b>	<b>295,020.00</b>	<b>317,858.00</b>	<b>442,706.00</b>	<b>575,646.98</b>	<b>884,918.00</b>
Ada City/County Emergency Mgmt.	30,132.00	32,439.00	35,115.00	37,844.00	39,386.00	42,204.00	42,204.00
AIC Membership dues	43,008.00	40,024.40	42,776.40	47,740.00	47,740.00	51,156.00	51,156.00
Allumbaugh House	60,962.96	62,419.00	64,228.94	67,053.36	67,053.36	67,053.36	67,053.36
Associated Taxpayers of Idaho			1,000.00	1,000.00	1,000.00		
Compass	47,406.46	44,117.73	46,917.00	50,563.00	52,622.00	56,388.00	58,848.00
Downtown Business Association	250.00	250.00	250.00	250.00	250.00	250.00	250.00
Meridian Chamber of Commerce	650.00	650.00	650.00	650.00	675.00	675.00	675.00
Treasure Valley Partnership	10,957.20	10,044.10	10,044.10	10,044.10	10,044.10	\$ 10,044.10	\$ 11,764.00
	<b>\$ 193,366.62</b>	<b>\$ 189,944.23</b>	<b>\$ 200,981.44</b>	<b>\$ 215,144.46</b>	<b>\$ 218,770.46</b>	<b>\$ 227,770.46</b>	<b>\$ 231,950.36</b>
<b>TOTAL</b>	<b>383,560.62</b>	<b>400,882.23</b>	<b>496,001.44</b>	<b>533,002.46</b>	<b>661,476.46</b>	<b>803,417.44</b>	<b>1,116,868.36</b>

# Population History and Forecast



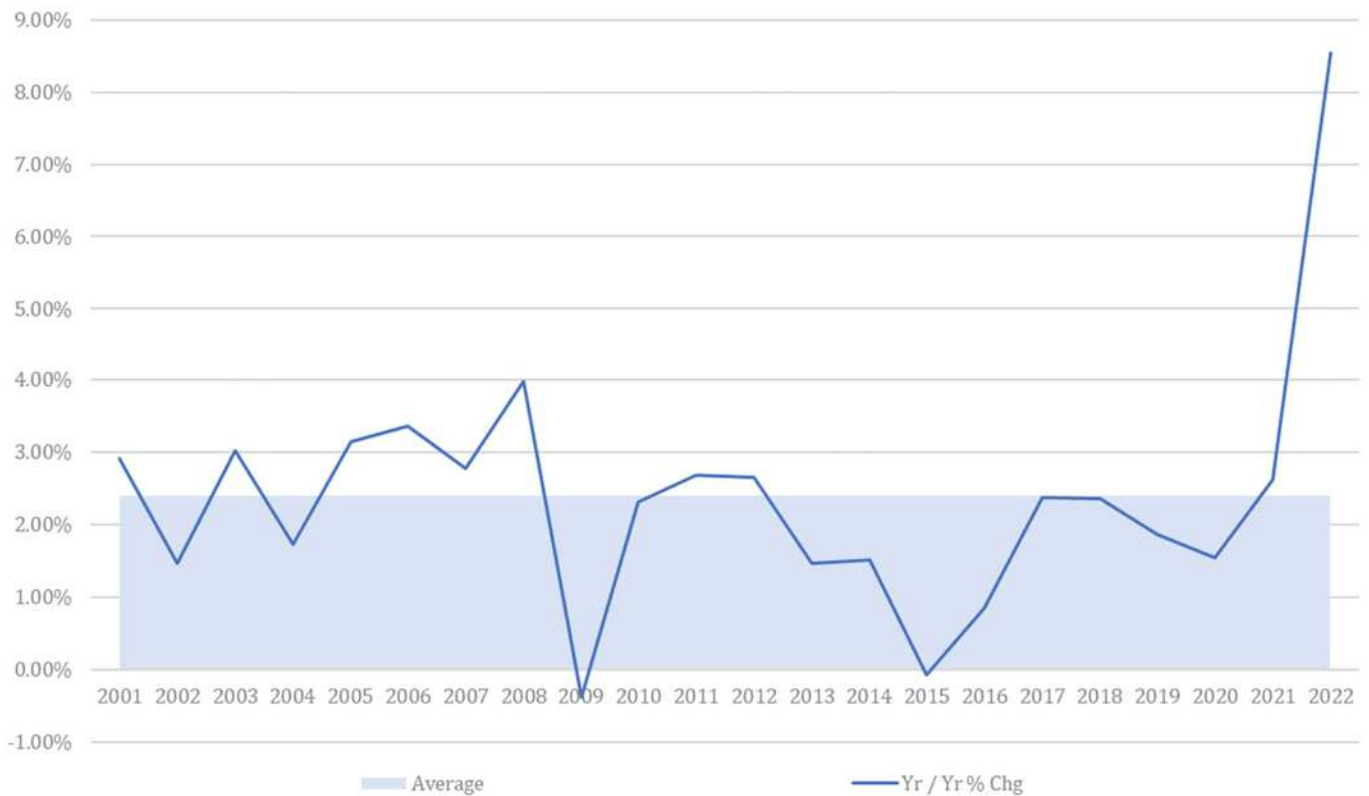
# Dwelling Unit History and Forecast



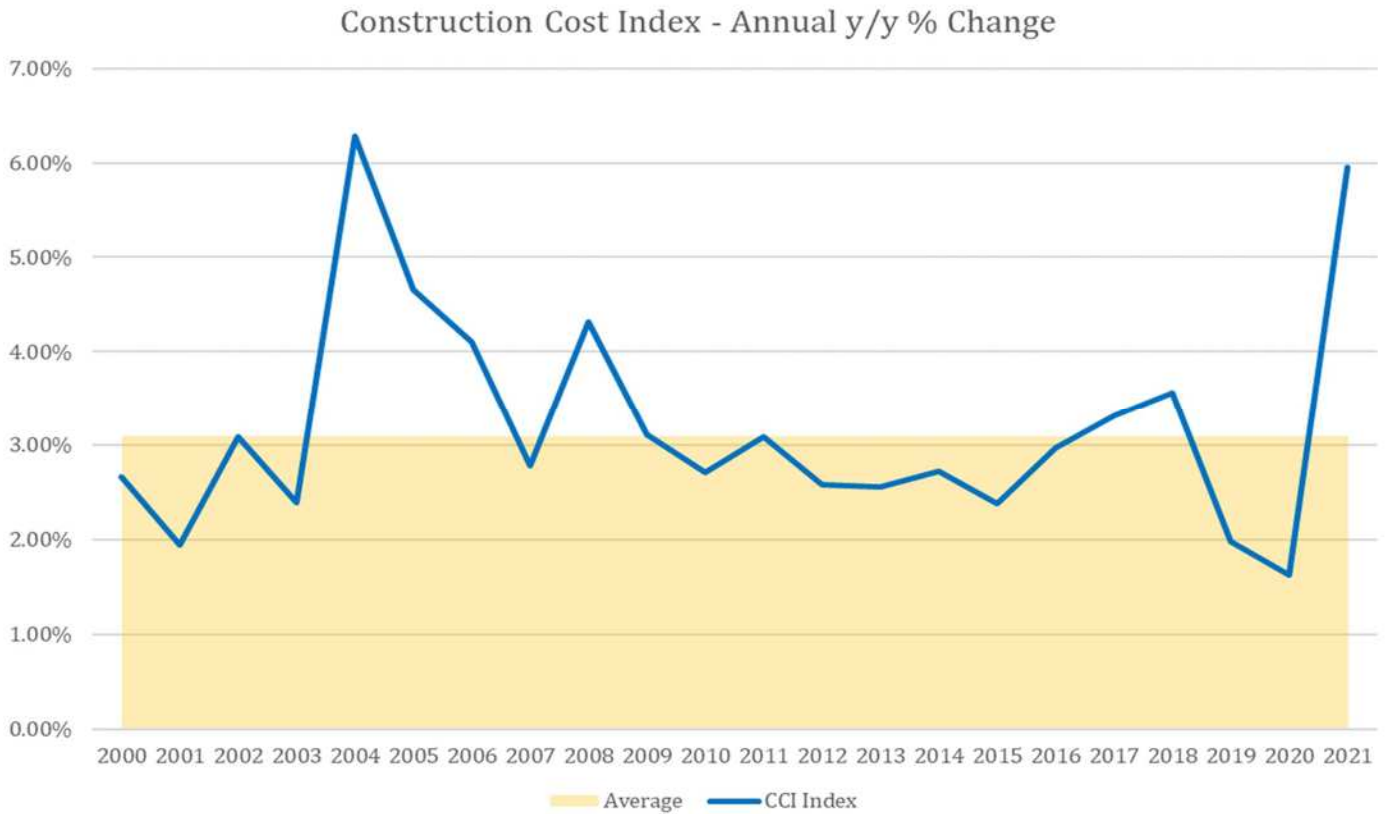
# Consumer Price Index History



Annual Consumer Price Index - Annual (March) year over year % Change  
Source : Bureau of Labor

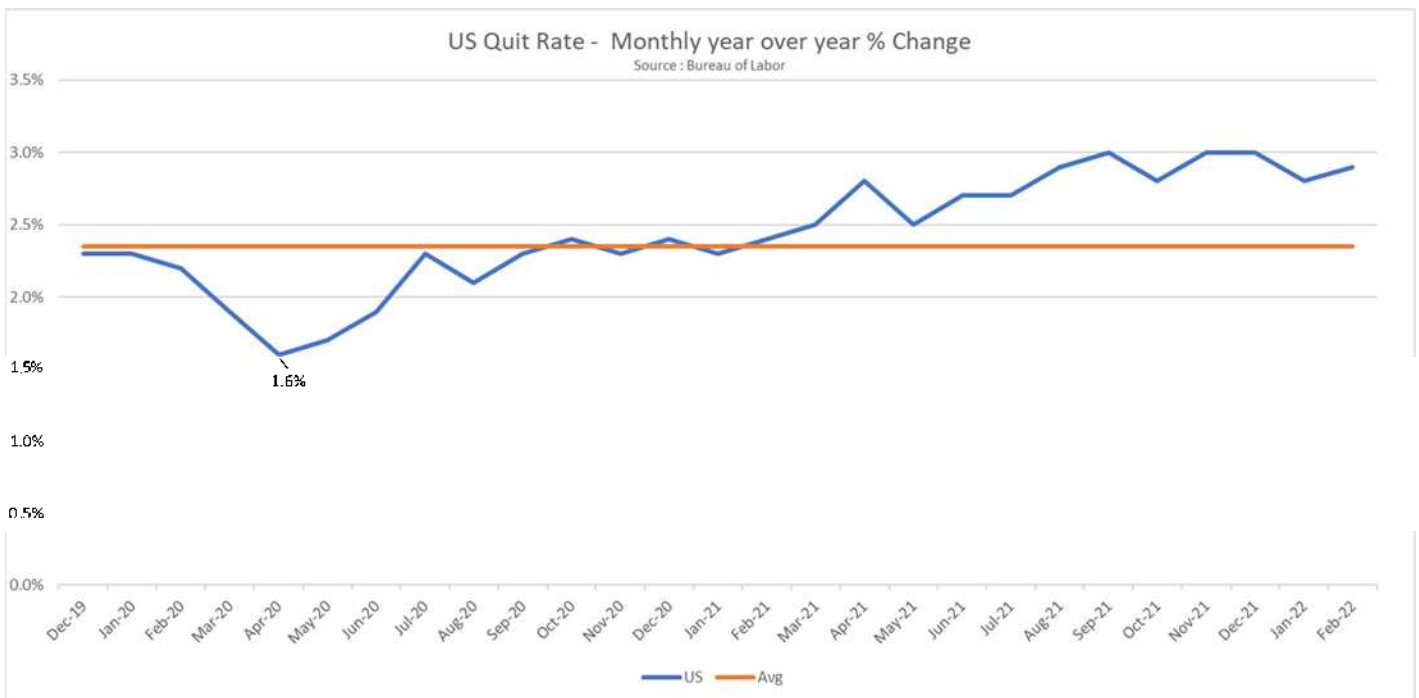
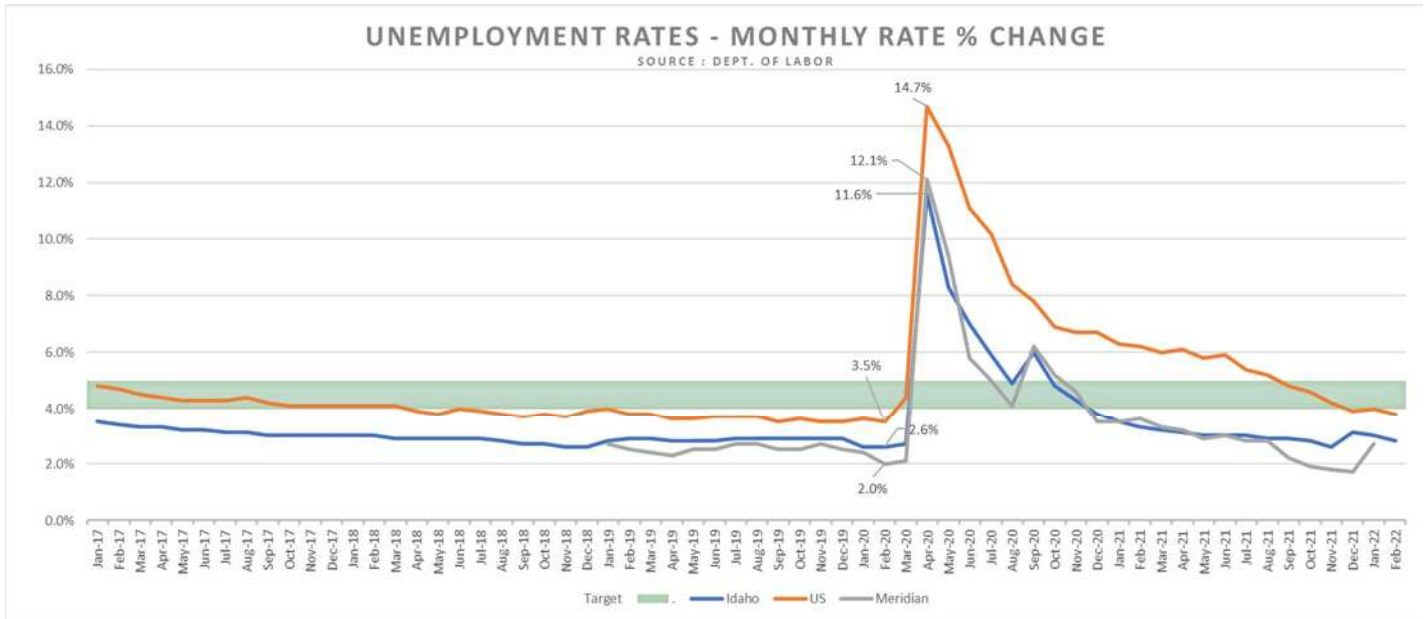


# Construction Cost Index History





# Unemployment and Quit Rates History





# Vehicle Replacement Request Forms



# Wastewater Replacements: Vehicles





**Total Score** 14  
**Vehicle Ranking** Critical

**Department** | Public Works Wastewater

Vehicle Replacement Assessment Form

Vehicle Information

**Make** | Ford  
**Model** | Ranger  
**Year** | 2000  
**License Plate#** | C-4715  
**Vin#** | 1FTYR14V7YTA45130  
**Vehicle Unit#** | SPT01

**Vehicle Assigned to** | Wastewater Pretreatment  
**Acquisition Date** | 12/30/1999  
**Current Odometer Reading** | 94,865  
**Current Age of Vehicle** | 22.00  
**Condition** | Poor  
**Vehicle Use Type** | Service

For Finance Department Use

**Fixed Asset Number** |  
**Acquisition Cost** |

**Independent Inspection Conducted** |

Additional Information

The 2000 Ford Ranger is currently used daily by the City's Pretreatment inspections technician. The bulk of the technician's work takes place in the field, where they inspect local business and industry to ensure compliance with established City ordinances as well as ensuring that no discharges by the businesses will impede the collection system, damage City infrastructure, or cause numerical violations of the City's IPDES permit. This vehicle has been evaluated and recommended for replacement per the Department's established guidelines. This vehicle is 22 years old, has approximately 95,000 miles, and has nearly \$3,000 in necessary repair work to keep it safe and functional. The blue book value of the vehicle is approximately \$2,000 making it a candidate for replacement.

"Condition" Definitions per Kelley Blue Book

- Excellent Looks new and is in excellent mechanical condition
- Very Good Has minor cosmetic defects and is in excellent mechanical condition
- Good Has some repairable cosmetic defects and is free of major mechanical problems
- Fair Has some cosmetic defects that require repairing and/or replacing
- Poor Kelley Blue Book does not provide prices for cars in poor condition

**"Vehicle Use Type" Definitions**

- Limited The vehicle is not necessary to perform daily operational tasks or mission critical activities.
- Service Vehicle is primarily used for day to day operational activities
- Critical Vehicle is primarily used for mission critical activities.
- Public Safety First responders / on-Call.

**Assessment Score Card**

	Points	Min. Pts.	Max. Pts.
Age of Vehicle 22.00	5	0	5
Miles of Vehicle 94,865	2	0	5
Vehicle Use Type Service	2	1	4
Condition of Vehicle Poor	5	0	5

**Vehicle Ranking Definitions**

- Critical Needs immediate review and attention. Replacement highly recommended. 13.3
- Important Replacement should be considered. 9.5
- Favorable Replacement may be considered. 5.7
- Good Vehicle is in good working order and should not be considered for replacement.

**Vehicle Assessment Process**

- Department will complete Vehicle Replacement Assessment Form
- Department will submit form to Finance along with G100 Form during Budget Process
- Department will schedule independent vehicle assessment with Meridian Automotive
- Finance will obtain independent vehicle assessment from Meridian Automotive and attach to corresponding Vehicle Assessment Form
- Finance will deliver copy of independent vehicle assessment form to respective departments

	505 N. Main Meridian, ID 83642 (208) 888-3797  <i>for all your automotive service and repair</i>		Invoice # 0070899 Date : 4/5/2022  Page 1 of 2
---	--	--	---

Customer : CITY OF MERIDIAN Address : 33 W BROADWAY AVE City : MERIDIAN, ID 83642 Home : (208) 887-2211 Ext: MAIN# Phone #: (208) 340-2308 Ext: TODD	Vehicle : 2000 FORD RANGER PICKUP Engine : V6-183 3.0L VIN : VIN : 1FTYR14V7YTA45130 License : C 4716 Mileage : In 84865 Out	Service Advisor: NICK C Prod : 12/88
--	--	--

Fleet Name	Fleet Card	Fleet Coupon C4715
------------	------------	-----------------------

**Service Requests:**  
 CITY OF MERIDIAN - COMPREHENSIVE VEHICLE INSPECTION. CONTACT RICK CHRISTENSON  
 208-409-7248 PUBLIC WORKS DEPARTMENT

Technician	Service Description	Parts	Labor	Job Total
PS	PPI - COMPREHENSIVE VEHICLE INSPECTION: Perform complete vehicle inspection, check brakes, tires, and all fluid levels and fluid condition. Inspect suspension & steering components, instruments & accessories. Inspect air conditioning, heating and cooling operation and components. Visually check drivetrain and overall condition of vehicle.		250.00	250.00
	Discount		-25.00	-25.00




**Services Recommended to Customer**

- BSR - REPLACE SERPENTINE BELT:
- TRF - FULL SYNTHETIC TRANSMISSION FLUSH:
- BS - BATTERY SERVICE:
- BRD2 - LEVEL 2 REAR DRUM BRAKE JOB - 25 MONTH/25,000 MILE WARRANTY:
- EOPGR - REPLACE ENGINE OIL PAN GASKET:
- ORS SYN W/Cover - SERVICE REAR DIFFERENTIAL:
- REPLACE REAR DIFFERENTIAL PINION SEAL

**Parts Recommended To Customer**

1	SERPENTINE BELT	
1	TRANSMISSION FLUSH KIT	
12	TRANSMISSION FLUID FULL SYNTHETIC	
1	R PREMIUM SHOES	
2	R BRAKE DRUM	
2	R WHEEL CYLINDER	
1	OIL PAN SET	
1	OIL FILTER	
3.5	75W/140 SYNTHETIC GEAR OIL	

Continued

	505 N. Main Meridian, ID 83642 (208) 888-3787  <i>for all your automotive service and repair</i>	  	<b>Invoice # 0070899</b> Date : 4/5/2022  Page 2 of 2
Customer: CITY OF MERIDIAN Address: 33 W BROADWAY AVE City: MERIDIAN, ID 83642 Home: (208) 587-2211 Ext: MAIN# Phone #: (208) 340-2308 Ext: TODD	Vehicle: 2000 FORD RANGER PICKUP Engine: V6-183 3.0L VIN: VIN : 1FTYR14V7YTA4513D License: C 4715 Mileage: In 94866 Out	Service Advisor: NICK C Prod : 12/89	
Technician Service Description			Parts Labor Job Total

<p>I hereby authorize the above described repair work to be performed along with necessary labor, parts and materials (the 'Work') and hereby grant Meridian Automotive and its employees permission to operate the above described vehicle (the 'Vehicle') on the streets, highways or elsewhere, as necessary. An express mechanics lien is hereby granted and acknowledged on the Vehicle to secure payment for the Work performed. The Work may qualify for a 36 month / 36,000 mile limited warranty on parts and labor. Please see your authorized Service Consultant for specific details. All warranty repairs must be authorized by Meridian Automotive before being performed. Contact Meridian Automotive at (208) 954-5425 for specific warranty policy details and exclusions.</p>	<table style="width: 100%; border-collapse: collapse;"> <tr><td>Total Parts</td><td style="text-align: right;">0.00</td></tr> <tr><td>Total Labor</td><td style="text-align: right;">225.00</td></tr> <tr><td>Sublet</td><td style="text-align: right;">0.00</td></tr> <tr><td>Shop Supplies</td><td style="text-align: right;">15.75</td></tr> <tr><td>Subtotal</td><td style="text-align: right;">240.75</td></tr> <tr><td>Other Fees</td><td style="text-align: right;">0.00</td></tr> <tr><td>Sales Tax</td><td style="text-align: right;">0.00</td></tr> <tr><td><b>Total Invoice</b></td><td style="text-align: right;"><b>\$240.75</b></td></tr> <tr><td>Paid</td><td style="text-align: right;">\$0.00</td></tr> <tr><td><b>Total Due</b></td><td style="text-align: right;"><b>\$240.75</b></td></tr> <tr><td>Paid By:</td><td></td></tr> <tr><td>Pay Ref:</td><td></td></tr> </table>	Total Parts	0.00	Total Labor	225.00	Sublet	0.00	Shop Supplies	15.75	Subtotal	240.75	Other Fees	0.00	Sales Tax	0.00	<b>Total Invoice</b>	<b>\$240.75</b>	Paid	\$0.00	<b>Total Due</b>	<b>\$240.75</b>	Paid By:		Pay Ref:	
Total Parts	0.00																								
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Sublet	0.00																								
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Other Fees	0.00																								
Sales Tax	0.00																								
<b>Total Invoice</b>	<b>\$240.75</b>																								
Paid	\$0.00																								
<b>Total Due</b>	<b>\$240.75</b>																								
Paid By:																									
Pay Ref:																									
Repair Order Notes: READY FOR PICKUP																									
Customer Signature: _____ Date: _____																									



Mayor Robert E. Simison

City Council Members:

Treg Berni  
Joe Borton  
Luke Cavener

Brad Hoaglund  
Jessica Perreault  
Liz Strader

## Fleet Vehicle Assessment Questions

Vehicle ID #: \_\_\_\_\_

Vehicle License Plate #: C-4715

1. Is the vehicle safe to drive today? Yes  No
2. Is the vehicle safe to drive in 18 months / 10,000 miles as is with no additional maintenance or repairs performed? Yes  No
3. What maintenance issues were identified during the inspection that need to be addressed now? Rear brake shoes, drums & wheel cylinders - Replace

a. What is the estimated costs of the issue(s)? \$1011.54

4. What repair issues were identified during the inspection that need to be addressed now? Oil pan leak, rear pinion seal leak, Rear Differential Service.

a. What is the estimated costs of the repair(s)? \$1473.37

Continued on next page 

5. Any structural rust issues identified? Yes

No

a. If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

6. Any significant safety concerns identified? Yes

No

a. If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

7. How many months / miles are available on the tires? 5k +

8. Any mold issues identified? Yes

No

a. If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

9. Any safety concerns with interior upholstery, seat belts, door

handles, and interior trim? Yes

No

a. If Yes, please explain: \_\_\_\_\_

\_\_\_\_\_





 <p><b>Meridian Automotive</b> Complete Auto Care</p>	<p>505 N. Main Meridian, ID 83642 (208) 888-3797</p> <p style="font-size: small;">for all your automotive service and repair</p>	 
		<p><b>Invoice # 0070899</b> Date : 4/5/2022</p> <p>Page 2 of 2</p>

<b>Customer :</b> CITY OF MERIDIAN <b>Address :</b> 33 W BROADWAY AVE <b>City :</b> MERIDIAN, ID 83642 <b>Home :</b> (208) 887-2211 Ext: MAIN# <b>Phone 6 :</b> (208) 340-2306 Ext: TODD	<b>Vehicle :</b> 2000 FORD RANGER PICKUP <b>Engine :</b> V6-183 3.0L <b>VIN :</b> VIN : 1FTYR14V7YTA48130 <b>License :</b> C 4715 <b>Mileage :</b> In 94865 Out	<b>Service Advisor:</b> NICK C <b>Prod :</b> 12/99
--	---	--

Technician	Service Description	Parts	Labor	Job Total
	Perform a rear differential service. This includes: remove differential cover, drain gear oil, clean the carrier assembly, clean cover, replace gasket, refill with new factory- recommended fluid and inspect for leaks.			
	75W140 SYNTHETIC GEAR OIL	19.47	3.5	68.15
	DISPOSAL FEE	1.00	3.5	3.50
PS	REPLACE REAR DIFFERENTIAL PINION SEAL		180.20	180.20
	Discount		-103.18	-320.82

<p>I hereby authorize the above described repair work to be performed along with necessary labor, parts and materials (the 'Work') and hereby grant Meridian Automotive and its employees permission to operate the above described vehicle (the 'Vehicle') on the streets, highways or elsewhere, as necessary. An express mechanics lien is hereby granted and acknowledged on the Vehicle to secure payment for the Work performed. The Work may qualify for a 36 month / 36,000 mile limited warranty on parts and labor. Please see your authorized Service Consultant for specific details. All warranty repairs must be authorized by Meridian Automotive before being performed. Contact Meridian Automotive at (208) 884-5425 for specific warranty policy details and exclusions.</p>	<table style="width: 100%; border-collapse: collapse;"> <tr><td>Total Parts</td><td style="text-align: right;">928.47</td></tr> <tr><td>Total Labor</td><td style="text-align: right;">1,958.99</td></tr> <tr><td>Sublet</td><td style="text-align: right;">0.00</td></tr> <tr><td>Shop Supplies</td><td style="text-align: right;">53.69</td></tr> <tr><td>Subtotal</td><td style="text-align: right;">2,941.15</td></tr> <tr><td>Other Fees</td><td style="text-align: right;">0.00</td></tr> <tr><td>Sales Tax</td><td style="text-align: right;">0.00</td></tr> <tr><td><b>Total Invoice</b></td><td style="text-align: right;"><b>\$2,941.15</b></td></tr> <tr><td>Paid</td><td style="text-align: right;">\$0.00</td></tr> <tr><td><b>Total Due</b></td><td style="text-align: right;"><b>\$2,941.15</b></td></tr> <tr><td>Paid By:</td><td></td></tr> <tr><td>Pay Ref:</td><td></td></tr> </table>	Total Parts	928.47	Total Labor	1,958.99	Sublet	0.00	Shop Supplies	53.69	Subtotal	2,941.15	Other Fees	0.00	Sales Tax	0.00	<b>Total Invoice</b>	<b>\$2,941.15</b>	Paid	\$0.00	<b>Total Due</b>	<b>\$2,941.15</b>	Paid By:		Pay Ref:	
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Total Labor	1,958.99																								
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Paid	\$0.00																								
<b>Total Due</b>	<b>\$2,941.15</b>																								
Paid By:																									
Pay Ref:																									
<b>Repair Order Notes:</b>  																									
<b>Customer Signature:</b> _____ <b>Date:</b> _____																									



Meridian Automotive  
 505 N. Main St  
 Meridian, ID 83842  
 (208) 888-3797  
 meridianautocare.com

Date	4/5/2022	Vehicle	2000 Ford Ranger
Customer	Keith Watts	License #	ID C 4715
Repair Order #	0070898	Odometer	102,892 mi
		VIN	1FTYR14V7YTA45130

**Comprehensive Vehicle Inspection**

Road Test/Operation		Finding/Recommendations
Customer Concerns	Yes	✓
Miscellaneous		Finding/Recommendations
Wipers		✓
Horn Working OK?	Yes	✓
All Lights Working?	Yes	✓
Headlamps Clear?	Yes	✓
Test Driven	Yes (2 Miles)	✓
Dash Indicator Lamps OK?	Yes	✓
Emergency Brake Operation		✓
Underhood		Finding/Recommendations
Battery		✓
Battery Cables		⚠ Finding: Battery Cables and Terminals are corroded Recommendation: Clean Battery Cables and Terminals
Drive Belts		✖ Finding: Belts are cracked Recommendation: Replace belts
Engine Oil Level/Condition		✓
Coolant Level/Condition		✓
Brake Fluid Level/Condition		✓
Power Steering Fluid Level/Condition		✓
Transmission Fluid Level/Condition		✖ Finding: Transmission fluid-Dark Recommendation: Service transmission, check performance after repair
Radiator		✓
Coolant/Heater Hoses		✓
Serpentine Belt		✖ Finding: Serpentine belt is cracking Recommendation: Replace serpentine belt
Air Filter		✓

✓ Pass   ⚠ Warning   ✖ Fail   📌 Notes

Generated Apr 05, 2022 11:45-06:00

Page 1 of 3

Cooling System		Finding/Recommendations	
Coolant System Leaks Found	Yes	✓	
Temp Gauge Operations		✓	
Radiator Condition		✓	
Coolant Hoses Condition		✓	
Tires & Brakes		Finding/Recommendations	
All Tires		✓	
Left Front Tire	6 /32nds	✓	
Right Front Tire	4 /32nds	⚠	Finding: Passenger front tire-Between 2/32 and 5/32" Recommendation: Replace tires w/ alignment
Left Rear Tire	6 /32nds	✓	
Right Rear Tire	6 /32nds		
Spare Tire		✓	
Front Brakes	10 mm	✓	
Rear Brakes (Disc)	5 mm	✖	Finding: Rear disc brakes Recommendation: See notes below
Notes		📌	LR wheel cylinder leaking
Exhaust		Finding/Recommendations	
Exhaust Inspection		✓	
Undercar		Finding/Recommendations	
Steering Components		✓	
Front Suspension		✓	
Rear Suspension		✓	
Leaks - Engine Oil		✖	Finding: Oil pan gasket-Leaking Level 2 wet Recommendation: Clean affected area, replace oil pan gasket and any other components compromised by oil leak
Leaks - Cooling System		✓	
Leaks - Power Steering		✓	
Leaks - Transmission		✓	
Leaks - Diff/Axes		✖	Finding: Rear differential pinion seal-Leaking Recommendation: Replace rear differential pinion seal, service differential
Leaks - Rear differential		✖	Finding: Rear differential pinion seal - Leaking Recommendation: Replace rear pinion seal and service differential
Engine Mounts		✓	
Transmission Mounts		✓	
Rear Differential Level/Condition		⚠	Finding: Rear differential fluid-Dirty Recommendation: Service rear differential
+Steering		Finding/Recommendations	

Rack/Boots	✓	
Power Steering Hoses	✓	
Power Steering Pump	✓	
Steering Linkage	✓	
Inner Tie Rod Ends	✓	
Outer Tie Rod Ends	✓	
<b>+Front Suspension</b>		<b>Finding/Recommendations</b>
Lower Control Arm Bushings	✓	
Upper Control Arm Bushings	✓	
Upper Ball Joints	✓	
Lower Ball Joints	✓	
Shocks/Struts	✓	
Bearing Plates/Mounts	✓	
Stabilizer Bar	✓	
<b>+Rear Suspension</b>		<b>Finding/Recommendations</b>
Rear Springs	✓	
Shocks/Struts	✓	
Bearing Plates/Mounts	✓	
<b>Air Conditioning Inspection</b>		<b>Finding/Recommendations</b>
Compressor Operation	✓	
Blower Operation	✓	
Radiator Fan Operation	✓	

Paul Bailey, A Certified Technician has made this inspection; it reflects the car's condition on this day and does not imply a warranty on the items checked. This inspection should only be used as an aid. This inspection does not mean that there were no other problems, but only what we noticed or what appeared at the time of inspection. Certain items may need further inspection to determine the extent of damage and cost.

# Police Replacements: Vehicles





Total Score 13  
Vehicle Ranking Important

Department | Police

### Vehicle Replacement Assessment Form

#### Vehicle Information

**Make** | Ford  
**Model** | Focus  
**Year** | 2008  
**License Plate#** | 1A8Z706  
**Vin#** | 3FAHP07168R248185  
**Vehicle Unit#** | 28

**Vehicle Assigned to** | CID  
**Acquisition Date** | 6/18/2008  
**Current Odometer Reading** | 76,022  
**Current Age of Vehicle** | 14.00  
**Condition** | Good  
**Vehicle Use Type** | Public Safety



#### For Finance Department Use

Fixed Asset Number |  
Acquisition Cost |

Independent Inspection Conducted |

#### Additional Information

Repairs needed but not yet performed, leaking oil and power steering fluid. Cost of these repairs exceed \$1500.

"Condition" Definitions per Kelley Blue Book

889-7265



Mayor Tammy de Weerd

City Council Members:

Luke Cavener  
Ty Palmer  
Treg Barnt

Joe Borton  
Genesis Milam  
Anne Little Roberts

## Fleet Vehicle Assessment Questions

Vehicle ID #: \_\_\_\_\_

Vehicle License Plate #: 1A82706

- 1. Is the vehicle safe to drive today? Yes  No
- 2. Is the vehicle safe to drive in 18 months / 10,000 miles as is with no additional maintenance or repairs performed? Yes  No
- 3. What maintenance issues were identified during the inspection that need to be addressed now? oil change

a. What is the estimated costs of the issue(s)? \$58.98

- 4. What repair issues were identified during the inspection that need to be addressed now? oil Pan & Power Steering Pump leak.

a. What is the estimated costs of the repair(s)? \$1215.67

Continued on next page



5. Any structural rust issues identified? Yes  No   
a. If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Any significant safety concerns identified? Yes  No   
a. If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. How many months / miles are available on the tires? 5k +

8. Any mold issues identified? Yes  No   
a. If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Any safety concerns with interior upholstery, seat belts, door handles, and interior trim? Yes  No   
a. If Yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

	505 N. Main Meridian, ID 83642 (208) 888-3797	  	<b>Invoice # 0071003</b> Date : 4/20/2022  Page 1 of 2
for all your automotive service and repair			

Customer: CITY OF MERIDIAN Address: 33 W BROADWAY AVE City: MERIDIAN, ID 83642 Home: (208) 887-2211 Ext: MAIN# Phone B: (208) 340-2306 Ext: TODD	Vehicle: 2008 FORD FUSION Engine: V6-182 3.0L DOHC VIN: VIN : 3FAHP07188R248185 Prod: 04/08 License: 1A8Z706 Mileage: In 76022 Out	Service Advisor: NICK C
--	--	----------------------------

Fleet Name	Fleet Card	Fleet Coupon PJ
------------	------------	--------------------

Service Requests:  
CITY OF MERIDIAN POLICE DEPARTMENT ANNUAL VEHICLE INSPECTION

Technician	Service Description	Parts	Labor	Job Total
ED	<b>PPI - COMPREHENSIVE VEHICLE INSPECTION:</b> Perform complete vehicle inspection, check brakes, tires, and all fluid levels and fluid condition. Inspect suspension & steering components, instruments & accessories. Inspect air conditioning, heating and cooling operation and components. Visually check drivetrain and overall condition of vehicle.		250.00	250.00
	Discount		-25.00	-25.00

Services Recommended to Customer  
 BRR - REPLACE BATTERY, SERVICE CABLE ENDS:  
 LOF - 5W20 FULL SERVICE OIL CHANGE:  
 EOPGR - REPLACE ENGINE OIL PAN GASKET:  
 PSPP - REPLACE POWER STEERING PUMP:  
 PSFF - PWR STEERING FLUID FLUSH FORD:

Parts Recommended To Customer

1	BATTERY
6	5W20 VALVOLINE OIL
1	DRAIN PLUG GASKET
1	OIL FILTER
1	NEW P/S PUMP
1	PWR STEERING FLUSH FORD

Authorizations	Approval Given To:	Date	Time	Difference	Total Authorized	Method
Approved By: KEITH WATTS Reason		4/20/22	9:15 am	\$240.75	\$240.75	By Phone



Continued

 <p><b>Meridian Automotive</b> Complete Auto Care</p>	<p>505 N. Main Meridian, ID 83642 (208) 888-3797</p> <p>for all your automotive service and repair</p>		<p><b>Invoice # 0071003</b> Date : 4/20/2022</p> <p>Page 2 of 2</p>
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<b>Customer :</b> CITY OF MERIDIAN <b>Address :</b> 33 W BROADWAY AVE <b>City :</b> MERIDIAN, ID 83642 <b>Home :</b> (208) 887-2211 Ext: MAIN# <b>Phone :</b> (208) 340-2306 Ext: TODD	<b>Vehicle :</b> 2008 FORD FUSION <b>Engine :</b> V6-182 3.0L DOHC <b>VIN :</b> VIN : 3FAHP07168R248185 Prod : 04/08 <b>License :</b> 1A8Z706 <b>Mileage :</b> In 76022 Out	<b>Service Advisor:</b> NICK C
--	---	-----------------------------------

Technician	Service Description	Parts	Labor	Job Total
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I hereby authorize the above described repair work to be performed along with necessary labor, parts and materials (the 'Work') and hereby grant Meridian Automotive and its employees permission to operate the above described vehicle (the 'Vehicle') on the streets, highways or elsewhere, as necessary. An express mechanic lien is hereby granted and acknowledged on the Vehicle to secure payment for the Work performed. The Work may qualify for a 36 month / 36,000 mile limited warranty on parts and labor. Please see your authorized Service Consultant for specific details. All warranty repairs must be authorized by Meridian Automotive before being performed. Contact Meridian Automotive at (208) 954-5425 for specific warranty policy details and exclusions.

**Repair Order Notes:**  
READY FOR PICKUP

**Customer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Total: Parts	0.00
Total: Labor	225.00
Sublet	0.00
Shop Supplies	15.75
Subtotal	240.75
Other Fees	0.00
Sales Tax	0.00
<b>Total Invoice</b>	<b>\$240.75</b>
Paid	\$0.00
<b>Total Due</b>	<b>\$240.75</b>
Paid By :	
Pay Ref :	



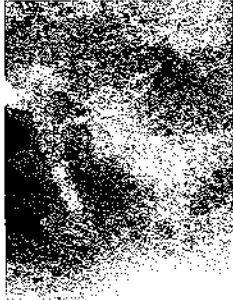




**Meridian Automotive**  
 505 N. Main St  
 Meridian, ID 83642  
 (208) 888-3797  
 meridianautocare.com

Date	4/20/2022	Vehicle	2008 Ford Fusion
Customer	Keith Watts	License Plate	ID 1A8Z706
		Odometer	76,022 mi
Repair Order	0071003	VIN	3FAHP07168R248185

**Comprehensive Vehicle Inspection**

**Priority Recommendations**

Inspection Point	Finding/Recommendations
<b>Becoming Critical: If ignored, these items can lead to additional repairs.</b>	
Battery	Finding: Battery Recommendation: See notes below
<b>Borderline: These items are recommended to increase the life of your vehicle and to lower the cost of ownership</b>	
Wipers	Finding: Wipers-Streaking/worn out Recommendation: Replace wiper blades
Headlamps Clear? No	Finding: Oxidized lenses
Engine Oil Level/Condition	Finding: Engine oil-Level low Recommendation: Perform oil change
Leaks - Engine Oil	Finding: Oil pan gasket- Leaking Level 2 wet Recommendation: Clean affected area, replace oil pan gasket and any other components compromised by oil leak
	  
Power Steering Pump	Finding: Power steering pump leaking Recommendation: Replace power steering pump and flush system
<b>Road Test/Operation</b>	
Customer Concerns Yes	Finding/Recommendations: Vehicle inspection.
<b>Miscellaneous</b>	
Finding/Recommendations	

Last Oil Sticker Info

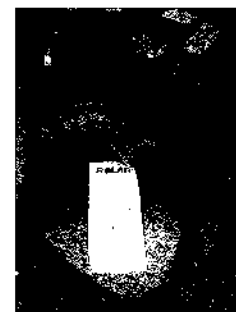


Horn Working OK?	Yes		
All Lights Working?	Yes		License plate lamps inoperative. Front side markers are inoperative.
Test Driven	Yes (2 Miles)		
Dash Indicator Lamps OK?	Yes		
Emergency Brake Operation			

**Underhood** **Finding/Recommendations**

Battery Cables			
Coolant Level/Condition			
Brake Fluid Level/Condition			
Transmission Fluid Level/Condition			
Coolant/Heater Hoses			
Serpentine Belt	2 Qty		
Air Filter			

Notes Battery looks O.E. and is weak.



**Cooling System** **Finding/Recommendations**

Radiator Condition			
Coolant Hoses Condition			

**Starting/Charging System** **Finding/Recommendations**

Alternator Output			14.10
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Tires & Brakes		Finding/Recommendations	
All Tires	9		
Left Front Tire			
Right Front Tire			
Left Rear Tire			
Right Rear Tire			
+Tire Size/Manufacturer/Model			Tires are not removed for brake inspection. Datedv2020 At 40psi
Front Brakes	5 mm		
Rear Brakes (Disc)	5 mm		
Exhaust		Finding/Recommendations	
Exhaust Inspection			
Undercar		Finding/Recommendations	
Steering Components			
Front Suspension			
Rear Suspension			
CV Boots/Axles			
+Steering		Finding/Recommendations	
Rack/Boots			
Power Steering Hoses			
Inner Tie Rod Ends			
Outer Tie Rod Ends			
Notes			Rear valve cover or power steering pump is seeping oil.
+Front Suspension		Finding/Recommendations	
Front Springs			
Shocks/Struts			
Notes			O.E. struts no leaks seen at this time.
+Rear Suspension		Finding/Recommendations	
Rear Springs			
Shocks/Struts			
Notes			O.E. shocks. Jo leaks seen at this time
Check Engine Light		Finding/Recommendations	
Code & Description			Not at this time.
Notes		Finding/Recommendations	
Notes			



---

Erik Dworshak, A Certified Technician has made this inspection; it reflects the car's condition on this day and does not imply a warranty on the items checked. This inspection should only be used as an aid. This inspection does not mean that there were no other problems, but only what we noticed or what appeared at the time of inspection. Certain items may need further inspection to determine the extent of damage and cost.



**Meridian Automotive**  
Complete Auto Care

505 N. Main  
Meridian, ID 83642  
(208) 888-3797

*Estimate*




**Invoice # 0071003**  
Date: 4/20/2022

Page 1 of 2

Customer: CITY OF MERIDIAN Address: 33 W BROADWAY AVE City: MERIDIAN, ID 83642 Home: (208) 887-2211 Ext: MAIN# Phone 6: (208) 340-2306 Ext: TODD	Vehicle: 2008 FORD FUSION Engine: V6-182 3.0L DOHC VIN: VIN : 3FAHP07168R248185 Prod: 04/08 License: 1A8Z706 Mileage: In 76022 Out	Service Advisor: NICK C
--	--	----------------------------

Fleet Name	Fleet Card	Fleet Coupon PD
------------	------------	-----------------

**Service Requests:**  
CITY OF MERIDIAN POLICE DEPARTMENT ANNUAL VEHICLE INSPECTION

Technician	Service Description	Parts	Labor	Job Total	
ED	<b>PPI - COMPREHENSIVE VEHICLE INSPECTION:</b> Perform complete vehicle inspection, check brakes, tires, and all fluid levels and fluid condition. Inspect suspension & steering components, instruments & accessories. Inspect air conditioning, heating and cooling operation and components. Visually check drivetrain and overall condition of vehicle.		250.00	250.00	
ED	<b>BRR - REPLACE BATTERY, SERVICE CABLE ENDS:</b> Install a new sealed battery, clean terminals, add anti-corrosion compound to terminals.		173.79	40.64	214.43
	BATTERY	173.79	1	173.79	
ED	<b>LOF - 5W20 FULL SERVICE OIL CHANGE:</b> Perform a full service oil change. This service includes drain & refilling of the engine oil with factory specified oil. Remove and replace the oil filter. Lubricate any grease fittings in the chassis and driveline. Inspect and top off fluids under the hood. Check and set tire pressures. Reset maintenance reminder light if equipped. Perform a Safety inspection if a 24PT inspection was not performed.		45.88	13.10	58.98
	5W20 VALVOLINE OIL	5.49	6	32.94	
	DISPOSAL FEE	0.65	6	3.90	
	DRAIN PLUG GASKET	1.99	1	1.99	
	OIL FILTER	7.05	1	7.05	
ED	<b>EQPGR - REPLACE ENGINE OIL PAN GASKET:</b> Remove engine oil pan, clean gasket surfaces and oil pan, reinstall with new premium quality gaskets, replace oil, inspect for leaks.		502.05	502.05	
ED	<b>PSPR - REPLACE POWER STEERING PUMP:</b> Remove and install a premium quality replacement power steering pump, inspect drive belt and power steering hoses, inspect for leaks.		277.79	292.62	570.41
	NEW P/S PUMP	277.79	1	277.79	
ED	<b>PSFF - PWR STEERING FLUID FLUSH FORD:</b> Meridian Automotive's Power Steering Fluid Flush is your ideal solution for steering maintenance. The features to flushing your power steering system is it Replaces degraded power steering fluid, Dissolves power steering deposits, Softens and conditions brittle seals, and Removes accumulated contaminants. The benefits to flushing your steering system: Eliminated steering squeal, Corrected jerky or hard steering, Long steering component life.		53.52	89.69	143.21
	PWR STEERING FLUSH FORD	50.30	1	50.30	
	HAZARDOUS FFL:	3.22	1	3.22	
	Discount			-56.51 -121.33 -177.84	



Continued



 <p><b>Meridian Automotive</b> Complete Auto Care</p>	<p>505 N. Main Meridian, ID 83642 (208) 888-3797</p> <p><i>for all your automotive service and repair</i></p>	  	<p><b>Invoice # 0071003</b> Date : 4/20/2022</p> <p>Page 2 of 2</p>
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<b>Customer:</b> CITY OF MERIDIAN <b>Address:</b> 33 W BROADWAY AVE <b>City:</b> MERIDIAN, ID 83642 <b>Home:</b> (208) 887-2211 Ext: MAIN# <b>Phone B:</b> (208) 340-2306 Ext: TODD	<b>Vehicle:</b> 2008 FORD FUSION <b>Engine:</b> V6-182 3.0L DOHC <b>VIN:</b> VIN : 3FAHP07168R248185 Prod : 04/08 <b>License:</b> 1A8Z706 <b>Mileage:</b> In 76022 Out	<b>Service Advisor:</b> NICK C
---	--	-----------------------------------

Technician	Service Description	Parts	Labor	Job Total
------------	---------------------	-------	-------	-----------

Authorizations							
Approved By:	Approval Given To:	Date	Time	Difference	Total Authorized	Method	
KEITH WATTS		4/20/22	9:16 am	\$240.78	\$240.75	By Phone	
Reason:							

I hereby authorize the above described repair work to be performed along with necessary labor, parts and materials (the 'Work') and hereby grant Meridian Automotive and its employees permission to operate the above described vehicle (the 'Vehicle') on the streets, highways or elsewhere, as necessary. An express mechanics lien is hereby granted and acknowledged on the Vehicle to secure payment for the Work performed. The Work may qualify for a 36 month / 35,000 mile limited warranty on parts and labor. Please see your authorized Service Consultant for specific details. All warranty repairs must be authorized by Meridian Automotive before being performed. Contact Meridian Automotive at (208) 954-5425 for specific warranty policy details and exclusions.

Total Parts	494.47
Total Labor	1,066.77
Sublet	0.00
Shop Supplies	58.69
Subtotal	1,619.93
Other Fees	0.00
Sales Tax	0.00
<b>Total Invoice</b>	<b>\$1,619.93</b>
Paid	\$0.00
<b>Total Due</b>	<b>\$1,619.93</b>
Paid By:	
Pay Ref:	

**Repair Order Notes:**  
DUE TODAY

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_





**Total Score** 8  
**Vehicle Ranking** Favorable

Department | Police

Vehicle Replacement Assessment Form

Vehicle Information

**Make** Ford  
**Model** 2008  
**Year** Econoline Van  
**License Plate#** 149ACW  
**Vin#** 1FTNS24L98DB55828  
**Vehicle Unit#** 29

**Vehicle Assigned to** CID / Evidence  
**Acquisition Date** 09/03/2008  
**Current Odometer Reading** 5,586  
**Current Age of Vehicle** 14.00  
**Condition** Excellent  
**Vehicle Use Type** Critical



For Finance Department Use

Fixed Asset Number |  
 Acquisition Cost |

Independent Inspection Conducted |

Additional Information

We would like to transfer this vehicle to public works. This proposal has been discussed with Public Works and this van meets their needs in the Facilities Maintenance Division. It will suit their needs and our needs would be better suited with all the evidence equipment in a trailer and then replacing this vehicle with a small SUV that can be driven more often. Currently the van is not used for anything other than responding to crime scenes because it houses crime scene equipment and it must be at the PD ready to respond. If we put all this equipment in a trailer it can be pulled by many of our department vehicles and the trailer will always be at the ready while a smaller more maneuverable vehicle will get used more often by our evidence staff. It will be able to be driven for evidence pickups, State Laboratory deliveries, out of office training, meetings, and call responses that do not require the full crime scene response. Housing the crime scene equipment in a trailer and having a smaller response vehicle will also increase our ability to respond to multiple crime scenes and continue daily operations as well.

"Condition" Definitions per Kelley Blue Book



Total Score 14  
Vehicle Ranking Critical

Department | Police

### Vehicle Replacement Assessment Form

#### Vehicle Information

**Make** | 2010  
**Model** | Ford  
**Year** | Ranger  
**License Plate#** | 1A 450NZ  
**Vin#** | 1FTLR4FE1APA05228  
**Vehicle Unit#** | 46

**Vehicle Assigned to** | Detectives  
**Acquisition Date** | 03/02/2011  
**Current Odometer Reading** | 114,079  
**Current Age of Vehicle** | 12.00  
**Condition** | Good  
**Vehicle Use Type** | Public Safety



#### For Finance Department Use

Fixed Asset Number |  
Acquisition Cost |

Independent Inspection Conducted |

#### Additional Information

"Condition" Definitions per Kelley Blue Book



Mayor: Tammy de Weerd

City Council Members:

Luke Caverer  
Ty Palmer  
Treg Bernt

Joe Borton  
Genesis Milam  
Anne Little Roberts

## Fleet Vehicle Assessment Questions

Vehicle ID #: \_\_\_\_\_


Vehicle License Plate #: 1A460NZ

1. Is the vehicle safe to drive today? Yes  No
2. Is the vehicle safe to drive in 18 months / 10,000 miles as is with no additional maintenance or repairs performed? Yes  No
3. What maintenance issues were identified during the inspection that need to be addressed now? None

a. What is the estimated costs of the issue(s)? 0

4. What repair issues were identified during the inspection that need to be addressed now? Front Axle Seal Replacement

a. What is the estimated costs of the repair(s)? \$358.33

Continued on next page 

5. Any structural rust issues identified? Yes

No

a. If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

6. Any significant safety concerns identified? Yes

No

a. If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

7. How many months / miles are available on the tires? 5k +

8. Any mold issues identified? Yes

No

a. If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

9. Any safety concerns with interior upholstery, seat belts, door handles, and interior trim? Yes

No

a. If Yes, please explain: \_\_\_\_\_

\_\_\_\_\_

 <p><b>Meridian Automotive</b> Complete Auto Care</p>	<p>505 N. Main Meridian, ID 83642 (208) 888-3797</p> <p>for all your automotive service and repair</p>	 <p><b>Meridian</b> Approved Auto Repair</p>
		<p><b>Invoice # 0071017</b> Date: 4/21/2022</p> <p>Page 1 of 1</p>

<b>Customer:</b> CITY OF MERIDIAN <b>Address:</b> 33 W BROADWAY AVE <b>City:</b> MERIDIAN, ID 83642 <b>Home:</b> (208) 887-2211 Ext: MAIN# <b>Phone 6:</b> (208) 340-2306 Ext: TODD	<b>Vehicle:</b> 2010 FORD RANGER PICKUP <b>Engine:</b> V6-245 4.0L SOHC <b>VIN:</b> VIN: 1FTLR4FE1APA05228 Prod: <b>License:</b> 1A450NZ <b>Mileage:</b> In 114268 Out PO# 1A450NZ	<b>Service Advisor:</b> HANNAH S
---	--	-------------------------------------

**Service Requests:**  
VEHICLE INSPECTION FOR CITY OF MERIDIAN

Technician	Service Description	Parts	Labor	Job Total
PB	<b>PPI - COMPREHENSIVE VEHICLE INSPECTION:</b> Perform complete vehicle inspection, check brakes, tires, and all fluid levels and fluid condition. Inspect suspension & steering components, instruments & accessories. Inspect air conditioning, heating and cooling operation and components. Visually check drivetrain and overall condition of vehicle.		250.00	250.00
	Discount		-19.02	-19.02

**Services Recommended to Customer**  
ASFR - FRONT AXLE SEAL REPLACE:

**Parts Recommended To Customer**

1	FRONT AXLE SEAL
5	80W90 GEAR OIL

*Handwritten notes:*  
 UNIT # 46  
 Finance's required pre-replacement inspection

<p>I hereby authorize the above described repair work to be performed along with necessary labor, parts and materials (the 'Work') and hereby grant Meridian Automotive and its employees permission to operate the above described vehicle (the 'Vehicle') on the streets, highways or elsewhere, as necessary. An express mechanics lien is hereby granted and acknowledged on the Vehicle to secure payment for the work performed. The Work may qualify for a 36 month / 36,000 mile limited warranty on parts and labor. Please see your authorized Service Consultant for specific details. All warranty repairs must be authorized by Meridian Automotive before being performed. Contact Meridian Automotive at (208) 954-5425 for specific warranty policy details and exclusions.</p>	<table style="width:100%;"> <tr><td>Total Parts</td><td style="text-align: right;">0.00</td></tr> <tr><td>Total Labor</td><td style="text-align: right;">230.98</td></tr> <tr><td>Sublet</td><td style="text-align: right;">0.00</td></tr> <tr><td>Shop Supplies</td><td style="text-align: right;">16.17</td></tr> <tr><td>Subtotal</td><td style="text-align: right;">247.15</td></tr> <tr><td>Other Fees</td><td style="text-align: right;">0.00</td></tr> <tr><td>Sales Tax</td><td style="text-align: right;">0.00</td></tr> <tr><td><b>Total Invoice</b></td><td style="text-align: right;"><b>\$247.15</b></td></tr> <tr><td>Paid</td><td style="text-align: right;">\$0.00</td></tr> <tr><td><b>Total Due</b></td><td style="text-align: right;"><b>\$247.15</b></td></tr> <tr><td>Paid By:</td><td></td></tr> <tr><td>Pay Ref:</td><td></td></tr> </table>	Total Parts	0.00	Total Labor	230.98	Sublet	0.00	Shop Supplies	16.17	Subtotal	247.15	Other Fees	0.00	Sales Tax	0.00	<b>Total Invoice</b>	<b>\$247.15</b>	Paid	\$0.00	<b>Total Due</b>	<b>\$247.15</b>	Paid By:		Pay Ref:	
Total Parts	0.00																								
Total Labor	230.98																								
Sublet	0.00																								
Shop Supplies	16.17																								
Subtotal	247.15																								
Other Fees	0.00																								
Sales Tax	0.00																								
<b>Total Invoice</b>	<b>\$247.15</b>																								
Paid	\$0.00																								
<b>Total Due</b>	<b>\$247.15</b>																								
Paid By:																									
Pay Ref:																									
<p><b>Repair Order Notes:</b></p>																									
<p>Customer Signature: _____ Date: _____</p>																									





**Meridian Automotive**  
Complete Auto Care

505 N. Main  
Meridian, ID 83642  
(208) 888-3797



Approved Auto Repair

*ESTIMATE*

Invoice # 0071017  
Date : 4/21/2022

Page 1 of 1

Customer: CITY OF MERIDIAN	Vehicle: 2010 FORD RANGER PICKUP	Service Advisor: HANNAH S
Address: 33 W BROADWAY AVE	Engine: V6-245 4.0L SOHC	
City: MERIDIAN, ID 83642	VIN: VIN : 1FTLR4FE1APA05228 Prod :	
Home: (208) 887-2211 Ext: MAIN#	License: 1A450NZ	
Phone 6: (208) 340-2306 Ext: TODD	Mileage: In 114268 Out PO# 1A450NZ	

**Service Requests:**  
VEHICLE INSPECTION FOR CITY OF MERIDIAN

Technician	Service Description	Parts	Labor	Job Total
PB	<b>PPI - COMPREHENSIVE VEHICLE INSPECTION:</b> Perform complete vehicle inspection, check brakes, tires, and all fluid levels and fluid condition. Inspect suspension & steering components, instruments & accessories. Inspect air conditioning, heating and cooling operation and components. Visually check drivetrain and overall condition of vehicle.		190.20	190.20
PB	<b>ASFR - FRONT AXLE SEAL REPLACE:</b> Remove all parts needed to access a front axle seal. Remove and replace the seal and reassemble all removed parts.	129.24	234.09	363.33
	FRONT AXLE SEAL		69.29	
	80W90 GEAR OIL		54.95	
	DISPOSAL FEE		5.00	
	Discount		-12.92	-56.35

I hereby authorize the above described repair work to be performed along with necessary labor, parts and materials (the 'Work') and hereby grant Meridian Automotive and its employees permission to operate the above described vehicle (the 'Vehicle') on the streets, highways or elsewhere, as necessary. An express mechanics lien is hereby granted and acknowledged on the Vehicle to secure payment for the Work performed. The Work may qualify for a 36 month / 36,000 mile limited warranty on parts and labor. Please see your authorized Service Consultant for specific details. All warranty repairs must be authorized by Meridian Automotive before being performed. Contact Meridian Automotive at (208) 954-5425 for specific warranty policy details and exclusions.

Repair Order Notes:

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Total Parts	116.32
Total Labor	381.86
Sublet	0.00
Shop Supplies	34.52
Subtotal	532.70
Other Fees	0.00
Sales Tax	0.00
<b>Total Invoice</b>	<b>\$532.70</b>
Paid	\$0.00
<b>Total Due</b>	<b>\$532.70</b>
Paid By :	
Pay Ref :	





**Meridian Automotive**  
 505 N. Main St  
 Meridian, ID 83642  
 (208) 888-3797  
 meridianautocare.com

Date	4/21/2022	Vehicle	2010 Ford Ranger
Customer	Keith Watts	License Plate	ID 1A450NZ
		Odometer	114,268 mi
Repair Order	0071017	VIN	1FTLR4FE1APA05228

**Comprehensive Vehicle Inspection**

Road Test/Operation		Finding/Recommendations
Customer Concerns	Yes	✓
Miscellaneous		Finding/Recommendations
Wipers		✓
Horn Working OK?	Yes	✓
All Lights Working?	Yes	✓
Headlamps Clear?	Yes	✓
Test Driven	Yes (2 Miles)	✓
Dash Indicator Lamps OK?	Yes	✓
Emergency Brake Operation		✓
Underhood		Finding/Recommendations
Battery		✓
Battery Cables		✓
Drive Bolts		✓
Engine Oil Level/Condition		✓
Coolant Level/Condition		✓
Brake Fluid Level/Condition		✓
Power Steering Fluid Level/Condition		✓
Transmission Fluid Level/Condition		✓
Radiator		✓
Coolant/Heater Hoses		✓
Serpentine Belt		✓
Air Filter		✓
Cooling System		Finding/Recommendations
Coolant System Leaks Found	Yes	✓



Temp Gauge Operations		✓	
Radiator Condition		✓	
Coolant Hoses Condition		✓	
<b>Tires &amp; Brakes</b>			<b>Finding/Recommendations</b>
All Tires		✓	
Left Front Tire	5 /32nds	✓	
Right Front Tire	5 /32nds	✓	
Left Rear Tire	5 /32nds	✓	
Right Rear Tire	5 /32nds	✓	
Spare Tire		✓	
Front Brakes	10 mm	✓	
Rear Brakes (Disc)	10 mm	✓	
<b>Exhaust</b>			<b>Finding/Recommendations</b>
Exhaust Inspection		✓	
<b>Undercar</b>			<b>Finding/Recommendations</b>
Steering Components		✓	
Front Suspension		✓	
Rear Suspension		✓	
CV Boots/Axles		✓	
Leaks - Engine Oil		✓	
Leaks - Cooling System		✓	
Leaks - Power Steering		✓	
Leaks - Transmission		✓	
Leaks - Diff/Axles		✓	
Leaks - Axles		⊗	<b>Finding:</b> Drivers front axle seal - Leaking <b>Recommendation:</b> Replace front axle seal
Leaks - Transfer case		✓	
Leaks - Front differential		✓	
Leaks - Rear differential		✓	
Engine Mounts		✓	
Transmission Mounts		✓	
Transfer Case Level/Condition		✓	
Front Differential Level/Condition		✓	
Rear Differential Level/Condition		✓	
<b>Steering</b>			<b>Finding/Recommendations</b>

Rack/Boots	Pass
Power Steering Hoses	Pass
Power Steering Pump	Pass
Steering Linkage	Pass
Inner Tie Rod Ends	Pass
Outer Tie Rod Ends	Pass
<b>Front Suspension</b>	<b>Finding/Recommendations</b>
Front Springs	Pass
Lower Control Arm Bushings	Pass
Upper Control Arm Bushings	Pass
Upper Ball Joints	Pass
Lower Ball Joints	Pass
Shocks/Struts	Pass
Bearing Plates/Mounts	Pass
Stabilizer Bar	Pass
<b>Rear Suspension</b>	<b>Finding/Recommendations</b>
Rear Springs	Pass
Shocks/Struts	Pass
Bearing Plates/Mounts	Pass
<b>Air Conditioning Inspection</b>	<b>Finding/Recommendations</b>
Compressor Operation	Pass
Blower Operation	Pass
Radiator Fan Operation	Pass

Paul Bailey, A Certified Technician has made this inspection; it reflects the car's condition on this day and does not imply a warranty on the items checked. This inspection should only be used as an aid. This inspection does not mean that there were no other problems, but only what we noticed or what appeared at the time of inspection. Certain items may need further inspection to determine the extent of damage and cost.



**Total Score** 11  
**Vehicle Ranking** Important

Department | Police

Vehicle Replacement Assessment Form

Vehicle Information

**Make** Ford  
**Model** 2017  
**Year** Explorer PPV  
**License Plate#** P1415  
**Vin#** 1FM5K8AR6HGA37287  
**Vehicle Unit#** 156

**Vehicle Assigned to** Patrol  
**Acquisition Date** 06/23/2016  
**Current Odometer Reading** 112,046  
**Current Age of Vehicle** 5.00  
**Condition** Fair  
**Vehicle Use Type** Public Safety



For Finance Department Use

Fixed Asset Number |  
 Acquisition Cost |

Independent Inspection Conducted |

Additional Information

This vehicle will have over 125K miles on it and will have been used for 6 years by the time it is replaced.

"Condition" Definitions per Kelley Blue Book



**Total Score** 11  
**Vehicle Ranking** Important

Department | Police

Vehicle Replacement Assessment Form

Vehicle Information

**Make** Ford  
**Model** 2017  
**Year** Explorer PPV  
**License Plate#** P1726  
**Vin#** 1FM5K8AR9HGB71887  
**Vehicle Unit#** 157

**Vehicle Assigned to** Patrol  
**Acquisition Date** 01/12/2017  
**Current Odometer Reading** 101,018  
**Current Age of Vehicle** 5.00  
**Condition** Fair  
**Vehicle Use Type** Public Safety



For Finance Department Use

Fixed Asset Number |  
 Acquisition Cost |

Independent Inspection Conducted |

Additional Information

This vehicle will have at least 115K miles on it and will have been used for 6 years by the time it is replaced.

"Condition" Definitions per Kelley Blue Book



Total Score 12  
Vehicle Ranking Important

Department | Police

Vehicle Replacement Assessment Form

Vehicle Information

Make | Ford  
Model | 2017  
Year | Explorer PPV  
License Plate# | P1541  
Vin# | 1FM5K8AR7HGB83231  
Vehicle Unit# | 159

Vehicle Assigned to | Patrol  
Acquisition Date | 02/15/2017  
Current Odometer Reading | 103,460  
Current Age of Vehicle | 5.50  
Condition | Fair  
Vehicle Use Type | Public Safety



For Finance Department Use

Fixed Asset Number |  
Acquisition Cost |

Independent Inspection Conducted |

Additional Information

This vehicle will have at least 115K miles on it and will have been used for 6 years by the time it is replaced.

"Condition" Definitions per Kelley Blue Book



**Total Score** 12  
**Vehicle Ranking** Important

Department | Police

Vehicle Replacement Assessment Form

Vehicle Information

**Make** Ford  
**Model** 2017  
**Year** Explorer PPV  
**License Plate#** P1736  
**Vin#** 1FM5K8AR0HGB83233  
**Vehicle Unit#** 162

**Vehicle Assigned to** Patrol  
**Acquisition Date** 02/15/2017  
**Current Odometer Reading** 101,940  
**Current Age of Vehicle** 5.50  
**Condition** Fair  
**Vehicle Use Type** Public Safety



For Finance Department Use

Fixed Asset Number |  
 Acquisition Cost |

Independent Inspection Conducted |

Additional Information

This vehicle will have at least 115K miles on it and will have been used for 6 years by the time it is replaced.

"Condition" Definitions per Kelley Blue Book



Total Score 11  
Vehicle Ranking Important

Department | Police

Vehicle Replacement Assessment Form

Vehicle Information

Make | Ford  
Model | 2017  
Year | Explorer PPV  
License Plate# | P1735  
Vin# | 1FM5K8AR2HGB83234  
Vehicle Unit# | 163

Vehicle Assigned to | Patrol  
Acquisition Date | 02/15/2017  
Current Odometer Reading | 99,772  
Current Age of Vehicle | 5.50  
Condition | Fair  
Vehicle Use Type | Public Safety



For Finance Department Use

Fixed Asset Number |  
Acquisition Cost |

Independent Inspection Conducted |

Additional Information

This vehicle will have at least 115K miles on it and will have been used for 6 years by the time it is replaced.

"Condition" Definitions per Kelley Blue Book



**Total Score** 11  
**Vehicle Ranking** Important

Department | Police

Vehicle Replacement Assessment Form

Vehicle Information

**Make** Ford  
**Model** 2017  
**Year** Explorer PPV  
**License Plate#** P1738  
**Vin#** 1FM5K8AR4HGB83235  
**Vehicle Unit#** 164

**Vehicle Assigned to** Patrol  
**Acquisition Date** 02/15/2017  
**Current Odometer Reading** 89,302  
**Current Age of Vehicle** 5.50  
**Condition** Fair  
**Vehicle Use Type** Public Safety



For Finance Department Use

Fixed Asset Number |  
 Acquisition Cost |

Independent Inspection Conducted |

Additional Information

This vehicle will have at least 105K miles on it and will have been used for over 6 years by the time it is replaced.

"Condition" Definitions per Kelley Blue Book





**Total Score** 12  
**Vehicle Ranking** Important

Department | Police

Vehicle Replacement Assessment Form

Vehicle Information

**Make** Ford  
**Model** 2017  
**Year** Explorer PPV  
**License Plate#** P1745  
**Vin#** 1FM5K8AR5HGB83230  
**Vehicle Unit#** 166

**Vehicle Assigned to** Patrol  
**Acquisition Date** 02/21/2017  
**Current Odometer Reading** 108,929  
**Current Age of Vehicle** 5.50  
**Condition** Fair  
**Vehicle Use Type** Public Safety



For Finance Department Use

Fixed Asset Number |  
 Acquisition Cost |

Independent Inspection Conducted |

Additional Information

This vehicle will have at least 115K miles on it and will have been used for over 6 years by the time it is replaced.

"Condition" Definitions per Kelley Blue Book



Total Score 12  
Vehicle Ranking Important

Department | Police

Vehicle Replacement Assessment Form

Vehicle Information

Make | Ford  
Model | 2017  
Year | Explorer PPV  
License Plate# | P1746  
Vin# | 1FM5K8AR6HGB83236  
Vehicle Unit# | 167

Vehicle Assigned to | Patrol  
Acquisition Date | 03/17/2017  
Current Odometer Reading | 103,157  
Current Age of Vehicle | 5.50  
Condition | Fair  
Vehicle Use Type | Public Safety



For Finance Department Use

Fixed Asset Number |  
Acquisition Cost |

Independent Inspection Conducted |

Additional Information

This vehicle will have at least 115K miles on it and will have been used for over 6 years by the time it is replaced.

"Condition" Definitions per Kelley Blue Book



Department | Police

**Total Score** 8  
**Vehicle Ranking** Favorable

Vehicle Replacement Assessment Form

Vehicle Information

**Make** | Honda  
**Model** | 2015  
**Year** | ST1300  
**License Plate#** | M898  
**Vin#** | JH2SC5157FK300100  
**Vehicle Unit#** | 526

**Vehicle Assigned to** | Traffic  
**Acquisition Date** | 01/26/2017  
**Current Odometer Reading** | 35,140  
**Current Age of Vehicle** | 5.00  
**Condition** | Fair  
**Vehicle Use Type** | Public Safety



For Finance Department Use

Fixed Asset Number |  
 Acquisition Cost |

Independent Inspection Conducted |

Additional Information

The maintenance on this motorcycle was over \$5700.00 in 2021 and we learned from previous Hondas that this substantially increases with age and miles. Eventually one repair cost will exceed the value of the bike. This motor will likely have at least 10K more miles on it by FY23. We want to replace it before it breaks down completely in attempt to keep a traffic officer on the road.

"Condition" Definitions per Kelley Blue Book

# Fire Replacements: Vehicles





Total Score 18  
Vehicle Ranking Critical

Department | Fire

### Vehicle Replacement Assessment Form

#### Vehicle Information

**Make** | Pierce  
**Model** | Dash  
**Year** | 2000  
**License Plate#** | MFD009  
**Vin#** | 4P1CT02S252YA000923  
**Vehicle Unit#** | E-37

**Vehicle Assigned to** | Fire  
**Acquisition Date** | 2000  
**Current Odometer Reading** | 207,483  
**Current Age of Vehicle** | 21.00  
**Condition** | Fair  
**Vehicle Use Type** | Public Safety



#### For Finance Department Use

Fixed Asset Number |  
Acquisition Cost |

Independent Inspection Conducted |

#### Additional Information

"Condition" Definitions per Kelley Blue Book

- Excellent Looks new and is in excellent mechanical condition
- Very Good Has minor cosmetic defects and is in excellent mechanical condition
- Good Has some repairable cosmetic defects and is free of major mechanical problems
- Fair Has some cosmetic defects that require repairing and/or replacing
- Poor Kelley Blue Book does not provide prices for cars in poor condition

**"Vehicle Use Type" Definitions**

- Limited The vehicle is not necessary to perform daily operational tasks or mission critical activities.
- Service Vehicle is primarily used for day to day operational activities
- Critical Vehicle is primarily used for mission critical activities.
- Public Safety First responders / on-Call.

**Assessment Score Card**

	Points	Min. Pts.	Max. Pts.
Age of Vehicle 21.00	5	0	5
Miles of Vehicle 207,483	6	0	5
Vehicle Use Type Public Safe <input type="button" value="v"/>	4	1	4
Condition of Vehicle Fair <input type="button" value="v"/>	3	0	5

**Vehicle Ranking Definitions**

- Critical Needs immediate review and attention. Replacement highly recommended. 13.3
- Important Replacement should be considered. 9.5
- Favorable Replacement may be considered. 5.7
- Good Vehicle is in good working order and should not be considered for replacement.

**Vehicle Assessment Process**

- Department will complete Vehicle Replacement Assessment Form
- Department will submit form to Finance along with G100 Form during Budget Process
- Department will schedule independent vehicle assessment with Meridian Automotive
- Finance will obtain independent vehicle assessment from Meridian Automotive and attach to corresponding Vehicle Assessment Form
- Finance will deliver copy of independent vehicle assessment form to respective departments



## Definitions

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1. **Accounts Payable (A/P)**
  - a. An account within the general ledger that represents a company's obligation to pay off a short-term debt to its creditors or suppliers.
  - b. Division that is responsible for making payments owed by the company to suppliers and other creditors.
2. **Accounts Receivable (A/R)**
  - a. Accounts receivable is a legally enforceable claim for payment held by a business against its customer/clients for goods supplied and/or services rendered in execution of the customer's order.
3. **Accounting System**
  - a. See Financial Accounting System
4. **Automatic Clearing House (ACH)**
  - a. An electronic network for financial transactions in the United States.
5. **Appeal**
  - a. An objection to a specification, process, procedure or award.
6. **Arbitrage**
  - a. The simultaneous buying and selling of securities, currency, or commodities in different markets or in derivative forms in order to take advantage of differing prices for the same asset.
  - b. Arbitrage is the interest earned on the investment of the bond proceeds above the interest paid on debt.
7. **Asset Disposal Form**
  - a. An internal City of Meridian form utilized to request the approval to dispose of City owned inventory.
8. **Asset Tag**
  - a. An internal City of Meridian identification tag affixed to City owned property for the management and tracking of inventory.
9. **Award**
  - a. The City's acceptance and approval of a bid or proposal.
10. **Bad Debt**
  - a. Payment for actual costs incurred on any given accounts receivable that is deemed uncollectible.
11. **Bid**
  - a. A competitive price offer submitted by a prospective vendor in response to a formal or informal invitation issued by the City.
12. **Bid Documents**
  - a. Formal and Semi-Formal:
    - i. A set of documents, made available to bidders that may include an invitation to bid, instructions to bidders, bid form, general conditions, supplemental general conditions, special provisions, technical specifications, drawings, or other information necessary to adequately convey the characteristics of the item or service being sought.
13. **Budget**
  - a. The budget is a document that informs and educates the public and elected officials about the City's structure, achievements, challenges and direction.
  - b. A budget document should ideally be a policy document, an operations guide, a financial plan and a communication device.
14. **Budget Basis**
  - a. The City of Meridian uses a combination of line item budgeting, program based budgeting, incremental, project based, and zero-based budgeting.
15. **Budget Calendar**
  - a. The budget calendar will provide the annual due dates for specified budget items for the annual budget process.
  - b. The Finance department will be responsible for the development and distribution of the annual budget calendar to all employees.
16. **Capital Improvement Plan (CIP)**
  - a. A capital improvement plan is a short-range plan, usually ten years long, which identifies capital projects and equipment purchases, provides a planning schedule, and identifies options for financing the plan.



## Definitions

### 17. Capital Infrastructure

- a. The physical components of interrelated systems providing commodities and services essential to enable, sustain, or enhance societal living conditions

### 18. Capital Investment

- a. A capital expense should be a major, nonrecurring budget item that results in a fixed asset with an anticipated life of at least three years.
- b. Capital investments eligible for inclusion into the CIP must have a minimum cost of \$25,000.

### 19. Capital Lease

- a. That transfers substantially all the benefits and risks inherent in the ownership of property to the City. A lease must meet one or more of the following four criteria to qualify as a capital lease:
  - i. Ownership of the leased property is transferred to the state by the end of the lease term; or
  - ii. The lease contains a bargain purchase option; or
  - iii. The lease term is equal to 75 percent or more of the estimated useful life of the leased property; or
  - iv. If, at the inception of the lease, the present value of the future minimum lease payments, excluding executory costs (usually insurance, maintenance, and taxes paid in connection with the leased property, including any profit thereof) is 90 percent or more of the fair value of the leased property.

### 20. Capital Outlay

- a. Is the outlay of funds for capital equipment purchases over a certain dollar threshold amount and useful life that have been approved through the budget process by Council.

### 21. Cash Receipts

- a. Receipt of coin, currency, checks, warrants, money orders, cashier checks, or EFT wire transfers.

### 22. Change Order (CO)

- a. A written alteration that is issued to modify a Contract or Purchase Order. A bilateral request that directs the Contractor to make changes to the contracted Scope of Work or Specifications. The modification may include time and/or costs changes. In reference to construction contracts, it relates primarily to changes caused by unanticipated conditions encountered during construction not covered by the drawings, plans, or Specifications of the project.

### 23. Community Development Departments

- a. Community Development Administration (1900)
- b. Planning Department (1910)
- c. Economic Development (1930)
- d. Building Department (1940)

### 24. Comprehensive Financial Plan (CFP)

- a. A comprehensive financial plan is both a short-term and long-term guide for capital, operating, and personnel expenditures.
- b. The CFP includes a list of capital (obtained from CIP), operating, and personnel requests that a City and its community envisions for the future, and a plan that integrates timing of expenditures with the City's annual budget.
- c. The CFP identifies future needs that will benefit the City and its community.
- d. The CFP also indicates the priorities assigned to each requests and presents a target construction/implementation schedule.

### 25. Construction in Progress

- a. A long-term capital asset that records costs associated directly with the building of the asset. Once the capital asset is substantially complete, the capital asset is recognized by the City as a fixed asset.

### 26. Consultant

- a. A person or firm that possesses unique qualifications that allow them to perform specialized advisory services usually for a fee. Serves in an advisory capacity.

### 27. Contract

- a. Contract types include, Professional Services Agreements, Master Agreements, Task Orders, Contracted Services Agreements and Purchase Orders.

### 28. Contracted Services

- a. Janitorial services, landscape services etc.





## Definitions

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- 29. **Contractor**
  - a. An individual or firm who has been awarded a contract to provide goods and/or services to the City.
- 30. **Delinquent Account**
  - a. Are accounts that are 90 days or more past the date payment was due.
- 31. **Disbursement**
  - a. The payment of money from a fund.
- 32. **Discretionary Revenues**
  - a. Revenues available to the City after all personnel and operating expenses have been accounted for.
- 33. **Electronic Funds Transfer (EFT)**
  - a. a system of transferring money from one bank account directly to another without any paper money changing hands.
- 34. **Emergency Purchase**
  - a. A purchase made without a solicitation to safeguard life, health or property in response to a disaster, public calamity, or other unforeseen situation. Emergency purchases MUST be approved by Council.
- 35. **Financial Accounting System**
  - a. Is a computer program that assists bookkeepers and accountants in recording and reporting a firm's financial transactions.
    - i. Currently the City uses a program called ABILA MIP Fund Accounting (as of Dec. 2018).
- 36. **Fiscal Year**
  - a. The City follows [State Code Section : 50-1001 "Fiscal Year"](#) to establish the beginning and ending of a fiscal year.
  - b. The City begins its annual fiscal year on October 1st.
- 37. **Fixed Assets**
  - a. Tangible (also known as property, plant, and equipment (PP&E) ) or intangible property item of a relatively permanent nature (useful life of at least 3 years) of significant value used in conducting the City's activities.
  - b. Assets are capitalized when it is determined that the costs provide probable future benefits.
  - c. The full acquisition cost, including directly related expenses (i.e. freight, handling fees, installation charges, etc.) must meet the current minimum threshold set by Finance and approved by Council.
    - i. Types of fixed assets:
      - 1. Land, buildings, machinery, furniture, equipment, software, improvements, water and sewer lines, wells and easements.
      - ii. Capitalization Thresholds (see [Fixed Asset Capitalization Status](#))
- 38. **Full Accrual Accounting Basis**
  - a. An accounting system which incorporates accrual accounting with expense basis and periodic allocation of expenses between accounts. Accrual accounting recognizes assets and liabilities at the time they are accrued and not at the time payment changes hands.
- 39. **Full Cost Recovery**
  - a. 100% of all costs associated with a service will be collected from users of said services via a user fee.
- 40. **Generally Accepted Accounting Principles (GAAP)**
  - a. GAAP is a common set of accounting principles, standards and procedures that companies must follow when they compile their financial statements.
- 41. **Governmental Accounting Standards Board (GASB)**
  - a. GASB is the source of generally accepted accounting principles (GAAP) used by state and local governments in the United States.
  - b. As with most of the entities involved in creating GAAP in the United States, it is a private, non-governmental organization.
- 42. **Grant Committee**
  - a. Select employees under the direction of the Grant Committee Administrator (Finance employee) to provide oversight and coordination for all potential grant submissions and to ensure that all relevant personnel are made aware of award notices in a timely manner.
    - i. For more information on the [Grant Committee, please click link.](#)



## Definitions

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- 43. **Idaho Code (I.C.)**
  - a. Legal code of Idaho found in the Idaho State Statutes. (This policy refers to several Idaho Statutes. See Appendix A for a list of all statutes that impact public purchasing).
- 44. **Incremental Based Budgeting**
  - a. A budget prepared using a previous year's budget or actual performance as a basis with incremental amounts added for the new budget year.
- 45. **Intangible Asset**
  - a. Either purchased or internally developed such as land use rights not acquired with the purchase of land, software, patents, land easements, and trademarks. The asset is capable of being separated or divided and sold, transferred, licensed, rented or exchanged.
- 46. **Internal Controls**
  - a. Measures employed for the purpose of safeguarding resources against waste, fraud, and inefficiency: promoting accuracy and reliability in accounting and operating data: encouraging and measuring compliance with policy and judging the efficiency of operations.
- 47. **Inventory**
  - a. Tangible property with a significant value used in conducting City business.
  - b. Assets classified as inventory (and not as fixed assets) will not be capitalized or depreciated for accounting purposes.
- 48. **Legal Tender**
  - a. United States currency, coins, checks, money orders, cashier's checks, credit and debit cards, or any other payment media declared by the United States Federal Government to be legal tender.
- 49. **Line Item Based Budgeting**
  - a. Each general ledger line item is discussed and reviewed for budget consideration.
- 50. **Minimal Cost Recovery**
  - a. 1% - 59% of all costs associated with a service will be collected from users of said services via a user fee.
- 51. **Modified Accrual Accounting Basis**
  - a. Modified accrual accounting is an accounting method commonly used by government agencies that combines accrual-basis accounting with cash-basis accounting. Modified accrual accounting recognizes revenues when they become available and measurable. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures are generally recorded when a liability is incurred, as under accrual accounting.
- 52. **Notice of Intent to Award**
  - a. A formal notice sent to the respondents to a bid or RFP stating the low bidder/highest ranked proposer and the City's intent to enter into contract with the successful bidder/proposer.
- 53. **One-Time Revenue**
  - a. Revenue sources that the City cannot reasonably expect to receive from operating activities on an on-going basis for more than 12 months.
- 54. **Partial Cost Recovery**
  - a. 60% - 99% of all costs associated with a service will be collected from users of said services via a user fee.
- 55. **Payment Bond**
  - a. A financial or contractual instrument, issued by a surety that guarantees that subcontractors and material providers to contractors will be paid for labor and materials expended by the subcontractor. Acceptable forms of payment bonds may include cashier's check, certified check, or a surety bond. Also known as Labor and Materials Bond.
- 56. **Performance Bond**
  - a. An instrument executed, subsequent to award, by a successful bidder that protects the public entity from loss due to the bidder's inability to complete the contract as agreed.
- 57. **Petty Cash Box**
  - a. Petty cash boxes are used for making and reimbursing small purchases within the City.



## Definitions

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### 58. Piggyback

- a. A form of intergovernmental cooperative purchasing in which an entity will extend the pricing and terms of a contract entered into by a separate entity.

### 59. Project Manager (PM)

- a. The City employee responsible for a purchasing of goods, services, equipment or a construction project. They are accountable for accomplishing the stated project objectives and have the responsibility of the planning, execution, and closing of a project, including processing of payment requests.

### 60. Professional Services

- a. Services rendered by members of a recognized profession or a person possessing a special skill. Such Professional Services are generally acquired to obtain information, advice, training, or direct assistance. This includes but is not limited to accounting and auditing, legal, education, engineering, architecture, construction management and research.

### 61. Program Based Budgeting

- a. A program is a broad category of similar services (WHAT) for an identifiable group (WHO) and for a specific purpose (WHY). A program has specified goals and objectives.

### 62. Project Based Budgeting

- a. A project budget is developed at the project level as opposed to Line Item budgeting.

### 63. Property

- a. Tangible ownership of something that can be disposed of.
- b. Something to which a person or business has a legal title.

### 64. Proposal

- a. A document submitted by a firm or individual in response to a Request for Proposals (RFP).

### 65. Proposer

- a. A person or entity who submits a proposal in response to a Request for Proposals (RFP).

### 66. Prudent Person Standard

- a. A standard of care that holds that investments shall be made with judgment and care, under circumstances then prevailing which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

### 67. Public Hearings

- a. A public hearing is typically held when a government, government agency, or organization is making a decision on a course of action, such as a law or plan for construction.

### 68. Public Purchasing

- a. The purchasing or purchasing of an item or a service for a Public Entity using public funds.

### 69. Public Works Construction

- a. Public works construction includes any or all of the following branches:
  - i. Heavy construction
    1. which is defined as constructing substantially in its entirety any fixed works and structures (not including "building construction"), without limitation, for any or all of the following divisions of subjects: irrigation, drainage, sanitation, sewage, water power, water supply, reservoirs, flood control, reclamation, inland waterways, railroads, grade separations, track elevation, elevated highways, hydroelectric developments, aqueducts, transmission lines, duct lines, pipelines, locks, dams, dikes, levees, revetments, channels, channel cutoffs, intakes, drainage, excavation and disposal of earth and rocks, foundations, piers, abutments, retaining walls, viaducts, shafts, tunnels, airports, air bases and airways, and other facilities incidental to the same;
  - ii. Highway construction
    1. which is defined as all work included in highway construction contracts, including, without limitation, highways, roads, streets, bridges, tunnels, sewer and street grading, street paving, curb setting, surfacing and other facilities incidental to any of the same;
  - iii. Building construction



## Definitions

1. which is defined as all work in connection with any structure now built, being built, or hereafter built, for the support, shelter and enclosure of persons, chattels, personal and movable property of any kind, requiring in its construction the use of more than two (2) unrelated building trades or crafts.
- iv. Specialty construction
  1. which is defined as any work in connection with any public works construction, requiring special skill and the use of specially skilled trades or crafts.
- b. Statute and this policy cover any construction, repair or reconstruction of any public work (including, but not limited to, buildings, pipelines, irrigation, drainage facilities, curbing, and numerous “specialty construction” types of work). See I.C. §54-1901 for further definition and types of work subject to the requirements of this policy.

### 70. Purchase Order (PO)

- a. A short form of contract. PO includes goods and services to be purchased, amount and payment terms.

### 71. Purchasing

- a. The process of ordering and receiving goods and services. A subset of the wider purchasing process.

### 72. Purchasing Manager

- a. The professional within the City who is responsible for procuring or approving the acquisition of goods and services needed by the company. A Purchasing Manager oversees the acquisition of materials needed for production, general supplies for offices and facilities, equipment, or construction contracts.

### 73. Qualified Bidder

- a. A bidder, determined by the Purchasing Division, that;
- b. meets the minimum standards of business competence, reputation, financial ability, and product quality for placement on the bidders List, and/or;
- c. has met the requirements of a solicitation.

### 74. Request for Proposal (RFP)

- a. A method for acquiring services, equipment and supplies that permits the negotiation of all terms, including scope and price, prior to the award.
- b. RFP's are typically utilized where the need is known but the solution is not.
- c. An RFP describes a problem or need in general terms and seeks a written proposal. RFP's are evaluated and awarded on criteria listed in the solicitation.
- d. Price is often one of the evaluation factors, however it is typically not the predominate basis for contract award.

### 75. Request for Qualification(RFQ)

- a. A Request for Qualification is a form of solicitation used to obtain statements of qualifications for professional services.
- b. The basis for award shall be established in the solicitation. RFQ's may not consider pricing in the evaluation and award of solicitations.

### 76. Responsive Bidder

- a. A contractor, business entity, or individual who has submitted a bid or proposal that fully conforms in all material respects to the Invitation for Bids (IFB)/Request for Proposals (RFP) and all of its requirements, including all form and substance.

### 77. Scope of Work/Services

- a. A detailed, written description of the requirements for a procurement contained within an Invitation for Bids or Request for Proposals and/or contract.
- b. The scope of work should establish a clear understanding of what the City requires.

### 78. Specialized Repair

- a. Specialized repair refers to repair of rolling stock (vehicles, trailers and equipment) where the repairs cannot be determined without tearing down the vehicle/equipment.

### 79. Specification

- a. A precise description of the physical characteristics, quality, or desired outcomes of good or services to be procured, which a supplier must be able to produce or deliver for consideration of award of a contract.
- b. Specifications are written not to restrict bidding but to encourage open competition.
- c. The goal is to attract maximum reasonable competition.



## Definitions

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### 80. Statement of Work (SOW)

- a. Describes the work necessary to complete the required tasks. Used most commonly to procure services.

### 81. Statutes

- a. The written laws approved by legislatures, also known as legislation.

### 82. Straight Line Depreciation

- a. The straight line depreciation method is used to calculate the annual depreciation expense of a fixed asset.
- b. The straight line method is the simplest and most generally used method of calculating depreciation, and is given by the straight line method formula as follows:
  - i.  $\text{Straight Line Depreciation} = (\text{Cost} - \text{Salvage Value}) / \text{Useful Life}$

### 83. Surety

- a. A pledge or guarantee by an insurance company, bank, individual, or corporation on behalf of the bidder/proposer that protects against default or failure of the contracted bidder/proposer to satisfy the contractual obligations.

### 84. Surplus Property

- a. Personal property owned by the City that is of no further use to the City, obsolete and/or where the cost of maintenance, transportation, storage, or other costs exceed the economic or useful life of the property.

### 85. Tangible Asset

- a. Tangible property in law is, literally, anything which can be touched, and includes both real property and personal property (or moveable property), and stands in distinction to intangible property.
- b. In English law and some Commonwealth legal systems, items of tangible property are referred to as choses in possession (or a chose in possession in the singular).

### 86. Terms and Conditions

- a. Standard boilerplate language that includes standard clauses and rules that apply to bids and proposals formally solicited that may become incorporated into the final contract.

### 87. Threshold

- a. Is a dollar amount set by Finance that will be the minimum amount that will be regarded as a fixed asset that will be capitalized and depreciated.

### 88. Transparency

- a. In an ethical context, the idea that the more information disclosed about a business, financial, or economic activity, the better.
- b. Transparency improves ethical conduct. Maximum disclosure is for the betterment of the public and will help to discourage more regulation.

### 89. Use Tax

- a. A tax imposed on contractors when they install City owned and/or pre-purchased goods, materials or equipment.

### 90. Vendor

- a. A vendor is a party in the supply chain that makes goods and services available to companies or consumers.
- b. The term "vendor" is typically used to describe the entity that is paid for goods that are provided.

### 91. Zero-Based Budgeting

- a. Zero-based budgeting requires the budget request be re-evaluated thoroughly, starting from zero.

### 92. Zero Cost Recovery

- a. 0% of all costs associated with a service will be collected from users of said services via a user fee.



## Definitions

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### Fund Identification

1. **General Fund (01)**
  - a. The primary operating fund of the City.
  - b. The general fund derives most of its income from property tax and funds the general operations of the City.
  - c. The fund uses the accounting approach known as the modified accrual accounting basis.
2. **Impact Fee Fund (07)**
  - a. A general fund used to account for and report the proceeds of impact fee revenue sources that are associated to expenditures for impact fee purposes.
  - b. The fund uses the accounting approach known as the modified accrual accounting basis.
3. **Public Safety Fund (08)**
  - a. A general fund used to account for and report the proceeds of public safety fund revenue sources that are associated to expenditures for public safety purposes.
    - i. Primary revenue source is derived from transfers from the General Fund.
  - b. The fund uses the accounting approach known as the modified accrual accounting basis.
4. **Grants Fund (20)**
  - a. A general fund used to account for and report the proceeds of grant revenue sources (federal, state, local) that are associated to expenditures for grant purposes.
  - b. The fund uses the accounting approach known as the modified accrual accounting basis.
5. **Capital Improvement Fund (55)**
  - a. A capital projects fund used to account for and report the proceeds of capital improvement fund revenue sources that are restricted or committed to expenditures for capital improvement purposes within the general fund.
    - i. Primary revenue source is derived from transfers from the General Fund.
      1. Primary revenue source is derived from excess revenues generated by the Community Development Department.
  - b. The fund uses the accounting approach known as the modified accrual accounting basis.
6. **Enterprise Fund (60)**
  - a. A government-owned self-sustaining fund that accounts for any activity for which a fee is charged to external users for goods or services.
  - b. User fees finance activities in these funds.
  - c. The primary goods and services sold in this fund would be sewer and water utilities.
  - d. The fund uses the accounting approach known as the economic resources measurement focus and the accrual basis of accounting.
7. **Enterprise Fund - Grants (61)**
  - a. An enterprise fund used to account for and report the proceeds of grant revenue sources that are associated for grant purposes and associated to Enterprise Fund assets.
  - b. The fund uses the accounting approach known as the economic resources measurement focus and the accrual basis of accounting.
8. **Enterprise Fund FAAG (68)**
  - a. A clearing fund used to account for and report the transactions associated to the annual closing process to track assets.
    - i. Fund is based on accrual accounting.
    - ii. Fund will never have actual cash transaction.
  - b. The fund uses the accounting approach known as the full accrual accounting basis.
9. **Enterprise Fund LTDG (69)**
  - a. A clearing fund used to account for and report the transactions associated to the annual closing process to track accruals for debt/liability transactions.
    - i. Fund is based on accrual accounting.
    - ii. Fund will never have actual cash transaction.
  - b. The fund uses the accounting approach known as the full accrual accounting basis.



## Definitions

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### 10. General Fund FAAG (90)

- a. A clearing fund used to account for and report the transactions associated to the annual closing process to track assets.
  - i. Fund is based on accrual accounting.
  - ii. Fund will never have actual cash transaction.
- b. The fund uses the accounting approach known as the full accrual accounting basis.

### 11. General Fund LTDG (91)

- a. A clearing fund used to account for and report the transactions associated to the annual closing process to track accruals for debt/liability transactions.
  - i. Fund is based on accrual accounting.
  - ii. Fund will never have actual cash transaction.
- b. The fund uses the accounting approach known as the full accrual accounting basis.

## Fund Type Classifications

### 1. General Fund

- a. A general fund is the primary operating fund for the entire government. It slightly serves as a catch-all fund for resources that aren't required or designated for another fund.

### 2. Special Revenue Funds

- a. These are used to track the revenue from specific sources restricted to certain purposes.
- b. Special revenue funds provide an extra level of accountability and transparency to taxpayers/ratepayers that their dollars will go toward an intended purpose.

### 3. Debit Service Fund

- a. A debt service fund is used to pay back long-term debt issued in order to finance specific government projects. This includes both the principal and interest amounts paid out.

### 4. Capital Projects Fund

- a. This accounts for financial resources related to the construction of major capital projects or facilities. Capital projects tend to include work on long-lived facilities like libraries or government buildings.

### 5. Permanent Fund

- a. This is a restricted endowment fund that generates and disburses money for those that are entitled to receive it.

## Fund Balance Classifications

### 1. Nonspendable

- a. This fund balance is for those assets that are noncash or legally or contractually required to be maintained intact. Amounts that are not in a spendable form.
  - i. Examples would include inventory, long term loans receivable, property held for sale, endowment or permanent fund principal and prepaid items.

### 2. Restricted

- a. This fund balance is constrained for a specific purpose and legally restricted by external parties, such as state or federal agencies.
  - i. Examples would include grants.

### 3. Committed

- a. This fund balance constraint is self-imposed by the City Council. Formal action is required by City Council to commit funds and must occur prior to year-end; however, the actual dollar amount may be determined in the subsequent period.
  - i. Examples would include contractual agreements and fund balance reserves approved by City Council.

### 4. Assigned

- a. This fund balance is intended for a specific purpose and the authority to "assign" is delegated to the Chief Financial Officer/City Treasurer or City Council. Formal action is not necessary to impose, remove, or modify any assigned fund balance.



## Definitions

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- i. Examples would be Carryforward amounts.
  - ii. Examples would be Reserves (Operating and Emergency)
5. **Unassigned**
- a. This fund balance is the residual classification of the Fund and the includes all amounts not contained in other classifications. Unassigned amounts are available for any purposes.

### User Fees and Charges - Cost Recovery Criteria

1. The following criteria are used to determine if a service is Full, Partial, Minimal or No Cost recovery.
  2. The service does not have to meet every criterion.
1. *Full Cost Recovery*
- a. Individuals or groups benefit from the service and there is little community benefit.
  - b. There is excess demand for the service; therefore, allocation of limited services is required.
  - c. Administrative costs of imposing and collecting the fee are not excessive.
  - d. The service is provided at market price by the private sector.
2. *Partial Cost Recovery*
- a. The individual or group using the service is the primary beneficiary.
  - b. Administrative costs of imposing and collecting the fee are not excessive.
  - c. Imposing a substantial cost fee would not place the agency at a competitive disadvantage.
  - d. The service is usually provided by the private sector, but may also be provided by the public sector.
  - e. User fees should recover the substantial cost of services benefiting specific groups or individuals.
3. *Minimal Cost Recovery*
- a. Services benefit those who participate but the community at large also benefits.
  - b. Administrative costs of imposing and collecting the fee are not excessive.
  - c. Imposing a full cost fee would place the agency at a competitive disadvantage.
  - d. The services may be provided by the public sector, but may also be provided by the private sector.
  - e. There is considerable community and balanced community/ individual benefits
4. *No Cost Recovery*
- a. The service is equally available to everyone in the community and should benefit everyone.
  - b. Because the service is basic, it is difficult to determine benefits received by one user.
  - c. The level of service attributable to a user is not known.
  - d. Administrative costs of imposing and collecting a fee exceed revenue expected from the fee.
  - e. Imposing the fee would place the agency at a serious disadvantage.
  - f. The service is primarily provided by the public sector.