



City Manager
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Ketchikan, AK 99901

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TRANSMITTAL MEMORANDUM

TO: The Honorable Mayor and City Council

FROM: Karl R. Amylon, City Manager

DATE: June 24, 2020

RE: **Resolution No. 20-2783 - Amending The 2020 General Government Operating And Capital Budget To Provide Supplemental Appropriations For The Tourism And Economic Development Department In The Amount Of \$25,000; Public Works Building Maintenance Department In The Amount Of \$3,000; Authorizing Certain Budget Transfers; And Establishing An Effective Date**

The motion detailed below was prepared at the request of Financial Analyst Camille Nelson, who asked that it be placed before the City Council for consideration at its meeting of July 2, 2020. If adopted, Resolution No. 20-2783 amends the 2020 General Government Operating and Capital Budget by providing a supplemental appropriation for the Museum Department in the amount of \$25,000 and a supplemental appropriation for the Building Maintenance Department in the amount \$3,000. An explanation for the supplemental appropriations is detailed in Ms. Nelson's transmittal memorandum and requires no elaboration on the part of my office. I concur with the Financial Analyst's recommendation.

Prior to consideration of Resolution No. 20-2783, a public hearing is required. The City Clerk's Office has scheduled such a public hearing for the beginning of the City Council meeting of July 2, 2020. Following the public hearing, the City Council may consider the resolution.

The Acting Museum Director, Public Works Director, and the Finance Director will be attending the City Council meeting of July 2, 2020, in order to address any questions and/or concerns that Councilmembers may have.

A motion has been prepared for City Council consideration.

RECOMMENDATION

It is recommended that the City Council adopt the motion approving Resolution No. 20-2783 amending the 2020 General Government Operating and Capital Budget to provide supplemental appropriations for the Tourism and Economic Development Department in the amount of \$25,000; Public Works Building Maintenance Department in the amount of \$3,000; authorizing certain budget transfers; and establishing an effective date.

Recommended Motion: I move the City Council approve Resolution No. 20-2783 amending the 2020 General Government Operating and Capital Budget to provide supplemental appropriations for the Tourism and Economic Development Department in the amount of \$25,000; Public Works Building Maintenance Department in the amount of \$3,000; authorizing certain budget transfers; and establishing an effective date.

MEMORANDUM
CITY OF KETCHIKAN, ALASKA
Finance Department
Office of the Finance Director

Bob Newell, Finance Director
Camille Nelson, Financial Analyst
Phone: (907) 228-5621
Facsimile: (907) 228-5617

To: Karl R Amylon, City Manager/KPU General Manager

From: Camille Nelson, Financial Analyst

Thru: Bob Newell, Finance Director

Date: June 23, 2020

Subject: **Resolution No. 20-2783, Amending the 2020 General Government Operating and Capital Budget to Provide Supplemental Appropriations for the Tourism and Economic Development Department in the Amount of \$25,000; Public Works Building Maintenance Department in the Amount of \$3,000; Authorizing Certain Budget Transfers and Establishing an Effective Date**

Attached is Resolution No. 20-2783 that has been prepared for the purpose of amending the 2020 General Government Operating and Capital Budget to provide supplemental appropriations for the Tourism & Economic Development and Public Works Building Maintenance Departments and authorizing certain budget transfers.

At its meeting of June 18, 2020, the City Council approved the Tourism and Economic Development Department's Port Piling Sculptures capital project. Since this project was not included in the 2020 General Government Operating and Capital Budget, as adopted, a budget amendment is necessary. The proposed \$25,000 supplemental appropriation for the Tourism and Economic Development Department will fund the Port Piling Sculptures capital project. A budget transfer from the Appropriated Reserves of the CPV Special Revenue Fund to Transfers Out to the CPV Capital Improvements Fund will provide the needed funding.

The Public Works Building Maintenance Department is requesting this budget amendment because Alaska Public Entity Insurance (APEI) has provided a \$3,000 contribution through its Safety Equipment and Training grant program for the purpose of acquiring a couple of Automated External Defibrillator (AED) units for placement at the City Hall Building. Since the Public Works Building Maintenance Department's 2020 Adopted Budget was approved by the City Council prior to the notification of this contribution, a supplemental appropriation will be required in order to utilize these funds.

The Public Works Building Maintenance Department is also requesting a transfer from the Appropriated Reserves of the General Fund to acquire additional units of Automated External Defibrillator (AED) units for placement at the City Hall Building. One AED unit will be placed on each floor of City Hall. Funds in the amount of \$2,890 for these two units were received in 2019 but the acquisition of these devices did not occur prior to the close of that year and the funds were subsequently placed in Appropriated Reserves of the General Fund. The proposed transfer will provide the funding to purchase the two additional AED units, which will bring the AED units at City Hall to four.

I recommend that the City Council pass Resolution No. 20-2783 amending the 2020 General Government Operating and Capital Budget to provide for supplemental appropriations for the Tourism & Economic Development and Public Works Building Maintenance Departments. As required by the Ketchikan Municipal Code, a public hearing for the budget amendment must be

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held. The City Clerk, Kim Stanker, has been requested to schedule a public hearing for July 2, 2020 and to provide for the proper public notice of such hearing.

Recommended Motion:

I move that the City Council pass Resolution No. 20-2783, amending the 2020 General Government Operating and Capital Budget to provide supplemental appropriations for the Tourism & Economic Development in the amount of \$25,000, Public Works Building Maintenance Departments in the amount of \$3,000; authorizing certain budget transfers and establishing an effective date.

CITY OF KETCHIKAN, ALASKA

RESOLUTION NO. 20-2783

A RESOLUTION OF THE CITY OF KETCHIKAN, ALASKA AMENDING THE 2020 GENERAL GOVERNMENT OPERATING AND CAPITAL BUDGET TO PROVIDE A SUPPLEMENTAL APPROPRIATION FOR THE TOURISM AND ECONOMIC DEVELOPMENT DEPARTMENT IN THE AMOUNT OF \$25,000; PUBLIC WORKS BUILDING MAINTENANCE DEPARTMENT IN THE AMOUNT OF \$3,000; AUTHORIZING CERTAIN BUDGET TRANSFERS; AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, the City of Ketchikan, Alaska General Government Operating and Capital Budget and appropriations for the year 2020 were adopted by the City Council with the passage of Resolution No. 19-2756; and

WHEREAS, funds in the amount of \$25,000 are available in 2020 from an Operating Transfer in from the CPV Special Revenue Fund, and the Council of the City of Ketchikan desires to use these funds to provide the appropriation for the Tourism and Economic Development Department's Port Piling Sculptures capital account; and

WHEREAS, the City Council desires to transfer Appropriated Reserves of the CPV Special Revenue Fund in the amount of \$25,000 to the Operating Transfers Out to the CPV Capital Improvement fund; and

WHEREAS, funds in the amount of \$3,000 is available in 2020 from Alaska Public Entity Insurance for the City of Ketchikan, and the Council of the City of Ketchikan desires to use these funds to provide an appropriation for the Public Works Building Maintenance Department's acquisition of Cardiac Science Powerheart AED units to be placed at City Hall, and

WHEREAS, the City Council desires to transfer \$2,890 from Appropriated Reserves of the General Fund to provide an appropriation for the Public Works Building Maintenance Department's acquisition of Cardiac Science Powerheart AED units to be placed at City Hall.

THEREFORE, BE IT RESOLVED by the Council of the City of Ketchikan, Alaska as follows:

Section 1: The 2020 revenues and appropriations of the General Fund are hereby amended as follows:

Revenues:		
Contributions & Private Grants (Cap)	101-1150-419.500	\$ 3,000
Appropriations:		
Public Works Building Maintenance		
Minor Machinery & Equipment	101-1550-255-790.25	\$ 3,000

Section 2: The 2020 revenues and appropriations of the CPV Capital Improvements Fund are hereby amended as follows:

Revenues:			
Transfers in from CPV Fund	360-420.260	\$	25,000
Appropriations:			
Tourism & Economic Development			
Other Assets	360-1140-190-740.00	\$	25,000

Section 3: The City Manager is authorized to transfer \$25,000 from the Appropriated Reserves of the CPV Special Revenue Fund to the Transfers Out to the CPV Capital Improvement Fund in order to provide funding for the Port Piling Sculptures capital project.

Section 4: The City Manager is authorized to transfer \$2,890 from the Appropriated Reserves of the General Fund to provide an appropriation for the Public Works Building Maintenance Department's acquisition of Cardiac Science Powerheart AED units to be placed at City Hall.

Section 5: This resolution shall become effective immediately upon passage.

PASSED AND APPROVED this 2nd day of July, 2020.

Robert Sivertsen, Mayor

ATTEST:

Kim Stanker, City Clerk