



City Manager
334 Front Street
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TRANSMITTAL MEMORANDUM

TO: The Honorable Mayor and City Council

FROM: Lacey G. Simpson, Acting City Manager

DATE: December 8, 2021

RE: **Resolution No. 21-2833, Amending the 2021 General Government Operating and Capital Budget to Provide a Supplemental Appropriation for the Public Health Department in the amount of \$19,982; and Establishing an Effective Date**

The motion detailed below was prepared at the request of Finance Director Michelle Johansen, who asked that it be placed before the City Council for consideration at its meeting of December 16, 2021. If adopted, Resolution No. 21-2833 amends the 2021 General Government Operating and Capital Budget by providing a supplemental appropriation to the Public Health Department in the amount of \$19,982. The amendment is a result of a FEMA grant award funding associated with the Community Emergency Operations Command (EOC). An explanation for the supplemental appropriation is detailed in Ms. Johansen's memorandum and requires no further elaboration on the part of the City Manager's Office.

I concur with the Finance Director's recommendation.

Prior to consideration of Resolution No. 21-2833, 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 December 16, 2021. Following the public hearing, the City Council may consider the resolution.

The Finance Director will be attending the City Council meeting of December 16, 2021, 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. 21-2833 amending the 2021 General Government Operating and Capital Budget to provide a supplemental appropriation for the Public Health Department in the amount of \$19,982; and establishing an effective date.

Recommended Motion: I move the City Council approve Resolution No. 21-2833 amending the 2021 General Government Operating and Capital Budget to provide a supplemental appropriation for the Public Health Department in the amount of \$19,982; and establishing an effective date.

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

Michelle L. Johansen, Finance Director
Camille Nelson, Financial Analyst
Phone: (907) 228-5621
Facsimile: (907) 228-5617

To: Lacey G. Simpson, City Manager/KPU General Manager

From: Michelle L. Johansen, Finance Director

Date: December 7, 2021

Subject: **Resolution No. 21-2833, Amending the 2021 General Government Operating and Capital Annual Budget to Provide a Supplemental Appropriation for the Public Health Department in the Amount of \$19,982; and Establishing an Effective Date**

Attached is Resolution No. 21-2833 that has been prepared for the purpose of amending the 2021 General Government Operating and Capital Budget to provide a supplemental appropriation for the Public Health Department.

The City received a grant from the Federal Emergency Management Agency to fund equipment maintenance services and management and consulting services associated with the Community's Emergency Operation Command (EOC). The \$6,725 grant provides funding for software and equipment maintenance services and management and consulting services in the amount of \$900 and \$5,825, respectively.

The City also received a Public Health Equity Grant grant in the amount of \$13,257, which was passed through the Ketchikan Gateway Borough. The grant provided funding for the Vaccination clinics utilizing in-house staff charged to regular wages, overtime wages, temporary wages, payroll taxes, pension, health and life insurance, workers compensation and rents and leases for land and buildings.

I recommend that the City Council pass Resolution No. 21-2833 amending the 2021 General Government Operating and Capital Budget to provide for a supplemental appropriation for the Public Health Department. As required by the Ketchikan Municipal Code, a public hearing for the budget amendment must be held. The City Clerk, Kim Stanker, has been requested to schedule a public hearing for December 16, 2021 and to provide for the proper public notice of such hearing.

Recommended Motion:

I move the City Council approve Resolution No. 21-2833, amending the 2021 General Government Operating and Capital Budget to provide a supplemental appropriation for the Public Health Department in the amount of \$19,982; and establishing an effective date.

CITY OF KETCHIKAN, ALASKA

RESOLUTION NO. 21-2833

A RESOLUTION OF THE CITY OF KETCHIKAN, ALASKA AMENDING THE 2021 GENERAL GOVERNMENT OPERATING AND CAPITAL BUDGET TO PROVIDE A SUPPLEMENTAL APPROPRIATION FOR THE PUBLIC HEALTH DEPARTMENT IN THE AMOUNT OF \$19,982; AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, the City of Ketchikan, Alaska General Government Operating and Capital Budget and appropriations for the year 2021 were adopted by the City Council with the passage of Resolution No. 20-2796; and

WHEREAS, funds in the amount of \$6,725 is available in 2021 from the Federal Emergency Management Agency for the City of Ketchikan, and the Council of the City of Ketchikan desires to accept these funds for Emergency Public Health Operations software & equipment maintenance services and management and consulting services costs associated with the operations of the Emergency Operations Command (EOC).

WHEREAS, funds in the amount of \$13,257 is available in 2021 from Public Health Equity Grant as a pass through from the Ketchikan Gateway Borough for the City of Ketchikan, and the Council of the City of Ketchikan desires to accept these funds for Emergency Public Health regular wages, overtime wages, temporary wages, payroll taxes, pension, health & life insurance, workers compensation and rents and leases land & buildings for the COMB 2020 003-Vaccination project.

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

Section 1: The 2021 revenues and appropriations of the Emergency Relief fund are hereby amended as follows:

Revenues:
Federal Grant Funds (119-1340-418.101) \$19,982

Appropriations:
Public Health, Emergency Public Health, Operations
Software & Equipment Maintenance Services (119-1340-110-635.04) \$900
Management & Consulting Services (119-1340-110-640.04) 5,825

Public Health, Emergency Public Health Grants
Project Title: COMB 2020 003-Vaccination
Regular Wages (119-1340-192-107-500.01) \$1,519
Overtime Wages (119-1340-192-107-501.01) 3,429
Temporary Wages (119-1340-192-107-502.01) 1,497
Payroll Taxes (119-1340-192-107-505.00) 579
Pension (119-1340-192-107-506.00) 1,150
Health & Life Insurance (119-1340-192-107-507.00) 1,287
Workers Compensation (119-1340-192-107-507.30) 256
Rents and Leases Land & Buildings (119-1340-192-107-645.01) 3,540

Section 2: This resolution shall become effective immediately upon passage.

PASSED AND APPROVED this 16th day of December, 2021.

David Kiffer, Mayor

ATTEST:

Kim Stanker, City Clerk