



<b>TRANSMITTAL MEMORANDUM</b>
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TO: The Honorable Mayor and City Council

FROM: Lacey G. Simpson, Acting City Manager

DATE: July 22, 2022

RE: **Authorizing Budget Transfer – City Manager/General Manager Travel & Education Travel-Business Accounts**

Due to higher than anticipated City Manager/General Manager travel costs associated with on-site interviews, the Travel – Business accounts for both the City Manager and General Manager are underfunded. This office is requesting transfers of \$2,995 and \$1,200 respectively from Personnel Services and Wages – Regular Wages accounts of the City Manager and General Manager to off-set the account overages, and cover the registration fees for Southeast Conference.

A motion has been prepared for City Council consideration.

**RECOMMENDATION**

It is recommended that the City Council adopt the motion authorizing budget transfers of \$2,995 and \$1,200 respectively from the 2022 Personnel Services and Wages –Regular Wages accounts (Account Nos. 500.01 and 500.01) of the City Manager and General Manager to the City Manager and General Manager's 2022 Travel & Education Travel – Business accounts (Account Nos. 600.01 and 600.01) to fund higher than anticipated travel costs for on-site interviews for the City Manager/General Manager position.

**Recommended Motion:** I move the City Council authorize budget transfers of \$2,995 and \$1,200 respectively from the 2022 Personnel Services and Wages – Regular Wages accounts (Account Nos. 500.01 and 500.01) of the City Manager and General Manager to the City Manager and General Manager's 2022 Travel & Education Travel – Business accounts (Account Nos. 600.01 and 600.01) to fund higher than anticipated travel costs for on-site interviews for the City Manager/General Manager position.

## CMO/GMO Candidate Expenses

Costs	Walsh	Appleton	Dyal	Thomas	*Freitag
Air	\$2,078.29	\$618.00	\$4,446.28	\$701.45	\$3,386.50
Lodging	\$1,200.00	\$778.53	\$1,200.00	\$1,100.00	\$0.00
Per Diem	\$320.00	\$320.00	\$320.00	\$320.00	\$0.00
Total	\$3,598.29	\$1,716.53	\$5,966.28	\$2,121.45	\$3,386.50

Candidate Travel Total	\$16,789.05
Welcome Baskets	\$213.80
Catered Breakfast	\$680.00
Candidate lunch with staff Estimate	\$344.00
Safeway/Lunch for Council	\$135.46
Staff OT for Saturday	\$427.00
<b>Total</b>	<b>\$18,589.31</b> (\$15,202.81 with Freitag cancellation - but \$\$ not refundable)

\*Canceled. \$3,386.50 Credit under City EasyBiz

### Items not yet processed for payment

Lodging	\$4,278.53
Baskets, Breakfast, Lunch, Safeway	\$1,373.26
	<u>\$5,651.79</u>

Budget Transfers needed:

Funding Split	Amount	Available Funds	Short	Southeast Conference
City 101-1140-110-600.01	\$2,825.89	\$246.93	\$2,578.96	\$395.00
KPU 520-5100-100-600.01	\$2,825.90	\$1,717.81	\$1,108.09	