



TRANSMITTAL MEMORANDUM

TO: The Honorable Mayor and City Council

FROM: Lacey G. Simpson, Acting City Manager

DATE: September 8, 2022

RE: **Authorizing Budget Transfer – Public Works-Wastewater Division’s 2022 Travel-Business Account**

The motion detailed below was prepared at the request of Public Works Director Mark Hilson, who asked that it be placed before the City Council for consideration at its meeting of September 15, 2022. If adopted, the motion provides for authorizing a \$3,500 budget transfer from Appropriated Reserves of the Wastewater Fund to the Public Works – Wastewater Division’s 2022 Travel-Business account (Account No. 600.01). The budget transfer is required to fund travel expenses to bring prospective applicants to Ketchikan to interview the Wastewater Division Supervisor position, to be vacated effective November 30, 2022 with the resignation of current Supervisor Andrew Mulder. Mr. Hilson’s transmittal memorandum is attached and requires no elaboration on the part of the City Manager’s office. I concur with the Public Works Director’s recommendation.

Mr. Hilson will be attending the City Council meeting of September 15, 2022, in order to address any question and/or concerns that Councilmembers may have.

A motion has been prepared for City Council consideration.

RECOMMENDATION

It is recommended the City Council adopt the motion authorizing the Acting City Manager to transfer \$3,500 from the Appropriated Reserves of the Wastewater Fund to the Public Works – Wastewater Division’s 2022 Travel-Business account (Account No. 600.01) to fund travel expenses related to filling the Wastewater Division Supervisor position.

Recommended Motion: I move the City Council authorize the Acting City Manager to transfer \$3,500 from the Appropriated Reserves of the Wastewater Fund to the Public Works – Wastewater Division’s 2022 Travel-Business account (Account No. 600.01) to fund travel expenses related to filling the Wastewater Division Supervisor position.

PUBLIC WORKS / ENGINEERING DEPARTMENT
Mark Hilson, P.E., Public Works Director
Kara Jurczak, P.E., Assistant Public Works Director

CITY OF KETCHIKAN
Administrative Offices
PH: 907.228.4727
FAX: 907.225.8721

MEMORANDUM

TO: Lacey Simpson, Acting City Manager
FROM: Mark Hilson, P.E., Public Works Director
DATE: September 9, 2022
SUBJECT: **Authorizing Budget Transfer – Travel-Business**

In adopting the 2022 General Government Operating Budget, the City Council appropriated no new funding to Public Works Waste Water Division's Travel-Business account (Account No. 600.01). Historically, this line item was more fully funded, but was reduced with the onset of the pandemic. The Public Works Waste Water Division is seeking to fill the Waste Water Supervisor position, but insufficient funding in this account prohibits bringing prospective applicants to Ketchikan. In order to fund a recruiting visit for a candidate for the Waste Water Supervisor position, a budget transfer from the Waste Water Reserves funds to the Waste Water Travel-Business account (Account No. 600.01) will be necessary. We anticipate the amount being requested will fund travel for one prospective candidate. Budget transfers into travel and training require City Council Approval.

A motion has been prepared for City Council consideration.

RECOMMENDATION

It is recommended that the City Council adopt a motion approving a budget transfer of \$3,500 from the Public Works Waste Water Reserves funds to the Public Works Waste Water Travel-Business account (Account No. 600.01).

Recommended Motion: I move the City Council approve a budget transfer of \$3,500 from the Public Works Waste Water Reserves funds to the Public Works Waste Water Travel-Business account (Account No. 600.01).