


MEMORANDUM

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TO: The Honorable Mayor & City Council

FROM: Lacey G. Simpson, Assistant City Manager Initials: 

DATE: March 29, 2023 File #: MGR23-169

RE: **Resolution No. 23-2878, Amending the 2023 General Government Operating and Capital Annual Budget to Provide Supplemental Appropriation for the Fire Department in the Amount of \$6,975; and Establishing an Effective Date**

The attached resolution 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 April 6, 2023. If adopted, Resolution No. 23-2878 amends the 2023 General Government Operating and Capital Budget by providing a supplemental appropriation for the Fire Department in the amount of \$6,975 in response to a State Homeland Security Program Grant the Fire Department has received. An explanation of the supplemental appropriation is detailed in the attached memoranda from Ms. Johansen's and Fire Chief Rick Hines and requires no elaboration on the part of the City Manager's office. I concur with the Finance Director's recommendation.

Prior to consideration of Resolution No. 23-2878, 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 April 6, 2023. Following the public hearing, the City Council may consider the resolution.

The Finance Director and Fire Chief will attend the City Council meeting of April 6, 2023, in order to address any questions and/or concerns that Councilmembers may have.

A motion has been prepared for City Council consideration.

**Recommended Motion:** I move the City Council approve Resolution No. 23-2878 amending the 2023 General Government Operating and Capital Budget to provide a supplemental appropriation for the Fire Department in the amount of \$6,975; and establishing an effective date.

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

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

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**To:** Delilah A. Walsh, City Manager/KPU General Manager

**From:** Michelle Johansen, Finance Director

**Date:** March 27, 2023

**Subject:** **Resolution No. 23-2878, Amending the 2023 General Government Operating and Capital Annual Budget to Provide Supplemental Appropriation for the Fire Department in the Amount of \$6,975; and Establishing an Effective Date**

Attached is Resolution No. 23-2878 that has been prepared for the purpose of amending the 2023 General Government Operating and Capital Budget to provide supplemental appropriations for the Fire Department.

Fire Chief Rick Hines has requested a \$6,975 supplemental appropriation that will enable the Fire Department to spend \$6,975 of a State Homeland Security Program Grant. The Fire Department would like to use the supplemental appropriation to pay for training and exercise costs to provide ICS 300 and 400 level training and enact a large scale disaster exercise. In order to provide funding for this grant, it is necessary to amend the budget by increasing the Fire Department's Grant cost center the amount of \$6,975.

I recommend that the City Council pass Resolution No. 23-2878 amending the 2023 General Government Operating and Capital Budget to provide for supplemental appropriation for the Fire 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 April 6, 2023 and to provide for the proper public notice of such hearing.

**Recommended Motion:**

I move the City Council approve Resolution No. 23-2878, amending the 2023 General Government Operating and Capital Budget to provide supplemental appropriation for the Fire Department in the amount of \$6,975; and establishing an effective date.



## KETCHIKAN FIRE DEPARTMENT

Integrity, Professionalism, Respect, Compassion, Teamwork, and Innovation

70 Bawden Street Ketchikan, Alaska 99901

Phone (907) 225-9616 – Fax (907) 225-9613

Fire Chief Rick Hines

e-mail: [rickh@city.ketchikan.ak.us](mailto:rickh@city.ketchikan.ak.us)

# Memorandum

TO: Delilah Walsh  
FROM: Rick Hines, Fire Chief *RH*  
DATE: March 9, 2023  
SUBJECT: Budget Amendment For SHSP Grant

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The acceptance of additional SHSP funds would be used to fund the following budget categories. The training portion of \$4,600 that is for the ICS 300 and 400 course to be hosted by Ketchikan Fire department. This money should be applied to 101-1210-192-600.03 training fees.

The \$2,375.00 was used for the purchase of a Moulage Kit which should be broken out to 101-1210-192-600.03 for \$2190.00 and 101-1210-110-520.02 for \$185.00 for shipping.

These budget amendments will allow for the use SHSP funding that we received after the 2023 budget was implimented.

**CITY OF KETCHIKAN, ALASKA**

**RESOLUTION NO. 23-2878**

**A RESOLUTION OF THE CITY OF KETCHIKAN, ALASKA AMENDING THE 2023 GENERAL GOVERNMENT OPERATING AND CAPITAL BUDGET TO PROVIDE SUPPLEMENTAL APPROPRIATIONS FOR THE FIRE DEPARTMENT IN THE AMOUNT OF \$6,975; AND ESTABLISHING AN EFFECTIVE DATE**

**WHEREAS**, the City of Ketchikan, Alaska General Government Operating and Capital Budget and appropriations for the year 2023 were adopted by the City Council with the passage of Resolution No. 22-2867; and

**WHEREAS**, funds in the amount of \$6,975 are available in 2023 from a State Homeland Security Program Grant for the City of Ketchikan, and the Council of the City of Ketchikan desires to use these funds to pay for training and exercise costs; and

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

**Section 1:** The 2023 revenues and appropriations of the General Fund are hereby amended as follows:

Revenues:

Intergovernmental Revenues-Federal (Op)	101-1210-418.100	\$	6,975
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Appropriations:

Fire Department Grants -Training	101-1210-192-600.02	\$	6,790
Fire Department Grants -Shipping	101-1210-192-520.02	\$	185

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

**PASSED AND APPROVED** this 6<sup>th</sup> day of April, 2023.

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David Kiffer, Mayor

ATTEST:

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Kim Stanker, City Clerk