



TO: Mayor Shaun Sipma
Members of the City Council

FROM: Maria Romanick

DATE: September 7, 2021

**SUBJECT: BUDGET AMENDMENT FOR TRAVEL EXPENSES FOR AIRPORT DIRECTOR
FINAL CANDIDATES**

I. RECOMMENDED ACTION

1. Recommend approval of the proposed ordinance on first reading; and
2. Authorize the Mayor to sign the applicable documentation.

II. DEPARTMENT CONTACT PERSONS

Maria Romanick, Interim Airport Director

857-4724

III. DESCRIPTION

A. Background

The airport director search required travel for the three final candidates, resulting in airfare, lodging, and food-related expenses, none of which were included in the airport's 2021 travel budget.

B. Proposed Project

A budget amendment in the amount of \$6,061 is being requested to cover the costs. Funds will be reimbursed with Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA).

C. Consultant Selection

N/A

IV. IMPACT:

A. Strategic Impact:

N/A

B. Service/Delivery Impact:

N/A

C. Fiscal Impact:

This requires a Budget Amendment, as this was not an anticipated cost within the 2021 budget.

Travel Costs	\$6,061
<u>TOTAL</u>	<u>\$6,061</u>

Project Funding

The funding will come from the airport's travel expense account, which will be funded with Airport Coronavirus Response grant (ACRGP) funds, provided in accordance with the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA).

V. ALTERNATIVES

Alt. 1. City Council could recommend that the funds be found within the airport's existing budget, resulting in limited funds available to existing and dedicated projects within the 2021 budget.

VI. TIME CONSTRAINTS

N/A

VII. LIST OF ATTACHMENTS

A. Budget Amendment – Airport Director Final Candidate Travel Costs