

Kenai Peninsula Borough
Finance Department

MEMORANDUM

TO: Kelly Cooper, Assembly President
Members of the Kenai Peninsula Borough Assembly

THRU: Charlie Pierce, Borough Mayor *CP*

THRU: Brandi Harbaugh, Finance Director *BH*

FROM: Sarah Hostetter, Payroll Accountant *SH*

DATE: March 10, 2020

RE: Budget Revisions – February 2020

Attached is a budget revision listing for February 2020. The attached list contains budget revisions between major expenditure categories (i.e., maintenance & operations and capital outlay). Other minor transfers were processed between object codes within major expenditure categories.

FEBRUARY 2020**INCREASE DECREASE****CENTRAL EMERGENCY SERVICES**

To replace 4 computers and to also purchase 1 computer stand.

211-51610-00000-43780 (Building/Ground Maintenance)		\$6,800.00
211-51610-00000-48710 (Minor Office Equipment)	\$6,800.00	

CENTRAL EMERGENCY SERVICES

To purchase Q Rae Gas Detectors.

211-51610-00000-43720 (Equipment Maintenance)		\$5,500.00
211-51610-00000-43780 (Building/Grounds Maintenance)		\$5,500.00
211-51610-00000-48740 (Minor Machines/Equipment)	\$11,000.00	

CLERK'S OFFICE - ADMINISTRATION

To cover allocated costs for BAB ice machine replacement.

100-11120-00000-43310 (Advertising)		\$47.00
100-11120-00000-48740 (Minor Machines/Equipment)	\$47.00	

CLERK'S OFFICE - ASSEMBLY

To purchase a Surface Pro Tablet to be used for remote and out of office meetings.

100-11110-00000-43260 (Training)		\$400.00
100-11110-00000-48710 (Minor Office Equipment)	\$400.00	

KACHEMAK EMERGENCY SERVICES

To cover costs of additional firefighting foam.

212-51810-00000-48710 (Minor Office Equipment)		\$3,900.00
212-51810-00000-42220 (Medical Supplies)	\$3,900.00	

LAND MANAGEMENT

To cover property taxes owed on tax foreclosed parcels that were retained for public purpose.

250-21210-00000-43011 (Contract Services)		\$6,656.11
250-21210-00000-45110 (Land Sale Property Tax)	\$6,656.11	

FEBRUARY 2020 CONTINUED**INCREASE DECREASE****LEGAL DEPARTMENT**

To purchase a standing desk converter.

100-11310-00000-42210 (Operating Supplies)		\$735.00
100-11310-00000-48720 (Minor Office Furniture)	\$735.00	

MAYOR'S DEPARTMENT

To cover allocated costs for BAB ice machine replacement.

100-11210-00000-43999 (Contingency)		\$76.03
100-11210-00000-48740 (Minor Machines/Equipment)	\$76.03	

OFFICE OF EMERGENCY MANAGEMENT

To add additional workstations to the Emergency Operations Center.

100-11250-00000-43011 (Contract Services)		\$8,000.00
100-11250-00000-48110 (Office Furniture)	\$8,000.00	

PURCHASING/CONTRACTINGTo add a license for RS Means, a cost estimating software system.
Also to add a subscription to Equipment Watch, to help verify equipment and services costs.

100-11227-00000-40110 (Regular Wages)		\$10,700.00
100-11227-00000-43019 (Software Licensing)	\$4,700.00	
100-11227-00000-43920 (Dues and Subscriptions)	\$6,000.00	

RISK DEPARTMENT

To move costs into Computer Software for future expenditures.

700-11234-00000-43011 (Contract Services)		\$19,898.25
700-11234-00000-43019 (Software Licensing)		\$20,101.75
700-11234-00000-48525 (Computer Software)	\$40,000.00	

RISK DEPARTMENT

To cover allocated costs for BAB ice machine replacement.

700-11234-00000-42210 (Operating Supplies)		\$5.43
700-11234-00000-48740 (Minor Machines/Equipment)	\$5.43	

FEBRUARY 2020 CONTINUED**INCREASE DECREASE**

SOLID WASTE - LANDFILL

To cover costs to fix landfill dozer equipment CAT D8T.

290-32122-00000-42310 (Repair/Maintenance Supplies)		\$27,042.34
290-32122-00000-42360 (Motor Vehicle Repair Supplies)	\$20,050.34	
290-32122-00000-43750 (Vehicle Maintenance)	\$6,992.00	

SOLID WASTE - LANDFILL

Funds needed to cover unemployment invoices for the remainder of the year.

290-32122-00000-43011 (Contract Services)		\$2,000.00
290-32122-00000-40511 (Other Benefits)	\$2,000.00	