

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: May 6, 2020

RE: Budget Revisions – April 2020

Attached is a budget revision listing for April 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.

911 DISPATCH

To purchase a Key Variable Loader required for radio functionality that was provided by AST in the past.

| | | |
|--|------------|------------|
| 264-11255-00000-43019 (Software Licensing) | | \$5,093.16 |
| 264-11255-00000-48120 (Office Machines) | \$5,093.16 | |

ASSESSING - APPRAISAL

To cover charge back costs for toner, and to also purchase safety vests for new appraisal staff.

| | | |
|---|----------|----------|
| 100-11520-00000-43210 (Transport/Subsistence) | | \$420.00 |
| 100-11520-00000-42210 (Operating Supplies) | \$400.00 | |
| 100-11520-00000-42250 (Uniforms) | \$20.00 | |

CENTRAL EMERGENCY SERVICES

To purchase replacement tires for emergency vehicles.

| | | |
|---|-------------|-------------|
| 211-51610-00000-43750 (Vehicle Maintenance) | | \$20,000.00 |
| 211-51610-00000-42360 (Motor Vehicle Repair Supplies) | \$20,000.00 | |

CENTRAL EMERGENCY SERVICES

To replace damaged fire hoses.

| | | |
|---|-------------|------------|
| 211-51610-00000-42263 (Training Supplies) | | \$8,000.00 |
| 211-51610-00000-43210 (Transport/Subsistence) | | \$4,000.00 |
| 211-51610-00000-43260 (Training) | | \$1,400.00 |
| 211-51610-00000-48760 (Minor Fire Fighting Equipment) | \$13,400.00 | |

CENTRAL EMERGENCY SERVICES

To purchase Adobe Acrobat Pro for Kasilof Station 6.

| | | |
|--|----------|----------|
| 211-51610-00000-43019 (Software Licensing) | | \$375.00 |
| 211-51610-00000-42120 (Computer Software) | \$375.00 | |

CENTRAL EMERGENCY SERVICES

To have preliminary engineering and site analysis completed for the future CES station in order to fill out the EDA grant application.

| | | |
|---|-------------|-------------|
| 211-51610-00000-40110 (Regular Wages) | | \$40,000.00 |
| 211-51610-00000-43011 (Contract Services) | \$40,000.00 | |

APRIL 2020 CONT.**INCREASE DECREASE****CLERK'S OFFICE - ADMINISTRATION**

To cover charge back costs for toner.

| | | |
|---|----------|----------|
| 100-11120-00000-43210 (Transport/Subsistence) | | \$120.00 |
| 100-11120-00000-42210 (Operating Supplies) | \$120.00 | |

FINANCE - SALES TAX

To cover an unanticipated computer monitor replacement.

| | | |
|--|----------|----------|
| 100-11441-00000-43310 (Advertising) | | \$390.95 |
| 100-11441-00000-48710 (Minor Office Equipment) | \$390.95 | |

HUMAN RESOURCES - ADMINISTRATION

To purchase additional file folders that are needed due to HIPPA regulations.

| | | |
|--|----------|----------|
| 100-11230-00000-43310 (Advertising) | | \$600.00 |
| 100-11230-00000-42210 (Operating Supplies) | \$600.00 | |

HUMAN RESOURCES - ADMINISTRATION

To cover charge back costs for toner.

| | | |
|--|----------|----------|
| 100-11230-00000-43310 (Advertising) | | \$200.00 |
| 100-11230-00000-42210 (Operating Supplies) | \$200.00 | |

PLANNING - ADMINISTRATION

To replace various office equipment such as computers and phones.

| | | |
|--|------------|------------|
| 100-21110-00000-43210 (Transport/Subsistence) | | \$4,000.00 |
| 100-21110-00000-48710 (Minor Office Equipment) | \$4,000.00 | |

RISK MANAGEMENT

To replace a Surface Pro computer that has failed.

| | | |
|--|------------|------------|
| 700-11236-00000-43210 (Transport/Subsistence) | | \$1,823.76 |
| 700-11234-00000-48710 (Minor Office Equipment) | \$1,823.76 | |

RISK MANAGEMENT

To cover costs of envelope printing.

| | | |
|----------------------------------|---------|---------|
| 700-11236-00000-43260 (Training) | | \$23.54 |
| 700-11234-00000-43410 (Printing) | \$23.54 | |

APRIL 2020 CONT.**INCREASE****DECREASE****RISK MANAGEMENT**

To cover an unexpected increase in Insurance Premium expenses.

| | | |
|---|----------|----------|
| 700-11236-00000-43210 (Transport/Subsistence) | | \$772.00 |
| 700-11234-00000-43510 (Insurance Premium) | \$772.00 | |

RISK MANAGEMENT

To cover AWWMA and Ergonomics training expense and to pay for a PACE subscription.

| | | |
|--|----------|----------|
| 700-11236-00000-43260 (Training) | | \$283.29 |
| 700-11234-00000-43920 (Dues and Subscriptions) | \$153.29 | |
| 700-11234-00000-43260 (Training) | \$130.00 | |

SOLID WASTE DEPARTMENT

To cover landfill utility expenses.

| | | |
|---|-------------|-------------|
| 290-32570-00000-43011 (Contract Services) | | \$12,000.00 |
| 290-32122-00000-43610 (Public Utilities) | \$12,000.00 | |