

Kenai Peninsula Borough
Finance Department

MEMORANDUM

TO: Brent Johnson, 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: November 2, 2021

RE: Budget Revisions – October 2021

Attached is a budget revision listing for October 2021. 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.

OCTOBER 2021**INCREASE DECREASE****CLERK'S OFFICE - ASSEMBLY & ELECTIONS**

To cover an increase in municipal membership dues for AML.

100-11130-00000-40120 (Temporary Wages)		\$3,460.00
100-11130-00000-40210 (FICA)		\$2,880.00
100-11130-00000-42210 (Operating Supplies)		\$600.00
100-11110-00000-43920 (Dues & Subscriptions)	\$6,940.00	

FINANCE - PROPERTY TAX & CASH MANAGEMENT

To cover higher than estimated costs of computers and monitors.

100-11440-00000-40110 (Regular Wages)		\$258.90
100-11440-00000-48710 (Minor Office Equipment)	\$258.90	

FINANCE - PROPERTY TAX & CASH MANAGEMENT

To purchase Adobe software for a new computer.

100-11440-00000-40110 (Regular Wages)		\$394.05
100-11440-00000-42120 (Computer Software)	\$394.05	

HUMAN RESOURCES - ADMINISTRATION

To cover the bulk monitor purchase and a video card needed for the Director's computer.

100-11230-00000-42210 (Operating Supplies)		\$163.32
100-11230-00000-48710 (Minor Office Equipment)	\$163.32	

HUMAN RESOURCES - ADMINISTRATION

To cover higher than estimated cost for monitor/video card purchase.

100-11230-00000-42210 (Operating Supplies)		\$10.00
100-11230-00000-48710 (Minor Office Equipment)	\$10.00	

HUMAN RESOURCES - PRINT SHOP

To replace a failed letter opener machine.

100-11233-00000-42210 (Operating Supplies)		\$2,500.00
100-11233-00000-48710 (Minor Office Equipment)	\$2,500.00	

KACHEMAK EMERGENCY SERVICESMoving money from vehicle repair services to vehicle supplies.
Some work is being done in house to save money.

212-51810-00000-43750 (Vehicle Maintenance)		\$3,000.00
212-51810-00000-42360 (Motor Vehicle Repair Supplies)	\$3,000.00	

OCTOBER 2021 CONTINUED**INCREASE DECREASE****LEGAL DEPARTMENT**

To replace 5 phones that are 17 years old.

100-11310-00000-43210 (Transport & Subsistence)		\$1,500.00
100-11310-00000-48710 (Minor Office Equipment)	\$1,500.00	

MAINTENANCE DEPARTMENT

To cover a FY21 order that was received in FY22. The order was for a monitor for Sea Snake equipment.

241-41010-00000-42310 (Repair & Maintenance Supplies)		\$5,000.00
241-41010-00000-48311 (Machinery & Equipment)	\$5,000.00	

MAYOR'S OFFICE

To cover a large purchase for operating supplies and to cover the rest of the fiscal year.

100-11210-00000-43021 (Peninsula Promotion)		\$2,500.00
100-11210-00000-42210 (Operating Supplies)	\$2,500.00	

NORTH PENINSULA RECREATION

To purchase a brush attachment for a newly purchased Bobcat which will be used for snow removal.

225-61110-00000-42210 (Operating Supplies)		\$3,000.00
225-61110-00000-43780 (Building & Grounds Maintenance)		\$2,000.00
225-61110-00000-48311 (Machinery & Equipment)	\$5,000.00	