

Kenai Peninsula Borough
Finance Department

MEMORANDUM

TO: Wayne Ogle, 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: June 5, 2019

RE: Budget Revisions – May 2019

Attached is a budget revision listing for May 2019. 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 COMMUNICATIONS

To cover costs of door locks and other upcoming charges.

264-11255-00000-43110 (Communications)		\$1,000.00
264-11255-00000-42310 (Repair/Maintenance Supplies)	\$1,000.00	

FINANCE - SALES TAX

To purchase a Sit to Stand needed due to reconfiguration of the Sales Tax area.

100-11441-00000-43140 (Postage/Freight)		\$548.07
100-11441-00000-48710 (Minor Office Equipment)	\$548.07	

FINANCE - PROPERTY TAX AND COLLECTIONS

To purchase Adobe software.

100-11440-00000-42120 (Computer Software)	\$366.83	
100-11440-00000-43932 (Litigation Reports)		\$366.83

FINANCE - ADMINISTRATION

To purchase first aid kits to be in compliance with the new program.

100-11410-00000-42410 (Small Tools and Minor Equipment)	\$52.00	
100-11410-00000-43210 (Transportation/Subsistence)		\$52.00

PLANNING - GEOGRAPHIC INFORMATION SYSTEMS

To upgrade phones in GIS department.

100-11232-00000-48710 (Minor Office Equipment)	\$1,400.00	
100-11232-00000-42210 (Operating Supplies)		\$1,400.00

PLANNING - GEOGRAPHIC INFORMATION SYSTEMS

To purchase surge protector for plotter.

100-11232-00000-43260 (Training)		\$120.00
100-11232-00000-48710 (Minor Office Equipment)	\$120.00	

MAY 2019 CONT.**INCREASE DECREASE****HUMAN RESOURCES**

To purchase monitors to display safety and HR related matters for Borough employees.

100-11230-00000-48710 (Minor Office Equipment)	\$2,490.48	
100-11230-00000-43011 (Contract Services)		\$2,490.48

HUMAN RESOURCES

To cover expenses for emergency kit and ID badge supplies.

100-11230-00000-42210 (Operating Supplies)	\$175.00	
100-11230-00000-42410 (Small Tools & Minor Equipment)	\$75.00	
100-11230-00000-43920 (Dues and Subscriptions)		\$250.00

KACHEMAK EMERGENCY SERVICES

To cover an increase in utility costs.

212-51810-00000-42250 (Uniforms)		\$1,173.23
212-51810-00000-42360 (Motor Vehicle Repair Supplies)		\$4,500.00
212-51810-00000-43610 (Public Utilities)	\$5,673.23	

LEGAL DEPARTMENT

To cover postage due to an increase in certified mail costs for bank sweep notifications.

100-11310-00000-40120 (Temporary Wages)		\$400.00
100-11310-00000-43140 (Postage/Freight)	\$400.00	

MAINTENANCE DEPARTMENT

To purchase a larger flatbed trailer for the Homer landscape crew.

241-41010-00000-43764 (Snow Removal)		\$15,000.00
241-41010-00000-48311 (Machinery and Equipment)	\$15,000.00	

MAY 2019 CONT.**INCREASE DECREASE****OFFICE OF EMERGENCY MANAGEMENT**

To cover costs of radio repeater programming and installation.

100-11250-00000-43011 (Contract Services)		\$3,128.00
100-11250-00000-48740 (Minor Machines and Equipment)	\$3,128.00	

RISK MANAGEMENT DIVISION

To cover costs of Seward High School SPCC plan and tank test report.

700-11234-00000-42263 (Training Supplies)		\$368.00
700-11234-00000-43011 (Contract Services)	\$368.00	

RISK MANAGEMENT DIVISION

To cover utility costs.

700-11234-00000-43610 (Public Utilities)	\$845.00	
700-11234-00000-42310 (Repair/Maintenance Supplies)		\$845.00

RISK MANAGEMENT DIVISION

To purchase custom notary stamp.

700-11234-00000-43011 (Contract Services)	\$28.00	
700-11234-00000-42210 (Operating Supplies)		\$28.00

SELDOVIA RECREATION

Move funds to cover costs of radon remediation, utilities, and travel fees for presenters.

227-61210-00000-42310 (Repair/Maintenance Supplies)	\$1,317.16	
227-61210-00000-42410 (Small Tools and Minor Equipment)		\$500.00
227-61210-00000-43210 (Transportation/Subsistence)	\$139.75	
227-61210-00000-43610 (Public Utilities)	\$2,500.00	
227-61210-00000-43780 (Building/Grounds Maintenance)		\$3,631.91
227-61210-00000-48720 (Minor Office Furniture)	\$175.00	

MAY 2019 CONT.

INCREASE DECREASE

SEWARD BEAR CREEK FLOOD SERVICE AREA

To cover mileage costs.

259-21212-00000-42210 (Operating Supplies)		\$1,000.00
259-21212-00000-43210 (Transportation/Subsistence)	\$1,000.00	

SEWARD BEAR CREEK FLOOD SERVICE AREA

To cover printer maintenance.

259-21212-00000-42250 (Uniforms)		\$105.02
259-21212-00000-42120 (Computer Software)		\$352.58
259-21212-00000-43720 (Equipment Maintenance)	\$457.60	

SOLID WASTE DEPARTMENT

To purchase antiscalent for maintaining the landfill leachate system.

290-32122-00000-42210 (Operating Supplies)	\$14,000.00	
290-32122-00000-43610 (Public Utilities)		\$14,000.00

SOLID WASTE DEPARTMENT

To purchase litter bags for area wide cleanup.

290-32570-00000-43210 (Transportation/Subsistence)		\$2,025.00
290-32570-00000-42210 (Operating Supplies)	\$2,025.00	