

Kenai Peninsula Borough
Finance Department

MEMORANDUM

TO: Brent Hibbert, Assembly President
Members of the Kenai Peninsula Borough

THRU: Assembly Charlie Pierce, Borough Mayor *ch*

THRU: Brandi Harbaugh, Finance Director *BH*

FROM: Sarah Hostetter, Payroll Accountant *SH*

DATE: May 18, 2021

RE: Budget Revisions – April 2021

Attached is a budget revision listing for April 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.

ASSESSING - APPRAISAL

To cover costs above the estimate for a bulk PC order.

100-11520-00000-43011 (Contract Services)		\$350.00
100-11520-00000-48710 (Minor Office Equipment)	\$350.00	

CENTRAL EMERGENCY SERVICES

To purchase Adobe software for the Training Officer's computer.

211-51610-00000-43019 (Software Licensing)		\$394.05
211-51610-00000-42120 (Computer Software)	\$394.05	

CENTRAL PENINSULA GENERAL HOSPITAL

To cover bond counsel services for due diligence of Safe Harbor.

600-81110-00000-50360 (Transfer to Debt Service)		\$2,500.00
600-81110-00000-43011 (Contract Services)	\$2,500.00	

CLERK'S OFFICE - ASSEMBLY

To clean up a negative account balance.

100-11110-00000-43210 (Transportation & Subsistence)		\$68.30
100-11110-00000-42210 (Operating Supplies)	\$68.30	

CLERK'S OFFICE - ASSEMBLY

To purchase a backup UPS battery and PDU for the Assembly Chambers.

100-11110-00000-43216 (Travel in State)		\$2,000.00
100-11110-00000-48710 (Minor Office Equipment)	\$2,000.00	

HUMAN RESOURCES - PRINT SHOP

To purchase Adobe software for the second computer in the Print Shop.

100-11233-00000-43720 (Equipment Maintenance)		\$400.00
100-11233-00000-42120 (Computer Software)	\$400.00	

HUMAN RESOURCES - PRINT SHOP

To replace a failed desk phone.

100-11233-00000-43720 (Equipment Maintenance)		\$300.00
100-11233-00000-42410 (Small Tools & Equipment)	\$300.00	

APRIL 2021 CONTINUED

INCREASE DECREASE

HUMAN RESOURCES - PRINT SHOP

To cover a higher than expected cost for replacing a failed desk phone.

100-11233-00000-43720 (Equipment Maintenance)		\$62.00
100-11233-00000-42410 (Small Tools & Equipment)	\$62.00	

MAYOR'S OFFICE

To replace the Administrative Assistant's outdated computer.

100-11210-00000-43260 (Training)		\$1,500.00
100-11210-00000-48710 (Minor Office Equipment)	\$1,500.00	

MAYOR'S OFFICE

To purchase a license for Adobe Acrobat Pro 2020.

100-11210-00000-43210 (Transportation & Subsistence)		\$200.00
100-11210-00000-42120 (Computer Software)	\$200.00	

ROAD SERVICE AREA

Transferring funds for break up repairs.

236-33950-00000-42250 (Uniforms)		\$250.00
236-33950-00000-42310 (Repair & Maintenance Supplies)		\$500.00
236-33950-00000-43210 (Transportation & Subsistence)		\$5,000.00
236-33950-00000-43951 (Dust Control)		\$40,000.00
236-33950-00000-43952 (Road Maintenance)	\$45,750.00	

ROAD SERVICE AREA

Moving money to ensure there are funds available to address spring break up conditions.

236-33950-00000-40110 (Regular Wages)		\$70,000.00
236-33950-00000-43260 (Training)		\$500.00
236-33950-00000-43019 (Software Licensing)		\$4,946.28
236-33950-00000-43210 (Transportation & Subsistence)		\$800.00
236-33950-00000-43951 (Dust Control)		\$6,214.66
236-33950-00000-48710 (Minor Office Equipment)		\$4,250.00
236-33950-00000-48720 (Minor Office Furniture)		\$500.00
236-33950-00000-48740 (Minor Machines & Equipment)		\$500.00
236-33950-00000-43952 (Road Maintenance)	\$87,710.94	