

Kenai Peninsula Borough
Finance Department

MEMORANDUM

TO: Brent Hibbert, 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 11, 2021

RE: Budget Revisions – February 2021

Attached is a budget revision listing for February 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.

CENTRAL EMERGENCY SERVICES

To cover postage and freight charges for the rest of the Fiscal Year.

211-51610-00000-42210 (Operating Supplies)		\$300.00
211-51610-00000-43140 (Postage & Freight)	\$300.00	

CENTRAL EMERGENCY SERVICES

To replace a failed washing machine at Station 6.

211-51610-00000-43780 (Building & Grounds Maintenance)		\$600.00
211-51610-00000-48740 (Minor Machines & Equipment)	\$600.00	

CLERK'S OFFICE - ASSEMBLY

To purchase two video cards for the newly remodeled Assembly Chamber work stations.

100-11110-00000-43210 (Transportation & Subsistence)		\$260.00
100-11110-00000-48710 (Minor Office Equipment)	\$260.00	

CLERK'S OFFICE - ASSEMBLY

To purchase a license for McAfee antivirus software for the Assembly Chambers.

100-11110-00000-43210 (Transportation & Subsistence)		\$30.00
100-11110-00000-42120 (Computer Software)	\$30.00	

CLERK'S OFFICE - ELECTIONS

Moving funds for a fund verification to create Ordinance 20-19-24.

100-11130-00000-40120 (Temporary Wages)		\$23,809.21
100-11130-00000-40130 (Overtime Wages)		\$1,825.86
100-11130-00000-40210 (FICA)		\$3,594.23
100-11130-00000-43810 (Rents & Operating Leases)		\$100.00
100-11130-00000-42410 (Small Tools & Minor Equipment)		\$405.80
100-11130-00000-43011 (Contractual Services)		\$3,690.78
100-11130-00000-43019 (Software Licensing)		\$51.82
100-11130-00000-43140 (Postage & Freight)		\$32.87
100-11130-00000-43210 (Transportation & Subsistence)		\$487.75
100-11130-00000-43310 (Advertising)		\$4,345.34
100-11130-00000-43410 (Printing)	\$38,343.66	

FEBRUARY 2021 continued

INCREASE DECREASE

CLERK'S OFFICE - ELECTIONS

To purchase mailer project paper for the 2021 Election.

100-11130-00000-43410 (Printing)		\$70.00
100-11130-00000-42210 (Operating Supplies)	\$70.00	

HUMAN RESOURCES - CUSTODIAL & PRINT SHOP

Move funds for expense that will be charged to 911/OEM/River Center for temporary custodial needs while the buildings were not under a janitorial contract.

100-11233-00000-40110 (Regular Wages)		\$572.17
100-11235-00000-43210 (Transportation & Subsistence)	\$572.17	

HUMAN RESOURCES - PRINT SHOP

To purchase Adobe software for the Print Shop computer.

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

MAINTENANCE DEPARTMENT

Revision for multiple items. To cover additional purchases for general repair/maintenance. To cover additional snow removal. To purchase equipment and attachments for increased efficiencies. To purchase a wire pulling machine.

241-41010-00000-40110 (Regular Wages)		\$400,000.00
241-41010-00000-42310 (Repair & Maintenance Supplies)	\$124,000.00	
241-41010-00000-42410 (Small Tools & Minor Equipment)	\$10,000.00	
241-41010-00000-43764 (Snow Removal)	\$200,000.00	
241-41010-00000-48311 (Machinery & Equipment)	\$60,000.00	
241-41010-00000-48740 (Minor Machines & Equipment)	\$6,000.00	

MAYOR'S OFFICE

To replace an out of date phone.

100-11210-00000-43210 (Transportation & Subsistence)		\$365.00
100-11210-00000-48710 (Minor Office Equipment)	\$365.00	

FEBRUARY 2021 continued**INCREASE** **DECREASE****PLANNING - RIVER CENTER**

To cover remaining expense for janitorial services by Borough employees before moving to a janitorial contract.

100-21135-00000-43011 (Contractual Services)		\$1,769.86
100-21135-00000-60000 (Charges (to) from Other Departments)	\$1,769.86	

PURCHASING DEPARTMENT

To cover Maintenance chargebacks for making keys and replacing a battery backup.

100-11227-00000-48720 (Minor Office Furniture)		\$200.00
100-11227-00000-43780 (Building & Grounds Maintenance)	\$200.00	

SELDOVIA RECREATION

To purchase a skate sharpener and a climbing wall.

227-61210-00000-43960 (Recreational Program Expenses)		\$2,650.00
227-61210-00000-48755 (Minor Recreational Equipment)	\$2,650.00	