

Kenai Peninsula Borough
Finance Department

MEMORANDUM

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

THRU: Charlie Pierce, Borough Mayor *chi*

THRU: Brandi Harbaugh, Finance Director *BH*

FROM: Sarah Hostetter, Payroll Accountant *SH*

DATE: January 12, 2021

RE: Budget Revisions – December 2020

Attached is a budget revision listing for December 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.

DECEMBER 2020**INCREASE DECREASE****911 DISPATCH**

Moving funds to cover a janitorial services contract, services were previously performed by Borough custodians.

264-11255-00000-60000 (Charges (to) from Other Departments)		\$4,200.00
264-11255-00000-43011 (Contract Services)	\$4,200.00	

CENTRAL EMERGENCY SERVICES

To replace the old softener system at Station 3.

211-51610-00000-43780 (Building & Grounds Maintenance)		\$3,245.00
211-51610-00000-48740 (Minor Machines & Equipment)	\$3,245.00	

CLERK'S OFFICE - RECORDS MANAGEMENT

To purchase a shredder for the department.

100-11140-00000-43210 (Transportation & Subsistence)		\$440.00
100-11140-00000-42410 (Small Tools & Minor Equipment)	\$440.00	

FINANCE - ADMINISTRATION

Moving funds to cover shipping costs for the Director's new chair.

100-11410-00000-42210 (Operating Supplies)		\$31.80
100-11410-00000-48720 (Minor Office Furniture)	\$31.80	

HUMAN RESOURCES - ADMINISTRATION

Moving funds to cover bulk computer monitor purchase.

100-11230-00000-43210 (Transportation & Subsistence)		\$300.00
100-11230-00000-48710 (Minor Office Equipment)	\$300.00	

MAYOR'S OFFICE

To replace the Mayor's office's old coffee maker.

100-11210-00000-43210 (Transportation & Subsistence)		\$816.00
100-11210-00000-42410 (Small Tools & Minor Equipment)	\$816.00	

PLANNING - RIVER CENTER

Moving funds to cover a janitorial services contract, services were previously performed by Borough custodians.

100-21135-00000-60000 (Charges (to) from Other Departments)		\$11,400.00
100-21135-00000-43011 (Contract Services)	\$11,400.00	

DECEMBER 2020 CONTINUED**INCREASE DECREASE****SELDOVIA RECREATION**

Additional insurance coverage is required for a short term contract to complete the shed project.

227-61210-00000-43960 (Recreational Program Expenses)		\$200.00
227-61210-00000-48520 (Storage Building & Containers)	\$200.00	

SEWARD BEAR CREEK FLOOD SERVICE AREA

To purchase a Sit-To-Stand desk.

259-21212-00000-42210 (Operating Supplies)		\$120.00
259-21212-00000-48720 (Minor Office Equipment)	\$120.00	

SOLID WASTE - LANDFILL

Moving funds to cover a diagnosis and the repair of the Bomag Compactor at the landfill.

290-32122-00000-43600 (Project Management)		\$1,800.00
290-32122-00000-43780 (Building & Ground Maintenance)		\$1,400.00
290-32122-00000-42310 (Repair & Maintenance Supplies)		\$2,000.00
290-32122-00000-43014 (Physical Examinations)		\$800.00
290-32122-00000-43750 (Vehicle Maintenance)	\$4,000.00	
290-32122-00000-42360 (Motor Vehicle Repair Supplies)	\$2,000.00	

SOLID WASTE - LANDFILL

Additional funds needed to repair Bomag Compactor, the first budget adjustment was an estimate.

290-32122-00000-49433 (Plan Reviews)		\$1,049.00
290-32122-00000-43750 (Vehicle Maintenance)	\$1,049.00	

SOLID WASTE - LANDFILL

To replace the landfill scale house computer due to recent crashes.

290-32122-00000-43019 (Software Licensing)		\$92.54
290-32122-00000-43410 (Printing)		\$220.08
290-32122-00000-43600 (Project Management)		\$32.00
290-32122-00000-48710 (Minor Office Equipment)	\$344.62	

DECEMBER 2020 CONTINUED**INCREASE DECREASE**

SOLID WASTE - LANDFILL

Moving funds for additional heavy equipment parts and labor repairs for landfill equipment.

290-32122-00000-42310 (Repair & Maintenance Supplies)		\$3,600.00
290-32122-00000-42360 (Motor Vehicle Repair Supplies)	\$2,500.00	
290-32122-00000-43750 (Vehicle Maintenance)	\$1,100.00	

SOLID WASTE - LANDFILL

To replace the failed portable pressure washer for the evaporator.

290-32010-00000-50411 (Transfer to Capital Project Fund)		\$4,448.22
290-32122-00000-48740 (Minor Machines & Equipment)	\$4,448.22	