

Kenai Peninsula Borough  
Finance Department

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**MEMORANDUM**

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

**THRU:** Charlie Pierce, Borough Mayor *CH*

**THRU:** Brandi Harbaugh, Finance Director *BH*

**FROM:** Sarah Hostetter, Payroll Accountant *SH*

**DATE:** April 6, 2021

**RE:** Budget Revisions – March 2021

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Attached is a budget revision listing for March 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.

**MARCH 2021****INCREASE    DECREASE****CENTRAL EMERGENCY SERVICES**

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

211-51610-00000-60000 (Charges (to) from Other Departments)		\$1,566.30
211-51610-00000-43011 (Contract Services)	\$1,566.30	

**CLERK'S OFFICE - ASSEMBLY**

To purchase Extron equipment for the Assembly chambers podium.

100-11110-00000-43215 (Travel Out of State)		\$1,360.00
100-11110-00000-48710 (Minor Office Equipment)	\$1,360.00	

**CLERK'S OFFICE - RECORDS MANAGEMENT**

To purchase parts to fix a scanner.

100-11140-00000-43720 (Equipment Maintenance)		\$403.00
100-11140-00000-42310 (Repair & Maintenance Supplies)	\$403.00	

**LEGAL DEPARTMENT**

To purchase a sit-to-stand unit and replace a monitor and sound bar.

100-11310-00000-40120 (Temporary Wages)		\$1,700.00
100-11310-00000-48710 (Minor Office Equipment)	\$1,700.00	

**MAINTENANCE DEPARTMENT**

Moving funds to cover additional snow removal expense.

241-41010-00000-42310 (Repair & Maintenance Supplies)		\$100,000.00
241-41010-00000-43764 (Snow Removal)	\$100,000.00	

**PLANNING - ADMINISTRATION**

To purchase new iPads for Planning Commissioners that are compatible with their new Granicus Meeting Software.

100-21110-00000-43210 (Transportation & Subsistence)		\$4,007.40
100-21110-00000-48710 (Minor Office Equipment)	\$4,007.40	

**SEWARD BEAR CREEK FLOOD SERVICE AREA**

To replace old printer/copier.

259-21212-00000-42120 (Computer Software)		\$51.00
259-21212-00000-48710 (Minor Office Equipment)	\$51.00	

**MARCH 2021 continued****INCREASE    DECREASE****SOLID WASTE - LANDFILL & ADMINISTRATION**

To cover expense for the Leachate Management design study.

290-32010-00000-50411 (Trfs Solid Waste Cap Proj Fund)		\$39,500.00
290-32010-00000-43600 (Project Management)		\$2,000.00
290-32122-21LEA-43011 (Contract Services)	\$37,500.00	
290-32122-21LEA-49999 (Contingency)	\$2,807.55	
290-32122-21LEA-40110 (Regular Wages)	\$676.96	
290-32122-21LEA-40210 (FICA)	\$51.09	
290-32122-21LEA-40221 (PERS)	\$148.92	
290-32122-21LEA-40321 (Health Insurance)	\$210.41	
290-32122-21LEA-40322 (Life Insurance)	\$1.66	
290-32122-21LEA-40410 (Leave)	\$63.53	
290-32122-21LEA-43110 (Communications)	\$12.19	
290-32122-21LEA-43220 (Car Allowance)	\$27.69	

**SOLID WASTE - ADMINISTRATION & MISC LANDFILLS**

To cover temp wages for Solid Waste Admin position.

290-32570-00000-40120 (Temporary Wages)		\$1,500.00
290-32010-00000-40120 (Temporary Wages)	\$1,500.00	

**SOLID WASTE - ADMINISTRATION & LANDFILL**

Moving funds to cover Landfill communication expense.

290-32010-00000-43110 (Communications)		\$3,500.00
290-32122-00000-43110 (Communications)	\$3,500.00	

**WESTERN EMERGENCY SERVICES**

Moving funds to cover a VFA grant match requirement.

209-51410-00000-43780 (Building & Grounds Maintenance)		\$279.22
209-51410-00000-48760 (Minor Fire Fighting Equipment)	\$279.22	