

Kenai Peninsula Borough
Finance Department

MEMORANDUM

TO: Kelly Cooper, 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: February 13, 2020

RE: Budget Revisions – January 2020

Attached is a budget revision listing for January 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.

ASSESSING/APPRaisal DEPARTMENTS

To cover costs for BAB ice machine replacement and additional funds needed to complete scheduled computer replacements after having to unexpectedly replace failed equipment.

100-11520-00000-48740 (Minor Machines/Equipment)	\$104.35	
100-11510-00000-48710 (Minor Office Equipment)	\$1,000.00	
100-11510-00000-48740 (Minor Machines/Equipment)	\$55.50	
100-11520-00000-43011 (Contract Services)		\$1,159.85

BEAR CREEK FIRE SERVICE AREA

To replace a lost Vacuusplint that was used on a patient who was transported to Anchorage. Attempts to find the Vacuusplint have been unsuccessful.

207-51210-00000-48750 (Minor Medical Equipment)	\$1,025.00	
207-51210-00000-42220 (Medical Supplies)		\$1,025.00

CENTRAL EMERGENCY SERVICES

To purchase a Fire Investigation Module for image trend program management.

211-51610-00000-42120 (Computer Software)	\$1,350.00	
211-51610-00000-43019 (Software Licensing)		\$1,350.00

CLERK'S OFFICE

To cover costs for BAB ice machine replacement.

100-11110-00000-48740 (Minor Machinery/Equipment)	\$210.00	
100-11110-00000-42210 (Operating Supplies)		\$210.00
100-11120-00000-48740 (Minor Machinery/Equipment)	\$30.00	
100-11120-00000-42210 (Operating Supplies)		\$30.00

JANUARY 2020 CONTINUED**INCREASE DECREASE**

EASTERN PEN HWY EMERGENCY SERVICE AREA

To cover costs for VHF Paging Channel Programming, per Board approval.

235-51710-00000-43011 (Contract Services)	\$970.00	
235-51710-00000-48120 (Office Machines)		\$970.00

FINANCE DEPARTMENT - ADMINISTRATION

To cover costs for BAB ice machine replacement.

100-11410-00000-48740 (Minor Machines/Equipment)	\$22.29	
100-11410-00000-42210 (Operating Supplies)		\$22.29

HUMAN RESOURCES DEPARTMENT

To cover costs for BAB ice machine replacement.

100-11233-00000-48740 (Minor Machines/Equipment)	\$23.95	
100-11233-00000-42210 (Operating Supplies)		\$23.95
241-11235-00000-48740 (Minor Machines/Equipment)	\$23.77	
241-11235-00000-42210 (Operating Supplies)		\$23.77
100-11235-00000-48740 (Minor Machines/Equipment)	\$23.77	
100-11235-00000-42210 (Operating Supplies)		\$23.77
100-11230-00000-48740 (Minor Machines/Equipment)	\$76.03	
100-11230-00000-43310 (Advertising)		\$76.03

LEGAL DEPARTMENT

To cover costs for BAB ice machine replacement.

100-11310-00000-48740 (Minor Machines/Equipment)	\$35.09	
100-11310-00000-42410 (Small Tools/Minor Equipment)		\$35.09

MAYOR'S OFFICE

To replace two worn out visitor chairs in the Chief of Staff's office.

100-11210-00000-48720 (Minor Office Furniture)	\$375.00	
100-11210-00000-43999 (Contingency)		\$375.00

JANUARY 2020 CONTINUED**INCREASE DECREASE**

MAYOR'S OFFICE

To cover costs for BAB ice machine replacement.

100-11210-00000-48740 (Minor Machines/Equipment)	\$29.79	
100-11210-00000-43999 (Contingency)		\$29.79

MAYOR'S OFFICE

To purchase ergonomic office chair.

100-11210-00000-48720 (Minor Office Furniture)	\$275.00	
100-11210-00000-43011 (Contract Services)		\$275.00

ROAD SERVICE AREA

To cover costs of increasing Admin Assistant position to 3/4 time.

236-33950-00000-40110 (Regular Wages)	\$25,000.00	
236-33950-00000-43952 (Road Maintenance)		\$25,000.00

SEWARD BEAR CREEK FLOOD AREA

To pay for taxes, recording fees, and other land acquisition fees for a parcel of land that was donated for conservation and mitigation purposes.

259-21212-00000-48610 (Land Purchase)	\$600.00	
259-21212-00000-42210 (Operating Supplies)		\$600.00

SOLID WASTE DEPARTMENT

To purchase anti-scaling agent for the leachate evaporator.

290-32122-00000-42210 (Operating Supplies)	\$5,000.00	
290-32122-00000-43600 (Project Management)		\$5,000.00