

Kenai Peninsula Borough
Finance Department

MEMORANDUM

TO: Kelly Cooper, 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, 2020

RE: Budget Revisions – March 2020

Attached is a budget revision listing for March 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.

MARCH 2020**INCREASE DECREASE****CENTRAL EMERGENCY SERVICES**

To purchase hover jacks.

211-51610-00000-43260 (Training)		\$8,000.00
211-51610-00000-48515 (Medical Equipment)	\$8,000.00	

CENTRAL EMERGENCY SERVICES

To purchase various small tools and office/communication equipment, recreational equipment and a coffee maker for Station 1.

211-51610-00000-43210 (Transport/Subsistence)		\$12,800.00
211-51610-00000-42410 (Small Tools/Minor Equipment)	\$5,000.00	
211-51610-00000-48513 (Recreational Equipment)	\$7,200.00	
211-51610-00000-48710 (Minor Office Equipment)	\$600.00	

CLERK'S OFFICE - ASSEMBLY

To cover costs of travel to Juneau for AML winter conference.

100-11110-00000-42210 (Operating Supplies)		\$520.00
100-11110-00000-43216 (Travel - In State)	\$520.00	

CLERK'S OFFICE - RECORDS MANAGEMENT

To purchase preservation supplies: minute books, acid free paper, etc.

100-11140-00000-43019 (Software Licensing)		\$3,810.00
100-11140-00000-42210 (Operating Supplies)	\$3,810.00	

FINANCE - PROPERTY TAX & CASH MANAGEMENT

To cover costs of bulk envelope order.

100-11440-00000-42210 (Operating Supplies)		\$259.32
100-11440-00000-43410 (Printing)	\$259.32	

HUMAN RESOURCES - CUSTODIAL

To fulfill requirement to have a fireproof cabinet for cleaning products.

100-11235-00000-40110 (Regular Wages)		\$1,329.05
100-11235-00000-48710 (Minor Office Equipment)	\$1,329.05	

MARCH 2020 CONTINUED**INCREASE DECREASE****INFORMATION TECHNOLOGY**

Move funds to pay for Google's new spam filter platform. The previous platform was used for 14 years with no direct cost to the Borough, Google unexpectedly sunsetted the old platform.

100-11231-00000-40110 (Regular Wages)		\$22,608.00
100-11231-00000-43019 (Software Licensing)	\$22,608.00	

LEGAL DEPARTMENT

To purchase 1 laptop to allow for critical operations to be done remotely when needed.

100-11310-00000-40130 (Overtime Wages)		\$750.00
100-11310-00000-43210 (Transport/Subsistence)		\$750.00
100-11310-00000-48710 (Minor Office Equipment)	\$1,500.00	

MAINTENANCE DEPARTMENT

To cover various costs: higher than expected snow removal costs, to replace a failing dishwasher at Ninilchik High School, to purchase a wood chipper for spruce bark beetle mitigation, and to support other operational needs for the rest of the FY.

241-41010-00000-40110 (Regular Wages)		\$300,000.00
241-41010-00000-43764 (Snow Removal)	\$173,000.00	
241-41010-00000-48311 (Machinery/Equipment)	\$54,000.00	
241-41010-00000-42310 (Repair/Maintenance Supplies)	\$73,000.00	

NORTH PENINSULA RECREATION

To purchase 1 laptop to accommodate working remotely.

225-61110-00000-43011 (Contract Services)		\$1,300.00
225-61110-00000-48710 (Minor Office Equipment)	\$1,300.00	

PLANNING - LAND MANAGEMENT

To purchase 3 laptop computers for offsite and mobile functions.

250-21210-00000-43011 (Contract Services)		\$4,000.00
250-21210-00000-48710 (Minor Office Equipment)	\$4,000.00	

MARCH 2020 CONTINUED

INCREASE DECREASE

PURCHASING DEPARTMENT

To purchase 2 Surface Pros to accommodate adjusted work schedules due to the COVID-19 epidemic.

100-11227-00000-43210 (Transport/Subsistence)		\$4,300.00
100-11227-00000-48710 (Minor Office Equipment)	\$4,300.00	

RISK DEPARTMENT

To cover remaining balance on the EHS Management Software Contract.

700-11234-00000-43011 (Contract Services)		\$426.80
700-11234-00000-48525 (Computer Software/Intellectual Property)	\$426.80	