

Kenai Peninsula Borough  
Finance Department

---

**MEMORANDUM**

**TO:** Wayne Ogle, 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:** November 5, 2018

**RE:** Budget Revisions – October 2018

---

Attached is a budget revision listing for October 2018. 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.

**OCT 2018**

**INCREASE**

**DECREASE**

**CENTRAL PENINSULA HOSPITAL**

Transfer budget from project 11MD1 to cover admin service fees for project 19DAV Per KPB 5.04.100.

490.81110.11MD1.49999 (Contingency)		\$ 11,250.00
490.00000.11MD1.37911 (Local Contributions)	\$ 11,250.00	
490.81110.19DAV.49999 (Contingency)	\$ 11,250.00	
490.00000.19DAV.37911 (Local Contributions)		\$ 11,250.00

**FINANCE DEPARTMENT**

To implement IVR (Interactive Voice Response) system for property tax payments. Also to purchase front desk printer.

100.11440.00000.43011 (Contract Services)	\$ 3,000.00	
100.11440.00000.48710 (Minor Office Equipment)	\$ 500.00	
100.11440.00000.43932 (Litigation Reports)		\$ 3,500.00

**LEGAL DEPARTMENT**

Fall FY19 bulk PC purchase was slightly higher than budget.

100.11310.00000.42210 (Operating Supplies)		\$ 100.00
100.11310.00000.48710 (Minor Office Equipment)	\$ 100.00	

**MAINTENANCE DEPARTMENT**

To purchase a truck canopy.

241.41010.00000.42310 (Repair/Maintenance Supplies)		\$ 2,000.00
241.41010.00000.48740 (Minor Machinery/Equipment)	\$ 2,000.00	

**MAINTENANCE DEPARTMENT**

To replace the failed steam kettle at Seward High School, an integral part of the kitchen. Repair parts are not available.

241.41010.00000.42310 (Repair/Maintenance Supplies)		\$ 19,204.18
241.41010.00000.48311 (Machinery/Equipment)	\$ 19,204.18	

**OCT 2018 CONT.****INCREASE****DECREASE****NON-DEPARTMENTAL**

To purchase chairs for break rooms.

100.94910.00000.40511 (Other benefits)		\$ 1,000.00
100.94910.00000.48720 (Minor Furniture/Furnishings)	\$ 1,000.00	

**OFFICE OF EMERGENCY MANAGEMENT**

To cover lodging and laptop expenses for flood response field workers.

100.11250.00000.43210 (Transportation/Subsistence)		\$ 356.00
100.11250.19F2A.43210 (Transportation/Subsistence)	\$ 356.00	
100.11250.00000.43999 (Contingency)		\$ 3,545.04
100.11250.19FL2.48710 (Minor Office Equipment)	\$ 3,545.04	

**PURCHASING AND CONTRACTING**

To set up the budget for Japanese Creek Channel project.

259.21212.00000.43011 (Contract Services)		\$ 59,077.79
259.21212.19JAP.40110 (Regular Wages)	\$ 1,082.75	
259.21212.19JAP.43011 (Contract Services)	\$ 45,600.00	
259.21212.19JAP.61990 (Admin Service Fee)	\$ 1,176.47	
259.21212.19JAP.49999 (Contingency)	\$ 11,218.57	

**RISK MANAGEMENT DIVISION**

To purchase an additional desk.

700.11234.00000.40110 (Regular Wages)		\$ 2,500.00
700.11234.00000.48720 (Minor Furniture/Furnishings)	\$ 2,500.00	

**SEWARD BEAR CREEK FLOOD**

To cover NORFMA Conference travel costs and future mileage.

259.21212.00000.43260 (Training)		\$ 1,110.00
259.21212.00000.43210 (Transportation/Subsistence)	\$ 1,810.00	
259.21212.00000.42020 (Signage Supplies)		\$ 700.00