

# Kenai Peninsula Borough

## Finance Department

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### MEMORANDUM

**TO:** Kelly Cooper, Assembly President  
Members of the Kenai Peninsula Borough Assembly

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

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

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

**DATE:** June 3, 2020

**RE:** Budget Revisions – May 2020

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Attached is a budget revision listing for May 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.

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**MAY 2020**

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**INCREASE****DECREASE**

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**CENTRAL EMERGENCY SERVICES**

To purchase a Connex for tire storage and radio interface headsets.

211-51610-00000-42310 (Repair/Maintenance Supplies)		\$5,680.00
211-51610-00000-48520 (Storage Building/Containers)	\$4,680.00	
211-51610-00000-48760 (Minor Fire Fighting Equipment)	\$1,000.00	

**CENTRAL EMERGENCY SERVICES**

To replace oven damaged due to a water line burst in kitchen.

211-51610-00000-43720 (Equipment Maintenance)		\$1,350.00
211-51610-00000-48740 (Minor Machines/Equipment)	\$1,350.00	

**CLERK'S OFFICE - ASSEMBLY**

To purchase and replace iPads for Assembly.

100-11110-00000-43011 (Contract Services)		\$4,200.00
100-11110-00000-48710 (Minor Office Equipment)	\$4,200.00	

**CLERK'S OFFICE - ELECTIONS**

To pay for postage permit #25 (Homer ballots). Revision needed due to billing period change from last year.

100-11130-00000-42210 (Operating Supplies)		\$240.00
100-11130-00000-43140 (Postage/Freight)	\$240.00	

**CLERK'S OFFICE - RECORDS MANAGEMENT**

To replace rollers for FIJITSU scanners.

100-11140-00000-43011 (Contract Services)		\$380.00
100-11140-00000-42310 (Repair/Maintenance Supplies)	\$380.00	

**CLERK'S OFFICE - RECORDS MANAGEMENT**

To purchase a Surface Pro for the Deputy Clerk.

100-11140-00000-43011 (Contract Services)		\$2,000.00
100-11140-00000-48710 (Minor Office Equipment)	\$2,000.00	

**CLERK'S OFFICE - RECORDS MANAGEMENT**

To purchase webcams for records center workstations.

100-11140-00000-43210 (Transport/Subsistence)		\$156.00
100-11140-00000-48710 (Minor Office Equipment)	\$156.00	

**MAY 2020 CONT.****INCREASE****DECREASE****MAINTENANCE DEPARTMENT**

To replace large field sprinklers and 2 AED's. And to purchase a small diameter drain cleaning snake.

241-41010-00000-43764 (Snow Removal)		\$7,500.00
241-41010-00000-48740 (Minor Machines/Equipment)	\$7,500.00	

**MAYOR'S OFFICE**

To purchase a camera for office computer.

100-11210-00000-43310 (Advertising)		\$41.00
100-11210-00000-48710 (Minor Office Equipment)	\$41.00	

**MAYOR'S OFFICE**

To purchase a wireless headset to use in online meetings.

100-11210-00000-43021 (Peninsula Promotion)		\$180.00
100-11210-00000-48710 (Minor Office Equipment)	\$180.00	

**MAYOR'S OFFICE**

To purchase microphone to use in online meetings.

100-11210-00000-43021 (Peninsula Promotion)		\$95.00
100-11210-00000-48710 (Minor Office Equipment)	\$95.00	

**OFFICE OF EMERGENCY MANAGEMENT**

To cover costs for antenna installation

100-11250-00000-43011 (Contract Services)		\$1,000.00
100-11250-00000-48311 (Machinery/Equipment)	\$1,000.00	

**SOLID WASTE - LANDFILL**

To replace an obsolete gas analyzer for landfill gas monitoring.

290-32122-00000-43015 (Water/Air Sample Testing)		\$11,390.00
290-32122-00000-48311 (Machinery/Equipment)	\$11,390.00	