

Kenai Peninsula Borough
Finance Department

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: June 2, 2021

RE: Budget Revisions – May 2021

Attached is a budget revision listing for May 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.

MAY 2021**INCREASE****DECREASE****ASSESSING - APPRAISAL**

Updating multiple workstations for ergonomic upgrades.

100-11520-00000-43210 (Transportation and Subsistence) \$5,500.00

100-11520-00000-48720 (Minor Office Furniture) \$5,500.00

CENTRAL EMERGENCY SERVICES

To purchase various items; replacement gas range, medical vault for new ambulance, tools/safety equipment for new apparatus.

211-51610-00000-43210 (Transportation and Subsistence) \$30,551.89

211-51610-00000-43780 (Building and Grounds Maintenance) \$1,693.02

211-51610-00000-48720 (Minor Office Furniture) \$182.96

211-51610-00000-48740 (Minor Machines and Equipment) \$182.96

211-51610-00000-48740 (Minor Machines and Equipment) \$1,693.02

211-51610-00000-48760 (Minor Fire Fighting Equipment) \$30,551.89

CLERK'S OFFICE - ASSEMBLY

To purchase a TV for the Clerk's conference room.

100-11110-00000-43216 (Travel in State) \$710.00

100-11110-00000-48710 (Minor Office Equipment) \$710.00

CLERK'S OFFICE - ASSEMBLY & ADMINISTRATION

To replace old Assembly iPads.

100-11120-00000-48710 (Minor Office Equipment) \$5,120.00

100-11110-00000-48710 (Minor Office Equipment) \$5,120.00

CLERK'S OFFICE - ELECTIONS, ADMINISTRATION, RECORDS & ASSEMBLY

To cover underfunded utilities, and to pay for an election security risk and vulnerability assessment per resolution 2021-032.

100-11110-00000-40321 (Health Insurance) \$25,000.00

100-11130-00000-43011 (Contractual Services) \$10,000.00

100-11120-00000-43610 (Public Utilities) \$5,000.00

100-11140-00000-43610 (Public Utilities) \$5,000.00

100-11110-00000-43610 (Public Utilities) \$5,000.00

MAY 2021 CONTINUED**INCREASE****DECREASE****CLERK'S OFFICE - RECORDS**

To purchase various items; archival boxes, carbon monoxide detector, chair and chair mats.

100-11140-00000-43720 (Equipment Maintenance)		\$655.00
100-11140-00000-42210 (Operating Supplies)	\$525.00	
100-11140-00000-42410 (Tools and Minor Equipment)	\$130.00	

HUMAN RESOURCES - ADMINISTRATION

To purchase a new fireproof cabinet.

100-11230-00000-43210 (Transportation and Subsistence)		\$5,493.00
100-11230-00000-48710 (Minor Office Equipment)	\$5,493.00	

HUMAN RESOURCES - CUSTODIAL

To purchase a floor tool for the vacuum.

100-11235-00000-43720 (Equipment Maintenance)		\$14.00
100-11235-00000-42410 (Tools and Minor Equipment)	\$14.00	

HUMAN RESOURCES - PRINT SHOP

To purchase a label printer.

100-11233-00000-43720 (Equipment Maintenance)		\$199.53
100-11233-00000-42410 (Small Tools and Equipment)	\$199.53	

HUMAN RESOURCES - PRINT SHOP

To purchase a phone headset for the print shop.

100-11233-00000-43720 (Equipment Maintenance)		\$304.11
100-11233-00000-42410 (Small Tools and Equipment)	\$304.11	

KACHEMAK EMERGENCY SERVICES

To purchase a vacuum mattress and a spare backup unit.

212-51810-00000-42220 (Medical Supplies)		\$2,000.00
212-51810-00000-48750 (Minor Medical Equipment)	\$2,000.00	

KACHEMAK EMERGENCY SERVICES

To purchase iPads that are compatible with Crew Force software.

212-51810-00000-43210 (Transportation and Subsistence)		\$2,500.00
212-51810-00000-48710 (Minor Office Equipment)	\$2,500.00	

MAY 2021 CONTINUED**INCREASE****DECREASE****MAINTENANCE - CUSTODIAL**

To purchase some daily cleaning items.

241-11235-00000-43720 (Equipment Maintenance)		\$100.00
241-11235-00000-42210 (Operating Supplies)	\$100.00	

RISK MANAGEMENT

To purchase an ergonomic chair.

700-11234-00000-42250 (Uniforms)		\$95.00
700-11234-00000-48720 (Minor Office Furniture)	\$95.00	

RISK MANAGEMENT

To purchase a gas meter and a document shredder.

700-11234-00000-43210 (Transportation and Subsistence)		\$1,900.00
700-11234-00000-48710 (Minor Office Equipment)	\$345.00	
700-11234-00000-48740 (Minor Machines and Equipment)	\$1,555.00	

SEWARD BEAR CREEK FLOOD SERVICE AREA

To purchase a network switch to be installed before moving to the Bear Creek Fire Station office.

259-21212-00000-42120 (Computer Software)		\$65.00
259-21212-00000-42210 (Operating Supplies)		\$499.71
259-21212-00000-42410 (Tools and Minor Equipment)		\$31.75
259-21212-00000-43140 (Postage and Freight)		\$650.00
259-21212-00000-43260 (Training)		\$126.00
259-21212-00000-43920 (Dues and Subscriptions)		\$161.00
259-21212-00000-48720 (Minor Office Furniture)		\$247.02
259-21212-00000-48710 (Minor Office Equipment)	\$1,780.48	

WESTERN EMERGENCY SERVICES

To purchase equipment in order to bring Ninilchik Engines up to NFPA and ISO Standards.

209-51410-00000-43011 (Contract Services)		\$5,500.00
209-51410-00000-42210 (Operating Supplies)		\$352.31
209-51410-00000-48760 (Minor Fire Fighting Equipment)	\$5,852.31	