

Kenai Peninsula Borough  
Finance Department

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**MEMORANDUM**

**TO:** Brent Johnson, Assembly President  
Members of the Kenai Peninsula Borough Assembly

**THRU:** Peter A. Micciche, Borough Mayor *PAM*

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

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

**DATE:** November 9, 2023

**RE:** Budget Revisions – October 2023

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Attached is a budget revision listing for October 2023. 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.

**OCTOBER 2023****INCREASE**    **DECREASE****CLERK'S OFFICE - ADMINISTRATION**

To cover Quarter one toner chargeback costs.

100-11120-00000-43210 (Transportation & Subsistence)		\$600.00
100-11120-00000-42210 (Operating Supplies)	\$600.00	

**CLERK'S OFFICE - ELECTIONS**

Additional funds needed to cover a quote for purchasing Dominion election equipment.

100-11130-00000-43011 (Contract Services)		\$9,329.80
100-11130-00000-42410 (Small Tools & Minor Equipment)	\$9,329.80	

**CLERK'S OFFICE - RECORDS MANAGEMENT**

To purchase preservation books and acid free paper.

100-11140-00000-43210 (Transportation & Subsistence)		\$2,000.00
100-11140-00000-42210 (Operating Supplies)	\$2,000.00	

**CLERK'S OFFICE - RECORDS MANAGEMENT**

To purchase a Surface for the Records Manager.

100-11140-00000-42210 (Operating Supplies)		\$2,200.00
100-11140-00000-48710 (Minor Office Equipment)	\$2,200.00	

**FINANCE - FINANCIAL SERVICES**

To replace a broken office chair.

100-11430-00000-42310 (Repair & Maintenance Supplies)		\$75.00
100-11430-00000-48720 (Minor Office Furniture)	\$75.00	

**FINANCE - PROPERTY TAX & CASH MANAGEMENT**

To cover bulk PC purchases.

100-11440-00000-40110 (Regular Wages)		\$112.28
100-11440-00000-48710 (Minor Office Equipment)	\$112.28	

**FINANCE - PROPERTY TAX & CASH MANAGEMENT**

To cover an unexpected increase in the cost of an office chair.

100-11440-00000-40110 (Regular Wages)		\$100.00
100-11440-00000-48720 (Minor Office Furniture)	\$100.00	

**OCTOBER 2023 Continued****INCREASE**    **DECREASE****KACHEMAK EMERGENCY SERVICES**

To cover a mistaken renewal. A refund is in process, but this revision is needed in order to pay the credit card bill.

212-51810-00000-42210 (Operating Supplies)		\$50.00
212-51810-00000-43026 (Software Licensing)	\$50.00	

**MAYOR'S OFFICE**

To cover an FY22 Granicus software subscription. Due to an error within the Granicus billing system, an FY22 invoice was not issued until over two years after the service period.

100-11210-00000-40110 (Regular Wages)		\$4,000.00
100-11210-00000-43026 (Software Licensing)	\$4,000.00	

**MAYOR'S OFFICE**

To purchase Halloween Candy for public tricker-treating at the Borough Administration Building.

100-11210-00000-43019 (Software Maintenance)		\$800.00
100-11210-00000-42021 (Promotional Supplies)	\$800.00	

**SCHOOL CAPTIAL PROJECTS**

Transferring funds between projects per code 5.04.100. Out of project Portables and Outbuildings, into project Drainage and Interior Renovation.

400-78010-22851-43780 (Building & Ground Maintenance)		\$1,540.56
400-78010-22851-42310 (Repair & Maintenance Supplies)		\$10,714.40
400-78010-22851-40110 (Regular Wages)		\$4,745.04
400-78050-24862-49999 (Contingency)	\$17,000.00	

**SELDOVIA RECREATION**

To replenish the Operating Supplies budget after an FY23 order was received in FY24, which depleted the budget.

227-61210-00000-48755 (Minor Recreational Equipment)		\$500.00
227-61210-00000-42210 (Operating Supplies)	\$500.00	

**SOLID WASTE - HOMER TRANSFER**

To purchase signage supplies for the Homer transfer site.

290-32310-00000-43011 (Contract Services)		\$4,992.00
290-32310-00000-42020 (Signage Supplies)	\$4,992.00	

OCTOBER 2023 Continued

INCREASE    DECREASE

**SOLID WASTE - LANDFILL**

To purchase a laptop for the Landfill Mechanics.

290-32122-00000-42210 (Operating Supplies)		\$1,432.00
290-32122-00000-48710 (Minor Office Equipment)	\$1,432.00	

**SOLID WASTE - LANDFILL**

To cover expenses related to IT's upgrade of the CPL siren server.

290-32122-00000-42310 (Repair & Maintenance Supplies)		\$1,302.24
290-32122-00000-48710 (Minor Office Equipment)	\$1,302.24	

**SOLID WASTE - SEWARD TRANSFER**

To purchase signage supplies for the Seward transfer site.

290-32150-00000-43011 (Contract Services)		\$3,500.00
290-32150-00000-42020 (Signage Supplies)	\$3,500.00	

**SOUTH PENINSULA HOSPITAL CAPITAL PROJECTS**

Transferring funds between projects per code 5.04.100. Out of projects Acute Care Patient Beds and Minor Hospital Equipment, into project 203 W Pioneer Ave Building Repairs.

491-81210-24SHA-48516 (Hospital Equipment)		\$4,333.23
491-81210-23SHL-48516 (Hospital Equipment)		\$13,772.98
491-81210-24SHA-61990 (Admin Service Fees)		\$43.77
491-81210-23SHL-61990 (Admin Service Fees)		\$144.28
491-81210-22SPR-61990 (Admin Service Fees)	\$188.05	
491-81210-22SPR-48516 (Hospital Equipment)	\$18,106.21	