

# Kenai Peninsula Borough

## Finance Department

---

### MEMORANDUM

**TO:** Peter Ribbens, Assembly President  
Members of the Kenai Peninsula Borough Assembly

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

**THRU:** Brandi Harbaugh, Finance Director 

**FROM:** Tyra Rivera, Payroll Accountant 

**DATE:** July 24, 2025

**RE:** Budget Revisions – June 2025

---

Attached is a budget revision listing for June 2025. 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.

**CLERK'S OFFICE - RECORDS MANAGEMENT/ELECTIONS**

Move funds to purchase KPB merch for staff.

100-11130-00000-43011 (Contractual Services)		\$70.00
100-11140-00000-42210 (Operating Supplies)		\$250.00
100-11130-00000-42410 (Small Tools and Minor Equipment)		\$160.00
100-11130-00000-42210 (Operating Supplies)		\$100.00
100-11130-00000-42250 (Uniforms)	\$330.00	
100-11140-00000-42250 (Uniforms)	\$250.00	

**FINANCE - ADMINISTRATION**

Move funds to cover dues for FY25 year end.

290-32122-00000-43011 (Contract Services)		\$4,975.00
290-32122-00000-49311 (Design Service)	\$4,975.00	

Move funds to cover GFAO annual dues.

100-11410-00000-48720 (Minor Office Furniture)		\$175.00
100-11410-00000-43920 (Dues and Subscriptions)	\$175.00	

**FINANCE - PROPERTY TAX & CASH MANAGEMENT**

Move funds for operating supplies.

100-11440-00000-40110 (Regular Wages)		\$304.96
100-11440-00000-42210 (Operating Supplies)	\$304.96	

**HUMAN RESOURCES - PRINT SHOP**

Move funds to cover Kelley Create invoice.

100-11233-00000-42210 (Operating Supplies)		\$659.00
100-11233-00000-43720 (Equipment Maintenance)	\$659.00	

**INFORMATION TECHNOLOGY**

Move funds for Point-to-Point Radio Equipment.

100-11231-00000-42210 (Operating Supplies)		\$1,764.40
100-11231-00000-48710 (Minor Office Equipment)	\$1,764.40	

**MAYOR'S OFFICE**

Move funds to replace UPS battery in Mayor's office.

100-11210-00000-40110 (Regular Wages)		\$125.00
100-11210-00000-42310 (Repair/Maintenance Supplies)	\$125.00	

Move funds for advertising FY26 KSRM contract.

100-94900-43016-43011 (Contractual Services)		\$6,750.00
100-94900-43016-43310 (Advertising)	\$6,750.00	

**JUNE 2025****INCREASE    DECREASE****PLANNING - LAND MANAGEMENT**

Move funds to cover communications & uniforms.

250-21210-00000-43011 (Contract Services)		\$500.00
250-21210-00000-43100 (Land Mgmt Program Services)		\$2,000.00
250-21210-00000-43110 (Communications)	\$500.00	
250-21210-00000-42250 (Uniforms)	\$2,000.00	

Move funds to replace printer.

250-21210-00000-48311 (Machinery & Equipment)		\$2,400.00
250-21210-00000-43720 (Equipment Maintenance)	\$1,800.00	
250-21210-00000-48710 (Minor Office Equipment)	\$600.00	

**SELDOVIA RECREATION**

Move funds to cover final purchases on PO.

227-61210-00000-48755 (Minor Recreational Equipment)		\$36.26
227-61210-00000-42210 (Operating Supplies)	\$5.37	
227-61210-00000-42960 (Recreational Program Supplies)	\$30.89	

Move funds to replace printer.

227-61210-00000-48630 (Improvements Other Than Bldgs)		\$56.48
227-61210-00000-43920 (Dues and Subscriptions)	\$56.48	

**SOLID WASTE - LANDFILL**

Move funds for engineering for CPL Baler building.

290-32122-00000-43011 (Contract Services)		\$4,975.00
290-32122-00000-49311 (Design Service)	\$4,975.00	

Move funds to cover quarterly unemployment.

290-32122-00000-42230 (Fuels, Oils and Lubricants)		\$4,070.00
290-32122-00000-40511 (Other Benefits)	\$4,070.00	