

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 *BR*

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

**DATE:** June 7, 2024

**RE:** Budget Revisions – May 2024

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Attached is a budget revision listing for May 2024. 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 2024****INCREASE    DECREASE****CENTRAL EMERGENCY SERVICES**

To replace failed rescue equipment.

211-51610-00000-43260 (Training)		\$9,904.00
211-51610-00000-48760 (Minor Fire Fighting Equipment)	\$9,904.00	

**CLERK'S OFFICE - ASSEMBLY**

To purchase a Boards &amp; Commission module for our Granicus software suite.

100-11110-00000-42410 (Small Tools & Minor Equipment)		\$1,500.00
100-11110-00000-42210 (Operating Supplies)		\$21.00
100-11110-00000-43920 (Dues & Subscriptions)		\$988.28
100-11110-00000-43019 (Software Maintenance)		\$1,259.70
100-11110-00000-43216 (Travel In State)		\$2,576.49
100-11110-00000-48120 (Office Machines)		\$4,125.00
100-11110-00000-43026 (Software Licensing)	\$10,470.47	

**CLERK'S OFFICE - RECORDS MANAGEMENT**

To replace the Record Manager's surface pro that quit working.

100-11140-00000-43720 (Equipment Maintenance)		\$2,170.00
100-11140-00000-48710 (Minor Office Equipment)	\$2,170.00	

**FINANCE - ADMINISTRATION**

Moving funds to purchase new logo gear for the Finance staff.

100-11410-00000-43210 (Transportation & Subsistence)		\$1,200.00
100-11410-00000-42250 (Uniforms)	\$1,200.00	

**KACHEMAK EMERGENCY SERVICES**

To cover fuel costs for the rest of the fiscal year.

212-51810-00000-43014 (Physical Examinations)		\$3,000.00
212-51810-00000-42230 (Fuel, Oils & Lubricants)	\$3,000.00	

**LEGAL DEPARTMENT**

To replace door glass with tempered glass.

100-11310-00000-48710 (Minor Office Equipment)		\$575.00
100-11310-00000-42310 (Repair & Maintenance Supplies)	\$575.00	

**ROAD SERVICE AREA**

Moving funds to purchase summer tires.

236-33950-00000-43952 (Road Maintenance)		\$850.00
236-33950-00000-42360 (Motor Vehicle Repair Supplies)	\$850.00	

**MAY 2024 Continued****INCREASE    DECREASE****ROAD SERVICE AREA**

To purchase dura deck mats and connectors for road maintenance issues.

236-33950-00000-43952 (Road Maintenance)		\$7,160.00
236-33950-00000-42410 (Small Tools & Minor Equipment)	\$7,160.00	

**ROAD SERVICE AREA**

Moving funds from wage surpluses to support end of year road service maintenance and repair projects.

236-33950-00000-40110 (Regular Wages)		\$26,000.00
236-33950-00000-40120 (Temporary Wages)		\$17,000.00
236-33950-00000-40130 (Overtime Wages)		\$26,000.00
236-33950-00000-43952 (Road Maintenance)	\$69,000.00	

**SELDOVIA RECREATION**

Moving funds to purchase an antivirus software subscription.

227-61210-00000-48630 (Improvements Other Than Buildings)		\$59.99
227-61210-00000-43026 (Software Licensing)	\$59.99	

**SELDOVIA RECREATION**

Moving funds to cover quarter 3 Maintenance chargebacks.

227-61210-00000-48630 (Improvements Other Than Buildings)		\$400.00
227-61210-00000-43780 (Building & Grounds Maintenance)	\$400.00	

**SOLID WASTE - HOMER TRANSFER**

Shifting surplus funds to cover material purchases to work on issues from the fire.

290-32310-00000-40110 (Regular Wages)		\$7,000.00
290-32310-00000-48740 (Minor Machines & Equipment)		\$2,000.00
290-32310-00000-42310 (Repair & Maintenance Supplies)		\$4,000.00
290-32310-00000-43210 (Transportation & Subsistence)		\$1,500.00
290-32310-00000-43014 (Physical Examinations)		\$1,000.00
290-32310-00000-43310 (Advertising)		\$1,000.00
290-32310-00000-43011 (Contract Services)		\$2,000.00
290-32310-00000-43260 (Training)		\$500.00
290-32310-00000-42410 (Small Tools & Minor Equipment)		\$1,000.00
290-32310-00000-42210 (Operating Supplies)	\$20,000.00	

**MAY 2024 Continued**

**INCREASE    DECREASE**

**SOLID WASTE - HOMER TRANSFER**

To purchase various repair & maintenance supplies. Funds are available due to brush burning being done in house.

290-32310-00000-43011 (Contract Supplies)		\$4,000.00
290-32310-00000-42310 (Repair & Maintenance Supplies)	\$4,000.00	

**SOLID WASTE - HOMER TRANSFER**

To cover expenses related to the fire on 4/18/24.

290-32310-00000-42210 (Operating Supplies)		\$7,111.25
290-32310-00000-43810 (Rents & Operating Leases)	\$7,111.25	

**SOLID WASTE - HOMER TRANSFER**

To cover utility expenses.

290-32310-00000-42210 (Operating Supplies)		\$9,000.00
290-32310-00000-43610 (Public Utilities)	\$9,000.00	

**SOLID WASTE - ADMINISTRATION & HOMER TRANSFER**

Moving funds from the Administration budget due to staff vacancy to assist the Homer transfer site in fire related costs.

290-32010-00000-40110 (Regular Wages)		\$70,000.00
290-32310-00000-43011 (Contract services)	\$10,000.00	
290-32310-00000-42210 (Operating Supplies)	\$60,000.00	

**SOLID WASTE - SEWARD TRANSFER**

To purchase a server, a workstation, and infrastructure.

290-32150-00000-43110 (Communications)		\$5,000.00
290-32150-00000-43780 (Building & Grounds Maintenance)		\$8,500.00
290-32150-00000-48710 (Minor Office Equipment)	\$13,500.00	