



Kenai Peninsula Borough

144 North Binkley Street
Soldotna, AK 99669

Meeting Agenda Policies and Procedures Committee

Lane Chesley, Chair
Mike Tupper, Vice Chair
Bill Elam, Member

Tuesday, August 15, 2023

2:45 PM

Betty J. Glick Assembly Chambers

[https://us06web.zoom.us/j/88473739641?](https://us06web.zoom.us/j/88473739641?pwd=dW1sY2RYV0F4dURjV25yVW9WUGw3QT09)

[pwd=dW1sY2RYV0F4dURjV25yVW9WUGw3QT09](https://us06web.zoom.us/j/88473739641?pwd=dW1sY2RYV0F4dURjV25yVW9WUGw3QT09)

Meeting ID: 884 7373 9641 Passcode: 671108

NEW BUSINESS

2. Ordinances for Introduction

- *d. [2023-17](#) An Ordinance Amending KPB 22.40.080 to Place the Mayor's Report Earlier on the Agenda (Johnson) (Hearing on 09/19/23)

Attachments:

[Ordinance 2023-17](#)

[Memo](#)

[Reference Copy O2019-08](#)

[Reference Copy O2019-17](#)

MAYOR'S REPORT

Mayor's Report Cover Memo

[KPB-5397](#)

Mayor's Report to the Assembly

Attachments:

[Mayor's Report to the Assembly](#)

1. Assembly Requests/Responses- None.

2. Agreements and Contracts

- a. [KPB-5398](#) Authorization to Award a Contract for ITB24-002 Griffing Way, Griffing Ct, and Territorial Rd Capital Improvement Project

Attachments:

[Authorization to Award a Contract for ITB24-002](#)

- b. [KPB-5399](#) Authorization to Award a Contract for ITB24-003 Parkway Ave Capital Improvement Project

Attachments:

[Authorization to Award a Contract for ITB24-003](#)

- c. [KPB-5400](#) Authorization to Award a Contract for ITB24-004 Lisburne Ave Capital Improvement Project

Attachments: [Authorization to Award a Contract for ITB24-004](#)

- d. [KPB-5401](#) Authorization to Award a Contract for ITB24-005 BAB Drywall Replacement

Attachments: [Authorization to Award a Contract for ITB24-005](#)

3. Other

- a. [KPB-5402](#) Budget Revisions - June 2023

Attachments: [Budget Revisions - June 2023](#)

- b. [KPB-5407](#) Revenue-Expenditure Report - June 2023

Attachments: [Revenue-Expenditure Report - June 2023](#)

Introduced by:	Johnson
Date:	08/15/23
Hearing:	09/19/23
Action:	
Vote:	

**KENAI PENINSULA BOROUGH
ORDINANCE 2023-17**

**AN ORDINANCE AMENDING KPB 22.40.080 TO PLACE THE MAYOR’S REPORT
EARLIER ON THE AGENDA**

WHEREAS, the Mayor’s Report is important as it is an opportunity for the public to hear more details about the work of the Borough administration, and often contains vital information; and

WHEREAS, the report contains numerous matters that affect Borough residents and therefore it seems appropriate to have the report earlier on the agenda;

NOW, THEREFORE, BE IT ORDAINED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:

SECTION 1. KPB 22.40.080 is hereby amended as follows:

22.40.080. Agenda—Order of business.

The order of business shall be:

Call to order;

Pledge of allegiance;

Invocation;

Roll call;

Committee reports;

Vacancy, designation or seating members (only when needed);

Approval of agenda and consent agenda;

Approval of minutes;

Commending resolutions and proclamations;

Presentations with prior notice (20 minutes total);

Public comments on items not appearing on the agenda (three minutes per speaker;
20 minutes aggregate);

Mayor's Report;

Items not completed from prior agenda;

Public hearings on ordinances (Testimony limited to 3 minutes per speaker);

Unfinished business

1. Postponed items
2. Notices to reconsider/rescind;

New business;

1. Bid awards
2. Resolutions
3. Ordinances for introduction
4. Other (including addition of late items);

[MAYOR'S REPORT;]

Public comments and public presentations (Limited to 3 minutes per speaker);

Assembly comments;

Pending legislation;

Informational materials and reports;

Assembly meeting and hearing announcements;

Adjournment

SECTION 2. That this ordinance shall take effect immediately.

**ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH ON THIS *
DAY OF * 2023.**

Brent Johnson, Assembly President

ATTEST:

Michele Turner CMC, Borough Clerk

Yes:

No:

Absent:

Kenai Peninsula Borough Assembly

MEMORANDUM

TO: Members, Kenai Peninsula Borough Assembly
FROM: Brent Johnson, Assembly President BJ
DATE: August 3, 2023
RE: Ordinance 2023- 17 , Amending KPB 22.40.080 to Place the Mayor's Report Earlier on the Agenda (Johnson)

The Mayor is ultimately responsible for the management and administration of each department of the Borough with the exception of the Clerk's office (which the Assembly manages). Daily activities for recreation service areas, a flood service area, the road service area, Fire and Emergency Services, Assessing, Finance, Hospitals, IT, 911, Legal, Planning, Purchasing and Contracting, HR, Maintenance, Roads, and Solid Waste are among the direct responsibilities of the Mayor. So is setting the budget for the School District and maintaining school buildings. In addition, the Mayor deals with City, State and Federal officials on a myriad network of issues. The Assembly provides legislative for all these responsibilities, but the day-to-day management and administration falls to the Mayor.

Ordinance 2019-08 moved the Mayor's report to the end of the agenda before the Assembly's closing comments. Subsequently, Ordinance 2019-17 moved the Mayor's Report up on the agenda a couple positions before public comments.

I think it would be better to have the Mayor's Report earlier on the agenda as it was prior to the enactment of the ordinances mentioned above.

Your consideration is appreciated.

Introduced by:	Bagley, Cooper
Date:	04/16/19
Hearing:	05/21/19
Action:	Enacted
Vote:	6 Yes, 3 No, 0 Absent

**KENAI PENINSULA BOROUGH
ORDINANCE 2019-08**

**AN ORDINANCE AMENDING KPB 22.40.080 TO HAVE THE MAYOR'S REPORT
HEARD LATER ON THE AGENDA**

WHEREAS, the Mayor's Report is currently scheduled near the beginning of the agenda; and

WHEREAS, the Mayor's Report typically contains after action items and serves to inform the assembly; and

WHEREAS, this amendment would afford the assembly the opportunity to address action items earlier in the meeting to maximize public participation;

NOW, THEREFORE, BE IT ORDAINED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:

SECTION 1. KPB 22.40.080 is hereby amended as follows:

22.40.080. Agenda – Order of business.

The order of business shall be:


- A. Call to order;
- B. Pledge of allegiance;
- C. Invocation;
- D. Roll call;
- E. Committee reports;
- F. Vacancy, designation or seating members (only when needed);
- G. Approval of agenda and consent agenda;
- H. Approval of minutes;
- I. Commending resolutions and proclamations;
- J. Presentations with prior notice (20 minutes total);
- K. Public comments on items not appearing on the agenda (three minutes per speaker; 20 minutes aggregate);
- [L. MAYOR'S REPORT;]
- [M]L. Items not completed from prior agenda;
- [N]M. Public hearings on ordinances (Testimony limited to 3 minutes per speaker);
- [O]N. Unfinished business
 - 1. Postponed items
 - 2. Notices to reconsider/rescind;
- [P]O. New business;
 - 1. Bid awards

2. Resolutions
 3. Ordinances for introduction
 4. Other (including addition of late items);
- [Q]P. Public comments and public presentations (Limited to 3 minutes per speaker);
- Q. Mayor's Report;
- [R. ASSEMBLY MEETING AND HEARING ANNOUNCEMENTS;]
- [S] R. Assembly comments;
- [T] S. Pending legislation;
- [U]T. Informational materials and reports;
- U. Assembly meeting and hearing announcements;
- V. [NOTICE OF THE NEXT MEETING AND] [A]Adjournment.

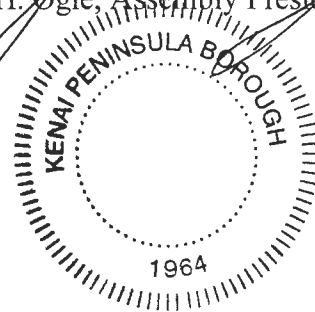
SECTION 2. That this ordinance shall take effect immediately upon its enactment.

ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 21ST DAY OF MAY, 2019.

ATTEST:


John Blankenship, MMC, Borough Clerk


Wayne H. Ogle, Assembly President



Yes: Bagley, Cooper, Dunne, Fischer, Hibbert, Smalley

No: Blakeley, Carpenter, Ogle

Absent: None

Introduced by:	Fischer, Blakeley
Date:	07/02/19
Hearing:	08/06/19
Action:	Introduced and Set for Public Hearing
Vote:	9 Yes, 0 No, 0 Absent
Date:	08/06/19
Action:	Enacted as Amended
Vote:	

**KENAI PENINSULA BOROUGH
ORDINANCE 2019-17**

**AN ORDINANCE AMENDING KPB 22.40.080 TO PLACE THE MAYOR'S REPORT
EARLIER ON THE AGENDA**

WHEREAS, following the recent approval of Ordinance 2019-08 the mayor's report is scheduled at the end of the assembly meetings; and

WHEREAS, since that ordinance was enacted public testimony has supported moving the mayor's report early enough in the meeting to allow public comment on it; and

WHEREAS, the mayor's report is important as it is an opportunity for the public to hear more details about the work of the borough administration, often contains vital information, and the public's best interest would be better served by moving it up to before the final public comment to give the public a chance to comment on it; and

WHEREAS, removing the lettering of each agenda item would avoid confusion when future changes may be made to the agenda;

NOW, THEREFORE, BE IT ORDAINED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:

SECTION 1. KPB 22.40.080 is hereby amended as follows:

22.40.080. Agenda—Order of business.

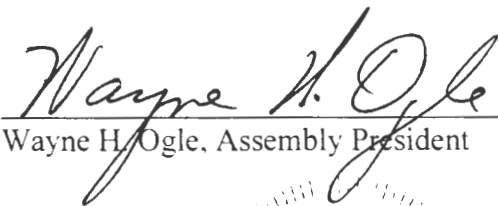
The order of business shall be:

- [A.] Call to order;
- [B.] Pledge of allegiance;
- [C.] Invocation;
- [D.] Roll call;
- [E.] Committee reports;
- [F.] Vacancy, designation or seating members (only when needed);
- [G.] Approval of agenda and consent agenda;

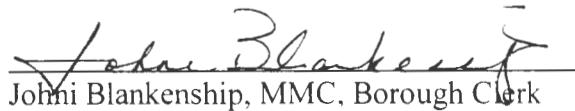
- [H.] Approval of minutes;
- [I.] Commending resolutions and proclamations;
- [J.] Presentations with prior notice (20 minutes total);
- [K.] Public comments on items not appearing on the agenda (three minutes per speaker; 20 minutes aggregate);
- [L.] Items not completed from prior agenda;
- [M.] Public hearings on ordinances (Testimony limited to 3 minutes per speaker);
- [N.] Unfinished business
 - 1. Postponed items
 - 2. Notices to reconsider/rescind;
- [O.] New business;
 - 1. Bid awards
 - 2. Resolutions
 - 3. Ordinances for introduction
 - 4. Other (including addition of late items);
- Mayor's Report
- [P.] Public comments and public presentations (Limited to 3 minutes per speaker);
- [Q.] MAYOR'S REPORT;]
- [R.] Assembly comments;
- [S.] Pending legislation;
- [T.] Informational materials and reports;
- [U.] Assembly meeting and hearing announcements;
- [V.] Adjournment

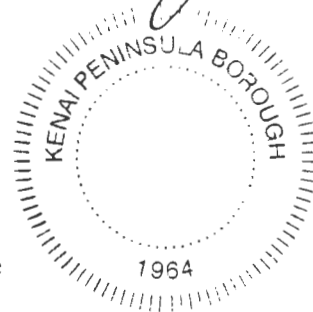
SECTION 2. That this ordinance shall take effect immediately upon its enactment.

ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH ON THIS 6TH DAY OF AUGUST, 2019.


 Wayne H. Ogle, Assembly President

ATTEST:


 Johni Blankenship, MMC, Borough Clerk



Yes: Bagley, Carpenter, Cooper, Dunne, Hibbert, Smalley, Ogle
 No: Blakeley, Fischer
 Absent: None

Kenai Peninsula Borough
Office of the Borough Mayor

MAYOR'S REPORT TO THE ASSEMBLY

TO: Brent Johnson, Assembly President
Members, Kenai Peninsula Borough Assembly

FROM: Peter A. Micciche, Kenai Peninsula Borough Mayor

DATE: August 15, 2023



Assembly Request / Response

None

Agreements and Contracts

- a. Authorization to Award Contract for ITB24-002 Griffing Way, Griffing Ct, and Territorial Rd Capital Improvement Project
- b. Authorization to Award Contract for ITB24-003 Parkway Ave. Capital Improvement Project
- c. Authorization to Award Contract for ITB24-004 Lisburne Ave Capital Improvement Project
- d. Authorization to Award Contract for ITB24-005 BAB Drywell Replacement

Other

- a. Budget Revisions – June 2023
- b. Revenue-Expenditure Report – June 2023

Kenai Peninsula Borough

Purchasing & Contracting

MEMORANDUM

TO: Peter A. Micciche, Borough Mayor

THRU: John Hedges, Purchasing & Contracting Director *JH*

FROM: Andrew Walsh, Project Manager *AW*

DATE: August 1, 2023

RE: Authorization to Award a Contract for ITB24-002 Griffing Way, Griffing Ct, and Territorial Rd Capital Improvement Project

The Purchasing and Contracting Office formally solicited and received bids for the ITB24-002 Griffing Way, Griffing Ct, and Territorial Rd Capital Improvement Project. Bid packets were released on June 30, 2023 and the Invitation to Bid was advertised in the Peninsula Clarion July 1, 2023.

The project consists of furnishing all labor, materials and equipment to upgrade Griffing & Territorial roads. Work includes but is not limited to roadbed widening, subgrade modification, embankment construction, drainage, ditching and clearing.

On the due date of July 25, 2023, two (2) bids were received and reviewed to ensure that all the specifications and delivery schedules were met. The low bid of \$250,277.50 was submitted by CIC, Inc., Soldotna, Alaska.

Your approval for this bid award is hereby requested. Funding for this project is in account number 434-33950-W1GRI-43011.


 Peter A. Micciche, Borough Mayor

8/3/2023
 Date

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No.	434-33950-W1GRI-43011
Amount	\$250,277.50
By: <i>CJ BH</i>	Date: 8/2/2023

NOTES: NA

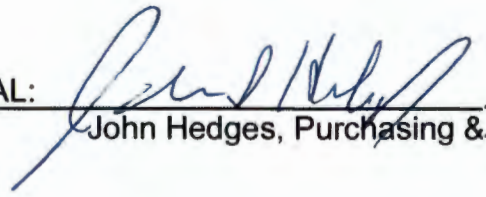
**KENAI PENINSULA BOROUGH
PURCHASING & CONTRACTING**

BID TAB FOR: ITB24-002 Griffing Way, Griffing Ct & Territorial Rd CIP

CONTRACTOR	LOCATION	BASE BID
CIC, Inc.	Soldotna, Alaska	\$250,277.50
Foster Construction, LLC	Soldotna, Alaska	\$267,880.00

DUE DATE: July 25, 2023

KPB OFFICIAL:


John Hedges, Purchasing & Contracting Director

Kenai Peninsula Borough

Purchasing & Contracting

MEMORANDUM

TO: Peter A. Micciche, Borough Mayor

THRU: John Hedges, Purchasing & Contracting Director *JH*

FROM: Andrew Walsh, Project Manager *AW*

DATE: July 27, 2023

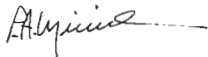
RE: Authorization to Award a Contract for ITB24-003 Parkway Ave Capital Improvement Project

The Purchasing and Contracting Office formally solicited and received bids for the ITB24-003 Parkway Ave Capital Improvement Project. Bid packets were released on June 30, 2023 and the Invitation to Bid was advertised in the Peninsula Clarion July 1, 2023.

The project consists of the contractor furnishing all labor, materials and equipment to upgrades roads. Work includes, but is not limited to: roadbed widening, subgrade modification, embankment construction, drainage, ditching, and clearing.

On the due date of July 25, 2023, one (1) bid was received and reviewed to ensure that all the specifications and delivery schedules were met. The low bid of \$326,560.00 was submitted by Great Northern Construction & Management, Soldotna, Alaska.

Your approval for this bid award is hereby requested. Funding for this project is in account number 434-33950-C5PAR.43011.



Peter A. Micciche, Borough Mayor

7/30/2023

Date

NOTES: NA

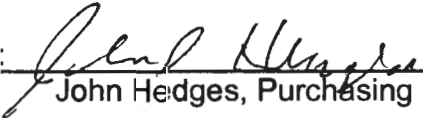
FINANCE DEPARTMENT	
FUNDS VERIFIED	
Acct. No.	<u>434-33950-C5PAR-43011</u>
Amount	<u>\$326,560.00</u>
By: <i>CJ</i> <i>JH</i>	Date <u>7/27/2023</u>

**KENAI PENINSULA BOROUGH
PURCHASING & CONTRACTING**

BID TAB FOR: ITB24-003 Parkway Ave & Sylvan Circle CIP

CONTRACTOR	LOCATION	BASE BID
Great Northern Construction & Management	Soldotna, Alaska	\$326,560.00

DUE DATE: July 25, 2023

KPB OFFICIAL: 
John Hedges, Purchasing & Contracting Director

Kenai Peninsula Borough

Purchasing & Contracting

MEMORANDUM

TO: Peter A. Micciche, Borough Mayor

THRU: John Hedges, Purchasing & Contracting Director JH

FROM: Andrew Walsh, Project Manager AW

DATE: August 1, 2023

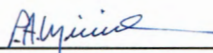
RE: Authorization to Award a Contract for ITB24-004 Lisburne Ave Capital Improvement Project

The Purchasing and Contracting Office formally solicited and received bids for the ITB24-004 Lisburne Ave Capital Improvement Project. Bid packets were released on June 30, 2023 and the Invitation to Bid was advertised in the Peninsula Clarion July 1, 2023.

The project consists of furnishing all labor, materials and equipment to upgrade roads. Work includes, but is not limited to: roadbed widening, subgrade modification, embankment construction, drainage, ditching and clearing.

On the due date of July 25, 2023, three (3) bids were received and reviewed to ensure that all the specifications and delivery schedules were met. The low bid of \$306,637.50 was submitted by CIC, Inc., Soldotna, Alaska.

Your approval for this bid award is hereby requested. Funding for this project is in account number 434-33950-N3LISI-43011.


 Peter A. Micciche, Borough Mayor

8/3/2023
 Date

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No.	434-33950-N3LIS-43011
Amount	\$306,637.50
By: CJ BH	Date: 8/2/2023

NOTES: Budget Revision submitted
080123

**KENAI PENINSULA BOROUGH
PURCHASING & CONTRACTING**

BID TAB FOR: ITB24-004 Lisburne Ave Capital Improvement Project

CONTRACTOR	LOCATION	BASE BID
CIC, Inc.	Soldotna, Alaska	\$306,637.50
Kee Construction, LLC	Soldotna, Alaska	\$338,465.75
Foster Construction, LLC	Soldotna, Alaska	\$429,720.75

DUE DATE: July 25, 2023

KPB OFFICIAL:


John Hedges, Purchasing & Contracting Director

Kenai Peninsula Borough

Purchasing & Contracting

MEMORANDUM

TO: Peter A. Micciche, Borough Mayor

THRU: John Hedges, Purchasing & Contracting Director *JH*

FROM: Carmen Vick, Project Manger *CV*

DATE: July 31, 2023

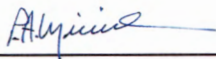
RE: Authorization to Award a Contract for ITB24-005 BAB Drywell Replacement

The Purchasing and Contracting Office formally solicited and received bids for the ITB24-005 BAB Drywell Replacement. Bid packets were released on July 5, 2023 and the Invitation to Bid was advertised in the Peninsula Clarion on July 5, 2023.

The project consists of providing all labor and materials to replace two (2) existing Drywells that serve the KPB Administrative Building Roof.

On the due date of July 26, 2023, one (1) bid was received and reviewed to ensure that all the specifications and delivery schedules were met. The low bid of \$108,350.00 was submitted by Endries Company, Soldotna, Alaska.

Your approval for this bid award is hereby requested. Funding for this project is in account number 407-94910-23472.43011.



Peter A. Micciche, Borough Mayor

8/3/2023

Date

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No.	407-94910-23472-43011
Amount	\$108,350.00
By: <i>CV</i> <i>JH</i>	Date: 8/1/2023


NOTES: NA

**KENAI PENINSULA BOROUGH
PURCHASING & CONTRACTING**

BID TAB FOR: ITB24-005 BAB Drywell Replacement

CONTRACTOR	LOCATION	BASE BID
Endries Company	Soldotna, Alaska	\$108,350.00

DUE DATE: July 26, 2023

KPB OFFICIAL: 
John Hedges, Purchasing & Contracting Director

Kenai Peninsula Borough
Finance Department

MEMORANDUM

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

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

THRU: Brandi Harbaugh, Finance Director *BH*

FROM: Sarah Hostetter, Payroll Accountant *SH*

DATE: July 31, 2023

RE: Budget Revisions – June 2023

Attached is a budget revision listing for June 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.

CLERK'S OFFICE - ADMINISTRATION & RECORDS

To cover transportation and subsistence costs for training that the Acting Clerk attended.

100-11140-00000-42210 (Operating Supplies)		\$2,000.00
100-11120-00000-43210 (Transportation & Subsistence)	\$2,000.00	

CLERK'S OFFICE - ADMINISTRATION

To cover advertising expenses for the rest of the fiscal year.

100-11120-00000-40110 (Regular Wages)		\$2,200.00
100-11120-00000-43310 (Advertising)	\$2,200.00	

FINANCE - ADMIN & PROPERTY TAX / CASH MANAGEMENT

To cover costs of the GFOA conference.

100-11440-00000-40110 (Regular Wages)		\$1,000.00
100-11410-00000-43210 (Transportation & Subsistence)	\$1,000.00	

HUMAN RESOURCES - PRINT SHOP

To cover freight costs for a humidifier for the print shop.

100-11233-00000-42410 (Small Tools & Equipment)		\$21.28
100-11233-00000-43140 (Postage & Freight)	\$21.28	

HUMAN RESOURCES - PRINT SHOP

To cover mileage reimbursements.

100-11233-00000-42410 (Small Tools & Equipment)		\$165.00
100-11233-00000-43210 (Transportation & Subsistence)	\$165.00	

KACHEMAK EMERGENCY SERVICES

Moving unused software funds to cover small tool costs.

212-51810-00000-43019 (Software Maintenance)		\$500.00
212-51810-00000-42410 (Small Tools & Minor Equipment)	\$500.00	

KACHEMAK EMERGENCY SERVICES

To cover expenses for the rest of the fiscal year.

212-51810-00000-43014 (Physical Examinations)		\$750.00
212-51810-00000-42230 (Fuel, Oils & Lubricants)	\$750.00	

KACHEMAK EMERGENCY SERVICES - CAPITAL PROJECTS

Transfer funds from closed projects per KPB Code 5.04.100.

446-51810-23483-61990 (Admin Services Fees)	\$14.86
446-51810-23482-48514 (Firefighting & Rescue Equipment)	\$225.07
446-51810-23484-49999 (Contingency)	\$11,601.40
446-51810-23482-61990 (Admin Service Fees)	\$12.25
446-51810-23483-48515 (Medical Equipment)	\$986.38
446-51810-23484-61990 (Admin Service Fees)	\$119.01
446-51810-23481-61990 (Admin Service Fees)	\$128.30
446-51810-23481-49999 (Contingency)	\$12,830.67

MAINTENANCE DEPARTMENT

To cover costs for additional roof clearing, iPad purchases and grounds maintenance.

241-41010-00000-42230 (Fuel, Oils & Lubricants)	\$19,000.00
241-41010-00000-42210 (Operating Supplies)	\$6,000.00
241-41010-00000-43810 (Rents & Operating Leases)	\$8,000.00
241-41010-00000-43019 (Software Maintenance)	\$6,000.00
241-41010-00000-43780 (Building & Grounds Maintenance)	\$21,000.00
241-41010-00000-48710 (Minor Office Equipment)	\$11,000.00
241-41010-00000-43764 (Snow Removal)	\$7,000.00

RISK MANAGEMENT

To purchase two desks needed due to the Department's relocation.

700-11234-00000-43210 (Transportation & Subsistence)	\$2,378.25
700-11234-00000-48720 (Minor Office Furniture)	\$2,378.25

RISK MANAGEMENT

To purchase a guest couch/seating area for the new office location.

700-11234-00000-42210 (Operating Supplies)	\$600.00
700-11234-00000-48720 (Minor Office Furniture)	\$600.00

SELDOVIA RECREATION

To cover chamber membership increases, maintenance supplies and Bitdefender software subscription.

227-61210-00000-43960 (Recreational Program Expenses)	\$146.12
227-61210-00000-43920 (Dues & Subscriptions)	\$2.55
227-61210-00000-43019 (Software Licensing)	\$59.99
227-61210-00000-42310 (Repair & Maintenance Supplies)	\$83.58

JUNE 2023 CONTINUED**INCREASE****DECREASE****SOLID WASTE - ADMINISTRATION**

To cover fuel expenses for the office truck.

290-32010-00000-43210 (Transpiration & Subsistence)		\$1,165.91
290-32010-00000-42230 (Fuel, Oil & Lubricants)	\$1,165.91	

SOLID WASTE - CAPITAL PROJECTS

Transfer funds from closed projects per KPB Code 5.04.100.

411-32122-23495-48311 (Machinery & Equipment)		\$1,000.00
411-32122-23495-49999 (Contingency)		\$12,380.00
411-32122-23496-49999 (Contingency)		\$4,101.00
411-32122-LEACH-49999 (Contingency)	\$17,481.00	

SOLID WASTE - HOMER TRANSFER

To purchase a snowplow for the facility.

290-32310-00000-43011 (Contract Services)		\$12,000.00
290-32310-00000-48311 (Machinery & Equipment)	\$12,000.00	

SOLID WASTE - HOMER TRANSFER

To purchase pit run gravel for the facility.

290-32310-00000-43011 (Contract Services)		\$22,800.00
290-32310-00000-42210 (Operating Supplies)	\$22,800.00	

SOLID WASTE - LANDFILL

To install a culvert at the Landfill.

290-32122-00000-48311 (Machinery & Equipment)		\$10,500.00
290-32122-00000-43011 (Contract Services)	\$10,500.00	

Kenai Peninsula Borough
Finance Department

MEMORANDUM

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

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

THRU: Brandi Harbaugh, Finance Director *BH*

FROM: Sarah Hostetter, Payroll Accountant *SH*

DATE: July 31, 2023

RE: Revenue-Expenditure Report – June 2023

Attached is the Revenue-Expenditure Report of the General Fund for the month of June 2023. Please note that 100% of the year has elapsed, 103.02% of budgeted revenues have been collected, and 92.95% of budgeted expenditures have been made.

** These numbers are not final as there will be additional amounts posted due to fiscal year-end adjustments. **

KENAI PENINSULA BOROUGH

Revenue Report

For the Period

June 1 through June 30, 2023

ACCOUNT NUMBER	DESCRIPTION	ESTIMATED REVENUE	YEAR TO DATE RECEIPTS	MONTH TO DATE RECEIPTS	VARIANCE	% COLLECTED
31100	Real Property Tax	\$ 31,396,714	\$ 31,788,010	\$ 123,136	\$ 391,296	101.25%
31200	Personal Property Tax	1,867,988	2,072,851	7,914	204,863	110.97%
31300	Oil Tax	6,755,283	6,755,285	-	2	100.00%
31400	Motor Vehicle Tax	642,580	487,017	109,985	(155,563)	75.79%
31510	Property Tax Penalty & Interest	717,562	575,855	23,494	(141,707)	80.25%
31610	Sales Tax	46,000,000	46,720,242	13,796,798	720,242	101.57%
33110	In Lieu Property Tax	3,100,000	3,634,007	3,634,007	534,007	117.23%
33117	Other Federal Revenue	287,889	194,372	27,165	(93,517)	67.52%
33220	Forestry Receipts	600,714	600,714	-	-	100.00%
34110	School Debt Reimbursement	2,449,113	2,417,692	815,231	(31,421)	98.72%
34221	Electricity & Phone Revenue	155,000	-	-	(155,000)	0.00%
34222	Fish Tax Revenue Sharing	500,000	287,034	-	(212,966)	57.41%
34210	Revenue Sharing	894,402	894,572	170	170	100.02%
37350	Interest on Investments	364,493	2,135,902	135,018	1,771,409	585.99%
39000	Other Local Revenue	265,000	370,377	27,283	105,377	139.77%
290	Solid Waste	661,423	643,523	69,097	(17,900)	97.29%
Total Revenues		\$ 96,658,161	\$ 99,577,452	\$ 18,769,298	\$ 2,919,291	103.02%

KENAI PENINSULA BOROUGH
Expenditure Report
For the Period
June 1 through June 30, 2023

DESCRIPTION	REVISED BUDGET	YEAR TO DATE EXPENDED	MONTH TO DATE EXPENDED	AMOUNT ENCUMBERED	AVAILABLE BALANCE	% EXPENDED
Assembly:						
Administration	\$ 540,587	\$ 459,206	\$ 31,407	\$ -	\$ 81,381	84.95%
Clerk	618,714	406,933	40,893	-	211,781	65.77%
Elections	473,863	338,990	1,134	-	134,873	71.54%
Records Management	437,912	416,372	50,703	-	21,540	95.08%
Mayor Administration	1,114,354	612,616	65,132	229	501,510	54.97%
Purch/Contracting/Cap Proj	710,159	602,412	72,141	-	107,747	84.83%
Human Resources:						
Administration	930,768	785,933	92,800	3,323	141,511	84.44%
Print/Mail	240,995	196,824	24,020	-	44,171	81.67%
Custodial Maintenance	132,655	126,048	16,999	-	6,607	95.02%
Information Technology	2,463,342	2,032,540	255,644	-	430,802	82.51%
Emergency Management	1,068,719	770,495	107,947	-	298,224	72.10%
Legal Administration	1,610,948	1,303,487	163,923	81,836	225,625	80.91%
Finance:						
Administration	580,568	579,479	74,279	20	1,069	99.81%
Services	1,193,353	1,164,999	133,092	20	28,334	97.62%
Property Tax	1,186,490	990,563	148,349	20,767	175,160	83.49%
Sales Tax	1,226,455	1,000,779	149,820	20	225,656	81.60%
Assessing:						
Administration	1,482,895	1,391,677	138,375	-	91,218	93.85%
Appraisal	1,784,074	1,573,656	169,124	-	210,418	88.21%
Resource Planning:						
Administration	1,711,405	1,244,075	181,346	100,233	367,098	72.69%
GIS	722,796	582,199	111,203	44,578	96,019	80.55%
River Center	833,543	764,818	89,524	-	68,725	91.76%
Senior Citizens Grant Program	791,444	777,876	186,057	12,991	578	98.29%
School District	61,754,684	61,744,684	4,380,357	-	10,000	99.98%
Solid Waste Operations	12,821,726	11,456,874	2,028,468	23,700	1,341,152	89.36%
Economic Development	549,878	391,299	246,791	98,251	60,328	71.16%
Non-Departmental	6,164,273	4,162,853	912,362	33,595	1,967,825	67.53%
Total Expenditures	\$ 103,146,599	\$ 95,877,687	\$ 9,871,889	\$ 419,561	\$ 6,849,351	92.95%