

Kenai Peninsula Borough

Office of the Borough Mayor

MEMORANDUM

TO: Peter Ribbens, Assembly President
Members, KPB Assembly

FROM: Peter A. Micciche, Mayor *PM*

DATE: January 7, 2025

RE: Designation of Administrative Officer & Alternate Administrative Officer

Pursuant to the attached, I am designating Brandi Harbaugh, Director of Finance, as the administrative officer to exercise the powers and duties of the Borough Mayor when I am unable to discharge the duties of my office due to absence or incapacity.

Additionally, I am designating Ben Hanson, Director of Information Technology, as the alternate administrative officer to exercise the powers and duties of the Borough Mayor at such times when both Brandi Harbaugh and I are absent or incapacitated and unable to discharge the duties of my office.

These designations are made pursuant to AS 29.20.260 and KPB 2.04.030 and are submitted for approval by the assembly.

Office of the Borough Mayor

144 N. Binkley St., Soldotna, AK 99669 | Peter A. Micciche, Borough Mayor | (P) 907-714-2150 (F) 907-714-2377



DESIGNATION OF ADMINISTRATIVE OFFICER AND ALTERNATE ADMINISTRATIVE OFFICER AUTHORIZED TO ACT ON BEHALF OF THE MAYOR

Pursuant to AS 29.20.260 and KPB 2.04.030, I am designating Brandi Harbaugh, Director of Finance, as the administrative officer to exercise the powers and duties of the Borough Mayor at such times as I may be absent or incapacitated and unable to discharge the duties of my office.

Additionally, I am designating Ben Hanson, Director of Information Technology, as the alternate administrative officer to exercise the powers and duties of the Borough Mayor at such times when both Brandi Harbaugh and I are absent or incapacitated and unable to discharge the duties of my office.

These designations are effective on January 7, 2025, upon approval by the assembly.

A handwritten signature in black ink, appearing to read "Peter A. Micciche", is written above a horizontal line.

Peter A. Micciche, Borough Mayor