

Introduced by: Mayor
Date: 05/03/16
Hearing: 06/07/16
Action: Enacted
Vote: 8 Yes, 0 No, 1 Absent

**KENAI PENINSULA BOROUGH
ORDINANCE 2016-13**

**AN ORDINANCE AMENDING THE BOROUGH CODE TO INCORPORATE THE
CAPITAL PROJECTS DEPARTMENT INTO THE PURCHASING AND
CONTRACTING DEPARTMENT AND MAKE OTHER ASSOCIATED AMENDMENTS**

WHEREAS, as part of the borough-wide effort to reduce costs and evaluate service delivery, the administration proposes to merge the Capital Projects Department into the Purchasing and Contracting Department; and

WHEREAS, the reduction of capital funding from the state and related projects has provided this opportunity to streamline workload and improve synergy; and

WHEREAS, the proposed changes are expected to increase efficiencies by aligning administrative duties of the two departments to improve communications and eliminate some existing redundancies; and

WHEREAS, estimated savings from this change are \$351,000 per year; and

WHEREAS, the FY2017 proposed budget reflects this realignment which will eliminate three existing positions including two positions in the Capital Projects Department and one position in the Purchasing Department; and

WHEREAS, to accomplish this transition numerous provisions of the borough code must be amended including KPB Chapter 2.26, establishing the Purchasing and Contracting Department and KPB Chapter 2.48, establishing the Capital Projects Department, and numerous other provisions;

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

SECTION 1. That KPB 2.26.020 is hereby amended as follows:

2.26.020. Powers and duties.

The department shall:

A. Implement and perform all functions of borough procurement and purchasing as described in KPB Chapter 5.28.

B. Implement and monitor borough policy and procedures for all procurement and material management activities. Ensure compliance with procurement directives and implements sound materials management practices. Ensure that the procurement process supports the operational functions of the departments.

C. Be responsible for the implementation of borough purchasing policies as they relate to department personnel.

D. Provide for the conduct of engineering studies;

E. Provide for the maintenance of engineering records and documents;

F. Provide the technical engineering advice and service to all borough school district departments, offices, boards and commissions;

G. Provide supervision of design and inspection of all borough construction projects;

H. Provide the administration of the local service roads and trails program.

SECTION 2. That KPB Chapter 2.48, establishing the Capital Projects Department, is hereby repealed.

SECTION 3. That KPB 2.80.020 is hereby amended as follows:

2.80.020. All-hazard mitigation plan steering committee.

A steering committee will be established to implement the all-hazard mitigation plan. The committee will be composed of the following department heads or their designees: the mayor's office, planning, [CAPITAL PROJECTS] purchasing and contracting, emergency management, risk management, road service area, solid waste, maintenance, [SPRUCE BARK BEETLE,] and the Kenai Peninsula School District. The steering committee will be coordinated through the office of the mayor.

SECTION 4. That KPB 5.28.260 is hereby amended as follows:

5.28.260. Professional services.

Professional services shall be procured in accordance with Section 5.28.250 of this code, with the following exceptions:

A. Architectural and engineering services for capital projects specifically pertaining to the Kenai Peninsula Borough School District or to borough-designated service areas may be awarded by the borough assembly upon the recommendation of the school board or the appropriate service area board. Preparation and solicitation of the request for proposal, and subsequent review and negotiation shall be the responsibility of the respective board, with the assistance of the [PUBLIC WORKS] purchasing and contracting director.

SECTION 5. That KPB 16.30.180 is hereby amended as follows:

16.30.180. Purchasing—Agent.

The purchasing agent for the service area is the borough [FINANCE] purchasing and contracting director. All purchases of supplies, materials, equipment, and contractual services shall be made in accordance with the rules and regulations adopted by the Borough Assembly.

SECTION 6. That KPB 16.30.200(A) is hereby amended as follows:

16.30.200. Fiscal procedures.

A. All contracts for capital improvements and maintenance performed in connection with the service area shall be bid and administered by the Borough [PUBLIC WORKS] Purchasing and Contracting Department in accordance with the Department's normal procedure for letting of contracts.

SECTION 7. That KPB 16.50.180 is hereby amended as follows:

16.50.180. Purchasing—Agent.

A. The purchasing agent for the service area is the borough purchasing and contracts [MANAGER] director. All purchases of supplies, materials, equipment, and contractual services shall be made in accordance with the rules and regulations adopted by the assembly.

B. All contracts for capital improvements and maintenance performed in connection with the service area shall be bid and administered by the borough [PUBLIC WORKS] purchasing and contracting department in accordance with the department's normal procedure for letting of contracts.

SECTION 8. That KPB 16.55.160 is hereby amended as follows:

16.55.160. Purchasing—Agent.

A. The purchasing agent for the service area is the borough purchasing and contracts [MANAGER] director. All purchases of supplies, materials, equipment, and contractual services shall be made in accordance with the rules and regulations adopted by the assembly.

B. All contracts for capital improvements and maintenance performed in connection with the service area shall be bid and administered by the borough [CAPITAL PROJECTS] purchasing and contracting department in accordance with the department's normal procedure for letting of contracts.

SECTION 9. That KPB 16.60.080 (A) and (B) are hereby amended as follows:

16.60.080. Fiscal procedures.

A. All contracts for capital improvements and maintenance performed in connection with the service area shall be bid and administered by the borough department of [PUBLIC WORKS] purchasing and contracting in accordance with the department's normal procedure for the letting of contracts.

B. The purchasing agent for the service area is the borough purchasing and contracting director[OF FINANCE]. All purchases of supplies, materials and equipment shall be made in accordance with the rules and regulations adopted by the borough assembly.

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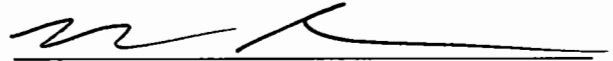
SECTION 10. That KPB 16.70.120 is hereby amended as follows:

16.70.120. Purchasing—Agent.

The purchasing agent for the service area is the borough [FINANCE] purchasing and contracting director. All purchases of supplies, materials, equipment and contractual services shall be made in accordance with the rules and regulations adopted by the borough assembly. All contracts for capital improvements and maintenance performed in connection with the service area shall be bid and administered by the borough purchasing and contracting [PUBLIC WORKS] department in accordance with the procedures established for letting of contracts.

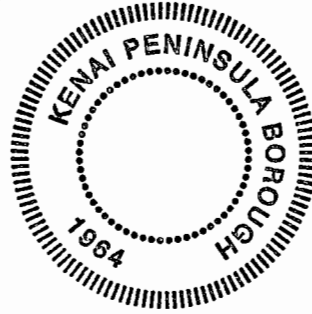
SECTION 11. That this ordinance shall take effect immediately upon its enactment.

ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 7TH DAY OF JUNE, 2016.


Blaine Gilman, Assembly President

ATTEST:


John Blankenship, MMC, Borough Clerk



Yes: Bagley, Cooper, Dunne, Holmdahl, Johnson, Knopp, Ogle, Welles
No: None
Absent: Gilman