

Kenai Peninsula Borough Mayor's Office

MEMORANDUM

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

THRU: Charlie Pierce, Mayor *CP*
Brandi Harbaugh, Finance Director *BH*

FROM: Aaron Rhoades, Chief of Staff *CP&AR*

DATE: June 23, 2022

RE: Ordinance 2022-19-06 Changing the Print Shop Administrative Assistant Position from a Part-Time Position to a Full-Time Position and Appropriating Necessary Funds for the Position (Mayor)

This ordinance appropriates funds to support changing the half-time Print Shop Administrative Assistant/Multidisciplinary position to a full-time position. The Administration is requesting that the position be reclassified from a half-time position to the full-time position to support borough-wide need for temporary administrative support. In November 2019, Ordinance 2019-19-16 approved the original half-time administrative assistant position to provide administrative functions for the Print Shop and cross department coverage. Many Borough Departments and the Mayor's Office are regularly in need of an Administrative Assistant/Multidisciplinary position to fill in for absences, vacation coverage, high volume work periods and periodic projects that are above and beyond current staffing level.

Funds of \$69,000 are appropriated with an offset amount of \$46,230 for interdepartmental charges from the General Fund as part of this ordinance to support the full-time position. It is anticipated that based on historical and anticipated need, the position will be charged out to other department budgets about 67% of the time creating a net impact to the General Fund of \$22,700.

Your consideration of the ordinance is appreciated.

FINANCE DEPARTMENT FUNDS/ACCOUNT VERIFIED	
Account: <u>100-27910</u>	Amount: <u>\$22,700.00</u>
By: <u><i>CP</i></u>	Date: <u>6/23/2022</u>