



KENAI PENINSULA BOROUGH

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**CHARLIE PIERCE
BOROUGH MAYOR**

MEMORANDUM

TO: Wayne Ogle, Assembly President
Members, Kenai Peninsula Borough Assembly

FROM: Charlie Pierce, Mayor *cp*

DATE: November 8, 2017

SUBJECT: Designation of Administrative Officer and Alternate Administrative Officer

Pursuant to the attached, I am designating my Chief of Staff, John Quick, as the administrative officer to exercise the powers and duties of the mayor when I am unable to discharge the duties of my office due to absence or incapacity.

Additionally, I am designating Brandi Harbaugh, Director of Finance, as the alternate administrative officer to exercise the powers and duties of the borough mayor at such times when both John Quick 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.