



KENAI PENINSULA BOROUGH

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**MIKE NAVARRE
BOROUGH MAYOR**

MEMORANDUM

TO: Dale Bagley, Assembly President
Members, Kenai Peninsula Borough Assembly

FROM: Mike Navarre, Mayor *MN*

DATE: June 4, 2015

SUBJECT: Designation of Administrative Officer

Pursuant to the attached, I am designating Craig Chapman, Director of Finance, as the alternate administrative officer to exercise the powers and duties of the mayor when both Paul Ostrander and I are unable to discharge the duties of my office due to absence or incapacity. This designation is made pursuant to AS 29.20.260 and KP.B 2.04.030 and is submitted for approval by the assembly.