

Introduced by:	Mayor
Date:	07/05/22
Hearing:	08/09/22
Action:	Enacted
Vote:	9 Yes, 0 No, 0 Absent

**KENAI PENINSULA BOROUGH
ORDINANCE 2022-19-06**

**AN ORDINANCE CHANGING THE PRINT SHOP ADMINISTRATIVE ASSISTANT
POSITION FROM A PART-TIME POSITION TO A FULL-TIME POSITION AND
APPROPRIATING NECESSARY FUNDS FOR THE POSITION**

WHEREAS, Ordinance 2019-19-16 approved the original half-time administrative assistant position to provide administrative functions for the print shop and cross department coverage; and

WHEREAS, in the Kenai Peninsula Borough (Borough) Fiscal Year 2023 (FY2023) budget, there is a half-time Administrative Assistant/Multidisciplinary position in the Human Resources – Print Shop; and

WHEREAS, this ordinance increases the half-time position to a full-time position and appropriates \$69,000 to support the change in staffing; and

WHEREAS, many Borough departments and the Mayor’s Office are regularly in need of an Administrative Assistant to fill in for absences, vacation coverage, high volume work periods and periodic projects that are above and beyond current staffing level; and

WHEREAS, this position worked 2074 hours from January 1, 2021 to May 20, 2022; and

WHEREAS, 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 an estimated net impact of \$22,700 to the General Fund;

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

SECTION 1. That the Print Shop Administrative Assistant is changed from a part-time to a full-time position and funds in the amount of \$69,000 are appropriated from the General Fund balance to accounts:

100.11233.00000.40110	Regular Wages	\$ 26,051
100.11233.00000.40210	FICA	2,288
100.11233.00000.40221	PERS	5,960
100.11233.00000.40321	Health Insurance	31,800
100.11233.00000.40322	Life Insurance	85
100.11233.00000.40410	Leave	2,816
100.11233.00000.60000	Interdepartmental Charges	(46,230)
		<u>\$ 22,700</u>

SECTION 2. That this ordinance shall be effective immediately upon enactment.

ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 9TH DAY OF AUGUST 2022.

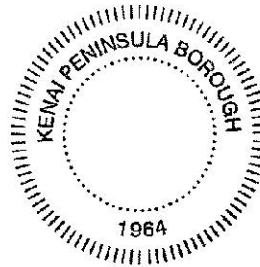
Brent Johnson

 Brent Johnson, Assembly President

ATTEST:

John Blankenship

 John Blankenship, MMC, Borough Clerk



Yes: Bjorkman, Chesley, Cox, Derkevorkian, Ecklund, Elam, Hibbert, Tupper, Johnson
 No: None
 Absent: None