

Kenai Peninsula Borough

Office of the Borough Mayor

MEMORANDUM

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

THRU: Mike Navarre, Mayor *MN*
Brandi Harbaugh, Finance Director *BH*
Justen Huff, HR Director *JH*

FROM: Brenda Ahlberg, Emergency Manager *BA*

DATE: February 9, 2023

RE: Ordinance 2022-19- 4 9 Amending the Seward Bear Creek Flood Service Area Program Lead Job Description, Approving a Full-Time Program Manager Position, and Appropriating Necessary Funds for the Position (Mayor)

The Seward Bear Creek Flood Service Area Board has evaluated the management responsibilities of the service area, which has evolved into successful outputs that support flood protection and mitigation projects throughout the service area. This Ordinance approves and appropriates funds to support changing the three-quarter time Program Lead position to a full-time Program Manager position. The administration supports the need to reclassify the position and supplemental appropriation to align the management responsibilities, which includes executing services and reporting directly to the service area board and to the mayor per KPB 16.50.140.

The Ordinance will appropriate funds in the amount of \$19,895.00 from the Seward Bear Creek Flood Service Area Fund fund balance to support the full-time position. The service area board's recommendation will be provided prior to the public hearing on March 14, 2023.

Your consideration is appreciated.

FINANCE DEPARTMENT FUNDS/ACCOUNT VERIFIED	
Account: <u>259.27910</u>	Amount: <u>\$19,895.00</u>
By: <u><i>CF</i></u>	Date: <u>2/9/2023</u>