

Kenai Peninsula Borough
Office of the Borough Mayor

MEMORANDUM

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

THRU: Charlie Pierce, Mayor *SO. For me for Pierce*

FROM: Brandi Harbaugh, Finance Director *BRH*

DATE: October 1, 2018

RE: Ordinance 2018-19-18, Appropriating Funds To Cover Estimated Costs Associated with Filling a Temporary Position in the Human Resources Department (Mayor)

The Human Resources Director position manages several areas including Human Resources, Risk Management, the mail room and the custodial staff. Due to the recent departure of the Human Resources Director funds are needed to cover the cost of hiring a person to temporarily fill that position. It is anticipated that it may take about six months to fill that position. It is estimated that the associated costs to the borough may be up to \$75,000. This ordinance would appropriate those funds for this purpose. Any funds not used would lapse back into the general fund.

Approval of this ordinance would be appreciated.

FINANCE DEPARTMENT ACCOUNT / FUNDS VERIFIED	
Acct. No.	<u>100.27910 (FB)</u>
Amount:	<u>\$ 75,000.00</u>
By: <u>pp</u>	Date: <u>10/1/18</u>