

Introduced by: Mayor
Date: 10/22/19
Hearing: 11/05/19
Action: Enacted
Vote: 9 Yes, 0 No, 0 Absent

**KENAI PENINSULA BOROUGH
ORDINANCE 2019-19-16**

AN ORDINANCE APPROPRIATING FUNDS FOR THE COST OF HIRING A PART TIME ADMINISTRATIVE ASSISTANT TO PROVIDE ADMINISTRATIVE FUNCTIONS FOR THE PRINT SHOP AND CROSS DEPARTMENTAL COVERAGE

WHEREAS, highly functioning administrative assistants have proven to be critical to the success of many borough departments; and

WHEREAS, the current organizational structure of the borough leaves most of the administrative assistant positions with little or no capacity to adequately cover in the event of an absence or to capture additional workloads during peak periods; and

WHEREAS, an acceptable means to augment our workforce has traditionally been through the use of temporary employees, however it has become increasingly difficult to locate and retain skilled temporary administrative assistants for assistance across the departments of the borough; and

WHEREAS, the addition of a one-half time position housed in the print shop would provide badly needed assistance during short or long term absences from existing staff across departments and could supplement that need; and

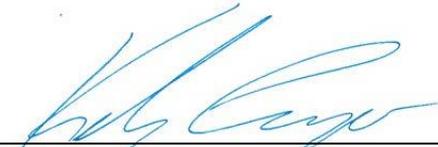
WHEREAS, this unanticipated expense was not budgeted for therefore the administration requests deobligation of funds available due to vacancies from the Kenai River Center personnel budget and reappropriating the funds to the print shop personnel budget for this purpose;

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

SECTION 1. The sum of \$33,030 is hereby deobligated from account 100.21135.40110 River Center personnel and reappropriated to account 100.11233.40110 Print Shop personnel;

SECTION 2. This ordinance shall become effective immediately upon enactment.

ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 5TH DAY OF NOVEMBER, 2019.

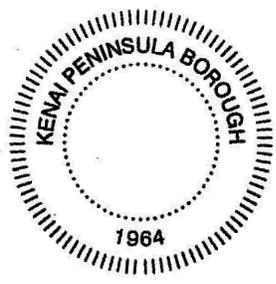


Kelly Cooper, Assembly President

ATTEST:



Johni Blankenship, MMC, Borough Clerk



Yes: Bjorkman, Blakeley, Carpenter, Cox, Dunne, Hibbert, Johnson, Smalley, Cooper
No: None
Absent: None