



KENAI PENINSULA BOROUGH

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DAVE CAREY
BOROUGH MAYOR

MEMORANDUM

TO: Pete Sprague, Assembly President
Members, Kenai Peninsula Borough Assembly

FROM: David R. Carey, Borough Mayor *DRC by cchyma*

DATE: April 8, 2010

SUBJECT: Ordinance 2010-20, amending KPB Title 2

As the borough has developed, changes have occurred in various departments. Provisions in the borough code regarding the organizational structure need to be updated to reflect current practices and clarify ambiguities. This ordinance would address some of the major items that need to be updated in Title 2. Also, Alaska Statutes require that the assembly approve the creation of a new department by ordinance.

This ordinance would change General Services from a “division” into a “department.” General Services began with human resources and has expanded to also include management information services, geographic information systems, the mail and print room, custodial maintenance, and the office of risk management. Forming a separate department will more accurately reflect the current activity.

Additionally, this ordinance would make the office of emergency management a separate department. Since its inception, the office of emergency management operated in a limited capacity. It did not have the extent of authority, complexity, and responsibility that it now manages. These changes are due to the growth of the population in the borough as well as statutory and industry-wide changes.

The public works department initially included solid waste and maintenance services as well as capital projects and, accordingly, it truly was a general department of public works. At this time, the only remaining area for which it is responsible is capital projects and it is appropriate, therefore, to change the department name as well as the title of the department head to refer to capital projects rather than public works.

The purchasing and contracting functions used to be handled primarily by the finance department. The borough code currently identifies the purchasing officer as the finance director.

However, the purchasing and contracting officer has since been a position established by the assembly and currently reports directly to the mayor. This has become an integral function in the borough recognized for its significance and the important role it plays in ensuring a fair and equitable purchasing process as well as contract negotiations. Given the high level of responsibility attributed to this, it is appropriate to establish the purchasing and contracting department as a separate department.

Finally, the Kenai River Center area, located in the building called the Donald E. Gilman River Center, is currently a part of the planning department. However, it provides services that are devoted to floodplain management, anadromous streams habitat protection, and the coastal management plan. It is therefore appropriate to separate it from the planning department as it provides discrete functions.

Your approval of this ordinance that will help eliminate confusion in Title 2 would be appreciated.