

# Kenai Peninsula Borough

## Office of the Borough Clerk

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### MEMORANDUM

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

**THRU:** Brent Johnson, Assembly President *BJ*  
Tyson Cox, Assembly Vice President *JRC*  
Justen Huff, HR Director *JH*  
Brandi Harbaugh, Finance Director *BH*

**FROM:** Johni Blankenship, Borough Clerk *(JB)*  
Michele Turner, Deputy Borough Clerk *(MT)*

**DATE:** November 3, 2022

**RE:** Ordinance 2022-19-33 Amending the Deputy Borough Clerk Job Description, Approving a Full-Time Records Manager Position and Appropriating Necessary Funds for the Position (Johnson, Cox)

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The Deputy Borough Clerk position is a unique position in that it also serves as the Records Manager for the Kenai Peninsula Borough (Borough). This dual-duties position for the Deputy Borough Clerk amounts to allocating two-thirds time as Deputy Borough Clerk and one-third time as Records Manager.

Splitting time between these two job functions has been an increasing burden and growing challenge over the last few years. The Deputy Borough Clerk position has taken on the task of the noticing and appointment process for all boards and commissions in the Borough. At the same time, the Records Manager position launched two new software solutions and is getting prepared for implementing electronic records in its archival software. In addition, public records requests continue to increase year-over-year and general oversight of the public records request process requires significant personnel time. Adding these tasks to an already stretched-thin Deputy Borough Clerk position has become too much for one person to handle.

This ordinance will split the Deputy Borough Clerk position and Records Manager Position into two full-time positions within the Clerk's Office and appropriates necessary funds to fund the Records Manager position for the remainder of FY23.

Your consideration of the ordinance is appreciated.

FINANCE DEPARTMENT FUNDS/ACCOUNT VERIFIED	
Acc: <u>100.27910</u>	Amt: <u>\$58,081</u>
By: <i>eg</i>	Date: <u>11/3/2022</u>