

Kenai Peninsula Borough

Assessing Department

MEMORANDUM

TO: Assembly President
Members, Kenai Peninsula Borough Assembly

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

FROM: Adeena Wilcox, Borough Assessor *AW*

DATE: October 13, 2022

RE: Resolution 2022-055 Authorizing One Full-Time Assessing Clerk
Classified Service Position (Mayor)

This resolution will add/reinstate one full-time clerk to the Kenai Peninsula Borough Assessing Department.

This position is necessary and vital to operational needs of the Assessing Department. The Assessing Department saw an increase of 20% in Transfer Deeds in 2021 and 2022 is on track to be higher than 2021. Additionally, the Assessing Department has noted increases in address changes, returned notices and tax bills resulting in a large increase in research time to accurately update parcel records.

Due to prior vacancies, the Assessing Department has sufficient funds in the current FY2023 budget and no additional fiscal appropriations will be necessary.

Your consideration of the resolution is appreciated.