

Kenai Peninsula Borough  
Office of the Borough Mayor

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**MEMORANDUM**

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

**FROM:** Mike Navarre, Mayor *MN*

**DATE:** October 11, 2022

**RE:** Designation of Administrative Officer & Alternate Administrative Officer

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Pursuant to the attached, I am designating my Chief of Staff, Max Best, as the administrative officer to exercise the powers and duties of the mayor when I am unable to discharge the duties of my office due to absence or incapacity.

Additionally, I am designating Brandi Harbaugh, Director of Finance, as the alternate administrative officer to exercise the powers and duties of the borough mayor at such times when both Max Best and I are absent or incapacitated and unable to discharge the duties of my office.

These designations are made pursuant to AS 29.20.260 and KP.B 2.04.030 and are submitted for approval by the assembly.