

Introduced by: Tunseth at the Request of
the Borough Clerk
Date: 04/07/26
Hearing: 04/21/26
Action:
Vote:

**KENAI PENINSULA BOROUGH
ORDINANCE 2025-19-35**

**AN ORDINANCE AMENDING THE RECORDS MICROGRAPHICS
TECHNICIAN JOB DESCRIPTIONS AND APPROPRIATING
NECESSARY FUNDS FOR THE POSITIONS**

WHEREAS, the Borough Clerk has the primary responsibility for the development, maintenance and operation of the borough's records management system, and supervises the Records Division; and

WHEREAS, the Records Division has adjusted its organizational structure a few times over the years in order to meet the borough's archival and records management needs; and

WHEREAS, staffing at the Records Division includes two Records/Micrographics Technicians and a Records Manager; and

WHEREAS, establishing one of the existing Records/Micrographics Technician positions as a I/II recognizes the technical complexity of records work and provides advancement opportunities based on demonstrated proficiency; and

WHEREAS, designating one of the existing Records/Micrographics Technician positions as a Lead Records/Micrographics Technician will strengthen internal coordination, provide technical guidance, and enhance workflow oversight within the division; and

WHEREAS, this ordinance appropriates \$5,466 from the General Fund fund balance to provide the necessary funds to fund the Lead Records and Public Records Micrographic Technician positions for the remainder of the fiscal year;

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

SECTION 1. That this is a non-code ordinance.

SECTION 2. That the attached job descriptions for the Records/Micrographics Technician I/II, Lead Records/Micrographic Technician positions have been reviewed for consistency with classification standards by the Human Resources Department and Kenai Borough Employees Association (Local 6140).

SECTION 3. The salary and benefits of the Records/Micrographic Technician I/II is within the limits of the pay and benefits plan.

SECTION 4. The salary and benefits of the Lead Records/Micrographic Technician is within the limits of the pay and benefits plan.

SECTION 5. That funds in the amount of \$5,466 are appropriated from the General Fund balance to the accounts listed below to provide the necessary funds to fund the records management positions for the remainder of the fiscal year:

General Fund Assembly Records:

100.11140.00000.40110	Regular Wages	\$ 3,299.00
100.11140.00000.40221	PERS	726.00
100.11140.00000.40322	Life Insurance	5.00
100.11140.00000.40210	FICA	336.00
100.11140.00000.40410	Leave	1,100.00
100.11140.00000.40321	Healthcare	0.00
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		\$ 5,466.00

SECTION 6. If any provision of this ordinance or its application to any person or circumstance is held invalid, the remainder of the ordinance or the application of the provision to other persons or circumstances will not be affected.

SECTION 7. This ordinance shall become effective immediately.

ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS * DAY OF * 2026.

Ryan Tunseth, Assembly President

ATTEST:

Michele Turner, CMC, Borough Clerk

Yes:

No:

Absent: