

Introduced by: Johnson, Cox, Hibbert  
Date: 11/15/22  
Hearing: 12/13/22  
Action: Enacted  
Vote: 9 Yes, 0 No, 0 Absent

**KENAI PENINSULA BOROUGH  
ORDINANCE 2022-19-33**

**AN ORDINANCE AMENDING THE DEPUTY BOROUGH CLERK JOB  
DESCRIPTION, APPROVING A FULL-TIME RECORDS MANAGER POSITION AND  
APPROPRIATING NECESSARY FUNDS FOR THE POSITION**

**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 Records Manager; and

**WHEREAS,** Resolution 89-008 deleted the full time Records Manager position and assigned administrative duties of the Records Division to the Clerk's Office staff; and

**WHEREAS,** Resolution 98-004 established the Deputy Borough Clerk serve as the Records Manager and supervisor of the Records Division, remaining under the direct supervision of the Borough Clerk; and

**WHEREAS,** the Deputy Borough Clerk has been charged with devoting a third of normal work hours to the role of Records Manager; and

**WHEREAS,** with the increasing work load and duties of the combined Deputy Borough Clerk / Records Manager position, the Borough Clerk has determined this position should be divided into two full time positions; and

**WHEREAS,** the Deputy Borough Clerk has been charged with a more involved role in the election process as well as the administration of all borough board and commission appointments; and

**WHEREAS,** the Records Manager has been charged with the full time administration of public records requests and incorporating borough electronic records into the administration of the borough's retention schedule and archiving processes; and

**WHEREAS,** this ordinance appropriates \$58,081 from the General Fund fund balance to provide the necessary funds to fund the Records Manager position for the remainder of the fiscal year;

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

**SECTION 1.** That the attached job descriptions for the full time Deputy Borough Clerk and full time Records Manager are approved and incorporated by reference.

**SECTION 2.** The salary and benefits of the Deputy Borough Clerk remains within the limits of the pay and benefits plan.

**SECTION 3.** The salary and benefits of the Records Manager shall be within the limits of the pay and benefits plan.

**SECTION 4.** That funds in the amount of \$58,081 are appropriated from the General Fund balance to the accounts listed below to provide the necessary funds to fund the Records Management Position for the remainder of the fiscal year:

**General Fund Assembly Records:**


100.11140.00000.40110	Regular Wages	\$	31,655
100.11140.00000.40221	PERS		6,964
100.11140.00000.40322	Life Insurance		47
100.11140.00000.40210	FICA		2,765
100.11140.00000.40410	Leave		4,490
100.11140.00000.40321	Healthcare		10,653
100.11140.00000.43220	Car Allowance		1,206
100.11140.00000.43110	Cell Phone		301
			<hr/>
			<b>\$ 58,081</b>

**SECTION 5.** That this ordinance shall be effective immediately upon enactment.

**ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 13TH DAY OF DECEMBER, 2022.**

  
Brent Johnson, Assembly President

ATTEST:

  
Michele Turner, CMC, Acting Borough Clerk



Yes: Bjorkman, Chesley, Cox, Derkevorkian, Ecklund, Elam, Hibbert, Tupper, Johnson  
No: None  
Absent: None