


Kenai Peninsula Borough
Office of the Borough Clerk

MEMORANDUM

TO: Peter Ribbens, Assembly President
Assembly Members

FROM: Michele Turner, Borough Clerk 

DATE: February 25, 2025

RE: Confirming the Appointment of Sue Ellen Essert to the Position of Deputy Clerk

Pursuant to Chapter 22.10 of the Kenai Peninsula Borough Code, the name of Sue Ellen Essert is hereby submitted for confirmation to the position of Deputy Borough Clerk.

KPB 22.10.060 states, the Borough Clerk is authorized to appoint the Deputy Borough Clerk who shall be confirmed by the Assembly. The pay and benefits plan shall be the same as for administrative employees. The Borough Clerk shall recommend, and the Assembly shall set, the actual salary within the limits of the pay plan.

The Deputy Borough Clerk position is a Legislative, Level 3 service type. The Level 3 salary range for the current fiscal year is noted below:

<u>Minimum</u>	<u>Mid point</u>	<u>Maximum</u>
\$76,893	\$94,238	\$112,736

Ms. Essert's resume and the job description are attached. Based on her qualifications, experience and accomplishments, I recommend her confirmation and starting salary at the mid point, \$94,238.

Thank you.