

Introduced by: Carey
Date: Nov. 5, 1985
Hearing: Dec. 3, 1985
Vote:
Action: WITHDRAWN 11-5-85

KENAI PENINSULA BOROUGH

ORDINANCE 85-69

AMENDING THE KPB CODE OF ORDINANCES TO ADD DUTIES TO THE OFFICE OF THE BOROUGH CLERK.

WHEREAS, the assembly finds that it is important to keep on record correspondence or documents prepared on borough letterhead stationery by borough assembly members; and

WHEREAS, the borough clerk's office is the appropriate borough department to keep track of such correspondence or documents;

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

Section 1. That KPB 2.06.010 is amended by adding the following language to read:

2.06.010 Established--Duties. A. There is established an office of the borough clerk in the totally exempt service, performing staff functions of a legislative nature, and such other administrative functions as required by law or ordinance.

B. Specific duties of the borough clerk shall include:

1. Dispensing borough letterhead stationery to assembly members. The clerk shall keep on file a copy of every writing or document made on borough letterhead stationery by assembly members.

Section 2. That this ordinance takes effect immediately upon its enactment.

ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH ON THIS _____ DAY OF _____, 1985.

Marilyn Dimmick, Assembly President

ATTEST:

Borough Clerk

