

Introduced by: Mayor
Date: 05/19/91
Hearing: 04/16/91
Action: Failed
Vote: 6 Yes, 8 No
Reconsideration noticed: 04/16/91
Failed reconsideration: 05/07/91

**KENAI PENINSULA BOROUGH
ORDINANCE 91-13**

**AN ORDINANCE ESTABLISHING A CENTRAL SERVICES DEPARTMENT OF THE
KENAI PENINSULA BOROUGH**

WHEREAS, certain functions which provide internal support to borough operations, and in some cases school district operations, are spread among various departments; and

WHEREAS, these functions are personnel management, data processing, records management, mailroom services, print shop, and building custodial services; and

WHEREAS, these functions should be consolidated into one central department;

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

SECTION 1. That the Kenai Peninsula Borough Code of Ordinances is hereby amended by adding a new Chapter 2.30 entitled "Central Services Department" which shall read as follows:

Chapter 2.30

CENTRAL SERVICES DEPARTMENT

Sections:

- 2.30.010 Established - Executive officer authority.
- 2.30.020 Powers and duties.

2.30.010 Established - Executive officer authority. There is established a central services department in the executive branch of the Kenai Peninsula Borough. The principal executive officer of the department is the central services director who shall be subject to the direction and supervision of the mayor.

2.30.030 Powers and duties. The department shall:

- A. Provide for the administration of the personnel function;
- B. Provide for the administration of the data processing function;
- C. Provide for the administration of the records management system;
- D. Provide for print shop services;
- E. Provide for mailroom services;
- F. Provide for building custodial services.

SECTION 2. That KPB 2.52.020 is amended to add a new subsection F which shall read:

F. Records Manager. The central services director or his designee.

SECTION 3. That KPB 22.10.050(14) is amended to read:

14. Supervise such deputy clerks[, RECORDS MANAGEMENT PERSONNEL] and other employees and contractors assigned to that office;

SECTION 4. That all references to the "borough clerk" in Chapter 2.52.030B, C, G, I, K and M, KPB 2.52.040, and KPB 2.52.050 not amended by other sections of this ordinance shall be changed to the "central services director".

SECTION 5. That Section 2.52.030A is amended to read:

A. The central services director [BOROUGH CLERK] shall have the primary responsibility for the development, maintenance and operation of the borough's records management system. [, AND SHALL SUPERVISE THE RECORDS MANAGER.]

SECTION 6. That the KPB 2.52.030E is amended to read:

E. The records manager[, UNDER THE DIRECTION OF THE BOROUGH CLERK,] shall develop a general schedule for the annual relocation of inactive records to a centralized storage location in the borough vault and/or for microfilming. Wherever possible, only one copy of documents duplicated in the records series of several departments shall be retained. Among duplicates kept by several departments, only one record shall be kept and shall be certified by each department as being a true and accurate copy.

SECTION 7. That this ordinance shall take effect July 1, 1991

**ENACTED BY THE KENAI PENINSULA BOROUGH ASSEMBLY THIS ____ DAY OF
____, 1991.**

James W. Skogstad, Assembly President

ATTEST:

Borough Clerk