

# Borough Assembly FY2027 Proposed Budget

Assembly Administration – Page 70 – 71

Office of the Borough Clerk – Page 72 – 73

Elections Division – Page 74 – 75

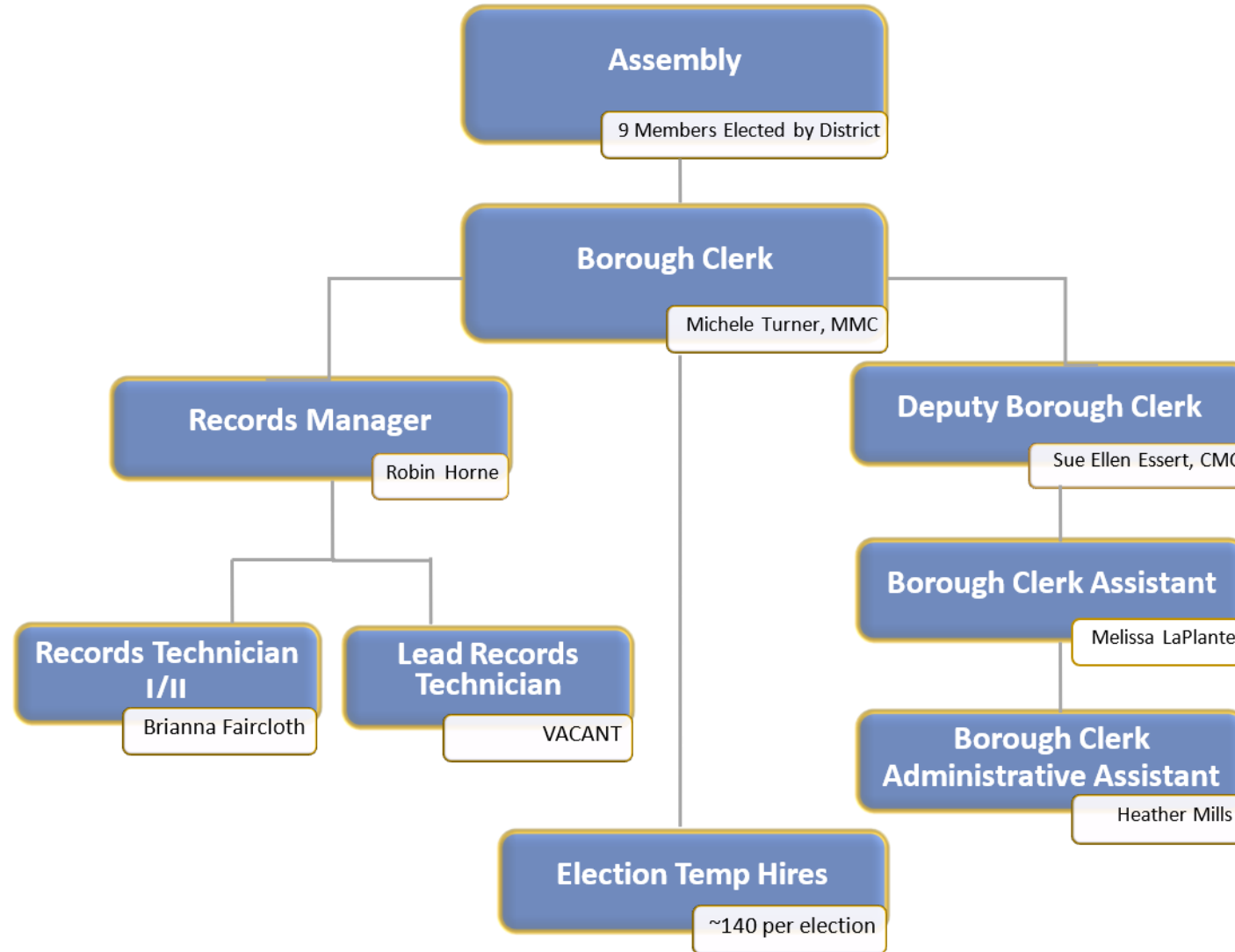
Records Management Division – Page 76 – 79

Overall Budget – Page 80





# Organizational Chart





# Assembly FY26 Key Accomplishments

- Approved the Mayor's Proposed Budget
- Approved the borough's capital project priorities for possible funding with state legislature.
- Approved 13 amendments to various sections of borough code per requests from assembly, borough clerk and administration, including but not limited to:
  - Adopted the 2025 Kenai Peninsula Borough Safe Streets and Roads for All Comprehensive Safety Action Plan as an element of the 2019 KPB Comprehensive Plan
  - Clarified the requirements of conditional use permits and definitions
  - Adoptions and deletions of anadromous waters within the West District of KPB 21.18 Appendix
  - Solid waste disposal and minor offense penalty schedule
  - Defense and indemnification
  - Advisory Planning Commissions terms and vacancies
  - Amended the definition of a newspaper of general circulation
  - Formal presentations to the assembly
  - Election updates to align with a November election cycle
  - Update Assembly Members Monthly Stipend



# Clerk FY26 Key Accomplishments

- Staffed regular, special and out-of-town Assembly meetings, committees, working groups, and work sessions.
- Processed 118 Real Property Tax Assessment Appeal Applications.
- Processed 86 Exemption Appeals
- Staffed 25 Board of Equalization Hearings in 2025. 11 Hearings in 2026.
- Processed 119 Liquor Licenses (new/renewal/transfers.)
- Processed 69 Marijuana Licenses (new/renewal/transfers.)
- Administered 88 appointments to the Planning Commission, Advisory Planning Commission, Resilience and Security Advisory Board, working groups and service area boards.
- Since contracting webmaster, administered approximately 194 website updates to Clerk's Office, various boards and commissions, service areas and working groups as well as meeting information and documents.
- Since the enactment of Ordinance 2025-27, which changed the definition of newspaper of general circulation; evaluated notification requirements to ensure statutory compliance, consistency, and fiscally responsible implementation.
- Borough Clerk received the Master Municipal Clerk designation.
- Deputy Borough Clerk received the Certified Municipal Clerk designation.
- New Carpet Installed and office painted



# Election FY26 Key Accomplishments

- Administered the regular Borough election without challenge.
- Maintained up-to-date website to accurately reflect candidate and election information.
- Coordinated with cities within the Borough and produced a comprehensive voter pamphlet for the regular municipal election.
- Served as the administrator of the Memorandum of Agreement with Soldotna, Kenai, Homer, Seward and Seldovia.
- Provided accessible voting for all eligible voters.
- All 28 precincts ballot accountability was audited and verified by Canvass Board; including audit of 3 random precincts hand counted & verified tabulator results
- 5,000 voter pamphlets were printed; approximately 4,250 were distributed to various locations in the borough, approximately 750 were unused/recycled
- Assisted the City of Kenai with their Special Election in April 2026
- With assistance from the Legal Department, prepared a new election MOA with participating cities
- Updated Election Server Room

# Elections: 2025 Logic & Accuracy Testing



- Three days to test ballots, 3-pieces of polling location equipment and transmission connectivity with database
- Election software vendor on-site to help troubleshoot, and coordinate with IT Department
- Successfully tested 22 ballot types
  - 5 city ballots
  - 17 borough ballots
- Election workers; 3 teams of 2, plus city clerks that were available to attend



# Records FY26 Key Accomplishments

- 103 boxes were transferred to microfilm and/or electronic images.
- 180 microfilm reels were created.
- 549 borough boxes were shredded for the annual destruction of obsolete physical records.
- Updates to the Borough's retention schedule to mirror current business practices, while adhering to borough, state and federal laws.
- Assisted department record custodians with the records management software.
- In collaboration with the Legal Department, administered a consistent and thorough public records request process.
- Processed 333 public records requests.
- With the Assembly's support, updated job descriptions to a Records Tech I/II and Lead Records Tech
- With IT's help, successfully upgraded the records management software platform

# Records Management



Main Vault = Archived >15 yrs.  
3,620 Spaces  
3,500 Boxes / 120 Mylar Drawers  
Election Equipment

Fire Vault = Vital Records

380 Spaces

Microfilm / Legislation / Meeting Materials / Photos  
Election Equipment

Back/Warehouse = Archived <15 yrs.

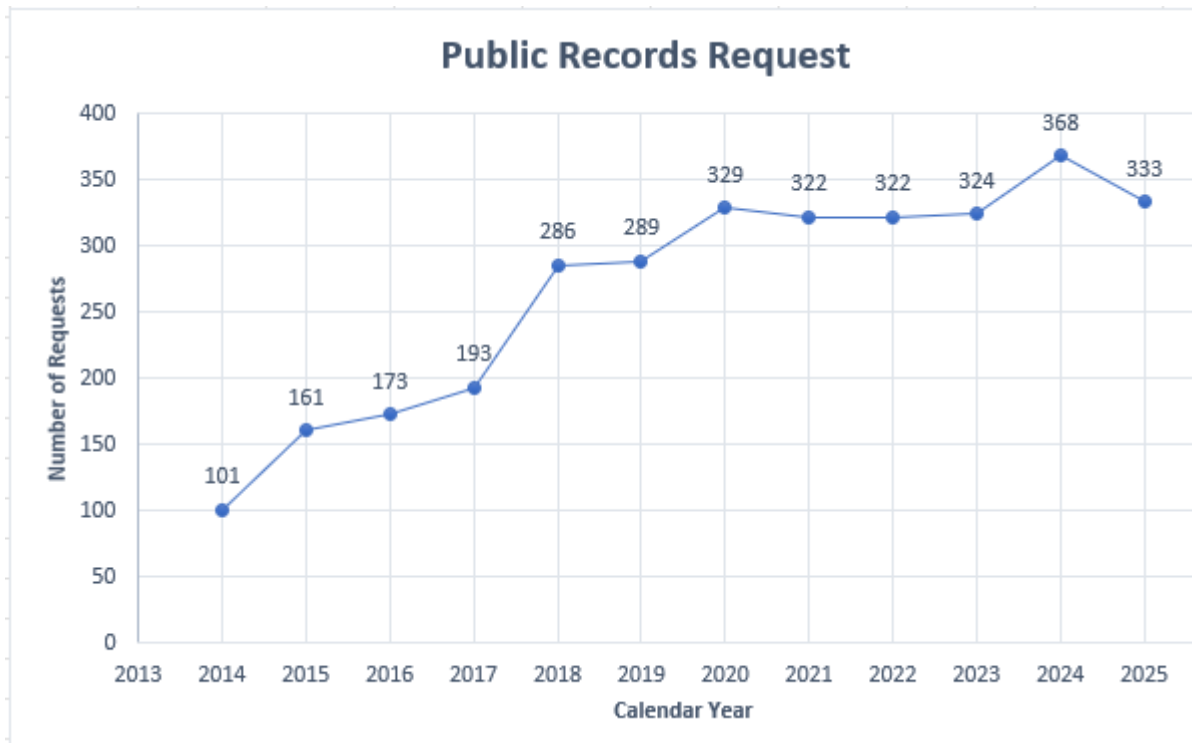
960 Spaces

Polling Place Equipment

4,840 Boxes Archival Storage



# Public Records Requests: 2014 - 2025



Implemented online submission form the end of 2022

2026 to date = 136 requests received

Averaging 32 requests/month

# Expenditure Summary

	<b>FY2026 Original Budget</b>	<b>FY2027 Proposed Budget</b>	<b>Change in \$</b>	<b>Change in %</b>
Assembly	603,685	575,865	-27,820	-4.61%
Clerk	662,847	696,676	33,829	5.10%
Elections	262,932	275,738	12,806	4.87%
Records	490,594	509,218	18,624	3.80%
<b>TOTAL</b>	2,020,058	2,057,497	37,439	1.85%



# Significant Budgetary Changes

## Assembly

- Increase in Assembly Stipends (\$500/mo. President / \$400/mo. Members)
- Increase in Audit Services
- Increase In-State Travel – Increasing travel costs
- Increase Equipment Maintenance – Copy Machine Usage (50/50 with Clerk)
- Increase Minor Office Equipment – iPad Replacements
- Decreases: Software Licensing – Boards & Commissions module was lower than anticipated; Training and Car Allowance



# Significant Budgetary Changes

## Clerk

- Increase Contract Services – Ordinance Codification Services
- Decrease Transportation/Subsistence – Clerk Institute is Not Offering Professional Development Training for Level III and Level IV
- Decrease Training – Clerk Institute PD III and PD IV
- Decrease Advertising – Passage of Ordinance 2025-27, updating the definition of a Newspaper of General Circulation
- Decreases Subscriptions – Newspaper Subscription
- Increase Equipment Maintenance – Copy Machine Usage (50/50 with Assembly)



# Significant Budgetary Changes

## Elections

- Increase Postage/Freight – Increasing Postage Costs
- Increase Printing – Printing Services (ballots, voter pamphlets, secrecy sleeves, envelopes)
- Increase Equipment Maintenance – Election Hardware Warranty Costs
- Increase Rents and Operating Leases – Polling Site Rentals



# Significant Budgetary Changes

## Records

- Increased Personnel – Reclassification of Record Tech Positions
- Increase Software Licensing – Annual increases to maintenance agreements
- Increase Transportation/Subsistence – Travel Costs for Training
- Increase Training Costs

# Long Term Issues & Concerns

## Office of the Borough Clerk

- Most All Borough Appeal Processes
  - Administrative, Bid Awards, Code Enforcement, Classified Service Employment Appeals (Assembly), Planning Commission Decisions, Planning Dept. Staff Decisions, Property Exemption Applications, Assessment Valuations
- Administer All Borough Boards & Commission Rosters
  - Assembly, Planning Commission, Advisory Planning Commissions, Other Advisory Commissions, Service Area Boards
  - Notices of Vacancy, Process Applications, Website Updates
- Add a Second Deputy Position
  - One Deputy – Elections / One Deputy – Boards & Commissions

# Long Term Issues & Concerns (con't)

## **Elections**

- November Election
  - Election Workers
  - Precinct Polling Locations
- Possible Mayoral Run-Off Election
  - Ordinance to Appropriate Funds to Conduct a Run-Off Election

# Long Term Issues & Concerns (con't)

## **Records Management**

- Develop Records Disaster Recovery Plan
- Increasing Number of Public Records Requests
  - Future need of a Public Records Coordinator
- Electronic Records
  - Develop Archiving Processes
  - Train Departments to Archive Election Records



Michele Turner  
Borough Clerk

Thank you

