



Kenai Peninsula Borough
Office of the Borough Clerk

MEMORANDUM

TO: Brent Johnson, Assembly President
Kenai Peninsula Borough Assembly Members

THRU: Brandi Harbaugh, Finance Director 

FROM: Michele Turner, Acting Borough Clerk 

DATE: April 18, 2023

RE: Assembly Meetings Held in Seward & Homer

Introduction

At the April 4, 2023 Policies and Procedures Committee meeting the assembly discussed scheduling out-of-town meetings in Seward and Homer. Mayor Micciche recommended the clerk provide a brief overview of previous assembly meetings held in Seward and Homer.

Background

Annually in November, the Assembly sets their meeting schedule for the new year. The schedule would incorporate meetings to be held in Seward (second meeting in April) and in Homer (second meeting in September). Since the pandemic in 2020, meetings in Seward and Homer have not been scheduled.

Federal COVID funds were used to retrofit the Assembly Chambers to accommodate physical and technological integrations in order for meetings to be held in person and to broadcast the meetings to more borough residents through the Zoom meeting platform and streamed from the Assembly's webpage.

Clerk's Office Preparation for Out-of-Town Meetings

The Clerk's Office reserves council chambers with the city clerk. We also make arrangements to use the council chambers' sound system in order to record the meeting. If we have presentations scheduled, we work with the city's IT Department to have the necessary equipment to view slide shows. The cities usually host dinner for the assembly. The city clerks coordinate with the Clerk's Office as to the location and number of people attending.

In 2019, accommodations were made with the school district to use Seward High School's auditorium. Special accommodations were made with the school district and their IT staff assisted with technology needs during the meetings.

Presenters scheduled to give 10-minute presentations are notified by the Clerk's Office that the meeting is out-of-town, as well as the individuals who will be delivering the invocation.

Direct and Indirect Costs

Direct Costs:

| | |
|---------------------------|-------|
| 9 Assembly Member Mileage | \$600 |
| 2 Clerks Mileage | 300 |
| 6 Directors/Staff Mileage | 500 |
| 2 Assembly Hotel | 400 |
| 2 Clerks Hotel | 400 |

Indirect Costs:

| | Prep Hours | Event Hours | Indirect Costs |
|------------------------------------|------------|-------------|----------------|
| Clerk's Assistant | 24 | 2 | \$ 1,424.02 |
| Clerk (estimated for acting clerk) | 20 | 15 | 3,363.85 |
| Deputy Clerk | 20 | 15 | 2,290.05 |

Explanation of hours:

- Arrival at least two hours prior to meeting, to setup, test, and make arrangements for meeting materials including working with respective city clerk and IT personnel for council chambers space, sound system, recording information, and other necessary equipment or know-how;
- out-of-town meetings requires approximately three totes to be transported to meeting with all the necessary documents, supplies, and items to conduct a public meeting;
- after the meeting on the night of the meeting, it takes approximately another an hour to tear-down and pack up the meeting materials in their respective totes is common;
- On the day following the meeting approximately an additional day of work is added due to using meeting management software that is not integrated into the KPB's system. Meaning that recordings are manually uploaded to the meeting management software, and roll call, timestamping and entering votes and actions taken at the meeting are manually populated in the meeting management software (Granicus).

| | Event Hours | Indirect Costs |
|-----------------------------------|-------------|---------------------|
| Mayor | 15 | \$ 1,155.90 |
| Chief of Staff | 15 | 1,497.30 |
| Finance Director | 15 | 1,696.50 |
| Borough Attorney | 15 | 1,601.10 |
| Purchasing & Contracting Director | 15 | 233.85 |
| IT Support | 15 | 1,144.20 |
| Total Indirect costs | | \$ 14,406.77 |

Available Technology at Meeting Venue

Seward Council Chambers

- Council meetings are streamed via YouTube
- No in-room Zoom participation set up – will use direct internet connection.
- Teleconference Phone Capabilities
- Digital Display/Laptop for Presentations
- Meeting can be recorded through their sound system

Seward High School Auditorium – collaboration with School District IT Department

- Remote participation available (Zoom)
- Teleconference Phone Capabilities
- Digital Display/Laptop for Presentations
- Meeting can be recorded through Zoom

Homer Council Chambers

- Remote participation available (Zoom)
- Teleconference Phone Capabilities
- Digital Display/Laptop for Presentations
- Meeting can be recorded through Zoom

Additional Comments – Town Hall Option

Out-of-town meetings will not be streamed on the assembly's webpage. Roll call votes will be taken as iPads cannot be used for voting when we are outside the chambers' network.

Another option that might be considered would be that the Assembly and Mayor hold a Town Hall Meeting in Seward and Homer. A Town Hall format might create more free flowing conversations/interactions with the public, as opposed to being confined to a formal assembly meeting structure. Directors and staff would not be needed to attend, unless requested by the administration. Scheduling tech support would not be needed as the Town Halls would not be recorded. A town hall meeting may also require less assembly staff support and the flexibility of not holding a regular meeting with fixed action items may allow for more community engagement on issues of local concerns.

