

# FY23 Proposed Budget - Assembly

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The Borough Clerk's Office administers four budgets.

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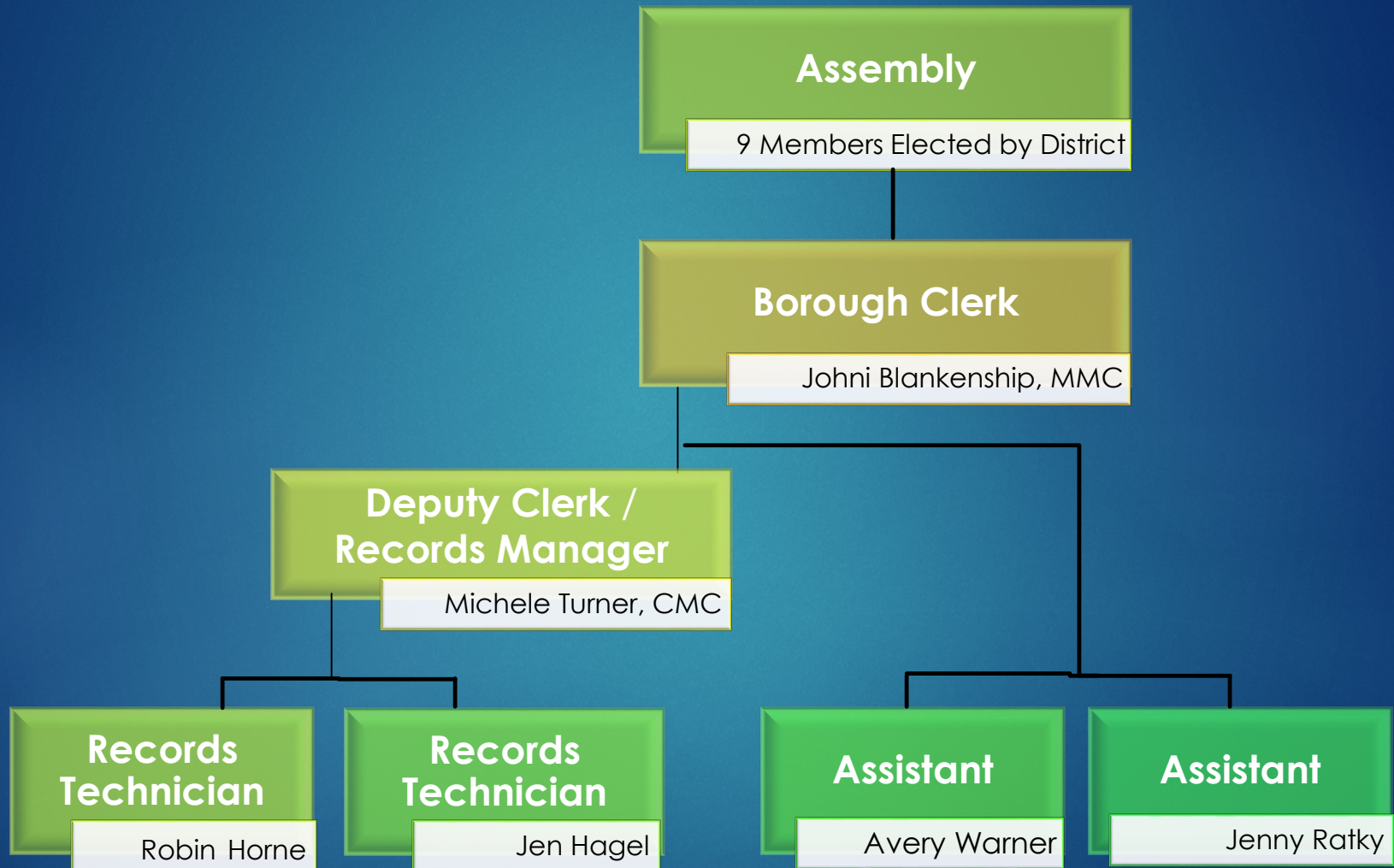
Elections Division – Page 68

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# Office of the Borough Clerk

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# FY 2022 Key Accomplishments Assembly<sub>3</sub>

- Assisted with the establishment of the Western Emergency Service Area which consolidated Anchor Point Fire and Emergency Service Area with Ninilchik Emergency Services.
- Approved amendments to various sections of borough code per requests from administration and staff.
- Realigned the Planning Commission membership districts to align with the Assembly districts and to ensure full representation from the cities within the borough.
- Formed the North Road Extension Advisory Task Force.
- Formed the Reapportionment Committee.
- Appropriating Federal Funds for various COVID relief efforts.



# FY2021 Key Accomplishments - Clerk

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- Staffed regular and special Assembly meetings, committees, hearings, and work sessions.
- Processed 101 Liquor Licenses (new/renewal/transfers).
- Processed 61 Marijuana License (new/renewal/transfers).
- Clerk and Deputy Clerk members of the KPB Public Relations Team.
- Assisted the Planning Department with transition of Planning Commission meetings to the Granicus meeting platform.
- Acquired administration of the appointment process for the Planning Commission and seven (7) Advisory Planning Commissions.
- Assisted the Road Service Area with the appointment process of the members for the North Road Extension Task Force as well as creation of the related webpage.



## FY2021 Key Accomplishments - Elections

- Administered regular Borough election without challenge.
- Maintained up to date website to accurately reflect candidate and election information.
- Executed a Memorandum of Agreement with the cities within the borough to establish a fee schedule and roles in administering local elections.
  - Programmed Election for Cities
  - Voter Pamphlet Inclusion
- Obtained Election hardware and software in compliance with Human Rights Commissions Conciliation Agreement.
- Trained over 130+ election officials on the new hardware and election procedures.



# FY2021 Key Accomplishments - Records

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- 162 boxes were transferred to microfilm and/or electronic images.
- 134 microfilm reels were created.
- 273 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.
- Resumed annual training and assisted department record custodians with the new records management software.
- In collaboration with the Legal Department, administered a consistent and thorough public records request process.
- Processed 322 public records requests.

# FY2023 New Initiatives

## Clerks:

- ▶ Staff education and professional development

## Elections:

- ▶ Implementation of New Precincts per state Redistricting
- ▶ Redistricting Committee – After October 4, 2022 Election

## Records:

- ▶ KPBSD Retention Schedule and Software Onboarding
- ▶ Electronic Records
- ▶ Funding Request for Public Records Requests Software



# Expenditure Summary

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	FY2021 Approved Budget	FY2022 Proposed Budget	Change in \$	Change in %
Assembly	\$488,176	\$542,587	\$54,411	11.15%
Clerk	\$585,302	\$604,966	\$19,664	3.36%
Elections	\$216,513	\$204,513	-\$12,000	-5.54%
Records	\$339,057	\$380,305	\$41,248	12.17%
<b>TOTAL</b>	<b>\$1,629,048</b>	<b>\$1,732,371</b>	<b>\$103,323</b>	<b>6.34%</b>



# Significant Budgetary Changes

- Health Insurance – Assembly Clerk and Records
- Audit Services – Assembly
- Transportation and Subsistence – Clerk and Records
- Travel Out of State – Assembly (NACo Representation)
- Utilities – Assembly Clerk and Records
- Dues and Subscriptions – Assembly (Alaska Municipal League)
- Equipment Replacement Fund – Records (Copier and Van)

# Long Term Issues & Concerns

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## Clerk

- ▶ Identify and implementation of new procedures and technology to realize efficiencies within the work product and a transparent public process. Ensure the very best in customer service.

## Elections

- ▶ Recruitment of Election Personnel
- ▶ Secure and Transparent Elections – Litigation Free
- ▶ Election Laws (state and federal)

## Records

- ▶ Ongoing training to adhere/administer Generally Accepted Recordkeeping Principals (GARP).
- ▶ Expansion of borough-wide paperless initiative including assisting other departments with digitizing records.
- ▶ Audit and inventory vital/essential records of the borough.
- ▶ Develop a records Disaster Recovery Plan.



# QUESTIONS

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A Celebration of Municipal Clerks Around the Globe!