

FY2019 Proposed Budget - Assembly

The Borough Clerk's Office administers four budgets.

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Combined budget page 68

Mission

Office of the Borough Clerk

To professionally conduct the Office of the Borough Clerk in a manner that ensures an effective link between the community and government through quality administrative support and the dissemination of information.

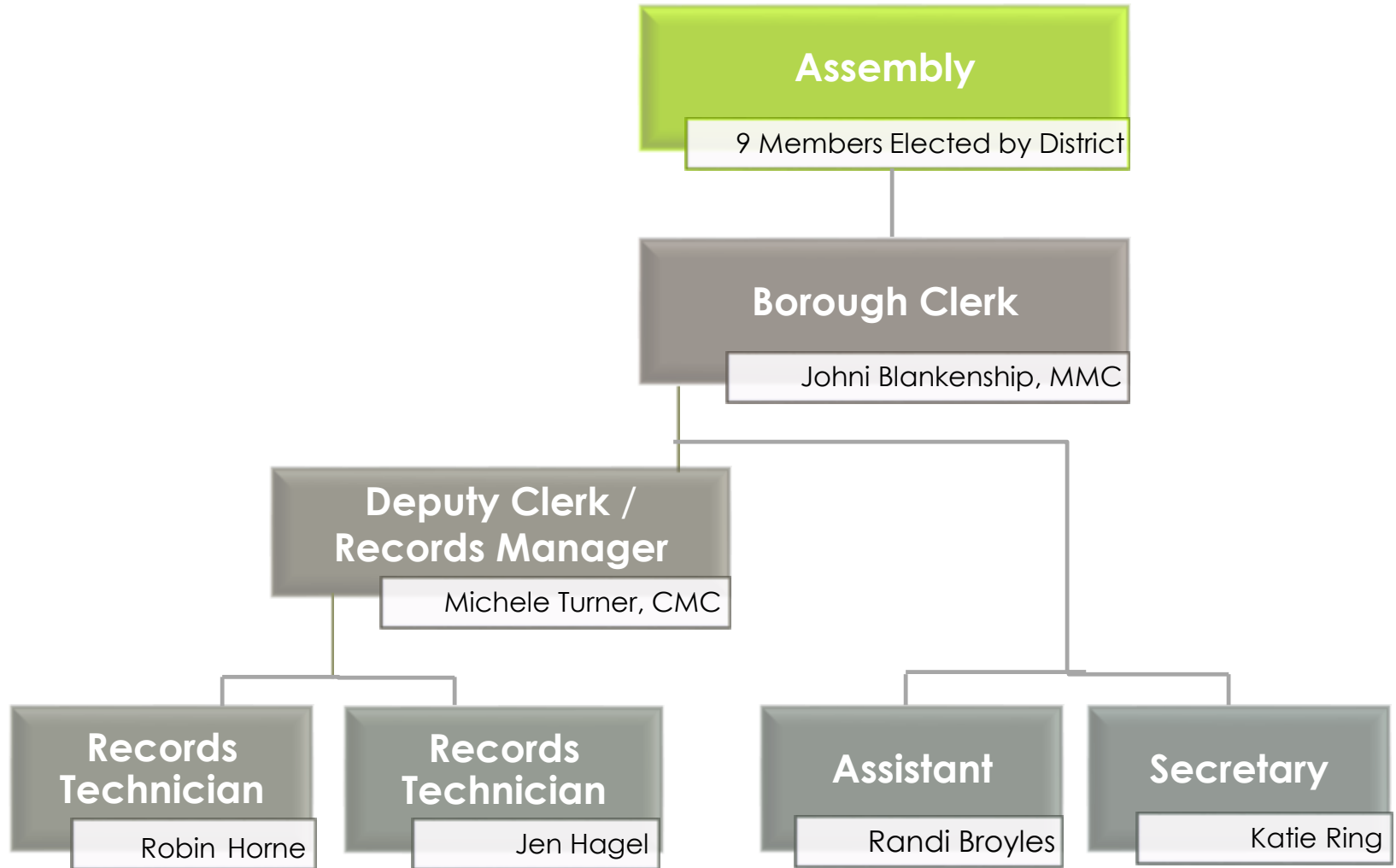
Election Division

To establish and increase public confidence in the electoral process by conducting voter registration and elections with the highest level of professional election standards, integrity, security, accuracy, and fairness.

Records Division

To develop, implement, and manage a borough-wide, comprehensive, integrated, systematic Records and Information Management (RIM) Program designed to comply with federal, state and local requirements.

Office of the Borough Clerk



FY 2018 Key Accomplishments - Assembly

- Maintained a mill rate of 4.5 for General Government Operations
- Amended KPB Code converting the tribunal for appeals of planning commission decision to a hearing officer from a board of adjustment
- Created the Eastern Peninsula Highway Emergency Service Area and appointed a board of directors
- Converted 3 key service area boards from being elected to being appointed and amended KPB Title 16 regarding terms of office.
- Created and participated in the Material Site Work Group
- Created and participated in the Alaska Liquefied Natural Gasline Project Advisory Committee

FY2018 Key Accomplishments - Clerk

- Provided staff support and attended 100 plus meetings for the following:
 - *Assembly Meetings*
 - *Committee Meetings / Work Sessions*
 - *Planning Commission Appeal Hearings*
 - *Board of Equalization Appeal Hearings*
 - *Material Site Work Group*
 - *21.50 Administrative Hearings*
 - *Alaska Liquefied Natural Gasline Project Advisory Committee*
- Liquor License paperless workflow
- Facebook Page
- Admin Working Group
- Electronic Data Migration
- Administered valuation tax appeals at over 4 times the average volume.

FY2018 Key Accomplishments - Elections

- Administered Borough elections without challenge.
- Hired over 140 temporary election workers, scheduled and supplied over 22 precincts and 11 absentee voting sites.
- Programmed and formatted ballots for 29 separate jurisdictions including ballots for the cities of Kenai, Seward and Soldotna.
- Traveled throughout the borough to conduct election training sessions.
- Conducted a Borough wide Mayoral Runoff Election 2 weeks after the certification of the Regular Election.
- Borough Clerk Appointed to Lt. Governor Mallott's, "Election Policy Work Group" for the State of Alaska.

FY2018 Key Accomplishments - Records

- ◉ Archiving Facebook content
- ◉ Quarterly updates to retention schedule
- ◉ Conducted annual training
- ◉ Temperature and humidity monitoring
- ◉ Completed RIM certification
- ◉ Completed the LAGARA certification
- ◉ Approval of Record's Program Procedures
- ◉ "KPB Branding Project" Management

FY2019 New Initiatives – Clerk

- Collaborate with I.T. to implement a paperless work flow environment to administer special assessment districts and public records requests.
- Collaborate with I.T. to include additional work flow documents in existing paperless work flow environment to manage tax valuation appeals.
- Ongoing review of notification requirements to ensure effectiveness, efficiency, and fiscal responsibility.
- Organize internal document structure and create and update procedure manuals.
- Ongoing staff education and professional development.

FY2019 Objectives and Highlights, continued

Elections

- To provide cost effective approaches to the conduct of borough elections.
- Consideration of elected v. appointed service area board members in some areas.
- Review of the Informational Brochure (voter pamphlet) content and future distribution process.
- Update and overhaul of the public facing election webpages.
- Research and Review expenses and administration of by mail elections.

Records

- Continued efforts in maintaining a current and updated retention schedule.
- Hold quarterly meetings with department record custodians and conduct an annual training event.
- Complete RFP for new RIM software.
- Professional development of records staff to ensure Generally Accepted Recordkeeping Principals (GARP) are met.
- Develop and administer records procedures that implements a detailed and thorough records management program.
- Per KPB 2.52.060 collaborate with the administration to continue the implementation of the "KPB Branding Project."

Expenditure Summary

	FY2018 Approved Budget	FY2019 Proposed Budget	Change in \$	Change in %
Assembly	\$457,999	\$495,257	37,258	8.13%
Clerk	\$567,117	\$561,093	(\$6,024)	-1.06%
Elections	\$208,520	\$113,910	(\$94,610)	-45.37%
Records	<u>\$265,373</u>	<u>\$266,226</u>	<u>\$853</u>	<u>0.32%</u>
TOTAL	\$1,499,009	\$1,436,486	(\$62,523)	-4.17%

Significant Budgetary Changes

Assembly

- Increase Health Care Expense
- Increase in Audit Expenses
- Decrease as a direct reflection to the amendment to KPB 21.20 Hearings and Appeals

Clerk

- Increase Health Care Expense
- Decrease Noticing Expenses

Elections

- Decrease No Mayoral Runoff Election in 2018

Records

- Increase Health Care Expense
- Increase in Microfilm Processing
- Increase Security Camera Software

Long Term Issues & Concerns

Clerk

- Consistently seeking new methodologies and technologies to realize efficiencies within the work flow and more accessible to the public.
- Public Outreach and Education

Elections

- Ever-changing Federal and State election laws
- Traditional Polling Site Elections or Borough Wide By Mail Elections
- Recruiting Election workers

Records

- Audit data in current software program to ensure good data migration to the new software.