

FY2020 Proposed Budget - Assembly

1

The Borough Clerk's Office administers four budgets.

Assembly Administration – Page 63

Office of the Borough Clerk – Page 65

Elections Division - Page 67

Records Management Division – Page 69

Overall Budget – Page 70

Our Missions

Assembly – Elected Governing Body – Legislative Branch

The Mission of the Kenai Peninsula Borough Assembly and Staff is to provide the community quality public service in partnership with its citizens, schools, other government agencies and business community by providing a full range of municipal services, and to formulate policies and ordinances to guide the orderly development and administration of the Borough.

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.

Elections Division

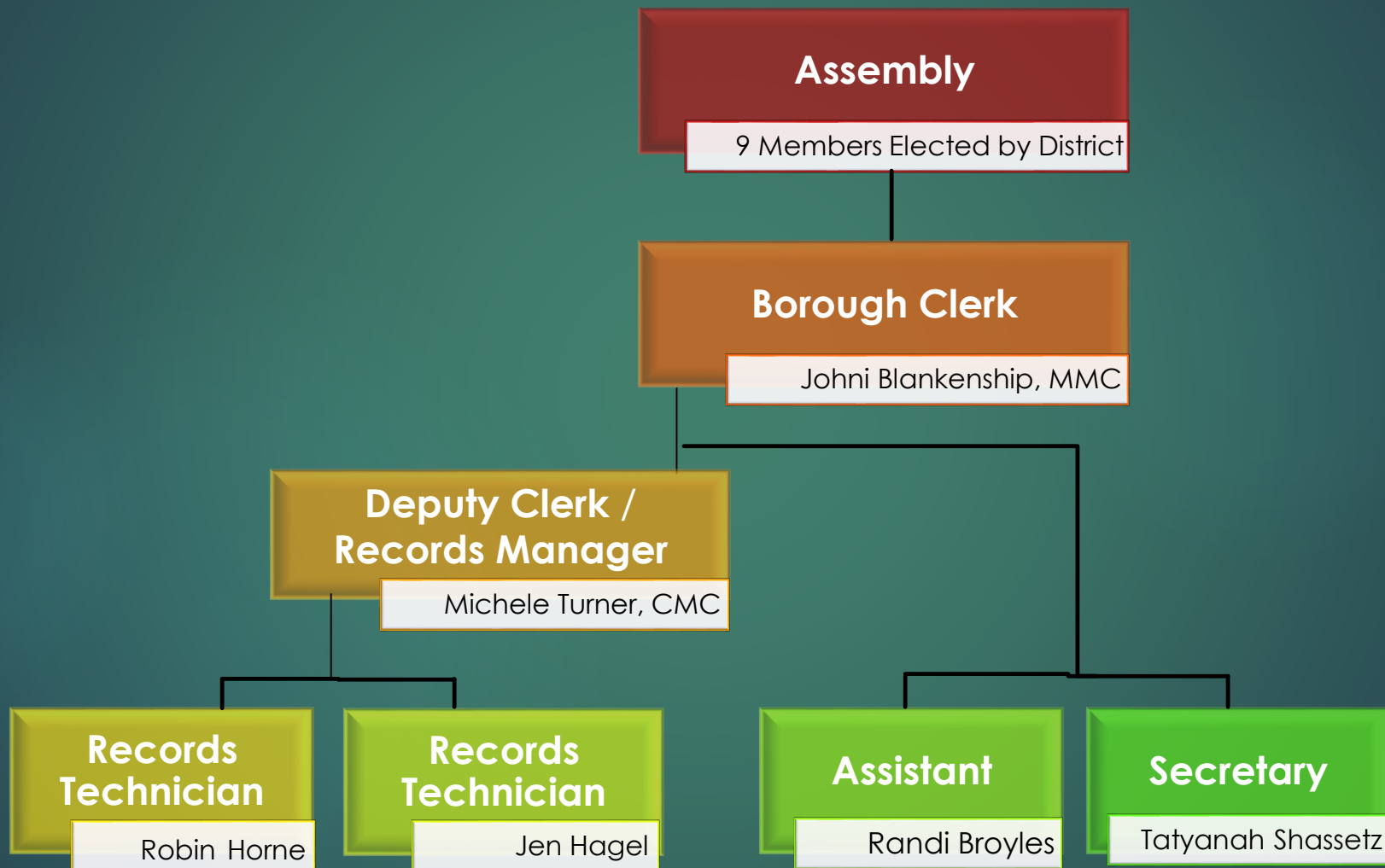
To establish and increase public confidence in the electoral process by conducting voter registration and elections with the highest level of professional election standards, integrity, security, accuracy, and fairness.

Records Management 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

3



FY 2019 Key Accomplishments Assembly

- Implemented an Invocation Policy in compliance with court ruling.
- Officially named the Kenai Peninsula Borough Assembly Chambers in honor of Betty J. Glick
- Participated in the Material Site Work Group
- Ongoing participation in the AK LNG Project Advisory Committee
- Ongoing participation in the Election Stakeholders Group
- Transitioned the Anchor Point, Kachemak Emergency and Seldovia Recreational Service Area Board from elected boards to appointed boards.
- Amended boundary lines between the Central and South Peninsula Hospital Service Areas which provided for expansion in both hospital service area boundaries.

FY2019 Key Accomplishments - Clerk

5

- Staffed 100+ meetings (regular and special), committees, hearings, and work sessions, including the Material Site Work Group, AK LNG Project Advisory Committee and the Election Stakeholders Group.
- Utilized the Borough's Facebook page to provide notice of, and promote, Assembly meetings and committee meetings and to disseminate Election information, including board vacancies.
- Processed 54 Liquor Licenses (New/Renewal/Transfers) – Electronic Workflow Transition
- Processed 60 Marijuana License (New/Renewal/Transfers)
- Assisted with updating and amending service area board bylaws (APFEMSA, SRSA, CESA and RSA).
- **Recipient of the 2018 Soldotna Chamber of Commerce “Excellence in Government and Civic Affairs” award.**
- Worked with administration to create an ADA Compliance Program and assumed the responsibility of the ADA Compliance Coordinator for the Borough. External
- Created NEW invocation request submission form to comply with new policy.
- Completed Data Migration Project of Legislation to the public facing webpage.
- Actively participating in the KPB's Citizen Engagement Project.
- Relaunched NACo Prescription Drug Discount Card Program.

FY2019 Key Accomplishments - Elections

- Administered Regular Borough Election without challenge.
- Programed ballots for the Borough and the Cities of Kenai, Soldotna and Seward.
- Maintained up to date website to accurately reflect candidate and election information.
- Coordinated with Cities within the borough to produce a comprehensive voter pamphlet for the October regular municipal election.
- Assisted the Cities of Soldotna and Seward with Special Elections. (Programmed Ballot Artwork and Tabulation Memory Cards)
- Successfully transitioned three service area boards from elected boards to appointed boards.
- In collaboration with the State of Alaska Division of Election and the Planning Department/GIS defined Assembly/School Board Districts within the Voter Registration database.
- Continued participation on the KPB's Election Stakeholders Group.
- Approved "Non-Discrimination on the Basis of Disability" Policy Statement, in compliance with Human Rights Commission Conciliatory Agreement.

FY2019 Key Accomplishments - Records

7

- Destruction of 358 boxes for FY19; 176 that met their mandated retention and 182 that were transferred to microfilm and/or electronic images.
- In collaboration with the Legal Department, donated 44 boxes of state statutes and administrative code to the State Law Library.
- Processed 286 Public Record Requests.
- Continued with the implementation of the Branding Project including forms management with all Borough Departments.
- Quarterly updates to the Borough's retention schedule to mirror current business practices, while adhering to borough, state and federal laws.
- Conducted annual training and assisted record custodians from each department in utilizing the automated records management system and updated the user manual.
- Developed 8 records and archiving procedures to assist with implementing a detailed and thorough records management program.
- Implemented new software in order to archive KPB social media sites.
- Completed RFP for new records management software.

FY2020 New Initiatives – Clerk

- Ongoing review of notification requirements to ensure effectiveness, efficiency and fiscal responsibility.
- Organize internal document structures and workflows and update procedure manuals.
- Ongoing staff education and professional development.
- Complete implementation of Boards and Commissions Suite in Granicus for member tracking and appointment process.

FY2020 New Initiatives - Continued

Elections

- Election Stakeholders Group's Recommendations regarding the future administration of elections and collaboration with all jurisdictions within the KPB ensuring maximum accessibility and participation for all voters.
- Human Rights Commission Conciliation Agreement compliance.

Records

- Continued efforts in maintaining a current and updated retention schedule.
- Create electronic internal process for routing and handling Public Record Requests. DONE!!!!
- Per KPB 2.52.060 continue collaboration with the administration to implement the Borough "branding project".
- Data migration to new records management software.

Expenditure Summary

	FY2019 Approved Budget	FY2020 Proposed Budget	Change in \$	Change in %
Assembly	\$493,257	\$482,667	-10,590	-2.15
Clerk	\$561,093	\$555,004	-\$6,089	-1.09
Elections	\$113,910	\$113,910	0	0
Records	\$266,226	\$274,662	\$8,436	3.17
TOTAL	\$1,434,486	\$1,426,243	-\$8,243	-.57

Significant Budgetary Changes

11

Assembly

- Decrease in Health Care Expense
- Increase in Audit Expense
- Increase in Out of State Travel

Clerk

- Increase Health Care Expense
- Decrease in Advertising

Elections

- None

Records

- Increase Health Care Expense
- Decrease in Operating Supplies
- Increase in Equipment Replacement Fund

NEW RECORDS SOFTWARE!

12

Records Management/Content Management Software

Project Manager Michele Turner

Initial Budget = \$100,000

RFP Review Committee

- ▶ Johni Blankenship, Borough Clerk
- ▶ Michele Turner, Deputy Clerk and Records Manager
- ▶ Robin Horne, Records Technician
- ▶ Ben Hanson, IT Director

Awarded to: INFORMATION FIRST

Equipment Replacement Fund ~~\$8,243~~ **\$3,607** for 10-years

Long Term Issues & Concerns

13

Clerk

- Consistently seeking new methodologies and technologies to realize efficiencies within the daily work flow environment.
- Citizen Engagement Project.

Elections

- Compliance with Federal and State election laws
- Ensure Maximized Accessibility and Participation for Voters
- Election Stakeholders Group Recommendations Implementation

Records

- Ongoing verification of accurate data entry for data migration
- Internal increased demand for electronic/scanned/microfilmed records may require increasing ½ time position to full-time.
- Hold quarterly meetings with department record custodians and conduct an annual training event.
- Ongoing training of records staff to adhere/administer Generally Accepted Recordkeeping Principals (GARP).