

# FY2020 Proposed Budget - Assembly

1

The Borough Clerk's Office administers four budgets.

Assembly Administration – Page 62

Office of the Borough Clerk – Page 64

Elections Division - Page 66

Records Management Division – Page 68

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**

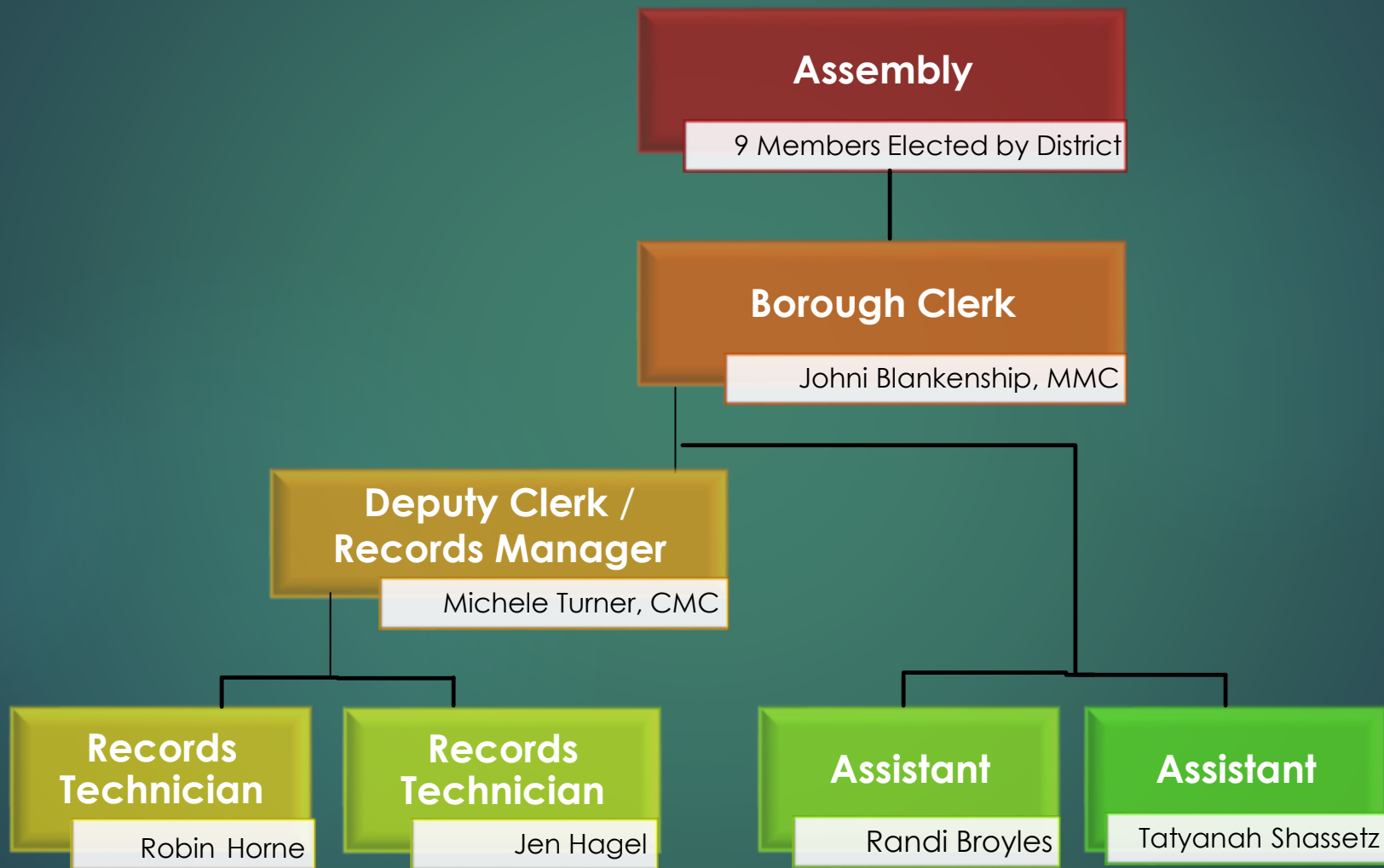
To establish and increase public confidence in the electoral process by conducting voter registration and elections with the highest level of professional election standards, integrity, security, accuracy, and fairness.

## **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 2020 Key Accomplishments Assembly

- Members participated in the Material Site Work Group.
- Members participated in the Election Stakeholders Group.
- Ongoing participation in the AK LNG Project Advisory Committee.
- Established Anadromous Waters Habitat Protection Work Group.
- Established Ninilchik – Anchor Point Joint Service Area Work Group.
- Approved Operating Agreement with South Peninsula Hospital, Inc for South Peninsula Hospital and Other Medical Facilities.
- Adopted the 2019 Borough Comprehensive Plan.
- Funded Education at the Maximum Allowable Level.

# FY2020 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, the Election Stakeholders Group, Anadromous Waters Habitat Protection Work Group and the Ninilchik – Anchor Point Joint Service Area Work Group.
- Utilized the Borough's Facebook page to provide notice of, and to promote, Assembly meetings and committee meetings and to disseminate election information, and board vacancies.
- Processed 109 Liquor Licenses (new/renewal/transfers).
- Processed 60 Marijuana License (new/renewal/transfers).
- Created electronic internal process for routing and handling Public Record Requests.
- **Clerk and Deputy Clerk members of the KPB Public Relations Team.**
- **Collaborated with members of the public and the maintenance department to successfully address grievances filed under the KPB's ADA Compliance Program.**
- **Management of most Service Areas webpages through ongoing maintenance and updates.**
- **Assists Service Areas with "Opening Meetings Act" guidance, Parliamentary Procedures Training and public notice procedure and recommendations.**
- **Maintain and Update KPB Home Page calendar.**

# FY2020 Key Accomplishments – Clerk (con't)

- ▶ **Instrumental in development of procedures and adherence of the Open Meetings Act for the Zoom meeting platform during the COVID19 pandemic** (assembly, service area boards and commissions)
- ▶ Collaboration with IT Department to combine Zoom and Assembly's Granicus meeting software streaming and recording.
- ▶ Successfully conducted budget work sessions, work groups, committees and assembly meetings through the Zoom meeting platform.
- ▶ **Deputy Clerk and Administrative Assistant were members of the KPB COVID19 Incident Management Team**



# FY2020 Key Accomplishments - Elections

- Administered Regular Borough Election without challenge.
- Programed ballots for the Borough and 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 City of Soldotna with Special Election
- Participated in the Election Stakeholders Group and presented recommendations to the Assembly for consideration regarding the future of election administration in the borough.
- Presented elected v. appointed service area board members to service area boards for consideration.
- Election Administration Feasibility Study - By Mail Hybrid Structure versus Traditional Polling Location Structure.
- Organized borough wide Clerks Election Work Group meetings.

# FY2020 Key Accomplishments - Records

- Destruction of 648 boxes for FY2019; 268 that met their mandated retention and 380 that were transferred to microfilm and/or electronic images.
- 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 with the records management software.
- Purchased new records management software.
- Successfully completed data migration from the old records management software.
- Developed a new user manual for the new records management software.
- Consolidated and coordinated document shredding for all departments in the administration building.
- In collaboration with the Legal Department, developed processes and best practices to administer a consistent and thorough public records request process.



## FY2021 New Initiatives – Clerk

- Ongoing review of notification requirements to ensure effectiveness, efficiency and fiscal responsibility.
- Organize internal document structure and create and update procedure manuals.
- Share Point List to manage Board and Commission memberships.
- Ongoing staff education and professional development.
- Expand use of Granicus software to provide for additional meeting bodies to be included in the management suite.

# FY2021 New Initiatives - Continued

10

## Elections:

- NEW Hardware and Software in compliance with Human Rights Commissions Conciliation Agreement.
- Review of the Informational Brochure (voter pamphlet) content and future distribution process.
- Provide for accessible voting experiences for all eligible voters.
- Consideration of Election Stakeholders Group's Recommendation and implementation.
- Assist the cities of Homer, Seldovia and Kachemak with the administration of elections (i.e. ballot programming, inclusion in voter pamphlet and recruitment).

## Records:

- Continue efforts to maintain a current and updated retention schedule.
- Assist the school district with the growth and development of their retention schedule.
- Conduct training sessions for the new records management software.
- Develop and expand the new records management software to incorporate electronic records.

# Expenditure Summary

	<b>FY2020 Approved Budget</b>	<b>FY2021 Proposed Budget</b>	<b>Change in \$</b>	<b>Change in %</b>
Assembly	\$482,667	\$484,528	\$1,861	.39%
Clerk	\$555,004	\$579,316	\$24,312	4.38%
Elections	\$113,910	\$182,920	\$69,010	60.58%
Records	\$269,852	\$327,678	\$57,826	21.43%
<b>TOTAL</b>	<b>\$1,421,433</b>	<b>\$1,574,442</b>	<b>\$153,009</b>	<b>10.76%</b>

# Significant Budgetary Changes

12

## Assembly

- Increase Health Care Expenses
- Increase In State and Out of State Travel

## Clerk

- Increase Health Care Expenses
- Decrease in Postage
- Decrease in Equipment Replacement Payment
- Increase in Minor Office Equipment for scheduled replacements which have delayed and withheld from past budgets. Purchase of 2 surface pro mobile desktops for Clerk and Deputy Clerk for the administration of off-site meetings and election administration.

# Significant Budgetary Changes cont.

13

## Elections

- Increase Mayoral Runoff Election (if needed)
- Increase in Wages to Election Workers per KPB 4.10.130 (B)

## Records

- Increase Health Care Expenses
- Increase in Personnel from 1.5 FTE to 2 FTE
- Increase in Equipment Replacement Fund - Scanners



# RECORDS PERSONNEL INCREASE

14

Position: Records/Micrographics Technician    Service Type: Classified – Range I

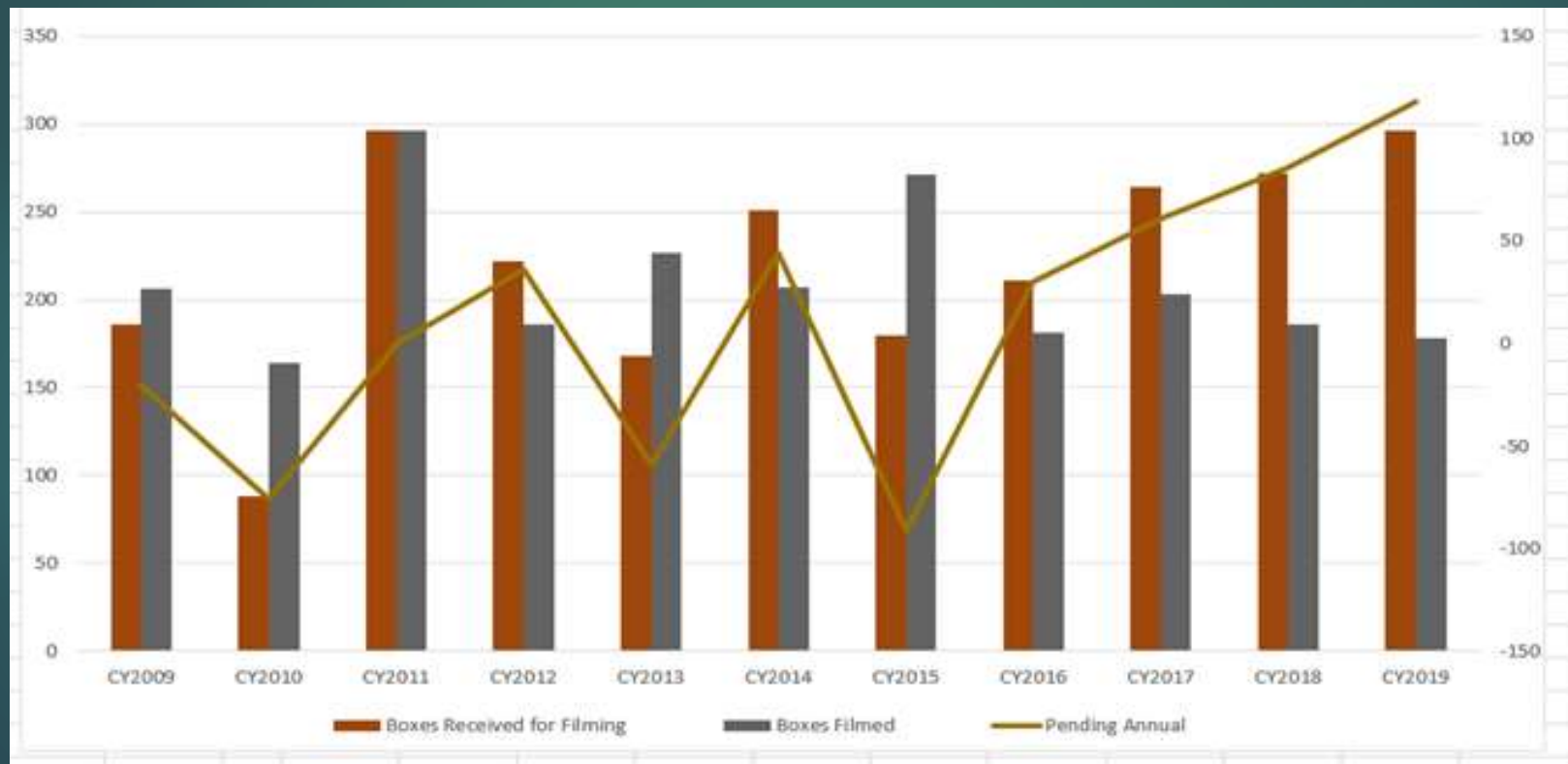
Position Summary: Under the general direction and supervision of the deputy borough clerk, the records/micrographics technicians are responsible for the preparation, microfilming, storage and retrieval of borough and school district documents. Currently, we have 1.5 records/micrographics technicians at the Records Center.

Justification for Increase: As shown on the next slide, **the filming/scanning needs have been steadily increasing over the last four years at the Records Center.** This is an effort to reduce paper box storage by archiving more permanent records on microfilm and digitizing voluminous paper records such as accounts payable. Additionally, we are forecasting that **the Records Center will be instrumental in the continuing implementation of the borough-wide initiative, transitioning from paper to electronic records.**

In order for the Records Division to keep up with this upward trend, provide a timely turn around and have the staff needed to move forward with other projects, we are proposing to increase the half-time position to a full-time position in FY2021. The last staffing change at the Records Center occurred 21 years ago and the need for this increase is long overdue.

# Filming/Scanning Increase

15



# Long Term Issues & Concerns

## Clerk

- ▶ Disseminating Accurate Information to the Public, Elected Officials and Administration in a manner that is efficient

## Elections

- ▶ Monitoring of Federal laws that affect state and local elections.
- ▶ Support Federal and State election initiative that strive to enhance the election process while protecting the rights of citizens.
- ▶ Monitor and review Alaska Statutes on election laws making changes to the Borough's process as needed.
- ▶ Election Worker Recruitment.
- ▶ Conduct efficient and litigation free elections.
- ▶ ADA Compliant Election Equipment.

## Records

- ▶ Ongoing training to adhere/administer Generally Accepted Recordkeeping Principals (GARP).
- ▶ Continue to assist with implementing the borough-wide paperless initiative and assist departments digitize records.
- ▶ Audit and inventory vital/essential records of the borough.
- ▶ Develop a records Disaster Recovery Plan.