

FY22 Proposed Budget - Assembly

The Borough Clerk's Office administers four budgets.

Assembly Administration – Page 64

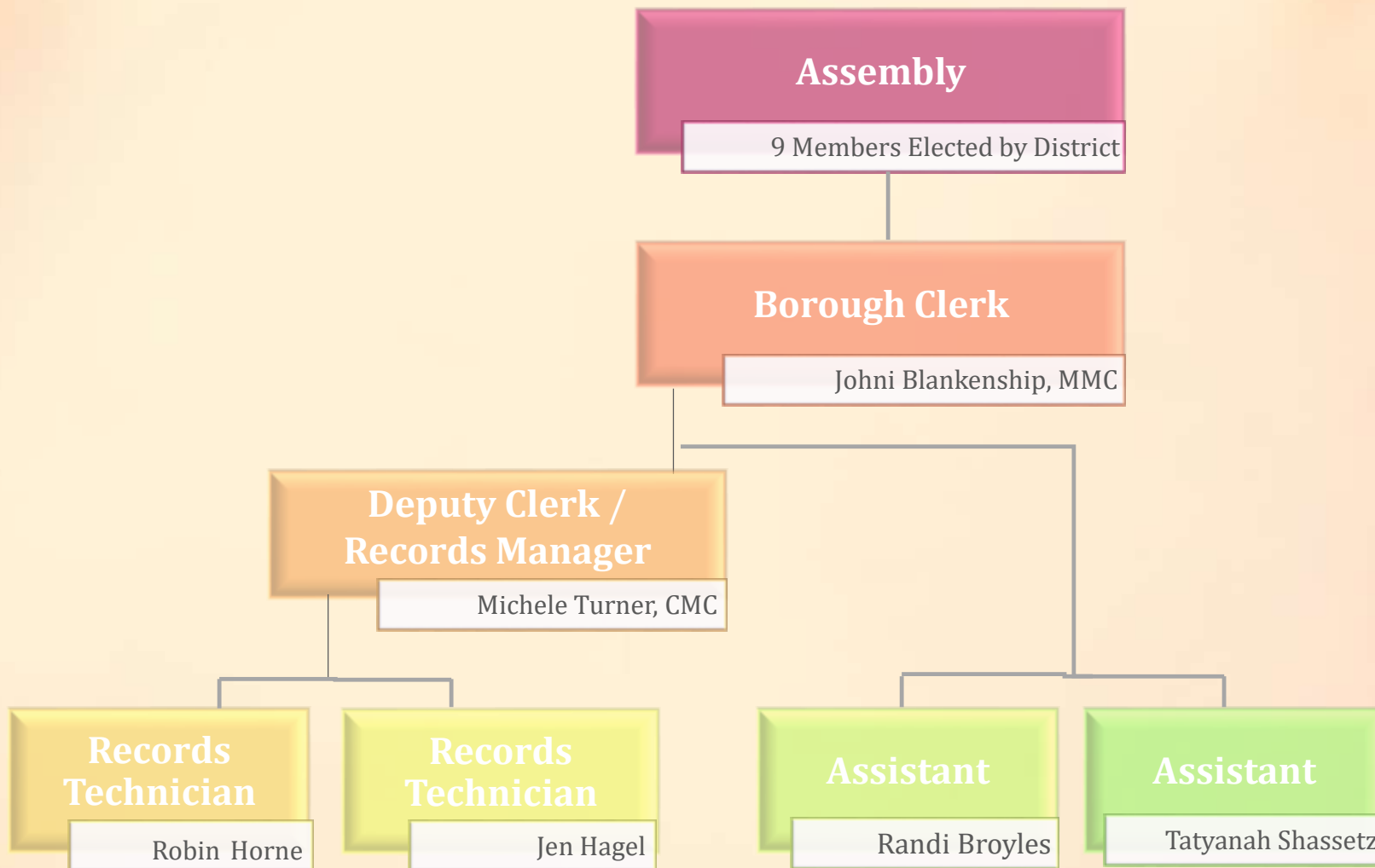
Office of the Borough Clerk – Page 66

Elections Division - Page 68

Records Management Division – Page 70

Overall Budget – Page 73

Office of the Borough Clerk



FY 2021 Key Accomplishments Assembly

- Anadromous Waters Habitat Protection Work Group
- Ninilchik-Anchor Point Joint Service Area Work Group
 - Expansion of Existing SA to create Western Emergency Service Area
- Response to Global Pandemic
 - Facebook Live
 - Zoom Video Conferencing
 - Mitigation Protocols
 - CARES Act Funded Projects and Grant Approvals
 - Disaster Declarations
- Amended KPB Code

FY2021 Key Accomplishments - Clerk

- Staffed 100+ Meetings
- Incorporated Social Media to provide Notice of meetings and vacancies
- 109 Liquor Licenses (new/renewal/transfers).
- 60 Marijuana License (new/renewal/transfers).
- Video Teleconferenced Public Meetings and Appeal Hearings
- CAR10 - CARES Act funded remodel of Assembly Chambers to allow for social distancing and for remote participation technology integration via Zoom. (approved by R2020-057)
- CAR08 - CARES Act funded remote meeting AV kit which includes remote participation technology integration via Zoom. (approved by R2020-057)
- Boards and Commission application and appointment administration

CAR10 Assembly Chambers Retrofit



Thanks to:

KPB Capital Projects, Project Manager Lee Frey

KPB IT Department, IT Director Ben Hanson

K&A designstudios

Orion Construction and subcontractors

Keycode Media and subcontractors

and many others

FY2021 Key Accomplishments - Elections

- October Regular Election in Collaboration with Cities within KPB
 - Social Media Notices and Publications (Facebook)
 - 5-Week Election Education Campaign prior to October Election per Resolution 2020-062 via Social Media and PSAs.
 - Acquisition of Accessible Election Hardware and related Software in compliance with Human Right Commission Conciliation Agreement
 - CAR07 - CARES Act Funded Project (approved by R2020-057)
 - Absentee Ballot Application Promotion Campaign – mailed 48,897 absentee ballot applications.
 - myKPB/Vote – Online Absentee Ballot Application
 - Collaboration Partners – IT Department and GIS Division
- 3,625 absentee ballot applications were processed (paper and online applications)
3,510 ballot packages were mailed out to eligible applicants
2,675 voted ballot packages were returned and processed (mail, drop box and in person drop off)

Absentee Ballot Application Promotional Campaign

WHY VOTE ABSENTEE?

☒ **Safe** ☒ **Convenient** ☒ **Secure**

- 1** Apply for your ballot online at my.kpb.us/vote, by mail, or by fax.
- 2** Verify receipt of your application online or through the mail or fax.
- 3** Monitor your mailbox for an absentee ballot.
- 4** Submit your vote by mail, fax, or at a secure drop box location.

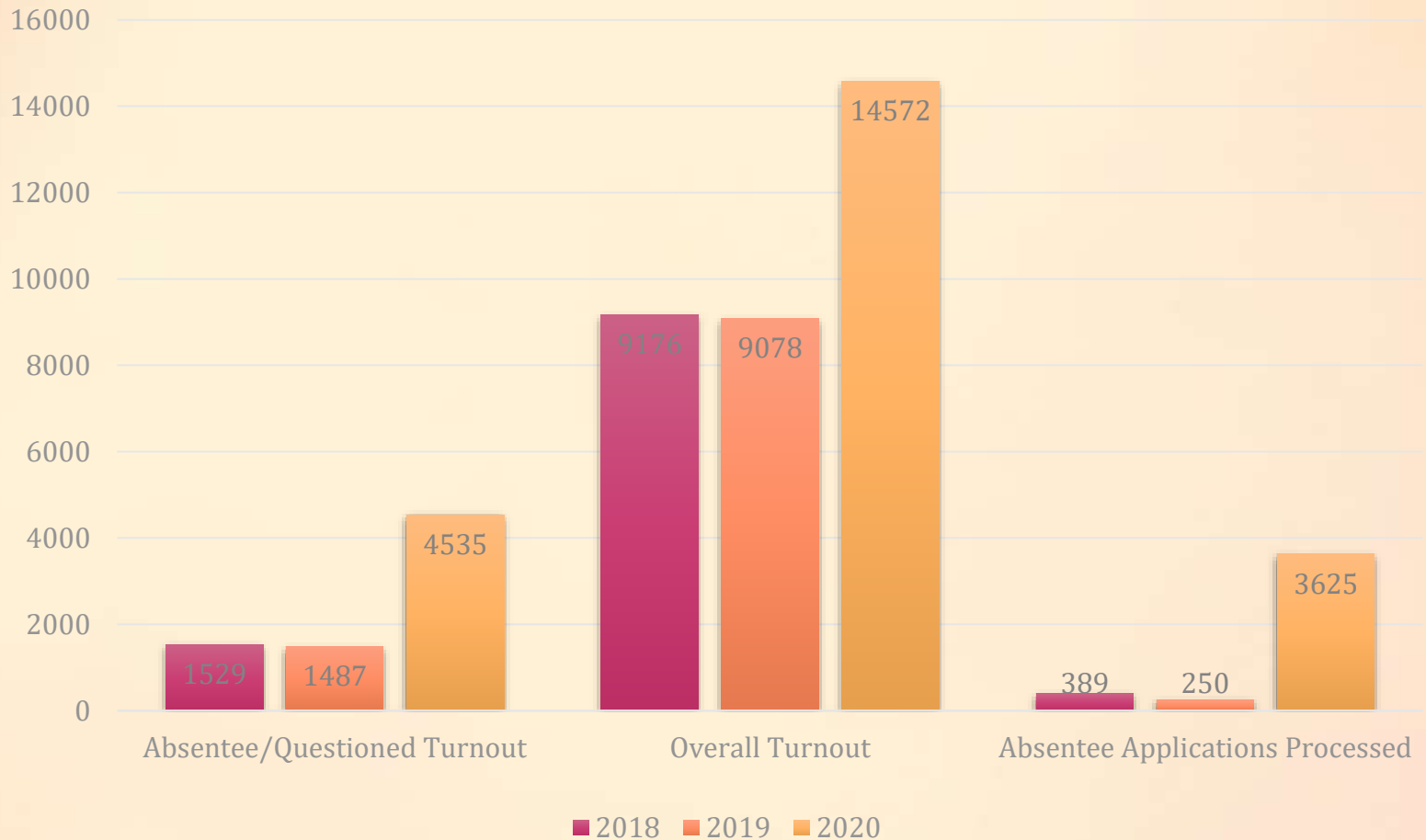


VOTE SAFE.

Toll free: (833) 796-VOTE (8683) | (907) 714-VOTE (8683) | vote@kpb.us | www.kpb.us/vote

CAR07 Absentee Ballot Application Campaign

Historical Voter Data



FY2021 Key Accomplishments - Records

- 286 boxes transferred to microfilm and/or electronic images.
- Updated Retention Schedule
- Implementation of new records management software
- Public Records Request SOP
- Processed 329 Public Records Requests (CY2020)

FY2022 New Initiatives

Clerks:

- Expansion of Granicus Software to additional meeting bodies
- Standard Operating Procedures Manuals
- Newly Elected Assembly Member Orientation

Elections:

- Implementation of New Election Software System and Hardware
- Memorandum of Agreement with Cities within KPB
- Transparency and Security Initiatives

Records:

- Retention Schedule
- KPBSD Retention Schedule and Software Onboarding
- Annual Training
- Electronic Records

Expenditure Summary

	FY2021 Approved Budget	FY2022 Proposed Budget	Change in \$	Change in %
Assembly	\$484,528	\$488,176	\$3,648	.75%
Clerk	\$579,316	\$576,275	-\$3,041	-.52%
Elections	\$182,920	\$216,513	\$33,593	18.36%
Records	\$327,678	\$336,241	\$8,563	2.61%
TOTAL	\$1,574,442	\$1,629,047	54,605	2.72%

Significant Budgetary Changes

Elections

- Increase in Rents and Operating Leases for Election Equipment (\$90,000)
- Increase in Software Licensing for ESRI Reapportionment Software (\$5,000)

Records

- Increase in Software Licensing (5% annual increase Content Manager)
- Increase in Minor Office Equipment – 2 Desktop Computers – Regular Replacement Schedule

Other

- Amendment will be required to appropriate funds for Clerk and Deputy Clerk salary increases

Long Term Issues & Concerns

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