

ASSEMBLY AND CLERK'S OFFICE

I. MISSION STATEMENT

Members of the North Slope Borough Assembly are elected by residents of the North Slope Borough and serve their constituents during their elected term of office. The Assembly Members take their responsibilities seriously, and are committed to represent their constituents while in public office.

The mission of the Clerk's Office in its capacity is to provide support to the North Slope Borough Assembly and keeps record of Assembly documents and ensure the integrity of North Slope Borough Elections, State of Alaska and National elections.

II. DEPARTMENT RESPONSIBILITIES

A. North Slope Borough Assembly

The North Slope Borough (NSB) Assembly enacts laws, appropriates funds for the North Slope Borough School District and departmental budgets, awards contracts over \$300,000, establishes the mill levies, acts as Board of Equalization, confirms appointments of Department Directors, confirms all appointments of Boards and Commissions, and certifies North Slope Borough elections.

B. Borough Clerk's Office

The Borough Clerk's Office provides timely, dependable support to the North Slope Borough Assembly Members. Maintains the NSB Assembly's permanent records, post

notices of the time and place of future meetings of the NSB Assembly and conducts the North Slope Borough, State of Alaska and National elections in accordance by law.

III. GOALS AND OBJECTIVES

GOAL 1: IMPROVE PUBLIC ACCESS TO NORTH SLOPE BOROUGH DOCUMENT ARCHIVES.

Obj. 1.1: Continue indexing of all NSB Assembly adopted ordinances, resolutions and meeting minutes.

Obj. 1.2: Scan all North Slope Borough adopted ordinances, resolutions and minutes on-going on a monthly basis as these documents are adopted by the Assembly.

Obj. 1.3: The North Slope Borough Clerk's Office updates the web site for the public to view current meeting notices and meeting material of the NSB Assembly. Also the adopted ordinances, resolutions and minutes.

GOAL 2: CROSS-TRAIN EMPLOYEES FOR DAY TO DAY OPERATIONS AND ELECTION PROCEDURES

Obj. 2.1: Staff will continue training at Alaska Association of Municipal Clerk's and International Institute of Municipal Clerk's on new election laws and procedures and continue working towards attaining certification.

Obj. 2.2: Prepare election documents for each precinct to hold a valid election, according to NSBMC 1.28 – Elections.

GOAL 3: ADMINISTER ELECTION TRAINING AREAWIDE TO ELECTION CHAIRPERSON AND JUDGES

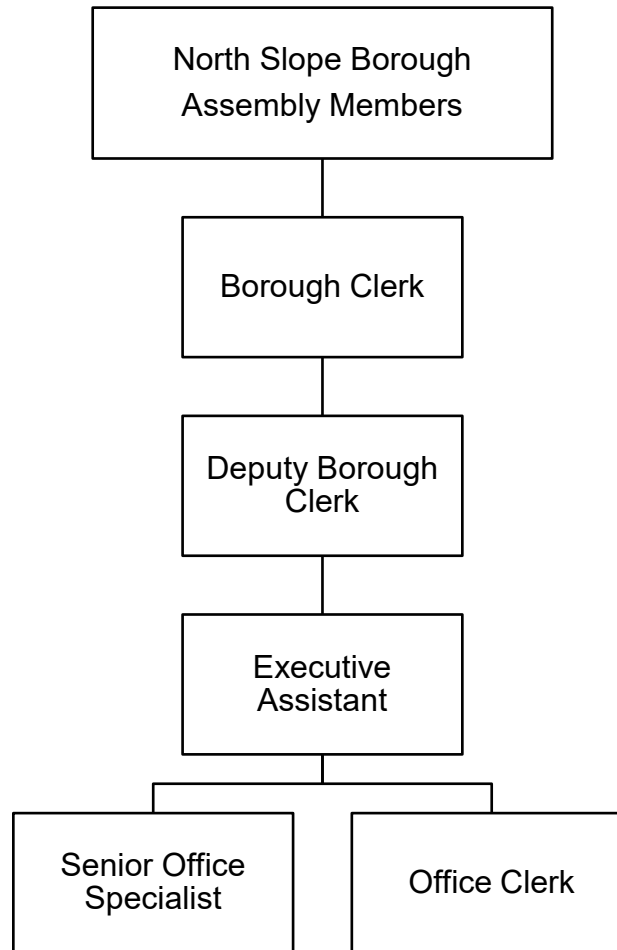
Obj. 3.1: Conduct proper election procedures and operate Accu-Vote Machine on Election Day.

Obj. 3.2: Make basic election training recording for future elections.

Obj. 3.3: Hold mock elections for new election workers using Modern Electronics Technology.

Obj. 3.4: Prepare All Precincts according to the NSB Mandates Due to Covid-19 Pandemic.

**North Slope Borough
Assembly & Borough Clerk's Office**



ASSEMBLY/CLERKS OFFICE**FY 2025-2026****Operating Budget Summary**

Business Unit and Division	FTE FY25	FTE FY26	FY 24-25 Total Budget	Personal Services	Contractual Services	Supplies	Equipment	Other	FY 25-26 Total Budget	Change from Prior Year	% Change
1005 - ASSEMBLY	11	11	1,477,409	668,835	805,089	15,500	0	0	1,489,424	12,015	0.8%
1010 - ASSEMBLY BUDGETARY RESERVE	0	0	1,000,000	0	1,000,000	0	0	0	1,000,000	0	0.0%
1020 - ASSEMBLY - ELECTIONS	0	0	108,282	64,232	40,720	4,600	0	0	109,552	1,270	1.2%
1205 - BOROUGH CLERKS OFFICE	5	5	989,089	946,441	45,155	15,013	0	0	1,006,609	17,520	1.8%
Grand Total	16	16	3,574,780	1,679,508	1,890,964	35,113	0	0	3,605,585	30,805	0.9%

ASSEMBLY/CLERKS OFFICE

Department Total

Expenditure Type	Actual Year 2022-2023	Actual Year 2023-2024	Budget 2024-2025	Actual 6 months 2024-2025	Budget 2025-2026	Budget Variance	% Change
6100 Personal Services							
Total Permanent Wages	871,199	833,896	966,915	384,696	967,231	316	0.0%
Total Permanent Overtime Wages	0	225	0	0	0	0	0.0%
Total Temporary Wages	45,780	77,642	56,468	52,432	57,607	1,139	2.0%
Total Temporary Overtime Wages	0	70	0	0	0	0	0.0%
Total Benefits	697,197	704,379	625,320	206,425	654,670	29,350	4.7%
Total Personal Services	1,614,176	1,616,211	1,648,703	643,553	1,679,508	30,805	1.9%
6200 Contractual Services							
Total Communications	24,411	24,525	21,121	10,207	21,121	0	0.0%
Total Contributions & Municipal Support	0	0	0	0	0	0	0.0%
Total Maintenance Services	9,337	7,765	19,300	3,956	19,300	0	0.0%
Total Insurance & Bonding Reserves	0	0	1,000,000	0	1,000,000	0	0.0%
Total Professional Services	507,728	471,946	460,000	450,000	460,000	0	0.0%
Total Rents and Utilities	7,001	400	3,000	0	3,000	0	0.0%
Total Travel and Lodging	277,062	122,164	335,063	99,513	335,063	0	0.0%
Total Other Services & Expenses	52,678	53,220	52,480	26,678	52,480	0	0.0%
Total Contractual Services	878,218	680,020	1,890,964	590,354	1,890,964	0	0.0%
6500 Supplies							
Total Fuel	5,300	5,562	4,000	1,342	4,000	0	0.0%
Total Supplies-Buildings & Grounds	0	0	0	0	0	0	0.0%
Total Supplies-Non-Buildings & Grounds	43,442	38,218	31,113	11,991	31,113	0	0.0%
Total Supplies	48,742	43,779	35,113	13,333	35,113	0	0.0%
6700 Equipment & Replacement Parts							
Total New Equipment Under \$5,000	7,598	0	0	0	0	0	0.0%
Total Equipment & Parts Under \$5,000	0	0	0	0	0	0	0.0%
Total Equipment & Parts Over \$5,000	57,621	0	0	0	0	0	0.0%
Total Equipment & Replacement Parts	65,220	0	0	0	0	0	0.0%
Grand Total	2,606,356	2,340,010	3,574,780	1,247,240	3,605,585	30,805	0.9%

ASSEMBLY

1005.*

Expenditure Type	Actual Year 2022-2023	Actual Year 2023-2024	Budget 2024-2025	Actual 6 months 2024-2025	Budget 2025-2026	Budget Variance	% Change
6100 Personal Services							
Total Permanent Wages	393,400	400,850	400,500	171,800	400,500	0	0.0%
Total Permanent Overtime Wages	0	0	0	0	0	0	0.0%
Total Temporary Wages	0	0	0	0	0	0	0.0%
Total Temporary Overtime Wages	0	0	0	0	0	0	0.0%
Total Benefits	318,399	349,600	256,320	92,208	268,335	12,015	4.7%
Total Personal Services	711,800	750,450	656,820	264,008	668,835	12,015	1.8%
6200 Contractual Services							
Total Communications	8,049	7,896	8,821	4,834	8,821	0	0.0%
Total Contributions & Municipal Support	0	0	0	0	0	0	0.0%
Total Maintenance Services	0	0	0	0	0	0	0.0%
Total Insurance & Bonding Reserves	0	0	0	0	0	0	0.0%
Total Professional Services	502,478	467,378	460,000	450,000	460,000	0	0.0%
Total Rents and Utilities	3,751	0	0	0	0	0	0.0%
Total Travel and Lodging	249,457	104,424	307,268	87,675	307,268	0	0.0%
Total Other Services & Expenses	33,282	24,422	29,000	15,750	29,000	0	0.0%
Total Contractual Services	797,017	604,120	805,089	558,259	805,089	0	0.0%
6500 Supplies							
Total Fuel	3,989	5,562	4,000	1,342	4,000	0	0.0%
Total Supplies-Buildings & Grounds	0	0	0	0	0	0	0.0%
Total Supplies-Non-Buildings & Grounds	21,241	22,968	11,500	2,437	11,500	0	0.0%
Total Supplies	25,230	28,530	15,500	3,778	15,500	0	0.0%
6700 Equipment & Replacement Parts							
Total New Equipment Under \$5,000	0	0	0	0	0	0	0.0%
Total Equipment & Parts Under \$5,000	0	0	0	0	0	0	0.0%
Total Equipment & Parts Over \$5,000	0	0	0	0	0	0	0.0%
Total Equipment & Replacement Parts	0	0	0	0	0	0	0.0%
Grand Total	1,534,046	1,383,100	1,477,409	826,046	1,489,424	12,015	0.8%

6100 Personal Services

		FTE	FTE	FTE	Position		Budget	Budget	Change	%
		FY 24	FY 25	FY 26	Range	# Months	FY 25	FY 26	Amount	Change
Assembly Members		11	11	11		12	400,500	400,500	0	0.0%
6110 Permanent Wages										
6111	Regular Wages	11	11	11			400,500	400,500	0	0.0%
Total Permanent Wages							400,500	400,500	0	0.0%
6130 Benefits										
6131	Permanent Employee Benefits - 67%						256,320	268,335	12,015	4.7%
Total Benefits							256,320	268,335	12,015	4.7%
Total Personal Services							656,820	668,835	12,015	1.8%

ASSEMBLY

1005.*

Object Account	Budget FY 2024-2025	Budget FY 2025-2026	Budget Year Variance	Budget Year Variance %
6100 Personal Services				
6110 Permanent Wages				
6111 - REGULAR WAGES-PERMANENT	400,500	400,500	0	0.0
Total Permanent Wages	400,500	400,500	0	0.0
6130 Benefits				
6131 - BENEFITS-PERMANENT	256,320	268,335	12,015	4.7
Total Benefits	256,320	268,335	12,015	4.7
Total Personal Services	656,820	668,835	12,015	1.8
6200 Contractual Services				
6210 Communications				
6215 - AIRLINE EXPRESS	8,250	8,250	0	0.0
6225 - POSTAGE	571	571	0	0.0
Total Communications	8,821	8,821	0	0.0
6330 Professional Services				
6359 - OTHER SERVICES	460,000	460,000	0	0.0
Total Professional Services	460,000	460,000	0	0.0
6400 Travel & Lodging				
6401 - AIRFARE ON-SLOPE	57,604	57,604	0	0.0
6402 - AIRFARE IN-STATE	19,616	19,616	0	0.0
6403 - AIRFARE OUT-OF-STATE	3,000	3,000	0	0.0
6404 - AIRFARE-CHARTERS	85,100	85,100	0	0.0
6410 - GROUND TRANSPORTATION	32,931	32,931	0	0.0
6415 - PER DIEM	21,112	21,112	0	0.0
6420 - LODGING	87,905	87,905	0	0.0
Total Travel and Lodging	307,268	307,268	0	0.0
6450 Other Services & Expenses				
6455 - ADVERTISING & PRINTING	20,000	20,000	0	0.0
6485 - TRAIN/TUITION/CONFERENCE	3,000	3,000	0	0.0
6490 - MEMBERSHIPS DUES/SUBS	6,000	6,000	0	0.0
Total Other Services & Expenses	29,000	29,000	0	0.0
Total Contractual Services	805,089	805,089	0	0.0

ASSEMBLY

1005.*

Object Account	Budget FY 2024-2025	Budget FY 2025-2026	Budget Year Variance	Budget Year Variance %
6500 Supplies				
6510 Fuel				
6530 - VEHICLE FUEL	4,000	4,000	0	0.0
Total Fuel	4,000	4,000	0	0.0
6600 Supplies-Non-Buildings & Grounds				
6615 - FOOD/WATER/COFFEE/CATER	9,000	9,000	0	0.0
6620 - HOUSEHOLD SUPPLIES	1,000	1,000	0	0.0
6699 - OTHER NON-BLDG SUPPLIES	1,500	1,500	0	0.0
Total Supplies-Non-Buildings & Grounds	11,500	11,500	0	0.0
Total Supplies	15,500	15,500	0	0.0
Grand Total	1,477,409	1,489,424	12,015	0.8

ASSEMBLY - ELECTIONS

1020.*

Expenditure Type	Actual Year 2022-2023	Actual Year 2023-2024	Budget 2024-2025	Actual 6 months 2024-2025	Budget 2025-2026	Budget Variance	% Change
6100 Personal Services							
Total Permanent Wages	0	0	0	0	0	0	0.0%
Total Permanent Overtime Wages	0	0	0	0	0	0	0.0%
Total Temporary Wages	21,941	44,023	56,468	23,217	57,607	1,139	2.0%
Total Temporary Overtime Wages	0	0	0	0	0	0	0.0%
Total Benefits	1,679	3,368	6,494	1,776	6,625	131	2.0%
Total Personal Services	23,620	47,390	62,962	24,993	64,232	1,270	2.0%
6200 Contractual Services							
Total Communications	3,234	4,135	3,250	1,194	3,250	0	0.0%
Total Contributions & Municipal Support	0	0	0	0	0	0	0.0%
Total Maintenance Services	0	578	0	0	0	0	0.0%
Total Insurance & Bonding Reserves	0	0	0	0	0	0	0.0%
Total Professional Services	5,250	4,568	0	0	0	0	0.0%
Total Rents and Utilities	3,250	400	3,000	0	3,000	0	0.0%
Total Travel and Lodging	14,135	11,905	16,990	10,877	16,990	0	0.0%
Total Other Services & Expenses	13,328	27,378	17,480	10,478	17,480	0	0.0%
Total Contractual Services	39,198	48,964	40,720	22,550	40,720	0	0.0%
6500 Supplies							
Total Fuel	0	0	0	0	0	0	0.0%
Total Supplies-Buildings & Grounds	0	0	0	0	0	0	0.0%
Total Supplies-Non-Buildings & Grounds	13,019	4,376	4,600	2,186	4,600	0	0.0%
Total Supplies	13,019	4,376	4,600	2,186	4,600	0	0.0%
6700 Equipment & Replacement Parts							
Total New Equipment Under \$5,000	7,598	0	0	0	0	0	0.0%
Total Equipment & Parts Under \$5,000	0	0	0	0	0	0	0.0%
Total Equipment & Parts Over \$5,000	57,621	0	0	0	0	0	0.0%
Total Equipment & Replacement Parts	65,220	0	0	0	0	0	0.0%
Grand Total	141,056	100,730	108,282	49,729	109,552	1,270	1.2%

6100 Personal Services

No Personnel

6110 Permanent Wages

Election Chairperson

Election Judge

6120 Temporary Wages

6121 Regular Wages

Total Temporary Wages**6130 Benefits**

6135 Temporary Employee Benefits - 11.50%

Total Benefits

FTE FY 24	FTE FY 25	FTE FY 26	Position Range	# Months	Budget FY 25	Budget FY 26	Change Amount	% Change
9	9	9	23		26,322	26,852	530	2.0%
18	18	18	20		30,146	30,755	609	2.0%
27	27	27						
					56,468	57,607	1,139	2.0%
					56,468	57,607	1,139	2.0%
					6,494	6,625	131	2.0%
					6,494	6,625	131	2.0%
Total Personal Services					62,962	64,232	1,270	2.0%

ASSEMBLY - ELECTIONS

1020.*

Object Account	Budget FY 2024-2025	Budget FY 2025-2026	Budget Year Variance	Budget Year Variance %
6100 Personal Services				
6120 Temporary Wages				
6121 - REGULAR WAGES-TEMPORARY	56,468	57,607	1,139	2.0
Total Temporary Wages	56,468	57,607	1,139	2.0
6130 Benefits				
6135 - BENEFITS-TEMPORARY	6,494	6,625	131	2.0
Total Benefits	6,494	6,625	131	2.0
Total Personal Services	62,962	64,232	1,270	2.0
6200 Contractual Services				
6210 Communications				
6215 - AIRLINE EXPRESS	3,250	3,250	0	0.0
Total Communications	3,250	3,250	0	0.0
6360 Rents & Utilities				
6389 - OTHER RENTS & UTILITIES	3,000	3,000	0	0.0
Total Rents and Utilities	3,000	3,000	0	0.0
6400 Travel & Lodging				
6401 - AIRFARE ON-SLOPE	10,468	10,288	(180)	(1.7)
6410 - GROUND TRANSPORTATION	184	184	0	0.0
6415 - PER DIEM	2,340	2,520	180	7.7
6420 - LODGING	3,998	3,998	0	0.0
Total Travel and Lodging	16,990	16,990	0	0.0
6450 Other Services & Expenses				
6455 - ADVERTISING AND PRINTING	13,880	13,880	0	0.0
6499 - MISC SERVICES & EXP	3,600	3,600	0	0.0
Total Other Services & Expenses	17,480	17,480	0	0.0
Total Contractual Services	40,720	40,720	0	0.0
6500 Supplies				
6600 Supplies-Non-Buildings & Grounds				
6615 - FOOD/WATER/COFFEE/CATER	3,600	3,600	0	0.0
6699 - OTHER NON-BLDG SUPPLIES	1,000	1,000	0	0.0
Total Supplies-Non-Buildings & Grounds	4,600	4,600	0	0.0
Total Supplies	4,600	4,600	0	0.0
Grand Total	108,282	109,552	1,270	1.2

BOROUGH CLERKS OFFICE

1205.*

Expenditure Type	Actual Year 2022-2023	Actual Year 2023-2024	Budget 2024-2025	Actual 6 months 2024-2025	Budget 2025-2026	Budget Variance	% Change
6100 Personal Services							
Total Permanent Wages	477,799	433,046	566,415	212,896	566,731	316	0.1%
Total Permanent Overtime Wages	0	225	0	0	0	0	0.0%
Total Temporary Wages	23,839	33,620	0	29,214	0	0	0.0%
Total Temporary Overtime Wages	0	70	0	0	0	0	0.0%
Total Benefits	377,119	351,411	362,506	112,441	379,710	17,204	4.7%
Total Personal Services	878,757	818,371	928,921	354,551	946,441	17,520	1.9%
6200 Contractual Services							
Total Communications	13,127	12,494	9,050	4,179	9,050	0	0.0%
Total Contributions & Municipal Support	0	0	0	0	0	0	0.0%
Total Maintenance Services	9,337	7,187	19,300	3,956	19,300	0	0.0%
Total Insurance & Bonding Reserves	0	0	0	0	0	0	0.0%
Total Professional Services	0	0	0	0	0	0	0.0%
Total Rents and Utilities	0	0	0	0	0	0	0.0%
Total Travel and Lodging	13,471	5,835	10,805	960	10,805	0	0.0%
Total Other Services & Expenses	6,068	1,420	6,000	450	6,000	0	0.0%
Total Contractual Services	42,004	26,935	45,155	9,545	45,155	0	0.0%
6500 Supplies							
Total Fuel	1,311	0	0	0	0	0	0.0%
Total Supplies-Buildings & Grounds	0	0	0	0	0	0	0.0%
Total Supplies-Non-Buildings & Grounds	9,183	10,873	15,013	7,369	15,013	0	0.0%
Total Supplies	10,493	10,873	15,013	7,369	15,013	0	0.0%
6700 Equipment & Replacement Parts							
Total New Equipment Under \$5,000	0	0	0	0	0	0	0.0%
Total Equipment & Parts Under \$5,000	0	0	0	0	0	0	0.0%
Total Equipment & Parts Over \$5,000	0	0	0	0	0	0	0.0%
Total Equipment & Replacement Parts	0	0	0	0	0	0	0.0%
Grand Total	931,254	856,179	989,089	371,465	1,006,609	17,520	1.8%

6100 Personal Services

		FTE	FTE	FTE	Position	Budget		Change	%	
		FY 24	FY 25	FY 26	Range	# Months	FY 25	FY 26	Amount	Change
	Borough Clerk	1	1	1	42	12	202,653	202,653	0	0.0%
	Deputy Borough Clerk	1	1	1	38	12	166,721	166,721	0	0.0%
	Executive Assistant	1	1	1	25	12	75,123	75,270	147	0.2%
	Senior Office Specialist	1	1	1	23	12	69,947	70,116	169	0.2%
	Office Clerk	1	1	1	18	12	51,971	51,971	0	0.0%
6110 Permanent Wages										
6111	Regular Wages	6	5	5			566,415	566,731	316	0.1%
Total Permanent Wages							566,415	566,731	316	0.1%
6130 Benefits										
6131	Permanent Employee Benefits - 67%						362,506	379,710	17,204	4.7%
Total Benefits							362,506	379,710	17,204	4.7%
Total Personal Services							928,921	946,441	17,520	1.9%

BOROUGH CLERKS OFFICE

1205.*

Object Account	Budget FY 2024-2025	Budget FY 2025-2026	Budget Year Variance	Budget Year Variance %
6100 Personal Services				
6110 Permanent Wages				
6111 - REGULAR WAGES-PERMANENT	566,415	566,731	316	0.1
Total Permanent Wages	566,415	566,731	316	0.1
6130 Benefits				
6131 - BENEFITS-PERMANENT	362,506	379,710	17,204	4.7
Total Benefits	362,506	379,710	17,204	4.7
Total Personal Services	928,921	946,441	17,520	1.9
6200 Contractual Services				
6210 Communications				
6220 - PHONE/FAX/MODEM	8,550	8,550	0	0.0
6225 - POSTAGE	500	500	0	0.0
Total Communications	9,050	9,050	0	0.0
6250 Maintenance Services				
6265 - COPIER MAINTENANCE	10,500	10,500	0	0.0
6290 - OFFICE EQUIP MAINTENANCE	8,800	8,800	0	0.0
Total Maintenance Services	19,300	19,300	0	0.0
6400 Travel & Lodging				
6402 - AIRFARE IN-STATE	3,000	3,000	0	0.0
6403 - AIRFARE OUT-OF-STATE	2,500	2,345	(155)	(6.2)
6410 - GROUND TRANSPORTATION	640	640	0	0.0
6415 - PER DIEM	2,015	2,170	155	7.7
6420 - LODGING	2,650	2,650	0	0.0
Total Travel and Lodging	10,805	10,805	0	0.0
6450 Other Services & Expenses				
6485 - TRAIN/TUITION/CONFERENCE	5,000	5,000	0	0.0
6490 - MEMBERSHIPS DUES/SUBS	1,000	1,000	0	0.0
Total Other Services & Expenses	6,000	6,000	0	0.0
Total Contractual Services	45,155	45,155	0	0.0

BOROUGH CLERKS OFFICE

1205.*

Object Account	Budget FY 2024-2025	Budget FY 2025-2026	Budget Year Variance	Budget Year Variance %
6500 Supplies				
6600 Supplies-Non-Buildings & Grounds				
6615 - FOOD/WATER/COFFEE/CATER	4,000	4,000	0	0.0
6620 - HOUSEHOLD SUPPLIES	1,000	1,000	0	0.0
6699 - OTHER NON-BLDG SUPPLIES	10,013	10,013	0	0.0
Total Supplies-Non-Buildings & Grounds	15,013	15,013	0	0.0
Total Supplies	15,013	15,013	0	0.0
Grand Total	989,089	1,006,609	17,520	1.8