

SUBJECT: AN ORDINANCE OF THE MATANUSKA-SUSITNA BOROUGH ASSEMBLY REAPPROPRIATING \$370,857 FROM THE PLANNING DEPARTMENT FISCAL YEAR 2018 OPERATING BUDGET, FUND 100, TO FUND 480; AND A RESOLUTION APPROVING THE SCOPE OF WORK AND BUDGET FOR PROJECT NOS. 47513 RECORDS MANAGEMENT; 45002, CENSUS; 47052, AIR QUALITY PUBLIC OUTREACH, EDUCATION AND INCENTIVES; 47041, BUSINESS LICENSE/PERMIT SYSTEM; 47520, FLOOD OUTREACH AND MITIGATION, PLANNING DEPARTMENT OFFICE MODIFICATIONS, BOROUGH-WIDE COMPREHENSIVE PLAN UPDATE, AND MSB ZONING CODE UPDATE; AND 47522 U-MED DISTRICT PLAN.

AGENDA OF: June 6, 2018

ASSEMBLY ACTION:

Adopted without objection
6-19-18 [Signature]

MANAGER RECOMMENDATION: Introduce and set for public hearing.

APPROVED BY JOHN MOOSEY, BOROUGH MANAGER: [Signature]

Route To:	Department/Individual	Initials	Remarks
	Originator J Smith	JH	
1	Planning and Land Use Director	EP	
2	Finance Director	ox	
3	Borough Attorney	NS	
4	Borough Clerk	BAA for Fran	

ATTACHMENT(S): Fiscal Note: NO ☐ YES ☒
Ordinance Serial No. 18-068 (2 pp)
Resolution Serial No. 18-046 (3 pp)

SUMMARY STATEMENT:

The planning department's fiscal year 2018 budget contained funding that due to staff shortages was not fully expended. The planning department has identified projects and tasks that need to be completed and are lacking funding. Completion of these tasks and projects will not occur prior to June 30, 2018. As a result,

it is necessary to reappropriate these funds into non-lapsing capital project funds.

RECORDS MANAGEMENT (47513) \$40,000

In early 2014 the Assembly approved and reappropriated funding into a project account for the purposes of hiring temporary employees to assist with the backlog of records that need to be scanned, and cataloged into TRIM, allowing for improved customer service. The current temporary employees have made a significant impact on this backlog, however, additional funding will allow for this project to continue. This funding will be added to the original funding to continue this project.

CENSUS (45002) \$24,222

The purpose of this reapportionment is to ensure that the Matanuska-Susitna Borough has the ability to provide accurate data to the U.S. Census Bureau for the 2020 U.S. Census.

AIR QUALITY PUBLIC OUTREACH, EDUCATION & INCENTIVES (47052) \$81,000

Areas in the Mat-Su Borough are experiencing air quality issues that threaten to violate federal standards established to protect public health. If the air quality issues continue to persist, a portion of the Borough could be designated as a "nonattainment area" and will face mandatory federal regulations imposed by EPA. Public outreach will help citizens understand how they can help prevent continued air quality issues and increased federal oversight, as well as better understanding existing local and state requirements for air quality. A portion of the funds in this account will be spent on these and similar outreach campaigns. The remaining funding will be used as match funding for air quality improvement grants and incentive campaigns.

~~Development Services~~ PERMIT SYSTEM (47041) \$32,000

This funding will continue to provide improved Development Services systems, allowing the Permit Center to become more efficient and user-friendly. For example, this funding will fund the e-commerce project for online permit applications, allowing customers to purchase permits from the convenience of their home.

FLOOD OUTREACH AND MITIGATION (47520) \$8,000

The planning department would provide the community public outreach, education and monitoring of flood areas to prepare and/or mitigate potential flooding possibilities.

PLANNING DEPARTMENT OFFICE MODIFICATIONS (47520) \$15,000

The Planning Department is in need of updated electrical wiring to meet current needs. These updates include IT cabling to accommodate

the need for additional bandwidth network and wireless strength. This funding will be used to offset some of those additional costs.

BOROUGH-WIDE COMPREHENSIVE PLAN UPDATE (47520) \$85,000

As the Borough continues to grow, an updated Borough-wide comprehensive plan is needed. The currently adopted Borough-wide Comprehensive Development Plan was last updated in 2005.

MSB ZONING CODE UPDATE (47520) \$36,135

Borough staff has been charged with reorganizing Title 17 Zoning into the new Title 30 Zoning. A significant portion of the reorganization has been drafted internally, however, we anticipate the potential need for final review and refinement from an independent contractor as well as public outreach efforts, which will likely go beyond existing resources.

U-MED DISTRICT PLAN (47522) \$49,500

The creation of a University-Medical District in the Mat-Su has been discussed numerous times over the last 10 years. It is now one of the items on the Assembly priority list. This funding will be used to research and develop options for the creation of the Mat-Su University-Medical District.

RECOMMENDATION OF ADMINISTRATION: Staff respectfully requests Assembly adoption of the legislation reappropriating \$370,587 from the planning department fiscal year 2018 operating budget, fund 100, to fund 480; and a resolution approving the scope of work and budget for Project Nos. 47513 Records Management; 45002, Census; 47052, Public Outreach, Education & Incentives; 47041, Business License/Permit System; 47520, Flood Outreach and Mitigation, Planning Department Office Modifications, Borough-Wide Comprehensive Plan Update, and MSB Zoning Code Update; and U-Med District Plan.

MATANUSKA-SUSITNA BOROUGH - FISCAL NOTE

Agenda Date June 6, 2018ORIGINATOR: Karol Riese, Administrative Specialist

SUBJECT: REAPPROPRIATING \$370,857 FROM THE PLANNING DEPARTMENT FY2018 OPERATING BUDGET, TO FUND 440, VARIOUS PROJECT NUMBERS, TO ALLOW FOR COMPLETION OF NINE TASKS AND PROJECTS.

FISCAL ACTION (TO BE COMPLETED BY FINANCE)	FISCAL IMPACT? <u>YES</u> NO
AMOUNT REQUESTED \$ <u>370,857</u>	FUNDING SOURCE <u>Planning Dept Oper. Budget</u>
FROM ACCOUNT # <u>100</u>	PROJECT #
TO ACCOUNT # <u>440.000.000.3xx.xxx</u>	PROJECT # <u>47513/45002/47052/47041/47520</u> <u>47522</u>
VERIFIED BY: <u>Barbara Baumgartner</u>	CERTIFIED BY:
DATE: <u>5/22/18</u>	DATE:

EXPENDITURES/REVENUES: (Thousands of Dollars)

OPERATING	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
Personnel Services						
Travel						
Contractual						
Supplies						
Equipment						
Land/Structures						
Grants, Claims						
Miscellaneous						
TOTAL OPERATING						
CAPITAL	<u>370.8</u>					
REVENUE						

FUNDING: (Thousands of Dollars)

General Fund	<u>370.8</u>					
Federal Funds						
Other						
TOTAL	<u>370.8</u>					

POSITIONS:

Full-Time						
Part-Time						
Temporary						

ANALYSIS: (Attach a separate page if necessary)

PREPARED BY: _____
DEPARTMENT: _____
APPROVED BY: Chryenne Steen

Phone: _____
Date: _____
Date: 5/23/18

OK 18-068
BS 18-046