



## **MATANUSKA-SUSITNA BOROUGH**

### **Borough Manager**

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### **FISCAL YEAR 2017 DEPARTMENTAL BUDGET PRESENTATIONS**

#### **AGENDA**

**Tuesday, March 28, 2017, 1pm**

| <b>TOPIC</b>               | <b>PRESENTER</b>                  |
|----------------------------|-----------------------------------|
| Introduction               | Borough Manager John Moosey       |
| Explanation of Tax Cap     | Finance Director Cheyenne Heindel |
| Planning                   | Director Eileen Probasco          |
| Port MacKenzie             | Director Marc Van Dongen          |
| Community Development      | Director Eric Phillips            |
| Animal Care and Regulation | Director Kirsten Vesel            |
| Public Works               | Director Terry Dolan              |
| Information Technology     | Director Eric Wyatt               |
| Finance                    | Director Cheyenne Heindel         |
| Capital Projects           | Director Jude Bilafer             |
| Emergency Services         | Interim Director Otto Feather     |
| Questions                  |                                   |



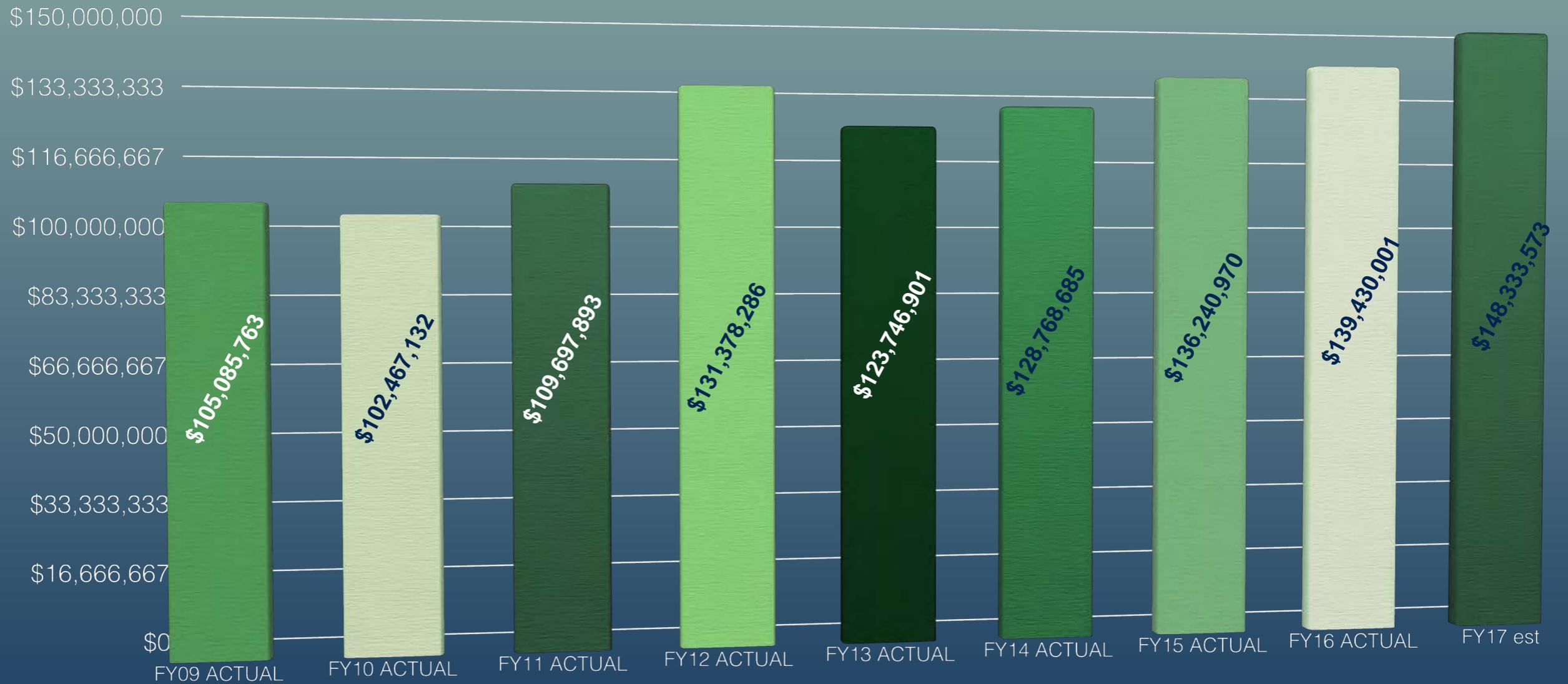
# 2018 BUDGET

March 28, 2017

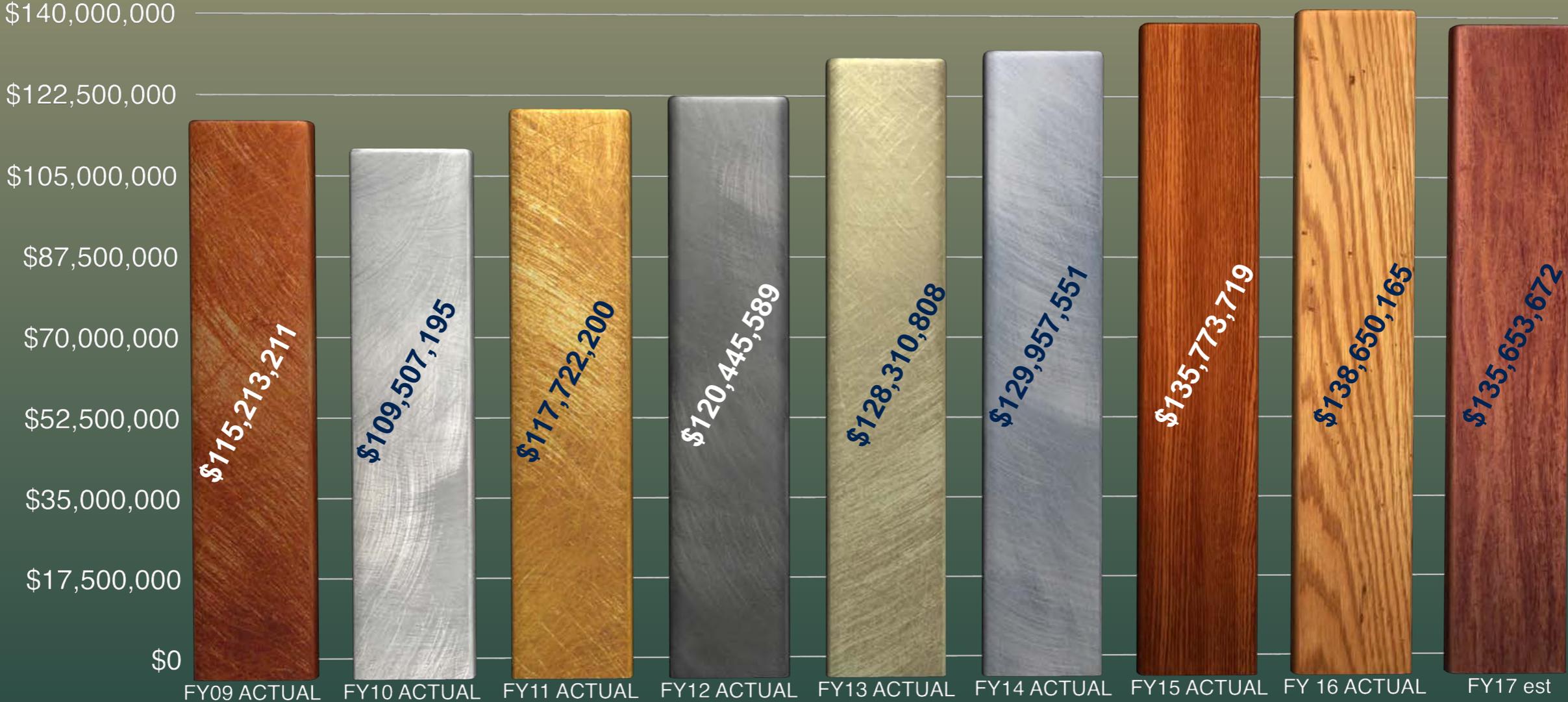
JOHN MOOSEY, BOROUGH MANAGER



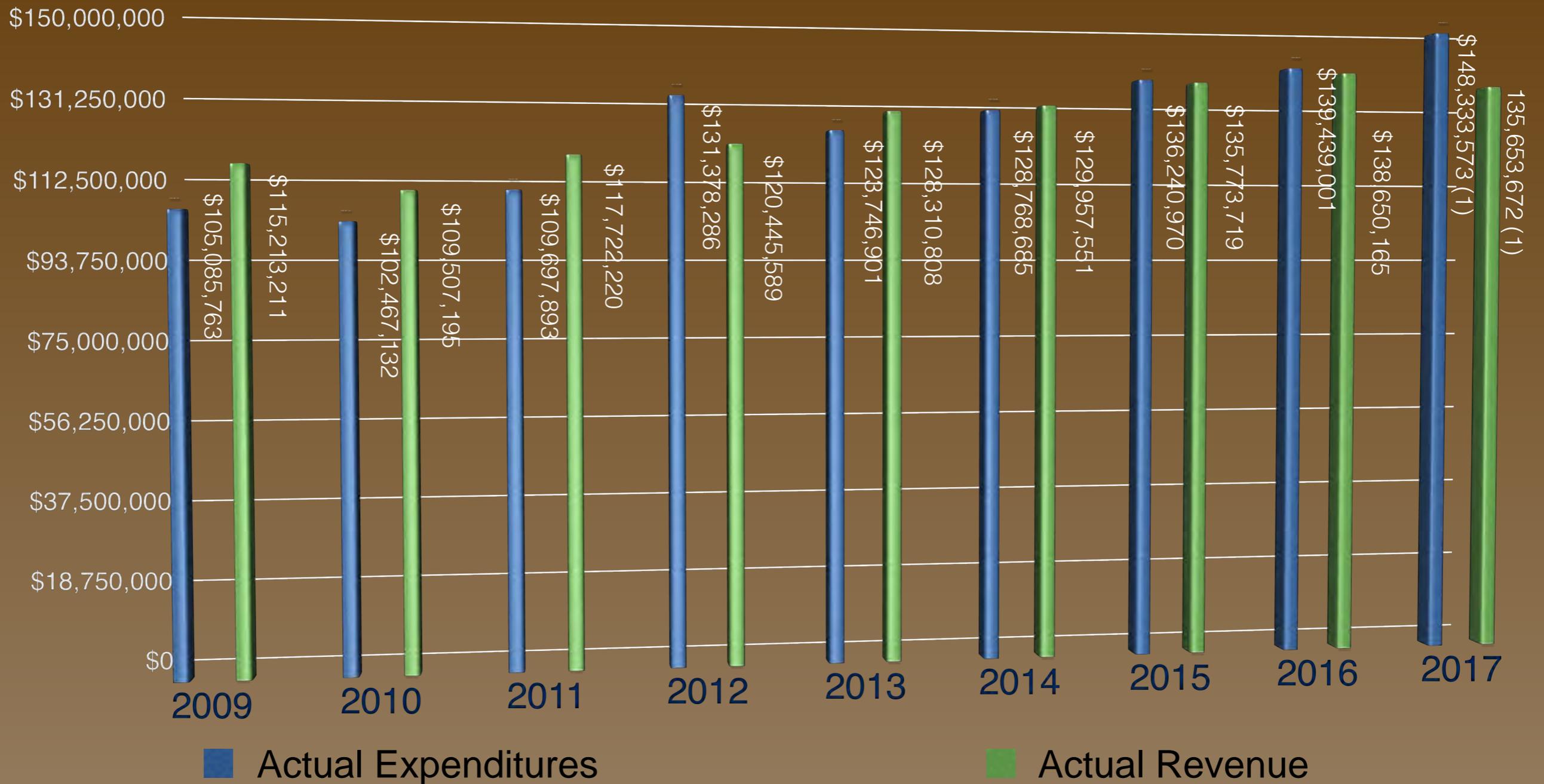
# AREAWIDE FUND - ACTUAL EXPENDITURE HISTORY



# AREAWIDE FUND - ACTUAL REVENUE HISTORY



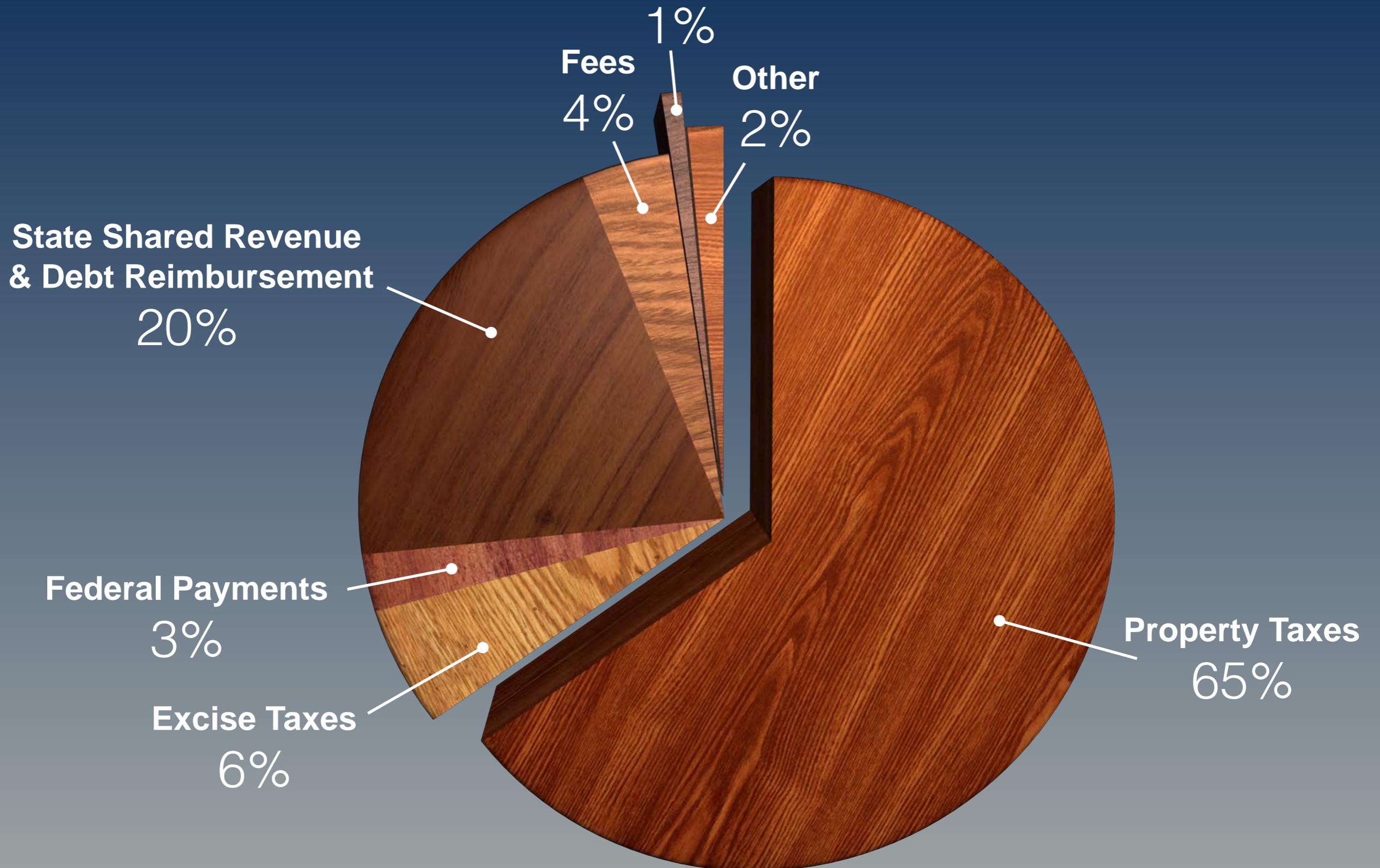
# ACTUAL EXPENDITURE vs REVENUE HISTORY



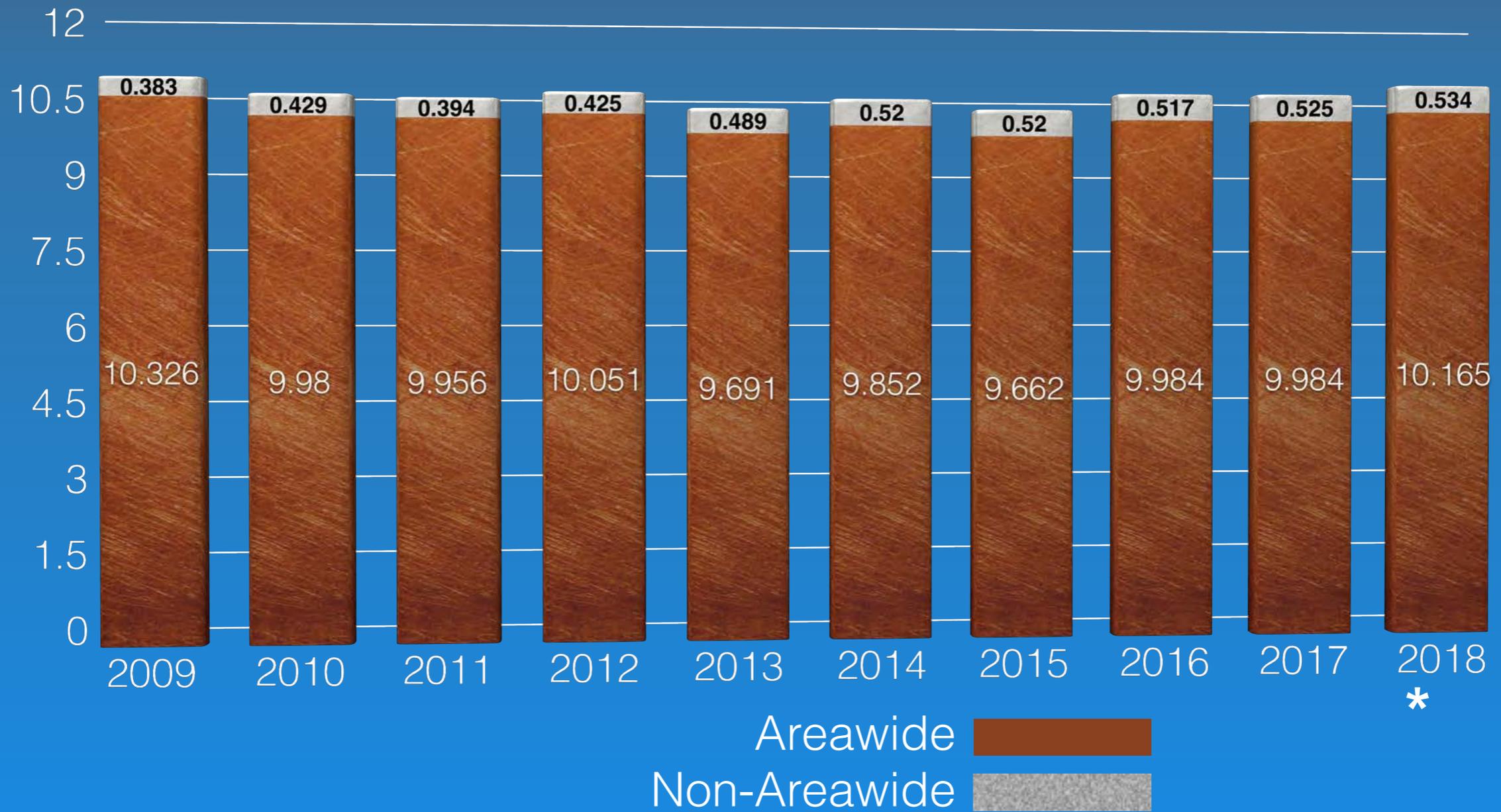
(1) estimate

# AREAWIDE REVENUE SUMMARY

## Transient Accommodations Tax



# GENERAL FUND - AREAWIDE & NON-AREA WIDE MILL LEVY HISTORY & PROJECTIONS

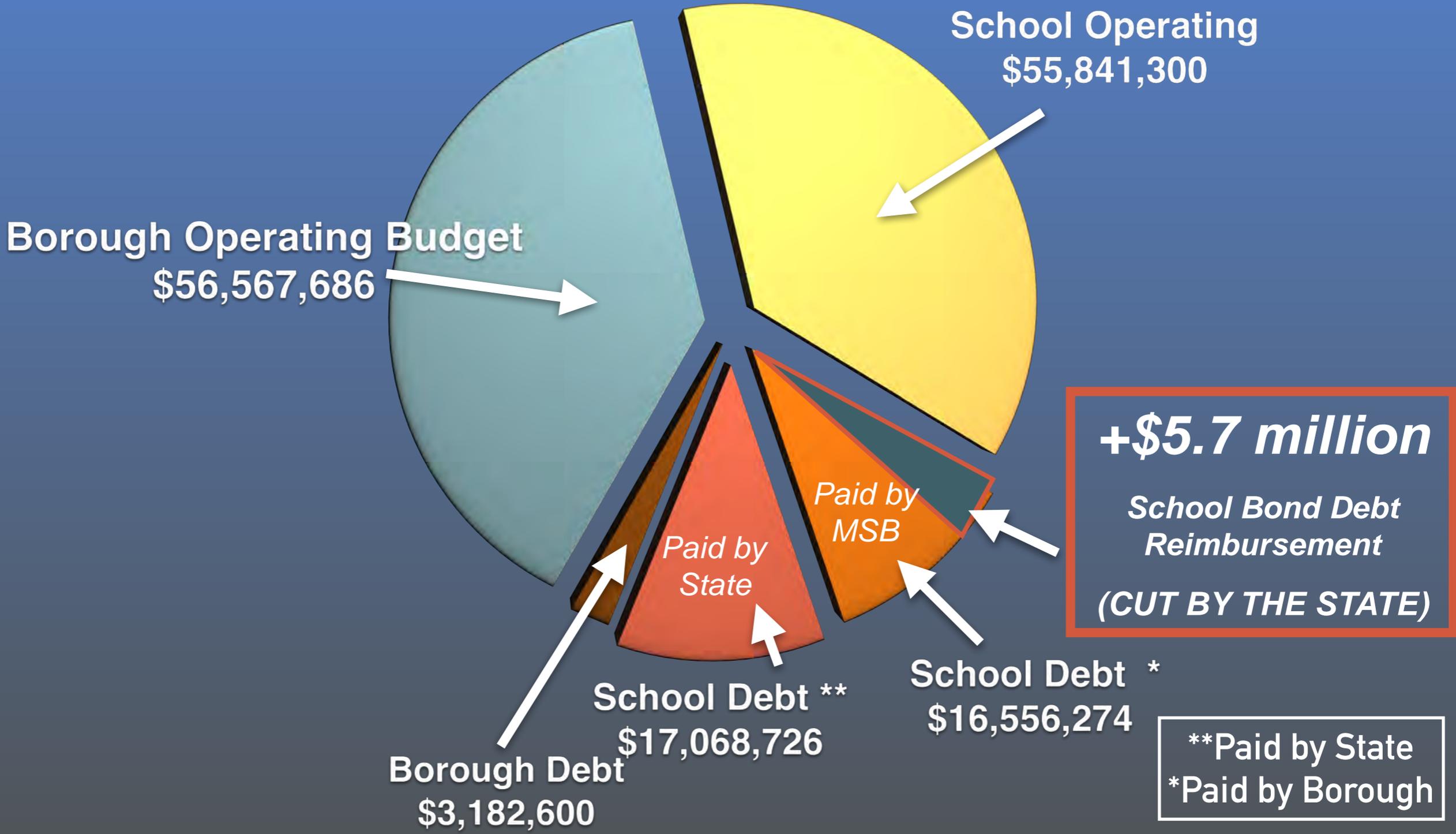


**\*Estimate**

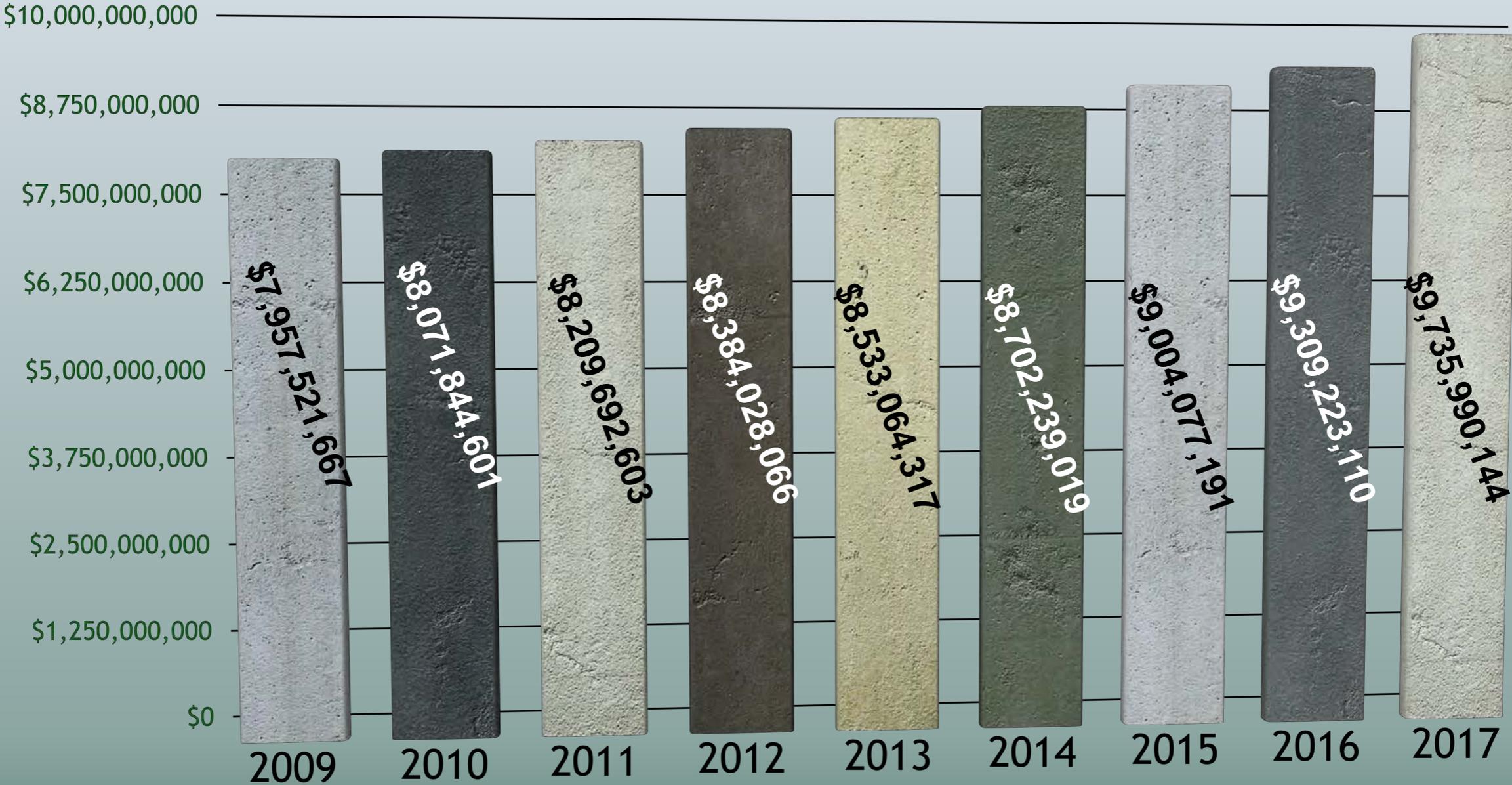
# 2017 APPROVED GENERAL FUND EXPENSES

by major categories

*(Includes pass-thru funds for general fund)*

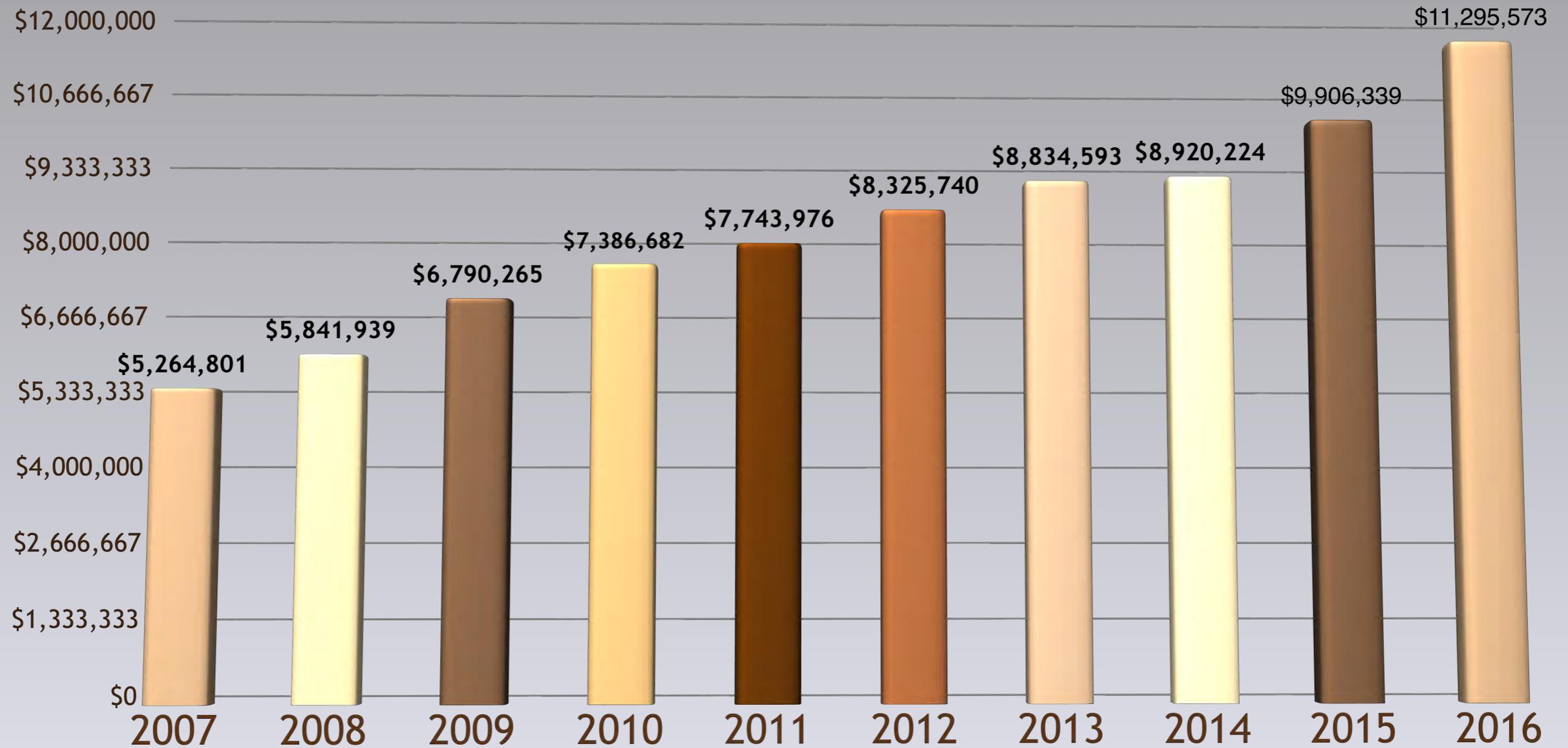


# ANNUAL ASSESSED VALUE



# PROPERTY TAXES NOT COLLECTED ANNUALLY

*Seniors / Disabled Vets and Spouses Property Tax-Exemption*





# FUTURE RISKS

**Municipal Revenue Sharing - Loss of \$3M since 2015**

**Federal PILT - Could lose part or all entirely**

**School funding risk - shifting the financial burden from State to Borough**

**Increased Borough costs for PERS/TRS**

**Outdated Infrastructure**

**Reduced State Services**

- *Fewer Troopers*
- *Maintenance on state roads and bridges*
- *Health and Human Services*

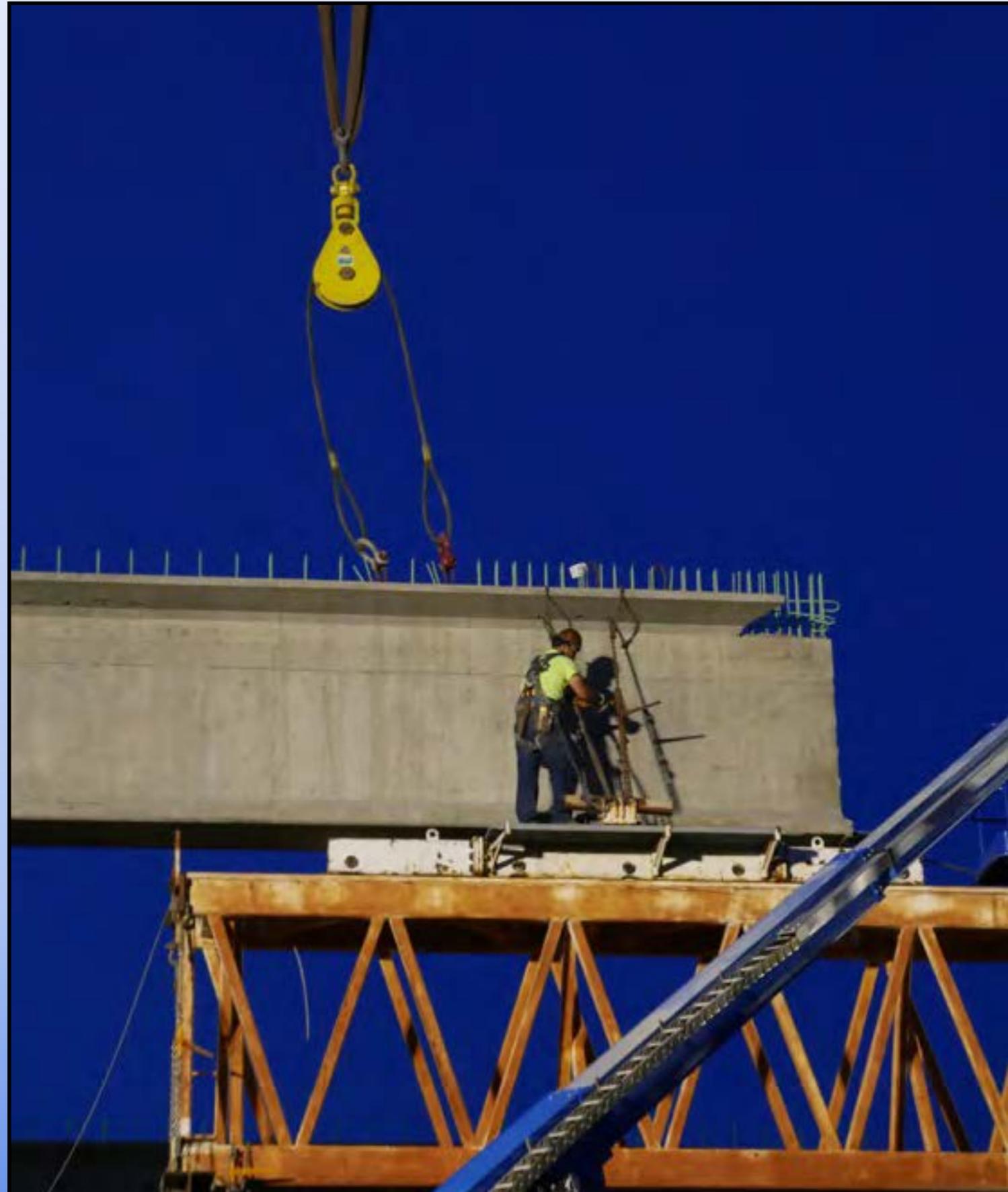
# OPPORTUNITIES



- Astoria Forestry Products
- Alaska LNG
- Donlin Gold
- Staging for Military - Eielson
- A2A

# FUNDED CAPITAL PROJECTS

- Station 7-1
- Training Center
- Trunk Road South
- Rec Bond Projects



# TRANSPORTATION CHALLENGES



- ▶ Bogard/Seldon
- ▶ KGB
- ▶ Parks Highway
- ▶ Bogard/Engstrom
- ▶ Seldon/Beverly Lakes
- ▶ FTA Grant Issue
- ▶ Port Repair



# THE TOP 7

## Run

- Operations — Radio & Alert System <IN PROCESS>
- Recreation — Pools <IN PROCESS>
- Pension — School & Borough Funding <CHALLENGE>

## Grow

- Transportation - Including Seward Meridian Upgrade <2019>
- Port - Complete Rail Spur <FAST LANE>

## Transform

- Facility/Services - Septage & Leachate <RFP OUT>
- Community Services - Smart Communities Program  
<IN PROCESS>



Thank You Assembly





FY2018

# Mat-Su Borough

## Planning Dept. Budget Proposal



Department of Planning and Land Use

# Planning and Land Use Department

| Budget (Operational) |           | 2015         | 2016        | 2017        | 2018        |
|----------------------|-----------|--------------|-------------|-------------|-------------|
|                      |           | \$4,746,2265 | \$4,411,409 | \$4,092,708 | \$4,191,343 |
| Staff                | Full-time | 26.2         | 26.2        | 26.2        | 26.2        |
|                      | On-Call   | 13           | 11          | 9           | 9           |
| Budget (Capital)     |           | \$150,000    | \$160,000   | \$160,000   | \$203,720   |

## 2017 Big Accomplishments

- ❖ Continued Staffing of 8 Boards and Commissions
- ❖ Substantial completion of Risk Map Flood Update project
- ❖ Substantial progress on 3 major projects: Subdivision Construction Manual Update, Title 17/30 Zoning Code Update, continued amendments to Title 43, Subdivisions
- ❖ Successful implementation of CUP Process for Marijuana Cultivation Facilities and Retail Marijuana Facilities
- ❖ Remodel/configuration/update of planning department space, replaced carpet, improved employee safety, enhanced customer service.

## 2017 Big Accomplishments...continued

- ❖ Draft LRTP out for public review – anticipate completion in September
- ❖ Coordinated Transportation Planning Efforts – in prep for MPO (with TAB, Planning Commission, Capital Projects, Public Works, and Cities)
- ❖ Finalized Comp Plans for Fishhook and Louise/Susitna/Tyone Communities
- ❖ Coordinating platting services with GIS to address more efficient ways to gather and share data
- ❖ Participating in IT's Smart Communities Forum
- ❖ Continued work on Digitization of paper files in Platting, Development Services

## Department Major Goals

- ❖ Safe, healthy and resilient communities
- ❖ Safe and efficient roads and public facilities
- ❖ Efficient internal operations
- ❖ Outstanding customer service

## Planning Division Major Accomplishments

- ❖ Facilitate development and implementation of borough plans through community collaboration, focusing on Transportation Improvements, Environmental Issues, and Cultural Resources.
- ❖ Developed and conducted Air Quality media campaign with DEC
- ❖ Developed Aviation Land Use Guide and identified future option for regional float plane base as part of the Regional Aviation Systems Plan
- ❖ Held robust stakeholder engagement opportunities and finalized regional travel demand model for the Long Range Transportation Plan
- ❖ Obtained \$550,000 Federal EPA Grant to inventory Brownfield sites and prepare land for redevelopment
- ❖ Facilitated passage of Fishhook Community Comprehensive Plan
- ❖ Working with Chase on limited update of Comprehensive Plan
- ❖ Completed FY 2018-23 Capital Improvement Program Document
- ❖ Conducted boundary reviews for all community councils outside the core area
- ❖ Executed MOU's with Cities for the Transportation Partnership

## Planning Division Major Accomplishments - continued

- ❖ Board of Fisheries meetings completed--Scientific Report published, testimonies delivered
- ❖ Contracted for 11 fisheries research projects; 3 already completed
- ❖ Collected and analyzed strategic intersections in the Borough for potential business investors in the valley (in process)
- ❖ Ensured retention of Certified Local Government Status with SHPO
- ❖ Monitored water quality on 25 lakes with community volunteers
- ❖ Borough resource for other agency planning activities including the University of Alaska Mat-Su Campus
- ❖ Participation in 9th Annual Salmon Symposium
- ❖ Serve as Borough resource for all population data and upcoming 2020 Census
- ❖ Conducting Walkability Workshops in April
- ❖ Worked with flex-40 schedules to keep service levels consistent as much as possible even with 2.5 positions unfilled

## Challenges

- ❖ Maintaining staff facilitation of 8 boards and commissions
- ❖ Meeting increased interest from communities for planning assistance, within existing resources
- ❖ Addressing increased traffic and transportation challenges while maintaining a balance with economic development.
- ❖ Remaining compliant and informed of all state and federal projects and regulations
- ❖ River erosion issues
- ❖ Need for increased public engagement for code revisions and process changes
- ❖ Short staffed for FY 2017  
continuing to do more with less



## 2017 Proposed Budget Goals

- ❖ Address air quality issues
- ❖ Coordinate transportation issues internally
- ❖ Implement Long Range Transportation Plan to prepare for MPO designation
- ❖ Coordinate Brownfield Assessments with cities to identify parcels for redevelopment and future grant funds
- ❖ Standardize/Improve Community Comprehensive Plan format and process
- ❖ Complete community council Core Area boundary analysis and revisions
- ❖ Complete, assimilate and distribute results of 11 Fish Research grants



## Platting Division Accomplishments

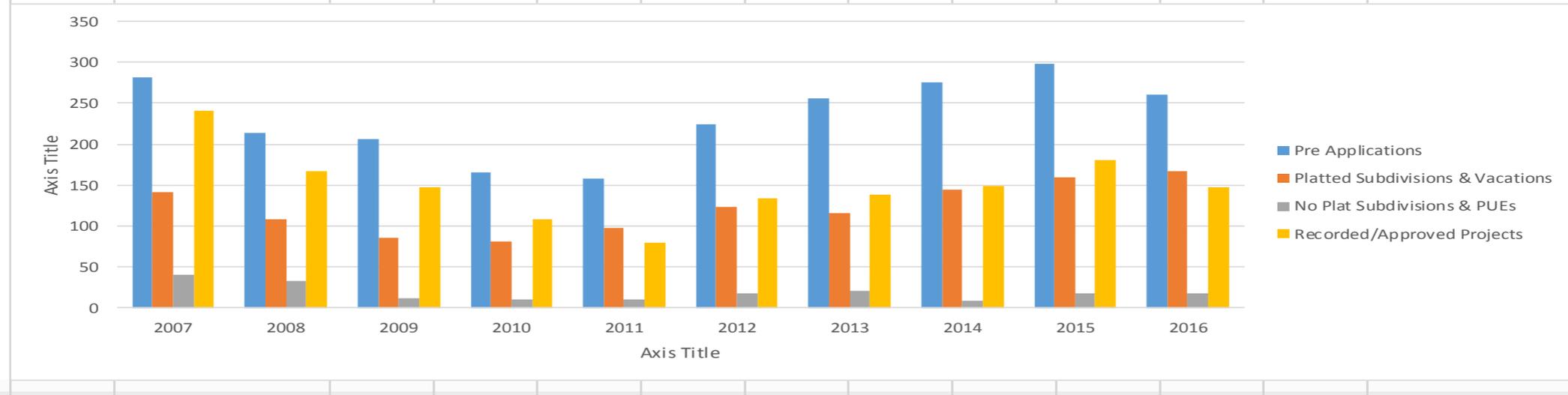
- ❖ Created a GIS Platting layer to more effectively track platting actions
- ❖ Fixed the Subdivision Agreement process, freeing up money that had been stuck in limbo so that subdivision projects could be completed without undue financial costs to the MSB.
- ❖ Worked to identify processes and procedures to make the platting process more efficient and to prepare the division to go completely paperless.
- ❖ Addressed “Substantial” issues to Title 43 Subdivisions outlined in the March 2013 memorandum which are slated to go before the Assembly at their April 4<sup>th</sup> meeting.
- ❖ Continued efforts to digitize old platting records

## Platting Division Goals

- ❖ Continue to identify and address needed revisions to Title 43 Subdivisions.
- ❖ Work to establish the E911 Traveledways project. This project will identify and fix double road names, unnamed roadways and illegal road names, thus helping to ensure that emergency responders can quickly and efficiently locate addresses of those in need of emergency services.
- ❖ A much needed update of the 1991 Subdivision Construction Manual.

## Historical Statistics

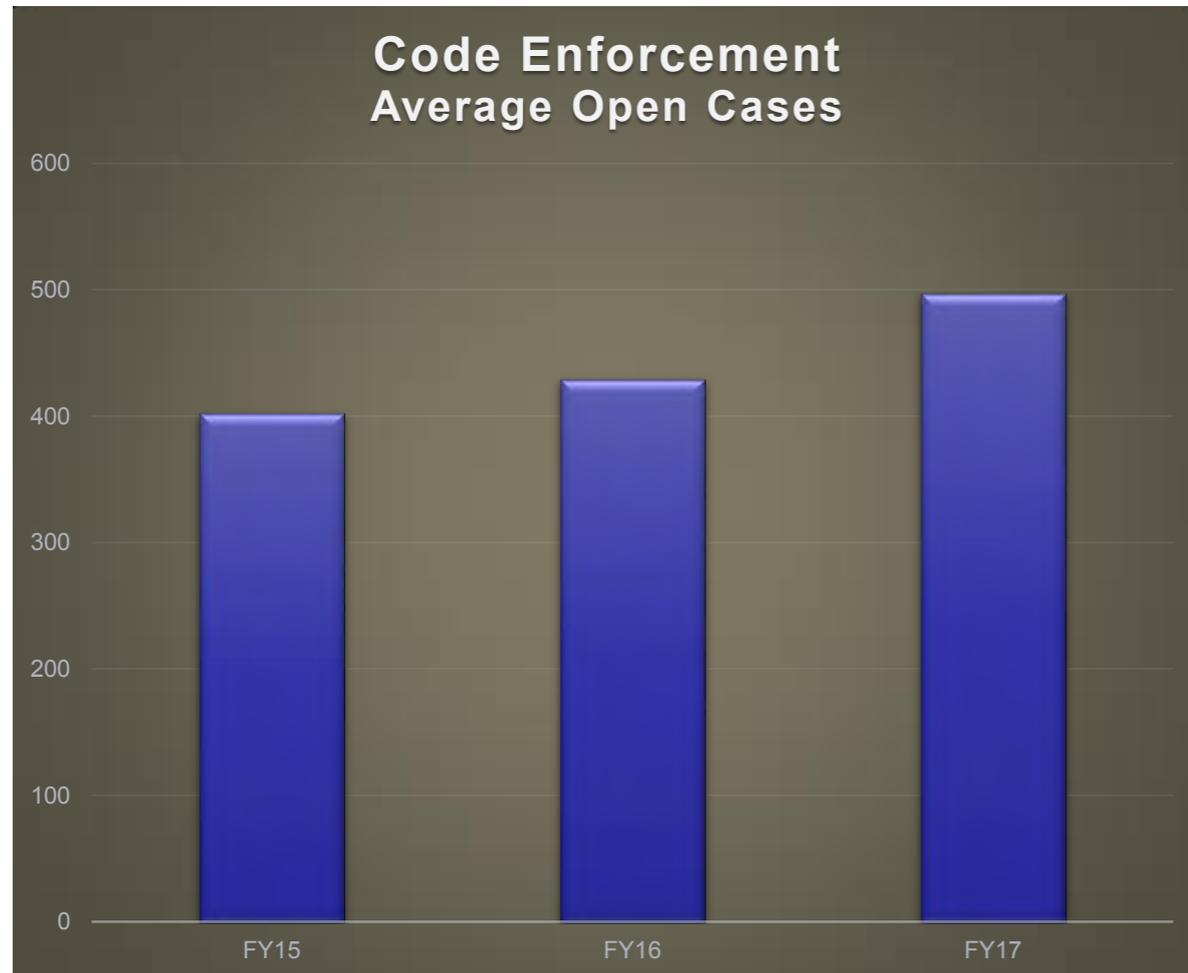
| 2007 - 2016 PLATTING STATS                |      |      |                                      |      |      |                                     |      |      |      |      |           |
|---|------|------|--------------------------------------|------|------|-------------------------------------|------|------|------|------|-----------|
| Year                                      | 2007 | 2008 | 2009                                 | 2010 | 2011 | 2012                                | 2013 | 2014 | 2015 | 2016 |           |
| Pre Applications                          | 282  | 214  | 207                                  | 166  | 158  | 225                                 | 256  | 275  | 298  | 260  | held      |
| Platted Subdivisions & Vacations          | 141  | 109  | 85                                   | 81   | 98   | 123                                 | 116  | 144  | 160  | 167  | submitted |
| No Plat Subdivisions & PUEs               | 41   | 33   | 12                                   | 10   | 10   | 18                                  | 21   | 9    | 18   | 18   | submitted |
| Recorded/Approved Projects                | 241  | 167  | 147                                  | 108  | 80   | 134                                 | 139  | 149  | 180  | 148  | recorded  |
| Platted Subdivisions & Vacations include: |      |      | No Plat Subdivisions & PUEs include: |      |      | Recorded/Approved Projects include: |      |      |      |      |           |
| Abbreviated Plats                         |      |      | Waivers                              |      |      | All Plats                           |      |      |      |      |           |
| Preliminary Plats                         |      |      | 40-Acre Exemptions                   |      |      | All Condos                          |      |      |      |      |           |
| Master Plans                              |      |      | Road Name Changes                    |      |      | All Vacations                       |      |      |      |      |           |
| Phase Plats                               |      |      | Plat Note Amendments                 |      |      | All Refiles                         |      |      |      |      |           |
| ROW Vacations                             |      |      | Other Platting Board Resolutions     |      |      | All Code Amendments                 |      |      |      |      |           |
| Easement Vacations                        |      |      | Code Amendments                      |      |      | All Waivers                         |      |      |      |      |           |
| Section Line Easement Vacations           |      |      | Waiver of Road Standards (obsolete)  |      |      | All 40-Acre Exemptions              |      |      |      |      |           |
| Tideland Surveys                          |      |      | Stand Alone Variances                |      |      | All PUEs                            |      |      |      |      |           |
| Cadastral Surveys                         |      |      | Public Use Easements                 |      |      | All Plat Note Amendments            |      |      |      |      |           |



## Development Services Division Major Goals

- ❖ Reduce number of outstanding code compliance cases
- ❖ Continue to improve permit processes with goal of improved speed, quality of review and customer service
- ❖ Continue to streamline, simplify and improve Borough Code
- ❖ Continue to address community concerns, while maintaining balance with new development.
- ❖ Provide safe and sustainable borough roads through proper placement of driveways, utilities, and other encroachments.
- ❖ Manage the floodplain in order to promote resiliency and minimize loss to life and property during flood events

## FY 2018 Challenges



### Wintertime ROW Activity (10/1/2015 – 4/30/2016)

|                                     |     |
|-------------------------------------|-----|
| 52 ROW complaints                   | 52  |
| 353 Driveway permits                | 353 |
| 16 Construction permit applications | 16  |
| 52 Encroachment permit applications | 52  |
| ROW Inspectors                      | 0   |

## 2017 Accomplishments

| Permits             |      |
|---------------------|------|
| <b>Right of Way</b> |      |
| Permit applications | 1123 |
| Inspections         | 1656 |
| Complaints          | 245  |
| Flood Permits       | 60   |
| CUP/IMD/Variance    | 15   |

### Code Changes

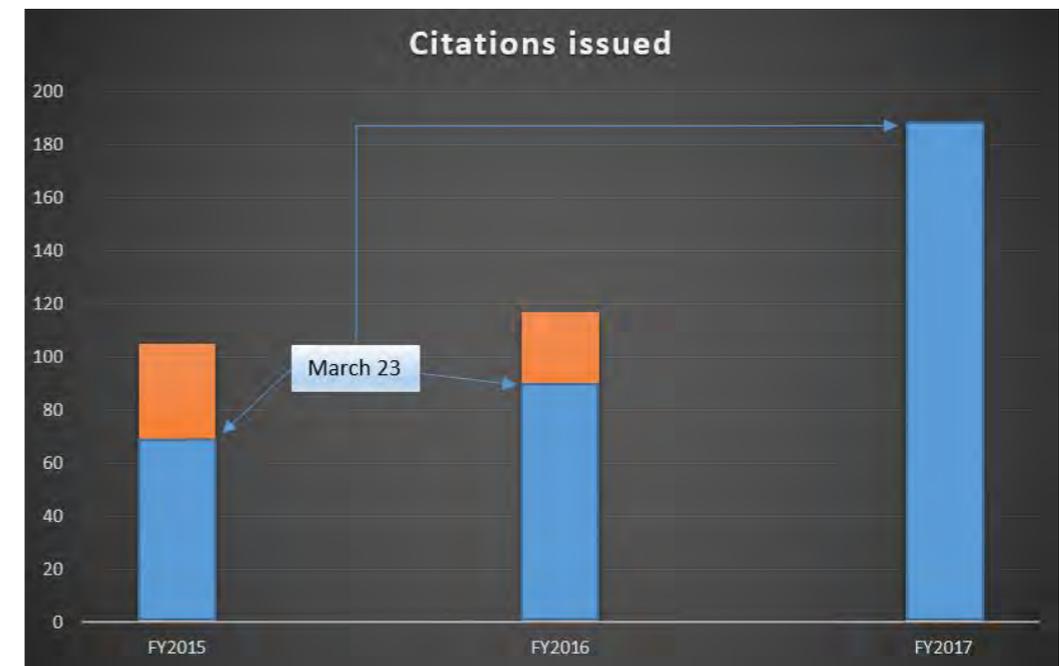
- IMD Repeal
- Marijuana CUP/Referral
- Biosolids (pending)
- Flood Code revisions (pending)

| Electronic Records Management |      |
|-------------------------------|------|
| Records scanned               | 2262 |

### Floodplain Management

- FEMA Audit
- Flood Map Update

| Code Enforcement          |     |
|---------------------------|-----|
| Closed cases              | 213 |
| Citations/Warning notices | 188 |
| Inspections               | 720 |



❖ **QUESTIONS?**



FY2018

# Mat-Su Borough

## Port MacKenzie



Budget Proposal



## Major Goals

- ❖ Complete Tariff Update
- ❖ Complete Barge Dock Repairs
- ❖ Re-Install Cathodic Protection System
- ❖ Potential New Port Businesses:
  - Alaska Metal Corporation (Scrap Metal)
  - Astoria Forest Products (Woodchips & Saw Logs)
  - Central Alaska Energy (Fuel Tank Farm)

# Port MacKenzie

| Budget (Operational) |           | 2015      | 2016    | 2017    | 2018    |
|----------------------|-----------|-----------|---------|---------|---------|
|                      |           | \$786,423 | 980,696 | 987,936 | 981,608 |
| Staff                | Full-time | 2         | 2       | 2       | 2       |
|                      | On-Call   | 1         | 1       | 1       | 1       |
| Budget (Capital)     |           |           |         |         |         |

## 2017 Big Accomplishments

- ❖ Completed Lu Young Lane Project, Filled in Pond, Excavated for Future Second Rail Loop
- ❖ Completed Paving Don Young Road w/Second Layer of Asphalt
- ❖ Completed Segment 5 of the Rail Line
- ❖ Tariff Update Drafted

## Challenges

- ❖ Funding Needed for Pile Sleeve Protection (\$5M)
- ❖ Funding Needed to Complete Rail Line (\$120M - \$150M)
- ❖ Barge Dock Final Repair Project
- ❖ Cathodic Protection Re-Installation Project
- ❖ State Grants Have Disappeared
- ❖ Re-Pay Land Management Fund Loan (\$2.5M)

## Upgrade Opportunities

- ❖ Increase Wharfage and Dockage Rates (Tariff)
- ❖ Permit Application to Add a Second Deep-Draft Dock to Accommodate Two Panamax Size Vessels Simultaneously (\$80M)
- ❖ Potential New Port Leases:
  - Alaska Metal Corporation
  - Astoria Forest Products
  - Central Alaska Energy

## Major Future Impacts on Port Revenues

- ❖ Several Small Commodity Projects (i.e., wood products, scrap metal, cement, fuel)
- ❖ Rail Line Completion
- ❖ Knik Arm Crossing Completion
- ❖ Anchor Tenant (i.e., LNG, A2A, Usibelli)
- ❖ Trucking Coal from Wishbone Hill
- ❖ Gas Line Project (i.e., AKLNG or ASAP)



FY2018

# Mat-Su Borough

## Department Budget Proposals



# Community Development

# Community Development

| Budget (Operational) |           | 2015         | 2016         | 2017         | 2018         |
|----------------------|-----------|--------------|--------------|--------------|--------------|
|                      |           | \$ 7,013,937 | \$ 6,617,187 | \$ 7,403,406 | \$ 7,553,905 |
| Staff                | Full-time | 35.435 FTE   | 35.435 FTE   | 35.435 FTE   | 35.435 FTE   |
|                      | On-Call   | 84           | 83           | 83           | 83           |
| Budget (Capital)     |           | \$ 2,208,898 | \$ 600,000   | \$ 317,500   | \$ 955,000   |

## 2017 Goals & Accomplishments

- ❖ Bring Pools, Ice Rink and Recreation projects to the decision phase and hold bond vote.
  - ✓ Bond Passed!
- ❖ Build Park Shop
  - ✓ Park shop project bids due in late March
- ❖ Develop structured trail maintenance program
  - ✓ Program has been established
- ❖ Gain assembly approval for Title 23 and Policy and Procedure manual updates.
  - ✓ Updates were approved
- ❖ Continue offering commercial timber harvest contracts and distribute personal use firewood.
  - ✓ 9 Salvage Wood Sales; 68 personal use firewood permits sold for total of 153 cords

## Department Major Goals and Accomplishments

- ❖ Work with Ag Advisory Board to complete Ag Code updates and address Ag Issues.
  - ✓ Ag Advisory Board established / operating – Ag legislation is forthcoming.
- ❖ Continue annual land sale from 5-year plan
  - ✓ Annual Land Sale generated \$ 413,600 revenue; with 9 parcels sold
- ❖ Fall Tax & LID Foreclosure Sale
  - ✓ \$1,665,950 in properties repurchased/sold and back on tax rolls
- ❖ Secure bidder for landfill gravel and continue to enhance gravel sale revenue
  - ✓ Secured bidder and revenue for FY17 exceeded projections by 233% with 221,920 yards of gravel removed from permitted lands; “in-kind” contributions to borough projects represents \$ 531,287 in value
- ❖ Continue selection and reservation of land for public facilities
  - ✓ Legislation forthcoming to classify 754 acres for land sales
- ❖ Survey and patent of MEL Lands and Trails
  - ✓ Working on tidelands at Port and approximately 5,000 acres in Hatcher’s Pass

## Department Major Goals for FY 2018

- ❖ Increase Wetlands Mitigation Bank credit sales
- ❖ Conduct annual land sale in 2017
- ❖ Work to generate commercial timber harvest and support borough economic development efforts such as Fish Creek Access
- ❖ Conduct tax sale in Fall 2017
- ❖ Continue survey and patent of MEL lands
- ❖ Continue gravel sales
- ❖ Complete Matanuska River Park Redesign
- ❖ Continue progress on recreation bond projects

## Challenges

- ❖ Addressing trespass, dumping, vandalism, etc. over a 25,000 square mile area
- ❖ Continuing Land & Resource revenue generation to support operations and infrastructure (Over \$17 million of land management revenues has been expended on borough infrastructure to date and \$4.5 million this fiscal year alone)
- ❖ Mitigating impacts to user groups affected by Brett Ice Rink and pool projects
- ❖ Adding facilities to meet the growth in public use of recreational amenities while related budgets stay flat
- ❖ State DNR road blocks

## 2018 Proposed Budget Impacts

- ❖ Land Management Revenue is at 83% of projections 75% of the way through the fiscal year (\$994,500 is goal)
- ❖ Gravel sales more than double projections
- ❖ Leasing revenue is up
- ❖ Areawide portion of budget is down 3.5% from FY 17, \$173,945
- ❖ Ice arena revenues above projections = 45% subsidy (\$378,836)
- ❖ Pool revenues above projections = 58% subsidy (\$888,483)
- ❖ Trailhead parking pass sales up by 37%

## 2018 Proposed Capital Projects

### ❖ Tourism Infrastructure Capital Projects

- ✓ Jim Creek Phase III - \$100K; Replacement Restroom - \$50K; Winter Trail Grooming Grants - \$150K; Matanuska River Park Upgrade Design - \$50K; Alcantra Field Repair Field 3 - \$40K

### ❖ Areawide Capital Projects

- ✓ Big Lake Boat Launch Design & Parking Lot Repair - \$90K; Grant to Point Mac Community Council for Point Mac Park - \$40K; Lake Louise Boat Launch Design and Repair - \$100K

### ❖ Land Management Fund Capital Projects

- ✓ Land Survey – Municipal Entitlement, Trails, Subdivision - \$225K; Timber Cruise - \$100K; Easement Acquisition - \$10K



FY2018

# Mat-Su Borough

## Department Budget Proposals



Animal Care & Regulation

Kirsten Vesel

Director of Animal Care



“The greatness of a nation can be judged by the way its animals are treated”

Mahatma Gandhi



# Variety of Domestic Animals

# Animal Care & Regulation

| Budget (Operational) |           | 2015        | 2016        | 2017        | 2018        |
|----------------------|-----------|-------------|-------------|-------------|-------------|
|                      |           | \$2,044,758 | \$2,164,975 | \$2,204,938 | \$2,211,168 |
| Staff                | Full-time | 11          | 11          | 10.75       | 11          |
|                      | On-Call   | 10          | 11          | 10          | 12          |
|                      |           |             |             |             |             |

## 2017 Big Accomplishments

❖ Increased marketing & new website

[www.matsuanimalshelter.com](http://www.matsuanimalshelter.com)

❖ Fundraisers \$11.6K

❖ New trucks and dog boxes

❖ Upgraded night drop

## 2017 Big Accomplishments

- ❖ Educational outreach
- ❖ Networked with vet community & rescues
- ❖ Disaster preparedness planning for pets
- ❖ Free Spay Days for military and low income

# Our Staff Cares



## Department Major Goals

- ❖ Maintain & improve the quality of our services
- ❖ Maintain public safety
- ❖ Disaster preparedness for pets
- ❖ Marketing
- ❖ Educational outreach

## Department Major Goals

- ❖ Enhance our safety and wellness
- ❖ Research grants and outside funding
- ❖ Partner with local entities
- ❖ Expedite our animal inventory

# **Our volunteers care**



## Challenges

- ❖ Ever-growing human and pet population
- ❖ Budget remains the same
- ❖ New trapping ordinance
- ❖ Very lean staff
- ❖ Injuries at shelter
- ❖ Lack of training

## Challenges

- ❖ Dependent on our volunteers
- ❖ Officers' workload
- ❖ Burn out and compassionate fatigue
- ❖ Wide variety of exotic animals



# Fostering Borough Teamwork



## Challenges

- ❖ Rising population & number of customers
- ❖ Inability to respond to complaints promptly
- ❖ Customer frustration
- ❖ Staff turnover
- ❖ Ongoing hiring and repeated specialized training

## Challenges

- ❖ Rising animal medication costs

- ❖ Rising costs in animal

  - ❖ Food

  - ❖ Operating supplies

  - ❖ Utilities

- ❖ Staff turnover

- ❖ Ongoing hiring and repeated specialized training

# Disaster Preparedness for Pets



**EMERGENCY  
PREPAREDNESS**   
 **for Pets**

## 2018 Proposed Budget Impacts *Animal Care & Regulation*

- ❖ Holding the line is tough
- ❖ Need more staff (shelter & enforcement)
- ❖ Concern of uncertainty of unforeseen expenses
- ❖ Significantly reduced OT and no training

## 2018 Proposed Budget Impacts *Animal Care & Regulation*

- ❖ Very dependent on on-calls
- ❖ On-calls often leave for FT work
- ❖ Backlogged with cases
- ❖ Reliant on our volunteers
- ❖ **We will do our best with what we have**

# Making a Difference



# 2018 Proposed Capital Budget for AC&R

|   |                 |                 |
|---|-----------------|-----------------|
| <b>Sidewalk repair</b>  | <b>Critical</b> | <b>\$17,000</b> |
| <b>Metal Sheet Dry Storage for Disaster Preparedness</b>      | Critical        | \$300,000       |
| <b>Replacement Cat Kennels</b>                                | Critical        | \$36,010        |
| <b>Ford F-350 1 Ton Pickup with Plow</b>                      | Critical        | \$45,000        |
| <b>18' Double Axel Trailer</b>                                | Critical        | \$30,000        |
| <b>Cremation System</b>                                       | Degraded        | \$255,000       |
| <b>Cat Room Soundproofing</b>                                 | Minimal         | \$15,989        |
| <b>4-Wheeler\Side-by-Side Response Units\Animal Transport</b> | Minimal         | \$15,000        |
| <b>Freight Hauling Snow Machine\Side by Side</b>              | Minimal         | \$15,000        |

## Upgrade Opportunities

- ❖ The sidewalk needs repair to eliminate risks & less maintenance
- ❖ Metal sheet dry storage for disaster preparedness
- ❖ New plow truck is falling apart
- ❖ Double axle trailer for hauling large amounts of animals

## Upgrade Opportunities

- ❖ Crematorium is reaching the end of its useful life
- ❖ Cat room needs soundproofing for optimal care of cats
- ❖ Cat kennels need upgrades
- ❖ 4 Wheeler for remote response
- ❖ Freight hauling snow machine for remote winter response



ADOPT  
IF YOU CAN'T ADOPT  
FOSTER  
IF YOU CAN'T FOSTER  
SPONSOR  
IF YOU CAN'T SPONSOR  
VOLUNTEER  
IF YOU CAN'T VOLUNTEER  
DONATE  
IF YOU CAN'T DONATE  
EDUCATE

IRRESISTIBLEPETS.COM



FY2018

# Mat-Su Borough

## Department Budget Proposals



# PUBLIC WORKS

## Four major and financially distinct business units

- ❖ Facilities and vehicle maintenance: Fund 100
  - ❖ Direct impact on area wide mill rate
- ❖ Road maintenance: Funds 265-285
  - ❖ Funded by Road Service Area (RSA) mill rate
- ❖ Solid Waste: Fund 510
  - ❖ Enterprise fund entirely funded by gate receipts
- ❖ Talkeetna Water & Sewer: Fund 293
  - ❖ Special service area entirely funded by fees for service

# Public Works – Fund 100 (Maintenance)

| Budget (Operating) |           | FY2015   | FY2016      | FY2017      | FY2018      |
|--------------------|-----------|----------|-------------|-------------|-------------|
|                    |           |          | \$2,414,415 | \$2,416,483 | \$2,260,463 |
| Staff              | Full-time | 10.9     | 11.5        | 11.5        | 11.0375     |
|                    | On-Call   | 6        | 5           | 5           | 6           |
| Budget (Capital)   |           | \$60,000 | \$465,250   | \$699,000   | \$911,800   |

## FY2017 Big Accomplishments

- ❖ Willow Community Center Boiler replacement
- ❖ Remote monitoring installed at Trapper Creek Library/Ambulance

# Public Works – Fund 265-285 (Road Maintenance)

|                           |                  | FY2015       | FY2016       | FY2017       | FY2018       |
|---------------------------|------------------|--------------|--------------|--------------|--------------|
| <b>Budget (Operating)</b> |                  | \$18,893,548 | \$19,751,615 | \$20,186,707 | \$20,198,698 |
| <b>Staff</b>              | <b>Full-time</b> | 11.4         | 13.8         | 13.6         | 13.575       |
|                           | <b>On-Call</b>   | 22           | 11           | 11           | 13           |
| <b>Budget (Capital)</b>   |                  | \$6,119,182  | \$5,754,315  | \$5,115,680  | \$5,736,880  |

## FY2017 Big Accomplishments

- ❖ 13 RSA capital improvement projects completed - \$6,900,000
- ❖ 2 Fish Passage Projects - \$519,000
- ❖ 5 miles paved - \$1,171,000
- ❖ Another 3 miles to be paved in the spring of 2017
- ❖ 123 miles of pavement crack sealing completed - \$612,000

# Public Works – Fund 510 (Solid Waste)

|                           |                  | FY2015      | FY2016      | FY2017      | FY2018      |
|---------------------------|------------------|-------------|-------------|-------------|-------------|
| <b>Budget (Operating)</b> |                  | \$7,110,995 | \$7,820,800 | \$8,630,106 | \$8,020,841 |
| <b>Staff</b>              | <b>Full-time</b> | 15.6        | 15.5        | 15.92       | 17.78       |
|                           | <b>On-Call</b>   | 22          | 22          | 22          | 19          |
| <b>Budget (Capital)</b>   |                  | \$213,232   | \$2,189,423 | \$1,225,000 | \$1,158,458 |

## FY2017 Big Accomplishments

- ❖ Reduced budget by approximately \$600K
- ❖ Mined \$182,000 worth of gravel which saved appx. \$2M in cell preparation
- ❖ Closed Skwentna Landfill under budget
- ❖ Closed Cell 2A to ADEC standards
- ❖ Integrated recycling to two new communities for a total of ten 40 cubic yard containers
- ❖ Developed over 100 written policies and procedures
- ❖ Qualified Business Roadmap contractor to assist with new business plan
- ❖ Implemented Quality Assessment Project Plan for Gas and Water Monitoring standards
- ❖ Funded and fielding database software system for gas and water monitoring

|                                  |
|----------------------------------|
| Expected revenue: \$9,096,494    |
| Debt:                            |
| Loans: \$(3,060,343)             |
| Deficit: \$(6,591,392)           |
| Post Closure Fund: \$(2,798,643) |
| Total :\$(12,450,378)            |

# Public Works – Fund 293 (Talkeetna Water & Sewer)

|                           |                  | FY2015    | FY2016     | FY2017    | FY2018    |
|---------------------------|------------------|-----------|------------|-----------|-----------|
| <b>Budget (Operating)</b> |                  | \$267,785 | \$323,791  | \$346,339 | \$376,774 |
| <b>Staff</b>              | <b>Full-time</b> | 1.025     | 1.025      | 1.0875    | 1.1375    |
|                           | <b>On-Call</b>   | 6         | 5          | 5         | 6         |
| <b>Budget (Capital)</b>   |                  | \$0       | \$214,000* | \$0       | \$396,800 |

Expected revenue: \$334,660  
 Debt:  
 Loans: \$274,204 (projected at 6/30/17)  
 Deficit: \$438,317 (at 6/30/16)

## FY2017 Big Accomplishments

- ❖ Finalized PER/ER and submitted to USDA
- ❖ Purchased camera to inspect sewer lines
- ❖ Installed manhole pans to reduce inflow and infiltration
- ❖ Installed two aerators in lagoons

\* Assembly approved loan

## Department Major Goals

- ❖ Protect the health and safety of residents
  - ❖ Maintain safe roadways
  - ❖ Protect the environment while disposing of resident waste
    - ❖ Solid waste
    - ❖ Wastewater
- ❖ Protect taxpayer's dollars
  - ❖ Efficient projects and operations
  - ❖ Thoughtful, prudent spending
  - ❖ Contract enforcement
    - ❖ Obtain the service we are paying for
    - ❖ With materials specified
    - ❖ Minimize change orders
    - ❖ Tightly control costs for necessary change orders

## Challenges

### Solid Waste

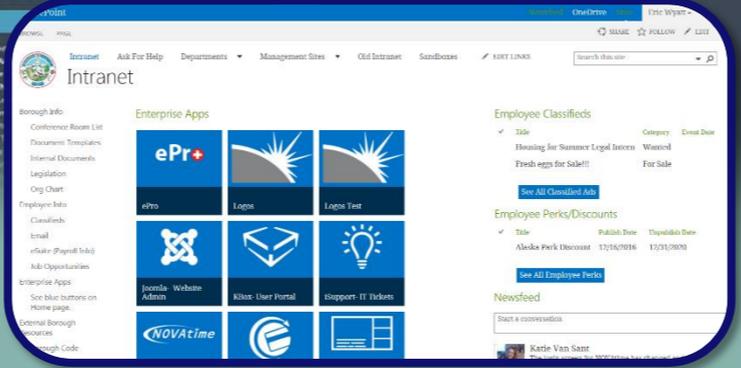
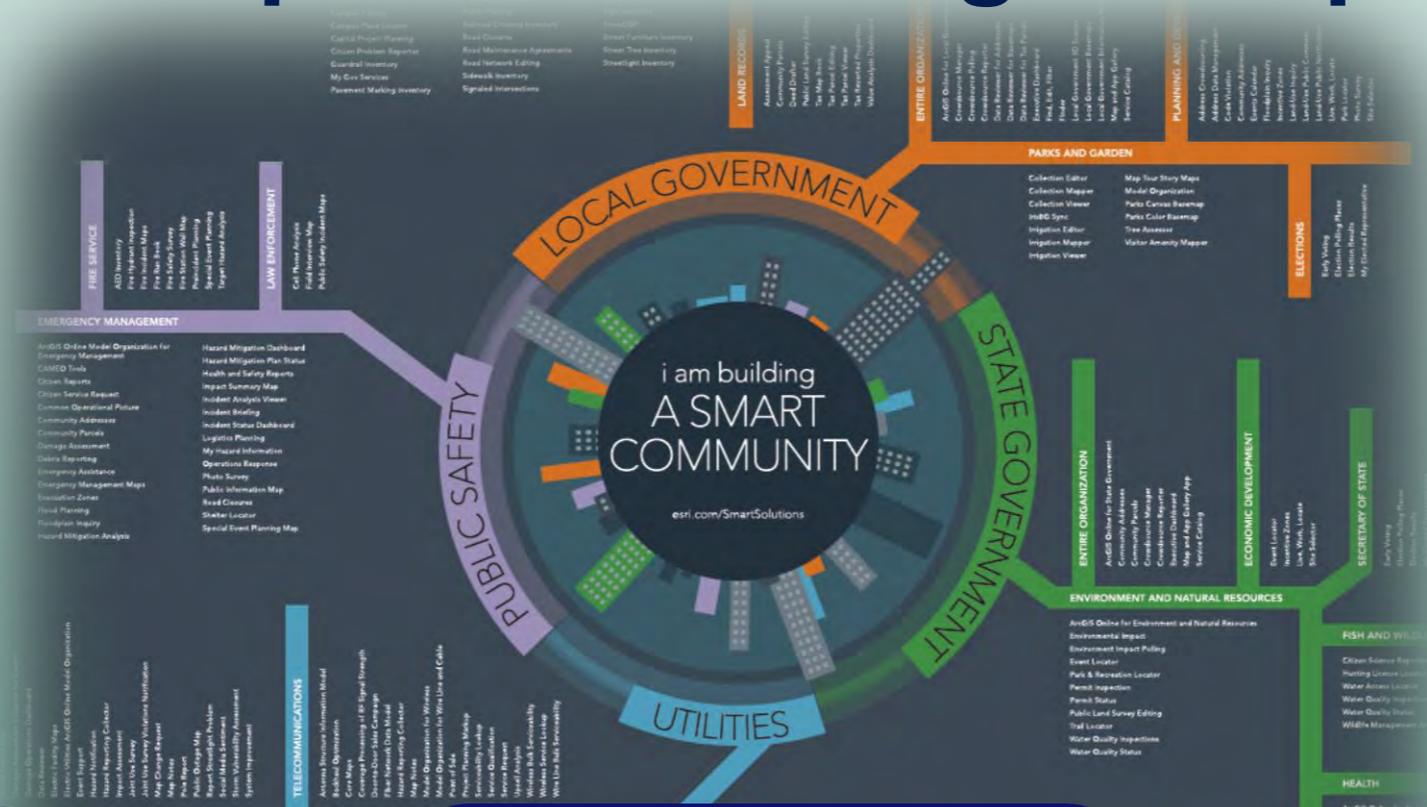
- ❖ Pace of ADEC Regulations driving cost increases
- ❖ Revenues vs. expenses (\$2-3M in capital costs not integrated into revenue stream annually)
- ❖ Smith Ball Fields
  - ❖ Plume delineation
  - ❖ Remediation may be required



FY2018

# Mat-Su Borough

## Department Budget Proposals



# Information Technology

# Information Technology

| Budget (Operational) |           | 2015        | 2016        | 2017                            | 2018        |
|----------------------|-----------|-------------|-------------|---------------------------------|-------------|
|                      |           | \$5,219,639 | \$5,623,811 | \$5,731,206                     | \$6,714,036 |
| Staff                | Full-time | 24          | 24          | 24                              | 24          |
|                      | On-Call   | 8           | 8           | 7                               | 7           |
| Budget (Capital)     |           |             |             | \$670,000 Rqst<br>\$270,000 Act | \$300,000   |

## 2017 Big Accomplishments

- Smart Community Forums x4
  - Working Groups: Open Data, Apps, Lessons Learned
  - Organizational Charter
  - Partnerships: DNR, DOF, UA-MatSu, MSBSD, AK Geospatial Council
- Web GIS
  - Platting manpower savings (Assessment manpower saving to come)
  - Ambulance tracking, Citizen Problem Reporter
- eCommerce: Business Licenses on-line .... More coming
- Point of Sales: New Credit card machines = big savings, 19 of 24 deployed
- Intranet (SharePoint)
  - Records Management integration
  - Portfolio, Strategic Planning, Project Management sites
- Dispatch Contract with City of Wasilla
- Automated Timekeeping (Novatime) Complete

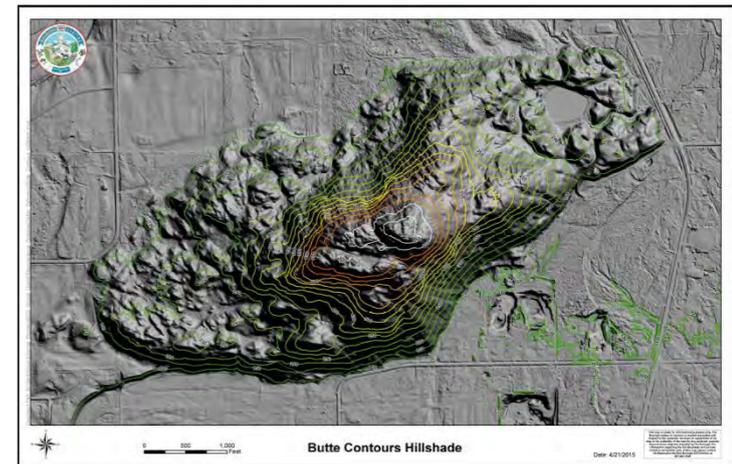
## Department Major Goals

- Enterprise Approach to Systems and Data
  - Removes Duplication & Complexity
    - Abra to Logos
    - SQL, Exchange, Windows 2012 server upgrades
  
- Portfolio, Program, Project and Process Management
  - Silos to Boat – More Efficient Workforce
    - Online tools prepared
    - Training prepared
  
- Foundation for Smart Community
  - Partnerships, Open Data
    - 4 Smart community Forum meetings complete
    - Charter written
    - Work groups formed for Open Data, Apps, Advisory, and Lessons Learned
    - Partnering with other agencies lowers overall cost of government



## Challenges

- Ratio of IT support staff to organization employees is 1:25 while national average is 1:18
- Ever increasing demand for IT services.  
Ever increasing complexity.
  - Processed 5,746 Help Desk Tickets, up from 5,000 last year  
13% Increase
  - 170 servers, up from 120 servers a year ago, 30% increase
- Majority of staff time spent supporting > 70 existing systems
  - “Lights On” activities
  - Little time for project work or upgrade training for new systems
- In lieu of FTEs we are using contract support



- Contractual Support Budget

| FY17   | FY18 Request |
|--------|--------------|
| \$400K | \$549K       |

## 2018 Proposed Budget Impacts

### ➤ Original Budget Development.

If we funded everything IT is being asked to do.

### Consolidated IT Budget Supports All Borough

| FY17    | FY18 Requested |
|---------|----------------|
| \$2.5 M | \$3.2 M        |

| Overall Increase |
|------------------|
| \$725K           |

### ➤ Reduced Budget, Current Ask

### Consolidated IT Budget Supports All Borough

| FY17    | FY18 Requested |
|---------|----------------|
| \$2.5 M | \$2.6 M        |

| Overall Increase |
|------------------|
| \$130K           |

### ➤ Overall IT Budget

|               | FY17    | FY18 Requested |
|---------------|---------|----------------|
| w/o personnel | \$2.7 M | \$2.9M         |
| w/ personnel  | \$5.7M  | \$6.0M         |

| Overall Increase |
|------------------|
| \$252K           |
| \$95K            |

## 2018 Proposed Budget Impacts

➤ Consolidated IT Budget Supports All Borough

➤ Impacts to IT Budget = Impacts to all departments

| FY17    | FY18 Requested | Overall Increase |
|---------|----------------|------------------|
| \$2.5 M | \$2.6 M        | \$130K           |

➤ Annual **decrease** in communications costs

|                        | FY17   | FY18 Requested | Decrease     |
|------------------------|--------|----------------|--------------|
| Communication Services | \$518K | \$459K         | <b>\$60K</b> |

➤ Annual **decrease** in software renewals

|          | FY17    | FY18 Requested | Decrease   |
|----------|---------|----------------|--|
| Software | \$1.08M | \$1.05M        | <b>\$28K</b><br>\$150K decrease in Microsoft EA<br>\$123K annual increases and new |

➤ Annual increase in hardware (infrastructure & desktop)

|          | FY17   | FY18 Requested |              |
|----------|--------|----------------|--------------|
| Hardware | \$500K | \$570K         | <b>\$71K</b> |

➤ Annual increase in Other Contractual (service contracts & consulting)

|          | FY17    | FY18 Requested |              |
|----------|---------|----------------|--------------|
| Hardware | \$319KK | \$415K         | <b>\$96K</b> |

## Upgrade Opportunities

- Emergency Services Radio Network Upgrade
  - \$9M over 3 years
  
- Tax, Assessment, Land Management, Financial Systems Business Analysis & Process Improvement  
Use of Enterprise Systems: Govern & Logos
  
- Aerial Imagery
  
- Network infrastructure 3-5 year strategic plan
  
- Smart Community
  
- Portfolio & Project Management, Strategic Planning

## Currently Unfunded Upgrade Opportunities

- 1 FTE, Telecommunications Technician \$110K / yr
  - Currently supported by 1 Manager and 4 1000 hr/On Call
  
- 1 FTE, Project Manager/Business Analyst (PMO Office) \$115K/yr
  - Currently supported by contract support
  - Will still require contract support
  
- 1FTE, Web Developer \$106K/yr
  - More applications/services are web based
  - Dropping 1 On-Call position
  - Currently supported by contract support
  
- Pace of achievement of Strategic Goals
  - Pursue more slowly



FY2018

# Mat-Su Borough

## Department Budget Proposals



# Finance Department

# Finance Department

| Budget (Operational) |           | 2015        | 2016       | 2017      | 2018      |
|----------------------|-----------|-------------|------------|-----------|-----------|
|                      |           | \$9,589,230 | 10,044,991 | 9,614,198 | 8,813,187 |
| Staff                | Full-time | 52          | 52         | 52        | 51        |
|                      | On-Call   | 7           | 6          | 8         | 8         |
| Budget (Capital)     |           | 0           | 0          | 0         | 0         |

## 2017 Big Accomplishments

- ❖ 2016 Distinguished Budget Award
- ❖ Closure of numerous completed projects and return of unspent amounts to various funds
- ❖ Implementation of Online Business Licenses
- ❖ Mailed over 72,000 Assessment notices and tax bills
- ❖ Receipted over \$120 million in taxes
- ❖ Implementation of marijuana sales tax
- ❖ Scanned 17,000 parcel files. Since FY16 eliminated 25 file cabinets
- ❖ Implemented ongoing Arbitrage compliance
- ❖ Added 950 new structures to the Tax Roll
- ❖ Issuance of 2016 Goose Creek Refunding Bonds, 2016A GO Refunding Bonds, 2016ABC COP's and 2017 Parks and Recreation Bonds

## Department Major Goals

- ❖ Debt Issuance, Management & Post Compliance
- ❖ Arbitrage for all Bonds completed & calendared to meet IRS/SEC requirements
- ❖ Annual Budget
- ❖ Assessment, Billing and Collection of property taxes & fees
- ❖ Local Improvement Districts
- ❖ Successful Annual Audit
- ❖ Continue conversion to electronic processes
- ❖ Implementation of Business Analytics to streamline many accounting processes
- ❖ Completion of mobile assessment application
- ❖ Implement grants workflow through HPRM for reporting & expirations
- ❖ Streamline & automate Tax Billing Section
- ❖ Scan all bond related documents
- ❖ Move toward direct deposit being the means of transfer more than 80% of payments
- ❖ Develop procedure manuals for all positions & processes

## Challenges

- ❖ Outdated inefficient CAMA/Tax Billing & Collection System
- ❖ High turnover due to staff transfers and retirements
- ❖ Adhering to and implementing new regulations, laws and requirements (GASB, Federal, State, SEC, etc)
- ❖ No new permanent staff since 2011, yet increased workload
- ❖ Decreased budgets, delayed hiring of vacant positions

## 2018 Proposed Budget Impacts

- ❖ Increased costs of litigation guarantees
- ❖ Software upgrades for Financial CAMA & Tax Billing Systems
- ❖ Contractual Obligations
- ❖ Elimination of 1 FTE, positions has been budgeted for several years and never filled
- ❖ Continued review & streamlining of processes

## Upgrade Opportunities

- ❖ System analysis of Govern in preparation of upgrade to Govern open forms
- ❖ Enhancements to Govern to allow more efficient tax billing processes
- ❖ Additional creation of Govern models to improve the assessment process
- ❖ Position Budgeting (enhancement to Financial Software)
- ❖ Online filing/payment of Transient Accommodation Tax
- ❖ Increased use of Business Analytics for reoccurring weekly and monthly reporting



FY 2018

# Mat-Su Borough

## Department Budget Proposal



## Capital Projects

# Department Overview



**Capital Projects  
Department  
Jude Bilafer**

**Pre-Design and  
Engineering  
Brad Sworts**

**Project  
Management  
Jeff Walden**

**Purchasing  
Russ Krafft**

Responsibilities:  
 1) Horizontal Project Management (roads, railroads, bridges and pathways)  
 2) Environmental Engineering (Landfill, Stormwater, Hydrology)  
 3) ROW Acquisition and Relocation  
 4) Traffic Data Collection and Coordination

Responsibilities:  
 Vertical Project Management (schools, firehalls, libraries, building upgrades and other facilities)

Responsibilities:  
 1) Manage procurement processes  
 2) Ensure proper procurement processes and fair competition

| <b>Budget (Operational)</b> |           | <b>FY2017</b> | <b>FY2018</b> | <b>Change</b> |
|-----------------------------|-----------|---------------|---------------|---------------|
|                             | <b>\$</b> | \$3,857,066   | \$3,856,747   | <b>-\$319</b> |
| <b>Staff</b>                | <b>FT</b> | 25            | 25            | 0             |
|                             | <b>PT</b> | 1             | 1             | 0             |
| <b>Budget (Capital)</b>     |           | \$132.8M      | \$83M         |               |

# FY17 Accomplishments

## Pre-Design and Engineering

- ❖ 8 road projects completed
  - Clapp Road to Mack Road Extension with pathway
  - Sullivan Avenue & Caudill Road Upgrade
  - Seldon Road Ext ROW
  - Clay-Chapman/Knik Knack Mud Shack Road Upgrade
  - Knik River Road Improvements
  - GPRA Lighting
  - Big Lake Intersection Improvements
  - Lu Young Lane Upgrade
- ❖ 2 road projects in construction
  - Bogard Road Extension East
  - Trunk Road Extension South



## Project Management

- ❖ 16 projects completed
  - Palmer HS Mechanical Upgrades
  - Palmer HS, Palmer Jr MS, Cottonwood Ck. ES, Pioneer Peak ES Roofs
  - ADA Upgrades District Wide
  - Houston HS Exterior Siding
  - Willow ES Roof
  - Trapper Ck. ES Roof
  - Swanson ES Ext Upgrades
  - Flooring Replacements Ph. 1
  - Washroom Upgrade Dist. Wide
  - Talkeetna Library
  - Chalet Kitchen
  - Fire Station 13-1 Caswell Lakes
  - Crystal Lakes Warm Storage
  - Athletic Fields
  - Dena'ina ES
  - Iditarod ES

## Purchasing

### **Purchase Orders**

- 3177

### **Award Amounts**

- \$52,538,778

### **Solicitations**

- 104

### **Surplus Revenue**

- \$18,130.46



# Department FY17 Major Goals Revisited

- ✓ Complete Iditarod Elementary School
- ✓ Complete Dena'ina Elementary School
- ✓ Complete Fronteras Charter School
- ❑ Construct Machen Road
- ❑ Complete Trunk Road Extension South
- ❑ Develop New Road Bond Package



**Iditarod ES (\$25M) 50,605 SF K-5**



**Dena'ina ES (\$26M), 44,224 SF, K-5**



**Fronteras (\$7.5M), 31,000 SF  
Spanish Immersion**

# FY18 & Beyond Projects ~ \$83Million

## 2016 Recreation Bond ~ \$20M

- Palmer & Wasilla Pools
- Brett Memorial Ice Arena
- Talkeetna & Willow Ice Rinks
- Big Lake Trail Bridges
- Willow Community Center
- Trapper Creek Community Center
- Meadow Lakes Sports Complex
- Various Trails

## MSB ~ \$17.6M

- Septage /Lechate ~ \$5M
- Landfill Cell 4 ~ \$7M
- Port Mac Repairs ~ \$1.8M
- Parks & Rec Building ~ \$1.4M
- DSJ Roof Top Connections ~ \$750K
- Bodenbug Creek Bridges ~ \$920K
- Jim Creek Campground ~ \$250K
- West Butte Trailhead ~ \$180K
- Old Glenn Pathway ~ \$385K

## DES ~ \$23M

- PSB 7-3 Construction ~ \$10.8M
- PSB 6-2 Construction ~ \$12.6M
- PSB 3-2 Addition ~ \$424K
- Misc Projects ~ \$200K

## MSBSD ~ \$10.7M

- Palmer HS HVAC Renovations ~ \$2.5M
- District Wide Energy Upgrades ~ \$1.4M
- Athletic Field Improvements ~ \$1.1M
- PJMS/WMS HVAC Upgrades ~ \$1.6M
- Glacier View ES ~ \$300K
- Larson ES & MSBSD Admin Bldg Fire Alarm Upgrade ~ \$240K
- MSBSD Warehouse Roof Replacement ~ \$900K
- Redington HS Ski Trails ~ \$350K
- 28 Open LOA's ~ \$2.1M

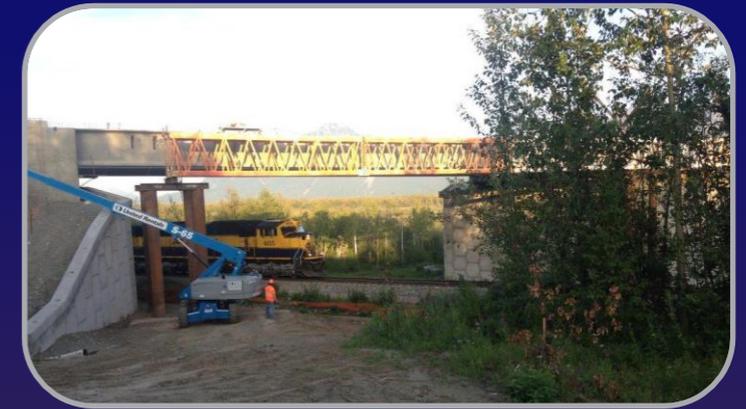
## Roads ~ \$11M

- South Trunk ~ \$3.2M
- Bogard Rd East ~ \$960K
- Silver Salmon Dr Fish Passage ~ \$750K
- South Big Lake Rd Pathway ~ \$1.8M
- 6 Road Projects for O&M ~ \$1.8M
- Seldon Road ROW ~ \$1M
- Big Lake Intersection ~ \$430K
- Misc Road Projects ~ \$170K

# Department FY18 Major Goals / Challenges

## Goals ~

- Complete Trunk Road Extension South
- Re-scope Remaining Bond Funds with DEED
- Develop New Road Bond Package
- Utilize the Long Range Transportation Plan



## Challenges ~

- State Budget Impacts / Moratorium on Matching Funds
- Inter Agency Coordination
- How to Fund New Upgrades and Repair Projects
- Final Adjustments and Closure of DEED Projects





FY 2018

# Mat-Su Borough

## Department Budget Proposal



## Capital Projects



2018

# Mat-Su Borough

## Budget Proposals

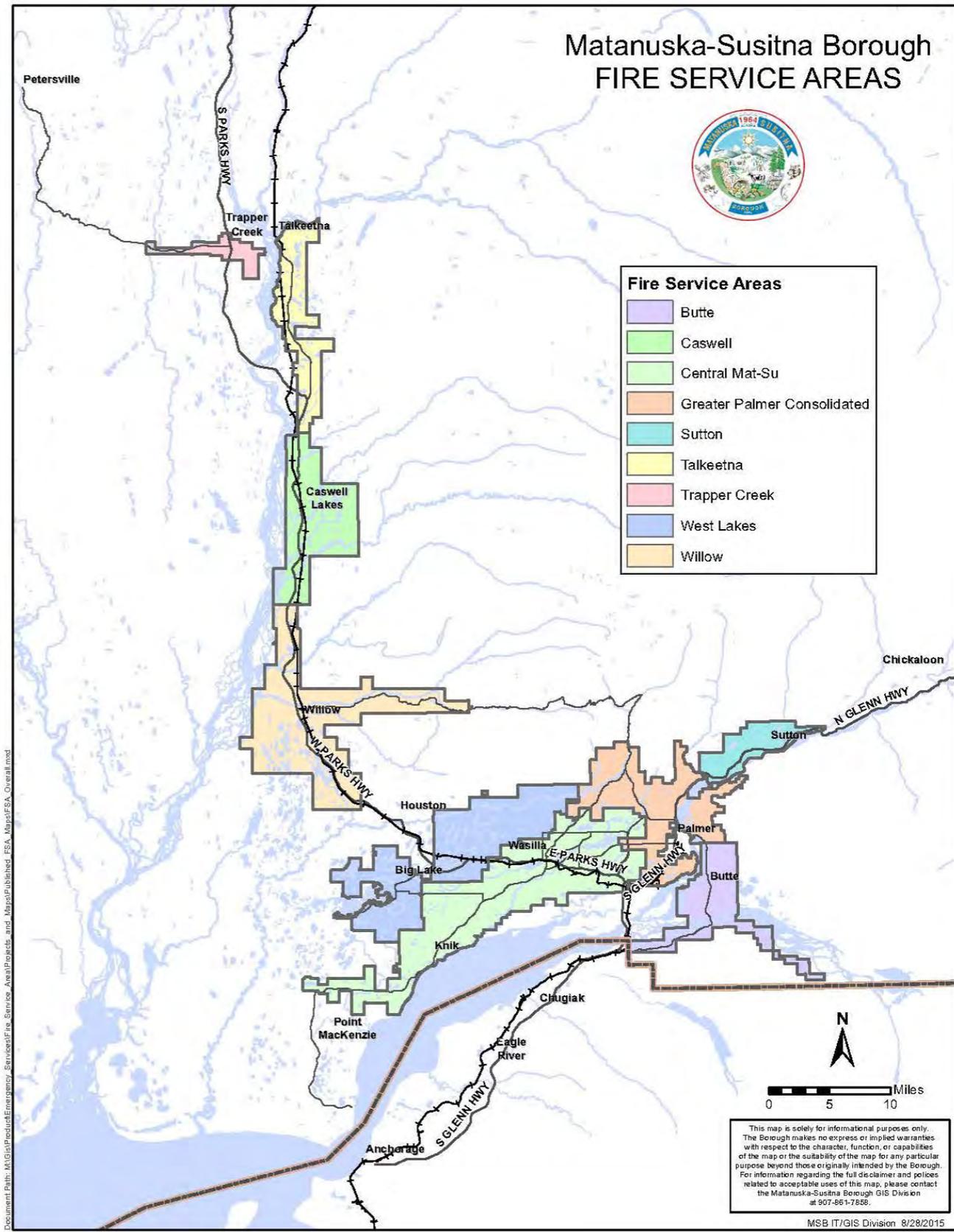


Department of Emergency Services

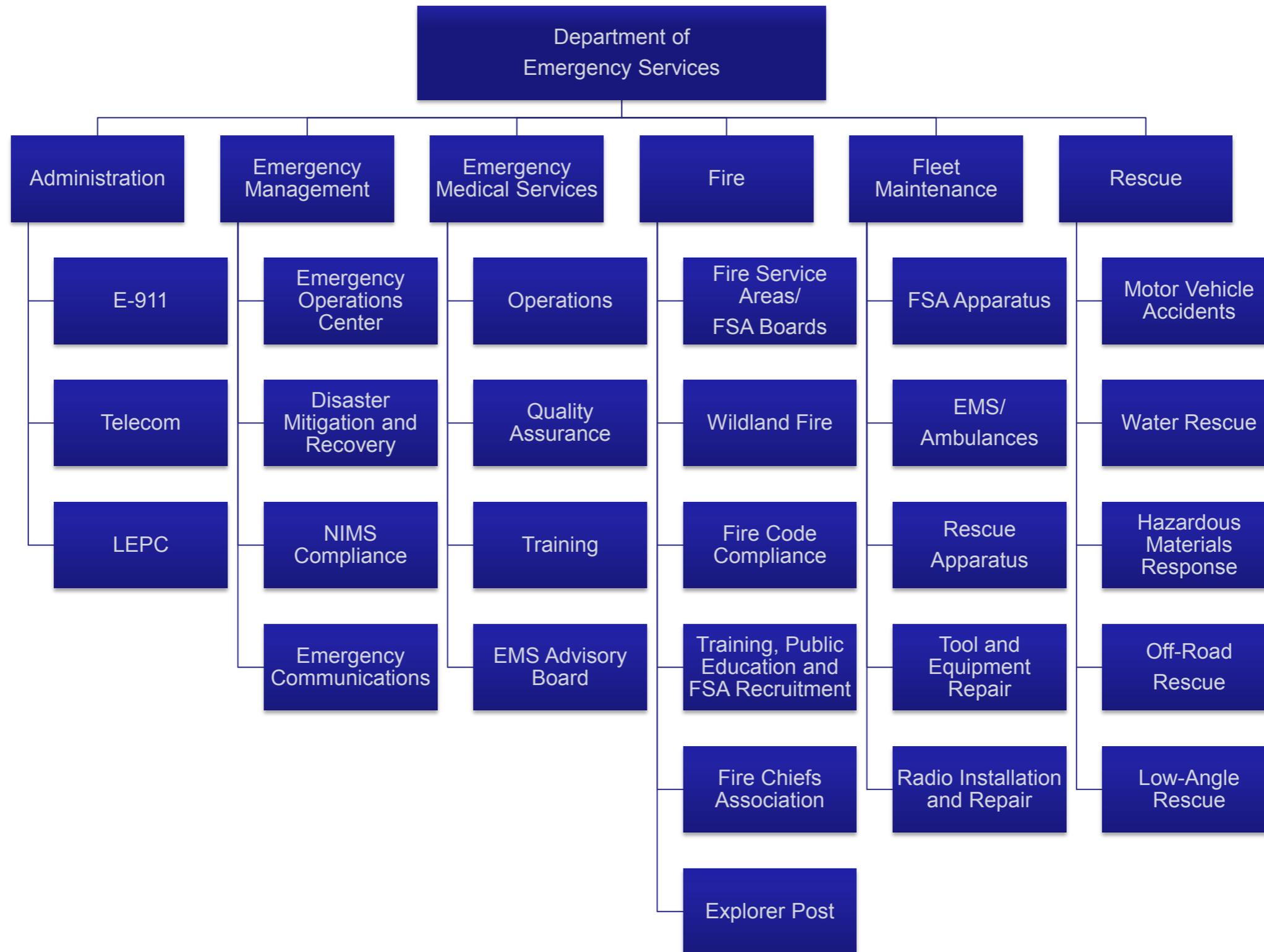
# Department of Emergency Services

FSA Response Area:  
Approximately 600  
square miles

EMS/Rescue  
Response Area:  
Entire Mat-Su  
Borough



# DES – Organization by Division



# Emergency Services Personnel

|                              | 2017 | 2018 |
|------------------------------|------|------|
| Total Employees              | 510  | 516  |
| Regular Full Time            | 65   | 65   |
| Temporary (11) / Project (1) | 12   | 12   |
| On Call Responders           | 433  | 439  |

## Divisions:

- Administration
- Emergency Management
- Emergency Medical Services
- Fire
- Fleet Maintenance
- Rescue
- Telecom (shared with IT Department)



## Funding Streams

- **Multiple Funding Streams**
  - Area wide, Fire Service Areas, Grants
- **Combination Funding**
  - Fleet Mx, Fire Admin, Emergency Mgt
- **Budget Authority vs Budget Influence**
- **E911**



## Approach

- **Breakout Operational Costs, Wages and Benefits, Capital Projects**
  - Area wide – DES Admin, EMS, Rescue, Telecom
  - FSA – Fire Operations
  - Combination – Fleet Mx, Recruiting/Retention, Fire Admin, Emergency Mgt

## Budget Control vs Budget Influence

- **Control Operational Costs (Admin, Emer Mgt, Rescue, EMS, Telecom)**
  - Area wide impact on mil rates
- **Influence FSA Operational Budgets**
  - FSA Boards, community input. All budgets reviewed – no increase to FSA mil rate requested
- **Wages and Benefits**
  - Finance manages all aspects
- **Capital Projects**
  - CIP Requests, Communication Systems, Apparatus, Real Property

# DES Overall Budget

|                     | 2017                | 2018                |
|---------------------|---------------------|---------------------|
| <b>Total Budget</b> | <b>\$31,781,180</b> | <b>\$31,684,084</b> |
| Operational         | <b>\$8,458,104</b>  | <b>\$8,924,428</b>  |
| Wages & Benefits    | <b>\$15,051,576</b> | <b>\$16,533,156</b> |
| Capital             | <b>\$8,271,500</b>  | <b>\$6,226,500</b>  |

**\*Excludes E-911**

# Emergency Services Operating Budget

**DES Operational Budget**  
(not including Wages & Benefits or E-911)

2017

2018

\$8,458,104

\$8,924,428

## Divisions:

- **Administration**
- **Emergency Management**
- **Emergency Medical Services**
- **Fire**
- **Fleet Maintenance**
- **Rescue**
- **Local Emergency Planning Committee**
- **Telecom (shared with IT Department)**



# Administration

Operational Budget

2017

2018

\$300,780

\$316,880

## Includes:

- **Emergency Services Administrative Support**



# Emergency Medical Services

|                    | 2017        | 2018        |
|--------------------|-------------|-------------|
| Operational Budget | \$1,898,480 | \$1,756,000 |

## Includes:

- **Operations**
- **Quality Assurance**
- **Training**
- **EMS Advisory Board**



\* Calendar year

# Rescue

| Operational Budget | 2017      | 2018      |
|--------------------|-----------|-----------|
|                    | \$491,561 | \$498,686 |

## Includes:

- **Motor Vehicle Accidents**
- **Off-Road Rescue**
- **Water Rescue**
- **Low-Angle Rescue**
- **Hazardous Materials Response**

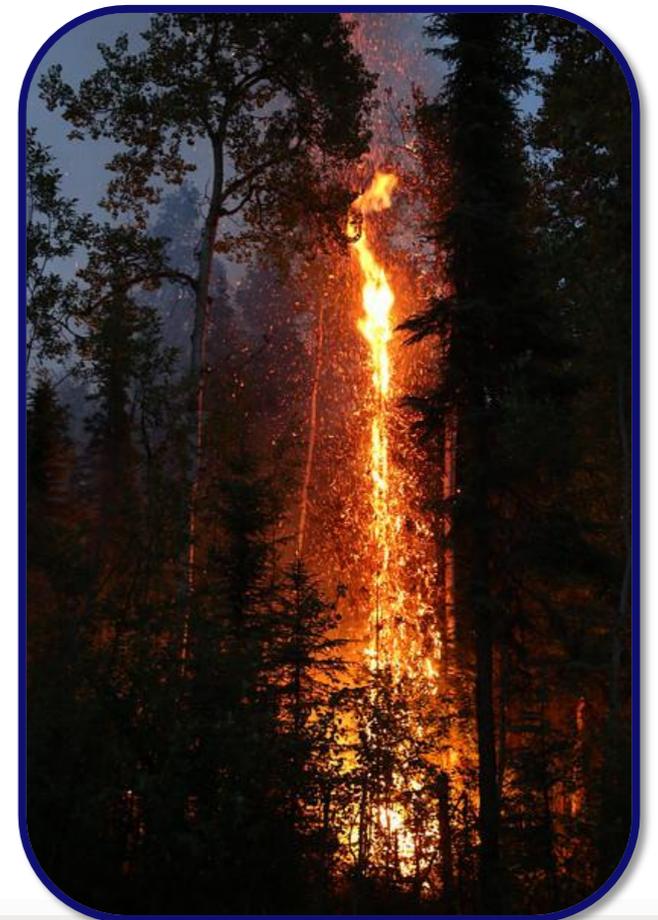


# Emergency Management

|                    | 2017 | 2018      |
|--------------------|------|-----------|
| Operational Budget | 0    | \$150,430 |

## Includes:

- **Emergency Operations Center (EOC)**
- **Disaster Mitigation and Recovery Coordination**
- **NIMS Compliance**
- **Statewide Disaster Exercise Coordination**
- **Field Comm 1 and 2 (Emergency Communications)**



# Telecommunications

|                    | 2017      | 2018        |
|--------------------|-----------|-------------|
| Operational Budget | \$719,050 | \$1,087,450 |

## Includes:

- **Telecommunications**
  - **Radio and Dispatch Equipment/Maintenance**
  - **Dispatch Cost Share**
  - **Radio Tower Equipment/Maintenance**



# Fire Service

|                    | 2017        | 2018        |
|--------------------|-------------|-------------|
| Operational Budget | \$4,368,239 | \$4,544,392 |

## Includes:

- **Operations (9 Fire Service Areas)**
- **Training & Public Education**
- **Fire Code Compliance**
- **Explorer Post**



# Fleet Maintenance

|                    | 2017      | 2018      |
|--------------------|-----------|-----------|
| Operational Budget | \$126,975 | \$175,920 |

## Includes:

- Fire Service Areas
- EMS/Ambulances
- Rescue
- Tool/equipment repair
- Radio installation and repair



**\* 2017 and 2018 numbers reflect combined FSA and EMS funding for Fleet Maintenance**

# Enhanced 911

| Operational Budget       |                | 2017        | 2018        |
|--------------------------|----------------|-------------|-------------|
|                          |                |             | \$1,280,083 |
| Including Wages/Benefits | Operational    | \$1,070,856 | \$1,987,165 |
|                          | Wages/Benefits | \$209,227   | \$248,276   |

**Includes:**

- **E-911**
  - **Dispatch Contract**
  - **Addressing Awareness Campaign**
  - **GIS Addressing**

# Advisory Boards

| Operational Budgets |      | 2017     | 2018     |
|---------------------|------|----------|----------|
|                     |      |          | \$10,625 |
| DES Advisory Boards | EMS  | \$625    | \$1,125  |
|                     | LEPC | \$10,000 | \$11,950 |

## Includes:

- **Emergency Medical Services (EMS)**
- **Local Emergency Planning Committee (LEPC)**

# Building Maintenance Splits

| Operational Budget   |          | 2017      | 2018      |
|----------------------|----------|-----------|-----------|
|                      |          |           | \$542,394 |
| Stations 5-1 and 6-1 | Areawide | \$245,281 | \$172,781 |
|                      | FSA      | \$297,113 | \$208,814 |

## Includes:

- **Station 5-1**
  - **FY17 \$227,084 (FSA \$108,222, AW \$118,862)**
  - **FY18 \$155,015 (FSA \$75,978, AW \$79,037)**
  
- **Station 6-1**
  - **FY17 \$315,310 (FSA \$188,891, AW \$126,419)**
  - **FY18 \$226,580 (FSA \$132,836, AW \$93,744)**

# Wages and Benefits

|                           |              | 2017         | 2018         |
|---------------------------|--------------|--------------|--------------|
| Wages and Benefits Totals |              | \$15,051,576 | \$16,533,156 |
|                           | Areawide     | \$8,661,985  | \$9,647,829  |
|                           | Fire Service | \$6,389,591  | \$6,885,327  |

## Divisions:

- Administration
- Emergency Management
- Emergency Medical Services
- Fire Services
- Fleet Maintenance
- Rescue
- Telecommunications
- (not including Enhanced 911)



# Capital Projects Budget

| Capital Projects Totals |              | 2017        | 2018        |
|-------------------------|--------------|-------------|-------------|
|                         |              |             | \$8,271,500 |
|                         | Areawide     | \$540,000   | \$2,714,500 |
|                         | Fire Service | \$7,731,500 | \$3,512,000 |

## Divisions:

- Administration
- Emergency Management
- Emergency Medical Services
- Fire Services
- Fleet Maintenance
- Rescue



## **FY 2018 Major Goals**

- Relocate Fleet Maintenance
- Recruitment and retention of responders
- Managing Volume of Non-Emergent 911 Calls
- Legislative Support for 29.9-work hour limitation Relief
- Update / standardize rescue equipment and training
- Rectify Area wide/FSA Funding Misalignments

## The Ask...

- Hire Recruitment/Retention Administrator
- Hire Full Time Fleet Maintenance/West Lakes Administrator
- Support Prioritized CIP Funding





**MATANUSKA-SUSITNA BOROUGH  
BOROUGH CLERK'S OFFICE**

350 E. Dahlia Avenue • Palmer, Alaska 99645  
Phone (907) 861-8683 • Fax (907) 861-7845

**MEMORANDUM**

DATE: March 27, 2017

TO: Mayor Vern Halter  
Members of the Assembly

FROM: Lonnie R. McKechnie, CMC, Borough Clerk *JRM*

SUBJECT: **Fiscal Year 2018 Operations Budget Changes**

This memorandum and back-up documentation is presented to detail any changes in the proposed operating budgets for fiscal year 2018 for the Assembly, Clerks, Election, Records Management, and boards under the Clerk's Office. If you have unanswered questions after you review the table below or review the attached budget documentation, please let me know.

The table below shows the increase/decrease in each budget with a short explanation. For more detailed information, please see the back-up documentation that has been provided.

|                               | <b>Operation Budget FY17</b> | <b>Operation Budget FY18</b> | <b>Decrease or Increase</b> | <b>Explanation of Change</b>   |
|-------------------------------|------------------------------|------------------------------|-----------------------------|--|
| <b>Assembly</b>               | \$131,575                    | \$133,475                    | Increase \$1,900            | Increases in mileage reimbursements and software and decrease in other contractual reflect actual costs. |
| <b>Assembly Reserve</b>       | \$40,000                     | \$40,000                     | No Change                   | No change in Assembly reserve.   |
| <b>Clerks</b>                 | \$55,610                     | \$51,910                     | Decrease (\$3,700)          | Decreases reflects that there are no computer replacements for this year.                                |
| <b>Election</b>               | \$122,607                    | \$122,607                    | \$0                         | No change in the election budget.  |
| <b>Records</b>                | \$147,879                    | \$158,039                    | Increase \$10,160           | Increases are in maintenance agreements and replacement of computers.                                    |
| <b>Boards</b>                 | \$ 49,100                    | \$49,100                     | No Change                   | No change in board budgets.  |
| <b>Total Operation Budget</b> | \$546,771                    | \$555,131                    | Increase \$8,360            |  |

**SUMMARY OF CHANGES TO BUDGETS**  
**FY17 to FY18**

**ASSEMBLY: 100-100-101**

| Account                                   | Changes          | Notes  |
|---|------------------|--|
| <b>Salaries 411 and Benefits 412</b>      |                  |  |
| 411: Salaries<br>412: Benefits            | Code Mandated    | The code sets the Assembly's salaries (MSB 2.12.060).  |
| <b>413: Expenses Within the Borough</b>   |                  |  |
| 413.100:<br>Mileage within the<br>Borough | Increase \$2,000 | This funding covers assembly members' travel to assembly meetings and to other meetings throughout the borough for each assembly member.<br><b>Increase reflects increase in expenses.</b> |
| 413.200:<br>Expense<br>Reimbursement      | No Change        | This line item covers lunches or dinners, some small registration fees, and other misc. expenses that may occur when a member of the assembly attends an in-borough occasion.              |

|   |           |  |
|---|-----------|--|
| <b>414: Expenses Out of Borough</b> ( <i>Note: MSB 2.12.060(D) states that assembly members shall be entitled to 1/7 share of out-of-borough expenses under 414. All additional travel requires approval by the assembly.</i> ) |           |  |
| 414.100:<br>Mileage out of<br>Borough   | No Change | This line item pays for Assembly travel outside of the Borough.  |
| 414.200:<br>Expense<br>Reimbursement out<br>of Borough  | No Change | This line item is for hotel, meals, and taxi expenses for out-of-borough travel. The budgeted amount speculates several lobbying trips to Juneau, several AML sessions, costs associated with joint meetings with Anchorage, and limited travel to Washington D.C. |
| 414.400:<br>Travel Tickets  | No Change | This line item is for travel tickets.  |

| <b>421: Communication (telephone); 423: Printing</b> |                |   |
|--|----------------|---|
| 421.100: Telephone                                   | No Change      | This covers any associated teleconference charges from chambers or conference rooms with members of the assembly and also covers cost for MiFi for Surfaces.                                    |
| 421.200: Postage                                     | No Change      | Covers cost of postage.   |
| 423.000: Printing                                    | No Change      | This is minimally funded and covers business cards and other printing items required for the assembly.  |
| <b>425: Rent/Lease</b>                               |                |   |
| 425.200: Equipment Rental                            | No Change      | The account mainly allows for any needed misc. building rentals, including maintenance staff for after hours teleconferencing or meetings at schools and other locations.                       |
| <b>426: Professional Charges</b>                     |                |   |
| 426.200: Legal                                       | No Change      | This account is used for the possibility of legal services that cannot be performed by the Attorney's office.   |
| 426.300: Dues/Fees                                   | No Change      | This account provides dues to AML and NACO.   |
| 426.600: Computer Software/Online Svcs               | Increase \$900 | This line item has not been previously budgeted and covers software costs for Surfaces.<br>Increase reflects expenses for Office 365 on Surfaces.   |
| 426.900: Other Professional Charges                  | No Change      | Funds budgeted in this line item cover services that require some sort of professional certification. A minimal amount of funding has been left in this account for such professional services. |
| <b>428: Maintenance Services</b>                     |                |   |
| 428.300: Equipment Maintenance Services              | No Change      | Funds budgeted for equipment maintenance such as voting machine, sound system, etc.   |

| <b>429: Other Contractual</b>             |                  |   |
|---|------------------|---|
| 429.200: Training/<br>Conference Fees     | No Change        | This includes AML, NEO, RDC, RC&D, NACo, etc. registration fees for conferences and training.   |
| 429.210:<br>Training/Instructor<br>Fees   | No Change        | Funds are provided for a facilitator at the Planning Sessions and other instructor fees if needed.  |
| 429.900:<br>Other Contractual             | Decrease \$1,000 | Funds budgeted in this line item cover courier services, audio equipment services, and allow for some unexpected items. This line item also covers updating the assembly pictures in chambers and on the web, audio streaming, and catering for meeting with legislators.<br><br>Decrease reflects funds not needed at this time. |
| <b>430: Office Supplies</b>               |                  |   |
| 430.100: Office<br>Supplies               | No Change        | Office supplies are prorated in the clerk's office between all the budgets under the authority of the clerk.  |
| 431: Maintenance<br>Supplies              | No Change        | Covers cost of power cords, extension cords, bulbs for projector etc. for chambers and conference rooms.  |
| 433: Misc. Supplies                       | No Change        | These accounts cover cost of statutes and administrative code, and other supplies such as lapel pins, vests, embroidery, name badges, framing of seals, name plaques, borough pins, the Alaska municipal officials directory, and meals for Assembly meetings.  |
| 434.000: IT<br>Equipment Under<br>\$5,000 | No Change        | Funding is based on IT pc replacement schedule and upgrades to computers/tablets.   |
| 434.300: Furniture<br>Under \$5,000       | No Change        | This line item is funded to purchase items for Assembly Chambers, offices, and conference rooms.  |

**Summary:**

Increase in operations from FY17 to FY18 = \$1,900

Total Increases in line items:       \$ 2,900

Total Decreases in line items:       (\$ 1,000)

Overall Increase:                       \$ 1,900

|  |           |                    |
|--|-----------|--------------------|
| <b>100-100-102<br/>Assembly Reserves</b> | No Change | Assembly reserves. |
|--|-----------|--------------------|

# FY18 Dept Head Requested Assembly

Budget Year 2018

2018 Department  
Head Requested

| Account                   | Account Description               | 2018 Department Head Requested |
|---------------------------|-----------------------------------|--------------------------------|
| Fund 100 - AREAWIDE       |                                   |                                |
| Department 100 - Assembly |                                   |                                |
| Division 101 - Assembly   |                                   |                                |
| 413.100                   | Mileage - Within Borough          | 13,500.00                      |
| 413.200                   | Expense Reimb-Within Boro         | 500.00                         |
| 414.100                   | Mileage - Outside Boro            | 1,000.00                       |
| 414.200                   | Exp Reimb- Outside Boro           | 12,750.00                      |
| 414.400                   | Travel Tickets                    | 11,250.00                      |
| 421.100                   | Communication Network Services    | 1,500.00                       |
| 421.200                   | Postage                           | 550.00                         |
| 423.000                   | Printing                          | 625.00                         |
| 425.200                   | Building Rental                   | 1,200.00                       |
| 426.200                   | Legal                             | 5,000.00                       |
| 426.300                   | Dues & Fees                       | 41,000.00                      |
| 426.600                   | Computer Software/Online Services | 1,500.00                       |
| 426.900                   | Other Professional Chgs           | 1,000.00                       |
| 428.300                   | Equipment Maint Services          | 800.00                         |
| 429.200                   | Training Reimb/Conf Fees          | 3,750.00                       |
| 429.210                   | Training/Instructor Fees          | 3,500.00                       |
| 429.900                   | Other Contractual                 | 17,000.00                      |
| 430.100                   | Office Supplies < \$500           | 1,550.00                       |
| 431.300                   | Equipment Maint Supplies          | 800.00                         |
| 431.900                   | Other Maint. Supplies             | 900.00                         |
| 433.100                   | Personnel Supplies                | 4,000.00                       |
| 433.110                   | Clothing                          | 500.00                         |
| 433.300                   | Books/Subscriptions               | 300.00                         |
| 433.900                   | Other Supplies                    | 1,000.00                       |
| 434.000                   | IT Equipment under \$5000         | 5,000.00                       |
| 434.300                   | Furniture Under \$5,000           | 3,000.00                       |
|                           | Division 101 - Assembly Totals    | \$133,475.00 ✓                 |

# FY18 Dept Head Requested Assembly

Budget Year 2018

| Account                         | Account Description                    | 2018 Department Head Requested |
|---------------------------------|--|--------------------------------|
| Fund 100 - AREAWIDE             |  |                                |
| Department 100 - Assembly       |  |                                |
| Division 102 - Assembly Reserve |  | 40,000.00                      |
| Other Contractual               |  |                                |
| 429,900                         | Division 102 - Assembly Reserve Totals | \$40,000.00                    |
|                                 | Department 100 - Assembly Totals       | \$173,475.00                   |
|                                 | Fund 100 - AREAWIDE Totals             | \$173,475.00                   |
|                                 | Net Grand Totals                       | \$173,475.00                   |

**SUMMARY OF CHANGES TO BUDGETS  
FY17 to FY18**

**CLERK: 100-100-103**

| Account   | Changes   | Notes   |
|---|-----------|---|
| 411: Salaries<br>412: Benefits                  |           | This increase reflects the normal step raises and benefit increases and the reclassification of the Deputy Clerk and Borough Clerk Secretary.   |
| 411.200: Temp Wages                             | No Change | Temp wages are not needed at this time.   |
| 411.300: Overtime                               | No Change | This account reflects costs associated with staff overtime during the election, assembly meetings, and generally trying to keep the office running smoothly.  |
| 413: Mileage/<br>Expenses Within the<br>Borough | No Change | This account is for mileage expenditures for training and away meetings and a portion of the Clerk's contract for a car allowance.  |
| 414: Expenses<br>Out of Borough                 | No Change | These expenses cover the clerk's attendance at AAMC, IIMC, ARMA, for attendance at Anchorage joint assembly meetings, meetings outside the Borough, and provides for other staff when attending training.                 |
| 421: Communication:<br>Phone/Postage            | No Change | This account covers telephone, data plan, and postage charges.  |
| 423: Printing                                   | No Change | The printing costs include the cost of business cards, envelopes, etc.  |
| 426.200: Legal                                  | No Change | This is budgeted for circumstances where the borough attorney has a conflict or is unable to serve the clerk's office for various reasons; i.e., recalls, initiatives/referenda, and for second legal opinions if needed. |
| 426.300: Dues/Fees                              | No Change | Provides dues for AIP & NAP (parliamentarians), Notary insurance and registration fees for the staff, International Institute of Municipal Clerks/Alaska Association of Municipal Clerks, etc.                            |

|  |                  |  |
|--|------------------|--|
| 426.600: Computer Software / Online Services | No Change        | Provides for upgrades in software and cost of internet services access to state's database for voter information.  |
| 426.900, Other Professional Charges          | No Change        | Services that require specialty licensing if required.   |
| 428: Maintenance Services                    | No Change        | For costs associated with maintenance fees for equipment.  |
| 429.200 & 210: Other Contractual-Training    | No Change        | This line item allows for conference fees for training for clerk's office staff associated with the Alaska Association of Municipal Clerks, International Clerks Association, and additional staff training. |
| 429.900, Other Contractual                   | No Change        | Covers costs such as codification of code, transcripts, deacidification, courier services, and other contracting related items.  |
| 430: Office Supplies                         | No Change        | This account covers office supplies.   |
| 431: Maintenance Supplies                    | No Change        | Covers costs associated with maintenance supplies.   |
| 433: Misc. Supplies                          | No Change        | Allows for books, subscriptions, supplements to Alaska Statute, and other supplies required.   |
| 434.000: IT Equipment Under \$5,000          | Decrease \$3,700 | These budgeted amounts are for proposed upgrades to our computer equipment, etc, per the IT Department maintenance schedule.<br>Decrease reflects that there are no computers up for replacement in FY18.    |
| 434.100 & 300: Other Equipment Under \$5,000 | No Change        | These budgeted amounts are for upgrades or items needed to our recording equipment and sound system.   |

**Summary:**

Decrease in operations from FY17 to FY18 is \$3,700

|                                |           |
|--------------------------------|-----------|
| Total Increases in line items: | \$ 0      |
| Total Decreases in line items: | (\$3,700) |
| Overall Decrease:              | (\$3,700) |

# FY18 Dept Head Requester Clerks

Budget Year 2018

2018 Department  
Head Requested

| Account                      | Account Description                 | Head Requested |
|------------------------------|-------------------------------------|----------------|
| Fund 100 - AREAWIDE          |                                     |                |
| Department 100 - Assembly    |                                     |                |
| Division 103 - Borough Clerk |                                     |                |
| 413.100                      | Mileage - Within Borough            | 550.00         |
| 413.300                      | Exp Allowance-Within Boro           | 2,700.00       |
| 414.100                      | Mileage - Outside Boro              | 400.00         |
| 414.200                      | Exp Reimb- Outside Boro             | 4,410.00       |
| 414.400                      | Travel Tickets                      | 2,550.00       |
| 421.100                      | Communication Network Services      | 1,500.00       |
| 421.200                      | Postage                             | 2,000.00       |
| 423.000                      | Printing                            | 200.00         |
| 426.200                      | Legal                               | 7,000.00       |
| 426.300                      | Dues & Fees                         | 1,000.00       |
| 426.600                      | Computer Software/Online Services   | 1,000.00       |
| 426.900                      | Other Professional Chgs             | 500.00         |
| 428.300                      | Equipment Maint Services            | 500.00         |
| 429.200                      | Training Reimb/Conf Fees            | 3,000.00       |
| 429.210                      | Training/Instructor Fees            | 300.00         |
| 429.900                      | Other Contractual                   | 15,000.00      |
| 430.100                      | Office Supplies < \$500             | 3,000.00       |
| 431.300                      | Equipment Maint Supplies            | 150.00         |
| 433.100                      | Personnel Supplies                  | 1,500.00       |
| 433.300                      | Books/Subscriptions                 | 350.00         |
| 433.900                      | Other Supplies                      | 1,300.00       |
| 434.300                      | Furniture Under \$5,000             | 3,000.00       |
|                              | Division 103 - Borough Clerk Totals | \$51,910.00    |
|                              | Department 100 - Assembly Totals    | \$51,910.00    |
|                              | Fund 100 - AREAWIDE Totals          | \$51,910.00    |
|                              | Net Grand Totals                    | \$51,910.00    |

SUMMARY OF CHANGES TO BUDGETS  
FY17 to FY18

**ELECTION: 100-100-105**

| <b>Account</b>                                | <b>Changes</b> | <b>Notes</b>  |
|---|----------------|---|
| 411: Salaries<br>412: Benefits                |                | This increase reflects the normal step raises and benefit increases and the Deputy Clerk.   |
| 411.400: Non-employee<br>(election officials) | No Change      | This account is funded for non-employee compensation for election officials. Decrease reflects no mayoral runoff for next election.   |
| 413: Mileage & Expenses<br>within the Borough | No Change      | This account covers expenses for food and transportation within the Borough to include mileage reimbursement for both election workers and staff. It also covers a portion of the Clerk's contract for a car allowance.   |
| 414: Mileage & Expenses out<br>of the Borough | No Change      | This account covers expenses for food, lodging, and transportation for employees outside the Borough to include airfare, lodging, and other travel expenses for the Deputy Clerk to attend the Alaska Association of Municipal Clerk's Conference, the Northwest Clerk's Institute, or the International Institute of Municipal Clerk's Conference. |
| 421: Communications/Postage                   | No Change      | These funds are used for all election related mailings to include election official recruitment, facility use requests, and by-mail voting.   |
| 422: Advertising                              | No Change      | This account covers expenditures for announcements in newspapers or broadcasts over radio. These funds are used to cover the cost of publishing all election notices.   |
| 423: Printing                                 | No Change      | The funds are used to cover the cost of printing ballots, ballot envelopes, and the election brochure.  |

|   |           |   |
|---|-----------|---|
| 425: Rent/Lease                                 | No Change | This account covers expenditures for building rental fees. These funds are used to cover rental fees for several precincts.   |
| 426.300: Dues & Fees                            | No Change | This account covers membership dues and notary fees for the Deputy Clerk. Membership includes the International Institute of Municipal Clerks, the Alaska Association of Municipal Clerks, and the National Association of Parliamentarians.                |
| 426.600: Computer Software / Online Services    | No Change | This account covers expenditures for the purchase of new software and annual software subscription, maintenance, tech support, upgrade, and renewals. Fees for the use of the Alaska State Voter Registration database (VREMS) are taken from this account. |
| 426.900: Other Professional Charges             | No Change | This account covers expenditures for services that require specialty licensing. Survey costs for legal descriptions are charged to this account.  |
| 428.300: Equipment Maintenance Services         | No Change | This account covers fees for vendors hired to repair printers and copiers. Includes equipment maintenance agreements and excess copy charges for copier leases. If state election equipment is damaged in transit, would need to cover the repair costs.    |
| 429.200: Training Reimbursement/Conference Fees | No Change | This account covers expenses for class registration, seminar, and conference fees for continuing education for the Deputy Clerk and staff.  |
| 429.900: Other Contractual                      | No Change | This account covers expenditures for services from vendors that do not require specialty licensing. This account covers the cost of election equipment moving, memory card programming, and courier services.   |

|   |                      |   |
|---|----------------------|---|
| 430: Office Supplies                    | No Change            | This account covers the purchase of consumable office materials used for everyday operation. All consumable election supplies are charged to this account.  |
| 431.300: Equipment Maintenance Supplies | No Change            | This account covers materials or supplies needed to maintain a piece of equipment.  |
| 433: Misc. Supplies                     | No Change            | This account covers expenditures related to the safety and comfort of employees and for miscellaneous purchases of books/periodicals.<br><br>Refreshments such as lunch for the Canvass Board and Review Board and cake for election certification are charged to this account. |
| 434.000: IT Equipment under \$5,000     | No Funding Requested | No replacement computers are needed in this fiscal year.  |
| 434.100: Other Equipment                | No Change            | This account covers expenditures for any tangible item that costs between \$50 and \$4,999.<br><br>Large Vote Here A-frame signs and other election equipment are purchased from this account.  |
| 434.300: Furniture Under \$5,000        | No Change            | This account covers expenditures for tables, chairs, desks, and workstations.<br><br>Tables and chairs for election use are purchased from this account.  |
| 451: Equipment over \$5,000             | No Funding Requested | No large equipment purchases are anticipated in this fiscal year.   |

**Summary:**

**No Change in operational budget from FY17 to FY18**

|                                |        |
|--------------------------------|--------|
| Total Increases in line items: | \$ 0   |
| Total Decreases in line items: | (\$ 0) |
| Overall Decrease/Increase:     | \$ 0   |

# FY18 Dept Head Requested Elections

Budget Year 2018

| Account                   | Account Description               | 2018 Department Head Requested |
|---------------------------|-----------------------------------|--------------------------------|
| Fund 100 - AREAWIDE       |                                   |                                |
| Department 100 - Assembly |                                   |                                |
| Division 105 - Elections  |                                   |                                |
| 413.100                   | Mileage - Within Borough          | 5,200.00                       |
| 413.300                   | Exp Allowance-Within Boro         | 900.00                         |
| 414.100                   | Mileage - Outside Boro            | 400.00                         |
| 414.200                   | Exp Reimb- Outside Boro           | 975.00                         |
| 414.400                   | Travel Tickets                    | 1,125.00                       |
| 421.200                   | Postage                           | 3,000.00                       |
| 422.000                   | Advertising                       | 9,500.00                       |
| 423.000                   | Printing                          | 66,000.00                      |
| 425.200                   | Building Rental                   | 800.00                         |
| 425.300                   | Equipment Rental                  | 400.00                         |
| 426.300                   | Dues & Fees                       | 320.00                         |
| 426.600                   | Computer Software/Online Services | 500.00                         |
| 426.900                   | Other Professional Chgs           | 500.00                         |
| 428.300                   | Equipment Maint Services          | 1,000.00                       |
| 429.200                   | Training Reimb/Conf Fees          | 1,237.00                       |
| 429.900                   | Other Contractual                 | 20,000.00                      |
| 430.100                   | Office Supplies < \$500           | 2,100.00                       |
| 431.300                   | Equipment Maint Supplies          | 100.00                         |
| 433.100                   | Personnel Supplies                | 200.00                         |
| 433.300                   | Books/Subscriptions               | 250.00                         |
| 433.900                   | Other Supplies                    | 5,800.00                       |
| 434.100                   | Other Equip under \$5,000         | 1,500.00                       |
| 434.300                   | Furniture Under \$5,000           | 800.00*                        |
|                           | Division 105 - Elections Totals   | \$122,607.00                   |
|                           | Department 100 - Assembly Totals  | \$122,607.00                   |
|                           | Fund 100 - AREAWIDE Totals        | \$122,607.00                   |
|                           | Net Grand Totals                  | \$122,607.00                   |

**SUMMARY OF CHANGES TO BUDGET  
FY17 to FY18**

**RECORDS MANAGEMENT: 100-100-106**

| Account  | Changes  | Notes  |
|--|--|--|
| 411: Salaries<br>412: Benefits   |  | This increase reflects the normal step raise and benefit package increases.  |
| 413.100 Mileage within Borough<br>413.200 Expense Reimbursement                            | No Change  | This account is for mileage expenditures for training and away meetings.   |
| 414.100 Mileage outside Borough<br>414.200 Expense Reimbursement<br>414.400 Travel Tickets | No Change  | Provides for the Records Management Officer and records staff to stay on top of the learning curve by attending the Records Management Association meetings in Anchorage and provides for meals, transportation, hotel, and travel tickets for annual ARMA training for RMO. Includes expenses for RMO to attend conferences to retain MMC status. |
| 426.300 Dues/Fees  | No Change  | Provides membership fees for ARMA (records management association for three employees) and IIMC (clerk's association) for one employee.  |
| 426.600 Computer Software /<br>Online Services   | INCREASE:<br>Total \$8160<br><br>\$5500 HPRM<br>When we upgraded to 8.2 the maintenance fee went up 13%.<br><br>\$1020<br>20% Increase for Kapish Maintenance agreement<br><br>\$1640<br>10% increase for Kodak Scanning Equipment | Provides funding for software upgrades for HPRM(TRIM), Kapish, Retention Manager and Microfilm Software Licenses and Software Maintenance Agreements.  |
| 426.900 Other Professional   | No Change  | This money is used for other professional charges such as  |

|  |                  |  |
|--|------------------|--|
|  |                  | audits, processing microfilm, consulting services for records management, writing scripts for E-Trim, etc.   |
| 428.300 Equipment Maintenance Service  | No Change        | To provide for the equipment fees for the microfilm/scanning/printer equipment and annual maintenance agreement for equipment.   |
| 429.200 Training/Conference Fees       | No Change        | This provides for training for the RMO to attend ARMA, and conferences to maintain CMC designation and Records Staff to attend classes.                                      |
| 429.210 Training/Instructor            | No Change        |  |
| 429.900 Other Contractual              | No Change        | This account covers the storage and maintenance fees of Borough records to be stored at RELO Alaska. Funds are also allocated for on-site destruction run from Shred Alaska. |
| 430.100 Office Supplies                | No Change        | Minimally funded.  |
| 431.300 Maintenance Equipment Supplies | No Change        | This funding is to pay for cleaning kit for the scanners and microfilm equipment.  |
| 433.100 Personnel Supplies             | No Change        | Minimally funded.  |
| 433.300 Books                          | No Change        | Minimally funded.  |
| 433.900 Other Supplies                 | No Change        | To cover supplies for microfilm/scanning equipment, such as microfilm rolls, cleaning supplies.  |
| 434.000 IT Equipment Under \$5,000     | Increase \$2,000 | Increase reflects that a computer needs to be replaced in this budget cycle.   |
| 434.100 Other Equipment Under \$5,000  | No Change        | Provides for equipment needed for the microfilm/scanning program.  |

**Summary:**

Increase in operational budget of \$10,160 from FY17 to FY18

# FY18 Dept Head Requested Records Management Budget Year 2018

2018 Department Head Requested

| Account                           | Account Description                      |              |
|-----------------------------------|--|--------------|
| Fund 100 - AREAWIDE               |  |              |
| Department 100 - Assembly         |  |              |
| Division 106 - Records Management |  |              |
| 413.100                           | Mileage - Within Borough                 | 250.00       |
| 413.200                           | Expense Reimb-Within Boro                | 300.00       |
| 414.100                           | Mileage - Outside Boro                   | 500.00       |
| 414.200                           | Exp Reimb- Outside Boro                  | 1,912.00     |
| 414.400                           | Travel Tickets                           | 1,500.00     |
| 426.300                           | Dues & Fees                              | 925.00       |
| 426.600                           | Computer Software/Online Services        | 70,082.00    |
| 426.900                           | Other Professional Chgs                  | 3,500.00     |
| 428.300                           | Equipment Maint Services                 | 22,570.00    |
| 429.200                           | Training Reimb/Conf Fees                 | 3,750.00     |
| 429.210                           | Training/Instructor Fees                 | 250.00       |
| 429.900                           | Other Contractual                        | 43,550.00    |
| 430.100                           | Office Supplies < \$500                  | 400.00       |
| 431.300                           | Equipment Maint Supplies                 | 2,000.00     |
| 433.100                           | Personnel Supplies                       | 200.00       |
| 433.300                           | Books/Subscriptions                      | 400.00       |
| 433.900                           | Other Supplies                           | 2,400.00     |
| 434.000                           | IT Equipment under \$5000                | 2,000.00     |
| 434.100                           | Other Equip under \$5,000                | 1,550.00     |
|                                   | Division 106 - Records Management Totals | \$158,039.00 |
|                                   | Department 100 - Assembly Totals         | \$158,039.00 |
|                                   | Fund 100 - AREAWIDE Totals               | \$158,039.00 |
|                                   | Net Grand Totals                         | \$158,039.00 |

**ASSEMBLY BOARDS–FY2018  
(Budget Analysis by Borough Clerk)**

|  |           |  |
|--|-----------|--|
| <b>100-100-604:<br/>Labor Relations Board</b>                | No Change | MSB 2.54.040(B) provides for actual expenses for this board. Covers mileage expenses for board and legal advice should it be necessary.  |
| <b>100-100-609:<br/>Board of Adjustment<br/>and Appeals</b>  | No Change | MSB 15.39.070 provides this board with \$50 per person per meeting and reimbursement of actual expenses. There are also funds provided for transcripts and records on appeals to the superior court.   |
| <b>100-100-612: Office of<br/>Administrative Hearings</b>    | No Change | This is funded to cover the costs of approximately 3 bid/forfeiture appeals and for ethics appeals to cover 100 hours of hearing officer time.   |
| <b>200-100-614: Animal<br/>Care and Regulation<br/>Board</b> | No Change | Mileage reimbursement is allowed per MSB 24.30.015. Other contractual has been budgeted to provide for assistance with the additional minutes originating from regular monthly meetings, for transcripts of appeals filed, and for other miscellaneous expenses that may be required by the board. |

No Change in Board budgets from FY17 to FY18.

# FY18 Dept Head Requested Boards

Budget Year 2018

| Account                              | Account Description                         | 2018 Department Head Requested |
|--------------------------------------|---|--------------------------------|
| Fund 100 - AREAWIDE                  |   |                                |
| Department 100 - Assembly            |   |                                |
| Division 604 - Labor Relations Board |   |                                |
| 413.100                              | Mileage - Within Borough                    | 250.00                         |
| 413.200                              | Expense Reimb-Within Boro                   | 300.00                         |
| 426.200                              | Legal                                       | 5,000.00                       |
|                                      | Division 604 - Labor Relations Board Totals | \$5,550.00                     |

# FY18 Dept Head Requested Boards

Budget Year 2018

| Account                                  | Account Description                             | 2018 Department Head Requested |
|--|---|--------------------------------|
| Fund 100 - AREAWIDE                      |   |                                |
| Department 100 - Assembly                |   |                                |
| Division 609 - Board Of Adjmt. & Appeals |   |                                |
| 413.100                                  | Mileage - Within Borough                        | 200.00                         |
| 413.200                                  | Expense Reimb-Within Boro                       | 200.00                         |
| 413.500                                  | Meeting Comp - W/I Boro                         | 2,500.00                       |
| 423.000                                  | Printing  | 100.00                         |
| 426.200                                  | Legal   | 1,500.00                       |
| 429.900                                  | Other Contractual                               | 800.00                         |
| 430.100                                  | Office Supplies < \$500                         | 100.00                         |
| 433.900                                  | Other Supplies                                  | 200.00                         |
|  | Division 609 - Board Of Adjmt. & Appeals Totals | \$5,600.00                     |

# FY18 Dept Head Requested Boards

Budget Year 2018

| Account   | Account Description                                    | 2018 Department Head Requested |
|---|--|--------------------------------|
| Fund 100 - AREAWIDE                             |  |                                |
| Department 100 - Assembly                       |  |                                |
| Division 612 - Office of Administrative Hearing |  |                                |
| 413.100   | Mileage - Within Borough                               | 200.00                         |
| 413.200   | Expense Reimb-Within Boro                              | 200.00                         |
| 426.200   | Legal  | 32,000.00                      |
| 429.900   | Other Contractual                                      | 1,000.00                       |
|   | Division 612 - Office of Administrative Hearing Totals | \$33,400.00                    |
|   | Department 100 - Assembly Totals                       | \$44,550.00                    |
|   | Fund 100 - AREAWIDE Totals                             | \$44,550.00                    |

# FY18 Dept Head Requested Boards

Budget Year 2018

| Account                                 | Account Description                            | 2018 Department Head Requested |
|---|--|--------------------------------|
| Fund 200 - NON AREAWIDE                 |  |                                |
| Department 100 - Assembly               |  |                                |
| Division 614 - Animal Care & Reg. Board |  |                                |
| 413.100                                 | Mileage - Within Borough                       | 800.00                         |
| 414.100                                 | Mileage - Outside Boro                         | 100.00                         |
| 423.000                                 | Printing                                       | 500.00                         |
| 426.200                                 | Legal  | 1,500.00                       |
| 429.900                                 | Other Contractual                              | 1,550.00                       |
| 433.900                                 | Other Supplies                                 | 100.00                         |
|   | Division 614 - Animal Care & Reg. Board Totals | \$4,550.00                     |
|   | Department 100 - Assembly Totals               | \$4,550.00                     |
|   | Fund 200 - NON AREAWIDE Totals                 | \$4,550.00                     |
|   | Net Grand Totals                               | \$49,100.00                    |