



MATANUSKA-SUSITNA BOROUGH

Borough Manager

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FISCAL YEAR 2017 DEPARTMENTAL BUDGET PRESENTATIONS

AGENDA

Tuesday, March 28, 2017, 1pm

TOPIC	PRESENTER
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	



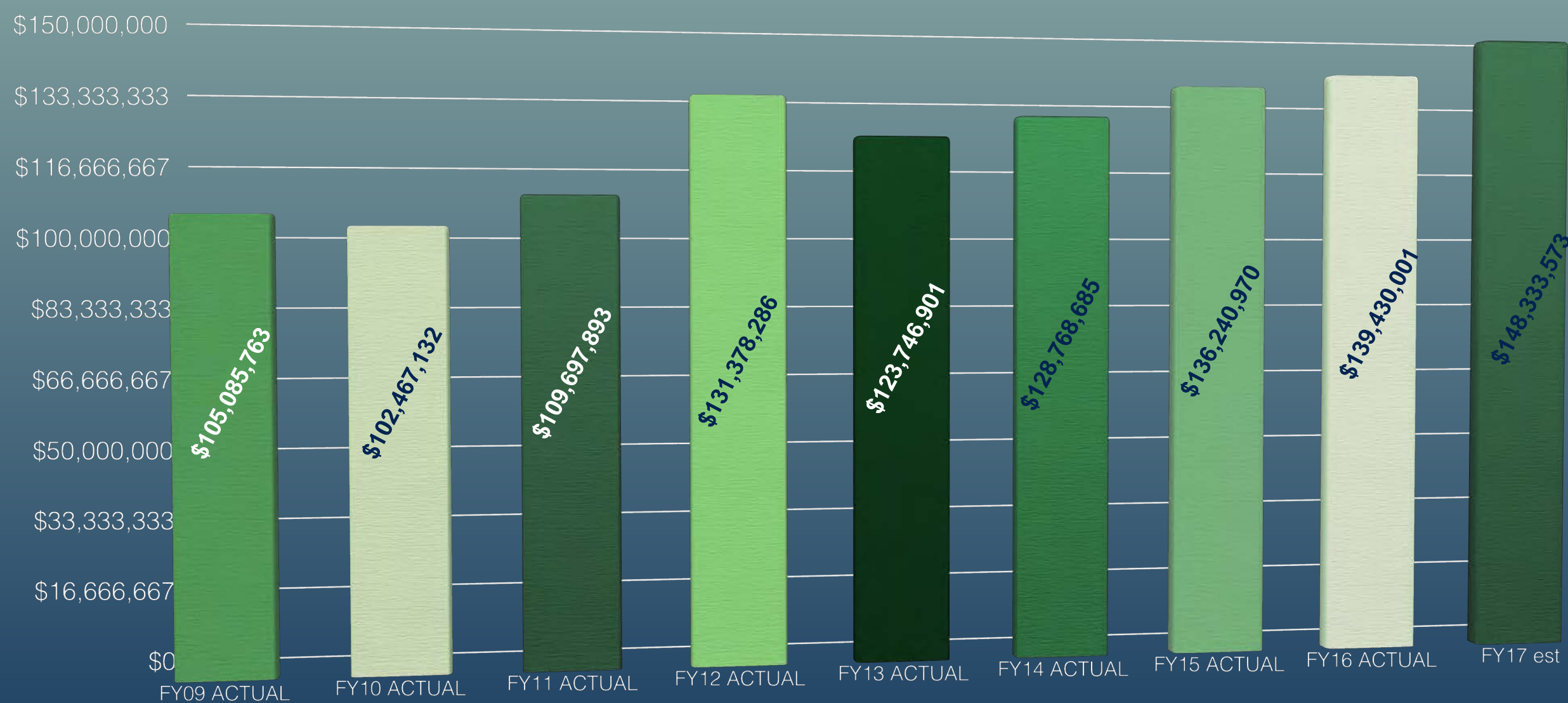
2018 BUDGET

March 28, 2017

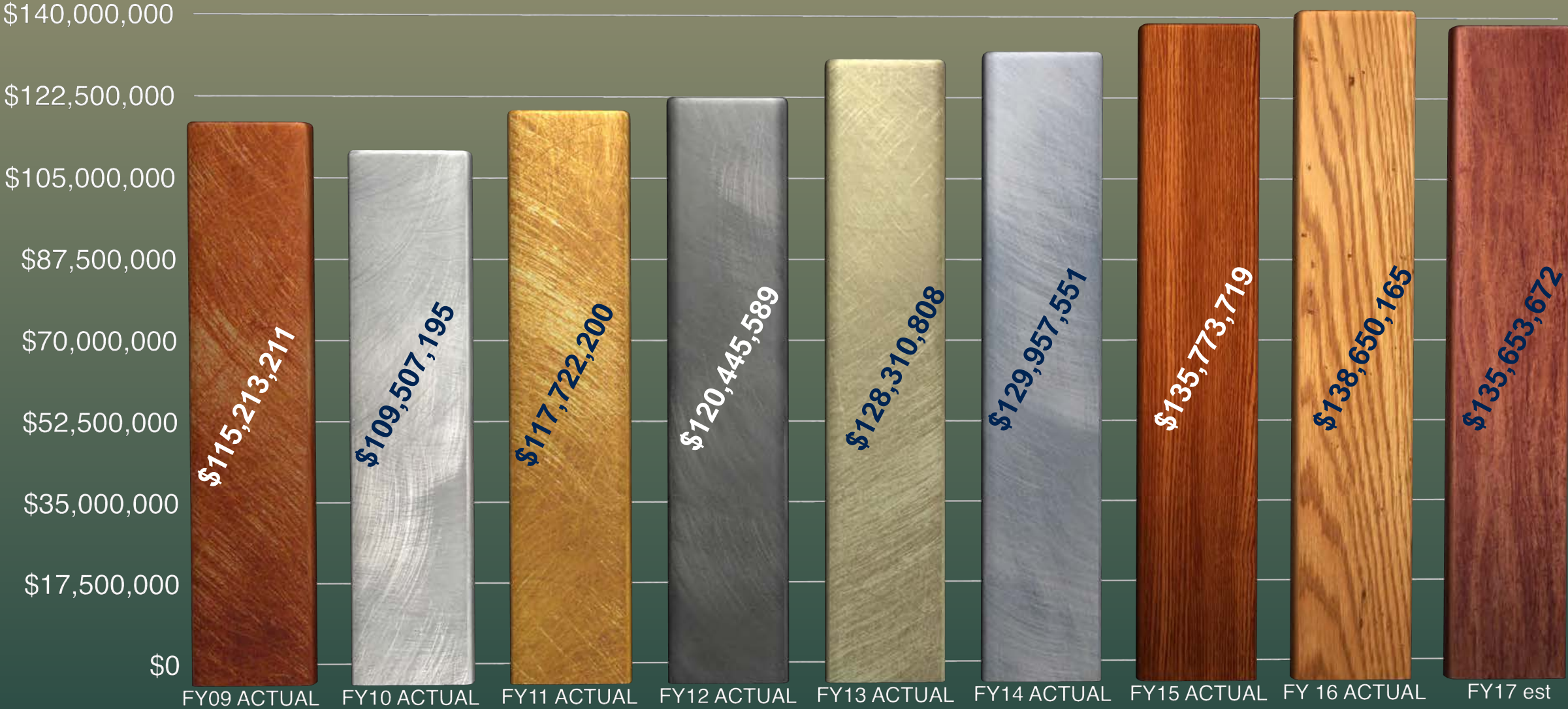
JOHN MOOSEY, BOROUGH MANAGER



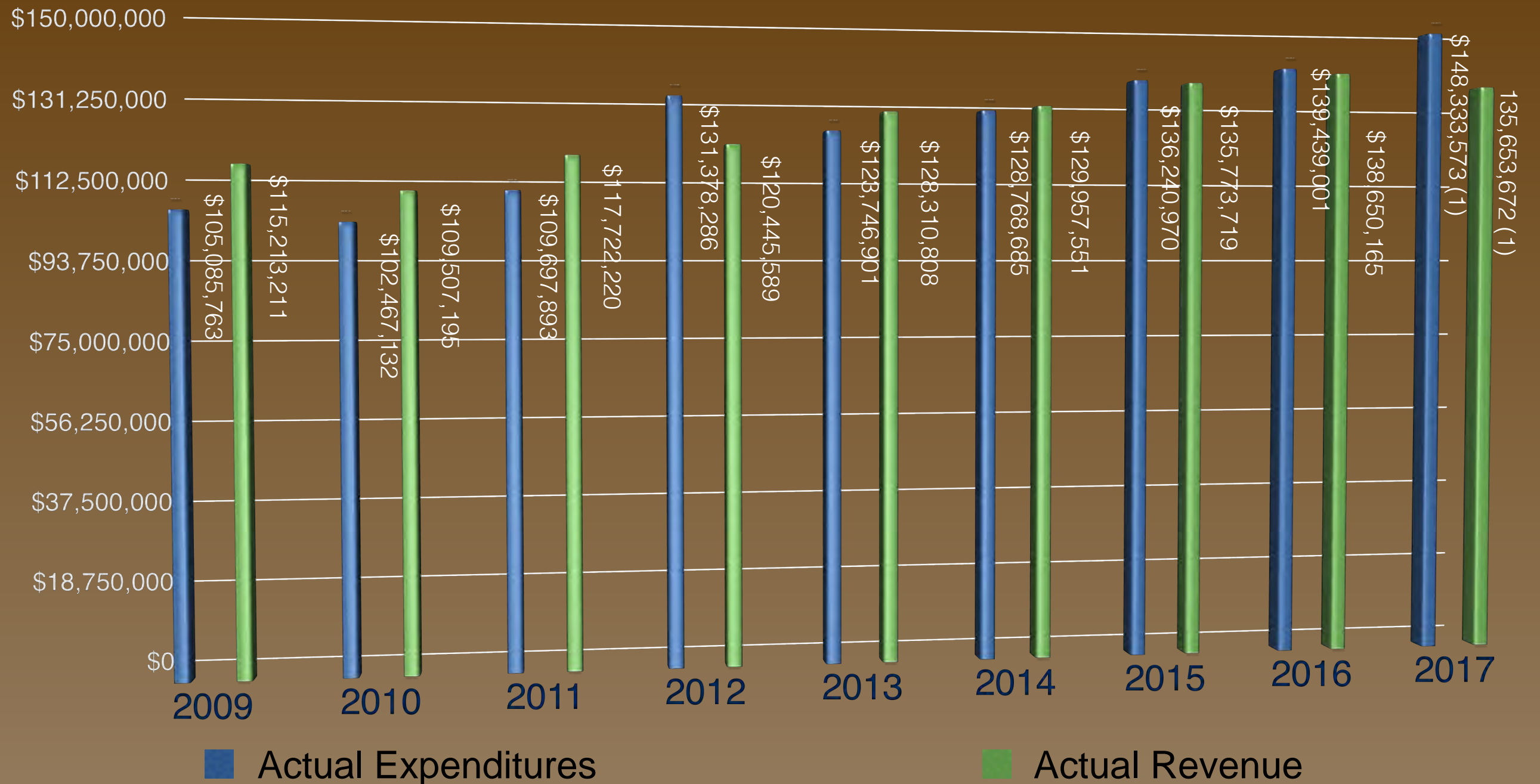
AREAWIDE FUND - ACTUAL EXPENDITURE HISTORY



AREAWIDE FUND - ACTUAL REVENUE HISTORY



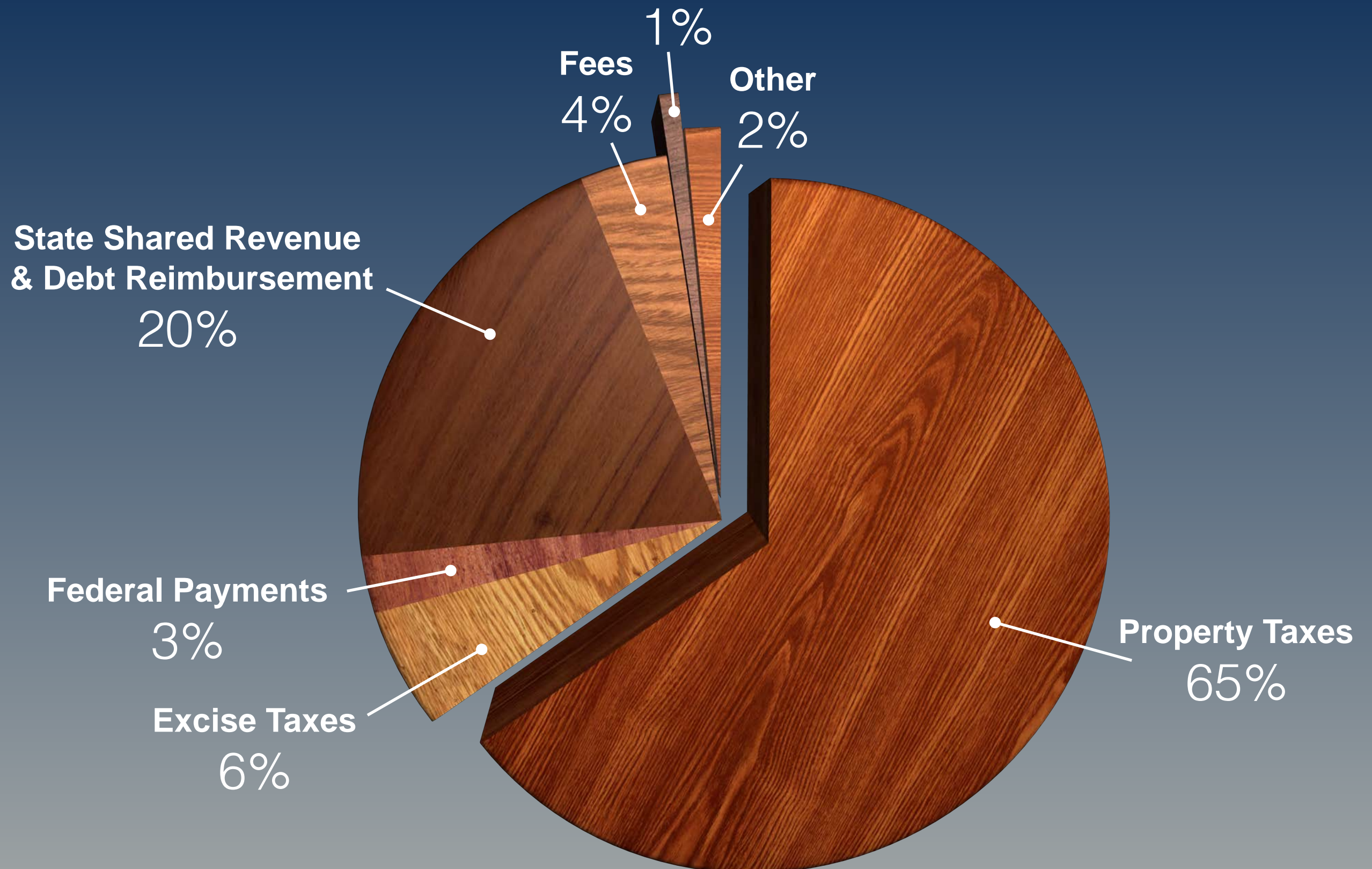
ACTUAL EXPENDITURE vs REVENUE HISTORY



(1) estimate

AREAWIDE REVENUE SUMMARY

Transient Accommodations Tax



GENERAL FUND - AREAWIDE & NON-AREA WIDE MILL LEVY

HISTORY & PROJECTIONS

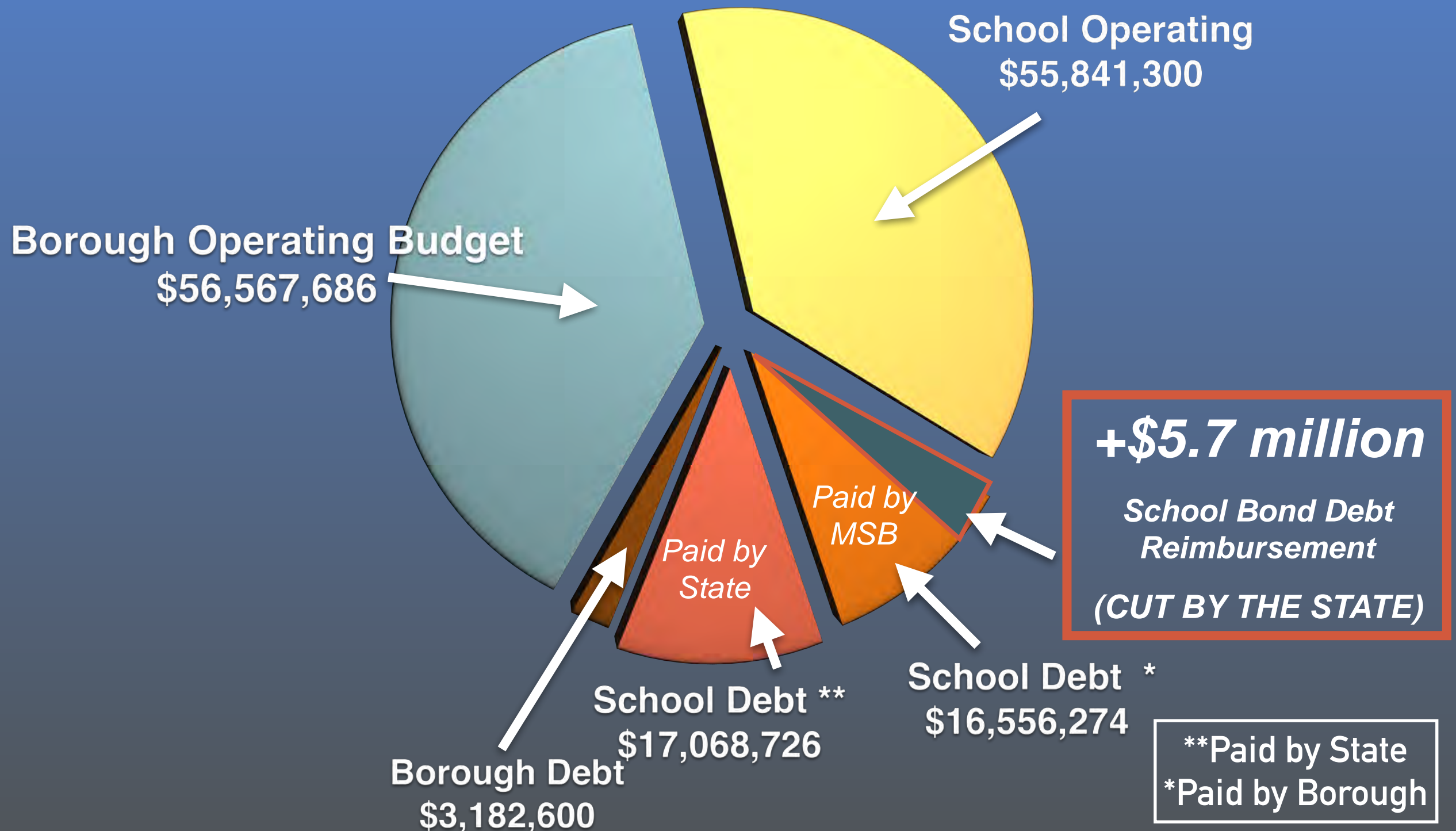


* Estimate

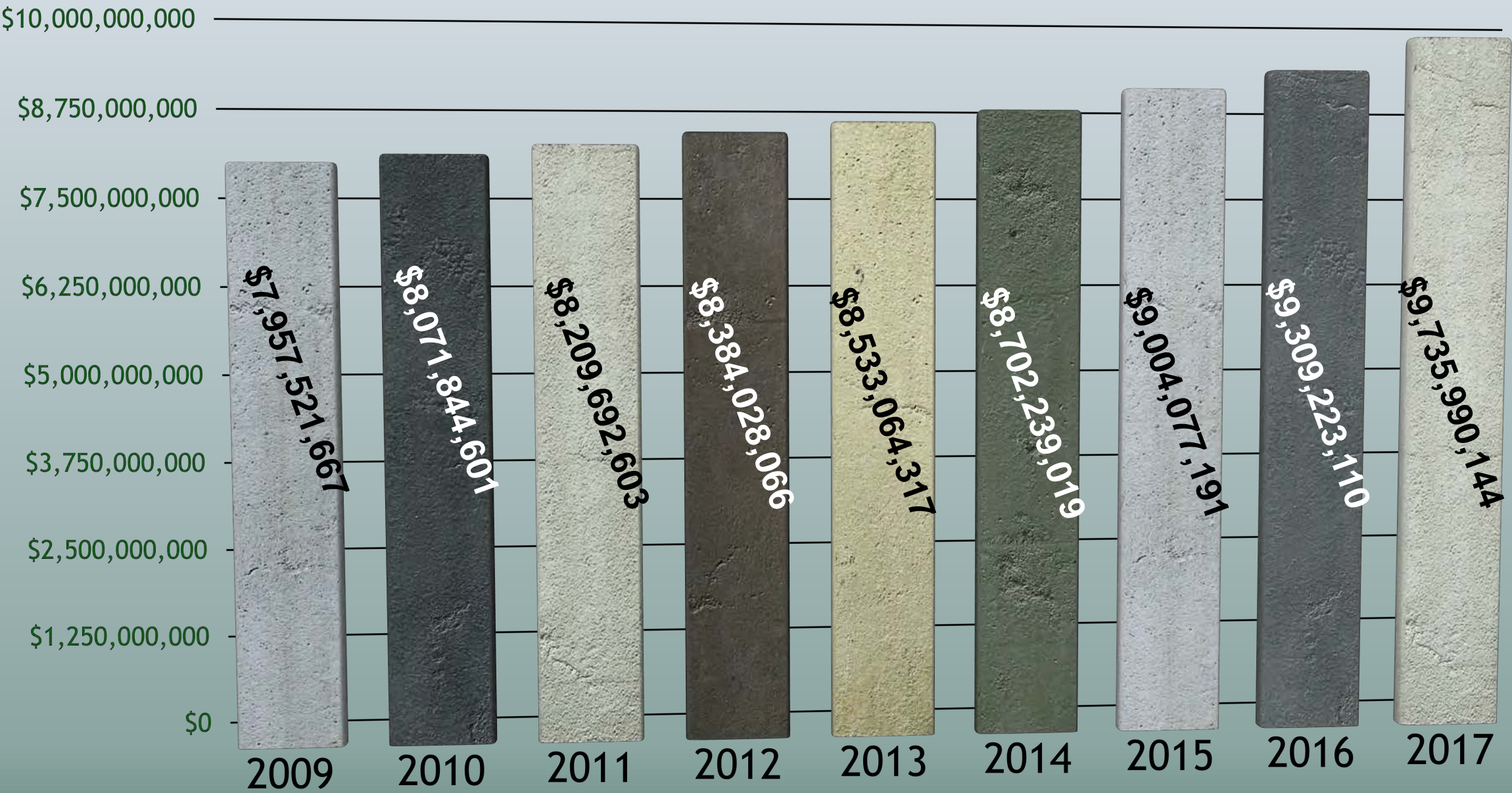
2017 APPROVED GENERAL FUND EXPENSES

by major categories

(Includes pass-thru funds for general fund)

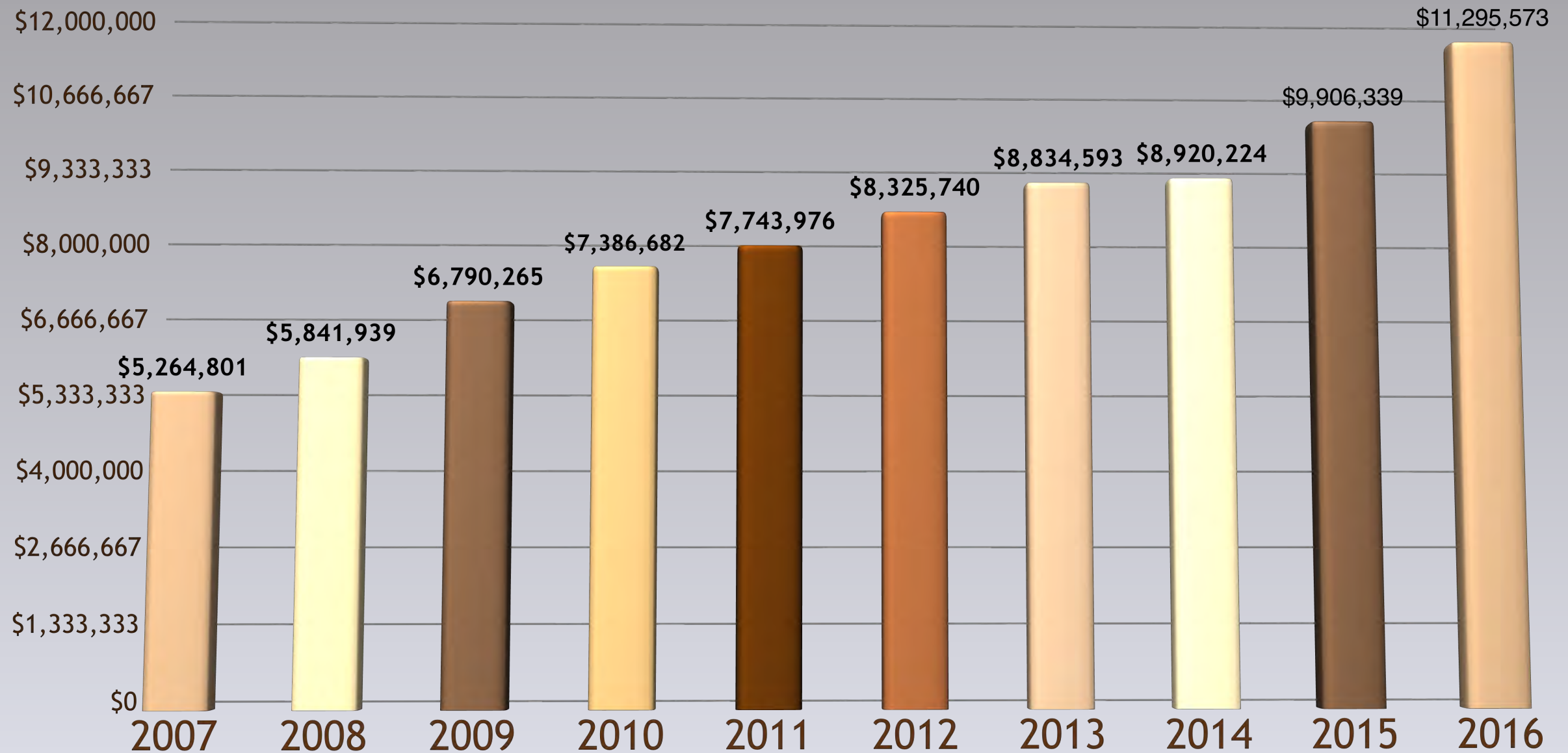


ANNUAL ASSESSED VALUE



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*

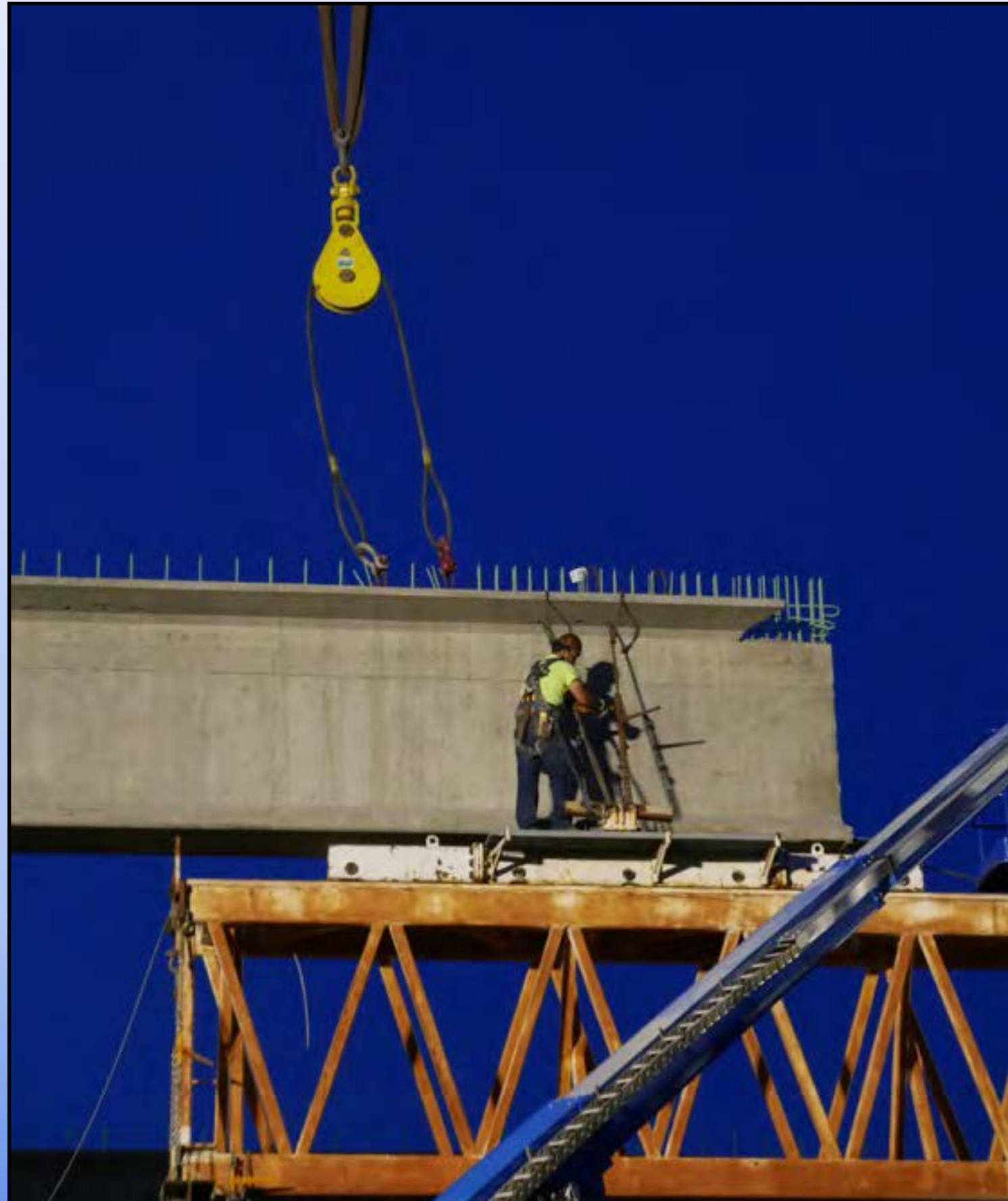
OPPORTUNITIES



- 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



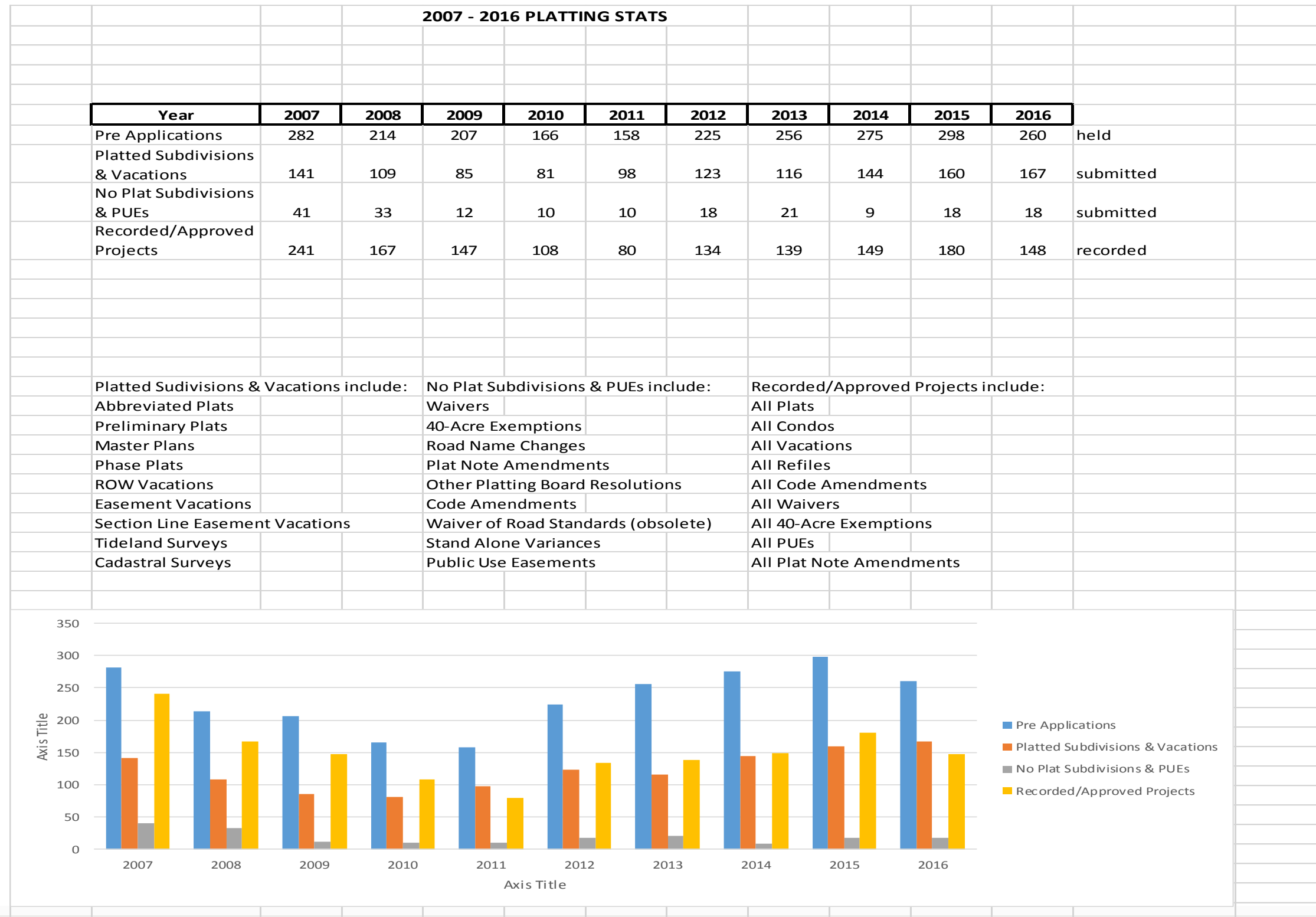
Platting Division Accomplishments

- ❖ 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 4th 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.

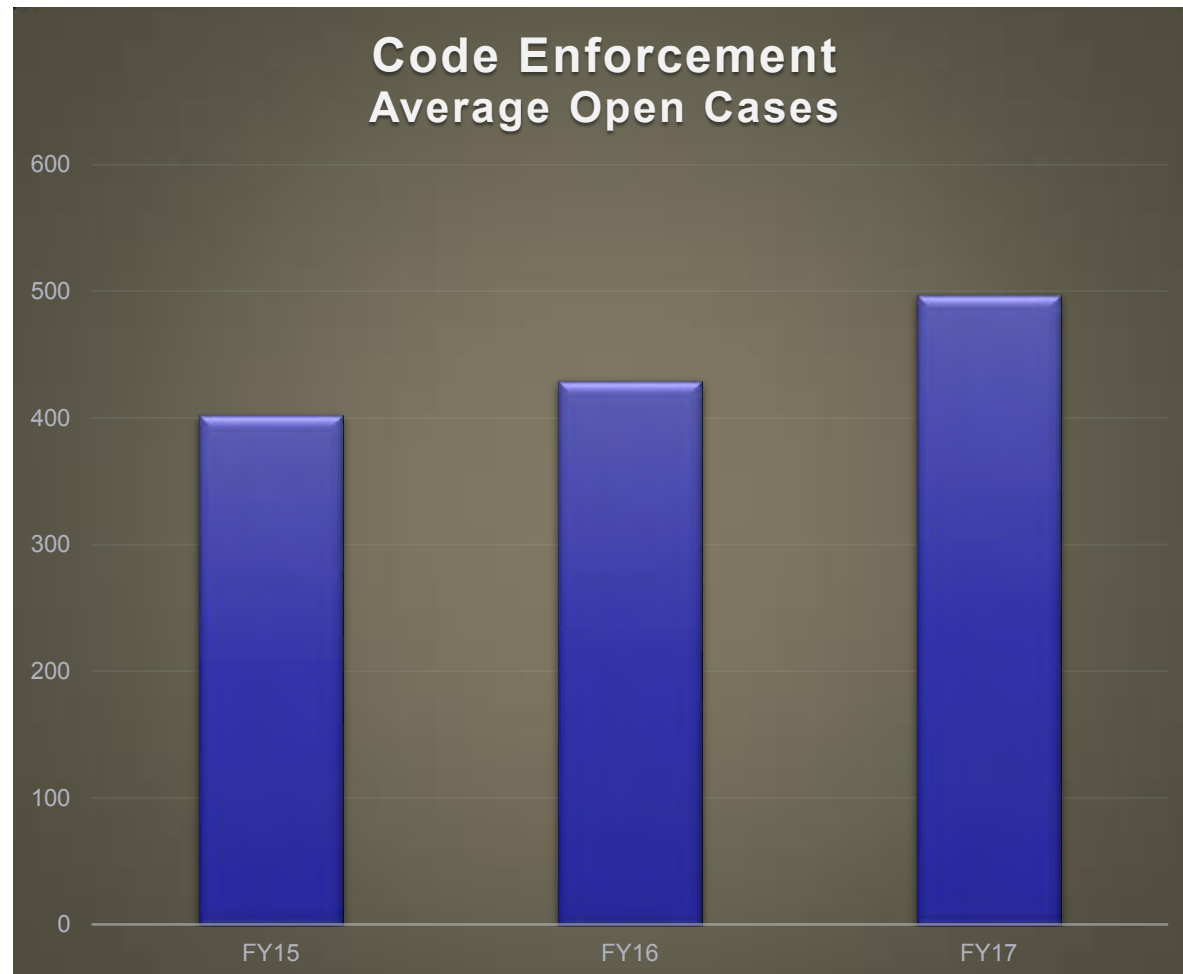
Historical Statistics



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	
Right of Way	
Permit applications	1123
Inspections	1656
Complaints	245
Flood Permits	60
CUP/IMD/Variance	15

Code Changes

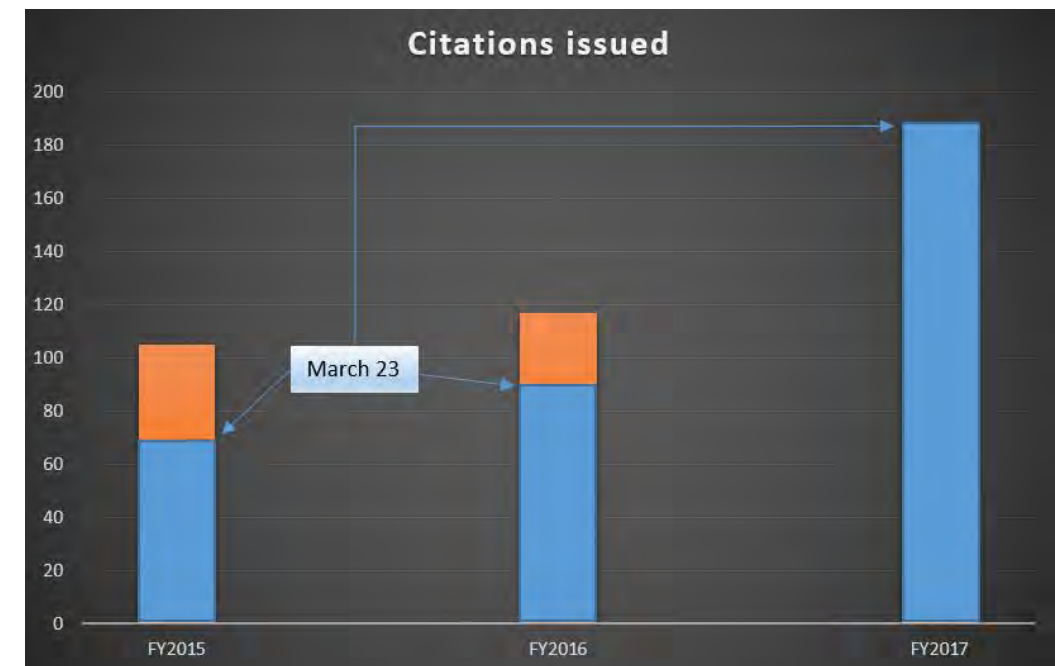
- IMD Repeal
- Marijuana CUP/Referral
- Biosolids (pending)
- Flood Code revisions (pending)

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?



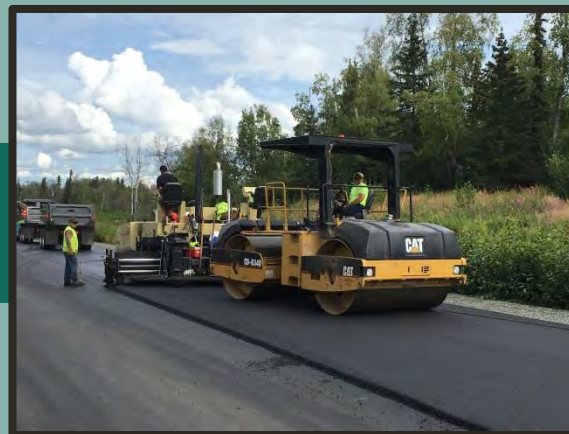
FY2018

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

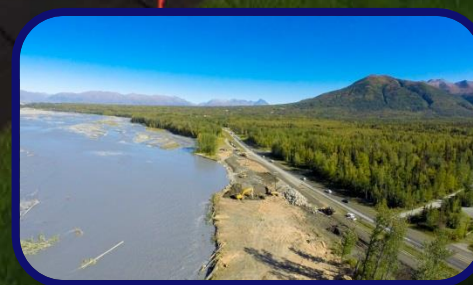
- ❖ Several Small Commodity Projects (i.e., wood products, scrap metal, cement, fuel)
- ❖ Rail Line Completion
- ❖ Knik Arm Crossing Completion
- ❖ Anchor Tenant (i.e., LNG, A2A, Usibelli)
- ❖ Trucking Coal from Wishbone Hill
- ❖ Gas Line Project (i.e., AKLNG or ASAP)



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

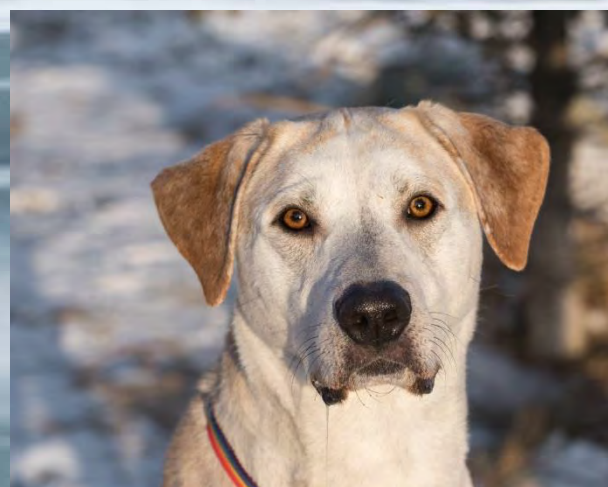
- ✓ Land Survey – Municipal Entitlement, Trails, Subdivision - \$225K; Timber Cruise - \$100K; Easement Acquisition - \$10K



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

❖ 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

Sidewalk repair	Critical	\$17,000
Metal Sheet Dry Storage for Disaster Preparedness	Critical	\$300,000
Replacement Cat Kennels	Critical	\$36,010
Ford F-350 1 Ton Pickup with Plow	Critical	\$45,000
18' Double Axel Trailer	Critical	\$30,000
Cremation System	Degraded	\$255,000
Cat Room Soundproofing	Minimal	\$15,989
4-Wheeler\Side-by-Side Response Units\Animal Transport	Minimal	\$15,000
Freight Hauling Snow Machine\Side by Side	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	\$2,248,523
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)

Budget (Operating)		FY2015	FY2016	FY2017	FY2018
		\$18,893,548	\$19,751,615	\$20,186,707	\$20,198,698
Staff	Full-time	11.4	13.8	13.6	13.575
	On-Call	22	11	11	13
Budget (Capital)		\$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)

Budget (Operating)		FY2015	FY2016	FY2017	FY2018
		\$7,110,995	\$7,820,800	\$8,630,106	\$8,020,841
Staff	Full-time	15.6	15.5	15.92	17.78
	On-Call	22	22	22	19
Budget (Capital)		\$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)

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

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

Expected revenue: \$334,660

Debt:

Loans:\$274,204 (projected at 6/30/17)

Deficit:\$438,317 (at 6/30/16)

* 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

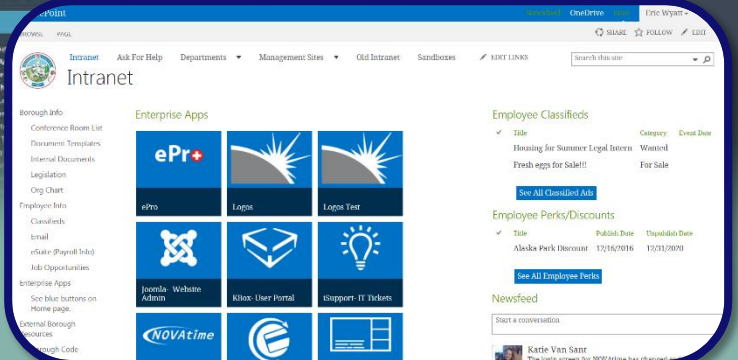
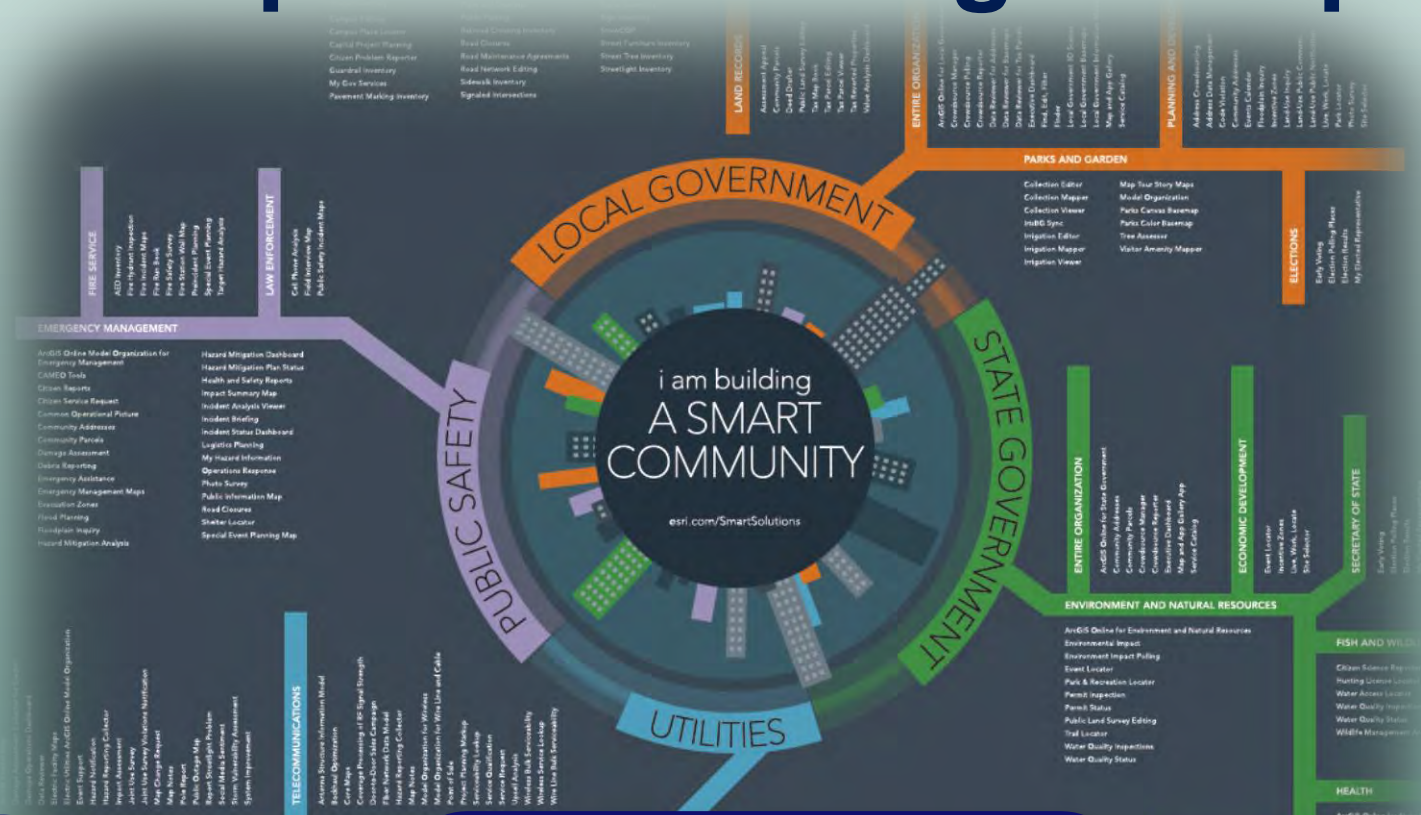
- ❖ Pace of ADEC Regulations driving cost increases
- ❖ Revenues vs. expenses (\$2-3M in capital costs not integrated into revenue stream annually)
- ❖ Smith Ball Fields
 - ❖ Plume delineation
 - ❖ Remediation may be required



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 \$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

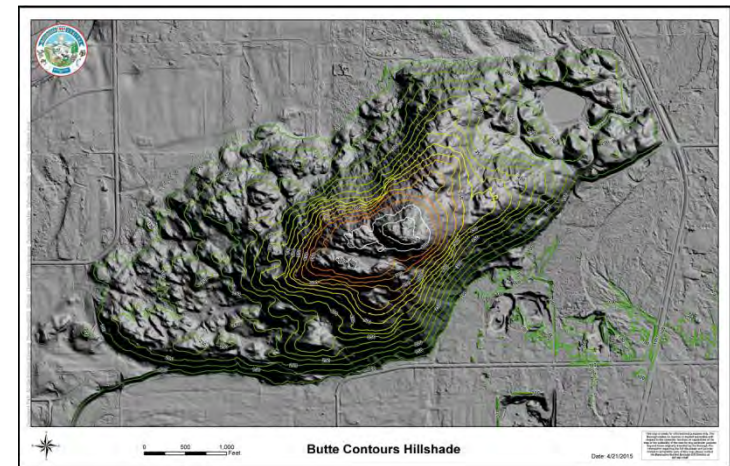
Department Major Goals

- 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	\$60K

- Annual **decrease** in software renewals

	FY17	FY18 Requested	Decrease
Software	\$1.08M	\$1.05M	\$28K \$150K decrease in Microsoft EA \$123K annual increases and new

- Annual increase in hardware (infrastructure & desktop)

	FY17	FY18 Requested	
Hardware	\$500K	\$570K	\$71K

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

	FY17	FY18 Requested	
Hardware	\$319KK	\$415K	\$96K

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

Budget (Operational)		FY2017	FY2018	Change
	\$	\$3,857,066	\$3,856,747	-\$319
Staff	FT	25	25	0
	PT	1	1	0
Budget (Capital)		\$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

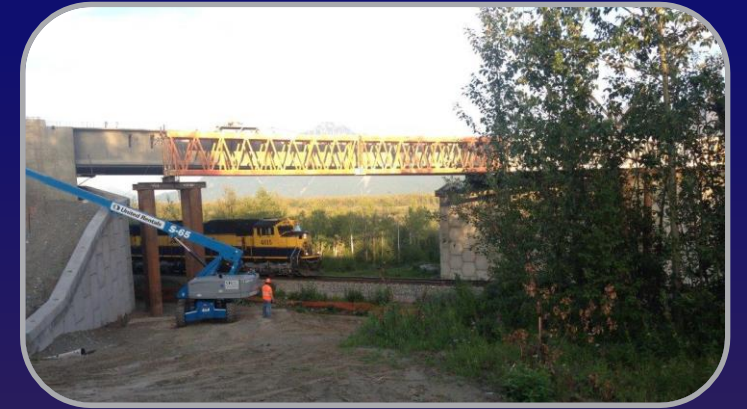
Roads ~ \$11M

- 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

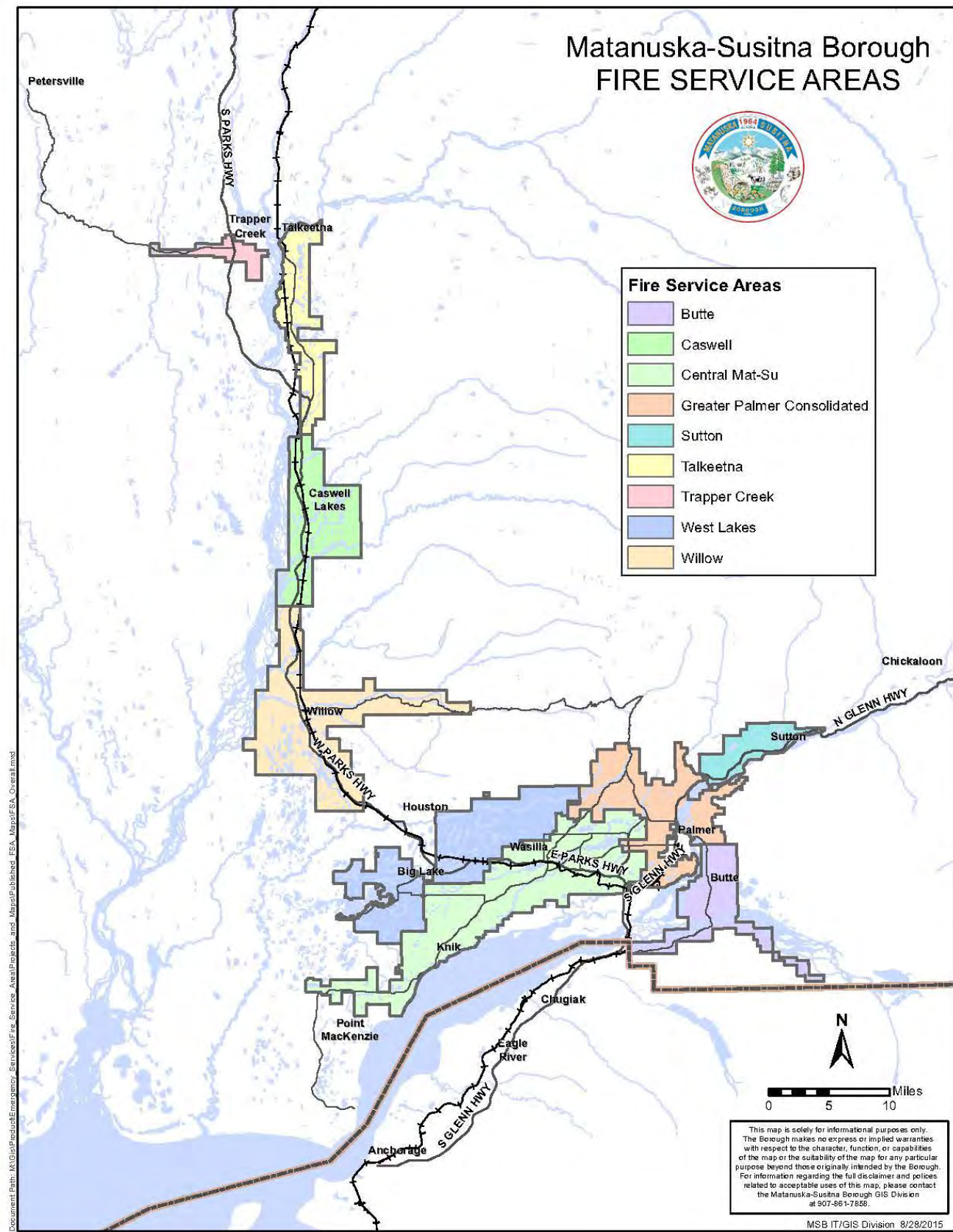


Department of Emergency Services

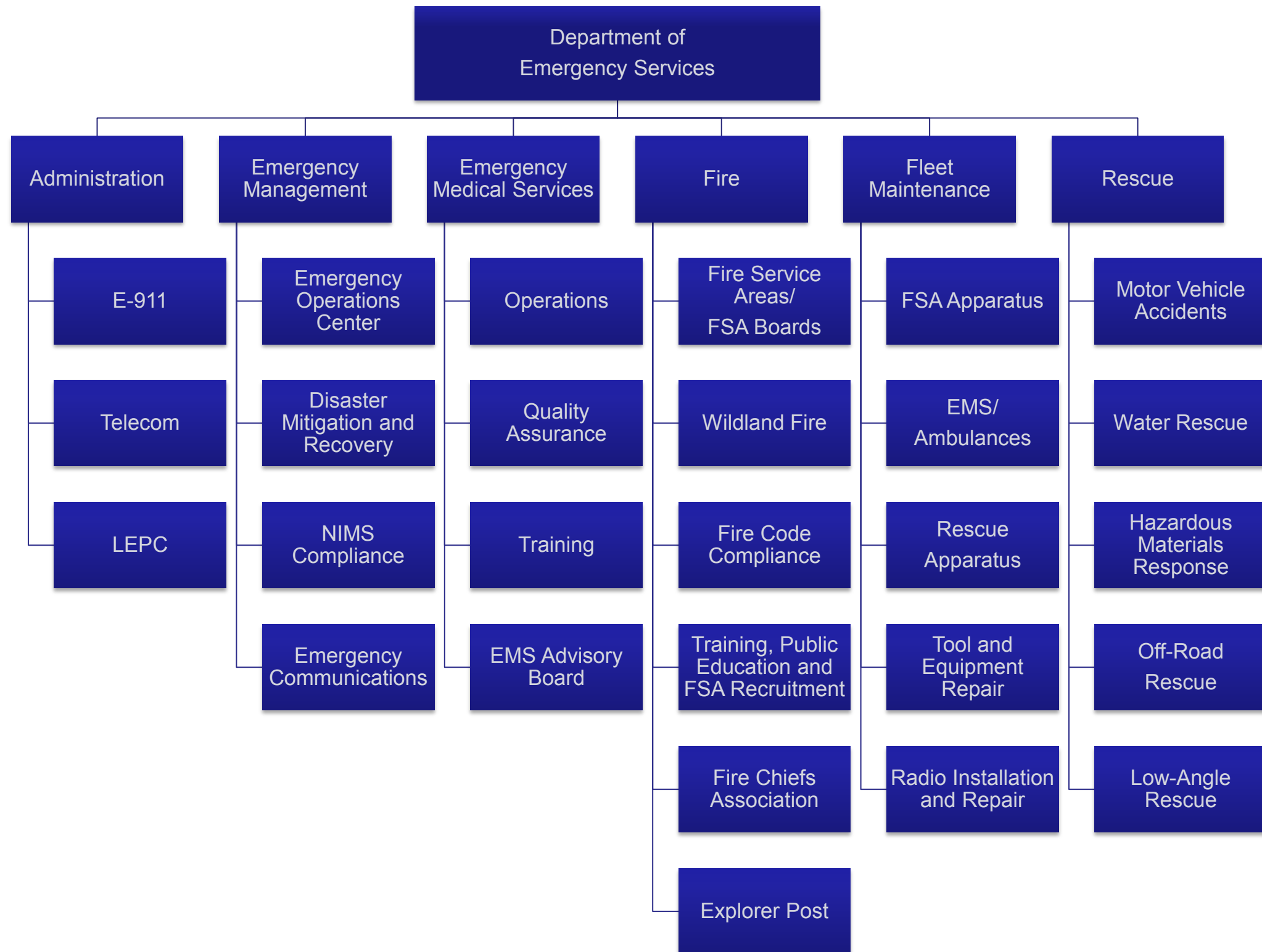
Department of Emergency Services

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)



Department of Emergency Services

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
Total Budget	\$31,781,180	\$31,684,084
Operational	\$8,458,104	\$8,924,428
Wages & Benefits	\$15,051,576	\$16,533,156
Capital	\$8,271,500	\$6,226,500

***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

Operational Budget	2017	2018
	\$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

Operational Budget	2017	2018
	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

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

Includes:

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



Fire Service

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

Includes:

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



Fleet Maintenance

Operational Budget	2017	2018
	\$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	\$2,235,441
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	\$13,075
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	\$381,595
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	\$6,226,500
	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

Department of Emergency Services

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.

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

SUMMARY OF CHANGES TO BUDGETS
FY17 to FY18

ASSEMBLY: 100-100-101

Account	Changes	Notes
Salaries 411 and Benefits 412		
411: Salaries 412: Benefits	Code Mandated	The code sets the Assembly's salaries (MSB 2.12.060).
413: Expenses Within the Borough		
413.100: Mileage within the Borough	Increase \$2,000	This funding covers assembly members' travel to assembly meetings and to other meetings throughout the borough for each assembly member. Increase reflects increase in expenses.
413.200: Expense 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.

414: Expenses Out of Borough (<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: Mileage out of Borough	No Change	This line item pays for Assembly travel outside of the Borough.
414.200: Expense Reimbursement out 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: Travel Tickets	No Change	This line item is for travel tickets.

421: Communication (telephone); 423: Printing		
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.
425: Rent/Lease		
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.
426: Professional Charges		
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. 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.
428: Maintenance Services		
428.300: Equipment Maintenance Services	No Change	Funds budgeted for equipment maintenance such as voting machine, sound system, etc.

429: Other Contractual

429.200: Training/ Conference Fees	No Change	This includes AML, NEO, RDC, RC&D, NACo, etc. registration fees for conferences and training.
429.210: Training/Instructor Fees	No Change	Funds are provided for a facilitator at the Planning Sessions and other instructor fees if needed.
429.900: 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. Decrease reflects funds not needed at this time.

430: Office Supplies

430.100: Office Supplies	No Change	Office supplies are prorated in the clerk's office between all the budgets under the authority of the clerk.
431: Maintenance 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 Equipment Under \$5,000	No Change	Funding is based on IT pc replacement schedule and upgrades to computers/tablets.
434.300: Furniture 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

100-100-102 Assembly Reserves	No Change	Assembly reserves.
----------------------------------	-----------	--------------------

2018 Dept Head Requested Assembly Budget Year 2018

Account Fund	Account Description	2018 Department Head Requested
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 ✓

2018 Dept Head Requested Assembly Budget Year 2018

Account	Account Description	2018 Department Head Requested
Fund 100 - AREAWIDE		
Department 100 - Assembly		
Division 102 - Assembly Reserve		
429,900	Other Contractual	40,000.00
	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 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/ Expenses Within the 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 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: 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. 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	
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

Account	Changes	Notes
411: Salaries 412: Benefits		This increase reflects the normal step raises and benefit increases and the Deputy Clerk.
411.400: Non-employee (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 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 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	<p>This account covers expenditures related to the safety and comfort of employees and for miscellaneous purchases of books/periodicals.</p> <p>Refreshments such as lunch for the Canvass Board and Review Board and cake for election certification are charged to this account.</p>
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	<p>This account covers expenditures for any tangible item that costs between \$50 and \$4,999.</p> <p>Large Vote Here A-frame signs and other election equipment are purchased from this account.</p>
434.300: Furniture Under \$5,000	No Change	<p>This account covers expenditures for tables, chairs, desks, and workstations.</p> <p>Tables and chairs for election use are purchased from this account.</p>
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 412: Benefits		This increase reflects the normal step raise and benefit package increases.
413.100 Mileage within Borough 413.200 Expense Reimbursement	No Change	This account is for mileage expenditures for training and away meetings.
414.100 Mileage outside Borough 414.200 Expense Reimbursement 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 / Online Services	INCREASE: Total \$8160 \$5500 HPRM When we upgraded to 8.2 the maintenance fee went up 13%. \$1020 20% Increase for Kapish Maintenance agreement \$1640 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)

100-100-604: Labor Relations Board	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.
100-100-609: Board of Adjustment and Appeals	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.
100-100-612: Office of Administrative Hearings	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.
200-100-614: Animal Care and Regulation Board	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 Fund	Account Description	2018 Department Head Requested
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