



MATANUSKA-SUSITNA BOROUGH

Borough Clerk's Office

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MEMORANDUM

DATE: March 20, 2018

TO: Mayor Vern Halter
Members of the Assembly

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

SUBJECT: **Fiscal Year 2019 Operations Budget Changes**

This memorandum and back-up documentation is presented to detail any changes in the proposed operating budgets for fiscal year 2019 for the Assembly, Clerks, Election, Records Management, and board budgets 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 FY19	Operation Budget FY19	Decrease or Increase	Explanation of Change
Assembly	\$133,475	\$156,475	Increase \$23,000	Main increases are in mileage reimbursements and agenda management software. There are also decreases in multiple accounts.
Assembly Reserve	\$40,000	\$40,000	No Change	No change in Assembly reserve.
Clerks	\$51,910	\$52,110	Increase \$200	Increase for FY19 computer replacements and decrease in other contractual.
Election	\$122,607	\$194,207	\$71,600	Increase in operation due to the need to budget for a possible mayoral runoff election. Increase in Non-employee compensation also in the amount of \$45,000.
Records	\$158,039	\$175,749	Increase \$17,710	Increases are in software maintenance agreements and replacement of some microfilming equipment

Boards	\$ 49,100	\$49,100	No Change	No change in board budgets.
Total Operation Budget	\$555,131	\$667,641	Increase \$112,510	Total Increase is mostly reflected in the need to budget for a possible mayoral runoff, mileage reimbursements, agenda management software, and replacement of some microfilming equipment.

**SUMMARY OF CHANGES TO BUDGETS
FY18 to FY19**

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 \$3,500	This funding covers assembly members' travel to assembly meetings and to other meetings throughout the borough for each assembly member. Increase reflects cost increases in mileage.
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	Decrease \$500	This covers any associated teleconference charges from chambers or conference rooms with members of the assembly and also covers cost for MiFi for Surfaces. Decrease reflects funds not needed at this time.
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	Decrease \$600	The account mainly allows for any needed misc. building rentals, including maintenance staff for after-hours teleconferencing or meetings at schools and other locations. Decrease reflects funds not needed at this time.
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 \$22,000	This line item covers software costs for Surfaces and cost for Granicus services. In the last couple of year's we have not had to budget for Granicus, as we had a project account where the funds were expensed from. We have approximately \$9,000 still in this project to help pay for the upcoming year's bill, but need an additional \$22,000.
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	Decrease \$1,500	Funds are provided for a facilitator at the Planning Sessions and other instructor fees if needed. Decrease reflects funds not needed at this time.
429.900: Other Contractual	No Change	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.
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 official's directory, and meals for Assembly meetings.
434.000: IT Equipment Under \$5,000	Increase \$100	Funding is based on IT pc replacement schedule and upgrades to computers/tablets. We have had this line item budgeted for possible computer replacements. It has

		increased by \$100, which reflects the cost of computers increasing.
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 FY18 to FY19 = \$23,000
 Total Increases in line items: \$ 25,600)
 Total Decreases in line items: (\$ 2,600)
 Overall Increase: \$ 23,000

100-100-102 Assembly Reserves	No Change	Assembly reserves.
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ASSEMBLY (100-100-101)
DETAILED EXPENDITURE ACCOUNT ANALYSIS
FY19

EXPENSE CODE	GL ACCOUNT DESCRIPTION	AMOUNT BUDGET	TOTAL
<u>413</u>	<u>Expenses Within the Borough</u>		
100	Mileage	\$17,000	
200	Expense Reimbursement	\$500	
	413 TOTAL		\$17,500
<u>414</u>	<u>Expense Outside Borough</u>		
100	Mileage	\$1,000	
200	Expense Reimbursement- Out of Borough (such as travel and room and board at conferences)	\$12,750	
400	Travel Tickets	\$11,250	
	414 TOTAL		\$25,000
<u>421</u>	<u>Communications</u>		
100	Telephone	\$1,000	
200	Postage	\$550	
	421 TOTAL		\$1,550
<u>423</u>	<u>Printing</u>		
000	Business cards, etc.	\$625	
	423 TOTAL		\$625
<u>425</u>	<u>Rental/Lease</u>		
200	Building Rental	\$600	
	425 TOTAL		\$600
<u>426</u>	<u>Professional Charges</u>		
200	Legal	\$5,000	
300	Dues (memberships to AML/ NACO)	\$41,000	
600	Computer Software/Online Services	\$23,500	
900	Other Professional Charges	\$1,000	
	426 TOTAL		\$70,500
<u>428</u>	<u>Maintenance Services</u>		
300	Equipment (such as audio equipment)	\$800	
	428 TOTAL		\$800
<u>429</u>	<u>Other Contractual</u>		
200	Training (AMML/NEO/NACo, etc. Includes registration fees)	\$3,750	
210	Training/Instructor Fees (includes facilitator fees)	\$2,000	
900	Other Contractual (dinner with legislators, assembly photos/framing, Radio Free Palmer, etc.)	\$17,000	
	429 TOTAL		\$22,750

ASSEMBLY (100-100-101)
DETAILED EXPENDITURE ACCOUNT ANALYSIS
FY19

EXPENSE CODE	GL ACCOUNT DESCRIPTION	AMOUNT BUDGET	TOTAL
430	<u>Office Supplies</u>		
100	Office Supplies	\$1,550	
430 TOTAL			\$1,550
431	<u>Other Maintenance Supplies</u>		
300	Equipment Maintenance Supplies	\$800	
900	Other Maintenance Supplies (Power cords, Jacks, light blubs for project, etc. for chambers)	\$900	
431 TOTAL			\$1,700
433	<u>Miscellaneous Supplies</u>		
100	Personnel Supplies	\$4,000	
110	Clothing	\$500	
300	Books and Subscriptions -State Statutes	\$300	
900	Other Supplies (lapel pins, names badges, seals, name plaques, etc)	\$1,000	
433 TOTAL			\$5,800
434	<u>Equipment Under \$5000</u>		
000	IT Equipment	\$5,100	
100	Other Equip under \$5000	\$0	
300	Furniture under \$5000	\$3,000	
434 TOTAL			\$8,100
TOTAL BUDGET		\$156,475	\$156,475
INCREASE IN OPERATIONAL BUDGET OF \$23,000 FROM FY18			
		<i>Line Item Increases</i>	\$25,600
		<i>Line Item Decreases</i>	(\$2,600)
		<i>Overall Increase</i>	\$23,000
	<u>Assembly Reserve</u>		
102.429.900	Reserves		\$40,000
Normally funded at \$40,000			

SUMMARY OF CHANGES TO BUDGETS
FY18 to FY19

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	Decrease \$2,000	Covers costs such as codification of code, transcripts, deacidification, courier services, and other contracting related items. Decrease reflects funds not needed at this time.
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	Increase \$2,200	These budgeted amounts are for proposed upgrades to our computer equipment, etc, per the IT Department maintenance schedule. Increase reflects new computers up for replacement in FY19.
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:

Increase in operations from FY18 to FY19 is \$200

Total Increases in line items:	\$ 2,200
Total Decreases in line items:	<u>(\$2,000)</u>
Overall Increase:	\$ 200

CLERK (100-100-103)
DETAILED EXPENDITURE ACCOUNT ANALYSIS
FY19

EXPENSE CODE	GL ACCOUNT DESCRIPTION	AMOUNT BUDGET	TOTAL
<u>413</u>	<u>Expenses Within the Borough</u>		
100	Mileage	\$550	
300	Expense Allowance	\$2,700	
	413 TOTAL		<u>\$3,250</u>
<u>414</u>	<u>Expense Outside Borough</u>		
100	Mileage (travel to airport bond closing, AML, Training in Anchorage, Meetings w/DOE)	\$400	
200	Expense Outside Borough (conferences for Clerk's staff for CMC)	\$4,410	
400	Travel Tickets	\$2,550	
	414 TOTAL		<u>\$7,360</u>
<u>421</u>	<u>Communications</u>		
100	Communication Network Services	\$1,500	
200	Postage	\$2,000	
	421 TOTAL		<u>\$3,500</u>
<u>423</u>	<u>Printing</u>		
000	Business Card, Letterhead & Envelopes	\$200	
	423 TOTAL		<u>\$200</u>
<u>426</u>	<u>Professional Charges</u>		
200	Legal	\$7,000	
300	Dues (memberships to IIMC, AAMC, and notary)	\$1,000	
600	Computer Software/Online Services	\$1,000	
900	Other Professional Charges	\$500	
	426 TOTAL		<u>\$9,500</u>
<u>428</u>	<u>Maintenance Services</u>		
300	Equipment Maintenance Services (PC Printer Repair/fax/typewriter)	\$500	
	428 TOTAL		<u>\$500</u>
<u>429</u>	<u>Other Contractual</u>		
200	Training (staff misc. trainings and conferences)	\$3,000	
210	Training/Instructor Fees	\$300	
900	Other Contractual Covers costs such as codification of Borough code, transcripts, deacidification, courier services, and other contractually related items.	\$13,000	
	429 TOTAL		<u>\$16,300</u>

CLERK (100-100-103)
DETAILED EXPENDITURE ACCOUNT ANALYSIS
FY19

EXPENSE CODE	GL ACCOUNT DESCRIPTION	AMOUNT BUDGET	TOTAL
<u>430</u>	<u>Office Supplies</u>		
100	Office Supplies	\$3,000	
	430 TOTAL		<u>\$3,000</u>
<u>431</u>	<u>Other Maintenance Supplies</u>		
300	Equipment Maintenance Supplies	\$150	
900	Other Maintenance Supplies	\$0	
	431 TOTAL		<u>\$150</u>
<u>433</u>	<u>Miscellaneous Supplies</u>		
100	Personnel Supplies	\$1,500	
300	Book/Subscriptions	\$350	
900	Other Supplies	\$1,300	
	433 TOTAL		<u>\$3,150</u>
<u>434</u>	<u>Equipment Under \$5000</u>		
000	IT Equipment	\$2,200	
100	Other Equipment	\$0	
300	Furniture	\$3,000	
	434 TOTAL		<u>\$5,200</u>
<u>451</u>	<u>Equipment Over \$5000</u>		
300	Furniture and Fixtures	\$0	
	451 TOTAL		<u>\$0</u>
TOTAL BUDGET		\$52,110	<u>\$52,110</u>
Increase in operation budget of \$200 from FY19			
<i>Line Item Increases</i>			\$2,200
<i>Line Item Decreases</i>			(\$2,000)
<i>Overall Decrease</i>			\$200

SUMMARY OF CHANGES TO BUDGETS
FY18 to FY19

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)	Increase \$45,000	This account is funded for non-employee compensation for election officials. Increase reflects possible mayoral runoff election.
413: Mileage & Expenses within the Borough	Increase \$4,300	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. Increase reflects possible mayoral runoff election.
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	Increase \$2,000	These funds are used for all election related mailings to include election official recruitment, facility use requests, and by-mail voting. Increase reflects possible mayoral runoff election.
422: Advertising	Increase \$7,000	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. Increase reflects possible mayoral runoff election.

423: Printing	Increase \$34,000	The funds are used to cover the cost of printing ballots, ballot envelopes, and the election brochure. Increase reflects possible mayoral runoff election.
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	Increase \$20,000	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. Increase reflects possible mayoral runoff election.
430: Office Supplies	Increase \$1,500	This account covers the purchase of consumable office materials used for everyday operation. All consumable election supplies are charged to this account. Increase reflects possible mayoral runoff election.
431.300: Equipment Maintenance Supplies	No Change	This account covers materials or supplies needed to maintain a piece of equipment.
433: Misc. Supplies	Increase \$3,000	This account covers expenditures related to the safety and comfort of employees and for miscellaneous purchases of books/periodicals. Refreshments such as lunch for the Canvass Board and Review Board and cake for election certification are charged to this account. Increase reflects possible mayoral runoff election.
434.000: IT Equipment under \$5,000	Increase \$450	Increase for a computer replacement this fiscal year. Split with Records Management.
434.100: Other Equipment	No Change	This account covers expenditures for any tangible item that costs between \$50 and \$4,999. 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. 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:

Change in operational budget from FY18 to FY19

Total Increases in line items:	\$	71,600
Total Decreases in line items:	(\$	0)
Overall Decrease/Increase:	\$	71,600

ELECTION (100-100-105)
DETAILED EXPENDITURE ACCOUNT ANALYSIS
FY19

EXPENSE CODE	GL ACCOUNT DESCRIPTION	AMOUNT BUDGET	TOTAL
<u>413</u>	<u>Expenses Within the Borough</u>		
100	Mileage (covers election officials and staff)	\$9,000	
300	Expense Allowance	\$900	
	413 TOTAL		\$9,900
<u>414</u>	<u>Expense Outside Borough</u>		
100	Mileage	\$400	
200	Expense Reimbursement	\$975	
400	Travel Tickets (training for Deputy)	\$1,125	
	414 TOTAL		\$2,500
<u>421</u>	<u>Communications</u>		
200	Postage	\$5,000	
	421 TOTAL		\$5,000
<u>422</u>	<u>Advertising</u>		
000	Newspaper	\$15,000	
	422 TOTAL		\$15,000
<u>423</u>	<u>Printing</u>		
000	Ballots, Brochure, etc.	\$100,000	
	423 TOTAL		\$100,000
<u>425</u>	<u>Rental/Lease</u>		
200	Building Rental (polling locations)	\$800	
300	Equipment Rental	\$400	
	425 TOTAL		\$1,200
<u>426</u>	<u>Professional Charges</u>		
300	Dues (memberships to IIMC, AAMC, NAP)	\$320	
600	Computer Software/Online Service	\$500	
900	Other Professional Charges	\$500	
	426 TOTAL		\$1,320
<u>428</u>	<u>Maintenance Services</u>		
300	Equipment Maintenance Services	\$1,000	
	428 TOTAL		\$1,000
<u>429</u>	<u>Other Contractual</u>		
200	Training/Conference Fees	\$1,237	
900	Other Contractual	\$41,350	
	429 TOTAL		\$42,587
<u>430</u>	<u>Office Supplies</u>		
100	Office Supplies	\$3,600	
	430 TOTAL		\$3,600

ELECTION (100-100-105)
DETAILED EXPENDITURE ACCOUNT ANALYSIS
FY19

EXPENSE CODE	GL ACCOUNT DESCRIPTION	AMOUNT BUDGET	TOTAL
<u>431</u>	<u>Other Maintenance Supplies</u>		
300	Equipment Maintenance Supplies	\$100	
	431 TOTAL		\$100
<u>433</u>	<u>Miscellaneous Supplies</u>		
100	Personnel Supplies	\$200	
300	Book/Subscriptions	\$250	
900	Other Supplies	\$8,800	
	433 TOTAL		\$9,250
<u>434</u>	<u>Equipment Under \$5000</u>		
000	IT Equipment	\$450	
100	Equipment	\$1,500	
300	Furniture	\$800	
	434 TOTAL		\$2,750
<u>451</u>	<u>Equipment Over \$5000</u>		
300	Furniture and Fixtures	\$0	
	451 TOTAL		\$0
TOTAL BUDGET		\$194,207	\$194,207

**INCREASE to operational budget of \$71,600 from FY18 to FY19
(increase due to expenses for possible mayoral runoff election and
increase in non-employee comp)**

<i>Increases</i>	\$71,600
<i>Total Decreases</i>	\$0
Overall Decrease/Increase	\$71,600

SUMMARY OF CHANGES TO BUDGET
FY18 to FY19
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 \$4,330	<p>Provides funding for software upgrades for HPRM(TRIM), Kapish, Retention Manager and Microfilm Software Licenses and Software Maintenance Agreements.</p> <p>\$2,355 HPRM When we upgraded to 8.2 the maintenance fee went up 10%.</p> <p>\$1020 20% Increase for Kapish Maintenance agreement</p> <p>\$955.00 10% increase for Records Manager</p>
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	Increase \$1,580	To provide for the equipment fees for the microfilm/scanning/printer equipment and annual maintenance agreement for equipment. Increase reflects: Microfilm Equipment Maintenance Agreement
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	No Change	Increase reflects that a computer needs to be replaced in this budget cycle.
434.100 Other Equipment Under \$5,000	Increase \$1,800	Provides for equipment needed for the microfilm/scanning program. Increase reflects the need to purchase a Back Up Reel for microfilming.
451.100. Other Equipment Over \$5,000	Increase \$10,000	Increase reflects the need to replace some microfilm equipment.

Summary:

Increase in operational budget of \$17,710.00 from FY18 to FY19

Increase is due to replacement of some microfilm equipment and increase for software licensing.

RECORDS MANAGEMENT (100-100-106)
DETAILED EXPENDITURE ACCOUNT ANALYSIS
FY19

EXPENSE CODE	GL ACCOUNT DESCRIPTION	AMOUNT BUDGET	TOTAL
413 <u>Expenses Within the Borough</u>			
100	Mileage (covers election officials and staff)	\$250	
200	Expense Reimbursement	\$300	
	413 TOTAL		\$550
414 <u>Expense Outside Borough</u>			
100	Mileage	\$500	
200	Expense Reimbursement	\$1,912	
400	Travel Tickets	\$1,500	
	414 TOTAL		\$3,912
426 <u>Expense Outside Borough</u>			
300	Dues and Fees	\$925	
600	Computer Software/Online Services	\$74,412	
900	Other Professional Charges	\$3,500	
	414 TOTAL		\$78,837
428 <u>Maintenance Services</u>			
300	Equipment Maintenance Services	\$24,150	
	428 TOTAL		\$24,150
429 <u>Other Contractual</u>			
200	Training/Conference Fees	\$3,750	
210	Training/Instructor Fees	\$250	
900	Other Contractual	\$43,550	
	429 TOTAL		\$47,550
430 <u>Office Supplies</u>			
100	Office Supplies	\$400	
	430 TOTAL		\$400
431 <u>Other Maintenance Supplies</u>			
300	Equipment Maintenance Supplies	\$2,000	
	431 TOTAL		\$2,000
433 <u>Miscellaneous Supplies</u>			
100	Personnel Supplies	\$200	
300	Book/Subscriptions	\$400	
900	Other Supplies	\$2,400	
	433 TOTAL		\$3,000
434 <u>Equipment Under \$5000</u>			
000	IT Equipment	\$2,000	
100	Equipment	\$3,350	
	434 TOTAL		\$5,350
451 <u>Equipment Over \$5000</u>			
100	Equipment Over \$5000	\$10,000	
	451 TOTAL		\$10,000
	TOTAL BUDGET	\$175,749	\$175,749

**INCREASE to operational budget of \$17,710 from FY18 to FY19
(10-20% increase in software licensing and replacement of
microfilm equipment)**

<i>Increases</i>	\$17,710
<i>Total Decreases</i>	\$0
Overall Decrease/Increase	\$17,710

**ASSEMBLY BOARDS–FY2019
(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 in funding, but raising hearing officer hourly wage	This is funded to cover the costs of approximately 3 bid/forfeiture appeals and for ethics appeals to cover hearing officer time. Changing the hourly rate for hearing officers from \$150 to \$200 an hour. This will give us a bigger pool of attorney's who would be interested in serving on this board.
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 FY18 to FY19.

LABOR RELATIONS BOARD (100-100-604)
DETAILED EXPENDITURE ACCOUNT ANALYSIS
FY 19

EXPENSE CODE	GL ACCOUNT DESCRIPTION	AMOUNT BUDGET	TOTAL
<u>413</u>	<u>Expenses Within the Borough</u>		
100	Mileage	\$250	
200	Expense Reimbursement	\$300	
	413 TOTAL		<u>\$550</u>
<u>426</u>	<u>Professional Charges</u>		
200	Legal Services	\$5,000	
	426 TOTAL		<u>\$5,000</u>
	TOTAL BUDGET	<u>\$5,550</u>	<u>\$5,550</u>
No change from FY18 to FY19			

BOARD OF ADJUSTMENT AND APPEALS (100-100-609)
DETAILED EXPENDITURE ACCOUNT ANALYSIS
FY 19

EXPENSE CODE	GL ACCOUNT DESCRIPTION	AMOUNT BUDGET	TOTAL
<u>413</u>	<u>Expenses Within the Borough</u>		
100	Mileage	\$200	
200	Expense Reimbursement	\$200	
500	Meeting compensation	\$2,500	
	413 TOTAL		<u>\$2,900</u>
<u>423</u>	<u>Printing</u>		
000	Printing	\$100	
	423 TOTAL		<u>\$100</u>
<u>426</u>	<u>Professional Charges</u>		
200	Legal Services	\$1,500	
	426 TOTAL		<u>\$1,500</u>
<u>429</u>	<u>Other Contractural</u>		
900	Other Contractural (transcripts for superior court)	\$800	
	429 TOTAL		<u>\$800</u>
<u>430</u>	<u>Office Supplies</u>		
100	Office Supplies	\$100	
	430 TOTAL		<u>\$100</u>
<u>433</u>	<u>Misc Supplies</u>		
900	Other Supplies	\$200	
	433 TOTAL		<u>\$200</u>
	TOTAL BUDGET	<u>\$5,600</u>	<u>\$5,600</u>
No change from FY18 to FY19			

OFFICE OF ADMINISTRATIVE HEARINGS (100-100-612)
DETAILED EXPENDITURE ACCOUNT ANALYSIS
FY 19

EXPENSE CODE	GL ACCOUNT DESCRIPTION	AMOUNT BUDGET	TOTAL
413	<u>Expenses Within the Borough</u>		
100	Mileage	\$200	
200	Expense Reimbursement	\$200	
	413 TOTAL		\$400
426	<u>Professional Charges</u>		
200	Legal Services-Hearing Officer (\$200/HR)	\$33,000	
	426 TOTAL		\$33,000
	TOTAL BUDGET	\$33,400	\$33,400
No change from FY18 to FY19			

ANIMAL CARE & REGULATION (200-100-614)
DETAILED EXPENDITURE ACCOUNT ANALYSIS
FY 19

EXPENSE CODE	GL ACCOUNT DESCRIPTION	AMOUNT BUDGET	TOTAL
<u>413</u>	<u>Expenses Within the Borough</u>		
100	Mileage	\$800	
	413 TOTAL		<u>\$800</u>
<u>414</u>	<u>Expenses Outside the Borough</u>		
100	Mileage	\$100	
	414 TOTAL		<u>\$100</u>
<u>423</u>	<u>Printing</u>		
000	Printing	\$500	
	423 TOTAL		<u>\$500</u>
<u>426</u>	<u>Professional Services</u>		
200	Legal Services	\$1,500	
	426 TOTAL		<u>\$1,500</u>
<u>429</u>	<u>Other Contractural</u>		
900	Other Contractural	\$1,550	
	429 TOTAL		<u>\$1,550</u>
<u>433</u>	<u>Misc. Supplies</u>		
900	Other Supplies	\$100	
	433 TOTAL		<u>\$100</u>
	TOTAL BUDGET	<u>\$4,550</u>	<u>\$4,550</u>
No change from FY18 to FY19			