ASSEMBLY FINANCE COMMITTEE AGENDA
February 7, 2019
Mona Lisa Drexler Assembly Chambers
Juanita Helms Administration Center
907 Terminal Street, Fairbanks, Alaska
5:30 p.m.

1. **ROLL CALL**

2. **MEMORANDA/REPORTS/PRESENTATIONS**

   NONE

3. **CONTRACTS/BID AWARDS**

   NONE

4. **ADVANCED ORDINANCES AND RESOLUTIONS**

   a. **ORDINANCE NO. 2019-04.** An Ordinance Providing For An Election For Tax Revenue Cap Revision To The Seavy Service Area. (Sponsor: Mayor Ward) (Page 3)

   b. **ORDINANCE NO. 2019-05.** An Ordinance Providing For An Election For Tax Revenue Cap Revision To The Pleasureland Service Area. (Sponsor: Mayor Ward) (Page 10)

   c. **ORDINANCE NO. 2018-20-1R.** An Ordinance Amending The FY 2018-19 Budget By Appropriating $39,055 In Federal Pass-Through Grant Funding To The Special Revenue Fund To Offset The Cost Of The First Three Years Of Operations And Maintenance Of Motor Vehicle Plug-Ins Installed At The Fairbanks North Star Borough’s Noel Wien Library And North Pole Branch Library. (Sponsor: Mayor Ward) (Page 18)
ADVANCED ORDINANCES AND RESOLUTIONS - continued

d. ORDINANCE NO. 2018-20-1S. An Ordinance Amending The FY 2018-19 Budget By Changing The Estimated Revenues For $48,154 Of The Match To The Federal Transit Administration, Section 5307 Transit Operating Assistance Grant From Local Sources To State Grant Funds And By Appropriating $48,154 To The Transit Enterprise Operating Fund To Continue The Increased Headway On The Red, Brown And Purple Lines. (Sponsor: Mayor Ward) (Page 24)

e. ORDINANCE NO. 2018-20-1T. An Ordinance Amending The FY 2018-19 Budget By Appropriating $201,779 In Federal Grant Funding And $20,029 In Local Matching Funds From The General Fund Fund Balance To The Capital Projects Fund For The Restroom Replacement And Access Improvements Project At Chena Lake Recreation Area. (Sponsor: Mayor Ward) (Page 30)

5. OTHER COMMITTEE BUSINESS/DISCUSSION ITEMS

a. Monthly Budget Reports

b. General Fund Updated Fund Balance Report

6. MAYOR/ASSEMBLY COMMENTS

7. ADJOURNMENT
MEMORANDUM

TO: Fairbanks North Star Borough Assembly
THROUGH: Bryce Ward, Borough Mayor
FROM: Dan Sloan, Director of Public Works
DATE: January 10, 2019
SUBJECT: Ordinance 2019-04
   Election for Tax Cap Revision for Seavy Road Service Area

In August, service area commissions received tax cap election guidelines. In response, the Division of Rural Services received a request from Seavy Road Service Area to participate in the March 2019 tax cap election.

They requested that their revenue be increased by $11,780. This will add approximately .37 mills to their current rate of .35, giving them a new mill rate of approximately .72.

The Seavy Service Area held a public meeting to discuss budget issues. The commission submitted a request to increase their budget. The listed mill rates were calculated from the 2018 certified tax values.

I urge adoption of this ordinance.

Attachments: Ordinance
             Service Area Map - Exhibit A
             Staff Report
FAIRBANKS NORTH STAR BOROUGH

ORDINANCE NO. 2019 - 04

AN ORDINANCE PROVIDING FOR AN ELECTION FOR TAX REVENUE CAP REVISION TO THE SEAVY SERVICE AREA

WHEREAS, Chapter 8.04 FNSBC provides for revision of the amount of taxes that can be levied or imposed within taxing jurisdiction, if approved by the voters; and

WHEREAS, The Seavy Service Area Commission has indicated that its present tax revenue cap produces insufficient funds to provide maintenance and capital construction services; and

WHEREAS, An election is required to determine if the voters in a taxing jurisdiction authorize an increase to their mill levy in order to provide those services.

NOW, THEREFORE, BE IT ORDEINDED by the Assembly of the Fairbanks North Star Borough:

Section 1. Classification. This ordinance is not of a general and permanent nature and shall not be codified.

Section 2. Election. Pursuant to FNSBC 5.04.050(C), an election shall be held on the fourth Tuesday of March, March 26, 2019, within the area shown on the map Exhibit A, attached hereto, to place before the registered voters residing within the Seavy Service Area the following question:

AMENDMENTS ARE SHOWN IN LEGISLATIVE FORMAT
Text to be added is underlined
Text to be deleted is [BRACKETED, CAPITALIZE]
"Shall the Seavy Service Area be authorized to increase its annual property tax revenue in the amount of $11,780 in order to fund road maintenance and capital construction services?"

An increase of $11,780 will add approximately 0.37 mills to the rate allowed by the existing tax revenue cap.

Section 3. **Effective date.** This ordinance shall be effective at 5:00 p.m. on the first borough business day following its adoption.

PASSED AND APPROVED THIS _____ DAY OF __________, 2019.

Matt Cooper
Presiding Officer

ATTEST:
April Trickey, CMC
Borough Clerk

APPROVED:
Jill S. Dolan
Borough Attorney
STAFF REPORT

Ordinance for the Tax Cap Revision to the Seavy Road Service Area

NARRATIVE. Each year service areas are given the opportunity to participate in an election to adjust their tax cap. Seavy Road Service Area commissioners initiated the Tax Cap Election Request on October 8, 2018.

The Seavy Road Service Area held a publicly noticed meeting on September 27, 2018 to discuss budget issues. Three residents attended the meeting including service area commissioners. Based on discussion, the commissioners decided in favor of a tax cap increase, the service area commission voted to participate in a tax cap election to increase their tax cap revenue. The meeting minutes reflect that the service area commissioners in attendance voted to hold an election to raise their tax cap to $24,000, an increase of $11,780.

2018 Service Area Taxable Assessment: $32,232,701

Current Tax Cap: $12,220

Current Mill Rate: .355

FY 18 Operating Budget: $7,760

Amount FY 18 Budget was supplemented
From the Service Area Fund Balance: $8,000

Current Fund Balance: $35,782

FY 19 Expenditures as of 10/31/18: $0

Year Established: 1984

Initial Taxing Year: 1997

Number of Commissioners: 3

Road Miles Maintained: 4.12
FAIRBANKS NORTH STAR BOROUGH

TAX CAP ELECTION REQUEST

The Seavy Service Area is requesting inclusion in the spring election to increase the tax (revenue) cap. Please choose one of the following:

☐ The Service Area held a public meeting and attendees favored increasing the tax cap. Attached are meeting minutes and sign-in sheet.

☐ A survey of service area residents was conducted. Respondents favored increasing the tax cap. Attached is a copy of the survey and detailed results.

The Service Area would like to increase the current tax (revenue) cap by $12,000.

This would add approximately 0.3000 mill(s) to the current mill rate.

New Service Area budget $24,000

Approximate total (new) mill rate 0.640

How was the meeting advertised or the survey taken? Newspaper, Road Signs, Facebook, Word of Mouth

Please include the service area in the upcoming election.

Thank you,

Commissioner signature

Commissioner signature

Commissioner signature

Date

Date

Date

Attachments: Service Area Public Meeting Minutes and Sign-in Sheet, or a copy of the Service Area Survey and the Survey Results

Return to: Fairbanks North Star Borough - Division of Rural Services
520 Fifth Avenue, First Floor, Ste. D
PO Box 71267
Fairbanks, AK 99707-1267

SERVICE AREAS NOT REQUESTING A TAX CAP ELECTION ARE NOT REQUIRED TO RETURN THIS FORM TO RURAL SERVICES.

Revised 1-20-18

RSN-1 - Tax Cap Request Form rev 1-20-18

Received

FNSB Rural Services

OCT 08 2018
9/27/2018

Meeting Called to Order 701pm

Attendance:
Adolph Tallman, Chair Road Commissioner
April Smith, Road Commissioner
Heather Hampton, 2912 Seavy

Old Business:
Documents need transferred from old commissioner
New Commissioner applied
New Service Provider acquired
  We have called for a grade, on waiting list
New Business
Seavy resident asks that we not pile snow at the end of Seavy and block her driveway, Adolph will convey this request to the new provider

Mrs. Hampton asks that the huge hole in front of her driveway get proper attention during the grading process, Adolph will convey that request

We discussed clearing the greenway and agree it is dependent on money. We will request a bid to clear it.

The MIL rate and election were explained
Financial report presented showing we have about $8000 to spend this year compared to a recommended $24000 so our maintenance will be poor, again, this winter.

Official Vote called to call for tax cap election this spring, YES calls for the election
Adolph Tallman-YES
April Smith-YES
April will email the request
Adjourned 735pm
MEMORANDUM

TO: Fairbanks North Star Borough Assembly
THROUGH: Bryce Ward, Borough Mayor
FROM: Dan Sloan, Director of Public Works
DATE: January 10, 2019
SUBJECT: Ordinance 2019-05
         Election for Tax Cap Revision for Pleasureland Service Area

In August, service area commissions received tax cap election guidelines. In response, the Division of Rural Services received a request from Pleasureland Service Area to participate in the March 2019 tax cap election.

They requested that their revenue be increased by $3,850. This will add approximately 0.50 mills to their current rate of 1.17, giving them a new mill rate of approximately 1.67.

The Pleasureland Service Area held a public meeting to discuss budget issues. The commission submitted a request to increase their budget. The listed mill rates were calculated from the 2018 certified tax values.

I urge adoption of this ordinance.

Attachments: Ordinance
             Service Area Map - Exhibit A
             Staff Report
FAIRBANKS NORTH STAR BOROUGH

ORDINANCE NO. 2019-05

AN ORDINANCE PROVIDING FOR AN ELECTION FOR TAX REVENUE CAP REVISION TO THE PLEASURELAND SERVICE AREA

WHEREAS, Chapter 8.04 FNSBC provides for revision of the amount of taxes that can be levied or imposed within taxing jurisdiction, if approved by the voters; and

WHEREAS, The Pleasureland Service Area Commission has indicated that its present tax revenue cap produces insufficient funds to provide maintenance and capital construction services; and

WHEREAS, An election is required to determine if the voters in a taxing jurisdiction authorize an increase to their mill levy in order to provide those services.

NOW, THEREFORE, BE IT ORDAINED by the Assembly of the Fairbanks North Star Borough:

Section 1. Classification. This ordinance is not of a general and permanent nature and shall not be codified.

Section 2. Election. Pursuant to FNSBC 5.04.050(C), an election shall be held on the fourth Tuesday of March, March 26, 2019, within the area shown on the map Exhibit A, attached hereto, to place before the registered voters residing within the Pleasureland Service Area the following question:

AMENDMENTS ARE SHOWN IN LEGISLATIVE FORMAT
Text to be added is underlined
Text to be deleted is [BRACKETED, CAPITALIZE]
“Shall the Pleasureland Service Area be authorized to increase its annual
property tax revenue in the amount of $3,850 in order to fund road maintenance and
capital construction services?”

An increase of $3,850 will add approximately 0.50 mills to the rate
allowed by the existing tax revenue cap.

Section 3. Effective date. This ordinance shall be effective at 5:00 p.m.
on the first borough business day following its adoption.

PASSED AND APPROVED THIS _____ DAY OF __________, 2019.

Matt Cooper
Presiding Officer

ATTEST:

APPROVED:

April Trickey, CMC
Borough Clerk

Jill S. Dolan
Borough Attorney
STAFF REPORT

Ordinance for the Tax Cap Revision to the Pleasureland Service Area

**NARRATIVE.** Each year service areas are given the opportunity to participate in an election to adjust their tax cap. Pleasureland Service Area commissioners initiated the Tax Cap Election Request on September 25, 2018.

The Pleasureland Service Area held a publicly noticed meeting on September 20, 2018 to discuss budget issues. Four residents attended the meeting including service area commissioners. Based on discussion, the commissioners decided in favor of a tax cap increase, the service area commission voted to participate in a tax cap election to increase their tax cap revenue. The meeting minutes reflect that the service area commissioners in attendance voted to hold an election to raise their tax cap to $13,000, an increase of $3,850.

<table>
<thead>
<tr>
<th>2018 Service Area Taxable Assessment:</th>
<th>$7,699,512</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Tax Cap:</td>
<td>$9,150</td>
</tr>
<tr>
<td>Current Mill Rate:</td>
<td>1.17</td>
</tr>
<tr>
<td>FY 18 Operating Budget:</td>
<td>$8,070</td>
</tr>
<tr>
<td>Amount FY 18 Budget was supplemented From the Service Area Fund Balance:</td>
<td>$16,500</td>
</tr>
<tr>
<td>Current Fund Balance:</td>
<td>$31,985</td>
</tr>
<tr>
<td>FY 19 Expenditures as of 10/31/18:</td>
<td>$0</td>
</tr>
<tr>
<td>Year Established:</td>
<td>1983</td>
</tr>
<tr>
<td>Initial Taxing Year:</td>
<td>1993</td>
</tr>
<tr>
<td>Number of Commissioners:</td>
<td>4</td>
</tr>
<tr>
<td>Road Miles Maintained:</td>
<td>1.51</td>
</tr>
</tbody>
</table>
FAIRBANKS NORTH STAR BOROUGH

TAX CAP ELECTION REQUEST

The ______ Service Area is requesting inclusion in the spring election to increase the tax (revenue) cap. Please choose one of the following:

☐ The Service Area held a public meeting and attendees favored increasing the tax cap. Attached are meeting minutes and sign-in sheet.

☐ A survey of service area residents was conducted. Respondents favored increasing the tax cap. Attached is a copy of the survey and detailed results.

The Service Area would like to increase the current tax (revenue) cap by $3150.00

This would add approximately 0.446 mill(s) to the current mill rate.

New Service Area budget $13,000.00

Approximate total (new) mill rate 1.621

How was the meeting advertised or the survey taken?

Advertized by Rural Services in The News Miner

Please include the service area in the upcoming election.

Thank you

[Signatures]

Commissioner signature

Date 9-20-18

Commissioner signature

Date 9-20-18

Commissioner signature

Date 9-20-18

Attachments: Service Area Public Meeting Minutes and Sign-in Sheet, or a copy of the Service Area Survey and the Survey Results

Return to: Fairbanks North Star Borough – Division of Rural Services
520 Fifth Avenue, First Floor, Ste. D
PO Box 71267
Fairbanks, AK 99707-1267

SERVICE AREAS NOT REQUESTING A TAX CAP ELECTION ARE NOT REQUIRED TO RETURN THIS FORM TO RURAL SERVICES

RS11 - Tax Cap Request form rev. 9-8-16

15
PleasureLand Road Service Minutes

Meeting Called to Order: 9-20-2018 7:00 P.M.

Commissioner Attendees: Carl Olson, Delmar Lashinski

Last Meetings Minutes Approved: Commissioners Delmar Lashinski & Carl Olson voted to approve last meeting minutes dated 1-17-17.

Old Business: There was no old business to discuss.

New Business: The agenda was read.
Commissioner Carl Olson voted to approve the agenda.
Commissioner Delmar Lashinski voted to approve the agenda.

The current financial position and budget for the service area was gone over.

it was discussed that there is a new maintenance contractor.

The current state of the road was discussed.
New summer maintenance work was discussed.
It was decided that this summer E1 would be added to the road where needed and culvert work would be done.
Money would be transferred as required for this work.

A motion was put forward to hold a tax cap election to increase the cap by $3150 per year which is .446 mills to $13,000 per year which is 1.621 mills.
Commissioner Carl Olson voted to approve this tax cap election increase.
Commissioner Delmar Lashinski voted to approve this tax cap election increase.

Meeting Adjourned: 7:15 P.M.

Secretary signature:

[Signature]

RECEIVED
SEP 25 2018
FNSB Rural Service
**Pleasureland Road Service Meeting Sign-in Sheet**

Date 9/20/2018

<table>
<thead>
<tr>
<th></th>
<th>Print Name</th>
<th>Sign</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Carl Olson</td>
<td>Olson</td>
</tr>
<tr>
<td>2</td>
<td>Delmar Lasniska</td>
<td>Lasniska</td>
</tr>
<tr>
<td>3</td>
<td>Aloysius Trettel</td>
<td>Trettel</td>
</tr>
<tr>
<td>4</td>
<td>Art Thorness</td>
<td>Thorness</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Print Name</th>
<th>Sign</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
TO: Fairbanks North Star Borough Assembly

THROUGH: Bryce Ward, Borough Mayor

FROM: Glenn Miller, Transportation Director

DATE: January 24, 2019

SUBJECT: Ordinance No. 2018-20-1R
AN ORDINANCE AMENDING THE FY 2018-19 BUDGET
BY APPROPRIATING $39,054.97 IN FEDERAL PASS-
THROUGH GRANT FUNDING TO THE SPECIAL
REVENUE FUND TO OFFSET THE COST OF THE FIRST
THREE YEARS OF OPERATIONS AND MAINTENANCE
OF PLUG-INS INSTALLED AT FNSB NOEL WIEN
LIBRARY AND NORTH POLE LIBRARY

Attached for your approval is a proposed budget ordinance amending the FY 2018-19 budget by appropriating $39,054.97 in Federal Highway Administration, Congestion Mitigation Air Quality (CMAQ) funds, passed through the Alaska Department of Transportation and Public Facilities (ADOT&PF), and made available to the Fairbanks North Star Borough to provide financial assistance for the operations and maintenance of the Noel Wien Library and North Pole Library plug-ins, for the first three years of plug-in operation. Electrical plug-ins will be used to reduce the need for extended idling and/or engine starts and to reduce cold starts, which will reduce emissions, fuel consumption and engine wear. This project is critical to the reduction of fine particulate matter (PM$_{2.5}$) which is a serious problem.

I request your consideration and urge your approval of this ordinance.

Attachment
FAIRBANKS NORTH STAR BOROUGH

ORDINANCE NO. 2018-20-1R

AN ORDINANCE AMENDING THE FY 2018-19 BUDGET BY APPROPRIATING $39,055 IN FEDERAL PASS-THROUGH GRANT FUNDING TO THE SPECIAL REVENUE FUND TO OFFSET THE COST OF THE FIRST THREE YEARS OF OPERATIONS AND MAINTENANCE OF MOTOR VEHICLE PLUG-INS INSTALLED AT THE FAIRBANKS NORTH STAR BOROUGH’S NOEL WIEN LIBRARY AND NORTH POLE BRANCH LIBRARY

WHEREAS, The Fairbanks North Star Borough (Borough) has violated the Environmental Protection Agency’s National Ambient Air Quality Health Standard for the 24-hour average of allowable ambient fine particulate (PM$_{2.5}$) pollution concentration; and

WHEREAS, The Borough’s PM$_{2.5}$ pollution is a result of complex interactions between emissions from area sources, mobile sources, permitted point sources, and extreme winter atmospheric conditions; and

WHEREAS, The State of Alaska Department of Transportation and Public Facilities (ADOT&PF) installed motor vehicle plug-ins at Noel Wien Library and North Pole Branch Library for preheating motor vehicles during cold temperatures in the Fairbanks and North Pole areas; and

WHEREAS, Through Memorandum of Agreement #NFHWY00407, ADOT&PF will provide $39,055 of funding, passed through from the Federal Highway Administration’s (FHWA) Congestion Mitigation and Air Quality Improvement Program (CMAQ), for three years of maintenance and operations; and

AMENDMENTS ARE SHOWN IN LEGISLATIVE FORMAT
Text to be added is underlined
Text to be deleted is [BRACKETED, CAPITALIZE]
WHEREAS, Plug-ins allow for preheating motor vehicle engines during the
cold temperatures in the Fairbanks and North Pole areas and reduce the need for
extended idling and/or engine starts and cold starts, which reduces emissions, fuel
consumption and engine wear.

NOW, THEREFORE, BE IT ORDAINED by the Assembly of the Fairbanks
North Star Borough:

Section 1. Classification. This ordinance is not of a general and
permanent nature and shall not be codified.

Section 2. Acceptance of Federal Pass-Through Grant Funds. The
Borough formally accepts the award of $39,055 in FHWA CMAQ funds passed through
ADOT&PF to offset the cost of operating and maintaining motor vehicle plug-ins
installed by ADOT&PF at Noel Wien Library and North Pole Branch Library.

Section 3. Special Revenue Fund Appropriation. The FY 2018-19 budget
is hereby amended by appropriating $39,055 to the Special Revenue Fund budgetary
guideline entitled “Borough Libraries Plug-Ins Operations and Maintenance” and by
increasing estimated revenue from federal pass-through grants by a like amount.

Section 4. Contingency. This appropriation is contingent upon the
receipt of a signed and executed grant agreement with ADOT&PF.

Section 5. Eligible Expenditure Period. Expenditures subsequent to the
effective date of the executed grant agreement and within the specified performance
period are eligible for reimbursement.

AMENDMENTS ARE SHOWN IN LEGISLATIVE FORMAT
Text to be added is underlined
Text to be deleted is [BRACKETED, CAPITALIZE]
Section 6. Provisions for Grants. This appropriation is for an estimated amount. The actual amount will be appropriated contingent, and based upon, the signed grant agreement. Any material differences, as determined by the Chief Financial Officer, will be communicated to the Assembly.

Section 7. Effective date. This ordinance shall be effective at 5:00 p.m. on the first borough business day following its adoption.

PASSED AND APPROVED THIS _____ DAY OF __________, 2019.

Matt Cooper
Presiding Officer

ATTEST:

APPROVED:

April Trickey, CMC
Borough Clerk

Jill S. Dolan
Borough Attorney

AMENDMENTS ARE SHOWN IN LEGISLATIVE FORMAT
Text to be added is underlined
Text to be deleted is [BRACKETED, CAPITALIZE]

Fairbanks North Star Borough, Alaska

ORDINANCE NO. 2018-20-
Page 3 of 3
I. Request

Ordinance No: 2018-20-1R Date Introduced: January 24, 2019

Abbreviated Title: $39,055 in Federal Pass-Through Grant Funding to Provide Assistance for the First Three Years of Plug-in Operations and Maintenance following Installation at Noel Wien and North Pole Libraries

II. Financial Detail

Department/Division Affected: Public Works/Facilities Maintenance

<table>
<thead>
<tr>
<th>EXPENDITURE</th>
<th>General Fund FY 18/19</th>
<th>Special Revenue Projects Fund FY 18/19</th>
<th>Capital Projects Fund FY 18/19</th>
<th>Total FY 18/19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contractual Services</td>
<td></td>
<td></td>
<td></td>
<td>35,505</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Indirect</td>
<td></td>
<td></td>
<td></td>
<td>3,550</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td>39,055</td>
</tr>
</tbody>
</table>

SOURCE OF FUNDING

Federal Grants
Federal Pass-Through Grants 39,055
State Grants
Total 39,055

Specify Funding Sources: Federal Highway Administration (FHWA), passed through State of Alaska Department of Transportation and Public Facilities (ADOT&PF)

OTHER FUNDING (PREVIOUSLY APPROPRIATED)

Cash Match:
In-Kind Match:

III. Project Purpose:

To maintain and operate electrical headbolt plug-ins at Noel Wien Library and North Pole Library for the first three years following installation

IV. Analysis of Future Liabilities and Funding Sources:

Ongoing maintenance and operations beyond the three years

V. Fund Certification: I certify that funding sources are available as detailed in II above.

Debra L. R. Brady
Chief Financial Officer

Date
**Fiscal Impact Statement (FIS)**

**Originator's Name:** Glenn Miller  
**Department:** Transportation

**To Be Introduced/Sponsored By:** Bryce Ward, Mayor

**Abbreviated Ordinance Title:** Library Plug-Ins Appropriating Ordinance

**Department(s)/Division(s) Affected:** Public Works

**Proposed Introduction Date:** January 24, 2019  
**Ordinance No.:** 2018-29-1R

---

**Does this ordinance authorize:**

1. a new or expansion of services which entails additional costs beyond that approved in the current adopted budget?  
   - Yes [Y]  
   - No [N]  

2. a project that is capital in nature and increases operational costs of the Borough in the current or any future fiscal year?  
   - Yes [Y]  
   - No [N]  

---

**FISCAL IMPACT PRO FORMA SUMMARY - BEST ESTIMATE**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Timeline inclusive of all phases</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Number and type of new positions which may be required</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>3. Cost of operations and maintenance</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$49,918.00</td>
<td>$49,918.00</td>
</tr>
<tr>
<td>4. Future costs to complete capital assets</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>5. Estimated revenue impact</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>6. Estimated non-Borough funds that may be received:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. to fund the ordinance</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>b. to fund future phases</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>c. to fund future operations and maintenance costs</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>7. Anticipated annual tax subsidy</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

---

**Contact Person's Name, for FIS questions:** Glenn Miller, Transportation Director  
**Extension:** 1007

**Director(s) Signature(s):**  
**Mayor's Office or Assembly Member Signature:**  
**Chief Financial Officer Signature:**

---

**Is backup attached?**  
- Yes [Y]  
- No [N]  

**Director(s) Signature(s):**

**Mayor's Office or Assembly Member Signature:**  
**Chief Financial Officer Signature:**

---

**Date:** 12/17/18  
**Date:** 12/03/18  
**Date:** 12/03/18
MEMORANDUM

TO: Fairbanks North Star Borough Assembly

THROUGH: Bryce J. Ward, Borough Mayor

FROM: Glenn Miller, Transportation Director

SUBJECT: AN ORDINANCE AMENDING THE FY 2018-19 BUDGET BY APPROPRIATING $48,154 IN STATE GENERAL FUNDS TO THE TRANSIT ENTERPRISE PROJECTS FUND FOR PARTIAL MATCH TO THE FEDERAL TRANSIT ADMINISTRATION, SECTION 5307 TRANSIT OPERATING ASSISTANCE GRANT.

ORDINANCE NO. 2018-20-1S

DATE: January 24, 2019

Attached for your approval is a proposed budget ordinance amending the FY 2018-19 budget by accepting $48,154 in state general funds to the Transit Enterprise projects fund for partial match to the Federal Transit Administration (FTA) Section 5307 Transit Operating Assistance Grant. The additional funding will be used to continue a portion of service within the Red, Purple and Brown Lines that is highly popular with the public and have high ridership. This service is currently funded through the Gold Line grant which is scheduled to expire the end of March 2019.

I request your consideration and urge your approval of this ordinance.

Attachment
FAIRBANKS NORTH STAR BOROUGH

ORDINANCE NO. 2018-20-15

AN ORDINANCE AMENDING THE FY 2018-19 BUDGET BY CHANGING THE ESTIMATED
REVENUES FOR $48,154 OF THE MATCH TO THE FEDERAL TRANSIT
ADMINISTRATION, SECTION 5307 TRANSIT OPERATING ASSISTANCE GRANT FROM
LOCAL SOURCES TO STATE GRANT FUNDS AND BY APPROPRIATING $48,154 TO THE
TRANSIT ENTERPRISE OPERATING FUND TO CONTINUE THE INCREASED HEADWAY
ON THE RED, BROWN, AND PURPLE LINES

WHEREAS, The State of Alaska Department of Transportation and Public
Facilities (ADOT&PF) has made $48,154 in State funds available to the Fairbanks North
Star Borough (Borough) to use as a match to a Federal Transit Administration (FTA)
grant; and

WHEREAS, The Borough will use the $48,154 in ADOT&PF funds to
supplant a portion of the $1,194,939 in required local match to the FTA Section 5307
Transit Operating Assistance Grant, which was appropriated in Ordinance No. 2018-20
(FY 2018-19 Budget) thereby “freeing up” local funds to be used for these continued
transit services; and

WHEREAS, The funds will allow the continuation, through June 30, 2019,
of portions of Red, Brown, and Purple Line service currently funded by the Fort
Wainwright Transit Route/MACS Transit (Gold Line) grant which will be fully spent at
the end of March 2019; and

WHEREAS, Transit services should be concentrated in the urban area in
Fairbanks to achieve the highest ridership and give frequent, convenient public
transportation access to a high percentage of people; and

AMENDMENTS ARE SHOWN IN LEGISLATIVE FORMAT
Text to be added is underlined
Text to be deleted is [BRACKETED, CAPITALIZED]
WHEREAS, Frequent and convenient services allow people the freedom to travel for employment, education, shopping and other recreational activities without much planning which makes public transportation a viable alternative to a personal vehicle.

NOW, THEREFORE, BE IT ORDAINED by the Assembly of the Fairbanks North Star Borough:

Section 1. Classification. This ordinance is not of a general and permanent nature and shall not be codified.

Section 2. Acceptance of State Grant Funding. The Borough formally accepts $48,154 in State funds from AKDOT&PF to be used as a partial match for the Section 5307 Transit Operating Assistance Grant.

Section 3. Transit Enterprise Projects Fund Change in Estimated Revenues. The FY 2018-19 budget is hereby amended by increasing estimated revenue from State grants by $48,154 and by reducing the local match (Contribution from Transit Enterprise Operating Fund) by a like amount.

Section 4. Transit Enterprise Operating Fund Appropriation. The FY 2018-19 budget is hereby amended by appropriating $48,154 to the transit enterprise operating fund budgetary guideline entitled “Transportation” and by reducing the contribution to the transit enterprise projects fund by a like amount.
Section 5. Administrative Fee Waiver. Indirect fees are waived in accordance with Borough Ordinance No. 2011-42, which waived indirect fees on all existing and future FTA grants and associated State matching funds.

Section 6. Contingency. This appropriation is contingent upon the receipt of a signed and executed grant agreement with ADOT&PF.

Section 7. Eligible Expenditure Period. Expenditures subsequent to the effective dates of the executed State grant agreement are eligible for reimbursement.

Section 8. Provisions for Grants. This appropriation is for an estimated amount. The actual amount will be appropriated contingent, and based upon, the signed grant agreement. Any material differences, as determined by the Chief Financial Officer, will be communicated to the Assembly.

Section 9. Effective Date. This ordinance shall be effective at 5:00 pm on the first Borough business day following its adoption.

PASSED AND APPROVED THIS ____ DAY OF ________, 2019.

Matt Cooper
Presiding Officer

ATTEST:

April Trickey, CMC
Borough Clerk

APPROVED:

Jill S. Dolan
Borough Attorney

AMENDMENTS ARE SHOWN IN LEGISLATIVE FORMAT
Text to be added is underlined
Text to be deleted is [BRACKETED, CAPITALIZED]
I. Request

Ordinance No: 2018-20-1S  Date Introduced: January 24, 2019

Abbreviated Title: $48,154 in State Grant Funds for Partial Match to the FTA 5307 Transit Operating Assistance Grant and Continue the Increased Headway on the Red, Brown, and Purple Lines

II. Financial Detail

Department/Division Affected: Transportation/Transit

<table>
<thead>
<tr>
<th>EXPENDITURE</th>
<th>General Fund FY 18/19</th>
<th>Transit Enterprise Projects Fund FY 18/19</th>
<th>Transit Enterprise Operating Fund FY 18/19</th>
<th>Total FY 18/19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries and Benefits</td>
<td></td>
<td></td>
<td></td>
<td>48,154</td>
</tr>
<tr>
<td>Contribution to Transit Enterprise Projects Fund</td>
<td></td>
<td></td>
<td></td>
<td>(48,154)</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td>-0-</td>
</tr>
</tbody>
</table>

SOURCE OF FUNDING

<table>
<thead>
<tr>
<th>Contribution from Transit Enterprise Operating Fund</th>
<th>FY 18/19</th>
<th>Total FY 18/19</th>
</tr>
</thead>
<tbody>
<tr>
<td>(48,154)</td>
<td></td>
<td>-0-</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>State Grants</th>
<th>FY 18/19</th>
<th>Total FY 18/19</th>
</tr>
</thead>
<tbody>
<tr>
<td>48,154</td>
<td></td>
<td>-0-</td>
</tr>
</tbody>
</table>

Specify Funding Sources: State of Alaska Department of Transportation and Public Facilities (ADOT&PF)

OTHER FUNDING (PREVIOUSLY APPROPRIATED)

<table>
<thead>
<tr>
<th>Ord No. 2018-20 FTA 5307 Operating Funds (FTAOA9):</th>
<th>1,194,939</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ord No. 2018-20 Local Matching Funds (reduced for State Match):</td>
<td>1,146,785</td>
</tr>
</tbody>
</table>

III. Project Purpose:

To use State grant as a match to the FTA 5307 Operating Assistance grant and to use the now available local match to instead fund the increased headway on the Red, Brown, and Purple lines

IV. Analysis of Future Liabilities and Funding Sources:

None

V. Fund Certification: I certify that funding sources are available as detailed in II above.

Debra L. R. Brady
Chief Financial Officer

12/31/18
### Abbreviated Ordinance Title: State Grant Funding to Match FTA 5307 Operating Assistance

### Department(s)/Division(s) Affected: Transportation/Transit

### Originator's Name: Glenn Miller

### Department: Transportation

### To Be Introduced/Sponsored By: Mayor Ward

### Fiscal Check Date: Version 3

### Impact Statement (FIS) (FNSBC 3.20.010 C.)

#### Does this ordinance authorize:

1) a new or expansion of services which entails additional costs beyond that approved in the current adopted budget? **Yes** **No** ✓ *

2) a project that is capital in nature and increases operational costs of the Borough in the current or any future fiscal year? **Yes** **No** ✓ *

### Proposed Introduction Date: January 24, 2019

### Ordinance No.: 2018-20-1

<table>
<thead>
<tr>
<th>Required Information/Estimates</th>
<th>FISCAL IMPACT PRO FORMA SUMMARY - BEST ESTIMATE</th>
</tr>
</thead>
</table>

1. Timeline inclusive of all phases

2. Number and type of new positions which may be required

3. Cost of operations and maintenance

4. Future costs to complete capital assets

5. Estimated revenue impact

6. Estimated non-Borough funds that may be received:
   - a. to fund the ordinance
   - b. to fund future phases
   - c. to fund future operations and maintenance costs

7. Anticipated annual tax subsidy

Is backup attached? **Yes** ✓ **No**

### Contact Person's Name, for FIS questions: 

**Extension:** 1007

### Director(s) Signature(s): 

**Date:** 7/2018

### Mayor's Office or Assembly Member Signature: 

**Date:** 7/17/18

### Chief Financial Officer Signature: 

**Date:** 11/17/18
MEMORANDUM

TO: Fairbanks North Star Borough Assembly

THROUGH: Bryce Ward, Borough Mayor

FROM: Mike Bork, Director, Parks and Recreation

DATE: January 24, 2019

SUBJECT: Ordinance No. 2018-20-1T
Chena Lake Recreation Area Restroom Replacement and Access Improvements

Attached for your approval is an ordinance amending the FY2018-19 budget by appropriating a required 9.03% grant match of $20,029 from the general fund fund balance along with $201,779 in Alaska Federal Lands Access Program (AFLAP) funding awarded by the Federal Highway Administration (FHWA).

This project received bids on November 20, 2018. The bids for this project came in higher than the original construction budget of $1,048,430. The Borough Assembly approved the award of the base bid and 2 alternates to Bliss Construction on December 13, 2018. Four alternates were not awarded due to a lack of funds.

The Borough requested additional funds from FHWA to allow for award of the remaining project alternates to complete the entire project. FHWA approved the request and offered the additional funds. This ordinance accepts the additional funds and approves the required match.

These funds will be used to complete the remaining four alternates and allow for the purchase and installation of four more vault toilets at the Chena Lake Recreation Area.

I request your consideration and urge your approval of this ordinance.

Attachment: Ordinance
AN ORDINANCE AMENDING THE FY 2018-19 BUDGET BY APPROPRIATING $201,779 IN FEDERAL GRANT FUNDING AND $20,029 IN LOCAL MATCHING FUNDS FROM THE GENERAL FUND FUND BALANCE TO THE CAPITAL PROJECTS FUND FOR THE RESTROOM REPLACEMENT AND ACCESS IMPROVEMENTS PROJECT AT CHENA LAKE RECREATION AREA

WHEREAS, On April 23, 2015, the Fairbanks North Star Borough (Borough) Assembly adopted Ordinance No. 2014-20-2H which appropriated $1,048,430 in Federal Highway Administration (FHWA) Alaska Federal Lands Access Program (AFLAP) grant funding and $104,070 in local matching funds from the General Fund fund balance to the Capital Projects Fund for restroom replacement and access improvements at Chena Lake Recreation Area; and

WHEREAS, The appropriated funding provided sufficient funds to complete the renovation of two change houses and replacement of four of the eight vault toilets; and

WHEREAS, Four vault toilet replacements could not be purchased and installed due to a lack of construction funds; and

WHEREAS, The Borough was successful in requesting an additional $201,779 in FHWA federal grant funding for the purchase and installation of the remaining four vault toilet replacements; and

AMENDMENTS ARE SHOWN IN LEGISLATIVE FORMAT
Text to be added is underlined
Text to be deleted is [BRACKETED, CAPITALIZED]
WHEREAS, The AFLAP grant requires a 9.03% local match in the amount of $20,029, which will be provided from the General Fund fund balance; and

WHEREAS, Construction is scheduled to begin in 2019, replacing and renovating restroom facilities, and repairing and constructing access paths.

NOW, THEREFORE, BE IT ORDAINED by the Assembly of the Fairbanks North Star Borough:

Section 1. Classification. This ordinance is not of a general and permanent nature and shall not be codified.

Section 2. Acceptance of Federal Grant Funding. The Borough formally accepts the award of $201,779 in AFLAP funding from FHWA for restroom replacement and access improvements at the Chena Lake Recreation Area.

Section 3. General Fund Appropriation. The FY 2018-19 budget is hereby amended by appropriating $20,029 to the General Fund budgetary guideline entitled “Contribution to Capital Projects Fund” and by increasing Contribution from Fund Balance by a like amount.

Section 4. Capital Projects Fund Appropriation. The FY 2018-19 budget is hereby amended by appropriating $221,808 to the Capital Projects Fund budgetary guideline entitled “AFLAP Grant Chena Lake Restroom and Access Improvements” and by increasing estimated revenues from federal grants by $201,779 and by increasing Contribution from General Fund by $20,029.

AMENDMENTS ARE SHOWN IN LEGISLATIVE FORMAT
Text to be added is underlined
Text to be deleted is [BRACKETED, CAPITALIZED]
Section 5. **Indirect Fee Waiver.** In accordance with 2 CFR §200.68, indirect fees are waived for this appropriation of AFLAP grant funds and the AFLAP grant funds previously appropriated in Ordinance No. 2014-20-2H.

Section 6. **Eligible Expenditure Period.** Expenditures incurred within the effective dates of the grant agreement are eligible for reimbursement.

Section 7. **Contingency.** This appropriation is contingent upon the receipt of a signed and executed grant agreement with FHWA.

Section 8. **Provisions for Grants.** This appropriation is for estimated amounts. The actual amounts will be appropriated contingent, and based upon, the signed grant agreement. Any material differences, as determined by the Chief Financial Officer, will be communicated to the Assembly.

Section 9. **Lapse of Funds.** Upon completion or abandonment of the project, any unexpended, unencumbered local matching funds will lapse to the General Fund fund balance.

Section 10. **Effective Date.** This ordinance is effective at 5:00 p.m. on the first Borough business day following its adoption.
PASSED AND APPROVED THIS _____ DAY OF _________, 2019.

Matt Cooper
Presiding Officer

APPROVED:

Jill S. Dolan
Borough Attorney

ATTEST:

April Trickey, CMC
Borough Clerk

AMENDMENTS ARE SHOWN IN LEGISLATIVE FORMAT
Text to be added is underlined
Text to be deleted is [BRACKETED, CAPITALIZED]
I. Request

Ordinance No: 2018-20-1T  Date Introduced: January 24, 2019
Abbreviated Title: $221,808 for Restroom Replacement and Access Improvements at the Chena Lake Recreation Area

II. Financial Detail

Department/Division Affected: Public Works/Design and Construction

<table>
<thead>
<tr>
<th>EXPENDITURE</th>
<th>General Fund FY 18/19</th>
<th>Capital Projects Fund FY 18/19</th>
<th>Special Revenue Fund FY 18/19</th>
<th>Total FY 18/19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commodities</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contractual Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital Outlay</td>
<td></td>
<td></td>
<td></td>
<td>221,808</td>
</tr>
<tr>
<td>Contribution To Capital Projects Fund</td>
<td>20,029</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Indirect</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other - Awaiting Budget</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>20,029</td>
<td>221,808</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SOURCE OF FUNDING</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Funds</td>
<td></td>
<td></td>
<td></td>
<td>201,779</td>
</tr>
<tr>
<td>State Funds</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contribution From Fund Balance</td>
<td>20,029</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contribution From General Fund</td>
<td></td>
<td></td>
<td></td>
<td>20,029</td>
</tr>
<tr>
<td>Total</td>
<td>20,029</td>
<td>221,808</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Specify Funding Source: U.S. Department of Transportation, Federal Highway Administration (Grant); General Fund fund balance (Match)

OTHER FUNDING (PREVIOUSLY APPROPRIATED)

<table>
<thead>
<tr>
<th>Ordinance</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORD 2014-20-2H Federal Match (FHACLI)</td>
<td>1,048,430</td>
</tr>
<tr>
<td>ORD 2014-20-2H/2017-20-1T Local Match</td>
<td>104,070</td>
</tr>
</tbody>
</table>

III. Project Purpose:
To replace existing restroom facilities with pre-fabricated concrete vault-style restrooms and repair and construct access paths

IV. Analysis of Future Liabilities and Funding Sources:
Ongoing repairs and maintenance of restroom facilities and access paths

V. Fund Certification: I certify that funding sources are available as detailed in II above.

Debra L. R. Brady
Chief Financial Officer

Date: 12/31/18
**Fairbanks North Star Borough**

**Fiscal Impact Statement (FIS)**

 Originator's Name: Brian Charlton  
 Department: Parks & Recreation  
 To Be Introduced/Sponsored By: Mayor Ward  
 Abbreviated Ordinance Title: Chena Lake Recreation Area Restroom Replacement & Access Improvements  
 Department(s)/Division(s) Affected: Parks & Rec./Parks Maintenance

<table>
<thead>
<tr>
<th>Proposed Introduction Date:</th>
<th></th>
<th>Ordinance No.:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1-24-19</td>
<td></td>
<td>2018-20-1T</td>
<td></td>
</tr>
</tbody>
</table>

**Does this ordinance authorize:**

1) a new or expansion of services which entails additional costs beyond that approved in the current adopted budget? Yes ☑ No ☐

2) a project that is capital in nature and increases operational costs of the Borough in the current or any future fiscal year? Yes ☑ No ☐

**FISCAL IMPACT PRO FORMA SUMMARY - BEST ESTIMATE**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Timeline inclusive of all phases</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2. Number and type of new positions which may be required</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>3. Cost of operations and maintenance</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>4. Future costs to complete capital assets</td>
<td>$18,221.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>5. Estimated revenue impact</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>6. Estimated non-Borough funds that may be received:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. to fund the ordinance</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>b. to fund future phases</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>c. to fund future operations and maintenance costs</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>7. Anticipated annual tax subsidy</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Is backup attached? Yes ☑ No ☐

Director(s) Signature(s):  
Date: 12/9/18

Mayor's Office or Assembly Member Signature:  
Date: 12/9/18

Chief Financial Officer Signature:  
Date: 12/13/18