

Seward/ Bear Creek Flood Service Area  
Regular Board Meeting  
12 February 2018

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Lowell Canyon Creek Tunnel Maintenance  
February 1, 2018

Sea View Plaza Building  
302 Railway Ave, Suite 122  
Seward, Alaska  
6:00 PM

The mission of the Seward/Bear Creek Flood Service Area is to provide flood planning, protection, and mitigation services in coordination with the appropriate agencies, to reduce the risk of flood damage to private and public property, through addressing issues that best reflect a fair use of the tax-levy for watershed-wide benefit.

# SEWARD/ BEAR CREEK FLOOD SERVICE AREA

## Regular Board Meeting Agenda

7:00 pm

February 12, 2018

KPB Seward Annex

A Regan Schwertfeger  
Board Member  
Term Expires 10/2020

B Robert Reisner  
Board Member  
Term Expires 10/2018

C Jessica Gal  
Board Member  
Term Expires 10/2019

D VACANT  
Board Member  
Term Expires 10/2020

E Randy Stauffer  
Vice Chairman  
Term Expires 10/2018

F Orson Smith  
Board Member  
Term Expires 10/2019

G Mark Ganser  
Board Member  
Term Expires 10/2019

A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF AGENDA

D. APPROVAL OF MINUTES

1. January 22, 2018 pg. 1

E. REPORTS & PRESENTATIONS

1. City of Seward
2. Kenai Peninsula Borough

F. PUBLIC COMMENTS – LIMIT 3 MINUTES

G. BOARD'S RESPONSE TO PUBLIC COMMENTS

H. CORRESPONDENCE & REVIEW OF PAYMENT REQUESTS

1. Letter from Mayor Pierce Regarding KPB Organizational Changes pg. 7
2. KPB Media Relations Policy pg. 8

I. PERMITS FOR REVIEW

J. UNFINISHED BUSINESS

K. NEW BUSINESS

1. SBCFSA FY19 Budget pg. 10

L. INFORMATIONAL ITEMS AND REPORTS (No action required)

1. FEMA Region X Benefits of Natural Hazard Mitigation Planning pg. 29
2. Starr Region X Newsletter pg. 32
3. Salmon Creek Revetment Project Announcement pg. 35

M. PUBLIC COMMENT – LIMIT 3 MINUTES

N. BOARD COMMENTS

O. ADJOURNMENT

# SEWARD/ BEAR CREEK FLOOD SERVICE AREA

## Regular Board Meeting Minutes

January 22, 2018

### A. CALL TO ORDER

A regular meeting of the Seward/Bear Creek Flood Service Area board was held on January 22, 2018, at Suite 122, SeaView Plaza, Seward, Alaska. Chairman Randy Stauffer called the meeting to order at 7:00 p.m.

### B. ROLL CALL

There were present:

#### BOARD MEMBERS

Randy Stauffer, Chairman  
Mark Ganser, Vice Chair  
Robert Reisner

Jessica Gal  
Orson Smith

Comprising a quorum of the flood service area board.

Also in attendance were:

Bryr Harris, Kenai Peninsula Borough Floodplain Administrator  
Stephanie Presley, Service Area Program Lead  
Heather Cinereski, Service Area Secretary

### C. APPROVAL OF AGENDA (01:00)

MOTION TO APPROVE AGENDA: Ganser moved for approval of the agenda. Gal seconded.

Chairman Stauffer called for amendments to the agenda.

VOTE TO APPROVE AGENDA: Unanimous

### D. APPROVAL OF MINUTES (01:50)

#### I. December 4, 2017

MOTION TO APPROVE MINUTES: Reisner moved for approval of the December 4, 2017 meeting minutes as written. Gal seconded.

Chairman Stauffer called for additions, corrections or deletions to the minutes. Vice-Chair Ganser requested a revision in F. Public Comments to change the name Becky Buchannan to Beck Dunn.

VOTE TO APPROVE MINUTES AS CORRECTED: Unanimous.

### E. REPORTS & PRESENTATIONS (03:00)

#### I. City of Seward

Jackie Wilde, City of Seward City Planner reported (via email)

On behalf of the City of Seward Community Development Department, I hope this letter finds you in good health and happiness.

As we are moving into the New Year, the time is just right for me to provide you an overview of what we have accomplished over the past couple months, some of the challenging and interesting projects ahead of us.

Here are a few of the highlights of what we have been working on:

- a. Approved the 2030 Comprehensive Plan

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- b. Fulfilled directives from the City Council, and responded to community concerns and desires
- c. Update of forms/applications on City webpage
- d. Review of Seward Camping Code
- e. Review of Development Requirements- With the need of housing trend continuing it is even more critical that we continue to work together to ensure that all of our residents, old and new and those still to come, enjoy a community rich in opportunities and with a quality of life that we can all be proud of.
- f. Possibility of starting a Planning & Development Services (PDS) Department Public Forum- if implemented the forums would provide an orientation about how the planning and development process works, what information is used, how decisions are made, what opportunities the public has to comment and participate, and how the City assesses and manages the ongoing impacts from growth and development. This new model of proactive engagement would continue to explore more ways to educate, involve and interact with the community we serve.
- g. Audit of all Lodging permits from 2014-2017
- h. Seward Permitting & Agency Information Day  
While she is proud of the City Planner departments accomplishments, she is particularly grateful for the community's involvement in these projects, which has resulted in tangible improvements to the products and the outcomes we expect.

**Doug Schoessler, City of Seward Public Works Director** reported (via email)

- a. Last week the Public Works department was able to do a preliminary meeting and on site visit with the State Emergency Management group and FEMA Representatives. The two entities wanted the city's hours worked, materials and equipment use spent to date for cleanup and repairs.  
Each site was then visited. Three sites are specified.
  - 1. Lowell Point road erosion damage.
  - 2. Sealife Center sheet pile and rock damage along with 3 bank erosion areas.
  - 3. Beach park area parking lots and bike path debris removal and cleanup.
- b. Most of the time spent was visiting sites so State Emergency Management group and FEMA could get pictures and a firsthand look at the damage from the storm surge.
- c. The Disaster Declaration is pending but they expect the Governor to sign any time now. This was a good pre-project meeting with more info to follow. Things are moving forward with the State and Federal representatives now working to start the process.

### 2. Kenai Peninsula Borough

**Bryr Harris, Kenai Peninsula Borough Floodplain Administrator** reported

- a. Ms. Harris was at the board meeting to answer questions about the Bardarson permit review.
- b. She encouraged board members and citizens to read and to comment on the new Comp Plan. The Comp Plan is an importance guidance document, along with No Adverse Impact.

# SEWARD/ BEAR CREEK FLOOD SERVICE AREA

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**Stephanie Presley, Service Area Program Lead** reported

- a. On the US Army Corps of Engineers Section 205 project at the top of Salmon Creek, the Corps project team and Hamilton Construction has started up weekly meetings. Hamilton is finishing submitting their various plans, including the accident preventions plan and traffic control plan. Trucks will not be moving on neighborhood roads during the morning and afternoon bus schedule. Staff will send a letter to the neighborhood with an expected schedule of activities as soon as possible. Hamilton Construct and the Army Corp are keeping an eye on the weather and hope to begin work on the cul-de-sac and access road in early to mid-February. Then they will reassess the weather and on-ground conditions to see if they can start hauling armored rock and/or begin construction on the revetment.
- b. Another Corps team has requested a list of levees or maintained embankments within the service area for the National Levee Database. The Army Corp will be conducting an inventory and review of levees. There is a factsheet on page 41 of your packet describing the program. Staff has begun collecting information for this list. We will include some additional data for the Kenai regulatory team, such as what permits that have been written on the structures, to assist with their efforts in cataloguing and permitting Seward area work.
- c. The City declared a state of emergency December 7<sup>th</sup> from a winter storm with exceptionally high tides and storm surge on the waterfront and the Lowell Point Road. There was damage to the protective barrier on the road and the City requested assistance from the borough and the state.
- d. The Lowell Canyon Feasibility Study is well underway. The team will schedule a milestone meeting in May or June to present the preferred alternatives.
- e. Staff, personnel from the US Fish & Wildlife Service, and the City Public Works Director met to look at replacing the defunct culverts that run under Second Avenue into the lagoon.
- f. Staff answered questions for the State Department of Transportation on their upcoming mile 0-8 Seward Highway re-paving project. Originally scheduled for this year, it has been postponed until the 2019 construction season. Staff will follow up with the Project Manager when he returns from vacation to discuss the need for culvert optimization at mile 3.2, near Stash N Store and Knot So Fast.
- g. FEMA held a Risk Map post-resilience meeting last week for the borough and has one scheduled for Seward tomorrow. They are following up on the action items that came out of the community resiliency meetings held last August. One action item was the Cooperating Technical Partnership grants FEMA offers to their Risk Map partners. An executive summary for a grant proposal for a watershed-wide Sediment Management Plan has been included in your packet on page 27 for the board's recommendation to submit to FEMA, and/or make any revisions necessary. The borough's Community & Fiscal Projects Manager and Mayor have already signed off on submitting this draft proposal. After receiving the executive summary, FEMA will work with applicants on developing a grant application in the coming months and will award in the fall.



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- h. The borough Office of Emergency Management Director, Scott Walden, retired at the end of the year. Chief Roy Browning, from Central Emergency Services, is the designee until a replacement can be appointed.
- i. We will meet with borough Finance and Chief of Staff tomorrow for our fiscal year 2019 budget kick-off meeting. Staff will prepare a draft budget in the next few weeks and, during the February work session, the board will go over the budget, and make any revisions needed. At the regular meeting following, the board will recommend your proposed budget. It will then go to the mayor for his review. We have a budget review meeting with the mayor scheduled in March. The Mayor's proposed budget is then sent to the Assembly for introduction in May with final approval in June.

### F. PUBLIC COMMENTS – LIMIT 3 MINUTES (13:00)

Chairman Stauffer called for public comment with none offered.

### G. BOARD'S RESPONSE TO PUBLIC COMMENTS (13:30)

### H. CORRESPONDENCE & REVIEW OF PAYMENT REQUESTS (14:45)

### I. PERMITS FOR REVIEW (14:55)

#### 1. RC 12059 Bardarson Adding Fill

MOTION TO COMMENT: Reisner moved to recommend a permit with comments. There is positive impact of removing sediment from the creek channel, though the property remains flood prone. Fill should not extend into the floodway and it is recommended that the floodway be identified with stakes prior to filling. There may be a state fee for sediment removal. Smith seconded.

VOTE ON MOTION: Unanimous

#### 2. POA-1998-771-M3, Resurrection River

MOTION TO COMMENT: Smith made a motion to comment that the board does not recommend this permit with comments: based on the information provided, because the development will be prone to flooding, and by reducing the flood storage it will increase the risk of flooding to the adjacent properties. Including public roads and rights of way. Gal seconded.

MOTION TO AMEND COMMENT: Smith moved to amend to not recommend the permit at this time, on the basis that not enough information has been presented. As it is, it seems the development will be prone to flooding, and by reducing the flood storage capacity and wetlands, drainage issues could have adverse impact to adjacent properties and infrastructure. The application does not provide information that adequate compensatory mitigation measures will be included. Gal seconded.

VOTE ON AMENDED MOTION: Unanimous

### J. UNFINISHED BUSINESS (01:19:00)

### K. NEW BUSINESS (01:20:00)

#### 1. FEMA Cooperative Technical Partnership Grant Proposal

*January 22, 2018 Abridged Board Meeting Minutes*

*Full audio file on [www.kpb.us/service-areas/sbcfsa/sbcfsa-meetings](http://www.kpb.us/service-areas/sbcfsa/sbcfsa-meetings)*

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MOTION TO ACCEPT: Reisner moved for the flood board to approve the draft written by staff for the FEMA Cooperative Technical Partnership Grant Proposal. Gal seconded.

VOTE ON MOTION: Unanimous

### 2. Establish February Work Topic Session SBCFSA FY19 Budget

MOTION TO ESTABLISH FEBRUARY WORK SESSION TOPIC: Reisner moved to set the February work session topic: SBCFSA FY19 Budget. Gal seconded.

VOTE ON MOTION: Unanimous

### L. INFORMATIONAL ITEMS AND REPORTS (01:26:00) (No action required)

1. Starr Region X Newsletter
2. KPB Comprehensive Plan 2018 Update Review Draft
3. Risk MAP Project Quarterly Report for Kenai Peninsula Borough, Alaska
4. Inventory and Review of Our Nation's Levees
5. Reminder of Hazard Mitigation Plan Update Meeting January 30

### M. PUBLIC COMMENT – LIMIT 3 MINUTES (01:31:40)

Chairman Stauffer called for public comment with none offered.

### N. BOARD COMMENTS (01:15:55)

Chairman Stauffer called for board member comments.

Board Member Gal commented it was a long meeting but some good things happened. Thank you everyone for coming and thanks staff.

Board Member Smith commented it was an interesting test of our permit review policies. To be totally honest, he believed it was helpful in focusing what we decided to do and resulted in a good discussion and more scrutiny of the consequences than it might have gotten otherwise. Thank you all.

Vice-Chair Ganser commented good work session, good meeting, good night!

Board Member Reisner commented he would like to thank the board. The work session was extremely constructive. He appreciated all views. Our staff once again is doing a great job and Mr. Reisner really appreciates it as do the other board members. He thanked Ms. Harris for showing up and Mr. Carpenter for the short time he was there before having to rush off to the City meeting. To Ms. Dunn and Mr. Carl, he stated it is always good to see you fine folks. There is still one seat available on the board. He stated that he is recruiting. Mr. Reisner stated that he hoped everyone had a good evening and will see them at the Tuesday, January 30<sup>th</sup> meeting on the Local Hazard Mitigation Plan Update Process in the Library at 1:30 p.m.

Chairman Stauffer thanked staff and added the board had not met in a couple months, with some vacations taken, had changes in borough staff. The borough has a new administration and we do not really know what will happen with the new Administration until a little further into the year. The board understands where their priorities are. He commented that the reaction with the staff, himself and the borough has been positive. Tomorrow will begin the budget process and it has yet to be determined how that will go.



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## Regular Board Meeting Minutes

January 22, 2018

In January, when everyone is back in the swing of things, there are always a ton of meetings the last couple weeks of the month. Staff has been very busy getting ready for all the meetings that are occurring. He would also like to encourage as many board members as possible to participate in the Hazard Mitigation Plan (HMP) Update Process. The HMP was the initial charge of the board, and is very important. He hopes everyone had safe and happy holidays.

O. **ADJOURNMENT (01:40:00)**

MOTION TO ADJOURN: Gal moved to adjourn the meeting. Reisner seconded.

VOTE ON MOTION: Unanimous.

With no further business to come before the board, Chairman Stauffer adjourned the meeting at 8:40 pm.

The next regular board meeting is scheduled for Monday, February 12, 2018 at the Sea View Plaza Building, Suite 122 at 7:00 pm.

The next board work session is scheduled for Monday, February 12, 2018 at the Sea View Plaza Building, Suite 122 at 6:00 p.m.

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date of Approval



## **KENAI PENINSULA BOROUGH**

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mayor@kpb.us

**CHARLIE PIERCE**  
**BOROUGH MAYOR**

January 23, 2018

Today, Kenai Peninsula Borough Mayor Charlie Pierce is announcing organizational changes specific to the direct leadership of the KPB emergency services groups within the Borough.

Mayor Pierce has assigned Nikiski Fire Chief, James Baisden as the Mayor's office designee directly responsible for the direction and oversight of all Kenai Peninsula Borough emergency services and related departments.

The following organizations represent the KPB emergency services groups under the direction of Chief Baisden:

- 911 Operations
- Office of Emergency Management
- Central Emergency Services Area
- Nikiski Fire Service Area
- Kachemak Emergency Service Area
- Anchor Point Fire & EMS Area
- Bear Creek Fire Service Area
- Eastern Peninsula Highway Emergency Service Area
- Seward-Bear Creek Flood Service Area

As the Mayor's designee, Chief Baisden will provide oversight to these service areas and departments beginning with the FY2019 budget planning process. The goal of this alignment is to have all emergency services, departments, and service areas working together on standardization, capital priorities, and overall efficiencies.

This change will not result in the combination of any service areas or departments; service areas will continue to be separate and maintain their own budgets supported by their unique mill rates.

Please direct any questions related to this organizational update to me in the Mayor's Office.

Thank you,

Charlie Pierce  
Mayor



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**MIKE NAVARRE**  
**BOROUGH MAYOR**

### **Media Relations Policy** **Kenai Peninsula Borough**

**Purpose:** This policy establishes guidelines for all employees to provide consistent, accurate and timely information in a coordinated manner while keeping borough officials informed of developing topics. For the purpose of this policy, “media resources” is defined as any form of media, i.e. newspaper, radio, television or internet applications that may be used to convey accurate information to the general public. The borough is committed to its residents and visitors, ensuring that the exchange of mutual communication is a priority practice in daily interactions and through the use of media resources. Please refer to the KPB Fire & Emergency Medical Services Media Relations Policy for the policy applicable to media relations during disasters, fires, and emergency medical responses.

**Scope:** This policy applies to all employees who are responsible for conducting day-to-day, public information functions. For cohesiveness, the term “department” includes department or service area. The term “director” includes the head of a borough department or service area.

**Official Spokespersons:** The borough’s official spokespersons are the Mayor, Chief of Staff, Lead Public Information Officer (PIO), Directors, Fire Chiefs or assigned designees. Official spokespersons will represent the borough in news releases, news conferences, public meetings, special events and media interviews as appropriate. In all cases, an official spokesperson shall approve all information that is distributed to media resources.

**Department Spokesperson:** Directors may designate an employee(s) to serve as a “spokesperson” to handle day-to-day inquiries or news releases as necessary. The designated spokesperson(s) is encouraged to respond directly to media inquiries in a timely manner. The following should be practiced to ensure effective communication while keeping borough officials informed:

- Each director shall make his/her staff aware of the identity and role of the department spokesperson;
- All responses should be limited to the department’s responsibilities and expertise. Staff may not speculate or speak on behalf of another department or other agency regarding subject matter that is not directly relevant. Staff should direct media inquiries to the spokesperson;
- The spokesperson shall notify his/her director as soon as possible describing the media resource and subject discussed. All responses shall be documented as determined by the director;

- The director is responsible for informing the mayor as soon as possible if media inquiries are significant, controversial or have potential to generate ongoing, public interest.

Some examples of day-to-day media relations may include but are not limited to distributing information to any media resource, conducting special events or public displays, scheduling trainings that may be visible to the general public, and providing education or prevention information.

**Personal Opinions:** Employees may not use the borough's official logos, stationery, websites or social media accounts to express personal opinions or speculation. Such actions may conflict with borough policies, Code of Ordinances, or state or federal laws. NOTE: all documents, including any form of electronic record or distribution, used to publish public information are public records and may be subject to disclosure.

**Records Requests:** Employees must direct all public records requests to the Clerk's office to ensure compliance with KPB Chapter 2.54 "Access to Public Records," which cites reasonable and prompt public access to non-excepted or non-confidential public records except those records specifically exempted under KPB 2.54.040.

**Annual Training Options:** Spokesperson or PIO training will be provided regularly. The borough's Lead PIO will coordinate with instructors and distribute the training schedule.

**Emergency Response:** During an areawide response, the Emergency Management Director may activate the Incident Management Team (IMT-III). At such times, all media inquiries or release of public information from any department or service area will be done through the IMT-III Lead Public Information Officer in a coordinated manner under the incident command structure.

The Lead PIO and PIO staff will adhere to the PIO responsibilities and duties as defined in the KPB Emergency Operations Plan, Section 5: "Incident Management Team" and Section 7: "Incident Communication" as well as in the KPB Emergency Operations Center Guide, Section 3: "Command Section - Information Officer." These documents may be found at <http://www.kpb.us/emergency-mgmt>.

Any employee who wishes to serve on the IMT-III PIO team must have the minimum qualifications as listed in Appendix A.

For Fire/EMS service areas, the fire chief may activate a department PIO during a service area response. The appointed PIO will adhere to the incident command system and the "Media Relations Fire & EMS Public Information Officer Protocol."

Adopted by: Mike Navarre  
Mike Navarre, Mayor

Date: 10/30/17

**KENAI PENINSULA BOROUGH**  
**FISCAL YEAR 2019**  
**BUDGET CALENDAR**

**BUDGET PREPARATION**

|                      |  |  |  |
|----------------------|--|--|--|
| 12:30 PM             | Wednesday,<br>Nov.15, 2017                                   | Personnel Change Request form sent to Departments and Service Area.  | Finance Department                               |
|                      | November-December<br>2017                                    | Meetings with the Mayor and administrative staff to discuss budget process and development of kickoff meeting letter         | Mayor, Administrative Staff, Finance             |
| 3:00 PM              | Wednesday,<br>Nov.15, 2017                                   | Notification of budget kickoff meeting sent to Departments and Service Area  | Finance Department                               |
|                      | Dec. 5 – 18, 2017  | Scheduling Finance department meetings with Service Area Boards  | Finance Department                               |
| 2:00 PM –<br>3:00 PM | Dec.5, 2017<br>Jan. 15, 2018<br>Feb. 5, 2018<br>Mar. 5, 2018 | School budget work sessions with the Assembly  | Board of Education, Assembly                     |
|                      | December 26, 2017  | Personnel numbers and electronic budget packets emailed to departments and service area                                      | Finance department                               |
|                      | December 6 - 30  | Scheduling of Department/Service Area budget review meetings with the Mayor  | Finance Department                               |
| 10:00 AM             | Monday<br>Dec.11, 2017                                       | Personnel Change Request forms submitted the Mayor   | All Departments & Service Areas with Staff       |
| 10:00AM              | Friday<br>Jan. 5, 2018                                       | Changes to preliminary Personnel requirements submitted to Finance (Administration and HR approval required for any changes) | All Departments & Service Areas with Staff       |
| 1:30 PM              | Wednesday<br>Jan.10, 2018                                    | Kickoff meeting with the Mayor and Finance (Assembly Chambers)   | Department Heads and Service Area Administrators |
|                      | Jan. 2 – Mar. 14, 2018                                       | Internal budget development  | Departmental Staff                               |
| 4:00 PM              | Wednesday ,<br>Jan. 31, 2018                                 | <b><u>DEPARTMENT</u></b> budgets submitted to Finance Director   | Department Heads                                 |
| 4:00 PM              | <b>Monday<br/>Mar. 5, 2018</b>                               | <b>SERVICE AREA board-approved budgets submitted to Finance Director</b>   | Service Area Administrators                      |

**KENAI PENINSULA BOROUGH**  
**FISCAL YEAR 2019**  
**BUDGET CALENDAR**

**BUDGET FINALIZATION**

|                   |                          |  |  |
|-------------------|--------------------------|--|--|
|                   | March 1                  | Real property assessment notices mailed  | Assessor   |
| 8:00 AM – 5:00 PM | Feb.20 – Feb.23          | Department budget review meetings  | Mayor, Finance Director, Department Heads, Service Area Administrators |
| 8:00 AM – 5:00 PM | Mar.19 – Mar.23          | Service Areas budget review meetings   | Mayor, Finance Director, Department Heads, Service Area Administrators |
|                   | April/May 2018           | School budget presented to Assembly  | Board of Education, Assembly   |
| 12:00 PM          | Monday, April 16, 2018   | <b>Resolution</b> setting KPBSD local effort amount to <b>packet meeting</b>                               | Finance Staff  |
| 12:00 PM          | Monday, April 16, 2018   | Appropriating <b>ordinance</b> to assembly <b>packet meeting</b>   | Finance Staff  |
| 6:00 PM           | Tuesday, April 17, 2018  | Bear Creek Fire Service Area and Seward Bear Creek Flood Service Area budget presentations to Assembly.    | Finance Director, Department Heads and Service Area Administrators     |
| 1:30 PM           | Thursday, April 19, 2018 | GEMS budget input training seminar, if needed  | Finance Staff  |
|                   | Friday, April 20, 2018   | Preliminary Borough budget document completed and goes to printer  | Finance Staff  |
| 12:00 PM          | Tuesday, April 24, 2018  | Preliminary Borough Budget presented to Borough Clerk and Assembly President for distribution to Assembly. | Finance, Borough Clerk   |
|                   | Friday, April 27, 2018   | GEMS input complete by Depts. and Service Areas  | Service Area Administrators.   |
| 6:00 PM           | Tuesday, May 1, 2018     | <b>Introduce appropriating ordinance</b> for general government and service area budgets                   | Assembly   |
| 6:00 PM           | Tuesday, May 1, 2018     | Preliminary Borough Budget presented to Assembly.  | Mayor, Assembly  |
|                   | To be determined         | Department/Service Area budget presentations to Assembly.  | Finance Director, Department Heads and Service Area Administrators     |
| 1:30 PM           | Monday, May 21, 2018     | <b>Resolution</b> setting the mill levy to <b>packet meeting</b> .   | Finance  |
|                   | June 1, 2018             | Assessor certifies final assessment roll   | Assessor   |
| 6:00 PM           | Tuesday, June 5, 2018    | Ordinance hearing on general government and service area budgets; mill rate set                            | Assembly   |





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**CHARLIE PIERCE  
BOROUGH MAYOR**

**TO:** Department and Services Area Directors

**FROM:** Charlie Pierce, Mayor 

**DATE:** January 4, 2018

**SUBJECT:** Budget Guidelines for FY2019

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I would like to start by thanking each of you for your dedicated service.

This memorandum contains guidelines for preparing your FY2019 budget. As in the past, the guidelines include a discussion about the general financial condition of the Borough, budget year forecast, broad budgetary goals, and more specific budget preparation guidance for departments and service areas.

The primary goal of the Borough's budget process is to provide the highest level of service possible for borough residents while maintaining the Borough's financial strength. The administration believes that the Borough is currently providing a reasonable level of service. However, we all need to be creative and innovative, striving for our best performance outcomes.

Budgets should be crafted to deliver services to KPB residents as efficiently as possible, not simply continuing with the status quo of prior year budgets or budgeting to a real or perceived level of available funding. Changes to processes and procedures that will, or may, result in savings to departments or service areas are encouraged. Increases in the level of service and/or the number of personnel will be carefully scrutinized. As you prepare your budget, please reduce all spending where possible and avoid request that will tie up capital. Our challenge is to develop a balanced budget recognizing we have no new anticipated revenue this year. It's a big challenge for all, I know we will be successful!

### Budget Assumptions

#### **Economic**

- **Assessed value changes:** Preliminary estimates indicate a 1% change in assessed values for real and personal property. Oil and gas values that are assessed by the State of Alaska under AS 43.56 are not due out until March. Low oil prices will

continue to impact oil and gas values.

- **State Funding:** The State of Alaska is facing a significant fiscal crisis and the Borough does not expect to receive much in the way of grants. State grants have allowed for the purchase of goods and services that would otherwise have required tax dollars for their purchase. Those departments that receive grants should keep in mind that grants funds come with compliance requirements.
- **Sales tax:** Revenue was down in FY2017 from FY2016 by 3% (\$900,000.) Sales tax revenue is also down for the first half of FY2018 by 2% (\$265,000.)
- **Interest:** The average rate of return for Borough investments is estimated to be 2.0%
- **CPI Index:** The cost of living index for calendar year 2017 is expected to increase no more than 1.0%.

#### Specific Budgetary Guidance

##### **Revenues**

- For preliminary budgetary purposes, Service Areas (not including NFSA, NPR and NIKSR) should plan on a 1%-3% increase in assessed values for real property, these have been provided in preliminary forms via email; NFSA NPR and NIKSR are expected to experience a range of percentage changes in this area, therefore values have been provided in preliminary forms provided via email. Service Areas with oil and gas properties will use prior year values pending the release of this information from the State in March.
- With the exception of the State, funding for debt reimbursement, fish tax, DMV, and revenue sharing, departments should not plan to receive any State revenue.
- Mill rates are expected to remain at current levels. Budget reductions may be necessary to reconcile revenues with expenditures, particularly where there is little or no unrestricted fund balance available.

##### **Expenditures**

- **Personnel** cost will be calculated by the Finance and Human Resources departments and provided to all departments. Some departments have requested staffing changes and reclassification of certain positions. Requested changes have only been approved for inclusion in the requesting department budgets and will be discussed in more detail at the budget review meetings scheduled with the Mayor.
- **Budgets for supplies and services that are not tied to a contract** should be kept at FY18 levels, not including onetime items that were budgeted in FY18.
- **Utilities.** This year a utility analysis will be provided for each department and service area to assist in budgeting utility cost.

- **Property, Liability and Worker's Compensations cost.** The allocation of charges should be completed by February 5<sup>th</sup>. Some departments may see changes based upon a departments claim history.
- **Budgets that included one-time expenditures** in FY18 should not include the cost of those items when preparing their FY19 budget.
- **Contributions to capital project funds** need to be supported by equipment replacement schedules and long-range capital plans. Service area transfers to capital funds must be supported by the existing mill rate level. The finance department will be seeking additional information regarding the capital plans to provide readers of the budget document more information regarding the need and fiscal impact of acquiring capital equipment.
- **Equipment purchases in operating funds** should be supported by a replacement plan schedule. Line item detail should be provided.
- **Budgets should be reviewed to determine if there are efficiencies** that can be achieved. Changing the way services are delivered, making technology improvements, reducing service levels where reasonable and appropriate (i.e., shorter hours of operation) or modifying the level of services that are being provided (i.e., are there things that we have assumed as responsibilities that are duplicated by other entities or are the responsibilities of others) are all ways that budgets can potentially be reduced.

The administration will take an active role in the review of all budgets. All requests for travel will be carefully scrutinized. Departments and service areas will be encouraged to hold training locally when feasible, rather than traveling to receive training. As was the case with the previous budget processes, particular attention will be given to growth in operating fund balances and capital replacement reserve funds. Mill rates will be reviewed to determine whether the current rate is adequate, in excess of the amount needed to fund operations, insufficient to meet the current and projected needs or fund balances are within ranges recommended per policy.

Alaska is in the midst of a serious fiscal and economic situation. Over the next several years, the state's fiscal situation will increasingly affect local budgets as state funding is reduced and additional costs are shifted to local governments. Responsible fiscal management means that we have to start planning now for expected impacts over the next several years. We look forward to working with you through the budget process.

Be proud of your daily contribution and enjoy the journey!

## **Seward Bear Creek Flood Service Area**

### **Purpose of the Service Area**

Powers 16.50.090

Pursuant to the provisions of AS 29.35.460 the board of directors of the service area, subject to KPB 16.04.001, assembly approval and appropriation of funds, shall have the power to provide flood protection, planning and mitigation services. Additionally, subject to assembly approval, the board shall be responsible for developing, implementing, and updating a development plan for furnishing flood protection services, and for determining the level of such services to be provided by the service area. Services shall only be provided that primarily address service area flood issues and that reflect fair use of the tax levy for watershed-wide benefit.

### **Fund of the Service Area**

Fund 259 – Seward Bear Creek Flood Operating Fund

### **Budgeted Revenues of the Service Area (FY2018)**

- Property tax including DMV, approximately \$365,649 (.75 mills in FY2018)
- Interest Earnings of approximately \$8,064

### **Budgeted Expenditures of the Service Area (FY2018)**

- Personnel \$ 165,966
- Supplies \$ 4,300
- Services \$ 147,640
- Capital Outlay \$ 2,400
- Other department charges \$ 25,000
- Total \$ 345,306 effective mill rate .76 mills

### **Fund Balance**

Operating fund balance at 6/30/17 \$504,873

Projected fund balance at 6/30/18 \$537,618

Suggested fund balance range for FY2019 (based on FY2018 budget)

Minimum \$307,052

Maximum \$487,171

**Kenai Peninsula Borough**  
Seward Bear Creek Flood Service Area Special Revenue Fund  
Schedule of Revenues, Expenditures and Changes  
in Fund Balance - Budget and Actual  
For the Year Ended June 30, 2017

|                                   | <b>Budgeted Amounts</b> |                   | <b>Actual</b>     | <b>Variance</b>   |
|-----------------------------------|-------------------------|-------------------|-------------------|-------------------|
|                                   | <b>Original</b>         | <b>Final</b>      |                   |                   |
| <b>Revenues:</b>                  |                         |                   |                   |                   |
| General property taxes            | \$ 332,399              | \$ 332,399        | \$ 337,695        | \$ 5,296          |
| Motor vehicle tax                 | 7,997                   | 7,997             | 9,645             | 1,648             |
| Intergovernmental:                |                         |                   |                   |                   |
| State                             | -                       | 3,282             | 3,282             | -                 |
| Investment earnings               | 5,036                   | 5,036             | 1,959             | (3,077)           |
| Total revenues                    | <u>345,432</u>          | <u>348,714</u>    | <u>352,581</u>    | <u>3,867</u>      |
| <b>Expenditures:</b>              |                         |                   |                   |                   |
| Personnel                         | 192,418                 | 206,757           | 132,548           | 74,209            |
| Supplies                          | 3,700                   | 3,011             | 862               | 2,149             |
| Services                          | 246,975                 | 322,315           | 259,229           | 63,086            |
| Capital outlay                    | 800                     | 70,192            | 589               | 69,603            |
| Total expenditures                | <u>443,893</u>          | <u>602,275</u>    | <u>393,228</u>    | <u>209,047</u>    |
| Net change in fund balance        | (98,461)                | (253,561)         | (40,647)          | 212,914           |
| Fund balance at beginning of year | <u>545,520</u>          | <u>545,520</u>    | <u>545,520</u>    | <u>-</u>          |
| Fund balance at end of year       | <u>\$ 447,059</u>       | <u>\$ 291,959</u> | <u>\$ 504,873</u> | <u>\$ 212,914</u> |

**FY 2018**  
**KENAI PENINSULA BOROUGH**  
**Income Statement by Fund**  
**For the Period Beginning July 1, 2018**  
**For the Period Ending January 31, 2018**

FUND 259: SEWARD-BEAR CRK FLOOD SVC AREA  
DEPT 21212

| Account Number                     | Account Name                    | Original<br>Budget | Revised<br>Budget | Current<br>Period to Date<br>Actual | Current Year<br>to Date<br>Actual | Available<br>Budget | Percent of<br>Budget<br>Remaining |
|------------------------------------|---------------------------------|--------------------|-------------------|-------------------------------------|-----------------------------------|---------------------|-----------------------------------|
| <b>EXPENDITURES</b>                |                                 |                    |                   |                                     |                                   |                     |                                   |
| <b>Personnel</b>                   |                                 |                    |                   |                                     |                                   |                     |                                   |
| 259.21212.00000.40110              | REGULAR WAGES                   | \$ 85,957.00       | \$ 85,957.00      | \$ 42,836.26                        | \$ 42,836.26                      | \$ 43,120.74        | 50.17%                            |
| 259.21212.00000.40120              | TEMPORARY WAGES                 | 0                  | 0                 | 896.25                              | 896.25                            | -896.25             | 0.00%                             |
| 259.21212.00000.40130              | OVERTIME WAGES                  | 0                  | 0                 | 212.16                              | 212.16                            | -212.16             | 0.00%                             |
| 259.21212.00000.40210              | FICA                            | 7,693.00           | 7,693.00          | 3,801.90                            | 3,801.90                          | 3,891.10            | 50.58%                            |
| 259.21212.00000.40221              | PERS                            | 19,673.00          | 19,673.00         | 10,698.23                           | 10,698.23                         | 8,974.77            | 45.62%                            |
| 259.21212.00000.40321              | HEALTH INSURANCE                | 41,034.00          | 41,034.00         | 18,563.00                           | 18,563.00                         | 22,471.00           | 54.76%                            |
| 259.21212.00000.40322              | LIFE INSURANCE                  | 219                | 219               | 87.6                                | 87.6                              | 131.4               | 60.00%                            |
| 259.21212.00000.40410              | LEAVE                           | 11,150.00          | 11,150.00         | 5,537.76                            | 5,537.76                          | 5,612.24            | 50.33%                            |
| 259.21212.00000.40511              | OTHER BENEFITS                  | 240                | 240               | 138                                 | 138                               | 102                 | 42.50%                            |
| <b>Supplies</b>                    |                                 |                    |                   |                                     |                                   |                     |                                   |
| 259.21212.00000.42020              | SIGNAGE SUPPLIES                | 700                | 700               | 0                                   | 0                                 | 700                 | 100.00%                           |
| 259.21212.00000.42120              | COMPUTER SOFTWARE               | 600                | 600               | 376.33                              | 376.33                            | 223.67              | 37.28%                            |
| 259.21212.00000.42210              | OPERATING SUPPLIES              | 3,000.00           | 2,376.46          | 1,072.85                            | 1,072.85                          | 1,303.61            | 54.86%                            |
| 259.21212.00000.42250              | UNIFORMS                        | 0                  | 270               | 245.44                              | 245.44                            | 24.56               | 9.10%                             |
| 259.21212.00000.42310              | REPAIR/MAINTENANCE SUPPLIES     | 0                  | 217.95            | 2.3                                 | 2.3                               | 215.65              | 98.94%                            |
| 259.21212.00000.42410              | SMALL TOOLS AND MINOR EQUIPMENT | 0                  | 135.59            | 0                                   | 0                                 | 135.59              | 100.00%                           |
| <b>Services</b>                    |                                 |                    |                   |                                     |                                   |                     |                                   |
| 259.21212.00000.43011              | CONTRACTUAL SERVICES            | 125,000.00         | 125,000.00        | 40,103.20                           | 40,103.20                         | 84,896.80           | 67.92%                            |
| 259.21212.00000.43019              | SOFTWARE LICENSING              | 200                | 200               | 0                                   | 0                                 | 200                 | 100.00%                           |
| 259.21212.00000.43110              | COMMUNICATIONS                  | 2,232.00           | 2,232.00          | 1,231.07                            | 1,231.07                          | 1,000.93            | 44.84%                            |
| 259.21212.00000.43140              | POSTAGE & FREIGHT               | 1,000.00           | 696               | 60.48                               | 60.48                             | 635.52              | 91.31%                            |
| 259.21212.00000.43210              | TRANSPORT/SUBSISTENCE           | 6,800.00           | 6,800.00          | 2,425.13                            | 2,425.13                          | 4,374.87            | 64.34%                            |
| 259.21212.00000.43260              | TRAINING                        | 800                | 800               | 475                                 | 475                               | 325                 | 40.62%                            |
| 259.21212.00000.43310              | ADVERTISING                     | 500                | 500               | 0                                   | 0                                 | 500                 | 100.00%                           |
| 259.21212.00000.43510              | INSURANCE PREMIUM               | 181                | 181               | 181                                 | 181                               | 0                   | 0.00%                             |
| 259.21212.00000.43720              | EQUIPMENT MAINTENANCE           | 500                | 800               | 490.64                              | 490.64                            | 309.36              | 38.67%                            |
| 259.21212.00000.43810              | RENTS AND OPERATING LEASES      | 10,027.00          | 10,031.00         | 6,716.64                            | 6,716.64                          | 3,314.36            | 33.04%                            |
| 259.21212.00000.43920              | DUES AND SUBSCRIPTIONS          | 400                | 400               | 240                                 | 240                               | 160                 | 40.00%                            |
| <b>Capital Outlay</b>              |                                 |                    |                   |                                     |                                   |                     |                                   |
| 259.21212.00000.48710              | MINOR OFFICE EQUIPMENT          | 1,800.00           | 1,790.00          | 288.58                              | 288.58                            | 1,501.42            | 83.88%                            |
| 259.21212.00000.48720              | MINOR OFFICE FURNITURE          | 600                | 610               | 609.98                              | 609.98                            | 0.02                | 0.00%                             |
| <b>Interdepartmental Charges</b>   |                                 |                    |                   |                                     |                                   |                     |                                   |
| 259.21212.00000.60000              | CHARGES (TO) FROM OTHER DEPTS   | 25,000.00          | 25,000.00         | 0                                   | 0                                 | 25,000.00           | 100.00%                           |
| 259.21212.00000.60004              | MILEAGE TICKET CREDIT           | 0                  | 0                 | -283.7                              | -283.7                            | 283.7               | 0.00%                             |
| <b>Charges to Capital Projects</b> |                                 |                    |                   |                                     |                                   |                     |                                   |
| 259.21212.WATER.40110              | REGULAR WAGES                   | 0                  | 0                 | 215.43                              | 215.43                            | -215.43             | 0.00%                             |
| 259.21212.WATER.40210              | FICA                            | 0                  | 0                 | 16.42                               | 16.42                             | -16.42              | 0.00%                             |
| 259.21212.WATER.40221              | PERS                            | 0                  | 0                 | 47.49                               | 47.49                             | -47.49              | 0.00%                             |
| 259.21212.WATER.40321              | HEALTH INSURANCE                | 0                  | 0                 | 39.19                               | 39.19                             | -39.19              | 0.00%                             |
| 259.21212.WATER.40322              | LIFE INSURANCE                  | 0                  | 0                 | 0.45                                | 0.45                              | -0.45               | 0.00%                             |
| 259.21212.WATER.43110              | COMMUNICATIONS                  | 0                  | 0                 | 1.41                                | 1.41                              | -1.41               | 0.00%                             |
| 259.21212.WATER.43210              | TRANSPORTATION/SUBSISTENCE      | 0                  | 0                 | 28.5                                | 28.5                              | -28.5               | 0.00%                             |
| 259.21212.WATER.43220              | CAR ALLOWANCE                   | 0                  | 0                 | 4.34                                | 4.34                              | -4.34               | 0.00%                             |
|                                    |                                 |                    |                   |                                     |                                   | <b>\$ 353.23</b>    |                                   |



|   |   |                      |                      |                      |                      |                      |               |
|---|---|----------------------|----------------------|----------------------|----------------------|----------------------|---------------|
| <b>USACE Salmon Creek Project In-Kind Match</b> |   |                      |                      |                      |                      |                      |               |
| 259.21212.16COE.40110                           | REGULAR WAGES                               | 0                    | 6,749.67             | 910.26               | 910.26               | 5,839.41             | 86.51%        |
| 259.21212.16COE.40210                           | FICA  | 0                    | 516.35               | 70.46                | 70.46                | 445.89               | 86.35%        |
| 259.21212.16COE.40221                           | PERS  | 0                    | 1,484.93             | 206.11               | 206.11               | 1,278.82             | 86.12%        |
| 259.21212.16COE.40321                           | HEALTH INSURANCE                            | 0                    | 2,632.37             | 212.52               | 212.52               | 2,419.85             | 91.93%        |
| 259.21212.16COE.40322                           | LIFE INSURANCE                              | 0                    | 50                   | 2.13                 | 2.13                 | 47.87                | 95.74%        |
| 259.21212.16COE.40511                           | OTHER BENEFITS                              | 0                    | 50                   | 0                    | 0                    | 50                   | 100.00%       |
| 259.21212.16COE.43110                           | COMMUNICATIONS                              | 0                    | 132.54               | 6.56                 | 6.56                 | 125.98               | 95.05%        |
| 259.21212.16COE.43210                           | TRANSPORT/SUBSISTENCE                       | 0                    | 1,638.00             | 136.13               | 136.13               | 1,501.87             | 91.69%        |
| 259.21212.16COE.43220                           | CAR ALLOWANCE                               | 0                    | 243.93               | 20.77                | 20.77                | 223.16               | 91.49%        |
| 259.21212.16COE.49999                           | FY16 USACE SALMON CREEK-<br>DESIGN/CONSTRCT | 0                    | 25,514.82            | 0                    | 0                    | 25,514.82            | 100.00%       |
|   |   |                      |                      |                      |                      | <b>\$1,564.94</b>    |               |
| 259.21212.17EMB.43011                           | CONTRACTUAL SERVICES                        | 0                    | 38,210.00            | 38,210.00            | 38,210.00            | 0                    | 0.00%         |
| 259.21212.17EMB.49999                           | FY17 SBCFSA EMBANKMENT RECOVERY<br>WORK     | \$ 75,000.00         | 27,540.00            | 0                    | 0                    | 27,540.00            | 100.00%       |
| 259.21212.17FOR.43011                           | CONTRACTUAL SERVICES                        | \$30,000.00          | 625.44               | 0                    | 0                    | 625.44               | 100.00%       |
| <b>Total Expenditures</b>                       |   | <b>\$ 345,306.00</b> | <b>\$ 450,694.05</b> | <b>\$ 177,134.27</b> | <b>\$ 177,134.27</b> | <b>\$ 273,559.78</b> | <b>60.70%</b> |



## Kenai Peninsula Borough Seward/Bear Creek Flood Service Area

302 Railway Ave, Suite 123, P.O. Box 1554

Seward, Alaska 99664

(907) 224-3340 (Fax) 224-5197

[www.kpb.us/service-areas/sbcfsa](http://www.kpb.us/service-areas/sbcfsa)

### Memorandum

TO: Mayor Charlie Pierce  
THRU: Brandi Harbaugh, KPB Finance Director  
THRU: Randy Stauffer, Seward/Bear Creek Flood Service Area Board Chair  
FROM: Stephanie Presley, Service Area Program Lead  
DATE: February 13, 2018  
SUBJECT: SBCFSA FY19 Fund Balance

At the end of FY2018, the SBCFSA fund balance is expected to be approximately \$100,000 higher than the maximum suggested fund balance for FY2019. The SBCFSA has a small annual budget, and does not have a capital fund. All mitigation projects and studies completed are paid from the contract services line item. Additional funding for larger projects come from federal and state programs, or other grant funding. Many of these programs require a match from the local sponsor. The SBCFSA board uses the fund balance as a means to save for these larger projects or required cost share. For example, the SBCFSA partnered with the U.S. Army Corps of Engineers through the Continuing Authorities Program Section 205 – Flood Risk Management authority to determine the feasibility, design, and complete construction of an armored revetment on Salmon Creek. A 35% local match was required for this \$3.28 million project. The SBCFSA used funding from the State Department of Commerce, Community, and Economic Development, and the SBCFSA fund balance to provide this match.

The SBCFSA board is currently in the process of saving funds in expectation of completing a watershed-wide Sediment Management Plan within the next two years. Implementation of the plan will include several large projects to harvest and haul streambed load from strategic sites throughout the service area. Cost estimates for this initial round of projects will be several hundred thousand dollars.

**Fund: 259**

**Department Function**

**Dept: 21212**

**Seward/Bear Creek Flood Service Area**

**Mission**

The mission of the Seward/Bear Creek Flood Service Area is to provide flood planning, protection, and mitigation services in coordination with the appropriate agencies, to reduce the risk of flood damage to private and public property.

**Program Description**

The Flood Service Area is responsible for providing flood planning and mitigation services to the Seward/ Bear Creek community. The Board is tasked to determine flood planning needs and to advise and facilitate flood hazard reduction measures.

**Major Long Term Issues and Concerns:**

- ~~The need for funding, partnerships, and plans for annual sediment and debris removal.~~
- ~~Lack of areas outside the floodplain for gravel deposition or plans for utilization of removed debris.~~
- The need for developable property outside the floodplain for residential housing and commercial expansion.
- KPB does not have site control at various critical flood mitigation sites within the service area.
- Replacement or relocation of the Forest Road Bridge over Lost Creek in the Old Mill subdivision.

**FY2018 Accomplishments**

- In partnership with the US Army Corps of Engineers, SBCFSA/ KPB will complete construction of a flood control revetment and recreational area for Salmon Creek (\$3.28 million total project cost, expected completion 6/13/18).
- Completed channel and embankment restoration at four project sites: Clear, Kwechak, Sawmill & Salmon Creeks.
- In partnership with KPB departments, established an Emerging Situation Policy to address rapidly developing incidents.
- Established board's Permit Review Policy and provided board training on No Adverse Impacts Managing Principle, KPB/USACE/AKF&G Regulations & Permitting.

**FY2019 New Initiatives:**

- Obtain FEMA Cooperating Technical Partnership Grant for a watershed-wide Sediment Management Plan to include streambed debris removal, deposition areas outside the floodplain, and plans for utilization of material.
- Establish benchmarks in high risk subdivisions for property owners to obtain lower cost evaluation certificates for the National Flood Insurance Program.
- Receive approval from Alaska State Department of Natural Resources for site-specific Sediment Management Plan on Sawmill Creek.
- Complete combined SBCFSA/ City of Seward Hazard Mitigation Plan Update.

**Performance Measures**

**Priority/Goal:** Public Outreach and Education

**Goal:** Raise public awareness of floodplain risks, mitigation efforts, and national flood insurance program

**Objective:**

1. Send out educational mailing to all service area property owners
2. Conduct Community Work Sessions/ Public meetings

**Measures:**

|  | <b>FY2016<br/>Actual</b> | <b>FY2017<br/>Actual</b> | <b>FY2018<br/>Projected</b> | <b>FY2019<br/>Estimated</b> |
|--|--------------------------|--------------------------|-----------------------------|-----------------------------|
| Number of bulk educational mailings                | 1                        | 1                        | 1                           | 1                           |
| Number of community work sessions/ public meetings | 2                        | 2                        | 2                           | 2                           |

**Measures:**

| <b>Staffing</b>   | <b>FY2016<br/>Actual</b> | <b>FY2017<br/>Actual</b> | <b>FY2018<br/>Actual</b> | <b>FY2019<br/>Proposed</b> |
|---|--------------------------|--------------------------|--------------------------|----------------------------|
| Service Area staffing history   | .75                      | .75                      | 1.5                      | 1.5                        |
| Water Resource Manager/ Project Manager<br>(Interdepartmental Charge) | .68                      | .40                      | N/A                      | N/A                        |

**Fund: 259**

**Department Function**

**Dept: 21212**

**Seward/Bear Creek Flood Service Area - Continued**

**Priority/Goal:** Flood Mitigation

**Goal:** Prioritize, plan, and facilitate flood mitigation projects

**Objective:** 1. Obtain grant funding for risk assessment or mitigation projects  
2. Complete in-stream and multi-agency mitigation projects

**Measures:**

|  | <b>FY2016<br/>Actual</b> | <b>FY2017<br/>Actual</b> | <b>FY2018<br/>Projected</b> | <b>FY2019<br/>Estimated</b> |
|--|--------------------------|--------------------------|-----------------------------|-----------------------------|
| Grant /Partnership mitigation funding applications | 2                        | 2                        | 1                           | 2                           |
| In-stream mitigation projects                      | 2                        | 2                        | 4                           | 3                           |
| Multi-agency mitigation projects                   | 1                        | 1                        | 2                           | 2                           |

**Commentary:**

**The following information is the status of mitigation projects approved by the Service Area:**

**In-stream mitigation projects (% completed during FY18)**

- Kwechak Creek (KC4) Embankment/ Channel Restoration (100%).
- Sawmill Creek Embankment/ Channel Restoration (100%).
- Clear Creek Embankment/ Channel Restoration (100%).
- Lost/ Salmon Creeks Confluence Restoration (20%)

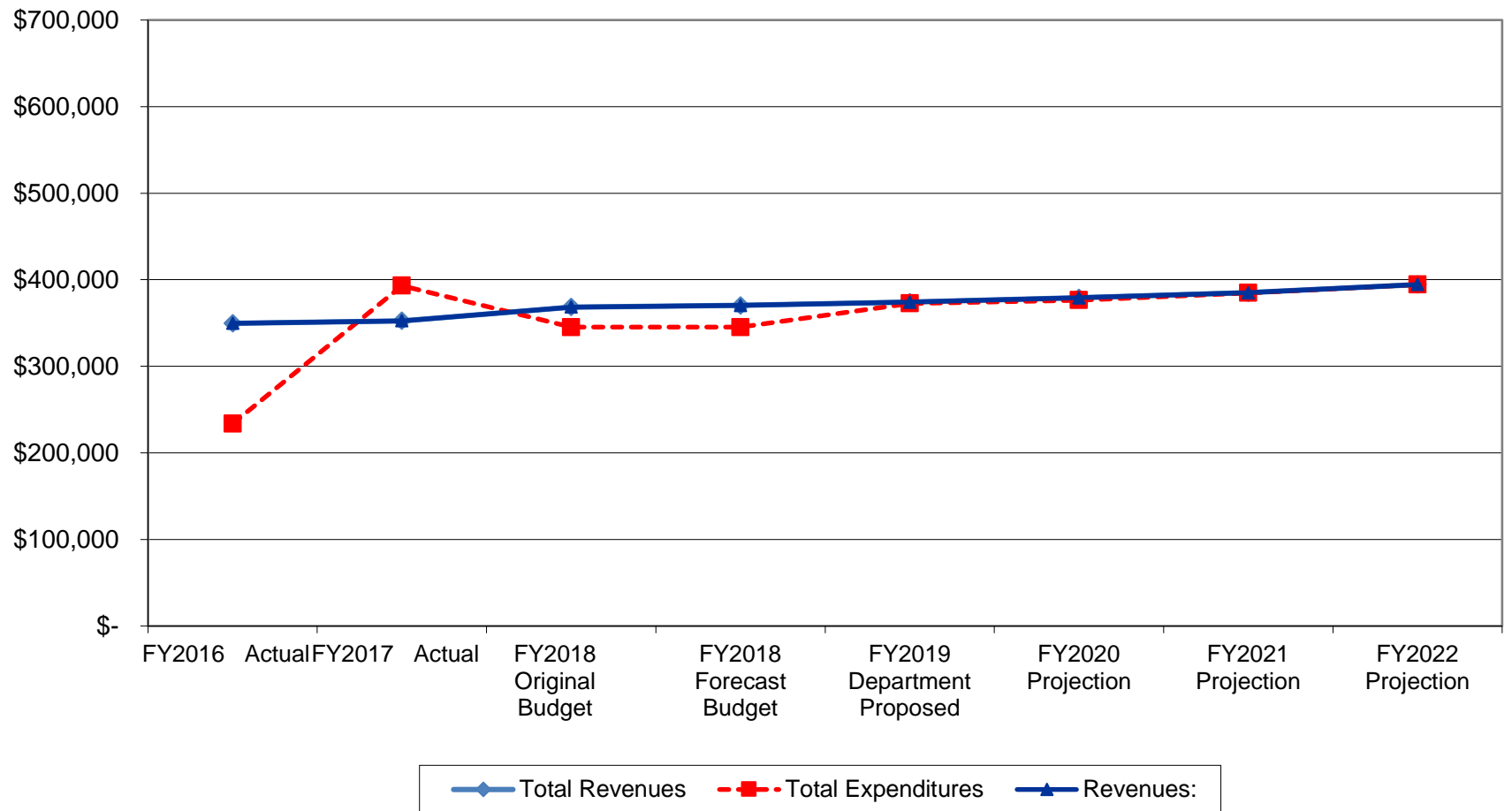
**Multi-agency mitigation projects (% completed during FY18)**

- Kwechak Creek (KC11-12) Embankment/ Channel Restoration (100%).
- City of Seward Second Avenue Culvert Optimization (20%)

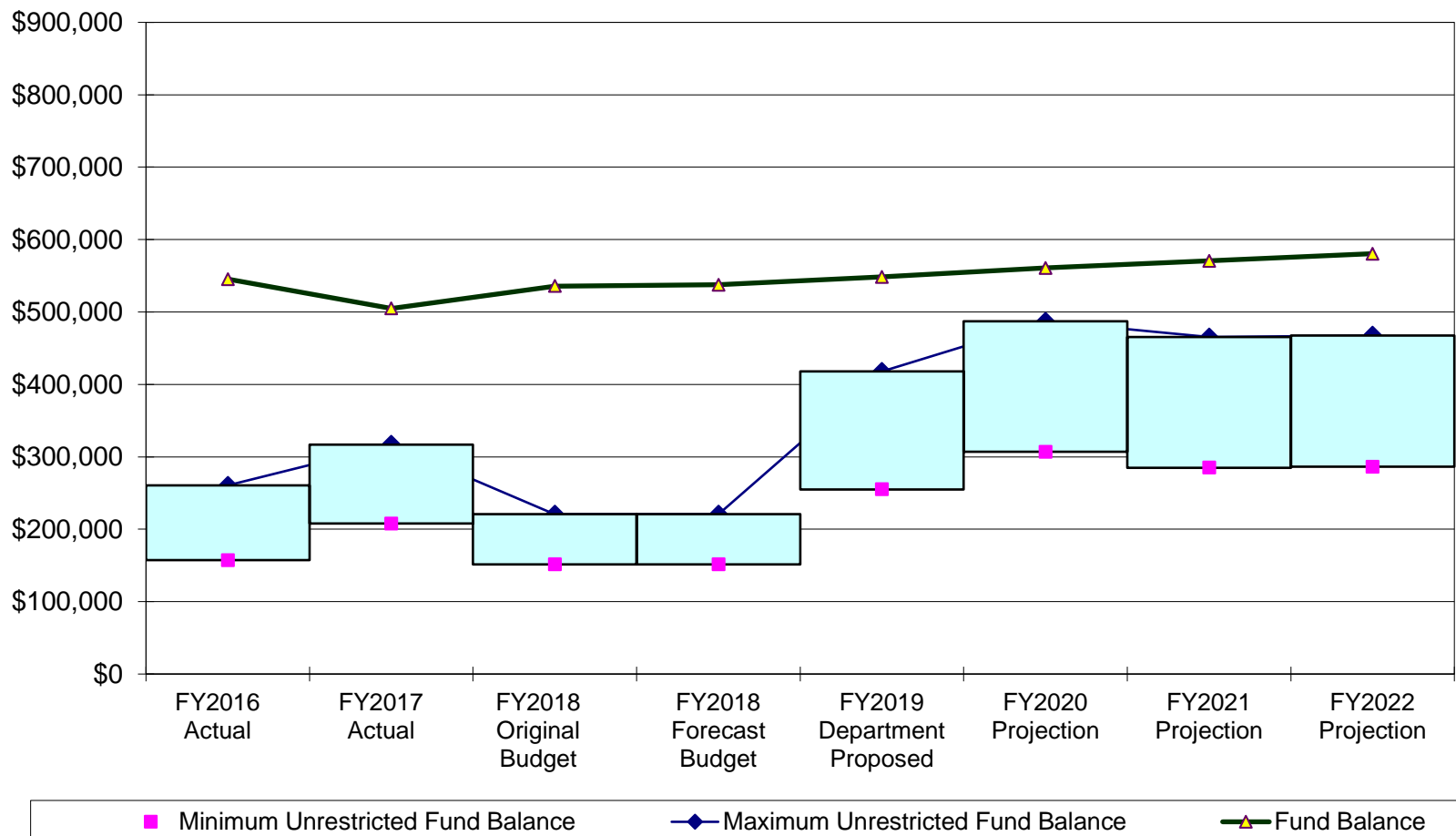
**Fund: 259 Seward-Bear Creek Flood Service Area - Budget Projection**

| <b>Fund Budget:</b>                                   | FY2016<br>Actual  | FY2017<br>Actual  | FY2018<br>Original<br>Budget | FY2018<br>Forecast<br>Budget | FY2019<br>Department<br>Proposed | FY2020<br>Projection | FY2021<br>Projection | FY2022<br>Projection |
|---|-------------------|-------------------|------------------------------|------------------------------|----------------------------------|----------------------|----------------------|----------------------|
| Taxable Value (000's)                                 |                   |                   |                              |                              |                                  |                      |                      |                      |
| Real  | 374,082           | 387,109           | 418,487                      | 420,877                      | 424,739                          | 424,739              | 428,986              | 437,566              |
| Personal  | 20,124            | 23,821            | 20,352                       | 20,352                       | 20,352                           | 20,556               | 20,762               | 20,970               |
| Oil & Gas (AS 43.56)                                  | 5,548             | 9,158             | 16,173                       | 16,173                       | 16,173                           | 15,688               | 15,217               | 15,217               |
|   | 399,754           | 420,088           | 455,012                      | 457,402                      | 461,264                          | 460,983              | 464,965              | 473,753              |
| <b>Mill Rate</b>                                      | 0.75              | 0.75              | 0.75                         | 0.75                         | 0.75                             | 0.75                 | 0.75                 | 0.75                 |
| Revenues:   |                   |                   |                              |                              |                                  |                      |                      |                      |
| Property Taxes  |                   |                   |                              |                              |                                  |                      |                      |                      |
| Real  | \$ 280,604        | \$ 291,450        | \$ 313,865                   | \$ 315,658                   | \$ 318,554                       | \$ 318,554           | \$ 321,740           | \$ 328,175           |
| Personal  | 15,752            | 18,540            | 14,959                       | 14,959                       | 14,959                           | 15,109               | 15,260               | 15,413               |
| Oil & Gas (AS 43.56)                                  | 4,161             | 6,868             | 12,130                       | 12,130                       | 12,130                           | 11,766               | 11,413               | 11,413               |
| Interest  | 726               | 872               | 682                          | 682                          | 691                              | 691                  | 697                  | 710                  |
| Flat Tax  | 19,166            | 19,965            | 12,712                       | 12,712                       | 12,712                           | 12,966               | 13,225               | 13,490               |
| Motor Vehicle Tax                                     | 9,671             | 9,645             | 9,508                        | 9,508                        | 9,658                            | 9,851                | 10,048               | 10,249               |
| Total Property Taxes                                  | 330,080           | 347,340           | 363,856                      | 365,649                      | 368,704                          | 368,937              | 372,383              | 379,450              |
| Federal Revenue                                       | -                 | -                 | -                            | -                            | -                                | -                    | -                    | -                    |
| State Revenue   | 2,341             | 3,282             | -                            | -                            | -                                | -                    | -                    | -                    |
| Interest Earnings                                     | 12,257            | 1,959             | 4,685                        | 4,685                        | 5,376                            | 10,286               | 12,620               | 14,981               |
| Other Revenue   | 5,000             | -                 | -                            | -                            | -                                | -                    | -                    | -                    |
| Total Revenues  | 349,678           | 352,581           | 368,541                      | 370,334                      | 374,080                          | 379,223              | 385,003              | 394,431              |
| <b>Total Revenues and<br/>Operating Transfers</b>     | 349,678           | 352,581           | 368,541                      | 370,334                      | 374,080                          | 379,223              | 385,003              | 394,431              |
| Expenditures:   |                   |                   |                              |                              |                                  |                      |                      |                      |
| Personnel   | 80,101            | 91,328            | 165,966                      | 165,966                      | 163,817                          | 167,093              | 171,270              | 176,408              |
| Supplies  | 960               | 862               | 4,300                        | 4,300                        | 4,600                            | 4,692                | 4,786                | 4,882                |
| Services  | 54,518            | 259,825           | 147,640                      | 147,640                      | 183,103                          | 183,103              | 186,765              | 190,500              |
| Capital Outlay  | 867               | 589               | 2,400                        | 2,400                        | 2,000                            | 2,040                | 2,081                | 2,123                |
| Interdepartmental Charges                             | 97,413            | 40,624            | 25,000                       | 25,000                       | 19,088                           | 19,470               | 19,957               | 20,556               |
| Total Expenditures                                    | 233,859           | 393,228           | 345,306                      | 345,306                      | 372,608                          | 376,398              | 384,859              | 394,469              |
| <b>Total Expenditures and<br/>Operating Transfers</b> | 233,859           | 393,228           | 345,306                      | 345,306                      | 372,608                          | 376,398              | 384,859              | 394,469              |
| Net Results From Operations                           | 115,819           | (40,647)          | 23,235                       | 25,028                       | 1,472                            | 2,825                | 144                  | (38)                 |
| Projected Lapse                                       | -                 | -                 | 7,717                        | 7,717                        | 9,485                            | 9,492                | 9,682                | 9,875                |
| Change in Fund Balance                                | 115,819           | (40,647)          | 30,952                       | 32,745                       | 10,957                           | 12,317               | 9,826                | 9,837                |
| *Restricted Fund Balance                              | -                 | -                 | -                            | -                            | -                                | -                    | -                    | -                    |
| Beginning Fund Balance                                | 429,701           | 545,520           | 504,873                      | 504,873                      | 537,618                          | 548,575              | 560,892              | 570,718              |
| <b>Ending Fund Balance</b>                            | <b>\$ 545,520</b> | <b>\$ 504,873</b> | <b>\$ 535,825</b>            | <b>\$ 537,618</b>            | <b>\$ 548,575</b>                | <b>\$ 560,892</b>    | <b>\$ 570,718</b>    | <b>\$ 580,555</b>    |

### Seward Bear Creek Flood Service Area Revenues and Expenditures



### Seward Bear Creek Flood Service Area Unreserved Fund Balance





**Kenai Peninsula Borough  
Budget Detail**

**Fund 259**

**Department 21212 - Seward-Bear Creek Flood Service Area**

|                                  |                                       | FY2016<br>Actual  | FY2017<br>Actual  | FY2018<br>Original<br>Budget | FY2018<br>Forecast<br>Budget | FY2019<br>Department<br>Proposed | Difference Between<br>Department Proposed &<br>Original Budget % |              |
|----------------------------------|---------------------------------------|-------------------|-------------------|------------------------------|------------------------------|----------------------------------|--|--------------|
| <b>Personnel</b>                 |                                       |                   |                   |                              |                              |                                  |  |              |
| 40110                            | Regular Wages                         | \$ 38,794         | \$ 44,113         | \$ 85,957                    | \$ 85,957                    | \$ 88,903                        | \$ 2,946   | 3.43%        |
| 40120                            | Temporary Wages                       | -                 | 1,121             | -                            | -                            | -                                | -  | -            |
| 40210                            | FICA                                  | 3,028             | 3,653             | 7,693                        | 7,693                        | 7,885                            | 192  | 2.50%        |
| 40221                            | PERS                                  | 11,407            | 13,844            | 19,673                       | 19,673                       | 20,342                           | 669  | 3.40%        |
| 40321                            | Health Insurance                      | 22,307            | 23,239            | 41,034                       | 41,034                       | 35,568                           | (5,466)  | -13.32%      |
| 40322                            | Life Insurance                        | 64                | 70                | 219                          | 219                          | 225                              | 6  | 2.74%        |
| 40410                            | Leave                                 | 4,334             | 5,143             | 11,150                       | 11,150                       | 10,606                           | (544)  | -4.88%       |
| 40511                            | Other Benefits                        | 167               | 145               | 240                          | 240                          | 288                              | 48   | 20.00%       |
| Total: Personnel                 |                                       | 80,101            | 91,328            | 165,966                      | 165,966                      | 163,817                          | (2,149)  | -1.29%       |
| <b>Supplies</b>                  |                                       |                   |                   |                              |                              |                                  |  |              |
| 42020                            | Signage Supplies                      | 61                | -                 | 700                          | 700                          | 700                              | -  | 0.00%        |
| 42120                            | Computer Software                     | 130               | -                 | 600                          | 600                          | 600                              | -  | 0.00%        |
| 42210                            | Operating Supplies                    | 654               | 862               | 3,000                        | 3,000                        | 3,000                            | -  | 0.00%        |
| 42250                            | Uniforms                              | 115               | -                 | -                            | -                            | 300                              | 300  | -            |
| 42410                            | Small Tools                           | -                 | -                 | -                            | -                            | -                                | -  | -            |
| Total: Supplies                  |                                       | 960               | 862               | 4,300                        | 4,300                        | 4,600                            | 300  | 6.98%        |
| <b>Services</b>                  |                                       |                   |                   |                              |                              |                                  |  |              |
| 43011                            | Contractual Services                  | 38,974            | 240,844           | 125,000                      | 125,000                      | 160,000                          | 35,000   | 28.00%       |
| 43019                            | Software Licensing                    | -                 | -                 | 200                          | 200                          | -                                | (200)  | -100.00%     |
| 43110                            | Communications                        | 1,045             | 2,138             | 2,232                        | 2,232                        | 2,232                            | -  | 0.00%        |
| 43140                            | Postage and Freight                   | 695               | 704               | 1,000                        | 1,000                        | 1,000                            | -  | 0.00%        |
| 43210                            | Transportation/Subsistence            | 2,200             | 3,431             | 6,800                        | 6,800                        | 6,340                            | (460)  | -6.76%       |
| 43260                            | Training                              | 180               | 1,340             | 800                          | 800                          | 1,160                            | 360  | 45.00%       |
| 43310                            | Advertising                           | 442               | 816               | 500                          | 500                          | 500                              | -  | 0.00%        |
| 43510                            | Insurance Premium                     | 183               | 202               | 181                          | 181                          | 181                              | -  | 0.00%        |
| 43720                            | Equipment Maintenance                 | 515               | 257               | 500                          | 500                          | 800                              | 300  | 60.00%       |
| 43810                            | Rents and Operating Leases            | 9,994             | 9,943             | 10,027                       | 10,027                       | 10,430                           | 403  | 4.02%        |
| 43920                            | Dues and Subscriptions                | 290               | 150               | 400                          | 400                          | 460                              | 60   | 15.00%       |
| Total: Services                  |                                       | 54,518            | 259,825           | 147,640                      | 147,640                      | 183,103                          | 35,463   | 24.02%       |
| <b>Capital Outlay</b>            |                                       |                   |                   |                              |                              |                                  |  |              |
| 48610                            | Land Purchase                         | -                 | -                 | -                            | -                            | -                                | -  | -            |
| 48710                            | Minor Office/Communications Equipment | 140               | -                 | 1,800                        | 1,800                        | 1,400                            | (400)  | -22.22%      |
| 48720                            | Minor Office Furniture                | 727               | 589               | 600                          | 600                          | 600                              | -  | 0.00%        |
| 48740                            | Minor Machinery & Equipment           | -                 | -                 | -                            | -                            | -                                | -  | -            |
| Total: Capital Outlay            |                                       | 867               | 589               | 2,400                        | 2,400                        | 2,000                            | (400)  | -16.67%      |
| <b>Interdepartmental Charges</b> |                                       |                   |                   |                              |                              |                                  |  |              |
| 60000                            | Charges (To) From Other Depts.        | 98,236            | 41,225            | 25,000                       | 25,000                       | 10,000                           | (15,000)   | -60.00%      |
| 60004                            | Mileage Ticket Credits                | (823)             | (601)             | -                            | -                            | -                                | -  | -            |
| 61990                            | Administrative Service Fee            | -                 | -                 | -                            | -                            | 9,088                            | 9,088  | -            |
| Total: Interdepartmental Charges |                                       | 97,413            | 40,624            | 25,000                       | 25,000                       | 19,088                           | (5,912)  | -23.65%      |
| <b>Department Total</b>          |                                       | <b>\$ 233,859</b> | <b>\$ 393,228</b> | <b>\$ 345,306</b>            | <b>\$ 345,306</b>            | <b>\$ 372,608</b>                | <b>\$ 27,302</b>   | <b>7.91%</b> |

### Line-Item Explanations

**40110 Regular Wages.** Staff includes full-time Program Lead and 1/2 time Secretary.

~~Change: Decrease Program Lead to 3/4 time and increase Secretary position to 3/4 time.~~

**42020 Signage Supplies.** Posting signage at the Salmon Creek Flood Risk Management parking area and access road (will not be completed in FY18).

**42120 Computer Software.** Adobe Pro and Nuance Dragon Pro software.

**42250 Uniforms.** Rain jacket and pants for staff.

**43011 Contractual Services.** Channel and embankment maintenance (\$20,000), flood restoration/ repair (\$15,000), bank stabilization/ revetment projects (\$20,000), cooperative project with City of Seward (\$75,000), sediment management (\$20,000), emerging situations (\$10,000).

**43210 Transportation/Subsistence.** Board meeting allowance, conferences, meetings, training opportunities for staff. Floodplain management certification requires 16 continuing education credits every 2 years.

**43260 Training.** Registration fees for conferences or training for staff and board members. Increase to include 2 conferences, and higher fee in 2019.

**43720 Equipment Maintenance.** Copier agreement.

**43810 Rents & Operating Leases.** Office space lease agreement includes 4% increase, post box fee.

**48710 Minor Office Equipment.** Laptop replacement (\$1,400).

**48720 Minor Office Furniture.** Four office chairs (\$600).

**60000 Charges (To) From Other Depts.** These are charges paid to the Purchasing & Contracting department for project management on SBCFSA projects.

| Authorized Personnel                       | Fiscal Year 2017 |                     |                 | Fiscal Year 2018 |              |                     | Fiscal Year 2019 |                |              |                     |                 |                |
|--|------------------|---------------------|-----------------|------------------|--------------|---------------------|------------------|----------------|--------------|---------------------|-----------------|----------------|
|  | Salary Range     | Permanent Positions | Temporary Hours | Overtime Hours   | Salary Range | Permanent Positions | Temporary Hours  | Overtime Hours | Salary Range | Permanent Positions | Temporary Hours | Overtime Hours |
|  |                  |                     |                 |                  |              |                     |                  |                |              |                     |                 |                |
|  |                  |                     |                 |                  |              |                     |                  |                |              |                     |                 |                |
| Seward-Bear Creek Flood Service Area       |                  |                     |                 |                  |              |                     |                  |                |              |                     |                 |                |
| Service Area Program Lead                  |                  |                     |                 |                  | O            | 1.00                |                  |                | O            | 1.00                |                 |                |
| Service Area Coordinator                   | L                | 0.75                |                 |                  | L            | 0.00                |                  |                | L            | 0.00                |                 |                |
| Service Area Secretary                     |                  |                     |                 |                  | J            | 0.50                |                  |                | J            | 0.50                |                 |                |
|  |                  |                     |                 |                  |              |                     |                  |                |              |                     |                 |                |
| TOTAL SEWARD-BEAR CREEK FLOOD SERVICE AREA |                  | 0.75                | 0.00            | 0.00             |              | 1.50                | 0.00             | 0.00           |              | 1.50                | 0.00            | 0.00           |

|                  |                |
|------------------|----------------|
| Regular Wages    | 88,903         |
| Temporary Wages  | 0              |
| Overtime Wages   | 0              |
| FICA             | 7,885          |
| PERS             | 20,342         |
| Health Insurance | 35,568         |
| Life Insurance   | 225            |
| Leave            | 10,606         |
| Other Benefits   | 288            |
|                  | <b>163,817</b> |

**KENAI PENINSULA BOROUGH  
BUDGET PREPARATION**

FY2019

DETAILED WORKSEET FOR TRAVEL AND SUBSISTENCE<sup>1</sup> & TRAINING

**DEPARTMENT:**

**DIVISION:**

**CODE:**

| Destination & Purpose  | Traveler's Title                           | No.<br>of<br>Days | Mode of<br>Travel   | Estimate of Expenses |                   |          |         |       | Wages -<br>Benefits <sup>3</sup> |
|--|--|-------------------|---------------------|----------------------|-------------------|----------|---------|-------|----------------------------------|
|  |  |                   |                     | Travel<br>Cost       | Fees <sup>2</sup> | Per Diem | Lodging | Total |                                  |
| Association of State Floodplain Managers Annual<br>Conference (Cleveland, OH, May 2019)                    |  |                   |                     |                      |                   |          |         |       |                                  |
| Northwest Regional Floodplain Management<br>Association Annual Conference (Spokane, WA,<br>September 2018) | Service Area<br>Staff/ New Board<br>Member | 7                 | Air, Car            | 1,810                | 1,160             | 1,124    | 1,168   | 5,262 | 695                              |
| Board meeting allowance  | Board members                              | 12                | n/a                 | 720                  |                   |          |         | 720   |                                  |
| Anchorage trainings/ meetings  | Service Area<br>Staff                      | 4                 | Personal<br>Vehicle | 282                  |                   | 408      | 198     | 888   | 175                              |
| Soldotna trainings/ meetings   | Service Area<br>Staff                      | 4                 | Personal<br>Vehicle | 426                  |                   | 204      |         | 630   |                                  |
| Subtotal Travel Costs  |  |                   |                     | 3,238                | 1,160             | 1,736    | 1,366   | 7,500 | 870                              |
| LESS TOTAL FEES (43260)  |  |                   |                     |                      |                   |          |         | -1160 |                                  |
| TOTAL TRAVEL COSTS (43210)   |  |                   |                     |                      |                   |          |         | 6340  |                                  |

KENAI PENINSULA BOROUGH  
BUDGET PREPARATION

FY 2019  
DETAILED DUES AND SUBSCRIPTION EXPENSE

| DEPARTMENT:  | DIVISION:  | CODE           |
|--|--|----------------|
| Organization or Publication                          | Justification  | Estimated Cost |
| <b>Organizations:</b>                                |  |                |
| Association of State Floodplain Managers             | Membership for staff - Provides professional development opportunities including conferences, webinars, trainings and educational materials  | 160.00         |
| Certified Floodplain Manager Program                 | Service Area Program Lead to maintain Floodplain Management Certification  | 120.00         |
| Northwest Regional Floodplain Management Association | Membership for staff - Provides professional development opportunities including conferences, trainings and educational materials for Floodplain Managers working in the Northwest | 25.00          |
| <b>Subscriptions:</b>                                |  |                |
| NOAA Climate Data Subscription                       | Precipitation and other data used in analyses  | 56.00          |
| Amazon Prime membership                              |  | 99.00          |
| <b>Total:</b>  |  | <b>460.00</b>  |



FEMA

## REGION X

# BENEFITS OF NATURAL HAZARD MITIGATION PLANNING

Mitigation is most effective when it is based on a comprehensive, long-term plan that is developed before a disaster occurs. The purpose of mitigation planning is to identify local policies and actions that can be implemented over the long term to reduce risk and future losses from hazards. These mitigation policies and actions are identified based on an assessment of an area's hazards, vulnerabilities, and risks, and the participation of a wide range of stakeholders and the public in the planning process.

A Federal Emergency Management Agency-approved hazard mitigation plan (HMP) is a requirement for receiving certain types of non-emergency disaster assistance, including funding for mitigation projects. Ultimately, hazard mitigation planning enables action to reduce loss of life and property, lessening the impact of disasters.

HMPs ensure communities are eligible for hundreds of millions of dollars in support each year to:

- ▶ Retrofit roads, bridges culverts, and similar structures to prevent recurring damage from winter storms and seasonal flooding;
- ▶ Buy properties in high-risk floodplains and convert them into local parks and trails; and
- ▶ Develop HMPs and additional planning mechanisms that integrate hazard mitigation information.

Less widely known, the hazard mitigation planning process further helps local governments by bringing community partners together to identify vulnerabilities and reduce risk through planning, public works projects, and emergency management functions.



For example, while an emergency management department may facilitate and coordinate the hazard mitigation planning process, the land use planning and public works departments share information to propose mitigation strategies related to their long-term strategic goals, as well as daily permitting efforts.

Your Federal and State partners are available to support your community in this process to help make the most of your mitigation planning process. We can:

1. Contribute to technical assistance in risk analysis;
2. Assist in identifying effective mitigation actions;
3. Provide examples of creative planning processes;
4. Suggest examples for integrating with other planning mechanisms or community goals; and
5. Provide ideas to increase participation by other departments in the planning process.





## GET THE MOST OUT OF YOUR HAZARD MITIGATION PLAN

- **Focus on the mitigation strategy.** The mitigation strategy is the plan's primary purpose. All other sections contribute to and inform the mitigation strategy and specific hazard mitigation actions.
- **Emphasize that the planning process is as important as the plan itself.** In mitigation planning, as with most other planning efforts, the plan is only as good as the process and people involved in its development. The plan should also serve as the written record, or documentation, of the planning process.
- **Use the plan and a tool to capture your community's identity.** To have value, the plan must represent the current needs and values of the community and be useful for local officials and stakeholders. Develop the mitigation plan in a way that best serves your community's purpose and people.

## MITIGATION ACTION BENEFIT BY SECTOR



### Land Use Planning

- Mitigation action can support land use planning and decision making by protecting lives, future development, substantially damaged or improved structures, and other local priorities for maintaining the local economy and a community's identity.



### Public Works

- Protect infrastructure investments, either through siting or design improvements, achieved through mitigation action.



### Emergency Management

- The HMP is a tool for bringing many departments together to strategize and prioritize mitigation actions. Mitigation actions can complement all areas of emergency management including the preparedness, response, and recovery of a community post-event.



### Economic/Community Development

- Mitigation actions implemented strategically throughout a jurisdiction contribute to continuity of operations and help foster effective community development.

Some examples include altering green and grey stormwater infrastructure to account for extreme weather events, purchasing generators to help maintain continuity of operations post-disaster, or integrating risk data into ordinances and building codes to influence future development for the purpose of protecting lives and investments in locations vulnerable to natural hazards.

## ADDITIONAL RESOURCES

### FEMA Hazard Mitigation Webpage

<https://www.fema.gov/hazard-mitigation-planning>

### Washington State Enhanced Plan

<https://mil.wa.gov/other-links/enhanced-hazard-mitigation-plan>

### Oregon Hazard Mitigation

<http://www.oregon.gov/oem/hazardsprep/Pages/Hazard-Mitigation.aspx>

### Idaho Hazard Mitigation

<https://ioem.idaho.gov/Pages/Plans/Mitigation/MitigationPlanning.aspx>

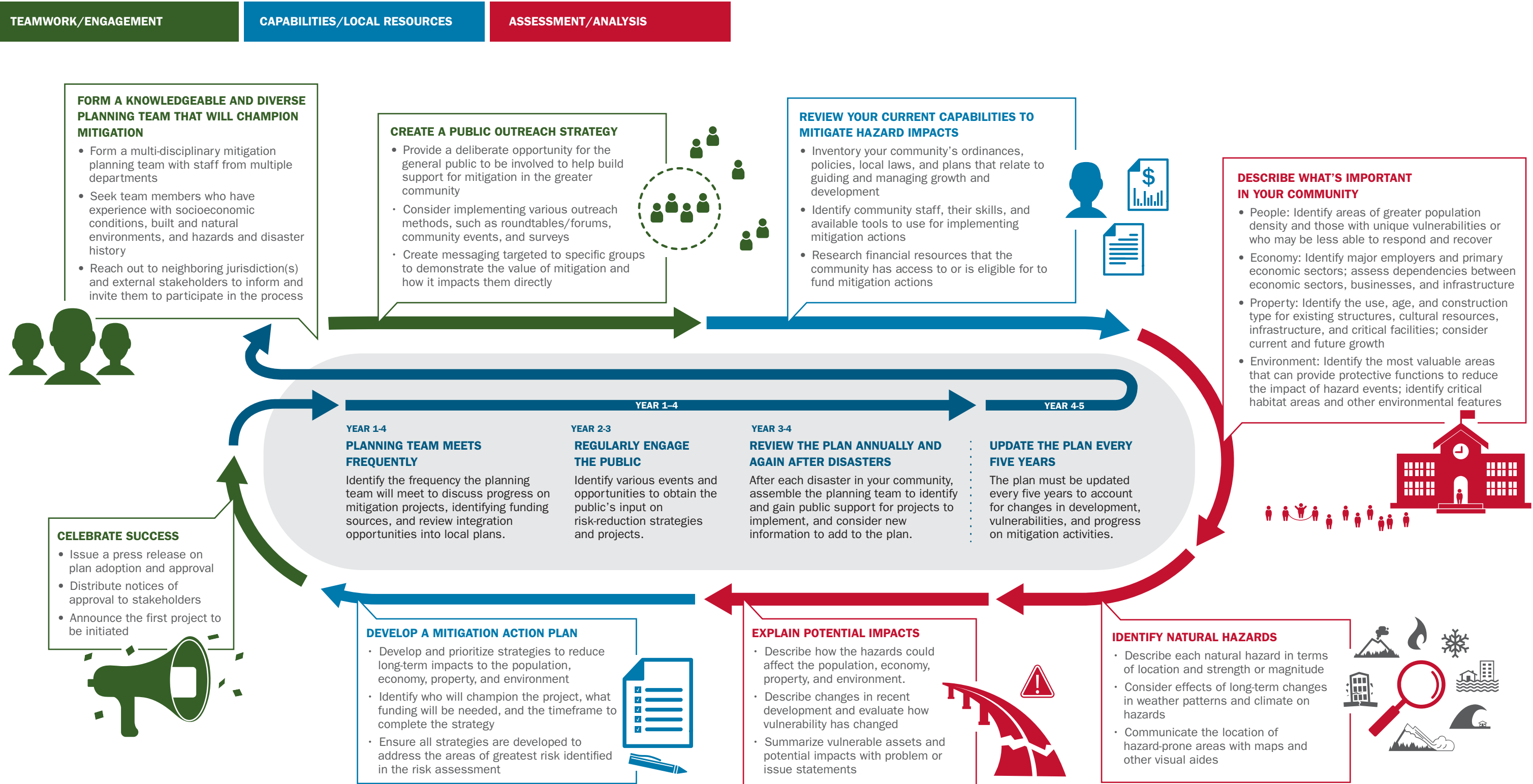
### Alaska Hazard Mitigation

<https://ready.alaska.gov/Plans/Mitigation>

# FEMA Region 10 Natural Hazards Mitigation Planning Process

Local governments have the responsibility to protect the health, safety, and welfare of their citizens through mitigation. Mitigation is most effective when it is based on a comprehensive, long-term plan that is developed before a disaster occurs. The purpose of mitigation planning is to identify local policies and actions that can be implemented over the long term to reduce risk and future losses from hazards.

It's important to recognize that the process is as important as the plan itself. In mitigation planning, as with most other planning efforts, the plan is only as strong as the process and variety of stakeholders involved in its development. The plan should also serve as the written record, or documentation, of the planning process.



## Inside this Issue

- 1 Climate Adaptation and Hazard Mitigation Plans
- 2 NFIP Flood Insurance Workshop
- 2 Mitigation Planning Outreach Graphics
- 2 Featured Training
- 2 Job Announcements
- 3 Online Training Calendar

Strategic Alliance for Risk Reduction  
FEMA Region 10 Service Center  
20700 44<sup>th</sup> Avenue West, Suite 110  
Lynnwood, Washington 98036  
(425) 329-3699

# News from Region 10

## Missed Connections: Climate Adaptation and Hazard Mitigation Plans

Climate adaptation plans are the attractive and popular sibling to the outcast and introverted hazard mitigation plan. Remove the cause of anticipated climatic impacts and you are left with natural hazards. Flooding is the less-cool version of sea-level rise and droughts are the nerdier version of crop shortages and 'global warming'. While this may seem like a debate about semantics, further investigation reveals the connection between climate adaptation planning and natural hazard mitigation planning isn't being made. This failure to connect the dots is resulting in both duplications of effort and missed opportunities for collaboration.

Climate adaptation planning has become a buzzword for many cities. These cities develop climate adaptation plans in collaboration with their planning and public works departments, using internal funding streams to support sustainable development. The goals of these adaptation plans are to increase resilience and reduce the impacts of climate change while leveraging the city's capital improvement funds for infrastructure. Meanwhile, the same city's emergency manager is likely working with a state-funded contractor to develop or update the hazard mitigation plan, which has the goal of reducing the impacts associated with natural hazards. Funding for structural and infrastructure are typically proposed to be funded by 'federal grants'. These two plans have overlapping

goals, but due to the differences in their respective planning teams, one gets much more attention than the other. The siloed emergency manager has little visibility on the city's infrastructure and future development goals, while planning staff incorrectly view anything related to FEMA as emergency response related and thus they don't participate in the hazard mitigation planning process. They should though, the hazard mitigation plan is linked with federal funding streams and technical assistance upon its successful completion.

How do we remedy this conundrum? Moody's, one of the biggest credit rating agencies in the US, is inadvertently moving us in the right direction. In December, Moody's warned municipal governments to prepare for climate change or see your creditworthiness fall, resulting in higher interest rates. Bond analysts will soon begin evaluating local government's exposure to climate change impacts when determining their bond ratings. By assessing environmental, social, and government indicators, things like municipal investments in capital projects (which demonstrate future resilience) and risk-reduction goals (which demonstrate a focused investment strategy), bond analysts can gauge the likelihood of their bond repayment in the face of changing climatic systems.

By increasing local participation, engagement, and focus on the local hazard mitigation plan rather than

*Continued on next page*

**RiskMAP**  
Increasing Resilience Together

**Missed Connections (cont.)**

developing a climate adaptation plan, cities can avoid duplication of efforts. They also can maintain, or possibly even improve, their bond rating while leveraging available state and federal assistance to increase their eligibility for federal grants. Linking bond ratings to hazards may just be the silver bullet mitigation planners have been dreaming of. Elected officials and city staff will finally start using the mitigation plan as a useful planning process, rather than as a requirement for federal funding. If we're lucky, perhaps that bond analyst will also pay attention to the Hazus run depicting major earthquake damage, a major hurdle for that consistent tax base to overcome. See, that outcast and introverted hazard mitigation plan was cool all along!

To read Moody's announcement, please click [here](#).

## NFIP Flood Insurance Workshop

February 13, 2018  
Jerome, Idaho

A free NFIP Flood Insurance workshop will be held at 300 North Lincoln Avenue, Room 306, Jerome, ID 83338. This one-day course will cover NFIP flood insurance principles and disconnects between NFIP regulations and insurance.

To RSVP, contact Maureen O'Shea, Idaho State NFIP Coordinator, at [maureen.oshea@idwr.idaho.gov](mailto:maureen.oshea@idwr.idaho.gov).

### Ask the Help Desk

The FEMA Region 10 Service Center is here to help local community officials and stakeholders with technical, training, mitigation, and mapping questions. Send your questions to [RegionXHelpDesk@starr-team.com](mailto:RegionXHelpDesk@starr-team.com).

## Mitigation Planning Outreach Graphics

Mitigation is most effective when it is based on a comprehensive, long-term plan that is developed before a disaster occurs. The purpose of mitigation planning is to identify local policies and actions that can be implemented over the long term to reduce risk and future losses from hazards.

Region 10 recently developed new graphics for use in mitigation planning outreach and collaboration. [Click here](#) to download and begin using these graphics in your mitigation planning activities.

## Featured Training

### Tribal Mitigation Plan Review Guide

February 7, 12pm-1:30pm  
February 21, 1pm-2:30pm

FEMA is releasing the Tribal Mitigation Plan Review Guide which will update and supersede the existing tribal multi-hazard mitigation planning guidance issued in 2010. The updated policy document will guide how agency officials (mitigation planners) interpret regulatory requirements in their review and approval of tribal mitigation plans. The Guide will become effective on December 5, 2018.

Please join the FEMA Region 10 Mitigation Planning Team and Regional Tribal Affairs for a webinar presentation on the new guide including the basic requirements for standard and enhanced mitigation plans, and updated plan review tool.

Registration is available online at <http://j.mp/starronlinetraining>.

### Download the documents

[Tribal Mitigation Plan Review Guide](#)  
[Tribal Mitigation Plan Review Tool](#)  
[Fact Sheet](#)

## Newsletter Ideas?

Want to spread the word about an upcoming event or recent success story? Let us know what you want to see in future issues!

Articles can be up to 500 words and may include pictures. Email [RXNewsletter@starr-team.com](mailto:RXNewsletter@starr-team.com).

## Job Announcements

### Risk Analyst (GIS)

Agency: FEMA  
Location: Bothell, WA  
Closing date: February 1, 2018

The FEMA Region 10 Risk Analysis Branch has two open positions for Risk Analysts to support the Risk MAP program. In this position, you will serve on a project team and support technical specialists with engineering and mapping studies necessary to determine the risk and probable extent of flood and the other natural hazards.

The detailed job announcement can be accessed [here](#) for the public, and [here](#) for current federal employees with status.

### Risk MAP Program Manager

Agency: Idaho Office of Emergency Management (IOEM)  
Location: Boise, ID  
Closing date: January 26, 2018

Assigned to the GIS Section of the IOEM Preparedness and Protection Branch, the primary purpose of this position is to manage the federal Risk Mapping, Analysis, and Planning (Risk MAP) Program with natural hazards planning within Idaho.

The detailed job announcement can be accessed [here](#), under announcement number 18-08-N.

*Continued on next page*

**RiskMAP**  
Increasing Resilience Together

**Job Openings (cont.)****Senior FEMA/Water Resources Engineer I**

Company: Atkins

Location: Lynnwood, WA

As a Senior FEMA/Water Resources Engineer, the applicant will support activities related to the FEMA NFIP for FEMA Region 10 throughout Alaska, Idaho, Oregon, and Washington.

The detailed job announcement can be accessed [here](#).

**Senior FEMA/Water Resources Engineer II (EIT)**

Company: Atkins

Location: Lynnwood, WA

The applicant will support activities related to the FEMA NFIP for FEMA Region 10 throughout Alaska, Idaho, Oregon, and Washington.

The detailed job announcement can be accessed [here](#).

**Newsletter Archives**

Ever wonder where to find a previous issue of the Region 10 Newsletter or want to know how to subscribe for automatic notification when a new issue is published?

Find all that and more on the STARR-Team Newsletter page at <http://j.mp/starrrxnews>.

**Online Training**

(All times Pacific)

**FEMA Region 10: Release of the Tribal Mitigation Plan Review Guide**

February 7, 12 pm

February 21, 1 pm

Online

**CRS: Preparing for a Verification Visit**

February 20, 10 am

Online – 1 CEC

**CRS: Drainage System Maintenance (Activity 540)**

February 21, 10 am

Online – 1 CEC

**NFIP Basics**

March 1, 10 am

Online – 1 CEC

**Floodplain Development Permit Review**

March 15, 9 am

Online – 1 CEC

**Inspecting Floodplain Development**

March 15, 10:30 am

Online – 1 CEC

**CRS: Developing Outreach Projects (Activity 330)**

March 20, 10 am

Online – 1 CEC

**CRS: Floodplain Management Planning (Activity 510)**

March 21, 10 am

Online – 1 CEC

To register for online courses, visit STARR's training site online at [j.mp/starronlinetraining](http://j.mp/starronlinetraining), or email [RXTraining@starr-team.com](mailto:RXTraining@starr-team.com).





## Kenai Peninsula Borough Seward/Bear Creek Flood Service Area

302 Railway Ave, Suite 123, P.O. Box 1554

Seward, Alaska 99664

(907) 224-3340 (Fax) 224-5197

[www.kpb.us/service-areas/sbcfsa](http://www.kpb.us/service-areas/sbcfsa)

To All Interested Parties,

The Kenai Peninsula Borough, on behalf of the Seward/ Bear Creek Flood Service Area, and the U.S. Army Corps of Engineers, Alaska District is notifying the public that construction is scheduled to begin on the Salmon Creek 205 Revetment project on or around Tuesday, February 27, 2018. Site survey work will be completed the week of January 29, 2018.

The Salmon Creek Revetment is an armored flood control project on the right (north) bank of upper Salmon Creek near Seward, Alaska. The project is being designed and constructed under the U.S. Army Corps of Engineers Continuing Authorities Program Section 205 – Flood Risk Management authority.

The project will construct a 1,675-foot-long revetment with upgrades to the existing trail and a parking area at the end of Romack Court. Initial construction activities will include mobilizing heavy equipment, and clearing and grubbing a cul-de-sac at the end of Romack Court. Construction crews will be improving the access trail to 12' wide, and hauling in dimensional armor rock for stockpiling within the project limits.

Trucks and heavy equipment will use the route from Bear Lake Road to Tiehacker Road to Orlander Avenue to Vogle Place to Romack Court from 8:00 am to 2:30 pm and 3:30 pm to 9:00 pm. The route will not be used during school bus hours. Light commercial vehicles are expected to make use of the route beginning February 27, 2018, with heavy commercial use expected to begin tentatively on, or around, March 16, 2018. Construction activities are expected to be completed June 13, 2018.

**Please be cautious of increased road traffic and be aware of heavy equipment or construction signage during this timeframe.**

Project updates and a site map can be found on the SBCFSA website at [www.kpb.us/service-areas/sbcfsa](http://www.kpb.us/service-areas/sbcfsa). For additional information, contact Kevin Lyon (KPB) at [klyon@kpb.us](mailto:klyon@kpb.us) or 262-2035 or Stephanie Presley (SBCFSA) at [spresley@kpb.us](mailto:spresley@kpb.us) or 224-3340.

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