

1 By: Leah Berman Williams
2 Matt Cooper
3 Introduced: 04/08/2021
4

5 FAIRBANKS NORTH STAR BOROUGH

6
7 ORDINANCE NO. 2021 – 17
8

9 AN ORDINANCE AMENDING FNSBC TITLE 5 TO PROVIDE FOR RANKED CHOICE
10 VOTING IN MUNICIPAL ELECTIONS; AND AMENDING THE FY 2020-21 BUDGET BY
11 APPROPRIATING \$75,000 FROM THE GENERAL FUND FUND BALANCE TO THE
12 MULTI-YEAR GENERAL SUBFUND FOR THE IMPLEMENTATION OF AND VOTER
13 EDUCATION ABOUT RANKED CHOICE VOTING IN MUNICIPAL ELECTIONS
14

15 WHEREAS, The current process for determining the winner of a municipal
16 election in the Fairbanks North Star Borough (Borough), called “first past the post voting”
17 allows for the winning candidate for Assembly, School Board, and Interior Gas Utility
18 Board (IGU) seats to be elected if they receive the greatest number of votes but less than
19 a majority of the votes cast and requires expensive runoff elections for the Mayoral races
20 if a mayoral candidate does not receive over 40 percent of the votes cast for that seat;
21 and
22

23 WHEREAS, The winner of an election should be preferred by a majority of
24 the voters casting ballots; and
25

26 WHEREAS, The Borough has had 107 separate races (combining mayoral,
27 Assembly, School Board, and IGU races) in the 16 elections since 2005, of which 27 (or
28 25.2%, just over one race in four) were won by candidates who did not receive a majority
29 of the votes cast; specifically:

- 30 • Of the 51 races for Assembly seats since 2005, 16 races, or 31%, have
31 been won by candidates who received less than 50% of the votes cast

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- 32 (comprising 84% of the 19 races which had three or more candidates);
33 and
34 • Of the 40 races for School Board since 2005, nine elections (23%) have
35 been won by candidates who received less than 50% of the votes cast
36 (comprising 89% of the nine races which had three or more candidates);
37 and
38 • Of the ten races for IGU since 2014, all 3 elections (38%) with more
39 than three candidates were won by a candidate who received less than
40 50% of the votes cast; and
41 • Of the six mayoral races held since 2005, where if a candidate does not
42 receive 40% of the votes cast a runoff is required, five had more than
43 two candidates running, and one required a runoff election, at a cost to
44 the Borough of approximately \$75,000 per runoff, and one narrowly
45 missed the cutoff for a runoff; and
46

47 WHEREAS, Ranked Choice Voting, also known as Instant Runoff Voting, is
48 a voting process that ensures that the winner of a race is preferred by a majority of the
49 voters casting ballots, by use of the following process:

- 50 • Voters are given a ballot listing all candidates for a given race;
51 • Each voter ranks each of the candidates in order of their preference;
52 • In the first round of vote tabulation, if a candidate receives a majority
53 of the votes, then that candidate is declared the winner of that race;
54 • However, if in the first round of tabulation, no candidate receives a
55 majority of the votes, then the votes for the candidate who received the
56 least number of first-choice votes are redistributed to those voters'
57 second choice candidates, and totals are retabulated;
58 • This process continues until one candidate receives a majority of the
59 votes cast; and

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WHEREAS, Municipalities in five other states are already using Ranked Choice Voting for their municipal elections, and the state of Maine has adopted Ranked Choice Voting for statewide elections, so that Ranked Choice Voting has been used successfully in elections similar to those in the Borough; and

WHEREAS In communities that have adopted Ranked Choice Voting, analyses have shown that voting errors are low and voters find the voting process straightforward; and

WHEREAS, In 2020, the voters in the State of Alaska approved the use of Ranked Choice Voting for statewide elections; and

WHEREAS, With Ranked Choice Voting, runoff elections for mayoral races will no longer be needed, and the Borough’s Division of Elections allocates \$80,000 every three years to pay for mayoral run-off elections; and

WHEREAS, The total cost for implementing Ranked Choice Voting per year on a recurring basis is estimated to be slightly less than \$20,000 per year, so the recurring total over three years is less than the amount to hold a single runoff election; and

WHEREAS, The State of Alaska and the Borough have purchased voting machines that have the technical capability to implement Ranked Choice Voting; and

WHEREAS, Since Ranked Choice Voting will be a new way of voting in the Borough, it is important to educate voters,; this ordinance proposes to allocate money on a one-time basis for this purpose, specifically to include a postcard campaign and booths at the Midnight Sun Festival and Tanana Valley State Fair; and

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WHEREAS, In addition, there are one-time costs required for the initial set-up and training of elections staff.

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

Section 1. Sections 2 through 11 of this ordinance are of a general and permanent nature and shall be codified. All other sections of this ordinance are not of a general and permanent nature and shall not be codified.

Section 2. FNSBC 5.04.010, Definitions, is hereby amended to add the following definitions [the Clerk shall add the definition in alphabetical order]:

"Continuing candidate" means a candidate who has been neither elected nor defeated.

"Duplicate candidate" means a single candidate has been selected for more than one ranking.

"Exhausted ballot" means a ballot that cannot be advanced because no further candidate is ranked on the ballot.

"Ranked choice voting" means an election method in which voters rank candidates for an office in order of their preference and the ballots are counted in rounds that simulate a series of runoffs until one candidate receives a majority of votes.

"Ranking" means the number assigned by a voter to a candidate to express the voter's preference for that candidate, with a lower numerical value indicating a greater preference for a candidate than a higher numerical value.

"Skipped ranking" means a voter leaves a ranking blank and ranks a candidate at a subsequent ranking.

Section 3. FNSBC 5.04.050, Election times, is hereby amended as follows:

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116 A. Time of Regular Election. Annually, on the first Tuesday of October, a regular
117 election shall be held in the borough for the election of vacant borough offices, and for
118 the determination of other matters as may be placed on the ballot.

119 B. [TIME OF RUN-OFF ELECTION. WHEN A RUN-OFF ELECTION IS REQUIRED BY
120 LAW, THE ELECTION SHALL BE HELD ON THE THIRD TUESDAY FOLLOWING THE
121 REGULAR ELECTION OR WITHIN TWO WEEKS AFTER CERTIFICATION OF THE RESULTS
122 OF THE REGULAR ELECTION. THE RUN-OFF ELECTION SHALL NOT BE CONSIDERED A
123 SPECIAL ELECTION WITHIN THE MEANING OF AS 29.71.

124 C.] Time of Service Area Elections.

125 1. Annually, on the third Tuesday of November, an election shall be held for
126 establishing new service areas, annexation to existing service areas, dissolving a service
127 area, or to consolidate or merge two or more service areas.

128 2. Annually, on the fourth Tuesday of March, an election shall be held for any
129 service area desiring to increase their mill levy for services provided within the boundaries
130 of the service area.

131 [D.]C. Time of Special Elections. The assembly, by motion, resolution, or adoption of an
132 ordinance, may call a special election at any time at least 75 days prior to the date of the
133 election. Unless the assembly has set a date for a required special election, the borough
134 clerk shall call a special election when required by law or ordinance to place an initiative,
135 referendum, recall or other question before the voters.

136
137 Section 4. FNSBC 5.04.060, Notice of elections, is hereby amended as
138 follows:

139 A. The borough clerk shall publish a notice of each election at least twice in one or
140 more newspapers of general circulation in the borough. The borough clerk shall also post
141 such a notice in two conspicuous places in each precinct. The first such publication, and
142 the posting in each precinct, shall be accomplished at least 30 days prior to a regular
143 election or at least 20 days before a special election.

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- 144 B. Each notice of election shall include:
- 145 1. The type of election, whether regular[,] or special [OR RUN-OFF];
 - 146 2. The date of the election;
 - 147 3. The hours the polls will be open;
 - 148 4. The offices to which candidates are to be elected;
 - 149 5. The subjects of propositions to be voted upon;
 - 150 6. Voter qualifications and instructions for registration;
 - 151 7. Instructions for application for absentee voting;
 - 152 8. Early voting instructions, including station location and hours;
 - 153 9. Precinct polling places.
- 154 C. Service Area Elections.
- 155 1. The borough clerk shall publish a notice of each service area election at
156 least twice in one or more newspapers of general circulation in the borough, and on the
157 borough website.
 - 158 2. Each notice of election shall include:
 - 159 a. The type of election;
 - 160 b. The date of the election;
 - 161 c. The polling place location and hours the poll(s) will be open;
 - 162 d. The subjects of propositions to be voted upon;
 - 163 e. Voter qualifications as set forth in FNSBC 5.08.010 and instructions
164 for registration; and
 - 165 f. The notice of election shall state a service area resident may vote in
166 person at the borough clerk's office or request a ballot by mail or electronic transmission.
- 167 D. [FOR RUN-OFF ELECTIONS, THE NOTICE OF THE LOCATIONS OF THE PRECINCT
168 POLLING PLACES MAY BE INCLUDED OR SEPARATE FROM THE NOTICE OF THE
169 ELECTION AND PUBLICATION SHALL BE MADE AT LEAST ONCE, NO LATER THAN FIVE
170 DAYS PRIOR TO THE RUN-OFF ELECTION. THE NOTICE OF ELECTION SHALL BE POSTED
171 AT TWO PLACES WITHIN EACH PRECINCT.

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172 E.] Notice of Bonded Indebtedness.

173 1. Before a general obligation bond issue election, the borough clerk shall
174 publish notice of the borough's total existing bonded indebtedness at least once a week
175 for three weeks.

176 2. The notice of the borough's total existing bonded indebtedness shall state:

177 a. The current total general obligation bonded indebtedness, including
178 authorized but unsold bonds, of the borough;

179 b. The cost of the debt service on the current indebtedness; and

180 c. The total assessed valuation within the borough.

181

182 Section 5. FNSBC 5.04.070, Votes required for election to office, is hereby
183 amended as follows:

184 A. [ELECTION TO THE OFFICE OF BOROUGH MAYOR IS WHEN A CANDIDATE
185 RECEIVES THE GREATEST NUMBER OF VOTES AND OVER 40 PERCENT OF THE VOTES
186 CAST FOR THAT SEAT. A RUN-OFF ELECTION FOR THE OFFICE OF MAYOR SHALL BE
187 HELD BETWEEN THE TWO CANDIDATES RECEIVING THE HIGHEST NUMBER OF VOTES
188 IF NO CANDIDATE RECEIVES OVER 40 PERCENT OF THE VOTES CAST.

189 B.] The candidate for [AN] Borough Mayor, Assembly, Interior Alaska Natural Gas
190 Utility Board (IGU) at large or School Board seat receiving the [GREATEST NUMBER]
191 majority of votes cast for that seat is elected unless provided otherwise in this section.

192 B. When there are two qualified candidates on the ballot running for the same seat
193 and it is mathematically impossible for a candidate to receive the majority of the votes
194 cast due to declared or undeclared write-in votes, the candidate receiving the greatest
195 number of votes cast for that seat shall be elected.

196 C. If more than two qualified candidates are running for the same seat, the majority
197 of votes cast for that seat shall be determined using ranked choice voting.

198

199 Section 6. FNSBC 5.16.010, Ballot form, is hereby by amended as follows:

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- 200 A. The ballot shall be designed with the position of names of the candidates set out
201 in the same order in each section on each ballot used in that election. The order for
202 placement of candidate names for each [OFFICE]seat shall be randomly determined by
203 the borough clerk.
- 204 B. The title of the office and seat to be filled shall be followed by the printed names
205 of the candidates for such office and seat, below which shall be blank lines equal in
206 number to the candidates to be elected to such [OFFICE]seat, upon which the voter may
207 write the names of persons not listed on the ballot. [THE WORDS "VOTE FOR NO MORE
208 THAN _____," WITH THE APPROPRIATE NUMBER REPLACING THE BLANK, SHALL
209 BE PLACED BEFORE THE LIST OF CANDIDATES FOR EACH OFFICE.] Names of candidates
210 shall be printed as they appear upon the declaration filed with the borough clerk, except
211 that any honorary or assumed title or prefix shall be omitted. A candidate's name
212 appearing on the ballot may include a nickname or familiar form of a proper name. The
213 names of candidates shall be set out in order as provided in subsection (A) of this section.
- 214 C. When there are two or less qualified candidates, the words "Vote for no more than
215 one candidate," shall be placed before the list of candidates for each such seat.
- 216 D. When there are more than two qualified candidates, the ballot shall allow for
217 ranked choice voting. The ballot shall include instructions to voters that clearly indicate
218 how to rank candidates in order of the voter's preference.
- 219 E. Mixed-election method ballots. If elections are held in which ranked choice voting
220 is used in addition to other methods of voting, the ranked choice voting and non-ranked
221 choice voting elections shall be on the same ballot if possible, with ranked choice voting
222 and non-ranked choice voting portions clearly separated on the ballot. If placement of all
223 offices to be elected cannot be placed on a single ballot, a separate ballot may be used
224 for those seats to be elected using ranked choice voting. The borough may deviate from
225 the standard ballot order of offices to allow separation of ranked choice voting and non-
226 ranked choice voting elections.

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227 F. The propositions to be voted on shall follow the candidates for office or shall be
228 on separate ballots, as the borough clerk may determine. The words "yes" and "no" shall
229 appear below each proposition.

230 [D.]G. Each ballot shall bear the words "Official Ballot" and the date of the election.

231 [E.]H. A ballot shall be printed on paper as provided in this title.

232 [F.]I. The ballots shall be consecutively numbered.

233

234 Section 7. FNSBC 5.16.020, Preparation and distribution, is hereby amended
235 as follows:

236 A. The borough clerk may contract for the preparation and printing of the ballots,
237 preparation, printing and distribution of ballots without obtaining competitive bids.

238 B. The borough clerk shall obtain the printing of all ballots for borough elections. The
239 borough clerk shall possess the printed ballots at least 15 days before each regular
240 election and at least 10 days before each special [AND RUN-OFF] election. After receipt
241 of ballot proofs, the clerk shall notify candidates and make the proof available for
242 inspection by any candidate whose name is on the ballot, or by their authorized agent,
243 and any discovered mistake shall be corrected immediately.

244 C. The borough clerk shall arrange for delivery of ballots to the early voting station
245 prior to or on the date early voting begins and to each election board prior to or on the
246 date of the election before the opening of the polls. The ballots shall be delivered in
247 separate containers, with the number of ballots enclosed in each container clearly marked
248 on the outside of it. A receipt for each package shall be taken from the election board to
249 which it is delivered.

250

251 Section 8. FNSBC 5.24.010, Commencement of ballot count, is hereby
252 amended as follows:

253 A. Day of the election. In optical scan or other computer-read or electronic ballot
254 precincts, when the polls have closed and the last vote has been cast, the election board

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255 shall immediately transmit election results to the borough clerk following the written
256 instructions provided to each precinct. Once the elections results have been transmitted,
257 the election board shall open the ballot box and place all ballots in the tamper-proof
258 containers provided. The election board shall remove all questioned ballots and place
259 them in the container provided. The election board shall proceed with the ballot
260 accountability and poll-closing procedures provided by the borough clerk.

261 B. Tuesday following the election. All questioned and absentee ballots determined to
262 be valid by the canvass board shall be counted and tabulation of ranked choice voting
263 racers shall commence.

264 C. Tabulation of ranked choice voting races.

265 1. If a candidate receives a majority of the first-choice votes cast, that
266 candidate shall be declared elected. If no candidate receives a majority, the candidate
267 who received the fewest first-choice votes shall be eliminated and each vote cast for that
268 candidate shall be transferred to the next ranked candidate on the voter's ballot. If after
269 this transfer of votes a candidate has a majority of the votes from the continuing ballots,
270 that candidate shall be declared elected.

271 2. If no candidate receives a majority of votes from the continuing ballots after
272 a candidate has been eliminated and their votes have been transferred to the next-ranked
273 candidate, the continuing candidate with the fewest votes from the continuing ballots
274 shall be eliminated. All votes cast for that candidate shall be transferred to the next-
275 ranked continuing candidate on each voter's ballot. This process of eliminating candidates
276 and transferring their votes to the next-ranked continuing candidates shall be repeated
277 until a candidate receives a majority of the votes from the continuing ballots.

278 3. If the total number of votes of the two or more candidates credited with
279 the lowest number of votes is less than the number of votes credited to the candidate
280 with the next highest number of votes, those candidates with the lowest number of votes
281 shall be eliminated simultaneously and their votes transferred to the next-ranked
282 continuing candidate on each ballot in a single counting operation.

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283 4. If two or more candidates tie for the least number of votes the candidate
284 to eliminate shall be chosen by lot.

285 5. A ballot with a skipped ranking shall immediately be advanced to the next
286 ranking for that race.

287 6. A ballot that has been undervoted, overvoted, contains a duplicate
288 candidate or is an exhausted ballot shall not count towards any candidate in that round
289 or in subsequent rounds for that race.

290

291 Section 9. FNSBC 5.24.070, Reporting results, is hereby added as follows:

292 5.24.070 Reporting results

293 A. Precinct summary statement. A printed precinct summary statement shall be made
294 available and minimally include the number of votes cast for each candidate, the number
295 of votes cast in the first ranking for each candidate, if applicable, and number of votes
296 cast for or against each proposition or question.

297 B. Ranked choice voting summary statement, if applicable. A printed ranked choice
298 voting summary statement shall be made available and minimally include total votes cast,
299 total first choice ranking for all candidates and round-by-round tabulation results.

300

301 Section 10. FNSBC 5.32.050, Certification of the election results, is hereby
302 amended as follows:

303 A. The assembly shall meet in public session to receive the report of the canvass
304 board, as soon as is practicable. If, after considering the report, the assembly determines
305 that the election was validly held, the election shall be certified and entered upon the
306 minutes of the meeting, together with the precinct summary statement, ranked choice
307 voting summary statement and the total number of votes cast [FOR EACH CANDIDATE
308 AND] for or against each proposition or question.

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309 B. Upon certification of a valid election, the borough clerk shall deliver to each person
310 elected to office a certificate of election, signed by the borough clerk and authenticated
311 by the seal of the borough clerk.

312

313 Section 11. FNSBC 5.36.010, Recount application, is hereby amended as
314 follows:

315 A. A defeated candidate, or 10 qualified voters who believe there has been a mistake
316 made by an election official or by the canvass board in counting the votes in an election,
317 may file an application with the borough clerk requesting a recount. The application shall
318 be filed with the borough clerk no later than 5:00 p.m. on the Monday following the
319 election or one business day after completion of the canvass, whichever is later.

320 B. The date on which the borough clerk receives an application, rather than the date
321 of mailing or transmission, determines whether the application is filed within the time
322 allowed under this subsection.

323 C. The application shall include a deposit in cash or certified check for \$200.00 per
324 election precinct to be recounted. The deposit shall be applied against any costs incurred.
325 The applicant(s) shall pay all costs and expenses incurred in recount of an election if the
326 recount fails to reverse a result of the election or the difference between the winning and
327 losing vote on the result contested is more than two percent.

328 D. If two or more candidates having the highest number of votes for the same
329 [OFFICE]seat, to which only one candidate is to be elected, are separated by 10 votes or
330 less the borough clerk shall initiate a recount of that race. In a race using ranked choice
331 voting, a recount shall only be initiated based on the tabulation of the final round. The
332 clerk shall cease a recount under this subsection if a defeated candidate concedes the
333 election in writing no later than the close of business two *days* after completion of the
334 canvass.

335

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336 Section 12. General Fund Appropriation. The FY 2020-21 budget is hereby
337 amended by appropriating \$75,000 to the General Fund budgetary guideline entitled
338 "Contribution to Multi-Year General Subfund" and by increasing Contribution from Fund
339 Balance by a like amount.

341 Section 13. Multi-Year General Subfund Appropriation. The FY 2020-21
342 budget is hereby amended by appropriating \$75,000 to the Multi-Year General Subfund
343 budgetary guideline entitled "Ranked Choice Voting Implementation and Voter Education"
344 and by increasing Contribution from General Fund by a like amount.

346 Section 14. Lapse of Funds. Upon completion or abandonment of the
347 project, any unexpended, unencumbered balance will lapse to the General Fund fund
348 balance.

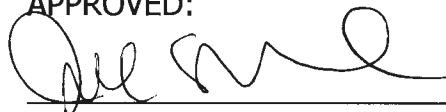
350 Section 15. Effective Date. This ordinance is effective at 5:00 p.m. on the
351 first Borough business day following its adoption.

352 ADOPTED THE _____ DAY OF _____ 2021.

355 _____
356 Mindy O'Neall
357 Presiding Officer

359 ATTEST:

APPROVED:



361 _____
362 Jill S. Dolan
363 Borough Attorney

361 _____
362 April Trickey, CMC
363 Borough Clerk

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FAIRBANKS NORTH STAR BOROUGH
FISCAL NOTE

I. Request

Ordinance No: 2021- Date Introduced: April 8, 2021

Abbreviated Title: Appropriating \$75,000 from the General Fund Fund Balance to the Multi-Year General Subfund for Ranked Choice Voting Implementation and Voter Education

II. Financial Detail

Department/Division Affected: Assembly

EXPENDITURE	General Fund	Multi-Year General Subfund	Total
	FY 20/21	FY 20/21	FY 20/21
Awaiting Budget		75,000	
Personnel Services			
Contribution to Multi-Year General Subfund	75,000		
Total	75,000	75,000	

SOURCE OF FUNDING

Contribution from General Fund		75,000	
Contribution from Fund Balance	75,000		
State Grants			
Total	75,000	75,000	

Specify Funding Sources: General Fund fund balance

OTHER FUNDING (PREVIOUSLY APPROPRIATED)

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III. Project Purpose:

To implement Ranked Choice Voting and educate voters in the Borough

IV. Analysis of Future Liabilities and Funding Sources:

Annual setup fees and software licenses

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

Debra L. R. Brady for DLB
Debra L. R. Brady
Chief Financial Officer

3/17/2021
Date

FA	SrGLA	<i>[Signature]</i>
GA	CA	<i>[Signature]</i>
SpA	C	<i>[Signature]</i>
TBN	SA	<i>[Signature]</i>

Budget for Rank Choice Voting Ordinance

Multi-Year Project Funds for implementataion and October 5, 2021 Regular Municipal Election:

Election Vendor Support & RCV Software License:

Support Services (Project Management, Implementation, On-Site Services LAT & Final Count Day)	\$ 16,500.00
Staff Training on RCV Software	\$ 4,500.00
Election Support Services for RCV (Election Setup/Ballot Setup in addition to current annual cost of \$5,000)	\$ 3,500.00
RCV Software License Fee	\$ 10,000.00
Total Election Vendor Support & RCV Software License	\$ 34,500.00

Voter Education on RCV:

Design Services for Postcard, Flyers, Posters	\$ 1,500.00
Printing and Full Mail Services to mail approximately 77,000 postcards	\$ 14,500.00
Postage Cost for Postcards	\$ 17,500.00
Midnight Sun Festival Booth	\$ 110.00
2021 Tanana Valley State Fair Booth Rental (10 days 7/30/2021 to 8/8/2021)	\$ 845.00
Supplies for Booths and for conducting Mock RCV Election during TV State Fair (Pens, Paper for Ballots, supplies to set up booth)	\$ 2,000.00
Total Voter Education on RCV	\$ 36,455.00

Other Election Budget Inceaes for RCV Election:

Additional Cost of Larger Ballots for RCV Races (\$0.04 to move to 11" to 14" ballot and additional \$0.04 to move from 14" to 17" ballot)	\$ 4,000.00
Total Other Election Budget Increase for RCV Election	\$ 4,000.00

Total Multi-Year Project Funds \$ 74,955.00

Additional Annual Recurring Cost for RCV

Annual Election Setup / Ballot Setup	\$ 3,500.00
Annual Licenses RCV Software	\$ 10,000.00
Additional Cost for Larger Ballots for RCV Races	\$ 4,000.00
Total Estimated Additional Annual Recurring Cost for RCV	\$ 17,500.00

Note: The Additional Annual Setup/Ballot Setup fee would increase if more than 4 races are conducted by RCV, as additional time would be needed for ballot design.

**Fairbanks North Star Borough Fiscal
Impact Statement (FIS) (FNSBC 3.20.010 C.)**

Check	Date
Version 1	
Version 2	
Version 3	
Version 4	

Originator's Name: April Trickey **Department:** Assembly

To Be Introduced/Sponsored By: Leah Berman Williams

Abbreviated Ordinance Title: Amending Title 5 providing for Rank Choice Voting in Municipal Elections

Department(s)/Division(s) Affected: Assembly/Elections

Proposed Introduction Date: 04/08/2021 **Ordinance No.:** 2021-


Does this ordinance authorize:

- 1) a new or expansion of services which entails additional costs beyond that approved in the current adopted budget? **Yes** ___ **No** *
- 2) a project that is capital in nature and increases operational costs of the Borough in the current or any future fiscal year? **Yes** ___ **No** *

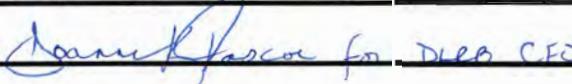
Required Information/Estimates	FISCAL IMPACT PRO FORMA SUMMARY - BEST ESTIMATE				
	Remainder of Current FY	1st Full FY of Operations	2nd Full FY of Operations	3rd Full FY of Operations	4th Full FY of Operations
	FY 20__ / __	FY 20__ / __	FY 20__ / __	FY 20__ / __	FY 20__ / __
1. Timeline inclusive of all phases					
2. Number and type of new positions which may be required					
3. Cost of operations and maintenance					
4. Future costs to complete capital assets					
5. Estimated revenue impact					
6. Estimated non-Borough funds that may be received:					
a. to fund the ordinance					
b. to fund future phases					
c. to fund future operations and maintenance costs					
7. Anticipated annual tax subsidy					

Is backup attached? **Yes** ___ **No**

Contact Person's Name, for FIS questions: April Trickey **Extension:** 1402

Director(s) Signature(s):  **Date:** 3-3-2021

Mayor's Office or Assembly Member Signature: _____ **Date:** _____

Chief Financial Officer Signature:  **Date:** 3/17/2021

Process/Instructions

To prepare a Fiscal Impact Statement (FIS):

Complete the top section of the FIS.

Answer the two questions, Yes or No.

* If the answer to either question on page 1 is **Yes**, complete the Pro Forma Summary and provide the FIS contact person's information and the Director's signature.

- **To avoid uncertainty, fill in every solid box; if an answer is zero or none, enter 0 or None.**

- **Attach backup detail to support your estimates, as necessary.**

* If the answer to both questions is **No**, provide the FIS contact person's information and if Administration initiated Director's signature. Continue to next block.

Ordinance from a department:

Department submits FIS to Mayor's Office for signature and for concurrence to be the ordinance sponsor.

Mayor's Office dates and signs FIS Version 1.

After Mayor's Office OK, department drafts ordinance and prepares a Finance Checklist for the appropriating ordinance.

Department submits an FIS Version 1 signed by the Mayor's Office, to Finance along with the draft ordinance and Finance Checklist for the appropriating ordinance.

Ordinance from the Mayor:

Mayor's Office works with affected department(s) to prepare the FIS.

Mayor's Office dates and signs FIS Version 1.

If the Law department will be drafting the ordinance, the Mayor's Office will submit the signed FIS Version 1 to Law along with the request for Law to draft the ordinance.

- Law drafts the ordinance.

- Law requests department(s) to revise FIS if needed, to match the ordinance.

- Mayor's Office concurs with, and dates and signs the new FIS version.

Otherwise, the Mayor's Office drafts the ordinance and prepares a Finance Checklist for the appropriating ordinance.

Mayor's Office submits latest FIS version to Finance along with the draft ordinance and Finance Checklist.

Ordinance from an Assembly Member:

If Assembly Member/Clerk's Office/Law requires assistance in preparing the FIS, a request shall be submitted to the Mayor's Office for scheduling/coordination with affected department(s) to assist in preparing the FIS.

Department(s) work with Assembly Member/Clerk's Office/Law to prepare the FIS.

Assembly Member/Clerk's Office dates and signs FIS Version 1.

If the Law department will be drafting the ordinance, the Assembly Member/Clerk's Office will submit the signed FIS Version 1 to Law along with the request for Law to draft the ordinance.

- Law drafts the ordinance.

- Law requests department(s) to revise FIS if needed, to match the ordinance.

- Assembly Member/Clerk's Office concurs with, and dates and signs the new FIS version.

Otherwise, the Assembly Member drafts the ordinance.

Assembly Member/Clerk's Office/Law submits latest FIS version to Finance along with the draft ordinance.

Chief Financial Officer (CFO) reviews FIS:

CFO reviews FIS version submitted to Finance with ordinance.

CFO consults with affected department(s) and/or ordinance sponsor, and requests FIS revisions if needed.

CFO dates and signs FIS and routes it to Law, along with the draft ordinance and Finance Checklist, if any.