

ACTIVE or PENDING Items	Origination	Description & History, if needed	Reviews & Recommendations	Pre-Approval Status	Next Step(s) in the Approval Process	Target Date to Come to Assembly	Assembly Approval green=done red=target	Post-Approval Action / Next Steps
<b>Borough Building Biomass Project</b>		Resolution 14-11-596 authorized acceptance of AEA grant funding. A teleconference was held with AIEDA and Borough staff on February 2. Staff is working on a revised plan and schedule to ensure grant compliance while at the same time ensuring that any plan that comes forth will be successful. Pellet report provided on 3/11. High levels of Chlorine identified in our pellets which may lead to flame tube burnout.		The administration has contracted with a consultant to assist with this project.	Administration has an opportunity to purchase some used pellet boilers from the federal government and will seek assembly approval via resolution.	9/8/2015	11/12/2014 - auth grant funds 9/9/2015 - auth boiler purchase from CG	Continue to research and determine best source for pellets. Identification of next two buildings for installation of pellet boilers and appropriate back-up system.
<b>South Portage Cove Harbor Expansion</b>	Ports and Harbors	Currently in the design phase. Phone meeting with PND on 3/11 to discuss sewer outfall and park. PND presented at 3/24 BA meeting. PHAC met on 3/26 when 65% design was reviewed & public comments were received. PC reviewed on 4/16.	Port & Harbor Advisory Committee - recommended 65%	The 95% design documents were received & are being reviewed by the PHAC and the PC. They will come to the BA on 9/22. Re. the Lookout Park, an ad hoc group called the "Waterfront Aesthetics Committee" has been formed. This committee has met three times and prepared a recommendation for the PC.	The PC held a public hearing on 9/10, and the PHAC met on 9/24.	11/10/2015 - 95% design		
<b>Clarify Temporary Residence Definition and Permit Requirements</b>	Lands Dept	Introduced on 1/27/15; some BA members expressed concerns after 1st hearing on 2/10 & wants PC to reconsider; staff recommends referral to committee in light of this. Sent to GAS Committee by BA after 2nd hearing on 2/24/15. The committee met 3/11 & 4/2 and met again on 4/22	PC 12/16/14 - recommended P&Z draft. GAS Committee referred back to PC for the 5/14 meeting. The PC made additional suggestions that were returned for staff review.	Staff recommended additional review by the PC; it was on the 7/9 & 8/13 PC agendas. It is ready to return to BA. A substitute ordinance is recommended, so a third hearing may be required, otherwise it could be adopted when it returns to the BA	Substitute ordinance from the PC & staff was recommended. It came back to the BA on 9/22 and was accepted. A third hearing was scheduled since it had been a while.	9/22/2015	10/13/2015	

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Tax Incentive Program	Manager			Staff will work with Commerce Committee; ComEc Dev is reviewing for action.	Committee meeting to be scheduled	TBD		
Title 5 Commercial Tour Permit Code Amendments	Tourism Advisory Board			Still with the adv board; clerk awaiting TAB's recommended amendments	After receipt, clerk & other staff will review; possible legal review will be needed for a draft code ord	TBD		
Personnel Code move from Title 2 to Title 4, along with additional revisions	Clerk	Since the adoption of the current Collective Bargaining Agreement (CBA) in mid-2013, borough code amendments were needed. During contract negotiations, the borough recommended conversion of the employee leave system from annual/sick/personal to a combined personal leave, and that was approved by the union and the assembly. The assembly recently adopted Ord 15-07-417 making those and other changes. Additional revisions are still needed. It is also recommended to move the personnel code to its own title.		Ordinance is being drafted by staff.	Draft will be reviewed by staff and the personnel committee. When ready for introduction, it will come to the BA.	TBD		
Amendments to Signage Code	Lands Dept	Two different sign ordinances since 2011 have had a total of 8 public hearings. The matter has been stalled since it the ord was postponed on 10/14/14. Staff began notifying the public of the intention to start enforcing the existing sign code, including off-premises signs. Enforcement began May 1st. Letters were sent to affected businesses & an appeal was received. That appeal was heard during the 5/14 PC meeting.	Commerce Committee recommended a comprehensive code amendment; PC did not recommend it.	The planning commission relooked at the ordinance during its meeting on 5/14 & recommends adoption of the original ord they recommended in 2011 allowing off premises signs with a CUP. Staff concurred but recommended an amendment to allow off premises signs with manager approval. The BA agreed & adopted the ord, as amended.	The Commerce Committee is looking at possible additional amendments to the signage code. The topic was discussed at the committee meeting on 6/16.	TBD	5/26/2015 - Off Premises Signs TBD - Other Signage	

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<b>Identify Specific Criteria for Heliport CUPs</b>	Attorney (part of admin appeal settlement agreement)	This item is tied to completion of noise study and associated public process.		Staff developing public process that will begin soon.	Steps will include: planning staff recommendation, PC recommendation, reasonable opportunity for public review & comment on staff & PC recommendations, and then BA final action.	TBD	On or before 10/1/15	
<b>Senior Center Management Agreement</b>				Manager reviewing the draft agreement returned by seniors	Come to the BA for approval by non-code ord	TBD		
<b>Sale of Mosquito Lake Facility</b>	Manager	Property assessment complete; Manager has put this on hold for 6 months to give Friends of Mosquito Lake School time to come up with a plan to propose. The ComEconDev Director met with the group on 4/11. The group delivered a proposed plan to BA on 4/14 w/a request to include funds in the FY16 budget.		Staff reviewed and revised a draft of the proposed Memorandum of Understanding. The Friends of Mosquito Lake School are currently reviewing the borough's revision (counter MOU) and will schedule a time to meet with the manager. The MOU would delay the sale.	This item may return to the Planning Commission now that the six-month period is complete	TBD		
<b>Classification of Borough Land to Sell</b>	Assembly	BA directed PC to identify borough properties for a land sale; on 9/11/14, PC identified possibilities & will investigate w/staff to determine suitability	On 1/14/15, two PC members met with assessor and P&Z, and evaluated borough properties' suitability for development. Recommendations were made.	Staff has invited PC members to join on site visits to take a closer look at the possible properties. This topic was on the 3/12/15 PC meeting. Staff has been directed by manager to prepare a land inventory.	When ready, this will come to assembly in the form of a non-code ord	TBD		

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Minor Offenses	Borough Attorney	April 2013, a district court ruling came out requiring a comprehensive fine schedule. What this means is municipalities need to create official fine schedules with precise amounts for municipal violations. The borough attorneys have been working on a full review and revision of borough code to bring us into compliance. On 2/18/15, borough staff met with the borough attorney to review outstanding questions; the attorneys submitted a comprehensive ordinance for staff review	Various borough staff members have been involved in reviewing code sections along with questions & comments posed by the borough attorney		Ord was introduced by BA & referred to GAS Com. & PSC with a review deadline of 7/8. The hearings were scheduled for 7/14 & 7/28. More time was needed for the groups to meet, so on 6/23, the BA rescheduled hearings for 8/25 & 9/8 and made a new review deadline of 10am, 8/7. The GAS Committee met on 7/20 & met again on 8/31. The PSC met 8/17 & 8/28.	6/9/2015	9/22/2015	The ordinance has an effective date of 1/1/16. Prior to that date, the manager will develop a enforcement policy and present it to the assembly for approval by resolution. Currently, the assembly will begin addressing specific community concerns beginning with a COW on 10/2.
Piedad Springs Project	Public Facilities	On 4/28, BA authorized via resolution Purchase of Property from Louie Meacock to facilitate the project		Work towards closing the deal on the purchase of the Meacock property is moving forward. Meacock had the property surveyed to locate corners and file a final plat on the property. A sales agreement is in the works. In the mean time, Meacock & the borough entered into a Right of Access agreement so work can proceed prior to the sale being final.	An ordinance allowing a nonconforming lot size for a public utility was drafted by staff for introduction to the assembly. The first hearing was 9/22/15.	9/8/2015 - Ord	4/28/2015 - auth prop purch 10/13/2015 - Ord	Deadline to expend grant funds is 4/30/2016.
Borough FY17 Budget Priorities	Borough Manager			Assembly to develop a list of budget priorities & staff will draft a resolution	BA consider a resolution	10/27/15	10/27/15	
2017 Legislative Priorities	Borough Manager			Staff will develop a list for presentation to the BA	BA consider a resolution	10/27/15	10/27/15	

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<b>Motor Vehicle Tax - Amend HBC 3.46 re. Fund &amp; Uses for Proceeds</b>	Assembly Member Campbell			Manager is still awaiting a draft ordinance & other info from Campbell. Once received, he recommends this go to the finance committee & staff for review. Assembly member Lapham has offered to help move this forward	Ord to BA for introduction when ready	TBD		
<b>Chief of Police Hire</b>	Borough Manager	HBC 2.50.040(E): When the position of chief of police is or is about to become vacant and has been properly advertised, review all applications received. The public safety commission shall make a recommendation for hire to the manager. The manager shall, after reviewing all applications, and considering the commission's recommendation, make his or her hiring decision subject to confirmation by the borough assembly.		The PSC met re. this on 9/2/15. In the mean time, Interim Chief hired to serve up to six months.	Manager makes a hiring decision & seeks assembly confirmation since it is a dept. head position	TBD		
<b>Replace/repair Wastewater Treatment Facility</b>	Borough Manager			Jim Dorn of Carson and Dorn Engineering and electrical engineer Ben Haight visited the site to gather more information needed to complete the design drawings that were submitted to the DEC for review. We hope to get phase one of this project out to bid very soon.		TBD		
<b>Excursion Inlet Bridge</b>	Borough Manager			The adopted FY16 budget includes Title III funds for this project. Staff is working on a plan		TBD		
<b>Friends of Mosquito Lake School Memorandum of Understanding</b>	CED Director	Proposed; under development		Still in development and review stages	TBD	TBD		

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Borough Policy Regarding Assembly Agendas	Mike Denker	This request referred by Mayor Hill to the GAS Committee. That committee met on 6/1/15.		GAS Committee report went to BA on 6/23. A motion passed asking staff to <i>follow the GAS Committee's recommendation, as soon as possible</i> .	Per 6/23 BA action, the clerk & manager and any other necessary staff member will make sure HBC 2.10.030 and the policy on the Agenda Request form are aligned. No deadline was specified but it was understood to be as soon as possible.	TBD		
Ordinance to Clarify BOE Certification Procedures	Assessor & Borough Clerk	This ordinance clarifies the clerk's responsibilities pertaining to the Board of Equalization and also extends the assessor's deadline for certifying the roll from June 1st to July 1st.		Clerk drafted ordinance; it is now under staff review. It will also be reviewed by other staff members.	When ready, take ordinance to assembly	TBD		
2015 Records Disposition	Borough Clerk	Per the Borough's Records Retention Schedule		Staff preparing list of records to be disposed of and drafting resolution	Assembly adopt resolution authorizing the disposition	10/27/2015	10/27/2015	The current plan is to incinerate during the latter part of October and early November.
FY16 Budget Amendment	Finance Director			Ordinance under development by staff. The manager plans to submit budget amendment ordinances on a quarterly basis, as needed.	The Ordinance was introduced on 9/22. The Finance Committee will discuss this on 10/13 at 5pm.	9/22/2015	10/27/2015	
Port Tariff Amendment - PC Dock	Staff	Assembly adopted a resolution authorizing a 50% waiver of PC Dock docking fees for cruise ships for 3 years beginning in 2017 as an incentive for regular dockings in Haines. A corresponding amendment to the port tariff is needed. The tariff is amended by ordinance.		Clerk drafted an ordinance that was reviewed by staff.	The assembly introduced the ordinance on 9/22 and scheduled public hearings for 10/13 and 10/27.	9/22/2015	10/27/2015	
Septic System Design & Installation - Code Amendments	Planning Commission			Staff drafted an ordinance for the PC; it was considered on 8/13 and it will now have staff review	When ready, the ordinance will come to the BA along with the PC recommendation	TBD		

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