

Haines Borough  
Borough Assembly Meeting #292

AGENDA

May 26, 2015 - 6:30 p.m.

Location: Assembly Chambers, Public Safety Bldg.

Jan Hill,  
Mayor

Dave Berry Jr.,  
Assembly Member

Diana Lapham,  
Assembly Member

Mike Case  
Assembly Member

Joanne Waterman,  
Assembly Member

George Campbell,  
Assembly Member

Ron Jackson,  
Assembly Member

David Sosa, MPA  
Borough Manager

Julie Cozzi, MMC  
Borough Clerk

Krista Kielsmeier  
Deputy Clerk

1. CALL TO ORDER/PLEDGE TO THE FLAG

2. ROLL CALL

3. APPROVAL OF AGENDA & CONSENT AGENDA

[The following Consent Agenda items are indicated by an asterisk (\*) and will be enacted by the motion to approve the agenda. There will be no separate discussion of these items unless an assembly member or other person so requests, in which event the asterisk will be removed and that item will be considered by the assembly on the regular agenda.]

Consent Agenda:

- 4 – Approve Assembly Meeting and BOE Minutes
- 8B – Chilkat Center Report
- 8C – Fire Department Report
- 8D – Finance Director Report
- 9A – Planning Commission Minutes
- 11A1 – Adopt Resolution 15-05-629
- 11B1 – Introduce Ordinance 15-05-411
- 11C1 – Brewery Liquor License Location Transfer

\* 4. APPROVAL OF MINUTES – 5/12/15 Regular and 5/11/15 Board of Equalization

5. PUBLIC COMMENTS [Any topics not scheduled for public hearing]

6. MAYOR'S COMMENTS/REPORT

A. Introduction/Oath of Office – Interim Chief of Police

7. PUBLIC HEARINGS

**Important Reminder!** - Sign-up prior to or at the beginning of the assembly meeting is required in order to make comments during a public hearing. It's as easy as contacting the Clerk's Office ahead of time to have your name added to the list or you can sign up yourself at the start of the assembly meeting. Written comments are also welcome.

A. Ordinance 15-02-401 – Third Hearing

**An Ordinance of the Haines Borough amending Haines Borough Code Title 3, Chapter 70, Section 40 to establish a procedure for community purpose exemptions.**

*This ordinance is recommended by the manager. It was introduced on 2/10. Following the first hearing on 2/24, it was referred to the finance committee and set for a second hearing. The committee met regularly with nonprofit representatives and members of staff and developed a substitute ordinance for assembly consideration. The committee recommends adoption. **Motion:** Adopt Ordinance 15-02-401.*

B. Ordinance 15-04-407 – Second Hearing

**An Ordinance of the Haines Borough, Alaska providing for the establishment and adoption of the operating budget, capital budget, and capital improvement plan of the Haines Borough for the period July 1, 2015 through June 30, 2016.**

*This is recommended by the manager and was introduced on 4/28 with a 1st hearing on 5/12. The budget must be adopted by 6/15. **Motion:** Adopt Ordinance 15-04-407.*

C. Ordinance 15-04-408 – Second Hearing

**An Ordinance of the Haines Borough providing for the addition or amendment of specific line items to the FY15 budget.**

*This ordinance is recommended by the manager and was introduced on 4/28. The first hearing was on 5/12. **Motion:** Adopt Ordinance 15-04-408.*

## 7. PUBLIC HEARINGS ---continued---

### D. Ordinance 15-04-409 – Second Hearing

**An Ordinance of the Haines Borough amending Haines Borough Code Title 18 Section 18.100.025 to allow with planning commission approval lot line adjustments and lot consolidations resulting in lot(s) non-conforming in size.**

*This ordinance is recommended by the manager and was introduced on 4/28. The first hearing was on 5/12. **Motion:** Adopt Ordinance 15-04-409.*

### E. Ordinance 15-05-410 - First Hearing

**An Ordinance of the Haines Borough establishing a surcharge for enhanced 911 (E-911) service.**

*This ordinance is recommended by the borough manager and was introduced on 5/12/15. The assembly already scheduled the second hearing for 6/9/15. No motion is needed now unless the second hearing date needs to change or some other action is desired.*

## 8. STAFF/FACILITY REPORTS

### A. Borough Manager – 5/26/15 Report

#### \* B. Chilkat Center – Facility Report of April 2015

#### \* C. Fire Department – Staff Report of April 2015

#### \* D. Chief Finance Officer – FY15 Third Quarter Financial Report

## 9. COMMITTEE/COMMISSION/BOARD REPORTS & MINUTES

### \* A. Planning Commission – Minutes of 4/16/15

### B. Assembly Standing Committee Reports

## 10. UNFINISHED BUSINESS

### A. Ordinance – Off-Premises Signs

*There have been two signage ordinances since 2011. Following a fourth public hearing on 10/14/14, the assembly unanimously voted to “postpone Ordinance 14-05-383 to a time when a draft is presented by the planning commission through staff to the borough assembly.” On 5/14/15, the planning commission voted to send the original 2011 draft (Ordinance 11-06-207) back to the assembly for adoption. That draft allows off-premises signs with a conditional use permit. The clerk has simply renumbered that ordinance to reflect 2015.*

*Staff has reviewed that original ordinance and concurs with the intent of allowing off premises signs but recommends handling sign approval through the manager rather than requiring a conditional use permit. The manager memo contains rationale for making that recommendation. Also, since Ordinance 11-06-207 and Ordinance 14-05-383 each had four public hearings, the issue of off-premises signs has had a total of 8 hearings in addition to committee and commission meetings. Therefore, staff strongly recommends adoption may take place at this meeting.*

**Motion:** Adopt Ordinance 11-06-270 renumbered as 15-05-412.

## 11. NEW BUSINESS

### A. Resolutions

#### \* 1. Resolution 15-05-629

**A Resolution of the Haines Borough Assembly authorizing the Borough Manager to execute a construction contract with Silver Bow Construction for the Haines School Roof Maintenance project for an amount not to exceed \$50,900.**

*This resolution is recommended by the manager. **Motion:** Adopt Resolution 15-05-629.*

### B. Ordinances for Introduction

#### \* 1. Ordinance 15-05-411

**An Ordinance of the Haines Borough authorizing the Borough Manager to enter into a loan agreement in the amount of up to \$1,715,000 with the Alaska Department of Environmental Conservation for the Sewer Treatment Plant Health and Safety Upgrades project.**

*This ordinance is recommended by the manager. **Motion:** Introduce Ordinance 15-05-411 and set a first public hearing for 6/9/15 and a second public hearing for 6/23/15.*

## 11. NEW BUSINESS

### C. Other New Business

\* 1. **Liquor License Location Transfer – Haines Brewing Company**

*The Alaska Alcohol Beverage Control (ABC) Board has notified the borough of a pending transfer of location of Brewery Liquor License #3882 (same owner and dba). The ABC Board's decision is pending local government review. **Motion:** The Assembly does not object to the transfer of location for the brewery liquor license belonging to the Haines Brewing Company.*

2. **Executive Session – UPDATE ON NELSON LAWSUIT**

**Motion:** Move into executive session as allowed by AS 44.62.310(c)(1) and Haines Borough Charter Section 18.03 to receive a update from the borough attorney on the Nelson administrative appeal; this matter qualifies for executive session because a public discussion may adversely affect the finances of the borough and/or the borough's legal position; the borough manager and borough attorney are requested to attend.

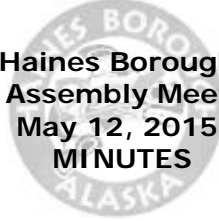
## 12. CORRESPONDENCE/REQUESTS

## 13. SET MEETING DATES

## 14. PUBLIC COMMENTS

## 15. ANNOUNCEMENTS/ASSEMBLY COMMENTS

## 16. ADJOURNMENT

  
**Haines Borough**  
**Borough Assembly Meeting #291**  
**May 12, 2015**  
**MINUTES**

Draft

1. **CALL TO ORDER/PLEDGE TO THE FLAG:** Mayor **HILL** called the meeting to order at 6:30 p.m. in the Assembly Chambers and led the pledge to the flag.

2. **ROLL CALL**

**Present:** Mayor Jan **HILL**, and Assembly Members Diana **LAPHAM**, Joanne **WATERMAN**, Ron **JACKSON**, Mike **CASE**, Dave **BERRY**, Jr., and George **CAMPBELL**.

**Staff Present:** David **SOSA**/Borough Manager, Julie **COZZI**/Borough Clerk, Bill **MUSSER**/Chief of Police, Brian **LEMCKE**/Interim Director of Public Facilities, Jila **STUART**/Chief Fiscal Officer, Helen **ALTEN**/Museum Director, and Bill **MANDEVILLE**/Community & Economic Development Director.

**Visitors Present:** Karen **GARCIA**/CVN, Margaret **FRIEDENAUER**/KHNS, Chuck **MITMAN**, Lea **HARRIS**, Kay **CLEMENTS**, Tresham **GREGG**, Debra **SCHNABEL**, Tracy **MIKOWSKI**, Diane **LACOURSE**, Bill **HERMAN**, Norm **SMITH**, Jim **SHOOK**, Debbie **GRAVEL**, Bill **THOMAS**, Don **TURNER** Jr., Audry **SMITH**, Joe **PARNELL**, Carol **TUYNMAN**, Dr. Elizabeth **LYONS**, Jim **SZYMANSKI**, and others.

3. **APPROVAL OF AGENDA & CONSENT AGENDA**

The following Items were on the published consent agenda:

Consent Agenda:

- 4 – Approve Assembly Meeting Minutes
- 8C – Staff Report – HM/CED
- 9A – PHAC Minutes
- 11A1 – Adopt Resolution 15-05-628
- 11C2 – Introduce Ordinance 15-05-410
- 12A – Correspondence – HARK Funding
- 12B – Correspondence – Harbor Expansion Project

**Motion:** **BERRY** moved to “approve the agenda/consent agenda,” and it was amended to remove Items 8C, 12A, and 12B from the consent agenda. The motion as amended carried unanimously.

\*4. **APPROVAL OF MINUTES** – 4/28/15 Regular

*The motion adopted by approval of the consent agenda: “approve minutes of the 4/14/15 borough assembly regular meeting.”*

5. **PUBLIC COMMENTS**

**GREGG** – Opposed to the Harbor Plan; the assembly needs to listen to concerned citizenry.

**MITMAN, HARRIS, GRAVEL, SMITH, LYONS, and LACOURSE** – Opposed to cutting HARK’s budget

**SHOOK** – Not opposed to the harbor expansion, but he would like to see where the extra funds are coming from to finish the project as well as a beautified waterfront.

**THOMAS, TURNER, and SZYMANSKI** – Support the harbor project.

**PARNELL** – Harbor waiting list misconceptions and worried about the Lutak Dock.

**TUYNMAN** – 1) Opposed to putting correspondence on consent agenda, and 2) the value of the community is in its waterfront.

**SCHNABEL** – 1) Questioned putting correspondence on the consent agenda, and 2) regrets voting for the harbor design in February 2014; it should have gone to the planning commission.

**ALTEN** – Not opposed to the harbor breakwater but does not want the waterfront to be sacrificed for concrete.

6. **MAYOR’S COMMENTS/REPORT**

Mayor **HILL** made comments on the following: 1) Community Clean-up, 2) Earth Day event, 3) First cruise ship on May 20 (she plans to be present at the dock each cruise ship day like she was last year), and 4) Haines Hot Shots (it is a very good program that teaches kids gun safety and maintenance. We live in an area around firearms. She thanked everyone involved in that program.)



## **7. PUBLIC HEARINGS**

### **A. Ordinance 15-04-406 – Second Hearing**

**An Ordinance of the Haines Borough authorizing the Borough Manager to enter into a loan agreement in the amount of up to \$500,000 with the Alaska Department of Environmental Conservation for the Replace Allen Road AC Pipe project.**

Mayor **HILL** opened and closed the public hearing at 7:11 p.m.; there were no public comments.

**Motion:** **BERRY** moved to “adopt Ordinance 15-04-406,” and the motion carried unanimously in a roll call vote.

There were no assembly comments.

### **B. Ordinance 15-04-407 – First Hearing**

**An Ordinance of the Haines Borough , Alaska, providing for the establishment and adoption of the budget of the Haines Borough for the period July 1, 2015 through June 30, 2016.**

Mayor **HILL** opened the public hearing at 7:13 p.m.

**SCHNABEL** – 1) Likes format of the budget document this year, and 2) recommended forgoing the proposed lobbyist this year.

**LACOURSE** - Please fund HARK. (She distributed written comments later in the meeting.)

Hearing no further comments, the mayor closed the public hearing at 7:17 p.m.

*Note: The assembly had already scheduled the second hearing for 5/26/15, so no motion was needed now unless the second hearing date needed to change or some other action was desired such as a motion to amend the budget.*

**Motion:** **CAMPBELL** moved to “amend the ordinance to set the maximum mill rate for the Townsite Service Area and fully fund everything in the FY16 budget with any leftover funds being split between the boat harbor and sewer treatment plant, and increasing the area-wide mill rate to one mill below the maximum and splitting the funds between the boat harbor and the Lutak Dock.”

**Motion to Postpone:** **CAMPBELL** moved to postpone the motion to the 5/26/15 assembly meeting, and the motion **FAILED** 3-4 with **LAPHAM**, **CASE**, and **BERRY** opposed and the mayor breaking the tie in the negative.

**Primary Amendment:** **JACKSON** moved to “increase the Townsite Service Area mill rate by .15 and give the increase to HARK,” and the motion **FAILED** with **WATERMAN**, **BERRY**, **LAPHAM**, and **CAMPBELL** opposed.

The main motion **FAILED** unanimously.

**Motion:** **WATERMAN** moved to “direct staff to investigate restoring HARK funding to \$45,250,” and the motion carried 5-1 with **CAMPBELL** opposed.

**Motion:** **LAPHAM** moved to “amend Ordinance 15-04-407 by making the changes proposed in the manager’s May 6, 2015 memo in the packet with the exception of the HARK portion.”

**Motion to Divide Question:** **WATERMAN** moved to divide the question, and the motion carried unanimously.

**Primary Amendment:** **WATERMAN** to make the following changes to the proposed FY16 budget as clarified and defined by the manager:

- Change the ordinance title to read: *An Ordinance of the Haines Borough, Alaska, providing for the establishment and adoption of the operating budget, capital budget, and capital improvement plan of the Haines Borough for the period July 1, 2015 through June 30, 2016;*
- Remove the PC Dock Kiosk from the FY16 CIP List;
- Change the Small Boat Harbor funding to reflect 19.5 million dollars;
- Reflect 100k for a Lutak Dock study and design by making an amendment to the FY16 Lutak Dock Enterprise Fund;
- For Phase One of the Wastewater Treatment Facility,

- o Commit up to \$330,000 of the sewer reserve,
  - o Accept the ADEC loan for no more than \$1m to minimize a requirement for a rate increase,
  - o Continue to apply for ADEC grants to offset the loan amount, and
  - o Research drawing from the Permanent Fund with the understanding it will require a vote of the people;
- Record the Chilkat Center management contract under expenses for the Chilkat Center; and
  - Fund to offset a small fraction of the costs for Phase One of the Wastewater Treatment Facility.

The primary amendment motion carried unanimously.

**Motion to Undivide Question:** WATERMAN moved to undivide the question, and the motion carried unanimously.

The main motion as amended carried unanimously.

**C. Ordinance 15-04-408 – First Hearing**  
**An Ordinance of the Haines Borough providing for the addition or amendment of specific line items to the FY15 budget.**

Mayor HILL opened and closed the public hearing at 8:34 p.m.; there were no public comments.

*Note: The assembly had already scheduled the second hearing for 5/26/15, so no motion was needed now unless the second hearing date needed to change or some other action was desired such as a motion to amend the ordinance.*

**Motion:** LAPHAM moved to “amend Ordinance 15-04-408 by adding the additional item stated in the manager’s May 6, 2015 memo in the packet (appropriating funds for Letnikof Harbor emergency repairs),” and the motion carried unanimously.

**D. Ordinance 15-04-409 – First Hearing**  
**An Ordinance of the Haines Borough amending Haines Borough Code Title 18 Section 18.100.025 to allow with planning commission approval lot line adjustments and lot consolidations resulting in lot(s) non-conforming in size.**

Mayor HILL opened and closed the public hearing at 8:37 p.m.; there were no public comments.

*Note: The assembly had already scheduled the second hearing for 5/26/15, so no motion was needed now unless the second hearing date needed to change or some other action was desired.*

No assembly comments.

## **8. STAFF/FACILITY REPORTS**

**A. Borough Manager – 5/12/15 Report**

The manager summarized his written report. He added information about the interim chief of police hire: the results of the background check were favorable as were the references. He noted that report is confidential and cannot be released.

**B. Community & Economic Development Director – Report re. Cruise Ship Waivers and Request for referral.**

MANDEVILLE referenced the staff report in the meeting packet. He is asking the assembly to refer this proposed program to the Commerce Committee. ROSS and GAFFNEY both stressed that time is of the essence, and they look forward to working with the committee on this.

**Motion:** CAMPBELL moved to “refer the proposed Cruise Ship Waiver Program to the Commerce Committee with instructions that they present their recommendations at the June 9, 2015 assembly meeting (have recommendation by June 1 to get it on that agenda),” and the motion carried 5-1 with JACKSON opposed.

**C. Harbormaster and CED Director – Cost Benefit Analysis (CBA) Report – Small Boat Harbor**

JACKSON and CAMPBELL both expressed concerns with the CBA, as provided, and would like it to be more accurate and complete.

**9. COMMITTEE/COMMISSION/BOARD REPORTS & MINUTES**

- \* A. Port and Harbor Advisory Committee – Minutes of 3/23/15, 3/26/15, and 4/22/
- B. Assembly Standing Committee Reports - None

**10. UNFINISHED BUSINESS** - None

**11. NEW BUSINESS**

**A. Resolutions**

\* 1. **Resolution 15-05-628**

**A Resolution of the Haines Borough Assembly authorizing the Borough Manager to enter into a "special use agreement" with Alaska Excursions for routine use of the Port Chilkoot Dock Lightering Float for the 2015 summer tourism season.**

*The motion adopted by approval of the consent agenda: "adopt Resolution 15-05-628."*

**B. Ordinances for Introduction**

1. **Ordinance 15-05-410**

**An Ordinance of the Haines Borough establishing a surcharge for enhanced 911 (E-911) service.**

The manager gave a brief PowerPoint presentation.

**Motion:** CASE moved to "introduce Ordinance 15-05-410 and set a first public hearing for 5/26/15 and a second public hearing for 6/9/15," and the motion carried 5-1 with CAMPBELL opposed.

**C. Other New Business**

1. **Board Appointments**

*Note: an appointment application was received for a seat on the Parks & Recreation Advisory Committee. With only four members, the committee is having difficulty establishing a quorum to make a recommendation. The mayor sought assembly confirmation.*

**Motion:** CAMPBELL moved to "confirm the mayor's appointment of Burl Sheldon to the Parks and Recreation Advisory Committee for a term ending 11/30/17," and the motion carried unanimously.

**Motion:** WATERMAN moved to extend the meeting past 10:00 p.m. if necessary to complete the agenda, and the motion carried unanimously.

\* 2. **Sales Tax Exemption Request – Haines Hot Shots**

*Note: AKSCTP Haines Hot Shots, a 501(c)3 organization, applied for sales tax exemption status as allowed by HBC 3.80.050(13). The borough has granted sales tax exemption certificates to other non-profit organizations. The motion adopted by approval of the consent agenda: "approve the request from the Haines Hot Shots for sales tax exemption status, and authorize the borough clerk to issue an exemption certificate."*

3. **Hire Confirmation - Interim Director of Public Facilities**

*Note: this is a department head position hired by the manager but it required assembly authorization.*

**Motion:** BERRY moved to "confirm the borough manager's decision to hire Robert Griffiths as Interim Chief of Police," and the motion carried unanimously in a roll call vote.

**12. CORRESPONDENCE/REQUESTS**

**A. Letter re. HARK Funding – T. Mikowski, Executive Director**

JACKSON did not agree with this being on the consent agenda. HARK funding should be restored, if possible.

**B. Citizen Comments re. Harbor Expansion Project – submitted in petition form by T. Gregg**

**Motion:** JACKSON moved to "direct the Finance Committee to do an economic analysis of the boat harbor expansion project," and the motion carried 5-1 with CASE opposed.

**13. SET MEETING DATES**

- A. **Commerce Committee** – 6:00 a.m., Tuesday, May 19, Assembly Chambers, Topic: Cruise Ship Waiver Program. [Clerk's note: the meeting time was subsequently changed to 4:00 p.m.]

- B. Finance Committee** – 3:00 p.m., Monday, May 18, Assembly Chambers, Topic(s): Finish the work on the Community Purpose Exemption ordinance and 2) Work with borough manager and finance director to investigate restoring HARK funding to \$45,250.
- C. Finance Committee** – 5:30 p.m., Tuesday, May 19, Assembly Chambers, Topic: Economic analysis of the boat harbor expansion project.

**14. PUBLIC COMMENTS**

**FRIEDENAUR** – Encouraged the borough to talk to harbor users when gathering financial information on the harbor project. We can make the process go forward and still have a beautiful waterfront.

**MITMAN** – Said some of the cost comparisons the manager cited for animal control don't really apply to Haines.

**SCHNABEL** – Appreciates that staff introduced the cruise ship waiver program with a public participation plan. Is the 6:00 a.m. Commerce Committee meeting intended to be the public's opportunity to participate?

**THOMAS** – Advised when doing the cost analysis to waive cruise ship fees, the assembly can't be partial. 90% of what we do as a government is not feasible and does not make money.

**ALTEN** – Said her signature on the petition wasn't to stop the project but to make sure the waterfront would look beautiful.

**TURNER** – Wishes the borough would spend half the time helping the fishing industry as they do the tourism industry.

**GREGG** – Said with any luck we can make all of our industries work together. The idea is not to end the project. Sure, the public is asleep but there must be a way they can be informed.

**15. ANNOUNCEMENTS/ASSEMBLY COMMENTS**

**CASE** – The Commerce Committee can set a second meeting shortly after the 6:00 a.m. that will be at a different time.

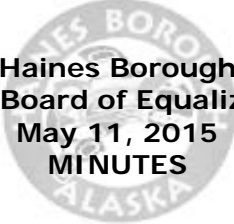
**16. ADJOURNMENT** – 10:18 p.m.

**Motion:** **WATERMAN** moved to "adjourn the meeting," and the motion carried unanimously.

ATTEST:

\_\_\_\_\_  
Janice Hill, Mayor

\_\_\_\_\_  
Julie Cozzi, MMC, Borough Clerk

  
**Haines Borough**  
**2015 Board of Equalization**  
**May 11, 2015**  
**MINUTES**

**Draft**

1. **CALL TO ORDER:** The Board of Equalization meeting of the Haines Borough, held in the Assembly Chambers of the Public Safety Building, was called to order at 6:00pm by Mayor Jan Hill.

2. **ROLL CALL:** **Present:** Mayor Jan **HILL** and Assembly Members Diana **LAPHAM**, George **CAMPBELL**, Dave **BERRY** Jr., Mike **CASE** (arrived 6:15pm), Joanne **WATERMAN**, and Ron **JACKSON**. **Absent:**

**Staff Present:** Dave **SOSA**/Borough Manager, Julie **COZZI**/Borough Clerk, and Dean **OLSEN**/Assessor.

**Appellants Present:** Roy **JOSEPHSON**, John **TERENZI**, and Darsie **CULBECK**.

**Visitors Present:** Glenda **GILBERT**.

3. **APPROVAL OF AGENDA**

**Motion:** **BERRY** moved to "approve the agenda," and it was seconded. The motion carried unanimously.

4. **SWEARING IN OF BOARD MEMBERS:** **COZZI** administered the following oath to the members of the Board of Equalization:

*Do you solemnly swear (or affirm) that you will support the Constitution and laws of the United States, the Constitution and laws of the State of Alaska, and the Charter and laws of the Haines Borough, and that you will faithfully and impartially perform the duties of 2015 Board of Equalization Member to the best of your ability, and that you will not allow your actions as a member of the Board of Equalization to be influenced by personal or political relationships or obligations?*

5. **SWEARING IN OF STAFF AND APPELLANTS:** **COZZI** administered the following oath to the assessment team and the appellants:

*Do you solemnly swear (or affirm) that the testimony you shall give shall be the truth, the whole truth, and nothing but the truth?*

6. **OVERVIEW AND INSTRUCTIONS:** **OLSEN** provided a brief overview of the BOE roles and responsibilities. He also summarized the process of reviewing the appeals and sales data.

7. **APPEALS**

A. **Appeal # 2015-16**

Subject property: **B-CKL-00-10C0**

Appellants: **Brenda & Roy Josephson**

Assessor's Recommendation: Land - \$30,300, Improvements - \$0, Total - \$30,300

**JOSEPHSON** presented his appeal arguments.

**OLSEN** explained the assessor's recommendations.

**CASE** arrived at 6:15pm, and the clerk administered the oath to him.

The Assembly/BOE asked questions and deliberated.

**Motion: WATERMAN** moved to uphold the assessor's 2015 property assessment recommendation for parcel B-CKL-00-10C0, and the motion carried 4-1 in a roll call vote with **CAMPBELL** opposed. [Note: since Mr. Case arrived at 6:15 and missed the appellant and assessor statements, the mayor allowed him to abstain from this vote.]

**B. Appeal # 2015-23, 2015-26, 2015-27, 2015-29**

Subject properties: **3-HHY-31-020A, 3-HHY-31-110A, 3-HHY-31-130A, 3-HHY-31-2000**

Appellant: **John Terenzi**

Assessor's Recommendations:

3-HHY-31-020A: Land - \$5,700, Improvements - \$0, Total - \$5,700

3-HHY-31-110A: Land - \$31,000, Improvements - \$0, Total - \$31,000

3-HHY-31-130A: Land - \$500, Improvements - \$0, Total - \$500

3-HHY-31-2000: Land - \$14,000, Improvements - \$0, Total - \$14,000

**TERENZI** presented his appeals.

**OLSEN** explained the assessor's recommendations.

The Assembly/BOE asked questions and deliberated.

**Motion: CAMPBELL** moved to uphold the assessor's 2015 property assessment recommendations for parcels 3-HHY-31-020A, 3-HHY-31-110A, 3-HHY-31-130A, and 3-HHY-31-2000, and the motion carried unanimously in a roll call vote.

**C. Appeal # 2015-35**

Subject properties: **B-CKL-13-0800**

Appellants: **Edward & Maureen Cahill**

Assessor's Recommendation: Land - \$22,500, Improvements - \$0, Total - \$22,500

The appellant was not present.

**OLSEN** explained the assessor's recommendations.

The Assembly/BOE asked questions and deliberated.

**Motion: CASE** moved to uphold the assessor's 2015 property assessment recommendations for parcel B-CKL-13-0800, and the motion carried unanimously in a roll call vote.

**D. Appeal # 2015-36, 2015-37**

Subject properties: **C-SMR-00-0400, C-SMR-00-0600**

Appellants: **Takshanuk Watershed Council**

Assessor's Recommendation:

C-SMR-00-0400: Land - \$52,500, Improvements - \$0, Total - \$52,500

C-SMR-00-0600: Land - \$132,500, Improvements - \$230,000, Total - \$362,700

**CULBECK** presented the appeals on behalf of Takshanuk Watershed Council.

**OLSEN** explained the assessor's recommendations.

The Assembly/BOE asked questions and deliberated.

**Motion: CAMPBELL** moved to uphold the assessor's 2015 property assessment recommendations for parcels C-SMR-00-0400 and C-SMR-00-0600, and the motion carried 4-2 in a roll call vote with **BERRY** and **JACKSON** opposed.

**8. PUBLIC COMMENTS** - None

**9. ANNOUNCEMENTS/BOE COMMENTS**

**CAMPBELL** - make it possible for staff to travel to the more remote areas for site inspections.

**BERRY** – there were very few appeals this year out of 2,600 taxable properties in the borough.

**CASE** – the assessor may find enough undeclared improvements to make up the costs to travel to remote sites.

**10. ADJOURNMENT** – 7:26pm

**Motion:** **WATERMAN** moved to “adjourn,” and it was seconded. The motion carried unanimously.

ATTEST:

\_\_\_\_\_  
Janice Hill, Mayor

\_\_\_\_\_  
Julie Cozzi, MMC, Borough Clerk

**Haines Borough  
Assembly Agenda Bill**



Agenda Bill No.: 15-549  
Assembly Meeting Date: 5/26/15

Business Item Description:	Attachments:
Subject: Community Purpose Exemption Standards & Requirements	1. Ordinance 15-02-401, current draft as introduced by the assembly on 2/24/15 2. Substitute ordinance proposed by the Finance Committee as a result of several meetings with stakeholders
Originator: Borough Manager	
Originating Department: Administration	
Date Submitted: 2/9/15	

**Full Title/Motion:**

Motion: Adopt Ordinance 15-02-401.  
 Note: Prior to adoption, the committee recommends a motion to amend by substituting the ordinance in its entirety with the substitute ordinance they have prepared.

**Administrative Recommendation:**

This ordinance is recommended by the Borough Manager.

**Fiscal Impact:**

Expenditure Required	Amount Budgeted	Appropriation Required	Projected Impact to Future Operating Budgets
\$ 0	\$ 0	\$ 0	TBD; + or - to property tax receipts

**Comprehensive Plan Consistency Review:**

Comp Plan Goals/Objectives:	Consistent: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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**Summary Statement:**

Borough code does not currently define "community purpose" or prescribe standards and requirements. This ordinance was drafted by staff in conjunction with the borough attorney and was reviewed by the manager's community purpose working group that included community representation. The proposed ordinance replaces HBC 3.70.040 (D) and replaces the permanent exemptions granted in code.

On 3/10/15, this ordinance was referred to the Finance Committee. That committee has been regularly meeting with nonprofit representatives and borough staff to develop a substitute ordinance for consideration. Two public hearings have already taken place. A third public hearing was recommended to give the finance committee an opportunity to finish its work on the substitute ordinance and the public an opportunity to comment at the assembly hearing level, if desired..

**Referral:**

Referred to: Finance Committee	Referral Date: 3/10/15	3/16, 4/8,
Recommendation: Recommends a substitute ordinance	Meeting Date: 4/13,4/20,5/18	

**Assembly Action:**

Meeting Date(s): 2/24, 3/10, 4/28, 5/26/15	Public Hearing Date(s): 3/10, 4/28, 5/26/15
	Postponed to Date:



**An Ordinance of the Haines Borough amending Haines Borough Code Title 3, Chapter 70, Section 40 to establish a procedure for community purpose exemptions.**

BE IT ENACTED BY THE HAINES BOROUGH ASSEMBLY:

Section 1. Classification. This ordinance is of a general and permanent nature and the adopted amendment shall become a part of the Haines Borough Code.

Section 2. Effective Date. This ordinance is effective upon adoption.

Section 3. Amendment of Section 3.70.040 Section 3.70.040 of the Haines Borough Code is hereby amended to read as follows:

NOTE: **Bolded/UNDERLINED** ITEMS ARE TO BE ADDED  
~~STRIKETHROUGH~~ ITEMS ARE DELETED

**3.70.040 Local exemptions and exclusions.**

A. The following property is exempt from general taxation:

1. Business inventory and items held for resale;
2. All motor vehicles which are subject to the motor vehicle registration tax described in Chapter 3.85 HBC.

B. The assembly may by ordinance exempt or partially exempt from taxation privately owned land, wetland and water areas for which a scenic, conservation, or public recreation use easement is granted to the borough. To be eligible for a tax exemption, or partial exemption, the easement must be in perpetuity. However, the easement is automatically terminated before an eminent domain taking of fee simple title or less than fee simple title to the property, so that the property owner is compensated at a rate that does not reflect the easement grant.

C. The increase in assessed value of improvements to real property shall be exempt from taxation if an increase in assessed value is directly attributable to alteration of the natural features of the land or to new maintenance, repair or renovation of an existing structure, and if the alteration, maintenance, repair, or renovation, when completed, enhances the exterior appearance or aesthetic quality of the land or structure.

An exemption may not be allowed under this subsection for the construction of an improvement to a structure if the principal purpose of the improvement is to increase the amount of space of occupancy or nonresidential use in the structure or for the alteration of land as a consequence of construction activity. An exemption provided in this subsection shall continue for four years from the date the improvement is completed, or from the date of approval for the exemption by the assessor, whichever is later.

~~D. Pursuant to AS 29.45.050(b)(1)(A), the below-listed properties shall remain exempt from property taxation so long as they remain the property of their present owners (organizations not organized for business or profitmaking purposes) and so long as they remain used exclusively for community purposes:-~~

~~1. Southeast Alaska Fairgrounds: that area containing 42 acres, more or less, in USS 735, currently owned by Southeast Alaska State Fair, Inc.;~~

~~2. Port Chilkoot Parade Ground, currently owned by Alaska Indian Arts, Inc., that area surrounding Block G, Port Chilkoot Subdivision, containing 7.58 acres, more or less, not used for commercial purposes;~~

~~3. Land and improvements situated on Lots 1 through 7, Block O, Presbyterian Mission Subdivision, currently owned by the American Bald Eagle Foundation;~~

~~4. Land and improvements situated on Small Tracts Road, specifically the north 300 feet of the west 100 feet of Lot 40, Section 2, Township 31 South, Range 59 East, of the Copper River Meridian, currently owned by the Haines Animal Rescue Kennel;~~

~~5. Charles Anway Cabin: land and improvements situated on Lot 2C within the resubdivision of Lot 2, Meacock Subdivision within Survey 206 currently owned by the Chilkat Valley Historical Society;~~

~~6. Land and improvements situated on Lots 1 through 5, Block 12, and Lots 5 through 8, Block 6, Townsite, currently owned by Takshanuk Watershed Council.~~

**D. Community purpose exemption. The borough exempts from taxation the real property of an organization not organized for business or profit-making purposes and used exclusively for community purposes, provided that income derived from rental of that property does not exceed the actual cost to the owner of the use by the renter.**

**1. In order to qualify for this exemption:**

**a. The property owner must be a not-for-profit entity having a current 501(c)(3) or 501(c)(4) exemption ruling from the Internal Revenue Service;**

**b. The property must be used exclusively for community purposes; and**

**c. All income derived from rental of the property does not exceed the actual cost to the owner of the use by the renter(s).**

**2. The property may be apportioned, according to physical space, into community-purpose and non-community-purpose space. The smallest practical portion integrally related to the property for the actual and exclusive use as community purposes may be eligible for the exemption.**

**3. In determining whether the property is used exclusively for a community purpose, the borough assessor may consider, but is not limited to considering, the portion of the community that directly benefits from the property's use, the portion of the community that has direct use of the property, any entrance, membership or other fee the organization charges, if the property is actively being used for the activities of the organization as well as the overall benefit to the community the use provides in relation to the loss of revenue resulting from an exemption. The assessor may disregard *de minimus* non-community purpose use. The borough administration may adopt a written policy setting forth additional community purpose standards and requirements, including standards and requirements applicable to housing serving a community purpose.**

**4. "Actual cost to the owner" shall include any costs that, in the reasonable judgment of the borough assessor, the owner incurred that would have been avoided but for the rental. The borough administration may adopt a written policy setting forth specific costs that may and may not be considered.**

**5. An exemption may not be granted under this subsection except upon written application for the exemption on a form provided by the borough assessor. The applicant must also submit an affidavit, supplied by the borough, attesting that the applicant meets the subscribed criteria. The assessor shall require proof, in the form the assessor considers necessary, of the right to and amount of an exemption claimed under this subsection. The assessor may require additional proof under this section at any time. If the applicant fails to respond to a request for additional proof, such failure may be considered by the assessor in determining whether to grant the exemption.**

**6. The claimant must file the application no later than March 31st of the assessment year for which the exemption is sought. The claimant must file a separate application for each assessment year in which the exemption is sought.**

**7. If an application is filed by the deadline and approved by the assessor, the assessor shall allow an exemption in accordance with the provisions of this section. If the claimant has already paid taxes for that year prior to approval of a timely application, the exempted tax amount, without interest, shall be refunded to the claimant.**

**8. Upon receipt of the completed application, any additional proof required, and affidavit, the borough assessor shall evaluate the request and grant or deny the exemption within 30 borough business days. If denied, the borough assessor shall specify the reasons for the denial.**

**9. A person may appeal the denial of an exemption granted under this subsection either to the board of equalization or to the Superior Court in accordance with HBC 3.72.100 through 3.72.120.**

E. The borough exempts from taxation an interest, other than record ownership, in real property of an individual residing in the property if the property has been developed, improved, or acquired with federal funds for low-income housing and is owned or managed as low-income housing by the Alaska Housing Finance Corporation under AS 18.55.100 through 18.55.960 or a regional housing authority formed under AS 18.55.996.

F. Any firm that begins operation after July 1, 1986, in the Haines Borough to process timber after it has been delivered to the processing site, if the firm has a yearly payroll of at least \$250,000, shall have 75 percent of the real property exempted from taxation for a period of five years.

~~G. Land and improvements situated on Lots 17, 19, 22, 23, and 24, Block F, Mission Subdivision, owned by Haines Senior Citizens' Center, Inc.~~

~~H. Land and improvements in the SE1/4, SE1/4, Section 22, T28S, R55E, CRM, managed by Klehini Valley Sports and Recreation. This exemption shall require a review on a yearly basis and becomes void if property is not used exclusively for nonprofit recreation.~~

I. Hardship Exemption. That portion of the property tax levied on the residence of a qualified senior citizen or disabled veteran who applies for the exemption and meets the standards set forth in 3 AAC 135.040(b) and (c), which exceeds two percent of their gross household income.

1. In order to qualify for this exemption, the applicant must:

a. Have gross family income, from all sources in the prior year, which does not exceed 135 percent of the poverty guideline as established by the United States Department of Health and Human Services for a similar sized household in the state of Alaska for the year requested;

b. Be eligible for a permanent fund dividend under AS 43.23.005 for the same year or for the immediately preceding year;

c. Not own more than one parcel of real property in Alaska on the date of application, excluding an adjacent parcel that is necessary for the use of the primary residence; and

d. Have net worth as of the date of application of less than \$250,000 including the first \$150,000 of the market value of the principal residence of the applicant.

2. This exemption will be apportioned in the same manner and formula as applied to the standard senior citizen/disabled veteran exemption previously granted.

3. An exemption may not be granted under this subsection except upon written application for the exemption on a form provided by the borough assessor. The applicant must also submit an affidavit, supplied by the borough, attesting that the applicant meets the subscribed criteria. The assessor shall require proof, in the form the assessor considers necessary, of the right to and amount of an exemption claimed under this subsection, and shall require a disabled veteran claiming an exemption to provide evidence of disability rating. The assessor may require additional proof under this section at any time. If the applicant fails to respond to a request for additional proof, such failure may be considered by the assessor in determining whether to grant the exemption.

4. The claimant must file the application no later than March 31st of the assessment year for which the exemption is sought. The claimant must file a separate application for each assessment year in which the exemption is sought.

5. If an application is filed by the deadline, and approved by the assessor, the assessor shall allow an exemption in accordance with the provisions of this section. If the claimant has already paid taxes for that year prior to approval of a timely application, the exempted tax amount shall be refunded to the claimant.

6. If an otherwise qualified claimant is unable to comply with the March 31st application filing deadline, the claimant may submit an application to the assessor's office for review by the assembly. If the claimant has submitted a valid application, the assembly may, by resolution, waive the claimant's failure to file the application by the March 31st deadline, and authorize the assessor to accept the application as if timely filed. For purposes of this subsection, an inability to comply must be caused by a serious medical condition of the applicant or member of the applicant's family, or an extraordinary event beyond the claimant's control. No late applications can be submitted after November 1st of the qualifying year. This section does not create any private rights whatsoever, nor does it in any manner require the assembly to introduce or adopt any such resolution.

7. Upon receipt of the completed application, any additional proof required, and affidavit, the borough assessor shall evaluate the request and grant or deny the hardship exemption within 15 borough business days. If denied, the borough assessor shall specify the reasons for the denial.

8. A person may appeal the apportionment of a hardship exemption granted under this chapter or a denial of an application to the board of equalization in accordance with HBC 3.72.100 through 3.72.120.

ADOPTED BY A DULY CONSTITUTED QUORUM OF THE HAINES BOROUGH ASSEMBLY THIS \_\_\_\_  
DAY OF \_\_\_\_\_, 2015.

ATTEST:

\_\_\_\_\_  
Janice Hill, Mayor

\_\_\_\_\_  
Julie Cozzi, MMC, Borough Clerk

Date Introduced: 02/24/15  
Date of First Public Hearing: 03/10/15  
Date of Second Public Hearing: 04/28/15  
Date of Third Public Hearing: 05/26/15

**An Ordinance of the Haines Borough amending Haines Borough Code Title 3, Chapter 70, Section 40 to establish a procedure for community purpose exemptions.**

BE IT ENACTED BY THE HAINES BOROUGH ASSEMBLY:

Section 1. Classification. This ordinance is of a general and permanent nature and the adopted amendment shall become a part of the Haines Borough Code.

Section 2. Effective Date. This ordinance is effective upon adoption.

Section 3. Amendment of Section 3.70.040 Section 3.70.040 of the Haines Borough Code is hereby amended to read as follows:

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**3.70.040 Local exemptions and exclusions.**

A. The following property is exempt from general taxation:

1. Business inventory and items held for resale;
2. All motor vehicles which are subject to the motor vehicle registration tax described in Chapter 3.85 HBC.

B. The assembly may by ordinance exempt or partially exempt from taxation privately owned land, wetland and water areas for which a scenic, conservation, or public recreation use easement is granted to the borough. To be eligible for a tax exemption, or partial exemption, the easement must be in perpetuity. However, the easement is automatically terminated before an eminent domain taking of fee simple title or less than fee simple title to the property, so that the property owner is compensated at a rate that does not reflect the easement grant.

C. The increase in assessed value of improvements to real property shall be exempt from taxation if an increase in assessed value is directly attributable to alteration of the natural features of the land or to new maintenance, repair or renovation of an existing structure, and if the alteration, maintenance, repair, or renovation, when completed, enhances the exterior appearance or aesthetic quality of the land or structure.

An exemption may not be allowed under this subsection for the construction of an improvement to a structure if the principal purpose of the improvement is to increase the amount of space of occupancy or nonresidential use in the structure or for the alteration of land as a consequence of construction activity. An exemption provided in this subsection shall continue for four years from the date the improvement is completed, or from the date of approval for the exemption by the assessor, whichever is later.

~~D. Pursuant to AS 29.45.050(b)(1)(A), the below-listed properties shall remain exempt from property taxation so long as they remain the property of their present owners (organizations not organized for business or profitmaking purposes) and so long as they remain used exclusively for community purposes:-~~

- ~~1. Southeast Alaska Fairgrounds: that area containing 42 acres, more or less, in USS 735, currently owned by Southeast Alaska State Fair, Inc.;~~
- ~~2. Port Chilkoot Parade Ground, currently owned by Alaska Indian Arts, Inc., that area surrounding Block G, Port Chilkoot Subdivision, containing 7.58 acres, more or less, not used for commercial purposes;~~

3. Land and improvements situated on Lots 1 through 7, Block O, Presbyterian Mission Subdivision, currently owned by the American Bald Eagle Foundation;

4. Land and improvements situated on Small Tracts Road, specifically the north 300 feet of the west 100 feet of Lot 40, Section 2, Township 31 South, Range 59 East, of the Copper River Meridian, currently owned by the Haines Animal Rescue Kennel;

5. Charles Anway Cabin: land and improvements situated on Lot 2C within the resubdivision of Lot 2, Meacock Subdivision within Survey 206 currently owned by the Chilkat Valley Historical Society;

6. Land and improvements situated on Lots 1 through 5, Block 12, and Lots 5 through 8, Block 6, Townsite, currently owned by Takshanuk Watershed Council.

**D. Community purpose exemption. The borough exempts from taxation the real property of an organization not organized for business or profit-making purposes and used exclusively for community purposes, provided that income derived from rental of that property does not exceed the actual cost to the owner of the use by the renter.**

**1. In order to determine that a property qualify qualifies for this exemption, the borough may consider various factors including, but not limited to:**

**a. The property owner must be a not-for-profit entity having a current 501(c)(3) or 501(c)(4) exemption ruling from the Internal Revenue Service The property's availability to public use regardless of sex, race, creed, color, sexual orientation, or national origin;**

**b. The property must be used exclusively for community purposes That the applicant organization is an exempt organization under Section 501(c)(3) of the Internal Revenue Code, as amended from time to time; and**

**c. All income derived from rental of the property does not exceed the actual cost to the owner of the use by the renter(s). Whether, any part of the net earnings of the applicant inures to the benefit of any private entity or individual;**

**d. No evidence of a dominant financial motive such as excessive charges, excessive employee compensation, or rental income that exceeds operating expenses;**

**e. No evidence that the property is being used to financially benefit any officer, trustee, director, shareholder, member, or contributor, of the applicant;**

**f. Ensuring that the property is used for the actual operation of at least one community activity;**

**g. That the fees and charges for the use of such property and facilities thereon do not effectively deny to a significant portion of the borough the privileges and benefits provided by the property;**

**h. Determining that the applicant organization is governed by a volunteer board of directors;**

**i. The benefits provided to the community by the organization warrant the value of the exemption**

**j. Considering whether substantially similar community benefits are available through other entities; and**

**k. Considering the degree to which the organization's use of the property impacts the quality of life of borough residents.**

~~2. The property may be apportioned, according to physical space, into community-purpose and non-community-purpose space. The smallest practical portion integrally related to the property for the actual and exclusive use as community purposes may be eligible for the exemption.~~

~~3. In determining whether the property is used exclusively for a community purpose, the borough assessor may consider, but is not limited to considering, the portion of the community that directly benefits from the property's use, the portion of the community that has direct use of the property, any entrance, membership or other fee the organization charges, if the property is actively being used for the activities of the organization as well as the overall benefit to the community the use provides in relation to the loss of revenue resulting from an exemption. The assessor may disregard *de minimus* non-community purpose use.~~

The borough administration may adopt a written policy setting forth additional community purpose standards and requirements, including standards and requirements applicable to housing serving a community purpose. Such written policy will be approved by the Borough Assembly via resolution.

~~2. A property may be apportioned into community-purpose and non-community-purpose areas in order to calculate a partial exemption if appropriate. Only that portion of the property that is actually used exclusively for the purpose of providing a benefit to the community is eligible for the exemption.~~

~~3. The assessor may disregard insignificant non-community purpose use.~~

~~4. "Actual cost to the owner" shall include any costs that, in the reasonable judgment of the borough assessor, the owner incurred that would have been avoided but for the rental in its calendar or fiscal year for the purpose of renting the property. The borough administration may adopt a written policy setting forth specific costs that may and may not be considered. Such policy will be approved by the assembly via resolution.~~

~~5. An exemption may not be granted under this subsection except upon written application for the exemption on a form provided by the borough assessor. The applicant must also submit an affidavit, supplied by the borough, attesting that the applicant meets the subscribed criteria. The assessor shall require proof, in the form the assessor considers as necessary, of the right to and amount of an exemption claimed under this subsection. The assessor and may require additional proof under this section at any time. If the applicant fails to respond to a request for additional proof, such the failure may be considered by the assessor in determining whether to grant the exemption.~~

~~6.—a. The claimant must file the application no later than March 31st of the assessment year for which the exemption is sought. The claimant must file a separate application for each assessment year in which the exemption is sought, with a January 1 Tax Day. Once approved, claimants retain the exemption for a period of three years and must submit annual validation statements to the assessor no later than March 31st of each year in which the exemption remains valid. The claimant must file a separate application by March 31 in the year in which an exemption expires. Subsequent applications in which there are no substantive changes can be approved by the Assessor.~~

~~7. If an application is filed by the deadline and approved by the assessor,~~

~~b. For the calendar year in which this Ordinance is passed claimants will have until 60 days after the adoption of this Ordinance to file an application. Organizations that have an exemption granted under the prior standard will retain their exemption for tax year 2015 but will be required to submit an application beginning with tax year 2016.~~

**c. Upon receipt of an application the borough assessor shall evaluate the request and recommend within 30 Borough business days that the Borough assembly grant or deny the exemption and specify his reasons for recommending or not recommending the exemption. The assessor shall then forward the application to the assembly for action.**

**6.If approved by the Assembly, the assessor shall allow an exemption in accordance with the provisions of this section. If the claimant has already paid taxes for that year prior to approval of a timely application, the exempted tax amount, without interest, shall be refunded to the claimant.**

**8. Upon receipt of the completed application, any additional proof required, and affidavit, the borough assessor shall evaluate the request and grant or deny the exemption within 30 borough business days. If denied, the borough assessor shall specify the reasons for the denial.**

**9.7. A person may appeal the denial or approval of an exemption granted under this subsection either to the board of equalization or to the Superior Court in accordance with HBC 3.72.100 through 3.72.120.**

E. The borough exempts from taxation an interest, other than record ownership, in real property of an individual residing in the property if the property has been developed, improved, or acquired with federal funds for low-income housing and is owned or managed as low-income housing by the Alaska Housing Finance Corporation under AS 18.55.100 through 18.55.960 or a regional housing authority formed under AS 18.55.996.

~~F. Any firm that begins operation after July 1, 1986, in the Haines Borough to process timber after it has been delivered to the processing site, if the firm has a yearly payroll of at least \$250,000, shall have 75 percent of the real property exempted from taxation for a period of five years.~~

~~G. Land and improvements situated on Lots 17, 19, 22, 23, and 24, Block F, Mission Subdivision, owned by Haines Senior Citizens' Center, Inc.~~

~~H. Land and improvements in the SE1/4, SE1/4, Section 22, T28S, R55E, CRM, managed by Klehini Valley Sports and Recreation. This exemption shall require a review on a yearly basis and becomes void if property is not used exclusively for nonprofit recreation.~~

**I.F. Hardship Exemption.** That portion of the property tax levied on the residence of a qualified senior citizen or disabled veteran who applies for the exemption and meets the standards set forth in 3 AAC 135.040(b) and (c), which exceeds two percent of their gross household income.

1. In order to qualify for this exemption, the applicant must:

a. Have gross family income, from all sources in the prior year, which does not exceed 135 percent of the poverty guideline as established by the United States Department of Health and Human Services for a similar sized household in the state of Alaska for the year requested;

b. Be eligible for a permanent fund dividend under AS 43.23.005 for the same year or for the immediately preceding year;

c. Not own more than one parcel of real property in Alaska on the date of application, excluding an adjacent parcel that is necessary for the use of the primary residence; and

d. Have net worth as of the date of application of less than \$250,000 including the first \$150,000 of the market value of the principal residence of the applicant.

2. This exemption will be apportioned in the same manner and formula as applied to the standard senior citizen/disabled veteran exemption previously granted.



3. An exemption may not be granted under this subsection except upon written application for the exemption on a form provided by the borough assessor. The applicant must also submit an affidavit, supplied by the borough, attesting that the applicant meets the subscribed criteria. The assessor shall require proof, in the form the assessor considers necessary, of the right to and amount of an exemption claimed under this subsection, and shall require a disabled veteran claiming an exemption to provide evidence of disability rating. The assessor may require additional proof under this section at any time. If the applicant fails to respond to a request for additional proof, such failure may be considered by the assessor in determining whether to grant the exemption.

4. The claimant must file the application no later than March 31st of the assessment year for which the exemption is sought. The claimant must file a separate application for each assessment year in which the exemption is sought.

5. If an application is filed by the deadline, and approved by the assessor, the assessor shall allow an exemption in accordance with the provisions of this section. If the claimant has already paid taxes for that year prior to approval of a timely application, the exempted tax amount shall be refunded to the claimant.

6. If an otherwise qualified claimant is unable to comply with the March 31st application filing deadline, the claimant may submit an application to the assessor's office for review by the assembly. If the claimant has submitted a valid application, the assembly may, by resolution, waive the claimant's failure to file the application by the March 31st deadline, and authorize the assessor to accept the application as if timely filed. For purposes of this subsection, an inability to comply must be caused by a serious medical condition of the applicant or member of the applicant's family, or an extraordinary event beyond the claimant's control. No late applications can be submitted after November 1st of the qualifying year. This section does not create any private rights whatsoever, nor does it in any manner require the assembly to introduce or adopt any such resolution.

7. Upon receipt of the completed application, any additional proof required, and affidavit, the borough assessor shall evaluate the request and grant or deny the hardship exemption within 15 borough business days. If denied, the borough assessor shall specify the reasons for the denial.

8. A person may appeal the apportionment of a hardship exemption granted under this chapter or a denial of an application to the board of equalization in accordance with HBC 3.72.100 through 3.72.120.

ADOPTED BY A DULY CONSTITUTED QUORUM OF THE HAINES BOROUGH ASSEMBLY THIS \_\_\_\_  
DAY OF \_\_\_\_\_, 2015.

ATTEST:

\_\_\_\_\_  
Janice Hill, Mayor

\_\_\_\_\_  
Julie Cozzi, MMC, Borough Clerk

Date Introduced: 02/24/15  
Date of First Public Hearing: 03/10/15  
Date of Second Public Hearing: 04/28/15  
Date of Third Public Hearing: 05/26/15



**Haines Borough  
Assembly Agenda Bill**

Agenda Bill No.: 15-564

Assembly Meeting Date: 5/26/15

<b>Business Item Description:</b>		<b>Attachments:</b>
Subject: Adopt FY16 Haines Borough Operating Budget		1. Ordinance 15-04-407, current draft as amended on 5/12 2. Manager Memo re. Secure Rural Schools 3. Citizen Comment - TWC, re. Title III funds 4. Citizen Comment, re. HARK funding 5. Finance Committee report with recommendation for HARK funding
Originator: Borough Manager		
Originating Department: Administration		
Date Submitted: 4/1/15		

**Full Title/Motion:**  
Motion: Adopt Ordinance 15-04-407.

**Administrative Recommendation:**  
The borough manager recommends adoption.

**Fiscal Impact:**

Expenditure Required	Amount Budgeted	Appropriation Required	Projected Impact to Future Operating Budgets
\$ See proposed budget	\$ See proposed budg	\$ See proposed budget	undetermined

**Comprehensive Plan Consistency Review:**

Comp Plan Goals/Objectives: Pages 44-55 and Objective 2B	Consistent: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
-------------------------------------------------------------	---------------------------------------------------------------------------------

**Summary Statement:**

The manager submitted a proposed budget on 4/1/15, and the assembly conducted budget work sessions as a committee of the whole. Per the Charter 9.01(D), the budget must be adopted by 6/15. Two public hearings must be held prior to June 1st. The FY16 manager's budget is available on the borough website: <http://www.hainesalaska.gov>.

During the budget meetings, the assembly identified a few possible amendments and several of those were incorporated into the draft budget on 5/12. The manager proposes an additional amendment pertaining to Secure Rural Schools revenue. He requests this change be made prior to budget adoption.

Additionally, the Finance Committee has made a recommendation regarding HARK funding.

**Referral:**

Referred to: Assembly COW	Referral Date: 3/10/15
Recommendation:	Meeting Date: 4/6,4/14,4/20,4/21/15

**Assembly Action:**

Meeting Date(s): 4/28, 5/12, 5/26/15	Public Hearing Date(s): 5/12, 5/26/15
	Postponed to Date:

HAINES BOROUGH, ALASKA  
ORDINANCE No. 15-04-407

**AN ORDINANCE OF THE HAINES BOROUGH, ALASKA, PROVIDING FOR THE ESTABLISHMENT AND ADOPTION OF THE OPERATING BUDGET, CAPITAL BUDGET, AND CAPITAL IMPROVEMENT PLAN OF THE HAINES BOROUGH FOR THE PERIOD JULY 1, 2015 THROUGH JUNE 30, 2016.**

BE IT ENACTED BY THE HAINES BOROUGH ASSEMBLY:

Section 1. Classification. This ordinance is a non-code ordinance.

Section 2. General Provisions. The following FY16 budget document, listing estimated resources and expenditures is hereby adopted and established as the budget for the period of July 1, 2015 through June 30, 2016 and made a matter of record for that purpose. Except in the case of appropriations for capital improvements, all unexpended balances not otherwise encumbered or disposed of in this ordinance as of June 30, 2016, shall lapse to those appropriate funds.

Section 3. Authorization and Appropriation. The expenditures set forth herein are authorized and appropriations as provided for are hereby made.

**01 AREAWIDE GENERAL FUND**

REVENUES

Property Tax	\$ 1,700,000
Sales Tax	596,000
State Revenue	792,685
Federal Revenue	390,000
Interest Earnings	95,000
User Fees	60,000
License, Permits, & Fees	43,500
Penalty & Interest	53,000
Rents	91,409
TOTAL AREAWIDE REVENUES	<u>\$ 3,821,594</u>

EXPENDITURES

Administration	457,660
Borough Assembly	106,758
Elections	5,477
Finance	412,891
Assessment/Land Management	281,641
Information Technology	81,195
Dispatch	369,951
Public Facilities	275,260
Solid & Hazardous Waste	23,450
Chilkat Center for the Arts	124,374
Road Maintenance Service Areas	26,000

Haines Borough  
Ordinance No. 15-04-407  
Page 2 of 7

Haines Borough School District	1,739,500
Library	406,000
Museum	199,653
Parks	42,344
Community Youth Development	26,796
Swimming Pool	225,479
Transfers	(194,934)
Allocated Expense	<u>(720,090)</u>
TOTAL EXPENDITURES & TRANSFERS	<u>3,889,405</u>
CONTRIBUTION TO (FROM) FUND BALANCE	<u>\$ (67,810)</u>

**02 TOWNSITE SERVICE AREA**

REVENUES	
Property Tax Revenue	\$ 403,000
Sales Tax	702,000
State Revenue	208,246
Miscellaneous Revenues	<u>6,000</u>
	<u>1,319,246</u>
EXPENDITURES	
Police	492,578
Public Works	557,131
Animal Control	16,256
Transfers	(33,216)
Allocated Expense	<u>367,267</u>
TOTAL EXPENDITURES & TRANSFERS	<u>1,400,016</u>
CONTRIBUTION TO (FROM) FUND BALANCE	<u>\$ (80,770)</u>

**17 LAND DEVELOPMENT & SALES**

REVENUES	<u>\$ 20,000</u>
EXPENDITURES	
Direct Expenditures	1,900
Operating Transfers	7,022
Allocated Expense	<u>11,078</u>
TOTAL EXPENDITURES & TRANSFERS	<u>20,000</u>
CONTRIBUTION TO (FROM) FUND BALANCE	<u>\$ -</u>

**20 MEDICAL SERVICE AREA**

REVENUES	<u>\$ 252,000</u>
EXPENDITURES	
H.E.L.P. Committee	10,000
Other Medical Services	28,750
Ambulance	44,285
Operating Transfers	5,000
Allocated Expense	<u>168,471</u>
TOTAL EXPENDITURES & TRANSFERS	<u>256,506</u>
CONTRIBUTION TO (FROM) FUND BALANCE	<u>\$ (4,506)</u>

**21 TITLE III FOREST RECEIPTS**

REVENUES	\$ 272,264
EXPENDITURES	<u>\$ 272,264</u>
CONTRIBUTION TO (FROM) FUND BALANCE	<u>\$ 0</u>

**23 ECONOMIC DEVELOPMENT & TOURISM PROMOTION**

REVENUES	<u>\$ 503,000</u>
EXPENDITURES	
Tourism	341,227
Economic Development	160,783
Allocated Expense	<u>25,342</u>
TOTAL EXPENDITURES & TRANSFERS	<u>527,352</u>
CONTRIBUTION TO (FROM) FUND BALANCE	<u>\$ (24,352)</u>

**25 FIRE SERVICE AREAS**

REVENUES	
Fire District #1	\$ 191,000
Fire District #2	<u>31,908</u>
TOTAL REVENUES	<u>222,908</u>

EXPENDITURES

Fire District #1	214,745
Fire District #2	28,418
Allocated Expense	<u>(15,470)</u>
TOTAL EXPENDITURES & TRANSFERS	<u>227,693</u>

CONTRIBUTION TO (FROM) FUND BALANCE \$ (4,785)

**34 COMMERCIAL PASSENGER VESSEL TAX**

REVENUES \$ 190,000

EXPENDITURES

Direct Expenditures	100,725
Operating Transfers	<u>65,016</u>
TOTAL EXPENDITURES & TRANSFERS	165,741

CONTRIBUTION TO (FROM) FUND BALANCE \$ 24,259

**50 CAPITAL IMPROVEMENT PROJECTS**

REVENUES \$ 755,000

EXPENDITURES

Direct Expenditures	823,700
Operating Transfers	99,500
Allocated Expense	<u>47,938</u>
TOTAL EXPENDITURES & TRANSFERS	<u>971,138</u>

CONTRIBUTION TO (FROM) FUND BALANCE \$ (216,138)

**61 EQUIPMENT SINKING FUND**

TRANSFERS (181,966)

CONTRIBUTION TO (FROM) FUND BALANCE \$ 181,966

**75 LIBRARY BOND FUND**

REVENUES	<u>\$ 14,100</u>
EXPENDITURES	<u>14,148</u>
CONTRIBUTION TO (FROM) FUND BALANCE	<u><u>\$ (48)</u></u>

**76 SCHOOL G.O. BOND FUND**

REVENUES	<u>\$ 1,364,063</u>
EXPENDITURES	<u>1,364,063</u>
CONTRIBUTION TO (FROM) FUND BALANCE	<u><u>\$ 0</u></u>

**90 WATER REVENUE FUND**

REVENUES	<u>\$ 374,750</u>
EXPENDITURES	
Direct Expenditures	369,241
Transfers	(6,000)
Allocated Expense	(1,564)
Depreciation Expense	<u>259,000</u>
TOTAL EXPENDITURES	<u>620,677</u>
CONTRIBUTION TO (FROM) FUND BALANCE	<u><u>\$ (245,927)</u></u>

**91 SEWER REVENUE FUND (WASTEWATER TREATMENT)**

REVENUES	<u>\$ 432,950</u>
EXPENDITURES	
Direct Expenditures	358,807
Allocated Expense	62,436
Depreciation Expense	<u>239,000</u>
TOTAL EXPENDITURES	<u>660,243</u>
CONTRIBUTION TO (FROM) FUND BALANCE	<u><u>\$ (227,293)</u></u>

**92 BOAT HARBOR FUND**

REVENUES	<u>\$ 437,799</u>
EXPENDITURES	
Direct Expenditures	580,484
Transfers	(34,400)
Allocated Expense	(100,962)
Depreciation Expense	<u>292,230</u>
TOTAL EXPENDITURES	<u>737,352</u>
CONTRIBUTION TO (FROM) FUND BALANCE	<u>\$ (299,553)</u>

**93 LUTAK DOCK FUND**

REVENUES	<u>\$ 320,000</u>
EXPENDITURES	41,160
Allocated Expense	196,727
Depreciation Expense	<u>165,000</u>
TOTAL EXPENDITURES	<u>402,887</u>
CONTRIBUTION TO (FROM) FUND BALANCE	<u>\$ (82,887)</u>

**94 PORT CHILKOOT DOCK FUND**

REVENUES	<u>\$ 74,500</u>
EXPENDITURES	
Direct Expenditures	990
Allocated Expense	58,825
Depreciation Expense	<u>391,310</u>
TOTAL EXPENDITURES	<u>451,125</u>
CONTRIBUTION TO (FROM) FUND BALANCE	<u>\$ (376,625)</u>

**97 PERMANENT FUND**

REVENUES	<u>\$ 344,000</u>
EXPENDITURES	
Direct Expenditures	23,500
Operating Transfers	<u>273,978</u>
TOTAL EXPENDITURES & TRANSFERS	<u>297,478</u>
CONTRIBUTION TO (FROM) FUND BALANCE	<u>\$ 46,522</u>



Haines Borough  
Ordinance No. 15-04-407  
Page 7 of 7

Section 4. Rates of Levy. The following are rates of levy on taxable property within the Haines Borough for the Calendar Year beginning January 1, 2015, based upon the proposed Year FY16 beginning July 1, 2015.

	<u>Borough Areawide</u>	<u>Fire Service Area</u>	<u>Road / Other Service Area</u>	<u>Debt Service Mills</u>	<u>FY16 Total Levy</u>
Townsite	5.79	0.87	2.35	1.46	10.47
Fire District #1 (outside TSA)	5.79	0.87	-	1.46	8.12
Fire District #3	5.79	0.90	-	1.46	8.15
Dalton Trail RMSA	5.79	0.90	0.61	1.46	8.76
Dalton Trail RMSA (no fire service)	5.79	-	0.61	1.46	7.86
Dalton Trail & Eagle Vista RMSA	5.79	0.90	2.82	1.46	10.97
Dalton Trail & Chilkat Lake RMSA	5.79	-	0.84	1.46	8.09
Riverview RMSA	5.79	0.90	0.91	1.46	9.06
Letnikof RMSA	5.79	0.87	1.19	1.46	9.31
Borough	5.79	-	-	1.46	7.25

Section 5. Effective Date. This ordinance becomes effective July 1, 2015.

ADOPTED BY A DULY CONSTITUTED QUORUM OF THE HAINES BOROUGH ASSEMBLY THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2015.

ATTEST:

\_\_\_\_\_  
Janice Hill, Mayor

\_\_\_\_\_  
Julie Cozzi, MMC, Borough Clerk

Date Introduced: 04/28/15  
Date of First Public Hearing: 05/12/15  
Date of Second Public Hearing: 05/26/15



# Memo

## Borough Manager

Date: May 19, 2015  
To: Borough Assembly  
From: David Sosa, Haines Borough Manager  
Re: Fiscal Year (FY) 16 Budget (School District)

1. After the submission of the Manager's Budget to the Assembly on 1 April 2015 the Administration was notified that Secure Rural Schools Funding has been restored for federal fiscal years FY 14 and FY 15 at reduced funding levels.
2. The first payment will be received during the Borough's current (FY15) fiscal year. The anticipated amount for FY 16 is \$120,000.
3. This will require an amendment to the FY16 Budget accepting \$120,000 of revenue from the Federal Government.
4. I recommend that 1/3 of the estimated funds totaling \$40,000, be apportioned to the Haines Borough School District as part of their FY16 budget appropriation.
5. Recommended Motion: That \$120,000 of Secure Rural School funding be added as revenue to the FY 16 Budget and that \$40,000 of that revenue be appropriated to the Haines Borough School District.

David B. Sosa  
Borough Manager  
Haines, Alaska

**From:** [Meredith Pochardt](#)  
**To:** [Jan Hill](#); [George Campbell](#); [Mike Case](#); [Joanne Waterman](#); [Diana Lapham](#); [Ron Jackson](#)  
**Cc:** [David Sosa](#); [Bill Mandeville](#); [Julie Cozzi](#); [Jila Stuart](#)  
**Subject:** Title III Funding for FY16  
**Date:** Wednesday, May 13, 2015 9:44:02 AM

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Hi All,

I just wanted to bring to your attention a possible additional need for the Title III Forest Receipts funding, in addition to the Excursion Inlet bridge.

As you may be aware the school will be having early release every Thursday next year. The school has approached several organizations in the Borough to provide programming to fill this gap on Thursdays. An allowable use of the Title III funds is "Forest-related afterschool programs". I would propose reserving some of the Title III funds to be distributed through the non-profit funding for organizations to offer programs during the Thursday early release. This would allow these programs to be offered without competing for funding that comes from the community chest.

I realize there is a need for the bridge in Excursion, but there is also a need for afterschool programming in Haines. Hopefully there can be a compromise.

Thank you,

Meredith Pochardt

Executive Director

Takshanuk Watershed Council

PO Box 1029

Haines, AK 99827

Office: 907-766-3542

Cell: 907-314-3280

[www.takshanuk.org](http://www.takshanuk.org)

*The mission of Takshanuk Watershed Council is to provide stewardship for the Chilkat, Chilkoot and Ferebee River systems. Through restoration, education, research, and community involvement we will benefit the natural ecology, economy and quality of life valued by all residents.*

I was encouraged to hear that the Haines Borough Assembly is scrutinizing Manager David Sosa's recommendation to slash the Haines Animal Rescue Kennel's borough appropriation.

That's not only because I believe money allocated to the organization is well-spent and a good value for the services the nonprofit provides. But also because I found Mr. Sosa's one-sided attitude toward enacting contract changes offensive.

There's no guarantee that for the recommended appropriation (barely a third of the previous allocation), the borough would receive any or all of the services it desires. Who's to say that after absorbing the cut and likely eliminating the position of animal control officer, the nonprofit still will want to take 24 hour responsibility for care of the borough's impounded animals. If HARK finds that the unilateral imposition of a scope of duties for a preset price is not within its best interest, it could reject the borough's "offer" entirely. What would the cost to taxpayers be if the borough had to construct and operate its own impound facility?

After all, HARK did exist before the borough's animal control contract was issued, and will continue to provide other services for Haines residents if the contract is discontinued. With Sosa's recommendation, the borough risked souring what has long been a productive collaboration by making a funding decision without even inquiring first what the consequences of that decision would be. I applaud the assembly for taking a step back and assessing its stance.

Please continue on your current course to fully fund HARK at its current contract level. If that cannot be maintained, please negotiate a new contract and include both parties in its development.

Sincerely,   
Bonnie Hedrick

## **Finance Committee**

**May 18, 2015 Assembly Chambers 3:00pm**

Meeting Chaired by Assembly Member Joanne Waterman

Report by Assembly Member: Diana Lapham

### Attendance

Other Committee Members: Mike Case Ex Officio : Mayor Jan Hill

Absent: Ron Jackson

Staff: David Sosa, Jila Stuart

Others: Jessica Edwards SE State Fair, Karen Garcia CVN, Margaret Friedenauer KHNS, Sue Waterhouse, Diana Pyle, Carol Tynman

### **Issue: Community Purpose Exemptions**

Discussion/Action: Review and discussion. Finalized the last couple of paragraphs. Now will go to Staff / Attorney for final draft to go to the Assembly.

### **Issue: Hark Funding FY16**

Discussion/Action: Recommendation to the Assembly is to restore funding to \$45,250.00 for FY16. One time only for this budget year. Funds are to come from the Fund Balance



Haines Borough  
Assembly Agenda Bill

Agenda Bill No.: 15-563Assembly Meeting Date: 5/26/15

Business Item Description:	Attachments:
Subject: FY15 Budget Amendment Ordinance #3	1. Ordinance 15-04-408 - DRAFT
Originator: Finance Director	
Originating Department: Finance	
Date Submitted: 4/22/15	

Full Title/Motion:
Motion: Adopt Ordinance 15-04-408.

Administrative Recommendation:
The borough manager recommends these budget amendments.

Fiscal Impact:			
Expenditure Required	Amount Budgeted	Appropriation Required	Projected Impact to Future Operating Budgets
\$ see ordinance	\$ see ordinance	\$ see ordinance	

Comprehensive Plan Consistency Review:	
Comp Plan Goals/Objectives:	Consistent: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Summary Statement:
This provides for the addition or amendment of the FY15 budget. Proposed amendments: 1) eliminate budgeted e911 revenue because the surcharge will not take effect in FY15, 2) recognize Secure Rural Schools revenue, 3) adjust budgeted PILT to reflect actual payment, 4) reflect anticipated increased state revenue due to reduced PERS liability, 5) appropriate water fund fees to purchase property to enable upgrades to the Piedad Springs water source, 6) recognize proceeds from the sale of land to the brewery, 7) reappropriate funds for the Winter Tourism Study from FY14 to FY15, 8) appropriate loan proceeds from the state to the Allen Road waterline replacement project, 9) modify some 2011-2015 CIP appropriations, and 10) appropriate funds for emergency repairs to Letnikof harbor. See the ordinance for more detail.

Referral:	
Referred to:	Referral Date:
Recommendation:	Meeting Date:

Assembly Action:	
Meeting Date(s): 4/28, 5/12, 5/26/15	Public Hearing Date(s): 5/12, 5/26/15
	Postponed to Date:

**AN ORDINANCE OF THE HAINES BOROUGH, PROVIDING FOR THE ADDITION OR AMENDMENT OF SPECIFIC LINE ITEMS TO THE FY15 BUDGET.**

BE IT ORDAINED BY THE ASSEMBLY OF THE HAINES BOROUGH, ALASKA:

Section 1. Classification. This ordinance is a non-code ordinance.

Section 2. Effective Date. This ordinance shall become effective immediately upon adoption.

Section 3. Appropriation. This appropriation is hereby authorized as part of the budget for the fiscal year July 1, 2014 through June 30, 2015.

Section 4. Purpose. To provide for the addition or amendment of specific line items to the FY15 budget as follows:

<b>(1) To eliminate projected e911 revenue. The surcharge will not be in place in FY15</b>				
		Current FY15 Budget	Proposed FY15 Budget	Fund Balance Increase / (Decrease)*
01-01-09-4366	State Revenue –e911 surcharge	\$27,245	\$0	(\$27,245)
<b>(2) To recognize federal secure rural schools revenue which is currently estimated to be approximately \$120,000:</b>				
		Current FY15 Budget	Proposed FY15 Budget	Fund Balance Increase / (Decrease)*
01-12-00-4534	Federal Revenue – Secure Schools	\$0	\$120,000	\$120,000
<b>(3) To adjust down the FY15 budget for federal Payment In Lieu of Taxes to reflect actual received.</b>				
		Current FY15 Budget	Proposed FY15 Budget	Fund Balance Increase / (Decrease)*
01-01-09-4532	Federal Revenue – PILT	\$360,000	\$344,205	(\$15,795)
<b>(4) During the 2014 legislative session, Senate Bill 119 passed providing “on-behalf” funding for Public Employees Retirement System (PERS) employers for the FY15 fiscal year. Through on-behalf funding the State of Alaska provides funding which reduces the PERS rate paid by employers from the actuarially determined rate of 44.03% of gross wages (in FY15) to the “effective rate” of 22%. For FY15 the state contributed an additional sum to further reduce the unfunded liability. This Haines Borough budget amendment reflects the anticipated revenue received from the State of Alaska in the form of reduced PERS payments.</b>				
		Current FY15 Budget	Proposed FY15 Budget	Fund Balance Increase / (Decrease)*
01-01-09-4341	State Revenue – Other	\$0	\$932,000	\$932,000
01-01-10-6116	PERS on-behalf – Pd by State	\$0	(\$932,000)	(\$932,000)
			Total	\$0

<b>(5) To appropriate \$40,000 of water fund user fees to purchase Lot 1A, Meacock Subdivision for use in the Piedad Springs Water Source Upgrades Project.</b>				
		Current FY15 Budget	Proposed FY15 Budget	Fund Balance Increase / (Decrease)*
90-00-00-1610	Land	\$0	\$40,000	(\$40,000)

<b>(6) To recognize proceeds from the sale of Lot8B Primary School Subdivision, to appropriate \$6,690 for work orders for required improvements, and to budget a transfer to the permanent fund for the net proceeds of the sale.</b>				
		Current FY15 Budget	Proposed FY15 Budget	Fund Balance Increase / (Decrease)*
17-01-00-4615	Contract Principal	\$25,000	\$111,600	\$86,600
17-01-00-7901	Work Orders – Public Works	\$0	\$6,690	(\$6,690)
17-98-00-8252	Transfer fr Lands OUT to PF	\$8,081	\$87,991	(\$79,910)
97-98-00-8252	Transfer fr Lands IN to PF	(\$8,081)	(\$87,991)	\$79,910
Net proceeds from the sale of Lot 8B, Primary School Subdivision				\$79,910

<b>(7) To appropriate \$29,000 of Economic Development and Tourism Promotion sales tax funds for a Winter Tourism study. This project was appropriated in FY14 but that appropriation lapsed on 06/30/2014 and the study did not take place until this fiscal year.</b>				
		Current FY15 Budget	Proposed FY15 Budget	Fund Balance Increase / (Decrease)*
23-02-00-7312	Professional Services (Tourism)	\$55,450	\$84,450	(\$29,000)

<b>(8) To budget for loan proceeds from #ADWF395191 from the Alaska Drinking Water Loan Fund and to appropriate those funds for the Allen Road Waterline Replacement Project. \$311,587 is offered to the Borough as a subsidy. The remainder of \$188,413 will be repaid over 20 years a 1.5% interest.</b>				
		Current FY15 Budget	Proposed FY15 Budget	Fund Balance Increase / (Decrease)*
90-50-00-4341	Loan Proceeds (ADWF)	\$0	\$500,000	\$500,000
90-50-00-7850	Improvements	\$0	\$500,000	(\$500,000)

<b>(9) To modify appropriations made from the Capital Improvement Project Fund between FY11 and FY15. This amendment eliminates appropriations and reduces or (increases) appropriations for projects which are at or near completion. Funds made available are re-appropriated for the Wastewater Treatment Plant (\$31,000) and Road Improvements (\$6,919).</b>				
<b>Source</b>	<b>Project</b>	<b>Appropriation</b>	<b>Expended</b>	<b>Amount to Delete from / (Add) to Budget</b>
FY11CIP	Jail Upgrades	10,000	0	10,000
FY12CIP	Admin Records Mgmt Scanning System	23,200	23,227	(27)
FY12CIP	Police Security System Public Safety Bldg	35,000	21,122	10,000
FY13CIP	Public Facilities / Harbor Snow Blowers (3)	8,000	6,175	1,825
FY13CIP	Klehini Valley Fire Dept Roof Replacement	50,000	50,058	(58)
FY13CIP	Gravel Pit Development	7,000	0	7,000



ORDINANCE # 15-04-408

Page 3

FY14CIP	Library Mechanical Controls	60,000	59,516	484
FY14CIP	D-1 for Beach Road	26,500	26,099	401
FY14CIP	Sewer Submersible Pump	9,500	8,823	677
FY14CIP	Pool Light replacement	35,000	31,648	3,352
FY15CIP	Parks 20 Ft Steel Container	4,000	0	4,000
FY15CIP	Parks Landscaping Additions	5,000	4,937	63
FY15CIP	LED Streetlights	17,500	17,298	202
New Appropriation - Wastewater Treatment Plant Upgrades				(31,000)
New Appropriation – Road Improvements				(6,919)
Net Change to Capital Improvement Project Fund				0

<b>(10) To appropriate \$200,000 of boat harbor enterprise funds for emergency repairs to the Letnikof dock as authorized in resolution 15-04-627 on 4/28/2015.</b>				
		Current FY15 Budget	Proposed FY15 Budget	Fund Balance Increase / (Decrease)*
92-50-00-7850	Improvements	\$0	\$200,000	(\$200,000)

\* A positive amount in this column is favorable. A negative amount is unfavorable.

ADOPTED BY A DULY CONSTITUTED QUORUM OF THE HAINES BOROUGH ASSEMBLY THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2015.

ATTEST:

\_\_\_\_\_  
Janice Hill, Mayor

\_\_\_\_\_  
Julie Cozzi, MMC, Borough Clerk

Date Introduced: 04/28/15  
Date of First Public Hearing: 05/12/15  
Date of Second Public Hearing: 05/26/15



Haines Borough  
Assembly Agenda Bill

Agenda Bill No.: 15-566  
Assembly Meeting Date: 5/26/15

Business Item Description:	Attachments:
Subject: Provide for lot line adjustment exceptions for nonconforming lots with planning commission approval	1. Ordinance 15-04-409 2. Planning Commission Recommendation
Originator: Planning & Zoning Technician	
Originating Department: Lands/Planning & Zoning	
Date Submitted: 4/20/15	

Full Title/Motion:
Motion: Adopt Ordinance 15-04-409.

Administrative Recommendation:
This is recommended by borough staff.

Fiscal Impact:			
Expenditure Required	Amount Budgeted	Appropriation Required	Projected Impact to Future Operating Budgets
\$ 0	\$ 0	\$ 0	n/a

Comprehensive Plan Consistency Review:	
Comp Plan Goals/Objectives:	Consistent: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Summary Statement:
<p>The downtown area was originally platted in 1917 and the minimum lot size of 10,000 square feet was established in the 1970s. Very few lots within the downtown area comply with this requirement. A lot line adjustment that results in creating nonconforming lots is prohibited by the existing code. The code does not allow downtown property owners to make any lot line adjustments on their properties. The planning commission worked on a code amendment and has prepared a recommendation for the assembly. The commission would like to provide some flexibility by allowing exceptions with planning commission approval.</p>

Referral:	
Referred to:	Referral Date:
Recommendation:	Meeting Date:

Assembly Action:	
Meeting Date(s): 4/28, 5/12, 5/26/15	Public Hearing Date(s): 5/12, 5/26/15
	Postponed to Date:

**An Ordinance of the Haines Borough amending Haines Borough Code Title 18 Section 18.100.025 to allow with planning commission approval lot line adjustments and lot consolidations resulting in lot(s) non-conforming in size.**

BE IT ENACTED BY THE HAINES BOROUGH ASSEMBLY:

Section 1. Classification. This ordinance is of a general and permanent nature and the adopted amendment shall become a part of the Haines Borough Code.

Section 2. Severability. If any provision of this ordinance or any application thereof to any person or circumstance is held to be invalid, the remainder of this ordinance and the application to other persons or circumstances shall not be affected thereby.

Section 3. Effective Date. This ordinance is effective upon adoption.

Section 4. Amendment of Section 18.100.025. Section 18.100.025 of the Haines Borough Code is hereby amended as follows:

NOTE: **Bolded/UNDERLINED** ITEMS ARE TO BE ADDED  
~~STRIKETHROUGH~~ ITEMS ARE DELETED

**HBC 18.100.020 Platting of subdivision, lot line adjustment and lot consolidation required.**

Any division of land within the borough which results in a subdivision, or any shifting or eliminating of property lines resulting in a lot line adjustment or lot consolidation shall be surveyed and a plat thereof approved and recorded, pursuant to the provisions of this chapter, HBC 18.60.010 through 18.60.020, and AS 29.40 and 40.15, as amended from time to time.

A. Subdivision Defined. "Subdivision" means a division of a tract or parcel of land into two or more lots, sites, or other divisions and includes re-subdivisions and, when appropriate to the context, relates to the process of subdividing or to the land or areas subdivided.

B. Lot Line Adjustment Defined. "Lot line adjustment" is defined as the shifting of a property line that does not result in:

1. The creation of additional lots.
2. The creation of new nonconforming lots, including:
  - a. A lot of less than 65 feet of width.
  - b. A lot of less than the minimum size applicable to the zoning district.
  - c. A lot where development or utility becomes located within the setback as a result of the lot line adjustment.
3. The increase of nonconformity of an existing nonconforming lot.
4. The newly adjusted lot exceeding 200 percent of the area of the original lot, with the exception of lots less than the minimum lot size, in which case the newly adjusted lot shall not exceed 150 percent of the minimum lot size specified for the zone.

C. Lot Consolidation Defined. "Lot consolidation," also referred to as "lot line vacation," is the elimination of a lot line or lines that divide multiple lots and results in the consolidation of multiple lots into fewer lots or one lot.

1. The result shall not impair adequate access, access easements or rights-of-way to existing lots.

2. The result shall not create a nonconforming lot or increase the nonconformity of an existing nonconforming lot.

**HBC 18.100.025 Exceptions.**

A. The provisions of this chapter shall not apply to transfers of interest in land pursuant to court order.

B. The manager shall have the authority to waive the surveying requirement for a lot consolidation if it is determined that the surveyor can prepare plat documents from accurate and current data for the properties being consolidated.

**C. HBC 18.100.020(B) and (C) do not apply to lot line adjustments and lot consolidations between two or more nonconforming lots, as long as no additional nonconforming lots are created, and the proposed lots as adjusted will comply with other requirements, including but not limited to setbacks and parking as prescribed by the applicable use zone. All lot line adjustments involving nonconforming lots shall be reviewed and approved by the planning commission.**

ADOPTED BY A DULY CONSTITUTED QUORUM OF THE HAINES BOROUGH ASSEMBLY THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2015.

\_\_\_\_\_  
Janice Hill, Mayor

ATTEST:

\_\_\_\_\_  
Julie Cozzi, MMC, Borough Clerk

Date Introduced:	04/28/15
Date of First Public Hearing:	05/12/15
Date of Second Public Hearing:	05/26/15



Haines Borough  
**BOROUGH ASSEMBLY  
ACTION REQUEST**

DATE: April 16, 2015

TO: Haines Borough Assembly

FROM: Haines Borough Planning Commission

Re: Lot Line Adjustments and Lot Consolidations in HBC 18.100.025

PLANNING COMMISSION ACTION:

**Venables** moved to “recommend the Assembly adopt the draft ordinance with adding an exception to HBC 18.100.025 and amending to add that all lot line adjustments for nonconforming lots shall be reviewed by the planning commission for approval”. **Turner** seconded it. The motion carried unanimously.

RATIONALE:

In the past several months, two property owners within the downtown historic area proposed to adjust property lines for future development. However, a lot line adjustment will result in creating nonconforming lots, which is not allowed by the current code. Staff believes that if the existing lots do not meet minimum lot size requirements and there is no way to adjust the lot lines so that the resulting lots become conforming as to size, a lot line adjustment may be allowed as long as the resulting parcels are compatible with, and do not obstruct, the objectives and policies of zoning and the applicable plans. The topic was discussed at the March 12, 2015 meeting.

During the discussion, the commissioners concur with staff and believe the code needs to be amended. Chairman Goldberg said the downtown area was originally platted in 1917 and the minimum lot size of 10,000 square feet was established in the 1970s. Almost none of the lots within the downtown area comply with this requirement. A lot line adjustment that results in creating nonconforming lots is prohibited by the existing code. The code does not allow downtown property owners to make any lot line adjustments on their properties. Staff drafted an ordinance based on the comments from the commission, and presented it to the commission at the April 16, 2015 meeting.

The proposed ordinance amends HBC 18.100.025 to add an exception that allows lot line adjustments involving nonconforming lots upon commission approval. The key issue is that to approve a lot line adjustment for nonconforming lots, the commission must find that the resulting lots conform to zoning and with the applicable plan. The commission

believes that all lot line adjustment applications resulting in lots nonconforming as to size must be considered individually on its own merits.

**PLANNING COMMISSION REQUEST:** for the Borough Assembly to amend HBC 18.100.025 to read:

**HBC 18.100.025 Exceptions.**

A. The provisions of this chapter shall not apply to transfers of interest in land pursuant to court order.

B. The manager shall have the authority to waive the surveying requirement for a lot consolidation if it is determined that the surveyor can prepare plat documents from accurate and current data for the properties being consolidated. (Ord. 09-03-201 § 4)

**C. HBC 18.100.020(B) and (C) do not apply to lot line adjustments and lot consolidations between two or more nonconforming lots, as long as no additional nonconforming lots are created, and the proposed lots as adjusted will comply with other requirements, including but not limited to setbacks and parking as prescribed by the applicable use zone. All lot line adjustments for nonconforming lots shall be reviewed by the planning commission for approval.**

SUBMITTED BY  (signature)  
Rob Goldberg  
Planning Commission Chairman



HAINES BOROUGH, ALASKA  
ORDINANCE No. xx-xx-xxx

Draft

**AN ORDINANCE OF THE HAINES BOROUGH AMENDING HAINES BOROUGH CODE  
TITLE 18 SECTION 18.100.025 TO ALLOW LOT LINE ADJUSTMENTS AND LOT  
CONSOLIDATIONS RESULTING IN LOT(S) NON-CONFORMING AS TO SIZE**

BE IT ENACTED BY THE HAINES BOROUGH ASSEMBLY:

Section 1. Classification. This ordinance is of a general and permanent nature and the adopted amendment shall become a part of the Haines Borough Code.

Section 2. Severability. If any provision of this ordinance or any application thereof to any person or circumstance is held to be invalid, the remainder of this ordinance and the application to other persons or circumstances shall not be affected thereby.

Section 3. Effective Date. This ordinance shall become effective immediately upon adoption.

Section 4. Purpose. This ordinance amends Title 18 Section 18.100.025 to allow lot line adjustments and lot consolidations resulting in lot(s) non-conforming as to size.

NOTE: **Bolded/UNDERLINED** ITEMS ARE TO BE ADDED  
~~STRIKETHROUGH~~ ITEMS ARE DELETED

**HBC 18.100.020 Platting of subdivision, lot line adjustment and lot consolidation required.**

Any division of land within the borough which results in a subdivision, or any shifting or eliminating of property lines resulting in a lot line adjustment or lot consolidation shall be surveyed and a plat thereof approved and recorded, pursuant to the provisions of this chapter, HBC 18.60.010 through 18.60.020, and AS 29.40 and 40.15, as amended from time to time.

A. Subdivision Defined. "Subdivision" means a division of a tract or parcel of land into two or more lots, sites, or other divisions and includes re-subdivisions and, when appropriate to the context, relates to the process of subdividing or to the land or areas subdivided.

B. Lot Line Adjustment Defined. "Lot line adjustment" is defined as the shifting of a property line that does not result in:

1. The creation of additional lots.
2. The creation of new nonconforming lots, including:
  - a. A lot of less than 65 feet of width.
  - b. A lot of less than the minimum size applicable to the zoning district.

c. A lot where development or utility becomes located within the setback as a result of the lot line adjustment.

3. The increase of nonconformity of an existing nonconforming lot.

4. The newly adjusted lot exceeding 200 percent of the area of the original lot, with the exception of lots less than the minimum lot size, in which case the newly adjusted lot shall not exceed 150 percent of the minimum lot size specified for the zone.

C. Lot Consolidation Defined. "Lot consolidation," also referred to as "lot line vacation," is the elimination of a lot line or lines that divide multiple lots and results in the consolidation of multiple lots into fewer lots or one lot.

1. The result shall not impair adequate access, access easements or rights-of-way to existing lots.

2. The result shall not create a nonconforming lot or increase the nonconformity of an existing nonconforming lot. (Ord. 09-03-201 § 4; Ord. 06-07-148)

### **HBC 18.100.025 Exceptions.**

A. The provisions of this chapter shall not apply to transfers of interest in land pursuant to court order.

B. The manager shall have the authority to waive the surveying requirement for a lot consolidation if it is determined that the surveyor can prepare plat documents from accurate and current data for the properties being consolidated. (Ord. 09-03-201 § 4)

**C. HBC 18.100.020(B) and (C) do not apply to lot line adjustments and lot consolidations between two or more nonconforming lots, as long as no additional nonconforming lots are created, and the proposed lots as adjusted will comply with other requirements, including but not limited to setbacks and parking as prescribed by the applicable use zone. All lot line adjustments for nonconforming lots shall be reviewed by the planning commission for approval.**





Haines Borough  
Assembly Agenda Bill

Agenda Bill No.: 15-572

Assembly Meeting Date: 5/26/15

Business Item Description:	Attachments:
Subject: Establish an E-911 Surcharge	1. Ordinance 15-05-410 2. Staff Study, Chief Musser 3. Talking Points 4. PowerPoint Presentation
Originator: Borough Manager	
Originating Department: Administration	
Date Submitted: 5/4/15	

**Full Title/Motion:**

The assembly already scheduled the second hearing for 6/9/15. No motion is needed now unless the second hearing date needs to change or some other action is desired.

**Administrative Recommendation:**

This is recommended by borough staff.

**Fiscal Impact:**

Expenditure Required	Amount Budgeted	Appropriation Required	Projected Impact to Future Operating Budgets
\$	\$	\$	See attached documents

**Comprehensive Plan Consistency Review:**

Comp Plan Goals/Objectives:

Consistent:  Yes  No

**Summary Statement:**

As a result of the Haines Borough's responsibility to keep up with the ever increasing mobility of community residents and visitors it is necessary to focus on enhanced 911 (E-911) as a tool that society has come to expect to have available and accessible. State law recognizes the importance of E-911 and established guidelines to help fund it. The borough is now at that crossroad of funding the continuation and upgrading of the E-911 system.

AS 29.25.131 authorizes municipalities to implement an E-911 surcharge of up to \$2.00 per month for each wireless telephone number and each local exchange access line. The borough proposes to only implement a surcharge of \$1.51 per phone. This is less than other Southeast communities charge.

This fee represents citizens' quick and ongoing access to emergency services through the use of 911.

**Referral:**

Referred to: \_\_\_\_\_ Referral Date: \_\_\_\_\_

Recommendation: \_\_\_\_\_ Meeting Date: \_\_\_\_\_

**Assembly Action:**

Meeting Date(s): 5/12, 5/26/15      Public Hearing Date(s): 5/26/15, 6/9/15

Postponed to Date: \_\_\_\_\_

**An Ordinance of the Haines Borough establishing a surcharge for enhanced 911 (E-911) service.**

**WHEREAS**, to help defray the costs of the enhanced 911 system, and under the authority of AS 29.35.131(a), the Haines Borough intends to implement a surcharge of \$1.51 per month on each local exchange line that provides wireline service within the borough and implement a surcharge of \$1.51 per month on each wireless telephone number that is billed to an address in the borough; and

**WHEREAS**, on November 12, 2013 the borough assembly adopted Resolution 13-11-517 awarding a contract for the design and installation of an enhanced 911 (E-911) telephone system to replace the outdated public safety answering points hardware and software and provide improved emergency telephone service at public safety answering points from a local exchange telephone company; and

**WHEREAS**, this system upgrade is necessary in order for the borough to comply with federal regulations that require all wireless carriers to provide call-back and caller location information to public safety answering points for wireless calls; and

**WHEREAS**, the upgrade to the E-911 system will result in increased operating costs for the borough; and

**WHEREAS**, in 2005, the state of Alaska amended AS 29.25.131 to authorize municipalities to implement an E-911 surcharge of up to \$2.00 per month for each wireless telephone number and each local exchange access line; and

**WHEREAS**, the \$1.51 per month surcharge for each access line and wireless number is sufficient to only partially fund the E-911 system, the remaining costs being funded with general tax dollars; and

**WHEREAS**, it is in the public interest to create the E-911 surcharge so as to provide for the collection of revenues necessary for the system; and

**WHEREAS**, it is fair and reasonable to assess the costs of the system against all the telephone users who benefit from it,

**NOW THEREFORE BE IT ORDAINED** by the Haines Borough Assembly that it is determined to be for a public purpose and in the public interest of the borough to establish a surcharge for E-911 service .

Section 1. Classification. This ordinance is a non-code ordinance.

Section 2. Severability. If any provision of this ordinance or any application thereof to any person or circumstance is held to be invalid, the remainder of this ordinance and the application to other persons or circumstances shall not be affected thereby.

Section 3. Effective Date. This ordinance shall become effective August 1, 2015.

Section 4. Imposition of Surcharge. There is implemented a surcharge of \$1.51 per month for each local exchange access line within the Haines Borough and each wireless telephone number that is billed to an address within the Haines Borough.

Section 5. Administration of Surcharge. A local exchange telephone company, or a wireless telephone company, that provides telephone service within the Haines Borough or to customers with billing addresses within the Haines Borough, in accordance with AS 29.35.131-137:

- A. shall include the E-911 surcharge in the bills delivered to its customers;
- B. shall remit the amounts collected to the Haines Borough;
- C. may deduct limited administrative costs;
- D. shall prorate partial payments made by its customers;
- E. shall provide the Haines Borough with a list of amounts due for nonpayment of E-911 surcharges;
- F. shall, at the election and expense of the Haines Borough, be subject to an annual audit of its books and records concerning the collection and remittance of the E-911 surcharge; and
- G. shall otherwise comply with the requirements and be entitled to the benefits of state law with respect to E-911 systems.

Section 6. Notification of Telephone Customers. The Haines Borough shall work with the telephone companies to ensure the telephone customers are notified in writing of this surcharge and provide an explanation of what the surcharge will be used for, in accordance with AS 29.35.131(a).

ADOPTED BY A DULY CONSTITUTED QUORUM OF THE HAINES BOROUGH ASSEMBLY THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2015.

\_\_\_\_\_  
Janice Hill, Mayor

Attest:

\_\_\_\_\_  
Julie Cozzi, MMC, Borough Clerk

Date Introduced:	05/12/15
Date of First Public Hearing:	05/26/15
Date of Second Public Hearing:	06/09/15

**Why an E 9-1-1 surcharge is needed:**

Simply, the residents and visitors to Haines and the Borough area typically have an expectation they can call 9-1-1 to report an emergency. In order for the Haines Borough to provide this expected service for the public we serve, a mechanism to support the infrastructure is necessary. That mechanism is the E 9-1-1 surcharge.

Since the 1980's the concept of calling 9-1-1 for emergencies has been evolving, and Haines is continuing to work to provide this aspect of public safety. Our society enjoys the mobility of extended communication. The public's access and ability to call for help from wired or wireless phones has widened the range of callers. The range includes a broad spectrum of age, unrestricted locations, and multiple calls for a single event. We are experiencing all of this in Haines and can expect to see more as extended communication access continues to grow in Haines.

The infrastructure to provide the E 9-1-1 service is not cheap and the technology associated is rapidly evolving and changing. The State of Alaska recognized the impact of the costs associated with E 9-1-1 in 2005 when the legislature crafted what is now Alaska Statute: 29.35.131. 911 Surcharge. A cap of \$2.00 was established to help pay for acquisition, implementation, and maintenance of 911 service equipment and associated costs related to wages, training, and number and location identification data base development and maintenance.

Additionally, the Borough has a responsibility as a governing body to provide effective access to our emergency services for those living here and for those visiting here. This responsibility includes ensuring compliance with federal regulations requiring consolidation of public safety communications that tie the responders together for more efficient providing of service, especially in times of crisis and rapidly evolving emergencies. This is a concept known as interoperability. This concept also extends to telecommunication providers to provide identifying and location pertinent information so emergency services personnel on the receiving end of a 9-1-1 call can better direct resources to a given need.

The Haines Borough recognized the responsibility in 2013 when a grant was obtained to help purchase updated dispatch equipment, including a compliant E 9-1-1 system. The new E 9-1-1 system was installed in 2014 and is currently in operation. Now it is time to look to the future for securing the costs necessary for maintenance and upgrading of the system, along with training and wage costs associated with operating the E 9-1-1 system.

**How Much Surcharge?**

Starting with the initial investment, the capital cost was \$231,951 for the new E 9-1-1 equipment. The equipment is estimated to have a twelve (12) year useful life. An estimated cost of replacement in 2027 (with a projected inflation rate of 2.5%) is \$304,340. An annual sinking fund for replacement costs is estimated at \$25,362 per year through 2017.

The annual operations costs, phone lines, maintenance and support, and labor are projected at a total of \$24,152 per year. A 2.5% inflation cost was included in the estimate. Current costs associated with the FY2015 budget provided the basis for the estimate and include:

- Dedicated 9-1-1 phone lines - \$3,447;
- Maintenance contract - \$13,135;
- Labor (9-1-1 only) - \$4,310.

## STAFF STUDY: E 9-1-1 SURCHARGE

The overall amount of money between a capital replacement sinking fund and the operations costs is estimated at \$49,514 per year. This amount is then divided by the estimated number of phone lines (wireline and wireless) with addressing in Haines, a total of 2,730. The result is an annual cost per phone of \$18.14. This is a monthly cost of \$1.51 per phone.

The proposed cost of an E 9-1-1 surcharge to residents of Haines is \$1.51.

### **Key Points for the Adoption of an E 9-1-1 Surcharge:**

The residents and visitors to Haines and the Borough area typically have an expectation they can call 9-1-1 to report an emergency. This has become an expectation of the public since the 1980's, and Haines has been working to provide this aspect of public safety. The Haines Borough Public Safety Dispatch receives 9-1-1 calls for medical care/transport, traffic accidents with injuries, domestic disturbances, reports of crimes in progress, and fires. The numbers of 9-1-1 calls received in the past three years include:

- 474 in 2014
- 388 in 2013
- 394 in 2012

E-9-1-1 helps to consolidate public safety communications and tie the responders together for more efficient providing of service, especially in times of crisis and rapidly evolving emergencies. It is a single point of contact for any resident or visitor to Haines for access to request emergency help.

The Haines Borough Public Safety Dispatch has the equipment, the telecommunication service, and the staff to operate E 9-1-1, now we need your support to continue to make it work for you.

### **The E 9-1-1 Surcharge Explained:**

The E 9-1-1 Surcharge Fee provides funding for the continued operation of 911 emergency telecommunications services in your area. Emergency personnel must have the capability to identify the caller's phone number and relative location when 911 is dialed. The fee, which is applied per access line, funds communications systems that support emergency and quick response police, fire and ambulance services with identification of phone number and relative location. Customers pay for this service and other 911 communication costs through a State 911 surcharge as adopted and approved by your Borough Assembly. While full E 9-1-1 system utilization is still in process of being met with your telephone provider, the fee may be collected to ensure future implementation. Please remember the fee represents your quick and ongoing access to emergency services through the use of 9-1-1.

### **Recommendation:**

Adoption of the proposed ordinance establishing a surcharge of \$1.51 for enhanced 911 (E 9-1-1) services.

## E 9-1-1 Talking Points

The Haines Borough Police Department dispatch center is the Borough's 911 and public safety central point of contact for dispatch services to the Haines Borough Police Department, Haines Volunteer Fire Department, Klehini Valley Fire Department, Alaska State Troopers and State Parks. It is staffed 24 hours a day, 365 days a year by a team of five trained telecommunicators.

Dispatchers receive 9-1-1 calls for medical care/transport, traffic accidents with injuries, domestic disturbances, reports of crimes in progress, and fires. The numbers of 9-1-1 calls received in the past three years include:

- 2014 a total of 474
- 2013 a total of 388
- 2012 a total of 394.

As the public extends its mobility and communication access through wireless and wired phones the ability for a range of callers exists. The range includes those as young as three or four years of age to those elders in their nineties. At times as many as three 9-1-1 calls have been received at the same time for a single incident in Haines. This is because of the mobility of communication our society enjoys.

As a result of our responsibility to keep up with the ever increasing mobility of our community residents and visitors it is necessary to focus on E 9-1-1 as a tool that our society has come to expect to have available and accessible. Our laws recognize the importance of E 9-1-1 and establish guidelines to help fund it. The Haines Borough is now at that crossroad of funding the continuation and upgrading of our E 9-1-1 system.

The key points for an E 9-1-1 surcharge are as follows:

- The E 9-1-1 system upgrade is necessary in order for the borough to comply with federal regulations that require all wireless carriers to provide call-back and caller location information to public safety answering points for wireless calls.
- In 2005, the state of Alaska amended AS 29.25.131 to authorize municipalities to implement an E-911 surcharge of up to \$2.00 per month for each wireless telephone number and each local exchange access line – The Haines Borough is only implementing a surcharge of \$1.51 per month.
- The residents and visitors to Haines and the Borough area typically have an expectation they can call 9-1-1 to report an emergency. This has become an expectation of the public since the 1980's, and Haines has been working to provide this aspect of public safety.
- E-9-1-1 helps to consolidate public safety communications and tie the responders together for more efficient providing of service, especially in times of crisis and rapidly evolving emergencies.
- It is a single point of contact for you (the resident of Haines) to access and request emergency help.
- We have the equipment, the service, and the staff to operate E 9-1-1, now we need your support to continue to make it work for you.

# Old vs. New Communications

**Can and String**



**E-911**



# Comparison of Old & New

## Old Format

- Not e911 compliant
- Old caller ID format
- Analog radios and phones
- Old console with integrated solid state components
- Coverage limited - not much beyond 11 mile on the Highway.
- Material worn and very dated – held together with bailing rope and wire ties

## New Format

- System is e911 compliant
- Digital e911 system in place
- Console is now computer based
- Radios are Narrow band compliant (next to digital)
- Analog phones still, but current e911 system can accept change to Digital when phone company upgrades.
- Radio coverage now extended past 33 mile



# Why a Surcharge?

- **Fairness:** User fees are focused on those who will benefit from the service
- **Meeting Current Responsibilities:** The surcharge ensures we can maintain the improvements and meet the expectation of being able to call 9-1-1 to report an emergency
- **Meeting Future Responsibilities:** The surcharge plans for the eventual upgrade and replacement of the system
- **Commitment to Public Safety:** We have the equipment and the staff to operate E 9-1-1, now we need your support to continue to make your expectations of E 9-1-1 work for you.

# The Numbers



## Sinking Fund for *Capital Replacement of System*

➤ Initial cost to install e911 system	\$ 231,951
➤ Estimated Useful Life of System in Years	12
➤ Estimated Inflation Rate	2.5%
➤ Estimated replacement cost in 2027	\$ 304,340
<b>Annual Contribution Needed to replace in 2027</b>	<b>\$25,362</b>

## Annual *Operating Costs for e911 System*

➤ Additional Phone lines	\$ 3,447
➤ Annual Maintenance & Support	13,135
➤ e911 Dispatch Labor	<u>4,310</u>
➤ Estimated 2015 Operating Cost	\$ 20,892
<b>Average Annual Operating Costs with 2.5% inflation</b>	<b>\$ 24,152</b>



## The Numbers continued ...



**Annual Combined Operating & Replacement**      **\$49,514**

**Estimated Number of Phone Lines**      **2,730**

**Annual Contribution per Phone**      **\$18.14**

**Proposed Monthly Surcharge**

**\$1.51**

**This is less than other communities in SE Alaska charge**

# Bottom Line

- The old system was not compliant and did not meet our needs.
- We now have a system that works better than the old one and that meets current and future needs.
- We have a responsibility to maintain the current system.
- We have an obligation to upgrade and prepare for the eventual replacement of the system.
- The surcharge ensures that those who benefit from the use of the system contribute to its maintenance, upgrade, and replacement.



# MANAGER'S REPORT

DATE: May 26, 2015  
TO: Mayor and Borough Assembly  
FROM: David B. Sosa, Borough Manager

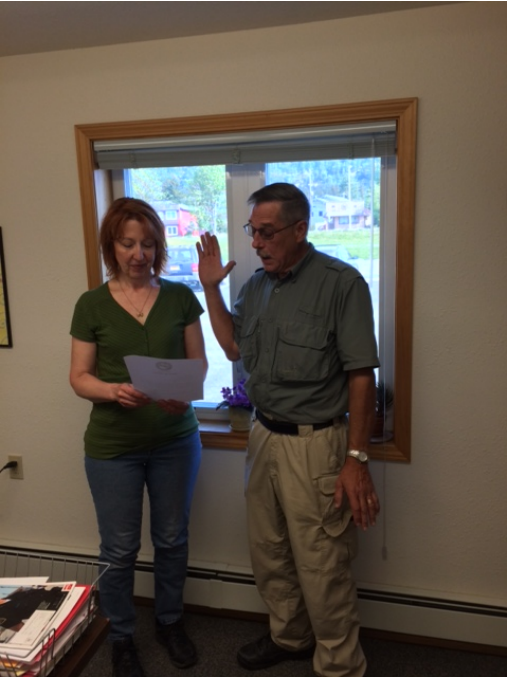
### BOROUGH ADMINISTRATION MISSION

*Under the guidance and direction of the Borough Assembly, the mission of the Haines Borough Administration is to deliver critical and desired services; to protect the safety and well-being of the community; and to create conditions for a vibrant, sustainable economy that enhances and safeguards quality of life*

### **Manager's Comments:**

FY 2016 Budget: The changes identified by the Assembly have been incorporated into the Budget. An additional modification is suggested by the Manager to add \$40,000 to the Haines Borough School District Budget. This item is addressed in a separate memo.

Interim Police Chief: Mr. Robert Griffiths arrived in town on 21 May and was sworn in by the Borough Clerk on 22 May so that he could function in an official capacity during the Beer Fest Weekend. Chief Musser, Mr. Griffiths and I met on 22 May and reviewed the status of the Department and coordinated plans for the turnover throughout the weekend.



Community Jails Funding: I have been in contact with Mr. Remond Henderson, the Deputy Commissioner for the Department of Corrections, concerning our funding. There have been several funding formulas that the Department is looking at, some of which are more beneficial to the Borough than others. Formulas that are most beneficial to the Borough are less so for other communities so I expect that once a final recommendation is made several communities will engage the Department and their Representatives to adjust the funding formulas. The Borough is prepared to comment on any concerns that may need to be addressed once the final formula is recommended.

Heliskiing Spot Checks: I have received feedback on the Heliski spot checks and had to contact the Bureau of Land Management (BLM) regarding 2 landings. Spot checks will be finalized once BLM provides feedback on the landings.

HELP Committee: On 29 April, there was a HELP committee meeting in which a number of items were discussed including updates to the Hazard Mitigation Plan and to the Emergency Operations Plan. Additionally, Mr. David Thompson, an individual with extensive experience training first responders and Emergency Manager's, will be residing in our community this summer and has volunteered his time to provide Emergency Management training for key personnel.

Assembly, Board, & Committee Training: A meeting was held with Committee and Board Chairs on 18 May to review the proposed training schedule. Training has been scheduled to take place on 2 June from 5:30-8:30 p.m. in the Chilkat Center Lobby. All borough board members are encouraged to attend. The public is more than welcome to observe the training.

Land Sale: The Borough Assembly authorized the sale of four separate parcels of Borough property by sealed competitive bid auction. Bid deadline: 5pm local time, Friday, 6/19/15, Borough Admin Bldg, 103 Third Ave S., PO Box 1209, Haines, AK 99827. Bids may be hand-delivered or mailed. Bid documents available at [www.hainesalaska.gov](http://www.hainesalaska.gov). Contact Kathryn Friedle, Lands Dept., for more info, [kfriedle@haines.ak.us](mailto:kfriedle@haines.ak.us); 907-766-2231 ext. 22.

Human Resources Building: In light of Chilkat Valley Preschool's (CVP) decision to partner with Haines Borough School District I am planning to move forward with action to sell the HRB. I am coordinating with CVP to ensure that any sale does not conflict with their schedule.

3<sup>rd</sup> Quarter Financial Reviews: Throughout last week and this week I conducted departmental financial reviews for the 3<sup>rd</sup> Quarter of FY 15. All departments reviewed to date are within budget overall although several departments will need to shift funds internal to their budgets in some areas. At present I have no concerns with regard to the status of the FY 15 Budget.

FY 16 Assessments: On 21 May, the Borough Assessor briefed Department Heads on his plan for Assessments throughout the summer. The plan envisions addressing as many of the 640 parcels between the Canadian Border and the Townsite as possible between now and the end of September. This translates to an average of 11 parcels per day and will also include entering information into the Assessing Database.

First Cruise Ship Visit: In general the first Cruise Ship visit went well and all departments were prepared for the activity. A major test will occur on Tuesday 26 May and Wednesday 27 May when we have back to back visits.

Borough Roads: A roads assessment was conducted and a maintenance schedule is provided below. This schedule will be posted on the Borough website.

## SPRING 2015 ROAD MAINTENANCE SCHEDULE

★ Completed

APRIL: WEEK 1	APRIL: WEEK 2	APRIL: WEEK 3	APRIL: WEEK 4
Graded: West Fair Drive ★	River Road ★	Moose Lane ★	Mt Riley Rd
Fair Drive ★	Jones Pt Rd ★	Vermiere ★	Sunshine
Fill gravel Potholes on Beach Rd. ★	Barnett Drive ★	Beach Rd ★	North Sawmill
	1st Ave North ★	Old/New Har ★	Wellfield ★
MAY: WEEK 1	MAY: WEEK 2	MAY: WEEK 3	MAY: WEEK 4
Fair/W Fair Drive ★	1st Ave North	Beach Rd ★	Mt Riley Rd
Young Rd	Jones Pt Rd	Spruce Grove Road	N Sawmill
Skyline ★	Barnett Drive		Wellfield
Raven St ★			Meadowlands
JUNE: WEEK 1	JUNE: WEEK 2	JUNE: WEEK 3	JUNE: WEEK 4
Fair Drive	1st Ave North	Beach Rd	Mt Riley
Skyline	Jones Pt	River Rd	Sawmill
	Barnett		Wellfield



(Cemetery maintenance in preparation for Memorial Day)



(Grading Porcupine Road)

Community Purpose Exemption: On this week's agenda is a proposed substitute ordinance for our Community Purpose Exemptions. The proposed ordinance has been worked on over the last six months by committee with extensive input from the community. It has also been reviewed by the

Borough Assessor, the Borough Attorney, and the State Assessor and all find it to be a significant improvement over the current ordinance. The Manager and the Assessor are currently working on a policy to go along with the ordinance and the Assessor is finalizing the application documents.

SE Alaska Fair Participation: I intend for Staff to participate in the Fair as we did last year. This will provide another opportunity for us to answer the public's questions and demonstrate what services are provided to the community.

Town Hall: I have scheduled a Manager's Town hall from Thursday 28 May at the Sheldon Museum from 5-7 PM. The focus will be on efforts at communication and outreach and to provide updates to the community and answer questions in an informal venue that fosters communication.

## **Community and Economic Development**

Mosquito Lake School Community Center: The CED Director and Friends of Mosquito Lake (FMLS) are wrapping up their work on a memorandum of understanding to use and develop the Mosquito Lake School. FMLS and the Borough will use the former school as a community center. FMLS are currently organizing various events to raise funds to offset the costs.

Mosquito Lake Ag-Project: The CED Director kicked off the start of the Mosquito Lake Ag-Project by preparing and submitting an application for an USDA Rural Business Development Grant. The grant will provide for an Ag-Marketing Specialist who will organize a community-supported agriculture program and a regional tillage program. It also includes six intensive training sessions regarding the development of several different types of ag-business plans. The Borough should hear if it got the grant sometime this summer.

BFE Science and Ecotreprenuer Center: The CED Director and the American Bald Eagle Foundation (BFE) are putting together a development project that will expand the existing BFE facility to include more display space, IMAX theatre, aviary for live exhibits and business incubator for the startup of ecotourism businesses. The CED Director is working on a grant application to fund drafting conceptual designs.

Biomass Supply and Distribution Center: The CED Director and the Alaska Energy Authority are negotiating revisions to the existing \$1.2 million biomass grant. The revisions entail building a 300 ton wood pellet silo farm, acquisition of a vac truck and the formation of a cooperative that can supply wood pellets on-demand. Plans are also underway to install wood pellet furnances into four Borough facilities.

Tourism Revitalization Initiative: The CED Director kicked off a three-prong effort to give tourism a boost in Haines.

- o Cruise Ship Waiver Program: Commerce Committee is considering setting up a three-year cruise ship waiver program. This program will provide a targeted financial incentive to new and existing cruise ships. The Borough's intent is that these fee reductions trickle down to local tour operators who, in turn, use the savings to bolster and improve their tourism products.
- o New Tourism Products: The CED Director is exploring ways and means to add value to existing natural and cultural resources. The BFE Science and Ecotreprenuer Center is an example of this type of tourism product. Another example includes packaging cultural tours that include the Sheldon Museum and the Kluckwan Cultural Heritage Center.
- o Borough Tourism Products: The CED Director is looking for ways and means to maintain Borough facilities, gardens and other landscape features so that they remain attractive throughout the season.

South Portage Cove Harbor Expansion: The CED Director and Harbormaster analyzed and prepared a report regarding the revenue potential of the Boat Harbor. The report emphasized the



importance of establishing the levels of service that improved Boat Harbor will prepare. The Finance Committee reviewed the report. They directed the CED Director to work with the Harbor Committee to establish and refine the level of services. The CED Director will work with the Planning Commission to look at development regulations governing boat storage and other land use issues.

Lutak Dock: The CED Director met with the contractor currently repairing the Marine Terminal Dock. They discussed options for incremental repairs that may not require demolition of the existing dock. These cost of these repairs get within the range of potential grant funds. This topic will be discussed at the June 4<sup>th</sup> Lutak Dock Working Group meeting.

### **Swimming Pool:**

May Shutdown: The pool will be shut down from May 22 to June 1. The Borough's Facility Maintenance crew will be making several ADA upgrades, including the installation of a disability lift. Other building improvements include new ceiling fans and work on the HVAC system. These improvements should help reduce the pool's heating costs.

Revise the 2015-2016 Fee Schedule: The Pool Manager and CED Director are starting work to revise the pool's fee schedule. They plan to have the proposed fees ready for public review and comment by June 8<sup>th</sup>.

Summer Schedule: The Pool Manager made some adjustments to the summer pool schedule. She is attempting to reduce costs by shutting down during the pool's slack times. The "early bird" schedule was changed to 6:30 AM. The Saturday "day swim" from 1 PM to 3 PM will be discontinued during the summer. The pool will only be open on Saturdays from 5 PM to 7 PM.

Summer Swim Lessons: The Haines summer swim lesson program starts on June 1. Skagway will start coming over to use the pool on June 25. Skagway Daycare will pay for the lessons. They are charged the user fee rate.

Cold Water Training: This summer SEARHC will sponsor the Alaska Marine Safety Education Association cold water survival and training. It is a train-the-trainer program. Students and participants from all over SE Alaska will attend. The Borough will use this opportunity to recertify and/or train its instructors. This train could evolve into a certification program for sea captains and deck hands.

Pool Blanket: The Pool Manager ordered the wall-mounted, remote control pool blanket reel and pool blanket. This electric reel will enable the lifeguards to take-off and put-on the blanket with just one person. It will help reduce heating costs by making it easier to use the pool blanket.

### **Community Youth Program:**

Soccer Season: CYD Director organized the 2015 soccer season. It gets underway on June 30 and ends on August 7. Teams will practice on Tuesdays and Thursday from 3:30 to 8:00 PM. They are organizing for youth ranging from 5 to 18 years of age. CYD Director tacked up posters and flyers all over town.

Middle School Track and Field: CYD took 10 middle schoolers to Juneau for the Floyd Dryden Invitational Track and Field in Juneau. Haines took first place in several events. The CYD Director will prepare a press release describing the event.

Youth Summer Golf Program: A pro from Ireland will teach kids how to play golf. He will be in Haines all summer. He is working with the CYD Director to organize a "Golf Summer Camp". These camp last roughly 2-3 days. The CYD Director will be distributing posters soon. Sign up ends on June 12th.

## **Facilities & Public Works:**

Vocational Education Building Renovations: The contractor plans to be on site June 6, 2015. There will be a change order for expedited manufacture of a long lead item. August 21, 2015 substantial completion is still the goal but it will be very tight.

Public Safety Building/Jail Cells: Heating upgrades are about 50% complete, some controls and connection to the boiler remain to be done. Moving forward with plans for new toilets in at least 2 cells. Exploring different funding options with the Chief at this point.

School Roof Project: Silverbow Construction of Juneau is the apparent low bidder on this project; they have supplied the requested references and will be presumably awarded the contract at the May 26 meeting. Their bid was about 10k under the engineers estimate so I expect some extra work will be done on this project.

Sledding Hill: Trees have been removed. Stumps will be cleared by the first snow of 2015. Sledding will be open to the public when the snow hits the ground.

Hazard Mitigation Plan: Staff has updated the plan and sent the draft copy to the State for review. We await their response/review.

Allen Road Waterline Replacement: Southeast Road Builders was issued the Notice to Proceed for this project. Project was originally to begin May 1. Due to the lead time of American Iron and Steel products, the project will likely begin in June. Staff is working with AKDOT to revise the chip seal project, which will occur to complete the waterline project under a different contract. We issued a change order extending the finish date by 30 days for the reasons stated above. State has no issues with this at this point.

Piedad Water Transmission Line: Replacement Assuming the budget amendment passes the Borough will move ahead with the purchase of the Meacock property allowing this project to proceed. Jim Dorn has visit to Haines planned to review both this project and the Allen Road project.

Chilkat Lake Rd. and Porcupine Rd: The first grading of Porcupine road was completed on May 21, 2015. We are negotiating with SRI to do some maintenance grading on the worst parts of Chilkat Lk Rd. as a stopgap measure until the road can be ground, graded and rolled just prior to chip sealing by the State later this summer. The chip sealing date has yet to be determined.

Emergency Repairs to Letnikof Float: RFP issued for this project with a May 23, 2015 deadline for response. Expect work to proceed in early July.

Picture Point Restrooms: Units have been delivered to the site, permitting is underway and they should be ready for use within 30 days.



# Chilkat Center for the Arts

A Community Facility Operated by the Haines Borough

(907) 766-3573

facsimile (907) 766-3574

E-mail [business@khns.org](mailto:business@khns.org)

# 8B

## Facility Administration Report April 2015

### Usage:

A big month at the Chilkat Center in April...a sort of last hurrah before everyone scatters for the summer, giving their focus to outside activities. Over 1300 residents attended events and meetings at the center during the month and income was \$2815.

We hosted a bumper crop of entertainment starting with the Metales 5 at the beginning of the month, Theater in the Rough, and then two concerts from Haines School students. The last that music teacher Kristy Totten will conduct in Haines. She will be missed at the school.

The Takshanuk Watershed Council hosted the Mining Forum with KHNS News Director moderating; Alaska Mountain Guides used the lobby for guide training and Jujutsu organized a fundraiser where they made an extraordinary amount of sushi rolls and sold in record time to support bringing their teacher to town.

KHNS held their annual wine tasting in the lobby which was a well-attended and fun evening. Glasses had to be pulled from hands so that the vacuum could be run at midnight for an event scheduled to be over at 9pm.

Conference room used for regular board meetings for FCCA, CCA and KHNS.

### Events to put on your calendar:

May 5<sup>th</sup> - Haines Arts Council presents Celtic group *Scythian*

May 11, 12 and 13 – a lighting workshop to train in new CCA equipment

May 12<sup>th</sup> – a new strength and movement class beginning with Grace Jones

May – Sept – we have Rainbow Glacier Adventures hosting lunches every Monday

### Maintenance:

Not much need to call on maintenance in April – things running smoothly.

**To think about:** the CCA kitchen is not very functional as an event kitchen. We might consider putting some money in the budget to do a makeover in there, I think it would go a long way toward making it a more appealing space for events that use/offer food. We lose out to Harriet Hall as they have the large and functional kitchen. I think it could be accomplished economically and would enhance our appeal.

*Submitted by Facilities Manager, Kay Clements, April 2015*

<b>Chilkat Center for the Arts</b>			
<b>4/30/2015</b>			
<b>Contact</b>	<b>Function</b>	<b>Participants</b>	<b>Amount</b>
	<b>Dance Studio</b>		
Chorus Bishop	Jujutsu for kids and adults	118	\$285.00
Marilyn Harrold	Tai Chi	16	\$90.00
	<b>Lobby</b>		
Well and Fit	Morning Muscles	49	\$105.00
St Michael's	Sunday Services - 3 Sundays	100	\$400.00
Well and Fit	Strength and Stretch	81	\$135.00
LCCP	Rivertalk - April 16th	60	\$75.00
Alaska Mountain Guides	Guide Training April 25th	15	\$75.00
Seibukan Jujutsu	Kitchen use for food prep - sushi fundraiser		\$150.00
Northwind	Public Meeting	40	\$100.00
Takshanuk Watershed	Mining Forum	65	\$100.00
KHNS	Wine Tasting	75	in kind
	<b>Conference Room</b>		
FCCA	Board meeting	7	n/c
KHNS	Board meeting	8	n/c
CCA	Board Meeting	6	n/c
	<b>Auditorium</b>		
Haines Arts Council	Metales 5 -	100	\$325.00
Haines Arts Council	Theater in the Rough	150	\$325.00
HBSD	Festival Concert April 22	200	\$325.00
HBSD	Spring Concert April 30	200	\$325.00
	<b>April Totals</b>	<b>1290</b>	<b>\$2,815.00</b>

## April 2015 Haines Vol. Fire Dept. Monthly Report

The Haines Vol. Fire Dept. had 3 fire (52 responders/ 26 hours) callout in April. All calls were false alarms. Fire callouts for 2015 total 6. The Haines Vol. Fire Dept. responded to 21 ambulance callouts (71 responders /88 hours) in April. Calls included 2 with altered level of consciousness, an abdominal pain, a possible stroke, a general weakness, a patient with nausea, a chest pain, a head injury, a recall and 12 medivac/transport. Ambulance callouts for 2015 total 66. There were no SAR callouts in April.

The first joint meeting (21 Fire & 14 EMS, 3hrs) was a business meeting followed by our drivers training course. Many members were able to catch up on required training that they had not completed like the classroom drivers training, bloodborne pathogens, HazMat and HIPPA. The EMS training meeting was canceled as 7 members were at the SEREMS Symposium as well as a few others for various reasons.. The fire training (23 volunteers, 2.5h) was focused on Firefighter 1 skills sheets on donning SCBA, SCBA in a reduced profile situation and SCBA in a restricted access situation. Thanks to Jenn Walsh for assistance with this training.

Seven ambulance members (Julie Anderson, Meghan Elliott, Chris Downer, Chuck Mitman, Jacob Malone, Jenn Walsh, and Al Badgley) participated in the SEREMS Symposium in Juneau. Classes offered included (Prehospital Pediatrics, Trauma workshop, Rural EMS, Burns, Diabetes, Alcohol Withdrawal, High Performance CPR, Poisons, Clinical Assessments, Concussions and more). Training is only part of the rewards and making contacts with the EMS responders from other communities adds to the learning process. Al Badgley received a Lifetime Achievement Award at the awards banquet. Thanks to all that donated time to further their EMS knowledge.

Thanks to all that put in the extra time, you are going to make a difference. Those that come in to practice IV skills and others specialized training are keeping themselves better prepared, thanks folks.

### Volunteer Hours for April 2015

HVFD Fire 171	HVFD Ambulance 272	SAR
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### Volunteer Hours HVFD for 2015

HVFD Fire 632	HVFD Ambulance 832	SAR
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Total Volunteer Hours HVFD for 2015	1464 Hours
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Respectfully Submitted,



AL Badgley HVFD Training Officer



# Memo

Date: May 20, 2015  
To: Mayor, Assembly  
Cc: Dave Sosa, Borough Manager  
From: Jila Stuart, Chief Fiscal Officer  
RE: FY15 3rd Quarter General Fund Financial Report

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The accompanying financial statements show the Haines Borough's general funds (Areawide and Townsite) actual revenues and expenditures for the first 9 months of the fiscal year as compared with the previous fiscal year and as compared with the FY15 Budget amended as of 03/31/2015.

## **01 Areawide General Fund**

**Year to Year Comparison** - For the first three quarters of the fiscal year revenues in the Areawide General Fund are up \$277K (9%) year over year. This is primarily due to a sharp increase in raw fish tax revenues, up \$266K (154%) over the previous year. Also up from FY14 are sales tax revenues, up \$47K (12%) for the nine month period. Some of this variance resulted from the timing of when businesses submitted their returns. The estimated increase without the timing difference is closer to 7%. Increased sales tax receipts are the combined result of three factors: (1) increased collections efforts, (2) increased sales activity during the summer of 2014, and (3) a reporting error caught and corrected by the Borough's auditors during their 2014 review of selected businesses. Penalty and interest from property tax payments are up \$24K primarily due to a change in accounting procedures. For tax years prior to 2014, penalty and interest (p&i) were recorded when paid. Beginning in the 2014 tax year, p&i are accrued when they become due. This has the effect of doubling up on property tax p&i revenue in FY15 because we are recording the p&i paid this year for 2011-2013 as well as the p&i accrued for 2014 which may be paid in future years.

Expenditures in the Areawide General Fund are down \$198K (6%) from the same period last year. The decrease is primarily due to three line items:

- The transfer from the permanent fund to the general fund is up \$125,250 in FY15. Although this is technically a transfer and not an expense it gets grouped with expenditures for the purposes of this report and shows up as a negative expense.
- Salaries and wages are down \$39K from the previous year. There are two factors in this reduction, the elimination of the Executive Assistant to the Manager position and an FY14 spike in payroll expenditures resulting from leave payout for the outgoing manager.
- Professional & Contractual Services is down \$37K due primarily to contract assessment services down \$37,500 from the same period in the previous year.

**Budget to Actual Comparison** - With 75% of the fiscal year elapsed; the Areawide General Fund revenues are at 83% of budget while expenses are at 69%. Revenues are above the 75% mark due to the timing of significant intergovernmental revenues which are paid in full in the first half of the year such as Community Revenue Sharing, Federal PILT, and Raw Fish Tax. For the year revenues are expected to track close to budget. Expenses are generally tracking at or just below budget for the Areawide General Fund.

## **02 Townsite Service Area General Fund**

**Year to Year Comparison** – TSA revenues are down \$35K (3%) over the same period in FY14. State revenues are down due to a timing difference in the receipt of the fourth quarter community jails payment. Sales tax revenues are up \$42K (9%).

Expenditures are down \$238K (16%). \$116K of the decrease is due to operating transfers for purchase of equipment. In FY14 there was \$290K of transfers for the purchase of a new loader and two new police vehicles. The remaining \$122K of variance is due primarily to reduced vehicle expense and reduced contractual services due to low snow volumes.

**Budget to Actual Comparison** - With 75% of the fiscal year elapsed, Townsite revenues are at 77% of budget while expenditures are at 68%. Expenditures are tracking low primarily due to staff turnover, and a lack of snow. Expenditures are expected to track low for the year.

HAINES BOROUGH  
GENERAL FUND Preliminary Revenue & Expenditures SUMMARY by FUND  
FOR THE NINE MONTHS ENDING 03/31/2015



01 AREAWIDE GENERAL FUND

	FY14 3/31/2014	FY15 3/31/2015	Yr to Yr VARIANCE*	FY15 BUDGET	BUDGET VARIANCE*	% OF BGT
<b>REVENUE</b>						
Property Tax Revenue	\$ 1,246,071	\$ 1,233,363	\$ (12,708)	1,638,000	\$ (404,637)	75%
Sales Tax	401,631	448,728	47,097	585,000	(136,272)	77%
State Revenue - Revenue Sharing	509,924	505,589	(4,335)	507,000	(1,411)	100%
State Revenue - Raw Fish Tax	172,511	438,390	265,879	438,390	(0)	100%
State Revenue - Other	24,790	18,119	(6,672)	65,545	(47,426)	28%
Federal Revenue - P.I.L.T.	366,573	344,205	(22,368)	360,000	(15,795)	96%
Federal Revenue - Library	22,728	40,329	17,601	75,180	(2,968)	54%
Investment Income	84,327	79,674	(4,653)	110,000	(30,326)	72%
Rents	45,140	48,265	3,125	64,000	(15,735)	75%
User Fees	43,524	42,035	(1,489)	73,993	(31,958)	57%
Penalty & Interest - PropertyTax	21,702	45,459	23,757	25,000	20,459	182%
Penalty & Interest - Sales Tax	26,203	24,902	(1,301)	25,000	(98)	100%
Business Licenses	16,600	9,400	(7,200)	13,000	(3,600)	72%
Miscellaneous Fines & Fees	12,414	11,269	(1,145)	18,000	(6,731)	63%
Other Miscellaneous Revenue	5,347	7,695	2,348	-	7,695	0%
	<b>\$ 3,030,595</b>	<b>\$ 3,307,470</b>	<b>\$ 276,875</b>	<b>\$ 4,008,157</b>	<b>\$ (700,687)</b>	<b>83%</b>
<b>EXPENDITURES</b>						
Salaries and wages	\$ 1,164,091	\$ 1,124,639	\$ 39,452	\$ 1,497,629	\$ 372,990	75%
Employee Burden	324,628	330,406	(5,778)	446,598	116,192	74%
Health Insurance	266,829	273,343	(6,514)	385,488	112,145	71%
Supplies & Postage	52,325	51,861	464	83,872	32,011	62%
Material & Equipment	24,014	26,993	(2,979)	35,450	8,457	76%
Computers and Peripherals	16,256	17,497	(1,241)	21,650	4,153	81%
Professional & Contractual	283,055	245,890	37,165	372,276	126,386	66%
Dues, Subscriptions & Fees	4,119	4,871	(752)	7,725	2,854	63%
Travel & Per Diem	25,705	26,173	(468)	44,200	18,027	59%
Training	7,800	10,344	(2,544)	12,740	2,396	81%
Advertising	9,350	5,401	3,949	12,640	7,239	43%
Banking & Insurance	33,009	35,375	(2,366)	48,180	12,805	73%
Vehicle Expense	7,029	7,758	(730)	12,000	4,242	65%
Utilities	168,785	169,623	(837)	236,237	66,614	72%
School District - Instructional	1,167,649	1,167,649	-	1,556,866	389,217	75%
School District - Activities	160,225	160,225	-	210,000	49,775	76%
Appropriations from the Assembly	28,946	29,143	(197)	32,500	3,357	90%
Building Maintenance & Repairs	11,953	11,452	501	38,000	26,548	30%
Discretionary Expense	2,202	1,054	1,148	2,800	1,746	38%
Work Orders	(101,016)	(122,324)	21,308	(130,450)	(8,126)	94%
Allocations	(556,956)	(560,665)	3,709	(737,489)	(176,824)	76%



	FY14 3/31/2014	FY15 3/31/2015	Yr to Yr VARIANCE*	FY15 BUDGET	BUDGET VARIANCE*	% OF BGT
Operating Transfers - OUT fr General	25,000	35,625	(10,625)	184,948	149,323	19%
Operating Transfers - In fr Permanent	(75,000)	(200,250)	125,250	(267,000)	(66,750)	75%
<b>TOTAL AREAWIDE EXPENDITURES</b>	<b>3,049,997</b>	<b>2,852,084</b>	<b>197,914</b>	<b>4,106,860</b>	<b>1,254,776</b>	<b>69%</b>
<b>NET REVENUE OVER EXPENDITURES \$</b>	<b>(19,402)</b>	<b>\$ 455,387</b>	<b>\$ 474,789</b>	<b>\$ (98,703)</b>	<b>\$ 554,090</b>	

## 02 TOWNSITE SERVICE AREA

### REVENUE

Property Tax Revenue	293,321	303,691	\$ 10,370	405,500	\$ (101,809)	75%
Sales Tax	462,967	504,767	41,800	677,000	(172,233)	75%
State Revenue - Public Safety	385,330	297,317	(88,013)	387,220	(89,903)	77%
State Revenue - General	96,000	96,000	-	96,000	-	100%
Interest Earnings	-	-	-	2,500	(2,500)	0%
Miscellaneous Fines & Fees	4,211	4,735	524	4,200	535	113%
<b>TOTAL TOWNSITE REVENUES</b>	<b>1,241,828</b>	<b>1,206,510</b>	<b>(35,318)</b>	<b>1,572,420</b>	<b>(365,910)</b>	<b>77%</b>

### EXPENDITURES

Salaries & Wages	\$ 378,790	\$ 364,127	\$ 14,663	\$ 529,962	\$ 165,835	69%
Employee Burden	128,426	117,748	10,679	184,393	66,645	64%
Health Insurance	83,200	88,400	(5,200)	140,400	52,000	63%
Supplies & Postage	4,626	3,460	1,167	6,300	2,840	55%
Material & Equipment	109,615	97,354	12,261	120,450	23,096	81%
Computers & Peripherals	3,052	2,510	542	1,150	(1,360)	218%
Professional & Contractual	86,396	56,437	29,959	117,538	61,101	48%
Dues & Subscriptions	1,255	1,272	(17)	1,250	(22)	102%
Travel & Per Diem	13,105	8,729	4,376	6,450	(2,279)	135%
Training	1,502	425	1,077	4,800	4,375	9%
Advertising	1,329	995	334	1,250	255	80%
Banking & Insurance	17,835	16,553	1,282	26,670	10,117	62%
Vehicle Expense	82,604	45,112	37,492	101,950	56,838	44%
Utilities	62,647	56,245	6,402	76,600	20,355	73%
Work Orders	(52,836)	(63,945)	11,108	(78,200)	(14,255)	82%
Allocations	301,833	306,103	(4,270)	408,540	102,437	75%
Operating Transfers - OUT from TSA	290,668	174,750	115,918	233,000	58,250	75%
<b>TOTAL TOWNSITE EXPENSES</b>	<b>1,514,048</b>	<b>1,276,275</b>	<b>237,772</b>	<b>1,882,503</b>	<b>606,228</b>	<b>68%</b>
<b>NET REVENUE UNDER EXPENDITURES \$</b>	<b>(272,219)</b>	<b>\$ (69,765)</b>	<b>\$ 202,454</b>	<b>\$ (310,083)</b>	<b>\$ 240,318</b>	

\*Positive variance is favorable. Negative variance is unfavorable.



**Haines Borough  
Planning Commission Meeting  
April 16, 2015  
MINUTES**

**APPROVED**

1. **CALL TO ORDER/PLEDGE TO THE FLAG** – Chairman **Goldberg** called the meeting to order at 6:30 p.m. in Assembly Chambers and led the pledge to the flag.
2. **ROLL CALL** – **Present:** Chairman Rob **Goldberg**, Commissioners Lee **Heinmiller**, Robert **Venables**, Heather **Lende**, Brenda **Josephson**, and **Don Turner III**. **Absent:** Rob **Miller**  
**Staff Present:** David **Sosa**/Manager, Jan **Hill**/Mayor, Tracy **Cui**/Planning and Zoning Technician III, Shawn **Bell**/Interim Harbormaster, and Carlos **Jimenez**/Public Facilities Director.  
**Also Present:** Mike **Case** (Assembly liaison), Diane **LaCourse**, Ron **Jackson**, Gina **St. Clair**, Sean **Gaffney** and Ryan **Cook**.
3. **APPROVAL OF AGENDA**  
**Venables** suggested two items to be added:
  - 1) Communication between the commission and the Borough; and
  - 2) Jones Point Industrial Area.

**Motion:** **Turner** moved to “approve the agenda as amended.” **Lende** seconded it. The motion carried unanimously.
4. **APPROVAL OF MINUTES** – March 12, 2015 Regular Meeting Minutes  
**Venables** stated that #8 should read “Public Hearings”. For Item A, regarding height variance, he suggested that the PC approve up to 34’. He asked the staff to verify his comments from March 12<sup>th</sup> and amend the motion to insert his statement that led to 32’.  
**Lende** asked comments be added to minutes; i.e., discussion with Roger Schnabel on safety of slide area in resource extraction.  
**Motion:** **Heinmiller** moved to “approve the March 12, 2015 minutes as amended.” **Lende** seconded it. The motion carried unanimously.
5. **PUBLIC COMMENTS**  
**St. Clair** first asked if public comment is permitted after a discussion item. She then read comments on the boat harbor and parking lot expansion, stressing increasing costs, reasons for not moving Lookout Park and budget cuts being made elsewhere that hurt the community.
6. **CHAIRMAN’S REPORT** – None
7. **STAFF REPORTS**
  - A. **Planning & Zoning Staff Report**  
**Cui** reported monthly permits and updates on projects.

**Venables** asked to add off-premises signs discussion to next month's agenda due to possible appeals submitted, and discussion of the ordinance submitted by Debra Schnabel in the past.

## 8. **PUBLIC HEARINGS**

### A. **Haines Borough – Vacation of One Portion of Mathias Ave. Right-of-Way (ROW)**

**Goldberg** opened the public hearing at 6:54 p.m.

**Jimenez** stated that the existing sewer does not get correct rates and there is a problem with sewer line under Smith home. This problem last year cost the Borough \$20,000 to clean up. An easement is needed to solve the problem and the PC is asked to pass a vacation ROW.

**Goldberg** closed the public hearing at 6:55 p.m.

**Motion:** **Turner** moved to “recommend the Assembly vacate one portion of the Mathias Ave. ROW.” **Venables** seconded it. The motion carried unanimously.

## 9. **UNFINISHED BUSINESS** – None

## 10. **NEW BUSINESS**

### A. **Historic District/Building Review** – None

### B. **Haines Borough Code Amendments**

#### 1. **Lot Line Adjustment in HBC 18.100.025**

**Goldberg** referred to the problem with non-conforming lots due to downtown area platted in 1917 and zoning regulations in 1970 creating conflict. Change would allow undersized lots to be platted and allow people to move lot lines around for undersized lots.

**Motion:** **Venables** moved to “add exception to Part C of code and amend to add that all lot line adjustments for non-conforming lots shall be approved by the Planning Commission.” **Turner** seconded it. The motion carried unanimously.

#### 2. **Communications between the Commission and Borough**

**Venables** addressed need to communicate more with other committees, the Assembly, the Borough and the public. There is a problem with PC not knowing if an item was worked on by the Assembly. The PC does not always get feedback.

**Cui** informed the commissioners that the Borough Lands Department meets twice a month, at which time she updates them on PC items. **Cui** will add comments from Lands Dept. meetings to her staff reports.

**Goldberg** stated that action forms are being used and agrees that the PC should meet three times on large projects. **Goldberg** also agreed that committee members should be invited to PC meetings.

### C. **Project Updates** – None

### D. **Other New Business**

#### 1. **South Portage Cove Harbor Expansion Project**

**LaCourse** was dismayed that her written comments were not copied to the PC as requested when she sent them to the Assembly, including a proposal diagram. As

public comment, she added that she does not see citizens' comments passed onto the Assembly or the PC. She does not want Lookout Park changed or moved and is concerned about the economics of the project. She agrees that harbor expansion is needed, but does not see how it would bring in much-needed revenue. She feels the process is flawed and incomplete.

**Gaffney** stated that, as a member of the Tourism Advisory Board, he asked the Board to draft a letter of support for the project, and stated that an increase in harbor capacity is vital.

**Venables** stated a need to keep up with project updates. The breakwater is a good investment for now, and revenue will be generated with fees from slips and parking. He also sees the need to get committees together to work on solutions.

**Hill** stated that the Assembly has referred to other committee members for comments, and agrees that the PC should invite all committees related to a project to give feedback to the PC.

**Goldberg** stated that the PC has read through comments from all sources and sees several possibilities to make Lookout Park more user-friendly to all people. He also reminded the PC that the \$19 million in state money will expire in 2017 if not used, and that there are currently 90 people on the waiting list to get harbor slips. More slips and parking areas are needed, as well as areas to work on boats.

**Lende** stated concern over increasing costs if the project is not complete, and wants more ideas on how to use the \$20 million that we have now and asks how much can be done with that amount. She also wants to know if a formal public hearing is planned on the 95 per cent proposal for the project and asked that it be added to the May PC agenda.

**Turner** stressed the strong support of fishermen for the harbor expansion project, and asked why the raw fish tax--that has traditionally gone into the Borough general fund--cannot now be used to support the project.

**Case** wanted to let the public and PC members know that comments from the public and committees are being heard and getting to the right people. Parks & Recreation committee members are working to plan the move of Lookout Park based on people's comments and suggestions.

**Josephson** stated budget concerns, but supports the project and is concerned with the 50-year life of sea wall maintenance costs. She also prefers the rubble mound and understands that there was a challenge and need for more parking.

**Heinmiller** is concerned about the loss of the fishermen's ramp funding, and wanted to know when the funding will become available again. A new ramp is needed, as the old ramp will need to be replaced in the near future.

## 2. Jones Point Zoning

**Venables** wanted to know what the Takshanuk Watershed Council plans to do with the 50 acres they purchased. Venables also stated the concern for loss of industrial land in that area.

## 11. COMMISSION COMMENTS

**Josephson** reminded the PC that the closing of the forestry office in Haines brings up the problem of road maintenance. While the Forestry Dept. will not be pulling culverts, they will not be maintaining the roads. The Borough needs to be aware of road maintenance problems, such as wash outs, and the need for serviced roads for local

loggers and other users. She stated that there are different standards for forestry roads than Borough roads.

**Sosa** stated that the Assembly is aware of the problem and that a letter will be going to the Governor as the next step.

**Lende** stated concern over boarded-up buildings on Main Street and wanted ideas on how to get owners more proactive to make Main Street more attractive. She also was concerned about lack of trash pickup and saw the need for more enforcement, including removal of junk cars.

12. **CORRESPONDENCE** - None

13. **SET MEETING DATES**

A. Regular Meeting—Thursday, May 14, 2015.

14. **ADJOURNMENT**– 8:22 p.m.



**Haines Borough  
Assembly Agenda Bill**

Agenda Bill No.: 15-575

Assembly Meeting Date: 5/26/15

Business Item Description:	Attachments:
Subject: Amend Signage Code allow Off-Premises Signs with Approval	1. Ordinance 11-06-270 renumbered as 15-05-412 2. Memo from the manager regarding recommended amendment 3. Planning Commission recommendation 4. Ordinance 14-05-383, as postponed on 10/14/14
Originator: Planning Commission	
Originating Department:	
Date Submitted: 5/15/15 (Originally 2011 & again in 2014)	

**Full Title/Motion:**

Motion: Adopt Ordinance 11-06-270 renumbered as 15-05-412.

Prior to adoption, the manager recommends an amendment as proposed in his memo.

**Administrative Recommendation:**

The borough manager recommends adoption following his suggested amendment (see his attached memo)

**Fiscal Impact:**

Expenditure Required	Amount Budgeted	Appropriation Required	Projected Impact to Future Operating Budgets
\$ none	\$ n/a	\$ n/a	n/a

**Comprehensive Plan Consistency Review:**

Comp Plan Goals/Objectives: Page 95	Consistent: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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**Summary Statement:**

There have been two signage ordinances since 2011. Following a fourth public hearing on 10/14/14, the assembly unanimously voted to "postpone Ordinance 14-05-383 to a time when a draft is presented by the planning commission through staff to the borough assembly." On 5/14/15, the planning commission voted to send the original 2011 draft (Ordinance 11-06-207) back to the assembly for adoption. That draft allows off-premises signs with a conditional use permit. The borough clerk has simply renumbered that ordinance to reflect 2015. Staff has reviewed that original ordinance and concurs with the intent of allowing off premises signs but recommends handling sign approval through the manager rather than requiring a conditional use permit. The attached manager memo contains rationale for making that recommendation. Also, since Ordinance 11-06-207 and Ordinance 14-05-383 each had four public hearings, the issue of off-premises signs has had a total of 8 hearings in addition to committee and commission meetings. Therefore, staff strongly recommends adoption may take place at this meeting.

**Referral:**

Referred to: GAS & Commerce Committees & PC	Referral Date:
Recommendation:	Meeting Date:

**Assembly Action:**

Meeting Date(s): 6/28; 7/12,26; 8/9; 9/27; 10/11,25/11	Public Hearing Date(s): 7/12,26; 10/11,25/11; and
5/27; 6/10,24; 9/9,23; 10/14/14; and 5/26/15	Postponed to Date: 6/10,24; 9/23; 10/14/14

HAINES BOROUGH, ALASKA  
ORDINANCE No. ~~11-06-270~~ **15-05-412**

**An Ordinance of the Haines Borough amending Haines Borough Code Title 18, Section 18.90.050 and 18.90.070 to allow the placement of off-premises signs as a conditional use.**

BE IT ENACTED BY THE HAINES BOROUGH ASSEMBLY:

Section 1. Classification. This ordinance is of a general and permanent nature and the adopted amendment shall become a part of the Haines Borough Code.

Section 2. Severability. If any provision of this ordinance or any application thereof to any person or circumstance is held to be invalid, the remainder of this ordinance and the application to other persons or circumstances shall not be affected thereby.

Section 3. Effective Date. This ordinance is effective upon adoption.

Section 4. Amendment of Sections 18.90.050 and 18.90.070. Haines Borough Code 18.90.050 and 18.90.070 are amended, as follows:

NOTE: **Bolded/UNDERLINED** ITEMS ARE TO BE ADDED  
~~STRIKETHROUGH~~ ITEMS ARE DELETED

**18.90.050 Required setback, placement, construction and lighting standards.**

A. All signs shall be located so as to achieve their purpose without constituting a hazard to vehicles or pedestrians.

B. Projecting Signs. No part of a projecting sign shall extend within three feet of a street curb or traveled way. If hung under a canopy, marquee or awning, a projecting sign shall have no less than seven feet of clearance between the bottom of the sign and the sidewalk. Projecting signs shall not extend above the building roof peak or eave.

C. Freestanding and Portable Signs. Freestanding and portable signs shall not be located so that they obscure traffic or sight angles at intersections or driveways, or in any location prohibited by state regulation. Freestanding signs shall not be located within the required building setback.

**D. Off premises signs are allowable as a conditional use, except as allowed by HBC 18.90.090(A)(8).**

~~D~~ E. All permanent signs shall be constructed of rigid, permanent and weather-resistant materials.

**18.90.070 Prohibited signs.**

The following signs are prohibited in the borough in areas where signs are regulated:

A. Beacons;

B. Pennants, except for temporary uses of no more than 10 days;

C. Signs which extend more than four feet above the roof of a building measured from the elevation of the roof where the sign is attached. The top of the sign shall not exceed the 30-foot building height restriction;

D. Flashing or blinking signs;

~~E. Off-premises signs, except as allowed by HBC 18.90.090(A)(7);~~

Haines Borough  
Ordinance No. ~~11-06-270~~ **15-05-412**  
Page 2 of 2

~~F.E.~~ Portable signs on public property such as streets, sidewalks, alleys and other public property, including sandwich signs, with the following exception:

1. Until such time as the borough assembly shall determine that traffic patterns have changed rendering this exception no longer advisable, Portage Street, in the significant structures area, shall be exempt from this prohibition; provided, that the portable sign is placed no closer than three feet from the curb, is adjacent to the property on which the business advertised on the sign is located and meets all other requirements of this chapter;

~~G.F.~~ Inflatable signs and tethered balloons;

~~H.G.~~ Temporary signs made of paper or such other temporary material. Manufactured signs made of Tyvek, plastic or similar materials are allowed if they are attached securely to a building, they are maintained in good condition and their area is counted in the total sign area allowed for that building wall;

~~I.H.~~ Signs advertising activities or products no longer offered on the premises. Such signs shall be removed within 90 days of the cessation of that business activity on that property;

~~J.I.~~ Signs designed to be transported, towed or moved on wheels (see off-premises signs, subsection (E) of this section);

~~K.J.~~ Signs extending from a vehicle by more than the thickness of the sign;

~~L.K.~~ Placement or distribution of handbills, flyers or bumper stickers on public property, except on public bulletin boards.

ADOPTED BY A DULY CONSTITUTED QUORUM OF THE HAINES BOROUGH ASSEMBLY THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2011.

ATTEST:

\_\_\_\_\_  
Janice Hill, Mayor

\_\_\_\_\_  
Julie Cozzi, MMC, Borough Clerk

Date Introduced:	06/28/11
Date of First Public Hearing:	07/12/11
Date of Second Public Hearing:	07/26/11 – Adoption FAILED
Reconsidered on 8/9/11 and Postponed to 9/27/11	at which time it was advanced to another public hearing
Date of Third Public Hearing:	10/11/11
Date of Fourth Public Hearing:	10/25/11 – Referred to Government Affairs & Services Committee
Introduced as Ordinance 14-05-383:	05/27/14
Date of First Public Hearing:	06/10/14
Date of Second Public Hearing:	06/24/14 – Referred to Commerce Committee
Date Introduction of Substitute Ordinance:	09/09/14
Date of Third Public Hearing:	09/23/14 – Referred again to Commerce Committee
Date of Fourth Public Hearing:	10/14/14 – Postponed until Planning Commission presents new draft

Returned in 2011 form as Ordinance 15-05-412: 05/26/15





# Memo

## Borough Manager

Date: May 19, 2015  
To: Borough Assembly  
From: David Sosa, Haines Borough Manager  
Re: Off-Premises Signs Ordinance

1. On this week's agenda, Ordinance 15-05-412, "[a]n Ordinance of the Haines Borough amending Haines Borough Code Title 18, Section 18.90.050 and 18.90.070 to allow the placement of off-premises signs with a conditional use permit" is submitted for review and action by the assembly.
2. There have been two signage ordinances since 2011. Following a fourth public hearing on 10/14/14, the assembly unanimously voted to "*postpone Ordinance 14-05-383 to a time when a draft is presented by the planning commission through staff to the borough assembly.*" On 5/14/15, the planning commission voted to send the original 2011 draft (Ordinance 11-06-207) back to the assembly for adoption. That draft allows off-premises signs with a conditional use permit. The borough clerk has simply renumbered that ordinance to reflect 2015.
3. Borough staff has reviewed that original ordinance and concurs with the intent of allowing off premises signs but recommends handling sign approval through the manager rather than requiring a conditional use permit. I recommend the assembly amend the ordinance prior to adoption to read, as follows:

"D. Off premises signs are allowable by approval of the borough manager, except as allowed by HBC 18.90.090(A)(8)."

4. Rationale:
  - Submitting this as originally designed would impose a fee of \$150.00 on business owners for the purposes of covering staff and planning commission costs in processing a conditional use permit. I believe this matter is one that can be easily addressed at the staff level without requiring a formal process by the planning commission, a body that meets only once a month.
  - The Comprehensive Plan talks about supporting and strengthening the many existing businesses in Haines that are engaged in retail trade. It also stresses the importance of maintaining quality of life which includes the environment and appearance of the town. As manager, I am charged with making decisions that weigh the overall best interests of the borough.
5. Since Ordinance 11-06-207 and Ordinance 14-05-383 each had four public hearings, the issue of off-premises signs has had a total of 8 hearings in addition to committee and commission meetings. Therefore, staff strongly recommends adoption may take place at this meeting.

David B. Sosa  
Borough Manager  
Haines, Alaska



Haines Borough  
**BOROUGH ASSEMBLY**  
**ACTION REQUEST**

DATE: 05/14/2015

TO: Borough Assembly

FROM: Planning Commission Board

**BOARD ACTION:**

**Venables** asked for an action statement to amend code and allow all off-premise signs and to re-send ordinance 11.06.270 to the Assembly to adopt such code changes with the PC's recommendations.

**Motion: Venables** moved to "send our proposed original proposal back to the Assembly as submitted for approval and to direct the manager to influence staff's opinion in enforcement until the decision has been made by the Assembly." **Josephson** seconded it. The motion carried unanimously.

**RATIONALE:**

Public testimony from Haines' business owners has shown that for those whose businesses are located off the main traffic routes, placing a sign directing people to their business is essential for their survival. Most of these signs are on private property and have the permission of the property owner. The signs on the public sidewalk on Portage Street are allowed in Code as long as they are placed three feet from the curb. Requiring a conditional use permit will allow the Planning Commission and the public to review an off premises sign for acceptability.

**BOARD REQUEST:**

The Planning Commission supports Haines' businesses. We hope the Assembly will make this long needed change to Code to allow businesses to succeed.

SUBMITTED BY \_\_\_\_\_

A handwritten signature in black ink, appearing to read "Al. Kelly", is written over a horizontal line.

Planning Commission Chairman

(signature)

**Postponed on 10/14/14 to when the PC recommended a new draft, which they have done with Ordinance 15-05-412.**

HAINES BOROUGH, ALASKA  
ORDINANCE No. 14-05-383

**Draft**

**An Ordinance of the Haines Borough amending Haines Borough Code Title 18, Chapter 18.90 to provide clarification of purpose, sign standards by district, off premise signage, portable and sandwich signage.**

BE IT ENACTED BY THE HAINES BOROUGH ASSEMBLY:

Section 1. Classification. This ordinance is of a general and permanent nature and shall become a part of the Haines Borough Code.

Section 2. Severability. If any provision of this ordinance or any application thereof to any person or circumstance is held to be invalid, the remainder of this ordinance and the application to other persons or circumstances shall not be affected thereby.

Section 3. Effective Date. This ordinance is effective upon adoption.

Section 4. Purpose. This ordinance amends Title 18, Chapter 18.90 to clarify the borough's signage code. Chapter 18.90 of the Haines Borough Code in existence prior to adoption of this ordinance is hereby repealed in its entirety and reenacted as a new Chapter 18.90 to read, as follows:

#### **18.90.010 Purpose**

The purpose of this ordinance is to encourage the effective use of signs as a means of communication for information and commerce in the borough, to direct traffic effectively and safely, to offer equitable means for business identification while protecting the safety, welfare and aesthetics of the community by regulating the design, construction and placement of signs to prevent confusion and traffic hazards.

#### **18.90.020 Applicability – Effect.**

A. This ordinance is enforceable in the Townsite Planning/Zoning District, the Mud Bay Planning/Zoning District and the Lutak Planning/Zoning District.

B. This ordinance shall provide guidance for the effective use of signs outside of a planning/zoning district.

C. All signs areawide must comply with AS 19.25.075 – 19.25.180 as it may apply.

#### **18.90.030 Administration**

A. Permits. A permit is required prior to the placement of any sign except those specifically exempted under HBC 18.90.040.

1. An application for a sign permit shall be made on a form supplied by the borough. Such application may be considered part of a land use permit application or may be considered separately; if considered separately, the application shall be accompanied by a fee as established by the Assembly.

2. The owner of the property, structure, lot or premise proposed for the placement of a sign must file the application for a permit.

3. The permit application shall include a document identifying sign dimension, materials, placement, design, elevation, cross section, plot plan showing the proposed location of the sign on a lot or building, and method of illumination, if any.

4. A sign permit application will be reviewed and either approved, disapproved or advanced to the Planning Commission when a variance from the provisions of this code is requested by the manager or designee within five working days after receipt of a completed application. An application is complete when the manager or designee determines that all information pertinent to the design, construction, and placement of the proposed sign is available in the application packet.

B. Variances Allowed. Relief from any provisions of this ordinance may be provided only with written approval of the manager upon favorable recommendation by the Planning Commission made by motion at a public meeting.

C. Enforcement. The placement of any sign without a sign permit, except those specifically exempted under HBC 18.90.040, shall result in a warning letter, and if unresponsive, a \$100 fine.

#### **18.90.040 Exemptions**

The following signs are exempt from regulations under this chapter provided such signs are on the business premise and conform to standards set forth in this chapter and AS 19.25.075 – 19.25.180 as it may apply:

A. Installed Free-standing, Projecting, Façade, Window and Awning signs (reference HBC 18.90.060) in existence before September 9, 2014. Such signs shall not be replaced, moved, enlarged, altered or reconstructed except in compliance with this chapter;

B. Legal notices, directional, traffic and parking signs, temporary paper signs serving notice of a public event or a hazard and informational signs erected by a government agent or directed by a government agent.

C. Real estate signs up to six square feet placed on the subject property or premises advertising sale, lease or rental

D. Political signs up to 24 square feet displayed on private property. A political sign advertising a candidate or persuading a position on a vote may be erected no more than 60 days prior to the election date for that candidate or issue and must be removed no later than seven days following the election date.

E. Small informational signs not exceeding one square foot and bearing only property numbers, directional arrows, post office box numbers, names of occupants of premises, information such as Open/Closed, awards, commendations or credit card signs displayed on the premises or property.

F. Temporary display window signs on the interior surface of a window.

G. A Directory or sign of six (6) square feet or less affixed to a building and giving information about the occupants of a residential or office building.

H. Signs on vehicles used for commercial purposes containing information related to the vehicle's commercial use, attached mechanically, magnetically or painted on the surface of the vehicle.

I. Construction Signs. During construction, repair or alteration of a structure or infrastructure, temporary signs that denote the architect, engineer, financier or grantor, contractor or builder, or which denote the name of the structure and or its use of occupants may be erected on the construction site. Total square footage of sign or signs per site shall not exceed 32 square feet.

J. Work of Art, such as murals that neither directly nor indirectly contain commercial messages and illustrations on boards used to cover doors and windows during a business closure.

K. Temporary sign used to advertise casual and isolated sales not made in the regular course of business placed on private property while items are for sale. In this instance, only one sign shall be allowed, no larger than 16 square feet. Sign may identify product for sale and shall not identify the business name. Sign is not allowed for more than two consecutive days.

#### **18.90.050 General Provisions**

A. All permitted signs shall be located, installed or placed so as to achieve their purpose without constituting a hazard to vehicle operations, pedestrians or aircraft.

B. It is the intent of this section that commercial signs shall not be located, installed, placed or maintained on streets, alleys or sidewalks. Variance from this intent shall be allowed only with written approval of the manager upon favorable recommendation by the Planning Commission at a public meeting.

C. Lighting. If illuminated, no lighted sign shall cause beyond the property line on which it is located, installed or placed or adversely affect the safe vision of motor vehicle operations or pedestrians. Blinking, flashing, rotating, pulsing illuminating devices which have a changing light intensity are not allowed except blinking neon signs placed in the window of a commercial or establishment during business hours, providing the neon sign does not exceed 20 percent of the window area. Signs with internal lighting are allowed only by district.

D. Materials. 1. All elements of signs intended for permanent placement shall be constructed of rigid, weather-proof materials. 2. Signs intended for temporary placement shall be constructed of weather-resistant, tear-resistant materials; lettering shall be water-proof and signs reasonably affixed or supported.

E. Placement. No sign shall extend more than four (4) feet above a structure; the top of any sign shall not be installed to exceed thirty (30) feet height restriction.

F. Substantial Condition. Signs shall be maintained in good repair. Any sign not in substantial, sturdy condition will be subject to removal as a public nuisance as provided by HBC 8.12.

#### **18.90.060 Sign Definitions, Placement, Dimensions**

A. Off-Premise Signs.

1. Definition. Off-premises signs are signs that are located, affixed, installed, placed, erected or maintained on a structure, lot, facility or premise (a) not owned by the person or business entity or interest served by the sign; (b) not the physical location of the business entity or interest served by the sign; and (c) Off-premise signs may be free-standing, portable, affixed or painted directly on a structure.

2. Placement. Off-Premises signs a) are allowed on municipal streets, alley or sidewalks only with written approval of the manager upon favorable recommendation by the Planning Commission at a public meeting and the Alaska Department of Transportation where applicable; b) require written consent of the property owner filed with the application; c) may not be in the required property set-back; d) may not exceed one per person, business entity or interest served; and e) if portable, may not be displayed outside of posted business hours or applicable time frame.

3. Dimension. Off-Premise Signs shall not exceed a) sixteen (16) square feet in area per sign face; b) two sign faces per sign structure; and c) maximum height of four (4) feet.

B. Free-standing signs.

1. Definition. Free-Standing signs are a) signs supported by one or more posts or legs permanently installed in the ground or concrete; and b) sandwich signs.

2. Placement. a) shall not be located, installed or placed within twenty-five (25) ft. of a street or alley intersection line except when less than six and one-half (6.5) square feet per surface and maximum height is less than forty-two (42) inches, and with the approval of the Alaska Department of Transportation where applicable; b) if off-premises, require written approval of the manager upon favorable recommendation by the Planning Commission at a public meeting, as provided for in HBC 18.90.030(B).

3. Dimension. a) If off-premise: as provided for in HBC 18.90.060(A)(3); or b) if on premises of business, entity or interest: not to exceed thirty-two (32) square feet.

C. Projecting and Marquee Signs.

1. Definition. Signs that are mounted perpendicular to a structure's facade, usually attached to the structure on a mounted post and supported with guy wires, but may also be hung under a marquee or canopy.

2. Placement. a) Projecting signs with the building end attached to the facade shall have sufficient size and number of guy wires to secure the street end of the sign to safely suspend the sign and prevent swinging. Marquee signs do not need to be attached at one end or be supported with guy wires; b) shall have clearance of seven (7) feet above grade; c) shall not extend within three feet of a street, curb or traveled way; d) shall not extend above the structure's roof peak or eave; and e) are limited to one per business frontage facing public property.

3. Dimension. a) A marquee sign size is the actual dimension of the sign mounted to provide seven (7) feet clearance above grade and not extending beyond the limits of the marquee; b) The dimensions of a projecting sign attached to a building are relative and shall

conform to the following, with the horizontal length measurement beginning at the facade of the building:

Length	Height
8 ft.	16 inches
7 ft.	22 inches
6 ft.	28 inches
5 ft.	34 inches
4 ft.	36 inches
3 ft.	42 inches
2 ft.	48 inches

D. Façade Signs.

1. Definition. Signs painted directly onto a face (facade) of a structure or an independent sign affixed directly and parallel to the facade of a structure.
2. Placement. Signs placed on the side of a structure.
3. Dimension. There are no limitations on the dimensions of a facade sign on a front facade. Facade signs on facades other than the front facade shall not exceed ten (10) percent of the total square feet of the facade, or thirty-two (32) square feet, whichever is greater.

E. Sandwich Signs.

1. Definition. Signs with two opposing faces attached at the top and with a limited connector to allow the sign to open into an "A" shape.
2. Placement. See "Free-standing signs, Placement."
3. Dimensions. Maximum sign height four (4) feet and a maximum sign width is two (2) feet Minimum sign height is two (2) feet six (6) inches with a width of one (1) feet three (3) inches [2.5 ft. X 1.25 feet]

F. Window Signs.

1. Definition. Signs created when lettering and or an image(s) is painted or applied directly onto a window.
2. Placement. See definition.
3. Dimensions. Shall not exceed twenty (20) percent of window area.

G. Awning Signs.

1. Definition. Signs created by printing, painting or applying words or letters to an awning or awning fringe.
2. Placement.
3. Dimensions.

H. Banners.

1. Definition. Signs created by printing, painting or applying words, letters and or images to cloth.

2. Placement.

3. Banners require a minimum clearance of eighteen (18) ft. above streets and alleys and seven (7) ft. above sidewalks, provided the banner also receives approval of the Alaska Department of Transportation, where applicable.

**18.90.080 Signs by District**

A. Townsite Planning/Zoning District

1. Commercial, Waterfront, Waterfront Industrial, Heavy Industrial, Light Industrial, Multiple Use zones:

a) Allowed Signs

1. All signs not prohibited by this chapter are allowed up to a total signage area to not exceed one hundred sixty (160) sq. ft. per business, entity or interest premise.

2. Internally lit signs are allowed.

b) Prohibited Signs/materials/processes

1. Beacons.

2. Inflatable signs and tethered balloon.

3. Signs advertising activities or products no longer offered on the premises, including sales and events for a civic, public or nonprofit purpose.

4. Signs towed on wheels or wheeled trailers behind vehicles.

5. Placement of any type of handbill, flyer, brochure or sticker on public property or a vehicle parked on public property.

2. Rural residential, Rural Mixed Use and Residential

a) Allowed Signs

1. One sign, not to exceed eight (8) sq. ft., to identify a home occupation, cottage industry, vacation home rental or Bed & Breakfast business.

b) Prohibited Signs

1. Off-premise signs.

2. All signs and processes prohibited by this chapter.

3. Significant Structure Area Zone

a) Allowed Signs.

1. Freestanding signs, including sandwich signs, provided the total height of the sign, including supports, is less than eight feet.

2. Projecting signs, provided they do not extend over public property.

3. Wall-mounted signs, provided total sign area per building wall shall not exceed five percent of the total square foot area of that building wall, or 16 square feet, whichever is greater.

4. Banners.



b) Prohibited Signs: Neon, flashing, back-lit or internally lit signs, whether they are on the outside of the building or placed in a window.

c) In addition to the other placement standards of this chapter, signs in the SSA shall not be mounted on building roofs, extend above building eaves, or cover architectural features such as windows, doors or building trim.

B. Mud Bay Planning /Zoning District. Reference HBC 18.70.030(B)(3)(e)(7).

1. Allowed Signs

a) one sign, not to exceed eight (8) sq. ft., to identify a home occupation, cottage industry, vacation home rental or Bed & Breakfast business

2. Prohibited Signs

a) Off-premise signs.

b) all signs and processes prohibited by this chapter.

C. Lutak Inlet Planning/Zoning District. Reference HBC 18.70.030(C)(3)(j).

1. Sign Standards.

a) Signs permanently affixed to structures shall not exceed 32 square feet.

b) Permanent signs not affixed to a structure shall not exceed 16 square feet.

c) Only non-electrified signs will be permitted.

d) Temporary signs shall be removed within 10 days after the date of sale or the event or condition advertised. Temporary signs shall not exceed 16 square feet per side.

ADOPTED BY A DULY CONSTITUTED QUORUM OF THE HAINES BOROUGH ASSEMBLY THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2014.

\_\_\_\_\_  
Stephanie Scott, Mayor

ATTEST:

\_\_\_\_\_  
Julie Cozzi, MMC, Borough Clerk

Date Introduced:	05/27/14
Date of First Public Hearing:	06/10/14
Date of Second Public Hearing:	06/24/14 – Referred to Commerce Committee
Date Introduction of Substitute Ordinance:	09/09/14
Date of Third Public Hearing:	09/23/14 – Referred again to Commerce Committee
Date of Fourth Public Hearing:	10/14/14 – Postponed until Planning Commission presents new draft



**Haines Borough  
Assembly Agenda Bill**

Agenda Bill No.: 15-573

Assembly Meeting Date: 5/26/15

Business Item Description:	Attachments:
Subject: Contract with Silver Bow Construction for Haines School Roof Maintenance Project	1. Resolution 15-05-629 2. Bid Solicitation 3. Bid Results 4. Silver Bow Construction Bid 5. Haines High School Roof Report (April 2015)
Originator: Interim Public Facilities Director	
Originating Department: Public Facilities	
Date Submitted: 5/21/15	

**Full Title/Motion:**  
Motion: Adopt Resolution 15-05-629.

**Administrative Recommendation:**  
The Borough Manager recommends adoption of this resolution.

**Fiscal Impact:**

Expenditure Required	Amount Budgeted	Appropriation Required	Projected Impact to Future Operating Budgets
\$ 50,900	\$ 60,000	\$ 0	Reduced maintenance costs

**Comprehensive Plan Consistency Review:**

Comp Plan Goals/Objectives: Objective 2B, page 56-57	Consistent: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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**Summary Statement:**

The Haines School Roof Maintenance project consists of miscellaneous maintenance work on the various roofs of the Haines School and pool described in the Haines High School Roof Report dated April 2015. The Borough recently issued a request for sealed bids from qualified, licensed contractors for the project. The Borough obtained three sealed bids: 1) Silver Bow Construction for \$50,900; 2) Day Night Construction for \$51,200; and 3) Anchorage Roofing and Contracting for \$86,000. The Interim Director of Public Facilities has reviewed the bids and recommends award to Silver Bow Construction. The Borough will fund this project with an FY 2015 Designated Legislative Grant per AS 37.05.315 for the purpose of High School Roof upgrades in the amount of \$60,000.

**Referral:**

Referred to:	Referral Date:
Recommendation:	Meeting Date:

**Assembly Action:**

Meeting Date(s): 5/26/15	Public Hearing Date(s):
	Postponed to Date:

**A Resolution of the Haines Borough Assembly authorizing the Borough Manager to execute a construction contract with Silver Bow Construction for the Haines School Roof Maintenance project for an amount not to exceed \$50,900.**

**WHEREAS**, the Haines School Roof Maintenance project consists of miscellaneous maintenance work on the various roofs of the Haines School and pool described in the Haines High School Roof Report dated April 2015; and

**WHEREAS**, the Borough recently issued a request for sealed bids from qualified, licensed contractors for the project; and

**WHEREAS**, the Borough obtained three sealed bids: 1) Silver Bow Construction for \$50,900; 2) Day Night Construction for \$51,200; and 3) Anchorage Roofing and Contracting for \$86,000; and

**WHEREAS**, the Interim Director of Public Facilities has reviewed the bids and recommends award to Silver Bow Construction; and

**WHEREAS**, the Borough will fund this project with an FY 2015 Designated Legislative Grant per AS 37.05.315 for the purpose of High School Roof upgrades in the amount of \$60,000,

**NOW, THEREFORE, BE IT RESOLVED** that the Haines Borough Assembly authorizes the Borough Manager to execute a construction contract with Silver Bow Construction for the Haines School Roof Maintenance project for an amount not to exceed \$50,900.

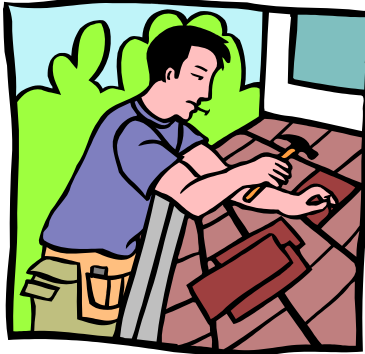
Adopted by a duly-constituted quorum of the Haines Borough Assembly on this \_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Janice Hill, Mayor

Attest:

\_\_\_\_\_  
Julie Cozzi, MMC, Borough Clerk

HAINES BOROUGH  
**PUBLIC NOTICE**  
**REQUEST FOR SEALED BIDS**  
Haines School Roof Maintenance



Notice is hereby given that the Haines Borough will receive sealed competitive Bids by hand-delivery or mail from qualified contractors for the **Haines School Roof Maintenance** project until 2:00 p.m. on **May 20, 2015**, at Haines Borough, Post Office Box 1209, Haines, Alaska 99827, located at the Office of the Clerk, 103 Third Avenue S., Haines, Alaska 99827. Shortly thereafter the Bids will be publicly opened and read aloud. Opening date/time may be changed to a later date/time as announced by Addendum. Late Bids will not be accepted.

**PROJECT DESCRIPTION:** The WORK consists of miscellaneous maintenance work on the various roofs of the Haines High School including the Haines Pool. The project is located at Haines High School, Haines, Alaska. The work is described in the Haines School Roof Report dated April 2015.

**FOR TECHNICAL QUESTIONS:**

Attn: Tony Yorba  
Jensen Yorba Lott, Inc.  
522 W. 10<sup>th</sup> St.  
Juneau, Alaska 99801  
Telephone: (907) 586-1070  
Email: Tony@jensenyorbalott.com

All technical communications and questions must be submitted in writing to the Project Architect, Tony Yorba.

**BID DOCUMENTS:** A Bid packet including instructions, forms, and description of work is available on the Haines Borough website: [www.hainesalaska.gov/rfps](http://www.hainesalaska.gov/rfps) for viewing and printing. If prospective Bidders request that borough staff print the documents, the cost will be 25 cents per standard 8½x11 page and 50 cents per 11x17 page. (Each side of a page counts as one.)

**BID SECURITY:** Each Bid shall be accompanied by a bid bond of at least five-percent of the amount of the Bid or a certified check drawn to the Haines Borough in like amount. Checks and bid bonds will be returned to unsuccessful Bidders.

**PROJECT FUNDING:** Notice given that this project requires compliance with AS 36.15.010 "Use of Local Forest Products Required in Projects Financed By Public Money."

**BID REQUIREMENTS:** All contractors are required to have a current Alaska Contractor's License, Alaska Business License and a Haines Business License prior to submitting a Bid.

**BOROUGH'S RIGHTS RESERVED:** The Haines Borough reserves the right to reject any or all Bids, to waive any irregularity in a Bid, and to make award to the lowest responsive, responsible Bidder as it may best serve the interests of the Borough.

Project: Haines School Roof Maintenance

Bidder	Bid Rcvd by Deadline	Bid on Req. Form, Complete, & Signed	Proof of AK & HB Business Licensing		Proof of AK Contractor's Cert. of Reg.	Bid Bond or Certf. Check of at least 5% of bid	Non-Collusion Affidavit	Addenda Noted	Base Bid Haines School Roof Maintenance	Comments
<b>Anchorage Roofing</b>	X	X	X	X	X	X	X	N/A	150,000.00	
<b>Modifications</b>									-64,000.00	
<b>Totals</b>									<b>86,000.00</b>	
<b>Day Night Construction</b>	X	X	X	X	X	X	X	N/A	51,200.00	
<b>Modifications</b>										
<b>Totals</b>									<b>51,200.00</b>	
<b>Silver Bow Construction</b>	X	X	X	X	X	X	X	N/A	50,900.00	Apparent Low
<b>Modifications</b>										
<b>Totals</b>									<b>50,900.00</b>	

Present:  
 Brian Lemcke, Interim Public Facilities Director  
 Krista Kielsmeier, Deputy Clerk

HAINES BOROUGH  
Haines School Roof Maintenance

BID SCHEDULE

Bid of SILVER BOW CONSTRUCTION (hereinafter called *Bidder*), doing business as (underline one) a corporation, partnership or individual, to the Haines Borough (hereinafter called *Borough*). The Bidder agrees to furnish to the Haines Borough all information and data that may be requested to give evidence that the undersigned is properly qualified to carry out the obligations of the Contract Documents.

The undersigned Bidder agrees, if this bid is accepted, to furnish all tools, equipment, supplies, manufactured articles, labor, materials, services and incidentals, and to perform all work necessary to complete the work required under the Invitation to Bid by the completion dates and to accept as full payment the Contract Price stated on this Bid Form, and in the manner stipulated by the Request for Bids, subject to any negotiated changes in the work that might increase or decrease the contract amount. The Borough reserves the right to reject any and all bids and negotiate with the responsible bidder submitting the lowest bid amount.

Bidder accepts all of the terms and conditions of the Request for Bids and, if this bid is accepted, will furnish, within ten calendar days after the Notice of Intent to Award letter, the following documents required by borough code for this project:

1. Contract document or Agreement;
2. [Proof of insurance: general liability, auto insurance, worker's compensation];
3. Any overdue unpaid debts owed the borough must be current prior to award; and
4. Subcontractor report, if applicable.

Bidder acknowledges receipt of the following addenda: Addendum #. NONE Initials: \_\_\_\_\_ Addendum #. \_\_\_\_\_ Initials: \_\_\_\_\_

Total BASE BID (Price in Digits): \$50,900.<sup>00</sup>

**BIDDER INFORMATION:**

Principal Contact: E. JEREMY ADAM  
Business Name: SILVER BOW CONSTRUCTION CO.  
Business Physical Address: 5331 SHAUNE DR., JUNEAU, AK 99801  
Business Mailing Address, if different: SAME  
Phone: <sup>907</sup> 780-2205 Fax: <sup>907</sup> 780-5127 Email: SBC.silverbow@acsalaska.net

E. Jeremy Adam  
Bidder's Authorized Signature  
E. JEREMY ADAM  
Printed Name

5/15/2015  
Date

Haines  
High  
School  
Roof  
Report

April 16

2015

Prepared By:  
Tony Yorba,  
CEFPI, RCI

## **INTRODUCTION:**

As a matter of best practices in building maintenance, the Haines Borough desired to determine the condition, likely maintenance issues, and remaining service life on the roof coverings for the old portions of the Haines High School. They requested Jensen Yorba Lott, Inc. to accomplish an inspection of the roofs and provide recommendations that would address these concerns. On May 6, 2013, Tony Yorba, Principal Architect with Jensen Yorba Lott Inc., conducted the inspection. The following documents the inspection, provides a labor and materials budget (in 2013 value funds) for recommended repairs, and offers an opinion of expected life for the roof assembly.

## **GENERAL:**

The High School complex consists of a number of built areas (see attached aerial photo at end of report). This report concerns itself with those roof areas of the high school contiguous with the main building and not a part of the 2008 addition. The attached roof plan illustrates the areas included and excluded from this report. The areas included in the report are numbered 1 through 8 and are described as follows:

1. Swimming Pool
2. Gymnasium Entry
3. Gymnasium
4. Low roof, original High School
5. Mechanical Penthouse
6. Low roof, original High School
7. Music Room
8. Original High School Academic Area

Repairs requiring modification to existing membranes, sealants or other existing materials must be accomplished utilizing methods and materials approved by the membrane manufacturer for the roof in question. The modified bitumen roofs are SBS modified bitumen systems as manufactured by Bitec Bitumen Technology Inc. EPDM membrane roofs are Carlisle 45 mil and 60 mil adhered and mechanically fastened roof systems.

The following are more detailed descriptions of each of these 8 areas:

### **Area 1: Pool Roof**

Roof Type: Modified bitumen membrane over plywood substrate, installed approximately 1999.

#### **Action Items:**

1. Clean moss and dirt out of existing metal gutters.
2. Seal leak in downspout on south facing gutter, low end of roof.
3. Re-seal modified bitumen and EPDM at metal flashing between pool roof and gymnasium roof.
4. Repair cracks in membrane and at membrane to wall connection at south wall transition to concrete wall at gymnasium.
5. Curb transition membrane flashing was cracked or had membrane separation at several roof mounted exhaust fans and should be repaired.

### **Area 2: Low roof at entry hall in front of the gymnasium**

Roof Type: Exposed EPDM Membrane mechanically fastened over steel deck, (age uncertain).



Action Items:

1. Power wash roof surface.
2. Several seams were observed that were beginning to fail and should be cleaned and resealed.

**Area 3: Gymnasium Roof**

Roof Type: Exposed EPDM membrane mechanically fastened over steel deck, (age uncertain).

Action Items:

1. Power wash roof surface and clear roof drains.
2. Reset and patch fasteners that protrude from the roof substrate as much as 3/8 inch in many areas. Observed 5 in a row where the membrane was torn above them, north side, approximately 24 inches from the parapet, approximately 20 feet from the west end of building. Reset protruding fasteners and patch as require.
3. cut into roof in two areas where the substrate board was either very soft, or bowed as much as two inches and determine the cause of the condition. One area is immediately adjacent to the south roof drain. The other is in the southwest corner of the roof. Remove existing wet roofing material and replace with similar materials.

**Area 4: Roof above former boiler room area**

Roof Type: Modified bitumen roof membrane over insulation hot mopped to concrete deck, approximately 1999.

Action Items:

1. Power wash roof to remove moss, dirt and sludge to ensure operation of the single roof drain.
2. Sand active rust from parapet caps where rusted from a boiler stack that has since been removed. Prime paint and finish paint with alkyd paint to match existing, unstained parapets.
3. Remove unused pitch pockets and cover with torch down, modified bitument membrane, 120 mil minimum. re-seal existing pitch pockets still in use.
4. Some seams in the parapet wall shared with the main high school roof are failing and should be resealed.
5. Patching at mechanical equipment installed as part of recent school renovation was accomplished with non mineralized modified bitumen membrane. Alligatoring is already appearing where the aromatics in the membrane and asphaltic sealant evaporated. Install new mineralized modified bitumen membrane over those areas.

**Area 5: High roof at mechanical room**

Roof Type: Modified bitumen roof membrane over insulation hot mopped to steel deck, approximately 1999.

## Action Items:

1. Add 1 new cast iron roof drain and piping where ponding is occurring and connect it to the piping below the existing roof drain. Perform all work in compliance with local authorities having jurisdiction.
2. Roof to wall base flashing is loose at the wall shared with the gymnasium, and should be repaired.
3. Water cut off seal is failing at roof edge along parapets and should be replaced.

**Area 6: Low roof next to Music Room**

Roof Type: Durolast PVC roof, approximately 2011.

## Action Items:

1. Use low pressure wash to clean roof and clear roof drain.

**Area 7: Music Room**

Roof Type: EPDM membrane mechanically fastened over steel deck, (age uncertain).

## Action Items:

1. Use low pressure wash to clean roof and clear roof drain.
2. Goose neck exhaust fan should be sealed- it appeared to have a gap between the metal flashing and the curb on the north side.

**Area 8: Old High School roof**

Roof Type: Modified bitumen over insulation, hot mopped to concrete deck.

## Action Items:

1. Patching at mechanical equipment installed as part of recent school renovation was accomplished with non mineralized modified bitumen membrane. Alligatoring is already appearing where the aromatics in the membrane and asphaltic sealant evaporated. Install new mineralized modified bitumen membrane over those areas.
2. Use low pressure wash to clean roof and clear roof drain.
3. Replace failed pitch pocket near abandon mechanical openings in the southwest corner of the roof.
4. Re-seal cracks in flashing around goose neck exhaust caps.
5. Moisture is present on a roof seam around a fish mouth the membrane seam about 25 feet from the west wall, midway between the north and south walls. The seam should be re-sealed.
6. Repair bubble in membrane approximately 4 feet from the east wall, 10 feet south of the corner of the upper level mechanical room.

**PHOTOS:**

**AREA 1: Pool Roof**

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Pool roof looking west.



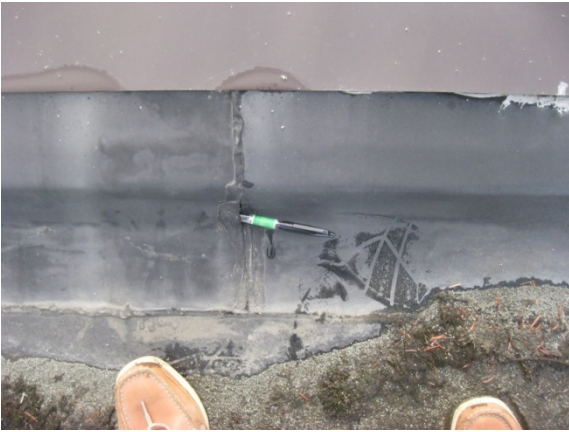
Moss filled gutters.



Leak point in gutter.



Potential leak point between gym roof and pool roof.



Close up of potential leak point between gym roof and pool roof.



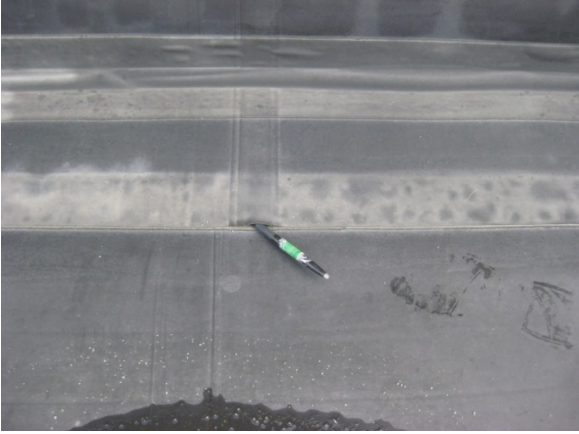
Leak point between pool roof and concrete wall.

**AREA 2: Low roof at entry hall in front of gymnasium**

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Overall view, low roof at entry hall – note ponding



Potential failed seam.



Potential leak point at intersection with music room.



**AREA 3: Gymnasium Roof**

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Overall view of gym roof.



Moss buildup.



Membrane damage at protruding fasteners.



Area where soft roof substrate was encountered.

**AREA 4: Roof above former boiler room area**

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Overall view of Area 4. Roof with moss buildup at roof drain.



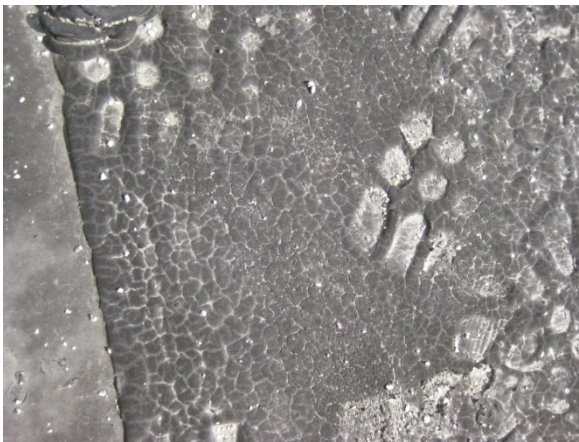
Rust stain at parapet.



Failed pitch pocket.



Potential leak point at concrete wall.



Failing asphalt sealant.



**AREA 5: High roof at mechanical room**

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Overall view of Area 4 with ponding evident.



Moss buildup at roof drain.



Leak point at adjacent structure.

**AREA 6: Low roof next to music room**

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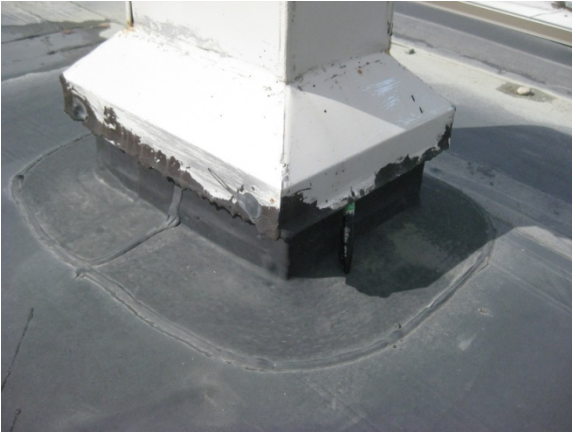
Overall view of Area 6.

**Area 7: Music Room**

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Overall view of Area 7.



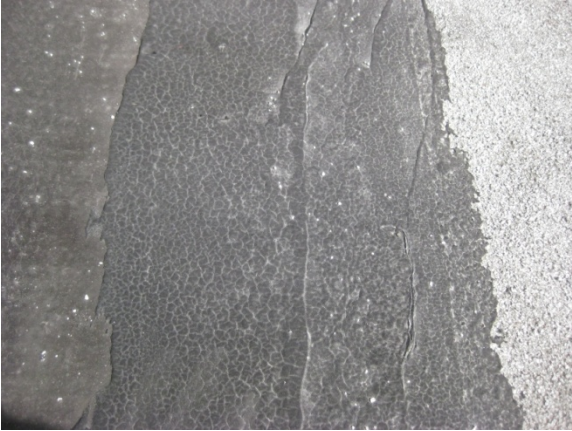
Leak point in roof penetration.

**Area 8: Old High School Roof**

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Overall view of Area 8.



“Alligatoring” of four year old flashing surface.



Potential leak point at wall seams.





Failed pitch pocket.



Seam failure at exhaust cap.

**AERIAL**

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Aerial photo of High School complex.



**Haines Borough  
Assembly Agenda Bill**

**Agenda Bill No.:** 15-574  
**Assembly Meeting Date:** 5/26/15

Business Item Description:	Attachments:
Subject: Authorize Loan Agreement with ADEC for Sewer Treatment Plant Health and Safety Upgrades	1. Ordinance 15-05-411 2. Proposed Loan Agreement
Originator: Interim Public Facilities Director	
Originating Department: Public Facilities	
Date Submitted: 5/19/15	

**Full Title/Motion:**  
Motion: Introduce Ordinance 15-05-411 and set a first public hearing for 6/9/15 and a second public hearing for 6/23/15.

**Administrative Recommendation:**  
The Borough Manager recommends adoption of this ordinance.

**Fiscal Impact:**

Expenditure Required	Amount Budgeted	Appropriation Required	Projected Impact to Future Operating Budgets
\$ 0	\$ 0	\$ 0	N/A

**Comprehensive Plan Consistency Review:**

Comp Plan Goals/Objectives: Objective 15A, Page 252	Consistent: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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**Summary Statement:**  
On January 13, 2015, the Borough Assembly adopted Resolution No. 15-01-608 which authorized the Borough Manager to apply to the Alaska Department of Environmental Conservation (ADEC) for a low-interest loan through the Alaska Clean Water Fund (ACWF) for the Sewer Treatment Plant Health and Safety Upgrades project. The ADEC has authorized an ACWF loan for the Sewer Treatment Plant Health and Safety Upgrades project in the amount of up to \$1,715,000. Haines Borough Charter Section 3.03 requires assembly authorization by ordinance when borrowing money.

**Referral:**

Referred to:	Referral Date:
Recommendation:	Meeting Date:

**Assembly Action:**

Meeting Date(s): 5/26/15	Public Hearing Date(s): 6/9/15, 6/23/15
	Postponed to Date:

**An Ordinance of the Haines Borough authorizing the Borough Manager to enter into a loan agreement in the amount of up to \$1,715,000 with the Alaska Department of Environmental Conservation for the Sewer Treatment Plant Health and Safety Upgrades project.**

**WHEREAS**, on January 13, 2015, the Borough Assembly adopted Resolution No. 15-01-608 which authorized the Borough Manager to apply to the Alaska Department of Environmental Conservation (ADEC) for a low-interest loan through the Alaska Clean Water Fund (ACWF) for the Sewer Treatment Plant Health and Safety Upgrades project; and

**WHEREAS**, the ADEC has authorized an ACWF loan for the Sewer Treatment Plant Health and Safety Upgrades project in the amount of up to \$1,715,000; and

**WHEREAS**, Haines Borough Charter Section 3.03 requires assembly authorization by ordinance when borrowing money,

**NOW, THEREFORE, BE IT ORDAINED BY THE ASSEMBLY OF THE HAINES BOROUGH, ALASKA:**

Section 1. Classification. This ordinance is a non-code ordinance.

Section 2. Effective Date. This ordinance shall become effective immediately upon adoption.

Section 3. Purpose. Authorize the Borough Manager to accept a loan from the Alaska Department of Environmental Conservation.

The Haines Borough authorizes the Borough Manager to execute a loan agreement with the ADEC pursuant to the Borough's loan application to the ACWF for \$1,715,000 for the Sewer Treatment Plant Health and Safety Upgrades project, as well as any and all documents that may be required by the ADEC to reflect indebtedness, the terms of repayment, and any security therefore, including an agreement for the loan and promissory note.

ADOPTED BY A DULY CONSTITUTED QUORUM OF THE HAINES BOROUGH ASSEMBLY THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2015.

\_\_\_\_\_  
Janice Hill, Mayor

Attest:

\_\_\_\_\_  
Julie Cozzi, MMC, Borough Clerk

Date Introduced:	05/26/15
Date of First Public Hearing:	06/09/15
Date of Second Public Hearing:	06/23/15



THE STATE  
of **ALASKA**  
GOVERNOR BILL WALKER

**Department of Environmental  
Conservation**

DIVISION OF WATER  
Municipal Matching Grants and Loans

Post Office Box 111800  
Juneau, Alaska 99811-1800  
Main: 907.465.5300  
Fax: 907.465.5177  
[www.dec.alaska.gov](http://www.dec.alaska.gov)

May 18, 2015

Mr. David Sosa  
Borough Manager  
Haines Borough  
P.O. Box 1209  
Haines, AK 99827

RE: Loan Agreement for Sewer Treatment Plant Health and Safety Upgrades (ACWF#395021)

Dear Mr. Sosa:

Enclosed for signature is the loan agreement in the amount of \$1,715,000 for the Sewer Treatment Plant Health and Safety Upgrades project (Alaska Clean Water Fund Loan Number 395021).

In addition to the requirements of the loan agreement, during the financial capacity review completed by the Department on the Borough's loan application, the following recommendations were identified.

- (a) Debt Service Reserve Fund. Establish a debt service reserve fund to hold one full year of debt service payments.
- (b) Annual CAFR Review. Conduct an annual review of the Borrower's comprehensive annual financial report (CAFR).
- (c) Cost Service Study. Undertake a cost of service review in the near future to better determine the need for system replacement funds over time.

While these items are recommendations the Department strongly suggests that the Borough take steps to implement them.

After all signatures have been obtained, please return the document to the following address:

Attn: MAT (Municipal Administrative Team)  
Alaska Department of Environmental Conservation  
Division of Water, Alaska Clean Water Fund,  
P.O. Box 111800,  
Juneau, AK 99811-1800



If you have any questions regarding the loan agreement you may contact Mike Lewis, Municipal Grants and Loans Program Manager at 269-7616 or Beth Verrelli, Project Engineer at 269-7603.

Sincerely,



Michelle Hale  
Director

Enclosure: ACWF#395021 Sewer Treatment Plant Health and Safety Upgrades



## ALASKA CLEAN WATER FUND AGREEMENT

**ADEC LOAN NUMBER 395021**

**Haines Borough**

**Sewer Treatment Plant Health and Safety Upgrades**



This agreement is entered into as of May 18, 2015 by the Alaska Department of Environmental Conservation (the Department) and the Haines Borough (the Borrower), acting pursuant to Resolution 15-01-608 approved by the Haines Borough for a loan amount of \$1,715,000 with a loan term of 20 years.

### SECTION I - DEFINITIONS

**Section 1.1.** Except where the context clearly indicates otherwise, terms used in this Agreement will have the meaning ascribed to them in this section.

(a) “Approved Application” means the application submitted to the Department on January 20, 2015 together with all attachments and supporting documentation, as approved by the Department and the Borrower.

(b) “Finance Charge Rate” means 1.5 percent per annum.

(c) “Contract period” means the time period commencing on the date this agreement is signed by the Borrower and terminating on the date the Borrower repays the loan in full.

(d) “Default” means the Borrower has failed to make a loan repayment within 90 days of the due date, as determined by the repayment schedule prepared by the Department immediately following initiation of operation of the facility.

(e) “Eligible Project Costs” include the following costs disbursed from the Alaska Clean Water Fund, estimated to not exceed \$1,715,000; demolition, construction, and engineering for the Project Facility; machinery, furnishings, and equipment; surveys, plans, estimates, and specifications; necessary insurance; financial and environmental investigations; laboratory testing, resident engineering and inspection fees; force account; legal expenses; and any other necessary miscellaneous expenditures, minus the amount of any grant applicable to foregoing costs.

(f) “Participation Payment” means the amount per year necessary to amortize the loan.

(g) "Project Facility" means the facility to be constructed pursuant to this Agreement as described generally in the Approved Application dated January 20, 2015. This project will replace and upgrade structurally unsound roofs on three wastewater treatment buildings, which includes supporting wall replacement as needed to complete upgrades. Improvements also include upgrading the screening process that removes incoming solids to the facility, replacing the existing belt filter press with a screw press, upgrade HVAC and electrical to meet current code requirements, and other associated appurtenances.

## **SECTION II - RIGHTS OF ACCESS**

**Section 2.1.** The Department has the right at all reasonable times to enter the project site, for the purpose of inspecting the facility.

## **SECTION III - ACQUISITION OF PROJECT SITE, CONSTRUCTION OF PROJECT FACILITY, LOAN DISBURSEMENT, AND PAYMENT OF COSTS**

**Section 3.1.** With the exception of land easements, all real estate and personal property constituting the Project Facility and the project must belong to the Borrower.

**Section 3.2.** In connection with the construction of the project facility, the Borrower agrees that:

(a) The Borrower will not begin construction of the Project Facility until the Department has reviewed and approved the plans and specifications for the project. In its approvals the Department may specify changes or conditions to the plans and specifications. The Department must approve any subsequent changes to, or deviations from, approved plans.

(b) The Borrower will ensure that contract wages paid are the higher of the State or Federal wage rate on a classification by classification basis for the construction of the Project Facility. Both prevailing wage rates established for the locality by the Alaska Department of Labor under AS 36.05.010, and Federal standards in accordance with subchapter IV of chapter IV of chapter 31 of Part A of subtitle II of Title 40, U.S.C. (commonly referred to as the "Davis Bacon Act") apply. In addition, the borrower will consult with the Department on any required contract or bid document language to ensure that appropriate federal "Davis Bacon Act" material is included in the documentation.

(c) Any construction contract estimated to equal or exceed \$50,000 will be awarded through a competitive bidding process and any construction contract estimated to be less than \$50,000 may be negotiated if the Department approves the solicitation and negotiation procedures.

(d) All construction contracts and contractors' estimate forms will be prepared so that materials and equipment may be readily itemized as to allowable project costs and non-eligible costs.

(e) Any change in a construction contract that will alter the contract specifications, time, price or will substantially modify the proposed treatment process must be submitted to the Department for approval if the Borrower wishes to have the modifications considered loan eligible.

(f) The construction of the Project Facility will conform to applicable federal, state, and local laws, ordinances, and regulations.

(g) The Borrower will proceed expeditiously and complete the Project Facility in accordance with the Approved Application, project schedule, surveys, plans, profiles, cross-sections, specifications, and amendments.

(h) American Iron and Steel: None of the funds made available to the borrower shall be used for a project for the construction, alteration, maintenance, or repair of a public water system or treatment works unless all of the iron and steel products used in the project are produced in the United States. This requirement is effective January 17, 2014, and only if the loan agreement is fully signed on and thereafter the effective date. However, if approved engineering plans and specifications by a State agency are completed prior to June 10, 2014 and an assistance agreement is signed on or after October 1, 2014, the project is excluded from the AIS requirement. Consideration for exclusions to this requirement are as follows: being inconsistent with the public interest; iron and steel products that are not produced in the United States in sufficient and reasonably available quantities and of a satisfactory quality; or inclusion of iron and steel products produced in the United States that will increase the cost of the overall project by more than 25 percent. For these exclusions to apply, a request for a waiver must be submitted to the Department who will then forward it on to the Environmental Protection Agency (EPA) for consideration of approval. EPA will make available to the public on an informal basis (EPA's public internet web site) a copy of the request and information available to the Administrator concerning the request, and shall allow for informal public input on the request for at least 15 days prior to making a finding based on the request.

**Section 3.3.** The Borrower agrees to administer this loan in a non-discriminatory manner. No person shall be discriminated against based on race, religion, color, national origin, gender or disability. In addition, all contracts issued by the Borrower under this loan agreement must include the following statement:

“The contractor shall not discriminate on the basis of race, color, national origin or sex in the performance of this contract. The contractor shall carry out applicable requirements of 40 CFR Part 33 in the award and administration of contracts awarded under EPA financial assistance agreements. Failure by the contractor to carry out these requirements is a material breach of this contract which may result in the termination of this contract or other legally available remedies.”

**Section 3.4.** When applicable, the Borrower will comply with Title I-Employment of the Americans with Disabilities Act of 1990 (P.L. 101-336) and in accordance with Title I of that Act, shall not discriminate against a qualified individual with a disability because of the disability of such individual in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, and other terms, conditions, and privileges of employment.

**Section 3.5.** When applicable, the Borrower will comply with Title II-Public Services of the Americans with Disabilities Act of 1990 (P.L. 101-336) and in accordance with Title II of the Act, no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity.

**Section. 3.6.** When applicable, the Borrower will comply with Title II, Part 35, Section 35.151 of the Act “New Construction and Alterations,” (a) Design and construction: Each facility or part of a facility constructed by, on behalf of, or for the use of a public entity shall be designed and constructed in such manner that the facility or part of the facility is readily accessible to and usable by individuals with disabilities, if the construction was commenced after January 26, 1992. (b) Alteration: Each facility or part of a facility altered by, on behalf, of or for the use of a public entity in a manner that affects or could affect the usability of the facility or part of the facility shall, to the maximum extent feasible, be altered in such manner that the altered portion of the facility is readily accessible to and usable by individuals with disabilities, if the alteration was commenced after January 26, 1992. (c) Accessibility standards: Design, construction or alteration of facilities in conformance with the Uniform Federal Accessibility Standards (UFAS) (Appendix A to 41 CFR part 101-19.6) or with the Americans with Disabilities Act Accessibility Guidelines for Buildings and Facilities (ADAAG) (Appendix A to 28 CFR Part 36) shall be deemed to comply with the requirements of this section with respect to those facilities, except that the elevator exemption contained at section 4.1.3(5) and section 4.1.5(1)(j) of ADAAG shall not apply.

**Section 3.7.** When applicable, the Borrower will comply with Title III, Part 36, Section 36.401 of the Act “New Construction.” Except as provided in paragraph

(b) and (c) of the Act, discrimination for purposes of this part includes a failure to design and construct facilities for first occupancy after January 26, 1993, that are readily accessible to and usable by individuals with disabilities.

**Section 3.8.** When applicable, the Borrower will comply with Title III, Part 36, Section 36.402 of the Act "Alterations" (a) General: Any alteration to a place of public accommodation or a commercial facility, after January 26, 1992, shall be made so as to ensure that, to the maximum extent feasible, the altered portions of the facility are readily accessible to and usable by individuals with disabilities, including individuals who use wheelchairs. (b) Alteration: An alteration is a change to a place of public accommodation or a commercial facility that affects or could affect the usability of the building or facility or any part thereof.

**Section 3.9.** The City shall fully comply with Subpart C of 40 CFR Part 32, entitled "Responsibilities of Participants Regarding Transactions." The City is responsible for ensuring that any lower tier covered transaction, as described in Subpart B of 40 CFR Part 32, entitled "Covered Transactions," includes a term or condition requiring compliance with Subpart C. The City is responsible for further requiring the inclusion of a similar term or condition in any subsequent lower tier covered transactions. The City acknowledges that failing to disclose the information required under 40 CFR 32.335 may result in the delay or negation of this assistance agreement, or pursuance of legal remedies, including suspension and debarment.

**Section 3.10.** The Borrower will comply with the disadvantaged business enterprise requirements of the State Revolving Loan Fund program, and will require its contractors to also meet these requirements.

**Section 3.11.** When applicable, the Borrower will require each construction contractor to furnish a performance and payment bond in an amount at least equal to 100 percent of the contract price.

**Section 3.12.** The Borrower will require its contractors and subcontractors to maintain workers compensation, commercial general liability, property damage, and vehicle liability insurance. Until the Project Facility is completed by the Borrower, the Borrower (or at the option of the Borrower, the contractor) will maintain insurance for the loss of the facility for the benefit of the Department, the Borrower, the prime contractor, and all subcontractors, as their interests in the Project Facility may appear.

**Section 3.13.** Subject to the terms and conditions of this Agreement, the eligible project costs less other funding sources will be disbursed by the Department upon submittal and departmental approval of invoices.

**Section 3.14.** If this project finishes under the estimated cost of construction, it will be funded only as necessary to complete the project.

**Section 3.15.** Upon completion of the Project Facility, the Borrower shall provide a statement to the Department of the project final costs by category of expenditure, including but not limited to costs for: administration, design, construction engineering, construction and equipment.

#### **SECTION IV - PARTICIPATION PAYMENTS BY THE BORROWER**

**Section 4.1.** This loan is made to the Borrower from the Alaska Clean Water Fund for the maximum amount of \$1,715,000. Of this total amount, \$121,500 is offered to the Borrower as a subsidy (as principle forgiveness) for green project. All remaining unsubsidized funds will be repaid as provided in the following sections.

**Section 4.2.** The Borrower agrees to repay the principal amount and the finance charge rate on all cash draws made to the Borrower according to the repayment schedule, which will be prepared by the Department and confirmed by the Borrower following initiation of operation of the facility. The repayment schedule for the actual amount of loan payments made to the Borrower will provide that:

(a) The Borrower will pay a finance charge of 1.5 percent on each disbursement. Accrual of the finance charge will begin one year after the date of the first disbursement to the Borrower.

(b) The loan amount will be paid back within 20 years following initiation of operation of the facility. Repayment of the loan will be made with either equal annual principal payments plus the finance charge or equal annual total payments including the finance charge. Other repayment methods may be negotiated with the Department.

(c) The first installment payment will be due one year following substantial completion and initiation of operation of the facility.

**Section 4.3.** The Borrower assures the Department that the Borrower has not pledged revenues for the repayment of its loan that have been previously pledged or encumbered, unless specifically set forth in the Borrower's approved application. The pledged revenues for repayment of the loan and each separate source of revenue are specifically identified and described in the Borrower's submitted application.

**Section 4.4.** In the event that any of the revenues pledged by the Borrower for the repayment of its loan are encumbered by a lien of any prior outstanding debt,

the Borrower will furnish the Department with legal assurance that the excess of such prior encumbered revenues are legally available for pledging to the Alaska Clean Water Fund.

**Section 4.5.** The Borrower agrees that if pledged revenues are insufficient to meet any loan payment to the Department when due, the Borrower will pay the deficiency in its loan payment from any legally available funds accruing to or in the possession of the Borrower. Repayment of the loan which is the subject of this loan agreement shall not be a direct and general obligation of the Borrower.

**Section 4.6.** If a repayment is received by the Department more than 30 days after it is due, the Borrower agrees to pay a late charge of five percent of the payment. Interest on the unpaid balance will continue to accrue at the finance charge rate and must be paid in addition to the late charge. Payments in arrears over 90 days, will be referred to the Attorney Generals Office for collection.

**Section 4.7.** The Borrower agrees that it will separately account for all monies received from the Alaska Clean Water Fund and will maintain project accounts in accordance with generally accepted governmental accounting principles.

**Section 4.8.** If, prior to completion of the contract period, the Project Facility is damaged or destroyed, the Borrower is liable to the Department for all amounts due under this Agreement.

**Section 4.9.** The provisions of AS 37.15.575 relating to state aid interception apply to the loan made under this agreement.

## **SECTION V - MAINTENANCE, OPERATION, INSURANCE and AUDIT**

**Section 5.1.** If applicable, the Borrower agrees to prepare a manual for operation and maintenance of the facility which is approved by the Department.

**Section 5.2.** The Borrower must ensure that the Project Facility is given a final inspection and is certified complete to the Department.

**Section 5.3.** The Borrower must ensure that a Department approved sewer use ordinance and a user charge system are adopted prior to initiation of operation of the facility.

**Section 5.4.** The Borrower shall initiate operation of the Project Facility immediately upon completion of construction and may not discontinue operation of the Project Facility without Departmental approval. Within one year after the initiation of operation, the Borrower must certify to the Department that the facility is performing up to design standards. The Borrower must ensure that



sufficient qualified operating personnel certified by the State of Alaska will be retained to operate the Project Facility. Nothing contained in this Agreement shall be construed as an obligation or pledge of the Borrower to appropriate or expend general funds and general revenues of the Borrower to operate or maintain the Project Facility.

**Section 5.5.** If applicable, until the Project Facility is completed by the Borrower, the Borrower (or at the option of the Borrower, the contractor) will maintain insurance for the loss of the facility for the benefit of the Department, the Borrower and the prime contractor, and all subcontractors, as their interests in the Project Facility may appear. The Borrower agrees to insure the Project Facility against loss or damage in an amount at least equal to the Allowable Project Cost specified in Section 1.1(g).

**Section 5.6.** If applicable, an insurance policy issued pursuant to Section 5.5 must be written or endorsed to make losses payable to the Department and the Borrower as their interests may appear. The interests of the Department are limited to the unpaid principal balance of the loan and any finance charge and penalties accrued as of the date such loan may be paid in full as a result of any insurance payoff, following destruction or damage to the facility.

**Section 5.7.** In the event the Borrower fails to maintain the full insurance coverage required by this Agreement, the Department may take out the required policies of insurance and pay the premiums. All amounts so advanced by the Department will become an additional obligation of the Borrower to the Department.

**Section 5.8.** The Borrower agrees to submit a financial report for the Project Facility for Departmental approval within one year after initiation of operation of the facility. A project audit, performed by the Department, will cover the entire multi-year project.

**Section 5.9.** Financial assistance received under this loan agreement is considered federal assistance and is to be included when determining the threshold amount for a Federal Single Audit. However, financial assistance received under this loan agreement is not subject to State Single Audit.

## **SECTION VI - MISCELLANEOUS PROVISIONS**

**Section 6.1.** Any disbursement or repayment made under this Agreement by the department shall be delivered by electronic transfer, registered or certified mail, courier service or delivered personally. Any repayment made under this Agreement by the loan recipient shall be delivered by registered or certified mail, or delivered personally, and,



(a) if addressed to the Department, will be sent or delivered personally to:

ATTN: Municipal Administrative Team (MAT)  
Alaska Department of Environmental Conservation  
Division of Water - Alaska Clean Water Fund  
410 Willoughby Avenue, Suite 303  
P.O. Box 111800  
Juneau, Alaska 99811-1800

(b) if addressed to the Borrower, will be sent to or delivered personally to:

David Sosa  
Borough Manager  
Haines Borough  
P.O. Box 1209  
Haines, AK 99827

**Section 6.2.** Departmental approvals, required by this Agreement will not be unreasonably withheld.

**Section 6.3.** This Agreement is made subject to and conditional upon the availability of funds.

**Section 6.4.** This Agreement is effective as of the date set forth above and continues in full force and effect until the final day of the Contract Period.

**Section 6.5.** This Agreement is binding upon the parties specified below, and to any person, office, or board succeeding either of the parties. This Agreement may not be assigned by the Borrower without written consent of the Department.

**Section 6.6.** The Department may cancel all or any part of this agreement if:

(a) Any representation or other statement made by the Borrower to the Department in connection with its application for a loan from the Alaska Clean Water Fund is incorrect or incomplete in any material respect;

(b) The Borrower has violated commitments made by it in its Approved Application and supporting documents, has not adhered to the regulations of the Alaska Clean Water Fund (18 AAC 76), has violated any of the terms of this Loan Agreement; or

(c) The financial position of the Borrower has, in the opinion of the Department, suffered a materially adverse change.

**Section 6.7.** No portion of this loan amount may be used for lobbying or propaganda purposes as prohibited by 18 U.S.C. Section 1913 or Section

607(a) of Public Law 96-74.

Nothing in this amendment, whether or not accepted, may be deemed to constitute a contractual obligation on the part of the Department until the loan is signed by all parties.

The Department is pleased to offer this assistance to the people of Haines.

Sincerely,

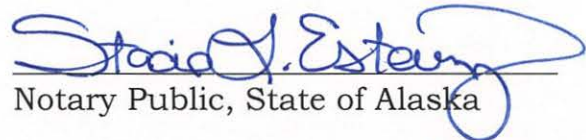


Michelle Hale, Director  
Division of Water

**ACKNOWLEDGEMENT  
STATE OF ALASKA  
Third Judicial District**

The foregoing instrument was acknowledged before me this 18 day of

May, 2015



Stacie L. Estevez  
Notary Public, State of Alaska

My commission expires: with office

By: \_\_\_\_\_  
**Haines Borough**

**ACKNOWLEDGEMENT  
STATE OF ALASKA  
First Judicial District**

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of  
\_\_\_\_\_, 2015

\_\_\_\_\_  
Notary Public, State of Alaska

My commission expires: \_\_\_\_\_

**ALASKA DEPARTMENT OF ENVIRONMENTAL CONSERVATION**

By: \_\_\_\_\_

**ACKNOWLEDGEMENT  
STATE OF ALASKA  
Third Judicial District**

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of  
\_\_\_\_\_, 2015

\_\_\_\_\_  
Notary Public, State of Alaska

My commission expires: \_\_\_\_\_



THE STATE  
of **ALASKA**  
GOVERNOR BILL WALKER

Department of Commerce, Community,  
and Economic Development

ALCOHOLIC BEVERAGE CONTROL BOARD

11C1

550 West 7<sup>th</sup> Ave., Ste. 1600  
Anchorage, Alaska 99501  
Main: 907.269.0350  
TDD: 907.465.5437  
Fax: 907.334.2285

May 13, 2015

Julie Cozzi VIA EMAIL: jcozzi@haines.ak.us

**Haines Brewing Company, Inc. d.b.a. Haines Brewing Company – License #3882**

- New Application       Transfer of Ownership       Transfer of Location  
 Restaurant Designation Permit       DBA Name Change

We have received an application for the above listed licenses (see attached application documents) within your jurisdiction. This is the notice as required under AS 04.11.520. Additional information concerning filing a "protest" by a local governing body under AS 04.11.480 is included in this letter.

We have received an application for the above listed licenses (see attached application documents) within your jurisdiction. This is the notice as required under AS 04.11.520. Additional information concerning filing a "protest" by a local governing body under AS 04.11.480 is included in this letter.

A local governing body as defined under AS 04.21.080(11) may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing the board **and** the applicant with a clear and concise written statement of reasons in support of a protest within 60 days of receipt of this notice. If a protest is filed, the board will not approve the application unless it finds that the protest is "arbitrary, capricious and unreasonable". Instead, in accordance with AS 04.11.510(b), the board will notify the applicant that the application is denied for reasons stated in the protest. The applicant is entitled to an informal conference with either the director or the board and, if not satisfied by the informal conference, is entitled to a formal hearing in accordance with AS 44.62.330-44.62-630. **IF THE APPLICANT REQUESTS A HEARING, THE LOCAL GOVERNING BODY MUST ASSIST IN OR UNDERTAKE THE DEFENSE OF ITS PROTEST.**

Under AS 04.11.420(a), the board may not issue a license or permit for premises in a municipality where a zoning regulation or ordinance prohibits the sale or consumption of alcoholic beverages, unless a variance of the regulation or ordinance has been approved. Under AS 04.11.420(b) municipalities must inform the board of zoning regulations or ordinances which prohibit the sale or consumption of alcoholic beverages. If a municipal zoning regulation or ordinance prohibits the sale or consumption of alcoholic beverages at the proposed premises and no variance of the regulation or ordinance has been approved, please notify us and provide a certified copy of the regulation or ordinance if you have not previously done so.

Protest under AS 04.11.480 and the prohibition of sale or consumption of alcoholic beverages as required by zoning regulation or ordinance under AS 04.11.420(a) are two separate and distinct subjects. Please bear that in mind in responding to this notice.

AS 04.21.010(d), if applicable, requires the municipality to provide written notice to the appropriate community council(s).

If you wish to protest the application referenced above, please do so in the prescribed manner and within the prescribed time. Please show proof of service upon the applicant. For additional information please refer to 3 AAC 304.145, Local Governing Body Protest.

**Note:** Applications applied for under AS 04.11.400(g), 3 AAC 304.335(a)(3), AS 04.11.090(e), and 3 AAC 304.660(e) must be approved by the governing body.



Maxine Andrews  
Business Registration Examiner  
Direct line: 907-269-0358  
Email: maxine.andrews@alaska.gov

State of Alaska  
**Alcoholic Beverage Control Board**

Date of Notice: May 13, 2015

Application Type:  **New**  **TRANSFER**  
 Ownership  
 Location  
 Name Change

Governing Body:	Haines Borough
Community Councils:	n/a
License #:	3882
License Type:	Brewery
D.B.A.:	Haines Brewing Company
Licensee/Applicant:	Haines Brewing Company, Inc.
Physical Location:	327 Main Street
Mail Address:	PO Box 911 Haines, AK 99827
Telephone #:	907-766-3823
EIN:	92-0164248

Corp/LLC Agent:	Address	Phone	Date and State of Incorporation	Good standing?
Haines Brewing Company, Inc.	PO Box 911 Haines, AK 99827	907-766-3823	5/29/1998	yes

*Please note: the Members/Officers/Directors/Shareholders (principals) listed below are the principal members. There may be additional members that we are not aware of because they are not primary members. We have listed all principal members and those who hold at least 10% shares.*

Member/Officer/Director:	DOB	Address	Phone	Title/Shares (%)
Jeanne Kitayama	1/29/1955	PO Box 911 Haines, AK 99827	907-766-3823	Vice-President 37.7
Paul Wheeler	1/4/1958	PO Box 911 Haines, AK 99827	907-766-3823	President 37.7

Stock transfer of location only same d.b.a. and ownership.

A local governing body as defined under AS 04.21.080(11) may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing the board **and** the applicant with a clear and concise written statement of reasons in support of a protest within 60 days of receipt of this notice. If a protest is filed, the board will not approve the application unless it finds that the protest is “arbitrary, capricious and unreasonable”. Instead, in accordance with AS 04.11.510(b), the board will notify the applicant that the application is denied for reasons stated in the protest. The applicant is entitled to an informal conference with either the director or the board and, if not satisfied by the informal conference, is entitled to a formal hearing in accordance with AS 44.62.330-44.62-630. **IF THE APPLICANT REQUESTS A HEARING, THE LOCAL GOVERNING BODY MUST ASSIST IN OR UNDERTAKE THE DEFENSE OF ITS PROTEST.**

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**Note:** Applications applied for under AS 04.11.400(g), 3 AAC 304.335(a)(3), AS 04.11.090(e), and 3 AAC 304.660(e) must be approved by the governing body.



Maxine Andrews  
Business Registration Examiner  
Direct line: 907-269-0358  
Email: maxine.andrews@alaska.gov



## Transfer Liquor License

License is:  Full Year      OR       Seasonal      List Dates of Operation: \_\_\_\_\_

SECTION A - LICENSE INFORMATION			FEES
License Year: <u>2015-2016</u>	License Type: <u>Brewery</u>	Statute Reference Sec. 04.11. <u>130</u>	Filing Fee: \$100.00
License #: <u>3882</u>			Rest. Desig. Permit Fee: (\$50.00) \$ <u>—</u>
Local Governing Body: (City, Borough or Unorganized) <u>Haines Borough</u>	Community Council Name(s) & Mailing Address: <u>Haines Borough Assembly PO Box 1209 Haines, AK 99827</u>		Fingerprint: \$ <u>—</u> (\$49.75 per person)
Name of Applicant (Corp/LLC/LP/LLP/Individual/Partnership): <u>Haines Brewing Company, Inc.</u>	Doing Business As (Business Name): <u>Haines Brewing Company</u>	Business Telephone Number: <u>907-766-3823</u>	TOTAL <u>\$100</u>
Mailing Address: <u>PO Box 911</u>	Street Address or Location of Premises: <u>327 Main St. Haines, AK 99827</u>	Email Address: <u>hainesbrew@gmail.com</u>	Fax Number: _____
City, State, Zip: <u>Haines, AK 99827</u>			
Is any shareholder related to the current owner? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
If "yes" please state the relationship: <u>selfes</u>			

### SECTION B - TRANSFER INFORMATION

<input checked="" type="checkbox"/> Regular Transfer <input type="checkbox"/> Transfer with security interest: Any instrument executed under AS 04.11.670 for purposes of applying AS 04.11.360(4)(b) in a later involuntary transfer, must be filed with this Application. Real or personal property conveyed with this transfer must be described. Provide security interest documents. <input type="checkbox"/> Involuntary Transfer. Attach documents which evidence default under AS 04.11.670.	Name and Mailing Address of <b>CURRENT</b> Licensee: <u>Haines Brewing Co, Inc. Box 911, Haines, AK 99827</u> Business Name (dba) <b>BEFORE</b> transfer: <u>Haines Brewing Co.</u> Street Address or Location <b>BEFORE</b> transfer: <u>108 WhiteFang Way Haines, AK 99827</u>
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### SECTION C - PREMISES TO BE LICENSED

Distance to closest school grounds: <u>560 feet</u>	<i>Distance measured under:</i> <input checked="" type="checkbox"/> AS 04.11.410      OR <input type="checkbox"/> Local ordinance No.	<input type="checkbox"/> Premises is GREATER than 50 miles from the boundaries of an incorporated city, borough, or unified municipality. <input type="checkbox"/> Premises is LESS than 50 miles from the boundaries of an incorporated city, borough, or unified municipality. <input checked="" type="checkbox"/> Not applicable
Distance to closest church: <u>520 feet</u>	<i>Distance measured under:</i> <input checked="" type="checkbox"/> AS 04.11.410      OR <input type="checkbox"/> Local ordinance No.	
Premises to be licensed is: <input type="checkbox"/> Proposed building <input type="checkbox"/> Existing facility <input checked="" type="checkbox"/> New building		<input checked="" type="checkbox"/> Plans submitted to Fire Marshall (required for new & proposed buildings) <input type="checkbox"/> Diagram of premises attached



# Transfer Liquor License

Alcoholic Beverage Control Board  
2400 Viking Drive  
Anchorage, AK 99501

(907) 269-0350  
Fax: (907) 334-2285  
<http://commerce.alaska.gov/dnn/abc>

## SECTION D - LICENSEE INFORMATION

1. Does any individual, corporate officer, director, limited liability organization member, manager or partner named in this application have any direct or indirect interest in any other alcoholic beverage business licensed in Alaska or any other state?

Yes  No If Yes, complete the following. Attach additional sheets if necessary.

Name	Name of Business	Type of License	Business Street Address	State

2. Has any individual, corporate officer, director, limited liability organization member, manager or partner named in this application been convicted of a felony, a violation of AS 04, or been convicted as a licensee or manager of licensed premises in another state of the liquor laws of that state?

Yes  No If Yes, attach written explanation.

## SECTION E - OWNERSHIP INFORMATION - CORPORATION

*Corporations, LLCs, LLPs and LPs must be registered with the Dept. of Community and Economic Development.*

Name of Entity (Corporation/LLC/LLP/LP) (or N/A if an Individual ownership): <b>Haines Brewing Company, Inc.</b>		Telephone Number: <b>907-766-3823</b>	Fax Number: 
Corporate Mailing Address: <b>PO Box 911</b>	City: <b>Haines</b>	State: <b>AK</b>	Zip Code: <b>99827</b>
Name, Mailing Address and Telephone Number of Registered Agent: <b>John Tindall 508 W. 2nd Ave #300, Anchorage, AK 99501 907-278-8533</b>		Date of Incorporation OR Certification with DCED: <b>05-29-98</b>	State of Incorporation: <b>AK</b>
Is the Entity in "Good Standing" with the Alaska Division of Corporations? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If no, attach written explanation. Your entity <i>must</i> be in compliance with Title 10 of the Alaska Statutes to be a valid liquor licensee.			

Entity Members (Must include President, Secretary, Treasurer, Vice-President, Manager and Shareholder/Member with at least 10%)					
Name	Title	%	Home Address & Telephone Number	Work Telephone Number	Date of Birth
<b>Paul Wheeler</b>	<b>Pres.</b>	<b>37.7</b>	<b>PO Box 911, Haines, AK 99827</b>	<b>907-766-3823</b>	<b>01-04-58</b>
<b>Jeanne Kitayama</b>	<b>VP</b>	<b>37.7</b>	<b>" "</b>	<b>"</b>	<b>01-29-55</b>
<b>"</b>	<b>Sec.</b>				
<b>"</b>	<b>Treas.</b>				

## Transfer Liquor License

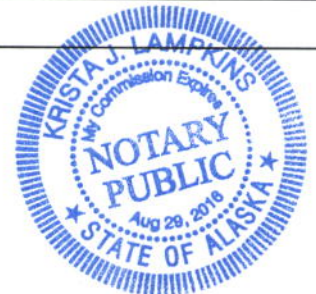
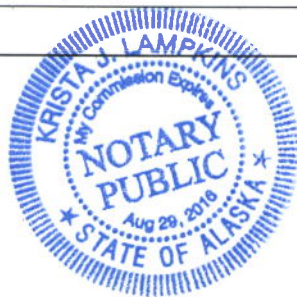
**NOTE: If you need additional space, please attach a separate sheet.**

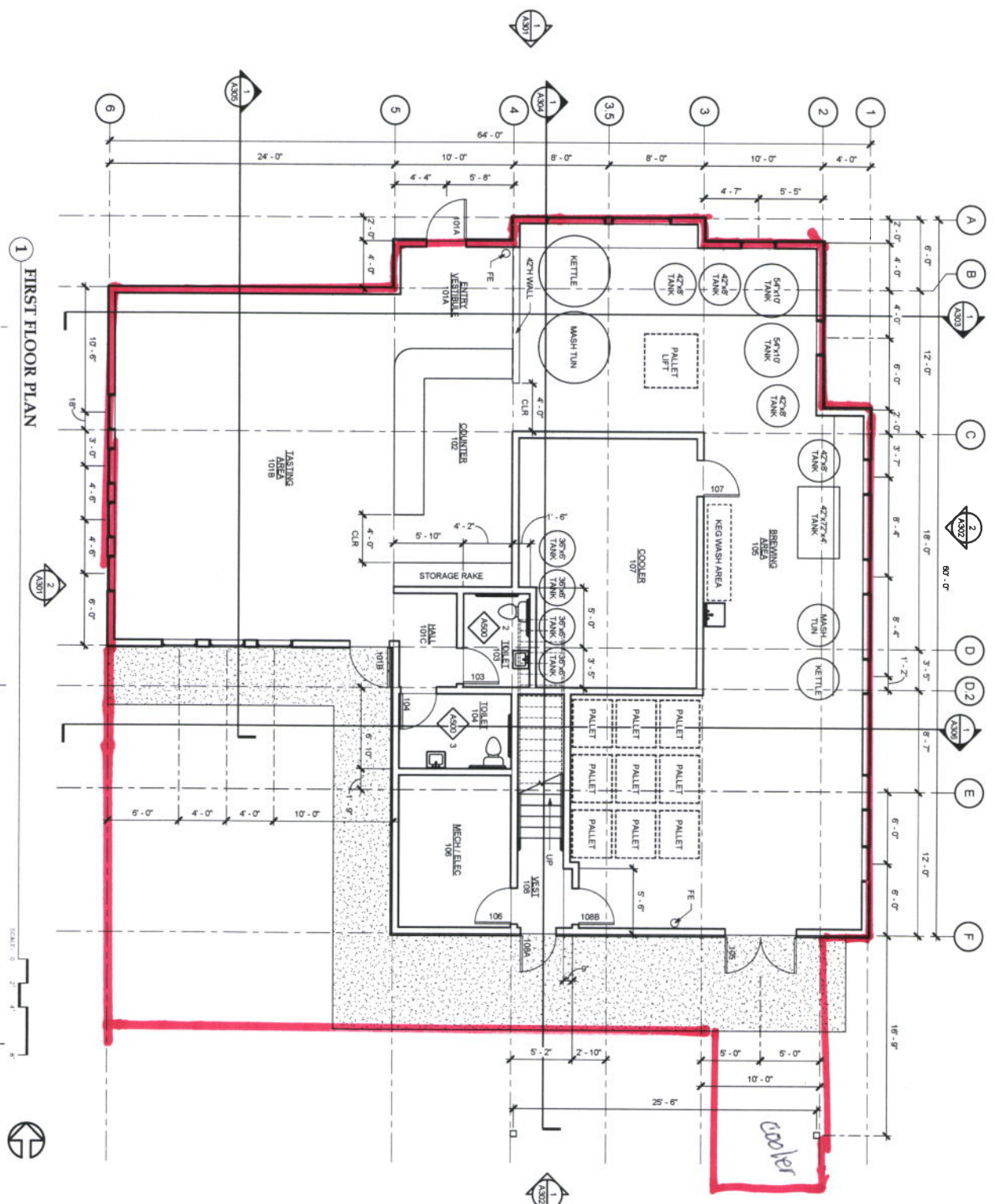
SECTION F – OWNERSHIP INFORMATION – SOLE PROPRIETORSHIP (INDIVIDUAL OWNER & SPOUSE) <span style="float: right; font-size: 2em;">NA</span>			
Individual Licensees/Affiliates (The ABC Board defines an “Affiliate” as the spouse or significant other of a licensee. Each Affiliate must be listed.)			
Name:	Applicant <input type="checkbox"/>	Name:	Applicant <input type="checkbox"/>
Address:	Affiliate <input type="checkbox"/>	Address:	Affiliate <input type="checkbox"/>
Home Phone:	Date of Birth:	Home Phone:	Date of Birth:
Work Phone:		Work Phone:	
Name:	Applicant <input type="checkbox"/>	Name:	Applicant <input type="checkbox"/>
Address:	Affiliate <input type="checkbox"/>	Address:	Affiliate <input type="checkbox"/>
Home Phone:	Date of Birth:	Home Phone:	Date of Birth:
Work Phone:		Work Phone:	

**Declaration**

- I declare under penalty of perjury that I have examined this application, including the accompanying schedules and statements, and to the best of my knowledge and belief it is true, correct and complete, and this application is not in violation of any security interest or other contracted obligations.
- I hereby certify that there have been no changes in officers or stockholders that have not been reported to the Alcoholic Beverage Control Board. The undersigned certifies on behalf of the organized entity, it is understood that a misrepresentation of fact is cause for rejection of this application or revocation of any license issued.
- I further certify that I have read and am familiar with Title 4 of the Alaska statutes and its regulations, and that in accordance with AS 04.11.450, no person other than the licensee(s) has any direct or indirect financial interest in the licensed business.
- I agree to provide all information required by the Alcoholic Beverage Control Board in support of this application.

Signature of Current Licensee(s)	Signature of Transferee(s)
Signature <i>Jeanne Kitayama</i>	Signature <i>Jeanne Kitayama</i>
Signature <i>Jeanne Kitayama</i>	Signature <i>Jeanne Kitayama</i>
Name & Title (Please Print) <i>Jeanne Kitayama VP/Sec/Treas.</i>	Name & Title (Please Print) <i>Jeanne Kitayama VP/Sec/Treas.</i>
Subscribed and sworn to before me this <i>17</i> day of <i>April</i> , <i>2015</i>	Subscribed and sworn to before me this <i>17</i> day of <i>April</i> , <i>2015</i>
Notary Public in and for the State of Alaska <i>Krista J. Lampkins</i>	Notary Public in and for the State of Alaska <i>Krista J. Lampkins</i>
My commission expires: <i>August 29, 2016</i>	My commission expires: <i>August 29, 2016</i>





1 FIRST FLOOR PLAN

SCALE: 1/8" = 1'-0"



**A201**  
 DATE: March 16, 2015  
 FILE: 14023  
 SHEET TITLE  
 FIRST FLOOR PLAN

**HAINES BREWING COMPANY, INC**  
**HAINES BREWERY**  
 HAINES, ALASKA



  
**Jensen Yorba Lott Inc.**  
 522 West 118th Street  
 Anchorage, Alaska 99515  
 Phone: 907-586-1170  
 Fax: 907-586-3999  
 jensenyorbaldott.com