  
**Haines Borough**  
**Borough Assembly Meeting #400**  
**AGENDA**

**May 12, 2020 -6:30pm**

**Location: Assembly Chambers, Public Safety Bldg.**

**Jan Hill**  
Mayor

**Jerry Lapp**  
Assembly Member

**Gabe Thomas**  
Assembly Member

**Stephanie Scott**  
Assembly Member

**Zephyr Sincerny**  
Assembly Member

**Paul Rogers**  
Assembly Member

**Brenda Josephson**  
Assembly Member

**Debra Schnabel**  
Borough Manager

**Alekka Fullerton**  
Borough Clerk

**Haines Borough Zoom Assembly Meeting\***

**Meeting ID: 864 7588 9515**

**Password: 990128**

**Telephone access:**

**888 788 0099 US Toll-free**

**877 853 5247 US Toll-free**

**Meeting ID: 864 7588 9515**

**Password: 990128**

**\* You must download Zoom first. For Zoom instructions, go to:  
<https://www.hainesalaska.gov/boroughassembly/zoom-instructions-attend-borough-meetings>**

**1. CALL TO ORDER/PLEDGE TO THE FLAG/ROLL CALL**

**2. 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:

3 – Approve Minutes from Regular Assembly Meeting

**\* 3. APPROVAL OF MINUTES – 4/28/20 Regular**

**4. PUBLIC COMMENTS** – Where possible, please provide your public comments in writing and send them to [Clerk@haines.ak.us](mailto:Clerk@haines.ak.us) by 5:00 pm May 11. This meeting will be streamed live via KHNS (KHNS.org and use the button on the right side of its page that says “Listen Live to Haines Borough Meetings”) or attend via zoom (details above). Remember, your written comments will likely be more influential since assembly members will have the opportunity to process your comments prior to the meeting.

**5. ASSEMBLY COMMENTS**

**6. MAYOR’S REPORT AND COMMENTS**

**7. PUBLIC HEARINGS** – Where possible, please provide your public hearing comments in writing and send them to [Clerk@haines.ak.us](mailto:Clerk@haines.ak.us) by 5:00 pm May 11. For verbal testimony, public hearing sign-ups will open when this agenda is published. Please contact [Clerk@haines.ak.us](mailto:Clerk@haines.ak.us) to let us know your name and the Ordinance you would like to address. Your name will be called at the appropriate time.

**A. Ordinance 20-04-566 – First 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, 2020 through June 30, 2021.**

**Proposed Motion:** Amend Ordinance 20-04-566 to reflect the Manager’s 5/5/20 Budget.

*Further amendments may be made at this time.*

7. PUBLIC HEARINGS – *Continued*

- B. **Ordinance 20-04-567** – First Hearing  
**An Ordinance Of The Haines Borough, Providing For The Addition Or Amendment Of Specific Line Items To The FY20 Budget (#4).**  
**Proposed Motion:** Substitute Ordinance 20-04-567S in place of Ordinance 20-04-567.
- C. **Ordinance 20-04-568** – First Hearing  
**An Ordinance of the Haines Borough authorizing the Borough Manager to enter into a loan agreement in the amount of up to \$1,329,860 with the Alaska Department of Environmental Conservation for the Small Tracts/Mud Bay/Front AC Pipe Replacement project.**  
*No motion is necessary but amendments may be made at this time.*

8. STAFF/FACILITY REPORTS

- A. Borough Manager - 05/12/20 Report  
B. Director of Public Facilities – Presentation regarding the Public Safety Building  
C. Finance Director Report – FY20 3<sup>rd</sup> Quarter  
D. Tourism Director Update

9. COMMITTEE/COMMISSION/BOARD REPORTS & APPROVED MINUTES-

- A. Chilkat Center Advisory Board – Resolution and Minutes from 4-7-20 meeting  
B. Tourism Advisory Board – Minutes from 3-12-20 meeting  
C. Parks and Recreation Advisory Committee – Minutes of 2-20-20 Meeting

10. UNFINISHED BUSINESS – None

11. NEW BUSINESS

- A. Resolutions [Individual comments are limited to 3 minutes]
1. **Resolution 20-05-863**  
**A Resolution of the Haines Borough Assembly Supporting a State Parks Recreational Trails Program Grant for the Haines Area Trails Access Rehabilitation project.**  
*This Resolution is recommended by DNR Division of Parks and the Parks and Recreation Advisory Board and was drafted pursuant to Assembly direction.*  
**Motion:** Adopt Resolution 20-04-863.
2. **Resolution 20-05-864**  
**A Resolution of the Haines Borough Assembly supporting a Strengthened Relationship with Royal Caribbean Cruise Lines.**  
*This Resolution is recommended by the Mayor, Manager and Tourism Director.*  
**Motion:** Adopt Resolution 20-04-864.
3. **Resolution 20-05-865**  
**A Resolution of the Haines Borough Assembly authorizing the Borough Clerk to execute a construction contract with Glacier Construction Inc., dba Southeast Road Builders for the Small Tracts/Mud Bay Rd AC Pipe Replacement project for an amount not to exceed \$ 1,379,275.50**  
*This Resolution is recommended by the Manager and Director of Public Facilities.*  
**Motion:** Adopt Resolution 20-05-865.

**B. Ordinances for Introduction**

*Note: Five minutes allowed for the assembly to determine if a proposed ordinance has merit and should be advanced to a public hearing.*

**1. Ordinance 20-05-569**

**An Ordinance of the Haines Borough authorizing the Borough Manager to enter into a loan agreement in the amount of up to \$579,867 with the Alaska Department of Environmental Conservation for the Waste Water Influent and Lift Pump Upgrade on Beach Rd and Skyline Dr.**

*This ordinance is being introduced by the Mayor and is recommended by the Borough Manager. **Motion:** Introduce Ordinance 20-05-569 and schedule it for two public hearings 5-26-20 and 6-09-20.*

**C. Other New Business**

**1. Borough Personnel Actions**

- a. Planning and Zoning Tech
- b. Seasonal Parks Laborer
- c. Seasonal Harbor Assistant

**2. CARES Act Program Development**

**3. Fund 23 Discussion**

**12. CORRESPONDENCE**

**A. Public comments as posted.**

**13. SET MEETING DATES**

**14. PUBLIC COMMENTS**

**15. ANNOUNCEMENTS/ASSEMBLY COMMENTS/DIRECTION TO THE MANAGER**

**16. ADJOURNMENT**

  
**Haines Borough**  
**Borough Assembly Meeting #399**  
**April 28, 2020**  
**MINUTES**

Draft

**Haines Borough Zoom Assembly Meeting**

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

**Present:** Mayor **HILL**, Assembly Members Stephanie **SCOTT**, Brenda **JOSEPHSON**, Zephyr **SINCERNY** (on zoom), Jerry **LAPP**, Paul **ROGERS** and Gabe **THOMAS**.

**Staff Present:** Debra **SCHNABEL**/Borough Manager, Alekka **FULLERTON**/Borough Clerk, Eric Stevens/IT, Helen **ALTEN**/Museum Director (on zoom)

**Visitors Present:** Diana **LAPHAM**, Don **TURNER**, Margaret **FRIEDENAUER** (on zoom), Clay **FRICK** (on zoom), Terry **PARDEE**, Shannon **DONAHUE** (on zoom), Tracey **HARMON** (on zoom), Abby **LEATHERMAN** (on zoom), Tom **MORPHET**, Cindy **JONES** (CJ on zoom), Zack **FERRIN** (on zoom)

2. **APPROVAL OF AGENDA & CONSENT AGENDA**

The following Items were on the published consent agenda indicated by an asterisk (\*)  
 3 – Approve Minutes from Regular Assembly Meeting

**Motion:** **JOSEPHSON** moved to “approve the agenda/consent agenda and item 11B4 has an incorrect description – it should be an Emergency Ordinance providing for the Emergency Funding Due to the COVID-19 Pandemic Response,” and the motion carried unanimously.

- \*3. **APPROVAL OF MINUTES** – 04/14/20 Regular

*Note: The motion adopted by approval of the consent agenda: “approve minutes of the 04/14/20 regular borough assembly meeting.”*

4. **PUBLIC COMMENTS:** **FRIEDENAUER, FRICK, DONAHUE, HARMON, LEATHERMAN, PARDEE, TURNER, ALTEN, MORPHET, CJ**
5. **ASSEMBLY COMMENTS:** **SCOTT**
6. **MAYOR’S REPORT AND COMMENTS:**  
 Mayor **HILL** reminded us to complete the census, reminded the assembly about the teleconference with the Alaska Delegation, commented on the Eulachon run and successful social distancing, thanked all Haines residents for their cooperation regarding this crisis and reminded us all to be kind to each other.
7. **PUBLIC HEARINGS**

- A. **Ordinance 20-02-560**

**An Ordinance of the Haines Borough Amending Haines Borough Code Title 18 Chapter 18.20.020 Definition of Notice, Public and Chapter 18.30.020 Public Notice.**

Mayor **HILL** opened and closed the public hearing at 7:10 pm since no member of the public signed up to speak regarding this agenda item.

**Motion:** **LAPP** moved to “Adopt Ordinance 20-02-560,” and the motion carried unanimously in a roll call vote.

- B. **Ordinance 20-03-562**

**An Ordinance of the Haines Borough Amending Haines Borough Code Title 5 to Change the Definition of Commercial Tour; Change the Commercial Tour Permit Fee and Reporting Structure; Amend the way changes are made to the Approved Commercial Ski Areas and various other Amendments to Title 5.**

**7. PUBLIC HEARINGS**

**B. Ordinance 20-03-562 - *Continued***

Mayor **HILL** opened and closed the public hearing at 7:12 pm since no member of the public signed up to speak regarding this agenda item.

**Motion:** **THOMAS** moved to "Adopt Ordinance 20-03-562," and the motion carried unanimously in a roll call vote.

**8. STAFF/FACILITY REPORTS**

**A. Borough Manager**

**1. 4/28/20 Regular Manager's Report**

**2. Manager's Supplemental Report**

**SCHNABEL** summarized her written report and answered questions from the assembly.

**B. Borough Clerk - 2020 Commercial Tour Permits**

**C. Tourism Director Presentation**

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

**A. Museum - Director's Report and Minutes from 3-12-20 Meeting**

**10. UNFINISHED BUSINESS - None.**

**11. NEW BUSINESS**

**A. Resolutions**

**1. Resolution 20-04-860**

**A Resolution of the Haines Borough Assembly authorizing the Borough Manager to apply to the State of Alaska, Department of Environmental Conservation (ADEC) for a loan from the Alaska Drinking Water Fund for the project entitled Phase 3 AC Pipe Replacement 3<sup>rd</sup> Ave.**

No member of the public spoke regarding the agenda item.

**Motion:** **JOSEPHSON** moved to "Adopt Resolution 20-04-860," and the motion carried unanimously in a roll call vote.

**2. Resolution 20-04-861**

**A Resolution of the Haines Borough Assembly approving in response to an application from the Uglies of Haines, Inc., as recommended by the borough assessor, a community purpose property tax exemption for property on Wellfield Road.**

Zack **FERRIN** indicated he was on zoom and was available for questions, if needed.

**Motion:** **ROGERS** moved to "Adopt Resolution 20-04-861" and the motion carried unanimously in a roll call vote.

**3. Resolution 20-04-862**

**A Resolution of the Haines Borough Assembly Supporting a State Parks Recreational Trails Program Grant to Improve and Maintain Fifteen Miles of Haines State Forest Roads**

No member of the public spoke regarding the agenda item.

**Motion:** **JOSEPHSON** moved to "Adopt Resolution 20-04-862," and the motion carried unanimously in a roll call vote.

**Motion:** **JOSEPHSON** moved to "Direct the Clerk to bring a Resolution to the May 12, 2020 meeting supporting the Haines Area Trails Access Rehabilitation project," and the motion carried unanimously.

## B. Ordinances for Introduction

1. **Ordinance 20-04-566**  
**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, 2020 through June 30, 2021.**

**Motion:** JOSEPHSON moved to "Introduce Ordinance 20-04-566 and schedule it for three public hearings 5-12-20, 5-26-20 and 6-09-20," and the motion carried unanimously.

**Motion:** JOSEPHSON moved to "Direct the Manager to provide an amended budget with a 50% reduction of Sales Tax Revenue from the actual FY19 Sales Tax Revenue," and the motion carried unanimously.

2. **Ordinance 20-04-567**  
**An Ordinance Of The Haines Borough, Providing For The Addition Or Amendment Of Specific Line Items To The FY20 Budget (#4).**  
No member of the public spoke regarding the agenda item.

**Motion:** JOSEPHSON moved to "Introduce Ordinance 20-04-567 and schedule it for two public hearings 5-12-20 and 5-26-20," and the motion carried unanimously.

3. **Ordinance 20-04-568**  
**An Ordinance of the Haines Borough authorizing the Borough Manager to enter into a loan agreement in the amount of up to \$1,329,860 with the Alaska Department of Environmental Conservation for the Small Tracts/Mud Bay/Front AC Pipe Replacement project.**

**Motion:** SCOTT moved to "Introduce Ordinance 20-04-568 and schedule it for two public hearings 5-12-20 and 5-26-20," and the motion carried unanimously.

4. **Emergency Ordinance 20-04-569**  
**An Emergency Ordinance of the Haines Borough Pursuant to Haines Borough code 2.12.040, Providing for Emergency Funding Due to the COVID-19 Pandemic Response**  
No member of the public spoke regarding the agenda item.

**Motion:** JOSEPHSON moved to "Adopt Emergency Ordinance 20-04-569," and the motion carried unanimously in a roll call vote.

## C. Other New Business

1. **Review of Resolution 20-03-853 Declaration of Emergency**

**Motion:** JOSEPHSON moved to "Extend Resolution 20-03-853 to continue until May 26, 2020," and the motion carried unanimously in a roll call vote.

2. **Review of Resolution 20-03-854 Traveler Quarantine Order**

**Motion:** SINCERNY moved to "Extend Resolution 20-03-854 to continue until rescinded,"

**Primary Amendment:** THOMAS moved to amend the end date to be May 26, 2020," and the motion carried 5-1 with ROGERS opposed.

**Primary Amendment:** JOSEPHSON moved to amend Resolution 20-03-854 Traveler Quarantine Order to change the wording from requiring the quarantine, to encouraging the quarantine," and the motion carried 4-2 with SINCERNY and SCOTT opposed.

The main motion, as amended, carried 5-1 with SCOTT opposed in a roll call vote.

*\*Clerk's note: The Amended Resolution will be recorded as 20-03-854A.*

3. **Discussion of Mandate 16 and Reopening Haines**

4. **Mayor's Increased Stipend of \$500 During Emergency**

**Motion:** LAPP moved to "Provide a \$500 a month stipend for the Mayor during the COVID-19 emergency retroactive to the beginning of the emergency," and then withdrew the motion.

5. **Hiring Freeze**

**Motion:** LAPP moved to "require the approval of the assembly prior to filling any vacant borough positions effective immediately. This directive shall end December 31, 2020 unless extended by the assembly,"

**Primary Amendment:** JOSEPHSON moved to end the hiring freeze June 30, 2020, and the motion carried 5-1 with SCOTT opposed.

The main motion, as amended, carried 5-1 with SCOTT opposed.

**Motion:** ROGERS moved to "Approve the hiring of the 5<sup>th</sup> Police Officer," and the motion carried unanimously.

6. **FY21 Budget Discussion**

**Motion:** SINCERNY moved to "Direct the Manager to provide information on what property tax mill rate increases it would take to cover the library, the Chilkat Center for the Arts and the Mosquito Lake Community Center," and the motion was later withdrawn when the Manager indicated she will provide the information.

7. **Requests to Assembly:** (Budget Requests may be found on the website at: <https://www.hainesalaska.gov/boroughassembly/financial-request-fy21-budget-consideration>)

a. Chamber of Commerce request for \$3,000

**Motion:** LAPP moved to "provide \$3,000 to the Chamber of Commerce for its COVID-19 work," and the motion carried unanimously.

b. Alaska Avalanche Information Center request for \$20,000

12. **CORRESPONDENCE**

- A. Letter from the Greater Juneau Chamber of Commerce re Juneau Access Road
- B. Letter from Mayor of Skagway opposing Juneau Access Road
- C. Chamber of Commerce Letter
- D. HEDC Letter
- E. Chamber Letter to Dan Sullivan

13. **SET MEETING DATES**

- A. Personnel Committee meeting May 11 at 5:30 pm

14. **PUBLIC COMMENTS: None**

15. **ANNOUNCEMENTS/ASSEMBLY COMMENTS/DIRECTION TO THE MANAGER**  
LAPP, HILL, SCOTT

16. **ADJOURNMENT** – 9:24 pm

ATTEST:

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

\_\_\_\_\_  
Alekk Fullerton, Borough Clerk



Haines Borough  
Assembly Agenda Bill

Agenda Bill No.: 20-1014  
Assembly Meeting Date: 05/12/20

Business Item Description:		Attachments:
Subject: FY21 Haines Borough Operating Budget		1. Ordinance 20-04-566 2. Manager's Updated Budget - 5/5/20
Originator: Borough Manager		
Originating Department: Administration		
Date Submitted: 4/14/20		

**Full Title/Motion:**  
Proposed Motion: Amend Ordinance 20-04-566 to reflect the Manager's 5/5/20 Budget. Further amendments may be made at this time.

**Administrative Recommendation:**

**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 borough manager submitted a proposed budget on 4/01/20 and a Substitute Budget 04/14/20. Per the Charter 9.01(D), the budget must be adopted by 6/15. Attached is the proposed Ordinance. Then 05/05/20, per Assembly request, the Manager updated the budget to reduce sales tax revenue. By motion, the Assembly can amend the Ordinance to reflect the Manager's updated 5/5/20 budget.

The existing FY21 manager's proposed budget is available on the borough website:  
<https://www.hainesalaska.gov/finance/haines-borough-fy21-managers-budget>

**Referral:**

Referred to:	Referral Date:
Recommendation:	Meeting Date:

**Assembly Action:**

Meeting Date(s): 4/28/20, 5/12/20	Public Hearing Date(s): 5/12/20, 5/26/20, 6/09/20
	Postponed to Date:

**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, 2020 THROUGH JUNE 30, 2021.**

BE IT ENACTED BY THE HAINES BOROUGH ASSEMBLY:

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

Section 2. General Provisions. The following FY21 budget document, listing estimated resources and expenditures is hereby adopted and established as the budget for the period of July 1, 2020 through June 30, 2021 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, 2021, 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	\$ 1,637,500
Sales Tax	466,000
Excise Tax	107,000
State Revenue	709,881
Federal Revenue	601,926
Interest Earnings	160,000
User Fees	52,000
License, Permits, & Fees	102,000
Penalty & Interest	50,000
Rents	76,000
TOTAL AREAWIDE REVENUES	\$ 3,962,307

EXPENDITURES

Administration	558,007
Borough Assembly	78,373
Elections	6,310
Finance	438,136
Assessment/Land Management	348,257
Information Technology	120,100
Dispatch	481,334
Public Facilities	306,450
Solid & Hazardous Waste	31,450
Chilkat Center for the Arts	80,000

Haines Borough  
Ordinance No. 20-04-566  
Page 2 of 7

Road Maintenance Service Areas	26,000
Haines Borough School District	1,827,000
Library	466,155
Museum	241,078
Parks	63,525
Swimming Pool	218,602
Transfers	(153,900)
Allocated Expense	<u>(920,202)</u>
TOTAL EXPENDITURES & TRANSFERS	4,216,675
CONTRIBUTION TO (FROM) FUND BALANCE	<u>( \$ 254,368)</u>

**02 TOWNSITE SERVICE AREA**

REVENUES	
Property Tax Revenue	\$ 620,000
Sales Tax	526,000
State Revenue	246,955
Miscellaneous Revenues	<u>12,000</u>
	1,404,955
EXPENDITURES	
Police	742,213
Public Works	518,689
Animal Control	29,654
Transfers	(54,000)
Allocated Expense	<u>465,770</u>
TOTAL EXPENDITURES & TRANSFERS	1,702,326
CONTRIBUTION TO (FROM) FUND BALANCE	<u>\$ (297,371)</u>

**17 LAND DEVELOPMENT & SALES**

REVENUES	<u>\$ 150,000</u>
EXPENDITURES	
Direct Expenditures	102,940
Transfer to Permanent Fund	32,628
Allocated Expense	<u>14,432</u>
TOTAL EXPENDITURES	150,000
CONTRIBUTION TO (FROM) FUND BALANCE	<u>\$ 0</u>

**20 MEDICAL SERVICE AREA**

REVENUES	<u>\$ 194,000</u>
----------	-------------------

EXPENDITURES	
Local Emergency Planning	25,200
Ambulance	288,390
Operating Transfers	( 80,000)
Allocated Expense	<u>19,803</u>
TOTAL EXPENDITURES & TRANSFERS	253,393
CONTRIBUTION TO (FROM) FUND BALANCE	<u>\$ (59,393)</u>

**23 ECONOMIC DEVELOPMENT & TOURISM PROMOTION**

REVENUES	<u>\$ 388,000</u>
EXPENDITURES	
Tourism	380,137
Economic Development	75,300
Allocated Expense	<u>54,622</u>
TOTAL EXPENDITURES & TRANSFERS	510,059
CONTRIBUTION TO (FROM) FUND BALANCE	<u>\$ (122,059)</u>

**25 FIRE SERVICE AREAS**

REVENUES	
Fire District #1	\$ 240,000
Fire District #2	<u>32,260</u>
TOTAL REVENUES	272,260
EXPENDITURES	
Fire District #1 Direct Expense	79,865
Fire District #2 Direct Expense	28,600
Allocated Expense	<u>180,108</u>
TOTAL EXPENDITURES & TRANSFERS	288,573
CONTRIBUTION TO (FROM) FUND BALANCE	<u>\$ (16,313)</u>

**34 COMMERCIAL PASSENGER VESSEL TAX**

REVENUES	<u>\$ 35,000</u>
EXPENDITURES	
Operating Transfers	<u>120,000</u>
TOTAL EXPENDITURES & TRANSFERS	<u>120,000</u>

CONTRIBUTION TO (FROM) FUND BALANCE \$ (85,000)

**35 VEHICLE IMPOUNDMENT FUND**

REVENUES \$ 29,500

EXPENDITURES

Direct Expenditures 19,150

CONTRIBUTION TO (FROM) FUND BALANCE \$ 10,350

**50 CAPITAL IMPROVEMENT PROJECTS**

REVENUES \$ 582,000

EXPENDITURES

Direct Expenditures 286,100

Operating Transfers 249,400

Allocated Expense 47,313

TOTAL EXPENDITURES & TRANSFERS 582,813

CONTRIBUTION TO (FROM) FUND BALANCE \$ (813)

**61 EQUIPMENT SINKING FUND**

TRANSFERS 17,000

CONTRIBUTION TO (FROM) FUND BALANCE \$ (17,000)

**75 LIBRARY BOND FUND**

REVENUES \$ 14,000

EXPENDITURES 14,148

CONTRIBUTION TO (FROM) FUND BALANCE \$ (148)

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

REVENUES \$ 1,170,342

EXPENDITURES

Direct Expenditures 1,280,426

Transfers (100,000)

TOTAL EXPENDITURES	<u>1,180,426</u>
CONTRIBUTION TO (FROM) FUND BALANCE	<u><u>\$ (10,084)</u></u>
<b>90 WATER REVENUE FUND</b>	
REVENUES	
Operating Revenues	\$ 450,200
Capital Project Revenues	<u>1,330,000</u>
	1,780,200
EXPENDITURES	
Direct Expenditures	538,945
Allocated Expense	(24,360)
Depreciation Expense	285,000
Capital Expenditures	1,405,000
Transfers	<u>(118,500)</u>
TOTAL EXPENDITURES	2,086,085
CONTRIBUTION TO (FROM) FUND BALANCE	<u><u>\$ (305,885)</u></u>
<b>91 SEWER REVENUE FUND (WASTEWATER TREATMENT)</b>	
REVENUES	
Operating Revenues	\$ 541,500
Capital Project Revenues	<u>579,000</u>
	1,120,500
EXPENDITURES	
Direct Operating Expenditures	515,002
Allocated Expense	91,502
Depreciation Expense	318,000
Capital Expenditures	630,000
Transfers	<u>(112,000)</u>
TOTAL EXPENDITURES	1,442,504
CONTRIBUTION TO (FROM) FUND BALANCE	<u><u>\$ (322,004)</u></u>
<b>92 BOAT HARBOR FUND</b>	
REVENUES	
Operating Revenues	\$ 520,500
Capital Project Revenues	<u>5,300,000</u>
	5,820,500
EXPENDITURES	
Direct Operating Expenditures	<u>618,140</u>

Haines Borough  
Ordinance No. 20-04-566  
Page 6 of 7

Capital Expenditures	5,300,000
Allocated Expense	(121,305)
Depreciation Expense	<u>760,000</u>
TOTAL EXPENDITURES	6,556,835
CONTRIBUTION TO (FROM) FUND BALANCE	<u>\$ (736,335)</u>
<b>93 LUTAK DOCK FUND</b>	
REVENUES	<u>\$ 350,000</u>
EXPENDITURES	
Direct Expenditures	96,960
Capital Expenditures	225,000
Allocated Expense	94,103
Depreciation Expense	<u>99,400</u>
TOTAL EXPENDITURES	515,463
CONTRIBUTION TO (FROM) FUND BALANCE	<u>\$ (165,463)</u>
<b>94 PORT CHILKOOT DOCK FUND</b>	
REVENUES	<u>\$ 83,600</u>
EXPENDITURES	
Direct Expenditures	37,892
Capital Expenditures	75,000
Allocated Expense	98,214
Transfers	(75,000)
Depreciation Expense	<u>327,500</u>
TOTAL EXPENDITURES	463,606
CONTRIBUTION TO (FROM) FUND BALANCE	<u>\$ (380,006)</u>
<b>97 PERMANENT FUND</b>	
REVENUES	<u>\$ 358,000</u>
EXPENDITURES	
Direct Expenditures	24,250
Operating Transfers	<u>274,372</u>
TOTAL EXPENDITURES & TRANSFERS	298,622
CONTRIBUTION TO (FROM) FUND BALANCE	<u>\$ 59,378</u>

Haines Borough  
Ordinance No. 20-04-566  
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, 2020, based upon the proposed Year FY21 beginning July 1, 2020.

	<u>Borough Areawide</u>	<u>Fire Service Area</u>	<u>Road / Other Service Area</u>	<u>Debt Service Mills</u>	<u>FY21 Total Levy</u>
Townsite	4.80	0.91	3.00	2.20	10.91
Fire District #1 (outside Townsite)	4.80	0.91	-	2.20	7.91
Fire District #3	4.80	0.92	-	2.20	7.92
Dalton Trail RMSA	4.80	0.92	0.39	2.20	8.31
Dalton Trail RMSA (no fire service)	4.80	-	0.39	2.20	7.39
Dalton Trail & Eagle Vista RMSA	4.80	0.92	2.29	2.20	10.21
Dalton Trail & Chilkat Lake RMSA	4.80	-	0.63	2.20	7.63
Riverview RMSA	4.80	0.92	-	2.20	7.92
Letnikof RMSA	4.80	0.91	1.33	2.20	9.24
Borough	4.80	-	-	2.20	7.00

Section 5. Effective Date. This ordinance becomes effective July 1, 2020.

ADOPTED BY A DULY CONSTITUTED QUORUM OF THE HAINES BOROUGH ASSEMBLY THIS \_\_\_th DAY OF JUNE, 2020

ATTEST:

\_\_\_\_\_  
Jan Hill, Mayor

\_\_\_\_\_  
Alekka Fullerton, Borough Clerk

Date Introduced: 04/\_\_\_/20  
Date of First Public Hearing: 05/\_\_\_/20  
Date of Second Public Hearing: 05/\_\_\_/20  
Date of Third Public Hearing: 06/\_\_\_/20- Adopted

HAINES BOROUGH  
FY21 BUDGET



**DRAFT**

01 AREAWIDE GENERAL FUND

REVENUE

	FY18 ACTUAL	FY19 ACTUAL	FY20 BUDGET	FY21 PROPOSED	Change
<b>AREA WIDE REVENUE</b>					
01-01-09-4011 Property Tax Revenue	\$ 1,840,270	\$ 1,739,559	\$ 1,456,000	\$ 1,550,000	\$ 94,000
01-01-09-4130 Sales Tax	581,666	645,613	628,000	323,000	(305,000)
01-01-09-4132 Sales Tax Lodging	123,343	129,172	130,000	65,000	(65,000)
01-01-09-4133 Tobacco Excise Tax	14,423	92,746	90,000	92,000	2,000
01-01-09-4134 Marijuana Excise Tax	-	-	-	15,000	15,000
01-01-09-4210 Business Licenses & Tour Permits	26,538	21,608	41,000	41,000	-
01-01-09-4226 Burial Permits	2,100	3,600	2,100	2,500	400
01-01-09-4366 e911 Surcharge	39,554	42,914	39,500	40,000	500
01-01-09-4250 Miscellaneous Fines & Fees	20,213	8,023	13,500	12,000	(1,500)
01-01-09-4341 State Revenue - Other	84,186	158,893	168,000	160,000	(8,000)
01-01-09-4350 State Revenue - Beverage	8,350	16,000	8,100	8,000	(100)
01-01-09-4353 State Revenue - Community Assistance	436,095	422,288	409,017	375,381	(33,636)
01-01-09-4363 State Revenue - Fisheries Business Tax	128,174	352,884	226,890	158,500	(68,390)
01-01-09-4364 State Revenue - Shared Fisheries	3,481	2,058	-	1,000	1,000
01-01-09-4532 Federal Revenue - P.I.L.T.	353,000	426,976	372,862	372,000	(862)
01-01-09-4534 Federal Revenue -SRS/Timber Receipts	404,652	277,344	-	229,926	229,926
01-01-09-4600 Miscellaneous Revenue	5,247	(340)	10,000	-	(10,000)
01-01-09-4610 Interest Earnings	54,386	295,278	210,000	160,000	(50,000)
01-01-09-4614 Penalty & Interest - Property Tax	7,485	45,405	20,000	30,000	10,000
01-01-09-4617 Penalty & Interest - Sales Tax	24,353	41,833	25,000	20,000	(5,000)
01-01-09-4620 Rent	56,787	57,923	55,000	56,000	1,000
01-01-17-4221 Building Permits	6,475	9,150	8,000	6,500	(1,500)
<i>Chilkat Center for the Arts</i>					
01-08-00-4620 Rental Income	24,165	22,738	25,000	20,000	(5,000)
<i>Road Maintenance Service Areas</i>					
01-09-49-4025 Property Tax - Letnikof RMSA	9,837	9,729	9,800	12,000	2,200
01-09-52-4031 Property Tax - Riverview RMSA	1,460	-	-	-	-
01-09-54-4025 Property Tax - Historic Dalton Trail	7,813	6,027	5,000	5,000	-
01-09-55-4025 Property Tax - Eagle Vista RMSA	6,523	4,551	4,000	4,000	-
01-09-56-4025 Property Tax - Chilkat Lake RMSA	-	1,473	1,500	1,500	-
<i>Library</i>					
01-14-00-4341 State Revenue - Library	7,680	7,680	7,000	7,000	-
01-14-00-4250 User Fees - Library	13,687	14,105	17,000	17,000	-
<i>Community Youth Development</i>					
01-16-10-4250 User Fees - CYD	5,478	4,928	6,000	-	(6,000)
<i>Municipal Swimming Pool</i>					
01-16-15-4257 Swimming Pool Revenue	43,072	30,407	26,000	35,000	9,000
<b>TOTAL AREAWIDE REVENUES</b>	<b>\$ 4,340,492</b>	<b>\$ 4,898,430</b>	<b>\$ 4,014,269</b>	<b>\$ 3,819,307</b>	<b>(194,962)</b>

EXPENDITURES

ADMINISTRATION

01-01-10-6110 Salaries and wages	\$ 273,895	\$ 223,691	\$ 227,531	\$ 225,420	(2,111)
01-01-10-6115 Payroll Burden	79,357	59,402	69,322	68,330	(992)
01-01-10-6140 Health Insurance	60,808	49,869	52,632	55,512	2,880
01-01-10-6116 PERS "On Behalf" Pd by State	84,186	157,809	168,000	160,000	(8,000)
01-01-10-7211 Supplies & Postage	5,031	3,936	4,000	3,750	(250)
01-01-10-7230 Material & Equipment	516	492	650	650	-
01-01-10-7241 Computers & Peripherals	180	3,392	2,300	3,100	800
01-01-10-7312 Professional & Contractual	52,759	63,133	70,000	68,500	(1,500)
01-01-10-7325 Dues, Subscriptions & Fees	3,908	4,674	4,900	4,600	(300)
01-01-10-7332 Discretionary Expense	703	363	500	500	-
01-01-10-7334 Travel & Per Diem	8,151	4,262	4,500	-	(4,500)
01-01-10-7335 Training	2,626	2,441	1,525	1,975	450

		<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>	<b>Change</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>PROPOSED</b>	
01-01-10-7340	Advertising	183	388	350	<b>350</b>	-
01-01-10-7351	Banking & Insurance	5,787	5,561	7,375	<b>8,200</b>	825
01-01-10-7355	Vehicle Expense	693	1,278	550	<b>700</b>	150
01-01-10-7360	Utilities	10,346	9,465	9,300	<b>9,020</b>	(280)
01-01-10-7900	Work Orders - Administration	(36,319)	(44,404)	(36,000)	<b>(23,000)</b>	13,000
01-01-10-7901	Work Orders - Public Works	444	527	350	<b>400</b>	50
		<b>553,254</b>	<b>546,278</b>	<b>587,785</b>	<b>588,007</b>	222
<b>BOROUGH ASSEMBLY</b>						
01-01-11-6110	Salaries and wages	30,842	\$ 23,975	\$ 28,150	<b>25,900</b>	(2,250)
01-01-11-6115	Payroll Burden	5,390	3,654	4,552	<b>3,598</b>	(954)
01-01-11-7211	Supplies & Postage	1,631	1,698	1,950	<b>1,500</b>	(450)
01-01-11-7230	Material & Equipment	24	-	-	<b>-</b>	-
01-01-11-7241	Computers and Peripherals	2,457	1,820	1,620	<b>2,445</b>	825
01-01-11-7312	Professional & Contractual	11,479	11,184	10,610	<b>7,030</b>	(3,580)
01-01-11-7325	Dues, Subscriptions & Fees	200	50	200	<b>100</b>	(100)
01-01-11-7332	Discretionary Expense	864	1,193	1,000	<b>1,000</b>	-
01-01-11-7334	Travel & Per Diem	8,711	7,420	7,500	<b>4,500</b>	(3,000)
01-01-11-7335	Training	2,793	1,260	5,100	<b>3,650</b>	(1,450)
01-01-11-7340	Advertising	2,816	1,802	2,500	<b>1,250</b>	(1,250)
01-01-11-7351	Banking & Insurance	769	934	1,220	<b>1,400</b>	180
01-01-11-7360	Utilities	6,398	7,159	6,200	<b>6,000</b>	(200)
01-01-11-7710	Appropriations from the Assembly	49,300	40,800	28,400	<b>-</b>	(28,400)
		<b>123,673</b>	<b>102,950</b>	<b>99,002</b>	<b>58,373</b>	(40,629)
<b>ELECTIONS</b>						
01-01-14-6110	Salaries and wages	2,844	\$ 2,539	\$ 2,351	<b>1,803</b>	(548)
01-01-14-6115	Payroll Burden	13	9	9	<b>7</b>	(2)
01-01-14-7211	Supplies & Postage	3,573	2,199	1,825	<b>2,000</b>	175
01-01-14-7312	Professional & Contractual	1,678	840	950	<b>1,500</b>	550
01-01-14-7334	Travel & Per Diem	-	-	100	<b>-</b>	(100)
01-01-14-7340	Advertising	1,124	848	800	<b>800</b>	-
01-01-14-7375	Rent	400	200	200	<b>200</b>	-
		<b>9,630</b>	<b>6,635</b>	<b>6,235</b>	<b>6,310</b>	75
<b>FINANCE</b>						
01-01-15-6110	Salaries and wages	204,452	\$ 217,109	\$ 231,243	<b>210,852</b>	(20,391)
01-01-15-6115	Payroll Burden	62,325	58,079	68,792	<b>64,798</b>	(3,994)
01-01-15-6140	Health Insurance	66,432	66,405	70,176	<b>74,016</b>	3,840
01-01-15-7211	Supplies & Postage	6,045	6,262	6,900	<b>6,400</b>	(500)
01-01-15-7230	Material & Equipment	196	968	200	<b>200</b>	-
01-01-15-7241	Computers & Peripherals	18,961	18,846	19,300	<b>17,920</b>	(1,380)
01-01-15-7312	Professional & Contractual	59,503	49,750	52,300	<b>46,800</b>	(5,500)
01-01-15-7325	Dues, Subscriptions & Fees	120	158	225	<b>225</b>	-
01-01-15-7332	Discretionary Expense	106	202	250	<b>250</b>	-
01-01-15-7334	Travel & Per Diem	-	1,787	1,150	<b>-</b>	(1,150)
01-01-15-7335	Training	-	604	600	<b>500</b>	(100)
01-01-15-7340	Advertising	799	1,132	1,100	<b>1,150</b>	50
01-01-15-7351	Banking & Insurance	4,502	5,348	8,545	<b>9,400</b>	855
01-01-15-7360	Utilities	5,661	4,809	5,800	<b>5,625</b>	(175)
		<b>429,101</b>	<b>431,460</b>	<b>466,581</b>	<b>438,136</b>	(28,445)
<b>LANDS, ASSESSMENT &amp; PLANNING</b>						
01-01-17-6110	Salaries and wages	158,440	\$ 198,304	\$ 211,104	<b>166,442</b>	(44,662)
01-01-17-6115	Payroll Burden	46,748	51,421	63,943	<b>50,076</b>	(13,867)
01-01-17-6140	Health Insurance	49,752	60,914	70,176	<b>58,596</b>	(11,580)
01-01-17-7211	Supplies & Postage	3,935	4,569	4,000	<b>4,000</b>	-
01-01-17-7230	Material & Equipment	-	-	-	<b>150</b>	150
01-01-17-7241	Computers & Peripherals	12,262	9,685	13,823	<b>14,353</b>	530
01-01-17-7312	Professional & Contractual	16,380	5,699	17,350	<b>5,350</b>	(12,000)
01-01-17-7325	Dues, Subscriptions & Fees	190	215	250	<b>450</b>	200
01-01-17-7334	Travel & Per Diem	2,921	5,822	4,800	<b>-</b>	(4,800)
01-01-17-7335	Training	1,093	3,217	500	<b>1,210</b>	710
01-01-17-7340	Advertising	3,378	2,101	6,000	<b>3,000</b>	(3,000)
01-01-17-7351	Banking & Insurance	818	1,959	2,715	<b>3,000</b>	285
01-01-17-7355	Vehicle Expense	665	235	700	<b>700</b>	-
01-01-17-7360	Utilities	5,021	5,433	6,400	<b>6,220</b>	(180)
		<b>301,602</b>	<b>349,573</b>	<b>401,761</b>	<b>313,547</b>	(88,214)

		<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>	<b>Change</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>PROPOSED</b>	
<b>INFORMATION TECHNOLOGY</b>						
01-01-20-6110	Salaries and wages	468	-	-	-	-
01-01-20-6115	Payroll Burden	145	-	-	-	-
01-01-20-6140	Health Insurance	208	-	-	-	-
01-01-20-7211	Supplies & Postage	236	171	250	<b>200</b>	(50)
01-01-20-7230	Material & Equipment	5	-	-	-	-
01-01-20-7241	Computers & Peripherals	10,161	16,961	14,350	<b>22,350</b>	8,000
01-01-20-7312	Professional & Contractual	67,468	75,087	95,000	<b>95,000</b>	-
01-01-20-7351	Banking & Insurance	223	358	755	<b>900</b>	145
01-01-20-7360	Utilities	1,417	1,324	1,700	<b>1,650</b>	(50)
		<u>80,331</u>	<u>93,901</u>	<u>112,055</u>	<u><b>120,100</b></u>	8,045
<b>DISPATCH</b>						
01-02-50-6110	Salaries and wages	241,801	248,651	263,309	<b>238,318</b>	(24,991)
01-02-50-6115	Payroll Burden	74,000	66,738	80,499	<b>73,482</b>	(7,017)
01-02-50-6140	Health Insurance	82,920	82,920	87,720	<b>92,520</b>	4,800
01-02-50-7211	Supplies & Postage	2,857	1,257	2,700	<b>2,700</b>	-
01-02-50-7230	Material & Equipment	2,319	4,635	2,500	<b>2,500</b>	-
01-02-50-7241	Computers & Peripherals	1,091	2,585	500	<b>1,500</b>	1,000
01-02-50-7312	Professional & Contractual	420	1,258	15,900	<b>29,200</b>	13,300
01-02-50-7325	Dues, Subscriptions & Fees	40	19	650	<b>650</b>	-
01-02-50-7334	Travel & Per Diem	249	1,502	4,100	-	(4,100)
01-02-50-7335	Training	1,056	2,196	2,400	<b>2,400</b>	-
01-02-50-7340	Advertising	40	-	200	<b>200</b>	-
01-02-50-7351	Banking & Insurance	1,190	1,842	3,165	<b>3,500</b>	335
01-02-50-7360	Utilities	5,867	6,679	4,200	<b>7,320</b>	3,120
01-02-50-7908	Work Orders - Facilities	116	-	500	<b>250</b>	(250)
		<u>413,966</u>	<u>420,282</u>	<u>468,343</u>	<u><b>454,540</b></u>	(13,803)
<b>PUBLIC FACILITIES</b>						
01-04-20-6110	Salaries and wages	\$ 224,731	\$ 218,515	\$ 216,466	<b>192,390</b>	(24,076)
01-04-20-6115	Payroll Burden	74,820	64,060	72,161	<b>65,048</b>	(7,113)
01-04-20-6140	Health Insurance	56,107	51,104	52,632	<b>55,512</b>	2,880
01-04-20-7211	Supplies & Postage	539	1,648	1,200	<b>1,200</b>	-
01-04-20-7230	Material & Equipment	18,292	13,239	18,000	<b>19,000</b>	1,000
01-04-20-7241	Computers and Peripherals	2,813	1,382	1,200	<b>2,750</b>	1,550
01-04-20-7312	Professional & Contractual	9,888	12,137	28,650	<b>31,150</b>	2,500
01-04-20-7334	Travel & Per Diem	10	1,902	3,000	-	(3,000)
01-04-20-7340	Advertising	38	40	100	<b>500</b>	400
01-04-20-7351	Banking & Insurance	9,827	10,114	12,145	<b>10,400</b>	(1,745)
01-04-20-7355	Vehicle Expense	5,892	3,311	3,500	<b>3,500</b>	-
01-04-20-7360	Utilities	39,073	54,281	44,300	<b>25,150</b>	(19,150)
01-04-20-7371	Building Maintenance	20,915	48,118	38,000	<b>33,000</b>	(5,000)
01-04-20-7901	Work Orders - Public Works	494	144	1,000	<b>500</b>	(500)
01-04-20-7908	Work Orders - Facilities	(177,853)	(185,492)	(166,900)	<b>(133,650)</b>	33,250
		<u>285,587</u>	<u>294,653</u>	<u>325,454</u>	<u><b>306,450</b></u>	(19,004)
<div style="border: 1px solid black; padding: 5px; background-color: #ffffcc;">           Includes \$29,120 of Senior Center expense:            Maintenance \$12,000            Utilities 13,000            Insurance 2,420            Management Fee 1,700            Total \$29,120         </div>						
<b>SOLID &amp; HAZARDOUS WASTE</b>						
01-05-00-7230	Material & Equipment	\$ 269	\$ 4,103	\$ 500	<b>500</b>	-
01-05-00-7312	Professional & Contractual	25,444	25,510	25,000	<b>25,000</b>	-
01-05-00-7340	Advertising	143	98	150	<b>150</b>	-
01-05-00-7710	Appropriations from the Assemb	5,000	-	-	-	-
01-05-00-7901	Work Orders - Public Works	3,888	4,816	5,000	<b>5,000</b>	-
01-05-00-7908	Work Orders - Facilities	876	-	800	<b>800</b>	-
		<u>35,620</u>	<u>34,526</u>	<u>31,450</u>	<u><b>31,450</b></u>	-

		<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>	<b>Change</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>PROPOSED</b>	
<b>CHILKAT CENTER FOR THE ARTS</b>						
01-08-00-7211	Supplies & Postage	\$ 1,152	\$ 1,463	\$ 1,200	<b>1,000</b>	(200)
01-08-00-7230	Material & Equipment	361	2,193	1,000	<b>1,000</b>	-
01-08-00-7312	Professional & Contractual	15,567	21,128	15,000	<b>15,000</b>	-
01-08-00-7340	Advertising	-	7	-	-	-
01-08-00-7351	Banking & Insurance	8,947	9,475	12,200	<b>13,500</b>	1,300
01-08-00-7360	Utilities	43,851	44,823	43,500	<b>45,000</b>	1,500
01-08-00-7371	Building Maintenance & Repairs	14,830	11,787	2,500	<b>2,500</b>	-
01-08-00-7901	Work Orders - Public Works	279	-	2,500	-	(2,500)
01-08-00-7908	Work Orders - Facilities	5,065	23,196	5,000	<b>2,000</b>	(3,000)
		<u>90,054</u>	<u>114,073</u>	<u>82,900</u>	<u><b>80,000</b></u>	<u>(2,900)</u>
<b>ROAD MAINTENANCE SERVICE AREAS</b>						
01-09-49-7312	Professional Service - Letnikof	\$ 4,200	\$ 4,311	\$ 4,800	<b>8,500</b>	3,700
01-09-49-7901	Work Orders (PW) - Letnikof	1,203	3,592	5,000	<b>3,500</b>	(1,500)
01-09-54-7312	Professional Service - Dalton Trail	2,850	2,200	3,000	<b>3,000</b>	-
01-09-54-7901	Work Orders (PW) - HDT	1,235	5,483	2,000	<b>2,000</b>	-
01-09-55-7312	Professional Service - Eagle Vista	1,068	1,719	4,000	<b>4,000</b>	-
01-09-55-7901	Work Orders (PW) - Letnikof	-	1,827	-	<b>3,500</b>	3,500
01-09-56-7312	Professional Service - Chilkat Lake	2,023	23	1,000	<b>1,000</b>	-
01-09-56-7901	Work Orders (PW) - Chilkat Lake	1,235	2,890	500	<b>500</b>	-
		<u>13,812</u>	<u>22,045</u>	<u>20,300</u>	<u><b>26,000</b></u>	<u>5,700</u>
<b>HAINES BOROUGH SCHOOL DISTRICT</b>						
01-12-00-7601	School District - Instructional	\$ 1,560,000	\$ 1,605,000	\$ 1,605,000	<b>1,605,000</b>	-
01-12-00-7602	School District - Activities	210,000	210,000	210,000	<b>220,000</b>	10,000
01-12-00-7908	Work Orders - Facilities	1,299	4,927	2,000	<b>2,000</b>	-
		<u>1,771,299</u>	<u>1,819,927</u>	<u>1,817,000</u>	<u><b>1,827,000</b></u>	<u>10,000</u>
<b>LIBRARY</b>						
01-14-00-6110	Salaries and wages	\$ 241,580	\$ 258,487	\$ 279,525	<b>251,808</b>	(27,717)
01-14-00-6115	Payroll Burden	64,760	64,222	78,503	<b>73,274</b>	(5,229)
01-14-00-6140	Health Insurance	35,724	32,576	35,088	<b>37,008</b>	1,920
01-14-00-7210	Lending Materials	9,999	5,513	6,600	-	(6,600)
01-14-00-7211	Supplies & Postage	10,083	7,447	7,100	<b>4,800</b>	(2,300)
01-14-00-7230	Material & Equipment	6,140	388	1,500	<b>1,500</b>	-
01-14-00-7241	Computers & Peripherals	12,681	8,094	2,000	<b>2,000</b>	-
01-14-00-7305	Replacement Materials	397	-	500	-	(500)
01-14-00-7312	Professional & Contractual	5,571	5,703	4,650	<b>4,650</b>	-
01-14-00-7325	Dues, Subscriptions & Fees	351	220	375	<b>400</b>	25
01-14-00-7334	Travel & Per Diem	222	279	800	-	(800)
01-14-00-7335	Training	237	248	500	-	(500)
01-14-00-7340	Advertising	539	167	150	<b>150</b>	-
01-14-00-7351	Banking & Insurance	6,609	7,410	9,780	<b>10,800</b>	1,020
01-14-00-7360	Utilities	35,863	36,433	37,600	<b>36,500</b>	(1,100)
01-14-00-7371	Building Maintenance	6,273	2,495	2,500	<b>2,500</b>	-
01-14-00-7908	Work Orders - Facilities	2,388	8,746	6,000	<b>6,000</b>	-
		<u>439,417</u>	<u>438,428</u>	<u>473,171</u>	<u><b>431,390</b></u>	<u>(41,781)</u>
<b>LIBRARY - IMLS BASIC GRANT</b>						
01-14-02-4589	FEDERAL GRANT REVENUE	\$ (7,000)	\$ (10,000)	\$ (7,000)	<b>(10,000)</b>	(3,000)
01-14-02-7210	Lending Materials	1,753	4,750	3,150	<b>1,000</b>	(2,150)
01-14-02-7211	Supplies & Postage	1,482	-	300	-	(300)
01-14-02-7241	Computers & Peripherals	1,934	-	-	-	-
01-14-02-7312	Professional & Contractual	-	2,250	2,250	<b>8,700</b>	6,450
01-14-02-7334	Travel & Per Diem	1,000	2,400	1,000	-	(1,000)
01-14-02-7392	Project Expenditures	831	13	300	<b>300</b>	-
		<u>-</u>	<u>(0)</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>LIBRARY GRANT - PLA</b>						
01-14-05-4341	State Revenue - Library	\$ (7,000)	\$ (7,000)	\$ (6,500)	<b>(7,000)</b>	(500)
01-14-05-7210	Lending Materials	4,887	5,650	5,650	<b>2,800</b>	(2,850)
01-14-05-7211	Supplies & Postage	487	1,000	500	<b>500</b>	-
01-14-05-7241	Computers & Peripherals	767	-	-	<b>3,400</b>	3,400
01-14-05-7334	Travel & Per Diem	859	350	350	<b>300</b>	(50)
		<u>0</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

		<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>	<b>Change</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>PROPOSED</b>	
<b>FRIENDS OF THE LIBRARY GRANT</b>						
01-14-06-4604	Donations - Library	\$ (18,613)	\$ (12,480)	\$ (13,474)	\$ (30,780)	(17,306)
01-14-06-6110	Salaries and wages	7,016	173	2,917	2,279	(638)
01-14-06-6115	Payroll Burden	604	13	262	204	(58)
01-14-06-7210	Lending Materials	14	554	1,000	9,800	8,800
01-14-06-7312	Professional & Contractual	-	-	1,575	5,000	3,425
01-14-06-7334	Travel & Per Diem	1,913	116	995	1,000	5
01-14-06-7335	Training	-	-	225	500	275
01-14-06-7360	Utilities	-	-	-	6,000	6,000
01-14-06-7392	Project Expenditures	9,066	11,624	6,500	6,000	(500)
		-	-	-	3	3
<b>MUSEUM GENERAL</b>						
01-15-00-6110	Salaries and wages	\$ 128,728	\$ 140,979	\$ 144,558	104,992	(39,566)
01-15-00-6115	Payroll Burden	35,364	34,988	41,769	31,368	(10,401)
01-15-00-6140	Health Insurance	23,494	33,168	35,088	37,008	1,920
01-15-00-7351	Banking & Insurance	6,626	7,612	9,170	10,100	930
01-15-00-7371	Building Maintenance & Repairs	6,477	3,360	4,000	4,000	-
01-15-00-7654	Component Unit Reimbursements	11,296	(2,246)	-	8,640	8,640
01-15-00-7901	Work Orders - Public Works	80	-	100	100	-
01-15-00-7908	Work Orders - Facilities	3,742	7,529	6,000	4,000	(2,000)
		215,807	225,389	240,685	200,208	(40,477)
<b>MUSEUM &amp; MUSEUM GRANT FUNDED</b>						
01-15-08-6110	Salaries and wages	7,788	\$ 16,045	\$ 24,004	-	(24,004)
01-15-08-6115	Payroll Burden	696	712	7,428	-	(7,428)
01-15-08-7654	Component Unit Reimbursements	(8,484)	(16,757)	(31,432)	-	31,432
		-	-	-	-	-
<b>PARKS</b>						
01-16-05-6110	Salaries and wages	\$ 10,043	\$ 9,779	\$ 15,576	15,631	55
01-16-05-6115	Payroll Burden	3,568	2,665	5,484	5,504	20
01-16-05-7211	Supplies & Postage	1,881	1,571	1,500	1,500	-
01-16-05-7230	Material & Equipment	4,042	5,841	6,500	6,500	-
01-16-05-7312	Professional & Contractual	3,755	16,455	11,400	11,400	-
01-16-05-7340	Advertising	70	118	90	90	-
01-16-05-7351	Banking & Insurance	960	1,142	1,200	1,400	200
01-16-05-7355	Vehicle Expense	1,627	1,950	2,000	2,000	-
01-16-05-7360	Utilities	8,062	6,604	7,000	7,000	-
01-16-05-7371	Maintenance & Repairs	312	2,144	1,500	1,500	-
01-16-05-7901	Work Orders - Public Works	9,062	8,699	6,000	5,000	(1,000)
01-16-05-7902	Work Orders - Parks	(2,457)	-	-	-	-
01-16-05-7908	Work Orders - Public Facilities	3,405	9,686	6,000	6,000	-
		44,330	66,653	64,250	63,525	(725)
<b>COMMUNITY YOUTH DEVELOPMENT</b>						
01-16-10-6110	Salaries and wages	\$ 12,125	\$ 10,585	\$ 11,512	-	(11,512)
01-16-10-6115	Payroll Burden	3,746	1,607	3,562	-	(3,562)
01-16-10-7211	Supplies & Postage	10	62	120	-	(120)
01-16-10-7230	Material & Equipment	1,387	2,601	3,000	-	(3,000)
01-16-10-7241	Computers & Peripherals	-	29	100	-	(100)
01-16-10-7312	Professional & Contractual Se	80	40	-	-	-
01-16-10-7334	Travel & Per Diem	13,088	14,856	16,000	-	(16,000)
01-16-10-7340	Advertising	1,472	964	650	-	(650)
01-16-10-7351	Banking & Insurance	899	955	2,000	-	(2,000)
01-16-10-7355	Vehicle Expense	562	166	1,000	-	(1,000)
01-16-10-7360	Utilities	1,470	1,831	2,390	-	(2,390)
01-16-10-7392	Program/Project Expenditures	3,241	1,212	2,000	-	(2,000)
01-16-10-7901	Work Orders - Public Works	47	-	100	-	(100)
		38,126	34,907	42,434	-	(42,434)
<b>MUNICIPAL SWIMMING POOL</b>						
FY21 - 9 months of operation Sep-May						
01-16-15-6110	Salaries and wages	\$ 101,106	\$ 90,021	\$ 80,415	93,936	13,521
01-16-15-6115	Payroll Burden	30,290	24,931	25,709	31,248	5,539
01-16-15-6140	Health Insurance	16,584	16,584	8,772	13,878	5,106
01-16-15-7211	Supplies & Postage	2,536	773	2,000	1,650	(350)
01-16-15-7230	Material & Equipment	3,401	3,387	3,300	1,865	(1,435)
01-16-15-7241	Computers & Peripherals	22	-	400	400	-

		FY18 ACTUAL	FY19 ACTUAL	FY20 BUDGET	FY21 PROPOSED	Change
<i>(swimming pool continued)</i>						
01-16-15-7312	Professional & Contractual	1,302	1,270	1,950	1,465	(485)
01-16-15-7334	Travel & Per Diem	1,429	2,114	1,500	-	(1,500)
01-16-15-7335	Training	1,089	2,299	885	2,560	1,675
01-16-15-7340	Advertising	129	285	300	300	-
01-16-15-7351	Banking & Insurance	5,187	5,676	7,740	8,600	860
01-16-15-7360	Utilities	48,739	45,327	52,900	47,700	(5,200)
01-16-15-7371	Building Maintenance & Repairs	5,000	9,057	10,000	5,000	(5,000)
01-16-15-7908	Work Orders - Facilities	8,848	30,160	12,000	10,000	(2,000)
		<u>225,662</u>	<u>231,882</u>	<u>207,871</u>	<u>218,602</u>	10,731
<b>TOTAL AREAWIDE EXPENSES</b>		<u>5,071,272</u>	<u>5,233,562</u>	<u>5,447,277</u>	<u>5,163,638</u>	(283,639)
<b>TOTAL REVENUE OVER (UNDER) EXPENDITURES</b>		<u>(730,780)</u>	<u>(335,133)</u>	<u>(1,433,008)</u>	<u>(1,344,331)</u>	88,677
<b>TRANSFERS</b>						
	Transfer e911 surcharge to equipment sinking fund		\$19,100			
	Transfer to Medical Service Area Fund		\$88,000			
	Transfer to Townsite for Police Response outside TSA		\$54,000			
01-98-00-8200	Operating Transfers - OUT fr General	62,571	\$ 540,051	\$ 210,230	161,100	(49,130)
01-98-97-8264	Operating Transfers - In fr Permanent	(303,000)	(304,000)	(304,000)	(307,000)	(3,000)
		<u>(240,429)</u>	<u>236,051</u>	<u>(93,770)</u>	<u>(145,900)</u>	(52,130)
<b>ALLOCATED EXPENSE</b>						
01-99-00-8101	Allocations - Administration	(184,651)	\$ (171,796)	\$ (179,263)	(172,718)	6,545
01-99-00-8104	Allocations - Finance	(206,623)	(210,245)	(218,763)	(216,773)	1,990
01-99-00-8105	Allocations - Assess/Planning	(9,290)	(14,802)	(15,550)	(12,349)	3,201
01-99-00-8106	Allocations - Dispatch Department	(413,965)	(420,279)	(450,149)	(436,466)	13,683
01-99-00-8120	Allocations - IT	(36,951)	(42,672)	(51,548)	(55,102)	(3,554)
		<u>(851,480)</u>	<u>(859,794)</u>	<u>(915,273)</u>	<u>(893,408)</u>	21,865
<b>FUND 01 EXCESS REVENUE OVER (UNDER) EXPENSES</b>		<u>\$ 361,130</u>	<u>\$ 288,611</u>	<u>\$ (423,965)</u>	<u>\$ (305,023)</u>	
<b>ALLOCATIONS, &amp; OPERATING TRANSFERS</b>						
	FY19 Ending Fund (01) Balance				\$ 3,305,308	
	FY19 Designated Fund Balance for Public Safety Building				(53,000)	
	FY20 Budgeted (01) Revenue Over (Under) Expenditures				(423,965)	
	FY20 budget amendment #20-04-567 not already included in FY20 budget above				33,107	
	FY21 Proposed (01) Revenue Over (Under) Expenditures				(305,023)	
	Projected 06/30/21 Ending Fund (01) Balance				\$ 2,556,427	
	Projected 06/30/21 Fund Balance as % of Operating Budget				50%	
<b>02 TOWNSITE SERVICE AREA</b>						
<b>REVENUE</b>						
<b>TOWNSITE</b>						
02-01-09-4011	Property Tax Revenue	\$ 466,629	\$ 577,757	\$ 590,000	\$ 665,000	\$ 75,000
02-01-09-4130	Sales Tax	783,511	875,047	846,000	438,000	(408,000)
02-01-09-4610	Interest Earnings	5,208	12,820	9,000	7,000	(2,000)
<b>POLICE</b>						
02-02-00-4250	Miscellaneous Fees	\$ 3,478	1,911	6,000	5,000	(1,000)
02-02-00-4341	State Revenue	4,434	691	-	-	-
02-02-00-4342	State Revenue - Corrections / Public Safe	236,621	246,955	246,955	246,955	-
<b>TOTAL TOWNSITE REVENUES</b>		<u>1,499,881</u>	<u>1,715,180</u>	<u>1,697,955</u>	<u>1,361,955</u>	(336,000)
<b>EXPENDITURES</b>						
<b>POLICE</b>						
02-02-00-6110	Salaries & Wages	\$ 363,535	\$ 385,594	\$ 392,144	\$ 397,996	5,852
02-02-00-6115	Payroll Burden	122,087	114,174	131,879	133,897	2,018
02-02-00-6140	Health Insurance	76,282	81,633	87,720	92,520	4,800
02-02-00-7211	Supplies & Postage	6,498	4,328	5,900	5,900	-
02-02-00-7230	Material & Equipment	20,229	26,760	18,500	18,500	-

		<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>	<b>Change</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>PROPOSED</b>	
<i>(police continued)</i>						
02-02-00-7241	Computers & Peripherals	2,494	1,568	1,850	<b>4,250</b>	2,400
02-02-00-7312	Professional & Contractual	9,628	9,655	4,500	<b>7,150</b>	2,650
02-02-00-7325	Dues & Subscriptions	2,039	2,355	1,150	<b>1,150</b>	-
02-02-00-7334	Travel & Per Diem	10,805	7,541	11,000	-	(11,000)
02-02-00-7335	Training	11,810	1,120	9,000	<b>21,850</b>	12,850
02-02-00-7340	Advertising	226	1,104	750	<b>750</b>	-
02-02-00-7351	Banking & Insurance	15,543	21,777	23,980	<b>26,400</b>	2,420
02-02-00-7355	Vehicle Expense	17,462	21,002	15,000	<b>13,500</b>	(1,500)
02-02-00-7360	Utilities	17,384	17,172	18,100	<b>17,750</b>	(350)
02-02-00-7901	Work Orders - Public Works	1,263	1,389	-	-	-
02-02-00-7908	Work Orders - Facilities	279	5,242	600	<b>600</b>	-
		<u>677,564</u>	<u>702,414</u>	<u>722,073</u>	<b>742,213</b>	20,140
<b>PUBLIC WORKS</b>						
02-04-00-6110	Salaries & Wages	\$ 196,919	\$ 198,231	\$ 216,055	<b>\$ 211,485</b>	(4,570)
02-04-00-6115	Payroll Burden	68,528	61,435	73,560	<b>72,038</b>	(1,522)
02-04-00-6140	Health Insurance	65,410	66,336	70,176	<b>74,016</b>	3,840
02-04-00-7211	Supplies & Postage	192	270	200	<b>200</b>	-
02-04-00-7230	Material & Equipment	97,377	111,164	99,000	<b>76,000</b>	(23,000)
02-04-00-7241	Computers & Peripherals	1,244	-	-	-	-
02-04-00-7312	Professional & Contractual	27,781	67,023	38,200	<b>38,200</b>	-
02-04-00-7325	Dues & Subscriptions	299	-	150	<b>100</b>	(50)
02-04-00-7334	Travel & Per Diem	-	-	3,400	-	(3,400)
02-04-00-7335	Training	-	-	2,000	<b>4,000</b>	2,000
02-04-00-7340	Advertising	153	56	150	<b>150</b>	-
02-04-00-7351	Banking & Insurance	10,405	12,533	14,845	<b>16,400</b>	1,555
02-04-00-7355	Vehicle Expense	58,934	74,271	62,000	<b>65,000</b>	3,000
02-04-00-7360	Utilities	55,183	55,327	55,300	<b>56,000</b>	700
02-04-00-7371	Building Maintenance & Repairs	-	141	2,000	<b>1,000</b>	(1,000)
02-04-00-7901	Work Orders - Public Works	(75,532)	(147,973)	(85,950)	<b>(110,900)</b>	(24,950)
02-04-00-7908	Work Orders - Facilities	26,915	25,291	15,000	<b>15,000</b>	-
		<u>533,806</u>	<u>524,105</u>	<u>566,086</u>	<b>518,689</b>	(47,397)
<b>ANIMAL CONTROL</b>						
02-04-10-7312	Professional & Contractual	28,541	28,541	28,541	<b>29,654</b>	1,113
						-
<b>TOTAL TOWNSITE EXPENSES</b>		<b>1,239,911</b>	<b>1,255,059</b>	<b>1,316,700</b>	<b>1,290,556</b>	(26,144)
<b>TOTAL REVENUE OVER (UNDER) EXPENDITURES</b>		<b>259,970</b>	<b>460,121</b>	<b>381,255</b>	<b>71,399</b>	(309,856)
<b>TRANSFERS</b>						
Transfer to from Areawide for Police Response outside TSA						
02-98-00-8200	Operating Transfers - IN fr Areawide	-	-	-	<b>(54,000)</b>	(54,000)
02-98-00-8228	Operating Transfers - OUT fr TSA	-	-	150,000	-	(150,000)
<b>ALLOCATED EXPENSE</b>						
02-99-00-8101	Allocations - Administration	96,475	73,268	79,135	<b>86,418</b>	7,283
02-99-00-8104	Allocations - Finance	53,885	56,206	60,853	<b>60,319</b>	(534)
02-99-00-8106	Allocations - Dispatch Department	260,157	263,018	281,830	<b>273,486</b>	(8,344)
02-99-00-8120	Allocations - IT	21,689	22,082	26,675	<b>28,667</b>	1,992
		<u>432,206</u>	<u>414,574</u>	<u>448,493</u>	<b>448,890</b>	397
<b>FUND 02 EXCESS REVENUE OVER (UNDER) EXPENSES</b>		<b>\$ (172,236)</b>	<b>\$ 45,546</b>	<b>\$ (217,238)</b>	<b>\$ (323,491)</b>	
<b>ALLOCATIONS, &amp; OPERATING TRANSFERS</b>						
	FY19 Ending Fund (02) Balance				<b>\$ 1,040,959</b>	
	FY19 Designated Fund Balance for Public Safety Building				<b>\$ (75,000)</b>	
	FY20 Budgeted (02) Revenue Over (Under) Expenditures				<b>(217,238)</b>	
	FY20 budget amendment #20-04-567				<b>(67,509)</b>	
	FY21 Proposed (02) Revenue Over (Under) Expenditures				<b>(323,491)</b>	
	Projected 06/30/21 Ending Fund (02) Balance				<b>357,721</b>	
	<b>Projected 06/30/21 Fund Balance as % of Operating Budget</b>				<b>28%</b>	

		FY18 ACTUAL	FY19 ACTUAL	FY20 BUDGET	FY21 PROPOSED	Change
<b>17 LAND DEVELOPMENT &amp; SALES</b>						
<b>REVENUES</b>						
17-01-00-4615	Proceeds from Land Sales	\$ 11,903	\$ 24,866	\$ 150,000	\$ 150,000	-
<b>EXPENDITURES</b>						
17-01-00-7211	Supplies & Postage	\$ -	\$ -	\$ 20	\$ 20	-
17-01-00-7312	Professional & Contractual	11,112	1,554	100,000	100,000	-
17-01-00-7334	Travel & Per Diem	-	-	2,500	2,500	-
17-01-00-7340	Advertising	-	-	500	250	(250)
17-01-00-7351	Banking & Insurance	168	160	400	170	(230)
		11,280	1,714	103,420	102,940	(480)
<b>TRANSFERS</b>						
17-98-00-8252	Operating Transfers - OUT to Perm. Func	-	3,879	26,743	32,628	
<b>ALLOCATED EXPENSE</b>						
17-99-00-8101	Allocations - Administration	\$ 2,738	\$ 6,911	\$ 6,911	4,204	(2,707)
17-99-00-8104	Allocations - Finance	3,542	2,862	2,963	2,799	(164)
17-99-00-8105	Allocations - Assessment/Land Mgmt	4,100	9,500	9,963	7,429	(2,534)
		10,380	19,273	19,837	14,432	(5,405)
Total Expenditures, Transfers, & Allocations		21,660	24,866	150,000	150,000	-
<b>EXCESS REVENUE OVER (UNDER) EXPENDITURES, ALLOCATIONS, &amp; OPERATING TRANSFERS</b>		<b>\$ (9,757)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
	FY19 Ending Fund (17) Balance				\$ 408,240	
	FY20 Budgeted (17) Revenue Under Expenditures				-	
	FY21 Proposed (17) Revenue Under Expenditures				-	
	Projected 06/30/21 Ending Fund (17) Balance				\$ 408,240	
<b>20 MEDICAL SERVICE AREA</b>						
<b>REVENUE</b>						
20-01-09-4130	Sales Tax	\$ 290,833	\$ 322,807	\$ 314,000	162,000	(152,000)
<b>EXPENDITURES</b>						
<b>LOCAL EMERGENCY PLANNING</b>						
20-01-00-7211	Supplies & Postage	\$ -	\$ -	\$ 200	\$ 200	-
20-01-00-7230	Material & Equipment	-	548	3,000	1,000	(2,000)
20-01-00-7241	Computers & Peripherals	-	-	2,000	840	(1,160)
20-01-00-7312	Professional & Contractual	3,220	239	10,000	12,160	2,160
20-01-00-7334	Travel & Per Diem	1,601	1,838	2,500	-	(2,500)
20-01-00-7335	Training	-	-	500	6,000	5,500
20-01-00-7900	Work Orders - Administration	-	-	-	5,000	5,000
20-01-00-7908	Work Orders - Facilities	6,476	5,474	6,000	-	(6,000)
		11,296	8,099	24,200	25,200	1,000
<b>OTHER MEDICAL SERVICES</b>						
20-02-00-7710	Appropriations from the Assemb	11,000	\$ -	\$ -	\$ -	
<b>AMBULANCE</b>						
20-03-00-6110	Salaries & Wages	\$ -	\$ 111,748	\$ 130,578	120,338	(10,240)
20-03-00-6115	Payroll Burden	-	32,163	43,266	39,761	(3,505)
20-03-00-6140	Health Insurance	-	26,258	35,088	37,008	1,920
20-03-00-7211	Supplies & Postage	472	313	400	900	500
20-03-00-7230	Material & Equipment	28,576	9,365	22,550	14,440	(8,110)
20-03-00-7312	Professional & Contractual	642	644	3,400	3,900	500
20-03-00-7325	Dues, Subscriptions, & Fees	267	1,119	1,000	1,000	-
20-03-00-7334	Travel & Per Diem	8,123	5,770	11,050	-	(11,050)
20-03-00-7335	Training	14,863	8,113	13,450	14,840	1,390
20-03-00-7340	Advertising	-	27	100	100	-
20-03-00-7351	Banking & Insurance	4,948	5,309	6,585	7,244	659
20-03-00-7355	Vehicle Expense	1,427	4,818	3,400	10,600	7,200
20-03-00-7360	Utilities	8,021	8,936	7,700	8,000	300
20-03-00-7901	Work Orders - Public Works	670	519	-	-	-
		68,008	215,101	278,567	258,131	(20,437)

		FY18 ACTUAL	FY19 ACTUAL	FY20 BUDGET	FY21 PROPOSED	Change
<i>(Medical Service Area continued)</i>						
Transfer from General Fund						
<b>TRANSFERS</b>						
20-98-00-8200	Operating Transfer - IN fr General Fund	-	-	(25,000)	(88,000)	(63,000)
20-98-00-8253	Operating Transfer - OUT fr MSA	49,267	19,967	82,000	-	(82,000)
<b>ALLOCATED PAYROLL EXPENSE</b>						
20-99-03-8101	Allocations - Administration	2,053	2,073	2,073	2,102	29
20-99-03-8104	Allocations - Finance	9,545	9,935	10,239	10,177	(62)
20-99-03-8106	Allocations - Dispatch Department	76,904	78,632	84,160	81,782	(2,378)
20-99-03-8107	Allocations - Fire Department	115,890	-	-	-	-
20-99-03-8108	Allocations - Medical Service Area	-	(63,745)	(69,350)	(72,900)	(3,550)
20-99-03-8120	Allocations - Information Technology	803	3,280	3,962	4,258	296
		205,195	30,175	31,084	25,419	(5,665)
Total Expenditures, Transfers & Allocated Expense		344,767	273,342	390,851	220,750	(170,102)
<b>EXCESS REVENUE OVER (UNDER) EXPENDITURES, ALLOCATIONS, &amp; OPERATING TRANSFERS</b>		\$ (53,934)	\$ 49,465	\$ (76,851)	\$ (58,750)	18,102
FY19 Ending Fund (20) Balance					\$ 158,239	
FY19 Designated Fund Balance for Public Safety Building					(22,000)	
FY20 Budgeted (20) Revenue Under Expenditures					(76,851)	
FY20 budget amendment #20-04-567					3,182	
FY21 Proposed (20) Revenue Under Expenditures					(58,750)	
Projected 06/30/21 Ending Fund (20) Balance					\$ 3,820	

## 23 ECONOMIC DEVELOPMENT & TOURISM PROMOTION

### REVENUES

23-01-09-4130	Sales Tax	\$ 581,666	\$ 645,613	\$ 628,000	323,000	(305,000)
---------------	-----------	------------	------------	------------	---------	-----------

### EXPENDITURES

#### TOURISM

23-02-00-6110	Salaries & Wages	\$ 108,104	\$ 110,077	\$ 120,295	93,126	(27,169)
23-02-00-6115	Payroll Burden	33,246	29,491	37,109	28,716	(8,393)
23-02-00-6140	Health Insurance	30,404	33,215	35,088	37,008	1,920
23-02-00-7211	Supplies & Postage	9,484	5,400	11,000	10,500	(500)
23-02-00-7230	Material & Equipment	931	993	700	700	-
23-02-00-7241	Computers & Peripherals	1,935	3,807	4,900	3,000	(1,900)
23-02-00-7312	Professional & Contractual	13,266	18,251	19,500	45,300	25,800
23-02-00-7325	Dues & Subscriptions	6,679	6,453	4,310	5,310	1,000
23-02-00-7332	Public Relations / Entertainment	1,075	498	2,000	-	(2,000)
23-02-00-7334	Travel & Per Diem	7,796	9,446	12,150	4,000	(8,150)
23-02-00-7335	Training & Registration	1,861	3,537	4,400	3,480	(920)
23-02-00-7340	Advertising	89,673	58,416	72,050	64,600	(7,450)
23-02-00-7351	Banking & Insurance	1,571	1,880	3,015	3,400	385
23-02-00-7360	Utilities	17,375	15,720	16,000	8,500	(7,500)
23-02-00-7371	Building Maintenance & Repairs	283	1,026	3,000	3,000	-
23-02-00-7392	Events & Projects	5,880	1,607	15,000	-	(15,000)
23-02-00-7710	Appropriations from Assembly	20,000	20,000	20,000	-	(20,000)
23-02-00-7901	Work Orders - Public Works	-	-	6,000	5,000	(1,000)
23-02-00-7908	Work Orders - Facilities	3,304	2,135	2,000	2,000	-
23-02-00-7955	Work Orders-Tour/Econ Dev	(31,144)	(32,438)	(35,000)	-	35,000
		321,724	289,515	353,517	317,640	(35,877)

### ECONOMIC DEVELOPMENT

Haines Economic Development Council (HEDC)						
23-03-00-7230	Material & Equipment	\$ 5,912	\$ 269	\$ -	\$ -	-
23-03-00-7312	Professional & Contractual	98,066	95,000	91,000	72,800	(18,200)
23-03-00-7325	Dues & Subscriptions	-	1,870	1,800	1,800	-
23-03-00-7332	Discretionary Expense	10,000	-	-	-	-
23-03-00-7334	Travel & Per Diem	-	1,827	3,000	-	(3,000)
23-03-00-7335	Training & Registration	-	350	700	700	-
23-03-00-7360	Utilities	23	-	-	-	-

		<b>FY18 ACTUAL</b>	<b>FY19 ACTUAL</b>	<b>FY20 BUDGET</b>	<b>FY21 PROPOSED</b>	<b>Change</b>
		114,000	99,316	96,500	<b>75,300</b>	(21,200)
<i>TRANSFERS</i>						
23-98-00-8255	Operating Transfers - OUT fr EconDev	51,230	112,837	441,600	-	
<i>ALLOCATED PAYROLL EXPENSE</i>						
23-99-01-8101	Allocations - Administration	\$ 33,921	\$ 36,304	\$ 37,785	<b>30,121</b>	(7,664)
23-99-01-8104	Allocations - Finance	17,992	18,974	19,567	<b>19,443</b>	(124)
23-99-01-8120	Allocations - IT	4,017	3,896	4,706	<b>5,058</b>	352
		55,930	59,174	62,058	<b>54,622</b>	(7,436)
<b>EXCESS REVENUE OVER (UNDER) EXPENDITURES, ALLOCATIONS, &amp; OPERATING TRANSFERS</b>		<b>\$ 38,910</b>	<b>\$ 84,771</b>	<b>\$ (325,675)</b>	<b>\$ (124,562)</b>	201,113
	FY19 Ending Fund (23) Balance				<b>\$ 554,230</b>	
	FY17 Designated Fund Balance for Capital Improvements				<b>(85,433)</b>	
	FY20 Appropriation for Trail Inventory, Assessment, or Development				<b>(20,000)</b>	
	FY20 Budgeted (23) Revenue Over (Under) Expenditures				<b>(325,675)</b>	
	<i>FY20 budget amendment #20-04-567</i>				<b>39,000</b>	
	FY21 Proposed (23) Revenue Over (Under) Expenditures				<b>(124,562)</b>	
	Projected 06/30/21 Ending Fund (23) Balance				<b>37,560</b>	
<b>25 FIRE SERVICE AREAS</b>						
<b>Fire District #1</b>						
<b>REVENUES</b>						
25-01-00-4021	Real Property Taxes	\$ 196,163	\$ 217,864	\$ 231,000	<b>\$ 223,500</b>	(7,500)
25-01-00-4589	FEDERAL GRANT REVENUE	-	6,310	5,330	-	(5,330)
		196,163	224,174	236,330	<b>223,500</b>	(12,830)
<b>EXPENDITURES</b>						
25-01-00-6110	Salaries & Wages	\$ 113,653	\$ -	\$ -	-	-
25-01-00-6115	Payroll Burden	38,222	-	-	-	-
25-01-00-6140	Health Insurance	30,036	-	-	-	-
25-01-00-7211	Supplies & Postage	971	648	700	<b>1,175</b>	475
25-01-00-7230	Material & Equipment	10,947	12,001	19,665	<b>27,970</b>	8,305
25-01-00-7312	Professional & Contractual	729	11,064	900	<b>900</b>	-
25-01-00-7325	Dues & Subscriptions	517	1,119	400	<b>1,300</b>	900
25-01-00-7334	Travel & Per Diem	2,961	8,463	8,550	-	(8,550)
25-01-00-7335	Training	9,095	8,482	13,715	<b>11,420</b>	(2,295)
25-01-00-7340	Advertising	-	27	100	<b>100</b>	-
25-01-00-7351	Banking & Insurance	14,604	13,298	14,540	<b>16,000</b>	1,460
25-01-00-7355	Vehicle Expense	6,450	13,186	8,500	<b>8,500</b>	-
25-01-00-7360	Utilities	12,687	12,036	12,800	<b>12,500</b>	(300)
25-01-00-7901	Work Orders - Public Works	1,621	1,740	-	-	-
	<b>TOTAL DIRECT EXPENSE - FD#1</b>	<b>242,494</b>	<b>82,062</b>	<b>79,870</b>	<b>79,865</b>	(5)
<i>ALLOCATED PAYROLL EXPENSE</i>						
25-99-01-8101	Allocations - Administration	2,053	\$ 2,073	\$ 2,073	<b>2,073</b>	-
25-99-01-8104	Allocations - Finance	4,489	4,293	4,445	<b>4,445</b>	-
25-99-01-8106	Allocations - Dispatch Department	73,354	75,052	80,520	<b>77,538</b>	(2,982)
25-99-01-8107	Allocations - Fire Department	(115,890)	-	-	-	-
25-99-01-8108	Allocations - Medical Service Area	-	63,745	69,350	<b>72,900</b>	3,550
25-99-01-8120	Allocations - Information Technology	803	3,280	3,962	<b>3,962</b>	-
		<b>(35,191)</b>	<b>148,443</b>	<b>160,350</b>	<b>160,918</b>	568
	Total Expenditures, Transfers & Allocations - FD#1	207,303	230,505	240,220	<b>240,783</b>	563
<b>FD#1 EXCESS REVENUE OVER (UNDER) EXPENDITURE, ALLOCATIONS, &amp; OPERATING TRANSFERS</b>		<b>\$ (11,140)</b>	<b>\$ (6,331)</b>	<b>\$ (3,890)</b>	<b>\$ (17,283)</b>	

		FY18 ACTUAL	FY19 ACTUAL	FY20 BUDGET	FY21 PROPOSED	Change
<b>FIRE DISTRICT #3 - KLEHINI VALLEY VOLUNTEER FIRE DEPARTMENT</b>						
<b>REVENUES</b>						
25-02-00-4025	Real Property Taxes	\$ 32,247	\$ 29,880	\$ 30,040	\$ 32,260	2,220
<b>EXPENDITURES</b>						
25-02-00-7710	Appropriations from the Assembly	28,760	26,344	26,400	28,600	2,200
<b>ALLOCATED EXPENSE</b>						
25-99-02-8106	Allocations - Dispatch Department	3,550	3,580	3,640	3,660	20
<b>FD#3 EXCESS REVENUE OVER (UNDER) EXPENDITURES</b>		<b>\$ (63)</b>	<b>\$ (44)</b>	<b>\$ -</b>	<b>\$ -</b>	

**ALLOCATIONS, & OPERATING TRANSFERS**

FY19 Ending Fund (25) Balance	\$ 23,086
FY20 Budgeted (25) Revenue Over (Under) Expenditures	(3,890)
FY20 budget amendment #20-04-567	3,182
FY21 Proposed (25) Revenue Over (Under) Expenditures	(17,283)
Projected 06/30/21 Ending Fund (25) Balance	5,095

Received \$35,000 in FY20 over budgeted revenue (\$285,000 was received)

**34 COMMERCIAL PASSENGER VESSEL TAX**

<b>REVENUES</b>						
34-01-00-4341	State Revenue	\$ 147,805	\$ 174,489	\$ 250,000	\$ 35,000	(215,000)
<b>EXPENDITURES</b>						
34-01-00-7211	Supplies & Postage	\$ 1,990	\$ 1,978	\$ 2,400	-	(2,400)
34-01-00-7230	Material & Equipment	1,119	6,753	-	-	-
34-01-00-7312	Professional & Contractual	55,287	63,116	71,000	-	(71,000)
34-01-00-7901	Work Orders - Public Works	2,226	2,099	-	-	-
34-01-00-7902	Work Orders - Parks	2,457	-	-	-	-
34-01-00-7907	Work Orders - Ports	41,874	37,434	65,000	-	(65,000)
34-01-00-7908	Work Orders - Public Facilities	254	664	1,500	-	(1,500)
34-01-00-7955	Work Orders-Tour/Econ Dev	31,144	32,438	35,000	-	(35,000)
34-98-00-8254	Operating Transfers - CPV Tax	11,455	30,007	75,000	120,000	45,000
		147,805	174,489	249,900	120,000	(129,900)
<b>EXCESS REVENUE OVER (UNDER) EXPENDITURES,</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100</b>	<b>\$ (85,000)</b>	

**ALLOCATIONS, & OPERATING TRANSFERS**

Transfer \$75,000 to PC Dock Fund for Lightering Ramp Winch  
Transfer \$45,000 to WaterFund for Piedad Water Expansion

FY19 Ending (34) Deferred Revenue	\$ 211,726
FY17 Designated for Capital Projects - PC Dock Fender	(3,546)
FY18 Designated for Capital Projects - Interpretive Trail / Pavilion	(43,183)
FY19 Designated for Capital Projects - Interpretive Trail / Pavilion	(80,000)
FY20 Budgeted (34) Addition to / (Use of) Deferred Revenue	100
FY21 Proposed (34) Addition to / (Use of) Deferred Revenue	(85,000)
Projected 06/30/21 Ending Fund (34) Deferred Revenue Balance	\$ 97

**35 VEHICLE IMPOUNDMENT FUND**

<b>REVENUES</b>						
35-01-00-4250	User Fees	\$ 2,850	\$ 1,950	\$ 3,000	\$ -	(3,000)
35-01-00-4341	State Revenue	28,549	26,089	28,500	27,500	(1,000)
35-01-00-4600	Misc Revenue (Salvage)	4,094	-	9,000	2,000	(7,000)
		\$ 35,493	\$ 28,039	\$ 40,500	\$ 29,500	(11,000)
<b>EXPENDITURES</b>						
35-01-00-7230	Material & Equipment	\$ 377	15,243	9,500	1,000	(8,500)
35-01-00-7312	Professional & Contractual	10,712	13,237	21,000	12,000	(9,000)
35-01-00-7360	Utilities	159	536	-	150	150
35-01-00-7900	Work Orders - Administration	4,636	5,468	5,000	-	(5,000)

	FY18 ACTUAL	FY19 ACTUAL	FY20 BUDGET	FY21 PROPOSED	Change
<i>(Vehicle Impound continued)</i>					
35-01-00-7901 Work Orders - Public Works	15,109	9,972	15,000	5,000	(10,000)
35-01-00-7908 Work Orders - Public Facilities	289	2,409	3,500	1,000	(2,500)
	<u>31,282</u>	<u>46,863</u>	<u>54,000</u>	<u>19,150</u>	<u>(34,850)</u>

**EXCESS REVENUE OVER (UNDER) EXPENDITURES, \$ 4,210 \$ (18,824) \$ (13,500) \$ 10,350**

**ALLOCATIONS, & OPERATING TRANSFERS**

FY19 Ending Fund (35) Balance				\$ 5,203	
FY20 Budgeted (35) Revenue Over (Under) Expenditures				(13,500)	
FY21 Proposed (35) Revenue Over (Under) Expenditures				10,350	
Projected 06/30/21 Fund (35) Balance				2,053	

**50 CAPITAL IMPROVEMENT PROJECTS**

**REVENUES**

50-01-09-4130 Sales Tax	\$ 872,498	\$ 968,420	\$ 942,000	485,000	(457,000)
50-01-00-4604 Donations	-	106,160	-	-	-
	<u>872,498</u>	<u>1,074,580</u>	<u>942,000</u>	<u>485,000</u>	

**EXPENDITURES**

50-01-00-7392 Project Expenditures	\$ 794,457	1,057,870	1,376,230	213,810	(1,162,420)
50-01-00-7900 Work Orders - Administration	4,402	7,790	5,000	3,000	(2,000)
50-01-00-7901 Work Orders - Public Works	15,752	10,422	15,000	5,000	(10,000)
50-01-00-7908 Work Orders - Pub. Facilities	50,949	19,689	40,000	30,000	(10,000)
	<u>865,560</u>	<u>1,095,772</u>	<u>1,436,230</u>	<u>251,810</u>	<u>(1,184,420)</u>

**TRANSFERS**

50-98-00-8200 Operating Transfers - In from GF	\$ -	\$ (376,182)	\$ (63,730)	\$ -	63,730
50-98-00-8228 Operating Transfers -In from TSA	-	-	(150,000)	-	150,000
50-98-00-8253 Operating Transfers -In from MSA	(39,267)	(9,967)	(72,000)	-	72,000
50-98-00-8254 Operating Transfers -In from CPV	-	(30,007)	-	-	-
50-98-00-8255 Operating Transfers - In from EconDev	-	(60,000)	(400,000)	-	400,000
50-98-00-8257 Operating Transfers - OUT from CIP	414,697	250,059	449,980	235,000	(214,980)
50-98-00-8258 Operating Trans -In from Equip Sink	(59,267)	(86,294)	(268,000)	(49,100)	218,900
	<u>316,163</u>	<u>(312,392)</u>	<u>(503,750)</u>	<u>185,900</u>	<u>689,650</u>

Transfers OUT from CIP:  
-To Water Fund (90) \$10,000  
-To Sewer Fund (91) \$112,000  
-To Equipment Sinking Fund (61) \$13,000  
-To School Bond Debt Fund (76) \$100,000

Transfer from Equipment Sinking Fund for FY21 purchase:  
-\$49,100 e911 surcharge for new e911 system

**ALLOCATED EXPENSE**

50-99-00-8101 Allocations - Administration	\$ 13,866	\$ 17,305	\$ 17,424	13,469	(3,955)
50-99-00-8104 Allocations - Finance	31,869	33,282	34,360	33,844	(516)
	<u>45,735</u>	<u>50,587</u>	<u>51,784</u>	<u>47,313</u>	<u>(4,471)</u>

**EXCESS REVENUE OVER (UNDER) EXPENDITURES, \$ (354,959) \$ 240,613 \$ (42,264) \$ (23)**

**ALLOCATIONS, & OPERATING TRANSFERS**

FY19 Ending Fund (50) Balance				\$ 1,424,418	
FY20 Budgeted (50) Revenue Over (Under) Expenditures				(42,264)	
FY21 Proposed (50) Revenue Over (Under) Expenditures				(23)	
Projected 06/30/21 Ending Fund (50) Balance				1,382,131	

This balance is for projects appropriated in previous years. Per HBC Section 9.05 capital appropriations do not lapse at year end.

	FY18 ACTUAL	FY19 ACTUAL	FY20 BUDGET	FY21 PROPOSED	Change	
<b>61 EQUIPMENT SINKING FUND</b>						
<i>TRANSFERS</i>						
61-98-00-8200	Transfers - In from General Fund	\$ (24,554)	\$ (50,780)	\$ (39,500)	\$ (19,100)	20,400
61-98-00-8253	Transfers -In from Medical Service	(10,000)	(10,000)	(10,000)	-	10,000
61-98-00-8257	Transfers - In from CIP	(52,500)	(189,500)	(125,000)	(13,000)	112,000
61-98-00-8258	Transfers -OUT from Sinking	59,267	86,294	268,000	49,100	(218,900)
		(27,786)	(163,986)	93,500	17,000	(76,500)
<b>EXCESS REVENUE OVER (UNDER) EXPENDITURES,</b>						
		\$ 27,786	\$ 163,986	\$ (93,500)	\$ (17,000)	76,500

Proceeds from e911 surcharge for e911 equipment replacement

Transfers IN from CIP to (61) for future purchase of:  
-HVFD SCBA \$13,000

Transfer to CIP fund for FY21 purchase:  
-\$49,100 e911 surcharge for new e911 system

FY19 Ending Fund (61) Balance	\$ 634,695
FY20 Budgeted (61) Revenue Over (Under) Expenditures	(93,500)
FY21 Budgeted (61) Revenue Over (Under) Expenditures	(17,000)
Projected 06/30/21 Ending Fund (61) Balance	524,195

## 75 LIBRARY BOND FUND

### REVENUES

75-01-00-4021	Property Tax Revenue	\$ 14,028	\$ 14,228	\$ 14,000	\$ 14,000	-
---------------	----------------------	-----------	-----------	-----------	-----------	---

### EXPENDITURES

75-01-00-7510	Principal	\$ 6,926	\$ 7,259	\$ 7,556	7,889	333
75-01-00-7520	Interest	7,222	6,889	6,592	6,259	(333)
		14,148	14,148	14,148	14,148	-

<b>EXCESS REVENUE OVER (UNDER) EXPENDITURES,</b>						
		\$ (120)	\$ 80	\$ (148)	\$ (148)	
<b>ALLOCATIONS, &amp; OPERATING TRANSFERS</b>						

FY19 Ending Fund (75) Balance	\$ 1,035
FY20 Budgeted (75) Revenue Over (Under) Expenditures	(148)
FY21 Budgeted (75) Revenue Over (Under) Expenditures	(148)
Projected 06/30/2021 Ending Fund (75) Balance	739

## 76 SCHOOL G.O. BOND FUND

### 2005 School Bonds (Refunded 2014 Series Three)

#### REVENUES

76-01-00-4021	Property Tax Revenue	\$ 352,728	\$ 349,198	\$ 767,393	\$ 670,934	(96,459)
76-01-00-4389	State of Alaska Revenue	837,270	839,020	418,381	416,894	(1,487)
		1,189,998	1,188,218	1,185,774	1,087,828	(97,946)

#### EXPENDITURES

76-01-00-7510	Principal	\$ 795,000	\$ 830,000	\$ 865,000	905,000	40,000
76-01-00-7520	Interest	401,100	368,600	330,375	286,125	(44,250)
		1,196,100	1,198,600	1,195,375	1,191,125	(4,250)

### 2015 School Bonds

#### REVENUES

76-02-00-4021	Property Tax Revenue	\$ 27,055	\$ 26,391	\$ 58,610	\$ 51,259	(7,351)
76-02-00-4389	State of Alaska Revenue	66,010	65,170	31,955	31,255	(700)
		93,065	91,561	90,565	82,514	(8,051)

#### EXPENDITURES

76-02-00-7510	Principal	\$ 40,000	\$ 40,000	\$ 40,000	40,000	-
76-02-00-7520	Interest	54,300	53,100	51,300	49,300	(2,000)
		94,300	93,100	91,300	89,300	(2,000)

	FY18 ACTUAL	FY19 ACTUAL	FY20 BUDGET	FY21 PROPOSED	Change
<i>(Fund 76 School G.O. Bond Debt continued)</i>					
<b>TRANSFERS</b>					
76-98-00-8257 Operating Transfers - IN from CIP	-	-	-	(100,000)	(100,000)
<b>EXCESS REVENUE OVER (UNDER) EXPENDITURES, ALLOCATIONS, &amp; OPERATING TRANSFERS</b>	<u>\$ (7,337)</u>	<u>\$ (11,921)</u>	<u>\$ (10,336)</u>	<u>\$ (10,084)</u>	252
FY19 Ending Fund (76) Balance				\$ 33,538	
FY20 Budgeted (76) Revenue Over (Under) Expenditures				(10,336)	
FY21 Proposed (76) Revenue Over (Under) Expenditures				(10,084)	
Projected 06/30/21 Ending Fund (76) Balance				13,118	
<b>90 WATER REVENUE FUND</b>					
<b>REVENUES</b>					
90-01-00-4401 Water Service Revenue	\$ 408,902	\$ 411,077	\$ 409,000	\$ 413,200	4,200
90-01-00-4408 Cruise Ship Water Sales	15,660	14,974	13,000	6,000	(7,000)
90-01-00-4402 New Connection Hookup Fees	9,710	22,129	6,000	8,000	2,000
90-01-00-4407 Water Expansion Fee	2,700	4,180	-	4,000	4,000
90-01-00-4600 Miscellaneous Revenue	12,930	16,515	12,000	13,000	1,000
90-01-00-4610 Interest Earnings	5,006	8,807	7,000	6,000	(1,000)
TOTAL REVENUES	454,908	477,682	447,000	450,200	3,200
<b>EXPENDITURES</b>					
90-01-00-6110 Salaries and wages	\$ 97,322	\$ 114,617	\$ 124,607	\$ 117,404	(7,203)
90-01-00-6115 Payroll Burden	32,168	33,474	41,518	39,075	(2,443)
90-01-00-6140 Health Insurance	26,120	27,759	35,088	37,008	1,920
90-01-00-7211 Supplies & Postage	2,105	2,672	3,100	3,100	-
90-01-00-7230 Material & Equipment	47,149	73,645	66,350	45,150	(21,200)
90-01-00-7241 Computers & Peripherals	14	375	1,500	500	(1,000)
90-01-00-7312 Professional & Contractual	30,059	43,542	31,365	51,000	19,635
90-01-00-7325 Dues, Subscriptions & Fees	250	850	1,550	1,550	-
90-01-00-7334 Travel & Per Diem	614	-	2,200	-	(2,200)
90-01-00-7335 Training	575	-	600	600	-
90-01-00-7340 Advertising	40	25	1,000	1,000	-
90-01-00-7351 Banking & Insurance	8,538	9,075	12,125	13,400	1,275
90-01-00-7355 Vehicle Expense	2,140	3,099	4,100	4,300	200
90-01-00-7360 Utilities	24,684	23,290	25,000	27,500	2,500
90-01-00-7371 Maintenance & Repairs	2,698	67,035	42,000	47,000	5,000
90-01-00-7510 Principal	39,415	50,696	51,800	52,363	563
90-01-00-7520 Interest	12,905	11,753	11,025	9,995	(1,030)
90-01-00-7900 Work Orders - Administration	-	3,112	-	-	-
90-01-00-7901 Work Orders - Public Works	4,209	21,749	21,850	15,000	(6,850)
90-01-00-7908 Work Orders - Facilities	3,437	10,080	9,500	9,500	-
TOTAL CASH DIRECT EXPENDITURES	334,442	496,583	486,278	475,445	(10,833)
<b>TRANSFERS</b>					
90-98-00-8254 Operating Transfer - In from CPV Tax	-	-	(75,000)	-	75,000
90-98-00-8257 Operating Transfers - In from CIP	(53,422)	(20,340)	(38,000)	(10,000)	28,000
TOTAL TRANSFERS	(53,422)	(20,340)	(113,000)	(10,000)	103,000
<b>ALLOCATED PAYROLL EXPENSE</b>					
90-99-00-8101 Allocations - Administration	\$ 3,425	\$ 3,455	\$ 3,455	3,503	48
90-99-00-8104 Allocations - Finance	25,811	25,889	26,265	26,482	217
90-99-00-8105 Allocation - Assessment / Land Mgmt	2,595	2,651	2,794	2,460	(334)
90-99-00-8120 Allocations - IT	803	867	1,047	1,126	79
90-99-00-8161 Allocations - Water Revenue	(57,986)	(64,225)	(72,745)	(76,548)	(3,803)
90-99-00-8162 Allocations - Sewer Department	20,063	19,884	19,273	18,617	(656)
TOTAL ALLOCATED EXPENSE	(5,289)	(11,479)	(19,911)	(24,360)	(4,449)
TOTAL CASH EXPENDITURES, TRANSFERS, & ALLOCATI	275,731	464,764	353,367	441,085	87,718
<b>REVENUE OVER (UNDER) CASH EXPENDITURES &amp; AL</b>	<b>179,177</b>	<b>12,919</b>	<b>93,633</b>	<b>9,115</b>	

	FY18 ACTUAL	FY19 ACTUAL	FY20 BUDGET	FY21 PROPOSED	Change
<i>(Fund 90 Water continued)</i>					
<b>NON-CASH EXPENDITURES</b>					
90-01-00-7385 DEPRECIATION EXPENSE	283,097	283,056	285,000	285,000	-
<b>EXCESS REVENUE OVER (UNDER) EXPENDITURES, ALLOCATIONS, &amp; OPERATING TRANSFERS</b>	<b>\$ (103,920)</b>	<b>\$ (270,138)</b>	<b>\$ (191,367)</b>	<b>\$ (275,885)</b>	
<b>WATER FUND CAPITAL PROJECTS</b>					
<div style="border: 1px solid black; padding: 5px; display: inline-block;">           FY21 Water Fund Capital Projects include:            - Front Street AC Pipe            - Piedad Water Source Increased Capacity         </div>					
<b>REVENUES</b>					
90-50-00-4341 State Revenue (ADEC Loan Proceeds)				\$ 1,330,000	
<b>EXPENDITURES</b>					
90-50-00-7392 Project Expenditures				\$ 1,391,500	
90-50-00-7900 Work Orders - Administration				5,000	
90-50-00-7908 Work Orders - Facilities				8,500	
				<b>1,405,000</b>	
<b>TRANSFERS</b>					
90-98-00-8254 Transfer IN from CPV Tax Fund (for Piedad Water Source)				(45,000)	
Use of fund balance				\$ (30,000)	
FY19 Ending Fund (90) Unrestricted Net Assets				\$ 348,345	
Net Pension Liability				139,825	
FY20 Budgeted (90) Revenue Over CASH Expenditures				93,633	
FY21 Proposed (90) Revenue Over CASH Expenditures				9,115	
FY21 Proposed (90) Use of Fund Bal for Capital Improvements				(30,000)	
Projected 06/30/21 Ending Unrestricted Net Assets (Less Net Pension Liability)				560,918	
<b>Projected 06/30/21 Net Assets as % of Fund Capital Assets</b>				<b>8%</b>	

## 91 SEWER REVENUE FUND (WASTEWATER TREATMENT)

### SEWER FUND OPERATIONS

	FY18 ACTUAL	FY19 ACTUAL	FY20 BUDGET	FY21 PROPOSED	Change
<b>REVENUES</b>					
91-01-00-4404 Sewer Service Revenue	\$ 516,298	\$ 526,787	\$ 517,100	\$ 529,500	12,400
91-01-00-4405 Sewer Hookup Revenue	4,240	7,094	3,000	4,000	1,000
91-01-00-4407 Sewer Expansion Fee	2,000	3,540	-	2,000	2,000
91-01-00-4600 Miscellaneous Revenue	-	957	2,000	2,000	-
91-01-00-4610 Interest Earnings	3,256	7,372	4,000	4,000	-
	<b>525,794</b>	<b>545,751</b>	<b>526,100</b>	<b>541,500</b>	<b>15,400</b>
<b>EXPENDITURES</b>					
91-01-00-6110 Salaries and wages	\$ 58,925	\$ 50,152	\$ 51,814	52,606	792
91-01-00-6115 Payroll Burden	20,103	16,480	17,561	17,839	278
91-01-00-6140 Health Insurance	16,584	16,584	17,544	18,504	960
91-01-00-7211 Supplies & Postage	1,857	2,592	2,500	2,500	-
91-01-00-7230 Material & Equipment	16,333	24,212	31,600	30,200	(1,400)
91-01-00-7241 Computers & Peripherals	14	356	1,500	1,500	-
91-01-00-7312 Professional & Contractual	1,262	6,551	6,000	35,000	29,000
91-01-00-7325 Dues, Subscriptions & Fees	5,520	8,170	8,520	8,520	-
91-01-00-7334 Travel & Per Diem	698	1,340	1,500	-	(1,500)
91-01-00-7335 Training	675	575	825	825	-
91-01-00-7340 Advertising	280	411	1,000	500	(500)
91-01-00-7351 Banking & Insurance	16,353	17,791	21,230	23,400	2,170
91-01-00-7355 Vehicle Expense	2,111	3,176	3,700	3,700	-
91-01-00-7360 Utilities	90,997	95,990	101,000	102,000	1,000
91-01-00-7371 Maintenance & Repairs	17,576	5,779	17,000	67,000	50,000
91-01-00-7510 Principal	49,624	49,693	54,850	54,908	58
91-01-00-7520 Interest	36,237	34,141	36,555	34,000	(2,555)
91-01-00-7900 Work Orders - Administration	-	3,639	1,000	1,000	-
91-01-00-7901 Work Orders - Public Works	2,271	7,143	3,000	53,000	50,000
91-01-00-7908 Work Orders - Facilities	11,983	10,766	8,000	8,000	-
	<b>349,404</b>	<b>355,541</b>	<b>386,699</b>	<b>515,002</b>	<b>128,303</b>

		<b>FY18 ACTUAL</b>	<b>FY19 ACTUAL</b>	<b>FY20 BUDGET</b>	<b>FY21 PROPOSED</b>	<b>Change</b>
<i>(Fund 91 Sewer continued)</i>						
<b>TRANSFERS</b>						
91-98-00-8257	Operating Transfers - In from CIP	(306,072)	(55,219)	(265,000)	<b>(62,000)</b>	203,000
<b>ALLOCATED PAYROLL EXPENSE</b>						
91-99-00-8101	Allocations - Administration	\$ 3,425	\$ 3,455	\$ 3,455	<b>3,503</b>	48
91-99-00-8104	Allocations - Finance	25,811	25,889	26,265	<b>26,482</b>	217
91-99-00-8105	Allocation - Assessment / Land Mgmt	2,595	2,651	2,794	<b>2,460</b>	(334)
91-99-00-8120	Allocations - IT	803	867	1,047	<b>1,126</b>	79
91-99-00-8161	Allocations - Water Revenue	57,986	64,225	72,745	<b>76,548</b>	3,803
91-99-00-8162	Allocations - Sewer Department	(20,063)	(19,884)	(19,273)	<b>(18,617)</b>	656
		70,557	77,203	87,033	<b>91,502</b>	4,469
<b>TOTAL CASH EXPENDITURES &amp; ALLOCATED EXPENSE</b>		419,961	432,744	473,732	<b>544,504</b>	70,772
<b>REVENUE OVER (UNDER) CASH EXPENSE &amp; ALLOCATED EXPENSE</b>		<b>105,833</b>	<b>113,007</b>	<b>52,368</b>	<b>(3,004)</b>	
<b>NON-CASH EXPENDITURES</b>						
91-01-00-7385	Depreciation Expense	280,803	316,722	318,000	<b>318,000</b>	
<b>EXCESS REVENUE OVER (UNDER) EXPENDITURES, ALLOCATIONS FROM OPERATIONS</b>		<b>\$ (174,970)</b>	<b>\$ (203,715)</b>	<b>\$ (265,632)</b>	<b>\$ (321,004)</b>	
<b>SEWER FUND CAPITAL PROJECTS</b>						
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> FY21 Sewer Fund Capital Projects include:  - Pump station rehabilitation \$580,000  -Sludge press design \$50,000 </div>						
<b>REVENUES</b>						
91-50-00-4341	State Revenue (ADEC Loan Proceeds)				<b>\$ 579,000</b>	
<b>EXPENDITURES</b>						
91-50-00-7392	Project Expenditures				<b>\$ 618,000</b>	
91-50-00-7900	Work Orders - Administration				<b>4,000</b>	
91-50-00-7908	Work Orders - Facilities				<b>8,000</b>	
					<b>630,000</b>	
<b>TRANSFERS</b>						
91-98-00-8257	Transfer IN from CIP				<b>(50,000)</b>	
<b>Use of fund balance</b>						
					<b>\$ (1,000)</b>	
	FY19 Ending Fund (91) Unrestricted Net Assets				<b>\$ 506,442</b>	
	Net Pension Liability				<b>46,609</b>	
	FY20 Budgeted (91) Revenue Over CASH Operating Expenditures				<b>52,368</b>	
	FY21 Proposed (91) Revenue Over CASH Operating Expenditures				<b>(3,004)</b>	
	FY21 Proposed (91) Use of Fund Bal for Capital Improvements				<b>(1,000)</b>	
	Projected 06/30/21 Ending Unrestricted Net Assets (Less Net Pension Liability)				<b>601,415</b>	
	<b>Projected 06/30/21 Net Assets as % of Fund Capital Assets</b>				<b>10%</b>	

## 92 BOAT HARBOR FUND

### BOAT HARBOR FUND OPERATIONS

#### REVENUES

92-01-00-4421	Transient Moorage	\$ 67,405	\$ 71,259	\$ 62,000	<b>\$ 70,000</b>	8,000
92-01-00-4422	Annual Slip Rental	99,839	101,241	107,000	<b>115,000</b>	8,000
92-01-00-4425	Ramp Fees	16,395	17,897	15,000	<b>17,000</b>	2,000
92-01-00-4427	Ice Sales	10,755	15,525	13,000	<b>-</b>	(13,000)
92-01-00-4428	Fuel Sales	276,584	291,551	260,000	<b>282,000</b>	22,000
92-01-00-4423	Electrical Service Maintenance	15,085	15,380	9,000	<b>9,000</b>	-
92-01-00-4600	Miscellaneous Revenue	22,739	29,168	20,000	<b>25,000</b>	5,000
92-01-00-4610	Interest Earnings	3,801	12,032	2,500	<b>2,500</b>	-
		512,602	554,052	488,500	<b>520,500</b>	32,000

	FY18 ACTUAL	FY19 ACTUAL	FY20 BUDGET	FY21 PROPOSED	Change
<i>(Fund 92 Harbor continued)</i>					
<b>OPERATING EXPENDITURES</b>					
92-01-00-5000 Cost of Fuel Sold	\$ 237,411	\$ 250,394	\$ 220,000	245,000	25,000
92-01-00-6110 Salaries and wages	148,040	148,782	172,057	156,013	(16,044)
92-01-00-6115 Payroll Burden	49,073	45,013	58,905	53,233	(5,672)
92-01-00-6140 Health Insurance	41,462	42,912	46,784	49,344	2,560
92-01-00-7211 Supplies & Postage	1,008	1,156	2,700	2,700	-
92-01-00-7230 Material & Equipment	9,204	16,250	10,000	10,000	-
92-01-00-7241 Computers & Peripherals	1,143	90	600	600	-
92-01-00-7312 Professional & Contractual	6,560	24,545	3,000	5,000	2,000
92-01-00-7325 Dues, Subscriptions & Fees	273	363	250	250	-
92-01-00-7334 Travel & Per Diem	1,061	493	1,000	-	(1,000)
92-01-00-7335 Training	125	172	400	400	-
92-01-00-7340 Advertising	50	153	500	500	-
92-01-00-7351 Banking & Insurance	14,609	16,431	18,500	22,700	4,200
92-01-00-7355 Vehicle Expense	2,270	2,127	2,400	2,400	-
92-01-00-7360 Utilities	67,174	68,885	81,150	62,000	(19,150)
92-01-00-7371 Maintenance & Repairs	15,468	6,046	12,000	10,000	(2,000)
92-01-00-7901 Work Orders - Public Works	7,210	5,183	3,000	3,000	-
92-01-00-7908 Work Orders - Facilities	2,371	3,358	4,000	3,000	(1,000)
92-01-00-7963 Work Orders - Harbors	(18,856)	(5,212)	(8,000)	(8,000)	-
	585,656	627,140	629,246	618,140	(11,106)
<b>TRANSFERS</b>					
92-98-00-8200 Operating Transfers - Gen Fund	\$ (31,000)	(110,000)	(50,000)	-	50,000
92-98-00-8255 Operating Transfers - Econ. Dev.	(1,230)	(3,337)	-	-	-
92-98-00-8257 Operating Transfers - CIP	(2,703)	-	-	-	-
	(34,932)	(113,337)	(50,000)	-	-
<b>ALLOCATED PAYROLL EXPENSE</b>					
92-99-00-8101 Allocations - Administration	\$ 9,582	\$ 9,675	\$ 9,675	9,809	134
92-99-00-8104 Allocations - Finance	16,101	15,920	16,306	15,954	(352)
92-99-00-8120 Allocations - IT	4,017	4,200	5,074	5,453	379
92-99-00-8163 Allocations - Harbor	(115,464)	(128,453)	(153,098)	(152,521)	577
	(85,764)	(98,658)	(122,043)	(121,305)	738
TOTAL CASH EXPENDITURES, TRANSFERS, & ALLOCATI	497,189	528,482	457,203	496,835	
REVENUE OVER (UNDER) CASH EXPENSE & ALLOCA1	15,413	25,570	31,297	23,665	
<b>NON-CASH EXPENSE</b>					
92-01-00-7385 Depreciation Expense	353,573	681,371	670,000	760,000	
EXCESS REVENUE OVER (UNDER) EXPENDITURES, ALLOCATIONS, & OPERATING TRANSFERS	\$ (338,160)	\$ (655,801)	\$ (638,703)	\$ (736,335)	
<b>BOAT HARBOR FUND CAPITAL PROJECTS - Sport Ramp Project</b>					
<b>REVENUES</b>					
92-50-00-4341 State Revenue				\$ 5,300,000	
<b>EXPENDITURES</b>					
92-50-00-7392 Project Expenditures				\$ 5,279,000	
92-50-00-7900 Work Orders - Administration				3,000	
92-50-00-7908 Work Orders - Facilities				10,000	
92-50-00-7963 Work Orders - Harbors				8,000	
				5,300,000	
BOAT HARBOR FUND CAPITAL PROJECTS REVENUE OVER EXPENDITURES				\$ -	
FY19 Ending Fund (92) Unrestricted Net Assets				\$ 503,654	
Net Pension Liability				186,433	
FY20 Budgeted (92) Revenue Over (Under) CASH Operating Expenditures				31,297	
FY21 Proposed (92) Revenue Over (Under) CASH Operating Expenditures				23,665	
Projected FY21 Ending Unrestricted Net Assets (Less Net Pension Liability)				\$ 745,049	
Projected 06/30/21 Net Assets as % of Fund Capital Assets				3%	

		<b>FY18 ACTUAL</b>	<b>FY19 ACTUAL</b>	<b>FY20 BUDGET</b>	<b>FY21 PROPOSED</b>	<b>Change</b>
<b>93 LUTAK DOCK FUND</b>						
<b>LUTAK DOCK OPERATIONS</b>						
<b>REVENUES</b>						
93-01-00-4217	Lutak Dock User Fees	\$ 450,756	\$ 517,804	\$ 422,000	\$ 330,000	(92,000)
93-01-00-4610	Interest Earnings	7,667	25,755	20,000	20,000	-
		<u>458,423</u>	<u>543,559</u>	<u>442,000</u>	<u>350,000</u>	
<b>EXPENDITURES</b>						
93-01-00-7211	Supplies & Postage	\$ 178	\$ 206	\$ 800	800	-
93-01-00-7230	Material & Equipment	523	2,455	8,000	8,000	-
93-01-00-7241	Computers & Peripherals	939	26	600	8,000	7,400
93-01-00-7312	Professional & Contractual	5,632	22,962	8,500	50,000	41,500
93-01-00-7325	Dues, Subscriptions & Fees	201	201	200	200	-
93-01-00-7334	Travel & Per Diem	858	676	1,000	-	(1,000)
93-01-00-7335	Training	425	125	400	400	-
93-01-00-7340	Advertising	-	7	100	100	-
93-01-00-7351	Banking & Insurance	3,786	4,350	4,600	5,060	460
93-01-00-7355	Vehicle Expense	1,889	2,139	2,400	2,400	-
93-01-00-7360	Utilities	6,021	5,731	4,900	6,000	1,100
93-01-00-7371	Maintenance & Repairs	1,071	1,373	5,000	5,000	-
93-01-00-7901	Work Orders - Public Works	3,865	2,885	5,000	3,000	(2,000)
93-01-00-7900	Work Orders - Administration	-	9,392	4,000	2,000	(2,000)
93-01-00-7908	Work Orders - Facilities	5,262	3,285	6,000	6,000	-
		<u>30,649</u>	<u>55,812</u>	<u>51,500</u>	<u>96,960</u>	45,460
<b>ALLOCATED PAYROLL EXPENSE</b>						
93-99-00-8101	Allocations - Administration	\$ 13,688	\$ 13,821	\$ 13,821	14,013	192
93-99-00-8104	Allocations - Finance	9,923	9,672	9,967	9,561	(406)
93-99-00-8120	Allocations - IT	2,008	2,100	2,537	2,726	189
93-99-00-8163	Allocations - Harbor	58,057	60,533	65,485	67,803	2,318
		<u>83,676</u>	<u>86,126</u>	<u>91,810</u>	<u>94,103</u>	2,293
<b>TOTAL CASH EXPENDITURES &amp; ALLOCATIONS</b>		<b>114,325</b>	<b>141,938</b>	<b>143,310</b>	<b>191,063</b>	
<b>REVENUE OVER (UNDER) CASH EXPENSE &amp; ALLOCATIONS</b>		<b>344,098</b>	<b>401,621</b>	<b>298,690</b>	<b>158,937</b>	
<b>NON-CASH EXPENSE</b>						
93-01-00-7385	Depreciation Expense	99,307	99,307	99,400	99,400	
<b>EXCESS REVENUE OVER (UNDER) EXPENDITURES, ALLOCATIONS, &amp; OPERATING TRANSFERS</b>		<b>\$ 244,791</b>	<b>\$ 302,314</b>	<b>\$ 199,290</b>	<b>\$ 59,537</b>	
<b>LUTAK DOCK CAPITAL PROJECTS</b>						
<b>EXPENDITURES</b>						
93-50-00-7392	Project Expenditures (Lutak Dock Uplands work)				225,000	
Use of Lutak Dock Fund Balance for Dock Replacement Design					<u>(225,000)</u>	
FY19 Ending Fund (93) Unrestricted Net Assets					\$ 2,147,833	
FY20 Budgeted (93) Revenue Over CASH Expenditures					298,690	
FY21 Proposed (93) Revenue Over CASH Operating Expenditures					158,937	
FY21 Proposed (93) Use of Fund Balance for Capital Projects					(225,000)	
Projected FY21 Ending Fund (93) Unrestricted Net Assets					\$ 2,380,460	
<b>Projected 06/30/21 Net Assets as % of Fund Capital Assets</b>					<b>126%</b>	

		<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>	<b>Change</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>PROPOSED</b>	
<b>94 PORT CHILKOOT DOCK FUND</b>						
<b>REVENUES</b>						
94-01-00-4218	PC Dock Usage Fee	\$ 92,306	\$ 111,375	\$ 121,728	\$ 80,000	(41,728)
94-01-00-4225	PC Dock Parking Permit	200	1,285	3,600	3,600	-
		<u>92,506</u>	<u>115,712</u>	<u>125,328</u>	<u>83,600</u>	<u>(41,728)</u>
<b>EXPENDITURES</b>						
94-01-00-7211	Supplies & Postage	\$ 127	\$ 148	\$ 750	750	-
94-01-00-7230	Material & Equipment	2,842	6,053	2,500	2,500	-
94-01-00-7241	Computers & Peripherals	951	39	600	600	-
94-01-00-7312	Professional & Contractual	150	553	1,500	1,500	-
94-01-00-7325	Dues, Subscriptions & Fees	201	201	350	350	-
94-01-00-7334	Travel & Per Diem	807	939	1,000	-	(1,000)
94-01-00-7335	Training	550	297	400	400	-
94-01-00-7340	Advertising	-	-	100	100	-
94-01-00-7351	Banking & Insurance	10,683	11,666	13,720	15,092	1,372
94-01-00-7355	Vehicle Expense	1,267	1,438	1,200	1,200	-
94-01-00-7360	Utilities	12,812	8,373	11,000	11,000	-
94-01-00-7371	Repairs & Maintenance	366	139	2,000	2,000	-
94-01-00-7901	Work Orders - Public Works	1,177	105	1,400	1,400	-
94-01-00-7907	Work Orders - Ports	(41,874)	(37,434)	(65,000)	-	65,000
94-01-00-7908	Work Orders - Facilities	1,024	503	1,000	1,000	-
		<u>(8,917)</u>	<u>(6,979)</u>	<u>(27,480)</u>	<u>37,892</u>	<u>65,372</u>
<b>ALLOCATED PAYROLL EXPENSE</b>						
94-99-00-8101	Allocations - Administration	\$ 3,425	3,455	3,455	3,503	48
94-99-00-8104	Allocations - Finance	7,655	7,322	7,531	7,267	(264)
94-99-00-8120	Allocations - IT	2,008	2,100	2,537	2,726	189
94-99-00-8163	Allocations - Harbor	57,407	67,919	87,613	84,718	(2,895)
		<u>70,495</u>	<u>80,796</u>	<u>101,136</u>	<u>98,214</u>	<u>(2,922)</u>
<b>TOTAL CASH EXPENDITURES &amp; ALLOCATIONS</b>		<b>61,578</b>	<b>73,817</b>	<b>73,656</b>	<b>136,106</b>	
<b>TRANSFERS</b>						
94-98-00-8255	Operating Transfers - from EconDev	(50,000)	(49,500)	(41,600)	-	
<b>TOTAL CASH EXPENDITURES &amp; TRANSFERS</b>		<b>11,578</b>	<b>24,317</b>	<b>32,056</b>	<b>136,106</b>	
<b>REVENUE OVER (UNDER) CASH EXPENSE &amp; TRANSFER</b>		<b>80,929</b>	<b>91,395</b>	<b>93,272</b>	<b>(52,506)</b>	
<b>NON-CASH EXPENSE</b>						
94-01-00-7385	Depreciation Expense	327,291	327,291	327,500	327,500	
<b>EXCESS REVENUE OVER (UNDER) EXPENDITURES, ALLOCATIONS, &amp; OPERATING TRANSFERS</b>		<b>\$ (246,363)</b>	<b>\$ (235,896)</b>	<b>\$ (234,228)</b>	<b>\$ (380,006)</b>	
<b>PC DOCK CAPITAL PROJECTS -Lightering Float Winch</b>						
<b>EXPENDITURES</b>						
94-50-00-7392	Project Expenditures (PC Dock Lightering Float Winch)			-	75,000	
<b>TRANSFERS</b>						
94-98-00-8254	Operating Transfers - from CPV				(75,000)	
					<u>-</u>	
	FY19 Ending Fund (94) Unrestricted Net Position				\$ 260,348	
	FY20 Budgeted (94) Revenue Over (Under) CASH Expenditures				93,272	
	FY21 Proposed (94) Revenue Over (Under) CASH Expenditures				(52,506)	
	Projected FY21 Ending Fund (94) Unrestricted Net Assets				301,114	
	<b>Projected 06/30/21 Net Assets as % of Fund Capital Assets</b>				<b>4%</b>	

		<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>	<b>Change</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>PROPOSED</b>	
<b>97 PERMANENT FUND</b>						
<b>REVENUE</b>						
97-01-00-4610	Permanent Fund Income	\$ 253,766	\$ 601,899	\$ 348,000	\$ 358,000	10,000
<b>EXPENDITURES</b>						
97-01-00-7312	Professional & Contractual	\$ 22,135	\$ 22,127	\$ 22,000	22,250	250
97-01-00-7351	Banking & Insurance	2,059	1,757	2,000	2,000	-
		24,194	23,884	24,000	24,250	250
<b>TRANSFERS</b>						
97-98-00-8252	Operating Transfers - IN fr Land Sales	\$ -	\$ (3,879)	\$ (26,743)	(32,628)	(5,885)
97-98-00-8264	Operating Transfers - OUT fr Permanent	303,000	304,000	304,000	307,000	3,000
		303,000	300,121	277,257	274,372	(2,885)
<b>EXCESS REVENUE OVER (UNDER) EXPENSES, ALLOCATIONS, &amp; OPERATING TRANSFERS</b>		<b>\$ (73,428)</b>	<b>\$ 277,894</b>	<b>\$ 46,743</b>	<b>\$ 59,378</b>	12,635
	FY19 Ending Fund (97) Balance				8,937,643	
	FY20 Budgeted (97) Revenue Over (Under) Expenditures				46,743	
	FY21 Proposed (97) Revenue Over (Under) Expenditures				59,378	
	Projected 06/30/21 Ending Fund (97) Balance				\$ 9,043,764	

# HAINES BOROUGH - FY21 Real Property Tax Mill Rates\*

**DRAFT**



	<u>Borough</u> <u>Areawide</u>	<u>Fire</u> <u>Service</u> <u>Area</u>	<u>Road /</u> <u>Other</u> <u>Service</u> <u>Area</u>	<u>Total Mills</u> <u>without Debt</u> <u>Service</u>	<u>Debt</u> <u>Service</u> <u>Mills**</u>	<u>May 5</u> <u>Proposed</u> <u>FY21 Total</u> <u>Levy</u>	<u>FY21</u> <u>Manager's</u> <u>Budget</u>	<u>FY20</u> <u>Total</u>	<u>Decrease</u> <u>from</u> <u>Manager's</u> <u>Budget</u>	<u>Decrease</u> <u>from</u> <u>FY20</u>
Townsite	4.62	0.85	3.24	8.71	2.20	<b>10.91</b>	10.91	10.91	0.00	0.00
Fire District #1 (outside the Townsite)	4.62	0.85	-	5.47	2.20	<b>7.67</b>	7.91	7.91	(0.24)	(0.24)
Fire District #3	4.62	0.92	-	5.54	2.20	<b>7.74</b>	7.92	7.82	(0.18)	(0.08)
Dalton Trail RMSA	4.62	0.92	0.39	5.93	2.20	<b>8.13</b>	8.31	8.21	(0.18)	(0.08)
Dalton Trail RMSA (no fire service)	4.62	-	0.39	5.01	2.20	<b>7.21</b>	7.39	7.39	(0.18)	(0.18)
Dalton Trail & Eagle Vista RMSA	4.62	0.92	2.29	7.83	2.20	<b>10.03</b>	10.21	9.99	(0.18)	0.04
Dalton Trail & Chilkat Lake RMSA	4.62	-	0.63	5.25	2.20	<b>7.45</b>	7.63	7.62	(0.18)	(0.17)
Riverview RMSA	4.62	0.92	-	5.54	2.20	<b>7.74</b>	7.92	7.82	(0.18)	(0.08)
Letnikof RMSA	4.62	0.85	1.33	6.80	2.20	<b>9.00</b>	9.24	9.00	(0.24)	0.00
Borough	4.62	-	-	4.62	2.20	<b>6.82</b>	7	7.00	(0.18)	(0.18)

\*A mill is equal to \$1.00 of tax for each \$1,000 of assessment.

\*\*Per Alaska Statute debt service mills are not subject to the 10 mill tax cap.



HAINES BOROUGH

FY21 BUDGETED PAYROLL

DRAFT

Position	Current Employee	Straight Time Hours	Over-time Hours	Standby Hours	Hourly Rate	Gross Earnings	PERS & SBS	Medicare	Alaska ESD	Worker's Comp	Union Health Insurance	Total Costs
<b>Administration</b>												
Borough Manager	Debra Schnabel	2040	-	-	45.00	91,800	25,823	1,331	n/a	334	18,504	137,793
Borough Clerk	Alekka Fullerton	2040	-	-	38.00	77,520	21,806	1,124	415	282	18,504	119,652
Contracts & Grants	Carolann Wooton	2040	-	-	27.50	56,100	15,781	813	415	204	18,504	91,818
<b>Totals</b>		<b>6120</b>	<b>-</b>	<b>-</b>		<b>225,420</b>	<b>63,411</b>	<b>3,269</b>	<b>830</b>	<b>821</b>	<b>55,512</b>	<b>349,262</b>
<b>Ambulance</b>												
EMT / Firefighter	Jennifer Walsh	2092	-	-	24.10	50,417	14,182	731	415	2,178	18,504	86,428
EMT / Firefighter	Tim Holm	2092	-	-	23.60	49,371	13,888	716	415	2,133	18,504	85,027
Fire Chief	Al Giddings	-	-	-	-	9,000	552	131	n/a	389	n/a	10,071
EMT / Firefighter -PT	Al Giddings	500	-	-	23.10	11,550	3,249	167	116	499	n/a	15,581
<b>Totals</b>		<b>4684</b>	<b>-</b>	<b>-</b>		<b>120,338</b>	<b>31,871</b>	<b>1,745</b>	<b>946</b>	<b>5,199</b>	<b>37,008</b>	<b>197,107</b>
<b>Assembly</b>												
Mayor	Jan Hill	-	-	-	-	7,000	1,969	102	n/a	26	n/a	9,096
Assembly Member/Deputy Mayor	Stephanie Scott	-	-	-	-	3,150	193	46	n/a	11	n/a	3,400
Assembly Member	Gabe Thomas	-	-	-	-	3,150	193	46	n/a	11	n/a	3,400
Assembly Member	Brenda Josephson	-	-	-	-	3,150	193	46	n/a	11	n/a	3,400
Assembly Member	Zephyr Sincerny	-	-	-	-	3,150	193	46	n/a	11	n/a	3,400
Assembly Member	Paul Rogers	-	-	-	-	3,150	193	46	n/a	11	n/a	3,400
Assembly Member	Jerry Lapp	-	-	-	-	3,150	193	46	n/a	11	n/a	3,400
<b>Totals</b>		<b>-</b>	<b>-</b>	<b>-</b>		<b>25,900</b>	<b>3,128</b>	<b>376</b>	<b>-</b>	<b>94</b>	<b>-</b>	<b>29,498</b>
<b>Dispatch</b>												
Dispatcher Supervisor	Celeste Grimes	2040	150	-	24.56	55,628	15,648	807	415	203	18,504	91,205
Dispatcher	Jane Clark	2040	100	-	23.93	52,407	14,742	760	415	191	18,504	87,019
Dispatcher	Robert Reinke	2040	100	-	18.43	40,362	11,354	585	415	147	18,504	71,367
Dispatcher	Linda Waldo	2040	100	-	19.93	43,647	12,278	633	415	159	18,504	75,635
Dispatcher	Carole Lauenroth	2040	100	-	17.93	39,267	11,046	569	415	143	18,504	69,944
Shift Differential	Swing Shift	2920	-	-	0.80	2,336	657	34	23	n/a	n/a	3,050
Shift Differential	Grave Yard	2920	-	-	1.60	4,672	1,314	68	47	n/a	n/a	6,101
<b>Totals</b>		<b>10200</b>	<b>550</b>	<b>-</b>	<b>107.18</b>	<b>238,318</b>	<b>67,039</b>	<b>3,456</b>	<b>2,145</b>	<b>843</b>	<b>92,520</b>	<b>404,320</b>
<b>Elections</b>												
Precinct Chairs	TBD	36	-	-	12.50	450	n/a	n/a	n/a	2	n/a	452
Election Workers	TBD	123	-	-	11.00	1,353	n/a	n/a	n/a	5	n/a	1,358
<b>Totals</b>		<b>159</b>	<b>-</b>	<b>-</b>		<b>1,803</b>				<b>7</b>		<b>1,810</b>
<b>Finance</b>												
Chief Fiscal Officer	Jila Stuart	1960	-	-	35.00	68,600	19,297	995	415	250	18,504	108,061
Accounts Receivable Clerk	Tina Olsen	2040	-	-	23.47	47,879	13,468	694	415	174	18,504	81,135
Payroll/Accounts Payable	Sally Garton	2040	5	-	23.06	47,215	13,282	685	415	172	18,504	80,273
Sales Tax Clerk	Jessie Badger	1960	-	-	24.06	47,158	13,265	684	415	172	18,504	80,198
<b>Totals</b>		<b>8000</b>	<b>5</b>	<b>-</b>		<b>210,852</b>	<b>59,313</b>	<b>3,057</b>	<b>1,660</b>	<b>768</b>	<b>74,016</b>	<b>349,666</b>
<b>Harbors</b>												
Harbormaster	Shawn Bell	2040	-	-	36.83	75,133	21,135	1,089	415	2,836	18,504	119,112
Assistant Harbormaster	Henry Pollan	2040	50	-	20.97	44,352	12,476	643	415	1,674	18,504	78,064



**HAINES BOROUGH**

**FY21 BUDGETED PAYROLL**

Position	Current Employee	Straight Time Hours	Over-time Hours	Standby Hours	Hourly Rate	Gross Earnings	PERS & SBS	Medicare	Alaska ESD	Worker's Comp	Union Health Insurance	Total Costs
Seasonal Assistant	TBD	1020	20	-	16.99	17,840	5,018	259	178	673	12,336	36,304
Port Security Officer	TBD	700	-	-	16.99	11,893	3,346	172	119	449	n/a	15,979
Harbor Assistant	TBD	400	-	-	16.99	6,796	1,912	99	68	256	n/a	9,131
<b>Totals</b>		<b>6200</b>	<b>70</b>	<b>-</b>		<b>156,013</b>	<b>43,887</b>	<b>2,262</b>	<b>1,195</b>	<b>5,888</b>	<b>49,344</b>	<b>258,590</b>
<b>Lands, Assessment &amp; Planning</b>												
Assessor	Dean Olsen	2040	-	-	32.61	66,524	18,713	965	415	242	18,504	105,364
P&Z Tech/Admin Asst	TBD	1020	-	-	18.97	19,349	5,443	281	193	70	9,252	34,589
Planner	TBD	1020	-	-	22.10	22,542	6,341	327	225	82	9,252	38,769
Assessor In Training	Donna Lambert	2040	-	-	22.10	45,084	12,682	654	415	164	18,504	77,503
P&Z Tech/Admin Asst	Savannah Maily	208	-	-	19.47	4,050	1,139	59	40	15	3,084	8,387
leave payout	Savannah Maily	41	-	-	19.47	798	49	12	8	3	n/a	870
Property Data Collector	Dallas Anderson	200	-	-	19.47	3,894	1,095	56	39	14	n/a	5,099
7 Planning Commissioners	Seats A - G	-	-	-	-	4,200	257	61	n/a	15	n/a	4,534
<b>Totals</b>		<b>6569</b>	<b>-</b>	<b>-</b>		<b>166,442</b>	<b>45,720</b>	<b>2,413</b>	<b>1,336</b>	<b>606</b>	<b>58,596</b>	<b>275,114</b>
<b>Library (Borough Funded)</b>												
Library Director	Carolyn Goolsby	2040	-	-	33.87	69,095	19,436	1,002	415	252	18,504	108,704
Tech II, Collection Dev.	Lisa Blank	536	-	-	20.65	11,058	678	160	111	40	-	12,047
Assistant Director	Rebecca Heaton	1530	-	-	26.47	40,499	11,392	587	405	148	18,504	71,535
Library Tech II	Nelle Jurgeleit-Greene	832	-	-	16.15	13,437	3,780	195	134	49	-	17,595
Library Custodian	Benjamin Bard	893	-	-	16.11	14,378	4,045	208	144	780	-	19,555
Library Tech II	Sarah Zeiger	612	-	-	16.15	9,884	606	143	99	36	-	10,768
Technology Coordinator	Erik Baldwin Stevens	1479	-	-	25.56	37,803	10,634	548	378	138	-	49,501
Education Coordinator	Tracy Wirak	1479	-	-	18.43	27,258	7,668	395	273	99	-	35,693
Children/Youth Svcs Coord	Holly Davis	1071	-	-	24.43	26,165	7,360	379	262	95	-	34,261
Library Page	Aurora Alten-Huber	204	-	-	10.94	2,232	137	32	22	8	-	2,431
<b>Subtotal - Library General</b>		<b>10675</b>	<b>-</b>	<b>-</b>	<b>254.41</b>	<b>251,808</b>	<b>65,735</b>	<b>3,651</b>	<b>2,242</b>	<b>1,645</b>	<b>37,008</b>	<b>362,090</b>
<b>Friends of the Library Grant</b>												
Library Page	TBD	211	-	-	10.80	2,279	140	33	23	8	-	2,483
<b>Total Library Payroll</b>		<b>10886</b>	<b>-</b>	<b>-</b>	<b>265.21</b>	<b>254,087</b>	<b>65,875</b>	<b>3,684</b>	<b>2,265</b>	<b>1,653</b>	<b>37,008</b>	<b>364,572</b>
<b>Museum</b>												
Museum Director	Helen Alten	2040	-	-	32.37	66,035	18,576	958	415	241	18,504	104,727
Operations Faciliator	Regina Johanos	1785	-	-	18.93	33,790	9,505	490	338	123	18,504	62,750
Janitor	Kimothy Dorsey	331	-	-	15.61	5,167	317	75	52	280	n/a	5,890
<b>Total Museum Payroll</b>		<b>4156</b>	<b>-</b>	<b>-</b>		<b>104,992</b>	<b>28,397</b>	<b>1,522</b>	<b>805</b>	<b>644</b>	<b>37,008</b>	<b>173,368</b>
<b>Parks</b>												
Parks Laborer II	TBD	920	-	-	16.99	15,631	4,397	227	156	724	n/a	21,135
<b>Totals</b>		<b>920</b>	<b>-</b>	<b>-</b>		<b>15,631</b>	<b>4,397</b>	<b>227</b>	<b>156</b>	<b>724</b>	<b>-</b>	<b>21,135</b>
<b>Police</b>												
Chief of Police	Heath Scott	2040	-	-	52.88	107,885	30,348	1,564	415	3,821	18,504	162,537
Police Sergeant	Joshua Dryden	2040	150	1100	30.87	78,721	22,144	1,141	415	2,788	18,504	123,713
Police Officer I	Michael Fullerton	2040	150	1100	26.05	67,803	19,073	983	415	2,401	18,504	109,180



**HAINES BOROUGH**

**FY21 BUDGETED PAYROLL**

Position	Current Employee	Straight Time Hours	Over-time Hours	Standby Hours	Hourly Rate	Gross Earnings	PERS & SBS	Medicare	Alaska ESD	Worker's Comp	Union Health Insurance	Total Costs
Police Officer II	Brayton Long	2040	150	1100	28.83	74,100	20,844	1,074	415	2,624	18,504	117,562
Police Officer I	TBD	2040	150	1100	25.55	66,671	18,754	967	415	2,361	18,504	107,672
PD Shift Differential	Swing Shift	2920	-	-	0.80	2,336	657	34	-	83	n/a	3,110
PD Shift Differential	Grave Yard	300	-	-	1.60	480	135	7	-	17	n/a	639
<b>Totals</b>		<b>10200</b>	<b>600</b>	<b>4400</b>		<b>397,996</b>	<b>111,956</b>	<b>5,771</b>	<b>2,075</b>	<b>14,095</b>	<b>92,520</b>	<b>624,412</b>
<b>Pool</b>												
Pool Manager	RaeAnne Miner	1476	-	-	25.60	37,786	10,629	548	415	1,774	13,878	65,030
Assistant Manager	Julia Long	1000	-	-	17.49	17,490	4,920	254	175	821	n/a	23,660
Assistant Manager	Jessie Adams Weinert	1000	-	-	16.99	16,990	4,779	246	170	798	n/a	22,983
Pool Custodian	Stephanie Green	377	-	-	15.61	5,885	1,655	85	59	276	n/a	7,961
Pool Cashier	Stephanie Green	563	-	-	12.50	7,038	1,980	102	70	330	n/a	9,520
Lifeguard I	Various	300	-	-	13.55	4,065	249	59	41	191	n/a	4,605
Lifeguard II	Various	300	-	-	15.61	4,683	287	68	47	220	n/a	5,305
<b>Totals</b>		<b>5016</b>	<b>-</b>	<b>-</b>		<b>93,936</b>	<b>24,500</b>	<b>1,362</b>	<b>977</b>	<b>4,410</b>	<b>13,878</b>	<b>139,063</b>
<b>Public Facilities</b>												
Public Facilities Director	Ed Coffland	1712	-	-	40.87	69,969	19,682	1,015	415	255	18,504	109,840
Facility Maint. Superintendent	Eddie Bryant	2040	-	-	32.05	65,382	18,392	948	415	3,546	18,504	107,187
Facility Maint. Tech II	Andus Hale	2040	-	-	27.96	57,038	16,045	827	415	3,093	18,504	95,923
<b>Totals</b>		<b>5792</b>	<b>-</b>	<b>-</b>		<b>192,390</b>	<b>54,119</b>	<b>2,790</b>	<b>1,245</b>	<b>6,894</b>	<b>55,512</b>	<b>312,950</b>
<b>Public Works</b>												
Public Works Superintendent	Will Hickman	2040	65	-	28.33	61,515	17,304	892	415	2,851	18,504	101,481
Equipment Operator II	Kyle Klinger	2040	65	-	23.10	49,376	13,678	716	415	2,288	18,504	84,978
Equipment Operator II	Matthew Cowley	2040	65	-	21.56	46,085	12,964	668	415	2,136	18,504	80,771
Equipment Operator	Walker Blair	2040	65	-	21.56	46,085	12,964	668	415	2,136	18,504	80,771
Seasonal Operator	TBD	200	-	-	21.06	4,212	258	61	42	195	n/a	4,769
Seasonal Operator	TBD	200	-	-	21.06	4,212	258	61	42	195	n/a	4,769
<b>Totals</b>		<b>8560</b>	<b>260</b>	<b>-</b>		<b>211,485</b>	<b>57,426</b>	<b>3,067</b>	<b>1,744</b>	<b>9,801</b>	<b>74,016</b>	<b>357,538</b>
<b>Tourism Promotion</b>												
Tourism Director	Steven Auch	2040	-	-	24.50	49,980	14,059	725	415	182	18,504	83,865
Information Coordinator	Tammy Piper	2040	-	-	21.15	43,146	12,137	626	415	157	18,504	74,985
<b>Totals</b>		<b>4080</b>	<b>-</b>	<b>-</b>		<b>93,126</b>	<b>26,196</b>	<b>1,350</b>	<b>830</b>	<b>339</b>	<b>37,008</b>	<b>158,850</b>
<b>Water/Sewer</b>												
Water/Sewer Supervisor	Dennis Durr	2040	50	350	31.87	70,205	19,749	1,018	415	2,103	18,504	111,993
Water/Sewer Operator	Gavin McGuire	2040	50	400	21.56	47,199	13,277	684	415	1,414	18,504	81,494
Water/Sewer Operator	Allan Jobbins	2040	100	400	22.56	52,606	14,798	763	415	1,863	18,504	88,949
<b>Totals</b>		<b>6120</b>	<b>200</b>	<b>1150</b>		<b>170,011</b>	<b>47,824</b>	<b>2,465</b>	<b>1,245</b>	<b>5,379</b>	<b>55,512</b>	<b>282,436</b>
<b>COMBINED TOTALS BOROUGH FUNDED</b>		<b>97451</b>	<b>1685</b>	<b>5550</b>		<b>2,676,460</b>	<b>734,920</b>	<b>38,783</b>	<b>19,431</b>	<b>58,158</b>	<b>769,458</b>	<b>4,297,210</b>
<b>LIBRARY FOL FUNDED</b>		<b>211</b>	<b>-</b>	<b>-</b>		<b>2,279</b>	<b>140</b>	<b>33</b>	<b>23</b>	<b>8</b>	<b>-</b>	<b>2,483</b>
<b>GRAND TOTAL PAYROLL</b>		<b>97662</b>	<b>1685</b>	<b>5550</b>	<b>-</b>	<b>2,678,739</b>	<b>735,059</b>	<b>38,816</b>	<b>19,454</b>	<b>58,167</b>	<b>769,458</b>	<b>4,299,692</b>



Haines Borough  
Assembly Agenda Bill

Agenda Bill No.: 20-1016

Assembly Meeting Date: 05/12/20

Business Item Description:	Attachments:
Subject: FY20 Budget Amendment #4	1. Substitute Ordinance 20-04-567S 2. Finance Director's Memo 3. Original Ordinance 20-04-567 (as introduced) 4. Emergency Ordinance 20-03-564 5. Emergency Ordinance 20-04-569
Originator: Borough Manager	
Originating Department: Administration/Finance	
Date Submitted: 4/23/20	

**Full Title/Motion:**  
Motion: Substitute Ordinance 20-04-567s in its entirety in place of introduced Ordinance 20-04-567.

**Administrative Recommendation:**

**Fiscal Impact:**

Expenditure Required	Amount Budgeted	Appropriation Required	Projected Impact to Future Operating Budgets
\$ See attached	\$ See attached	\$ See attached	N/A

**Comprehensive Plan Consistency Review:**

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

**Summary Statement:**

This Ordinance accomplishes the following:

1. Includes Emergency Ordinance 20-03-564, adopted 3/24/20, appropriating \$88,730 for the Haines Borough COVID-19 pandemic response.
2. Includes Emergency Ordinance 20-04-569, adopted 4/28/20, appropriating an additional \$25,000 for the Haines Borough COVID-19 pandemic response.
3. Revise expenditures to reflect lower revenue projections for FY20 budgeted items.

**Referral:**

Referred to:	Referral Date:
Recommendation:	Meeting Date:

**Assembly Action:**

Meeting Date(s): 04/28/20, 5/12/20	Public Hearing Date(s): 05/12/20, 05/26/20
	Postponed to Date:

**AN ORDINANCE OF THE HAINES BOROUGH, PROVIDING FOR THE ADDITION OR AMENDMENT OF SPECIFIC LINE ITEMS TO THE FY20 BUDGET.**

BE IT ENACTED BY THE HAINES BOROUGH ASSEMBLY:

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, 2019 through June 30, 2020.

Section 4. Purpose. To provide for the addition or amendment of specific line items to the FY20 budget as follows:

<b>1. To transfer up to \$50,000 from the Areawide General Fund to the Medical Services Fund to respond to community health needs resulting from the COVID-19 pandemic response. Expenditures may include: wages for additional hours for EMS response and sanitization, ambulance supplies, support of services to quarantined citizens, distribution of information, and other emergency supplies and services. Funds will only be transferred as needed. The Borough may be eligible for reimbursement of some expenses related to the response by State or Federal government. This ordinance confirms two emergency ordinances for \$25,000 each originally approved as ORD#20-03-564 on 3/24/20 and ORD#20-04-569 on 4/28/20.</b>				
		Current FY20 Budget	Proposed FY20 Budget	Fund Balance Increase / (Decrease)*
01-98-00-8200	Transfer OUT to from General Fund	\$0	\$50,000	<b>(\$50,000)</b>
20-98-00-8200	Transfer IN to Medical Service Fund	\$0	\$50,000	<b>\$50,000</b>
20-03-00-XXXX	Medical Service Expenditures (COVID-19)	\$0	\$50,000	<b>(\$50,000)</b>
Total Appropriation at this time for COVID-19 response supplies & wages				<b>(\$50,000)</b>

<b>2. To transfer \$63,730 from the Areawide General Fund to the Capital Improvement Project Fund to purchase a portable decontamination unit. This appropriation was initially approved as an emergency ordinance #20-03-564.</b>				
		Current FY20 Budget	Proposed FY20 Budget	Fund Balance Increase / (Decrease)*
01-98-00-8200	Transfer OUT to from General Fund	\$0	\$63,730	<b>(\$63,730)</b>
50-98-00-8200	Transfer IN to Medical Service Fund	\$0	\$63,730	<b>\$63,730</b>
50-01-00-7392	Project Exp. (decontamination unit)	\$0	\$63,730	<b>(\$63,730)</b>
Total Appropriation for Decontamination Unit				<b>(\$63,730)</b>

<b>3. To adjust budgeted FY20 Areawide General Fund revenues to reflect updated projections.</b>				
		Current FY20 Budget	Proposed FY20 Budget	Fund Balance Increase / (Decrease)*
01-01-09-4130	Sales Tax	628,000	575,000	<b>(53,000)</b>
01-01-09-4132	Sales Tax Lodging	130,000	92,000	<b>(38,000)</b>

Haines Borough Ordinance  
No. 20-04-567S  
Page 2 of 7

01-01-09-4133	Tobacco Excise Tax	90,000	95,000	5,000
01-01-09-4134	Marijuana Excise Tax	-	7,500	7,500
01-01-09-4210	Business Licenses & Tour Permits	41,000	25,000	(16,000)
01-01-09-4226	Burial Permits	2,100	2,500	400
01-01-09-4250	Miscellaneous Fines & Fees	13,500	5,000	(8,500)
01-01-09-4364	State Revenue - Shared Fisheries	-	446	446
01-01-09-4610	Interest Earnings	210,000	250,000	40,000
01-01-09-4614	Penalty & Interest - Property Tax	20,000	34,000	14,000
01-01-09-4617	Penalty & Interest - Sales Tax	25,000	27,000	2,000
01-01-09-4620	Rent	55,000	50,000	(5,000)
01-01-17-4221	Building Permits	8,000	4,000	(4,000)
01-08-00-4620	Rental Income - Chilkat Center	25,000	15,000	(10,000)
01-14-00-4250	User Fees - Library	17,000	12,000	(5,000)
01-16-10-4250	User Fees - CYD	6,000	1,340	(4,660)
01-16-15-4257	Swimming Pool Revenue	26,000	13,200	(12,800)
Total reduction in Areawide FY20 Budgeted Revenues				<b>(\$87,614)</b>

<b>4. To reduce FY20 appropriations to the Administration department.</b>				
		Current FY20 Budget	Proposed FY20 Budget	Fund Balance Increase / (Decrease)*
01-01-10-7241	Computers & Peripherals	2,300	1,800	500
01-01-10-7312	Professional & Contractual	70,000	55,000	15,000
01-01-10-7334	Travel & Per Diem	4,500	2,800	1,700
Total reduction to administration department expense				<b>\$17,200</b>

<b>5. To reduce FY20 appropriations for salaries &amp; wages due to fewer meetings taking place than budgeted. To increase the appropriation for travel &amp; per diem and to appropriate \$3,000 for the Chamber of Commerce as approved at the 4/28 assembly meeting.</b>				
		Current FY20 Budget	Proposed FY20 Budget	Fund Balance Increase / (Decrease)*
01-01-11-6110	Salaries and wages	\$ 28,150	\$22,910	5,240
01-01-11-6115	Payroll Burden	4,552	3,702	850
01-01-11-6115	Travel & Per Diem	\$7,500	\$10,500	(3,000)

Haines Borough Ordinance  
No. 20-04-567S  
Page 3 of 7

01-01-11-7710	Appropriations from the Assembly	28,400	31,400	(3,000)
Total increase to Assembly department expense				<b>\$ 90</b>

<b>6. To reduce FY20 appropriations for the Elections department.</b>				
		Current FY20 Budget	Proposed FY20 Budget	Fund Balance Increase / (Decrease)*
01-01-14-6110	Salaries and wages	\$ 2,351	\$ 1,395	<b>956</b>
01-01-14-7211	Supplies & Postage	1,825	1,312	<b>513</b>
01-01-14-7312	Professional & Contractual	950	850	<b>100</b>
01-01-14-7334	Travel & Per Diem	100	-	<b>100</b>
01-01-14-7340	Advertising	800	602	<b>198</b>
Total reduction to Elections department expense				<b>\$ 1,867</b>

<b>7. To reduce FY20 appropriations for the Finance department.</b>				
01-01-15-7312	Professional & Contractual	52,300	47,800	<b>4,500</b>
01-01-14-7360	Utilities	5,800	5,350	<b>450</b>
Total reduction to Finance department expense				<b>\$ 4,950</b>

<b>8. To reduce FY20 appropriations for Lands, Assessment, &amp; Planning department expense. The reduction is primarily due to vacancies in the Planner position.</b>				
01-01-17-6110	Salaries and wages	\$211,104	\$ 193,589	<b>17,515</b>
01-01-17-6115	Payroll Burden	63,943	56,560	<b>7,383</b>
01-01-17-6140	Health Insurance	70,176	58,480	<b>11,696</b>
01-01-17-7312	Professional & Contractual	17,350	12,350	<b>5,000</b>
Total reduction of Lands/Planning expense				<b>\$ 41,594</b>

<b>9. To reduce FY20 appropriations for Public Facilities department expense. This amendment is due, in part, to the fact that the facilities department has been spending much of its time this year working on the pool so material, equipment, and other maintenance costs are appearing in the pool budget.</b>				
01-04-20-7230	Material & Equipment	18,000	12,000	<b>6,000</b>
01-04-20-7312	Professional & Contractual	28,650	23,650	<b>5,000</b>
01-04-20-7334	Travel & Per Diem	3,000	-	<b>3,000</b>
01-04-20-7371	Building Maintenance	38,000	19,000	<b>19,000</b>
Total reduction of Public Facilities expense				<b>\$ 33,000</b>

Haines Borough Ordinance

No. 20-04-567S

Page 4 of 7

<b>10. To reduce FY20 appropriations for Chilkat Center utilities expense.</b>				
		Current FY20 Budget	Proposed FY20 Budget	Fund Balance Increase / (Decrease)*
01-08-00-7360	Utilities	\$43,500	\$ 39,000	<b>\$4,500</b>

<b>11. To reduce FY20 appropriations for the Library.</b>				
		Current FY20 Budget	Proposed FY20 Budget	Fund Balance Increase / (Decrease)*
01-14-00-6110	Salaries and wages	\$279,525	\$ 269,700	<b>\$ 9,825</b>
01-14-00-6115	Payroll Burden	78,503	77,142	<b>1,361</b>
01-14-00-7210	Lending Materials	6,600	5,600	<b>1,000</b>
01-14-00-7305	Replacement Materials	500	-	<b>500</b>
01-14-00-7334	Travel & Per Diem	800	-	<b>800</b>
01-14-00-7335	Training	500	-	<b>500</b>
Total reduction of Library expense				<b>\$13,986</b>

<b>12. To reduce FY20 appropriations for the Museum.</b>				
		Current FY20 Budget	Proposed FY20 Budget	Fund Balance Increase / (Decrease)*
01-15-00-6110	Salaries and wages	\$144,558	\$ 139,958	<b>4,600</b>
01-15-00-6115	Payroll Burden	41,769	39,769	<b>2,000</b>
Total reduction of Museum expense				<b>\$ 6,600</b>

<b>13. To reduce FY20 appropriations for Community Youth Development due to the cancelation of programs and events.</b>				
		Current FY20 Budget	Proposed FY20 Budget	Fund Balance Increase / (Decrease)*
01-16-10-6110	Salaries and wages	\$ 11,512	\$ 8,600	<b>2,912</b>
01-16-10-6115	Payroll Burden	3,562	2,630	<b>932</b>
01-16-10-7230	Material & Equipment	3,000	1,000	<b>2,000</b>
01-16-10-7334	Travel & Per Diem	16,000	2,500	<b>13,500</b>
01-16-10-7355	Vehicle Expense	1,000	300	<b>700</b>
01-16-10-7360	Utilities	2,390	1,800	<b>590</b>

Haines Borough Ordinance  
No. 20-04-567S  
Page 5 of 7

01-16-10-7392	Program/Project Expenditures	2,000	700	<b>1,300</b>
Total reduction of CYD expense				<b>\$21,934</b>

**14. To reduce FY20 appropriations for the Dispatch department and to reduce allocated dispatch expense from the Areawide General fund to the Townsite Service Area, Medical Service Area, and Fire Funds.**

		Current FY20 Budget	Proposed FY20 Budget	Fund Balance Increase / (Decrease)*
01-02-50-6110	Salaries and wages	\$263,309	\$255,502	<b>\$7,807</b>
01-02-50-6115	Payroll Burden	80,499	76,999	<b>3,500</b>
01-02-50-6140	Health Insurance	87,720	85,527	<b>2,193</b>
01-02-50-7230	Material & Equipment	2,500	2,000	<b>500</b>
01-02-50-7312	Professional & Contractual	15,900	9,900	<b>6,000</b>
01-02-50-7360	Utilities	4,200	7,000	<b>(2,800)</b>
01-99-00-8106	Allocations - Dispatch Department	(450,149)	(432,949)	<b>(17,200)</b>
02-99-00-8106	Allocations - Dispatch Department	281,830	270,994	<b>10,836</b>
20-99-03-8106	Allocations - Dispatch Department	84,160	80,978	<b>3,182</b>
25-99-0X-8106	Allocations - Dispatch Department	84,160	80,978	<b>3,182</b>
Total reduction to Dispatch department				<b>\$17,200</b>

**15. To adjust budgeted Townsite Service Area Fund revenues to reflect updated projections.**

		Current FY20 Budget	Proposed FY20 Budget	Fund Balance Increase / (Decrease)*
02-01-09-4130	Sales Tax	846,000	775,000	<b>\$ (71,000)</b>
02-01-09-4610	Interest Earnings	9,000	15,000	<b>\$ 6,000</b>
Total				<b>(65,000)</b>

**16. To appropriate a grant received from the State of Alaska for police training and to reduce FY20 appropriations for the Police Department.**

		Current FY20 Budget	Proposed FY20 Budget	Fund Balance Increase / (Decrease)*
02-02-00-4341	State Grant Revenue - Police	\$0	\$ 4,497	<b>\$4,497</b>
02-02-00-6140	Health Insurance	87,720	74,562	<b>13,158</b>
02-02-00-7334	Travel & Per Diem	11,000	7,000	<b>4,000</b>

Haines Borough Ordinance  
No. 20-04-567S  
Page 6 of 7

02-02-00-7355	Vehicle Expense	15,000	27,000	(12,000)
02-02-00-7360	Utilities	18,100	15,000	3,100
Total reduction to Police department				<b>\$ 12,755</b>

<b>17. To increase FY20 appropriations for the Public Works department due to higher than usual snowfall during the 2019/2020 season.</b>				
		Current FY20 Budget	Proposed FY20 Budget	Fund Balance Increase / (Decrease)*
02-04-00-7312	Professional & Contractual	38,200	56,300	(18,100)
02-04-00-7355	Vehicle Expense	62,000	70,000	(8,000)
Total increase to Public Works department				<b>(26,100)</b>

<b>18. To reduce FY20 appropriations for the Tourism Promotion department.</b>				
		Current FY20 Budget	Proposed FY20 Budget	Fund Balance Increase / (Decrease)*
23-02-00-6110	Salaries and wages	120,295	\$109,298	<b>\$11,000</b>
23-02-00-6115	Payroll Burden	37,109	33,109	<b>4,000</b>
23-02-00-7211	Supplies & postage	11,000	6,000	<b>5,000</b>
23-02-00-7334	Travel & Per Diem	12,150	7,150	<b>5,000</b>
23-02-00-7392	Program & Project Expenditures	15,000	1,000	<b>14,000</b>
Total reduction to Tourism Promotion department				<b>\$39,000</b>

<b>19. To adjust water fund revenues and expenditures to reflect higher than anticipated revenues and expenditures for new water connections.</b>				
		Current FY20 Budget	Proposed FY20 Budget	Fund Balance Increase / (Decrease)*
90-01-00-4402	Water Hookup Revenue	6,000	\$24,000	<b>18,000</b>
90-01-00-7230	Material & Equipment	66,350	81,350	(15,000)
90-01-00-7312	Professional & Contractual Services	31,365	34,365	(3,000)
Total Net Change to revenues and expenses				<b>0</b>

\* 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 \_\_\_\_\_, 2020.

Haines Borough Ordinance  
No. 20-04-567S  
Page 7 of 7

ATTEST:

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

\_\_\_\_\_  
Alekka Fullerton, Borough Clerk

Date Introduced: 04/ /2020  
Date of First Public Hearing: \_/ \_/ \_  
Date of Second Public Hearing: \_/ \_/ \_

# HAINES BOROUGH

## Summary of Proposed Amendments to the FY20 Budget - Ordinance #20-04-567



FUND	<div style="display: flex; justify-content: space-around; text-align: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">Areawide General</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">Townsite General</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">Medical Service</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">Economic Development</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">Fire Service Areas</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">Water Fund*</div> </div>						TOTAL
	01	02	20	23	25	90	
Fund/(Cash) Balance as of 06/30/2019	3,305,308	1,040,959	158,239	554,230	23,086	424,532	
<b>FY20 BUDGET Revenue Over (Under) Expense</b>	(335,235)	(217,238)	(76,851)	(325,675)	(3,890)	(36,915)	
Proposed Amendments:							
1. COVID Emergency Appropriations**	(50,000)						(50,000)
2. COVID Decontamination Unit Emerg.Approp.**	(63,730)						(63,730)
3. Update Areawide Revenue Projections	(87,614)						(87,614)
4. Reduce Admin expense	17,200						17,200
5. Reduce Assembly expense	90						90
6. Reduce Elections expense	1,867						1,867
7. Reduce Finance expense	4,950						4,950
8. Reduce Lands/Planning expense	41,594						41,594
9. Reduce Public Facilities expense	33,000						33,000
10. Reduce Chilkat Center expense	4,500						4,500
11. Reduce Library expense	13,986						13,986
12. Reduce Museum expense	6,600						6,600
13. Reduce CYD expense	21,934						21,934
14. Reduce Dispatch Expense	-	10,836	3,182		3,182		17,200
15. Update TSA Revenue Projections		(65,000)					(65,000)
16. Reduce Police expense		12,755					12,755
17. Increase Public Works expense		(26,100)					(26,100)
18. Reduce Tourism Promotion expense				39,000			39,000
19. Adjust water fund revenue & expense							
<b>Increase/(Decrease) to Fund Balance</b>	(55,623)	(67,509)	3,182	39,000	3,182	-	(77,768)
<b>Proposed FY20 BUDGET Revenue Over / (Under) Expense</b>	(390,858)	(284,747)	(73,669)	(286,675)	(708)	(36,915)	
<b>Projected Fund/(Cash) Balance as of 06/30/2020</b>	<b>2,914,450</b>	<b>756,212</b>	<b>84,570</b>	<b>267,555</b>	<b>22,378</b>	<b>387,617</b>	

\* The cash balance is shown instead of the fund balance and the cash budget is shown which does not include depreciation expense.

\*\* Expense may be eligible for reimbursement with Federal CARES Act funds

HAINES BOROUGH, ALASKA  
ORDINANCE No. 20-04-567

**AN ORDINANCE OF THE HAINES BOROUGH, PROVIDING FOR THE ADDITION OR AMENDMENT OF SPECIFIC LINE ITEMS TO THE FY20 BUDGET.**

BE IT ENACTED BY THE HAINES BOROUGH ASSEMBLY:

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, 2019 through June 30, 2020.

Section 4. Purpose. To provide for the addition or amendment of specific line items to the FY20 budget as follows:

<b>1. To transfer up to \$25,000 from the Areawide General Fund to the Medical Services Fund to respond to community health needs resulting from the COVID-19 pandemic response. Expenditures may include: wages for additional hours for EMS response and sanitization, ambulance supplies, support of services to quarantined citizens, distribution of information, and other emergency supplies and services. Funds will only be transferred as needed. The Borough may be eligible for reimbursement of some expenses related to the response by State or Federal government. If additional resources are required a subsequent appropriation ordinance will follow.</b>				
		Current FY20 Budget	Proposed FY20 Budget	Fund Balance Increase / (Decrease)*
01-98-00-8200	Transfer OUT to from General Fund	\$0	\$25,000	(\$25,000)
20-98-00-8200	Transfer IN to Medical Service Fund	\$0	\$25,000	\$25,000
20-03-00-XXXX	Medical Service Expenditures (COVID-19)	\$0	\$25,000	(\$25,000)
Total Appropriation at this time for COVID-19 response supplies & wages				(\$25,000)

<b>2. To transfer \$63,730 from the Areawide General Fund to the Capital Improvement Project Fund to purchase a portable decontamination unit.</b>				
		Current FY20 Budget	Proposed FY20 Budget	Fund Balance Increase / (Decrease)*
01-98-00-8200	Transfer OUT to from General Fund	\$0	\$63,730	(\$63,730)
50-98-00-8200	Transfer IN to Medical Service Fund	\$0	\$63,730	\$63,730
50-01-00-7392	Project Exp. (decontamination unit)	\$0	\$63,730	(\$63,730)
Total Appropriation for Decontamination Unit				(\$63,730)

\* 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 \_\_\_\_\_, 2020.

Haines Borough  
Ordinance No. 20-04-567  
Page 2 of 2

ATTEST:

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

\_\_\_\_\_  
Alekka Fullerton, Borough Clerk

Date Introduced: 04/ /2020  
Date of First Public Hearing: \_/ \_/ \_  
Date of Second Public Hearing: \_/ \_/ \_

**AN EMERGENCY ORDINANCE OF THE HAINES BOROUGH PURSUANT TO HAINES BOROUGH CODE 2.12.040, PROVIDING FOR THE APPROPRIATION OF EMERGENCY FUNDS DUE TO COVID-19 PANDEMIC RESPONSE.**

**WHEREAS**, this Ordinance is being introduced pursuant to a finding by the assembly that an emergency exists and based upon the Mayor’s Declaration of Emergency of March 17, 2020; and

**WHEREAS**, the Haines Borough Assembly has adopted Resolution 20-03-853, A Resolution of the Haines Borough Assembly Certifying the Declaration of Emergency in the Haines Borough Based on the Risk to the Public posed by the Global COVID-19 Pandemic and the Substantial Economic Impacts to the Haines Borough; and

**WHEREAS**, an emergency ordinance may be adopted, amended and adopted, or rejected at the meeting at which it is introduced; and

**WHEREAS**, the affirmative vote of all members present, or the affirmative vote of three-fourths of the total membership, whichever is less, is required for adoption of an emergency ordinance; and

**WHEREAS**, this emergency ordinance is effective for 60 days,

**NOW THEREFORE, BE IT ENACTED BY THE HAINES BOROUGH ASSEMBLY:**

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

Section 2. Effective Date. This ordinance shall become effective immediately upon adoption and, per HBC 2.12.040, may be adopted upon introduction.

Section 3. Appropriation. This appropriation is hereby authorized as part of the budget for the fiscal year July 1, 2019 through June 30, 2020.

Section 4. Purpose. To provide for emergency funds as follows:

<b>To transfer up to \$25,000 from the Areawide General Fund to the Medical Services Fund to respond to community health needs resulting from the COVID-19 pandemic response. Expenditures may include: wages for additional hours for EMS response and sanitization, ambulance supplies, support of services to quarantined citizens, distribution of information, and other emergency supplies and services. Funds will only be transferred as needed. The Borough may be eligible for reimbursement of some expenses related to the response by State or Federal government. If additional resources are required a subsequent appropriation ordinance will follow.</b>				
		Current FY20 Budget	Proposed FY20 Budget	Fund Balance Increase / (Decrease)*
01-98-00-8200	Transfer OUT to from General Fund	\$0	\$25,000	(\$25,000)
20-98-00-8200	Transfer IN to Medical Service Fund	\$0	\$25,000	\$25,000
20-03-00-XXXX	Medical Service Expenditures (COVID-19)	\$0	\$25,000	(\$25,000)
Total Appropriation at this time for COVID-19 Response				(\$25,000)

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

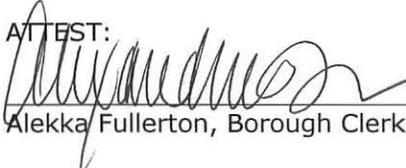
Haines Borough Ordinance  
 No. 20-03-564  
 Page 2 of 2

<b>To transfer \$63,730 from the Areawide General Fund to the Capital Improvement Project Fund to purchase a portable decontamination unit.</b>				
		Current FY20 Budget	Proposed FY20 Budget	Fund Balance Increase / (Decrease)*
01-98-00-8200	Transfer OUT to from General Fund	\$0	\$63,730	(\$63,730)
50-98-00-8200	Transfer IN to Medical Service Fund	\$0	\$63,730	\$63,730
50-01-00-7392	Project Exp. (decontamination unit)	\$0	\$63,730	(\$63,730)
Total Appropriation for Decontamination Unit				(\$63,730)

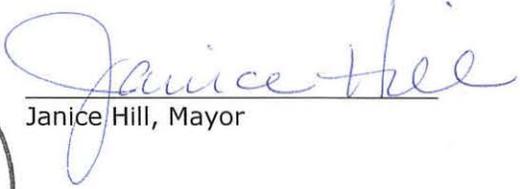
\* A positive amount in this column is favorable. A negative amount is unfavorable.

ADOPTED BY A DULY CONSTITUTED QUORUM OF THE HAINES BOROUGH ASSEMBLY THIS 24th DAY OF MARCH, 2020.

ATTEST:

  
 Alekka Fullerton, Borough Clerk



  
 Janice Hill, Mayor

**AN EMERGENCY ORDINANCE OF THE HAINES BOROUGH PURSUANT TO HAINES BOROUGH CODE 2.12.040, PROVIDING FOR THE APPROPRIATION OF EMERGENCY FUNDS DUE TO COVID-19 PANDEMIC RESPONSE.**

**WHEREAS**, this Ordinance is being introduced pursuant to a finding by the assembly that an emergency exists and based upon the Mayor’s Declaration of Emergency of March 17, 2020; and

**WHEREAS**, the Haines Borough Assembly has adopted Resolution 20-03-853, A Resolution of the Haines Borough Assembly Certifying the Declaration of Emergency in the Haines Borough Based on the Risk to the Public posed by the Global COVID-19 Pandemic and the Substantial Economic Impacts to the Haines Borough; and

**WHEREAS**, an emergency ordinance may be adopted, amended and adopted, or rejected at the meeting at which it is introduced; and

**WHEREAS**, the affirmative vote of all members present, or the affirmative vote of three-fourths of the total membership, whichever is less, is required for adoption of an emergency ordinance; and

**WHEREAS**, this emergency ordinance is effective for 60 days,

**NOW THEREFORE, BE IT ENACTED BY THE HAINES BOROUGH ASSEMBLY:**

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

Section 2. Effective Date. This ordinance shall become effective immediately upon adoption and, per HBC 2.12.040, may be adopted upon introduction.

Section 3. Appropriation. This appropriation is hereby authorized as part of the budget for the fiscal year July 1, 2019 through June 30, 2020.

Section 4. Purpose. To provide for emergency funds as follows:

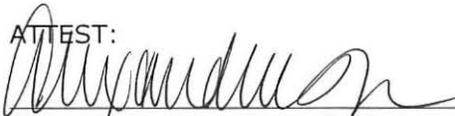
**To transfer up to \$25,000 from the Areawide General Fund to the Medical Services Fund to respond to community health needs resulting from the COVID-19 pandemic response. Expenditures will include: wages for additional hours for EMS response and sanitization, ambulance supplies, support of services to quarantined citizens, distribution of information, and other emergency supplies and services. Funds will only be transferred as needed. The Borough may be eligible for reimbursement of some expenses related to the response by State or Federal government. If additional resources are required a subsequent appropriation ordinance will follow.**

		Current FY20 Budget	Proposed FY20 Budget	Fund Balance Increase / (Decrease)*
01-98-00-8200	Transfer OUT to from General Fund	\$0	\$25,000	(\$25,000)
20-98-00-8200	Transfer IN to Medical Service Fund	\$0	\$25,000	\$25,000
20-03-00-XXXX	Medical Service Expenditures (COVID-19)	\$0	\$25,000	(\$25,000)
Total Appropriation at this time for COVID-19 response supplies & wages				(\$25,000)

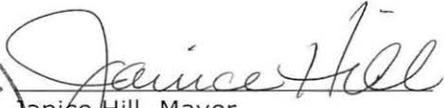
\* A positive amount in this column is favorable. A negative amount is unfavorable.

ADOPTED BY A DULY CONSTITUTED QUORUM OF THE HAINES BOROUGH ASSEMBLY THIS  
28th DAY OF APRIL, 2020.

ATTEST:

  
Alekka Fullerton, Borough Clerk



  
Janice Hill, Mayor



Haines Borough  
Assembly Agenda Bill

Agenda Bill No.: 20-1013Assembly Meeting Date: 05/12/20

Business Item Description:	Attachments:
Subject: Authorize Loan Application with ADEC for AC Pipe Replacement Project (\$1,000,000)	1. Ordinance 20-04-568 2. Draft Loan Agreement 3. Resolution 19-07-819
Originator: Contracts & Grants Administrator	
Originating Department: Administration	
Date Submitted: 4/22/20	

**Full Title/Motion:**

No motion necessary since Ordinance 20-04-568 is already scheduled for its second public hearing on 5/26/20.

**Administrative Recommendation:**

This ordinance is recommended by the Director of Public Facilities.

**Fiscal Impact:**

Expenditure Required	Amount Budgeted	Appropriation Required	Projected Impact to Future Operating Budgets
\$ Loan of \$829,860	\$ 0	\$ 0	Later resolution for project award

**Comprehensive Plan Consistency Review:**

Comp Plan Goals/Objectives:  
Objective 15B, Page 252

Consistent:  Yes  No

**Summary Statement:**

The assembly adopted Resolution No. 19-07-819 to authorize applying to ADEC for a low-interest loan through the Alaska Drinking Water Fund for the Small Tracts/Mud Bay/Front AC Pipe Replacement project. ADEC has authorized a loan for the project in the amount of up to \$1,329,860, with an additional \$500,000 of the loan amount offered as a subsidy in the form of principal forgiveness (grant).

The new total project will be \$2,329,860 and forgiveness in the amount of \$1,000,000.

**Referral:**

Referred to:

Referral Date:

Recommendation:

Meeting Date:

**Assembly Action:**

Meeting Date(s): 4/28/20, 5/12/20

Public Hearing Date(s): 5/12/20, 5/26/20

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 \$1,329,860 with the Alaska Department of Environmental Conservation for the Small Tracts/Mud Bay/Front AC Pipe Replacement project.**

**WHEREAS**, on July 18, 2019, the Borough Assembly adopted Resolution No. 19-07-819 that authorized the Borough Manager to apply to the Alaska Department of Environmental Conservation (ADEC) for a low-interest loan through the Alaska Drinking Water Fund (ADWF) for the Small Tracts/Mud Bay/Front AC Pipe Replacement project; and

**WHEREAS**, the ADEC has authorized an ADWF loan for the Small Tracts/Mud Bay/Front AC Pipe Phase 2 Replacement project in the amount of \$1,329,860, with \$500,000 of the loan amount offered as a subsidy in the form of principal forgiveness (grant) under a federal "disadvantage assistance" program; 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 \$1,329,860 agreement with the ADEC pursuant to the Borough's loan application to the ADWF for \$1,329,860 for the Small Tracts/Mud Bay/Front AC Pipe Replacement 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 28<sup>th</sup> DAY OF April 2020.

ATTEST:

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

\_\_\_\_\_  
Aleka Fullerton, CMC, Borough Clerk

Date Introduced: 04/28/20  
Date of First Public Hearing: 05/12/20  
Date of Second Public Hearing: 05/26/20



THE STATE  
of **ALASKA**  
GOVERNOR MIKE DUNLEAVY

Department of Environmental  
Conservation

DIVISION OF WATER  
State Revolving Fund Program

P.O. Box 111800  
Juneau, Alaska 99811-1800  
Main: 907.465.6594  
Fax: 907.465.5177

April 20, 2020

Ms. Debra Schnabel  
Borough Manager  
Haines Borough  
P.O. Box 1209  
Haines, Alaska 99827

Re: Loan Amendment No. 1 for Small Tracts/Mud Bay/Front Asbestos Cement (AC) Pipe  
Replacement (ADWF No. 395251)

Dear Ms. Schnabel:

Enclosed for signature is the loan amendment for the Small Tracts/Mud Bay/Front Asbestos  
Cement (AC) Pipe Replacement (Alaska Drinking Water Fund No. 395251), which modifies the  
scope of work, increases the principle forgiveness by \$500,000 for a new total of \$1,000,000, and  
increases the loan amount by \$1,329,860 for a new total of \$2,329,860.

Please return a copy of the fully signed loan amendment to [DECDASGRANTLOANADMIN@alaska.gov](mailto:DECDASGRANTLOANADMIN@alaska.gov)  
or mail a hard copy to the address identified below. The signed original agreement should be retained for  
your records.

Alaska Department of Environmental Conservation  
Division of Administrative Services  
Attn: Grant Administrative Section  
555 Cordova Street, 4<sup>th</sup> Floor  
Anchorage, Alaska 99501

This loan is not effective, and no disbursements will be made, until the Department has received a  
copy of the fully signed agreement. If you have any questions regarding the loan agreement you may  
contact Carrie Bohan, Program Manager, at 465-5143 or Beth Verrelli, Project Engineer, at 269-  
7603.

Sincerely,

A handwritten signature in blue ink, appearing to read "R. Bates".

Randy Bates  
Director

Enclosure: ADWF No. 395251 Small Tracts/Mud Bay/Front Asbestos Cement (AC) Pipe  
Replacement Loan Amendment No. 1



**State of Alaska  
Department of Environmental Conservation  
Division of Water  
State Revolving Fund Program**

**ALASKA DRINKING WATER FUND LOAN AGREEMENT**

**AMENDMENT 1**

**Haines Borough**

**Small Tracts/Mud Bay/Front Asbestos Cement (AC) Pipe Replacement  
LOAN NUMBER 395251**

As of April 20, 2020, the loan agreement made by the Alaska Department of Environmental Conservation (the Department) and the Haines Borough (the Borrower) for the Small tracts/Mud Bay/Front Asbestos Cement (AC) pipe replacement (Alaska Drinking Water Loan No. 395251) on April 15, 2019, is amended to modify the scope of work, increase the loan by \$1,329,860 for a new loan amount of \$2,329,860, and increases the funding subsidy (principal forgiveness) by \$500,000 for a new total of \$1,000,000.

This amendment modifies Section 1.1. (a), Section 1.1. (f), Section 1.1. (g), and Section 4.1. All other terms and conditions remain the same.

Section 1.1.(a) is amended as follows:

- (a) “Approved Application” means the application submitted to the Department on December 28, 2018, and the application for the scope change and loan increase submitted on February 13, 2020, together with all attachments and supporting documentation, as approved by the Department and the Borrower.

Section 1.1 (f) is amended as follows:

- (f) “Eligible Project Costs” include the following costs disbursed from the Alaska Drinking Water Fund, estimated to not exceed \$2,329,860; engineering and construction for the Project Facility; surveys, plans, estimates, and specifications; financial and environmental investigations; laboratory testing; purchase of any equipment that requires a long lead time for manufacture and delivery, legal expenses; and any other necessary miscellaneous expenditures, minus the amount of any grant application foregoing costs.

Section 1.1.(g) is amended as follows:

- (g) “Project Facility” means the facility to be constructed pursuant to this Agreement, as described generally in the approved applications dated December 28, 2018 and February 13, 2020. The original scope was to replace approximately 3,300 asbestos cement (AC) pipe with polyvinyl chloride (PVC) pipe on Small Tracts/Mud Bay Roads and Front Street. The

AC pipe is aging and deteriorating; PVC replacement will prevent leaks or major line breaks.

This Amendment 1 modifies the scope to replace approximately 3,400 feet of asbestos cement (AC) pipe with polyvinyl chloride (PVC) or high density polyethylene (HDPE) pipe on Small Tracts/Mud Bay roads, and Front Street. The AC pipe is aging and deteriorating; PVC or HDPE replacement will prevent leaks or major line breaks.

Section 4.1 is amended as follows:

This loan is made to the Borrower from the Alaska Drinking Water Fund for the maximum amount of \$2,329,860. Of this total amount, \$1,000,000 is offered to the Borrower as a funding subsidy in the form of principle forgiveness for disadvantaged community assistance. Any subsidy funds not used within one year of the date of this agreement may be withdrawn by the Department. All remaining unsubsidized funds will be repaid as provided in the following sections.

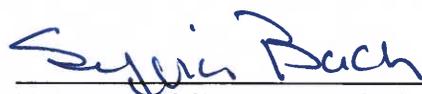
**ALASKA DEPARTMENT OF ENVIRONMENTAL CONSERVATION**

By:   
Randy Bates, Director  
Division of Water

**ACKNOWLEDGEMENT  
STATE OF ALASKA  
First Judicial District**

The foregoing instrument was acknowledged before me this 20 day of April, 2020



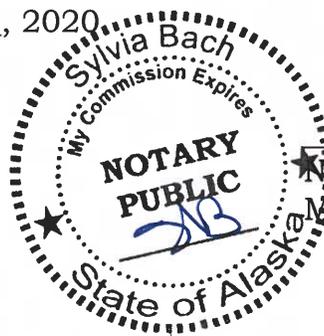
  
Notary Public, State of Alaska  
My commission expires: 11/1/2021

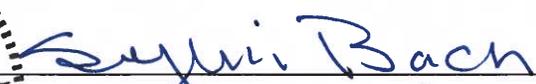
**ALASKA DEPARTMENT OF ENVIRONMENTAL CONSERVATION**

By:   
Elizabeth Pederson, Finance Officer  
Division of Administrative Services

**ACKNOWLEDGEMENT  
STATE OF ALASKA  
First Judicial District**

The foregoing instrument was acknowledged before me this 22 day of  
April, 2020



  
Notary Public, State of Alaska  
My commission expires: 11/10/2021

**Haines Borough**

By: \_\_\_\_\_  
Debra Schnabel  
Borough Manager

**ACKNOWLEDGEMENT  
STATE OF ALASKA  
First Judicial District**

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of  
\_\_\_\_\_, 2020

\_\_\_\_\_  
Notary Public, State of Alaska  
My commission expires: \_\_\_\_\_

**A Resolution of the Haines Borough Assembly authorizing the Borough Manager to apply to the State of Alaska, Department of Environmental Conservation for a loan from the Alaska Drinking Water Fund for the project entitled Small Tracts/Mud Bay AC Pipe Replacement Phase 2.**

**WHEREAS**, the Small Tracts/Mud Bay AC Pipe Replacement Phase 2 project would replace approximately 2,900 feet of asbestos cement (AC) pipe with C-900 PVC on Small Tracts and Mud Bay roads; and

**WHEREAS**, the AC pipe in this area is brittle and prone to leaks; and

**WHEREAS**, the Haines Borough seeks to obtain the necessary financial assistance for the project; and

**WHEREAS**, the State of Alaska, Department of Environmental Conservation (ADEC) is able to offer funding through the Alaska Drinking Water Fund; and

**WHEREAS**, the project currently is ranked second on an Alaska Drinking Water Fund priority list for fiscal year 2020; and

**WHEREAS**, the loan questionnaire received additional points as a public health project that "will correct potential long-term, chronic health threats, or resolve serious distribution system problems or leaks"; and

**WHEREAS**, the loan of up to \$1,329,860 would be repaid over no more than a 20-year term, with an estimated 1.5 percent finance rate; and

**WHEREAS**, the loan has a \$500,000 subsidy in the form of principal forgiveness, the maximum subsidy granted for Disadvantaged Community Assistance; and

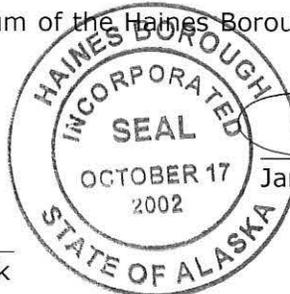
**WHEREAS**, upon receiving the loan agreement document, Haines Borough Charter Section 3.03 will require assembly authorization by ordinance to borrow the money,

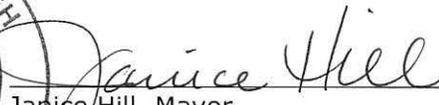
**NOW, THEREFORE, BE IT RESOLVED** that the Haines Borough Assembly authorizes the Borough Manager to apply to the State of Alaska, Department of Environmental Conservation for a loan from the Alaska Drinking Water Fund for the project entitled Small Tracts/Mud Bay AC Pipe Replacement Phase 2.

Adopted by a duly-constituted quorum of the Haines Borough Assembly on this 18th day of July, 2019.

Attest:

  
Alekka Fullerton, CMC, Borough Clerk



  
Janice Hill, Mayor

To: Haines Borough Assembly

Fr: Debra Schnabel, Manager

Timeframe: April 28 - May 6, 2020

Meeting Packet: May 12, 2020

## Departmental Reports:

### General Administration/Assembly:

**Heli-Ski Map Committee.** Nothing new to report.

**Bear Task Force.** Nothing new to report.

#### Outstanding Grant Requests/Projects.

(1) We will be submitting application for \$27 million to fund the rehabilitation of the Lutak Dock to the federal BUILD grant program. This alternative was submitted in a previous grant round.

(2) Dept. Homeland Security/State Homeland Security Program: \$680,000 for radio tower and equipment for first-responder communications outside current reception area. To be reviewed in September.

(3) The Biomass Project funded in part by AK Energy Authority is awaiting a decision by the Assembly; the related USFS grant (balance \$65,000) expires in September.

(4) We were awarded \$3000 of a \$6850 request from the Alaska Community Foundation for a communications project: Building Community – Leading Conversations. This project may be abandoned due to financial shortfall and the inability to travel and congregate.

**Legal Undertakings.** Case No. 1JU-19-762CI: The Superior Court affirmed the 2019 BOE decision to uphold of the Assessor's valuation Thomas and Marla Tribble's EXI property. Our attorney will file for legal fees, limited to 20%. We have spent approximately \$8000 on this case to date.

**COVID-19 Response.** The Borough's EOC Situation Report is being distributed by IC Carolann Wootton to your email inbox. EOC hosted a third virtual Town Hall meeting Wednesday, May 6, 2020.

**Finance.** Quarterly reports, a FY20 budget amendment and an FY21 Substitute Budget ordinance have occupied the department. Your meeting packet contains all.

### Water & Sewer.

#### Public Works.

**Public Facilities.** Attached is an April 29 memo from Public Facilities Director Edward Coffland addressing issues with the Public Safety Building and his recommendation that we develop a plan for funding and building a new Public Safety facility. His presentation follows my report on the agenda – 8. B. He will be recommending guided tours of the building for Assembly members.

**Biomass.** On hold.

**Public Safety Building.** Closed to the Public. Dispatch, Police, EMT/Fire staff working.

**Chilkat Center for the Arts.** Closed to the Public.

**Museum Building.** Closed to the public.

**Pool.** Closed. We are still on schedule for repair of the pool in May providing COVID-19 travel restrictions are lifted.

MANAGER'S REPORT TO THE ASSEMBLY

**Library.** The Library is currently closed, however, a State Mandate (Phase 2 Reopening) will address libraries this week. The library will be opened to the public within the protocols offered by that mandate.

**Mosquito Lake Community Center.** Closed. I have given permission for Community Waste Solutions to mobilize in the parking lot for solid waste collection on a weekly basis.

**Projects in preparation for bid and construction this summer:**

**Piedad Springs Water Expansion.** Expect to advertise within two weeks.

**Public Safety Bay Doors.** Expect to advertise within two weeks.

**Harbor Fuel Tanks.** Design complete.

**Tlingit Park Improvements.** Awaiting gazebo design from CIA (project partner).

**Ports & Harbors**

**Lutak Dock/RO-RO.** (1) The Team continues to meet with AML to negotiate a lease agreement. We expect to bring a proposal forward for your approval May 26. AML expects to have its permits in hand by May 5. Permits require construction to be complete by October 31.

**Portage Cove Sport Boat Launch Project.** Project surveyors were on sight Friday, May 1. Material is arriving on site

**Letnikof Facility.** Ramp and moorage is installed and ready for full use.

**CYD/Parks & Recreation.** The athletic aspect of the CYD program was terminated with state mandates forbidding congregation. The program was officially terminated May 4. Online programming developed by CYD will be maintained by the Library.

**Planning.**

**Tourism.**

**Police and Dispatch.** Maxwell Jusi was sworn in as an officer of the Haines Police Department on May 4.

**Fire & EMS.**

\*\*\*



# Memo

**Date:** April 29, 2020

**To:** Debra Schnabel, Borough Manager

**From:** Edward Coffland, PE, Public Facilities Director

**Subject:** Public Safety Building Condition

**Current Use and Status:** As you know, our Public Facilities Building is beyond its useful life. The building, constructed in 1980, is a temporary wood-framed modular structure. This facility is one of the community's most essential structures, and it needs to be one of the last buildings standing in Haines in case of a major disaster.

The 12,656 square-foot facility houses all the Borough's fire department and first response emergency vehicles, along with the police, dispatch center, jail, morgue, assembly chambers, public facilities office, rented office space, and file storage. Construction incorporates modularly designed building units on wooden pile foundations.

It does not comply with ADA requirements for public facilities, and renovation would require significant code upgrades, including egress, occupancy separation, and structural upgrades.

**Primary Concerns with the Building:** There are many concerns with the building. Some of the more significant issues are:

- The electrical system is at its maximum capacity. It is not possible to add any electrical equipment without installing a new service. Much of the interior wiring is dilapidated or does not comply with the current electrical code. Many of the panels are undersized and located such that required clearances are not possible. The entire electrical system should be removed and replaced. Recently the EOC wanted to install a high heat dryer capable of killing the COVID 19 virus in the building. But without a significant investment in a new electrical system, this is not possible.
- Water supply piping is copper, and pinhole leaks sometimes occur, requiring removing sheetrock to access for repair. As copper pipe continues to degrade, leaks are likely to increase. At some point, it will be necessary to remove and replace all copper pipe in the building requiring extensive sheetrock removal.
- Drainage plumbing is in poor condition and will need attention soon.

- In January 2013, PND Engineers submitted a report entitled “Structural Inspection and Condition Assessment.” The report identified numerous structural and building envelope deficiencies, including seasonal water in the crawl space accelerating decay and potentially promoting unhealthy air quality issues.
- Replace all exterior doors and windows, including apparatus bay doors.
- The building is energy inefficient. Insulation is inadequate, and much of the insulation is wet.
- The morgue is not functional.
- There are many ADA, NFPA, and IBC violations, too numerous to list here.
- Cosmetically, the building is in poor condition. New siding and exterior painting are needed.

We estimate repairs will cost \$2 million to \$2.5 million. Still, though the building was in good condition, many operational needs of a modern public safety facility are not possible to attain within the existing building configuration. So spending lots of money on the building itself will not solve operational problems.

**Functional Issues:** The building is not conducive to many modern operational needs. Even spending a large sum of money will not correct these needs. Some such deficiencies are:

- The Haines Borough Volunteer Fire Department, HBVFD has 42 volunteer firefighters, and two full-time firefighter/EMT’s and one seasonal firefighter/EMT. Meeting room, training space, office, kitchen, storage, and recreational area are all crammed into one area on the second floor. The apparatus bay is too small. The department has two ambulances, one pickup, two water tankers, one brush rig, and three fire trucks. There is not enough room to store all of these vehicles, associated tools, and equipment inside. The department has plans to replace two fire trucks with newer, larger fire trucks shortly, and these will not fit in the available space. There is no room for any more equipment at all.
- Haines Borough Police Department, HBPD, has five fulltime officers and one Alaska State Wildlife trooper. There are three jail cells with no interview or interrogation rooms, and the jail visiting room is a closet shared with cleaning tools and supplies. Munition and firearm storage do not comply with federal regulations, and evidence processing and storage are not secured. Office space is small and congested with no storage for supplies or consumable items. All police cars are parked outside. There is no fitness or training room or equipment.
- Dispatch has two E911 dispatch stations. The room is small and connected to the police station. Visitors cause interference with calls. It is difficult to even move around within the room. The area needs to be expanded and separated from the police station.
- A single-bay garage doubles as the Haines morgue and a small police station shop. When a body is present, the garage door is left open to allow ventilation. The morgue needs its own space, adequately outfitted, and the police need a shop.
- Borough assembly chambers are small. Often public meetings are overcrowded, and no ADA accessible restrooms are available.

**Conclusion:** The Borough can repair the existing building, but there is physically not enough room to accommodate all public safety needs. It seems unwise to invest lots of money in the existing building.

We ought to develop a plan to fund and build a new public safety building. If the community can agree on what is needed and develop conceptual drawings, then the Borough can determine construction costs and set a time frame to acquire the money to construct the project.

With a project identified and a funding plan in place, we will know how long we will continue to use the existing building and will be in a much better position to make informed repair and enhancement judgments. Also, if building grants or attractive loan opportunities arise, our project will be much more appealing to potential financiers. To move from a solid conceptual plan to a complete set of construction documents would require only a few months, and we could call the project “shovel ready” in application documents.

As you know, I have contacted an architectural firm, highly experienced in such projects that can help us start a dialog with the Assembly and our community. The firm has made some very preliminary documents, and I hope to continue working with them to refine the concept to reflect our needs as much as I know without spending a lot of money.

The Assembly asked some time ago for a presentation, and I think we should present the concept to the Assembly, soon, as a starting point for community dialog.

# Memo



**Date:** May 6, 2020  
**To:** Mayor, Assembly  
**Cc:** Debra Schnabel, Borough Manager  
**From:** Jila Stuart, Chief Fiscal Officer  
**RE:** FY20 3rd Quarter General Fund Financial Report

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 FY20 Budget amended as of 03/24/2020.

## 01 Areawide General Fund

Generally, Areawide General Fund revenues are tracking close to budget. With 75% of the fiscal year elapsed revenues are at 80% of budget. Primarily this is due to several large intergovernmental revenues received in lump sum payments during the first half of the year.

For the first six months of the year, areawide revenues are down \$431K (12%) from the previous year. The primary factors in the decrease are:

- Property Tax down \$223K (17%)
- Raw Fish Tax down \$126K (36%)
- Federal PILT down \$54K (13%)

Property tax revenues in the Areawide general fund are down only because tax is being diverted to the debt service fund to pay for the share of the 2005 school construction bond not paid by the State in FY20.

Areawide sales tax revenues are down \$10,413 (2%) year over year. The decrease is likely the combined effects of reduced economic activity in September 2019 compared to the previous year, the elimination of the tax on long-term rentals, and the sales tax free days in October and March.

Expenditures in the Areawide General Fund are generally tracking close to budget. With 75% of the fiscal year complete expenditures are at 75% and roughly flat from the previous year.

Revenues and expenditures are expected to be down in the 4<sup>th</sup> quarter of the fiscal year due to the impacts of the COVID shut down. Staff has prepared a substitute FY20 budget amendment ordinance #20-04-567 to reflect these changes

## 02 Townsite Service Area General Fund

Revenues for the Townsite Service Area (TSA) Fund are tracking slightly under budget. With 75% of the fiscal year elapsed revenues are at 73%. Sales tax is down \$18,774 (3%) from the previous year. Overall expenditures for the TSA are tracking slightly below budget at 73% but expenditures are up from the previous year primarily due to higher contractual services for snow removal.

**HAINES BOROUGH**

**FY20 GENERAL FUND Preliminary Revenue & Expenditures SUMMARY by FUND**

**FOR THE NINE MONTHS ENDING 03/31/2020**



**01 AREAWIDE GENERAL FUND**

	<b>FY19 3/31/19</b>	<b>FY20 3/31/20</b>	<b>Yr to Yr</b>	<b>FY20</b>	<b>BUDGET</b>	<b>% OF</b>
	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>VARIANCE*</b>	<b>BUDGET</b>	<b>VARIANCE*</b>	<b>BGT</b>
<b>REVENUE</b>						
Property Tax Revenue	\$ 1,315,863	\$ 1,092,861	\$ (223,002)	1,476,300	\$ (383,439)	74%
Sales Tax	454,644	444,231	(10,413)	628,000	(183,769)	71%
Sales Tax Lodging	93,450	87,999	(5,451)	130,000	(42,001)	68%
Tobacco Excise Tax	73,249	69,214	(4,035)	90,000	(20,786)	77%
Marijuana Excise Tax	-	2,070	2,070	-	2,070	0%
State Revenue - Community Assistance	422,288	410,120	(12,168)	409,017	1,103	100%
State Revenue - Raw Fish Tax	352,884	226,890	(125,994)	226,890	(0)	100%
State Revenue - PERS "on-behalf"	114,516	129,416	14,900	168,000	(38,584)	77%
State Revenue - Other	24,589	17,469	(7,120)	21,600	(4,131)	81%
Federal Revenue - P.I.L.T.	426,976	372,862	(54,114)	372,862	-	100%
Federal Revenue - Library	-	-	-	7,000	(7,000)	0%
Investment Income	179,211	182,487	3,277	210,000	(27,513)	87%
Rents	60,135	56,604	(3,531)	80,000	(23,396)	71%
User Fees	34,616	26,939	(7,677)	62,474	(35,535)	43%
e911 Surcharge	29,277	20,447	(8,830)	39,500	(19,054)	52%
Penalty & Interest - Tax Payments	67,557	60,253	(7,304)	45,000	15,253	134%
Business Licenses	17,395	23,600	6,205	41,000	(17,400)	58%
Miscellaneous Fines & Fees	12,192	24,442	12,250	33,600	(9,158)	73%
	<b>\$ 3,678,841</b>	<b>\$ 3,247,903</b>	<b>\$ (430,938)</b>	<b>\$ 4,041,243</b>	<b>\$ (793,340)</b>	<b>80%</b>
<b>EXPENDITURES</b>						
Salaries and wages	\$ 1,242,739	\$ 1,264,273	\$ (21,534)	\$ 1,707,229	\$ 442,956	74%
Employee Burden	329,178	368,249	(39,071)	521,995	153,746	71%
PERS "On Behalf" Pd by State	114,516	129,416	\$ (14,900)	168,000.00	\$ 38,584	77%
Health Insurance	293,994	293,131	863	412,284	119,153	71%
Supplies & Postage	51,653	49,965	1,688	61,445	11,480	81%
Material & Equipment	27,438	20,593	6,845	37,150	16,557	55%
Computers and Peripherals	58,441	46,309	12,133	55,593	9,284	83%
Professional & Contractual	219,140	306,890	(87,750)	365,385	58,495	84%
Dues, Subscriptions & Fees	7,022	10,753	(3,731)	6,600	(4,153)	163%
Travel & Per Diem	36,152	27,481	8,671	45,795	18,314	60%
Training	10,981	9,151	1,830	11,735	2,584	78%
Advertising	4,778	5,160	(382)	12,390	7,230	42%
Banking & Insurance	44,411	58,315	(13,905)	78,010	19,695	75%
Vehicle Expense	4,777	5,650	(873)	7,750	2,100	73%
Utilities	172,850	166,084	6,766	221,290	55,206	75%

	FY19 3/31/19 ACTUAL	FY20 3/31/20 ACTUAL	Yr to Yr VARIANCE*	FY20 BUDGET	BUDGET VARIANCE*	% OF BGT
School District - Instructional	1,203,750	1,203,750	-	1,605,000	401,250	75%
School District - Activities	159,750	164,250	(4,500)	210,000	45,750	78%
Appropriations from the Assembly	40,800	28,400	12,400	28,400	-	100%
Building Maintenance & Repairs	62,922	42,397	20,525	58,500	16,103	72%
Discretionary Expense	1,470	946	524	1,750	804	54%
Work Orders	(91,741)	(82,974)	(8,767)	(142,050)	(59,076)	58%
Allocations	(672,535)	(686,454)	13,920	(915,273)	(228,819)	75%
Operating Transfers - OUT fr General	166,149	60,742	105,407	210,230	149,488	29%
Operating Transfers - In fr Permanent	(228,000)	(152,000)	(76,000)	(304,000)	(152,000)	50%
<b>TOTAL AREAWIDE EXPENDITURES</b>	<b>3,260,636</b>	<b>3,340,477</b>	<b>(79,841)</b>	<b>4,465,208</b>	<b>1,124,732</b>	<b>75%</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>\$ 418,205</b>	<b>\$ (92,573)</b>	<b>\$ (510,779)</b>	<b>\$ (423,965)</b>	<b>\$ 331,392</b>	

## 02 TOWNSITE SERVICE AREA

### REVENUE

Property Tax Revenue	\$ 433,317	\$ 443,534	\$ 10,217	\$ 590,000	\$ (146,466)	75%
Sales Tax	607,600	588,826	(18,774)	846,000	(257,174)	70%
State Revenue - Police	185,216	185,216	-	246,955	(61,739)	75%
Interest Earnings	-	9,742	9,742	9,000	742	108%
Miscellaneous Fines & Fees	2,016	4,578	2,562	6,000	(1,422)	76%
<b>TOTAL TOWNSITE REVENUES</b>	<b>1,228,840</b>	<b>1,236,394</b>	<b>7,554</b>	<b>1,697,955</b>	<b>(461,561)</b>	<b>73%</b>

### EXPENDITURES

Salaries & Wages	\$ 446,152	\$ 448,487	\$ (2,335)	\$ 608,199	\$ 159,712	74%
Employee Burden	136,606	142,587	(5,982)	205,439	62,852	69%
Health Insurance	112,037	98,602	13,434	157,896	59,294	62%
Supplies & Postage	3,595	4,435	(839)	6,100	1,665	73%
Material & Equipment	130,997	117,338	13,659	119,500	2,162	98%
Computers & Peripherals	1,568	4,693	(3,125)	1,850	(2,843)	254%
Professional & Contractual	42,348	91,443	(49,095)	71,241	(20,202)	128%
Dues & Subscriptions	1,636	3,204	(1,568)	1,300	(1,904)	246%
Travel & Per Diem	7,313	6,811	502	14,400	7,589	47%
Training	1,120	15,069	(13,949)	11,000	(4,069)	137%
Advertising	898	416	482	900	484	46%
Banking & Insurance	25,868	26,318	(450)	38,825	12,507	68%
Vehicle Expense	75,892	93,560	(17,668)	77,000	(16,560)	122%
Utilities	58,960	56,142	2,818	73,400	17,258	76%
Work Orders	(61,609)	(54,377)	(7,233)	(70,350)	(15,973)	77%
Allocations	327,746	336,370	(8,624)	448,493	112,123	75%
<b>TOTAL TOWNSITE EXPENSES</b>	<b>1,311,129</b>	<b>1,391,099</b>	<b>(79,970)</b>	<b>1,915,193</b>	<b>524,094</b>	<b>73%</b>
<b>NET REVENUE UNDER EXPENDITURES</b>	<b>\$ (82,288)</b>	<b>\$ (154,705)</b>	<b>\$ (72,417)</b>	<b>\$ (217,238)</b>	<b>\$ 62,533</b>	

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

Haines Borough Tourism Department  
PO Box 530  
Haines, Alaska 99827



May 7, 2020

To the Haines Assembly,

I am writing to offer some additional information regarding the conversation of increased cruise traffic, and more specifically, partnership with Royal Caribbean Cruise Lines. While I can certainly expand on any of these points, in the interest of saving you time I'm choosing only to highlight a few things. If you feel you want more information on any of this, I implore you to reach out to me directly.

- As the Tourism Director, my efforts are first and foremost to support growth to our community in ways that the community wants. This includes understanding our Comprehensive Plan, listening to community feedback, and understanding the history of Tourism in the community, among many other things.
- My strong emphasis on cruise traffic at the current time is because there is no other possible way to bring this volume of visitors to the Haines Borough.
- This volume of traffic will transform many businesses in the community from barely viable, part-time, or "hobby" businesses into full-time, retirement capable, economic engines for the community.
- The Port Chilkoot Dock sits, vastly underutilized, in the face of our community. I am attempting to get maximum use out of existing infrastructure instead of watching it waste away.
- Royal Caribbean supports local businesses and local economy. The encourage ordinances designed to limit "big businesses" from taking over the town.
- People with environmental concerns pertaining to the cruise industry should examine Royal Caribbean's "Seasustainability" program. They are setting a new standard for the industry, and a partnership with the World Wildlife Fund (WWF) speaks to their commitment to this. <http://sustainability.rclcorporate.com/>
- In creating partnerships with leaders in the industry, we can immensely strengthen our community by giving viable reasons for working together to get things done that would be impossible to do alone. Possible ideas include: upgrading the town's electrical grid to allow ships to "plug in" in port, increasing cell tower capacity/signal strength, better sewage treatment systems, etc.

These are a few of the points I want to make sure are included in conversations regarding this topic. Thank you for taking the time to read this.

I look forward to your continued support!

A handwritten signature in black ink, appearing to read "S. Auch".

Steven Auch  
Haines Tourism Director

# Chilkat Center for the Arts Advisory Board

## RESOLUTION 1-2020

April 7, 2020

### **WHEREAS,**

In the past, citizens of our community had the foresight to transform a historic building into the Chilkat Center for the Arts, a facility which would be a gathering place for decades to come.

The Haines Borough, understanding the value of such a facility, agreed to accept the responsibility for the Center's upkeep and has faithfully maintained it to the benefit of all and at minimal cost to the borough.

The Chilkat Center has served our community and our visitors with festivals, conferences and special events of all kinds, including school and borough functions. Our students especially benefit from access to a well-equipped theater for concerts and plays.

The Chilkat Center provides local groups and individuals with an events venue for weddings, birthdays, fundraisers and memorial services.

The Chilkat Center continues to serve the community daily as a classroom, a place of worship, an entertainment center and home to KHNS. KHNS is vital to our community with immediate information, both local and national. Its importance to the community cannot be overstated.

The Chilkat Center is listed as an emergency evacuation center in the borough's emergency preparedness plan and is equipped to serve as such.

The Chilkat Center, without borough assistance for promotion and programming, brings in revenues to the borough amounting to one fourth of the yearly upkeep.

The Chilkat Center, with assistance from the borough, could serve as an economic engine far into the future, helping to create economic revival through promoting Haines as a multi-faceted destination.

### **NOW THEREFORE,**

The Chilkat Center Advisory Board strongly advises the Assembly to continue to support and maintain the Chilkat Center for the Arts.

## **Chilkat Center Advisory Board April 7, 2020**

A meeting of the Chilkat Center Advisory Board was held Tuesday, April 7, 2020 by conference call. President Lorrie Dudzik called the meeting to order at 3:45 p.m.

PRESENT: Lorrie Dudzik, Annette Smith, Angie Pappas, Tara Bicknell, Tresham Gregg. Also present: Manager Kay Clements and Assembly Liaison, Stephanie Scott.

APPROVAL OF THE AGENDA: The agenda was approved as presented.

MINUTES: The minutes of February 2, 2019 were presented and approved as presented.

FINANCIAL REPORT: The Treasurer presented a written revenue and expense report for 8 months, August 2019 through February 2020 provided by Jila Stewart, Borough financial officer. Revenues and expenses were about on track with the FY budget.

NEW BUSINESS: Chilkat Center Budget. The Manager's proposed operating budget for the Center for this next fiscal year is about the same as last year. The Center does not appear in the capital improvements budget. The draft budget will now go to the Assembly and through the public hearing process. Almost 10,000 people enjoyed activities at the Chilkat Center in 2019 and total revenues were about \$22,000.00. The members discussed how the recent closure of the Center due to the COVID-19 pandemic has impacted the community. The Center serves so many and varied users and groups. Its closure during the busy spring season will also negatively affect revenues. It was agreed to send a Resolution to the Assembly to encourage full funding of the Center's operating budget.

Rental Rates. Annette reported the LCCP is attempting to revive the melodrama "Lust for Dust" as a summer show to entertain visitors and locals. The show would run two days a week, and would depend on volunteer cast and crew. A good audience will need to be developed over time. The project would require a reduced rent in order to make ends meet, but an estimated budget would include about \$4,500 for the Center. Board members agreed long-term rentals net more revenue than occasional short-term rentals, and were amenable to working with the LCCP on their plans.

REAPPOINTMENT OF BOARD MEMBER. Tara's term is up for renewal and she said she would like to continue. MOTION: On motion of Angie, seconded by Tresham, it was agreed to recommend Tara for reappointment to the Board. Motion carried unanimously.

There being no further business to come before the Board, the meeting was adjourned at 5:10 p.m.

Respectfully submitted,

Annette Smith, Secretary/Treasurer

**MINUTES****Tourism Advisory Board****Meeting Date: March 1, 2020****Date of Approval: April 30, 2020**

**Call to Order:** A meeting of the Haines Borough Tourism Advisory Board was held at Assembly Chambers on March 12, 2020. The meeting started at noon, a quorum was present. Andy Hedden presided.

**Members in Attendance:** Barbara Mulford, Andy Hedden, Diana Lapham, Sean Gaffney, Rhonda Hinson, Lori Smith

**Members Not in Attendance:** Kelleen Adams

**Others in Attendance:** Alekka Fullerton/Borough Clerk, Steven Auch/Tourism Director, Jerry Lapp/Assembly Liaison, Mayor Jan Hill, Brayton Long, Rebecca Long

**Approval of Agenda/Minutes:**

**Motion:** Lapham moved to approve previous minutes of the March 4, 2020 and the motion carried unanimously.

**Public Comment:** None

**Chair Report:** None

**Tourism Department Update:** Steve updated on the cruise ship schedules; and talked about the COW on March 17.

**Unfinished Business:**

1. Finish "multi-day" definition

**Motion:** Gaffney moved to adopt the "multi-day provision" and the motion carried unanimously.

2. Discuss addressing tour code non-compliance through minor offense ordinance

**Motion:** Gaffney moved to "reconsider the previous motion to submit a separate TAB version of Title 5 to the Assembly," and the motion carried unanimously

**Motion:** Gaffney moved to adopt all of the Clerk's recommended changes and the motion carried unanimously.

3. Review Tour Permit application form

**New Business:**

1. Draft letter to PHAC with dock/harbor recommendations
2. Discuss appointing a TAB secretary

**Board Comments:** Mulford, Smith, Gaffney

**Next Meeting:** March 26, 2020 at 12:00 pm and April 23, 2020 at 12:00 pm

**Adjournment:** The meeting was adjourned at 1:15 pm.

**MINUTES****9C****Parks and Recreation Advisory Committee****Meeting Date: 02/20/20****Date of Approval: 05/07/20**

1. **Call to Order:** A meeting of the Haines Borough Parks and Recreation Advisory Committee was held in assembly chambers on February 20, 2020 at 4:00 pm; Scott Sundberg presiding.
2. **Members in Attendance:** Lori SMITH, Scott SUNDBERG, John Nettleton, Garett MONTGOMERY  
**Members Not in Attendance:** Patty PETERS, Burl SHELDON, George FIGDOR  
**Others in Attendance:** Alekka FULLERTON/Borough Clerk, Kyle CLAYTON/CVN, Gabe THOMAS/Assembly Liaison  
**Motion:** SUNDBERG moved to excuse PETERS, SHELDON and FIGDOR and the motion carried unanimously.
3. **Approval of Agenda:** SUNDBERG moved to "approve the agenda as published", and the motion carried unanimously.
4. **Approval of Minutes:** Deferred.
5. **Public Comments:** None
6. **CYD Report:** None
7. **Report of Standing Committee:**
  - a. Avalanche Awareness subcommittee meeting report

**Motion:** NETTLETON moved to "recommend that the Assembly look for ways to finance Avalanche forecasting for the Haines Borough," and the motion carried unanimously.

8. **Unfinished Business:**
  - A. Mt. Ripinski/Mt. Riley Trail Assessment/Issues Trespass trespass progress report.
  - B. BLM visit
9. **New Business:**
  - A. Discussion of CIP funds and current allocation of money earmarked for PRAC. Options:
    - I. Advise borough to reallocate CIP funds on other necessary expenditures based on budget issues.
    - II. Identify key PnR expenditures for existing properties/programs and advise borough to redirect CIP funds for these items only.
    - III. Advise borough to allocate some or all of available funds from CIP that were allocated for trails to Community Avalanche Awareness and Forecasting in FY21.
10. **Public Comments:** None
11. **Next Meeting:** The next meeting will be 03/26/20 at 4:00 pm.
12. **Adjournment:** The meeting was adjourned at 4:55 pm.

By: Alekka Fullerton, Borough Clerk

HAINES BOROUGH, ALASKA  
RESOLUTION No. 20-05-863

Draft

**A Resolution of the Haines Borough Assembly Supporting a State Parks Recreational Trails Program Grant for the Haines Area Trails Access Rehabilitation project.**

**WHEREAS**, the Haines Borough encompasses approximately 2,319 square miles of land and a population of approximately 2,500 people within the communities of the Haines Borough, including Haines, Klukwan, Mosquito Lake, Porcupine and Excursion Inlet; and

**WHEREAS**, the natural beauty of the area lends itself to diverse recreational opportunities which include, hiking, camping, sport and subsistence fishing and hunting, boating on the salt and fresh waters of the Chilkat Valley and Lynn Canal, skiing and wildlife viewing; and

**WHEREAS**, Haines residents enjoy using Haines Area State Parks trails including Battery Point Trail, Mt. Riley Trail, Ayikluta Trail (formerly known as Seduction Point Trail) and Council Grounds Trail between 19 and 21 mile Haines Highway; and

**WHEREAS**, due to the significant wind events of 2019 and 2020, the above trails have suffered due to downed trees and other trail hazards which existing Parks staff have not had the resources to clear; and

**WHEREAS**, the Haines Borough Comprehensive Plan identifies Goal 14 which is to provide a diversity of parks, recreation facilities, trails, and open spaces to foster the health and wellness of Haines residents; and

**WHEREAS**, a grant in the amount of \$25,000 would allow the local Alaska State Park – Haines District to improve trail access points and support the clearing of the trails; and

**WHEREAS**, the project has broad-spread community support including the support of the Parks and Recreation Advisory Committee; and

**WHEREAS**, the hiring of two local trail crew members would help ameliorate the negative economic impact of the COVID-19 pandemic on the people of the Haines Borough; and

**WHEREAS**, the COVID-19 pandemic has required social distancing, and outdoor recreation on trails is an excellent way for Haines Borough residents to remain safe and healthy; and

**NOW THEREFORE BE IT RESOLVED** that the Haines Borough Assembly supports the efforts of the Alaska State Parks- Haines District to pursue grant funding from the Division of Parks and Outdoor Recreation's Recreational Trails Program to hire trail crew members to improve trails access within the Haines Area State Parks and a copy of this resolution shall be sent to the Outdoor Recreational Trails Advisory Board.

Adopted by a duly-constituted quorum of the Haines Borough Assembly on this 12<sup>th</sup> day of May, 2020.

Attest:

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

\_\_\_\_\_  
Aleka Fullerton, CMC, Borough Clerk

HAINES BOROUGH  
RESOLUTION No. 20-05-864

Draft

**A Resolution of the Haines Borough Assembly supporting a Strengthened Relationship with Royal Caribbean Cruise Lines.**

**WHEREAS**, the Haines Borough is a unique community located in the Upper Lynn Canal of Southeast Alaska with natural beauty, history, tours, activities, services and products for passengers and crew; and

**WHEREAS**, tourism is the largest economic driver in the community; and

**WHEREAS**, the Haines Borough's Port Chilkoot dock facility is currently being under-utilized; and

**WHEREAS**, the Haines Borough is interested in increasing cruise ship traffic into the Haines Borough; and

**WHEREAS**, the Haines Borough Assembly supports the efforts of the Tourism Director to solicit partnerships with cruise lines to increase visitation by cruise lines to Haines; and

**WHEREAS**, the Haines Borough recognizes that Royal Caribbean Cruise Lines' clientele are a good fit for Haines; and

**WHEREAS**, the Haines Borough and Royal Caribbean Cruise Lines desire to strengthen and continue their current successful relationship and enhance Haines' community for visitors and residents,

**NOW, THEREFORE, BE IT RESOLVED**, that the Haines Borough Assembly supports the strengthening of the partnership between the Haines Borough and Royal Caribbean Cruise Lines, and their effort to bring increased cruise traffic to Haines.

Adopted by a duly-constituted quorum of the Haines Borough Assembly on this 12th day of May, 2020.

---

Jan Hill, Mayor

Attest:

---

Alekka Fullerton, CMC, Borough Clerk



**Haines Borough  
Assembly Agenda Bill**

Agenda Bill No.: 20-1018

Assembly Meeting Date: 5/5/20

Business Item Description:	Attachments:
Subject: Contract with Southeast Road Builders for Small Tracts/Mud Bay Rd AC Pipe Replacement	1. Resolution 20-05-865 2. Notice Inviting Bids 3. Bid Results 4. Southeast Road Builders Bid 5. Hamilton Construction LLC Bid
Originator: Director of Public Facilities	
Originating Department: Public Facilities	
Date Submitted: 5/5/20	

Full Title/Motion:
Motion: Adopt Resolution 20-05-865

Administrative Recommendation:
This resolution is recommended by the Director of Public Facilities.

Fiscal Impact:								
<table border="1"> <thead> <tr> <th align="left">Expenditure Required</th> <th align="left">Amount Budgeted</th> <th align="left">Appropriation Required</th> <th align="left">Projected Impact to Future Operating Budgets</th> </tr> </thead> <tbody> <tr> <td>\$ 1,379,275.50</td> <td>\$ See below</td> <td>\$ 0</td> <td>Reduced maintenance costs</td> </tr> </tbody> </table>	Expenditure Required	Amount Budgeted	Appropriation Required	Projected Impact to Future Operating Budgets	\$ 1,379,275.50	\$ See below	\$ 0	Reduced maintenance costs
Expenditure Required	Amount Budgeted	Appropriation Required	Projected Impact to Future Operating Budgets					
\$ 1,379,275.50	\$ See below	\$ 0	Reduced maintenance costs					

Comprehensive Plan Consistency Review:	
Comp Plan Goals/Objectives: Objective 2B, Pages 56-57	Consistent: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Summary Statement:
<p>The Borough recently issued a request for sealed bids from qualified, licensed contractors for the Small Tracts/Mud Bay Rd AC Pipe Replacement project. Two responsive bids were received:</p> <p>1) Glacier Construction, Inc. dba Southeast Road Builders for \$1,379,275.50 (base bid) and \$715,880 (Ad Alt A) for a total project cost of \$2,095,163.50;</p> <p>2) Hamilton Construction LLC for \$1,596,201.44 (base bid) and \$858,646.27 (Ad Alt A) for a total project cost of \$2,454,847.71.</p> <p>The Director of Public Facilities has reviewed the bids and recommends award to the apparent low bidder for the base bid ONLY (it is anticipated that the Ad Alt A portion will be added once additional funding is secured). The contract will be funded with an ADEC loan which carries with it a 50% subsidy. The remaining 50% of the loan will be repaid over time with user fees.</p>

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

Assembly Action:
Meeting Date(s): 05/12/20 _____ Public Hearing Date(s): _____ Postponed to Date: _____

**A Resolution of the Haines Borough Assembly authorizing the Borough Clerk to execute a construction contract with Glacier Construction, dba Southeast Road Builders for the Small Tracts/Mud Bay Rd AC Pipe Replacement project for an amount not to exceed \$ 1,379,275.50**

**WHEREAS**, the Small Tracts/Mud Bay/3<sup>rd</sup> Ave AC Pipe Replacement project includes replacement of existing 4-inch diameter asbestos cement (AC) water pipe with 541 linear feet of 8-inch diameter high density polyethylene (HDPE) water pipe and associated fire hydrants, water services, gate valves and other water system improvements; and

**WHEREAS**, the Base bid portion of the work consists of improvements from Major Road to the End of Project (EOP) on Small Tracts Road; and

**WHEREAS**, the Additive Alternate A (Ad Alt A) portion of the work consists of improvements from the Beginning of the Project (BOP) at Haines Highway/3<sup>rd</sup> Avenue to Major Road; and

**WHEREAS**, the Borough recently issued a request for sealed bids from qualified, licensed contractors for the Small Tracts/Mud Bay/3<sup>rd</sup> Ave AC Pipe Replacement project and reserved the right to award only the Base Bid portion of the work; and

**WHEREAS**, the Borough obtained two responsive bids, one from Glacier Construction Inc. dba Southeast Road Builders for \$1,379,275.50 for the base bid, and \$715,880 for Ad Alt A, for a total project cost of \$2,095,163.50; and one from Hamilton Construction LLC for \$1,596,201.44 for the base bid, and \$858,646.27 for Ad Alt A, for a total project cost of \$2,454,847.71; and

**WHEREAS**, the engineer's estimate for the base bid was \$1,180,478, and \$776,128 for Ad Alt A, for a total project estimate of \$1,956,606.00; and

**WHEREAS**, the Borough will fund this project with an Alaska Drinking Water Fund loan through the Alaska Department of Environmental Conservation (ADEC); and

**WHEREAS**, there is a second ADEC loan for Ad Alt A in process; and

**WHEREAS**, the Director of Public Facilities has reviewed the bids and recommends award to the apparent low bidder, Glacier Construction dba Southeast Road Builders for the base bid only, with an award of Ad Alt A when ADEC funding is secured; and

**WHEREAS**, the existing \$1,000,000 ADEC loan has a \$500,000 subsidy (50 percent) and is to be repaid with user fees; and

**WHEREAS**, pursuant to the Administrative Policy adopted August 23, 2017, the Borough Clerk shall be responsible for contract policies and procedures when the Borough Manager has a potential conflict of interest due to a familial relationship,

**NOW, THEREFORE, BE IT RESOLVED** that the Haines Borough Assembly authorizes the Borough Clerk to execute a construction contract with Glacier Construction Inc. dba Southeast Road Builders for the Small Tracts/Mud Bay/3<sup>rd</sup> Ave AC Pipe Replacement project for the Base Bid in an amount not to exceed \$1,379,275.50.

Adopted by a duly-constituted quorum of the Haines Borough Assembly on this 12th day of May, 2020.

Attest:

---

Janice Hill, Mayor

---

Alekka Fullerton, CMC, Borough Clerk

INVITATION TO BID  
Small Tracts/Mud Bay/3<sup>rd</sup> Avenue  
Water Line Replacement

Issue Date: April 10, 2020



**Bid Deadline: 3:00pm, Thursday, April 30, 2020**

**NOTICE INVITING BIDS AND BIDDER INSTRUCTIONS**  
**Small Tracts/Mud Bay/3<sup>rd</sup> Avenue Water Line Replacement**

**Issue Date: April 10, 2020**

The Haines Borough is soliciting sealed bids from qualified and licensed contractors to perform the work for **Small Tracts/Mud Bay/3<sup>rd</sup> Avenue Water Line Replacement**. All contractors are required to have a current Alaska Contractor's License and Alaska Business License. A Haines Business License is required prior to contract award.

**DESCRIPTION OF WORK:**

The work includes replacement of existing asbestos cement (AC) water pipe with new high density polyethylene (HDPE) water pipe, poly water services, valves, hydrant assemblies, and other water systems improvements on Small Tracts Road, Mud Bay Road, and 3<sup>rd</sup> Avenue in Haines, AK. The Base Bid portion of the work consists of improvements noted in the Plans from Major Road to the End of Project (EOP) on Small Tracts Road. The Additive Alternative A portion of the work consists of improvements noted in the Plans from the Beginning of Project (BOP) at Haines Highway/3<sup>rd</sup> Avenue to Major Road. The Haines Borough reserves the right to award only the Base Bid portion of the work.

**RECEIPT OF BIDS / BID DEADLINE:** Receipt of Bids will be acknowledged by email response from the Borough Clerk. The official time of receipt of bids will be the date and time the email arrives in the Borough Clerk's email inbox. Include in the subject line of your emailed Bid submission: BID FOR: HB19-02 SMALL TRACTS/MUD BAY/3RD AVE AC PIPE REPLACEMENT

While not required, it is recommended Bidders carbon copy the Public Facilities Director (ecoffland@haines.ak.us) and Contracts & Grants Administrator (cwooton@haines.ak.us) on their emailed Bid submission.

Bid documents delivered by fax, over the phone, in person, or by courier will not be accepted.

**BID OPENING:** Bids will be opened immediately thereafter in by the Borough Clerk, Public Facilities Director, and Contracts & Grants Administrator unless otherwise specified.

**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.

**QUESTIONS:**

Communications relative to this work shall be directed to:

Carolann Wooton  
Contracts & Grants Administrator  
(907) 766-6409  
[cwooton@haines.ak.us](mailto:cwooton@haines.ak.us)

**Submit Bids to:** *Due to Covid 19, all bids must be submitted by email.* Electronic bid documents shall be submitted by email to the Borough Clerk (afullerton@haines.ak.us) prior to 3 p.m. Alaska Time on 4/30/2020, or such later time as may be announced by addendum at any time prior to the deadline.:

**PROJECT SCHEDULE:** The Haines Borough anticipates the following project schedule:

Request for Bids Issued	April 10, 2020
Receive and Open Bids	April 30, 2020
Borough Assembly Authorization	May 12, 2020
Notice of Intent to Award	May 15, 2020
Notice to Proceed	May 18, 2020 (approximate)
Project Completion	September 30, 2020

# NOTICE TO BIDDERS



---

## SMALL TRACTS / MUD BAY / 3<sup>RD</sup> AVE AC PIPE REPLACEMENT

Haines Borough, AK

Contract No. HB19-02

---

**NOTICE NO.:** 2

**DATE OF NOTICE:** May 1, 2020

**PREVIOUS NOTICES:** 1

**CURRENT DEADLINE FOR BIDS:** n/a

**ISSUED BY:** Haines Borough

**TOTAL PAGES IN NOTICE:** 3 Pages

**DESCRIPTION OF NOTICE:**

This is not an Addendum. The following is provided as supplemental information. All items and terms of the Contract remain the same. This notice has been posted online at: <https://www.hainesalaska.gov/rfps>

This Notice is to post results of the bid opening on April 30, 2020, for the subject Project. The bidders and their total bids are summarized in the attached Bid Summary.

Two Bids were received, and both were deemed responsive. The apparent low bidder is Glacier Construction, Inc. dba Southeast Road Builders.

**BID SUMMARY**

<b>Project:</b> Small Tracts/Mud Bay/3rd Ave AC Pipe Replacement		<b>Owner:</b> Haines Borough		<b>Contract:</b> HB19-02		<b>Bid Opening Date:</b> 4/30/2020			
<b>Base Bid (Phase II - Small Tracts/Mud Bay)</b>		<b>Bid Summary By:</b> proHNS LLC		<b>Engineer's Estimate</b>		<b>Glacier Construction Inc. dba Southeast Roadbuilders</b>		<b>Hamilton Construction LLC</b>	
		<b>Prepared By:</b> Karen Garcia							
		<b>Checked By:</b> Garret Gladsjo, PE							
<b>Pay Item</b>	<b>Pay Item Description</b>	<b>Pay Unit</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Amount</b>	<b>Unit Price</b>	<b>Amount</b>	<b>Unit Price</b>	<b>Amount</b>
202.0002.0001	Removal of Pavement	SY	4,953	\$4.00	\$19,812.00	\$7.50	\$37,147.50	\$15.60	\$77,266.80
203.0005.0001	Borrow	CY	1,122	\$39.00	\$43,758.00	\$55.00	\$61,710.00	\$16.12	\$18,086.64
301.0001.0001	Aggregate Base Course, Grading D-1	TON	1,533	\$41.00	\$62,853.00	\$54.00	\$82,782.00	\$65.00	\$99,645.00
401.0001.0001	HMA, Type II; Class B	TON	683	\$250.00	\$170,750.00	\$334.00	\$228,122.00	\$400.00	\$273,200.00
603.0021.0001	Corrugated Polyethylene Pipe 18 Inch	LF	50	\$170.00	\$8,500.00	\$125.00	\$6,250.00	\$72.50	\$3,625.00
618.0005.0001	Seeding	Lump Sum	All Req'd	\$5,000.00	\$5,000.00	\$2,100.00	\$2,100.00	\$5,000.00	\$5,000.00
620.0002.0001	Topsoil	SY	1,495	\$15.00	\$22,425.00	\$7.00	\$10,465.00	\$20.00	\$29,900.00
627.0001.0003	10-Inch HDPE Water Pipe	LF	2,826	\$80.00	\$226,080.00	\$114.00	\$322,164.00	\$133.00	\$375,858.00
627.0005.0001	Fire Hydrant Assembly With Gravel Access Pad	EA	8	\$12,500.00	\$100,000.00	\$14,650.00	\$117,200.00	\$7,750.00	\$62,000.00
627.0007.0001	Fire Hydrant Removal	EA	3	\$1,000.00	\$3,000.00	\$1,275.00	\$3,825.00	\$2,200.00	\$6,600.00
627.0008.0001	1-Inch Poly Water Service	EA	34	\$2,500.00	\$85,000.00	\$3,985.00	\$135,490.00	\$2,800.00	\$95,200.00
627.0008.0002	2-Inch Poly Water Service	EA	1	\$3,500.00	\$3,500.00	\$9,250.00	\$9,250.00	\$4,325.00	\$4,325.00
627.0008.0003	8-Inch HDPE Water Service	EA	1	\$7,500.00	\$7,500.00	\$14,050.00	\$14,050.00	\$10,000.00	\$10,000.00
627.0009.0002	10-Inch Gate Valve	EA	11	\$3,700.00	\$40,700.00	\$4,815.00	\$52,965.00	\$10,000.00	\$110,000.00
627.0011.0001	Locate Existing Water Services	Lump Sum	All Req'd	\$12,000.00	\$12,000.00	\$5,850.00	\$5,850.00	\$8,500.00	\$8,500.00
627.0012.0001	Temporary Water Service	Lump Sum	All Req'd	\$25,000.00	\$25,000.00	\$20,800.00	\$20,800.00	\$25,500.00	\$25,500.00
635.0001.0001	Insulation Board	EA	293	\$60.00	\$17,580.00	\$95.00	\$27,835.00	\$75.00	\$21,975.00
640.0001.0001	Mobilization and Demobilization	Lump Sum	All Req'd	\$50,000.00	\$50,000.00	\$76,750.00	\$76,750.00	\$200,000.00	\$200,000.00
641.0001.0001	Erosion, Sediment and Pollution Control Administration	Lump Sum	All Req'd	\$4,000.00	\$4,000.00	\$8,900.00	\$8,900.00	\$15,000.00	\$15,000.00
641.0003.0001	Temporary Erosion, Sediment and Pollution Control	Lump Sum	All Req'd	\$28,000.00	\$28,000.00	\$6,500.00	\$6,500.00	\$10,000.00	\$10,000.00
642.0001.0001	Construction Surveying	Lump Sum	All Req'd	\$46,500.00	\$46,500.00	\$16,200.00	\$16,200.00	\$10,000.00	\$10,000.00
643.0002.0001	Traffic Maintainance	Lump Sum	All Req'd	\$100,000.00	\$100,000.00	\$37,750.00	\$37,750.00	\$40,000.00	\$40,000.00
643.0015.0001	Flagging	HR	1,440	\$58.00	\$83,520.00	\$58.00	\$83,520.00	\$58.00	\$83,520.00
644.0015.0001	Nuclear Testing Equipment Storage Shed	Lump Sum	All Req'd	\$5,000.00	\$5,000.00	\$3,250.00	\$3,250.00	\$6,000.00	\$6,000.00
670.0001.0001	Painted Traffic Markings	Lump Sum	All Req'd	\$10,000.00	\$10,000.00	\$8,400.00	\$8,400.00	\$5,000.00	\$5,000.00
<b>Total Base Bid =</b>					<b>\$1,180,478.00</b>		<b>\$1,379,275.50</b>		<b>\$1,596,201.44</b>

**Note the Amount for Hamilton Construction's Pay Item 301.0001.0001 Aggregate Base Course, Grading D-1 was incorrectly calculated on their submitted bid as \$96,645.**

**BID SUMMARY**

<b>Project:</b> Small Tracts/Mud Bay/3rd Ave AC Pipe Replacement			<b>Owner:</b> Haines Borough		<b>Contract:</b> HB19-02		<b>Bid Opening Date:</b> 4/30/2020		
	<b>Alternate A Bid (Phase III - 3rd Avenue)</b>	<b>Bid Summary By:</b> proHNS LLC		<b>Engineer's Estimate</b>	<b>Glacier Construction Inc. dba Southeast Roadbuilders</b>		<b>Hamilton Construction LLC</b>		
		<b>Prepared By:</b> Karen Garcia							
		<b>Checked By:</b> Garret Gladsjo, PE							
<b>Pay Item</b>	<b>Pay Item Description</b>	<b>Pay Unit</b>	<b>Quantities</b>	<b>Unit Price</b>	<b>Amount</b>	<b>Unit Price</b>	<b>Amount</b>	<b>Unit Price</b>	<b>Amount</b>
202.0019.0001A	Removal of Curb and Gutter	LF	766	\$15.00	\$11,490.00	\$7.50	\$5,745.00	\$25.00	\$19,150.00
202.0015.0001A	Removal of Sidewalk	SY	427	\$25.00	\$10,675.00	\$7.00	\$2,989.00	\$50.00	\$21,350.00
202.0002.0001A	Removal of Pavement	SY	1,211	\$4.00	\$4,844.00	\$8.00	\$9,688.00	\$55.00	\$66,605.00
202.0004.0001A	Removal of Culvert Pipe	LF	82	\$10.00	\$820.00	\$12.00	\$984.00	\$40.00	\$3,280.00
203.0005.0001A	Borrow	CY	559	\$39.00	\$21,801.00	\$55.00	\$30,745.00	\$16.12	\$9,011.08
301.0001.0001A	Aggregate Base Course, Grading D-1	TON	473	\$41.00	\$19,393.00	\$54.00	\$25,542.00	\$65.00	\$30,745.00
401.0001.0001A	HMA, Type II; Class B	TON	242	\$250.00	\$60,500.00	\$334.00	\$80,828.00	\$400.00	\$96,800.00
603.0021.0001A	Corrugated Polyethylene Pipe 18 Inch	LF	132	\$170.00	\$22,440.00	\$125.00	\$16,500.00	\$60.00	\$7,920.00
603.0021.0002A	Corrugated Polyethylene Pipe 24 Inch	LF	40	\$200.00	\$8,000.00	\$147.00	\$5,880.00	\$75.00	\$3,000.00
608.0001.0006A	Concrete Sidewalk, 6 Inches Thick	SY	28	\$280.00	\$7,840.00	\$186.00	\$5,208.00	\$76.50	\$2,142.00
608.0003.0001A	Asphalt Sidewalk	SY	343	\$45.00	\$15,435.00	\$80.00	\$27,440.00	\$33.33	\$11,432.19
608.0006.0001A	Curb Ramp	EA	3	\$2,500.00	\$7,500.00	\$5,500.00	\$16,500.00	\$4,550.00	\$13,650.00
609.0002.0001A	Curb and Gutter, Type Mountable	LF	788	\$200.00	\$157,600.00	\$80.00	\$63,040.00	\$75.00	\$59,100.00
618.0005.0001A	Seeding	Lump Sum	All Req'd	\$2,500.00	\$2,500.00	\$2,100.00	\$2,100.00	\$3,000.00	\$3,000.00
620.0002.0001A	Topsoil	SY	866	\$15.00	\$12,990.00	\$7.00	\$6,062.00	\$15.00	\$12,990.00
627.0001.0001A	10-Inch HDPE Water Pipe	LF	1,612	\$80.00	\$128,960.00	\$122.25	\$197,067.00	\$133.00	\$214,396.00
627.0005.0001A	Fire Hydrant Assembly With Gravel Access Pad	EA	3	\$12,500.00	\$37,500.00	\$14,650.00	\$43,950.00	\$7,750.00	\$23,250.00
627.0007.0001A	Fire Hydrant Removal	EA	1	\$1,000.00	\$1,000.00	\$2,100.00	\$2,100.00	\$2,200.00	\$2,200.00
627.0008.0001A	1-Inch Poly Water Service	EA	11	\$2,500.00	\$27,500.00	\$4,400.00	\$48,400.00	\$2,800.00	\$30,800.00
627.0008.0003A	8-Inch HDPE Water Service	EA	2	\$7,500.00	\$15,000.00	\$12,700.00	\$25,400.00	\$10,000.00	\$20,000.00
627.0009.0002A	10-Inch Gate Valve	EA	6	\$3,700.00	\$22,200.00	\$4,815.00	\$28,890.00	\$10,000.00	\$60,000.00
627.0011.0001A	Locate Existing Water Services	Lump Sum	All Req'd	\$6,000.00	\$6,000.00	\$850.00	\$850.00	\$6,000.00	\$6,000.00
627.0012.0001A	Temporary Water Service	Lump Sum	All Req'd	\$10,000.00	\$10,000.00	\$3,850.00	\$3,850.00	\$16,500.00	\$16,500.00
635.0001.0001A	Insulation Board	EA	79	\$60.00	\$4,740.00	\$95.00	\$7,505.00	\$75.00	\$5,925.00
640.0001.0001A	Mobilization and Demobilization	Lump Sum	All Req'd	\$36,000.00	\$36,000.00	\$16,125.00	\$16,125.00	\$50,000.00	\$50,000.00
641.0001.0001A	Erosion, Sediment and Pollution Control Administration	Lump Sum	All Req'd	\$3,000.00	\$3,000.00	\$1,200.00	\$1,200.00	\$12,000.00	\$12,000.00
641.0003.0001A	Temporary Erosion, Sediment and Pollution Control	Lump Sum	All Req'd	\$21,000.00	\$21,000.00	\$700.00	\$700.00	\$5,000.00	\$5,000.00
642.0001.0001A	Construction Surveying	Lump Sum	All Req'd	\$27,500.00	\$27,500.00	\$6,200.00	\$6,200.00	\$10,000.00	\$10,000.00
643.0002.0001A	Traffic Maintainance	Lump Sum	All Req'd	\$50,000.00	\$50,000.00	\$14,600.00	\$14,600.00	\$20,000.00	\$20,000.00
643.0015.0001A	Flagging	HR	300	\$58.00	\$17,400.00	\$58.00	\$17,400.00	\$58.00	\$17,400.00
644.0015.0001A	Nuclear Testing Equipment Storage Shed	Lump Sum	All Req'd	\$2,000.00	\$2,000.00	\$500.00	\$500.00	\$0.00	\$0.00
670.0001.0001A	Painted Traffic Markings	Lump Sum	All Req'd	\$2,500.00	\$2,500.00	\$1,900.00	\$1,900.00	\$5,000.00	\$5,000.00
<b>Additive Alternate A Bid =</b>					<b>\$776,128.00</b>		<b>\$715,888.00</b>		<b>\$858,646.27</b>
<b>Total Bid (Base Bid plus Additive Alternate A) =</b>					<b>\$1,956,606.00</b>		<b>\$2,095,163.50</b>		<b>\$2,454,847.71</b>

**SECTION 00300 – BIDS**

**BID TO: THE HAINES BOROUGH**

1. The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with the OWNER in the form included in the Contract Documents (as defined in Article 7 of Section 00500 - Agreement) to perform the WORK as specified or indicated in said Contract Documents entitled

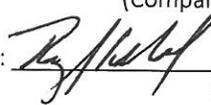
**SMALL TRACTS / MUD BAY / 3<sup>RD</sup> AVE AC PIPE REPLACEMENT  
Contract No. HB19-02**

2. Bidder accepts all of the terms and conditions of the Contract Documents, including without limitation those in the "Notice Inviting Bids" and "Instructions to Bidders," dealing with the disposition of the Bid Security.
3. This Bid will remain open for the period of time stated in the "Notice Inviting Bids" unless otherwise required by law. Bidder will enter into an Agreement within the time and in the manner required in the "Notice Inviting Bids" and the "Instructions to Bidders," and will furnish insurance certificates, Payment Bond, Performance Bond, and any other documents as may be required by the Contract Documents.
4. Bidder has familiarized itself with the nature and extent of the Contract Documents, WORK, site, locality where the WORK is to be performed, the legal requirements (federal, state and local laws, ordinances, rules, and regulations), and the conditions affecting cost, progress or performance of the WORK and has made such independent investigations as Bidder deems necessary.
5. This Bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid; Bidder has not solicited or induced any person, firm or corporation to refrain from bidding; and Bidder has not sought by collusion to obtain for itself any advantage over any other Bidder or over OWNER.
6. To all the foregoing, and including all Bid Schedule and information required of Bidder contained in this Bid Form, said Bidder further agrees to complete the WORK required under the Contract Documents within the Contract Time stipulated in said Contract Documents, and to accept in full payment therefore the Contract Price based on the total bid price(s) named in the aforementioned Bid Schedule.
7. Bidder has examined copies of all the Contract Documents including the following Addenda (receipt of all of which is hereby acknowledged by the Undersigned):

Addenda No. <u>  1  </u> Date Issued <u>  04/23/2020  </u>	Addenda No. <u>      </u> Date Issued <u>      </u>
Addenda No. <u>      </u> Date Issued <u>      </u>	Addenda No. <u>      </u> Date Issued <u>      </u>
Addenda No. <u>      </u> Date Issued <u>      </u>	Addenda No. <u>      </u> Date Issued <u>      </u>
Addenda No. <u>      </u> Date Issued <u>      </u>	Addenda No. <u>      </u> Date Issued <u>      </u>

**Give number and date of each addenda above. Failure to acknowledge receipt of all Addenda may cause the Bid to be non-responsive and may cause its rejection.**

8. The Bidder has read this Bid and agrees to the conditions as stated herein by signing his/her signature in the space provided below.

Dated: <u>April 30, 2020</u>	Bidder: <u>Glacier Construction, Inc. dba Southeast Road Builders</u>
Alaska CONTRACTOR's Business License No: <u>1086571</u>	(Company Name) State of Incorporation: Alaska 4000 Old Seward Hwy., Ste 101 Anchorage, AK 99503
Alaska CONTRACTOR's License No: <u>87994D</u>	By:  (Signature)
Telephone No: <u>(907) 766-2833</u>	Printed Name: <u>Roger Schnabel</u>
Fax No: <u>(907) 766-2832</u>	Title: <u>Area Manager</u>
Email: <u>rschnabel@colaska.com; cstickler@colaska.com</u>	Address: <u>HC 60 Box 4800</u> (Street or P.O. Box) <u>Haines, AK 99827</u> (City, State, Zip Code)

9. **TO BE CONSIDERED, ALL BIDDERS MUST COMPLETE AND INCLUDE THE FOLLOWING AT THE TIME OF THE DEADLINE FOR BIDS. MISSING DOCUMENTS WILL DEEM THIS BID NON-RESPONSIVE:**
- > Bid, Section 00300 (includes addenda receipt statement)
  - > Completed Bid Schedule, Section 00310
  - > Bid Security (Bid Bond, Section 00320, or by a certified or cashier's check as stipulated in the Notice Inviting Bids, Section 00030)
  - > Contractor Financial Responsibility, Section 00370
10. The apparent low Bidder is required to complete and submit the following documents by 4:30 p.m. on the **fifth business day** following the date of the Posting Notice.
- > Subcontractor Report, Section 00360
- The apparent low Bidder who fails to submit the completed Subcontractor Report within the time specified in Section 00360 – Subcontractor Report, may be found to be not a responsible Bidder and may be required to forfeit the Bid security. The OWNER may then consider the next lowest Bidder for award of the contract.
11. The successful Bidder will be required to submit, **within ten Days (calendar)** after the date of the “Notice of Intent to Award” letter, the following executed documents:
- > Agreement Forms, Section 00500
  - > Performance Bond, Section 00610
  - > Payment Bond, Section 00620
  - > Certificates of Insurance, (CONTRACTOR) Section 00700 and Section 00800

## SECTION 00310 – BID SCHEDULE

Complete and submit the following Bid Schedule(s) for construction of:

### SMALL TRACTS / MUD BAY / 3<sup>RD</sup> AVE AC PIPE REPLACEMENT Contract No. HB19-02

Furnish all labor, equipment and materials for the following work as defined in the Contract Documents:

#### BASE BID Schedule – Major Road to EOP

Pay Item No.	Pay Item Description	Unit	Quantity	Unit Price	Amount
202.0002.0001	Removal of Pavement	SY	4,953	7.50	37,147.50
203.0005.0001	Borrow	CY	1,122	55.00	61,710.00
301.0001.0001	Aggregate Base Course, Grading D-1	TON	1,533	54.00	82,782.00
401.0001.0001	HMA, Type II; Class B	TON	683	334.00	228,122.00
603.0021.0001	Corrugated Polyethylene Pipe 18 Inch	LF	50	125.00	6,250.00
618.0005.0001	Seeding	Lump Sum	All Req'd	2,100.00	2,100.00
620.0002.0001	Topsoil	SY	1,495	7.00	10,465.00
627.0001.0003	10-Inch HDPE Water Pipe	LF	2,826	123.00	347,598.00
627.0005.0001	Fire Hydrant Assembly with Gravel Access Pad	EA	8	14,650.00	117,200.00
627.0007.0001	Fire Hydrant Removal	EA	3	1,275.00	3,825.00
627.0008.0001	1-Inch Poly Water Service	EA	34	3,985.00	135,490.00
627.0008.0002	2-Inch Poly Water Service	EA	1	9,250.00	9,250.00
627.0008.0003	8-Inch HDPE Water Service	EA	1	14,050.00	14,050.00
627.0009.0002	10-Inch Gate Valve	EA	11	4,815.00	52,965.00
627.0011.0001	Locate Existing Water Services	Lump Sum	All Req'd	5,850.00	5,850.00
627.0012.0001	Temporary Water Service	Lump Sum	All Req'd	20,800.00	20,800.00
635.0001.0001	Insulation Board	EA	293	95.00	27,835.00
640.0001.0001	Mobilization and Demobilization	Lump Sum	All Req'd	91,750.00	91,750.00
641.0001.0001	Erosion, Sediment and Pollution Control Administration	Lump Sum	All Req'd	8,900.00	8,900.00
641.0003.0001	Temporary Erosion, Sediment and Pollution Control	Lump Sum	All Req'd	6,500.00	6,500.00
642.0001.0001	Construction Surveying	Lump Sum	All Req'd	16,200.00	16,200.00
643.0002.0001	Traffic Maintenance	Lump Sum	All Req'd	37,750.00	37,750.00
643.0015.0001	Flagging	HR	1,440	\$58.00	\$83,520.00
644.0015.0001	Nuclear Testing Equipment Storage Shed	Lump Sum	All Req'd	3,250.00	3,250.00
670.0001.0001	Painted Traffic Markings	Lump Sum	All Req'd	8,400.00	8,400.00

**Total Base Bid Amount in Figures: \$ 1,419,709.50**

**Total Base Bid Amount in Words: ONE MILLION FOUR HUNDRED NINETEEN THOUSAND SEVEN HUNDRED NINE DOLLARS AND 50 CENTS**

Date: 04/30/2020

Bidder: Glacier Construction, Inc. dba Southeast Road Builders  
(Company Name)

**ADDITIVE ALTERNATE A BID Schedule – BOP to Major Road**

Pay Item No.	Pay Item Description	Unit	Quantity	Unit Price	Amount
202.0019.0001A	Removal of Curb and Gutter	LF	766	7.50	5,745.00
202.0015.0001A	Removal of Sidewalk	SY	427	7.00	2,989.00
202.0002.0001A	Removal of Pavement	SY	1,211	8.00	9,688.00
202.0004.0001A	Removal of Culvert Pipe	LF	82	12.00	984.00
203.0005.0001A	Borrow	CY	559	55.00	30,745.00
301.0001.0001A	Aggregate Base Course, Grading D-1	TON	473	54.00	25,542.00
401.0001.0001A	HMA, Type II; Class B	TON	242	334.00	80,828.00
603.0021.0001A	Corrugated Polyethylene Pipe 18 Inch	LF	132	125.00	16,500.00
603.0021.0002A	Corrugated Polyethylene Pipe 24 Inch	LF	40	147.00	5,880.00
608.0001.0006A	Concrete Sidewalk, 6 Inches Thick	SY	28	186.00	5,208.00
608.0003.0001A	Asphalt Sidewalk	SY	343	80.00	27,440.00
608.0006.0001A	Curb Ramp	EA	3	5,500.00	16,500.00
609.0002.0001A	Curb and Gutter, Type Mountable	LF	788	80.00	63,040.00
618.0005.0001A	Seeding	Lump Sum	All Req'd	2,100.00	2,100.00
620.0002.0001A	Topsoil	SY	866	7.00	6,062.00
627.0001.0001A	10-Inch HDPE Water Pipe	LF	1,612	137.50	221,650.00
627.0005.0001A	Fire Hydrant Assembly with Gravel Access Pad	EA	3	14,650.00	43,950.00
627.0007.0001A	Fire Hydrant Removal	EA	1	2,100.00	2,100.00
627.0008.0001A	1-Inch Poly Water Service	EA	11	4,400.00	48,400.00
627.0008.0003A	8-Inch HDPE Water Service	EA	2	12,700.00	25,400.00
627.0009.0002A	10-Inch Gate Valve	EA	6	4,815.00	28,890.00
627.0011.0001A	Locate Existing Water Services	Lump Sum	All Req'd	850.00	850.00
627.0012.0001A	Temporary Water Service	Lump Sum	All Req'd	3,850.00	3,850.00
635.0001.0001A	Insulation Board	EA	79	95.00	7,505.00
640.0001.0001A	Mobilization and Demobilization	Lump Sum	All Req'd	24,125.00	24,125.00
641.0001.0001A	Erosion, Sediment and Pollution Control Administration	Lump Sum	All Req'd	1,200.00	1,200.00
641.0003.0001A	Temporary Erosion, Sediment and Pollution Control	Lump Sum	All Req'd	700.00	700.00
642.0001.0001A	Construction Surveying	Lump Sum	All Req'd	6,200.00	6,200.00
643.0002.0001A	Traffic Maintenance	Lump Sum	All Req'd	14,600.00	14,600.00
643.0015.0001A	Flagging	HR	300	\$58.00	\$17,400.00
644.0015.0001A	Nuclear Testing Equipment Storage Shed	Lump Sum	All Req'd	500.00	500.00
670.0001.0001A	Painted Traffic Markings	Lump Sum	All Req'd	1,900.00	1,900.00

**Total Additive Alternate A Bid Amount in Figures: \$ 748,471.00**

**Total Add. Alt. A Bid Amount in Words:** SEVEN HUNDRED FORTY EIGHT THOUSAND FOUR HUNDRED SEVENTY ONE DOLLARS

Date 04/30/2020

Bidder: Glacier Construction, Inc. dba Southeast Road Builders  
(Company Name)

SECTION 00320 – BID BOND

KNOW ALL PERSONS BY THESE PRESENT, that Glacier Construction Inc dba SERB  
as Principal, and Liberty Mutual Insurance Company as Surety,  
are held and firmly bound unto **THE BOROUGH OF HAINES** hereinafter called "OWNER," in the  
sum of Five Percent of Amount Bid (5%) dollars, (not less than five percent of the  
total amount of the Bid) for the payment of which sum, well and truly to be made, we bind ourselves, our  
heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

WHEREAS, said Principal has submitted a Bid to said OWNER to perform the WORK required  
under the Bid Schedule of the OWNER's Contract Documents entitled:

**SMALL TRACTS / MUD BAY / 3<sup>RD</sup> AVE AC PIPE REPLACEMENT  
Contract No. HB19-02**

NOW THEREFORE, if said Principal is awarded a contract by said OWNER and, within the time  
and in the manner required in the "Notice Inviting Bids" and the "Instructions to Bidders" enters into a  
written Agreement on the form of Agreement bound with said Contract Documents, furnishes the  
required certificates of insurance, and furnishes the required Performance Bond and Payment Bond, then  
this obligation shall be null and void, otherwise it shall remain in full force and effect. In the event suit is  
brought upon this bond by said OWNER and OWNER prevails, said Surety shall pay all costs incurred by  
said OWNER in such suit, including a reasonable attorney's fee to be fixed by the court.

SIGNED AND SEALED, this 19 day of April, 2020.

(SEAL) Glacier Construction Inc dba SERB  
(Principal)

By: *[Signature]*  
(Signature)

(SEAL) Liberty Mutual Insurance Company  
(Surety)

By: *[Signature]*  
Donna M. Planeta (Signature) Attorney-in-Fact





This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

Certificate No: 8202409-985949

POWER OF ATTORNEY

KNOWN ALL PERSONS BY THESE PRESENTS: That The Ohio Casualty Insurance Company is a corporation duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, Aiza Anderson, Samuel E. Begun, Bryan M. Cancschi, Saykham Chanthasone, Lorina Monique Garcia, Danielle D. Johnson, Michelle Anne McMahon, Tanya Nguyen, Aimce R. Perondine, Mercedes Phothirath, Jenny Rose Belen Phothirath, Noah William Pierce, Kristopher Pisano, Donna M. Plancta, Joshua Sanford, Bethany Stevenson, Rebecca M. Stevenson, Eric Strba, Jynell Marie Whitecad all of the city of Hartford state of Connecticut each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Companies in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 23rd day of October, 2019.



Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

By: David M. Carey, Assistant Secretary

Not valid for mortgage, note, loan, letter of credit, currency rate, interest rate or residual value guarantees.

To confirm the validity of this Power of Attorney call 1-610-832-8240 between 9:00 am and 4:30 pm EST on any business day.

State of PENNSYLVANIA ss
County of MONTGOMERY

On this 23rd day of October, 2019 before me personally appeared David M. Carey, who acknowledged himself to be the Assistant Secretary of Liberty Mutual Insurance Company, The Ohio Casualty Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at King of Prussia, Pennsylvania, on the day and year first above written.



COMMONWEALTH OF PENNSYLVANIA
Notarial Seal
Teresa Pastella, Notary Public
Upper Merion Twp., Montgomery County
My Commission Expires March 28, 2021
Member, Pennsylvania Association of Notaries

By: Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

ARTICLE IV - OFFICERS: Section 12. Power of Attorney.

Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

ARTICLE XIII - Execution of Contracts: Section 5. Surety Bonds and Undertakings.

Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

Certificate of Designation - The President of the Company, acting pursuant to the Bylaws of the Company, authorizes David M. Carey, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization - By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Companies, is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 14th day of April, 2020



By: Renee C. Llewellyn, Assistant Secretary



LIBERTY MUTUAL INSURANCE COMPANY  
FINANCIAL STATEMENT — DECEMBER 31, 2019

<b>Assets</b>		<b>Liabilities</b>	
Cash and Bank Deposits.....	\$778,754,989	Unearned Premiums.....	\$8,007,146,482
*Bonds — U.S Government.....	2,780,808,610	Reserve for Claims and Claims Expense .....	21,532,853,787
*Other Bonds.....	12,645,608,792	Funds Held Under Reinsurance Treaties.....	507,868,920
*Stocks .....	16,385,435,431	Reserve for Dividends to Policyholders.....	1,143,826
Real Estate.....	235,608,378	Additional Statutory Reserve.....	125,722,000
Agents' Balances or Uncollected Premiums.....	6,217,983,641	Reserve for Commissions, Taxes and Other Liabilities .....	4,117,460,075
Accrued Interest and Rents.....	102,273,390	<b>Total .....</b>	<b>\$34,292,195,090</b>
Other Admitted Assets.....	11,957,106,292	Special Surplus Funds.....	\$32,768,443
		Capital Stock.....	10,000,075
		Paid in Surplus.....	10,044,978,933
		Unassigned Surplus.....	6,723,636,983
<b>Total Admitted Assets.....</b>	<b><u>\$51,103,579,523</u></b>	<b>Surplus to Policyholders .....</b>	<b>16,811,384,434</b>
		<b>Total Liabilities and Surplus .....</b>	<b><u>\$51,103,579,524</u></b>



\* Bonds are stated at amortized or investment value; Stocks at Association Market Values.  
The foregoing financial information is taken from Liberty Mutual Insurance Company's financial statement filed with the state of Massachusetts Department of Insurance.

I, TIM MIKOLAJEWSKI, Assistant Secretary of Liberty Mutual Insurance Company, do hereby certify that the foregoing is a true, and correct statement of the Assets and Liabilities of said Corporation, as of December 31, 2019, to the best of my knowledge and belief.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said Corporation at Seattle, Washington, this 27<sup>th</sup> day of March, 2020.

*T Mikolajewski*

\_\_\_\_\_  
Assistant Secretary

## SECTION 00370 – CONTRACTOR’S FINANCIAL RESPONSIBILITY

To be considered, all bidders must complete and include this form *at the time of the deadline for bids*. Attach additional sheets as necessary to respond to questions.

**Project: SMALL TRACTS / MUD BAY / 3<sup>RD</sup> AVE AC PIPE REPLACEMENT**

As the General Contractor on this project, I intend to subcontract 12 % of the total value of this contract.

### A. EXPERIENCE

1. Have you ever failed to complete a contract due to insufficient resources?  No [ ] Yes

If YES, explain:

---

---

---

2. Describe arrangements you have made to finance this work:  
N/A

---

---

---

3. Have you had previous construction contracts or subcontracts with the Haines Borough?  
[ ] No  Yes

4. Describe your most recent or current contract, its completion date, and scope of work:  
Please see attached

---

---

---

5. List below, and/or as an attachment to this questionnaire, other construction projects you have completed, dates of completion, scope of work, and total contract amount for each project completed in the past twelve months.  
Please see attached

---

---

---

---

---

6. Per Alaska Statute 36.90.210, on previous public contracts, have you ever failed to pay a subcontractor within eight working days after receiving payment from the Owner (for projects occurring within the last 3 years)?  No [ ] Yes

If YES, please attach a detailed explanation of each occurrence.

### B. EQUIPMENT

1. Describe below, and/or as an attachment, the equipment you have available and intend to use for this project.

ITEM	QUANTITY	MAKE	MODEL	SIZE/CAPACITY	PRESENT MARKET VALUE
Excavators	3	Cat	312/325/335	1/2, 3/4, 1 cy	500,000
Trucks	3	Kenworth	800's	10 cy	220,000
Loaders	3	Cat/Volvo	980/645/660	7/2/3 cy	300,000
Graders	1	Cat	120	14 feet	150,000
Reclaimer	1	Wirtgen	L2000	6' drum	250,000
Compactor	1	Cat	C663	6' drum	90,000
Trailer	1	Trailmax	T20	20 ton	20,000
Crusher	4	various	Various	150 ton/hr.	600,000

2. Do you propose to purchase any equipment for use on this project not listed on table B-1?

No [ ] Yes

If YES, describe type, quantity, and approximate cost:

---



---



---

3. Do you propose to rent any equipment for this work not listed on table B-1?  No [ ] Yes

If YES, describe type and quantity:

---



---



---

4. Is your bid based on firm offers for all materials necessary for this project? [ ] No  Yes

If NO, please explain:

---



---



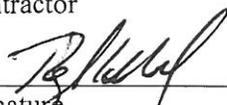
---

**I hereby certify that the above statements are true and complete.**

Glacier Construction, Inc. dba Southeast Road Builders

Contractor

Signature



Roger Schnabel, Area Manager

Name and Title of Person Signing

04/30/2020

Date

**HAINES BOROUGH**  
**Small Tracts/Mud Bay/3<sup>rd</sup> Avenue AC Pipe Replacement**  
**CONTRACT No. HB19-02**  
**Contractor's Financial Responsibility - A. Experience**

Southeast Road Builders  
HC60 Box 4800  
Haines, AK 99827  
(907) 766-2833

Page 1 of 2:

**A.3. Have you had previous construction contracts or subcontracts with the Haines Borough?    Yes**

**A.4. Describe the most recent or current contract, its completion date, and scope of work:**

***Haines Borough : Front Street Waterline Replacement***

Contract Amount: \$ 352,613.23

Project Number: n/a

Type of Project: The work included replacing an existing 4-inch diameter asbestos cement water line with 541 linear feet of 8-inch diameter C-900 PVC water line pipe and associated fire hydrants, water services and gate valves. The work also included removing and replacing existing asphalt surfacing, replacement of culverts, installation of sanitary sewer services, and miscellaneous related work.

Date of Completion: 10/03/2019

**A.5. List below, and/or as an attachment to this questionnaire, other construction projects you have completed, dates of completion, scope of work, and total contract amount for each project completed in the past 12 months.**

***ADOT - HNS: Haines Hwy. & Old Haines Hwy Resurface, Allen Rd. to MP 3.5 & Haines Hwy. to Mud Bay Rd. & HNS Airport Access***

Contract Amount: \$6,485,246.64

Project Number: SFHWY00057/0003(200) & Z675090000/0003191

Type of Project: This project is a preventative maintenance project that resurfaces the roadway and associated driveways, replace or slip line existing culverts, subbase and drainage repairs, install ADA compliant curb ramps, replace select sidewalks and install new striping and traffic signs.

Estimated Date of Completion: 09/15/2020

**HAINES BOROUGH**  
**Small Tracts/Mud Bay/3<sup>rd</sup> Avenue AC Pipe Replacement**  
**CONTRACT No. HB19-02**  
**Contractor's Financial Responsibility - A. Experience**

Southeast Road Builders  
HC60 Box 4800  
Haines, AK 99827  
(907) 766-2833

Page 2 of 2:

***Municipality of Skagway: Public Safety Facility Paving Improvements***

Contract Amount: \$ 451,288.14

Project Number: n/a

Type of Project: The work included excavation, base course grading, D-1, storm drain pipe and structure installation, new fire hydrant installation, valley, gutter, concrete sidewalks, chain link fence removal/resetting, concrete stairs with metal handrail, concrete site wall, and asphalt paving.

Date of Completion: 09/21/2019

***ADOT - HNS: Airport Drainage Improvements & Pavement Rehabilitation***

Contract Amount: \$9,826,115

Project Number: Z694360000/3-02-0112-006-2017

Type of Project: This project will reconstruct the GA Apron and adjacent areas to facilitate drainage away from the site. The work includes the construction of a new trench drain system, culvert crossings, culvert linings, new electrical buildings, fencing and gate upgrades, new area lighting, replacing airfield lighting systems, replacing the sanitary sewer system at the public terminal, removal of existing hangers, and contaminated soil remediation. Power and communication utility work by others will occur coincident with this project.

Date of Completion: July 7, 2019



**SECTION 00300 – BIDS**

**BID TO: THE HAINES BOROUGH**

1. The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with the OWNER in the form included in the Contract Documents (as defined in Article 7 of Section 00500 - Agreement) to perform the WORK as specified or indicated in said Contract Documents entitled

**SMALL TRACTS / MUD BAY / 3<sup>RD</sup> AVE AC PIPE REPLACEMENT  
Contract No. HB19-02**

2. Bidder accepts all of the terms and conditions of the Contract Documents, including without limitation those in the "Notice Inviting Bids" and "Instructions to Bidders," dealing with the disposition of the Bid Security.
3. This Bid will remain open for the period of time stated in the "Notice Inviting Bids" unless otherwise required by law. Bidder will enter into an Agreement within the time and in the manner required in the "Notice Inviting Bids" and the "Instructions to Bidders," and will furnish insurance certificates, Payment Bond, Performance Bond, and any other documents as may be required by the Contract Documents.
4. Bidder has familiarized itself with the nature and extent of the Contract Documents, WORK, site, locality where the WORK is to be performed, the legal requirements (federal, state and local laws, ordinances, rules, and regulations), and the conditions affecting cost, progress or performance of the WORK and has made such independent investigations as Bidder deems necessary.
5. This Bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid; Bidder has not solicited or induced any person, firm or corporation to refrain from bidding; and Bidder has not sought by collusion to obtain for itself any advantage over any other Bidder or over OWNER.
6. To all the foregoing, and including all Bid Schedule and information required of Bidder contained in this Bid Form, said Bidder further agrees to complete the WORK required under the Contract Documents within the Contract Time stipulated in said Contract Documents, and to accept in full payment therefore the Contract Price based on the total bid price(s) named in the aforementioned Bid Schedule.
7. Bidder has examined copies of all the Contract Documents including the following Addenda (receipt of all of which is hereby acknowledged by the Undersigned):

Addenda No. <u>  1  </u> Date Issued <u>04/23/2020</u>	Addenda No. <u>    </u> Date Issued <u>    </u>
Addenda No. <u>    </u> Date Issued <u>    </u>	Addenda No. <u>    </u> Date Issued <u>    </u>
Addenda No. <u>    </u> Date Issued <u>    </u>	Addenda No. <u>    </u> Date Issued <u>    </u>
Addenda No. <u>    </u> Date Issued <u>    </u>	Addenda No. <u>    </u> Date Issued <u>    </u>

**Give number and date of each addenda above. Failure to acknowledge receipt of all Addenda may cause the Bid to be non-responsive and may cause its rejection.**

8. The Bidder has read this Bid and agrees to the conditions as stated herein by signing his/her signature in the space provided below.

Dated: <u>04/30/2020</u>	Bidder: <u>Hamilton Construction, LLC</u> (Company Name)
Alaska CONTRACTOR's Business License No: <u>309822</u>	By: <u></u> (Signature)
Alaska CONTRACTOR's License No: <u>CONE30862</u>	Printed Name: <u>Jeff Hamilton</u>
Telephone No: <u>(907) 983-2702</u>	Title: <u>Managing Member</u>
Fax No: <u>(907) 983-3865</u>	Address: <u>PO Box 648</u> (Street or P.O. Box)
Email: <u>klamkin@hamiltonconst.com</u>	<u>Skagway, AK 99840</u> (City, State, Zip Code)

9. **TO BE CONSIDERED, ALL BIDDERS MUST COMPLETE AND INCLUDE THE FOLLOWING AT THE TIME OF THE DEADLINE FOR BIDS. MISSING DOCUMENTS WILL DEEM THIS BID NON-RESPONSIVE:**
- > Bid, Section 00300 (includes addenda receipt statement)
  - > Completed Bid Schedule, Section 00310
  - > Bid Security (Bid Bond, Section 00320, or by a certified or cashier's check as stipulated in the Notice Inviting Bids, Section 00030)
  - > Contractor Financial Responsibility, Section 00370
10. The apparent low Bidder is required to complete and submit the following documents by 4:30 p.m. on the **fifth business day** following the date of the Posting Notice.
- > Subcontractor Report, Section 00360
- The apparent low Bidder who fails to submit the completed Subcontractor Report within the time specified in Section 00360 – Subcontractor Report, may be found to be not a responsible Bidder and may be required to forfeit the Bid security. The OWNER may then consider the next lowest Bidder for award of the contract.
11. The successful Bidder will be required to submit, **within ten Days (calendar)** after the date of the “Notice of Intent to Award” letter, the following executed documents:
- > Agreement Forms, Section 00500
  - > Performance Bond, Section 00610
  - > Payment Bond, Section 00620
  - > Certificates of Insurance, (CONTRACTOR) Section 00700 and Section 00800

## SECTION 00310 - BID SCHEDULE

Complete and submit the following Bid Schedule(s) for construction of:

### SMALL TRACTS / MUD BAY / 3<sup>RD</sup> AVE AC PIPE REPLACEMENT Contract No. HB19-02

Furnish all labor, equipment and materials for the following work as defined in the Contract Documents:

#### BASE BID Schedule - Major Road to EOP

Pay Item No.	Pay Item Description	Unit	Quantity	Unit Price	Amount
202.0002.0001	Removal of Pavement	SY	4,953	\$15.60	\$77,266.80
203.0005.0001	Borrow	CY	1,122	\$16.12	\$18,086.64
301.0001.0001	Aggregate Base Course, Grading D-1	TON	1,533	\$65.00	\$96,645.00
401.0001.0001	HMA, Type II; Class B	TON	683	\$400.00	\$273,200.00
603.0021.0001	Corrugated Polyethylene Pipe 18 Inch	LF	50	\$72.50	\$3,625.00
618.0005.0001	Seeding	Lump Sum	All Req'd	\$5,000.00	\$5,000.00
620.0002.0001	Topsoil	SY	1,495	\$20.00	\$29,900.00
627.0001.0003	10-Inch HDPE Water Pipe	LF	2,826	\$133.00	\$375,858.00
627.0005.0001	Fire Hydrant Assembly with Gravel Access Pad	EA	8	\$7,750.00	\$62,000.00
627.0007.0001	Fire Hydrant Removal	EA	3	\$2,200.00	\$6,600.00
627.0008.0001	1-Inch Poly Water Service	EA	34	\$2,800.00	\$95,200.00
627.0008.0002	2-Inch Poly Water Service	EA	1	\$4,325.00	\$4,325.00
627.0008.0003	8-Inch HDPE Water Service	EA	1	\$10,000.00	\$10,000.00
627.0009.0002	10-Inch Gate Valve	EA	11	\$10,000.00	\$110,000.00
627.0011.0001	Locate Existing Water Services	Lump Sum	All Req'd	\$8,500.00	\$8,500.00
627.0012.0001	Temporary Water Service	Lump Sum	All Req'd	\$25,500.00	\$25,500.00
635.0001.0001	Insulation Board	EA	293	\$75.00	\$21,975.00
640.0001.0001	Mobilization and Demobilization	Lump Sum	All Req'd	\$200,000.00	\$200,000.00
641.0001.0001	Erosion, Sediment and Pollution Control Administration	Lump Sum	All Req'd	\$15,000.00	\$15,000.00
641.0003.0001	Temporary Erosion, Sediment and Pollution Control	Lump Sum	All Req'd	\$10,000.00	\$10,000.00
642.0001.0001	Construction Surveying	Lump Sum	All Req'd	\$10,000.00	\$10,000.00
643.0002.0001	Traffic Maintenance	Lump Sum	All Req'd	\$40,000.00	\$40,000.00
643.0015.0001	Flagging	HR	1,440	\$58.00	\$83,520.00
644.0015.0001	Nuclear Testing Equipment Storage Shed	Lump Sum	All Req'd	\$6,000.00	\$6,000.00
670.0001.0001	Painted Traffic Markings	Lump Sum	All Req'd	\$5,000.00	\$5,000.00

**Total Base Bid Amount in Figures: \$ 1,596,201.44**

**Total Base Bid Amount in Words: ONE MILLION FIVE HUNDRED NINETY-SIX THOUSAND TWO HUNDRED ONE AND 44/100**

**Date: 04/30/2020**

**Bidder: HAMILTON CONSTRUCTION, LLC.**

**ADDITIVE ALTERNATE A BID Schedule - BOP to Major Road**

<b>Pay Item No.</b>	<b>Pay Item Description</b>	<b>Unit</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Amount</b>
202.0019.0001A	Removal of Curb and Gutter	LF	766	\$25.00	\$19,150.00
202.0015.0001A	Removal of Sidewalk	SY	427	\$50.00	\$21,350.00
202.0002.0001A	Removal of Pavement	SY	1,211	\$55.00	\$66,605.00
202.0004.0001A	Removal of Culvert Pipe	LF	82	\$40.00	\$3,280.00
203.0005.0001A	Borrow	CY	559	\$16.12	\$9,011.08
301.0001.0001A	Aggregate Base Course, Grading D-1	TON	473	\$65.00	\$30,745.00
401.0001.0001A	HMA, Type II; Class B	TON	242	\$400.00	\$96,800.00
603.0021.0001A	Corrugated Polyethylene Pipe 18 Inch	LF	132	\$60.00	\$7,920.00
603.0021.0002A	Corrugated Polyethylene Pipe 24 Inch	LF	40	\$75.00	\$3,000.00
608.0001.0006A	Concrete Sidewalk, 6 Inches Thick	SY	28	\$76.50	\$2,142.00
608.0003.0001A	Asphalt Sidewalk	SY	343	\$33.33	\$11,432.19
608.0006.0001A	Curb Ramp	EA	3	\$4,550.00	\$13,650.00
609.0002.0001A	Curb and Gutter, Type Mountable	LF	788	\$75.00	\$59,100.00
618.0005.0001A	Seeding	Lump Sum	All Req'd	\$3,000.00	\$3,000.00
620.0002.0001A	Topsoil	SY	866	\$15.00	\$12,990.00
627.0001.0001A	10-Inch HDPE Water Pipe	LF	1,612	\$133.00	\$214,396.00
627.0005.0001A	Fire Hydrant Assembly with Gravel Access Pad	EA	3	\$7,750.00	\$23,250.00
627.0007.0001A	Fire Hydrant Removal	EA	1	\$2,200.00	\$2,200.00
627.0008.0001A	1-Inch Poly Water Service	EA	11	\$2,800.00	\$30,800.00
627.0008.0003A	8-Inch HDPE Water Service	EA	2	\$10,000.00	\$20,000.00
627.0009.0002A	10-Inch Gate Valve	EA	6	\$10,000.00	\$60,000.00
627.0011.0001A	Locate Existing Water Services	Lump Sum	All Req'd	\$6,000.00	\$6,000.00
627.0012.0001A	Temporary Water Service	Lump Sum	All Req'd	\$16,500.00	\$16,500.00
635.0001.0001A	Insulation Board	EA	79	\$75.00	\$5,925.00
640.0001.0001A	Mobilization and Demobilization	Lump Sum	All Req'd	\$50,000.00	\$50,000.00
641.0001.0001A	Erosion, Sediment and Pollution Control Administration	Lump Sum	All Req'd	\$12,000.00	\$12,000.00
641.0003.0001A	Temporary Erosion, Sediment and Pollution Control	Lump Sum	All Req'd	\$5,000.00	\$5,000.00
642.0001.0001A	Construction Surveying	Lump Sum	All Req'd	\$10,000.00	\$10,000.00
643.0002.0001A	Traffic Maintenance	Lump Sum	All Req'd	\$20,000.00	\$20,000.00
643.0015.0001A	Flagging	HR	300	\$58.00	\$17,400.00
644.0015.0001A	Nuclear Testing Equipment Storage Shed	Lump Sum	All Req'd	\$0	\$0
670.0001.0001A	Painted Traffic Markings	Lump Sum	All Req'd	\$5,000.00	\$5,000.00

**Total Additive Alternate A Bid Amount in Figures: \$ 858,646.27**

**Total Add. Alt. A Bid Amount in Words: EIGHT HUNDRED FIFTY-EIGHT THOUSAND SIX HUNDRED FORTY-SIX AND 27/100**

**Date 04/30/2020**

**Bidder: HAMILTON CONSTRUCTION, LLC.**

**SECTION 00320 – BID BOND**

KNOW ALL PERSONS BY THESE PRESENT, that Hamilton Construction, LLC as Principal, and Berkley Insurance Company as Surety, are held and firmly bound unto **THE BOROUGH OF HAINES** hereinafter called "OWNER," in the sum of Five Percent (5%) of the Total Amount Bid dollars, (not less than five percent of the total amount of the Bid) for the payment of which sum, well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

WHEREAS, said Principal has submitted a Bid to said OWNER to perform the WORK required under the Bid Schedule of the OWNER's Contract Documents entitled:

**SMALL TRACTS / MUD BAY / 3<sup>RD</sup> AVE AC PIPE REPLACEMENT  
Contract No. HB19-02**

NOW THEREFORE, if said Principal is awarded a contract by said OWNER and, within the time and in the manner required in the "Notice Inviting Bids" and the "Instructions to Bidders" enters into a written Agreement on the form of Agreement bound with said Contract Documents, furnishes the required certificates of insurance, and furnishes the required Performance Bond and Payment Bond, then this obligation shall be null and void, otherwise it shall remain in full force and effect. In the event suit is brought upon this bond by said OWNER and OWNER prevails, said Surety shall pay all costs incurred by said OWNER in such suit, including a reasonable attorney's fee to be fixed by the court.

SIGNED AND SEALED, this 29th day of April, 20 20.

(SEAL) Hamilton Construction, LLC  
(Principal)  
By: [Signature]  
(Signature)

(SEAL) Berkley Insurance Company  
(Surety)  
By: [Signature]  
Holly E. Ulfers (Signature) Attorney-in-Fact



POWER OF ATTORNEY  
BERKLEY INSURANCE COMPANY  
WILMINGTON, DELAWARE

NOTICE: The warning found elsewhere in this Power of Attorney affects the validity thereof. Please review carefully.

KNOW ALL MEN BY THESE PRESENTS, that BERKLEY INSURANCE COMPANY (the "Company"), a corporation duly organized and existing under the laws of the State of Delaware, having its principal office in Greenwich, CT, has made, constituted and appointed, and does by these presents make, constitute and appoint: *Holly E. Ulfers; Roxana Palacios; Scott C. Alderman; Kathleen M. Mitchell; Debbie A. Lindstrom; Peggy A. Firth; Timothy S. Buhite; Jamie Stroh; Brandi Nicole Heinbaugh; or Amber Engel of Kibble & Prentice Holding Company dba USI Insurance Services Northwest of Seattle, WA* its true and lawful Attorney-in-Fact, to sign its name as surety only as delineated below and to execute, seal, acknowledge and deliver any and all bonds and undertakings, with the exception of Financial Guaranty Insurance, providing that no single obligation shall exceed Fifty Million and 00/100 U.S. Dollars (U.S.\$50,000,000.00), to the same extent as if such bonds had been duly executed and acknowledged by the regularly elected officers of the Company at its principal office in their own proper persons.

This Power of Attorney shall be construed and enforced in accordance with, and governed by, the laws of the State of Delaware, without giving effect to the principles of conflicts of laws thereof. This Power of Attorney is granted pursuant to the following resolutions which were duly and validly adopted at a meeting of the Board of Directors of the Company held on January 25, 2010:

**RESOLVED**, that, with respect to the Surety business written by Berkley Surety, the Chairman of the Board, Chief Executive Officer, President or any Vice President of the Company, in conjunction with the Secretary or any Assistant Secretary are hereby authorized to execute powers of attorney authorizing and qualifying the attorney-in-fact named therein to execute bonds, undertakings, recognizances, or other suretyship obligations on behalf of the Company, and to affix the corporate seal of the Company to powers of attorney executed pursuant hereto; and said officers may remove any such attorney-in-fact and revoke any power of attorney previously granted; and further

**RESOLVED**, that such power of attorney limits the acts of those named therein to the bonds, undertakings, recognizances, or other suretyship obligations specifically named therein, and they have no authority to bind the Company except in the manner and to the extent therein stated; and further

**RESOLVED**, that such power of attorney revokes all previous powers issued on behalf of the attorney-in-fact named; and further

**RESOLVED**, that the signature of any authorized officer and the seal of the Company may be affixed by facsimile to any power of attorney or certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligation of the Company; and such signature and seal when so used shall have the same force and effect as though manually affixed. The Company may continue to use for the purposes herein stated the facsimile signature of any person or persons who shall have been such officer or officers of the Company, notwithstanding the fact that they may have ceased to be such at the time when such instruments shall be issued.

IN WITNESS WHEREOF, the Company has caused these presents to be signed and attested by its appropriate officers and its corporate seal hereunto affixed this 11<sup>th</sup> day of March, 2020.

Attest:

Berkley Insurance Company

(Seal)

By [Signature]  
Ira S. Lederman  
Executive Vice President & Secretary

By [Signature]  
Jeffrey M. Hafter  
Senior Vice President

**WARNING: THIS POWER INVALID IF NOT PRINTED ON BLUE "BERKLEY" SECURITY PAPER.**

STATE OF CONNECTICUT )

) ss:

COUNTY OF FAIRFIELD )

Sworn to before me, a Notary Public in the State of Connecticut, this 11<sup>th</sup> day of March, 2020, by Ira S. Lederman and Jeffrey M. Hafter who are sworn to me to be the Executive Vice President and Secretary, and the Senior Vice President, respectively, of Berkley Insurance Company.

MARIA C RUNDRAKEN  
NOTARY PUBLIC  
CONNECTICUT  
MY COMMISSION EXPIRES  
APRIL 30, 2024

[Signature]  
Notary Public, State of Connecticut

**CERTIFICATE**

I, the undersigned, Assistant Secretary of BERKLEY INSURANCE COMPANY, DO HEREBY CERTIFY that the foregoing is a true, correct and complete copy of the original Power of Attorney; that said Power of Attorney has not been revoked or rescinded and that the authority of the Attorney-in-Fact set forth therein, who executed the bond or undertaking to which this Power of Attorney is attached, is in full force and effect as of this date.

Given under my hand and seal of the Company, this 29<sup>th</sup> day of April, 2020.

(Seal)

[Signature]  
Vincent P. Forte

WARNING - Any unauthorized reproduction or alteration of this document is prohibited. This power of attorney is void unless seals are readable and the certification seal at the bottom is embossed. The background imprint, warning and verification instructions (on reverse) must be in blue ink.

**SECTION 00370 – CONTRACTOR’S FINANCIAL RESPONSIBILITY**

To be considered, all bidders must complete and include this form *at the time of the deadline for bids*. Attach additional sheets as necessary to respond to questions.

**Project: SMALL TRACTS / MUD BAY / 3<sup>RD</sup> AVE AC PIPE REPLACEMENT**

As the General Contractor on this project, I intend to subcontract 10 % of the total value of this contract.

**A. EXPERIENCE**

1. Have you ever failed to complete a contract due to insufficient resources?  No  Yes

If YES, explain:

N/A

2. Describe arrangements you have made to finance this work:

NONE

3. Have you had previous construction contracts or subcontracts with the Haines Borough?

No  Yes

4. Describe your most recent or current contract, its completion date, and scope of work:

Haines Portage Cove Harbor Boat Launch - Final completion date 11/01/2020. Demolition and disposal of existing park facilities, installation of new concrete boat launch ramp lanes, timber boarding floats with galvanized steel pipe piles, concrete curbs and gutters, base course grading, storm storm drains, covered shelter and kiosk, landscaping, water, sewer, and electrical utilities, asphalt concrete paving of new parking lot.

5. List below, and/or as an attachment to this questionnaire, other construction projects you have completed, dates of completion, scope of work, and total contract amount for each project completed in the past twelve months.

Attached

6. Per Alaska Statute 36.90.210, on previous public contracts, have you ever failed to pay a subcontractor within eight working days after receiving payment from the Owner (for projects occurring within the last 3 years)?  No  Yes

If YES, please attach a detailed explanation of each occurrence.

**B. EQUIPMENT**

1. Describe below, and/or as an attachment, the equipment you have available and intend to use for this project.

ITEM	QUANTITY	MAKE	MODEL	SIZE/CAPACITY	PRESENT MARKET VALUE
Excavator	1	Hitachi	ZX330-LC	3.3y3	150,000
Excavator	1	Hitachi	ZX160LC-6	40,000lbs	198,000
Loader	1	Volvo	L-70 E	3 cu yds (2 m)	100,000
Loader	1	Volvo	L250	5.1-10.2 1/min	400,000
Water truck	1	International	PT300	10,000 gal	75,000
Service Truck	1	Peterbilt	337	25,000lbs	252,255

2. Do you propose to purchase any equipment for use on this project not listed on table B-1?  
 No  Yes

If YES, describe type, quantity, and approximate cost:

---



---



---

3. Do you propose to rent any equipment for this work not listed on table B-1?  No  Yes

If YES, describe type and quantity:

---



---



---

4. Is your bid based on firm offers for all materials necessary for this project?  No  Yes

If NO, please explain:

---



---



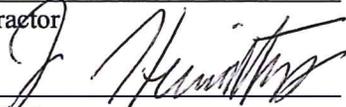
---

**I hereby certify that the above statements are true and complete.**

Hamilton Construction, LLC

Contractor

Signature



Jeff Hamilton, managing member

Name and Title of Person Signing

04/30/2020

Date

APRIL 30, 2020

## Hamilton Construction Company Resume, **COMPLETED PROJECTS**

April 2019 - April 2020

### **Seward Breakwater (SMIC Harbor Improvements Phase I)**      Completion date: 05/20/2019

Construct a new 1,009' rubble mound breakwater structure to extend the northerly end of the existing breakwater structure. The breakwater provides the SMIC basin with improved protection from swell and wake action, thereby improving the functionality and capacity of the SMIC harbor for maritime operations.

Contract amount: \$15,032,101.80

### **Seward South Harbor Boat Launch Renovation**      Completion date: 08/04/2019

Replace the existing concrete boat launch and floats with a new concrete ramp and timber boarding floats supported by new galvanized steel pipe. The associated scope includes demolition and disposal of the existing ramp, cast-place-concrete slabs and abutments, pre-cast concrete panels, timber boarding floats, fendering, galvanized steel pipe, riprap revetment, excavation, embankment, storm drain, asphalt paving, bollards, public and private utility relocations, diving inspections, and other miscellaneous improvements. Elements of the scope require in-water work.

Contract amount: \$2,313,154.80

### **Skagway 11<sup>th</sup> and 12<sup>th</sup> Ave Paving Improvements**      Completion date: 09/15/2019

Partial replacement of a sewer main, sanitary sewer manhole installation, new sanitary sewer services, extension of water main, new water services, storm drain pipe and structure installation, valley gutter, concrete sidewalks, paving and other misc. related work.

Contract amount: \$645,246.47

### **2019 DOT Highway & Maintenance Sand**      Completion date: 10/01/2019

Produce and deliver 3,000cy of spec 1 highway maintenance sand to AK DOT&PF Skagway maintenance yard for stockpile.

Contract amount: \$154,800.00

### **Skagway Broadway Sidewalk Improvements**      Completion date: 11/15/2019

Demolish approx. 500' of curb, gutter, and concrete sidewalk with two layers of underlying gabion embankment. Furnish and install new curb and gutter, new concrete sidewalk, new gabion embankment, and approx. 500' of new concrete sidewalk and associated galvanized handrail system.

Contract amount: \$347,284.00

**Alaska Department of Commerce, Community, and Economic Development**

Division of Corporations, Business and Professional Licensing  
P.O. Box 110806, Juneau, Alaska 99811-0806

This is to certify that

**HAMILTON CONSTRUCTION L.L.C.**

PO BOX 241952 ANCHORAGE AK 99524

owned by

HAMILTON CONSTRUCTION L.L.C.

is licensed by the department to conduct business for the period

October 03, 2018 through December 31, 2020  
for the following line of business:

23 - Construction



This license shall not be taken as permission to do business in the state without having complied with the other requirements of the laws of the State or of the United States.

This license must be posted in a conspicuous place at the business location. It is not transferable or assignable.

Julie Anderson

License #: CONE30862  
Effective: 11/29/2018  
Expires: 12/31/2020

# STATE OF ALASKA

Department of Commerce, Community, and Economic Development  
Division of Corporations, Business, and Professional Licensing

## Regulation of Construction Contractors and Home Inspectors

Licensee: **HAMILTON CONSTRUCTION LLC**

License Type: **General Contractor Without Residential Contractor Endorsement**

Status: **Active**

Doing Business As: **HAMILTON CONSTRUCTION LLC**

Commissioner: Mike Navarre

### Relationships

RelationType	License #	LicenseType	Owners/Entities	Names/DBA
No relationships found.				

### Designations

Type	Group
No designations found.	

HAMILTON CONSTRUCTION LLC  
P.O BOX 241952  
ANCHORAGE, AK 99524-1952

### Wallet Card

State of Alaska Department of Commerce, Community, and Economic Development Division of Corporations, Business, and Professional Licensing Regulation of Construction Contractors and Home Inspectors HAMILTON CONSTRUCTION LLC DBA: HAMILTON CONSTRUCTION LLC As General Contractor Without Residential Contractor Endorsement		
License CONE30862	Effective 11/29/2018	Expires 12/31/2020

# HAINES BOROUGH BUSINESS LICENSE

**Expires 12/31/2020**

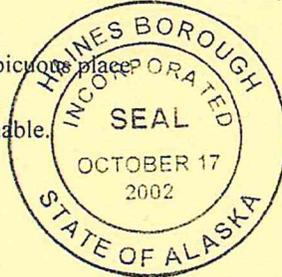
This is to certify that the business named below has made application to do business in the Haines Borough, Alaska covering the calendar years 01/01/2019 to 12/31/2020 or fraction thereof.

HBC Section 5.02.010

This license must be posted in a conspicuous place  
at the business location.

It is not transferable or assignable.

Hamilton Construction, LLC  
Box 648  
Skagway AK 99840



**Account # 3209**

*Alexandra Fullerton* Haines Borough Clerk

Alexandra Fullerton

This license will automatically be renewed if business is current in all reports. This license shall not be taken as permission to do business in the state without having complied with the other requirements of the laws of the State of Alaska or of the United States.

**NOTE: BUSINESS LICENSE AND REGISTRATION FEE IS BIENNIAL**



**Haines Borough  
Assembly Agenda Bill**

**Agenda Bill No.:** 20-1019  
**Assembly Meeting Date:** 05/05/20

Business Item Description:	Attachments:
Subject: Authorize Loan Application with ADEC for WWTF Lift Station	1. Ordinance 20-05-569 2. Draft Loan Agreement 3. Resolution 20-01-844
Originator: Borough Manager	
Originating Department: Administration	
Date Submitted: 05/05/20	

**Full Title/Motion:**  
Motion: Introduce Ordinance 20-05-569 and schedule it for its first public hearing on 5/26/20 and its second public hearing on 06/09/20.

**Administrative Recommendation:**  
This ordinance is recommended by the Director of Public Facilities.

**Fiscal Impact:**

Expenditure Required	Amount Budgeted	Appropriation Required	Projected Impact to Future Operating Budgets
\$ 0	\$ 0	\$ 0	Later resolution for project award

**Comprehensive Plan Consistency Review:**

Comp Plan Goals/Objectives: Objective 15B, Page 252	Consistent: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
--	---

**Summary Statement:**  
The assembly adopted Resolution No. 20-01-844 to authorize applying to ADEC for a low-interest loan through the Alaska Clean Water Fund for the WWTP Influent & Lift Pump Replacement project. ADEC has authorized a loan for the project in the amount of up to \$579,867, with up to \$289,934 of the loan amount offered as a subsidy in the form of principal forgiveness (grant)

**Referral:**

Referred to:	Referral Date:
Recommendation:	Meeting Date:

**Assembly Action:**

Meeting Date(s): 05/12/20	Public Hearing Date(s): 5/26/20, 6/09/20
	Postponed to Date:

**An Ordinance of the Haines Borough authorizing the Borough Manager to enter into a loan agreement in an amount up to \$579,867 with the Alaska Department of Environmental Conservation for the Waste Water Influent and Lift Pump Upgrade on Beach Rd and Skyline Dr.**

**WHEREAS**, on January 28, 2019, the Borough Assembly adopted Resolution No. 20-01-844 that 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 Waste Water Influent and Lift Pump Upgrade; and

**WHEREAS**, the ADEC has authorized an ACWF loan for the Waste Water Influent and Lift Pump Upgrade project in the amount of up to \$579,867, with up to \$289,934 or 50% of the loan amount offered as a subsidy in the form of principal forgiveness (grant) under a federal "disadvantage assistance" program; 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 \$579,867 agreement with the ADEC pursuant to the Borough's loan application to the ACWF for \$579,867 for the Waste Water Influent and Lift Station Pump Upgrade 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 12<sup>th</sup> DAY OF May 2020.

ATTEST:

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

\_\_\_\_\_  
Aleka Fullerton, CMC, Borough Clerk

Date Introduced: 05/12/20  
Date of First Public Hearing: 05/26/20  
Date of Second Public Hearing: 06/09/20



THE STATE  
of **ALASKA**  
GOVERNOR MIKE DUNLEAVY

Department of Environmental  
Conservation

DIVISION OF WATER  
State Revolving Fund Program

P.O. Box 111800  
Juneau, Alaska 99811-1800  
Main: 907.465.6594  
Fax: 907.465.5177

April 15, 2020

Ms. Debra Schnabel  
Borough Manager  
Haines Borough  
P.O. Box 1209  
Haines, Alaska 99827

Re: Loan Agreement No. 395261 for Wastewater Influent and Lift Station Upgrade (ACWF No. 395261)

Dear Ms. Schnabel:

Enclosed for signature is the loan agreement in the amount of \$579,867 for the Wastewater Influent and Lift Station Upgrade (Alaska Clean Water Fund No. 395261). The finance charge rate for this loan is 1.5 percent.

Please return a copy of the fully signed loan agreement to [DECIDASGRANTLOANADMIN@alaska.gov](mailto:DECIDASGRANTLOANADMIN@alaska.gov) or mail a hard copy to the address identified below. The signed original agreement should be retained for your records.

Alaska Department of Environmental Conservation  
Division of Administrative Services  
Attn: Grant Administrative Section  
555 Cordova Street, 4<sup>th</sup> Floor  
Anchorage, Alaska 99501

This loan is not effective, and no disbursements will be made, until the Department has received a copy of the fully signed agreement. If you have any questions regarding the loan agreement you may contact Carrie Bohan, Program Manager, at 465-5143 or Beth Verrelli, Project Engineer, at 269-7603.

Sincerely,

A handwritten signature in blue ink, appearing to read "R. Bates".

Randy Bates  
Director

Enclosure: ACWF No. 395261 Wastewater Influent and Lift Station Upgrade Loan Agreement

**Clean Water State Revolving Fund  
Loan Agreement  
No. 395261**

**Between**

**State of Alaska  
Department of Environmental Conservation  
Division of Water  
State Revolving Fund Program**

**And**

**Haines Borough**

<b>Wastewater Influent and Lift Station Upgrade</b>	
Loan Amount	\$579,867
Subsidy Amount	\$289,934
Repayment Amount	\$289,933
Finance Rate	1.5%
Term	20 years

## Table of Contents

<b>Article 1. Loan Terms</b> .....	3
<b>1.01 Borrower Information</b> .....	3
<b>1.02 Project Description</b> .....	3
<b>1.03 Loan Amount</b> .....	3
<b>1.04 Principal Forgiveness</b> .....	3
<b>1.05 Loan Term</b> .....	3
<b>1.06 Finance Charge</b> .....	3
<b>Article 2. General Terms and Conditions</b> .....	4
<b>2.01 Accounting Practices</b> .....	4
<b>2.02 Timely Use of Funds</b> .....	4
<b>2.03 Disbursement of Funds</b> .....	4
<b>2.04 Principal Forgiveness</b> .....	5
<b>2.05 Loan Repayment</b> .....	5
<b>2.06 Late Payment Fee</b> .....	6
<b>2.07 Loan Default</b> .....	7
<b>2.08 Notification</b> .....	7
<b>2.09 Insurance</b> .....	7
<b>2.10 Environmental Review</b> .....	8
<b>2.11 Archaeological and Historical Preservation</b> .....	9
<b>2.12 Cost and Effectiveness Analysis</b> .....	9
<b>2.13 Fiscal Sustainability Plan</b> .....	9
<b>2.14 Site Access</b> .....	10
<b>2.15 Construction</b> .....	10
<b>2.16 Compliance with Laws, Regulations, Etc.</b> .....	11
<b>2.17 Project Completion</b> .....	14
<b>2.18 Amendments and Modifications</b> .....	15
<b>2.19 Disputes</b> .....	15
<b>2.20 Termination</b> .....	16
<b>2.21 Indemnification</b> .....	16
<b>Article 3. Definitions</b> .....	17
<b>Article 4. Signatures</b> .....	18
<b>Exhibit "A" – List of Federal Laws and Authorities</b> .....	20

## Article 1. Loan Terms

This loan agreement (“Agreement”) is made and entered into as of the date of final signature by the Alaska Department of Environmental Conservation (“Department”) and the Haines Borough (“Borrower”) as identified in Article 5, and continues in full force and effect until the final day of the Agreement Period. This Agreement is made subject to, and conditional upon, the availability of funds.

### 1.01 Borrower Information

Borrower Name:	Haines Borough
Borrower Mailing Address:	P.O. Box 1209, Haines, Alaska, 99827
Name of Authorized Signatory:	Debra Schnabel
Resolution Number:	20-01-844

### 1.02 Project Description

The Borrower shall use this loan for treatment plant influent and 1-mile Lift Station Upgrades, and design and construction of improvements for wastewater lift stations at Beach Road and Skyline Drive.

### 1.03 Loan Amount

\$579,867

### 1.04 Principal Forgiveness

\$289,934

### 1.05 Loan Term

20 years

### 1.06 Finance Charge

Interest Rate: 1.0%

Fee: 0.5%

Total Finance Charge: 1.5%

## **Article 2. General Terms and Conditions**

The Borrower shall comply with all applicable federal, state and local laws, requirements, and ordinances for the planning, design, construction, implementation, and administration of the Project and this Agreement, including but not limited to those identified in the General Terms and Conditions and Attachments.

### **2.01 Accounting Practices**

The Borrower shall separately account for all monies received from the Alaska Clean Water Fund and shall maintain project accounts in accordance with generally accepted governmental accounting principles. The Department shall have the right to audit Borrower's records related to the Project.

### **2.02 Timely Use of Funds**

- a. Concurrent with the execution and delivery of this Agreement, or as soon thereafter as practicable, the Borrower shall take all steps necessary to complete the Project in a timely manner in accordance with all applicable loan conditions.
- b. The Department will, in its discretion, revoke this Agreement if the Borrower has not initiated the Project within one year after signing the Agreement.
- c. If no Disbursement Request is made within the two year period, the Department may take action to recall the loan.

### **2.03 Disbursement of Funds**

Subject to the terms and conditions of this Agreement, the eligible project costs less other funding sources will be disbursed by the Department upon receipt and approval of Disbursement Requests and Progress Status Updates.

The Borrower shall submit Disbursement Requests and Progress Status Updates to the Department via the Division of Water's Online Application System (OASys). OASys may be accessed at the following link: <https://dec.alaska.gov/water/oasys.aspx>.

- a. Disbursement Requests including Progress Status Updates must be submitted to the Department on a quarterly basis, within 30 days following the end of each quarter.
- b. Should the Borrower fail to submit the quarterly Disbursement Requests and Progress Status Updates as required, the Department will not process subsequent Disbursement Requests until all outstanding quarterly report(s) are received.
- c. Departmental approvals required by this Agreement will not be unreasonably withheld.
- d. The Department will disburse funds only as necessary to complete the Project. Any funds remaining after completion of the Project will remain in the Alaska Clean Water Fund.

- e. Borrower shall provide the Department with written evidence of materials and labor furnished to and performed upon the Project and such receipts of the payment of the same, releases, satisfactions and other signed statements and forms as the Department may reasonably require.
- f. The Department may at any time review and audit requests for disbursement and make adjustments for, among other things, ineligible expenditures, mathematical errors, items not built or bought, unacceptable work and other discrepancies.

#### **2.04 Principal Forgiveness**

As part of this Agreement, the Department has offered the Borrower \$289,934 of subsidy, in the form of principal forgiveness.

- a. Subsidy will be applied to each disbursement at 50% until all available subsidy has been applied.
- b. All subsidy shall be spent within one year of the date of this Agreement. Any subsidy not used within one year of the date of this Agreement may be withdrawn by the Department.

#### **2.05 Loan Repayment**

- a. The Borrower shall repay the principal amount and the finance charges on all cash disbursements made to the Borrower according to the repayment schedule. The repayment schedule will be prepared by the Department and confirmed by the Borrower, and will provide that:
  - i. The Borrower shall pay a finance charge of 1.0% on each disbursement. The finance charge is comprised of a fee of 0.5% on the total loan disbursed, plus the interest rate of 1.5%. Accrual of the finance charge will begin one year after the date of the first disbursement to the Borrower.
  - ii. The Borrower shall pay back the loan amount within 20 years from initiation of repayment. 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. Payments shall be applied first to any costs or charges incurred by the Department, outstanding interest, and, finally, to principal.
  - iii. The first repayment is due one year following substantial completion and Initiation of Operation of the Project.
- b. The Borrower hereby grants to the Department a security interest in and irrevocably pledges its Net Operating Revenues of the Borrower's water system to secure payment of and to pay the amounts due under this Loan Agreement. The Net Operating Revenues so pledged and hereafter received by the Borrower shall immediately be subject to the lien of such pledge without physical delivery or further act, and the lien of

the pledge shall be superior to all other claims and liens whatsoever, to the fullest extent permitted by law. The Borrower represents and warrants that the pledge of its Net Operating Revenues hereby made by the Borrower complies with, and shall be valid and binding from the date of this Agreement. The Borrower covenants with the Department and any assignee of this Agreement that, except as otherwise expressly provided herein, the Borrower shall not issue any other obligations which have a pledge or lien on its Net Operating Revenues superior to or on a parity with the pledge herein granted without the written permission of the Department. This Loan is a parity obligation with all other State Revolving Fund (SRF) loans between the Department and the Borrower.

- c. The Borrower represents and warrants to the Department that the Borrower has not pledged revenues for the repayment of this Loan that have been previously pledged or encumbered, unless specifically set forth in the Borrower's Approved Application. The Net Operating Revenues pledged in this Loan Agreement for repayment of this Loan and each separate source of revenue are specifically identified and described in the Borrower's Approved Application.
- d. If the Borrower's Net Operating Revenues are insufficient to meet any loan payment to the Department when due, the Borrower shall pay the deficiency in its loan payment from any legally available funds of the Borrower. Repayment of the Loan shall not be a direct and general obligation of the Borrower.
- e. If the Project Facility is damaged or destroyed prior to completion of the Agreement Period, the Borrower is liable to the Department for all amounts due under this Agreement.

## **2.06 Late Payment Fee**

The Borrower shall be subject to a late charge for any repayment that is delinquent by more than 30 days, in accordance with the following conditions.

- a. If the Borrower is in good standing with the Department and has no late payments on any loans within the last five years:
  - i. And a payment is more than two months late a 1% charge will be applied against the outstanding amount due;
  - ii. And a payment is more than three months late a 3% charge will be applied against the outstanding amount due;
  - iii. And a payment is more than four months late a 5% charge will be applied against the outstanding amount due.
- b. If the Borrower has had late loan payments in the last five years.
  - i. And a payment is more than one month late a 1% charge will be applied against the outstanding amount due;

- ii. And a payment is more than two months late a 3% charge will be applied against the outstanding amount due;
  - iii. And a payment is more than three months late a 5% charge will be applied against the outstanding amount due.
- c. Additionally, interest on the unpaid balance will continue to accrue at the interest rate established in Section 1.05 and must be paid in addition to the late charge. Payments in arrears when the 5% late charge is assessed will be referred to the Alaska Department of Law for collection.

## 2.07 Loan Default

The Borrower shall be in default, if a loan repayment has not been made within 90 days of the due date, as determined by the repayment schedule prepared by the Department and provided to the Borrower.

The provisions of AS 37.15.575 relating to state aid interception apply to the loan made under this Agreement.

## 2.08 Notification

Any disbursement or repayment made by the Department or Borrower under this Agreement shall be delivered by electronic transfer or by registered or certified mail.

- a. In order to submit repayments electronically, the Borrower must submit a request to the following email: [dec.adec.userfees@alaska.gov](mailto:dec.adec.userfees@alaska.gov) to initiate the process and complete required forms.
- b. Any repayment addressed to the Department will be sent to:

Alaska Department of Environmental Conservation  
Division of Administrative Services  
Financial Services  
PO Box 11800  
Juneau, AK 99811-1800

- c. Any disbursement addressed to the Borrower will be sent to:

Debra Schnabel  
Borough Manager  
P.O. Box 1209  
Haines, AK 99827

## 2.09 Insurance

- a. If applicable, until the Project is completed by the Borrower, the Borrower (or at the option of the Borrower, the contractor) shall maintain insurance for the loss of the

Project Facility for the benefit of the Department, the Borrower and the prime contractor, and all subcontractors, as their interests in the Project may appear. The Borrower shall insure the Facility against loss or damage in an amount at least equal to the Allowable Project Cost specified in Article 4(e).

- b. If applicable, an insurance policy issued pursuant to Section 2.17 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 Project Facility.
- c. 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.
- d. The Borrower shall require its contractors and subcontractors to maintain workers compensation, commercial general liability, property damage, and vehicle liability insurance. Until the Project is complete, the Borrower (or at the option of the Borrower, the contractor) shall 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 may appear.

## **2.10 Environmental Review**

Prior to initiating the Project, the Borrower shall consult with the Department to determine the required level of environmental review. The Department will notify the Borrower of the type of environmental documentation that will be required, if any.

The Borrower shall complete an environmental review in accordance with the State Environmental Review Process (SERP), and in compliance with state and federal environmental laws prior to any ground disturbing or construction activities conducted as part of this Project. Disbursement Requests for costs related to construction activities will not be accepted until the SERP review has been completed. Any ground disturbing or construction activities that occur prior to the notification to the Borrower, by the Department, that Department's decision has been finalized are ineligible for reimbursement.

Any mitigation measures identified through the environmental review shall be fully implemented by the Borrower.

An environmental determination is valid for five years. Any activities occurring more than five years following the original environmental determination must undergo an additional review.

## **2.11 Archaeological and Historical Preservation**

If historical or cultural artifacts are discovered during the Project, the Borrower shall immediately stop construction and implement reasonable measures to protect the discovery site from further disturbance; take reasonable steps to ensure confidentiality of the discovery site, restrict access to the site; and notify the concerned tribe's cultural staff or committee, the Department, and the State of Alaska's Historical Preservation Officer. If human remains are uncovered, the Borrower shall immediately report the presence and location of the remains to law enforcement, the concerned tribe's cultural staff or committee, and the Department.

## **2.12 Cost and Effectiveness Analysis**

Under the Federal Water Pollution Control Act section 602(b)(13), the Borrower shall certify that they have conducted studies and evaluations for determining the cost and effectiveness of the Project. The cost and effectiveness analysis at minimum requires:

- a. the study and evaluation of the cost and effectiveness of the processes, materials, techniques, and technologies for carrying out the proposed Project or activity for which assistance is sought under this title; and
- b. the selection, to the maximum extent practicable, of a Project or activity that maximizes the potential for efficient water use, reuse, recapture, and conservation, and energy conservation, taking into account: the cost of constructing the Project or activity; the cost of operating and maintaining the Project or activity over the life of the Project or activity; and, the cost of replacing the Project or activity.
- c. Certification shall be provided to the Department by the Borrower before proceeding with final design or construction. The Borrower must use the certification form supplied by the Department to ensure compliance with this requirement.

## **2.13 Fiscal Sustainability Plan**

- a. The Borrower shall, under amendments to the Federal Water Pollution Control Act, under Section 603(d)(1)(E), have a Fiscal Sustainability Plan (FSP) that covers the funded Project and closely associated components in place by the time of submission of the final disbursement request.
- b. A FSP is a living document that is regularly reviewed, revised, expanded, and implemented as an integral part of the operation and management of the system. The plan, at a minimum, shall include the following:
  - i. An inventory of critical assets that are a part of the treatment works;
  - ii. An evaluation of the condition and performance of inventoried assets or asset groupings;

- iii. A certification that the Borrower has evaluated and will be implementing water and energy conservation efforts as part of the plan; and
- iv. A plan for maintaining, repairing, and, as necessary, replacing the treatment works and a plan for funding such activities.
- c. The Borrower shall certify, on a Department supplied form, that they have developed and are implementing a FSP. Department specific FSP development criteria may either be obtained through the contact information given under Article 2.09 of this Agreement, or through the Department's web site at the following web address:  
<http://dec.alaska.gov/water/technical-assistance-and-financing/state-revolving-fund/guidance-and-forms>

#### **2.14 Site Access**

The Department has the right, at all reasonable times, to enter the Project Site, for the purpose of inspecting the Project and Project Facility.

#### **2.15 Construction**

- a. With the exception of land easements, all real estate and personal property constituting the Project Site and the Project must belong to the Borrower.
- b. The Borrower shall not begin construction until the Project has received an Approval to Construct (ATC), if one is required. If an ATC is not required by the Department's Engineering Support and Plan Review (ESPR) Program, the Borrower shall provide a statement from ESPR to that effect.
  - i. In its approvals, the Department may specify changes or conditions to the plans and specifications.
  - ii. The Department must approve any subsequent changes to, or deviations from, approved plans.
- c. If an ATC as described in (b) above is not required, the Borrower shall not begin construction until the plans and specifications have been reviewed and approved by the assigned State Revolving Fund Program engineer.
- d. Any construction contract estimated to equal or exceed \$100,000 shall be awarded through a competitive bidding process and any construction contract estimated to be less than \$100,000 may be negotiated if the Department approves the solicitation and negotiation procedures.
- e. All construction contracts and contractors' estimate forms shall be prepared so that materials and equipment may be readily itemized as to eligible project costs and non-eligible costs.

- f. Any change in a construction contract that will alter the contract specifications, time, price, or will substantially modify the proposed treatment process shall be submitted to the Department for approval.
- g. When applicable, the Borrower shall require each construction contractor to furnish a performance and payment bond in an amount at least equal to 100 percent of the contract price.
- h. Construction of the Project shall conform to applicable federal, state, and local laws, ordinances, and regulations.
- i. The Borrower shall proceed expeditiously and complete the Project in accordance with the Approved Application, project schedule, surveys, plans, profiles, cross-sections, specifications, and amendments.

## 2.16 Compliance with Laws, Regulations, Etc.

The Borrower shall comply with, and require its contractors and subcontractors to comply with, all applicable federal and state laws, rules, guidelines, regulations, and requirements to include, but not limited to, the following:

- a. The “List of Federal Laws and Authorities (Federal ‘Cross-Cutting’ Authorities)” as identified in Exhibit “A” and made a part hereof.
- b. Lobbying

No portion of the 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.

- c. Davis-Bacon Act

For construction, alteration, and repair of treatment works, the Borrower shall 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. 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 40 U.S.C. Subtitle II Part A Subchapter IV (commonly referred to as the “Davis Bacon Act”) apply. Laborers and mechanics employed by contractors and subcontractors shall be paid wages not less often than once a week and at rates not less than those prevailing on projects of a character similar in the locality as determined by the Secretary of Labor.

- i. The Borrower shall obtain the wage determination for the area in which the project is located prior to issuing requests for bids, proposals, quotes or other methods for soliciting contracts (solicitation) less than 10 days before posting. Wages are locked-in at bid opening if awarded within 90 days. Wages must be updated if contract award is more than 90 days after bid opening. Once a Davis-Bacon wage rate has been locked, it stays in effect for the duration of the project. These wage determinations shall be incorporated into solicitations and any

subsequent contracts. In addition, the wage determination and the Davis-Bacon poster (WH-1321) shall be posted at all times by the contractor or subcontractors at the site of the work in a prominent and accessible place where it can be easily seen by the workers.

- ii. The Borrower shall ensure that the required EPA contract language regarding Davis-Bacon Wages is in all contracts and sub-contracts in excess of \$2,000. Borrower shall ensure no contracts are awarded to contractors excluded from federal contracts.
  - iii. The Borrower shall periodically interview 10% of the work force entitled to Davis-Bacon prevailing wages to verify that contractors or subcontractors are paying the appropriate wage rates. Borrowers shall immediately conduct interviews in response to an alleged violation of the prevailing wage requirements. As provided in 29 CFR 5.6(a)(5), all interviews must be conducted in confidence. The Borrower must use Standard Form 1445 or equivalent documentation to memorialize the interviews.
  - iv. The Borrower shall periodically conduct spot checks of a representative sample of weekly payroll data to verify that contractors or subcontractors are paying the appropriate wage rates. In addition, during the examinations, the Borrower shall verify evidence of fringe benefit plans and payments thereunder by contractors and subcontractors who claim credit for fringe benefit contributions. The Borrower shall maintain records sufficient to document compliance with the Davis-Bacon Act, and make such records available for review upon request.
  - v. In addition, the Borrower shall consult with the Department on any required contract or bid documents to ensure that appropriate federal "Davis Bacon Act" language and material is included in the documentation.
- d. Title I – Employment of the Americans with Disabilities Act of 1990

When applicable, the Borrower shall 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.

- e. Title II-Public Services of the Americans with Disabilities Act of 1990

When applicable, the Borrower shall 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.

- f. Title II, Part 35, Section 35.151 of the Americans with Disabilities Act “New Construction and Alterations”

When applicable, the Borrower shall comply with Title II, Part 35, Section 35.151 of the Americans with Disabilities Act “New Construction and Alterations.”

- i. 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.
  - ii. 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.
  - iii. Accessibility standards: Design, construction or alteration of facilities in conformance with the Uniform Federal Accessibility Standards (UFAS) (Appendix A to 41 CRF 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.
- g. Title III, Part 36, Section 36.401 of the Americans with Disabilities Act “New Construction”

When applicable, the Borrower shall comply with Title III, Part 36, Section 36.401 of the Americans with Disabilities 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.

- h. Title III, Part 36, Section 36.402 of the Americans with Disabilities Act “Alterations”

When applicable, the Borrower shall comply with Title III, Part 36, Section 36.402 of the Americans with Disabilities Act “Alterations.”

- i. 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.

- ii. **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.
- i. **2 CFR Part 180, Responsibilities of Participants Regarding Transactions**

The Borrower shall fully comply with Subpart C of 2 CFR Part 180, entitled "Responsibilities of Participants Regarding Transactions." The Borrower is responsible for ensuring that any lower tier covered transaction, as described in Subpart B of 2 CFR Part 180, entitled "Covered Transactions," includes a term or condition requiring compliance with Subpart C. The Borrower is responsible for further requiring the inclusion of a similar term or condition in any subsequent lower tier covered transactions. The Borrower acknowledges that failing to disclose the information required under 2 CFR Part 180 may result in the delay or negation of this assistance Agreement, or pursuance of legal remedies, including suspension and debarment.

- j. **American Iron and Steel**

Per Section 608 of the Clean Water Act, none of the funds made available to the Borrower shall be used for a project for the construction, alteration, maintenance, or repair of a treatment works unless all of the iron and steel products used in the project are produced in the United States.

The Borrower may request a waiver to this requirements if:

- i. It is inconsistent with the public interest;
- ii. Iron and steel products that are not produced in the United States in sufficient and reasonably available quantities and of a satisfactory quality; or
- iii. 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.

Waiver requests shall be submitted to the Department by the Borrower; the Department will then forward the request to the Environmental Protection Agency (EPA) for consideration. EPA will make a copy of the request, and information available to the Administrator concerning the request, available to the public on an EPA website for at least fifteen days for informal public input prior to making a finding.

## **2.17 Project Completion**

- a. Upon completion of the Project, 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.
- b. Prior to initiation of operations, the Borrower shall submit to the Department the following:

- i. Criteria for project performance.
  - ii. An adopted sewer use ordinance and a user charge.
- c. Upon substantial completion of the Project, the Borrower shall initiate operation of the Project Facility and immediately notify the Department in writing of Initiation of Operation. If construction is complete except for minor items, and the facility is operating, but the Borrower has not sent a notice of Initiation of Operation, the Department will, in its discretion, assign an Initiation of Operations date.
- d. For any Project that requires an Approval to Construct from the Department, the Borrower must obtain a Final Approval to Operate.
- e. Upon Initiation of Operation, the Borrower shall certify that the Project Facility is and will be operated by sufficiently qualified operating personnel certified at the system classification level by the State of Alaska.
- f. Within one year of the initiation of operation, the Borrower shall:
- i. Be subject to a final inspection by the Department;
  - ii. Submit to the Department a manual for operations and maintenance of the Project Facility for Department approval;
  - iii. Submit to the Department a Project Performance Certification certifying that the facility is or is not performing up to design standards.
- g. 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.

## **2.18 Amendments and Modifications**

This Agreement may only be modified or amended in writing and executed by the authorized representatives of all parties to this Agreement.

## **2.19 Disputes**

The Borrower shall raise any concerns or issues it may have regarding the Project with the Department promptly and prior to project completion. If those concerns or issues are not satisfactorily resolved, the Borrower shall promptly give written notice to the Department with a detailed description of the continuing concerns or issues. Jurisdiction and venue for any legal dispute shall be in the Superior Court for the State of Alaska, Third Judicial District at Anchorage, and in no other court or location. In the event of a legal dispute, both parties knowingly and voluntarily waive their right to trial by jury (including any advisory jury) and elect to have the dispute tried only to a judge. In the event of litigation, the prevailing party shall be entitled to an award of its reasonable, actual attorney's fees and costs of litigation. Each party has had an opportunity to review this Agreement with legal counsel of its

choosing (or waived such opportunity), therefore this Agreement shall not be interpreted in favor of either party. This Agreement shall be governed by the laws of the State of Alaska.

## **2.20 Termination**

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 in the 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 Agreement; or
- c. The financial position of the Borrower has, in the opinion of the Department, suffered a materially adverse change.

## **2.21 Indemnification**

The Borrower shall defend with counsel of the Department's choosing, indemnify, and hold harmless the Department and the State of Alaska, and their agents, servants, contractors, and employees, from and against any and all claims, demands, causes of action, actions, and liabilities arising out of, or in any way connected with this funding or the Project for which the funding is made, howsoever caused, except to the extent that such claims, demands, causes of action, actions or liabilities are the proximate result of the sole negligence or willful misconduct of employees or agents of the Department or the State of Alaska.

### Article 3. Definitions

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 February 13, 2020, together with all attachments and supporting documentation, as approved by the Department.
- b. "Finance Charge" means 1.5 percent per annum.
- c. "Agreement Period" means the time period commencing on the date this Agreement is signed by the Department's Finance Officer and terminating on the date the Borrower repays the loan in full.
- d. "Subsidy" means principal forgiveness awarded under this Agreement.
- e. "Eligible Project Costs" include the following costs disbursed from the Alaska Clean Water Fund, estimated to not exceed \$579,867 for demolition, construction, engineering, machinery, furnishings, equipment, surveys, plans, estimates, 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. "Initiation of Operation" means the date of which the project or project facility begins operating for the purposes for which it was planned, designed, or built.
- g. "Iron and Steel Products" means the following products are primarily of iron and steel: lined or unlined pipes and fittings, manhole covers and other municipal castings, hydrants, tanks, flanges, pipe clamps, and restraints, vales, structural steel, reinforced precast concrete, construction materials.
- h. "Net Operating Revenues" means revenues of Borrower's system after payment of operation and maintenance costs of the system.
- i. "Project" means the activities described in Article 1.02.
- j. "Project Facility" means wastewater treatment plant, collection system, or related facilities in which the Project activities are occurring.
- k. "Project Site" means the location at which the Project activities are occurring.

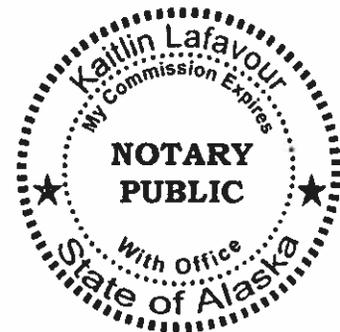
**Article 4. Signatures**

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.

Nothing in this Agreement, whether or not accepted, may be deemed to constitute a contractual obligation on the part of the Department until the Agreement is signed by all parties.

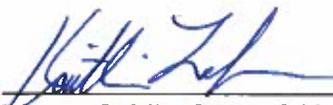
**Alaska Department of Environmental Conservation**

By:   
Randy Bates, Director  
Division of Water

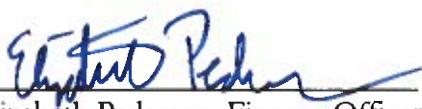


**ACKNOWLEDGEMENT  
STATE OF ALASKA  
First Judicial District**

The foregoing instrument was acknowledged before me this 15<sup>th</sup> day of April, 2020

  
Notary Public, State of Alaska  
My commission expires: with office

**Alaska Department of Environmental Conservation**

By:   
Elizabeth Pederson, Finance Officer  
Division of Administrative Services

**ACKNOWLEDGEMENT  
STATE OF ALASKA  
First Judicial District**

The foregoing instrument was acknowledged before me this 15<sup>th</sup> day of April, 2020

  
Notary Public, State of Alaska  
My commission expires: with office

**Haines Borough**

By: \_\_\_\_\_  
Debra Schnabel  
Borough Manager

**ACKNOWLEDGEMENT  
STATE OF ALASKA  
First Judicial District**

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2020

\_\_\_\_\_  
Notary Public, State of Alaska  
My commission expires: \_\_\_\_\_

**Exhibit “A” – List of Federal Laws and Authorities  
(FEDERAL CROSS-CUTTING AUTHORITIES)**

**Environmental and Cultural Authorities:**

- Archeological and Historic Preservation Act of 1974, Public Law 93-291
- Archeological Resources Protection Act, Public Law 96-95 as amended
- Bald and Golden Eagle Protection Act, 16 U.S.C. 668-668c
- Clean Air Act, Public Law 95-95, as amended
- Clean Water Act, Public Law 92-50, as amended
- Coastal Barriers Resources Act, Public Law 97-348
- Coastal Zone Management Act of 1972, Public Law 92-583, as amended
- Consultation and Coordination with Indian Tribal Governments, Executive Order 13175
- Endangered Species Act, Public Law 93-2015 as amended
- Environmental Justice , Executive Order 12898
- Essential Fish Habitat Consultation Process under the Magnuson-Stevens Fishery Conservation and Management Act, Public Law 94-265, as amended
- Farmland Protection Policy Act, Public Law 97-98
- Fish and Wildlife Coordination Act, Public Law 85-624, as amended
- Floodplain Management, Executive Order 11988, as amended by Executive Order 12148
- Marine Mammal Protection Act, 16 U.S.C. 1361
- Migratory Bird Treaty Act, 16 U.S.C. 703
- National Historic Preservation Act of 1966, Public Law 89-665
- Native American Graves Protection and Repatriation Act, Public Law 101-601
- Protection and Enhancement of the Cultural Environment, Executive Order 11593
- Protection of Wetlands, Executive Order 11990, as amended by Executive Order 12608
- Rivers and Harbors Act, 33 U.S.C. 403
- Safe Drinking Water Act, Public Law 93-523, as amended
- Wild and Scenic Rivers Act, Public Law 90-542

**Social Policy Authorities:**

- Age Discrimination Act of 1975, Public Law 94-135
- Title VI of the Civil Rights Act of 1964, Public Law 88-352
- Section 13 of the Federal Water Pollution Control Act Amendments of 1972, Public Law 92-500 (the Clean Water Act)
- Section 504 of the Rehabilitation Act of 1973, Public Law 93-112
- Equal Employment Opportunity, Executive Order 11246
- Disadvantage Business Enterprise Provisions
  - Promoting the Use of Small, Minority, and Women-owned Businesses, Executive Orders 11625, 12138, and 12432
  - Section 129 of the Small Business Administration Reauthorization and Amendment Act of 1988, Public Law 100-590
  - Department of Veterans Affairs and Housing and Urban Development, and Independent Agencies appropriations Act of 1993, Public Law 102-389

**Economic Authorities:**

- Procurement Prohibitions Under Section 306 of the Clean Air Act and Section 508 of the Clean Water Act, included Executive Order 11738, Administration of the Clean Water Act with Respect to Federal Contracts, Grants, or Loans
- Demonstration Cities and Metropolitan Development Act of 1996, Public Law 89-754 as amended

**Miscellaneous Authority:**

- Debarment and Suspension, Executive Order 12549
- Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, Public Law 91-646 as amended
- Preservation of Open Competition and Government Neutrality Towards Government contractors' Labor Relations on Federally Funded Constructed Projects, Executive Order 13202, as amended by Executive Order 13208
- Prohibition Against Sex Discrimination Under the Federal Water Pollution Control Act, Section 13 of Public Law 92-500
- 40 CFR Part 34, New Restrictions on Lobbying

**A Resolution of the Haines Borough Assembly authorizing the Borough Manager to apply to the State of Alaska, Department of Environmental Conservation for a loan from the Alaska Clean Water Fund for the Wastewater Influent and Lift Station Pump Upgrade on Beach Rd and Skyline Dr for an amount not to exceed \$579,867.**

**WHEREAS**, the Alaska Department of Environmental Conservation lists structurally impaired lift station wet wells as a public health threat; and

**WHEREAS**, Wastewater Influent and Lift Station Pump Upgrade project (Project) includes design of the wastewater treatment plant influent and 1-mile lift station upgrade, and design and construction of improvements for wastewater lift stations at Beach Road and Skyline Drive; and

**WHEREAS**, the first phase of the project, namely, the installing of new pumps in wet wells in the wastewater treatment plant office building and at the 1-mile lift station, as well as control panel work and installation of electrical equipment to support pumps operating at 480 V at both sites is almost complete; and

**WHEREAS**, the Beach Road pumps have been repeatedly unable to keep up with flows during heavy rain events and the Skyline pumps have experienced failures on multiple occasions leading to sewage backup; and

**WHEREAS**, the State of Alaska, Department of Environmental Conservation (ADEC) has funding available through the Alaska Clean Water Fund for the design and construction of improvements for wastewater lift stations at Beach Road and Skyline Drive; and

**WHEREAS**, the Haines Borough seeks to obtain the necessary financial assistance for the Project; and

**WHEREAS**, the loan questionnaire completed by the Haines Borough resulted in the Alaska Clean Water Fund prioritizing the Project third on their priority list for fiscal year 2020 and received additional points for "replacement of pipes or facilities that are documented as leaking or constructed of inferior materials" by improving structurally impaired lift station wet wells; and

**WHEREAS**, the State of Alaska, Department of Environmental Conservation (ADEC) has approved funding the project through the Alaska Clean Water Fund with a loan of up to \$579,867 which would be repaid over no more than a 20-year term, with an estimated 1.5 percent finance rate; and

**WHEREAS**, the loan has a \$289,934 subsidy (50%) in the form of principal forgiveness for Disadvantaged Community Assistance; and

**WHEREAS**, upon receiving the loan agreement document, Haines Borough Charter Section 3.03 will require assembly authorization by ordinance to borrow the money,

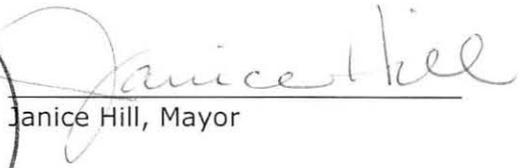
**NOW, THEREFORE, BE IT RESOLVED** that the Haines Borough Assembly authorizes the Borough Manager to apply to the State of Alaska, Department of Environmental Conservation for a loan from the Alaska Clean Water Fund for the project entitled Wastewater Influent and Lift Station Pump Upgrade.

Adopted by a duly-constituted quorum of the Haines Borough Assembly on this 14th day of January 2020.

Attest:

  
Alekka Fullerton, CMC, Borough Clerk



  
Janice Hill, Mayor



**Manager's Memo**  
**Debra Schnabel**  
[dschnabel@haines.ak.us](mailto:dschnabel@haines.ak.us)  
**(907) 766-6404**

May 8, 2020

To: Assembly

Re: Agenda Item 11. C. 1. Borough Personnel Actions

I am requesting Assembly approval to fill these budgeted positions:

1. Planning & Zoning Technician

Savannah Maily is currently in this position and will vacate August 3. I recommend hiring Libby Jacobsen into this position effective June 1. Libby will train with Savannah through June and July (one Planning Commission cycle) and continue in this position through the end of the year. On January 1 Libby Jacobsen would be promoted to Planner I, the position that she applied for. This plan provides an opportunity for Libby to learn the technical aspects and processes of the department while gaining familiarity with the demands of the Planner I position. There are no plans at this time to fill the Planning & Zoning Technician position after January 1, though the possibility of a Finance position being re-described to assume some P&Z technical and clerking duties is under discussion.

2. Seasonal Parks Laborer

We are currently advertising for this position to ensure that a qualifying applicant is available to us immediately, as the Parks Laborer is usually hired by May 1. This position is overseen by the Public Facilities Director and performs park clean-up and maintenance including removing winter debris, raking, mowing, brush-cutting, etc. It is an entry-level position, budgeted FT May through August.

3. (Re-assignment) Harbor Seasonal Assistant

Normally, the seasonal Harbor Assistant returns to work after a winter hiatus. The seasonal harbor assistant terminated voluntarily in March, leaving the position vacant. Opening the harbor and Letnikof floats is labor-intensive in the spring, and there was need for laborers. The CYD Director was assigned to fill the seasonal harbor assistant position. I request approval of this seasonal assignment.



## Manager's Memo

Debra Schnabel

[dschnabel@haines.ak.us](mailto:dschnabel@haines.ak.us)

(907) 766-6404

May 6, 2020

To: Borough Assembly

Re: CARES Act Program Development  
(Economic Stabilization and Recovery)

The Haines Borough is scheduled to receive \$4,001,260 from the State of Alaska from the federal CARES Act appropriation. The Governor has directed \$569 million to municipalities and an unconfirmed amount to state agencies and (reportedly) for business loan programs. This links to a summary sheet of non-municipal funding allocations: <https://gov.alaska.gov/wp-content/uploads/sites/2/Attachment-1-CARES-Act-Funding-Summary-Sheet-003.pdf>

The Cares Act funds for municipalities are currently stuck in a political arena involving the Legislative Budget and Audit Committee, the Governor's office and Legislators. In any case, the Borough could begin now to make a plan for how the money could be distributed if/when it arrives.

Ultimately, the Assembly will approve guiding policies or a plan. How best to harness our community resources to generate a plan is also an Assembly decision. Options include creation of a working group including citizens, Assembly members and staff, the Assembly as a COW or a committee of the Assembly assisted by staff: the Manager, the Tourism Director and Chief Fiscal Officer. Other resources include Haines Economic Development Corporation, Chamber of Commerce, Chilkat Valley Community Foundation and Legal Counsel.

Funding may be used to cover costs that

- are necessary expenditures incurred due to the public health emergency (COVID-19);
- are not accounted for in the budget most recently approved as of March 27, 2020; and
- were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020.

The **qualified uses** of CARES Act Funding that appear most pertinent to our local conditions appear to be:

1. Public payroll expenses for employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency from March 1, 2020 through December 30, 2020.
2. Emergency financial assistance to individuals and families directly impacted by a loss of income due to the COVID-19 public health emergency. This could be direct payments into utility accounts or direct payments to citizens. It could be purchase of fish from commercial fishermen for distribution to citizens.
3. Loans or grants to small businesses and nonprofits to reimburse the costs of business interruption caused by required closures. Governments have discretion to determine what payments are eligible and what conditions create eligibility.
4. Grants to individuals facing economic hardship to allow them to pay utilities, moor their boats and thereby continue to receive essential services; grants to pay off bad debts that can't be paid due to loss of employment or income; grants that prevent eviction.
5. Capital Improvement projects deemed necessary to meet COVID-19 treatment capacity, protect against secondary virus transmission, enhance access to municipal services and enhance social distancing. This could include equipment purchases for the clinic.
6. Expenditures that protect vulnerable populations from poverty-related impacts of the pandemic: creating and operating food distribution systems, homeless shelters, job training programs, business incubator.

In reviewing the qualified uses, it is apparent that Congress intended the beneficiaries of the Cares Act to include:

- Businesses impacted by required closures
- Individuals unemployed or underemployed due to required closures
- Non-profit organizations impacted by closures and mandates preventing fund-raising
- Local government
  - personnel costs necessary for COVID-19 response
  - public infrastructure adaptations to mitigate COVID-19 exposure, transmission
  - expenditures necessary to respond adequately to COVID-19 threats

An additional category could include sole proprietors (fishermen) and artists that don't fit the general definitions of the named categories. It is important to recognize that within each category, there may be those who are not negatively impacted by the mandated responses to COVID-19.

I recommend that the distribution of the funding be governed by a formula that guides community expectations. For example: adoption of a guideline to distribute the funds between Government and qualifying businesses, individuals and nonprofit organizations at a certain percentage. Within each sector, guidelines could be further delineated.

Some programmatic ideas advanced by HEDC and other municipalities:

### **Commercial Tenant Rent Relief**

Commercial property owner incentivized to give rent relief to tenant. Incentive is dollar for dollar reduction on commercial property owners' tax bill equal to rent reduction given.

**Program:** Landlord gives discount to local business renter.

Borough gives property tax relief to landlord to a predetermined cap.

### **Commercial Utility Payer Relief**

Businesses are given a discount on their utility bills equal to the percentage decline in year-over-year (YoY) sales as reported on sales tax return. Example:

**Program:** Utility customer is a local business with a sales tax account. Customer receives a 60% reduction/rebate (equal to decline in sales tax YOY) on utility bill.

**Option:** Borough passes COVID funding on to local utility.

### **Local Citizen Relief "Support Local and Save"**

Currently done in Camas, WA and Newburg, OR:

<https://www.cityofcamas.us/ourcommunity/support-local-save> Citizens are given a discount on their utility bills equal to amount spent at local (non-grocery) businesses. How it Works:

- Customers make purchases from local businesses.
- Customers save their receipts that show the business name, date, and amount of purchase.
- When they have a total of \$25 in receipts (this could be one receipt or multiple), they are eligible to receive a \$15 credit on their utility bill.
- Customers mail or email their receipts to borough with identification and contact info. .
- Borough credits the customer on utility bill (option, as above, direct to AP&T)
- "Support Local & Save" will begin on May 15, 2020 and run through July 31, 2020, with review for extension as needed.

### **Loan Program with Added Forgiveness Component**

- Loans to qualifying businesses
- Add forgiveness Program of some percent for meeting specific criteria such as local hire
- Extend Repayment Terms beyond two years

### **Business Technical Assistance**

Provide technical assistance in coordinating legal or accounting services for businesses facing bankruptcy.