



Haines Borough Administration
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Manager's Report **July 13, 2010**

Emerson Field Property Acquisition

I have signed the Counter Offer to purchase the Emerson Field property as authorized by Resolution No. 10-06-210. The next step is to wait for the Title Report, and assuming that comes back clean, issue a check for the acquisition. To recap, this acquisition will allow for the continued use of the property for public recreational purposes, as well as facilitating future Borough facilities and services that may be needed due to expected growth in the Mosquito Lake area. Funding for the approximately 5.34 acre property near the intersection of the Haines Highway and Mosquito Lake Road was appropriated in the FY11 budget.

It should be noted that there are at least three abandoned junk vehicles located on the property. The seller is not willing to pay to have the vehicles disposed of, so that responsibility will fall on the Borough. Given the discounted purchase price for the property, I am willing to accept this condition and expense as part of the purchase. We did include funding in the budget to address contingencies and other incidental costs such as junk vehicle removal and processing.

Haines Borough Comprehensive Plan Update

One of the major stated priorities identified in the FY11 Budget Message is updating the Borough's Comprehensive Plan. This effort will include an update of the Haines Borough Comprehensive Plan and the creation of a Transportation Improvement Plan (TIP), Utility Improvement Plan (UIP), Economic Development Plan, and Strategic Plan. This effort will focus on developing and implementing short- and long-term goals and objectives to address desired levels of Borough programs and services, establishing policies regarding program cost recovery and inter-fund transfers for operating and capital improvements, and revenue enhancements. Funding in the amount of \$45,000 was appropriated in the FY11 budget for this purpose. An additional \$40,000 was appropriated for technical consulting for targeted economic development initiatives, including grants and special projects, some of which can be allocated for this project.

The Haines Borough Charter and Code provide specific requirements and general guidance regarding the procedure and content for the Comprehensive Plan update.

Section 8.04 of the Charter states:

There shall be a comprehensive plan adopted and implemented by the assembly, which shall be presented to the assembly by the planning commission for adoption by ordinance. The plan shall serve as a guide for all planning commission recommendations and all assembly legislative action concerning land use and development issues. Among other prescriptions, it shall include the following:

- (1) statements of policies, goals, and standards;
- (2) a land use plan;
- (3) community facilities plan;
- (4) classification, plan, and requirements for disposal of borough lands;
- (5) a transportation plan; and
- (6) recommendations for implementation of the comprehensive plan.

Section 18.30.040(L) of the Code states:

A comprehensive plan is a compilation of policy statements and maps for guiding the physical, social and economic development, both private and public of the borough, and may include, but is not limited to, the following: statements of policies, goals, standards, a land use plan, a lands classification plan and requirements for disposal of borough lands, a community facilities plan, a transportation plan, coastal development and management plan, and recommendations for plan implementations. The assembly shall be guided in the adoption of the comprehensive plan by the recommendations of the planning commission. The assembly may modify the plan, provided it first obtains the recommendations of the planning commission. The planning commission shall undertake the overall review of the plan at least once every two years and shall present recommendations based on the review to the assembly. (Ord. 06-06-145)

I am preparing an outline for the Planning Commission and Assembly that will recommend the procedure for moving forward on this important and considerable effort. I expect to have that task completed within two weeks. One of the most important decisions is delineating the responsibilities or tasks that will be performed in-house and what and to what extent will be contracted. It is my intention to perform as much of this effort internally; however, I believe we will need assistance in several important areas, such as designing community surveys and overall coordination to ensure that the process is as objective and comprehensive as possible, within the limits of the allocated and available resources—both financial and time.

Lily Lake Water Line Replacement Project

We have received notification that the U.S. Environmental Protection Agency will be sending the Borough a grant agreement in the amount of up to \$340,000 for the Lily Lake Water Line Replacement project. As previously noted, these funds may be applied as match to the ADEC grant in the amount of \$1,085,000 for the project. We anticipate scheduling a resolution accepting grant funding for the Lily Lake water line replacement project and authorizing the Manager to enter into a grant agreement with the EPA.

Contract Assessor RFP

The Contract Assessor RFP has been evaluated. I will be requesting Assembly action to approve the recommended firm at the July 13 meeting. With regard to the assessor contract, in the adopted FY11 budget we have budgeted \$115,837 for an Assessor and \$10,385 for an Appraiser Trainee (for 3 months with no benefits), for a total of \$126,222.

An Assessor-In-Training at step 1 would cost the Borough \$62,350 and Appraisal Company of Alaska has submitted a proposal of \$55,000, for a total of \$117,350, which is less than the adopted budget by \$8,872. We will get additional information from Mike Renfro about what percent of the Borough they hope to be able to re-assess in FY11 and FY12 given the proposed budgets.

Heli-Ski Report

The Borough Manager is required to submit to the Assembly an annual report summarizing the heli-ski season. Section 5.18.080(C)7 of the Haines Borough Code provides for the following:

A season-end report shall be compiled by the borough manager and submitted to the borough assembly annually during the first meeting in July. The report shall include the number of skier days used by each permitted company as compared to previous years, and it shall include any verified permit infractions along with correspondence and other information documenting reasons for the infractions. (Ord. 09-12-220 § 4; Ord. 05-03-098)

Attached are two spreadsheets with the required data. The first is a summary of the 2010 season; the other is a comparison summary report from 2007 to 2010. Information from the reports includes a comparison of the allocations and actual skier and photo days, as well as deviations. Also attached are e-mails regarding an alleged violation and responses from the operators. Both the Clerk and I have met with the complainant and agreed that the Borough needs to step up monitoring and enforcement of this ordinance. Although a good faith effort was made during the 2010 season, we are still hampered by a lack of specificity in the ordinance and implementation of the tracking system. I will take the responsibility for this deficiency and I can assure the Assembly and public that this will be corrected prospectively, well prior to the 2011 season. As for the operator that exceeded their allocation, I believe that it is appropriate to address this violation administratively or when the issue comes before the Assembly this fall. I have requested that the Borough Attorney review the existing Code and help draft an ordinance to resolve the deficiencies and ambiguities. I intend to present additional written information to the Assembly at the July 13 meeting.

Collective Bargaining Agreement

I am pleased to report that the Borough reached a tentative agreement with Public Employees Local 71 regarding a successor Collective Bargaining Agreement. The Borough Employees in the unit have ratified the proposed CBA. The key elements of the successor agreement are as follows:

- It is a three-year agreement, with a three-percent wage increase with a \$0.45 step increase for the first year and two successive two-percent increases for the second and third year of the contract;
- Additional wage adjustments were made to some positions that were deemed to be far below comparable levels for similarly situated Southeast Alaska municipalities;
- Health insurance premium increases will continue to be shared equally between the Borough and employee;
- The wage and step chart was simplified and additional positions were added, including Systems Administrator, Labor II, Planning and Zoning Technician I, Mechanic / Operator II, and Facility Maintenance Technician II.

- The step chart was extended three additional steps; this will help retain highly experienced, long-term employees who had reached the limit under the old chart and were no longer eligible to receive step increases.

It should be noted that the cost of the negotiated terms is an additional \$54,284 over the adopted FY11 payroll budget. This will need to be addressed in the form of a budget amendment in the near future.

I am very pleased with the outcome and process that went into this process. The Borough Management and Employee representatives engaged in a very informative and respectful dialogue that resulted in a much better understanding of the issues and concerns of the parties involved. I strongly encourage the Assembly to approve, in the form of Resolution No. 10-07-217, the successor CBA.

2010 Heliski Activity Summary

	Skier Days	Photo Days	Days Total	Deviations?	Notes
Available	1200	140	1340		
AK Heli Totals	659	53	712	None reported	Days Reported thru 4/24 FINAL
allocation	750	90			
SEABA Totals	550	22	572	Yes, 4/4 (see note)	Days Reported thru 4/23 FINAL 4/4: weather pushed heli off flight paths
allocation	450	10			
TGR Totals	0	0	0		Went to Petersburg instead
allocation	0	40			
Combined Totals	1209	75	1284		

Heliski Activity

Comparison Report 2007-2010

	<u>2010</u>	<u>2009</u>	<u>2008</u>	<u>2007</u>
skier days available	1200	1000	1000	1000
photo days available	140	140	140	140
AK Heli skier day allocation	750	650	650	650
skier days used	659	664	445	281
photo day allocation	90	90	100	100
photo days used	53	117	122	40
SEABA skier day allocation	450	350	350	350
skier days used	550	406	320	222
photo day allocation	10	10	20	20
photo days used	22	11	8	20
TGR skier day allocation	0	0	0	0
skier days used	0	0	0	0
photo day allocation	40	40	20	20
photo days used	0	22	0	0

Haines Tourism Department Monthly Report for Manager

June 2010 Report

- Andrew McMaster, owner of Spectrum Holiday Tours, was in town with one of the four groups they are sending to Haines from Melbourne, Australia this year. This was his first time to Haines. I met with him and his assistant to discuss other options for their groups in order to possibly add a day to the itinerary they offer clients. I was also able to meet with their group of 36 in the evening for a Haines welcome.
- ATIA sent a FAM trip to Haines June 14 consisting of package tour operators/travel agents from UK, Germany, and Israel to learn more about the region to sell to their clients. Due to their brief time in Haines, a meet-and-greet reception was set up for local business owners to meet with them and discuss their product. Their visit was apparently successful as two of the operators had changed itineraries for their clients to include Haines before they finished their tour of Alaska.
- I participated in the signage meeting with Rob Goldberg June 1 with several others for a walk through town to review signage needs in town.
- I went over the Haines Alaska Facebook page procedures with staff to monitor postings and updates. We are currently at 830 fans.
- I made a list of items inventoried in the Haines Corridor Management Plan which would be available for funding through the Scenic Byways Program and other sources with a suggestion of having a Scenic Byways committee.
- Our membership in ATIA was renewed. The Community Night at the annual convention in October will be featuring the Golden Circle. I am keeping track of updates for these plans via the ATIA Golden Circle Chapter.
- Our membership with WACVB has been renewed.
- I submitted a Travel Authorization for the WACVB CEO Conference in August. This is a training event for CVB CEOs and Tourism Directors to discuss issues including maximizing advertising, marketing ideas, staffing issues, public relation issues, funding sources, and more.
- The Tourism Advisory Board meeting was held on June 22. The next TAB meeting is scheduled for July 20.
- I have added a new section to the web site called Local Authors located in the Arts and Galleries section under Trip Planning. Thanks to Liz Heywood for providing additional information for this section. I've also changed photos in the slide show on the front page.
- I changed our Constant Contact service to include newsletter archives which will allow current and previous newsletters to be available for viewing indefinitely. This will also allow us to link newsletters in on-line advertising and provision of information.

- We signed up for brochure distribution at seven consumer trade shows ATIA will be attending in the next year.
- I negotiated Haines being listed on Plan-it Alaska for free. The new site includes several other communities in Alaska and is being used as a tool for assisting those making travel plans to the state.
- Ads were scheduled for: AAA 2011 Western Canada/Alaska Tourbook, *Sunset Magazine* – September issue, back cover of AMHS 2010/2011 Schedule, Haines Community co-op page in AMHS 2010/2011 Schedule; Yukon News – June 25, July 2, 16, 23, and 30, Enhanced listing with the Mat-Su CVB travel planner.
- I met with SEATrails representative, Karla Hart, June 24 to discuss plans for implementing trail information for the board according to the specification of the grant intent. This will reduce local business space available on the board. A notice has been sent out to local businesses and adjustments will be made accordingly.
- Ad material and updates for the Milepost back cover ad were sent to Saragraphics. The material deadline is August. We met the early bird deadline for a discount allowing us to stay under budget.
- Tire traffic numbers and Visitor Statistics

	May	Total Vehicles for 09/10 To date(May)
2010	2,810	8,101
2009	2,606	6,775
Variation	Up 204	Up 1,326

Visitor Stats 09 & 10 To Date (June)		
	June	Total for year
2010	3,378	4,964
2009	3,613	5,318
Variation	Down 235	Down 354

Phone Inquiries 09 & 10 To Date (June)		
	June	Total for year
2010	104	614
2009	203	493
Variation	Down 99	Up 121

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Clerk's Office

May 2010 Haines Vol. Fire Dept. Monthly Report

The Haines Vol. Fire Dept. had two fire callouts in May. The first call was for a Toyo Stove that was smoking due to a malfunction. The second call was for a remote fire near twin coves. HVFD assisted State of Alaska Forestry in containing this fire. Fire callouts for 2010 total 11.

The Haines Vol. Fire Dept. responded to 12 ambulance callouts in May. Calls included a snow machine accident fatality, a seizure, two with abdominal pain, a fall, a drowning, a life alert automatic call that was a false alarm and 5 medivacs/transport. Ambulance callouts for 2010 total 93.

There were two SAR responses in May. The first was for a lost hiker on Mt. Riley. The hiker used a cell phone to help responders find him. The second was for a drowning victim that responders were assisting in trying to find in the water. SAR callouts for 2010 total 3.

The first joint meeting for May was a business meeting followed by our yearly Driver's training course. This allows members to practice their driving skills in a controlled environment. The ambulance training was run reviews with Physician Sponsor Dr. Julia Heinz. Reviews like this give all members present opportunities to discuss treatment, documentation and patient outcomes. The fire-training meeting was practicing rural forward lays dropping the water supply line on the main road while the pumper sets up for a fire attack down a driveway. Fireman staged the attack pumper, practiced communication, & prepared for entry using positive pressure fans, preconnected hose lines & entry tools. Engineers drilled on connecting different water supply tankers and keeping constant flows available.

The Haines Volunteer Fire Department gave out 6 scholarships for \$500 each to Haines students. Those receiving scholarships this year were Kyle Fossman, Elizabeth Jurgeleit, and Jordan Piper graduating seniors this year. Christine Hansen, Crystalyn Lemieux and Teslyn Vissher received our alumni scholarships. These scholarships are a result of proceeds from our annual 4th of July B-B-Q and we thank all that help make this function a success.

Volunteer Hours for May 2010

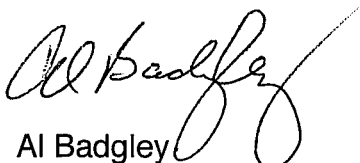
HVFD Fire	282	HVFD Ambulance	136	HVFD SAR	63
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Volunteer Hours for all of 2010

HVFD Fire	788	HVFD Ambulance	1005	HVFD SAR	128
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Total volunteer hours HVFD for 2010	1911 Hours
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Respectfully submitted,



Al Badgley
HVFD Training Officer

June 2010 Haines Vol. Fire Dept. Monthly Report

JUL 08 2010

Clerk's Office

The Haines Vol. Fire Dept. had two fire callouts in June. The first call was for a small brush fire. The second call was for a vehicle fire that was extinguished prior to our arrival. Fire callouts for 2010 total 13.

The Haines Vol. Fire Dept. responded to 36 ambulance callouts in June. Calls included three with respiratory distress, two seizures, one with abdominal pain, a fall, one with lower back pain, two with an altered level of consciousness, two with extremity trauma, an unconscious unknown, a patient assist, a standby for the bike race, 20 medivacs/transport and one funeral. Ambulance callouts for 2010 total 129.

There were 4 SAR responses in June. The first was for a patient with an ankle injury out on the Battery Point Trail. The next three were for the three consecutive days that members searched the river for a fisherman that was reported missing while tending a subsistence fishing net in the Chilkat river below Wells Bridge. SAR callouts for 2010 total 7.

The joint training was a business meeting followed by rescue scenarios in the old school site. Working as a team to treat a patient in a rescue situation allows EMS, Fire & SAR members to communicate and execute proper patient care. The ambulance training was canceled as multiple calls had made attendance challenging. The fire-training meeting was breaching walls to activate alternate escape routes should primary exits be blocked or not a safe option. Engineers drilled on Rescue 1 pumping & equipment procedures.

At times, we were very short staffed as vacations and medical emergencies caused many not to be able to respond. I want to thank those that spent many hours responding to many challenging emergency situations. We are lucky to have many talented & experienced members to answer to the needs of our community.

We are also saddened by having an EMS member move to Juneau, Thank you Eliza Lende for your energy and contribution to the community of Haines.

Volunteer Hours for June 2010

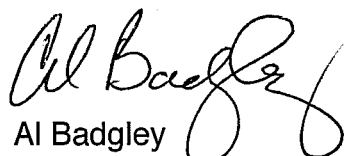
HVFD Fire	112	HVFD Ambulance	220	HVFD SAR	168
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Volunteer Hours for all of 2010

HVFD Fire	900	HVFD Ambulance	1225	HVFD SAR	296
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Total volunteer hours HVFD for 2010	2421 Hours
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Respectfully submitted,



Al Badgley
HVFD Training Officer