



Haines Borough Administration

Tom Bolen, Manager

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Manager's Report

November 14, 2008

General

Travel / leave: I have plans to travel to Minnesota to spend Thanksgiving with my youngest son. I don't anticipate using any leave. I have also attached a leave request for December 2008 for your consideration. I spent all of this last week in Ketchikan, attending the Alaska Municipal League meetings. The conference was very eventful, and I made a number of important contacts.

Legislative Priorities: Since we forgot to revisit this subject at our last meeting, I have begun formulating a draft list by looking at the 2008 list. I have also asked for input from my department heads. The list provided for you in this packet is a draft for your consideration. I would like for us to be able to finalize this list at the December meeting.

Lobbyist Report: I have had more contact with Mr. Gilman who has informed us about two anticipated stimulus packages expected out of Congress in the coming months. I have prepared letters to our congressional delegation for the Mayor's signature which request stimulus funding for harbor improvements, local road improvements, and water & sewer improvements. I am not sure how we will fare in this exercise since there is some speculation that only "construction ready" projects will be chosen. These would be projects that have completed design and can be bid and awarded within 90 days. We shall see.

Advisory Boards: After attending several Advisory Board meetings, I have concluded that it would be beneficial to meet with each advisory board at the next opportunity and review with them their roles and responsibilities as enumerated in Borough Code. It is my perception that some Advisory Board members have an inaccurate idea of what their roles are. I believe this review will be beneficial to the Assembly, the Borough staff, and the Advisory Boards.

Borough Administrative Structure and Organization: It is my view that the structure and organization of the Borough administration is in need of changes. A preliminary draft of a new organization chart has been provided attached for your information. This mostly has to do with establishing (or re-establishing) the needed departments and creating appropriate span of control in the structure. This means having an appropriate supervisor for an appropriate number of employees. Along with the changes in structure, there will be a series of proposed changes to Borough Code to make it consistent and relevant. Several of these changes are in your packet for this meeting. Ordinance 08-11-192 is being driven by my need to hire a Public Facilities and Capital Projects Director. Proposed Ordinances 08-11-191 and 08-11-193 were initially driven by the needed changes regarding the Borough's "assessment cycle;" I have taken the opportunity to clean up some additional language, as long as we are in these Chapters.

Projects~ Maintenance

- A. **Chilkat Center 2nd Floor Bridge:** We have received 95% drawings from PND for this project.
- B. **Museum Fire Suppression:** This work is under design at this time.
- C. **School Asbestos Abatement:** We still have no resolution to the issue of cost reduction due to the reduced scope of work on this project.
- D. **Haines Streets Phase I:** We are in receipt of project documents. This project is currently being advertised for bid, with the bid opening scheduled for December 5, 2008.
- E. **Haines Streets Phase II.** No new information here.
- F. **Barnett Drive Pump Station:** We have received a fee proposal for design work from Carson Dorn on the Barnett Drive Pump Station replacement. Mr. Paul Wiesner, of CE2 Engineers, visited Haines on Oct. 31, 2008, and reviewed water & sewer master plan documents as well as conducted a site visit in order to be able to develop a proposal for this design work.
- G. **Portage Cove Boat Harbor:** Phase I of the Harbor Improvement project will be advertised for Bid this weekend, with the bid opening scheduled for December 16, 2008.

Department Activities

A. Lands:

- 1) Jones Point Rd. gravel extraction permit issues: The Borough attorney has visited Haines for about 4 hours on Friday, November 7, 2008 and has collected the file

on this issue. After sufficient review, he will propose the next step in this matter.

- 2) Re-assessment work continues with the added effort of two new temporary employees who are assisting our Assessor John Wurst in field activities.
- 3) Per the Assembly's request, staff has drafted an ordinance to establish, in code, an assessment cycle consistent with the recommendation of the State Assessor. This will be addressed under "New Business - Ordinances for Introduction"
- 4) The Borough has a long standing property tax issue with Chilkoot Lumber, Inc. CFO Jila Stuart and I have recently made attempts to resolve this matter with no success. In response to these efforts, the Borough has received a letter requesting that the Assembly take action on this issue. This letter of request appears under new business for your consideration.
- 5) I have been unable to meet with Alaska Mountain Guides to negotiate the sale of the Primary Building property due to Mr. Gaffney's unexpected medical issues. I have been touch with him by email and expect to have a first meeting with him soon.

B. Ports & Harbors:

- 1) The Phase I of Portage Cove Harbor Improvements documents are 100% complete, and the project Invitation To Bid has been advertised this past weekend.
- 2) Harbormaster Phil Benner will travel to Anchorage at my request to gather information from the Alaska DOT regarding infrastructure preparations for the Alaska Gas Line Project.
- 3) I have made contact with Mr. Ottensen of ADOT and have made **arrangements** for ADOT staff to visit Haines in January to brief the Assembly on Gas Line implications for Haines.

C. Parks & Recreation:

- 1) Along with staff, I am looking into replacing an existing set of pool entrance stairs, which is used by children and elderly swimmers. These stairs are not suited for use and pose a liability to the Borough, not the least of which is that they could damage the liner of the pool, necessitating repairs costing many thousands of dollars. I would like to thank members of the public for bringing this to my attention.
- 2) I also attended a recent Parks & Recreation Advisory Board meeting, during which all members present agreed to resign, expressing the feeling that the Board was no longer useful. I intend to evaluate this issue and to make an effort to reconstitute this board once I understand all of the problems associated with this issue.

D. Public Works:

- 1) The Public Works crew has responded to several snow events, and all is going well. They have also installed temporary markers along the edge of Young Road as well as at the entrances to the school parking lot. Hopefully, this will aid motorists in keeping out of the ditches.
- 2) Snow plowing contracts have been awarded, and all contractors have received a Notice to Proceed.
- 3) The move from the old Public Works shop to the new one continues. I have made yet another contact with the metal building supplier in an attempt to resolve the roof issue. I am awaiting a reply.
- 4) Mr. Wiesner, referenced above, also toured the Sewage treatment plant, in preparation for making a proposal to help us with our non-compliance issues.
- 5) Regarding the sewage plant, I also met with a group of people which included a former State of Alaska employee, Bill Stokes, whose business name is One Environmental Consulting, Sean Thomas and Jon Menough (formerly with State of Alaska Village Safe Water) who both represented MACTEC Engineering and Consulting, Inc., as well as Elijah Donat, William Prisciandaro, and Jacklynn Ruggirello, of Chilkat Environmental. These folks presented themselves as a "team" capable of assessing our sewage plant situation and able to provide us with solutions to our EPA problems as well as improve the quality of our discharge. I assured them that the Borough is always open to proposals, and that they should submit theirs in writing.

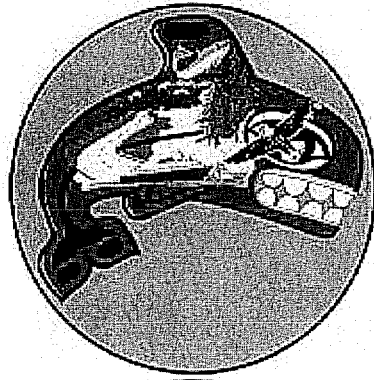
E. Tourism: Director Lori Stepansky continues to travel and attend annual post season tourism events. Her most recent trip has been to Australia.

F. Finance: The primary finance issue is the mid-year budget amendment, which is in your packet.

G. Police: A report from the Chief is in your packet.

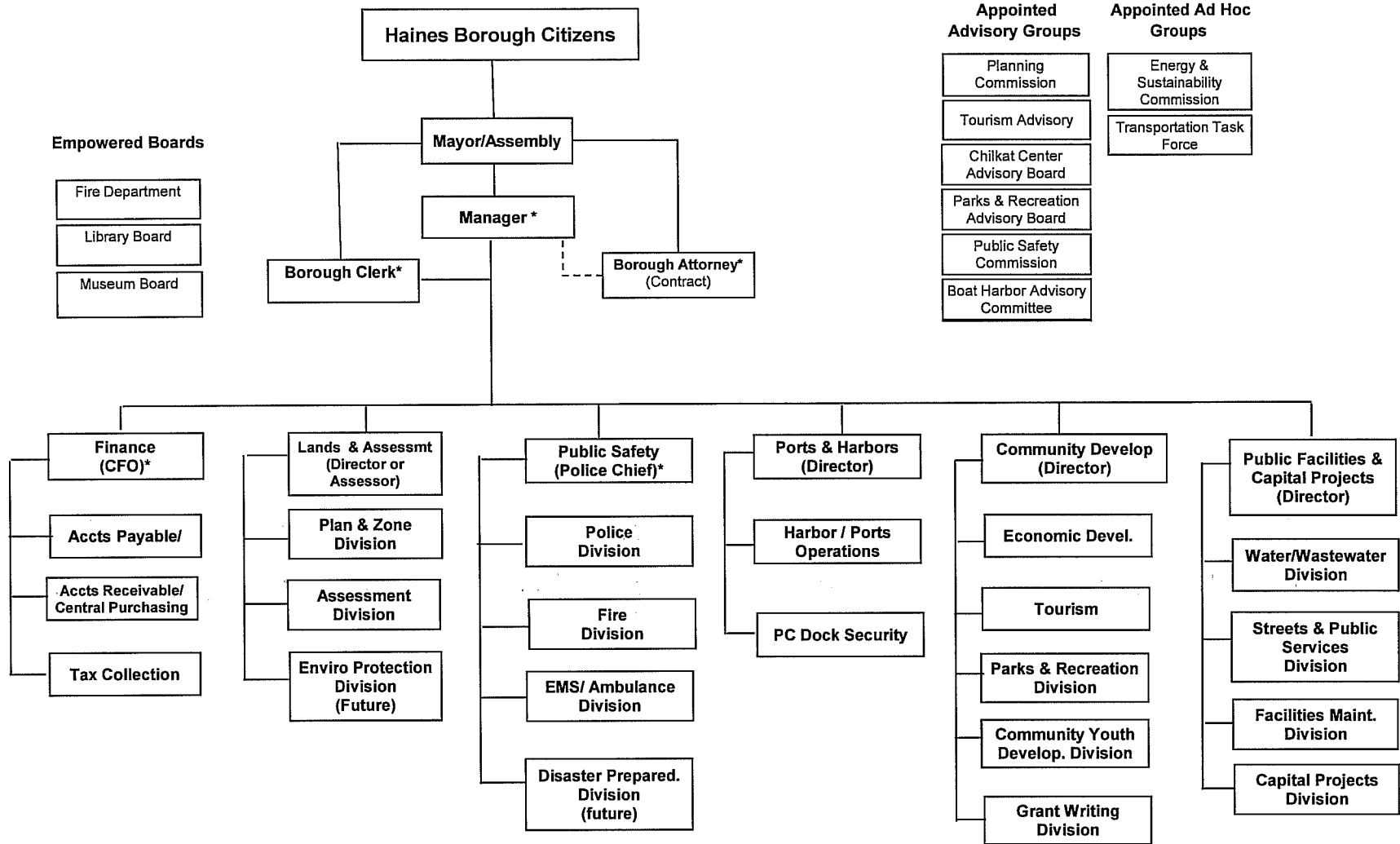
Memorandum

To: Mayor Jan Hill and the Assembly
CC:
From: Tom Bolen, Manager
Date: 11/15/2008
Re: Leave request



I am requesting 68 hours of annual leave to be taken in ½ day blocks between December 15, 2008 and January 9, 2009. I would propose to work a minimum of 4 hours on each non-holiday workday. I would work by phone and by computer to stay involved in Borough activity. I would also use this opportunity to visit a host of Anchorage based agencies with whom we do business, including the Corps of Engineers, the Denali Commission, the Rasmuson Foundation, State ADOT (Ruth Carter, Harbor Engineer), Delta Western, the Alaska Cruise Ship Association, and others. Under this schedule, I would not miss any Assembly meetings unless the Assembly has one on Dec 23rd.

Your approval would be greatly appreciated.



* indicates Borough Officers

Preliminary Proposal ~ Borough Structure & Organization