



Haines Borough Administration
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Report

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PERS/TERS Crisis

The Alaska Retirement Management Board approved major increases to the retirement systems for both the teachers and public employees. This could have a huge impact on the borough and especially the school district (their estimated retirement benefits for next year could exceed \$1 million!). Governor Murkowski is recommending that \$1 billion dollars be set aside to cover next year's obligation with \$500 million of that to pay down the accrued debt.

Senior Village Taxation

I became aware of an error in the application of tax policy for the Senior Village. They are a tax exempt organization who has been billed incorrectly since 1996. The finance committee will receive full details and will have a recommendation for endorsing the manager's administrative adjustment/refund for this account that totals \$31,779.85.

Porcupine Road

After so many years and much effort, the Haines Borough has finally received a permit from the Army Corps of Engineers to allow the realignment of a dangerous portion of the road. We have also conducted a required archeological survey per the state's instruction.

Evaluation Form

Attached is a proposed form for the assembly to consider using to evaluate the borough manager. If the assembly concurs, I believe the best timing for the annual review would be immediately after each October's elections. This would allow any members not continuing on the assembly to participate in the process along with those newly elected.

Continued --->

Harbor Vacancies

The assistant harbormaster position is being filled by Elle Braatan. Bob Wentworth has resigned and left town. We will be advertising extensively for the next harbormaster. Elli has been previously employed at the harbor department and is quite capable of taking care of things for the time being. The last of the cruise ships for this season were in Haines last week.

Misc. Items

Scott Hansen is on vacation. There have been quite a number of planning and zoning issues as folks do their final construction projects of the year.

D.O.T. has chip-sealed the storm damaged sections of road and will also do some painting to allow for improved visibility.

The School construction GMP is signed and the project moves forward. As the monthly progress memos are written, I will pass them on to keep you informed.

Southeast Conference was in Ketchikan this past week. There were 260 paid attendees and another 60 attended the governor's forum where candidates Palin, Knowles and Halcro spoke. I will provide you the full conference agenda. If you would like more information on any of the session, let me know.

Following the conference, the mayor and I will attend the Superior Court hearing in Juneau regarding McGraw's appeal.

Next week, I plan to spend Wednesday through Friday in Anchorage to meet with Corps and DOT on harbor issues, Bill Sharrow who is retiring from Rep. Don Young's staff and attend the AK State Chamber's annual meeting.

Haines Borough Performance Evaluation

Borough Manager

PURPOSE

The purpose of the manager performance evaluation and development report is to increase communication between the Borough Assembly and the Borough Manager concerning the performance of the Borough Manager in the accomplishment of his/her assigned duties and responsibilities, and the establishment of specific work-related goals and objectives.

PROCESS

1. Evaluation forms are distributed by the Mayor to all Assembly members.
2. The Borough Manager prepares a self evaluation using the same format.
3. Each Assembly member completes the form, signs, dates and returns a copy to the Mayor.
4. The Mayor tabulates the results of the Assembly evaluation forms.
5. A composite evaluation form and the Borough Manager's self-evaluation is distributed to the Assembly by the Mayor prior to the executive session evaluation meeting.
6. The Assembly meets with the Borough Manager in executive session to review the evaluation, unless the Borough Manager requests an open hearing.

INSTRUCTIONS

Review the manager's work performance for the entire period; try to refrain from basing judgment on recent events or isolated incidents only. Disregard your general impression of the manager and concentrate on one factor at a time.

Evaluate the manager on the basis of standards you expect to be met for the job to which assigned considering the length of time in the job. Check (✓) the number which most accurately reflects the level of performance for the factor appraised using the rating scale described below. If you did not have an opportunity to observe a factor during this evaluation period, please indicate so in the "NO" column next to the factor.

Performance Evaluation

Borough Manager

Date: _____

RATING SCALE DEFINITIONS (1-5)

- Unsatisfactory (1) - The manager’s work performance is inadequate and definitely inferior to the standards of performance required for the job. Performance at this level can not be allowed to continue.

- Improvement (2)
Needed The manager’s work performance does not consistently meet the standards of the position. Serious effort is needed to improve performance.

- Meets Job (3)
Standard The manager’s work performance consistently meets the standards of the position.

- Exceeds Job (4)
Standard The manager’s work performance is frequently or consistently above the level of a satisfactory manager, but has not achieved an overall level of outstanding performance.

- Outstanding (5) The manager’s work performance is consistently excellent when compared to the standards of the job.

I. Performance Evaluation and Achievements

1. <u>Administrative Relationships</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>NO</u>
A. Effectively implements policies and programs approved by the Borough Assembly.	_____	_____	_____	_____	_____	_____
B. Reporting and follow-through is timely, clear concise and thorough.	_____	_____	_____	_____	_____	_____
C. Accepts direction/instructions in a positive manner.	_____	_____	_____	_____	_____	_____
D. Effectively aids the Borough Assembly in establishing Long-range goals.	_____	_____	_____	_____	_____	_____
E. Keeps the Borough Assembly informed of department activities and plans and new developments in technology, legislation, and regulations, etc.	_____	_____	_____	_____	_____	_____

Comments:

2. Public Relations

1 2 3 4 5 NO

- A. Projects a positive public image. _____
- B. Is courteous to the public at all times. _____
- C. Maintains effective relations with media representatives. _____

Comments:

3. Personnel Management and labor Relations

1 2 3 4 5 NO

- A. Maintains a respectful relationship with employees. _____
- B. Seeks to develop skills and abilities of employees. _____
- C. Employs effective supervisory skills. _____
- D. Delegates responsibilities appropriately. _____
- E. Effectively evaluates performance of employees. _____
- F. Maintains complete and current employee files _____
- G. Recruits and hires qualified and effective staff. _____

Comments:

4. <u>Fiscal Management</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>NO</u>
A. Controls expenditures in accordance with approved Budget.	—	—	—	—	—	—
B. Seeks efficiency, economy and effectiveness in all programs.	—	—	—	—	—	—
C. Keeps Borough Assembly informed about revenues and expenditures, actual and projected.	—	—	—	—	—	—
D. Prepares realistic annual budget	—	—	—	—	—	—
E. Ensures that the budget addresses the Assembly's goals and objectives.	—	—	—	—	—	—
F. Manages Borough's financial assets effectively	—	—	—	—	—	—

Comments:

5. <u>Communication</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>NO</u>
A. Oral communication is clear, concise and articulate.	—	—	—	—	—	—
B. Written communications are clear, concise and Accurate.	—	—	—	—	—	—

Comments:

6. <u>Quantity/Quality</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>NO</u>
A. Amount of work performed.	—	—	—	—	—	—
B. Completion of work on time (meets deadlines).	—	—	—	—	—	—
C. Work is thoroughly researched and reported	—	—	—	—	—	—

Comments:

7. Personal Traits

1 2 3 4 5 NO

- A. Initiative. _____
- B. Judgement. _____
- C. Fairness and Impartiality. _____
- D. Creativity. _____

Comments:

8. Intergovernmental Affairs

1 2 3 4 5 NO

- A. Maintains effective communication with local, regional, state and federal government agencies. _____
- B. Financial resources (grants) from other agencies are pursued. _____
- C. Contributes to good government through participation in local, regional and state committees and organizations. _____
- D. Lobbies effectively with legislators and state agencies regarding Borough programs and projects. _____

Comments:

Achievements relative to objectives for this evaluation period:

Objective #1

Objective #2

Objective #3
