



Haines Borough Administration  
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# Report

January 25, 2005

## Finance Issues

1. We are on-track with monthly financial reports to the Assembly (in the packet.)
2. Steve Elms (Caselle Software) is planning on a trip to Haines on Feb. 1<sup>st</sup> to assess our financial software needs and offer a solution for our consideration.
3. The budget process has begun! Worksheets have been given to the management team for preparing the FY'06 budget.
4. We are moving forward on the auditor's recommendations regarding their findings during the 2003 and 2004 sales tax audit.
5. There is a possibility of refinancing some older bonds. That will be considered in the context of the school bond issuance but may be addressed separately.

## Grant Received

1. SEAttrails has offered \$14,500 for improvements for the Battery Point Trail. This will be a reimbursable grant that proposes to be administered by the local State Parks department. If there is no objection an ordinance to accept the grant will be offered for your consideration next month.
2. Three grants totaling \$63,000 have come in to support the skateboard project from the Rasmuson Foundation as well as a Charlotte Martin and Tony Hawk grant.

## **Personnel Restructuring**

1. As outlined in the personnel committee report, there is a need to reclassify 2 positions and make wage adjustments for another 2 employees.
2. A Committee of the Whole is needed to determine how to fill the Economic Development Director's position with the appropriate job description.

## **Capital Improvement Projects**

1. Met with the CVB to work on the restroom/pavilion project.
2. Worked with Bruce on the Public Work's proposed shop. He will update the data (some of it is from 1998) to present for committee work.
3. Public Works will develop an RFP for the Lookout Park restoration for scenarios of wood and concrete designs.

## **Turner Construction Permit**

After reviewing the files, Mr. Turner will need to make a new application for his pit operations within the TSA. I have met with him and explained the process to him and staff.

## **CFO Search**

I would ask that the Assembly re-advertise the CFO position for 10 days to take advantage of possible applicants from an executive search firm and/or reassess internal reorganization with a possibility of hiring from within current staff.