

## **Alakanuk Activity Report**

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### **General Information:**

The election went well despite the city not having a city clerk to supervise the election. The city administrator was able to hire another experienced former city clerk to run the municipal elections after the first one declined the offer. Mayor Ragner Alstrom was re-elected as mayor by the city council.

The bookkeeper is continuing to use the QuickBooks Pro accounting software program to bill water & sewer utility customers, record purchase orders, payroll and payroll taxes, etc. Alakanuk was one of the communities where RUBA hired a contractor to install, implement and train staff on the use of the program.

### **Observations and Recommendations:**

Finances — RUBA staff have not received monthly financial reports. It appears that the City is doing the reports, they are just not sending them to Leroy.

Accounting Systems — Final training of QuickBooks Pro 99 was completed in the past quarter. The city is using the program for most aspects of its finances. We are still trying to find out why, when financial reports are made that payroll figures are not recorded. However, we may be close to solving the problem as we learn about the program more.

Leroy will make one final visit in March 2001 to assess the city's usage of QuickBooks Pro 99.

Tax Problems — There are no tax problems this quarter.

Personnel System — The position of city administrator will be vacant as the current administrator resigns and takes the position of city clerk. In the past, it has not been a problem to find qualified persons to fill this position.

Organizational Management — No organizational management issues.

Leadership/Governance — It's good to have the good leadership provided by Mayor Alstrom continue. He is very involved despite being a member of several regional organizations.

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Operation of Utility — The water & sewer utility project has been completed and the city is now fully on its own with the utility. RUBA Program is expected to be involved with this community for several more months.

**Ranking**

1 = Inadequate

4 = Adequate to meet minimum requirements

7 = Exceeds requirements

| <b>Category</b>           | <b>1</b> | <b>4</b> | <b>7</b> |
|---------------------------|----------|----------|----------|
| Finances                  |          | <b>X</b> |          |
| Accounting Systems        |          |          | <b>X</b> |
| Tax Problems              |          |          | <b>X</b> |
| Personnel System          |          |          | <b>X</b> |
| Organizational Management |          | <b>X</b> |          |
| Leadership/Governance     |          |          | <b>X</b> |
| Operation of Utility      |          |          | <b>X</b> |