

Alakanuk Activity Report

Leroy Seppilu, LGS/RUBA, Anchorage Regional Office

General Information:

The city administrator and city bookkeeper have received training with Quickbooks Pro software program through a private contractor hired by RUBA. The first session involved three full days of training and the second one was for two full days. Both the administrator and bookkeeper felt comfortable using the program after the training sessions were completed.

The city has hired a new city clerk after the old city clerk accepted the position of the city administrator. The city administrator position was vacant for several months after the administrator quit to move to Seward. The city clerk was promoted to acting administrator and accepted the promotion after nobody applied for the job. The new city clerk, Joan Alstrom, attended a city official workshop in Bethel. She may need more training with her duties.

Observations and Recommendations:

Finances — To date, RUBA staff has not received monthly financial reports. The bookkeeper is on annual leave.

Accounting Systems — The training with Quickbooks Pro has been completed. The city administrator said they are comfortable using it. All the data from the old Quicken SE has not been transferred yet. Since the bookkeeper is on leave I won't know why this is so.

The administrator said that it was also slightly difficult to get in touch with the contractor for question about the software program. However, the contract agreement has expired and the contractor is not obligated to provide assistance anymore.

Tax Problems — There are no tax problems to date.

Personnel System — The acting city administrator accepted the administrator's position and the city has hired a new city clerk. The administrator told me that when the city official's workshop ended, the new clerk got a very high score. In fact, she got the highest score in her class!

Organizational Management — All the Admin. & Finance Dept. positions have been filled. This ensures the administrator and bookkeeper will not overload themselves and this will help prevent burnout.

Leadership/Governance — The city council continues with the course of hiring very qualified personnel who make good contribution to the city and community.

Operation of Utility — Collection of water & sewer utility bills is still a top priority with city administrator. The utility is operating efficiently.

Ranking

1 = Inadequate

4 = Adequate to meet minimum requirements

7 = Exceeds requirements

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