

Chevak Activity Report

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General Information:

The City has purchased four new computers for office and utility use. Leroy Seppilu and Scott Ruby, RUBA staff in the Anchorage office, will be assisting them in setting up the computers and installing local networking. The City plans to purchase accounting software to use for its upcoming water & sewer utility's financial system. The deputy clerk has already been trained with the accounting software use. The City has subscribed to an Internet service provided by a regional telephone company.

The city clerk has one more year to become a certified municipal clerk through Alaska Municipal Clerk's Institute. He has been diligently attending the training seminars for the last four years. He handles the city's finances.

Observations and Recommendations:

Finances — The city continues to be in excellent financial shape. The clerk and administrator have been diligently sending out monthly reminders to send the city's sales tax which is collected by vendors from its customers. They have also been penalizing vendors who are late in submitting the sales tax reports and sales tax revenues.

Accounting Systems — The city plans to purchase Quickbooks Pro 99 accounting software program for general financial and water & sewer utility use. RUBA staff is looking to have them trained in the beginning of the next fiscal year by an accounting contractor.

Tax Problems — The city does not have tax problems. All payroll taxes are paid on time using the new electronic transfer payment method.

Personnel System — Each employee (in the Administration Dept.) contributes his skills to the system to keep it running.

Organizational Management — The staff continues to improve their office skills. The city clerk plans to take computer classes to improve his computer experience. He has absolutely no experience working with computers. He has told RUBA staff that he is afraid to touch one.

Leadership/Governance — Still good leadership. The council keeps on top of everything. The city administrator keeps them informed of all issues.

Operation of Utility — The city is hoping that the school and some residential homes (around the school) will be connected to the water & sewer utility system by this fall. RUBA staff was told by the VSW Engineer that the State is withholding its funding portion of the water

& sewer utility project because Alaska Native Tribal Health Consortium (ANTHC) is not meeting the State’s minimum requirements. One of the requirements is to have a draft budget for the water & sewer utility department. RUBA staff will be working with them on this issue. ANTHC is also having problems with one of its contractors.

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		