

Deering Activity Report

Margaret Hansen, LGS/RUBA, Kotzebue Regional Office

General Information:

The council has held only one regular council meeting on time this quarter due to no quorum. This resulted in one council member's seat being declared vacant. (the seat that a citizen was working on for recall). Consequently, Margaret Hansen's trip was postponed twice. They are scheduled to fill the vacancy in April.

The City Administrator has turned in her resignation effective April 6th. She did agree to stay on until they can hire another administrator she can help train. They have not hired anyone yet. Margaret Hansen, LGS/RUBA in the Kotzebue office, assisted with the job announcement.

During this quarter Margaret has assisted the City Administrator via telephone & fax in reviewing their ordinance to make sure they followed procedures when the council seat was declared vacant, and assisted in locating funds to renovate/upgrade city owned facilities including the need to clean-up old generator site. In addition we discussed the need to review/update their personnel policies and their economic development plan. With regards to the economic development plan, Margaret mentioned the assistance offered by the Community Development Specialist in Nome.

Margaret provided assistance numerous times on the city's water/sewer needs by coordinating with the Alaska Native Tribal Health Consortium (ANTHC) Engineer and grant agencies trying to find funds to complete their project with the increased need to fund their archeological requirements. Also continued to provide Quick Books Pro training and training on policies regarding nepotism & discipline of employees.

Observations and Recommendations:

Finances — Have not been able to travel on site to do an assessment on the transfer of financial responsibilities to the utility manager. The administrator is having a hard time getting information from the manager.

Accounting Systems — The city continues to utilize Quick Books Pro and used the program to complete their year end tax reporting.

Tax Problems — None at this time.

Personnel System — As stated in the general information, the council has had a hard time meeting. They have declared a city council seat vacant and have accepted the administrator's resignation. We will wait until both are filled to complete training.

Organizational Management — They still have not combined the electric company with the water/sewer responsibilities. With the resignations and problems getting the council together this will need to be a high priority for next quarter.

Leadership/Governance — Since they were not able to swear in new council members until November and they have postponed Margaret’s trip this quarter, RUBA staff still has not been able to meet with the new council to do an assessment of their training needs.

Operation of Utility — In reviewing the ANHTC Engineer’s reports, there have been minor problems with frozen lines. The project still is not completely funded. Margaret will meet with the council and staff to apply for ICDBG funds for the remaining amount needed to complete the project. Margaret has written a letter to the IRA council hoping to get their support and resolution for this grant.

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	