

## Deering Activity Report

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### General Information:

In January, the Kotzebue RUBA provided on site assistance and training to the clerk and acting administrator on year-end tax reporting, financial, tax and grant reporting. In addition Margaret coordinated with the Institute of Social and Economic Research (ISER) for their trip to Deering. Worked with the new council on planning and worked on updating the RUBA work plan. We are reviewing the narrative of their industrial park grant to see what can be done in hopes that we can use it to coordinate along with the plan for tourism.

In February, Margaret provided phone and fax assistance to the Mayor on their FY96 Capital Matching Grant soon to lapse. She researched the application files and coordinated with the Division grant administrator. They are coordinating with the tribe to find ways to create jobs in order for citizens to pay for their water/sewer, high cost of electricity, and fuel.

### Observations and Recommendations:

Finances — The City is following their budget and has no problems at this time.

Accounting Systems — The City continues to utilize QuickBooks Pro. The acting administrator is creating an Excel document in order to prepare an monthly financial report.

Tax Problems — No tax problems.

Personnel System — The Council needs to adopt new personnel policies. Their current policies are outdated. During the January trip, the difference between “At Will” and “For Cause” policies were explained. They decided to go with the “At Will” policies. The final review will take place once they have hired an administrator.

Organizational Management — Once they have hired an administrator and finalize their updated policies, this too will be reviewed. The only problem is that they have not had any applicants for the city administrator position.

Leadership/Governance — The new Mayor is doing very well. The council seems to be back on track holding their monthly meetings.

Operation of Utility — The water plant operators continue to work toward their certification by attending training sessions put on by Maniilaq in Kotzebue.

(Continued on next page.)

**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>	

**Anticipated Activity**

In May, RUBA staff will travel to train new administrator (if one has been hired) and assure their capital matching grant project will be completed by end of June when it is due to lapse.