

Gambell Activity Report

Josie Morrow, LGS/RUBA, Nome Regional Office

General Information:

Telephone and fax assistance by Nome RUBA/LGS Josie Morrow during this period were as follows:

- Recommended to the City Administrator and Council that net proceeds from Gaming be allocated primarily to the support of the City, as budgeted. If any proceeds remain after the City's allocation, then other donations could be considered. Also recommended that there be a written policy put into place concerning donation of net proceeds.
- Advised the Utility Clerk and City Administrator how to report a burglary at City Hall and vandalism at the Washeteria. Discussed with them some interim measures to safeguard monies at City Hall.
- Reviewed QuickBooks Pro reports with the Clerks.
- Explained a recommended resolution from the Governor's Office in support of the Conservation and Reinvestment Act of 1999. Researched the Federal House and Senate bills and sent the information on to the Council for their review before they considered the resolution.
- Assisted the City Clerk to complete the FY01 State Shared Revenues Application. Followed up with the City that resolutions applying for other shared revenues and payments in lieu of taxes were adopted and sent to our Juneau Office.
- Discussed the payment of overtime with the City Administrator and Utility Clerk.

The contract with Milt Johnson, CPA, for implementation of QuickBooks Pro in the business office was completed this quarter. The Utility Clerk is doing well with the program, but the City Clerk will need some follow up training and oversight.

Observations and Recommendations:

Finances — The Utility continues to set aside \$500 per month in a separate bank account for capital improvements and emergency repairs.

The City carries its insurance with AML/JIA and is current with its premiums.

FY00 budget needs amending for both the City and Utility. The City Administrator indicated he would do this next quarter.

Accounting Systems — A DCED/MRAD contract with the City auditor, Milt Johnson, to implement QuickBooks Pro in the business offices was completed this quarter. Continued monitoring of staff on the new computers and accounting software will be done by the Nome RUBA, with training sessions for Council members, Utility Board, and staff on reading and understanding monthly financial reports.

Tax Problems — The Utility payroll tax deposits are timely. There are no outstanding balances due IRS.

Personnel System — The Mayor, City Council, and Utility Board continue to take a hard line with employee absences. The hiring of a City Administrator has pulled together the day-to-day coordination of City matters and has resulted in better supervision of City/Utility staff.

The City/Utility still needs to adopt job classifications, pay scale, and revised personnel policies and procedures.

Organizational Management —The Utility Ordinances need updating to reflect current rates. All Utility Ordinances need reviewing with the Utility Board for clarification. There are approximately twenty homes on the water/sewer system who do not have utility agreements on file. The recently rehired Utility Clerk will be obtaining those agreements as time permits. User agreements need to be updated to include appropriate information and legal considerations

Leadership/Governance — The City Council has requested that there be a work session sometime this current fiscal year to read all ordinances together with the Utility Board such that there can be a better understanding of the Code. A field trip in the latter part of the calendar year is planned by the Nome RUBA to read ordinances and review the budget for FY 2000.

Operation of Utility — There was a major freeze-up of one of the lift stations this quarter. Repairs were made under the supervision of the Remote Maintenance Worker.

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	