

## Gambell Activity Report

### General Information:

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

- Provided guidance to the City Administrator and Clerk for a runoff election after the regular municipal election. Reviewed the Sample Ballots.
- Assisted the Utility Clerk with payroll input to the QuickBooks Pro accounting system.
- Discussed with the City Administrator the pros and cons of a Utility Board and advised him to present it to both the City Council and Utility Board.
- Provided guidance to the Council on certification of the runoff election.
- Advised the Utility Clerk to defer any budget amendments until after the implementation of QuickBooks Pro. The financial information will be more accurate at that later date.
- Discussed with the City Administrator the implementation of employee pay increases. At the same time advised him on the proper classification of net proceeds from the Gaming account.
- Reviewed a number of old letters the Administrator found in the former City Clerk's files and advised him of disposition.
- Recommended that the Ivory Coop take a year-end inventory and have the information input into an appropriate balance sheet account in QuickBooks.
- Explained reapportionment to the City Administrator so he could pass on a letter from the Department of Law to the Council at its December meeting.

The City hired a new Utility Clerk at the beginning of October 1999. This Clerk is the person who held the position until early February 1999 and is extremely competent. She was able to work with the consultant and input all of the current year's financial information into QuickBooks Pro. She brought all reports up to date, reconciled the bank statements and customer accounts, and reorganized the files in the Utility Business Office.

The City sent the Mayor, City Administrator, and a Council Member to the Utility Organization Management workshop in Nome the week of November 15<sup>th</sup>. At that workshop, the Administrator was able to get a start on the City's 1998 Consumer Confidence Report, with the help of Steve Schreiber from the National Rural Water Association. Steve and the Administrator completed the report in early December.

The contract with Milt Johnson, CPA, for implementation of QuickBooks Pro in the business office was substantially completed this quarter. This personal services contract was with DCED/MRAD and was a great success with the City business office employees. On-site training was provided in mid-December. Customization of reports, follow-up training, and a manual will be completed early next quarter.

## **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 balance of this account is large enough that the City should invest the money. The City carries its insurance with AML/JIA and is current with its premiums.

Accounting Systems — A DCED/MRAD contract with the City auditor, Milt Johnson, to implement QuickBooks Pro in the business offices was begun and substantially completed this quarter. Training of personnel on the accounting system was conducted in mid-December and all of the financial information for FY00 was inputted.

Customization of financial reports and a “How To” book remain to be completed in January-February-March 2000 . 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. A turnover in both City and Utility Clerk positions happened again this quarter. The newly hired Utility Clerk had served in that position through early February of this year, and it is a good move for the City that she is back. 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. Attendance of three people at the Utility Management Organization workshop in Nome in mid-November 1999 should help in this exercise.

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 so 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 were no issues concerning systems operations this quarter.

**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>