

# Gambell Activity Report

Josie Morrow, LGS/RUBA, Nome Regional Office

## General Information:

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

- Completed the FY01 Shared Revenues application and resolutions for FY00 Payment in Lieu of Taxes (PILT) and Shared Fisheries monies.
- Explained how to cost out insurance premiums to the various departments.
- Started the Utility Clerk out on preparation of the FY01 Budget for the utility departments.
- After a call from IRS, followed up with the Administrator to complete the second quarter 1999 Form 941. Payroll tax deposits were made but the report was not prepared. Also reviewed first quarter 2000 payroll tax reports for the City. Determined that Bingo and Ivory Coop employees were not included. Explained how to do an amended return. In reviewing the 1999 State ESD Contribution Reports noticed that stipends were included. Advised the Administrator to amend those returns also.
- Advised the City Administrator and Clerk on how to handle a recurring difference in the bank reconciliations.
- Discussed recruitment for a Bingo director with the Mayor and City Clerk.
- Explained salaried employees vs. hourly employees to the City Administrator and City and Utility Clerks. Assisted them with calculations for payroll for two salaried employees and determined what amounts of leave should be used, if any.
- Gave the City Administrator direction in obtaining assistance for a Coast Guard Inspection.
- Gave the City Administrator some ideas about reducing insurance premiums.
- Looked up some grant information for the Mayor and referred him to someone who could help him with his pursuit of funds for cleaning up the old City dump.
- Advised the City Administrator regarding some questions he had about the City's Community Development Block Grant (CDBG) and documentation required.
- Discussed with the Mayor the progress of the FY01 Budget and reviewed revenues with the City Administrator.
- Completed the 1999 Consumer Confidence Report on Water Quality.
- Followed up with the Utility Clerk regarding mailing of the 1999 Consumer Confidence Reports on water quality and the Certification of Compliance to DEC. These documents were received by DEC in July.

The City sent one of its Council Members to the Sanitation Planning Workshop in Nome in April. The City also sent its City Clerk and Gaming Coordinator to the week long Introduction to Financial Management Workshop in Nome at the end of May. Both workshops were sponsored by DCED's RUBA Program and Norton Sound Health Corporation, Office of Environmental Health.

## 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 monies are currently invested in an interest bearing account with the local bank. The City carries its insurance with AML/JIA and is current with its premiums.

Accounting Systems — The Utility Clerk is utilizing the QuickBooks Pro accounting software, however the City Clerk was unable to do much with the system these past six months. The Utility Clerk did put the Bingo Gaming activities onto QuickBooks Pro, and the new Gaming Coordinator is using the software for all of the City's gaming activities. The Nome RUBA will develop a training plan for the City Clerk and Administrator next quarter, so that all City departments can be accounted for on QuickBooks Pro as of the beginning of the new calendar year.

Tax Problems — The Utility payroll tax deposits are timely. There are no outstanding balances due IRS. The City had been remiss in some of its reports due to turnover in City Clerks, but the Administrator is now aware that he needs to monitor the timely filing of all payroll reports for the City.

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. Additional training sessions in Personnel Management, Evaluations, and Supervision will be conducted next winter by the Nome RUBA.

Organizational Management — The Utility Ordinances need updating to reflect current rates. All Utility Ordinances need reviewing with the Utility Board and Council for clarification. There are approximately twenty homes on the water/sewer system that 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.

The City Council is desirous of eliminating the Utility Board, and has requested assistance from Josie with this issue. Josie will be addressing the pros and cons of this organizational change next quarter on a field trip, when she can meet with the Council and Board.

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 2001.

Operation of Utility — The City Clerks completed the 1999 Consumer Confidence Report at a RUBA workshop in Nome in May. The reports were distributed to all City residents and the Certificate of Compliance was submitted to DEC in a timely manner.

There have been no reported problems with the system this past 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>	

