

Golovin 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:

- Assisted the acting City Clerk to interpret the Personnel Ordinance for calculations of accrued leave, holidays, and overtime on personnel working regularly scheduled shifts. A number of leave calculations were worked through.
- Numerous assists concerning personnel actions were provided the Mayor, Vice Mayor, and acting City Clerk.
- Assisted the PHS/ANTHC engineer in ordering a P.C., printer, and appropriate software for the utility office.
- Followed up with the acting City Clerk to respond to IRS concerning an amount due on payroll taxes from 1997. Cancelled checks need to be found.
- Assisted the City Clerk to complete the FY01 Revenue Sharing application.

Observations and Recommendations:

Finances — The City has not been successful in hiring a City Clerk. The Utility Bookkeeper continues to be the acting City Clerk. She has been providing the Council with monthly financial reports for the Power Company and Fuel Sales, but has not had time to keep the reports current for the City and Water/Sewer. All utility bills are being sent to customers on a timely basis. The Council members continue to have difficulty understanding monthly financial reports and will need some training in the near future. It was recommended that the auditor do some training when he reviews the annual audit with the Council and staff.

At June 30, 1999, past due accounts resulting from fuel sales in FY's '97 and '98 amount to \$80,975, of which \$68,621 are City buildings. The City included a two-year pay back on these accounts in the FY 00 budget. Past due accounts on City buildings resulting from electric sales are \$7,813. A ten-month repayment plan was budgeted into the FY 00 costs. The Utility Clerk is now billing monthly on all fuel charges, and will apply the City's collection policies where applicable. A monthly aging of past due accounts should be presented to the Council at its regular meetings. The Utility Bookkeeper needs assistance with this aging.

It appears that the City has no other delinquent bills other than electric and fuel sales. The City is still preparing schedules for its FY 99 audit. The Nome RUBA had recommended to the City that they obtain a Management Letter with their annual audit.

Accounting Systems — The City and Utility use QuickBooks Pro on Macintosh computers. There have been some major failures of the aging computers in the City and Utility offices. The business office personnel are desirous of obtaining QuickBooks Pro 99 on a

PC. They would like to be trained on the software and have a chart of accounts set up correctly for accounting and reporting purposes. Good beginning balances and Fund information can be obtained from the annual financial audit. ANTHC purchased a PC, printer, and software for the water/sewer utility this quarter. The electric utility and fuel sales will be purchasing a similar system for the Electric Utility Bookkeeper once she returns from maternity leave this next quarter. A training schedule will be agreed upon with the Nome RUBA.

Bank reconciliations still need to be brought up to date. Once a new City Clerk is hired, Nome RUBA Josie Morrow will assess the situation and provide training as necessary on reconciliation of bank statements. In addition, business office personnel need training on reconciling quarterly payroll reports and year-end reports and forms. Record Keeping continues to be a problem. A system needs to be developed and filing completed before the end of this calendar year.

Tax Problems — The City and Utility have been making timely payroll tax deposits these past two fiscal years. However, the IRS informed the City last quarter that the City owes back payroll taxes from 1997 in the amount of \$10,000. The City had asked for more information from IRS to verify this situation. The IRS has levied one of their bank accounts.

Personnel System — The Bookkeeper, City Clerk and Council have problems following personnel policies. The City does have a recent Personnel Ordinance, but there continues to be confusion with an older policy. Council and Staff review of the most recent policy during the previous quarters was helpful to all. A repeat of this exercise will be conducted with the new Council and staff on the next field trip.

Job descriptions, classifications, pay scale, evaluations, and merit reward need to be incorporated into the policies and procedures. Work plans will be developed with the Personnel Management Component being given primary consideration.

Organizational Management — The past City Clerks had not codified the ordinances passed in late 1996/early 1997, nor any updates. The Nome RUBA will incorporate this step into RUBA workplans.

The organization of the City and Utility needs to be put up on an Organization Chart for the Council and Staff to analyze the lines of communication, supervision, and work duties. Currently, it appears that there is some chaos in the way the bookkeeping, sales, receipting, and reporting are being handled. In addition, the lines of authority are not clear. This charting can be included in the Personnel training that the Nome RUBA will be scheduling with the newly reorganized Council and staff on the next field trip.

Appropriate Utility Ordinances need to be drafted when it is determined what system(s) will be built for water/sewer. Personnel were not able to attend the Utility Organization Management workshop in Nome in mid November. However, it is strongly recommended that appropriate personnel attend this workshop next fiscal year.

Leadership/Governance — Council training needs to happen as soon as possible in the new fiscal year and can be coordinated with the Personnel training. The City Council has a

history of acrimonious meetings and high turnover. Somehow there needs to be instilled in the Council and public a sense of pride in its City government. There is another vacancy on the City Council this quarter, and an appointment to this seat will happen at the May Council meeting.

Family ties between Council members and staff, and Council members who are also City employees continue to cause much dissent in management of day-to-day affairs as well as implementation of policies. These concerns will be incorporated into the Council training.

Operation of Utility — The Water Plant operator needs training in turbidity testing. An alternate was hired this past quarter, but he needs to be trained by the Water Plant Operator and RMW.

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		