

## **Golovin Activity Report**

### **General Information:**

There was one field trip to the community in late October 1999 by Nome RUBA/LGS Josie Morrow; and assistance through telephone and fax continued throughout the quarter. Josie summarizes the accomplishments and assistance as follows:

- Met with the City Council and reviewed and explained the Personnel Ordinance. Explained conflict of interest.
- Met with business office staff and evaluated their computer needs. Presented recommendations to the Council.
- Advised the City Clerk on Certification of election process and swearing in of newly elected officials. Read through the appropriate sections of the City's ordinances with her that explained the process.
- Referred the Acting City Clerk to the provision for Council member stipends. Answered the questions she had.
- Teleconferenced with the Council members concerning a personnel matter. Pointed out the appropriate sections of the Personnel Ordinance. Advised them also as to executive sessions, due process for an employee, and the grievance process.
- Answered questions the Acting City Clerk had concerning the reorganization of the Council that needs to happen soon after the election is certified.
- Referred the Acting City Clerk to their financial auditor for assistance with a call from IRS saying that the City owed \$9,830 on 4<sup>th</sup> quarter 1997 taxes.

The City Clerk position became vacant in late October. The City was recruiting for a replacement as of the end of this quarter.

The Nome RUBA, with the assistance of Steve Schreiber of the National Rural Water Association, completed the City's 1998 Consumer Confidence Report shortly after the end of this quarter. Josie will follow up with the City that the Certification is completed and sent to the appropriate DEC staff.

### **Observations and Recommendations:**

Finances — Monthly financial reports are being provided to the City Council by the Electric Utility Clerk. The City Clerk terminated this quarter, and the general government and water/sewer financial reports are behind schedule. 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.

As of June 30, 1999, past due accounts resulting from fuel sales in FY's '97 and '98 amounted to \$80,975, of which \$68,621 are City buildings. The City included a two-year pay back on these accounts in the FY00 budget. Past due accounts on City buildings

resulting from electric sales are \$7,813. A ten-month repayment plan was budgeted into the FY00 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 auditor did complete the FY98 audit as of the end of this quarter, and the City is still preparing schedules for its FY99 audit. The Nome RUBA had recommended to the City that they obtain a Management Letter with their FY98 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. Compatible printers need to be considered, and a funding source identified. Good beginning balances and Fund information can be obtained from the annual financial audit. Both Clerks will need training on balance sheet accounts and how to read and reconcile them.

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 this reporting period that the City owes back payroll taxes from 1997 in the amount of \$10,000. The City has asked for more information from IRS to verify this situation. Nome RUBA Josie Morrow had observed that the past City Clerk and alternate needed intensive training in payroll record keeping and will assess the situation after a new City Clerk is hired.

Personnel System — The 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 current and previous quarter 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 work plans. 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 the Utility Personnel Management workshop planned this next calendar year.

Nome RUBA Josie Morrow will be doing mini workshops on Organization Management while on field trips to the community.

Leadership/Governance — Council training needs to happen as soon as possible in the new year and can be coordinated with the Personnel Training. The City Council has a history of acrimonious meetings and much turnover. Somehow there needs to be instilled in the Council and public a sense of pride in its City government.

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	