

Golovin Activity Report

General Information:

There were no field trips to the community this quarter; however, assistance by Nome RUBA/LGS Josie Morrow, through telephone and fax, were numerous and are summarized as follows:

- The Utility budgets were revised with new information from the Utility and City, and the FY 00 budget was adopted in early July.
- Both payroll clerks needed interpretation of the Personnel Ordinances for calculation of holiday pay. Additional assistance in applying the ordinance to specific cases was provided.
- The City Clerk needed assistance in finding and opening files on the second PC in her office. Confidential items in these files were discussed with her and it was decided to print hard copies for personnel files and delete the computer file.
- The Electric Utility Ordinances were reviewed with the Utility Bookkeeper. It was determined that a Fuel Sales Ordinance is needed. Josie did obtain a copy of another City's Fuel Sales Ordinance and sent it to the Utility Bookkeeper for consideration next quarter.
- Assisted City with a resolution setting water rates.
- Persuaded the City Clerk to send out monthly billings for rentals on City buildings and to provide receipts for the payments. This resulted in more timely payments from the various agencies and seems to have cut back on the confusion of what month's rent was due.
- Tutored the City Clerk in the appropriate ways to handle an employee who was gossiping about other employees and making rash and unfounded allegations behind their backs. This resulted in the employee tendering a resignation at the end of the quarter.
- Discussions with the Volunteer Firemen brought out the fact that they have been trying to complete their match to the Community Development Block Grant (CDBG) that provided funds for construction of the hall. Josie suggested that they provide periodic reports to the City Council of the equipment and improvements they have made to the Hall so that the match can be a matter of record.
- Assisted the City Clerk and Utility Bookkeeper with a budget amendment in August.
- Issues concerning approval of leave requests were a concern in mid August. Review of the City's ordinances did not settle this matter. This issue will require some on-site training and specific case examples.
- Advised the City Clerk to call the VPSO coordinator in Nome for the vehicle use policy for that officer. There were complaints from Council members and the policy needs to be brought to Council and staff's attention.

(Continued on next page.)

Observations and Recommendations:

Finances — Monthly financial reports are being provided to the City Council. However, the Council members have difficulty understanding them 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 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 will 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 now preparing for its FY99 audit. The Nome RUBA had recommended to the City that they obtain a Management Letter with their FY98 audit. Copies of the audit and management letter were not available at the time of this report, but comments will be included in the next quarter's report.

Accounting Systems — The City and Utility use QuickBooks Pro on Macintosh computers. The City Clerk continues to make good progress this past quarter with financial reporting. There have been some major failures of the aging computers in the City and Utility offices. Both City Clerk and Utility Bookkeeper are desirous of obtaining QuickBooks Pro 6.0 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. The City Clerk has asked for training on bank reconciliations, and that will be included in the next field trip. In addition, the City Clerk needs training on reconciling quarterly payroll reports and year-end reports and forms. It would be a good idea to include the Utility Bookkeeper and alternate clerks in this training. 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. The City Clerk and alternate need intensive training in payroll record keeping.

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. Staff review of the most recent policy during the previous quarter was helpful to all. The same exercise needs to be done with the Council and Clerks during the next field trip.

There were some serious problems this quarter with employees and spouses/relatives of employees who are on the Council. Consideration of these issues will be addressed specifically during the next field trip.

Job descriptions, classifications, pay scale, evaluations, and merit reward need to be incorporated into the policies and procedures. The Mayor works closely with employees and Council, but he says he feels like he is in a constant battle to keep family interests out of considerations. Work plans will be developed with the Personnel Management Component being given primary consideration.

Organizational Management — The City Clerk has not codified the ordinances passed in late 1996/early 1997, nor any updates. The Nome RUBA will start the City Clerk on this process this next quarter.

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 Council 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. Appropriate personnel need to attend the next Utility Management workshop on Organization of the Utility.

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. More orderly meetings would be possible if the City Clerk was more cognizant of her responsibilities. She is easily intimidated and finds it difficult in providing technical assistance to the Council. She needs to prepare agenda packets before meetings so that Council members can be better prepared.

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 passed his OIT exams late the prior quarter. An alternate was hired this 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	