

Kaltag Activity Report

Irene Catalone, LGS, Northern Regional Office
Eileen Kozevnikoff, LGS/RUBA, Northern Regional Office

General Information:

The City Administrator states that no one has applied for the City Clerk position despite efforts to do telephone recruiting. She does not foresee anyone interested in the position unless the city extends the hours to an 8-hour position with a higher salary. When the city administrator is absent from the office the Mayor fills in to keep the office running. The administrator continues to plug along and is trying not to get too far behind in reports

Observations and Recommendations:

Finances — The City was not able to meet their fish hatchery loan payment and the amount due was withheld out of their state revenue sharing amount. This should not affect the utility directly, but may affect their ability to increase compensation for a City Clerk.

Accounting Systems — Staff has reverted to a manual system with the departure of the clerk. The City Administrator has been working on keeping the current bills paid and trying to catch up on the backlog.

Tax Problems — None encountered.

Personnel System — The City clerk position is being advertised and the City Administrator is holding the office together alone. When she travels the Mayor fills in for her. The City cannot afford to hire a full-time clerk and they are having a hard time filling the clerk position.

Organizational Management — Staff appears to be working well together with the council.

Leadership/Governance — Good.

Operation of Utility — The facility is in good shape and is well kept. Utility finances are separate from the General Fund. The council is getting a better understanding of their utility and how it stands financially.

(Continued on next page.)

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	