

## **Kaltag Activity Report**

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### **General Information:**

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

### **Observations and Recommendations:**

Finances — Remain in a positive balance.

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 Office Aide position is being advertised and the City Clerk 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 — Utility is in good operating order. A meeting is scheduled for April to meet with the School District on the school water agreement.

(Continued on next page.)

**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>	

**Anticipated Activity**

There is on-site training for council members as supervisors scheduled for the last quarter of FY01.