

## **Kaltag Activity Report**

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### **General Information:**

The City Clerk resigned her position and moved and is now attending UAF. The city is now in the process of advertising for a new clerk. This is unfortunate, as the clerk was more knowledgeable and comfortable with the computerized record keeping system. Things have backed up with the City Administrator being responsible for all of the work at city hall. The reports are behind and probably won't be caught up until the city is able to hire a clerk.

The staff problems have resulted in little or nothing being accomplished since the last quarter.

Assistance provided includes:

- Work plans agreed upon for second quarter.
- Follow-up on punch list left from last trip.
- Follow-up on status of CIP Application.

### **Observations and Recommendations:**

Finances — All accounts remain with a positive balance.

Accounting System — Staff has reverted to a manual system with the departure of the clerk. The City Administrator has been working on entering the backlog into Quick Books and expects to be caught up when the new clerk comes on.

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 — The city council and mayor has demonstrated good leadership.

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

<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>