

Kiana Activity Report

Margaret Hansen, LGS/RUBA, Kotzebue Regional Office

General Information:

Margaret's trip was once again postponed by the administrator. She was to bring up the need to revise their old code of ordinances with the new Mayor at the March council meeting. Margaret still hasn't heard from her. The City Clerk has since resigned.

The only assistance Margaret Hansen, LGS/RUBA in the Kotzebue office has provided this quarter was with a sample land disposal ordinance and Margaret researched AS34.15.010 pertaining to property as the administrator requested. Margaret provided her a copy which she needed in searching for land for their new clinic.

Observations and Recommendations:

Finances — Since Margaret has not been able to travel there because of the council and staff travel or absence, Margaret is not aware of their financial condition at this time.

Accounting Systems — They are utilizing the VISTA volunteer to assist them in implementing Quick Books Pro.

Tax Problems — There are no known tax problems.

Personnel System — The city still needs to revise their personnel policies and receive training on the use of them. Turnover in staff continues to be high.

Organizational Management — This area is to be addressed when personnel policies are revised.

Leadership/Governance — Margaret has not been able to discuss their needs. The new Mayor is also a new council member. We sure need to identify their training needs and revise their outdated workplan.

Operation of Utility — New operators have been hired and they attended their first OIT class. Hopefully they passed their exam.

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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		