

# **Kiana Activity Report**

Margaret Hansen, LGS/RUBA, Kotzebue Regional Office

## **General Information:**

In January, the Kotzebue LGS provided phone fax and on site assistance to the Mayor, utility clerk and bookkeeper on bank reconciliations, financial and grant reports. The administrator quit so the Mayor and Margaret coordinated on the work that needs to get done. They had no money in their account, fortunately they recently submitted their FY01 budget but needed assistance in submitting their FY00 and FY01 safe communities resolutions. It turned out they were passed but never sent.

In February, Margaret provided on-site training to the council on the USDA grant programs, and new RUBA work plan. This is the first time in two years since this administrator was hired that Margaret was invited to Kiana. The council is very willing to follow through with their RUBA Agreement and will make every effort to follow the plan. Margaret coordinated with Cassandra on their capital matching grants. No questionnaires for the last three years of grants were submitted. They thought they had signed grant agreements but because they never submitted the questionnaires, they were not yet approved by our department.

In March, the Kotzebue office continue to provide training and assistance via phone and fax on their capital matching grants, financial reports, and a revised job description for the administrator position they are currently advertising.

## **Observations and Recommendations:**

Finances — The acting administrator is providing the council with monthly reports and seem to be doing well.

Accounting Systems — The City is currently using QuickBooks Pro. Margaret will review the use of the system while there and provide training if needed

Tax Problems — There are no known problems.

Personnel System — The City needs to revise their personnel policies and receive training on the use of them. They have had no applicants for the City Administrator position.

Organizational Management — The reorganization chart needs to be reviewed and updated.

Leadership/Governance — The new council and Mayor have identified their training needs. During the on-site trip in May, Margaret will provide training on the open meetings act as identified in their workplan.

Operation of Utility — They have hired new water plant operators who is attending training in Kotzebue to work towards their certification.

**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**

As soon as they hire an administrator, Margaret will travel to Kiana (hopefully in May) to provide on-site training and assistance.