

# Kiana Activity Report

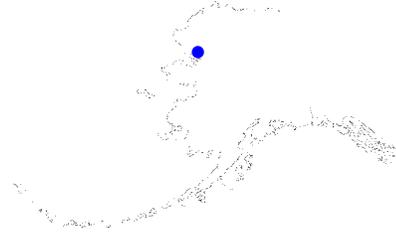
## Community Overview

Lead RUBA Staff: Margaret Hansen, Kotzebue Office

2001 Population: 388

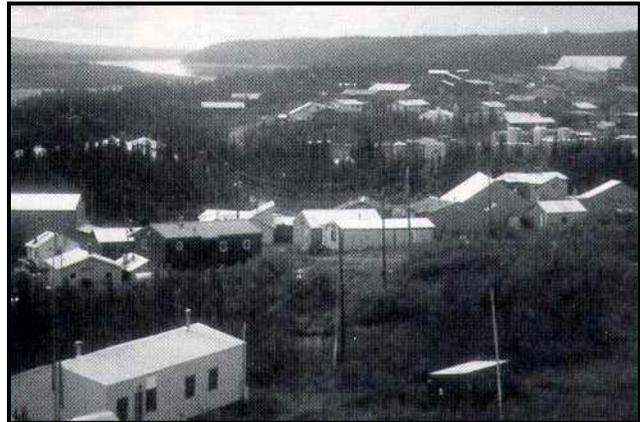
Region: Northwest Arctic

Local Governments: Second Class City



The City of Kiana operates the piped water & sewer system and maintains a central watering point where residents come to haul water to their residences. The City also maintains honeybucket pits and a sewage lagoon. The City Council is the policy making body for the utility.

A 200,000-gallon steel tank is intermittently filled from two wells near the Kobuk River. Water is chlorinated prior to distribution through buried water mains. Piped water and sewer are provided to 75 homes, the clinic, school and community hall. Kiana maintains a 6-inch buried gravity sewer system, which drains to a lift station and is pumped through a buried force main to the sewage treatment lagoon northeast of the village. A few households haul water and use honeybuckets or septic tanks. The landfill is located west of the sewage disposal lagoon. The site needs to be relocated. A water and sewer Master Plan is being conducted for needed infrastructure improvements.



## General Information

In January, Margaret Hansen, the Kotzebue LGS, provided on-site training and assistance on year end tax reporting and QuickBooks Pro errors..

In February, the Kotzebue LGS provided phone and fax assistance to the new Administrator on her budget.

In March, the Kotzebue LGS provided phone and fax assistance on open meeting requirements. We set a tentative date in April to have a Council training session.

## Observations and Recommendations

Finances — The City is doing fairly well following their budget. They do not have problems at this time.

Accounting Systems — They seem to have handled all the problems areas using QuickBooks. No problems at this time.

Tax Problems — They are making deposits timely and are on time with their reporting.

Personnel System — The City still needs to revise their personnel policies and receive training on the use of them.

Organizational Management — Although they are currently fully staffed, they will need to revise their organizational chart.

Operation of Utility — They still do not have their main operator certified but the alternate has received his level one certification.

Category	Inadequate	Meets Minimum Requirements	Exceeds Minimum Requirements
Finances		X	
Accounting Systems		X	
Payroll Taxes		X	
Personnel System	X		
Organizational Management	X		
Operation of Utility	X		

## Anticipated Activity

Margaret will travel to the community to provide on-site training to the Council and staff on Council roles and responsibilities including the open meetings act.