

Kiana Activity Report

General Information:

In October, Margaret Hansen, Kotzebue RUBA, wrote a letter to the Mayor and Administrator offering to assist or provide training on their budget. As of October 15, 1999, our Juneau office still had not receive their FY 2000 budget or safe community's resolution. Margaret tried to contact the City but did not get a response.

In November, Margaret called the Administrator and discussed why the City budget had not been submitted to Juneau. She asked for a sample contract, salary schedules and per diem rates, which I sent. She finally sent in her budget.

In December, Margaret provided assistance and advice to the Administrator on the Open Meetings Act regarding meeting notice to the public. The terminated Water Plant Operator grieved his termination so the Council will have his hearing in January. The Administrator finally agreed to receive training, especially with her Council, on updated code of ordinances, which are 12 years old. We plan on doing it next quarter.

Observations and Recommendations:

Finances — For two years now the City budget has been submitted late. RUBA staff has finally been invited to the City and will do training on financial management and budgeting updating the work plan with the Council.

Accounting Systems — The City is currently using Quick books 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. Turnover continues to be high.

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

Leadership/Governance — The City has a new Mayor who is a new Council member also. We will identify training needs and revise the outdated workplan.

(Continued on next page.)

Operation of Utility — Problems with employees has occurred this last year. Routine maintenance and freezing problems have been a problem. Margaret will work with staff and Council to look at improving in this area.

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		