

Kiana Activity Report

Margaret Hansen, LGS/RUBA, Kotzebue Regional Office

General Information:

In July, there was no contact.

In August, Margaret received a call from the administrator for assistance on per diem rates and provided her with copies of the state travel procedures for her to use as an example.

In September, Margaret finally received a call from the Mayor who needed assistance on administrative procedures and elections. Margaret provided phone and fax assistance on their elections (no one declared candidacy for four seats), provided assistance on personnel policies and Department of Labor regulations governing overtime. The Mayor called me to discuss that the administrator submitted her resignation and wanted to know what they could do. Margaret offered her assistance discussing the RUBA agreement they currently have. He mentioned an option they thought about was consolidating the two governments if they cannot find a suitable person to be the administrator. Apparently they are also having problems keeping a city clerk and no one seems interested in running for the city council. I Margaret agreed to travel on short notice to provide them training and assistance including provide them with information on the certified managers program of the Alaska Municipal League if needed.

Lastly Margaret received a call from an individual who wants to start a small business in Kiana. She referred him to Carol Piscoya.

Observations and Recommendations:

Finances — Although Margaret offered assistance, the City Administrator claims they are doing OK. Our department has still not received her FY01 budget or safe communities resolution which amounts to \$36,000.

Accounting Systems — It is unknown at this time why their budget is not completed but it may be to the information needed from the accounting system they are utilizing.

Tax Problems — No known tax problems at this time.

Personnel System — No changes from last quarter. The city still needs to revise their personnel policies.

Organizational Management — No changes from last quarter. This was to be reviewed during personnel policy training.

Leadership/Governance — Still need to meet with the council to discuss their needs.
 Margaret will write a letter to the new Mayor after elections to explain the RUBA agreement they signed in 1996 before this current administrator and Mayor was on board.

Operation of Utility — They are utilizing a utility board and continue to send their operators to training.

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		