

Kobuk Activity Report

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General Information:

In January, the Kotzebue office provided assistance to the Mayor and administrator on amending their water/sewer budget, VPSO equipment, and providing advice and a letter regarding their current lease to the IRA for the old community building they are now leasing. The NANA Resource Specialist currently renting in the city office building wanted to relocate to the city owned IRA office they are currently leasing. In reviewing the lease, it was signed in 1987 leased to the IRA for a recreation center only. Apparently they received an ICDBG to build a recreation center but the materials were stolen so it was never done. The IRA moved in last summer, terminating their office lease at the city office building leaving the city without the revenue source they need. Margaret recommended they have their lawyer review the current lease and have it redone since they are currently using it as an office.

In February, the Kotzebue office provided on site training and assistance to the acting administrator on financial management, year end tax reporting, and monthly financial and grant reporting.

In March, the Kotzebue office provided phone and fax assistance on their budget, personnel policies regarding leave accrual and bank reconciliations.

Observations and Recommendations:

Finances — Although they have completed their Community Development Block Grant (CDBG) reporting, they do have expenses from the capital matching grant project they need to submit reports for to get their reimbursement.

Accounting Systems — Since they have had computer problems, they no longer use QuickBooks Pro for payroll but are using the manual Northwest Arctic Borough accounting system.

Tax Problems — No tax problems.

Personnel System — Personnel management and policies training still needs to be done. The city had their special election in December since the one in October was contested. The Utility Manager job description has been revised but the water plant operator description needs to be updated with his additional duties of new system.

Organizational Management — Once the utility manager is hired, they will revise the organization chart. They will need to determine if the person hired is capable of overseeing the supervision of the water/plant operators.

Leadership/Governance — The council has identified training on the “Open Meetings Act” so during my next trip this will be done.

Operation of Utility — The main operator quit to go to work at the Red Dog Mine. The alternate continues to work towards certification.

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	

Anticipated Activity

In April, RUBA staff plans to travel to provide training to new staff and assist in the hiring and training of the water plant operators.