

Kobuk Activity Report

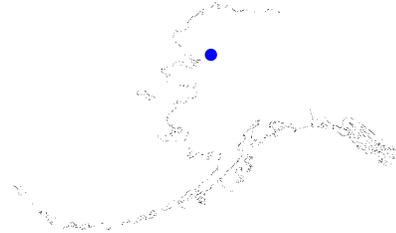
Community Overview

Lead RUBA Staff: Margaret Hansen, Kotzebue Office

2001 Population: 109

Region: Northwest Arctic

Local Governments: Second Class City



Sanitation utilities in Kobuk are operated and managed by the City. The City Council is the policy making body for the utility.

Major improvements are under construction to provide a piped water and sewer system, including household plumbing. A 30-foot well provides water, which is treated and currently hauled by residents from the washeteria. Honeybuckets and privies are currently used by most residences, but plumbing is under construction. The washeteria has its own septic tank. Waste is disposed of at Dall Creek. A new landfill was recently completed. Kobuk Valley Electric Co-op purchases power from AVEC over the Kobuk-Shungnak intertie.



General Information

In January, Margaret Hansen, Kotzebue RUBA/LGS, provided on-site training and assistance to the Administrator and Utility Manager on year end tax reporting and their budget amendment.

In February, the Kotzebue RUBA provided telephone and fax assistance to the Administrator on their washeteria renovation application to the Denali Commission. We coordinated with ANTHC Engineer.

In March, Margaret assisted the Administrator over the phone on a formula problem with her monthly financial report.

Observations and Recommendations

Finances — They are current with all monthly reporting.

Accounting Systems — They are using the manual system very well. This Administrator just recently got connected to the internet so during the next trip we will install QuickBooks Pro.

Tax Problems — No tax problems.

Personnel System — City staff are reviewing the changes they would like to see made in the personnel policies so they can provide them to the Council. The Council has reviewed the draft.

Organizational Management — They seem to be doing very well, everyone working together with new Mayor. They are looking forward to the personnel training next quarter.

Operation of Utility — The only person who passed all tests is the Utility Manager. We will continue to work towards certification of operators.

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

This next quarter the Kotzebue LGS plans to assist and train the new Administrator and Utility Manager using their next fiscal year budget draft.