

## **Kobuk Activity Report**

### **General Information:**

During this quarter, Margaret Hansen, Kotzebue LGS/RUBA, provided assistance and training to the new Utility Manager and new City Clerk who was hired with no office or accounting experience. Margaret made two on-site visits to provide training this quarter and will need to travel twice in the next quarter to make sure the Clerk is fully trained in her new job. In addition Margaret provided the Council with a draft job description for the City Clerk's new responsibilities which they adopted. Margaret provided on-site training to all staff by reviewing their job descriptions so everyone understands who is responsible for the functions of the city.

Margaret provided assistance to the Council and staff by discussing the Community Development Block Grant (CDBG) requirements and the need to spend 75% in order to be eligible to apply for another grant in December for a back up generator which they need. In May the power they buy from Shungnak was down, which left Kobuk without power for two and half days. This is a concern for the winter months ahead. Margaret has been coordinating with the Denali Commission, an engineer, & Division of Energy to try to secure funding for a back up generator. It would be a shame if this new system freezes should another outage occur.

In September Margaret provided more on-site assistance to follow up on accounting training to all staff especially monthly financial reporting and grant reporting to the City Council. She was able to create current monthly computer reports and completed bank reconciliation training. In addition Margaret met with the Council and provided training on their land disposal ordinance and non code ordinance coordinating with Anchorage planners.

We discovered that the electric utility was very late with their annual report to the regulatory commission so Margaret worked on training the Utility Manager on how to prepare this and where to retrieve the information. We also looked for policies governing the electric utility which we had to ask the RGC to send to us. Margaret was also able to provide training and assistance to the Mayor and Administrator in preparing their FY 2001 Capital Matching Grant and amending their ANHB grant.

### **Observations and Recommendations:**

Finances — They are current and fully trained on how to prepare their computer monthly financial report to the Council and bank reconciliations.

Accounting Systems – Because of turnover in two of their three office staff, they are using the manual accounting system with computerized monthly reporting until new staff are trained on how to use the manual system making sure they understand the concepts of

accounting before Quick Books Pro training will occur. The City has approved the proposal of Wilson & Wilson to do their FY99 audit.

Tax Problems — None.

Personnel System — The City now has three full time staff at the City office. Personnel management training still needs to be conducted. During the next trip Margaret plans to provide this training during the review of updated personnel policies. Additional work needs to be done on job descriptions, classifications and wage scale, and evaluations.

Organizational Management — The new Utility Manager has been trained on user agreements which have been signed. We need to get the Council to appoint the utility board so that we can follow through with training. The Council still needs to update their personnel policies, revise job descriptions and update their organizational chart.

Leadership/Governance — Once the new Council members has been sworn in, we may need to revise the workplan to include training they may need. Personnel policy training, revising job descriptions, and evaluations training will be done in October-November-December.

Operation of Utility — The Water Plant Operator is doing very well with operations of the utility. The alternate still needs to get his certification and continues to work towards it. Based on Margaret’s advice, the Council has decided to have the main certified operator on duty five days a week instead of two weeks on and two weeks off.

**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	