

Kotlik Activity Report

Leroy Seppilu, LGS/RUBA, Anchorage Regional Office

General Information:

The city manager called to let RUBA know that the city was buying an accounting software program in which the city would use water & sewer utility project money to contract with an accounting firm to train the utility personnel with the use of the program. RUBA staff reviewed the program and found that it requires extensive training and subscription to yearly upgrade at fairly high price. RUBA staff made a recommendation not to purchase the program. The recommendation was made to the lead Alaska Native Tribal Health Consortium (ANTHC) Engineer for the city. The engineer said he would pass the word on.

Observations and Recommendations:

Finances — The city and the joint utilities are still in good financial condition.

Accounting Systems — The city wants to go ahead and purchase a fairly complicated accounting software program and contract with an accounting firm to provide training. The software the city wants to purchase might be too complicated for the personnel to use since both the utilities clerks have just basic computer skills.

Tax Problems — No tax problems to report.

Personnel System — The city council knows what it wants from its personnel and demands it.

Organizational Management — We will be setting up the utility management organization fairly soon and Leroy doesn't expect any problems.

Leadership/Governance — Good leadership provided.

Operation of Utility — It shouldn't take that much to have the utilities clerks learn to set up billing for the w/s utility project. We have a long time utility clerk who has done manual billing and collection for a long time.

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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