

Kotlik Activity Report

General Information:

Leroy Seppilu, RUBA staff in Anchorage, made one trip to the community during the July-August-September quarter. The Utility Clerk Alternate, who also works full time, was interviewed concerning her duties. Her main duty is to accept payments for the monthly utility bills and nothing else. She is not trained on any other duties of the Utility Clerk. If the Utility Clerk is on leave and the monthly bills are to be sent out, she comes back to work and prepares the bills herself.

A water and sewer utility ordinance was reviewed with the Mayor. We agreed that since the current utility ordinance is very long, we should make the water & sewer ordinance a separate chapter. The Council will consider this suggestion.

The Mayor and the Council are considering the idea of doing away with the Utility Board and running the utilities itself to save money. The City is feeling the crunch of lower SRS and SAFE Communities funds it receives from the State. The City needs the revenue the utilities makes to offset the costs of running the City government. The electric utility has over \$100,000 in a savings account.

Observations and Recommendations:

Finances — The joint utilities continues to be in excellent financial shape. The only worry RUBA staff has is that the Council wants to dip into the revenues of the utilities to meet other departmental needs.

Accounting Systems — The Utility Clerks have almost no computer skills other than basic use of the computers. At this time RUBA staff think they are doing well with billing manually and should continue this way, although it is time consuming.

Tax Problems — The City makes its payroll taxes in a timely manner.

Personnel System — The Alternate Utility Clerk will need to be trained with other Utility Clerk duties as she has no other duties than to accept utility bill payments. She does have the desire to learn more.

Organizational Management — The water & sewer utility ordinance will be reviewed by the Mayor and brought up to the Council fairly soon. There shouldn't be any major changes since this is a generic water & sewer utility ordinance and is generally accepted by most cities.

Leadership/Governance — The Mayor is considering stepping down after his term expires in October. RUBA staff is not worried because the Council tends to vote good or excellent mayors into office.

Operation of Utility — The Council is considering doing away with the Utility Board and running the utilities itself to save and use money from the utilities. The Utility Board operates a washeteria (revenues are lower than the expenditures), electricity (this utility has over \$100,000 in savings), honey bucket haul, water distribution and a sauna. The Council wants to use the revenues earned for general government use.

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