

## **Koyukuk Activity Report**

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### **General Information:**

One trip was made to Koyukuk this reporting period. Quick Books software was installed in November 2000 and this trip was a follow-up . The city clerk left the village due to personal problems, she is expected back shortly. One of the operators died, and the other one quit. A new operator was hired and scheduled for OIT training.

### **Observations and Recommendations:**

Finances — Nothing to report.

Accounting Systems — The records are still being kept both manually and on the computer. The manual record keeping system is balanced. QuickBooks accounts continue to be unbalanced due to problems with the grants fund. Staff is working on resolving the problem. Payroll is a lot easier to do now with the computer program.

Tax Problems — Problems incurred have been worked out wit the IRS and all the amended forms have been submitted.

Personnel System — A new utility operator was hired and scheduled for OIT training in April. A second position was posted and the council will be hiring at their next meeting.

Organizational Management — Is working well, even with the absence of the clerk. The mayor is spending a lot of time working with the administrator to ensure a smooth flow of business.

Leadership/Governance — They have been able to hold meetings. One council member is still in the hospital in Seattle and one lives out of town.

Operation of Utility — They are having problems with the Haul Project in that they have no vehicle to make the deliveries. Some people are making their own hauls. They haven't begin to charge for the system yet because the operator hasn't been turning in his reports.

(Continued on next page.)

**Ranking**

1 = Inadequate

4 = Adequate to meet minimum requirements

7 = Exceeds requirements

<b>Category</b>	<b>1</b>	<b>4</b>	<b>7</b>
Finances		<b>X</b>	
Accounting Systems		<b>X</b>	
Tax Problems		<b>X</b>	
Personnel System		<b>X</b>	
Organizational Management		<b>X</b>	
Leadership/Governance		<b>X</b>	
Operation of Utility		<b>X</b>	

**Anticipated Activity**

The City Administrator plans to attend the Utility Personnel Management training in June 2001 in Fairbanks.