

# Koyukuk Activity Report

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## General Information:

Problems continue to plague Koyukuk. There are continued problems in getting the Council to meet. The City Administrator has resigned and they have a good temporary Administrator/Clerk working. On a field trip, assistance was provide with straightening out the accounting books; reviewing grants and grant reports; closing out necessary grants; provided sample job descriptions for a utilities operator and a utility clerk; and provided a sample copy of a Utility Ordinance; School User Agreement, Landfill User Agreement and Hook-Up Agreement

## Observations and Recommendations:

Finances — Finances remain with positive balances.

Accounting Systems — Still struggling, however, appears to have gotten better.

Tax Problems — None known.

Personnel System — Could not locate a Personnel Policy. Requested copies of Job Descriptions.

Organizational Management — Staff and programs appear to be functioning, however, need support/direction from the council.

Leadership/Governance — Continues to decline as in the past.

Operation of Utility — System running in good shape. School Agreement should be addressed ASAP.

### 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 |   |

