

# Koyukuk Activity Report

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## General Information:

The City of Koyukuk now has staff on board who are there during the day. They have a City Administrator and a City Clerk. Both positions are part-time. This is a very positive change from what has gone on before. Council meetings are taking place on a more regular basis than has been the case in the past year. The City Clerk attended Quick Books training in Fairbanks and we are awaiting a signed contract before installing the record keeping system on-site. Assistance provided includes:

- ◆ Draft copy of a Personnel Policy was mailed.
- ◆ Computer assistance with retrieving information after computer failure.
- ◆ Quick Books training for City Clerk.
- ◆ Procedures on how to remove staff faxed
- ◆ Submitted names of certified electricians in area for down power lines.

## Observations and Recommendations:

Finances — Remain with positive balances.

Accounting Systems — Staff is working with the Quick Books program and is looking forward to the training.

Tax Problems — Received a notice on delinquent taxes; however, had a copy and sent it in to show that it was paid.

Personnel System — The Personnel Policy was located and they are reviewing it for updates.

Organizational Management — Finally, it appears that it's coming together.

Leadership/Governance — Appears to be getting better. At least the council is now meeting sometimes several times a month. as requested by the administrator.

Operation of Utility — Both operators need to be scheduled for training. School Agreement should be addressed ASAP.

(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		X	
Accounting Systems		X	
Tax Problems		X	
Personnel System		X	
Organizational Management		X	
Leadership/Governance		X	
Operation of Utility		X	