

# Napakiak Activity Report

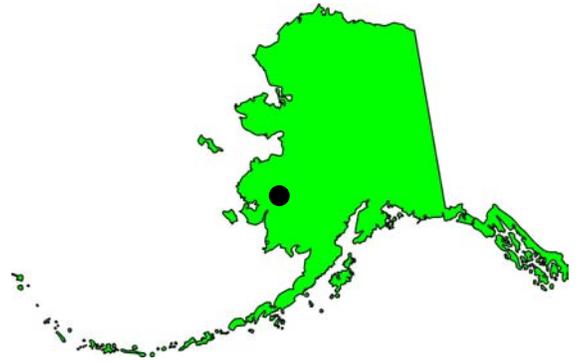
## Community Overview

Lead RUBA Staff: Ken Berlin, Bethel Office

2001 Population: 353

Region: Lower Kuskokwim

Local Governments: Second Class City, Tribal Council



The City Council operates the Flush Tank and Haul System (FTHS). 56 residents are using the FTHS, including sinks and low flush toilets. Water is derived from a well and is treated. The school has its own well, but needs a water treatment system. The flush haul system is being expanded to all unserved homes. The washeteria, which is owned by the City, has been remodeled. The City office is located in the same building.



*Taken June 6, 2002*

## RUBA Activity This Quarter

RUBA staff tried to contact City staff by phone several times and left messages to no avail. I faxed Mayor Jung to get update on his administrative staffing, progress on correcting deficiencies addressed in the capacity indicators and requested latest financial report.



Elsie Berry is the new Acting Administrator for the City of Napakiak. Deana Paul, Administrator has been on extended leave and Elsie thinks she might not be back. City Council was scheduled to meet on 2/14/03 to decide whether to make Elsie the permanent Administrator.

RUBA staff wrote a follow-up letter to Mayor Jung to request the following: Draft a Personnel Policy for the Councils to consider. Sign up water operators for OIT training to obtain certification. Contact YKHC Wally Wallace and put together a preventive maintenance plan. The code of ordinances need review by Council. Water and sewer operations need rate study to determine true costs of utility. City administrative staff has to be stabilized in order for us to train new staff. Present one room office space at the washeteria (lot of traffic from

people using facility) for three plus city employees is not adequate. City needs more office space to accommodate present staffers and equipment.

Deana Paul, resigned her position as City administrator. City posted up job opening signs and will hire new administrator by end of March.

RUBA staff traveled and did RUBA assessment follow-up with Elsie Berry, acting City Administrator and Paul Parka, Clerk/Bookkeeper on the recommendations dated 2/13/03. City Council has not worked on personnel policies.

Robert Ayagalria, Water operator received his certification, but City has not received a copy of it yet. I requested a copy once City receives it. City does not have a backup operator who is certified. Recommend City sends a backup to get certification.

Preventive Maintenance Plan for the water and sewer has been found, it was in their computer.

Currently, City has eight people on the “Black list”. These are users three months behind or owe over a \$100 and cannot get water and sewer services until they pay up.

I got a copy of the Sanitation Facilities Business Plan prepared by Kyle J. Cherry, P.E.

**Capacity Indicators**

**Finances**

**Essential Indicators**

Yes	No	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>All revenue and expenses for the utility are listed in the utility budget.</b>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>The utility has adopted a balanced realistic budget.</b>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Monthly financial reports are prepared and submitted to the policy making body.</b>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>The utility is receiving revenues (user fees or other sources) sufficient to cover operating expenses.</b>

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**Sustainable Indicators**

<input type="checkbox"/>	<input checked="" type="checkbox"/>	The utility is receiving revenues (user fees or other sources) sufficient to cover operating expenses and Repair & Replacement (R&R) costs. This was not in Johnny' table.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	YTD revenues are at a level equal to or above those budgeted.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	YTD expenditures are at a level equal to or below those budgeted.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	A monthly manager's report is prepared.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Budget amendments are completed and adopted as necessary.

**Finances Comments:** FY 03 budget does not have any revenues under Water and Sewer or the Washeteria. Monthly financial reports are still being worked on. A rate study is needed to determine cost of operations, currently City charges \$15 for water and \$15 for sewer haul, both per 100 gallons. No charge for water at pump house, .75 per 5 gallons at the washeteria. City has cash flow problems.

**Accounting Systems**

**Essential Indicators**

Yes	No	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The utility has adopted a collection policy and actively follows it.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The utility bills customers on a regular basis.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	An accounts receivable system is in place which track customers and reports past due accounts and amounts.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	An accounts payable system is in place.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The payroll system correctly calculates payroll and keeps records
<input checked="" type="checkbox"/>	<input type="checkbox"/>	A cash receipt system is in place that records incoming money and what it was for.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The Utility has a cash disbursement system that records how money was spent.

**Sustainable Indicators**

<input type="checkbox"/>	<input checked="" type="checkbox"/>	A chart of accounts is used that identifies categories in a reasonable, usable manner.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Monthly bank reconciliations have been completed for all utility accounts.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	The utility has a purchasing system that requires approval prior to purchase, and the approval process compares proposed purchases to budgeted amounts.

**Accounting Systems Comments:** The billing and collection needs written procedures. Bookkeeper needs more training in accounting system. Recommended a utility fund account be set up.

**Tax Problems**

**Essential Indicators**

Yes	No	NA	
<input checked="" type="checkbox"/>	<input type="checkbox"/>		The utility has a system to accurately calculate, track, and report payroll tax liabilities.
<input checked="" type="checkbox"/>	<input type="checkbox"/>		The utility is current on filing tax reports.
<input checked="" type="checkbox"/>	<input type="checkbox"/>		The utility is current on making tax deposits.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If there are any past tax liabilities, a repayment agreement has been signed and repayments are current.

**Tax Problems Comments:** There are no tax problems at this time.

**Personnel System**

**Essential Indicators**

Yes	No	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The utility has a posted workers compensation insurance policy in effect.

**Sustainable Indicators**

<input type="checkbox"/>	<input checked="" type="checkbox"/>	The utility has adopted and uses a Personnel Policy, which has been reviewed by an attorney, AML, or DCED for topics and language.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	The utility has adequate written job descriptions for all positions.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	The utility has adopted and follows a written personnel evaluation process that ties the job description to the evaluation.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	The utility has an adequate written hiring process.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	The utility has personnel folders on every employee that contain at least: I-9, Job Application and Letter of Acceptance.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	The utility has a probationary period for new hires that includes orientation, job-training/oversight, and evaluations.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The utility provides training opportunities to staff as needed and available.

**Personnel System Comments:** The city has workers compensation insurance through AML/JIA effective Sept 02 to June 03.

### Organizational Management

#### Essential Indicators

Yes	No	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The entity that owns the utility is known and the entity that will operate the utility is set.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The policy making body is active in policy making of the utility.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The policy making body enforces utility policy.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	The utility has a adequately trained manager.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The utility has a adequately trained bookkeeper.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The utility has a adequately trained operator(s).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The utility has adopted the necessary ordinances (or rules and regulations) necessary to give it the authority to operate.

#### Sustainable Indicators

<input type="checkbox"/>	<input checked="" type="checkbox"/>	The utility has adopted an organizational chart that reflects the current structure.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The policy making body meets as required.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The utility complies with the open meeting act for all meetings.

**Organizational Management Comments:** The City’s policies regarding the Utilities need to be reviewed and updated. Need customer agreements, City has been provided with our sample. Just hired Elsie Berry as new City Administrator.

### Operation of Utility

#### Essential Indicators

Yes	No	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The utility operator(s) are actively working towards necessary certification.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The utility has a preventative maintenance plan developed for the existing sanitation facilities.

#### Sustainable Indicators

<input type="checkbox"/>	<input checked="" type="checkbox"/>	The manager receives a monthly O&M report from the utility operator and routinely “spot checks” the facilities to see that the maintenance items are being completed.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	The utility has a safety manual and holds safety meetings.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Utility facilities have not suffered any major problems/outages due to management issues that are still unresolved.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The utility is operating at the level of service that was proposed.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	The operator provides status reports to the manager on a routine basis.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	The utility has completed and distributed its <u>Community Confidence Report</u> (CCR).
<input type="checkbox"/>	<input checked="" type="checkbox"/>	The utility is not on the <u>Significant Non-Compliance</u> (SNC) list.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	The utility maintains an inventory control list.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	The utility maintains a critical spare parts list.

**Operation of Utility Comments:** Due to absent City Administrator most of these have been checked no. These might have been done but acting City Administrator did not know about.

### RUBA Activities for the Coming Quarter

- ✓ FY 03 budget needs amendments to add utility revenue sources.
- ✓ The Code of Ordinances needs to be reviewed and updated including the Utilities.
- ✓ Billings and collections system needs to be reviewed.
- ✓ Rate study to determine cost of Utilities operations including washeteria.
- ✓ Filing and record keeping system needs to be set up. Personnel Policies need to be set up.
- ✓ City grants need to reviewed and worked on.
- ✓ City has 8 customers on the black list (not paid) of whom 4 have moved out of village and delinquent for more than 6 months. I recommend Elsie bring this up to the Council to settle.
- ✓ Train Elsie Berry, new City Administrator.
- ✓ Update RUBA assessment.