

# Napakiak Activity Report

## Community Overview

Lead RUBA Staff: Ken Berlin, Bethel Office  
 2002 Population: 351  
 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, and the washeteria, which is owned by the city, has been remodeled and the city office is located there.

## RUBA Activity This Reporting Period

RUBA staff has received a couple calls from this community this quarter. RUBA requested the administrator to review the RUBA assessment recommendation letter. Follow through on the recommendations has not been completed by the city. RUBA has encouraged the staff to address these issues. There have been several calls made to this community with no answer. A recommendation has been given to the administrator to identify all the administrative employees, their titles and to set work hours.

## Capacity Indicators

### Finances

#### Essential Indicators

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

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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. |
| <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:** A copy of the FY04 budget has not yet been received. Speaking with the city clerk, the FY04 was scheduled to go through hearing on June 25<sup>th</sup>. Capital Matching Grant application had been completed according to the clerk and sent to Juneau on the 24<sup>th</sup> of June. The administrator did not seem to be aware of these. Communication between the two appears to be lacking due to odd work hours.

### 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.

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#### 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:** All essentials are met.

### 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:** No known tax issues

## Personnel System

### Essential Indicators

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

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### 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 renewal for insurance coverage is currently being addressed. The City is proposing a payment plan to AML/JIA. The city hopes to have a plan finalized in July 2003.

The city staff has odd work hours. According to the administrator, the city finances are still low. Due to this, staff only works part-time. RUBA has requested a list of city employees, their titles and work hours. Currently the clerk is on jury duty. He must leave for Bethel when his jury number is called.

## Organizational Management

### Essential Indicators

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

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### 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 now has an administrator and a clerk. However, the administrator still feels she needs training on her duties and responsibilities. RUBA has provided direction and some training to the city administrator. The clerk has taken on the responsibilities of the administrator to get financial reports such as the budget and city financial statements completed on time.

## 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.

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### 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:** Once the city gets full time committed working staff on board, these should be addressed. Currently the administration staff is still unstable.

### RUBA Activities For The Coming Quarter

The following activities listed from previous report have yet to be addressed. It is very important that the city has full time and committed staff on board in order for all these to be addressed.

- ✓ 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 recordkeeping 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. RUBA recommend the city administrator (Elsie) bring this up to the Council to settle.
- ✓ Train Elsie Berry, new City administrator.
- ✓ Update RUBA assessment.