

# Savoonga Activity Report

Josie Morrow, LGS/RUBA, Nome Regional Office

## General Information:

There were no field trips to this community this reporting period. Nome RUBA/LGS Josie Morrow assisted the Alaska Native Tribal Health Consortium (ANTHC) engineer with the purchase of a PC, printer, and software for the Utility Clerk. Josie prepared a training plan for implementation of the accounting software that will begin next quarter.

## Observations and Recommendations:

Finances — The City has a strict collection policy for the new water/sewer hookups, and there are no late paying customers as of this quarter. The Honey Bucket/Trash Haul Utility is a disaster, and a stronger ordinance will have to be adopted to enforce collections and restrict private hauls.

Accounting Systems — The City Clerk has a new PC, printer, and QuickBooks Pro. Her reports are up to date and accurate. The Utility Clerk has a very old Macintosh and submits all her data to an accounting service in Anchorage for payroll reports and year-end accounting. There have been no monthly reports from the Utility. The City Council and Utility Board are desirous of obtaining a PC, printer, and accounting software for the Utility Office. In addition, they have appealed to the Nome RUBA to provide training for the Utility Clerk and alternate so that they can do the financial and payroll reporting through the Utility office, rather than the consultant.

The Nome RUBA was successful in working with the ANTHC engineer in purchasing a PC, printer, and software that will support QuickBooks Pro. The implementation and training will begin next quarter for the Utility and City staff on the new accounting system.

Tax Problems — There are no tax problems.

Personnel System — The City Council and Utility Board need training in the City's Personnel Policies and Procedures. The City needs to classify positions and institute a pay scale. Supervisory training and the evaluation process will be incorporated into subsequent training sessions.

Organizational Management — All ordinances need to be reviewed by the Council and Utility Board in a joint meeting. The Nome RUBA is scheduling that workshop later this fiscal year. Consideration of amendments to the Utility Ordinances will be included in the local workshop. An Organizational Chart will be developed at the same time.

The Council hired a Utility Manager this quarter and has requested assistance in updating its ordinances to reflect the new organization.

Leadership/Governance — The Utility Board has some strong leaders on it, but must contend with a City Council who have parental ties to a number of key employees at the Utility. The Council must learn to work with the Utility Board and base their decisions on what is best for the organization. There is a need for the Council and Board to sit down together and review the City’s Code of Ordinances. They need to do this with the Nome RUBA fairly soon.

Operation of Utility — The City lost both of its experienced operators this past quarter. The RMW and ANTHC are involved in monitoring the situation and providing needed training for the new operators.

**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>