

Shungnak Activity Report

Margaret Hansen, LGS/RUBA, Kotzebue Regional Office

General Information:

Margaret Hansen, LGS/RUBA in the Kotzebue office, provided on-site training and assistance to the administrator on year-end tax reporting; amending the city budget; and, writing to the IRS to get their delinquent tax penalty and interest abated. Margaret coordinated with the Alaska Native Tribal Health Consortium (ANTHC) Engineer on funding to replace the old water/sewer system. Margaret is trying to get the city and IRA to work together to apply for ICDBG for the \$500,000 needed for Phase I of the water/sewer repairs. Margaret provided on-site training to the IRA administrator on a computerized financial report and balancing her books by providing training on bank reconciliations.

Margaret provided on-site training and assistance in March to the council and administrator on their clinic land disposal ordinance and budget ordinance to increase their water/sewer rates. We also worked on the capital matching grant and plans for the summer. Margaret also coordinated with Maniilaq, the ANTHC Engineer, and IRS on the same including their water/sewer needs. We also installed the new Gateway computer which Margaret provided training and assistance on. This included how to create a monthly financial report to the council.

Observations and Recommendations:

Finances — The city still owes delinquent taxes from 1998. The administrator has not been able to pay much this quarter. Margaret is still working with her and Maniilaq on the land transfer.

Accounting Systems — Her system works fine for her. All her journals are balanced and current. She will use the new monthly report format in the computer to help her.

Tax Problems — Because of financial problems, the administrator still owes IRS funds for 1998. Margaret Hansen, LGS/RUBA, wrote a letter to the council addressing this problem.

Personnel System — The task of establishing a Personnel System still needs to be completed. The Mayor has been absent for the last three months so the other council members have asked for his resignation. Once they fill the vacancy and reorganize, Margaret will travel there to provide personnel policy training.

Organizational Management — During the personnel policy training, we will update their organization chart.

Leadership/Governance — This continues to be a problem. The new Mayor was on for a couple of months and then moved to Anchorage. They need to fill the vacancy and reorganize. Hopefully they will get a Mayor who can pay attention to the city.

Operation of Utility — The alternate needs to receive the training to become certified. The utility does not receive enough revenue to pay for expenses.

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 | |