

## **Shungnak Activity Report**

Margaret Hansen, LGS/RUBA, Kotzebue Regional Office

### **General Information:**

In October, Margaret provided phone and fax assistance to the City Administrator and new IRA Council Administrator. The City Administrator and Margaret reviewed the water/sewer ordinance and the need to follow it. They finally disconnected one customer for non payment of his water/sewer bill. This person gave them a hard time but the council reiterated what the ordinance said and how they must follow it. The Council also mentioned the financial hardship the city is in now. Margaret also followed up with the IRA administrator who has had staff turnover and has not found the time to see how much they have on hand to purchase the clinic land. We discussed training needed for year-end tax reporting which Margaret will try to schedule to provide to him during an on-site visit.

In November, Margaret provided assistance to the City Administrator on the response to the customer who was disconnected. He continues to show up at the council meetings arguing and threatening to sue the city. Margaret reviewed the steps she took including at least three notices to the individual and reassured her that he has no choice but to pay in full before she can reconnect his home.

In December, Margaret provided phone and fax assistance to the City Administrator on capital project planning. Hopefully they will receive funding for the water/sewer project as requested in their Village Safe Water questionnaire. We also coordinated with DOT on road projects. The city needs to repair the landfill access road which is scheduled for design in 2002.

### **Observations and Recommendations:**

Finances — The City has not been able to pay anything towards the delinquent IRS debt this quarter. They are working with the IRA on the clinic land purchase which will bring in approximately \$38,000 that will be used to help pay their IRS debt.

Accounting Systems — The City Administrator is utilizing her new computer for monthly reporting. Margaret has provided some information on QuickBooks Pro to use for payroll to make year-end tax reporting less time consuming.

Tax Problems — The City still owes \$74,000 in back taxes to IRS which the City Administrator had planned to pay off this quarter. Due to the new clinic design not being completed, no construction occurred this year. The City now plans to pay off the debt with money earned from equipment rental and from the sale of land (see Finances).

Personnel System — We were scheduled to revise their policies this next quarter with the new council but Margaret’s travel plans were so full she could not schedule a trip.

Organizational Management — No problems in this area. It will be reviewed during the personnel policy training.

Leadership/Governance —A new Mayor was elected this quarter so training plans will be incorporated in workplan.

Operation of Utility — They continue to have operation and maintenance problems with the old system. Hopefully renovation work will be done this summer.

**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>	