

Shungnak Activity Report

Margaret Hansen, LGS/RUBA, Kotzebue Regional Office

General Information:

In July, Margaret provided on-site, phone and fax assistance to the city administrator and acting IRA administrator. The City Administrator and Margaret reviewed her water/sewer needs and prepared her capital matching grant questionnaire. They reviewed the budget since the IRS levied her State Revenue Sharing (SRS) & Safe Communities (SC) funds. They coordinated with Maniilaq and the IRA to utilize a grant the IRA receives from Maniilaq on local health initiatives. The IRA agreed to use two years of those grants to acquire land for the new clinic.

Margaret provided on-site training to the IRA administrator on her grants. She helped the administrator with reconciling and monthly reporting using an excel spreadsheet. She was to do a letter to Maniilaq requesting her local health initiatives grant be amended to provide funds to the city for the land needed for the new clinic.

In August, Margaret again provided on-site training and assistance to the new IRA administrator. The previous administrator did not complete the grant amendment for the clinic. Margaret also provided on-site training and assistance to the city administrator on her VSW questionnaire, capital matching grant application, budget and financial reports.

Observations and Recommendations:

Finances — The city is doing very well keeping up with monthly financial reporting. Since they disconnected two people from water/sewer, everyone else is keeping current but a third of them are on payment plans.

Accounting Systems — The administrator is interested in a computerized accounting system that will save her time and money. On Margaret's next trip we will look into utilizing Quick Books Pro for payroll. She is currently using the manual Northwest Arctic Borough system very well.

Tax Problems — The city still owes \$74,000 in back taxes to IRS which we believe will be mostly paid for with the IRA purchase of the clinic land and equipment rental for the clinic land preparation.

Personnel System — We are scheduled to revise their policies next quarter with the new council.

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

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

Operation of Utility — They have a certified operator with the alternate being trained now. It will be very curious during next on-site visit to see how the operation and maintenance costs are since they are still on the old system.

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	