

Upper Kalskag Activity Report

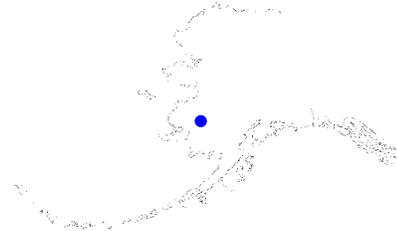
Community Overview

Lead RUBA Staff: Jimmy Smith, Anchorage Office

2001 Population: 230

Region: Lower Kuskokwim

Local Governments: Second Class City



The City of Upper Kalskag operates the piped sewer system. The City Council is the policy making board for the utility.

As of November 1997, nearly all homes, the school and the store have individual wells with potable water and indoor plumbing. A new piped gravity sewage system with lift stations, force main and lagoon now serves over 60 households and facilities. The school has requested funds for a new septic tank and leachfield, or connection to the community sewer system. The landfill is located between Upper and Lower Kalskag.



General Information

Jimmy Smith made a trip to the community in October 2001 to determine how the Kalskag Sanitation Utility and City are doing on the operations of the utility and city functions.

Observations and Recommendations

Finances — A financial report of the City and the utility needs to be reviewed to make sure they are operating in the black. These reports need to be submitted to RUBA for review from the utility and City.

Accounting Systems — Both the Clerk and Mayor need to be crossed trained how to use the Quicken program. This will help the city and utility keep track of their finances.

Tax Problems — The Clerk and Mayor need to learn how to report the quarterly taxes properly to IRS and State. This needs to be followed up with the IRS agent to make sure they don't have any tax problems.

Personnel System — The city/utility will be working with JIA to set up a Personal Policy Manual. Hopefully the staff and council members will learn and understand the use of a personal policy.

Organizational Management — The City and utility staff seems to understand the process of an organizational chart, but the Council members need to understand this process. A chart needs to be established with the help from staff and council members.

Operation of Utility — The Clerk has been doing her best with collections from the customers. A rate study needs to be done to make sure the utility is breaking even for its operations.

Category	Inadequate	Meets Minimum Requirements	Exceeds Minimum Requirements
Finances		X	
Accounting Systems	X		
Payroll Taxes		X	
Personnel System	X		
Organizational Management	X		
Operation of Utility		X	

Anticipated Activity

Train the Clerk and Mayor how to use the Quicken program. Make sure the quarterly tax reports are done property. Work with AML/JIA to establish a personal policy for the city. Work with staff and council members to set up a organizational chart.