

# Brevig Mission Activity Report

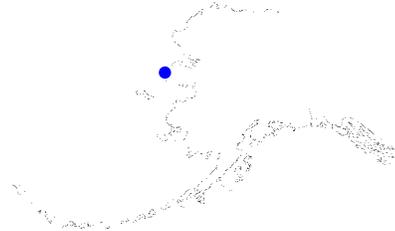
## Community Overview

Lead RUBA Staff: Leroy Seppilu, Nome Office

20001 Census Population: 276

Region: Bering Straits

Local Governments: Second Class City



The City of Brevig Mission operates the central watering point used for hauling water to houses and maintains other watering points. The City also operates the honeybucket haul system and sewage lagoon. The City Council is the policy making body for the utility.

Brevig Mission is undergoing construction of a 4-phase, \$8.5 million piped water and sewer system and new landfill. This project is scheduled for completion by November 2001. Water is supplied by Shelmon Creek, is treated and stored in a 100,000-gallon tank at the washeteria. The tank is filled monthly. Water is piped into the school from the washeteria. Water is currently hauled by residents to home storage tanks by ATVs or snow machines. Residents haul honeybuckets to bunkers, which the City deposits into a sewage lagoon. A septic tank serves the washeteria and school. The landfill is not permitted.

## General Information

A final draft of the revised code of ordinances was sent to the City Administrator in early January, 2002. The City Administrator and the City Council will be reviewing it for the next several weeks and more basic changes, if desired, will be made.

The planned QuickBooks Pro training for the City Administrator and Bookkeeper by CE2, a contract engineer for ANTHC, was scrapped for unexplained reasons. Another contractor will be providing training.

## Observations and Recommendations

Finances — The City Administrator keeps tight control over the city's finances. Monthly financial statements are done manually using DCED's monthly financial statement format. The format shows monthly amounts as well as budget and year to date figures.

Accounting Systems — The City Administrator has expressed her frustration about the delayed QuickBooks Pro training. Hopefully, the next training will be done as planned. Everything is still being done manually.

Tax Problems — The City does not have any tax problems to date. Reports and payments are made in timely manner.

Personnel System — There currently are no personnel issues that need to be addressed. The new Utility Clerk is doing well. She has excellent work ethics and the City Administrator is pleased with her as well.

Organizational Management — A draft of the revised code of ordinances was submitted to the City Administrator and Council for review and comments. The Mayor has said the City Council is reviewing the sample code of ordinances that RUBA sent and really like what they see so far. The water & sewer utility ordinance drafted by CE2 engineer is included with the code. The ordinances have not been revised for about 7 years.

Operation of Utility — Not much to report other than that we are still waiting for the construction season to start this spring.

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

The trip that was scheduled had to be rescheduled due to conflict with the timing. The Administrator has requested that RUBA staff come to the community to work with her on several issues. A RUBA assessment still needs to be done and possible computer training for the Bookkeeper. A trip may be made sometime in the 4<sup>th</sup> quarter 2002 to finalize the draft code of ordinances and to introduce it to the City Council, assess training needs of the new bookkeeper & lay ground-works for a filing system for the new water & sewer utility enterprise.