

Hooper Bay Activity Report

Paul Chimiugak, RUBA LGS – Bethel office

Marita Hanson, LGS – Bethel office

General Information:

The City is fully operational and functioning. After the October elections, new council members were elected. The City along with local entities are involved in the planning process of the proposed water and sewer utilities for the city. The city has to complete a draft utility ordinance containing customer agreements and billing and collection procedures.

Observations and Recommendations:

Finances — The most recent financial report showed a large deficit. In reviewing this with the bookkeeper, Bethel Regional Office staff were notified that during the bookkeeper's annual leave in December, a substitute had made errors unknowingly to this system. Checks had been written without following the accounting procedures. When the bookkeeper came back in December the checks starting bouncing. The bookkeeper made a temporary transfer from the COPS Grant and State Revenue Sharing. The NSF checks are being paid as they are received. The Administrator said that they might send their bookkeeper for Quickbooks Pro training sometime in February 2001, even though she said that she does not need the training.

Accounting Systems — The City uses QuickBooks Pro to keep financial records. The records are maintained on a daily basis by the bookkeeper. As noted above, the temporary bookkeeper did not follow proper procedures and problems arose. The permanent bookkeeper has corrected most of the errors.

Tax Problems — They have received no notices from IRS or DOL. Taxes are current and paid on time.

Personnel System — Their City Clerk has resigned from her position and took a job with the tribal entity. The City has not rehired the position. The City has hired an Administrative Assistant to help them with the day-to-day activities. It is not clear whether this is a permanent position, a replacement for the City Clerk, or something in between.

Organizational Management — The new mayor, Joseph Bell, goes into the office to read any correspondence. The administrator keeps the mayor informed about city activities. There seems to be some confusion as the role of the new Administrative Assistant and the vacant City Clerk position.

Leadership/Governance — Since the October election, the following people are on the council: Joseph Bell –Mayor; Gabe Seton-Vice Mayor; Paul Moses-Sec/Treas.; Daniel Green-Member; Roy Bell-Member and Bernard Murran – Member.

Operation of Utility — The washeteria is not making any money. The administrator said that this was due to outdated washers. The City requested that VSW purchase new washers and dryers out of the current project funds, but the administrator said that VSW refused, saying that this will take away funding from the new proposed washeteria.

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	