

Hooper Bay Activity Report

General Information:

In October, Paul Chimiugak, RUBA staff from the Bethel office, went to Hooper Bay to meet with the City Council but ended up attending a meeting with the Project Committee and Project Engineers. Paul went to discuss the hiring of an independent contractor, who will make an assessment of their financial management capability to take over the water and sewer utility.

In December, Hooper Bay Mayor, Lucille Green, called the Bethel office requesting information on drug testing for the City employees. She was told that the City would have to adopt a policy regarding drug testing for City employees; it would have to be put into the bylaws; and the employees would have to be educated about the drug testing policy.

As of the end of December, the City of Hooper Bay had not hired an independent contractor. However, they had only one respondent to the Request for Proposals, David Nairne and Associates, a firm out of British Columbia. Anthony Caole is one of their consultants and he's based in Bethel. The award of the contract to help provide management training and assistance will occur early next quarter.

Observations and Recommendations:

Finances —The Administrator has been constantly looking for new computers to purchase for their office but has been unable to come up with any funds. All their funds are dedicated to other departments, the only option for them is to apply for or re-appropriate existing grants for computers.

Accounting Systems — Their accounting system is all computerized and this leaves them vulnerable to loss of financial information if their computer breaks down. The recommendation would be to have a set of cash disbursement and receipts journals kept in case of a break down. This would also improve the accuracy of the financial information reported by making comparisons with the computer printouts.

Tax Problems — As stated before, they appear to have no tax problems, but without current, reliable information, there could be problems.

Personnel System —The personnel system is still disorganized.

Organizational Management —The Administrator wants the Council to go through management training, update their filing system, update their ordinances and job descriptions.

Leadership/Governance — There doesn't seem to be leadership from the Mayor. She said she wanted to keep on top of her office staff and wanted the best training for them, however, there appears to be no follow through on her part.

Operation of Utility — During the quarter, RUBA staff did not receive any financial reports from the City office. They are requested but never forthcoming from the City.

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	