

## Hooper Bay Activity Report

Paul Chimiugak, RUBA LGS – Bethel office

Marita Hanson, LGS – Bethel office

### General Information:

The community roads have been upgraded and the building project was put on hold until the city had a draft utility Ordinance in place. Paul Chimiugak, Bethel LGS received a call from Ole Lake, City Administrator for Hooper Bay about a requirement that is in a special grant condition. The condition is that a Permit to Construct will not be issued unless the city has an ordinance establishing user rates for their proposed piped water and sewer system. Paul sent him a sample ordinance and Ole said that they will use the one that had been drafted by their previous clerk, he said it was much simpler. The administrator was told that he would need rates set for washers and dryers, honeybucket hauls and sauna and shower. The FY01 VSW Grant Questionnaire was completed and a draft ordinance was attached. They will hope to receive about \$3 million for the project next year.

The satellite pads where the buildings are to be located were not affected by the special condition, therefore were completed and the archeological sites at the old section of the town are still an issue.

Jeannie Smith, City Bookkeeper said that the washeteria is not making money since February 2000. The loss is being covered by other revenue sources, such as, equipment rentals and bingo/pull-tab. This curious since the washeteria is frequently crowded. Recently new washer machines were added bringing the total of washers to six operating machines. There may be a bottleneck because of the lack of dryers or the operating hours of the facility may be too long thereby increasing labor costs for attendants.

The administrator said that Ms. Friday has been released from her clerical position due to unexcused absences. Lorraine Moses-Tomaganak has been hired to replace her and Mamie Seton is the Trainee Clerk (OJT). The office administration is composed of Ole Lake, city administrator, the administrative assistant is Lorraine Tomaganak-Moses, the new city clerk is Roberta Kaponak and the bookkeeper is Jeannie Smith.

The Water/Sewer Steering Committee is composed of 1 member each from the Tribal governments, (Paimute and Hooper Traditional Council) 2 from the city council, a Sealion Corporation board member and one from the community and one from the elders.

Their source of revenue for the city is from the gaming department and sales tax and these two revenue sources subsidize departments that are not able to meet the budget. When there is a project in the community, equipment rentals are a good source of revenue for them, but these are on seasonal basis.

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**Observations and Recommendations:**

Finances — The total of all their bank accounts is in the \$40,000.00+ range, so they are not “hurting” for money at this time.

Accounting Systems — The bookkeeper said that they are not current with their entries, but they have a good record keeping system when it is kept maintained. All accounting is computerized on Quicken and Excel spreadsheets.

Tax Problems — They are current with their IRS and DOL tax payments.

Personnel System — They have a personnel policy in place.

Organizational Management — They’ve had a turnover in the administration, the city clerk resigned and they have hired another.

Leadership/Governance — RUBA has not traveled to this community this quarter. This was due to the city not requesting specific assistance and the city is anticipating on hiring a consultant to assess their financial and administrative capabilities.

Operation of Utility — The washeteria has a problem in meeting its expenses, but it is subsidized through revenue received through other departments. They have only six washers and six dryers that are operating, three of the washers have been purchased through the project, the bookkeeper said that one washer load takes \$4.00. The steering committee has been discussing ways to subsidize the proposed water and sewer system. Among them is using revenue derived from bingo and pull-tab by local gaming organizations.

**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	