

## Hooper Bay Activity Report

### General Information:

Paul Chimiugak, RUBA staff from Bethel, went to Hooper Bay in September to attend a Project Committee meeting and inform the City Council about the proposal to hire an independent contractor. The RUBA Program proposed that a contractor conduct an independent assessment of management problems and training needs. The Project Committee is composed of Council members from the City, Hooper Bay Tribal Council, the Paimiut Tribal Council, and a Board Member from the Local Corporation. The Project Committee was formed to oversee the planning stages of the local water and sewer project. Already the Committee has made an impact on making changes in the blueprint.

There have been no discernible changes in the financial and accounting system. The City shut down operations this summer for lack of funds. It was able to reopen with the start of the new fiscal year (July 1).

The VSW project engineer is proposing to coordinate with RUBA on the issuance of a SOQ and RFP for management assessment and training. The City was informed about the feasibility of acquiring an independent contractor to assess the financial viability of the City to assume the duties of the water/sewer project. The community's response to the project engineer was very supportive of this approach.

### Observations and Recommendations:

Finances — During the quarter, RUBA staff did not receive any updated financial reports from the City office. The last time information was provided was in May 1999. Paul still does not know if they are following the budget forecasts. The Administrator at one time instituted an austerity program that included disconnecting the office phone and reducing staff hours. The City office was shut down during the summer.

Accounting Systems — Since no information has been provided since May 1999, it is difficult to say if they have improved. In the past, the Bookkeeper has sent in erratically different reports. They are using the Quicken for accounting.

Tax Problems — They appear to have no tax problems, but without current, reliable information, there could be problems.

Personnel System — The Administrator, Bookkeeper, and other office workers were not in the office during the summer due to budget cuts. The personnel system is disorganized.

Organizational Management — It was unfortunate that the City had to shut down this summer. RUBA staff will work with the City to help ensure this not repeated next summer. However, the Administrator needs to keep up-to-date with his Bookkeeper on the City's

financial situation. Since the Administrator attended the Financial Management and Budget workshop March 31-April 2 in Bethel it is hoped that he now has a grasp of what needs to be done.

Leadership/Governance — In conversations with the Mayor last Spring, it sounded like she wants to keep on top of her office staff and wants the best training for them. However, it remains to be seen what the outcome will be.

Operation of Utility — During the quarter, RUBA staff did not receive any financial reports from the City office. Back in May 1999, the washeteria revenue looked good in the financial report because it was exceeding the budgeted goal. However, the expenditures were budgeted above the revenue. The possibility exists that they are subsidizing the enterprise.

**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		