

Mekoryuk Activity Report

Paul Chimiugak, RUBA LGS – Bethel office
Marita Hanson, LGS – Bethel office

General Information:

The City is functional and operating fully. All past due financial accounts have been resolved such as the IRS taxes, old B.I.A. bill and past fuel bill. The City is currently paying for this year's fuel bill. The administrator is always looking for ways to generate revenue for the City. He is currently reviewing the City tax ordinance for possible increase along with taxing the services currently provided to the public. The City is also preparing for their year end tax reports.

Observations and Recommendations:

Finances — The 3 month Financial Profit and Loss reports show over spending in a couple of departments. The general account financial report shows a small deficit. In reviewing this section, Paul and Marita found the stipends to be quite high. The new council has been having meetings other than the regular monthly council meeting. On top of the regular council meetings, this council expects stipends each time they get together, even in executive session. Recommended the administrative staff, educate this council in reviewing and understanding the financial reports, understand the budget and follow their council duties, responsibilities and meeting ordinance.

The most concern Paul and Marita had was with the operation of the washeteria. The expense figure shows a deficit of \$6,000. Paul and Marita discussed this with the administrator and bookkeeper and are reviewing the breakdown figures of the expenses. Recommendation is to evaluate the hours for the washeteria employees and the expense section. Supervision of the working hours needs to be done. The administrator needs to determine why the expenditures are so high and resolve the problem.

Accounting Systems — All accounting is computerized. Monthly reports are received monthly upon request. The accuracy of the reports is currently being reviewed.

Tax Problems — According to the administrator and clerk, all past due IRS bills have been accounted and paid. Mekoryuk is current with their tax payments. The only letter they have received from IRS is a credit notice of \$133.00.

Personnel System — A personnel system was been reviewed and passed in 1999. Each department head has a copy. Revisions are currently being reviewed. This organization has had stable employees especially in the administration in the last couple of years. There are a total of 25 employees (full time, subs and alternates).

Organizational Management – The administrator and clerk attended the Utility Organizational Management Workshop in Bethel on January 15-19th.

Leadership/Governance — New council members were elected in October. Chester Wesley – Mayor; Debbie David – Vice Mayor; Lillian Shavings – Secretary; Moses Whitman Sr. – Treasurer; Larry Float Sr. – Member; Joel John –Member, and Flora Jack – Member. This council has been very active since October and has held meetings other than their regular monthly meeting. One meeting in particular has caused friction between the administration staff and council. The meeting was done when the administrator was out of town and had to deal with an employee. The process used by the council did not sound like proper procedures were followed and could possibly be in violation of the open meeting act. Also, the administrative staff has received word that some council members are going to department heads telling them what to do when this is the duty of the Mayor or Administrator.

A verbal request was received by our office to provide an Elected Officials Workshop to the council. Bethel Regional Office staff recommended they put this issue on the agenda for the next council meeting. If all council members agree to attend, then they need to write a letter requesting the workshop.

Operation of Utility — This is fully operational and functional. There are 3 employees for this utility including the administrator and clerk who oversee this operation and take care of the bookkeeping section.

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 | |