

Mekoryuk Activity Report

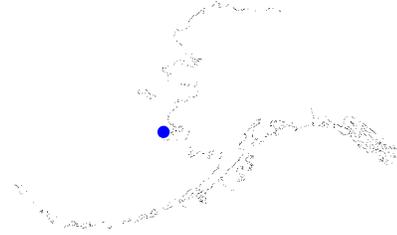
Community Overview

Lead RUBA Staff: Paul Chimiugak, Bethel Office

2001 Population: 210

Region: Lower Kuskokwim

Local Governments: Second Class City



The City of Mekoryuk operates the central watering point for residents to haul their own water. The City also operates a honeybucket haul service to the sewage lagoon. The City Council is the policy making body for the utility.

Water is derived from a well, is treated and stored in a tank. A new flush/haul system currently serves about 90% of homes. Funds have been provided to complete the remaining homes which use honeybuckets. The school has its own well, and needs a new water treatment system. The washeteria has piped disposal to a new sewage lagoon.



Water Tank

General Information

The Bookkeeper is starting to show some understanding of reporting the City's payroll taxes and year-end reports. A Business Plan is being drafted to meet funding requirements. The Business Plan should be completed by March of 2002.

Observations and Recommendations

Finances —The finances of the washeteria continues to be inadequate and do not meet the budget set for it.

Accounting Systems —The accounting system is in place and is utilized, however the payroll record needs to be reviewed to see if the employee, who is on a retirement system, has correct deductions done on his payroll. The quarterly reports also need to be requested and reviewed for accuracy.

Tax Problems — The Bethel office went to Mekoryuk to provide a hands-on payroll overview training to the new bookkeeper. She demonstrated to the trainer that she understood and is quite capable in completing the quarterly reports.

Personnel System — The city personnel policies have not yet been completed by the Council. They have made some changes in the Personnel Policies having to do with holidays. The Council want to delete some of the holidays to save money. The hiring and firing for the administrative positions, besides administrator, are done by the administrator and approved by the council. Employee files need to be reviewed to make sure they consist of personnel forms i.e. I-9, W-4, job description, etc.

Organizational —The Council meets on their scheduled first Tuesdays of the month as long as they have a quorum. The administration positions are filled with the most qualified applicants. The new Council for 2001-2002 are Chester Wesley-Mayor, Debbie David-V-mayor, Edith Float-Secretary, Moses Whitman-Treasurer, and members-Rose King, Flora Jack and Fritz David. Fritz David resigned in November 2001 in order to be eligible for city job positions. So, now there is a vacancy in the Council.

Operation of Utility — Bethel office is assisting the City Administrator in writing up a Business Plan to meet the project funding requirements. The Administrator had made a request for funding from outside agencies to work on the old lagoon in preparation for decommissioning. This indicated to us that they had not made any plans for future problems by making a budget for such an activity or emergency.

Category	Inadequate	Meets Minimum Requirements	Exceeds Minimum Requirements
Finances	X		
Accounting Systems		X	
Payroll Taxes	X		
Personnel System	X		
Organizational Management		X	
Operation of Utility	X		

Anticipated Activities

- Develop Business Plan with Village Safe Water Engineer and City staff.
- Request copies of Payroll Tax Payments and Reports, Monthly Financial Reports and Budget.
- Provide training to Clerk on year-end taxes.