

# Mekoryuk Activity Report

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

## General Information:

The City of Mekoryuk is functional and operating in good standing. The City Council participated in an elected official workshop provided by Bethel staff. All but one council member was present. Bethel office also provided training to the bookkeeper/clerk on QuickBooks Pro classification process of their accounts. This should help produce better readable monthly financial reports to the council.

A review of expenditure records showed financial shortfalls in a couple of their departments, one of them being the Utility department. Recommendations for resolving this were presented to the council. These recommendations included reviewing utility staff hours and expenses. The City administrator implemented the recommendations after reviewing the current operations. They are currently running their utility operations on reduced staff hours to accommodate their expenses.

## Observations and Recommendations:

Finances — The washeteria operates with subsidy through other revenues and from the cable service enterprise. The City is taking steps to reduce employee costs of operating the system.

Accounting Systems — The City is using a computerized accounting system, the clerk/bookkeeper came into the Bethel office to learn a more on the use of the QuickBooks Pro programs. She was having problems with classifying transactions on her computer. Her fear had been that she would accidentally delete or change the employee records if she tried to do it. She came away satisfied that she could now make the classifications correctly.

The council had requested that the bookkeeper present monthly financial reports for their meetings using the Model Financial Record Keeping System (MFRKS) format. Stating the budget, monthly total, YTD total and balance.

Tax Problems — They have no tax problems and are staying current with IRS and DOL reports.

Personnel System — The policy that the previous council had reviewed is currently being reviewed once again by this council. There was no final signed last page of adoption by the previous council. This current council want to make sure they understand and have everything addressed before finalizing. The plan they had was to have three council members review this policy and present to the full council during their next meeting before sending a copy to our office.

Organizational Management — The staff who had attended the Utility Organizational Management workshop brought back the tools and plans they learned this quarter and have implemented ideas to suit their utility operations.

Leadership/Governance — Council training was conducted in Mekoryuk at the request of the council. The organizational chart and the lines of authority were made clearer to the council members and what their roles were in those contexts. The council had a better understanding of how to use their budget and keep tabs on the financial management of their organization.

Operation of Utility — The City of Mekoryuk utility enterprise is fully functional and operates effectively for the community. The City of Mekoryuk operates the FTWS/Water and the washeteria. There are 84 Flush Tank & Haul System (FTWS) units in place, but 82 are in operation.

There had been a problem with one of the utility operator/supervisors’ accumulation of hours worked and that the administrator had tried to solve the situation with him by justifying the hours. They had a discussion about this and the resolution to this problem was to cut down his hours. There had been two choices, that he identify work done as: (1) washeteria supervisor or water plant operation/maintenance or (2) cut down his hours.

**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	

**Anticipated Activities:**

A rate study of their washeteria was requested by the council due to subsidies provided by other departments to the washeteria. Additional information is needed before a final copy can be presented to the council.

Follow up on the QuickBooks Pro system. Make sure the bookkeeper is keeping up with the changes and proper use of the system. Follow up on the monthly financial expenditure reports especially for the utility. Follow through on recommendations of reducing staff hours and expenses.