

Napakiak Activity Report

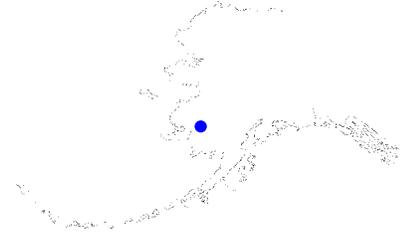
Community Overview

Lead RUBA Staff: Marita Hansen, Bethel Office

2001 Population: 353

Region: Lower Kuskokwim

Local Governments: Second Class City, Tribal Council



The Tribal Council operates the Flush Tank and Haul System (FTHS). 56 residents are using the FTHS, including sinks and low flush toilets. Water is derived from a well and is treated. The school has its own well, but needs a water treatment system. The flush haul system is being expanded to all unserved homes, and the washeteria, which is owned by the city, has been remodeled and the city office is located there.

General Information

The City continues to operate the washeteria and the Tribal Council operates the Flush Tank and Haul System. An official agreement between the two entities had never been found except for meeting minutes identifying the Tribal Council as authorized to operate the flush tank and haul system. A recommendation from the Bethel office to the Mayor was to have a joint meeting about this and develop an agreement between the two entities. The Bethel office had provided the City with a copy of the RUBA Agreement and resolution. The City has not returned the forms even if the Mayor has stated that they wanted RUBA involved with the City.

Observations and Recommendations

Finances — The City Administrator/Bookkeeper has been working to get everything caught up on the overall operation of the City.

Accounting Systems — The accounting system is being modified and updated on a daily basis. The Administrator/Bookkeeper is attempting to get all accounts up to date and is making sure all bank reconciliation are caught up.

Tax Problems — The latest report from the IRS Revenue Officer is that the City is on a repayment plan of a \$2,000 a month. Currently they are almost caught up with their back taxes. Mr. Moss, IRS Revenue Officer, has been keeping in contact with the Administrator/Bookkeeper.

Personnel System — There is no personnel system in place. Currently there are only two administrative staff members working in the office; the Administrator/Bookkeeper and

the Bingo Director. the Administrator/Bookkeeper has been training the Bingo Director on the bingo account and reporting.

Organizational Management — Deanna Paul, Administrator/Bookkeeper, and Nellie McMillian, Bingo Director, are the administrative staff working at the city. As of the last week of March, Ms. Paul has not been in the office due to a sick child who is in the Alaska Native Medical Center in Anchorage.

The Administrator and Bingo Director attended the year end tax workshop sponsored by DCBD Bethel Regional Office staff at Bethel on January 22-24, 2002.

Leadership/Governance — The Council has their regular meetings as well as joint meeting when necessary.

Operation of Washeteria — The Bethel office has not received any monthly financial reports to date. However, the washeteria is still in operation and being monitored by the administrative staff.

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:

- Conduct a complete assessment of the City and its operation.
- Provide training in administrative and financial management to staff once they are hired.
- Review or develop an ordinance for the operation and maintenance of the washeteria.
- Assist in developing a chart of accounts.
- Re-contact the tribal entity to see if they require our services.