

## Nightmute Activity Report

Paul Chimiugak, LGS/RUBA, Bethel Regional Office  
Marita Hanson, LGS, Bethel Regional Office

### General Information:

Paul Chimiugak, RUBA staff, and Marita Hanson, LGS staff, made 2 trips during this quarter from the Bethel Regional Office. The first trip was for a community assessment, the second was presenting a Model Financial Record Keeping System (MFRKS) overview to the bookkeepers and also to present the recommendations from the community assessment to the council. The City underwent a whole administrative staff turnover and is now functioning fully staffed. Paul Joe is the Administrator; Mary Mathias, Bookkeeper; Jimmy George, Flush Tank & Haul System/Bingo bookkeeper; and Kevin Hamilton was recently hired as the new city clerk. The necessary paperwork such as State Revenue Sharing (SRS), Payment in Lieu of Taxes (PILT), Certified Financial Statement (CFS) and budget are caught up and completed by the new City staff.

The new city clerk is in the process of developing a new election ordinance since one has not been found from previous years. The election has been postponed till the next scheduled election in October 2000. This was confirmed after consulting with staff at the Department of Justice since the special election would fall this Summer while a majority of the community will be out of town on subsistence gathering and commercial fishing. The office filing system needs to be reconstructed, so that all paper trails are organized and easily found and a retention schedule set up.

### Observations and Recommendations:

**Finances** — The Bethel Regional Office staff has requested a monthly report be sent to the office each month. Reports have not been printed from the computer due to lack of printer. A software problem had developed and trouble shooting has been done where the printer is now in operation.

**Accounting Systems** — The City financial management is currently kept both in the computer and manually utilizing the Ekonomik check registers and cash receipt journals. The computer program they use for the financial management is a Microsoft Excel spreadsheet. We want them to utilize the Quickbooks Pro program on the administrator's office computer. This will require one of our technicians to go to Nightmute to transfer the financial information into the software and train the bookkeepers on the use of the program.

**Tax Problems** — According to the IRS, this community is currently up to date. A follow up to make sure they are completing their deposits and quarterly reports was suggested by IRS. The Administrator has confirmed tax payments are current.

Personnel System — Policy & procedures are almost complete except for the grievance section which will be added before finalizing this policy by the council. Bethel MRAD staff recommended once this is finalized that a copy of the personnel policy be given to each employee.

Organizational Management — The new administrator seems to be understanding his duties & responsibilities regarding management. A recommendation to revisit the employee status was suggested and changes to help develop a strong organizational management structure with the council. The city has three bookkeeper positions, one for general, bingo and the Flush Tank & Haul System. One of the administrative changes that occurred recently was the elimination of one bookkeeper. The Flush Tank & Haul System bookkeeper was working only half a day, so this position was eliminated and combined with the bingo bookkeeper’s duties, making this a full time position.

Leadership/Governance — The City Council has restored their full duties and responsibilities from being idle temporarily for three months. This was due to several fatalities in the community in the past. At this time the council has their regular monthly meetings and the administrator has been keeping the council informed of all activities pertaining to the city.

Operation of Utility — The utility is getting the trailer ready for summer operation. Last Fall the trailer axle broke and this was just before the vacuum tank was to be refitted for winter use. Now that Spring is here they are repairing the trailer, they have ordered the parts for it. The administrator said that there have been a few problems with the homeowner pumps and the utility has borne the cost of the replacing these parts. The administrator would like to know if these are replaceable through warranty. The bookkeeper has been replaced by one of the regular city bookkeepers, this is a cost saving measure by the city.

**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	