

Nightmute Activity Report

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General Information:

The City of Nightmute is now stable, functional and is operating fully. In October, a new council of 7 was elected. Although the City Clerk position has had a high turnover rate, the City Administrator and City bookkeeper remain the same and have carried on the operation very well. A new City Clerk was hired in December and needs training on duties and responsibilities. Information was provided to the administrator for doing on the job training. The code of ordinance was in the process of being reorganized by the previous City Clerk and the goal is to have this completed by the end of March 2001.

The City operates the Flush Tank and Haul System (FTHS) in an effective manner. Five more FTHS units have been installed over the summer and there are now 47 units in place, one unit is vacant. They have not encountered any financial problems.

Observations and Recommendations:

Finances — The current financial status of the City is in very good standing. All finances are computerized and monitored daily. Monthly reports have been received from this organization on time or when requested for staff to review.

Accounting Systems — Is computerized and monthly financial reports are being produced and given to the council. The bookkeeper reconciles her cash disbursement journals every month and she has had no problems.

Tax Problems — They had a minor problem with their payroll taxes when their bookkeeper went on a leave for an extended period of time last quarter. This was for the June tax period. The bookkeeper took care of this as soon as she came back from her leave. She paid the \$130.00+ penalty.

Personnel System — . A new city clerk was hired in December and is currently on a 90-day probationary period. The previous city clerk had to be released from his position due to personal problems related to the job. However before his release he had put together a code of ordinances and typed up their personnel policies, which the council still needs to review and pass.

Organizational Management — The City is undergoing an organizational change. They have not hired a replacement for the Utility Bookkeeper. Instead, the administrator and bookkeeper have taken over the duties and the utility is being managed by them

Leadership/Governance — The City has finally gone through a council reorganization. After the October elections, seven council members were elected: Staci Gillian – Mayor;

Simeon Agnus – Vice Mayor; Pauline Tulik – Secretary; Mark Mark – Treasurer; Christopher Bosco – Member; George Joe – Member; and Susan Sunny – Member. The new mayor comes to the city office everyday for at least a couple of hours to read correspondence and address city problems.

Operation of Utility — This operation is fully functioning. They had two alternating water haul operators during the summer. When there is snow on the ground, the residents prefer to haul their own water, so the water haul services are discontinued. The service will resume in Spring and Summer. Sewage haul service is done year round. The City charges \$15.00 a haul and they paid the operators \$7.50 per haul. They have one operator to take care of water sampling and he is paid \$25.00 a month to send in water samples. He is also paid an additional \$50.00 per month to do a routine maintenance in the water treatment plant.

They are ordering a new four wheeler using VSW funds, they will also send out the snow machine engine to be rebuilt. The administrator said that if he can't get money to pay for the rebuild from the VSW fund, he will use the FTTHS account to cover the cost.

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	