

Nightmute Activity Report

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General Information:

The City of Nightmute is in good operational status. The council on the other hand has had two seats vacant since this quarter. The remaining council is currently addressing appointment process. The administrative staff consists of three, an administrator, bookkeeper and temporary clerk. The clerk position is vacant. The position is being advertised once again. The current long term staff of administrator and bookkeeper have been keeping the operation running smoothly.

Observations and Recommendations:

Finances — Overall the whole city administration and the utility operation are doing good and they have extra finances saved up in the bank for the utility operation to pay for any emergencies that may arise.

Accounting Systems — The accounting is done through the computer using the Excel spreadsheet. Recently the bookkeeper has been trying out the QuickBooks Pro and has not become completely comfortable using it. However, she is transferring data to this new system.

Tax Problems — They are current with their quarterly report and payroll taxes.

Personnel System — They have personnel policies in place. The section on grievance process is still being reviewed.

Organizational Management — There have been no problems encountered to date, the current council and staff function to benefit their community members. Code of ordinance needs to be completed.

Leadership/Governance — Newly Elected Officials workshop/training was held for the council and staff in Nightmute. The training was highly praised by the mayor stating that it gave her confidence to perform her duties and that she now knew what her and the rest of the councils roles and responsibilities are.

Two of the council members have resigned and the rest of the council are reviewing candidates to appoint to the open seats.

Operation of Utility — The administrator said that he requested from VSW funding for Flush Tank & Haul System vehicles and got extra snow machine and ATV through the project funds. However their sewage haul tank needs spare parts and these have been requested for replacement through the fund.

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:

Once a full-time clerk is hired, training will be provided. Follow up assistance on amending the code of ordinance process. Provide training to the Bookkeeper on QuickBooks Pro.