

Nightmute Activity Report

General Information:

In October, Paul Chimiugak, RUBA staff in Bethel, made many calls to the Nightmute office and left messages with the Utility Bookkeeper to have the "Administrator" give him a call when he came into the office. This was to provide him information on completing the 1998 Certified Financial Statement (CFS) and the FY99 Budget. No call was ever received from the Administrator.

In November, the Bethel office found out that the Administrator has resigned but not handed in any written resignation letter. The only two people manning the office were the Utility Bookkeeper and the Bingo Bookkeeper. The City Council had not called this office for any assistance concerning the Administrator.

In December, the Nightmute City Council was told by Paul Chimiugak, RUBA staff in Bethel, to make an emergency hiring for an Administrator and a City Bookkeeper. The Council called back and said that they have temporary hires and they are backtracking the last three months and setting the office and the journals straight. The Bethel office assisted the temporary Administrator and the Bookkeeper in providing information on what needs to be done and the deadlines to meet. By the end of December 1999 they had been hired as permanent employees. The Bethel office is satisfied with the Bookkeeper since she was trained previously by MRAD staff in the Model Financial Record Keeping System (MFRKS). The Administrator is a capable person and he was formerly a Chairman for Nightmute Traditional Council. He is also currently working part-time for their local corporation as the store manager. Training of the Utility and Bingo Bookkeepers in the Model Financial Record Keeping System (MFRKS) has been planned for the near future.

Observations and Recommendations:

Finances — The previous Administrator had kept a good record of the finances on the City side up until the middle of November, when he quit going to the office on a regular basis. The general fund has around forty thousand in the account, the Flush Tank & Haul System account is making a profit. There is a paper trail for all transactions, so the two new permanent hires, the Administrator and the Bookkeeper, should be able to find all information they need.

Accounting Systems — The accounting system is kept in good order, however Mary Matthias the new Bookkeeper, who has worked in the City office before, wants to keep everything as before. I have told Mary to cross-train her fellow bookkeepers, so that if one of them quits or resigns there will be a continuity and knowledge of what needs to be done in that particular department.

(Continued on next page.)

Tax Problems — The previous bookkeeper had not done the third quarter contribution report and they had received a penalty notice from the Alaska Department of Labor (DOL). The Bookkeeper has paid the payroll taxes and they were told to disregard notice letters from DOL and the IRS.

Personnel System — The City office personnel have changed and there has been an addition made to the office equation in terms of a new bookkeeper position and hiring of a new administrator. There is an opening being considered to hire a City Clerk to take care of the filing and do follow up procedures and any job delegated by the Administrator and the Council.

Organizational Management — The job of trying to do the office work alone was overwhelming the previous Administrator. He had told the Council to consider hiring a City Clerk and a bookkeeper. He was told to make the advertisement for the positions, but he resigned before there could be any response to the advertisement.

Leadership/Governance — The Council had not kept in contact with the office and the Administrator, either they were at their day job or had no time to come to the office.

Operation of Utility — The utility has two 4-wheel ATV's and one double track snowmachine to haul the sewage tank. There are now 41 Flush Tank & Haul System units in place in the community now. A few of the individual homes have problem with their systems, either their pump system conks out or their sewage line freezes.

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	