

Nightmute Activity Report

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General Information:

On March 29th, the City Administrator called to inform us of hiring a new city clerk, Kevin Hamilton. Mr. Hamilton is new to the community with little or no experience in municipal government and clerical work. However, he is determined to learn the duties and responsibilities of his new position. He will be receiving on-the-job training through Mary Mathias, City Bookkeeper (also past city clerk) as needed. Directions were given to first complete all his personnel paperwork. Then Mary gave him guidance on his duties and responsibilities, reference reading from the Alaska Municipal Clerk's Handbook and Local Government Handbook as a start. Since an election has not taken place in a couple of years, Mardy instructed the city clerk to work with the administrator and bookkeeper in locating the election ordinance and start preparations for a special election. A pre-clearance letter should be submitted to U.S. DOJ for this election. According to the administrator, if the city gets this pre-clearance, the elections would fall during the busy commercial and subsistence summer months when a majority of the residents would be away from the community. After consulting with DOJ, the city was told to hold their election on the regular election this coming October 2000. Location of an election ordinance was never found so the council instructed the clerk to develop one superseding the original. Mr. Hamilton will read up on the procedures and process of an election, using a sample ordinance, he will develop one for the city. He has been developing ordinances for the city using the city code ordinance and calling the Bethel Regional Office for assistance in this development. He also called other cities for sample ordinances. The city clerk will start on the Personnel Policies and Procedures when he can.

The city has shown big improvement in financial and administrative management capabilities from the previous year, since the hiring of the administrator and the bookkeeper. The city clerk is a welcome addition to their city office because of the amount of work he has done to date.

The City Administrator has released the utility bookkeeper and delegated the bookkeeping to the city bookkeeper. This is in response to the budget cuts and the need to streamline the operation of the city. The bookkeeper now has her own computer to use and the administrator installed it.

Observations and Recommendations:

Finances — The city is meeting its expenses through cutting down on employees and hours. They have made some adjustments to their budget after reviewing their status. Their May 2000 financial summary reports have shown satisfactory figures in which their income is more than their expenses.

Accounting Systems —The city bookkeeper has set up her own accounting procedures similar to the DCED's. All her accounting is computerized and she keeps an accurate procedure.

Tax Problems —The bookkeeper is on summer subsistence leave and we do not have an accurate picture of the quarterly report through June 2000. The last monthly report was sent June 7th for May. The report showed that they were in good financial standing. They had been keeping current on their payroll reports to date. In requesting their tax standing with the IRS agent, he had no record of this community being behind.

Personnel System — The city clerk has made some progress in completing their ordinances and he was starting on the personnel policies. The bookkeeper is on temporary basis or on call due to health reasons.

Organizational Management — RUBA has done a sewer haul rate study for the City of Nightmute and has sent the completed study to them. However the water delivery service just started for the summer on a trial basis and they are charging \$10.00 a delivery and the customers have to pay up front for this service.

Leadership/Governance — The Vice-Chairman has been the main contact in dealing with issues and translating to the mayor effectively. They have hired a city clerk to deal with day to day matters and released the water and sewer bookkeeper to adjust the spending in that department. The city bookkeeper along with the gaming bookkeeper were delegated to take care of that position as part of their duty.

Operation of Utility — The administrator has relieved the utility bookkeeper and delegated the job to the city bookkeeper. His reasoning is that they will hire a bookkeeper for the utility as soon as they have reached their set goal of \$10,000.00. The city has started water delivery service to customers on a "on the spot" payment for the service. The water delivery fee is \$10.00, this fee is the test rate for the service. Paul Chimiugak, the RUBA/LGS has done a rate study for the city of Nightmute and this is based on their sewage haul service. The council will decide on whether to change the rate or stay with what they have set.

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