

Nightmute Activity Report

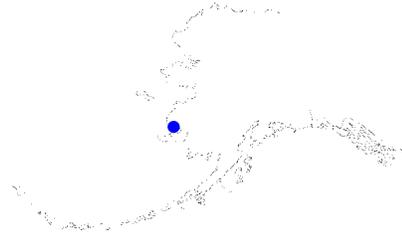
Community Overview

Lead RUBA Staff: Paul Chimiugak, Bethel Office

2000 Census Population: 208

Region: Lower Kuskokwim

Local Governments: Second Class City



The school in Nightmute provides a central watering point for residents to haul their own water. The City of Nightmute provides a honeybucket haul service and the City Council is the policy making body for the utility.

A flush/haul system was recently completed for 21 homes, and additional units are being added in 1999 and 2000. Water delivery and waste tank pumping services are available. Unserved residents haul water and honeybuckets. The community has a new watering point at the school. School wastes discharge to the City sewage lagoon. A washeteria is not available. The Nightmute Power Plant was acquired by AVEC in March 1998.



General Information

The City of Nightmute is in good operational status although they have been on a summer schedule of subsistence and commercial fishing activities. The administrator has been the main administrative staff on duty and has kept the operation running.

Two of the Council seats have been filled through appointment till the October municipal elections. There is still one more seat vacant where appointment by the Council is yet to be done. The City has had difficulty in getting interested people to fill these seats. The clerk position has been alternating between a temporary hire and one those who have ended up being on a very short-term basis. Once again, the City administration is advertising to for this position.

Observations and Recommendations

Finances — Overall the whole City administration and the utility operation continue to be stable in their finances.

Accounting Systems — Transfer of all records is still on going especially since the bookkeeper took time off for the summer activities. These will resume when she returns in this month. The administrator plans to have the bookkeeper and primary bingo worker attend a QuickBooks Pro training this Fall in Fairbanks.

Tax Problems — Due to the summer leave of the bookkeeper, she will have to catch up on the 941 report. The administrator started on this but could not get it completed. This will be a priority for the bookkeeper upon her return.

Personnel System — They have personnel policies in place however, they are having difficulty finding the original that the Council signed adopting this policy. The turnover of the City Clerk position has left the remaining administrative staff searching for these records especially those that were computerized. The City ordinances are also another item they are trying to locate. One of the previous employees in the Clerk's position was updating the code in the computer. When a turnover took place the next person had trashed these not knowing what they were. Mardy Hanson, Bethel LGS, had found these and started to retrieve these and tried training the temporary clerk to complete this but did not get very far. The administrator informed our office that this system crashed before they completed the retrieval. Mardy recommended he contacts the computer Company to get the system back up and running. Computer training is definitely a need.

Organizational Management — The administrator will need to review the election ordinance and start preparations for the elections, if he does not get anyone hired to the clerk position. Recommended he find the election ordinance and get familiar with the process. He has indicated that he wants to be ready when it is time to start the process.

Leadership/Governance — There has been three vacant seats this quarter. The Council has appointed Liz Agnus and Angie Agnus to two of the vacant seats. There is still one more vacant seat to be appointed. According to the administrator, the Council will be deciding on this once the Mayor returns from her leave in July.

Operation of Utility — The administrator has obtained 8 pumps through the FTHS fund which was about \$1200. The utility revenue still has funds in the account.

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

- The City is having a hard time hiring people for the City Clerk’s position. The full time Clerk’s that are hired have not stayed long enough to receive training. Once a full time Clerk is hired, training in-house should be the first to take place. Follow up for this will be done from this office.
- Follow up on appointment to the Council vacant seat.
- Follow up on election preparation with the administrator.
- Follow up on retrieval on the code of ordinances and policy records.
- Make sure the Bookkeeper and new City Clerk (if there is one) register for QuickBooks Pro training in September at Fairbanks. The administrator would like the primary bingo worker to also get this training, so she can be familiar with the system in the absence of the City bookkeeper.

