

## Nightmute Activity Report

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### General Information:

The city had hired a new city clerk this quarter, who was designated to filing and drafting ordinances and personnel policies for the city, however he resigned from his position by the end of the quarter. Before his resignation he had completed the personnel policies, which were passed by the council.

The bookkeeper was finishing the last quarters' financial reports. The administrator was completing the Certified Financial Statements (CFS) and wanted to know where to enter the interest earning for their city's CD account. The FY99 CFS was completed and the FY01 Budget was ready for the council to have a meeting to approve and pass the budget.

Mary Matthias does all accounting for the city and Paul Joe, the administrator assists in bookkeeping. They are also sharing utility bookkeeping duties, the administrator said that they are holding off on hiring a bookkeeper unless absolutely necessary. They have not hired a utility bookkeeper even though they have \$10,000.00 in the utility bank account. The city bookkeeper has expressed a desire to learn computerized accounting and would like to know when there will be a workshop on this.

### Observations and Recommendations:

Finances — The city's financial situation is greatly improved and that is due to a bookkeeper that keeps the administrator and the council informed of financial activities. They are trying to operate within their monthly budgeted amount for each department. The administrator and the bookkeeper share bookkeeping duties and they are operating with a profit now. They have exceeded their goal of \$10,000.00 in the bank account for the utility department. The administrator said that he does not want to hire a utility bookkeeper now unless it is absolutely necessary. The utility has a problem with delinquent customer payments.

Accounting Systems — The LGS in Bethel have received financial reports from their office every month and they have all been done on Excel spreadsheet by their bookkeeper.

Tax Problems — They are current on all their payroll tax payments. However, the bookkeeper showed me Notice Letter from IRS for the last quarter dated September 11, 2000 for Tax Period June 30, 2000, in which they had to pay a penalty amount of \$136.25. The bookkeeper said that she had taken subsistence leave during that quarter and the payroll taxes were neglected, they have since paid for the penalty.

Personnel System — They have passed their Personnel Policies for all city employees which includes the utility employees.

Organizational Management — The City of Nightmute is stable with all staff except for having to refill the clerk’s position. Kevin Kaiakokonok has resigned after the elections. The City administrator plans to hire a temporary and advertise the clerk’s position in the near future.

Leadership/Governance — Mardy assisted the clerk in election preparation via phone. Candidacy poster were made in power point and sent via fax to help entice community participation. This approach paid off and candidates were identified for the elections.

General election took place October 3<sup>rd</sup> with the following results:

- Stacy Gillian, City Mayor
- Simeon Agnus, Vice Mayor
- Pauline Tulik, Secretary
- Mark Mark, Treasurer
- Christopher Bosco, Member
- George Joe, Member
- Susan Sunny, Member

Operation of Utility —The project has added five more FTTHS units this summer bringing the total to 47 units for this community. One unit is inactive due to the customer moving out of the community and she has not allowed anybody to use the house. Also the community hall’s unit is inoperative. 45 of the units are operating and two customers are behind in payment and close to being cut off from service. Half the customers (24) are current in their payment or either had prepaid their accounts. There was about \$1,600.00 outstanding due from customers, who were at least one to two months behind on payment.

**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 |   |