

# Huslia Activity Report

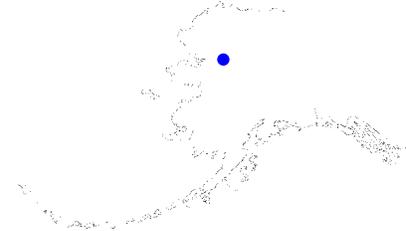
## Community Overview

Lead RUBA Staff: Eileen Kozevnikoff, Fairbanks Office

2001 Population: 293

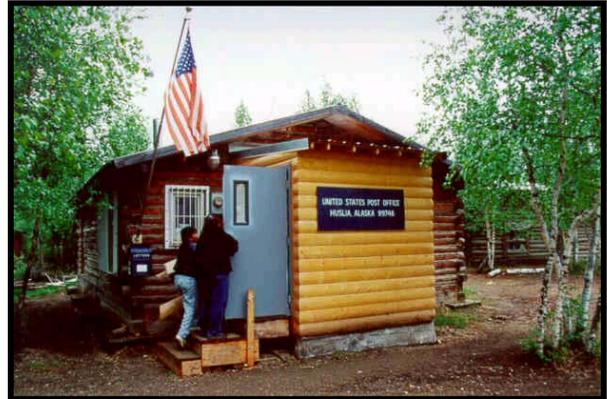
Region: Interior

Local Governments: Second Class City



The City Council operates the piped water and sewer system and maintains a central watering point where residents come to haul water to their residences. The City also maintains a sewage lagoon and a solid waste site. The City Council is the policy making body for the utility.

The City provides water to the school. A Master Plan is underway to study system improvements needed to provide a community system. The landfill is west of the airport and needs to be relocated. The airport runway is being relocated as part of the planning process.



Post Office, 1999

## General Information

One trip was taken to Huslia this period for the purpose of conducting a Newly Elected Officials Training Workshop for the City Council and Tribal Council. Additional assistance was provided via telephone and fax to City staff when requested.

## Observations and Recommendations

Finances —The City Council has adopted a balanced budget. Revenues and expenditures are within budgetary limits. Monthly financial reports are presented to the Council and the City Administrator gives a monthly report to the Council.

Accounting Systems — Books are done utilizing a manual system. The City Administrator and Clerk have both received an introductory course in QuickBooks. They do have a chart of accounts; accounts payable; accounts receivable; payroll system; cash receipt system; purchase order system; and do monthly bank reconciliations.

Tax Problems — None

Personnel System — The City Administrator is reviewing the Personnel Manual for revisions needed. They have job descriptions for all positions, written hiring policies and adequate personnel folders on employee files. They do have an organizational chart. A draft job evaluation procedure was submitted to them for use.

Organizational Management — The City has an active Council. They meet on a regular basis. They are active in setting policy for the utility. They set rates, pass timely budgets, adopt policies, ordinances, plans and consider other matters brought before them.

They have competent staff on payroll (the City Administrator has been there 15+ years). The City complies with the “Open Meetings Act” at all meetings.

Operation of Utility — The old system is up and running and the community looks forward to getting a new system. The current system has a preventive maintenance plan; provides reports to the Council; operators are fully certified; testing is in compliance, and the Consumer Confidence Report was filed. They do not have an inventory control list nor do they have a critical spare parts list.

Category	Inadequate	Meets Minimum Requirements	Exceeds Minimum Requirements
Finances		X	
Accounting Systems		X	
Payroll Taxes		X	
Personnel System	X		
Organizational Management		X	
Operation of Utility	X		

### Anticipated Activity

- ◆ Continue to monitor and assist once QuickBooks is installed and being used.
- ◆ Work with TCC-OEH in developing an inventory control list and critical spare parts list.