

Hydaburg Activity Report

Community Overview

Lead RUBA Staff: Gina Shirey, Juneau Office

2001 Population: 382

Region: Southeast

Local Governments: First Class City



The City of Hydaburg operates and manages the piped water & sewer system. The City Council is the policy making body for the utility.

The Hydaburg River provides water, which is treated and piped throughout the City. Piped gravity sewage is treated at a secondary treatment plant, with an 800' outfall to Sukkwaw Strait. Over 95% of all homes are plumbed. Funds have been requested to construct a new dam to increase the water supply. The City is exploring options to improve waste disposal. Alaska Power & Telephone Co., based in Skagway, owns and operates diesel power systems in Hydaburg and Craig which provide electricity to many Island communities.

The City is concerned with two aspects of their current water and wastewater infrastructure. First, there is a beaver dam about a ½ mile upstream from the City's dam. This is causing contaminants in the city's water supply. Additionally, there are dead trees in the stream above the City's dam and reduces the flow of water to the City's water supply and occasionally causes the City to almost run out of water. Second, the City is concerned with their sludge pond, which appears to be full. This causes the City to have to flush the lines once or twice a year and unplug sewer lines, which sometimes leaves residents without sewage disposal for a couple of days.

General Information

The Juneau Office anticipated traveling to Hydaburg this quarter to assist the new Clerk with QuickBooks questions. The Juneau Office canceled the trip to Hydaburg because the new Clerk was busy redoing their municipal election and didn't fax a list of questions to the Juneau Office by the required deadline. The Juneau Office did work with the Clerk over the phone to answer most of the questions on the list after the Clerk faxed it to the Juneau Office.

Observations and Recommendations

Finances — The Mayor reports that the City is in better financial shape now. He's continued to improve on collections and has even received payments from some customers who have never paid before. He's taking people to small claims court in groups of 10. There will also be an ordinance before the council and up for public hearing in January to

increase the sales tax rate from 4% to 5%. Monthly financial reports are being prepared for the council; however, it doesn't appear that a monthly manager's report is presented to the council.

Accounting Systems — The City is still using QuickBooks. The City Clerk is more familiar now with the QuickBooks software. The City switched accountants to Todd Tew in Klawock. Chris Fraiser works for Todd Tew and lives in Hydaburg. He's been assisting the Clerk with questions regarding QuickBooks and assisting with payroll taxes. It appears that the City is meeting almost all of the minimum requirements except for a purchasing system that requires approval prior to purchase and comparison to budgeted amounts.

Tax Problems — There are no reports of payroll tax problems.

Personnel System — Pansy Edenshaw has been hired as permanent City Clerk. Brian Holter has been hired to fill the Public Works Director position. The City hasn't adopted a personnel policy or organizational chart.

Organizational Management — The City has a bare-boned organizational structure. The mayor oversees all City staff. The only staff he has under him is the City Clerk and the Public Works Department. The Clerk is learning bookkeeping procedures on-the-job and is being assisted by a local accountant. The operator is certified to the correct level.

Operation of Utility — There appears to be no problem with the operation of the utility.

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

The Juneau Office plans to work with the City to see what tasks they would like to accomplish through the RUBA Program for the rest of the State fiscal year 2002.