

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.

RUBA Activity This Quarter

RUBA staff continued to provide technical assistance to the City on a variety of issues. The most recent issue is the firing/ recall of the Mayor by the City Council. On June 3, 2002, at a City Council meeting, the City Council fired the Mayor. The City Clerk called RUBA staff to find out what to do. She was ordered by the Council to give the Mayor the letter regarding his termination. RUBA staff explained to the City Clerk that the City Council doesn't have the power to fire the Mayor. The only way to forcibly remove the Mayor from office is through the recall process. The Mayor refused to accept the firing and he continues to serve as mayor.

A member of the Council initiated a recall petition against the Mayor. It appears the recall petition will die due to lack of sponsor signatures. The City Clerk and the Mayor asked if they could have the recall election anyway as a way to put this issue to rest. The Juneau office staff explained that they can't circumvent the recall process, but they could hold an advisory election asking if the Mayor should retain his office. Juneau staff cautioned them that it takes time to prepare for a special election and that the regular municipal election will be coming up in October.

Capacity Indicators

Finances

Yes	No	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	All revenue and expenses for the utility are listed in the utility budget.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The utility has adopted a balanced realistic budget.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Monthly financial reports are prepared and submitted to the policy making body.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The utility is receiving revenues (user fees or other sources) sufficient to cover operating expenses.

Sustainable Indicators

<input checked="" type="checkbox"/>	<input type="checkbox"/>	The utility is receiving revenues (user fees or other sources) sufficient to cover operating expenses and Repair & Replacement (R&R) costs.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	YTD revenues are at a level equal to or above those budgeted.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	YTD expenditures are at a level equal to or below those budgeted.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	A monthly manager's report is prepared.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Budget amendments are completed and adopted as necessary.

Finances Comments:

The above evaluation reflects information based on the FY02 budget. The Mayor has not presented a FY03 budget to the City Council for their consideration. On June 6, 2002, the Mayor reported that the Council was refusing to sign checks. He said he had a light and phone bill that was due the next day, or service would be shut off. The situation was resolved because the City still had electricity and phone service the next day when RUBA staff called. The City Clerk reported that monthly financial reports were done through April 2002. The Mayor then took the bookkeeping duties away from the City Clerk, and she says no monthly reports have been prepared since then. The City Clerk also reports that the Mayor is saving money every month for renewal and replacement costs. She was unsure of the amount but gave a ballpark figure of \$500 per month.

Accounting Systems

Essential Indicators

The utility meets all essential indicators.

Sustainable Indicators

<input checked="" type="checkbox"/>	<input type="checkbox"/>	A chart of accounts is used that identifies categories in a reasonable, usable manner.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Monthly bank reconciliations have been completed for all utility accounts.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	The utility has a purchasing system that requires approval prior to purchase, and the approval process compares proposed purchases to budgeted amounts.

Accounting Comments: The City uses QuickBooks for its accounting software. The City Clerk records payments into a receipt book and hands them over to the Bookkeeper for entry into the QuickBooks program. The City Clerk has no immediate knowledge of monthly bank reconciliations, but she assumes they are being done. The City Clerk also reports that they don't have a purchasing system in place but that the Mayor approves all purchases. She's not sure what criteria he uses when approving purchases.

Tax Problems

Essential Indicators

Yes	No	NA	
<input checked="" type="checkbox"/>	<input type="checkbox"/>		The utility has a system to accurately calculate, track, and report payroll tax liabilities.
<input checked="" type="checkbox"/>	<input type="checkbox"/>		The utility is current on filing tax reports.
<input checked="" type="checkbox"/>	<input type="checkbox"/>		The utility is current on making tax deposits.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If there are any past tax liabilities, a repayment agreement has been signed and repayments are current.

Tax Problems Comments: The City has no tax problems. It uses QuickBooks to calculate payroll liabilities and is current on payroll deposits.

Personnel System

Essential Indicators

Yes	No	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The utility has a posted workers compensation insurance policy in effect.

Sustainable Indicators

<input type="checkbox"/>	?	The utility has adopted and uses a Personnel Policy, which has been reviewed by an attorney, AML, or DCED for topics and language.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	The utility has adequate written job descriptions for all positions.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	The utility has adopted and follows a written personnel evaluation process that ties the job description to the evaluation.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	The utility has an adequate written hiring process.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The utility has personnel folders on every employee that contain at least: I-9, Job Application and Letter of Acceptance.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	The utility has a probationary period for new hires that includes orientation, job-training/oversight, and evaluations.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The utility provides training opportunities to staff as needed and available.

Personnel System Comments: The City's ordinance book hasn't been updated for several years, which means the policies are old. The City does have a 90-day probationary period, but orientation, job-training/oversight, and evaluations are not part of the probationary period. The City does provide training opportunities to staff, especially ones that are low cost. The City did send the City Clerk to the Municipal Clerks Institute in February 2002.

Organizational Management

Essential Indicators

Yes	No	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The entity that owns the utility is known and the entity that will operate the utility is set.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The policy making body is active in policy making of the utility.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy making body enforces utility policy.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	The utility has a adequately trained manager.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The utility has a adequately trained bookkeeper.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The utility has a adequately trained operator(s).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The utility has adopted the necessary ordinances (or rules and regulations) necessary to give it the authority to operate.

Sustainable Indicators

<input type="checkbox"/>	<input checked="" type="checkbox"/>	The utility has adopted an organizational chart that reflects the current structure.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy making body meets as required.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The utility complies with the open meetings act for all meetings.

Organizational Management Comments: The person most closely associated with the duties of utility manager is the Mayor. The Mayor has not attended any utility management classes. He relies on his previous work experience in the private sector. The City just hired a new Bookkeeper. The Bookkeeper has about three years prior experience and previously worked as a bookkeeper for the Hydaburg Cooperative Association. The City Clerk is unaware of any organizational chart for the City. The City Council is not meeting regularly because it is having difficulties getting a quorum to conduct business.

Operation of Utility

Essential Indicators

Yes	No	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The utility operator(s) are actively working towards necessary certification.
<input type="checkbox"/>	<input type="checkbox"/>	The utility has a preventative maintenance plan developed for the existing sanitation facilities.

Sustainable Indicators

<input type="checkbox"/>	<input checked="" type="checkbox"/>	The manager receives a monthly O&M report from the utility operator and routinely “spot checks” the facilities to see that the maintenance items are being completed.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	The utility has a safety manual and holds safety meetings.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Utility facilities have not suffered any major problems/outages due to management issues that are still unresolved.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The utility is operating at the level of service that was proposed.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	The operator provides status reports to the manager on a routine basis.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The utility has completed and distributed its <u>Community Confidence Report</u> (CCR).
<input type="checkbox"/>	<input checked="" type="checkbox"/>	The utility is not on the <u>Significant Non-Compliance</u> (SNC) list.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The utility maintains an inventory control list.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The utility maintains a critical spare parts list.

Operation of Utility Comments: The utility operator has already achieved the necessary certifications for the City’s Utility. The City Clerk was unable to comment on whether the Utility has a preventative maintenance plan. The Utility Manager doesn’t receive a monthly O&M report from the operator, but the Manager does visit the water plant. There is only one

operator so no safety meetings are held. The City Clerk just finished mailing the CCR's so customers should be receiving them soon.

RUBA Activities For The Coming Quarter

RUBA staff and the City have not discussed any goals for the upcoming quarter. The Mayor has requested that the Juneau staff travel to Hydaburg to meet with the Council for a council training session. The trip is tentatively planned for July 29th pending agreement by the City Council that they will all attend.