

Koyuk Activity Report

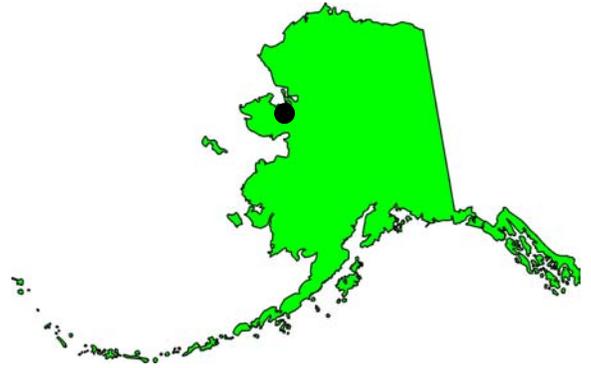
Community Overview

Lead RUBA Staff: Leroy Seppilu, Nome Office

2001 Population: 297

Region: Bering Straits

Local Governments: Second Class City



The City of Koyuk operates the water and sewer system and maintains a central watering point for residents to haul their own water. There are honeybucket pits but no sewage lagoon. The City Council is the policy making body for the utility.

A piped water and sewer system was recently completed for the west side of town, serving 51 households. The east loop system is under construction. The school has requested funding to connect to the new sewer system, since its septic effluent is posing a health hazard. DEC has approved the landfill for use, although it is not permitted. Funds have been requested to construct a new water plant and small washeteria.

RUBA Activity This Reporting Period

The City Council hired a new Utility Clerk after the first one resigned due to personal issues. The new Utility Clerk is a former City Clerk. She was also Mayor. She resigned as Mayor, but retained her Council seat. She has extensive experience with computers and is good with QuickBooks Pro. The City Clerk also became vacant after she didn't report to work for a week. The Council released her and hired a temporary Clerk. The Utility Clerk has been trying to implement the payroll section of QuickBooks Pro and was having difficulty with setting up some of the payroll deductions.

Capacity Indicators

Finances

Essential Indicators

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 checked="" type="checkbox"/>	<input 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.
<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 type="checkbox"/>	<input checked="" type="checkbox"/>	A monthly manager's report is prepared.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Budget amendments are completed and adopted as necessary.

Finances Comments: The Utility Clerk is slowly but surely catching up with the w/s utility bills that were not being sent to customers as the high turn-over of City Clerks and Utility Clerks continue. The problem is not with the Council or any higher up issues, but with the clerks trying to deal with their personal issues.

Accounting Systems

Essential Indicators

Yes	No	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The utility has adopted a collection policy and actively follows it.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The utility bills customers on a regular basis.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	An accounts receivable system is in place which track customers and reports past due accounts and amounts.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	An accounts payable system is in place.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The payroll system correctly calculates payroll and keeps records
<input checked="" type="checkbox"/>	<input type="checkbox"/>	A cash receipt system is in place that records incoming money and what it was for.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The Utility has a cash disbursement system that records how money was spent.

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 checked="" type="checkbox"/>	<input 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 System Comments: The previous temporary Utility Clerk was able to catch up with QuickBooks Pro before he left. That was able to put the utility department in a good position as the Council hired a Utility Clerk with QuickBooks Pro experience. She has been able to use the free technical assistance provided by Intuit for questions about QuickBooks Pro.

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 utility has no tax issues at this time.

Personnel System

Essential Indicators

Yes No

The utility has a posted workers compensation insurance policy in effect.

Sustainable Indicators

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

Personnel System Comments: They will have to figure out how to keep the City Clerks and Utility Clerks that keep resigning due to personal problems. The Council has been able to keep on top of things by hiring temporaries right away.

Organizational Management

Essential Indicators

Yes No

- The entity that owns the utility is known and the entity that will operate the utility is set.**
- The policy making body is active in policy making of the utility.**
- The policy making body enforces utility policy.**
- The utility has a adequately trained manager.**
- The utility has a adequately trained bookkeeper.**
- The utility has a adequately trained operator(s).**
- The utility has adopted the necessary ordinances (or rules and regulations) necessary to give it the authority to operate.**

Sustainable Indicators

- The utility has adopted an organizational chart that reflects the current structure.
- The policy making body meets as required.
- The utility complies with the open meetings act for all meetings.

Organizational Management Comments: The new Utility clerk has extensive experience as city clerk and is very familiar with the Utility Clerk’s duties and therefore does not need as much training.

Operation of Utility

Essential Indicators

Yes No

The utility operator(s) are actively working towards necessary certification.

The utility has a preventative maintenance plan developed for the existing sanitation facilities.

Sustainable Indicators

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.

The utility has a safety manual and holds safety meetings.

Utility facilities have not suffered any major problems/outages due to management issues that are still unresolved.

The utility is operating at the level of service that was proposed.

The operator provides status reports to the manager on a routine basis.

The utility has completed and distributed its Community Confidence Report (CCR).

The utility is not on the Significant Non-Compliance (SNC) list.

The utility maintains an inventory control list.

The utility maintains a critical spare parts list.

Operation of Utility Comments: The water & sewer utility suffered setbacks by the continuous resignations of clerks the past several months. We are fortunate to have the current Utility Clerk who is willing to step in and take the time to catch up on paying bills and collect on utility bills from the w/s utility customers.

RUBA Activities for the Coming Quarter

RUBA staff is planning on making a trip to the community to continue working on the revision of the code of ordinances. The Council still needs to hire a permanent City Clerk and to have RUBA provide training as the Utility Clerk and City Clerk work together and sometimes fill in for each other.