

Koyukuk Activity Report

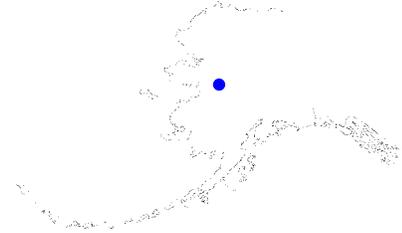
Community Overview

Lead RUBA Staff: Eileen Kozevnikoff, Fairbanks Office

2001 Population: 101

Region: Interior

Local Governments: Second Class City



The City of Koyukuk operates the central watering point at the washeteria and residents haul their own water. The City also maintains honeybucket pits and the sewage lagoon. The City Council is the policy making body for the utility.

Residents haul treated well water from the washeteria and use honeybuckets or pit privies. Households are not plumbed. The school and washeteria use City water, with sewage disposal into a lagoon. A Master Plan is underway, and preliminary work has begun to upgrade the community to a flush/haul system. A new landfill and access road are under development.



General Information

The flush-haul demonstration project connected to five homes and the clinic. There are some problems relating to pumping the tanks out. For the most part people seem to like the system. There are problems with respect to electrical wiring at the fuel depot that make it unsafe. They have not had any luck with getting an electrician to come out and check it. This information was provided to AEA for follow up.

Koyukuk has a cap-match grant and they are planning to build some warm storage and fencing for their equipment. This should help with maintaining the equipment in usable repair as well as curtail vandalism. They were provided with help in the form of a sample lease, as well as help with their personnel policy.

Observations and Recommendations

Finances— Financial reports are up to date and copies are filed with the Division. They are not providing monthly financial reports to the council as they are having a problem with

the reports feature. They do have a call in to the accountant for help with this and anticipate having it up and running soon.

Accounting Systems —The City uses the Quick Books Program along with a manual system. They have a chart of accounts; accounts payable; accounts receivable; payroll system; cash receipt and cash disbursement system. They utilize a purchase order approval system. The monthly bank reconciliations are up to date.

Tax Problems —The City is current with all payroll taxes.

Personnel System –The Personnel Policy is adopted. Job descriptions are in place. They now have an organization chart. They are still working on the personnel file folders.

Organizational Management – The city clerk attended training in city clerk responsibilities in Fairbanks.

Operation of Utility- The operator has taken the State Exam two times and will be taking it again. They are in the process of getting the operator in to attend the pipe soldering class sponsored by TCC. They do not have an Inventory Control nor do they have a Critical Spare Parts List. The operator does not submit reports to the city administrator on a regular basis. As this was reported the last time around, the administrator was asked to make it a point that this is done. The RMW was in Koyukuk to train the operators to install the new electric dryers. The RMW showed the operators how to rebuild the raw water meter using replacement parts as well as parts from the old meter.

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

- ◆ Assist in getting the City Administrator to get the Financial Reports to the council on a monthly basis.
- ◆ Work with TCC/RMW completing an Inventory Control List and Critical Spare Parts List.
- ◆ The city administrator is on the list for QuickBooks training and for Utility Management Training.
- ◆ Get to the bottom of the reports problem.