

# Koyukuk Activity Report

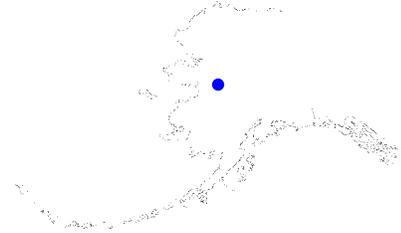
## Community Overview

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 five homes and the clinic. 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 are waiting for AEA to address this.

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 have hired someone to begin work on scoping this out so construction can take place this summer.

## Observations and Recommendations

Finances — They have succeeded in reconciling their safewater books, which is a major feat. They are still using a combination of ledgers and QuickBooks. They are starting on their budget for the new fiscal year.

Accounting Systems — The City uses the QuickBooks 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 has received letters from the IRS regarding taxes, which they believe they are up to date with. The IRS has been contacted to see where the problems are.

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 — They are making regular progress on organizational management. The Council is committed to staff meetings. The City Administrator attended the “Introduction to Utility Management” class in Fairbanks in February 2002.

Operation of Utility — Both the operator and the alternate attended the OIT class. They do not have an Inventory Control nor do they have a Critical Spare Parts List. The operator now submits reports to the City Administrator on a regular basis.

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 the City Administrator in getting Financial Reports to the Council on a monthly basis.
- ◆ Work with the TCC/RMW to complete 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 IRS problem.