

Alakanuk Activity Report

General Information:

DEC/VSW lead engineer informed Leroy Seppilu, RUBA staff in Anchorage, that the City Administrator had moved to Seward and was not coming back to work for the city. Further investigation by RUBA staff revealed that he had been offered a boat welding instructor position at the Seward Technical School and plans to stay there until the end of the school year. His resignation has been submitted and approved by the Council. The position is now being advertised.

The City had purchased Quickbooks Pro 6.0 in 1998 and was planning to use it for financial record keeping and billing water and sewer utility customers. But the software program is not being used because the Clerk and the Bookkeeper did not have enough training on how to use it. They are, however, using the purchase order portion of it.

The City will be adding more new water and sewer utility customers as Area 6 of the Alakanuk Water and Sewer Utility Project nears completion. The area will be using flush/haul tank system. Equipment has been ordered and the new system will be in use very soon. Once that portion of the water and sewer project is completed, the City will have 104 water and sewer utility customers.

Observations and Recommendations:

Finances — Several more water and sewer utility customers will be added to the current list of customers. The total will be 104 water and sewer customers once the Area 6 of the project is completed. The City will be charging the flush/haul utility customers same amount as the regular water and sewer utility customers.

Accounting Systems — The Clerk and the Bookkeeper may need more training with Quickbooks Pro 6.0 software program. It looks like they are using only purchase order portion of the program and not anything else. The Acting City Administrator said she is still using the old BDS Payroll software program for payroll record keeping. Looks like this software program did not crash when the calendar rolled around to year 2000.

Tax Problems — The City does not have any payroll tax problems and is paying its taxes and submitting reports on time.

Personnel System — The City Clerk has taken the role of Acting City Administrator until the position is filled. She said she is not interested in the position and will not apply. She also said there was only one applicant, but appears not to be qualified for the position.

Organizational Management — The Acting Administrator said the administrator who resigned will be missed. His management style has been quiet and laid back, but firm in decisions. He left the City still in good financial shape.

Leadership/Governance — Ragner Alstrom has been re-elected as Mayor this year. In the past, he has taken a very positive and active role in the affairs of the water and sewer utility system and is expected to continue to do so.

Operation of Utility — The City is anticipating addition of new water and sewer utility customers soon from Area 6, which is located on the upper portion of Alakanuk Pass. The water and sewer utility project will not include households located on the other side of the river. VSW engineer has determined it too costly if they are included.

Ranking

1 = Inadequate

4 = Adequate to meet minimum requirements

7 = Exceeds requirements

Category	1	4	7
Finances		X	
Accounting Systems		X	
Tax Problems			X
Personnel System		X	
Organizational Management		X	
Leadership/Governance			X
Operation of Utility			X