

Hooper Bay Activity Report

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General Information:

The City continues to operate functionally. The City is working to implement the VSW criteria recommendations for the water/sewer utility project. The utility ordinance is still in draft and under review and amending process. One of the criteria recommendations was to obtain a QuickBooks Pro bookkeeping system. The City has obtained this system and has also sent their bookkeeper and administrative assistant to Anchorage to obtain training in this system. The City is in transition process of their transferring their computer records into the QuickBooks Pro system.

Observations and Recommendations:

Finances — Overall finances are in good standing. According to the preliminary report, the revenues exceed the expenditures. Another final full report will be submitted once all records have been inputted into the QuickBooks pro system.

During one of the public meetings the issue of water and sewer rate for the future utility was presented to the attending residents. The proposed preliminary cost was brought to their attention of \$120.00 per household per month. According to the administrator, those present consented with this rate by show of hands to accept the proposed rate.

The washeteria preliminary financial report still shows a short fall. However, other revenues are subsidizing this.

Accounting Systems — All records are computerized and currently being transferred to the QuickBooks pro system.

Tax Problems — Taxes are being kept current according to the administrator.

Personnel System — The only staff turnover in this community has been the clerk position. According to the administrator, the duties are still carried out by the rest of the administrative staff. They have hired a new clerk, Alice Matchian.

Organizational Management — Overall the organizational structure for this City is functioning well and in full operation.

Leadership/Governance — The council continues to be active in city affairs.

Operation of Utility — An establishment of the planning committee composed of different entities was a positive step towards planning and analyzing the water and sewer project and not relying on outside agencies to make the decisions for the community water/sewer project.

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	

Anticipated Activities:

Finalize water and sewer ordinance for the City to implement as soon as their system is complete. Create an organizational chart showing the lines of authority for the water and sewer utility. Recommend establishing or considering a water and sewer board aside from the City Council once the water and sewer project construction is complete. The RUBA will also complete a follow up assessment of the City and its services.