

# McGrath Activity Report

## Community Overview

Lead RUBA Staff: Greg Gould, Anchorage Office

2002 Population: 407

Region: Doyon

Local Government: Second class city



McGrath operates a piped water system that serves nearly all 178 households; a few homes have individual wells or haul water. The FAA operates its own water system. The majority of residents use individual septic tanks; a limited City sewage system serves approximately 34 homes. Funds have been requested to expand the piped sewer system to the 144 houses and businesses currently using septic tanks. A private firm, McGrath Trash & Refuse, collects refuse for disposal at the City landfill.

## RUBA Activity This Quarter

RUBA staff hasn't made any trips to McGrath this quarter, however there has been extensive phone and e-mail work performed. The council released the city administrator from her contract and the city clerk position has had staff change over. The new city clerk received a brief one-day training on basic city clerk and office management techniques from RUBA staff. The VISTA, city clerk, and the previous city clerk were able to complete the FY04 budget and have presented it to the council for discussion and approval. One trip to McGrath is expect in the coming quarter to continue work on the RUBA work plan.

## Capacity Indicators

### Finances

#### Essential Indicators

Yes	No	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The utility has all revenue and expenses for the utility 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.

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#### Sustainable Indicators

<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input 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 city has capacity in their finances and financial management. The new city clerk is going through some new job changes and attempting to work with QuickBooks. An FY03 budget amendment was adopted by the council to accurately reflect the current activities of the city.

## Accounting Systems

### Essential Indicators

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

### Sustainable Indicators

<input checked="" type="checkbox"/>	<input type="checkbox"/>	The utility has a chart of accounts that identifies categories in a reasonable, usable manner.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Monthly bank reconciliation's have been completed for all utility accounts.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The utility has implemented a purchasing system that requires approval prior to purchase, and the approval process compares proposed purchases to budgeted amounts.

**Accounting Comments:** The city is fairly sophisticated in its accounting practices. They use QuickBooks and are able to generate detailed reports. The new city clerk is learning the system to generate the required reports for the council.

## Tax Problems

### Essential Indicators

Yes	No	N A	
<input checked="" type="checkbox"/>	<input type="checkbox"/>		<b>The utility has a system to accurately calculate, track, and report payroll tax liabilities.</b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>		<b>The utility is current on filing tax reports.</b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>		<b>The utility is current on making tax deposits.</b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>If there are any past tax liabilities, a repayment agreement has been signed and repayments are current.</b>

**Tax Problems Comments:** There are no known tax problems or issues with the city.

## Personnel System

### Essential Indicators

Yes

No

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

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### 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:** Part of the RUBA work plan involves having the city develop and adopt a current personnel and polices procedure manual. There was some work happening on that issue with the previous administrator. It is unknown if the council desires to continue that effort.

## Organizational Management

### Essential Indicators

Yes	No	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The entity that owns the utility is known and the entity that will operate the utility is set.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The policy making body is active in policy making of the utility. (i.e. sets rates appropriately, passes budgets timely, adopts policies, plans and considers other matters brought before it).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The policy making body enforces utility policy.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The utility has a adequately trained manager (does not have to have the title but does the job responsibilities).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The utility has a adequately trained bookkeeper (does not have to have the title but does the job responsibilities).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The utility has a adequately trained operator(s) (does not have to have the title but does the job responsibilities).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The utility has adopted the necessary ordinances (or rules and regulations) necessary to give it the authority to operate.

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### Sustainable Indicators

<input checked="" type="checkbox"/>	<input type="checkbox"/>	The utility has adopted an organizational chart that reflects the current organizational structure.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The policy making body meets as required.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The utility complies with the open meetings act for all meetings.

**Organizational Management Comments:** The city worked on adopting an organization chart last quarter but now there is some question from the council as to whether or the not the council adopted it by official action or just parliamentary motion.

## Operation of Utility

### Essential Indicators

Yes	No	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>The utility operator(s) are actively working towards necessary certification.</b>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>The utility has a preventative maintenance plan developed for the existing sanitation facilities.</b>

### Sustainable Indicators

<input checked="" type="checkbox"/>	<input type="checkbox"/>	The manager receives a monthly O&M report from the utility operator and routinely “spot checks” the facilities to see that the daily, weekly, and monthly maintenance items are complied with.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	The utility has a safety manual and holds safety meetings.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Utility facilities have not suffered any major problems/outages due to management issues that are still unresolved.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The utility is operating at the level of service that was proposed.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The operator provides status reports to the manager on a routine basis.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The utility has completed and distributed its <u>Community Confidence Report (CCR)</u> .
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The utility is not on the <u>Significant Non-Compliance (SNC)</u> list.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	The utility maintains an inventory control list.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	The utility maintains a critical spare parts list.

**Operation of Utility Comments:** The utility operator has resigned to take employment outside of the community. He stills resides within McGrath. It is unknown who is operating the utility. The city has a public works foreman and a operator in training.

### RUBA Activities For The Coming Quarter

One trip is planned to McGrath for the coming quarter. The trip will be to continue to work with the council on the RUBA work plan and work with the new city clerk on the QuickBooks system.