

# McGrath Activity Report

## Community Overview

Lead RUBA Staff: Greg Gould, Anchorage Office

2003 Population: 415

Region: Interior

Local Government: 2<sup>nd</sup> 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 and Refuse, collects refuse for disposal at the City landfill.

## RUBA Activity This Quarter

RUBA staff did not travel to McGrath this quarter. The City Clerk has been formally hired as the City Administrator. The position of City Clerk is being advertised again and is expected to be filled shortly. The council has worked through the arduous task of creating a bed tax, passing the ordinance and placing it on the ballot for the upcoming election.

## Capacity Indicators

### Finances

#### Essential Indicators

- | Yes                                 | No                       |   |
|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <b>The utility has all revenue and expenses for the utility listed in the utility budget.</b>                 |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <b>The utility has adopted a balanced realistic budget.</b>   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <b>Monthly financial reports are prepared and submitted to the policy making body.</b>                        |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <b>The utility is receiving revenues (user fees or other sources) sufficient to cover operating expenses.</b> |

---

#### 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 efforts by the city to collect or retire bad utility debt is going well with increased revenues and writing off the debt that is impossible to recuperate. The utility still has a 90% plus collection rate.

**Accounting Systems**

**Essential Indicators**

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

**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 reconciliations 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 staff is continuing to clean up the QuickBooks system.

**Tax Problems**

**Essential Indicators**

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

**Tax Problems Comments:**

There are no known tax problems or issues with the city.

**Personnel System**

**Essential Indicators**

- | Yes                                 | No                       |  |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <b>The utility has a posted workers compensation insurance policy in effect.</b> |

**Sustainable Indicators**

- |                                     |                                     |  |
|-------------------------------------|-------------------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | The utility has adopted and uses a Personnel Policy, which has been reviewed by an attorney, AML, or DCED for topics and language. |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | The utility has adequate written job descriptions for all positions.   |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | The utility has adopted and follows a written personnel evaluation process that ties the job description to the evaluation.        |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | The utility has an adequate written hiring process.  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | The utility has personnel folders on every employee that contain at least: I-9, Job Application and Letter of Acceptance.          |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | The utility has a probationary period for new hires that includes orientation, job-training/oversight, and evaluations.            |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | The utility provides training opportunities to staff as needed and available   |

**Personnel System Comments:**

There haven't been any changes this quarter.

**Organizational Management**

**Essential Indicators**

- | Yes                                 | No                       |  |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <b>The entity that owns the utility is known and the entity that will operate the utility is set.</b>  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <b>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).</b> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <b>The policy making body enforces utility policy.</b>   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <b>The utility has an adequately trained manager (does not have to have the title but does the job responsibilities).</b>  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <b>The utility has an adequately trained bookkeeper (does not have to have the title but does the job responsibilities).</b>   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <b>The utility has an adequately trained operator(s) (does not have to have the title but does the job responsibilities).</b>  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <b>The utility has adopted the necessary ordinances (or rules and regulations) necessary to give it the authority to operate.</b>  |

**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 meeting act for all meetings.                                    |

**Organizational Management Comments:**

The city administrator is continuing to recruit for a new city clerk.

**Operation of Utility****Essential Indicators**

Yes No

 **The utility operator(s) are actively working towards necessary certification.** **The utility has a preventative maintenance plan developed for the existing sanitation facilities.****Sustainable Indicators** 

The manager receives a monthly O&amp;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.

 

The utility has a safety manual and holds safety meetings.

 

Utility facilities have not suffered any major problems/outages due to management issues that are still unresolved.

 

The utility is operating at the level of service that was proposed.

 

The operator provides status reports to the manager on a routine basis.

 The utility has completed and distributed its Community Confidence Report (CCR). The utility is not on the Significant Non-Compliance (SNC) list. 

The utility maintains an inventory control list.

 

The utility maintains a critical spare parts list.

**Operation of Utility Comments:**

The public works foreman and the operator in training are now the lead operators in running the plant. The Operator in Training has been promoted to lead operator. The new lead operator will be staying in the community now, he does not plan on leaving.

**RUBA Activities For The Coming Quarter**

Continue work on the RUBA plan and provide assistance as requested.