

Port Alexander Activity Report

General Information:

No RUBA activity took place for Port Alexander this quarter. The City placed an advisory proposition on the municipal ballot regarding whether to charge for water service. The measure passed to charge 50% of the cost of providing water to the households using water. However, the City has not implemented the rates nor have requested assistance in setting up a billing system.

Observations and Recommendations:

These observations have not changed since last quarter. It is the recommendation of Gina Atkinson, RUBA staff in the Juneau office, that the City decide how they want to set up a billing system.

Finances — There are no apparent problems with the finances of this City. They carefully deliberate their proposed budget and approve it before the beginning of the fiscal year. The Council receives financial reports, reviews and comments on them. They are careful in their money management.

Accounting Systems — Although they have a manual accounting system it seems adequate for their current activities. When they start charging customers for water, they will need to set up a billing system and better cash receipts system.

Tax Problems — There are no problems with tax deposits at this time.

Personnel System — The two City Clerks sharing the job do well keeping up with the daily activities of the office. This arrangement seems to be working well both for the City and the staff.

Organizational Management — The organization of this City is a little different from most small villages. Each Council member is “in charge” on one topic or service the City provides. This system seems to work fine for this very small community.

Leadership/Governance — The Council takes an active role in governing the community and tries to ascertain what the community needs/wants before making major changes in policy. The Council is pursuing an advisory vote on installing meters and charging for water use.

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Operation of Utility — The actual operation of the facilities seemed to be fine. They have a certified and well-qualified operator for the system. The operator has been working with the Remote Maintenance Worker (RMW) to complete an upgrade project funded through a grant. The City purchased a new computer that is appropriate for their needs. The Clerks are interested in more computer training and learning about billing systems.

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