

# Port Alexander Activity Report

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## General Information:

No RUBA activity this quarter. The City is awaiting the completion of waterline upgrade and repairs and installation of meters in Tract B before they intend to start billing customers for water. Tract A is complete and the meters are installed. There is no estimated completion date for Tract B. It definitely won't be done this year and probably will only be partially complete by the end of next summer. RUBA staff confirmed with the Mayor that the City is still interested in assistance with setting up a billing system after the meters are installed in Tract B.

## Observations and Recommendations:

Finances — Appear to be in good shape. The FY01 budget is balanced and approved by the council. Monthly financial reports are being given to the council members at monthly meetings.

Accounting Systems — The City has converted to Quicken. There appears to be no problems with operating the software.

Tax Problems — There appears to be no tax problems.

Personnel System — There appears to be no personnel problems. Robin and Karen are still sharing the city clerk position. The mayor reports that both get along well together. RUBA staff discussed with the Mayor the possibility of sending one of the clerks to the Alaska Municipal Clerks Institute next February.

Organizational Management — Organizational management appears to be okay. The mayor is the supervisor of the clerks and is reporting not problems.

Leadership/Governance — There appears to be no problems with leadership/ governance. Several council members are actively involved in city affairs. (The council member act as heads of city departments, such as water, Bear Hall, etc.)

Operation of Utility — The utility has a new operator, Shanna. Her certification has been recently questioned, but she has been working closely with John Blankenship, RMW for SEARHC and Jon Menough, DEC. Aneiss is the relief operator.

**Ranking**

1 = Inadequate

4 = Adequate to meet minimum requirements

7 = Exceeds requirements

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