
City of Bethel, Alaska

Finance Committee Minutes

September 22, 2011

Regular Meeting

Bethel, Alaska

CALL TO ORDER

A regular meeting of the Finance Committee was held on September 22, 2011 at the City Council Chambers.

Recorder Sharri Salyers called the meeting to order at 6:34 p.m.

ROLL CALL

Comprising a quorum of the Committee, the following were present:

Shantz McDaniel Kristof Trantham Willert

Excused absence(s): Willard, Davis

Unexcused absence(s): None

Also in attendance were the following:

Bobby Sutton, Finance Director

Sharri Salyers, Recorder

MOTION TO SELECT A CHAIR PRO TEMPORA

| | | |
|-----------------------|--|---------------|
| MOVED BY: | Shantz | Dave Trantham |
| SECONDED BY: | Willert | |
| | | |
| VOTE ON MOTION | Passed 4-1 Shantz, McDaniel, Kristof, Willert in favor | |
| | | |

PEOPLE TO BE HEARD

No one present to be heard

MOTION TO APPROVE AGENDA

| | | |
|-----------------------|----------------------|--|
| MOVED BY: | Shantz | To approve the agenda of September 22, 2011. |
| SECONDED BY: | Willert | |
| | | |
| VOTE ON MOTION | Carried unanimously. | |

MOTION TO APPROVE MINUTES

| | | |
|-----------------------|----------------------|--|
| MOVED BY: | Shantz | To approve minutes of August 25, 2011 Regular meeting. |
| SECONDED BY: | Kristof | |
| | | |
| VOTE ON MOTION | Carried unanimously. | |
| | | |

UNFINISHED BUSINESS

Item A: Proposed Water/Sewer Utility Billing Charge- Requested by Finance

There was a motioned on August 25, 2011 to continue this over to this month's (September 22, 2011) agenda by committee. It was requested to have Finance Director Bobby Sutton to obtain an analyzed billing of actual charges to include customer service, the time spent on billing, envelopes, stamps, paper and other items that are utilized in billing the water and sewer charges.

Bobby Sutton provided the committee a breakdown analyzed sheet. Bobby Sutton went over the sheet with the committee.

Labor costs

Annual projections costs for two (2) Accounting Clerks of three (3) hours of daily processing (780 hrs annually) totals \$1,296.00

Thirty-two (32) hours monthly of bill preparations (384 hrs annually) totals \$7538.00

One (1) Accounting Specialist twenty-four (24) hours processing and bill preparations monthly (288 hrs annually) totaling \$8,594.00

Benefit cost (60%) \$10,456

Equaling to \$27,884

Supplies cost

Envelopes, Paper annual cost \$4,000.00

Postage annual cost \$5,000.00

Equaling to \$9,000.00

Grand total of \$36,884.00

The Utility Billing Charge for the consumer

Total number of bills going out 1,779

Annual cost of billing charge per bill \$20.73

Monthly cost per bill \$1.73

The water and sewer fund is looking at a \$623,000.00 deficit this year. It is being subsidized by the general fund. Mayor Eric Middlebrook had requested that we look into adding this small billing charge to the consumers to assist the city in this deficit. This billing charge has been brought forth to the committee for some insight as to if it should even be considered. This billing charge is not going to suffice the USDA grant's rate increase that is required in the USDA grant agreement.

MOTION TO DEFER Proposed Water/Sewer Utility Billing Charge

| | | |
|-----------------------|----------------------|---|
| MOVED BY: | Shantz | To such time the mandated rate increase is being reviewed |
| SECONDED BY: | Willert | |
| | | |
| VOTE ON MOTION | Carried unanimously. | |

Item B: Publication of Sales Tax Delinquency List – Requested by City Manager Lee Foley

There was a motion on August 25, 2011 to have this item reviewed by the legal department to make sure that it was ok to publish the requested information into the newspapers or any other type of publication. Bobby Sutton stated that the City Attorney reviewed the request. It was determined that the publication of the sales tax delinquency list could be published with a few minor adjustments. The City Manager is requesting that the committee reconsider their recommendation from the August 25, 2011 meeting of publishing this delinquency list quarterly, to having it published monthly.

Discussion continued with concerns expressed for small business that are on the delinquency list who intend to pay their taxes but are having difficulty. Also discussion and concern of posting the delinquency list was to shame people into paying their taxes.

MOTION TO RESEND LAST MOTION OF QUARTERLY PUBLICATION OF DELINQUENCY LIST

| | | |
|-----------------------|---|--|
| MOVED BY: | Kristof | |
| SECONDED BY: | Willert | |
| | | |
| VOTE ON MOTION | Motion 2-3 Fails Kristof and Willert in favor | |

NEW BUSINESS

Item A: Rescheduling of meeting for the months of November and December

Due to Holidays in the months of November and December it would be advised to reschedule the finance committee meeting to a different day and/or forgo the meetings altogether.

MOTION TO FORGO MEETINGS IN NOVEMBER AND DECEMBER

| | | |
|-----------------------|--------------------------------|--|
| MOVED BY: | Shantz | |
| SECONDED BY: | | |
| VOTE ON MOTION | Failed due to lack of a second | |

MOTION TO RESCHEDULE NOVEMBER MEETING

| | | |
|-----------------------|---------------------|----------------------|
| MOVED BY: | Willert | To November 17, 2011 |
| SECONDED BY: | Kristof | |
| VOTE ON MOTION | Carried unanimously | |

MOTION TO FORGO DECEMBER MEETING

| | | |
|-----------------------|---------------------|--|
| MOVED BY: | McDaniel | |
| SECONDED BY: | Kristof | |
| VOTE ON MOTION | Carried unanimously | |

FINANCE DIRECTOR’S COMMENTS

The Finance Director shared his congratulations to Recorder Sharri Salyers on becoming a new Grandmother. The annual audit is scheduled to begin October 10th thru October 19th. Asked the committee if they had any ideas or suggestions that they would like on the agenda, to send them to his email address.

FINANCE COMMITTEE MEMBERS COMMENTS

Mike Shantz- No Comment

Sadie McDaniel- No Comment

Kevin Krostof- No Comment

Ann Willert- No Comment

Dave Trantham- Thanks for have me be pro temp tonight. I would also like to thank you all for being on this committee and serving our community.

MOTION TO ADJOURNMENT

| | | |
|---------------------|---------|--|
| MOVED BY: | Shantz | |
| SECONDED BY: | Kristof | |

| | |
|-----------------------|----------------------|
| VOTE ON MOTION | Carried unanimously. |
|-----------------------|----------------------|

With no further business before the Committee, the meeting adjourned

APPROVED THIS 17 DAY OF December, 2011.



Bobby Sutton, Finance Director



Chair, Carol Ann Willard