

APPROVAL OF MINUTES

MOVED BY:	Willert	To approve minutes of March 24, 2011 meeting.
SECONDED BY:	Trantham	
VOTE ON MOTION		
Carried unanimously.		

UNFINISHED BUSINESS

None

NEW BUSINESS

Item A: FY 2012 Proposed Budget – Finance Department (Finance)

Finance Director Bobby Sutton provided detailed explanation of the proposed budget for FY 2012 for the Finance Department. Several questions were asked with answers provided by the Finance Director. Upon conclusion of the discussion, the Committee moved to do the following:

MOVED BY:	Willert	To support the Proposed FY 2012 Budget for the Finance Department by requesting Council Representative Schiedler to, on behalf of the Finance Committee, encourage City Council to approve the Proposed Finance Department Budget for FY 2012 with no reductions.
SECONDED BY:	Trantham	
VOTE ON MOTION		
Carried unanimously.		

Vice Chair Davis arrived at the meeting during the discussion and moderated from this point forward.

Item B: Review of Police Station Grant Agreement (Trantham)

The Finance Director read directly from the grant agreement with the State of Alaska verifying that work on the FAA Building was allowed within the scope of work. All committee members were satisfied.

Item C: Comparison of Outsourced Payroll to In-house payroll (Willert)

Committee member Willert stated that with the analysis provided from the Finance Department demonstrating a significant savings by outsourcing, she felt this was now a mute point with no further discussion needed.

FINANCE DIRECTOR’S COMMENTS

The Finance Director shared his appreciation for each one’s participation tonight. He especially wanted to thank Committee member Sadie McDaniel for her willingness to serve on the Finance Committee.

FINANCE COMMITTEE MEMBERS COMMENTS

MEMBER COMMENTS

Member Trantham – Shared his appreciation to Sadie McDaniel and for her willingness to serve on the committee. He also thanked the Finance Director for his efforts.

Member McDaniel – Thanked the Committee for the welcome. Commented that she was quiet tonight but was just taking everything in.

Vice Chair Davis – Apologized for being late arriving. Provided additional explanation.

Member Schiedler – Thanked the Finance Director. Also commented how nice it was to have a full committee.

Member Willert – No comment

ADJOURNMENT

MOVED BY:	Trantham	Motion to adjourn at 8:17 pm.
SECONDED BY:	Willert	

VOTE ON MOTION	Carried unanimously.
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With no further business before the Committee, the meeting adjourned ____ p.m.

APPROVED THIS 25th DAY OF AUGUST, 2011.


Bobby Sutton, Finance Director


Chair, Carol Ann Willard

City of Bethel, Alaska

Finance Committee Minutes

May 23, 2011

Special Meeting

Bethel, Alaska

CALL TO ORDER

A regular meeting of the Finance Committee was held on May 23, 2011 at the City Council Chambers.

Council Representative Jennifer Schiedler called the meeting to order at 6:34 p.m.

ROLL CALL

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

Davis (arrived late) McDaniel Schiedler Trantham Willert

Excused absence(s): Kristof, Willard

Unexcused absence(s): None

Also in attendance were the following:

Bobby Sutton, Finance Director

PEOPLE TO BE HEARD

No one present to be heard

SELECTION OF CHAIR PRO TEMPORE

MOVED BY:	Trantham	To select Jennifer Schiedler as Chair Pro Tempore.
SECONDED BY:	Willert	
VOTE ON MOTION	Carried unanimously.	

Councilmember Schiedler served as Chair Pro Tempore until Vice Chair Davis arrived.

APPROVAL OF AGENDA

MOVED BY:	Trantham	To approve the agenda of May 23, 2011.
SECONDED BY:	Willert	
VOTE ON MOTION	Carried unanimously.	

City of Bethel, Alaska

Finance Committee Minutes

June 23, 2011

Regular Meeting

Bethel, Alaska

CALL TO ORDER

A regular meeting of the Finance Committee was held on June 23, 2011 at the City Council Chambers.

Recorder Sharri Salyers called the meeting to order at 6:45 p.m.

ROLL CALL

A quorum was not established of the Committee, the following were present:

Kristof Trantham

Excused absence(s): Willard, Davis, McDaniel, Willert, Schiedler

Unexcused absence(s): None

Also in attendance were the following:

LeRae Sullivan, Finance Director

Sharri Salyers, Recorder

PEOPLE TO BE HEARD

No one present to be heard

ADJOURNMENT

APPROVED THIS 25th DAY OF AUGUST, 2011.


Bobby Sutton, Finance Director


Chair, Carol Ann Willard

City of Bethel, Alaska

Finance Committee Minutes

July 28, 2011

Regular Meeting

Bethel, Alaska

CALL TO ORDER

A regular meeting of the Finance Committee was held on June 28, 2011 at the City Council Chambers.

Meeting called to order my Dave Trantham Jr. at 6:45 pm

ROLL CALL

A quorum was not established of the Committee, the following were present:

Trantham Davis Shantz

Excused absence(s): Willard, Kristof, McDaniel, Willert

Unexcused absence(s): None

Also in attendance were the following:

Bobby Sutton, Finance Director, Recorder

PEOPLE TO BE HEARD

No one present to be heard

ADJOURNMENT

APPROVED THIS 25th DAY OF AUGUST, 2011.



Bobby Sutton, Finance Director



Chair, Carol Ann Willard

City of Bethel, Alaska

Finance Committee Minutes

August 25, 2011

Regular Meeting

Bethel, Alaska

CALL TO ORDER

A regular meeting of the Finance Committee was held on August 25, 2011 at the City Council Chambers.

Chairperson Carol Ann Willard called the meeting to order at 6:30 p.m.

ROLL CALL

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

Willard Davis Shantz McDaniel Kristof (6:32) Trantham

Excused absence(s): Willert

Unexcused absence(s): None

Also in attendance were the following:

Bobby Sutton, Finance Director
LaRae Sullivan, Assistant Finance Director
Sharri Salyers, Recorder

PEOPLE TO BE HEARD

No one present to be heard

MOTION TO APPROVE AGENDA

MOVED BY:	Shantz	To approve the agenda of August 25, 2011.
SECONDED BY:	Trantham	
VOTE ON MOTION	Carried unanimously.	

MOTION TO APPROVE MINUTES

MOVED BY:	Trantham	To approve minutes of May 23, 2011 Special meeting.
SECONDED BY:	Davis	
VOTE ON MOTION	Carried unanimously.	

MOTION TO APPROVE MINUTES

MOVED BY:	Trantham	To approve minutes of June 23, 2011 Regular meeting.
SECONDED BY:	Davis	
VOTE ON MOTION	Carried unanimously.	

MOTION TO APPROVE MINUTES

MOVED BY:	Davis	To approve minutes of July 28, 2011 Regular meeting.
SECONDED BY:	McDaniel	
VOTE ON MOTION	Carried unanimously.	

UNFINISHED BUSINESS

None

NEW BUSINESS

Item A: Sales tax remittance for out of town contractors performing work within the City of Bethel-Requested by Trantham

Dave Trantham yielded to finance director Bobby Sutton to discuss the procedures that the finance department has in place for collecting and investigating out of town contractors to insure that they are remitting their city taxes. It was explained that if contractors' jobs were completed within five (5) days they were exempt in paying sales tax. Also if the contractors' were building for Government, State and Federal entities they are also exempt of remitting sales tax. Questions asked in reference to knowing for sure the businesses were coming in and remitting the sales tax. From Mr. Sutton stated that there is no guarantee that every business is coming in. We do however receive complaints from the public and this is very helpful in our investigations. The city does not have a huge problem with the out of town contractors coming in and remitting sales tax. It was good that Dave Trantham requested this subject for the agenda, so the committee can have discussion and learn that there aren't any issues at this time on this subject.

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

Bobby Sutton placed this onto the agenda as requested by Mayor Eric Middlebrook. At this time we have a portion of our water sewer cost that is coming out of this account paying a percentage of our two billing clerks and one Accounts Receivable accounting specialist, who makes sure that everything is running smoothly in the utility billing. The Mayor had thought that since the water/sewer fund is facing a deficit of over (\$600,000.00) Six hundred thousand dollars this year that is being subsidized by the general fund. The mayor was hoping that we may be able to recoup some of this, without raising the rates significantly by adding a small billing charge. Bobby Sutton went over a hand out that was provided to the committee of the FY2012 Utility Billing budget that was approved by council to clarify the percentages of salaries for the two clerks and the Accounting Specialist and other expenses that have been projected for this years budget. The amount the utility billing charge per month per customer is \$7.39
 How the number was figured \$157,875 divided by 1,779 customers equals \$88.77 per year divided by 12 equals \$7.39 per month per customer.

There is a mandatory rate increase for utilities that will be coming soon due to the USDA grant agreement also.

If we could have an extra month we can analyze the billing itself and see what the actual billing charges are. We do not want to include customer service for this charge. We can find out how much time is spent on billing, Envelopes, Stamps, Paper and other items that are utilized and see if we can save some monies and bring down this charge.

MOTION TO TABLE- Proposed Water/Sewer Utility Billing Charge and move to Unfinished Business for next month's Agenda

MOVED BY:	Shantz	
SECONDED BY:	Davis	
VOTE ON MOTION		
Carried unanimously.		

Item C: Review and Possible Modification of BMC 4.16.180(C) (D) – Requested by Finance

Bobby Sutton requested that this be placed on the agenda, a discussion ensued in reference to section D first. Bobby read the ordinance and the proposed changes. He explained that with the stiffer penalty going from \$300.00 to \$1,000.00 for violators that will not cooperate in the audit of their records and the assessment of administration and/or legal fees associated with the investigation will assist the Finance department immensely.

MOTION TO Introduce Ordinance 4.16.180 (C) (D) to Council on September 13, 2011 Council meeting

MOVED BY:	Trantham	
SECONDED BY:	Kristof	
VOTE ON MOTION		
Carried unanimously.		

Discussion of section C of the ordinance, the finance department has received multiple complaints from the community that some businesses are not giving receipts showing the amount of tax due on the transaction. As stated in this ordinance they must provide an invoice or receipt and if they fail to do so the penalty to the city is equal to twice the amount of the tax due on the sale. Some of the transactions are just minimal amounts and this penalty is not much of a deterrent. If we up the penalty to a minimum charge of \$100.00 for each violation it would be more of deterrent to the businesses and we should see more compliance in the code.

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

Bobby Sutton stated that city manager requested that this be brought forth to the Finance Committee to look into and if it is agreed upon to send a recommendation to City Council. This publication can be weekly, twice monthly, monthly or quarterly. The city manager is requesting that it be published twice monthly and thinks that if this list is published to the public it could make the businesses be more inclined to be in compliance in remitting their sales taxes.

MOTION TO have this reviewed by the legal department to make sure that it is ok to publish this information into the newspapers or any other type of publication.

MOVED BY:	Shantz	
SECONDED BY:	Davis	
VOTE ON MOTION	Carried unanimously.	

MOTION To submit a quarterly publication of the delinquency list and recommendation to Council once it has been reviewed by legal department.

MOVED BY:	Davis	
SECONDED BY:	Thrantham	
VOTE ON MOTION	Carried unanimously.	

FINANCE DIRECTOR’S COMMENTS

The Finance Director shared his appreciation for each one’s participation tonight and felt that it was a productive meeting. He also stated that things have been running smoothly in the finance department, the crew has been working hard and he shared his appreciation for them as well.

FINANCE COMMITTEE MEMBERS COMMENTS

Kevin Krostof- No Comment

Clark Davis- No Comment

Sadie McDaniel- I apologize that I have missed that past two meeting I have been gone for the summer, it is good to be back.

Carol Ann Willard- I also apologize that I have missed the past two meetings as well.

Dave Trantham- I am greatly pleased to see everyone from the Finance department that is in attendance tonight along with having a full quorum tonight. I will be getting phone calls tonight asking about the delinquent list. I have also brought my sisters utility bill from North Carolina for the month of July

Electric \$60.24, Water \$7.85, Sewer \$7.36, yard light \$8.14, Taxes \$2.24, Storm water \$4.00 total for two people is \$90.13

I just wanted to share that with the committee.

I also hope that we can talk Mike into staying with the committee when he leaves the council.

Mike Shantz- No Comment

MOTION TO ADJOURNMENT

MOVED BY:	Shantz	
SECONDED BY:	Trantham	

VOTE ON MOTION	Carried unanimously.
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With no further business before the Committee, the meeting adjourned 8:17_p.m.

APPROVED THIS 22 DAY OF Sept, 2011.


Bobby Sutton, Finance Director


Pro temp Chair, Dave Trantham

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 Shanz, 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.
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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

City of Bethel, Alaska

Finance Committee Minutes

October 27, 2011

Regular Meeting

Bethel, Alaska

CALL TO ORDER

A regular meeting of the Finance Committee was held on October 27, 2011 at the City Council Chambers.

Meeting called to order by Clark Davis. at 6:31 pm

ROLL CALL

A quorum was not established of the Committee, the following were present:

Trantham Davis McDaniel

Excused absence(s): Willard, Kristof, Peltola, Willert
Unexcused absence(s): None

Also in attendance were the following:

Bobby Sutton, Finance Director
Sharri Salyers, Recorder

PEOPLE TO BE HEARD

No one present to be heard

ADJOURNMENT

APPROVED THIS 17 DAY OF November 2011.


Bobby Sutton, Finance Director


Chair, Carol Ann Willard

City of Bethel, Alaska

Finance Committee

November 17, 2011

Regular Meeting

Bethel, Alaska

I. CALL TO ORDER

A regular meeting of the Finance Committee held on November 17, 2011 at 6:30 pm in the City Hall Council Chambers, Bethel, Alaska.

Chair Carol Ann Willard called the meeting to order at 6:39 pm.

II. ROLL CALL

Compromising a quorum of the Committee, the following members were present for roll call:

Willard Davis McDaniel Trantham Willert

Absent:

Peltola Kristof

Ex-Officio members present were the following:

Bobby Sutton- Finance Director

Sharri Salyers- Recorder

Chief of Police Larry Elarton- By request.

III. PEOPLE TO BE HEARD

IV. APPROVAL OF AGENDA

MOTION TO APPROVE THE AGENDA OF NOVEMBER 17, 2011

MOVED:	Willert	
SECONDED:	Davis	
VOTE ON MOTION	Carried unanimously.	

VII. APPROVAL OF MINUTES

MOVED:	Willart	Motion to approve minutes of September 22, 2011 Regular meeting
SECONDED:	Davis	
VOTE ON MOTION	Carried unanimously.	

MOTION TO AMEND

MOVED:	Trantham	Amend minutes of September 22, 2011 Regular meeting. Amending vote on motion for Chair Pro Tempora of Dave Trantham to Passed 4-1 Shanz, McDaniel, Kristof, Willert in favor
SECONDED:	McDaniel	
VOTE ON MOTION		
Carried unanimously.		

APPROVE AMENDED MINUTES

MOVED:	Davis	Motion to approve amended minutes of September 22, 2011
SECONDED:	Trantham	
VOTE ON MOTION		
Carried unanimously.		

APPROVAL OF MINUTES

MOVED:	Trantham	Motion to approve minutes of October 27, 2011
SECONDED:	Davis	
VOTE ON MOTION		
Carried unanimously.		

VIII. UNFINISHED BUSINESS**IX. NEW BUSINESS**

A: Review of Ordinance Purchasing 4.20.090(E) (G), 4.20.100 (E) and 4.20.160 (A) (1). In reference to Local Business Preference.

MOVED:	Davis	Motion to open discussion on Ordinance
SECONDED:	Willert	
MOVED:	Trantham	Motion to suspend the rules and hear from Chief of Police, Larry Elarton
SECONDED:	Davis	
VOTE ON MOTION		
Carried unanimously.		
MOVED:	Clark	Motion to postpone to the next regular meeting
SECONDED:	Willert	
VOTE ON MOTION		
Carried unanimously.		
VOTE ON MAIN MOTION		Carried unanimously.

X. FINANCE DIRECTOR COMMENTS

A financial statement report was handed out to the members. Discussion of this report was given. The FY11 Audit is complete and there will be a special council meeting next Tuesday evening at 5:30 pm with the auditors.

XI. COMMISSION MEMBER'S COMENTS

Sadie McDaniel

- Wishing everyone a Happy Thanksgiving and Merry Christmas

Ann Willert

- Would like to have more research done across the board for all purchases supplies, etc. on the 5% local preference for the next meeting.

Dave Trantham

- Would like to thank everyone for coming tonight.

Clark Allen Davis

- No Comment

Carol Ann Willard

- Would like to apologize for her absences for the past two meetings. I have a new addition to my family a twelve year old niece.

XII. ADJOURNMENT

MOVED:	Trantham	Motion to adjourn
SECONDED:	Willart	
VOTE ON MAIN MOTION		
Carried unanimously.		

Next meeting on January 26, 2012


 Chairperson

ATTEST:



~~Sharri Salyers~~, Recorder

LaRae Sullivan, Assistant Finance Director.