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# City of Bethel, Alaska

## Finance Committee Minutes

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Wednesday, July 27, 2016

Special Meeting

Bethel, Alaska

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### CALL TO ORDER

A special meeting of the Finance Committee was held on July 27 at 6:30 p.m. in City Council Chambers.

Meeting was called to order by co-chair Jon Cochrane at 6:30 PM.

### ROLL CALL

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

Cochrane, Shantz, Shear, Egoak, Trantham

Excused absences: Albertson, Willard

Unexcused Absences: Russell

Also in attendance were the following:

Ann Capela, City Manager

Hansel Mathlaw, Finance Director

Patty Burley, City Attorney

Carole Jung, Recorder

### PEOPLE TO BE HEARD

Merrill Lake- Spoke on behalf of Valcarce Law Office. Mr. Lake presented and read a letter written by Mr. Jim Valcarce. The letter was in regards to the proposed revisions of the City sales tax and the deletion of 4.16.040 c which exempts taxes on sales above \$10,000.

### MOTION: APPROVAL OF AGENDA

<b>MOVED BY:</b>	Shantz	To approve the agenda.
<b>SECONDED BY:</b>	Shear	

<b>VOTE ON MOTION</b>	Motion carried by unanimous vote.

**MOTION: APPROVAL OF MINUTES OF May 23, 2016**

<b>MOVED BY:</b>	Trantham	To approve the minutes from the May 23, 2016 meeting.
<b>SECONDED BY:</b>	Shear	

<b>VOTE ON MOTION</b>	Motion carried by unanimous vote.
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**NEW BUSINESS**

1. 4.16 Sales and Use Tax Rewrite – Finance Director  
The finance director spoke about the upcoming changes in the sales tax rewrite. Some changes will be the ability to pay taxes online instead of paper form and changing the reporting from monthly to quarterly, as they do in other towns in Alaska. Will be less time entering payments monthly and it will save time for the sales tax clerk to concentrate and enforce delinquent businesses in Bethel. Also will save time and money for the businesses.
2. Organizational structure Finance Dept- Finance Director  
The finance director and city manager spoke about the organizational structure within finance and the possibility of some changes. One thought was to have Caselle do some of the more mundane tasks such as journal entries in order to save time and money. High turnover in finance in the past has posed problems with essential tasks not being done.

**MOTION: To schedule a regular meeting on August 15, 2016**

<b>MOVED BY:</b>	Shear	To schedule a regular meeting Aug. 15.
<b>SECONDED BY:</b>	Egoak	

<b>VOTE ON MOTION</b>	Motion carried by unanimous vote.
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**COMMENTS**

Finance Director- Thanked everyone for coming to the special meeting. Excited about the changes to sales tax. The 2016 budget is online now.

Member Shantz- There was a lot of information presented and hopes to receive all of the needed info well before the next scheduled meeting.

Member Shear- No Comments.

Member Egoak- No Comments.

Member Trantham- Thanked everyone for coming, thanked the finance director for a job well done.

**ADJOURNMENT**

<b>MOVED BY:</b>	Shear	To adjourn the meeting.
<b>SECONDED BY:</b>	Shantz	

<b>VOTE ON MOTION</b>	Motion carried by unanimous vote.
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APPROVED THIS 15<sup>th</sup> DAY OF August, 2016.

Carole Jung  
Carole Jung, Recorder

Carol Ann Willard  
Carol Ann Willard, Chair