CITY OF BETHEL
FINANCE COMMITTEE
MONDAY, DECEMBER 18, 2023, 6:30 PM

LOCATION: **300 CHIEF EDDIE HOFFMAN HIGHWAY, BETHEL, ALASKA**
ZOOM MEETING LINK
HTTPS://US06WEB.ZOOM.US/J/87274519480?PWD=WUTESNPDYVC3NKVYUHZZNDJKOVLAQT09
MEETING ID: 872 7451 9480
PASSCODE: 060155

MEMBERS	**STAFF**
John Hamilton , Chair Robert Rey, Vice Chair John Lloyd Farah Sears Carol Ann Willard Patrick Snow, Council Rep. Vacancies (3)	Alexandra Batchelor, Ex Officio Member alexandrabatchelor@cityofbethel.net 907-543-1381

I. CALL TO ORDER

II. ROLL CALL

III. PEOPLE TO BE HEARD – FIVE MINUTES PER PERSON

A. Please submit written public comments to finance@cityofbethel.net by 4:00 p.m. the day of the meeting.

IV. APPROVAL OF AGENDA

A. 12/18/2023

V. APPROVAL OF MEETING MINUTES

A. 11/20/2023

VI. UNFINISHED BUSINESS

VII. NEW BUSINESS

A. Committee Calendar

VIII. EX OFFICIO REPORT

A. November Report

IX. MEMBER COMMENTS

X. ADJOURNMENT

Posted 12/13/2023 at City Hall, AC Co., Swanson's, and the Post Office. ___________________________
Alexandra Batchelor, Ex-Officio Staff

City of Bethel, Alaska
Finance Committee Minutes

November 20th 2023 | Regular Meeting | Bethel, Alaska

I. CALL TO ORDER

A Regular Meeting of the Finance Committee was held on November 20th, 2023, at 6:30 PM in-person and via Zoom.

II. ROLL CALL

Comprising a quorum of the Committee, the following were present: John Hamilton (Chair), John Lloyd, Carolan Willard, and Patrick Snow

Also in attendance: Alexandra Batchelor (Ex-Officio) and Brent Hartzell and Aaron Vassalotti (Ex-Officio).

Unexcused Absences:
Excused Absences: Farah Sears and Robert Rey

III. PEOPLE TO BE HEARD: NONE
IV. APPROVAL OF AGENDA

11/20/2023

MOVED BY	Carolann Willard	Motion to approve
SECOND BY	Patrick Snow	
VOTE ON MOTION	All in favor	4-0

V. APPROVAL OF MINUTES

10/23/2023

MOVED BY	Patrick Snow	Motion to approve
SECOND BY	Carolann Willard	
VOTE ON MOTION	All in favor	4-0

VI. UNFINISHED BUSINESS: NONE

VII. NEW BUSINESS

A. Review BMC 2.60.170 Finance Committee duties. (Alexandra Batchelor) -

Motion to move to a Committee as a whole.

MOVED BY	Patrick Snow	Motion to approve
SECOND BY	Carolann Willard	
VOTE ON MOTION	All in favor	4-0

Motion to move close Committee as a whole.

MOVED BY	Carolann Willard	Motion to approve
SECOND BY	Partick Snow	
VOTE ON MOTION	All in favor	4-0

VIII. EX OFFICIO MEMBER REPORTS

October 2023 Report.

IX. COMMITTEE MEMBER COMMENTS

John Hamilton: Welcome John

Patrick Snow: Nice to meet everyone in person.

Carolann Willard: Welcome John

X. MOTION TO END MEETING

MOVED BY	Carolann Willard	Motion to approve
SECOND BY	John Lloyd	
VOTE ON MOTION	All in Favor	4-0

The chair called the meeting to an end at 7:19 pm.

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John Hamilton, Chair

ATTEST:

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Alexandra Batchelor, Recorder

Title: Approving the Regular Finance Committee meeting dates for 2024.

The Finance Committee meets the 4th Monday of every month at 6:30 p.m.

Month	Regular Meeting Date	Rescheduled Meeting Date
January	01/22/2024	
February	2/26/2024	
March	03/25/2024	
April	04/22/2024	
May	05/27/2024	05/21/2024
June	06/24/2024	
July	07/22/2024	
August	08/26/2024	
September	09/23/2024	
October	10/28/2024	
November	11/25/2024	11/19/2024
December	12/23/2024	12/17/2024

The meeting for May, November and December will be rescheduled for the 3rd Tuesday due to holidays.

NOVEMBER FINANCE MANAGER'S REPORT
Brent Hartzell, 5 December 2023

- **In November, Finance rolled out the business license renewal email notices for the first time, which has met with positive reception**. We combined the two renewal forms into one to make the process easier for ourselves and the organizations filling them out. We also took part in a software demonstration to help improve the process of filing taxes online and discussed the possibility of allowing people to fill out their business license renewals online and pay online themselves. We look for ways that would allow businesses to handle more of their affairs online through a portal. Meanwhile, all 1,900 utility services accounts were timely billed in November at a total amount across all services (water, sewer, garbage, landfill) of about $760,000. The city also billed more than $30,000 in ambulance revenue.

- **General Fund operating expenditures citywide are down compared with the same time a year ago**, but the difference may be attributable to the timing of gravel purchases for the roads. Outside of that, operating costs are constant. Staff has assured me that all expenses of which they are aware through November 30 are included in the end-of-month expense reports. I expect that tax revenue will also be close to that of a year ago once all November tax forms are processed.

- **I am verifying reconciliation status of all expenses in the general ledger for timeliness and completeness. Once done, I will transmit the FY 25 budget worksheet for department heads to prepare.** This will also enable me greater certainty about revenues and expenditure trends for FY24.

- **I'm tying up loose ends with the FY21 audit with BDO. Meanwhile, Altman Rogers is near to having draft financial reports ready for the FY22 audit.** Once the worksheet is transmitted, I'll complete audit-related tasks for FY 21 and FY 22.

- **Late audits have been costly in the past two years, as I discovered that the city did not receive a 50% subsidy of ground ambulance service revenue from the state because of their untimeliness. That's $200K per year.** I have spoken with Alaska SEMT and extended the expected completion of the FY23 audit to June 30 such that the city can regain the subsidy in time for FY25 – but the older funds are not recoverable.

- **I'm hopeful that Jennifer Larson will begin with the city on January 2 as the new accounting specialist for accounts payable and payroll responsibilities**. I am now preparing to fill the utility billing specialist position and then recommending reorganization of the remaining budgeted positions.

- **Widespread discrepancies exist in FY23 and FY 24 between appropriations and expenditures across the General Fund, enterprise funds, capital projects and grant funds,** as became evident starting with my review of ARPA funds. After audit work is complete, I will devise a strategy to fix this issue permanently. This may involve an overhaul of the calculation method used in the budget to designate indirect costs. The city also needs to better control capital appropriations and rollovers, as our recent exercise par ARPA funds makes clear.

Report Criteria:

- Accounts to include: With balances
- Include Funds: 100
- Print Fund Titles
- Page and Total by Fund
- Include Sources: None
- Print Source Titles
- Total by Source
- Include Revenues: None
- Include Departments: 53
- Print Department Titles
- Total by Department
- All Segments Tested for Total Breaks

Account Number	Account Title	2023-24 Current year Budget	2023-24 Current year Actual	2023-23 Remaining Balance
GENERAL FUND				
FINANCE				
100-53-6000	SALARIES	571,585.00	114,329.03	457,255.97
100-53-6010	OVERTIME	19,000.00	16,751.02	2,248.98
100-53-6022	HOLIDAY PAY	3,000.00	6,852.15	3,852.15-
100-53-6023	LEAVE CASHOUT	11,248.00	3,479.46	7,768.54
100-53-6031	PAYABLE MEDICARE FICA	8,563.00	2,096.61	6,466.39
100-53-6032	UNEMPLOYMENT	10,512.00	2,734.46	7,777.54
100-53-6033	WORKERS' COMPENSATION	1,526.00	387.40	1,138.60
100-53-6034	PERS	129,929.00	30,118.60	99,810.40
100-53-6040	EMPLOYEE GROUP BENEFITS	222,495.00	30,934.11	191,560.89
100-53-6041	UTILITY BENEFIT	39,900.00	9,832.14	30,067.86
100-53-6060	TRAVEL/TRAINING	20,000.00	6,525.53	13,474.47
100-53-6100	SUPPLIES	16,000.00	45,121.87	29,121.87-
100-53-6150	GASOLINE/DIESEL/OIL	1,200.00	246.40	953.60
100-53-6170	TELEPHONE	100.00	41.75	58.25
100-53-6171	STAFF CELLULAR PHONES	1,750.00	501.75	1,248.25
100-53-6200	MINOR EQUIPMENT	8,000.00	1,519.39	6,480.61
100-53-6230	VEHICLE MAINT/REPAIR	2,000.00	450.68	1,549.32
100-53-6231	VEHICLE PARTS & TOOLS	.00	350.67	350.67-
100-53-6310	Admin-Outsourced Services	90,000.00	.00	90,000.00
100-53-6311	AUDITING EXPENSE	127,500.00	30,110.30	97,389.70
100-53-6331	HARDWARE/SOFTWARE SUPPORT	15,000.00	15,460.00	460.00-
100-53-6335	OTHER PROFESSIONAL FEES	205,000.00	282,397.95	77,397.95-
100-53-6400	INSURANCE	7,100.00	3,551.70	3,548.30
100-53-6502	ADVERTISING	2,500.00	.00	2,500.00
100-53-6503	DUES & SUBSCRIPTIONS	5,000.00	755.00	4,245.00
100-53-6506	POSTAGE	1,000.00	.00	1,000.00
100-53-6530	FINANCE CHARGES/PENALTIES	300.00	391.79	91.79-
100-53-6531	BANK CHARGES	52,000.00	21,276.38	30,723.62
100-53-6532	CASH OVER/SHORT	500.00	.17-	500.17
100-53-6533	IRS PENALTIES AND INTEREST	2,000.00	.00	2,000.00
100-53-6539	MISCELLANEOUS EXPENSES	4,000.00	290.80	3,709.20
100-53-6700	INDIRECT COST RECOVERY	805,262.00	320,898.08	484,363.92
100-53-6711	ADMIN OVERHEAD-IT SVCS	30,100.00	15,289.39	14,810.61
100-53-9693	KiosK+Annual Fees&NewCopier	20,000.00	.00	20,000.00
	Total FINANCE:	2,434,070.00	962,694.24	1,471,375.76
	GENERAL FUND Revenue Total:	.00	.00	.00
	GENERAL FUND Expenditure Total:	2,434,070.00	962,694.24	1,471,375.76

Account Number	Account Title	2023-24 Current year Budget	2023-24 Current year Actual	2023-23 Remaining Balance
Net Total GENERAL FUND:		2,434,070.00-	962,694.24-	1,471,375.76-
Net Grand Totals:		2,434,070.00-	962,694.24-	1,471,375.76-

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