



CITY OF BETHEL
FINANCE COMMITTEE
TUESDAY, MAY 21, 2024, 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 John Llyod, Vice Chair Robert Rey Patrick Snow, Council Rep. Carol Ann Willard Vacancies (4)	Aaron Vasslotti, Ex Officio Member Cindy Sharp, Ex Officio Member Alexandra Batchelor, Ex Officio Member finance@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. 05/21/2024
- V. APPROVAL OF MEETING MINUTES**
 - A. 01/22/2024
 - B. 02/26/2024
 - C. 03/25/2024
 - D. 04/22/2024
- VI. UNFINISHED BUSINESS**
- VII. NEW BUSINESS**
 - A. Change meeting time to 5:30 pm (John Lloyd)
- VIII. EX OFFICIO REPORT**
 - A. April 2024 Report
- IX. MEMBER COMMENTS**
- X. ADJOURNMENT**



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PASSCODE: 060155

MEMBERS

John Hamilton, Chair
John Llyod, Vice Chair
Robert Rey
Patrick Snow, Council Rep.
Carol Ann Willard
Vacancies (4)

STAFF

Aaron Vasslotti, Ex Officio Member
Cindy Sharp, Ex Officio Member
Alexandra Batchelor, Ex Officio Member
finance@cityofbethel.net
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VII. NEW BUSINESS

- A. Change meeting time to 5:30 pm (John Lloyd)

VIII. EX OFFICIO REPORT

- A. April 2024 Report

IX. MEMBER COMMENTS

X. ADJOURNMENT

Posted 05/16/2024 at City Hall, AC Co., Swanson's, and the Post Office.

Alexandra Batchelor, Ex-Officio Staff

City of Bethel, Alaska

Finance Committee Minutes

January 22nd, 2024

Regular Meeting

Bethel, Alaska

I. CALL TO ORDER

A Regular Meeting of the Finance Committee was held on January 22nd 2024, at 6:30 PM in Council Chambers at 300 Chief Eddie Hoffman Highway.

II. ROLL CALL

The following Finance Committee members were present: John Hamilton (Chair), Carolann Willard, John Lloyd, and Patrick Snow.

Also in attendance are Alexandra Batchelor, Recorder (Ex Officio) and Cynthia Sharp (Ex Officio)

Unexcused Absences:

Excused Absences: Robert Rey

III. PEOPLE TO BE HEARD: NONE

IV. APPROVAL OF AGENDA

01/22/2024

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

V. APPROVAL OF MINUTES

12/18/2023

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

VI. SPECIAL ITEMS

A. Election of Chair

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

B. Election of Vice-Chair

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

VII. NEW BUSINESS

A. Committee Calendar (Alexandra Batchelor)

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

B. Discuss changes to B.M.C. 4.16.170 (H) 2 - Expiration date on Senior Exemption Card.

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

VIII. EX OFFICIO MEMBER REPORTS

December 2023 Report.

IX. COMMITTEE MEMBER COMMENTS

John Lloyd: Maybe move the meeting time to 5:30 pm. So we do not have that 1 hour and a half after work.

John Hamilton: Great discussion. I am open to that.

X. MOTION TO END MEETING

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

The chair called the meeting to an end at 7:04 pm.

John Hamilton, Chair

ATTEST:

Alexandra Batchelor, Recorder

City of Bethel, Alaska

Finance Committee Minutes

February 26th, 2024

Regular Meeting

Bethel, Alaska

I. CALL TO ORDER

A Regular Meeting of the Finance Committee was held on February 26th 2024, at 6:30 PM in Council Chambers at 300 Chief Eddie Hoffman Highway.

II. ROLL CALL

The following Finance Committee members were present: Robert Rey, John Lloyd (Vice Chair), and Patrick Snow.

Also in attendance are Alexandra Batchelor, Recorder (Ex Officio), Starla Solem (Ex Officio), Cindy Sharp (Ex Officio) and Aaron Vassalotti (Ex Officio).

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Unexcused Absences:

Excused Absences: John Hamilton and Carolann Willard

A MEETING WAS NOT HELD DUE TO A LACK OF QUORUM

John Hamilton, Chair

ATTEST:

Alexandra Batchelor, Ex Officio

City of Bethel, Alaska

Finance Committee Minutes

March 25th, 2024

Regular Meeting

Bethel, Alaska

A MEETING WAS NOT HELD BECAUSE AGENDA WAS NOT POSTED ON TIME.

John Hamilton, Chair

ATTEST:

Alexandra Batchelor, Ex Officio

City of Bethel, Alaska

Finance Committee Minutes

April 22nd, 2024

Regular Meeting

Bethel, Alaska

I. CALL TO ORDER

A Regular Meeting of the Finance Committee was held on April 22nd 2024, at 6:30 PM in Council Chambers at 300 Chief Eddie Hoffman Highway.

II. ROLL CALL

The following Finance Committee members were present: Patrick Snow, and via Zoom John Hamilton (Chair) and John Lloyd (Vice Chair), and Patrick Snow.

Also in attendance are Alexandra Batchelor, Recorder (Ex Officio), Cindy Sharp (Ex Officio) and Aaron Vassalotti (Ex Officio).

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Unexcused Absences: Robert Rey

Excused Absences: Carolann Willard

A MEETING WAS NOT HELD DUE TO A LACK OF QUORUM

John Hamilton, Chair

ATTEST:

Alexandra Batchelor, Ex Officio



City of Bethel
Finance Department
Monthly Manager's Report for March 2024

Date: March 1–31st, 2024
To: William Arnold, Acting City Manager
From: Cynthia Sharp, Deputy Finance Director

Subject: Management Report, March 2024

The Finance Department's Monthly Managerial Report details the progress, activities, plans, and challenges of the Finance Department for March 2024.

Current Events within the Finance Department

- We are working on getting the FY22 Audit finished as the FY21 Audit is completed.
- The FY25 Operating Budget is complete.
- Sales tax continues to work on getting business in compliance.
- Payroll is working with HR to get retro pay done to comply with the new collective bargaining agreement
- Utility billing is working on cleaning up old accounts and getting the past due accounts sent to collections
- We are working on cleaning up and organizing our electronic filing system

CITY OF BETHEL
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
FINANCE					
100-53-6000 SALARIES	12,315.70	202,996.69	302,733.00	99,736.31	67.1
100-53-6010 OVERTIME	169.79	21,536.32	19,000.00	(2,536.32)	113.4
100-53-6022 HOLIDAY PAY	1,043.27	10,991.70	3,000.00	(7,991.70)	366.4
100-53-6023 LEAVE CASHOUT	.00	3,479.46	11,248.00	7,768.54	30.9
100-53-6031 PAYABLE MEDICARE FICA	220.20	3,574.87	8,563.00	4,988.13	41.8
100-53-6032 UNEMPLOYMENT	.00	4,888.46	10,512.00	5,623.54	46.5
100-53-6033 WORKERS' COMPENSATION	.00	119.58	1,526.00	1,406.42	7.8
100-53-6034 PERS	3,099.62	51,677.62	70,781.00	19,103.38	73.0
100-53-6040 EMPLOYEE GROUP BENEFITS	6,271.68	51,891.16	222,495.00	170,603.84	23.3
100-53-6041 UTILITY BENEFIT	.00	12,862.30	39,900.00	27,037.70	32.2
100-53-6060 TRAVEL/TRAINING	.00	9,126.19	20,000.00	10,873.81	45.6
100-53-6100 SUPPLIES	.00	8,668.42	16,000.00	7,331.58	54.2
100-53-6150 GASOLINE/DIESEL/OIL	.00	411.04	1,200.00	788.96	34.3
100-53-6170 TELEPHONE	.00	66.80	100.00	33.20	66.8
100-53-6171 STAFF CELLULAR PHONES	.00	789.03	1,750.00	960.97	45.1
100-53-6200 MINOR EQUIPMENT	.00	2,319.37	3,000.00	680.63	77.3
100-53-6230 VEHICLE MAINT/REPAIR	.00	807.37	2,000.00	1,192.63	40.4
100-53-6231 VEHICLE PARTS & TOOLS	.00	350.67	500.00	149.33	70.1
100-53-6310 ADMIN-OUTSOURCED SERVICES	.00	5,484.00	90,000.00	84,516.00	6.1
100-53-6311 AUDITING EXPENSE	.00	64,090.30	127,500.00	63,409.70	50.3
100-53-6331 HARDWARE/SOFTWARE SUPPORT	.00	13,710.00	15,500.00	1,790.00	88.5
100-53-6335 OTHER PROFESSIONAL FEES	.00	461,274.16	533,000.00	71,725.84	86.5
100-53-6400 INSURANCE	.00	4,136.16	7,100.00	2,963.84	58.3
100-53-6410 RENTS & LEASES	.00	1,884.45	.00	(1,884.45)	.0
100-53-6502 ADVERTISING	.00	.00	2,500.00	2,500.00	.0
100-53-6503 DUES & SUBSCRIPTIONS	.00	754.65	5,000.00	4,245.35	15.1
100-53-6506 POSTAGE	.00	2,803.18	5,000.00	2,196.82	56.1
100-53-6530 FINANCE CHARGES/PENALTIES	.00	804.44	1,800.00	995.56	44.7
100-53-6531 BANK CHARGES	.00	35,285.43	50,500.00	15,214.57	69.9
100-53-6532 CASH OVER/SHORT	.00	(.27)	500.00	500.27	(.1)
100-53-6533 IRS PENALTIES AND INTEREST	.00	.00	2,000.00	2,000.00	.0
100-53-6539 MISCELLANEOUS EXPENSES	.00	549.30	4,000.00	3,450.70	13.7
100-53-6700 INDIRECT COST RECOVERY	.00	(421,513.53)	(805,262.00)	(383,748.47)	(52.3)
100-53-6711 ADMIN OVERHEAD-IT SVCS	.00	24,393.18	30,100.00	5,706.82	81.0
100-53-9693 KIOSK+ANNUAL FEES&NEWCOPIER	.00	.00	20,000.00	20,000.00	.0
TOTAL FINANCE	23,120.26	580,212.50	823,546.00	243,333.50	70.5