



**City of Saxman
Finance
October 13, 2022
4:00 PM**

MINUTES

Call to Order

Mayor Seludo called the meeting to order at 4:24 PM.

Roll Call

PRESENT

Mayor Frank Seludo
Committee Member Woody Watson
Committee Member Norman Natkong Sr.
Committee Member Gabriella Blair

ABSENT

Vice Mayor Billy Joe Thomas
Committee Member Rick Makua
Committee Member Denny Blair

Public Comments

There were no public comments.

FY23 Financials

*A motion was made to recommend approval of the September Financials to the City Council.
Motion Passed.*

Motion made by Committee Member Watson, Seconded by Committee Member Blair.
Voting Yea: Mayor Seludo, Committee Member Watson, Committee Member Natkong Sr.,
Committee Member Blair

1. September General Fund Financials

Background: Presentation of the General Fund Financials.

Kayleigh Slagle presented the September General Fund Financials.

2. September Water and Sewer Financials

Background: Presentation of the Water and Sewer Financials.

Kayleigh Slagle presented the September Water and Sewer Financials.

3. September Seaport Financials

Background: Presentation of the Seaport Financials.

Kayleigh Slagle presented the September Seaport Financials.

4. September Cash Accounts

Background: Presentation of the Cash Accounts.

Kayleigh Slagle presented the September Cash Accounts.

Executive Session

A motion stating what topic will be discussed in Executive Session is in order. Per AS 44.25.110 only topic which may have an adverse effect on the Cities finances, subjects that may tend to prejudice the reputation and character of any person, provided that person is informed of their right to request a public discussion, matters which by law, municipal charter, or Ordinance are required to be kept confidential, matters involving consideration of government records that, by law, are not subject to public disclosure.

Executive Session Began at 4:47 PM

Executive Session Ended at 5:13 PM

5. Employee Retention/Pay

Background: The City of Saxman has historically paid it's employees less than the surrounding markets. Although the City of Saxman's population and budget are smaller the city still has to compete with the local job market. It is the Administrator's opinion that much of the cities recent success is directly tied to our staff and pay increases should include a consideration for retention. Report will be handed out in Executive Session.

A motion was made to approve the current pay rate for the Deputy Clerk at \$23.00 per hour and will be made effective with the approved budget modification. Motion Passed.

Motion made by Committee Member Blair, Seconded by Committee Member Watson.
Voting Yea: Mayor Seludo, Committee Member Watson, Committee Member Natkong Sr., Committee Member Blair

New Business

6. City Shop

Background: The Administrator will report. Spending for the shop was not in the original budget as it was unforeseen. The Mayor is asking Council to consider funding. The Clerk received the estimate from Paul Hamilton today and the estimate is for \$47,000.00 equipment, supplies and labor to build.

A motion was made to recommend bringing the City Shop modification to the City Council with changes for the budget modification draft at the next Finance Meeting for approval. Motion Passed.

Mayor Seludo requested that ARPA funds be transferred into the General Fund for the expenses to complete the work on the temporary City Shop. The Council approved the expense for the City Shop including the estimate from P&T Construction and the containers in the amount of \$65,135.

The total amount of \$65,135 will include the estimate from P&T Construction with added contingency and the containers.

The expense account for this will go to General Fund Fixed Assets and will be recorded as coming for the ARPA Revenue Replacement Funds.

Motion made by Committee Member Blair, Seconded by Committee Member Watson. Voting Yea: Mayor Seludo, Committee Member Watson, Committee Member Natkong Sr., Committee Member Blair

7. Budget Modification

Background: The Administrator and Finance Officer will present. The normal budget process for the City of Saxman is based on an estimation of appropriate allocations to accounts. As the city is 6 months into the fiscal year it is appropriate to look at actual expenses and adjust as needed. This modification (non-permanent ordinance) will need to follow the same process as an ordinance and therefore needs time for posting. It should be drafted with changes at the October Finance Meeting, presented for recommendation at the November Finance meeting, approved for Public Hearing at the November Regular Council meeting, posted for 30 days and voted on at the December Regular Council meeting to take effect January 1.

A motion was made to recommend to the City Council approval of the Budget Modification with changes to present at the next Finance Meeting. Motion Passed.

Motion made by Committee Member Blair, Seconded by Committee Member Watson. Voting Yea: Mayor Seludo, Committee Member Watson, Committee Member Natkong Sr., Committee Member Blair

Changes Requested

The City Administrator requested that the Council consider the approval of a \$40 monthly stipend for the Deputy Clerk, Finance Clerk and the current Water Plant Operator for their personal cell phone bill for six months. This will start when the Budget Modification gets passed in December. The Council approved and the accountant will allocate the cell phone stipend to the proper class to present at the next Finance Meeting. The stipend will be included in the designated employees paychecks.

The modification presented in the Mayor Travel/Transportation and Travel/Per Diem account needs to be moved in the Deputy Clerk budget exactly how it was presented in the budget modification draft. The accountant will adjust the modification with the same amounts.

The City Administrator informed the Council and Accountant that the "Municode Fees" under the General Fund section does not need to have the presented increase of \$4,500 and should be removed. The payments made were investigated and came to the conclusion of an overpayment.

Mayor Seludo requested that the expenses for the City Shop including P&T Estimate with contingency, and the containers be recorded as coming from ARPA Revenue Replacement Funds instead of a transfer from Seaport. This will then be entered into the General Fixed Assets account as coming from ARPA Funds. The Council approved the expense for the City Shop including the estimate from P&T Construction and the containers in the amount of \$65,135. The accountant will make the adjustment and

record as requested for building the City Shop. This will be presented for approval at the next Finance Meeting.

The City Administrator presented a pay increase for the Deputy Clerk for the Council's approval in Executive Session. A motion was made to approve the increase of \$4 for a wage of \$23 an hour beginning after the budget modification is passed in December. The accountant will adjust the accounts based on the amount approved and present at the next Finance Meeting.

The Council approved reimbursing the past monthly stipend amount for the VPSO to include in the budget modification at the next Finance Meeting along with future payments that includes an additional amount of \$4,200 to add to the budget modification draft. A transfer will be made out of Seaport to allocate the funds for paying the past stipends and future stipends in the amount of \$700 a month for the rest of the FY23 Budget. This is recommended to the City Council for approval with the changes at the next Finance Meeting. The accountant will adjust the budget modification increase for VPSO Stipend and this will presented at the next Finance Meeting for the FY23 Budget Modification Draft. Mayor Seludo mentioned that the VPSO will be responsible for any past due invoices prior to January 2022. Previous invoices and future invoices will need to be provided to the administrative staff for payment and a signed MSU will need to be completed by the administrative staff.

The City Administrator requested that the Accountant decrease for projected amount in Seaport as a tenant will be moving.

Adjournment

A motion was made to adjourn the meeting. Motion Passed.

Motion made by Committee Member Watson, Seconded by Committee Member Blair.
Voting Yea: Mayor Seludo, Committee Member Watson, Committee Member Natkong Sr., Committee Member Blair

Meeting adjourned at 6:13 PM

Frank H. Seludo, Mayor

Lori Richmond, City Clerk