



FINANCE COMMITTEE MINUTES

4:00 PM June 15, 2020
Via Remote

Present:

Mayor Scott Korthuis
City Administrator Mike Martin
Finance Director Anthony Burrows
Human Resources Manager Denise Bosman

Councilmembers:

Kyle Strengholt
Gerald Kuiken
Nick Laninga

1. **The Committee reviewed and approved the May 2020 meeting minutes**
2. **The Committee reviewed and approved the Payroll for the month of May 2020**
3. **May 2020 Payroll Overtime Review**

The committee reviewed the payroll overtime impacts. The Police Department had a total of 179 hours, which was up significantly from last month's 89 hour total. Holiday premiums and leave coverage accounted for the bulk of the overtime. For the Fire Department, there was a total of 247 hours of overtime, which was up slightly from last month's 236 hours. The OT was mostly for leave and Kelly day coverage. The Stone Garden Grant did not incur any OT hours. Remaining overtime was incurred by other staff and was usual and minimal.

4. **Sales Tax - YTD Review and Source Breakdown**

Sales Tax year to date budget to actuals indicated that sales tax receipts were -7.1% or -\$77,744 less than the projected budget. When year to date 2020 is compared with year to date 2019 collections, sales tax revenue reflects an -3.9% overall decrease of \$41,529. These numbers are tracking closely to what we forecast for COVID-19 impact to tax revenues.

5. Council Packet items presented:

- A. Consent: Proposed adoption of the 2021 Budget Calendar was reviewed and approved for introduction to the full Council.

6. Finance Department Informational or Added Items

- A. Reviewed the Monthly Financial Reports. No issues or Further action.
- B. Sales Tax detail was reviewed and the breakdown between in City and out of City purchase was noted. Further tracking of this breakdown will be continued in the coming months.
- C. If found to be legally viable approval was given to combine the Finance and LTAC Committee meetings when discussing the satellite 2021 Budgets.
- D. The general issue of Fire Labor Union actions was discussed. In the course of the discussion the specific topic of making the three Interim Fire Captains into permanent positions was discussed. The general consensus in committee was that the Captain positions were not posted positions, they were not approved in the 2020 Budget, and were truly "Interim" positions.

Meeting was adjourned at 4:37 p.m. The next Finance Committee meeting is on July 20th, 2020.