



FINANCE COMMITTEE MINUTES

3:00 PM August 17, 2020
Via Remote

Present:

Mayor Scott Korthuis
City Administrator Mike Martin
Finance Director Anthony Burrows
Human Resources Manager Denise Bosman
Chamber of Commerce President Gary Vis

Councilmembers:

Kyle Strengtholt
Brent Lenssen
Nick Laninga

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

The committee reviewed the payroll overtime impacts. The Police Department had a total of 261 hours, which was up significantly from last month's 135 hours total. Holiday and Training coverage accounted for the bulk of the overtime. For the Fire Department, there was a total of 370 hours of overtime, which was up significantly from last month's 256 hours. The OT was mostly for Kelly day and Leave coverage. The Stone Garden Grant did not incur any OT hours. Remaining overtime was incurred by other staff and was usual and minimal, except for Finance which had an increase up to a total of 33 hours for software conversion work.

4. Sales Tax - YTD Review and Source Breakdown

Sales Tax year to date budget to actuals indicated that sales tax receipts were -5.3% or -\$84,071 less than the projected budget. When year to date 2020 is compared with year to date 2019 collections, sales tax revenue reflects an -2.8% overall decrease of \$43,112. These numbers are tracking close, but slightly better to what we forecast for COVID-19 impact to tax revenues.

5. Council Packet items presented:

- A. None
- B. None

6. Finance Department Informational or Added Items

- A. Monthly Financial Reports have been put on hold until they new reports can be created in the new software.
- B. Discussed and agreed that the Residential and Commercial utility billing dates could be moved and combined on the 1st of each month and due at the end of each month. Finance Department will implement changes.
- C. This Finance Committee was combined with the LTAC for the purpose of reviewing 2021 Budget requests from the satellite agencies. The LTAC was not able to achieve a quorum but did discuss the various LTAC requests. They will meet later in the week when a quorum is possible and approve their LTAC Budget requests.
The Finance committee did have a quorum and reviewed their satellite Budget requests that are paid out of the General Fund. All requests were approved with only the possibility of a slight modification to the Chamber of Commerce request moving money from LTAC to General Fund.

Meeting was adjourned at 4:19 p.m. The next Finance Committee meeting is on September 21st, 2020.