



FINANCE COMMITTEE MINUTES

3:00 PM December 21, 2020
Via Remote

Present:

Mayor Scott Korthuis
Finance Director Anthony Burrows

Councilmembers:

Kyle Strengtholt (Chair)
Gerald Kuiken
Nick Laninga

1. **The Committee reviewed and approved the November 2020 meeting minutes**
2. **The Payroll certifications are being re-written in the new software. Once complete all certifications will be brought current. These are nearly complete and will be ready for signing at the February 16th Committee meeting.**
3. **November 2020 Payroll Overtime Review**

The committee reviewed the payroll overtime impacts. The Police Department had a total of 328 hours, which was up from last month's 108 hours total. Leave and Holiday coverage accounted for the bulk of the overtime. For the Fire Department, there was a total of 185 hours of overtime, which was down from last month's 360 hours. The OT was mostly for Leave 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 -2.7% or -\$70,294 less than the projected budget. When year to date 2020 is compared with year to date 2019 collections, sales tax revenue reflects an 2.2% overall increase of \$55,974. These numbers are tracking under but close to our budget, but better than what we forecast for COVID-19 impact to tax revenues.

5. Council Packet items presented:

- A. None.
- B. None.
- C. None.

6. Finance Department Informational or Added Items

- A. Monthly Financial Reports and their estimated time of completion at year end were discussed.

Meeting was adjourned at 3:29 p.m. The next Finance Committee meeting is on December 21st, 2021.