



## FINANCE COMMITTEE MINUTES

3:00 PM October 19, 2020  
Via Remote

### **Present:**

Mayor Scott Korthuis  
City Administrator Mike Martin  
Finance Director Anthony Burrows

### **Councilmembers:**

Kyle Strengtholt (Chair)  
Gerald Kuiken  
Nick Laninga

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

The committee reviewed the payroll overtime impacts. The Police Department had a total of 272 hours, which was up from last month's 261 hours total. Holiday and Leave coverage accounted for the bulk of the overtime. For the Fire Department, there was a total of 208 hours of overtime, which was down significantly from last month's 370 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.

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

Sales Tax year to date budget to actuals indicated that sales tax receipts were -3.9% or -\$81,279 less than the projected budget. When year to date 2020 is compared with year to date 2019 collections, sales tax revenue reflects an -0.1% overall decrease of -\$2,709. These numbers are tracking close to our budget, but slightly better than what we forecast for COVID-19 impact to tax revenues.

**5. Council Packet items presented:**

- A. New Business: The State Advocacy contract with Gordon Thomas Honeywell was reviewed and pulled from the agenda and will be re-submitted at a future date.
- B. New Business: Introduction of the 2021 Preliminary Budget and the Mayor's 2021 Budget message were reviewed and approved for review by the full Council.

**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. The committee requested an excel version of the reports.
- B. No other items.

**Meeting was adjourned at 4:00 p.m. The next Finance Committee meeting is on November 16th, 2020.**