



FINANCE COMMITTEE MINUTES

3:00 PM September 19, 2022

City Hall – 300 4th Street

Present:

Mayor Scott Korthuis
City Administrator John Williams
Finance Director Anthony Burrows

Councilmembers:

Kyle Strengholt (Chair)
Gerald Kuiken
Nick Laninga

Attending Guests: Don Kok, Amanda May, Jennifer Lautenbach, Ken Stap, Shannon Zebrowski

1. **The Finance Committee reviewed and approved the August 2022 meeting minutes.**
2. **The Committee reviewed and approved the Payroll for the month of August 2022.**
3. **August 2022 Payroll Overtime Review**

The committee reviewed the payroll overtime impacts. The Police Department had a total of 202 hours, which is down from last month's 337 hours total. Shift coverage and NWW Fair coverage accounted for the bulk of the overtime. For the Fire Department, there was a total of 325 hours of overtime, which was lower than last month's 630 hours. Shift coverage accounted for nearly 70% of the overtime. The Stone Garden Grant incurred 11 overtime hours. Remaining overtime by all other departments was minimal.

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

Sales Tax year to date budget to actuals indicated that sales tax receipts were 30.3% or \$554,051 over the projected budget. When year to date 2022 is compared with year-to-date 2021 collections, sales tax revenue reflects a 11.2% overall increase of \$240,619. Again, another record high.

5. Council Packet items presented:

- A. Consent: Approval of Payroll and Claims. Approved for review by the full Council.
- B. New Business: The Agreement for Probation Services was reviewed. No further action required. The item was approved for review and approval by the full Council.
- C. None.

6. Finance Department Informational or Added Items

- A. The Monthly Financial Reports were distributed, but not reviewed due to time constraints. No further action.
- B. The 2023 Satellite funding requests were reviewed by the committee with the following budget amounts being approved for possible General Funds: The Downtown Business Association \$67,250; The Chamber of Commerce \$82,000; Lynden Museum \$36,000; Project Hope \$50,000; The Lynden Community Center \$55,000.
- C. The last item viewed was a 2022 water rate comparison amongst local cities. Lynden was just under the median in actual rates. The item was for information only. No further action required.
- D. The issue of utility billing errors was raised and discussed. If due to City error an account has been under billed it was agreed that City policy should be that we only back bill the account only two months. Anything beyond that will be written off under the current one time billing exception rule that customers are allowed to use once every 10 years.
- E. The issue of life insurance for Council members was again discussed and it was agreed to move forward with the proposal of providing this benefit. Admin/HR to take the required action for enrollment.
- F. The issue of planning code or classification for tattoo parlors within the City limits was discussed. Further action to be taken up with the Planning department.
- G. None.

Meeting was adjourned at 5:34 pm. The next Finance Committee meeting is on October 17th, 2022.