



FINANCE COMMITTEE MINUTES

3:00 PM December 20, 2021
Online via Microsoft Teams

Present:

Mayor Scott Korthuis
City Administrator John Williams
Finance Director Anthony Burrows

Councilmembers:

Kyle Strengholt (Chair)
Nick Laninga
Gerald Kuiken

1. **The Finance Committee reviewed and approved the November 2021 meeting minutes.**
2. **The Committee reviewed and approved the Payroll for the month of November 2021.**
3. **November 2021 Payroll Overtime Review**

The committee reviewed the payroll overtime impacts. The Police Department had a total of 559 hours, which was higher than last month's 401 hours total. Shift coverage and holidays accounted for the bulk of the overtime. For the Fire Department, there was a total of 469 hours of overtime, which was higher than last month's 378 hours. Multiple components were attributed to the overtime. The Stone Garden Grant incurred 66 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 29.5% or \$697,503 over the projected budget. When year to date 2021 is compared with year-to-date 2020 collections, sales tax revenue reflects a 19.3% overall increase of \$494,560. The numbers were once again stronger than forecast with the highest November on record coming in at \$314,316. Destination Sales Tax and inflation account for much of the increase.

5. Council Packet items presented:

- A. Consent: Approval of Payroll and Claims. Approved for the full Council.
- B. No other Council items.

6. Finance Department Informational or Added Items

- A. The proposed letter regarding utility fee shut off and re-instatement of fees was brought forward. After some review the Finance Committee approved the letter for distribution and will inform the full Council at tonight's meeting.
- B. The Monthly Financial Reports were distributed for individual review and discussed. No further action required.
- C. It was requested that a review regarding whether the future Finance Committee meetings be online or in person be put on the agenda for discussion.
- D. No other items added.

Meeting was adjourned at 3:50 pm. The next Finance Committee meeting is on January 18, 2022.