



## FINANCE COMMITTEE MINUTES

3:00 PM November 18, 2024  
City Hall – 300 4th Street  
2PM

### Present:

Mayor Scott Korthuis  
City Administrator John Williams  
Finance Director Laura Scholl  
Accounting Manager Christy Fowler  
Fire Chief Mike Noonan  
Assistant Fire Chief Kristie Watson  
Fire Support Services Manager Kinsey DeHaan

### Councilmembers:

Kyle Strengholt (Chair)  
Nick Laninga  
Lee Beld

1. **The Finance Committee reviewed and approved the October 2024 minutes.**
2. **The Finance Committee reviewed and approved the November 6 2024 minutes.**
3. **The Committee reviewed and approved the Payroll for the month of October 2024.**

3. **The October 2024 Overtime numbers were reviewed.**

The committee reviewed the payroll overtime impacts. The Police Department had a total of 317.5 hours, down from 369 hours in September. Included in this number is 93 hours of Stonegarden, which is reimbursable to the City. There is an expectation of higher OT numbers in November and December, due to multiple holidays and two additional officers on longer term medical leave, and there are two officers completing on the job training. Fire Department was up to 369.75 hours from 316.5 hours in September. 50% of these hours are attributed to Sick leave coverage. The Committee discussed various factors contributing to Overtime and what the balancing point is between additional staff members and offsetting OT costs.

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

Sales Tax revenues came at a total of \$354,840 in October. This is under budget by \$33,794 or 8.7% but is greater than October 2023 by \$6,112 or 1.8%. A year-to-date comparison of budget to actuals indicated that sales tax receipts were \$56,373 or 1.69% under the projected budget. When year to date 2024 is compared with year-to-date 2023

collections, sales tax revenue reflects a 2.2% overall increase of \$69,614, bolstered by the strong sales tax collections earlier in the year.

**5. The Claims Clearing Certificates were reviewed for October 16 – November 14, 2024.**

The report is sorted by supplier, then by check number then invoice number. There is an indent at the start of each supplier name, and totaled at the bottom of each supplier.

**6. Council Packet items presented:**

- A. Report: Approval of Payroll and Claims. Approved for review by the full Council.
- B. New Business: ORD-24-1694 – Real Estate Property Tax for 2025.- The Ordinance was reviewed and approved for full Council review. It is noted that the Ordinance is in a different format than prior year – this will capture the increase and estimated levy in one Ordinance, and Exhibit A will be updated when the final numbers are in.
- C. Consent: RES-24-1108 – Request to Cancel Checks.  
Approved for full Council review
- D. Consent for Dec 2 meeting – RES-24-1109 – Unified Fee Schedule for 2025 – This resolution and attached draft fee schedule were reviewed in brief. The Final Schedule will be in the Dec.2 Council Meeting. This is a different format than the 2024 schedule, and incorporates a variety of other fees and rates to create a searchable and reader-friendly file. Once SmartGov application goes live in 2025, there will also be an online portal that works through these fees when applicants are putting in permit and application requests.
- E. Consent for Dec. 2 meeting: RES-24-1113 – BLS Ambulance Service rates – Fire Chief Noonan and Fire Support Services Manager DeHaan presented the Resolution. The biggest change is that instead of using October to October CPI for calculating rates, it will use August to August due to a new requirement to submit rates in mid-October. These are the same rates used in all of Whatcom County. Additionally, the fees will be included in the Unified Fee Schedule.
- F. Business Fees – A draft resolution was presented (no Resolution Number) and there was discussion regarding the potential of a Business License renewal fee. During Committee, it was determined to wait on introducing this for the time being.

**6. Finance Department Informational or Added Items**

- A. The Monthly Financial Reports were reviewed. It is noted that summary notes and clarifications have been added throughout the report to provide context and highlight key information for the reader.
- B. Cash Flow statement & Projection – Finance Director Scholl explained the layout of the Cash flow statement. The key row to consider is the Available cash balance at the bottom of each month. Darker cells indicate that there are insufficient cash balances to cover the projected expenditures for the following month. As most of the City's revenue is available at the end of a monthly period, not having full cash at the beginning of a month can create

timing issues for payments. This cash flow statement also demonstrates the need to identify further cash revenues and/or cash savings.

**The meeting was adjourned at 3:59 pm. The next Finance Committee meeting is on December 16, 2024 at 3:00 PM.**

DRAFT