



FINANCE COMMITTEE MINUTES

3:00PM April 18, 2022
City Hall – 300 4th Street

Present:

Mayor Scott Korthuis
City Administrator John Williams
Finance Director Anthony Burrows
PW Director Steve Banham

Councilmembers:

Kyle Strengholt
Gerald Kuiken

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

The committee reviewed the payroll overtime impacts. The Police Department had a total of 213 hours, which was lower than last month's 328 hours total. Shift coverage accounted for the bulk of the overtime. For the Fire Department, there was a total of 251 hours of overtime, which was lower than last month's 291 hours. Shift coverage accounted for the bulk of the overtime. The Stone Garden Grant did not incur any 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 31.0% or \$196,124 over the projected budget. When year to date 2022 is compared with year-to-date 2021 collections, sales tax revenue reflects a 10.6% overall increase of \$79,658. The numbers were stronger than forecast with the highest March on record.

5. Council Packet items presented:

- A. Consent: Approval of Payroll and Claims. Approved for review by the full Council.
- B. Consent: Approval of the Zply Services Contract. This is a secondary internet line for the City. After review the contract was approved for review by the full Council.
- C. Consent: 2021 Berthusen Park Annual Report. Information only. Approved for review by the full Council.
- D. Consent: Whatcom County EDI Distributions. Summary showing those projects that have requested and received EDI money from Whatcom County. Information only. Approved review by the full Council.
- E. Consent: Approval of Fred Polinder to the Local Tax Advisory Committee. Approved for the full Council.

6. Finance Department Informational or Added Items

- A. Review of the Monthly Financial Reports. No further action.
- B. After input from the City Attorney the Finance Committee reviewed the available legal options regarding the delinquent utility accounts created by the Governor's COVID Moratorium. It was agreed to try and collect those outstanding balances for a few more months until collection efforts were exhausted and further back payments were no longer forthcoming, then write off the balance via resolution.

Meeting was adjourned at 4:01 pm. The next Finance Committee meeting is on May 16, 2022.