



## FINANCE COMMITTEE MINUTES

3:00 PM October 18, 2021  
Online via Microsoft Teams

### Present:

Mayor Scott Korthuis  
City Administrator John Williams  
Finance Director Anthony Burrows

Additional Attendees: Gary Vis, Jennifer Lautenbach, Stacy Christensen

### Councilmembers:

Kyle Strengholt (Chair)  
Nick Laninga

The first 20 minutes of the Finance Committee meeting were turned over to the Local Tax Advisory Committee (LTAC) for the review and approval of the City's satellite budgets that receive support from Hotel/Motel Tax Funds. The two committees had a combined meeting for reasons of efficiency utilizing the online Teams format (due to COVID restrictions). The minutes for the LTAC meeting are kept separately under the LTAC committee documentation. After the LTAC meeting concluded at 3:20 the Finance Committee meeting began at 3:21.

1. The Finance Committee reviewed and approved both the August and September 2021 meeting minutes, as the August minutes were not available at the September meeting.
2. The Committee reviewed and approved the Payroll for the month of September 2021.
3. **September 2021 Payroll Overtime Review**

The committee reviewed the payroll overtime impacts. The Police Department had a total of 380 hours, which was higher than last month's 200 hours total. Shift coverage accounted for the bulk of the overtime. For the Fire Department, there was a total of 593 hours of overtime, which was lower than last month's 642 hours. Shift coverage was still the largest component 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 30.2% or \$566,234 over the projected budget. When year to date 2021 is compared with year-to-date 2020 collections, sales tax revenue reflects a 20.3% overall increase of \$411,310. The numbers were once again stronger than anticipated and better than what we forecast.

#### **5. Council Packet items presented:**

- A. Consent: Approval of Payroll and Claims
- B. New Business: Introduction of the 2022 Preliminary Budget and the Mayor's budget message.
- C. No other Council items.

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

- A. The Finance Committee reviewed the 2022 budget requests from those satellite agencies that requested support from the General Fund. All budgets were approved. Full details are listed in the 2022 preliminary budget. No further action required at this time.
- B. The Monthly Financial Reports were distributed for individual review, but due to time constraints not reviewed in the meeting.
- C. No other items added.

**Meeting was adjourned at 4:01 pm. The next Finance Committee meeting is on November 15, 2021.**