



## FINANCE COMMITTEE MINUTES

3:00 PM September 18, 2023  
City Hall – 300 4th Street

### Present:

Mayor Scott Korthuis  
City Administrator John Williams  
Accounting Manager Christy Fowler

### Councilmembers:

Kyle Strengtholt (Chair)  
Nick Laninga

**The following invitees were also present:** Shannon Zebrowski (Project Hope); Gary Vis (Lynden Chamber of Commerce); Jordan Gustafson (New Way Ministries); Ron Hanson (Downtown Business Association); Jennnifer Lautenbach (Community Center); Amanda May (Lynden Museum).

- 1. The Finance Committee reviewed and approved the August 2023 minutes.**
- 2. The Committee reviewed and approved the Payroll for the month of August 2023.**
- 3. The August 2023 Overtime numbers were reviewed.**

The committee reviewed the payroll overtime impacts. The Police Department had a total of 94 hours, which was down from last month's 339 hours. Shift coverage accounted for the majority of the overtime. For the Fire Department, there was a total of 277 hours of overtime, which was a significant decrease from last month's 564 hours. Shift coverage and some out of class pay accounted for the bulk of the overtime.

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

Sales Tax revenues year to date show budget to actuals indicated that sales tax receipts were 14.7% or \$325,642 over the projected budget. When year to date 2023 is compared with year-to-date 2022 collections, sales tax revenue reflects a 6.6% overall increase of \$158,254.

## **5. Lynden General Fund 2024 Budget Requests:**

The following businesses requested economic assistance from the General Fund and were approved for the following amounts: the Downtown Business Association was awarded \$69,250; Project Hope was awarded \$50,000; Lynden Pioneer Museum \$41,000; the Lynden Community Center \$100,000; and the Chamber of Commerce was awarded \$86,700. All of the presenters cited higher operating costs due to historically high inflation.

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

- A. Consent: Approval of Payroll and Claims. Approved for review by the full Council.
- B. Consent: RES-23-1080 Request to Cancel Checks. The Committee reviewed this resolution to cancel check numbers 27356, 27419, 27533, 27798, 27988 and 28105. No issues were cited, and the resolution was approved by the committee for review by the full Council.
- C. Consent: ORD-23-1673 Amendment to the 2023 Budget. The Committee reviewed this ordinance to amend the 2023 budget in Fund 357, Fund 432 and Fund 433. No issues with ordinance were cited and the ordinance was approved for review by the full Council.

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

- A. The Monthly Financial Reports were not reviewed in committee due to time constraints. No further action. They will be disseminated to the full Council and Leadership Staff on Tuesday.
- B. None.

**The meeting was adjourned at 4:02 pm. The next Finance Committee meeting is on October 16, 2023.**