



FINANCE COMMITTEE MINUTES

3:00 PM January 16, 2024
City Hall – 300 4th Street

Present:

Mayor Scott Korthuis
City Administrator John Williams
Finance Director Anthony Burrows
Accounting Manager Christy Fowler

Councilmembers:

Kyle Strengholt (Chair)
Lee Beld
Nick Laninga

1. **The Finance Committee reviewed the minutes from the November 2023 committee meeting. No further action required the minutes were approved as read. There were no minutes from December as there was no December committee meeting.**
2. **The Committee reviewed and approved the Payroll for the months of November and December 2023.**
3. **The December 2023 Overtime numbers were reviewed.**

The committee reviewed the payroll overtime impacts. The Police Department had a total of 502 hours, which was up from prior months. Holiday shift coverage accounted for the majority of the overtime. For the Fire Department, there was a total of 511 hours of overtime, which was up significantly over the prior month for again for shift coverage.

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

Sales Tax revenues at year end shows budget to actuals indicated that sales tax receipts were 11.2% or \$390,546 over the projected budget. When year to date 2023 is compared with year-to-date 2022 collections, sales tax revenue reflects a 4.2% overall increase of \$154,800. At year end 2023 was a new record high coming in at \$3,884,489.

5. Council Packet items presented:

- A. Consent: Approval of Payroll and Claims. Approved for review by the full Council.
- B. Consent: The contract for renewal of City Attorney Services with the firm of Carmichael Clark was reviewed and approved for review by the full Council. .
- C. Consent: RES-24-1089 Adoption of the Unified Fee Schedule (UFS) was reviewed. After some conversation regarding the fees being presented the Resolution was approved for review by the full Council. No further action on the fees was required.
- D. Consent: ORD-24-1682 Setting the Final Property Tax for 2024. The final property taxes levied for collection in 2024 were reviewed. No further action required the Ordinance was approved for review by the full Council.
- E. New Business: ORD-24-1683 Update LMC 2.05.010 Position Titles. The Ordinance was reviewed and the following changes to appointed positions noted: The City Clerk position was updated to include the word “City” in the title and the Planning Director title was changed to “Community Development Director”. The Ordinance was approved for review and adoption by the full Council. No further action required.

6. Finance Department Informational or Added Items

- A. The adjustment to the City’s insurance contracts regarding deductibles was discussed and it was noted that the changes resulted in a \$130,000 per year savings in insurance premiums to the City.
- B. Kyle Strengholt term as the Finance Committee Chairman was voted on and Kyle was approved by the Committee for another term as Chaiman in 2024.
- C. None.

The meeting was adjourned at 3:56 pm. The next Finance Committee meeting is on February 20th, 2024.