



FINANCE COMMITTEE MINUTES

3:00 PM February 22, 2022
Online via Microsoft Teams

Present:

City Administrator John Williams
Finance Director Anthony Burrows

Councilmembers:

Kyle Strengholt (Chair)
Nick Laninga
Gerald Kuiken

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

The committee reviewed the payroll overtime impacts. The Police Department had a total of 495 hours, which was slightly lower than last month's 532 hours total. Shift coverage accounted for the bulk of the overtime. For the Fire Department, there was a total of 492 hours of overtime, which was higher than last month's 359 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 33.7% or \$67,674 over the projected budget. When year to date 2022 is compared with year-to-date 2021 collections, sales tax revenue reflects a 18.0% overall increase of \$41,023. The numbers were stronger than forecast with the highest January on record. Destination Sales Tax and inflation account for much of the increase.

5. Council Packet items presented:

- A. Consent: Approval of Payroll and Claims. Approved for the full Council.
- B. None.

6. Finance Department Informational or Added Items

- A. The overall status of the Finance department in both workflow and staffing was discussed. Finance is now fully staffed and has started the required training to get all new hires fully trained. No further action required.
- B. The options regarding paperless utility billing were discussed along with the current marketing campaign. Percentage of paperless utility accounts will be tabulated and reviewed at a future meeting.
- C. The status surrounding utility account delinquency was discussed and it was agreed that the City Attorney would be consulted to discuss legal options. Currently awaiting the City Attorney's response.
- D. An update on the North Lynden Regional Sportsplex was discussed. The Finance Director informed the committee that per direction an exploratory committee was formed to examine the feasibility of building such a sports plex. The committee originated with the Finance Director Anthony Burrows. The other invitees that joined the committee are: Rick Lair (Parks & Rec District Commissioner), Brenda Terpstra (Lynden Christian HS Athletic Director) and Brent DeRuyter (City of Lynden Parks & Rec Director). Further updates will be given to the Finance Committee and City Council as information becomes available.

Meeting was adjourned at 3:49 pm. The next Finance Committee meeting is on March 21, 2022.