

CITY OF LYNDEN

FINANCE DEPARTMENT

Anthony Burrows, Finance Director

(360) 354-2829



Finance Committee Meeting Agenda

Via Remote

3:00 PM July 20, 2020

Roll Call

Review Items

1. Approval of the June 15, 2020 Minutes
2. Approval of Payroll - June 2020
3. Review June 2020 Overtime YTD
4. Review Sales Tax - 2020 YTD

Council Items

5. Consent: 2019 Berthusen Park Annual Report
6. Consent: Ordinance No. 1606 - Line of Credit Renewal
7. New Business: YMCA Supplemental Expense
8. New Business: Resolution No. 1024 - Business License Fees

Informational

9. Review of the Monthly Financial Reports
10. Police Holiday Overtime Correction

Items Added

Next Meeting: August 17, 2020

CITY OF LYNDEN

FINANCE DEPARTMENT
360-354-2829



FINANCE COMMITTEE MINUTES

4:00 PM June 15, 2020
Via Remote

Present:

Mayor Scott Korthuis
City Administrator Mike Martin
Finance Director Anthony Burrows
Human Resources Manager Denise Bosman

Councilmembers:

Kyle Strengholt
Gerald Kuiken
Nick Laninga

1. **The Committee reviewed and approved the May 2020 meeting minutes**
2. **The Committee reviewed and approved the Payroll for the month of May 2020**
3. **May 2020 Payroll Overtime Review**

The committee reviewed the payroll overtime impacts. The Police Department had a total of 179 hours, which was up significantly from last month's 89 hour total. Holiday premiums and leave coverage accounted for the bulk of the overtime. For the Fire Department, there was a total of 247 hours of overtime, which was up slightly from last month's 236 hours. The OT was mostly for leave and Kelly day coverage. The Stone Garden Grant did not incur any OT hours. Remaining overtime was incurred by other staff and was usual and minimal.

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

Sales Tax year to date budget to actuals indicated that sales tax receipts were -7.1% or -\$77,744 less than the projected budget. When year to date 2020 is compared with year to date 2019 collections, sales tax revenue reflects an -3.9% overall decrease of \$41,529. These numbers are tracking closely to what we forecast for COVID-19 impact to tax revenues.

5. Council Packet items presented:

- A. Consent: Proposed adoption of the 2021 Budget Calendar was reviewed and approved for introduction to the full Council.

6. Finance Department Informational or Added Items

- A. Reviewed the Monthly Financial Reports. No issues or Further action.
- B. Sales Tax detail was reviewed and the breakdown between in City and out of City purchase was noted. Further tracking of this breakdown will be continued in the coming months.
- C. If found to be legally viable approval was given to combine the Finance and LTAC Committee meetings when discussing the satellite 2021 Budgets.
- D. The general issue of Fire Labor Union actions was discussed. In the course of the discussion the specific topic of making the three Interim Fire Captains into permanent positions was discussed. The general consensus in committee was that the Captain positions were not posted positions, they were not approved in the 2020 Budget, and were truly "Interim" positions.

Meeting was adjourned at 4:37 p.m. The next Finance Committee meeting is on July 20th, 2020.

Department Summary Data

Time Run: 07/15/2020 06:03:25 PM

User ID: jmkfranks

Period End Dates: 06/01/2020 - 06/30/2020

June Overtime 2020

Org Level 1	Org Level 2	Earnings		Hours	
		FLSA Overtime	Earnings Totals	FLSA Overtime	Hours Totals
11 Streets	54230 Roadways	119.26	119.26	2.00	2.00
11 Streets Total		119.26	119.26	2.00	2.00
2 General Government	51420 Finance	115.06	115.06	2.00	2.00
2 General Government	55860 Planning	228.29	228.29	4.50	4.50
2 General Government Total		343.35	343.35	6.50	6.50
3 Police	52110 Police Adminis	16.65	16.65	-	-
3 Police	52121 Police Investi	775.83	775.83	11.00	11.00
3 Police	52122 Police Patrol	8,091.54	8,091.54	124.00	124.00
3 Police Total		8,884.02	8,884.02	135.00	135.00
401 Water Operations	53480 Water Utilitie	67.67	67.67	1.50	1.50
401 Water Operations Total		67.67	67.67	1.50	1.50
405 Sewer Operations	53580 Sewer Utilitie	125.98	125.98	2.50	2.50
405 Sewer Operations	53580 Sewer Utilitie	242.80	242.80	5.00	5.00
405 Sewer Operations Total		368.78	368.78	7.50	7.50
5 Fire	52220 Fire Operation	12,058.06	12,058.06	256.00	256.00
5 Fire Total		12,058.06	12,058.06	256.00	256.00
Grand Total		21,841.14	21,841.14	408.50	408.50
	Earnings		Hours		
OPSG:	\$	316.15	5.00		

All %'s below are approximate

Police OT: 50% for Employee leave coverage, 20% for daily 2hr Shift Holdover ,12% to Cover for Corporal Testing, 12% Court Security, the balance was related to an incident, Reports and outside Agency hours (SWAT).

Fire OT: 63% Leave Coverage, 27% for Kelly Day Coverage, 9% for Training & the Balance Officer Meetings

Department Summary Data

Time Run: 07/15/2020 02:48:39 PM

User ID: jmkfranks

Period End Dates: 01/15/2020 - 06/30/2020

Overtime YTD June 2020

Org Level 1	Org Level 2	Earnings				Hours			
		FLSA Doubletime	FLSA Overtime	Special Events	Earnings Totals	FLSA Doubletime	FLSA Overtime	Special Events	Hours Totals
11 Streets	54230 Roadways	2,122.70	3,478.95		5,601.65	31.00	64.75		95.75
11 Streets Total		2,122.70	3,478.95	-	5,601.65	31.00	64.75	-	95.75
2 General Government	51420 Finance		1,634.90		1,634.90		38.75		38.75
2 General Government	55860 Planning		1,013.93		1,013.93		20.00		20.00
2 General Government Total		-	2,648.83	-	2,648.83	-	58.75	-	58.75
3 Police	52110 Police Adminis		614.62		614.62		9.00		9.00
3 Police	52121 Police Investi	94.03	10,156.32		10,250.35	1.00	144.00		145.00
3 Police	52122 Police Patrol	10,382.74	68,593.23	195.75	79,171.72	118.00	1,019.50	3.00	1,140.50
3 Police Total		10,476.77	79,364.17	195.75	90,036.69	119.00	1,172.50	3.00	1,294.50
401 Water Operations	53480 Water Utilitie	1,284.22	1,349.34		2,633.56	19.00	26.75		45.75
401 Water Operations	53480 Water Utilitie	1,744.41	1,060.49		2,804.90	27.00	22.00		49.00
401 Water Operations Total		3,028.63	2,409.83	-	5,438.46	46.00	48.75	-	94.75
405 Sewer Operations	53580 Sewer Utilitie	451.52	1,760.05		2,211.57	8.00	36.75		44.75
405 Sewer Operations	53580 Sewer Utilitie	1,652.76	2,334.08		3,986.84	25.50	48.00		73.50
405 Sewer Operations Total		2,104.28	4,094.13	-	6,198.41	33.50	84.75	-	118.25
410 Stormwater	53180 Stormwater Uti		382.88		382.88		8.00		8.00
410 Stormwater Total		-	382.88	-	382.88	-	8.00	-	8.00
5 Fire	52220 Fire Operation		87,468.69	260.00	87,728.69		1,820.25	13.00	1,833.25
5 Fire Total		-	87,468.69	260.00	87,728.69	-	1,820.25	13.00	1,833.25
Grand Total		17,732.38	179,847.48	455.75	198,035.61	229.50	3,257.75	16.00	3,503.25

	Earnings	Hours
OPSG:	\$ 2,940.82	48.00

TOTAL REGULAR SALES TAX RECEIVED BY MONTH/YEAR

MONTH:	2020	2019	2018	2017	2016	2015
JANUARY	204,860	210,631	205,464	168,901	158,251	155,808
FEBRUARY	269,241	227,810	256,546	222,543	243,268	187,947
MARCH	192,915	190,702	173,007	155,291	136,761	142,158
APRIL	150,524	187,590	171,923	159,636	153,061	145,503
MAY	192,446	234,783	221,093	214,014	180,979	172,749
JUNE	216,846	240,742	195,839	200,277	164,426	172,975
JULY		242,413	235,017	242,975	173,323	186,679
AUGUST		257,189	264,632	289,029	207,203	241,921
SEPTEMBER		239,020	232,697	296,528	178,331	245,215
OCTOBER		240,514	254,484	287,104	194,873	253,778
NOVEMBER		239,868	240,973	238,207	193,826	258,118
DECEMBER		223,604	225,324	209,603	165,267	169,979
Mitigation		0	41,277	101,354	103,685	103,693
TOTALS	1,226,832	2,734,866	2,718,275	2,785,463	2,253,254	2,436,521
% OF CHANGE		0.61%	(2.41%)	23.62%	(7.52%)	6.67%
YTD 2020		1,226,832			Budget/Year	<u>2,870,000</u>
YTD 2019		<u>1,292,258</u>			Budget/Month	241,080
Difference		(65,425)			Budget to Date	1,325,940
Percent of Chg		<u><u>-5.1%</u></u>			Actual YTD 2020	1,226,832
					Budget YTD 2020	<u>1,325,940</u>
					Difference	-99,108
					Percent of Chg	<u><u>-7.5%</u></u>

CITY OF LYNDEN

EXECUTIVE SUMMARY - FINANCE



Meeting Date:	July 20, 2020	
Name of Agenda Item:	2019 Berthusen Park Annual Report	
Section of Agenda:	Consent	
Department:	Finance	
Council Committee Review:	<input type="checkbox"/> Community Development <input checked="" type="checkbox"/> Finance <input type="checkbox"/> Parks	<input type="checkbox"/> Public Safety <input type="checkbox"/> Public Works <input type="checkbox"/> Other: _____
		Legal Review: <input type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input checked="" type="checkbox"/> Review Not Required
Attachments:		
2019 Berthusen Park Financial Report:		
Summary Statement:		
<p>Annual Review of the Berthusen Park Financial Report:</p> <p>As stipulated in the Berthusen will granting Berthusen Park to the City of Lynden, a financial report needs to be reviewed by the City Council.</p> <p>Finance Committee reviewed this information earlier at its July 20, 2020 meeting.</p>		
Recommended Action:		
For Information Only.		

BERTHUSEN PARK - 2019 FINANCIAL REPORT

REVENUES:

Non-Operating Revenues:

Beginning Cash/Investment (Reserved)	108,361
Beginning - Cash/Investments (Unreserved):	4,417
Interest Income - Trust	2,476
Total Non-Operating Revenues:	<u>\$ 115,254</u>

Operating Revenues:

Real Estate Property Taxes	65,000
Interest	165
Facility Rentals	11,350
Land Leases	20,439
House Rent	2,353
Miscellaneous	220
Agency Deposit - Tax	3,571
Total Operating Revenues:	<u>\$ 103,098</u>

TOTAL REVENUES:

\$ 218,352

EXPENDITURES:

Operating Expenditures:

Salaries/Benefits	46,179
Advertising	228
Agency Disbursements	4,430
Assessments/Taxes	0
Communications	0
Insurance	622
Public Utilities	1,790
Repairs/Maintenance	8,672
Supplies	8,393
Miscellaneous	2,664
Total Operating Expenditures:	<u>\$ 72,978</u>

TOTAL EXPENDITURES:

\$ 72,978

TOTAL ENDING CASH/INVESTMENT

\$ 145,374

ALLOCATION:

ENDING CASH/INVESTMENT - TRUST (Restricted)	<u>\$ 72,220</u>
ENDING CASH-WORKING CAPITAL (Unrestricted)	<u>\$ 73,154</u>

Prepared by: Anthony Burrows, Finance Director
 Council Review: July 20, 2020
 Published Lynden Tribune: July 22, 2020

CITY OF LYNDEN

EXECUTIVE SUMMARY – Finance



Finance Meeting Date:	July 20, 2020	
Name of Agenda Item:	Ordinance No. 1606 - Line of Credit Renewal	
Section of Agenda:	Consent	
Next Steps Proposed by Staff:	<input type="checkbox"/> Staff Revisions <input type="checkbox"/> Other: _____ <input type="checkbox"/> Return to Finance Committee <input checked="" type="checkbox"/> Schedule for full Council	Legal Review: <input checked="" type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input type="checkbox"/> Review Not Required
Attachments:	Ordinance No. 1606 – Line of Credit Renewal	
Summary Statement:	<p>Ordinance No. 1231 was approved by council on May 2, 2005. It allowed the city to have a revolving line of credit. The notes have provided interim financing for capital projects such as the Water Reservoir project (for DWSRF reimbursement), Arterial Street capital improvements, Police Station Acquisition/Remodel (prior to issuance of permanent financing), and East Lynden Sewer Sub-Basin improvement projects.</p> <p>Presently, outstanding balances on the line of credit consist of several funds awaiting reimbursement money. The line of credit is available to provide interim financing for Street Capital Construction projects. These projects are secured by grant and/or other intergovernmental funding on a reimbursement basis.</p> <p>Since 2005, Ordinance No. 1231 has been amended by Ordinance No. 1261, 1295, 1319, 1355, 1376, 1400, 1420, 1444, 1467, 1485, 1510, 1534, 1558 and 1588 each authorizing an extension of the maturity date of the notes. The city received an offer from Banner Bank (formerly Skagit State Bank) to extend the maturity date of the notes from July 31, 2020 to July 31, 2021 at a rate of 3.64%, which is a 0.06% decrease from the previous rate. The closing date is anticipated to be July 31, 2020.</p> <p>The City's Bond Counsel and Finance Director have reviewed this proposal prior to its review by the Finance Committee on July 20, 2020.</p>	
Recommended Action:	That the Council approve Ordinance No. 1606 as presented and authorize the Mayor's signature.	

ORDINANCE NO. 1606

AN ORDINANCE OF THE CITY OF LYNDEN, WASHINGTON,
FURTHER AMENDING ORDINANCE NO. 1231 TO EXTEND THE
MATURITY OF THE CITY’S REVENUE BOND ANTICIPATION
NOTE, 2005A (REVOLVING) AND ITS LIMITED GENERAL
OBLIGATION BOND AND GRANT ANTICIPATION NOTE, SERIES
2005B (REVOLVING).

WHEREAS, the City of Lynden, Washington (the “City”) adopted Ordinance No. 1231 on May 2, 2005, providing for the issuance of the City’s Revenue Bond Anticipation Note, Series 2005A (Revolving) (“Note-2005A”) and its Limited Tax General Obligation Bond and Grant Anticipation Note, Series 2005B (Revolving) (“Note-2005B” and together with the Note-2005A, the “Notes”), originally issued on May 13, 2005 and both having an original date of May 13, 2006, in the aggregate principal amount of not to exceed \$5,000,000 for the purpose of making improvements to facilities of the City, in anticipation of loans and grants specified therein; and

WHEREAS, subsequent to May 13, 2005, the City passed Ordinance No. 1261 extending the maturity and changing the interest rate, Ordinance No. 1295 increasing the maximum amount, extending the maturity and changing the interest rate, Ordinance No. 1319 extending the maturity and changing the interest rate, Ordinance No. 1355 extending the maturity and changing the interest rate, Ordinance No. 1376 extending the maturity and changing the interest rate, Ordinance No. 1400 extending the maturity and changing the interest rate, Ordinance No. 1420 extending the maturity and changing the interest rate, Ordinance No. 1444 extending the maturity and changing the interest rate, Ordinance No. 1467 decreasing the maximum amount, extending the maturity and changing the interest rate; Ordinance No. 1485 extending the maturity; Ordinance No. 1510 extending the maturity and changing the interest rate, Ordinance 1534 extending the maturity and changing the interest rate, Ordinance 1558 extending the maturity and changing the interest rate, and Ordinance 1588 extending the maturity; and

WHEREAS, the Notes were reissued on July 31, 2019 to Banner Bank, Burlington, Washington, as successor to Skagit State Bank (the “Bank”); and

WHEREAS, the City has received a proposal from the Bank dated June 22, 2020 (the “Proposal”) to further extend the maturity of the Notes and increase the maximum principal amount upon certain conditions; and

WHEREAS, it is now in the best interests of the City to accept the Bank’s Proposal;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LYNDEN, WASHINGTON, DOES ORDAIN, as follows:

Section 1. Amendment to Ordinance No. 1231. Section 3 of Ordinance No. 1231 as amended by Ordinance Nos. 1261, 1295, 1319, 1355, 1376, 1400, 1420, 1444, 1467, 1485, 1510, 1534, 1558 and 1588 is hereby further amended to read as follows (additions are underscored and deletions are shown as stricken):

(c) Terms of the Note-2005A. The Note-2005A shall be designated as the “City of Lynden, Washington Revenue Bond Anticipation Note, 2005A (Revolving),” shall be dated as of the date of its original issuance, shall be issued as a single instrument, fully registered as to both principal and interest, shall be in the denomination of not to exceed ~~\$1,850,000~~ \$2,100,000; subject, however, to the further limitation that the aggregate principal amount outstanding of the Note-2005A and the Note-2005B (hereinafter authorized) may not at any time exceed the sum of ~~\$1,850,000~~ \$2,100,000, shall be numbered N-1A and shall bear interest at fixed interest rate of 2.85% to May 13, 2006 and delivery, the fixed rate of 4.16% from May 13, 2006 through May 11, 2007 and the fixed rate of 3.95% from May 12, 2007 to May 13, 2008 and the fixed rate of 2.90% from May 13, 2008 to May 13, 2009 and the fixed rate of 2.75% from May 13, 2009 to May 13, 2010 and the fixed rate of 2.75% from May 13, 2010 to June 22, 2011 and the fixed rate of 2.25% from June 23, 2011 to June 26, 2012 and the fixed rate of 2.15% from June 27, 2012 to June 23, 2013 and the fixed rate of 2.05% from June 24, 2013 to July 23, 2014 and the fixed rate of 2.15% from July 24, 2014 to July 24, 2016 and the fixed rate of 2.31% from July 25, 2016 to July 27, 2017 and the fixed rate of 2.81% from July 28, 2017 to July 30, 2018 and the fixed rate of 3.75% from July 31, 2018 to July 30, 2020 and the fixed rate of 3.64% from July 31, 2020 to final maturity (computed on the basis of the actual number of days elapsed over a year of 360 days) on the unpaid principal balance and the outstanding principal balance and all unpaid and accrued interest shall be payable in full at maturity on ~~July 31, 2020~~ July 31, 2021. The interest rate on Note-2005A is subject to adjustment as follows: if the interest on Note-2005A is subsequently determined to be no longer federally tax-exempt, then the interest rate on Note-2005A shall be adjusted to 4.64% effective as of the date of loss of tax-exempt status.

(d) Terms of the Note-2005B. The Note-2005B shall be designated as the “City of Lynden, Washington Limited General Obligation Bond and Grant Anticipation Note, 2005B (Revolving),” shall be dated as of the date of its original issuance, shall be issued as a single instrument, fully registered as to both principal and interest, shall be in the denomination of not to exceed ~~\$1,850,000~~ \$2,100,000; subject, however, to the further limitations that the aggregate principal amount outstanding of the Note-2005A and the Note-2005B may not at any time exceed the sum of ~~\$1,850,000~~ \$2,100,000 and that the aggregate principal amount outstanding of the Note-2005B may not exceed LGO Capacity as of the date of any Draw made thereunder, shall be numbered N-1B and shall bear interest at the fixed rate of 2.85% to May 13, 2006, the fixed rate of 4.16% from May 13, 2006 through May 11, 2007 and the fixed rate of 3.95% from May 12, 2007 to May 13, 2008 and the fixed rate of 2.90% from May 13, 2008 to May 13, 2009 and the fixed rate of 2.75% from May 13, 2009 to May 13, 2010 and the fixed rate of 2.75% from May 13, 2010 to June 22, 2011 and the fixed rate of 2.25% from June 23, 2011 to June 26, 2012 and the fixed rate of 2.15% from June 27, 2012 to June 23, 2013 and the fixed rate of 2.05% from June 24, 2013 to July 23, 2014 and the fixed rate of 2.15% from July 24, 2014 to July 24, 2016 and the fixed rate of 2.31% from July 25, 2016 to July 27, 2017 and the fixed rate of 2.81% from July 28, 2017 to July 30, 2018 and the fixed rate of 3.75% from July 31, 2018 to July 30, 2020 and the fixed rate of 3.64% from July 31, 2020 to final maturity (computed on the basis of the actual number of days elapsed over a year of 360 days) on the unpaid principal balance, and the outstanding principal balance and all unpaid and accrued interest shall be payable in full at maturity on ~~July 31, 2020~~ July 31, 2021.

The interest rate on Note-2005B is subject to adjustment as follows: if the interest on Note-2005B is subsequently determined to be no longer federally tax-exempt, then the interest rate on Note-2005B shall be adjusted to 4.64% effective as of the date of loss of tax-exempt status.

(e) Draws. The Notes are intended to be revolving obligations; however, the principal amount outstanding under the Notes may never exceed ~~\$1,850,000~~ \$2,100,000, and, provided, further, the aggregate principal amount of any Draw made under the Note-2005B (together with all other principal amounts then outstanding under the Note-2005B) may never exceed LGO Capacity as of the date of the Draw. The available principal of the Notes shall be disbursed as borrowings and re-borrowings from time to time by the Bank upon request from the City (each such disbursement herein referred to as a "Draw"). Draws shall be recorded on the Loan Draw Record attached to the respective Note, or in such other form as the City and the Bank may agree. Interest on each Draw shall accrue from the date of that Draw and shall be computed on the basis as described above on the principal amount of the Draw outstanding for the actual number of days the principal amount of the Draw is outstanding. The City hereby covenants that it will never request a Draw under the Note-2005B if the amount of that Draw, together with the principal balance then outstanding would exceed LGO Capacity. The LGO Capacity as of the date of this ordinance, pledged and committed to be available for the Note-2005B is \$17,181,918, and the Bank may rely upon this representation until the City delivers written notice of a change in LGO Capacity.

Section 2. Bank Proposal. The City hereby approves and accepts the Bank Proposal.

Section 3. Information to be Provided to Bank. As long as the Notes are outstanding, the City will provide to the Bank the financial information of the City as the Bank from time to time may reasonably request, including the City's annual financial statements/reports, audit reports, and audited financial statements, as available.

Section 4. Confirmation of Ordinance 1231, as amended. Ordinance No. 1231, as amended by Ordinance Nos. 1261, 1295, 1319, 1355, 1376, 1400, 1420, 1444, 1467, 1485, 1510, 1534, 1558, 1588 and as further amended by this amendatory ordinance is hereby ratified and confirmed.

Section 5. Authorization of City Officials. The proper City officials are authorized to deliver new Notes to the Bank reflecting the terms of this amendatory ordinance.

Section 6. Effective Date. This ordinance shall be in effect five days after its publication as provided by law.

PASSED BY THE CITY COUNCIL BY AN AFFIRMATIVE VOTE, _____ IN FAVOR, _____ AGAINST AND SIGNED BY THE MAYOR THIS _____ DAY OF JULY, 2020.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

CITY OF LYNDEN

EXECUTIVE SUMMARY - FINANCE



Meeting Date:	July 20, 2020	
Name of Agenda Item:	YMCA Supplemental Expense	
Section of Agenda:	New Business	
Department:	Finance	
Council Committee Review:	<input type="checkbox"/> Community Development <input checked="" type="checkbox"/> Finance <input type="checkbox"/> Parks	<input type="checkbox"/> Public Safety <input type="checkbox"/> Public Works <input type="checkbox"/> Other: _____
	Legal Review: <input type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input checked="" type="checkbox"/> Review Not Required	
Attachments:		
None		
Summary Statement:		
<p>It has been brought to the attention of the City’s Administration, that the YMCA like many other businesses during this time is encountering difficulty meeting its operational expenses and might be forced to close its Lynden location.</p> <p>The City recognizes the importance the YMCA has in Lynden and the surrounding community. The City’s Administration has been in direct contact with the YMCA and has reached an agreement where the City would provide \$60,000 from the General Fund to aid the YMCA with its expenses, helping it to remain operational for the remainder of 2020. It is recognized that this is only a short-term remedy, but one that would buy time for the City and YMCA to seek a more permanent long-term solution.</p> <p>The Finance Committee reviewed this information earlier at its July 20, 2020 meeting.</p> <p>The City Council is being asked to approve the \$60,000 expenditure for the YMCA out of the 2020 Budget.</p>		
Recommended Action:		
That the City Council approve the \$60,000 expense out of the General Fund to supplement the YMCA.		

CITY OF LYNDEN

EXECUTIVE SUMMARY – Finance



Finance Meeting Date:	July 20, 2020	
Name of Agenda Item:	Resolution No. 1024 - Business License Fees	
Section of Agenda:	New Business	
Next Steps Proposed by Staff:	<input type="checkbox"/> Staff Revisions <input type="checkbox"/> Other: _____ <input type="checkbox"/> Return to Finance Committee <input checked="" type="checkbox"/> Schedule for full Council	Legal Review: <input checked="" type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input type="checkbox"/> Review Not Required
Attachments:		
Resolution No. 1024 – Business License Fees		
Summary Statement:		
<p>The City of Lynden adopted an ordinance amending Lynden Municipal Code Chapter 5.02 regarding business license issuance and exemptions (Ordinance No.1564). This modification to city code coincided with the required conversion to Washington State’s Business License System.</p> <p>Ordinance No.1564 requires the fees to be set by Resolution.</p> <p>Resolution No.1024 sets the required fees at the following:</p> <ol style="list-style-type: none"> 1. Licensing fees for General Business Licenses shall be set as follows: <ol style="list-style-type: none"> a. Fifty Dollars (\$50.00) for License Origination Fee; b. Twenty-Five Dollars (\$25.00) for License Renewal Fee. 2. Licensing fees for Non-Resident Business Licenses shall be set as follows: <ol style="list-style-type: none"> a. Fifty Dollars (\$50.00) for License Origination Fee; b. Twenty-Five Dollars (\$25.00) for License Renewal Fee. 3. Licensing fees for Home Occupation Business Licenses shall be set as follows: <ol style="list-style-type: none"> a. One Hundred Twenty-Five Dollars (\$125.00) for License Origination Fee; b. Fifty Dollars (\$50.00) for Renewal Fee. <p>The Finance Committee has reviewed the Resolution and given approval for review and consideration by the full Council.</p>		
Recommended Action:		
Approve Resolution No.1024 as written and authorize the Mayor’s signature.		

RESOLUTION NO. 1024

A RESOLUTION ESTABLISHING BUSINESS LICENSE FEES PURSUANT TO
LYNDEN MUNICIPAL CODE CHAPTER 5.02

WHEREAS, the City of Lynden adopted an ordinance amending Lynden Municipal Code Chapter 5.02 regarding business license issuance and exemptions (Ordinance No. 1564); and

WHEREAS, this modification to city code coincided with the required conversion to Washington State’s Business License System; and

WHEREAS, Ordinance No. 1564 requires the fees to be set by resolution;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Lynden, Washington:

1. Licensing fees for General Business Licenses shall be set as follows:
 - a. Fifty Dollars (\$50.00) for License Origination Fee;
 - b. Twenty-Five Dollars (\$25.00) for License Renewal Fee.
2. Licensing fees for Non-Resident Business Licenses shall be set as follows:
 - a. Fifty Dollars (\$50.00) for License Origination Fee;
 - b. Twenty-Five Dollars (\$25.00) for License Renewal Fee.
3. Licensing fees for Home Occupation Business Licenses shall be set as follows:
 - a. One Hundred Twenty-Five Dollars (\$125.00) for License Origination Fee;
 - b. Fifty Dollars (\$50.00) for Renewal Fee.

PASSED BY THE CITY COUNCIL BY AN AFFIRMATIVE VOTE OF _____ IN FAVOR,
_____ AGAINST, SIGNED THIS _____ DAY OF JULY, 2020.

MAYOR

Scott Korthuis

ATTEST:

Pam Brown
City Clerk

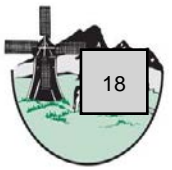
APPROVED AS TO FORM:

Robert Carmichael
City Attorney



City of Lynden Monthly Financial Report June 2020

Anthony Burrows
Finance Director
7/16/20



Summary – June 2020

001 GENERAL FUND

REVENUE -

Revenues through month end were \$5.8M in total, which is -\$144k or -2% less than forecast in the budget. Revenue was effected by underruns in fee collection and Property Taxes, though it has started to reduce it's early deficit from being -9% under budget last month.

EXPENDITURES -

Expenditures finished at \$6.0M which was -\$780k under budget driven by operational underruns across all General Fund departments.

Revenue underruns and large expenditures continue to drag on the General Fund cash balance which is at \$1.7M, still up \$100k from last month.

401 WATER FUND

REVENUE -

Water revenues finished the month at \$2.5M, which is -\$364k or -13% under budget. This was the result of lower than forecast Water sales.

EXPENDITURES -

Water expenditures came in at \$2.4M, which is under budget by -\$1.5M or -38% below forecast, due to capital project expenditures.

Increasing Expenditures and water debt payments reduced the Water Fund cash balance to \$5.7M, from \$6.1M last month.

405 SEWER FUND

REVENUE -

Sewer revenues finished at \$3.0M which is \$295k or 11% over our forecasted budget, driven by volume charges and connection fees.

EXPENDITURES -

Sewer expenditures continued to underrun coming in at \$1.6M, which was -\$1.4M or -47% under budget, due to underruns predominately in capital construction.

Due to only a minimal uptick in expenditures against increased revenues the Sewer Fund cash finished the month at \$8.3M, up \$200k from last month.

410 STORMWATER FUND

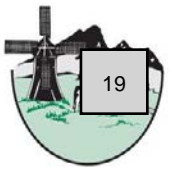
REVENUE -

Stormwater revenues under-performed to budget at \$549k, which is -\$1.2M or -68% below forecast. Revenues were effected delayed grant payments.

EXPENDITURES -

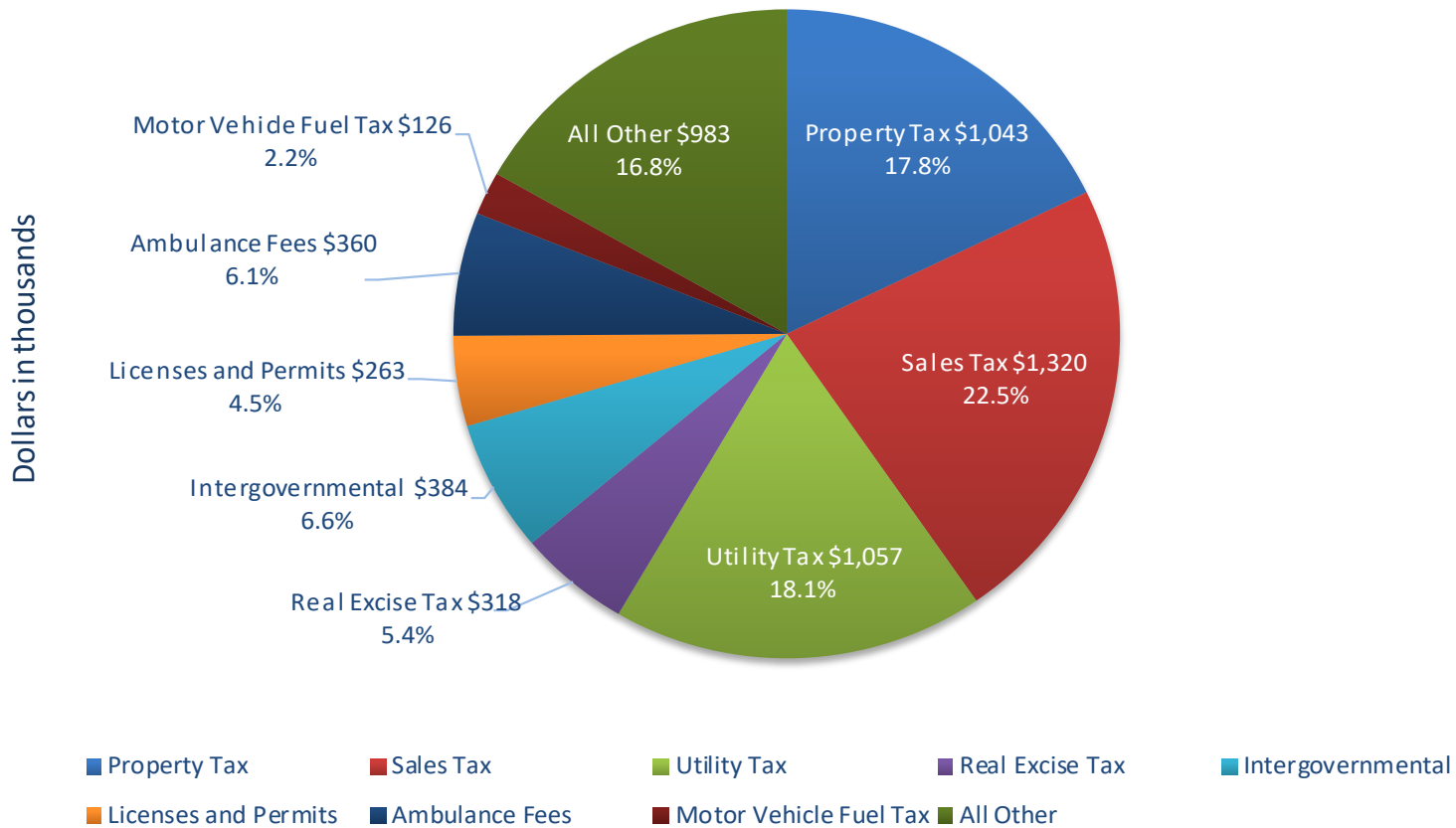
Fortunately expenditures at month end were also lower than anticipated at \$420k, under budget by -\$1.5M or -78%. Driven by a lag in capital expenditures.

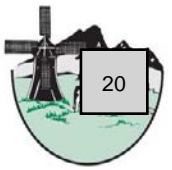
Expenditure under-runs continue to offset revenue under-runs bumping the cash balance up to \$469k. Up from \$435k last month.



General Fund – Revenue Source

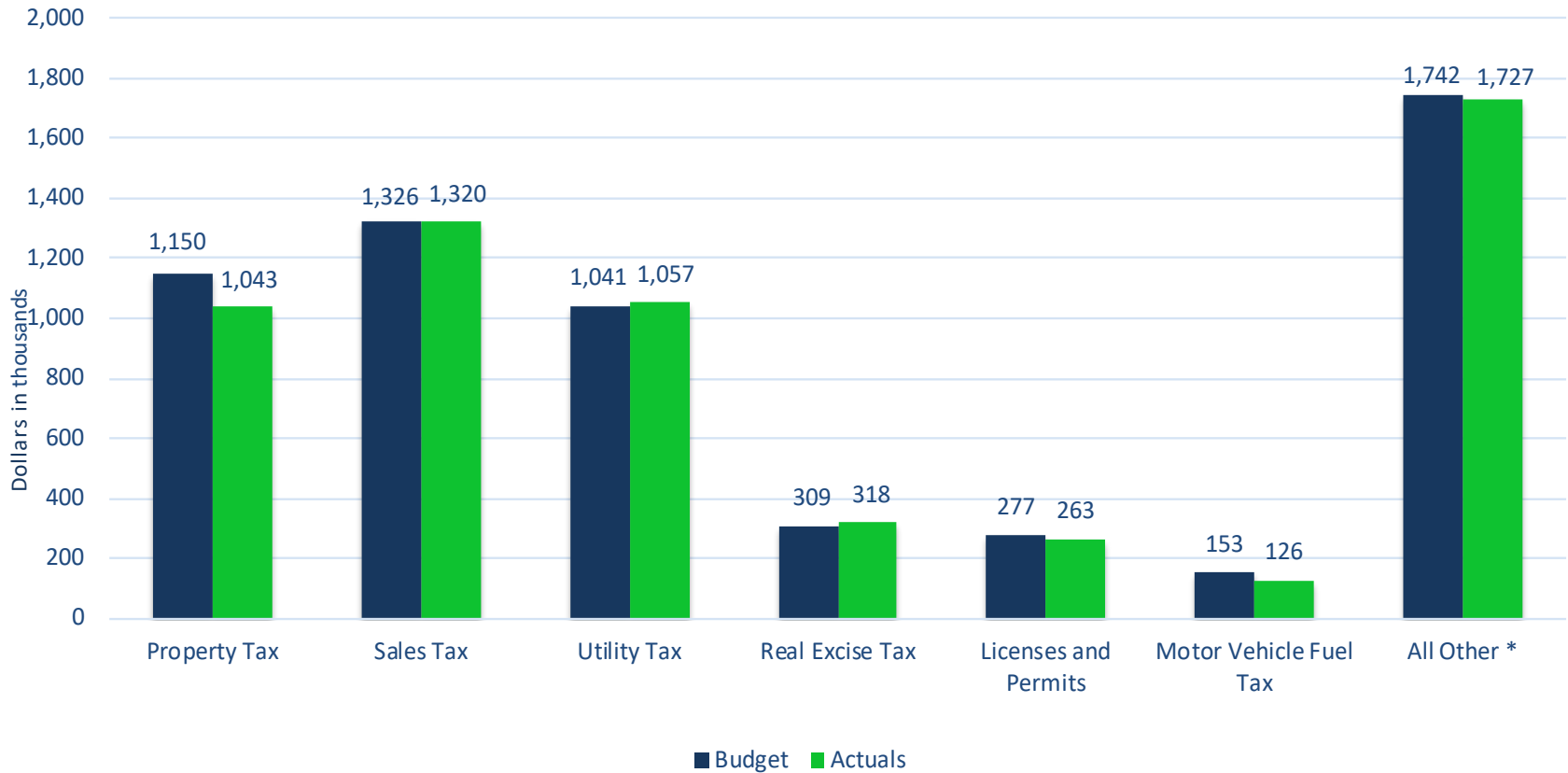
GENERAL FUND - \$5.8M REVENUES THRU JUNE 2020



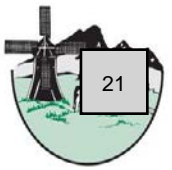


General Fund – Revenue Comparison

GENERAL FUND - \$5.8M REVENUES THRU JUNE 2020

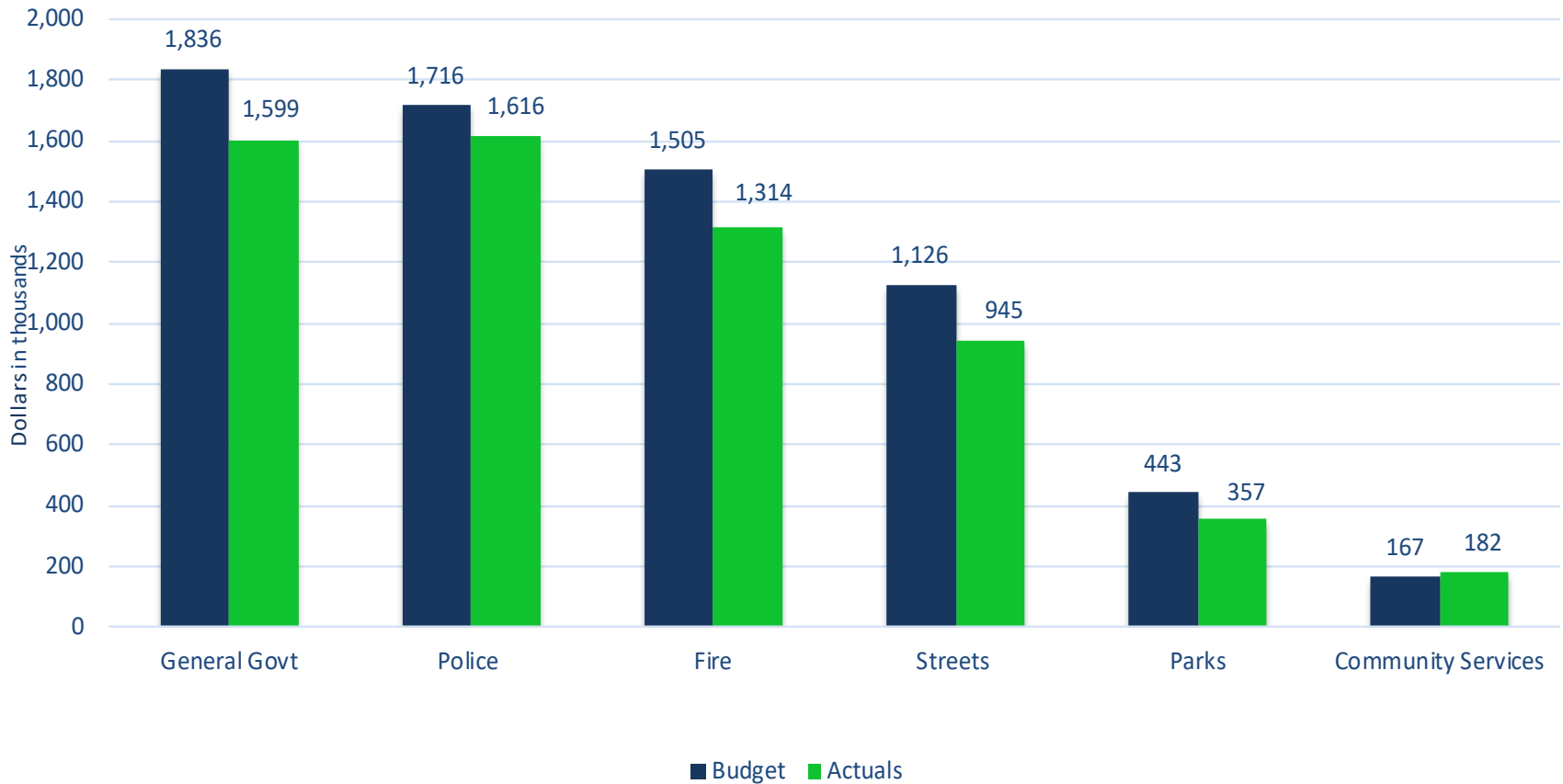


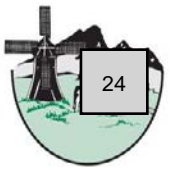
* All Other consists of 70 smaller accounts each under \$200k in value



General Fund – Expense Comparison

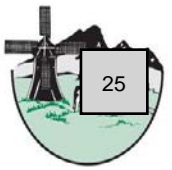
GENERAL FUND - \$6.0M EXPENDITURES THRU JUNE 2020





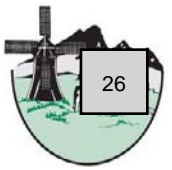
Monthly Financials – Month End June 2020

	2020 ANNUAL BUDGET	2020 BUDGET TO DATE	2020 ACTUAL TO DATE	2020 BUDGET VARIANCE as of Jun 30, 2019	2020 % OVER/(UNDER) TO DATE	Jun-2020 RECEIVED/ EXPENDED	Jun - 2019 RECEIVED/ EXPENDED	Jun-2020 PERCENT OF CHANGE	2020 ACTUAL TO DATE	2019 ACTUAL TO DATE	2020 CHANGE IN ACTUAL
Fund:					June 50%						
Expenditures											
001/002-General Government											
Ending Cash/Investment	2,284										
AWC/COG	19	10	19	9	90%	0	0		19	19	0
Legislative	120	60	52	-8	-13%	9	9	0%	52	51	1
Municipal Court	203	102	93	-9	-9%	16	18	-11%	93	88	5
Administrative	484	242	235	-7	-3%	44	33	33%	235	221	14
Financial	613	307	267	-40	-13%	45	40	13%	267	230	37
Audit Services	25	13	0	-13	-100%	0	0		0	0	0
Election Services	18	9	0	-9	-100%	0	0		0	0	0
Legal Services	180	90	94	4	4%	16	24	-33%	94	84	10
General Indigent Defense	75	38	14	-24	-63%	1	5	-80%	14	22	-8
Wellness Committee	5	3	0	-3	-100%	0	0		0	0	0
Property Management Services	31	16	0	-16	-100%	0	0		0	0	0
Central Services	200	100	122	22	22%	22	8	175%	122	103	19
Information Technology Services	376	188	184	-4	-2%	32	28	14%	184	166	18
Fire Suppression Infrastructure	4	2	2	0	0%	0	0		2	0	2
Detention	170	85	76	-9	-11%	22	37	-41%	76	104	-28
Pollution Control	5	3	5	2	67%	0	0		5	5	0
Trade & Tourism	132	66	64	-2	-3%	1	8	-88%	64	68	-4
Planning	371	186	173	-13	-7%	28	29	-3%	173	150	23
Housing & Community Development	224	112	123	11	10%	22	22	0%	123	115	8
Agency Disbursements	10	5	9	4	80%	0	31	-100%	9	31	-22
Debt Payments	1	1	0	-1	-100%	0	0		0	0	0
Capital Expenditures	258	129	41	-88	-68%	0	0		41	61	-20
Operating Transfers	138	69	26	-43	-62%	4	5	-20%	26	32	-6
TOTAL GENERAL GOVERNMENT DEPT.	3,662	1,836	1,599	-237	-13%	262	297	-12%	1,599	1,550	49



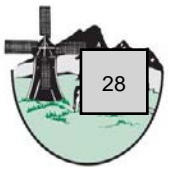
Monthly Financials – Month End June 2020

	2020 ANNUAL BUDGET	2020 BUDGET TO DATE	2020 ACTUAL TO DATE	2020 BUDGET VARIANCE as of Jun 30, 2019	2020 % OVER/(UNDER) TO DATE	Jun-2020 RECEIVED/ EXPENDED	Jun - 2019 RECEIVED/ EXPENDED	Jun-2020 PERCENT OF CHANGE	2020 ACTUAL TO DATE	2019 ACTUAL TO DATE	2020 CHANGE IN ACTUAL
Fund:					June 50%						
Expenditures											
001/003 - Police Department											
Legal Services	1	1	3	2	200%	1	5	-80%	3	5	-2
Benefits Leoff 1 Medical Benefits	55	28	27	-1	-4%	4	4	0%	27	31	-4
Administration	621	311	288	-23	-7%	49	37	32%	288	215	73
Investigation	159	80	79	-1	-1%	12	17	-29%	79	80	-1
Patrol	2,205	1,103	982	-121	-11%	173	223	-22%	982	1,068	-86
Facilities	71	36	58	22	61%	9	5	80%	58	31	27
Animal Control	85	43	41	-2	-5%	7	7	0%	41	38	3
Mental/Physical Health	3	2	1	-1	-50%	0	0		1	2	-1
Domestic Violence	20	10	18	8	80%	0	0		18	19	-1
Agency Disbursements	9	5	1	-4	-80%	0	1	-100%	1	6	-5
Capital Expenditures	194	97	118	21	22%	56	0		118	15	103
Operating Transfers	0	0	0	0		0	0		0	0	0
TOTAL POLICE DEPT.	3,423	1,716	1,616	-100	-6%	311	299	4%	1,616	1,510	106
001/005 - Fire Department											
Legal Services	1	1	0	-1	-100%	0	0		0	0	0
Administration	451	226	219	-7	-3%	45	26	73%	219	143	76
Fire Operations	1,903	952	922	-30	-3%	158	164	-4%	922	817	105
Fire Prevention	2	1	0	-1	-100%	0	0		0	0	0
Fire and EMS Training	29	15	15	0	0%	1	3	-67%	15	20	-5
Facilities	37	19	34	15	79%	7	3	133%	34	11	23
Vehicle and Equipment Maintenance	55	28	2	-26	-93%	0	11	-100%	2	38	-36
Emergency Services	45	23	44	21	91%	0	0		44	44	0
Agency Disbursement	0	0	0	0		0	0		0	0	0
Capital Expenditures	479	240	78	-162	-68%	2	0		78	34	44
Operating Transfer	0	0	0	0		0	0		0	0	0
TOTAL FIRE DEPT.	3,002	1,505	1,314	-191	-13%	213	207	3%	1,314	1,107	207



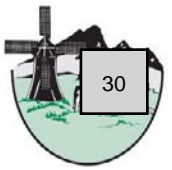
Monthly Financials – Month End June 2020

	2020 ANNUAL BUDGET	2020 BUDGET TO DATE	2020 ACTUAL TO DATE	2020 BUDGET VARIANCE as of Jun 30, 2019	2020 % OVER/(UNDER) TO DATE	Jun-2020 RECEIVED/ EXPENDED	Jun - 2019 RECEIVED/ EXPENDED	Jun-2020 PERCENT OF CHANGE	2020 ACTUAL TO DATE	2019 ACTUAL TO DATE	2020 CHANGE IN ACTUAL
Fund:					June 50%						
Expenditures											
001/011 - Streets Department											
Legal Services	8	4	5	1	25%	4	5	-20%	5	6	-1
Roadways	563	282	163	-119	-42%	45	30	50%	163	155	8
Structures	3	2	0	-2	-100%	0	2	-100%	0	4	-4
Sidewalks	42	21	15	-6	-29%	7	4	75%	15	9	6
Street Lighting	120	60	79	19	32%	1	13	-92%	79	72	7
Traffic Control Devices	126	63	20	-43	-68%	1	3	-67%	20	12	8
Parking Facilities	3	2	0	-2	-100%	0	0		0	0	0
Snow/Ice Control	117	59	50	-9	-15%	1	0		50	97	-47
Street Cleaning	64	32	29	-3	-9%	4	15	-73%	29	35	-6
Roadside Development	70	35	30	-5	-14%	10	8	25%	30	22	8
Maintenance Administration	142	71	75	4	6%	14	13	8%	75	72	3
Facilities	26	13	20	7	54%	1	1	0%	20	8	12
Agency Disbursements	0	0	0	0		0	0		0	0	0
Road/Street Debt	51	26	0	-26	-100%	0	0		0	0	0
Capital Expenditures	578	289	126	-163	-56%	10	62	-84%	126	72	54
Operating Transfers	333	167	333	166	99%	105	5	2000%	333	255	78
TOTAL STREETS DEPT.	2,246	1,126	945	-181	-16%	203	161	26%	945	819	126
001/013 - Parks Department											
Parks Operations	174	87	82	-5	-6%	18	15	20%	82	68	14
Parks Operations - Bender	380	190	132	-58	-31%	24	34	-29%	132	155	-23
Parks Operations - City Owned Facilities	21	11	13	2	18%	3	3	0%	13	16	-3
Parks Operations - Lynden Park & Rec.	27	14	11	-3	-21%	3	2	50%	11	9	2
Parks Operations - Park Administration	231	116	108	-8	-7%	20	19	5%	108	103	5
Agency Disbursements	0	0	0	0		0	0		0	0	0
Capital Expenditures	37	19	11	-8	-42%	0	6	-100%	11	6	5
Operating Transfers	12	6	0	-6	-100%	0	0		0	0	0
TOTAL PARKS DEPT.	882	443	357	-86	-19%	68	79	-14%	357	357	0



Monthly Financials – Month End June 2020

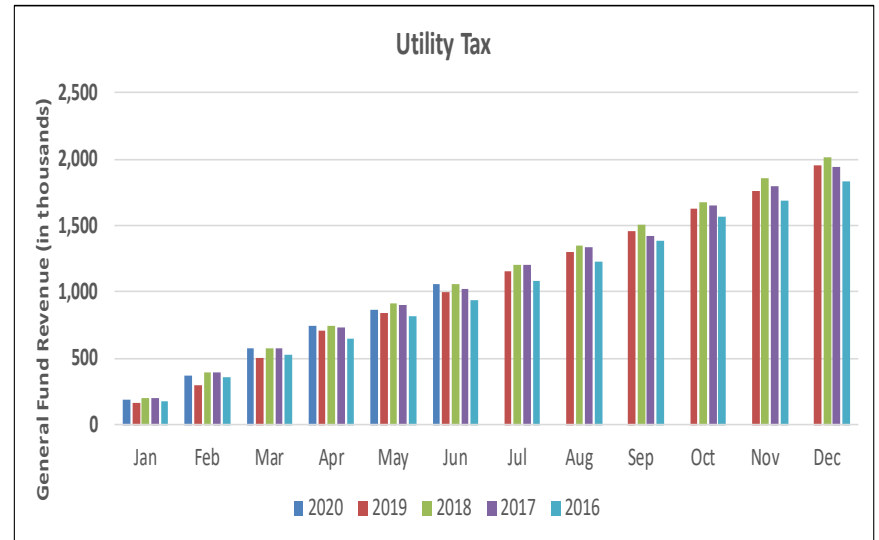
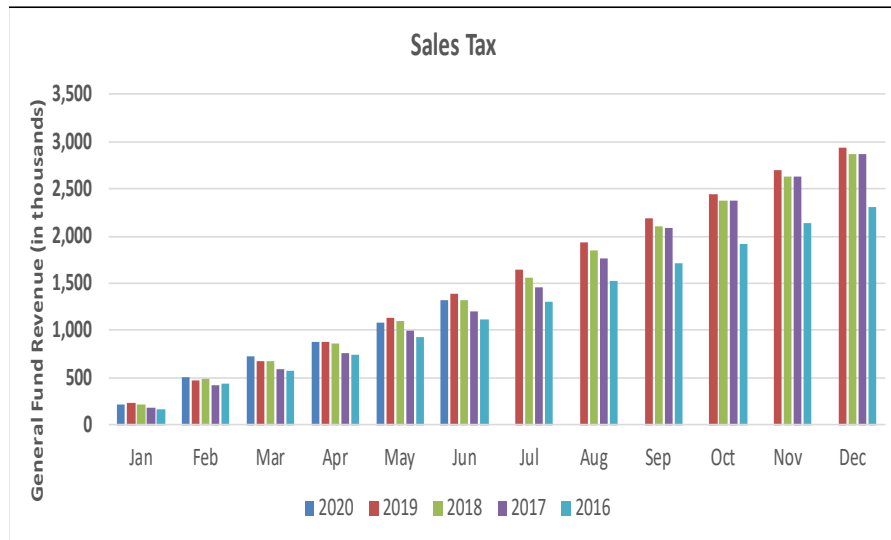
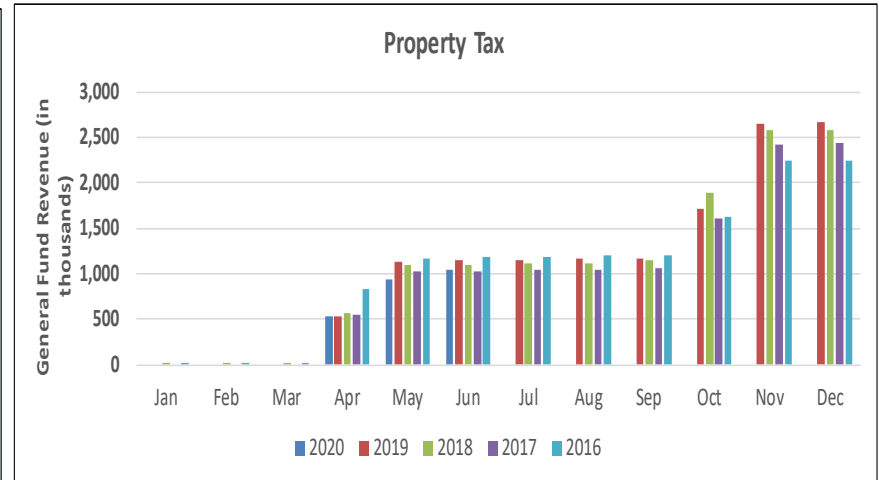
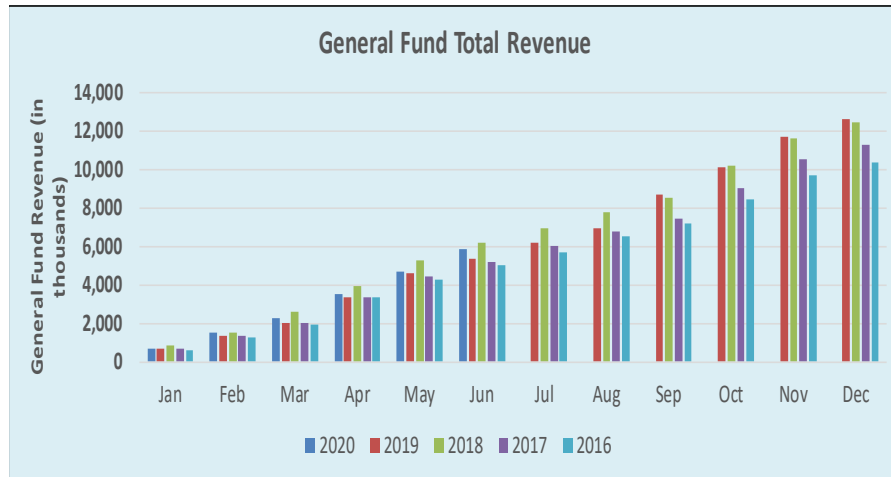
	2020 ANNUAL BUDGET	2020 BUDGET TO DATE	2020 ACTUAL TO DATE	2020 BUDGET VARIANCE as of Jun 30, 2019	2020 % OVER/(UNDER) TO DATE	Jun-2020 RECEIVED/ EXPENDED	Jun - 2019 RECEIVED/ EXPENDED	Jun-2020 PERCENT OF CHANGE	2020 ACTUAL TO DATE	2019 ACTUAL TO DATE	2020 CHANGE IN ACTUAL
Fund:					June 50%						
401 - Water											
Revenues											
Beginning Cash/Investment	6,100		5,634	-466	-8%	0	0		5,634	5,998	-364
Water Sales	4,315	2,158	1,842	-316	-15%	356	309	15%	1,842	1,800	42
Water Utility Occupaion Tax	248	124	106	-18	-15%	20	18	11%	106	104	2
Water Connection	63	32	29	-3	-9%	4	6	-33%	29	27	2
Water Debt Reduction	280	140	119	-21	-15%	23	20	15%	119	116	3
Water FCI Charges	625	313	327	14	4%	46	67	-31%	327	334	-7
Grant	0	0	0	0		0	0		0	0	0
Miscellaneous	122	61	41	-20	-33%	2	14	-86%	41	90	-49
Operating Transfers	0	0	0	0		0	0		0	0	0
TOTAL WATER REVENUES	5,653	2,828	2,464	-364	-13%	451	434	4%	2,464	2,471	-7
Expenditures											
Water Operations											
Ending Cash/Investment	3,897										
Salaries/Benefits	363	182	216	34	19%	39	38	3%	216	187	29
Operational Expenses	696	348	326	-22	-6%	74	115	-36%	326	354	-28
Agency Disbursements	0	0	0	0		0	0		0	0	0
Capital Expenditures	658	329	97	-232	-71%	78	0		97	24	73
Operating Transfers	319	160	107	-53	-33%	29	24	21%	107	84	23
TOTAL OPERATIONS DEPT.	2,036	1,019	746	-273	-27%	220	177	24%	746	649	97
Water Capital Redemption											
Operating Transfers	9	5	0	-5	-100%	0	0		0	5	-5
TOTAL WATER CAPITAL REDEMP. DEPT.	9	5	0	-5	-100%	0	0		0	5	-5



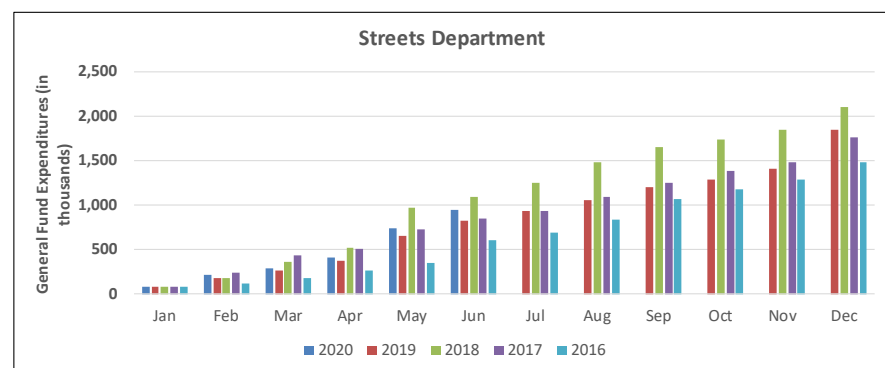
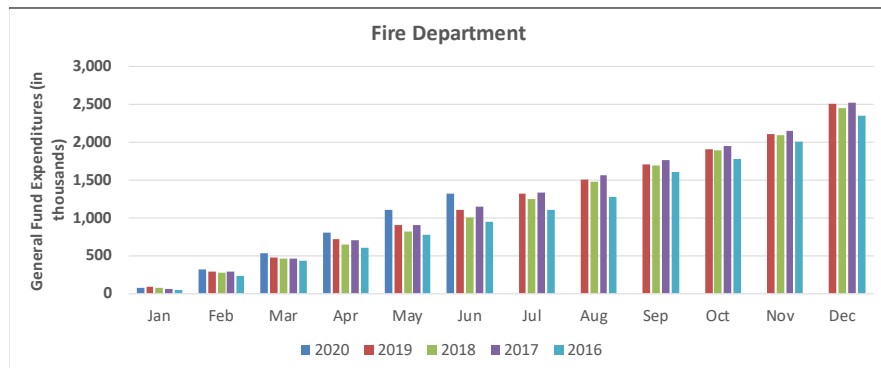
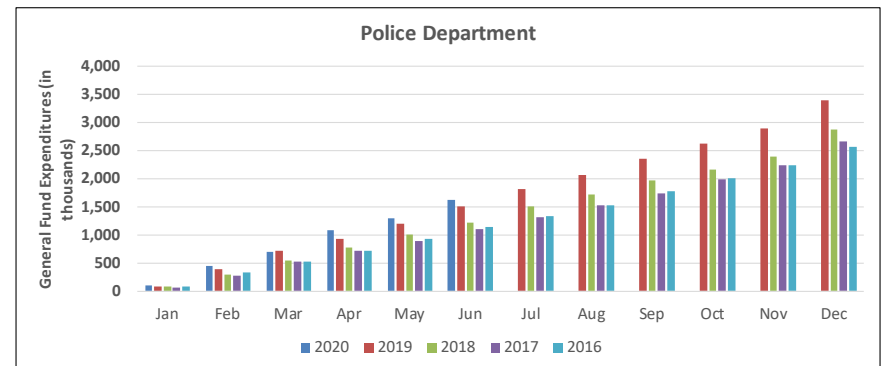
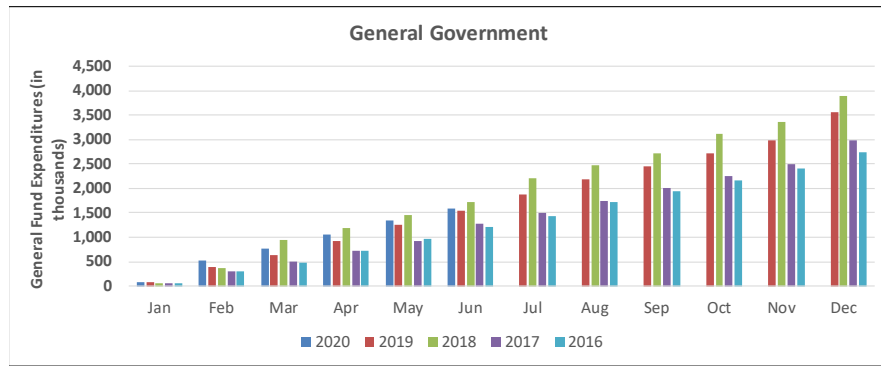
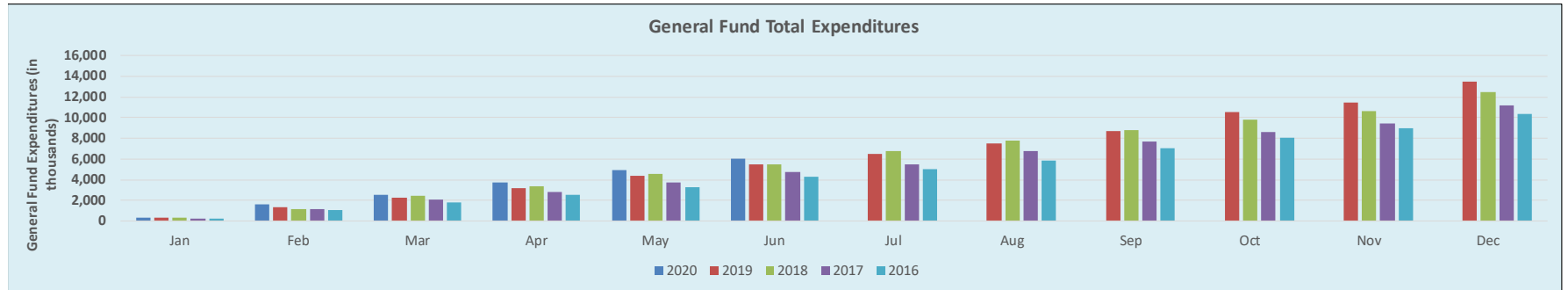
Monthly Financials – Month End June 2020

	2020 ANNUAL BUDGET	2020 BUDGET TO DATE	2020 ACTUAL TO DATE	2020 BUDGET VARIANCE as of Jun 30, 2019	2020 % OVER/(UNDER) TO DATE	Jun-2020 RECEIVED/EXPENDED	Jun - 2019 RECEIVED/EXPENDED	Jun-2020 PERCENT OF CHANGE	2020 ACTUAL TO DATE	2019 ACTUAL TO DATE	2020 CHANGE IN ACTUAL
Fund:					June 50%						
405 Sewer Revenues											
Beginning Cash/Investment	5,900		6,936	1,036	18%	0	0		6,936	5,108	1,828
Sewer Sales	4,171	2,086	2,241	155	7%	420	333	26%	2,241	2,091	150
Sewer Utility Occupation Tax	210	105	118	13	12%	21	17	24%	118	110	8
Sewer Connections	6	3	2	-1	-33%	0	1	-100%	2	4	-2
Sewer FCI	850	425	416	-9	-2%	63	96	-34%	416	488	-72
E. Lynden Sewer Sub-Basin FCI	40	20	65	45	225%	15	24	-38%	65	73	-8
Compost Fees	7	4	6	2	50%	1	2	-50%	6	4	2
Industrial User Fee	0	0	0	0		0	0		0	0	0
Interlocal Grant	0	0	90	90		0	0		90	0	90
Miscellaneous	135	68	68	0	0%	6	13	-54%	68	89	-21
Operating Transfers	0	0	0	0		0	0		0	0	0
TOTAL SEWER REVENUES	5,419	2,711	3,006	295	11%	526	486	8%	3,006	2,859	147
Expenditures											
Sewer Operations											
Ending Cash/Investment	5,263										
Salaries/Benefits	636	318	265	-53	-17%	48	54	-11%	265	284	-19
Operational Expenses	581	291	343	52	18%	80	59	36%	343	274	69
Agency Disbursements	0	0	0	0		0	0		0	0	0
Capital Expenditures	400	200	55	-145	-73%	15	0		55	78	-23
Operating Transfers	306	153	71	-82	-54%	11	10	10%	71	70	1
TOTAL OPERATIONS DEPT.	1,923	962	734	-228	-24%	154	123	25%	734	706	28
Biosolids Management											
Salaries/Benefits	45	23	22	-1	-4%	3	3	0%	22	18	4
Operational Expenses	241	121	123	2	2%	47	37	27%	123	118	5
Capital Expenditures	0	0	0	0		0	0		0	0	0
TOTAL BIOSOLIDS MANAGEMENT DEPT.	286	144	145	1	1%	50	40	25%	145	136	9

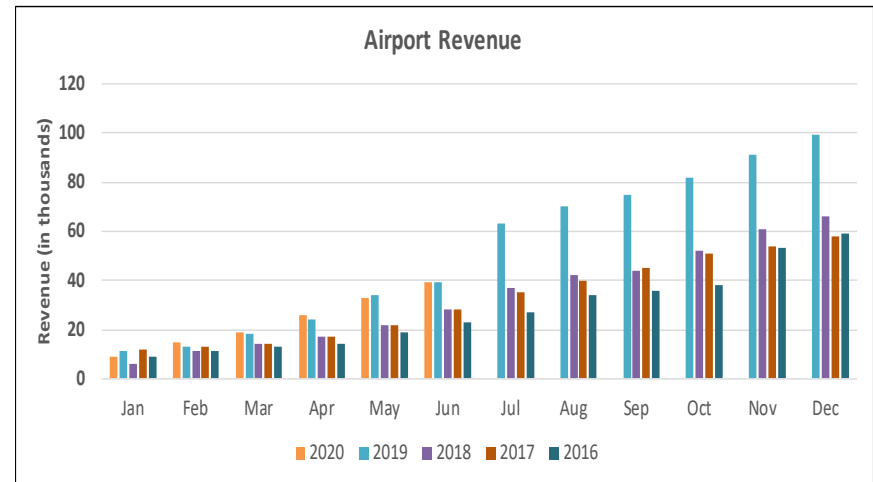
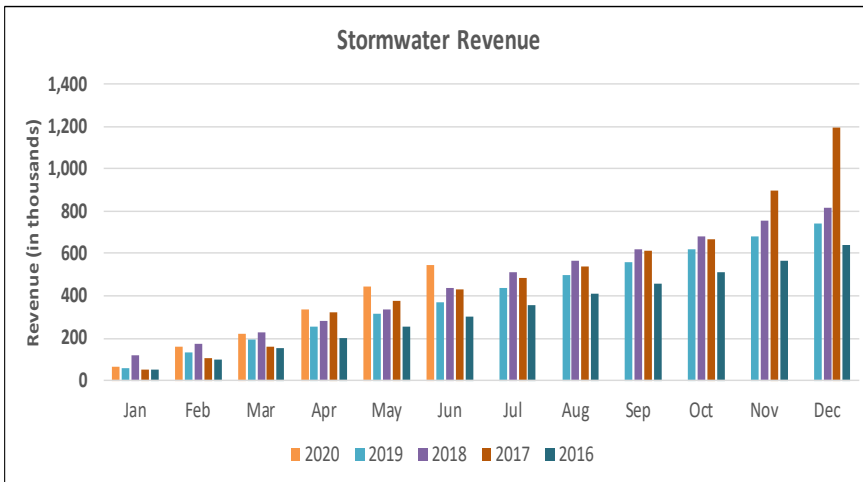
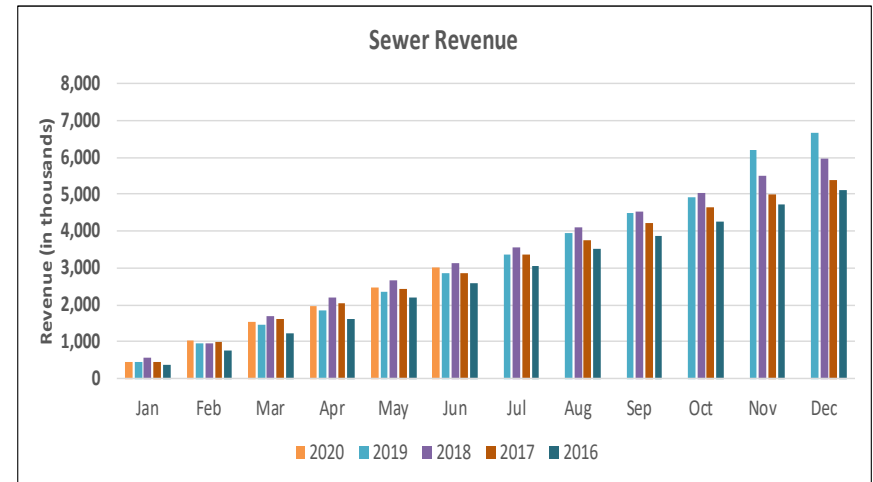
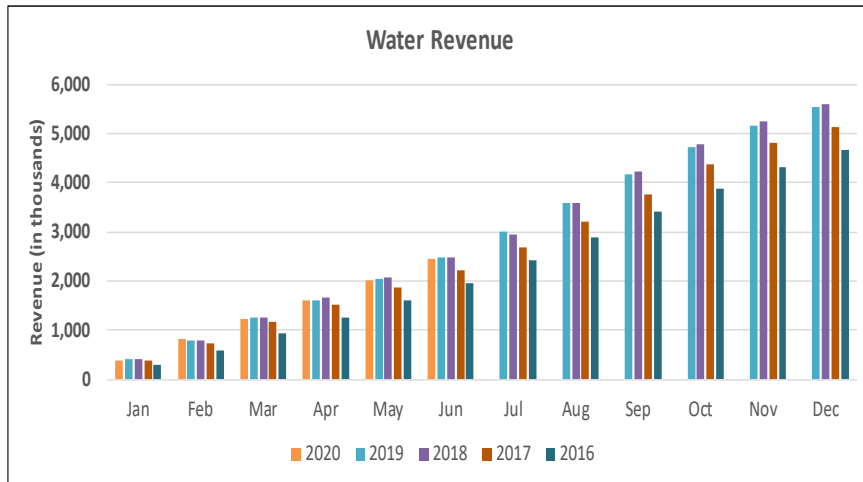
General Fund Revenue – Year to Date Comparison



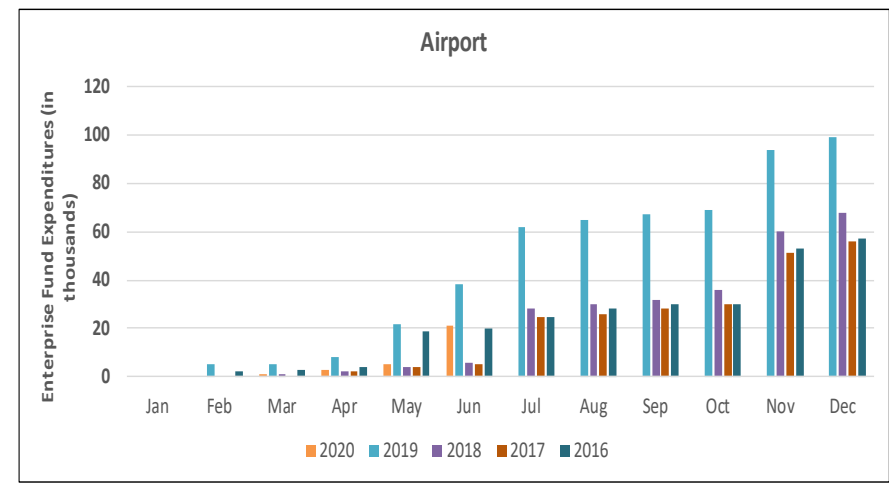
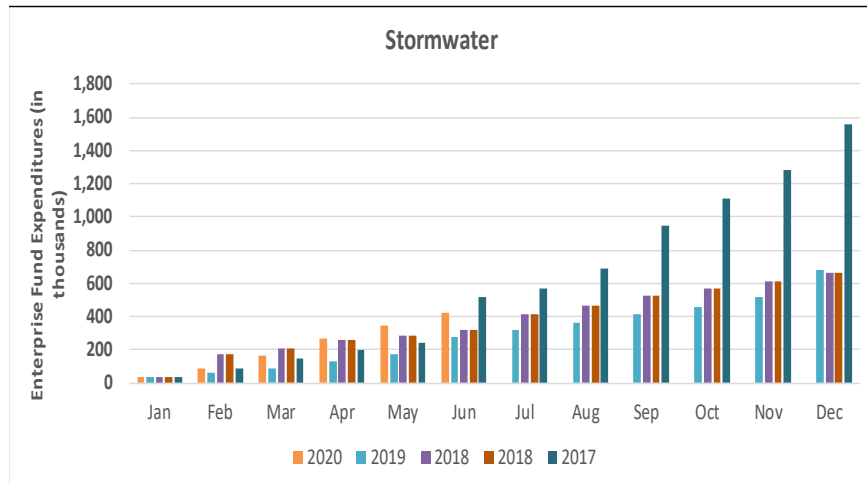
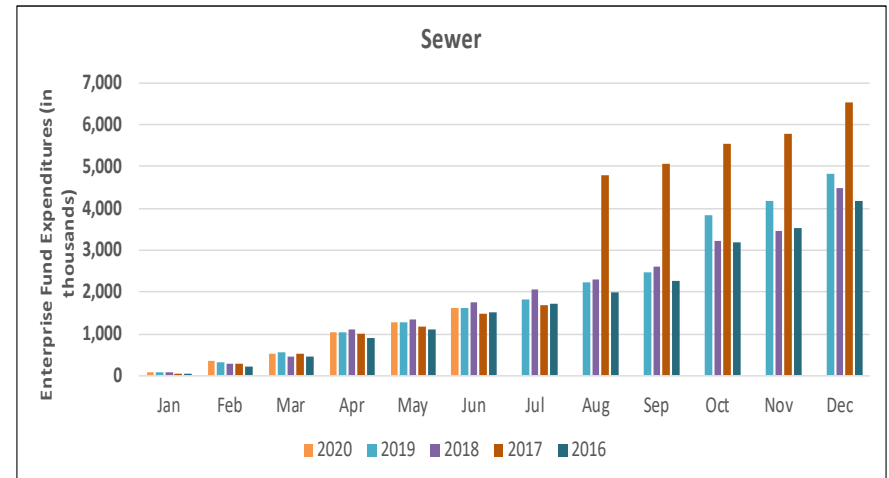
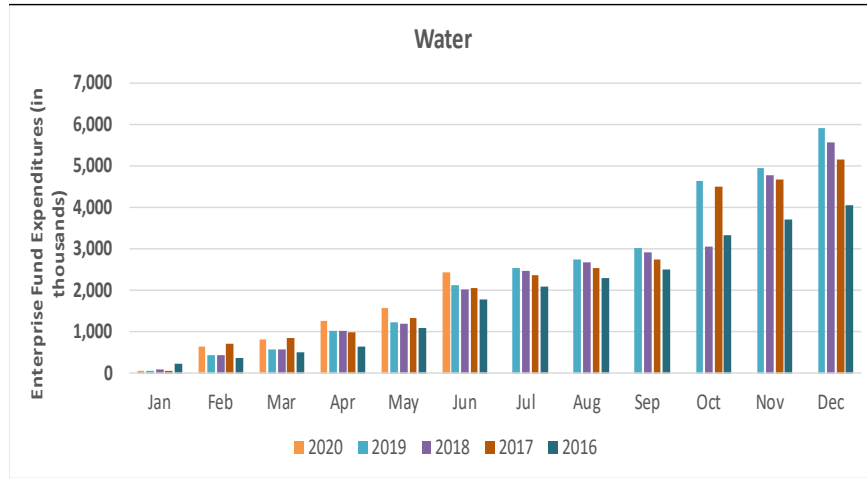
General Fund Expenditures – Year to Date Comparison



Enterprise Funds Revenue – Year to Date Comparison



Enterprise Funds Expenditures – Year to Date Comparison



End Page

