

CITY OF LYNDEN

FINANCE DEPARTMENT

Anthony Burrows, Finance Director

(360) 354-2829



Finance Committee Meeting Agenda

City Hall - 300 Fourth Street

3:00 PM July 19, 2021

Roll Call

1. Roll Call

Review Items

- [2.](#) Approval of the June 19, 2021 Minutes
- [3.](#) Approval of Payroll - June 2021
- [4.](#) Review of the June 2021 Overtime YTD
- [5.](#) Review Sales Tax - 2021 YTD

Council Items

- [6.](#) Approval of Payroll and Claims
- [7.](#) Ordinance No. 1629 – Line of Credit Renewal
- [8.](#) Ordinance No. 1630 – Introduction of an Amendment to the 2021 Budget

Informational

9. Monthly Financial Reports Review
- [10.](#) Utility Billing Delinquency Letter
11. City Debt Capacity

Items Added

12. None

Next Meeting: August 16, 2021

CITY OF LYNDEN

FINANCE DEPARTMENT
360-354-2829



FINANCE COMMITTEE MINUTES

3:00 PM June 21, 2021
City Hall

Present:

Mayor Scott Korthuis
City Administrator Mike Martin
Finance Director Anthony Burrows

Councilmembers:

Kyle Strengtholt (Chair)
Gerald Kuiken
Nick Laninga

1. **The Committee reviewed and approved the May 2021 meeting minutes.**
2. **The Committee reviewed and approved the Payroll for the month of May 2021.**
3. **May 2021 Payroll Overtime Review**

The committee reviewed the payroll overtime impacts. The Police Department had a total of 332 hours, which was 102 above last month's 240 hours total. Shift coverage accounted for the bulk of the overtime. For the Fire Department, there was a total of 250 hours of overtime, which was up from last month's 174 hours. The OT was predominately undefined. The Stone Garden Grant incurred 7 hours of OT. 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 30.9% or \$293,399 over the projected budget. When year to date 2021 is compared with year-to-date 2020 collections, sales tax revenue reflects an 23.2% overall increase of \$234,326. The numbers were once again remarkably stronger than anticipated and better than what we forecast mostly due to the benefits of online buying and destination sales tax.

5. Council Packet items presented:

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

6. Finance Department Informational or Added Items

- A. The monthly financial reports were reviewed and discussed. No critical items were flagged and no further action was required.
- B. Delinquent utility bill collections were discussed. It was agreed that with opening of the State on June 30th and the lifting of several COVID moratoriums that the City could again at a date in the near future begin collecting for delinquent utility accounts and issue shut off notices. A letter to notify delinquent account holders is being drafted for review at the next Finance Committee meeting.
- C. Finance staffing and new hires were discussed. No further action required.

Meeting was adjourned at 3:56 p.m. The next Finance Committee meeting is on July 19th, 2021.

CITY OF LYNDEN

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City of Lynden Payroll Liability to June 1 thru June 15,2021

Document No	Current Pay Period Jun 01-15 2021	Adjustments	Monthly Total
Vendor payments generated by the City of Lynden			
Checks			
Check No			
	AWC Employee Benefits Trust \$ 6,452.20	\$	6,452.20
	General Teamster 1,139.00		1,139.00
	Homestead Fitness 182.08		182.08
	WA Teamster Welfare Trust		
	AFLAC 1,727.96		1,727.96
	City of Lynden Flex Ben 123.32		123.32
	IAFF Local 106 942.50		942.50
	LPO Association 225.00		225.00
	Teamsters Pension		
	Vimly Benefits Inc 191.36		191.36
	Forge Fitness 47.25		47.25
	NFOP - Labor Services 588.00		588.00
	Total Checks \$ 11,618.67	\$ -	\$ 11,618.67
EFT Payments			
Reference No			
	Dept of Retirement (DRS) LEOFF \$ 18,900.79	\$	18,900.79
	Dept of Retirement (DRS) PERS 34,850.15		34,850.15
	Vimly Benefits Inc		
	Dept of Retirement (DCP) 5,637.52		5,637.52
	Nationwide - ACH by City of Lynden 5,967.74		5,967.74
	LEAF (EE Activity Contr) 180.00		180.00
	Garnishment - ACH & Ready Chex 636.01		636.01
	IRS- ACH 70,269.98		70,269.98
	Total EFT Payments \$ 136,442.19	\$ -	\$ 136,442.19
	Total Vendor payments generated by the City of Lynden \$ 148,060.86	\$ -	\$ 148,060.86
Other vendor payments			
Quarterly			
Reference No			
	Employment Security- Unemployment in Q-2 EFT \$ 623.61	\$	623.61
	Employment Security- PML/PFL in Q-2 EFT 1,287.82		1,287.82
	L & I - include in Q-2 EFT 10,045.85		10,045.85
	Total Quarterly \$ 11,957.28	\$ -	\$ 11,957.28
	Total Other vendor payments \$ 11,957.28	\$ -	\$ 11,957.28
TOTAL Vendor Payments \$ 160,018.14 \$ - \$ - \$ 160,018.14			
Employee payroll		EFT & Other Liabilities	
Net Pay Direct Deposit \$ 226,303.60		Non-L&I Liabilities	
Check -		Monthly EFT \$ 362,745.79	
Reverse ACH return /Voided Warrant -		Check Liability \$ 11,618.67	
City of Lynden Manual Checks -		Total Non-L&I Liabilities \$ 374,364.46	
Total Employee payroll \$ 226,303.60		Quarterly Liabilities \$ 11,957.28	
Council Approval		Total EFT & Other Liabilities \$ 386,321.74	
Payroll liability June 22, 2021 \$ 386,321.74			
Vendor check adjustments -			
EFT Vendor Adjustment -			
Employment Security Adjustments -			
Employment Security PML/PFL Adjustments -			
Labor & Industries Adjustments -			
Total Council Approval \$ 386,321.74		BALANCE FORWARD \$ 3,883,081.90	
		Y. T. D. \$ 4,269,403.64	

I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claim is a just, due and unpaid obligation against the City of Lynden, and that I am authorized to authenticate and certify said claim.

Approved for payment
_____, 2021

Anthony Burrows, Finance Director

Linde Schreifels, Accounting Operations Supervisor

Auditing and Finance Committee

Taylor Coston, Payroll Clerk

CITY OF LYNDEN

FINANCE DEPARTMENT
(360) 354 - 2829



City of Lynden Payroll Liability to June 16 thru June 30,2021

Document No		Current Pay Period Jun 16-30 2021	Prior Pay Period Jun 1-15 2021	Adjustments	Monthly Total
Vendor payments generated by the City of Lyden					
Check No	Checks				
	AWC Employee Benefits Trust	\$ 100,810.87	\$ 6,452.20	\$ 3,699.51	\$ 110,962.58
	General Teamster	1,173.50	1,139.00		2,312.50
	Homestead Fitness	220.12	182.08		402.20
	WA Teamster Welfare Trust	7,217.40			7,217.40
	AFLAC	1,727.95	1,727.96		3,455.91
	City of Lynden Flex Ben	123.32	123.32		246.64
	IAFF Local 106	942.63	942.50		1,885.13
	LPO Association	225.00	225.00		450.00
	Teamsters Pension				
	Vimly Benefits Inc	191.36			191.36
	Forge Fitness	46.88			46.88
	NFOP - Labor Services	588.00	588.00		1,176.00
	Total Checks	\$ 113,267.03	\$ 11,380.06	\$ 3,699.51	\$ 128,346.60
Reference No	EFT Payments				
	Dept of Retirement (DRS) LEOFF	\$ 20,239.91	\$ 18,900.79	\$	\$ 39,140.70
	Dept of Retirement (DRS) PERS	35,849.57	34,850.15		70,699.72
	Vimly Benefits Inc	1,673.60			1,673.60
	Dept of Retirement (DCP)	6,053.25	5,637.52		11,690.77
	Nationwide - ACH by City of Lynden	6,025.38	5,967.74		11,993.12
	LEAF (EE Activity Contr)	185.00	180.00		365.00
	Garnishment - ACH & Ready Chex	722.20	636.01		1,358.21
	IRS- ACH	72,818.60	70,269.98		143,088.58
	Total EFT Payments	\$ 143,567.51	\$ 136,442.19	\$ -	\$ 280,009.70
	Total Vendor payments generated by the City of Lyden	\$ 256,834.54	\$ 147,822.25	\$ 3,699.51	\$ 408,356.30
Other vendor payments					
Reference No	Quarterly				
	Employment Security- Unemployment in Q-3 EFT	\$ 647.92	\$ 623.61	\$	\$ 1,271.53
	Employment Security- PML/PFL in Q-3 EFT	1,347.27	1,287.82		2,635.09
	L & I - include in Q-3 EFT	10,148.29	10,045.85		20,194.14
	Total Quarterly	\$ 12,143.48	\$ 11,957.28	\$ -	\$ 24,100.76
	Total Other vendor payments	\$ 12,143.48	\$ 11,957.28	\$ -	\$ 24,100.76
	TOTAL Vendor Payments	\$ 268,978.02	\$ 159,779.53	\$ 3,699.51	\$ 432,457.06
Employee payroll					
	Net Pay Direct Deposit	\$ 236,755.31			
	Check	-			
	Reverse ACH return /Voided Warrant	-			
	City of Lynden Manual Checks	-			
	Total Employee payroll	\$ 236,755.31			
Council Approval					
	Payroll liability July 07, 2021	\$ 505,733.33			
	Vendor check adjustments	3,699.51			
	EFT Vendor Adjustment	-			
	Employment Security Adjustments	-			
	Employment Security PML/PFL Adjustments	-			
	Labor & Industries Adjustments	-			
	Total Council Approval	\$ 509,432.84			
				BALANCE FORWARD	\$ 4,269,403.64
				Y. T. D.	\$ 4,778,836.48

I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claim is a just, due and unpaid obligation against the City of Lynden, and that I am authorized to authenticate and certify said claim.

Approved for payment
_____, 2021

Anthony Burrows, Finance Director

Linde Schreifels, Accounting Operations Supervisor

Auditing and Finance Committee

N/A, Payroll Clerk

CITY OF LYNDEN



FINANCE DEPARTMENT
(360) 354 - 2829

Start Date	6/1/2021	JUNE
End Date	6/30/2021	2021

Department	Overtime Pay \$	Doubletime Pay \$	OT- LFD Training \$	OT - Out of Class \$	Holiday Wrkd 1.5x \$	Holiday Wrkd 2x \$	Retro- OT 1.5 \$	Retro- OT 2.0 \$	OPSG/DNR \$	Employee Total Amount
Fire	\$ 12,720.32						\$ 28.24	\$ 17.52		\$ 12,766.08
Planning	78.59									78.59
Police	14,678.83					30.00	36.00		422.85	15,167.68
PW Administration										
PW Operations	85.45									85.45
PW Systems	199.02									199.02
PW Roadways										
Finance	178.20									178.20
Information Technology Service	269.78									269.78
Parks										
Total	\$ 28,210.19					\$ 30.00	\$ 64.24	\$ 17.52	\$ 422.85	\$ 28,744.80

Department	Overtime Pay Hours	OT- LFD Training Hours	Doubletime Pay Hours	OT - Out of Class Hours	Holiday Wrkd 1.5x Hours	Holiday Wrkd 2x Hours	Retro- OT 1.5 Hours	Retro- OT 2.0 Hours	OPSG/DNR Hours	Employee Hours Total
Fire	258.00									258.00
Planning	1.50									1.50
Police	204.00								6.00	210.00
PW Administration										
PW Operations	1.75									1.75
PW Systems	4.00									4.00
PW Roadways										
Finance	3.00									3.00
Information Technology Service	7.00									7.00
Parks										
Total	479.25								6.00	485.25

CITY OF LYNDEN



FINANCE DEPARTMENT
(360) 354 - 2829

Start Date	1/1/2021	YTD
End Date	6/30/2021	2021

Department	Overtime Pay \$	Doubletime Pay \$	OT- LFD Training \$	OT - Out of Class \$	Holiday Wrkd 1.5x \$	Holiday Wrkd 2x \$	Retro- OT 1.5 \$	Retro- OT 2.0 \$	OPSG/DNR \$	Employee Total Amount
Fire	\$ 63,419.36	\$ 1,806.48	\$ 495.86	\$ 837.12			\$ 151.67	\$ 17.52		\$ 66,728.01
Planning	1,020.87	34.89								1,055.76
Police	88,403.22	241.53			8,014.26	6,063.07	489.70	68.46	981.21	104,261.45
PW Administration	2,018.05	138.84			367.12					2,524.01
PW Operations	658.63				416.88	1,105.34				2,180.85
PW Systems	4,881.87									4,881.87
PW Roadways										
Finance	8,473.30	278.82								8,752.12
Information Technology Service	3,787.94									3,787.94
Parks	496.55									496.55
Total	\$ 173,159.79	\$ 2,500.56	\$ 495.86	\$ 837.12	\$ 8,798.26	\$ 7,168.41	\$ 641.37	\$ 85.98	\$ 981.21	\$ 194,668.56

Department	Overtime Pay Hours	OT- LFD Training Hours	Doubletime Pay Hours	OT - Out of Class Hours	Holiday Wrkd 1.5x Hours	Holiday Wrkd 2x Hours	Retro- OT 1.5 Hours	Retro- OT 2.0 Hours	OPSG/DNR Hours	Employee Hours Total
Fire	1,304.25	10.25	24.00	24.00						1,362.50
Planning	19.50		0.50							20.00
Police	1,232.50		3.00		114.00	65.00	3.00		15.00	1,432.50
PW Administration	39.25				8.00					47.25
PW Operations	12.75				8.00	16.00				36.75
PW Systems	88.75									88.75
PW Roadways										
Finance	199.50		5.00							204.50
Information Technology Service	58.00									58.00
Parks	10.00									10.00
Total	2,964.50	10.25	32.50	24.00	130.00	81.00	3.00		15.00	3,260.25

CITY OF LYNDEN

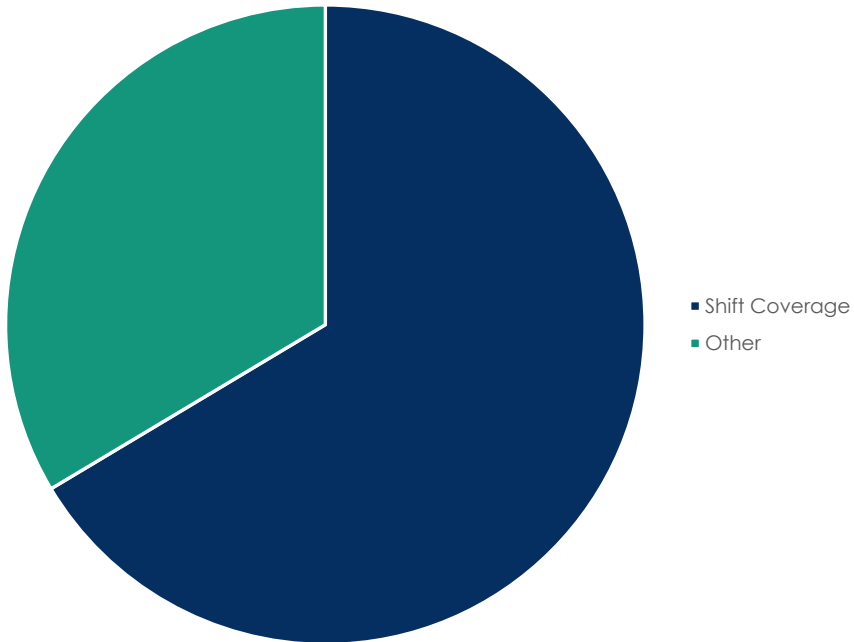


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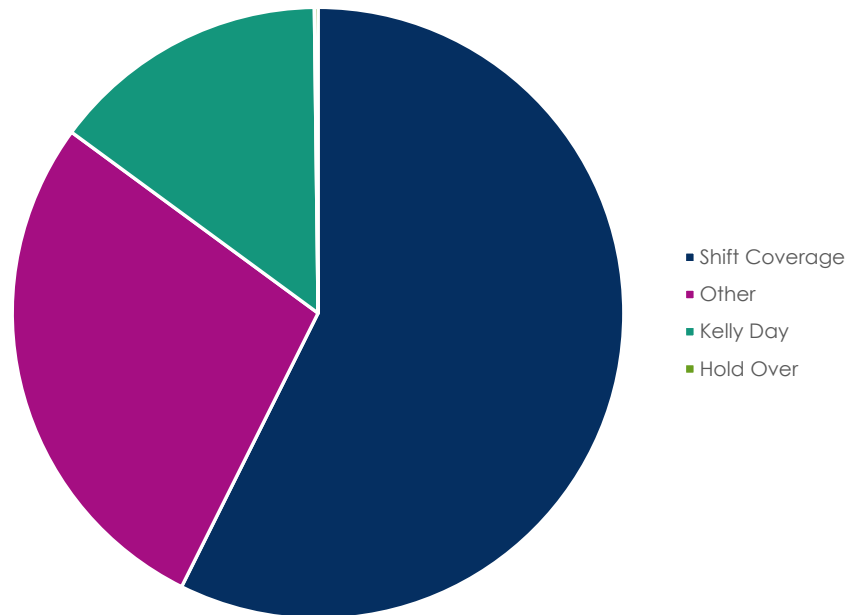
Reason	Overtime Hours	%
Shift Coverage	135.5	66.42%
Other	68.5	33.58%
Grand Total	204	100.00%

Reason	Overtime Hours	%
Shift Coverage	148	57.36%
Other	71.5	27.71%
Kelly Day	38	14.73%
Hold Over	0.5	0.19%
Grand Total	258	100.00%

Police Department Overtime



Fire Department Overtime



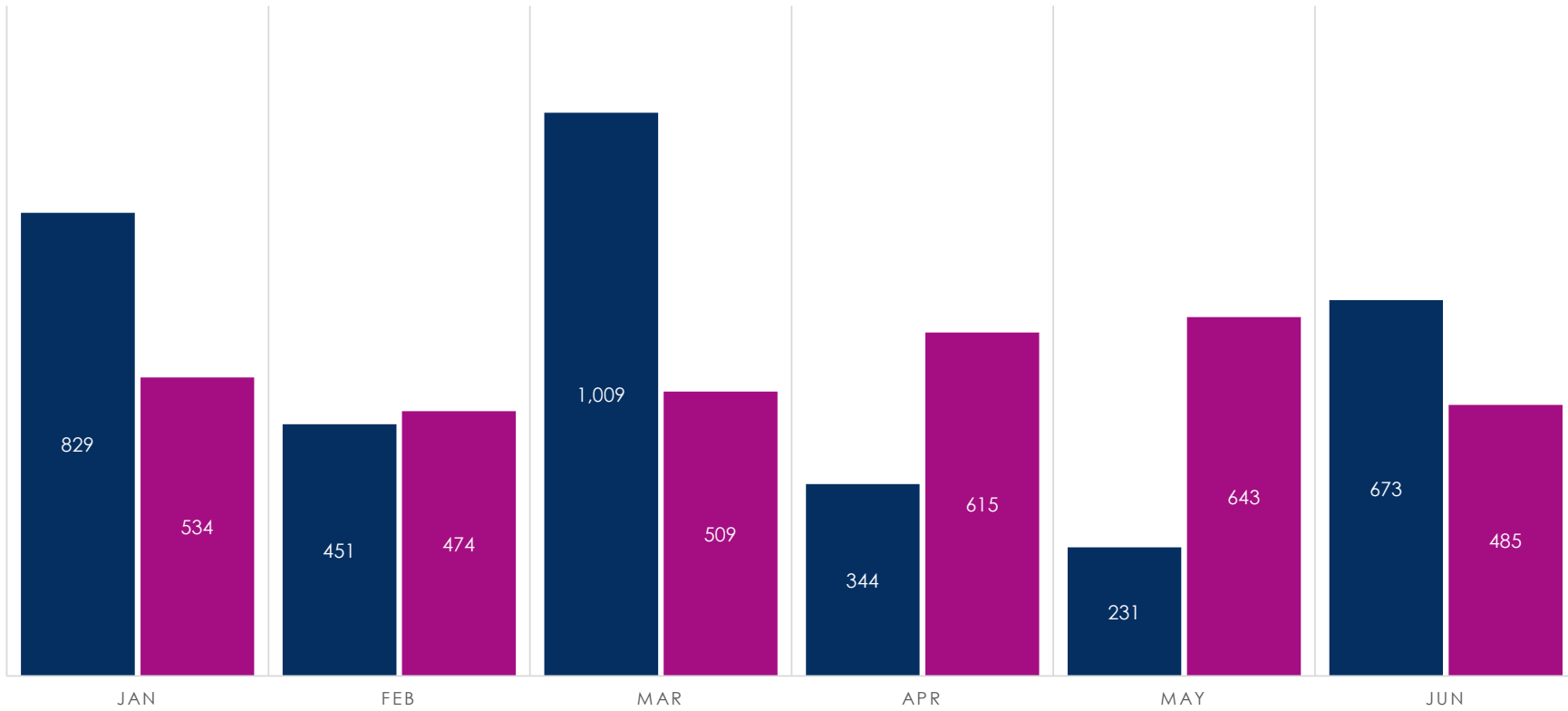
CITY OF LYNDEN

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OVERTIME HOURS - PRIOR YEAR COMPARRISON

■ 2020 ■ 2021

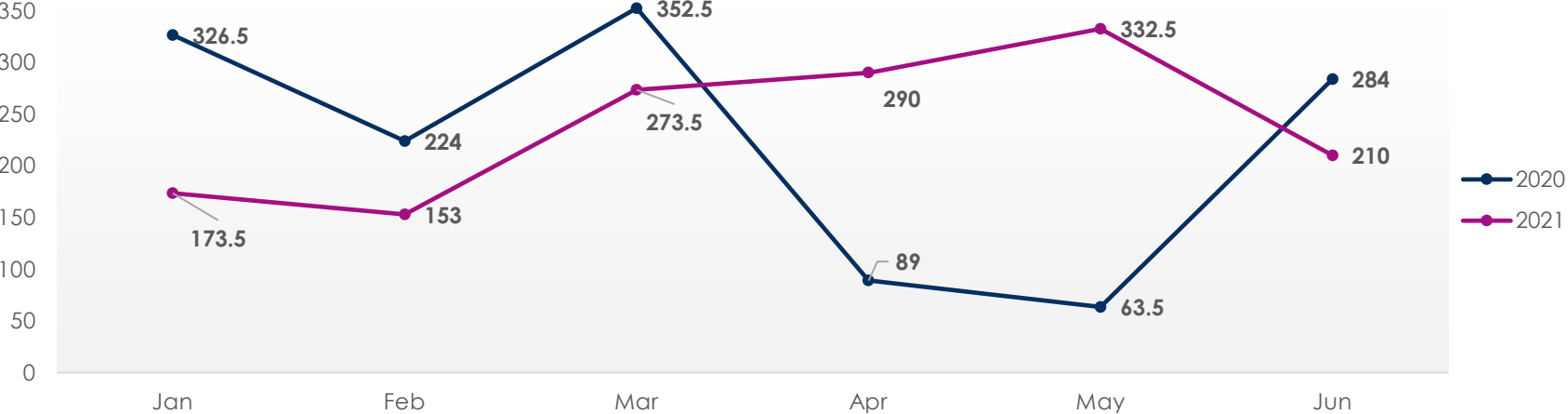


CITY OF LYNDEN

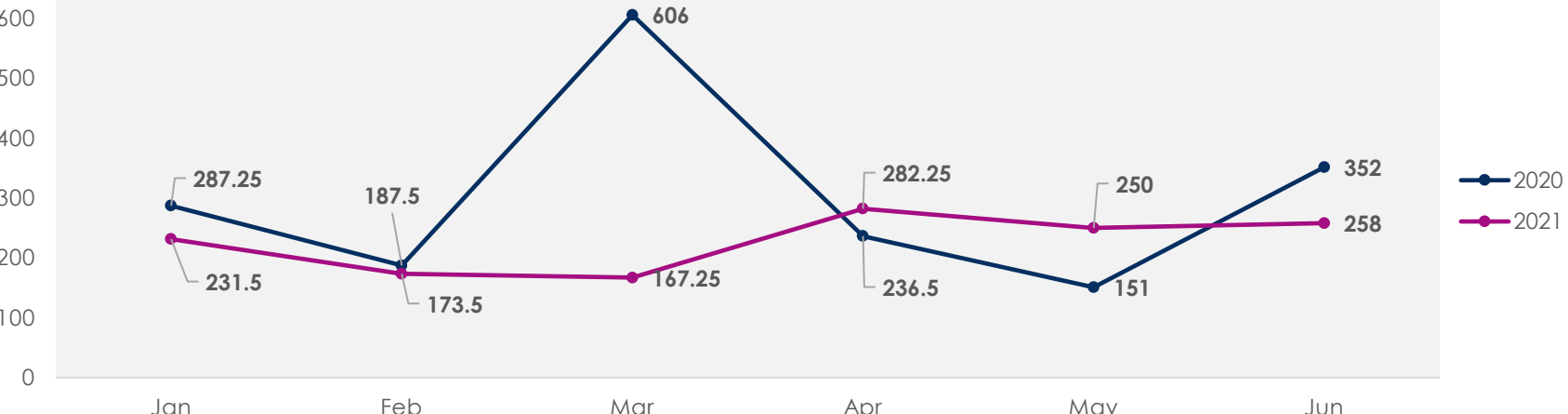


FINANCE DEPARTMENT
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🕒 Overtime Hours - Police



🕒 Overtime Hours - Fire



TOTAL REGULAR SALES TAX RECEIVED BY MONTH/YEAR

MONTH:	2021	2020	2019	2018	2017	2016
JANUARY	227,553	204,860	210,631	205,464	168,901	158,251
FEBRUARY	291,564	269,241	227,810	256,546	222,543	243,268
MARCH	232,882	192,915	190,702	173,007	155,291	136,761
APRIL	215,073	150,524	187,590	171,923	159,636	153,061
MAY	277,240	192,446	234,783	221,093	214,014	180,979
JUNE	282,943	216,846	240,742	195,839	200,277	164,426
JULY		264,727	242,413	235,017	242,975	173,323
AUGUST		273,156	257,189	264,632	289,029	207,203
SEPTEMBER		263,456	239,020	232,697	296,528	178,331
OCTOBER		265,363	240,514	254,484	287,104	194,873
NOVEMBER		273,702	239,868	240,973	238,207	193,826
DECEMBER		259,576	223,604	225,324	209,603	165,267
Mitigation		0	0	41,277	101,354	103,685
TOTALS	1,527,255	2,826,812	2,734,866	2,718,275	2,785,463	2,253,254
% OF CHANGE		3.36%	0.61%	(2.41%)	23.62%	6.67%
YTD 2021	1,527,255				Budget/Year	2,598,124
YTD 2020	1,226,832				Budget/Month	202,654
Difference	300,423				Budget to Date	1,153,567
Percent of Chg	24.5%				Actual YTD 2021	1,527,255
					Budget YTD 2021	1,153,567
					Difference	373,688
					Percent of Chg	32.4%

CITY OF LYNDEN

EXECUTIVE SUMMARY



Meeting Date:	July 19, 2021	
Name of Agenda Item:	Approval of Payroll and Claims	
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:	None	
Summary Statement:	Approval of Payroll and Claims	
Recommended Action:	Approval of Payroll and Claims	

CITY OF LYNDEN

EXECUTIVE SUMMARY - FINANCE



Meeting Date:	July 19, 2021	
Name of Agenda Item:	Ordinance No. 1629 – Line of Credit Renewal	
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 checked="" type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input type="checkbox"/> Review Not Required	
Attachments:		
Ordinance No. 1629 – Line of Credit Renewal Notes A & B		
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. 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. 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 to extend the maturity date of the notes from July 31, 2021 to July 31, 2022 at a rate of 2.85%, which is a 0.79% decrease from the previous rate. The closing date is anticipated to be July 29, 2021.</p> <p>The City's Bond Counsel and Finance Director have reviewed this proposal prior to its review by the Finance Committee on July 19, 2020.</p> <p>The Finance Committee approved the renewal in their June 19th, 2021 meeting and has forwarded the Ordinance to the full Council.</p>		
Recommended Action:		
That the Council approve Ordinance No. 1629 as presented and authorize the Mayor's signature.		

ORDINANCE NO. 1629

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 No. 1534 extending the maturity and changing the interest rate, Ordinance No. 1558 extending the maturity and changing the interest rate, Ordinance No. 1588 extending the maturity, and Ordinance No. 1606 increasing the maximum amount, extending the maturity and changing the interest rate; and

WHEREAS, the Notes were reissued on July 31, 2020 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 14, 2021 (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, 1588 and 1606 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 \$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 \$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 July 30, 2021 and the fixed rate of 2.85% from July 31, 2021 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, 2021~~ July 31, 2022. 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~~ 3.61% 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 \$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 \$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 July 30, 2021 and the fixed rate of 2.85% from July 31, 2021 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, 2021~~ July 31, 2022. 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 ~~4.643~~ 6.61% 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 \$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~~ \$24,170,868, 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. Upon closing, reissuance and delivery of the Notes, the City shall pay to the Bank an amount of \$600.00 for its legal review costs in connection with the reissuance of the Notes, which payment shall be made by check, wire transfer or other mutually acceptable means to the Bank.

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. Ordinance and Laws a Contract with the Bank. Ordinance No. 1231, as amended, and as further amended by this amendatory ordinance is passed under the authority of and in full compliance with the Constitution and laws of the State of Washington, including Title 35 of the Revised Code of Washington, as amended and supplemented. In consideration of the loans made by the Bank, evidenced by the Notes, the provisions of Ordinance No. 1231, as amended, and as further amended by this amendatory ordinance, and of said laws shall constitute a contract with the Bank, and the obligations of the City and its City Council under said laws and under Ordinance No. 1231, as amended, and as further amended by this amendatory ordinance, shall be enforceable by any court of competent jurisdiction; and the covenants and agreements herein and in the Notes set forth shall be for the equal benefit of the Bank and any permitted transferee or assignee.

Section 5. Confirmation of Ordinance No. 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, 1606 and as further amended by this amendatory ordinance is hereby ratified and confirmed.

Section 6. 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 7. 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, _____ ABSTENTION, AND SIGNED BY THE MAYOR THIS _____ DAY OF AUGUST, 2021.

Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney

503321850 v1

CITY OF LYNDEN

EXECUTIVE SUMMARY - FINANCE



Meeting Date:	July 19, 2021										
Name of Agenda Item:	Ordinance No. 1630 – Introduction of an Amendment to the 2021 Budget										
Section of Agenda:	Consent										
Department:	Finance										
Council Committee Review:	<input type="checkbox"/> Community Development <input type="checkbox"/> Public Safety <input checked="" type="checkbox"/> Finance <input type="checkbox"/> Public Works <input type="checkbox"/> Parks <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:											
Ordinance No. 1630 – Amendment to the 2021 Budget											
Summary Statement:											
<p>Introduction of a 2021 Budget Amendment:</p> <p>As required by State regulations, the Finance Department would like to introduce a proposed amendment to the 2021 Budget.</p> <p>Increased Protective Inspections have resulted in additional expenditures requiring an increase to the budget in Fund 119.</p> <p>The amendment reflects Council authorized transactions.</p> <p>The following funds need to be modified:</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="text-align: right; width: 15%;">Adopted Budget</th> <th style="text-align: right; width: 15%;">Amended Budget</th> <th style="text-align: right; width: 10%;">Variance</th> </tr> </thead> <tbody> <tr> <td>Fund 119 Protective Inspections</td> <td style="text-align: right;">\$65,000</td> <td style="text-align: right;">\$140,000</td> <td style="text-align: right;">\$75,000</td> </tr> </tbody> </table> <p>The Finance Committee has reviewed this amendment in their July 19, 2021 meeting.</p>					Adopted Budget	Amended Budget	Variance	Fund 119 Protective Inspections	\$65,000	\$140,000	\$75,000
	Adopted Budget	Amended Budget	Variance								
Fund 119 Protective Inspections	\$65,000	\$140,000	\$75,000								
Recommended Action:											
For Information Only.											

ORDINANCE NO. 1630

AN ORDINANCE FOR THE CITY OF LYNDEN, WASHINGTON
AMENDING THE 2021 BUDGET
FOR THE CITY OF LYNDEN, WASHINGTON

WHEREAS, the budget of the City of Lynden for the year 2021 has been heretofore adopted by the City Council of the City of Lynden ("City"); and

WHEREAS, certain funds have been received, and expenses incurred, which were not included when the budget was adopted; and

WHEREAS, the City Council of the City of Lynden has considered this change and has fixed and determined the separate items thereof;

NOW, THEREFORE, the City of Lynden does ordain as follows:

Section A. That the final 2021 budget be and the same is hereby amended and that the appropriation totals of the 2021 Budget are changed as follows:

	Adopted Budget	Amended Budget	Variance
Fund 119 Protective Inspections	\$65,000	\$140,000	\$75,000

Section B. If any section, subsection, sentence, clause of phrase of this ordinance is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance. The council hereby declares that it would have passed this code and each section, subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases has been declared invalid or unconstitutional.

Section C. This ordinance shall take effect and be in force from and after approved by the City Council and signed by the Mayor, otherwise, as provided by law and five (5) days after the date of its publication.

Section D. Any ordinance or parts of ordinances in conflict herewith are hereby repealed.

PASSED BY THE CITY COUNCIL BY AN AFFIRMATIVE VOTE, _____ IN FAVOR
_____ AGAINST AND SIGNED BY THE MAYOR THIS _____ DAY OF JULY, 2021.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

CITY OF LYNDEN

FINANCE DEPARTMENT
Anthony Burrows, Finance Director
(360) 354 - 2829



June 23rd, 2021

Dennis Brown
1234 1st St
Lynden, WA 98264

Re: Customer Number 10999501

Dear Mr. Smith:

The City of Lynden Finance Department is writing to inform you that the account for services located at the property 1234 1st St in Lynden, Washington has a current owing balance of \$ 932.09. Of this total owing balance \$ 913.88 is past-due.

Enclosed with this letter a list of all payment options available for remittance. If necessary, please contact the Finance Department to further discuss this matter at (360)354-2829.

Thank you,

Finance Department