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



Finance Committee Meeting Agenda

City Hall - 300 Fourth Street 3:00 PM September 18, 2023

Roll Call

1. Roll Call

Review Items

- 2. Approval of the August 21, 2023 Minutes
- 3. Approval of Payroll August 2023
- 4. Review of the August 2023 Overtime
- 5. Review of the Sales Tax YTD 2023
- 6. 2024 Lynden General Fund Budget Requests

Council Items

- 7. Approval of Payroll and Claims
- 8. RES-23-1080 Request to Cancel Checks
- 9. ORD-23-1673 Amendment to the 2023 Budget

Informational

10. None

Items Added

- 11. None
- Next Meeting: October 16, 2023

FINANCE DEPARTMENT 360-354-2829



FINANCE COMMITTEE MINUTES

3:00 PM August 21, 2023 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) Nick Laninga Gerald Kuiken

1. The Finance Committee reviewed and approved the July 2023 minutes.

2. The Committee reviewed and approved the Payroll for the month of July 2023.

3. The July 2023 Overtime numbers were reviewed.

The committee reviewed the payroll overtime impacts. The Police Department had a total of 339 hours, which is an increase from last month's 256 hours. Shift coverage accounted for the majority of the overtime. For the Fire Department, there was a total of 564 hours of overtime, which was a significant increase over last month's 264 hours. Shift coverage and Kelly Days 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 15.7% or \$294,826 over the projected budget. When year to date 2023 is compared with year-to-date 2022 collections, sales tax revenue reflects a 6.7% overall increase of \$137.030.

5. Council Packet items presented:

- A. Consent: Approval of Payroll and Claims. Approved for review by the full Council.
- B. Consent: Ord-23-1672 Fire Station LTGO Bond. This establishes a longer-term Limited Tax General Obligation Bond (LTGO) through Peoples Bank here in Lynden as the long term funding source required by Resolution No. 1032. The amount of the Bond is for \$2,200,000 for a term of 15 years at a fixed rate of 5.18%. The City's Bond Counsel K&L Gates and Finance Director have reviewed the terms of the Bond prior to its review by the Finance Committee on August 21, 2023. Approved for review by the full Council.

6. Finance Department Informational or Added Items

- A. The Monthly Financial Reports were reviewed in committee. No further action. They will be disseminated to the full Council and Leadership Staff on Tuesday.
- B. None.

Meeting was adjourned at 3:27 pm. The next Finance Committee meeting is on September 18, 2023.

FINANCE DEPARTMENT (360) 354 - 2829



City of Lynden Payroll Liability for July 30 thru August 12,2023

| Document No | | | ent Pay Period 0-Aug 12 2023 | | | | Adjustments | | Monthly |
|---|---|-------|---------------------------------|---------------------------|--|------------------|--|--|--------------|
| | Vendor payments generated by the City of Lynden | JUI S | V-AUY (4 4040 | | | | | Contraction of the local division of the loc | Total |
| Check No | Checks | | | | | | | | |
| | General Teamster | \$ | 1,156.50 | | | | and the second se | S | 1,156.5 |
| | Forge Fitness | | 131.77 | | | | | | 131.7 |
| | NFOP-Labor Serice | | 752.25 | | | | | | 752.2 |
| 28114 | Mission Square Retirement | | | | | | | | 102.2 |
| | Total Checks | \$ | 2,040.52 | \$ | | \$ | | \$ | 2,040.5 |
| | | | | | | | | | |
| Reference No | EFT Payments | | | | | | | | |
| 230818119 | Dept of Retirement (DRS) LEOFF | \$ | 22,096.59 | | | | | \$ | 22,096.5 |
| 230818119 | Dept of Retirement (DRS) PERS | | 30,302.49 | | | | | | 30,302.4 |
| 230818117 | TASC FSA | | 1,174.42 | | | | 301.89 | | 1,476.3 |
| 230818119 | Dept of Retirement (DCP) | | 8,846.84 | | | | 001.00 | | 8,846.8 |
| 30818116 | Nationwide - ACH by City of Lynden | | 7,116.32 | | | | | | 7,116.3 |
| | LEAF (EE Activity Contr) | | 269.50 | | | | | | 269.5 |
| 230818118 | Garnishment - ACH & Ready Chex | | 666.64 | | | | | | |
| 230818115 | IRS- ACH | | 76,585.84 | | | | | | 666.6 |
| 00010110 | | | /0,080.84 | | | | | | 76,585.8 |
| | NFOP-Labor Services Homestead Fitness | | 397.12 | | | | | | |
| 28113 | DSHS | | 397.12 | | | | | | 397.1 |
| 28113 | | | 50.00 | | | | | | 50.00 |
| | AFLAC | | 1,307.67 | | | | | | 1,307.6 |
| | IAFF Local 106 | | 991.77 | | | | | | 991.7 |
| | LPO Association | | 230.00 | | | | | | 230.0 |
| | AWC Employee Benefits Trust | | 7,585.63 | | | | | | 7,585.6 |
| | Total EFT Payments | \$ | 157,620.83 | | and a state of the | \$ | 301.89 | | 157,922.72 |
| | Total Vendor payments generated by the City of Lynden | \$ | 159,661.35 | \$ | | \$ | 301.89 | \$ | 159,963.24 |
| | Other vendor payments | | | | | | | | |
| Reference No | Quarterly | | | | | | | | |
| Vererence ino | #N/A | \$ | 715.22 | | | • | | • | |
| | #N/A | Ð | 2,937.70 | | | \$ | - | \$ | 715.2 |
| | #N/A | | | | | | | | 2,937.70 |
| | | | 10,002.39 | | | | | | 10,002.39 |
| | Total Quarterly Total Other vender neumente | \$ | 13,655.31 | \$ | 1 | \$ | and the second second second | \$ | 13,655.31 |
| | Total Other vendor payments | \$ | 13,655.31 | \$ | | \$ | | \$ | 13,655.31 |
| | TOTAL Vendor Payments | \$ | 173,316.66 | \$ | - | \$ | 301.89 | \$ | 173,618.55 |
| | | | | | | | | | |
| Employee payroll | | | | EFT & Other | Liabilities | | | | |
| Net Pay Direct Deposit | 230818000-230818114 | \$ | 259,903.50 | Non-L&I Li | | Section - | Caller Strate Providence | at the set | |
| Checks | | | | Monthly | EFT | | | S | 419,866,74 |
| Net Pay Direct Deposit - Settlement | | | | Check L | | | | 100000000 | 110,000.14 |
| City of Lynden Manual Checks | | | | | L&I Liabilities | | | \$ | 419,866.74 |
| Fotal Employee payroll | | \$ | 259,903.50 | | | | | * | 410,000.14 |
| | | | | Quarterly L | | | and the same share | \$ | 13,655.31 |
| Council Approval | | | All and a state of the second | Total EFT & O | ther Liabilities | - 1. C. S. S. S. | Service and the service of the servi | \$ | 433,522.05 |
| Payroll Liability August 18, 2023 | | \$ | 433,220.16 | | | | | | |
| /endor check adjustments | | | | | | | | | |
| EFT Vendor Adjustment | | | 301.89 | | | | | | |
| mployment Security Adjustments | | | - | | | | | | |
| mployment Security PML/PFL Adjustme | ents | | | | | | | | |
| abor & Industries Adjustments | | | - | Constanting of the second | | | BALANCE FORWARD | \$ | 7,758,004.46 |
| Construction of the second state of the | | \$ | 433,522.05 | | | | Y. T. D. | | |
| Total Council Approval | | | | | | | | | 8,191,526.51 |

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 , 2023

Finance Director Anthony Burrows,

Christy Fowler, Accounting Manager

Auditing and Finance Committee

FINANCE DEPARTMENT (360) 354 - 2829



City of Lynden Payroll Liability for August 13 thru August 26,2023

| Document No | | | ent Pay Period | | | | Adjustments | | Monthly Total |
|---|---|----------|----------------|--|----------------------------|---------------|-----------------|-----------------|-------------------------|
| | Vendor payments generated by the City of Lynden | A0 | 19 13-20 2023 | North Law Street | | 1000 S 1000 S | | in a product of | Total |
| Check No | Checks | | | | | | | | |
| 28234 | General Teamster | \$ | 1,208.50 | | | | | \$ | 1,208.5 |
| 28231 | Forge Fitness | | 139.96 | | | | | | 139.9 |
| 28233 | NFOP-Labor Serice | | 752.25 | | | | | | 752.2 |
| 28232 | Mission Square Retirement | | | | | | | | |
| | Total Checks | \$ | 2,100.71 | \$ | | \$ | | \$ | 2,100.7 |
| | | | | | | | | | |
| Reference No | EFT Payments | | 00.070.00 | | | | | | |
| 230901121 | Dept of Retirement (DRS) LEOFF | \$ | 23,979.30 | | | | | \$ | 23,979.3 |
| 230901121 | Dept of Retirement (DRS) PERS | | 30,379.34 | | | | | | 30,379.3 |
| 230901119 | TASC FSA | | 1,224.28 | | | | (27.42) | | 1,196.8 |
| 230901121 | Dept of Retirement (DCP) | | 9,205.94 | | | | | | 9,205.9 |
| 230901118 | Nationwide - ACH by City of Lynden | | 6,909.35 | | | | | | 6,909.3 |
| 230901116 | LEAF (EE Activity Contr) | | 269.50 | | | | | | 269.5 |
| 230901120 | Garnishment - ACH & Ready Chex | | 666.64 | | | | | | 666.6 |
| 230901115 | IRS- ACH | | 80,684.50 | | | | | | 80,684.5 |
| 200001110 | NFOP-Labor Services | | | | | | | | |
| 230901113 | Homestead Fitness | | 397.12 | | | | | | 397.1 |
| 230901120 | DSHS | | 50.00 | | | | | | 50.0 |
| 230901111 | AFLAC | | 1,307.67 | | | | | | 1,307.6 |
| 230901114 | IAFF Local 106 | | 991.90 | | | | | | 991.9 |
| 230901117 | LPO Association | | 235.00 | | | | | | 235.00 |
| 230901112 | AWC Employee Benefits Trust | | 163,526.06 | | | | | | 163,526.0 |
| | Total EFT Payments | \$ | 319,826.60 | S | | \$ | (27.42) | \$ | 319,799.1 |
| | Total Vendor payments generated by the City of Lynden | \$ | 321,927.31 | \$ | and the construction - the | \$ | (27.42) | | 321,899.89 |
| | | | | | | | | | |
| | Other vendor payments | | | | | | | | |
| Reference No | Quarterly | | | | | | | | |
| | #N/A | \$ | 741.86 | | | \$ | - | \$ | 741.86 |
| | #N/A | | 3.022.56 | | | | | | 3,022.5 |
| | #N/A | | 10,073.02 | | | | | | 10,073.02 |
| | Total Quarterly | \$ | 13,837.44 | \$ | | \$ | | \$ | 13,837.44 |
| | Total Other vendor payments | \$ | 13,837.44 | \$ | | \$ | | \$ | 13,837.44 |
| | TOTAL Vendor Payments | ¢ | 335,764.75 | \$ | | \$ | (27.42) | \$ | 335,737.33 |
| | | <u> </u> | 000,104.10 | Ψ | | Ψ | (27.42) | Ψ | 555,757.50 |
| | | | | | | | | | |
| Employee payroll | 230901000-230901110 | \$ | 265,938.16 | EFT & Othe Non-L&I | er Liabilities | R.G.M.R. | | | |
| Net Pay Direct Deposit | 20001000-200301110 | ф. | 200,908.10 | Month | | | | \$ | 587,838.05 |
| Checks | | | | | | | | \$ | 587,838.05 |
| Net Pay Direct Deposit - Settlement | | | - | | Liability | | | | |
| City of Lynden Manual Checks | | | | Total Nor | n-L&I Liabilities | | | \$ | 587,838.05 |
| Total Employee payroll | | \$ | 265,938.16 | Quartarly | Liabilities | | | ¢ | 12 027 4 |
| Council Approval | | | | | Other Liabilities | | | \$ | 13,837.44 601,675.49 |
| Payroll Liability September 01, 2023 | | \$ | 601,702.91 | | | | | • | 001,010.40 |
| | | ψ | 001,702.91 | | | | | | |
| Vendor check adjustments | | | (27.42) | | | | | | |
| EFT Vendor Adjustment | | | | | | | | | |
| Employment Security Adjustments | | | - | | | | | | |
| Employment Security PML/PFL Adjustments | | | | | | | DAL 41/05 50 DI | | |
| Labor & Industries Adjustments | | | - | and the second | | | BALANCE FORWARD | 5 | 8,191,526.5 |

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 , 2023

Total Council Approval

Anthony Burrows, Finance Director 24

Y. T. D. \$

8,793,202.00

601,675.49

Christy Fowler, Accounting Manager

Auditing and Finance Committee

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FINANCE DEPARTMENT

(360) 354 - 2829

 Start Date
 8/1/2023
 Aug-23

 End Date
 8/30/2023

| Department | Ov | ertime 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 \$ | Er | nployee Total Amount |
|-----------------------------------|----|------------------|----------------------|------------------------|------|--------------------|----------------------------|-----------------------|---------------------|---------------------|----------------|-----|----------------------|
| Fire | \$ | 11,056.71 | | | \$ | 4,799.45 | | | | | | \$ | 15,856.16 |
| Planning | | | | | | | | | | | | | |
| Police | | 6,275.47 | | | | | | | | | 737.4 | 0 | 7,012.87 |
| PW Administration | | | | | | | | | | | | | |
| PW Operations | | 115.32 | | | | | | | | | | | 115.32 |
| PW Systems | | 112.70 | | | | | | | | | | | 112.70 |
| PW Roadways | | | | | | | | | | | | | |
| Finance | | | | | | | | | | | | | |
| Information Technology Service | | 206.26 | | | | | | | | | | | 206.26 |
| Parks | | | | | | | | | | | | | |
| Total | \$ | 17,766.46 | | | \$ | 4,799.45 | | | | | \$ 737.4 | 0\$ | 23,303.31 |

| Department | Overtime Pay Hours | Doubletime Pay Hours | OT- LFD Training 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 | 205.00 | | | 72.00 | | | | | | 277.00 |
| Planning | | | | | | | | | | |
| Police | 84.00 | | | | | | | | 10.00 | 94.00 |
| PW Administration | | | | | | | | | | |
| PW Operations | 2.00 | | | | | | | | | 2.00 |
| PW Systems | 2.00 | | | | | | | | | 2.00 |
| PW Roadways | | | | | | | | | | |
| Finance | | | | | | | | | | |
| Information Technology Service | 3.00 | | | | | | | | | 3.00 |
| Parks | | | | | | | | | | |
| Total | 296.00 | | | 72.00 | | | | | 10.00 | 378.00 |



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FINANCE DEPARTMENT

(360) 354 - 2829

1/1/2023 YTD Start Date 8/31/2023 2023 End Date

| Department | Overtime Pay \$ | Doubletime Pay \$ | OT- LFD Training \$ | σ | - Out of Class \$ | Holiday Wrkd 1.5x \$ | Holiday Wrkd 2x \$ | Retro- OT 1.5 \$ | Retro- OT 2.0 \$ | OPSG/DNR Ş | Emp | ployee Total Amount |
|-----------------------------------|--------------------|----------------------|------------------------|----|----------------------|----------------------------|-----------------------|---------------------|---------------------|---------------|-----|---------------------|
| Fire | \$ 119,712.5 | 3 | | \$ | 17,738.68 | | | | | | \$ | 137,451.21 |
| Planning | 319.5 | 3 | | | | | | | | | | 319.53 |
| Police | 97,325.6 | 1 448.63 | | | | 10,539.56 | 19,034.42 | | | 1,437.93 | | 128,786.15 |
| PW Administration | 45.9 | 2 | | | | | | | | | | 45.92 |
| PW Operations | 3,524.8 | 3 | | | | 475.12 | 1,884.32 | | | | | 5,884.27 |
| PW Systems | 8,281.0 | 8 | | | 77.48 | | | | | | | 8,358.56 |
| PW Roadways | | | | | | | | | | | | |
| Finance | 209.4 | 8 | | | | | | | | | | 209.48 |
| Information Technology Service | 1,343.9 | 1 | | | | | | | | | | 1,343.91 |
| L | | _ | | | | | | | | | | |

| Parks | 781.55 | | | | | | 781.55 |
|-------|------------------|--------|---------|---------------------|--------------|-------------------|------------|
| Total | \$ 231,544.44 \$ | 448.63 | \$ 17,8 | 816.16 \$ 11,014.68 | \$ 20,918.74 | \$ 1,437.93 \$ | 283,180.58 |

| Department | Overtime Pay Hours | Doubletime Pay Hours | OT- LFD Training 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 | 2,267.95 | | | 296.25 | | | | | | 2,564.20 |
| Planning | 5.50 | | | | | | | | | 5.50 |
| Police | 1,334.65 | 6.00 | | | 142.00 | 191.75 | | | 19.50 | 1,693.90 |
| PW Administration | 1.00 | | | | | | | | | 1.00 |
| PW Operations | 55.25 | | | | 8.00 | 24.00 | | | | 87.25 |
| PW Systems | 152.75 | | | 1.25 | | | | | | 154.00 |
| PW Roadways | | | | | | | | | | |
| Finance | 4.50 | | | | | | | | | 4.50 |
| Information Technology Service | 17.50 | | | | | | | | | 17.50 |
| Parks | 19.00 | | | | | | | | | 19.00 |
| Total | 3,858.10 | 6.00 | | 297.50 | 150.00 | 215.75 | | | 19.50 | 4,546.85 |



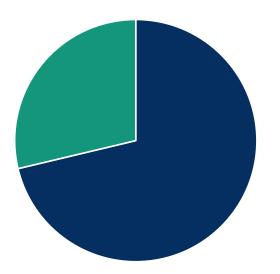
FINANCE DEPARTMENT (360) 354 - 2829

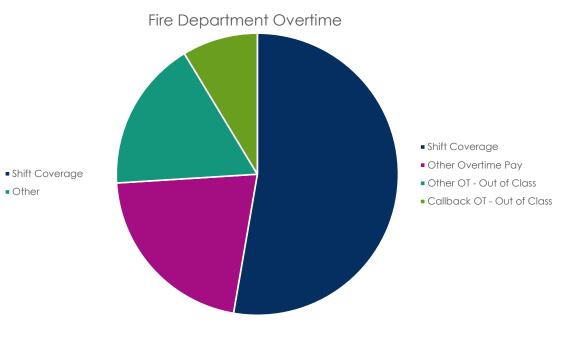
| Reason | Overtime Hours | % |
|----------------|-----------------------|----------------|
| Shift Coverage | 67 | 71.28 % |
| Other | 27 | 28.72 % |
| Grand Total | 94 | 100.00% |



| Reason | Overtime Hours | % |
|-------------------|----------------|---------------|
| Shift Coverage | 146 | 52.71% |
| Other | 107 | 38.63% |
| Overtime Pay | 59 | 21.30% |
| OT - Out of Class | 48 | 17.33% |
| Callback | 24 | 8.66% |
| OT - Out of Class | 24 | 8.66% |
| Grand Total | 277 | 100.00% |
| | | |

Police Department Overtime





3 of 5

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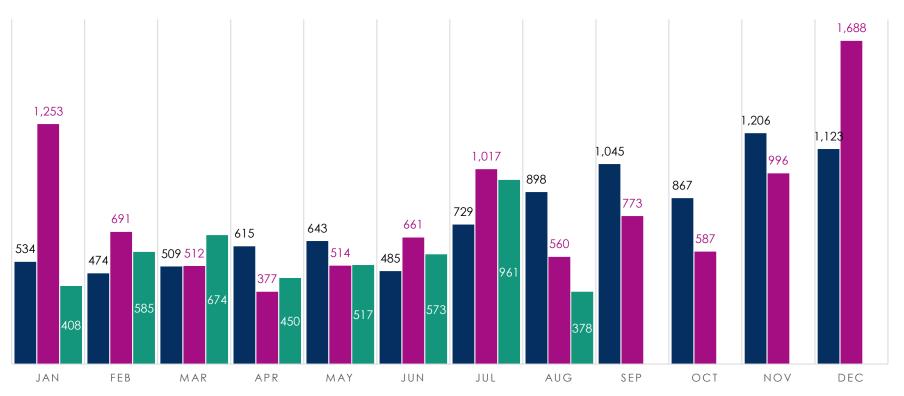


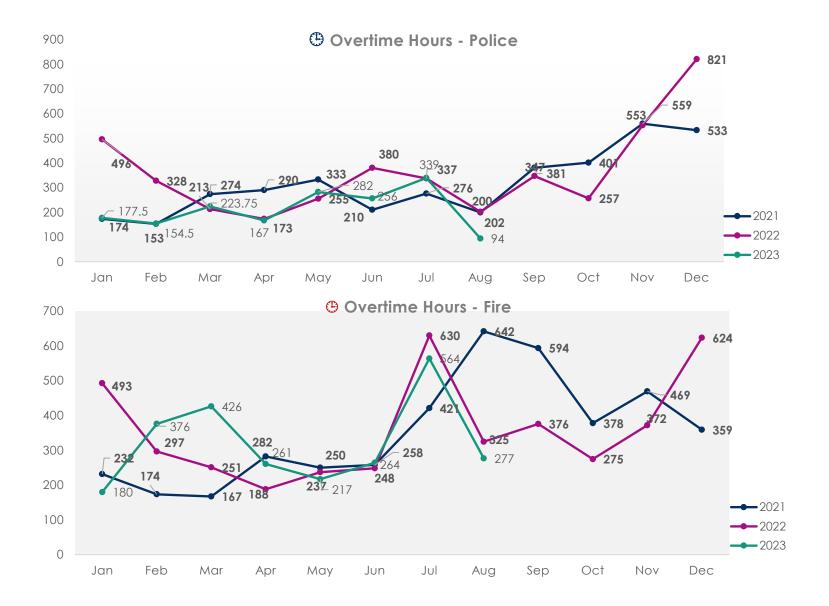
FINANCE DEPARTMENT (360) 354 - 2829



OVERTIME HOURS - PRIOR YEAR COMPARISON

■2021 ■2022 ■2023





TOTAL REGULAR SALES TAX RECEIVED BY MONTH/YEAR

| MONTH: | 2023 | 2022 | 2021 | 2020 | 2019 | 2018 |
|--------------|-----------|-----------|-----------|------------|---------------------|-----------|
| JANUARY | 319,797 | 268,576 | 227,553 | 204,860 | 210,631 | 205,464 |
| FEBRUARY | 329,282 | 309,300 | 291,564 | 269,241 | 227,810 | 256,546 |
| MARCH | 271,867 | 253,781 | 232,882 | 192,915 | 190,702 | 173,007 |
| APRIL | 278,022 | 252,498 | 215,073 | 150,524 | 187,590 | 171,923 |
| MAY | 334,057 | 317,171 | 277,240 | 192,446 | 234,783 | 221,093 |
| JUNE | 307,299 | 313,194 | 282,943 | 216,846 | 240,742 | 195,839 |
| JULY | 337,737 | 326,511 | 292,786 | 264,727 | 242,413 | 235,017 |
| AUGUST | 362,741 | 341,517 | 321,888 | 273,156 | 257,189 | 264,632 |
| SEPTEMBER | | 323,226 | 297,552 | 263,456 | 239,020 | 232,697 |
| OCTOBER | | 351,271 | 307,999 | 265,363 | 240,514 | 254,484 |
| NOVEMBER | | 334,162 | 314,316 | 273,702 | 239,868 | 240,973 |
| DECEMBER | | 338,482 | 272,605 | 259,576 | 223,604 | 225,324 |
| Vitigation | | | | | | 41,277 |
| TOTALS | 2,540,802 | 3,729,689 | 3,334,401 | 2,826,812 | 2,734,866 | 2,718,275 |
| % OF CHANGE | | 11.9% | 18.0% | 3.4% | 0.6% | 6.7% |
| /TD 2023 | 2,540,802 | | | | Current Mo. Actuals | 362,741 |
| YTD 2022 | 2,382,548 | | | | Current Mo. Budget | 331,925 |
| YOY Variance | 158,254 | | | | Variance | 30,816 |
| Variance % | 6.6% | | | | Variance % | 9.3% |
| | | | Ľ | Actual | YTD 2023 | 2,540,802 |
| | | | | Budget | YTD 2023 | 2,215,160 |
| | | | | Variance | | 325,642 |
| | | | , | Variance % | | 14.7% |

EXECUTIVE SUMMARY



| Meeting Date: | September 18, 2023 | | | | | |
|----------------------------|--------------------------------|-------------------------|--|--|--|--|
| Name of Agenda Item: | Approval of Payroll and Claims | | | | | |
| Section of Agenda: | Consent | | | | | |
| Department: | Finance | | | | | |
| Council Committee Revi | ew: | Legal Review: | | | | |
| Community Developme | ent 🛛 Public Safety | □ Yes - Reviewed | | | | |
| ⊠ Finance | Public Works | □ No - Not Reviewed | | | | |
| Parks | □ Other: | _ ⊠ Review Not Required | | | | |
| Attachments: | | | | | | |
| None | | | | | | |
| Summary Statement: | | | | | | |
| Approval of Payroll and Cl | aims | | | | | |
| | | | | | | |
| Recommended Action: | Recommended Action: | | | | | |
| Approval of Payroll and Cl | proval of Payroll and Claims | | | | | |
| | | | | | | |

EXECUTIVE SUMMARY



| Meeting Date: | September 18, 2023 | September 18, 2023 | | | | | |
|------------------------|----------------------------------|--------------------|--|--|--|--|--|
| Name of Agenda Item: | RES-23-1080 Request to Cancel Ch | ecks | | | | | |
| Section of Agenda: | Consent | | | | | | |
| Department: | Finance | | | | | | |
| Council Committee Revi | ew: | Legal Review: | | | | | |
| Community Developme | ent 🛛 Public Safety | □ Yes - Reviewed | | | | | |
| 🛛 Finance | Public Works | No - Not Reviewed | | | | | |
| Parks | Other: Review Not Required | | | | | | |
| Attachments: | | | | | | | |
| RFS-23-1080 | | | | | | | |

Copy of cancellation memo.

Summary Statement:

RCW 39.56.040 states that any registered or interest bearing warrants of any municipal corporation not presented within one year of the date of their call, or other warrants not presented within one year of their issue, shall be canceled by passage of a resolution of the governing body of the municipal corporation, and upon notice of the passage of such resolution the auditor of the municipal corporation and the treasurer of the municipal corporation shall transfer all records of such warrants so as to leave the funds as is such warrants had never been issued; and

RCW 35A.40.020 provides code cities with the ability to pay claims via warrant or check and additionally states: "Wherever in this title, reference is made to warrants, such term shall include checks where authorized by this section."

Checks Numbering: 27356, 27419, 27533, 27798, 27988, and 28105 have not and will not be presented for payment; and should be canceled.

Recommended Action:

The City Council give consent approval of RES-23-1080 and authorize the Mayor's signature.

RESOLUTION NO. RES-23-1080

A RESOLUTION BY THE CITY OF LYNDEN, WASHINGTON REQUESTING THE CANCELLATION OF WARRANTS OR CHECKS

WHEREAS, RCW 39.56.040 states that any registered or interest bearing warrants of any municipal corporation not presented within one year of the date of their call, or other warrants not presented within one year of their issue, shall be canceled by passage of a resolution of the governing body of the municipal corporation, and upon notice of the passage of such resolution the auditor of the municipal corporation and the treasurer of the municipal corporation shall transfer all records of such warrants so as to leave the funds as is such warrants had never been issued; and

WHEREAS, RCW 35A.40.020 provides code cities with the ability to pay claims via warrant or check and additionally states: "Wherever in this title, reference is made to warrants, such term shall include checks where authorized by this section."

WHEREAS, it has been brought to the attention of the City Council that Checks numbering: 27356, 27419, 27533, 27798, 27988, and 28105 have not and will not be presented for payment; and

WHEREAS, documentation has been provided that the payment due was paid on an invoice; and

NOW, THEREFORE, BE IT ORDAINED BY the City Council of the City of Lynden as follows:

<u>Section A</u>: That the following checks: #27356 for \$93.17; #27419 for \$169.73; #27533 for \$1,180.68; #27798 for \$189.68; #27988 for \$4,384.04; and #28105 for \$256.60 be cancelled.

<u>Section B</u>: If any section, subsection, sentence, clause or phrase of this resolution is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this resolution. The Council hereby declares that it would have passed this code and each section, subsection, sentence, clause and phrase thereof, irrespective of the fact than any one or more sections, subsections, sentences, clauses or phrases has been declared invalid or unconstitutional, and if, for any reason, this resolution should be declared invalid or unconstitutional, then the original ordinance or ordinances shall be in full force and effect.

<u>Section C</u>: This resolution shall take effect and be in force from and after its passage by the Council and after its approval by the Mayor, if approved, otherwise, as provided by law and five (5) days after the date of its publication.

PASSED BY THE CITY COUNCIL BY AN AFFIRMATIVE VOTE, ____ IN FAVOR ____ AGAINST AND SIGNED BY THE MAYOR THIS ____ DAY OF SEPTEMBER 2023.

ATTEST:

MAYOR

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

300 4th Street Lynden, WA 98264

August 30, 2023

Dear Anthony,

The following checks need to be voided:

- Check #27356 5/16/2023 \$93.17

 Vendor #5224 Northern Contractors LLC C/O BECU
- Check #27419 6/6/2023 \$169.73

 Vendor #5107 Bellingham Lock & Safe
- Check #27533 6/6/2023 \$1,180.68
 - \circ $\,$ Vendor #4844 G.W. INC.
- Check #27798 7/5/2023 \$189.68
 - Vendor #3061 Jack W. Foster
- Check #27988 8/2/2023 \$4,384.04
 Check on Demand Washington State Treasurer
- Check #28105 8/8/2023 \$256.60
 - Vendor #3035 Vander Giessen Nursery Inc.

Please approve these voids through City Council.

Thank you,

Fritzie Elton Accounting Technician-A/P Finance Department

EXECUTIVE SUMMARY - FINANCE



| Meeting Date: | September 18, 2023 | | | | | |
|---|--|---------------|-----------------------|-----------|--|--|
| Name of Agenda Item: | ORD-23-1673 Amendment to the 2023 Budget | | | | | |
| Section of Agenda: | Consent | | | | | |
| Department: | Finance | | | | | |
| Council Committee Revi | ew: | | Legal Review: | | | |
| Community Developme | ent 🛛 Public | Safety | \Box Yes - Reviewed | | | |
| 🛛 Finance | 🗆 Public | Works | No - Not Reviewed | | | |
| Parks | Other: | | 🛛 Review Not Requir | ed | | |
| Attachments: | | | | | | |
| ORD-23-1673 Amendment to the 2023 Budget | | | | | | |
| Summary Statement: | | | | | | |
| 2023 Budget Amendment: | | | | | | |
| As required by State regulations, the Finance Department is proposing an amendment to the 2023 Budget. Additional transfers out of these funds have resulted in expenditures requiring an increase to the budget in Funds 357, 432 and 433 The amendment reflects Council authorized transactions. The following Funds need to be modified: | | | | | | |
| | A | dopted Budget | Amended Budget | Variance | | |
| Fund 357 Public Safety Capital | | 1,075,000 | \$1,200,000 | \$125,000 | | |
| Fund 432 Revenue Bond 2 | 2 017 B \$1 | 132,613 | \$370,000 | \$237,387 | | |
| Fund 433 Guaranty Bond | 2017B \$1 | 15,900 | \$16,100 | \$200 | | |
| The Finance Committee has reviewed and approved this amendment in their September 18, 2023 meeting. | | | | | | |

Recommended Action:

To approve ORD-23-1673 as written and authorize the Mayor's signature.

ORDINANCE NO. ORD-23-1673

AN ORDINANCE FOR THE CITY OF LYNDEN, WASHINGTON AMENDING THE 2023 BUDGET FOR THE CITY OF LYNDEN, WASHINGTON

WHEREAS, the budget of the City of Lynden for the year 2023 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:

<u>Section A.</u> That the final 2023 budget be and the same is hereby amended and that the appropriation totals of the 2023 Budget are changed as follows:

| | Adopted Budget | Amended Budget | Variance |
|--------------------------------|----------------|----------------|-----------|
| Fund 357 Public Safety Capital | \$1,075,000 | \$1,200,000 | \$125,000 |
| Fund 432 Revenue Bond 2017B | \$132,613 | \$370,000 | \$237,387 |
| Fund 433 Guaranty Bond 2017B | \$15,900 | \$16,100 | \$200 |

<u>Section B.</u> 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.

<u>Section C.</u> 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 SEPTEMBER, 2023.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY