



FINANCE COMMITTEE

NOVEMBER 19, 2007

MINUTES

I. CALL TO ORDER

Chair Nancy Backus called the meeting to order at 6:30 p.m. in the Council Conference Room at Auburn City Hall, located at 25 West Main Street in Auburn. Committee Members present were: Chair Backus and Vice Chair Roger Thordarson. Member Gene Cerino arrived at 6:31 p.m. Present during the meeting were Mayor Peter B. Lewis, Finance Director Shelley Coleman, City Attorney Daniel B. Heid, Public Works Director Dennis Dowdy, and City Clerk Danielle Daskam. Also present were Paul Berry of Harris & Associates, Jamelle Garcia of Airport Management Group LLC, and Wayne Osborne.

II. APPROVAL OF MINUTES

- A. **Minutes of the November 5, 2007 Finance Committee meeting.**
Vice Chair Thordarson moved and Chair Backus seconded to approve the November 5, 2007 minutes.

MOTION CARRIED. 2-0.

(Member Cerino arrived at this time.)

III. CONSENT ITEMS

A. Vouchers

1. Claims

F4.9.5

Claims check numbers 368250 through 368256 and vouchers 368257 through 368662 in the amount of \$5,039,094.17 and a wire transfer in the amount of \$1,000.00 and dated November 19, 2007.

2. Payroll

F4.9.2

Payroll check numbers 521490 to 521616 in the amount of \$676,196.73, check number 521637 in the amount of \$13,094.37 and electronic deposit transmissions in the amount of \$1,008,328.93 for a grand total of \$1,697,620.03 for the pay period covering November 1, 2007 to November 14, 2007.

Committee members reviewed the consent items and briefly discussed vouchers 368250, 368256 and 368443.

Vice Chair Thordarson moved and Member Cerino seconded to approve the consent items.

MOTION CARRIED. 3-0.

IV. ORDINANCES AND RESOLUTIONS

A. Ordinance No. 6131

F6.6.3, F3.21

An Ordinance of the City Council of the City of Auburn, Washington, authorizing the levy of regular property taxes by the City of Auburn for collection in 2008

The text of Ordinance No. 6131 was transmitted by agenda modification.

Vice Chair Thordarson moved and Member Cerino seconded to forward Ordinance No. 6131 to the full Council.

Chair Backus noted the levy rate represents a reduction from last year's levy rate.

MOTION CARRIED. 3-0.

B. Ordinance No. 6121

O3.1

An Ordinance of the City Council of the City of Auburn, Washington, annexing an unincorporated area in King County, Washington, of approximately 2,096 acres contiguous to the corporate limits of the City known as the "Lea Hill Annexation Area" of the City of Auburn, effective January 1, 2008, subject to annexation incentive eligibility

Ordinance No. 6121 was added to the agenda.

Mayor Lewis indicated that the State Office of Financial Management (OFM) has advised that upon receipt of the City's Lea Hill census information, it may be several weeks before OFM determines whether the annexation meets the minimum 10,000 population requirement to be eligible to receive incentive tax dollars under RCW 82.14.415 and King County annexation incentive program. Ordinance No. 6121 is conditioned on the City's eligibility to receive the incentive tax dollars from the State and King County.

Vice Chair Thordarson moved and Member Cerino seconded to forward Ordinance No. 6121 to the full Council.

MOTION CARRIED. 3-0.

C. Ordinance No. 6122

O3.1

An Ordinance of the City Council of the City of Auburn, Washington, annexing an unincorporated area in King County, Washington, of approximately 1,215 acres contiguous to the corporate limits of the City known as the "West Hill Annexation Area" of the City of Auburn, effective January 1, 2008, subject to annexation incentive eligibility

Ordinance No. 6122 was added to the agenda.

Vice Chair Thordarson moved and Member Cerino seconded to forward Ordinance No. 6122 to the full Council.

MOTION CARRIED. 3-0.

D. Resolution No. 4256

F4.7

A Resolution of the City Council of the City of Auburn, Washington, authorizing the transfer of funds for the purpose of making a loan or loans from the General Fund and/or the Cumulative Reserve Fund to the Municipal Park Construction Fund for up to a three-year period of time

Resolution No. 4256 was previously discussed in Committee.

Vice Chair Thordarson moved and Member Cerino seconded to forward Resolution No. 4256 to the full Council.

MOTION CARRIED. 3-0.

E. Resolution No. 4264

F5.2.20

A Resolution of the City Council of the City of Auburn, Washington, authorizing the acceptance of a State of Washington Recreation and Conservation Office Grant and authorizing the Mayor and City Clerk to execute the necessary contracts to accept said funds

Vice Chair Thordarson moved and Member Cerino seconded to forward Resolution No. 4264 to the full Council.

MOTION CARRIED. 3-0.

F. Resolution No. 4265

F5.3

A Resolution of the City Council of the City of Auburn, Washington, authorizing the acceptance of a King County Parks Youth Sports Facility Grant and authorizing the Mayor and City Clerk to execute the necessary contracts to accept said funds

Vice Chair Thordarson moved and Member Cerino seconded to forward Resolution No. 4265 to the full Council.

MOTION CARRIED. 3-0.

G. Resolution No. 4267

F5.2.20

A Resolution of the City Council of the City of Auburn, Washington, authorizing application(s) for funding assistance for a Youth Athletic Facilities (YAF) Program Project to the Recreation and Conservation Funding Board (RCFB) as provided in Chapter 79A.25 RCW: Project Name – Brannan Park Lighting of Fields Two and Three

Vice Chair Thordarson moved and Member Cerino seconded to forward Resolution No. 4267 to the full Council.

MOTION CARRIED. 3-0.

V. DISCUSSION ITEMS

A. Resolution No. 4261

A Resolution of the City Council of the City of Auburn, Washington, authorizing the Mayor and City Clerk to execute an Interlocal Services Agreement between the cities of Algona, Auburn and Pacific for Valley Regional Fire Authority fees

Resolution No. 4261 was removed from the agenda.

B. Resolution No. 4266

A3.16.3

A Resolution of the City Council of the City of Auburn, Washington, authorizing the Mayor and City Clerk to execute Amendment No. 2 to Agreement for Professional Services AG-C-286 between the City of Auburn and Harris & Associates, Inc.

Resolution No. 4266 provides for an extension of the existing contract with Harris & Associates through December 31, 2008.

C. Airport Rental Rate Changes

Jamelle Garcia, Airport Manager, reviewed the proposed 2008 airport rates. The proposed rates include a new Aeronautical Business Permit Fee that will be in effect upon implementation of the Minimum Standards for Commercial Operators for those businesses who wish to conduct business on the airport. The Aeronautical Business Permit Fee would be in addition to any City business license fee. The rental rate increases reflect the last year of a three year market rate adjustment.

Mr. Osborne, who was in attendance in the audience, asked Mr. Garcia the occupancy rate for the airport. Mr. Garcia reported that the closed hangars are at 100 percent occupancy with a waiting list, the open T-hangars are at approximately 90 percent occupancy and the outside tie-downs are at approximately 42 percent occupancy.

D. Budget Amendment No. 8 – 2008 Mid-Biennial Correction

Committee members briefly reviewed the 2008 mid biennial correction (budget amendment number 8).

E. Quarterly Budget Report

Committee members briefly reviewed the third quarter revenue and expenditure summary based on financial data posted prior to November 5, 2007.

F. Resolution No. 4260

O4.8.1, A2.7

A Resolution of the City Council of the City of Auburn, Washington, authorizing the Mayor to execute an MRSC Rosters Contract with the Municipal Research and Services Center for the purpose of using a shared small works roster and a shared consultant roster

The City currently administers its own consultant roster and uses the shared Small Works Roster administered by the City of Lynnwood. Effective December 1, 2007, Lynnwood will no longer be providing the Small Works Roster service. Resolution No. 4260 authorizes an agreement with Municipal Research and Services Center (MRSC) to allow the City to use the MRSC Small Works Roster and Consultant Roster. By joining the MRSC rosters, the City will have access to many more contractors and consultants as well as reduce the City's costs for maintaining the rosters.

G. Project No. CP0747

O5.1.2

City Council to approval Final Pay Estimate No. 2 to Contract 07-12 in the amount of \$6,490.86 and accept Project No. CP0747.

Committee members reviewed the final pay estimate.

H. Project No. C310A0

O5.1.2 C310A0

City Council approve Change Orders No. 1, 2 and 3 to Contract 06-15, Project Number C310A0, Veteran's Memorial Building, to Flag Construction, increasing contract cost including sales tax by \$42,055.44 for a total contract price of \$ 488,135.44; and City Council approve a project increase of \$64,500 from Fund 328 REET 1.

Committee members reviewed the change orders.

I. Utility Account Reduction

Director Coleman presented information on a request from a customer for a reduction in the charge for extra garbage. On October 4, 2007, a customer had 28 bags of extra garbage collected by Waste Management. The customer was billed for approximately \$300.00 in extra garbage charges. Director Coleman explained that the customer was a new resident, a new homeowner, and not aware of the City's charges for extra garbage. The customer requested some relief from the charges. Director Coleman suggested that in light of the customer's inexperience as

a homeowner, the Council consider a reduction in the charge equivalent to the City's cost plus the state refuse tax. The proposed billing adjustment will be included in the December 3rd Council consent agenda.

VI. ADJOURNMENT

There being no further business, the meeting adjourned at 7:20 p.m.

APPROVED THE _____ DAY OF DECEMBER 2007.

Nancy Backus, Chair

Danielle Daskam, City Clerk

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