



FINANCE COMMITTEE

FEBRUARY 4, 2008

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, Member Pelosa and Councilmember Lynn Norman substituting for Vice Chair Sue Singer. Vice Chair Singer was excused from the meeting. Present during the meeting were Mayor Peter B. Lewis, Finance Director Shelley Coleman, City Attorney Daniel B. Heid, Human Resources and Risk Management Director Brenda Heineman, Information Services Director Lorrie Rempher, Parks, Arts and Recreation Director Daryl Faber, and City Clerk Danielle Daskam. Also present was Ron Harpel, AIA, from BLRB Architects.

II. APPROVAL OF MINUTES

- A. **Minutes of the January 22, 2008 Finance Committee meeting.**
Member Pelosa moved and Councilmember Norman seconded to approve the January 22, 2008 minutes.

MOTION CARRIED UNANIMOUSLY. 3-0.

III. CONSENT ITEMS

A. Vouchers

1. Claims

F4.9.5

Claims check numbers 370525 and 370528 through 370532, and 370537, 370543 and 370544 through 370649 in the amount of \$1,052,544.05 and dated February 4, 2008. and claims check numbers 370526 through 370527, and 370533 through 370535 and 370538 through 370541 and 370650 through 370994 in the amount of \$668,438.88 and dated February 4, 2008.

2. Payroll

F4.9.2

Payroll check numbers 522379 through 522514 in the amount of \$328,895.70 and electronic deposit transmissions in the amount of \$1,083,046.76 for a grand total of \$1,411,942.46 for the pay period covering January 18, 2008 to January 31, 2008.

Committee members reviewed the consent items and briefly discussed vouchers 370530, 370570, 370581, 370606, 370608, 370623, 370659, 370663, 370667, 370672, 370711, 370737, 370752, 370804, 370833, 370846, 370850, 370911, and 370915.

Member Peloza moved and Councilmember Norman seconded to approve the consent items.

MOTION CARRIED UNANIMOUSLY. 3-0.

IV. ORDINANCES AND RESOLUTIONS

A. Ordinances

There are no ordinances for Committee review.

B. Resolutions

1. Resolution No. 4299

A3.13.4

A Resolution of the City Council of the City of Auburn, Washington, authorizing the Mayor and City Clerk to execute an addendum to the Purchase and Sale Agreement between Auburn on 1st, LLC, and the City of Auburn relating to the purchase of a City parcel located at 115 "A" Street NW

Human Resources Director Heineman presented Resolution No. 4299. The resolution was discussed at the last Finance Committee meeting. The addendum represents an extension of the deadline for Auburn on 1st to construct an office building on the parcel located at 115 A Street NW.

Member Peloza moved and Councilmember Norman seconded to forward Resolution No. 4299 to the full Council.

MOTION CARRIED UNANIMOUSLY. 3-0.

2. Resolution No. 4302

A3.17

A Resolution of the City Council of the City of Auburn, Washington, authorizing the Mayor and City Clerk to execute a Lease Agreement between the City of Auburn and Qwest Corporation for parking lot spaces

Human Resources Director Heineman presented Resolution No. 4302. The resolution was discussed at the last Finance Committee meeting.

Member Pelosa moved and Councilmember Norman seconded to forward Resolution No. 4302 to the full Council.

MOTION CARRIED UNANIMOUSLY. 3-0.

3. Resolution No. 4304

A3.16.3

A Resolution of the City Council of the City of Auburn, Washington, authorizing the Mayor and City Clerk to execute a contract with Key Bank National Association

Finance Director Coleman presented Resolution No. 4304. The resolution was discussed at the last Finance Committee meeting. The resolution approves a contract extension for banking services with Key Bank through October 31, 2008. The City will be soliciting proposals for banking services later this year.

V. DISCUSSION ITEMS

A. Ordinance No. 6160

An Ordinance of the City Council of the City of Auburn, Washington, amending Chapter 8.08 of the Auburn City Code relating to solid waste

Committee members reviewed Ordinance No. 6160 which removes reference to special collection districts. An amendment to the collection agreement with Allied Waste was recently approved giving the responsibility of billing customers in the special collection district to Allied Waste. Therefore, the City no longer needs a listing of rates and services for the special collection district in the Auburn City Code.

B. Resolution No. 4303

A Resolution of the City Council of the City of Auburn, Washington, authorizing the Mayor and City Clerk to execute a contract with the Auburn Food Bank

Committee members reviewed Resolution No. 4303. Resolution No. 4303 authorizes an agreement with Auburn Food Bank to provide human services functions as part of the Auburn Voluntary Utility Bill Donation Program (Auburn Cares Program).

C. Investment Inventory

Committee members reviewed the investment portfolio for the period ending December 31, 2007.

D. Phone System Upgrade and Utilities Call Management Software

Information Services Director Rempher presented a plan for City phone system upgrades. The upgrades are necessary to maintain industry standards for hardware/software revision levels and to provide increased functionality to support City operations. The upgrades consist of two phases. The first phase will bring the City PBX into compliance with existing industry standards for system hardware and the operating system. The cost of the first phase is approximately \$61,000. The second phase will implement a call center system to better manage incoming customer calls to Utility Billing and the Municipal Court. The estimated cost of the second phase is \$51,000.

E. Ordinance No. 6123

An Ordinance of the City Council of the City of Auburn, Washington, adopting a new Chapter 3.59 of the Auburn City Code imposing a sales and use tax as authorized by RCW 82.14.415 as a credit against the state tax, relating to annexations

Committee members reviewed Ordinance No. 6123.

F. BLRB Architects PS

Agreement for Consulting Services for Les Gove Campus Expansion including Community Center and Gymnasium

Human Resources Director Heineman introduced Mr. Ron Harpel from BLRB Architects to answer any questions from the Committee with regarding to the Agreement for Consulting Services.

Committee members reviewed the contract. Member Peloza suggested correcting the use of acronyms in the contract, adding language to the third paragraph of page 17 regarding warranty period to reference the warranty period described on page 6 of Exhibit B, and substitute references to "ECAP" with "ACAP."

G. Resolution No. 4305

A Resolution of the City Council of the City of Auburn, Washington, authorizing the Mayor to execute a Seattle-King County Department of Public Health Memorandum of Understanding on the Local Hazardous Waste Management Program for 2008 activities

Committee members reviewed Resolution No. 4305.

H. 2008 Budget Amendment (Budget Amendment No. 12)

Committee members reviewed Ordinance No. 6164 relating to budget amendment number 12.

VI. ADJOURNMENT

There being no further business, the meeting adjourned at 7:09 p.m.

APPROVED THE _____ DAY OF FEBRUARY 2008.

Nancy Backus, Chair

Danielle Daskam, City Clerk