

**Finance and Administration
Council Committee
Minutes
May 12, 2016**

Present: Councilor Titus, Councilor Stone and Councilor Gilbert. Councilor Titus chaired the meeting.

**I. Opening Remarks
None**

II. Approval of the Minutes

- **Minutes of 2/28/16 Meeting – Motion was made by Councilor Stone and seconded by Councilor Gilbert to approve the minutes. Motion passed 3 - 0.**
- **Minutes of 3/10/16 Meeting – Motion was made by Councilor Stone and seconded by Councilor Gilbert to approve the minutes. Motion passed 3 - 0.**

III. Review of the April 2016 Finance Report

Jill Eastman, Finance Director provided an overview of the report and answered questions.

The Committee requested the following information on the EMS billing to be included: The report will reflect the total amount billed minus the total adjustments to equal the outstanding receivables on the EMS Aging Report. Jill Eastman will revise the report accordingly effective July 1, 2016.

IV. List of Tax Acquired Properties

Motion was made by Councilor Gilbert and seconded by Councilor Stone to recommend that the City Council sell the following tax acquired properties:

**0 Hackett Road
875 Washington Street, South
181 Manley Road
395 Court Streets
0 Linden Street
68 West Dartmouth Street**

Motion passed 3 – 0.

The Committee questioned the process for bringing the properties to City Council and the process for selling the properties. The process may include:

- **Public notice**

- Public comment
- Notice to abutters
- Listing properties with a realtor
- Sealed bids with a minimum purchase price
- Capture of City expenses for unpaid taxes plus legal fees incurred
- Posting properties on line
- Etc.

The Committee will work with staff to bring a resolve before Council to authorize the Facilities Manager/Purchasing Agent to sell the properties.

V. Discussion of all Surplus City-owned Property

The Committee reviewed a list of 84 parcels. More research is needed before making a recommendation to sell any of the parcels on the list. Some questions that need to be answered include:

- Is the property ready to be sold (compliance with all legal notices, clear titles, etc.)?
- Does the City have a future use for the property?
- Does it have commercial value?
- Does it have potential for future development?

Staff has considered future uses for some of the properties and will update the list for a future meeting. Rosemary Mosher, Geospatial Database Manager, is developing a database on these properties which will include the information needed to decide to sell the properties or retain for future use by the City. This Committee suggested the list be placed on the agenda for the Planning and Economic Development Council Committee for their review for potential uses.

VI. Draft Policy on EMS Billing

Jill Eastman drafted the EMS Billing policy in consultation with Acting Fire Chief Geoff Low and the EMS Billing Company.

The Committee made one change to the policy. In “Account Adjustments and Write-offs” Section B. New language to read –Uncollected balances on patients accounts that have been sent to collections and have had no activity shall be deemed uncollectible and may be written off the City’s accounts receivable balances. Revised Policy will be reviewed at the next meeting.

Motion made by Councilor Stone and seconded by Councilor Gilbert to submit final EMS Policy to City Council for approval. Motion passed 3 – 0.

VII. Ordinance Change to Incorporate EMS Fee Structure in Ordinance Consistent with Other Fees.

This item is on the agenda because Mayor Labonte asked that the Committees to determine if fees for service are authorized in ordinance or statute. The Committee proposed to establish a fee schedule for all fees as an appendix to the

ordinance. The fee schedule would be reviewed each year and updated as necessary. This would eliminate the need to do ordinance changes in each section where there are currently fees cited every time there is a change in the fees. There is a cost to updating ordinances through the company that maintains then ordinances. The proposal of a master fee schedule will be more efficient and cost effective. The EMS Billing fee structure will be part of this master fee structure.

Staff will bring the master fee schedule back to a future meeting of this Committee.

VIII. Update Items:

The Committee requested following items to be included on every agenda for status updates:

- 1. Commuter Service to Portland -- There are preliminary discussions of expanding the Zoom Bus Service that currently runs from the Biddeford area to Portland to run from Auburn to Portland. The Zoom Service is subsidized by the Maine Turnpike Authority.**
- 2. LATC Route Study – The Transportation Center is currently under construction and is scheduled to be completed in July.**

The Committee agreed to take two items -- the Commuter Service to Portland and the LATC Study – off future agendas for this Committee and send them to the Transportation and Environment Committee.

- 3. Intermodal/Port of Auburn Lease Negotiations – No updates**
- 4. Canal Legal Matter – The City Manager is working on an update.**
- 5. Charter Commission on Lewiston/Auburn Merger – The City Council will consider a resolution at the 5/16 meeting to provide direction to City of Auburn staff when the Commission requests staff to attend meetings, and to research and/or answer questions.**

IX. Brainstorming Session

- 1. Shared Services – Staff answered Committees questions on shared services. The Committee will keep shared services on the agenda for future meetings.**
- 2. Non-Property Tax Revenues – A number of ideas were discussed including: storm water tax, Pay to Throw garbage bags, local option sales tax, local income tax, license fees on medical marijuana growers, fees for requests to do genealogy research, fees for performing simple wedding ceremonies at Auburn Hall, business license processing fees, increase in purchase price of lots in Oak Hill Cemetery.**
- 3. Recruitment of citizens to participate on Boards and Commissions – ideas included personal recruitment, announcements in newspapers, connecting to citizens who are concerned about particular issues, announcement on Great Falls TV, placement of announcements on the static screen shot while City**

Council is in Executive session. The Committee put out a challenge for each Council member to personally recruit 3 members for vacancies on boards and committees.

- X. Open Session – No one spoke during open session.**
- XI. Discussion of Items for the next meeting (Thursday June 9th @ 5:30 pm)**
 - **EMS Policy with updates**
 - **Draft list of all city fees**
 - **Surplus City Property – first attempt to categorize the list of properties**
 - **Tax Acquired Properties – review list of properties that staff have determined are ready to be sold**
 - **Report of the Challenge to recruit members to fill boards and commission vacancies.**
- XII. Meeting Adjourned**