

**Finance and Administration
Council Committee
Minutes
June 9, 2016**

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

I. Opening Remarks

Introductions of members of the Committee and staff

II. Approval of the Minutes

Minutes of May 12, 2016 Meeting – Motion was made by Councilor Stone and seconded by Councilor Gilbert to approve the minutes. Motion passed 3 - 0.

III. Review of the May 2016 Finance Report

Jill Eastman, Finance Director provided an overview of the report and answered questions. She noted that the May Finance Report did not include the changes in the EMS Report discussed in the May meeting. These changes will be implemented in the July Finance Report.

Jill Eastman will provide a report of the Special Revenue Accounts expenditures for the next meeting.

IV. EMS Policy with Updates

Jill Eastman reviewed the changes incorporated in the EMS Policy. Motion was made by Councilor Stone and seconded by Councilor Gilbert to accept the EMS Policy as written and forward it to the City Manager to place it on the agenda for approval by the City Council. Motion passed 3 – 0.

V. Draft List of City Fees

The Fee Schedule should be updated to include the EMS fees. Jill Eastman will distribute the list of to Department Directors for review. The Committee recommends that the Ordinances establish a fee as per the fee schedule in the appendix to the City Ordinances. The Appendix may be updated as needed without changing every ordinance that permits fees. Motion was made by Councilor Stone and seconded by Councilor Gilbert to place the fee structure on a workshop agenda for review by the City Council followed by consideration and approval at a regular Council meeting. Motion passes 3 – 0.

VI. Discussion of all Surplus City-owned Property

Staff continues to add information to the list of City-owned property and needs a couple of additional months to complete the project. The Committee will keep this item on the agenda for review at future meetings.

VII. Updates on Council Recruitment for Boards and Committees
Councilor Gilbert recruited an individual interested in the Auburn Water and Sewer District Board and he completed an application. Councilor Titus has contacted 3 individuals. Councilor Stone has reached out to the community via Face Book. The City Clerk discussed the possibility of posting Board and Commission vacancies on Great Falls TV screen while the City Council is in Executive Session and that seems to be doable.

VIII. Update Items:

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

1. Commuter Service to Portland -- This item will come off from future agendas.
2. LATC Route Study – This item will come off future agenda.
3. Intermodal/Port of Auburn Lease Negotiations – No updates.
4. Canal Legal Matter – No updates.
5. Charter Commission on Lewiston/Auburn Merger – A new report is available on the website with a side-by-side comparison of the 2 cities. A coalition of citizens from both Auburn and Lewiston has formed to oppose the merger.

IX. Brainstorming Session

1. Shared Services – The list of shared services was reviewed at the May meeting. Most of the opportunity is with joint purchasing.
2. Non-Property Tax Revenues –The list was reviewed at the May meeting. The question was raised regarding charging United for calls that are handled by the L/A 9-1-1 Center for surrounding communities and would it be more equitable to see an even split between the 3 entities. increase in purchase price of lots in Oak Hill Cemetery.

X. Open Session – No one spoke during open session.

XI. Discussion of Items for the next meeting (Thursday July 14th @ 5:30 pm)

- Approval of Minutes of the 6/9/16 meeting
- June Financial Report with Special Revenue Report of Expenditures
- Surplus City Property
- Update on recruitment for boards and commission vacancies.
- Brainstorming
- Any Items for discussion from the new Charter Commission Report

Please have any items for new business to Chairperson Council Titus by the end of June in order that they may be added to the next agenda.

XII. Meeting Adjourned