



**Finance and Administration
Council Committee
Agenda
September 8, 2016 @ 5:30 pm
Auburn Hall – Council Chambers**

- I. Opening Remarks and Introductions**
- II. Approval of Minutes from August 11, 2016 Meeting**
- III. Communications and Email Alerts for Boards, Committees, and Commissions**
- IV. iPads/Tablets for City Council**
- V. Non-Property Tax Revenue Suggestion**
- VI. Brainstorming**
 - Shared Services
 - Non-Property Tax Revenues
- VII. Open Session**
- VIII. Discussion of agenda items for next meeting (Thursday October 13th @ 5:30 pm)**

**Finance and Administration
Council Committee
Minutes
August 11, 2016**

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

I. Opening Remarks

Councilors Stone and Titus commented on the Auburn/Lewiston consolidation effort. The Joint Charter Commission announced that this would not be ready to go before the voters this November. At this point we will have to wait and see when they finish their work and then determine when this would go before the voters.

II. Approval of the Minutes

Minutes of July 14, 2016 Meeting – Motion was made by Councilor Stone and seconded by Councilor Gilbert to approve the minutes. Motion passed 3 - 0.

III. Agenda Packets of the Boards, Committees, and Commissions

Councilor Stone commented that we should be heading in the direction of electronic packets.

The Committee suggested emailing the full Council the list of ABC's who receive hard copies of the full agenda packets and those who receive electronic copies only to clarify any misunderstanding of the policy on providing agenda packets. They also recommended that the ABC's that receive electronic copies be provided hard copies upon request.

IV. Communications and Email Alerts for Board and Committee Meetings

There was discussion on how Board and Committee meetings are announced and whether or not email alerts are sent for all of those meetings. The Council Committee was not aware that sending email alerts was a manual process. They would like to see if there was a way for this to be more of an automated process. They would like to invite Paul Fraser, IT Director to attend the next meeting.

V. EMS Billing Policy

Due to the Audit, Jill Eastman, Finance Director has not had an opportunity to review the draft policy. Her focus has been on the audit and closing out the fiscal year. When the audit is complete, she will be meeting with Geoff Low, Fire Chief will to review

the draft policy and the recommendations submitted by Tizz Crowley and to make any changes they feel are necessary. She will try to bring this forward to the Council Committee in October. Geoff Low and Shawn McPhereson (from the billing company) will be invited to attend that meeting.

VI. Brainstorming Session

- 1. Shared Services** – No new ideas
- 2. Non-Property Tax Revenues** – It was mentioned that Eric Cousens had a suggestion on the City conducting inspections on projects rather than having the State conduct inspections. Eric is willing to attend an upcoming meeting to discuss this further.

VII. Open Session

No one from the public was in attendance.

Finance Director, Jill Eastman provided the Council Committee with an overview of the budget cycle, and how the mil rate is determined. She also discussed the Overlay which is used to cover abatements.

VIII. Discussion of Items for the next meeting (Thursday September 8th @ 5:30 pm)

- Approval of Minutes of the 8/11/16 meeting
- Email alerts and Council Tablets/Laptops (Paul Fraser)
- Non Property Tax Revenue Suggestion (Eric Cousens)

Councilor Gilbert suggested the Committee obtain a copy of the movie “Dream On” and watch it as a group at a future meeting. She said she should be able to get a copy from Community Concepts. This will be added to the list of future agenda items, tentatively set for October or November.

IX. Motion was made by Councilor Stone and seconded by Councilor Gilbert to adjourn. Passage 3-0. The meeting adjourned at 6:45 PM.

Cost of Printing Paper Packets

Paper Cost

Cost for a case of paper - \$26 (5000 sheets) = .0052 per sheet

Average sheets of paper to date for 2016: 2,600 x 9 packets = 23,400

.0052 x 23,400 = \$121.68.

Colored copies vs. black and white copies:

Black and white \$0.0052 per page

Colored \$0.05

\$0.05 x 23,400 = \$1,170

Staff Time

Gather notebooks, remove previous packet info, print copies, and fill notebooks with new packet info and distributing: Approximately 3 hours x 40 meetings = 120 hours = approximately \$4,000

Other things to consider:

Police Department delivers one Council packet to Councilor Young's home

Cost of notebooks: Approximately \$12 each

Cost of tabs: Approximately \$6 per set

Printing the packets ties up the copier/printer used by the City Clerk's Office and Tax/Registration Office



City Council Workshop Information Sheet

City of Auburn

Council Workshop Date:

Item

Author:

Item(s) checked below represent the subject matter related to this workshop item.

Comprehensive Plan Work Plan Budget Ordinance/Charter Other Business* Council Goals**

**If Council Goals please specify type: Safety Economic Development Citizen Engagement

Subject: Building Permit and Delegated Review Fees

Information: We have been reviewing our building permit and delegated review fees and it is staff's opinion there is room for an adjustment to help move some of the costs from the general tax payer to the users of permitting and inspection services. This is a small but important piece of the budget changes for FY 14. Lewiston has made an adjustment to their building permit fee schedule and these changes would be consistent between the two cities. I am discussing the delegated review fees with Gil Arsenault, Director of Planning and Code Enforcement and they may also consider that change. It is estimated that the proposed building permit fees, if they were in place this year, would have generated an additional \$10,541 in building permit revenues. The attached spread sheets for residential and commercial permits provide an accurate example of how individual permits would have been affected and the overall revenues.

In addition, I think that we can absorb an increase on Delegated Review fees to lessen the burden on taxpayers that are not directly using those review services. We charge a flat \$1000 for the delegated permit fee here in Auburn. That fee includes one or all delegated reviews depending on the project. State fees for the same project, if Auburn did not have delegated review authority, could range from \$1000 to \$40,000 in some instances. A fee comparison is attached for discussion. Delegated reviews are for larger projects and are less predictable than building permits so associated revenue numbers will vary widely from one year to the next. I am not advocating for an increase to match State fees as this is an important incentive to do business here in Auburn. However, we could offer delegated permits at 25% or 50% of State costs with a minimum of \$1,000 and still see an increase in revenues. My thought is that maybe it sounds better to say "build it in Auburn and Traffic, Stormwater and Site Location of Development Permits will only cost 25% or 50% of what they do in the rest of the State" than the current situation where we say "build it in Auburn and Traffic, Stormwater and Site Location of Development Permits will only cost \$1000." I am using the 25% or 50% as an example but I think it could be a better advertising plug that can easily be understood and repeated using a percentage State fees instead of a set fee. Or, we could offer the permits at 75% or 50% off of State fees. I look forward to hearing what you think.

Financial: Increased revenues

Action Requested at this Meeting: None. Comments or concerns to help draft a proposal would be appreciated.

Previous Meetings and History: Mentioned during budget process on a couple of occasions.

*Agenda items are not limited to these categories.

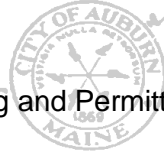
Attachments: FY13 Building Permit Fees Collected using Current & Proposed Fee Schedule, FY13 Residential Building Permit Fees Collected using Current & Proposed Fee Schedule, Proposed Building Permit Fee Schedule 3.26.13, Delegated Review Fees Memo

City of Auburn, Maine

"Maine's City of Opportunity"

Office of Planning & Permitting

To: Honorable Mayor and City Council
From: Eric J. Cousens, Director of Planning and Permitting
Re: Delegated Review Fees
Date: June 25, 2013



Given current fiscal concerns and budgets I would like the Council to consider updating the Delegated Review Fees to lessen the burden on taxpayers that are not directly using the review services. Below is a comparison on State Delegated Review Fees for you to consider. We charge a flat \$1000 for the delegated permit fee here in Auburn whether you require one or all three state delegated permits.

Delegated review fees generally only apply to larger projects and I think we could increase revenues and gain a more understandable advertising tool for how we compare to the rest of the State. I am not advocating for an increase to match State fees as this is an important incentive to do business here in Auburn.

I look forward to discussion the options on July 1, 2013.

Development Example : State Delegated Review Fees for New Warehouse or Medical Office				
	Impervious Area	Processing Fee	Licensing Fee	Total Cost
Site Location of Development	3.5 Acres	\$5875	\$2,937	\$8812
Maine DOT Traffic Movement Permit (TMP)	105 Passenger Car Trips	\$1500	Additional Review if needed: \$1000	\$1500-2500
<u>State Fee Total for the same project if Auburn did not have delegated review authority:</u>				\$10,312-\$11,312

Subdivision Example	
<u>State Fee Total for the same project if Auburn did not have delegated review authority:</u>	
Affordable Housing (28 lots)	\$5532-\$6532
General Housing with City Water & Sewer (28 lots)	\$15866-\$16,866
General Housing without City Water & Sewer (28 lots)	\$21,996-22,996
Commercial Subdivision (28 lots)	\$39,300-\$40,300
Commercial Subdivision (8 lots)	\$12,300-\$13,300