

**Finance and Administration
Council Committee
Minutes
March 10, 2016**

Present: Councilor Titus, Councilor Stone and Councilor Gilbert

I. Introductions of Council Committee members, staff and members of the public

II. Selection of a Chairperson

Motion made by Councilor Stone and seconded by Councilor Gilbert to nominate Councilor Titus for Chairperson of the Finance and Administration Committee. The vote was unanimous. Councilor Titus accepted the position.

III. First Open Session

Tizz Crowley spoke during open session.

IV. Tax Acquired Property Strategy

Jill Eastman, Finance Director explained this is only a partial list of the current tax acquired properties, but these properties are ready for disposition. The Finance Department has worked with the homeowners to clear up the back taxes with the goal to keep the property in the hands of the home owners, however this is not possible with all the properties. The properties are vacant with the exception of two. Legal Counsel has reviewed the properties to ensure clear titles and there has been an internal review by staff to determine if there are potential City uses for the properties. The Finance Department has a policy regarding Tax Acquired Property which is currently under review by staff.

The Committee decided to bring back the item for the next meeting. An Executive Session was scheduled for the end of the meeting to discuss the two occupied properties. At next meeting, the Committee will make a recommendation to the full Council for the disposition for the properties on the list. The Committee will review the updated policy on tax acquired policy.

V. Second Open Session

Karen Scammon, Assessor, noted a correction on the description of the Linden Street property on the list of Tax Acquired Properties. The correct lot size is 10,890, not 27,442 as is stated in the description.

Tizz Crowley and Joe Gray spoke during open session

VI. EMS Billing

Frank Roma, Fire Chief and Jill Eastman, Finance Director explained the process for setting the bill rates, the billing procedures, and the process for determining when to write the bill off as uncollectible.

The Committee requested the following on this item:

- **Staff to develop a policy for collecting unpaid EMS services and to bring back the policy for review for the next meeting.**
- **Research on whether the fees for EMS should be included in the City ordinances.**
- **Information on Hill Burton funds for reduced cost medical services and if recipients of City of Auburn EMS services may qualify for these funds.**

VII. Second Open Session

Councilor Walker, Tizz Crowley and Joe Gray spoke during open session.

VIII. Combining City and School Websites

Paul Fraser, ICT Director, met with the School IT Department and provided the Committee with information on the School Department's website and some of the challenges from a technology and resources standpoint in combining the two websites.

The Committee will explore this opportunity at a future joint City/School meeting. Denis D'Auteuil, Assistant City Manager, informed the Committee that staff has developed a Communications Policy, which addresses management of the website, social media, and press releases.

IX. Appointment Process For Boards and Committees

Sue Clements-Dallaire, City Clerk, provided background on the policy for appointments to Boards and Committees. The policy was adopted in 2012 and amended in 2014. The list of Boards and Committees needs to be updated and the policy reviewed. There are inconsistencies in the policy, including one section that conflicts with the Charter.

The Committee recommended postponing this item until after the work on the budget has concluded. In the meantime the Committee requested that the City Clerk continue to work in the draft policy for deliberation at a future meeting. The Committee asked the City Clerk to develop a matrix of all the Boards and Committees to include authorization, current persons serving on the Boards and Commissions, the function etc, to provide the Committee with a framework to discuss this matter.

The Committee also requested a fact sheet on the Recreation Advisory Board and the new Special Events Advisory Board to help the Committee sort out the issues. The Committee recommended that the Transportation and Environment Council Committee review this item and make a recommendation as it appears the current Advisory Board may not be in conformance with the Ordinance.

X. Third Open Session

The following people spoke during open session:

Councilor Walker

Joe Gray

Tizz Crowley

XI. Updates

Denis D'Auteuil, Assistant City Manager, provided an update on the LATC Study. LATC has received a draft of the study and the Committee is currently reviewing it and forwarding comments back to the consultant. LATC plans on holding a public hearing on the study.

There were no other updates.

XII. Brainstorming Sessions

Non-Property Tax Revenue – Councilor Stone referred to an e-mail exchange with Mayor LaBonte requesting a review of all non-property tax revenues to determine the legal authority to bill for fees for services. Specifically is there authority in the City Ordinances or Charter to bill for services and are there restrictions on billing for services. The fee schedule is in the Ordinances and the fee structure should be updated periodically, including with regards to including EMS fees in the ordinance. This item was placed on the agenda so that the Committee will be thinking of possible new revenues. The whole Parking Program, including parking meters is being reviewed by the Public Safety Committee.

The Committee will review the Ordinance on the fee structure at a future meeting.

Shared Services – The Committee requested that the staff provide a list of all joint purchases with the School Department, City of Lewiston and the County.

XIII. Discussion of Items for the next meeting (Thursday April 14th @ 4:30 pm.)

The following items will be placed on the agenda for the next meeting:

- Review of the March Financial Report before it submitted to full Council.**
- List of Tax Acquired Property**
- Draft Policy on EMS Billing and Collections.**
- Ordinance Change to include EMS fees in City Ordinance**
- Future Item – Boards and Committee Policy and Matrix**

Chairperson Titus will not be available for the meeting on 4/14/16.

XIV. Executive Session

The motion was made by Councilor Stone and seconded by Councilor Gilbert to go into Executive Session. Vote was 3-0. The Committee went into Executive Session at 6:45 pm. The Committee came out of Executive Session at 6:57 pm.

XV. Meeting Adjourned.