

**Finance and Administration
Council Committee
Minutes
February 18, 2016**

Present: Councilor Titus and Councilor Stone. Absent: Councilor Gilbert

I. Housekeeping Items:

- 1. Introductions of Council Committee Members and Staff**
- 2. Selection of Committee Chairperson – Selection of a chairperson was delayed until Councilor Gilbert can be present. Councilor Titus acted as Chairperson for the first meeting.**
- 3. Schedule for regular meetings – the Committee discussed meeting twice a month to accomplish its work. They discussed days of the week and times of day to meet. Denis D’Auteuil, Assistant City Manager will follow-up with the Committee to establish a regular meeting schedule.**
- 4. Public Input – The Committee will allow the opportunity for public input at every meeting. Two open sessions were scheduled during the first meeting.**
- 5. Representation of members of the public to serve on the Committee – This question was raised, but no decision was made.**
- 6. Minutes – The Committee requested that the agenda and minutes be posted two days prior to the regular Committee meeting.**

II. Overview of the FY 16 Budget:

The Committee had no question of staff on the current budget.

III. Finance and Administration Committee Priorities:

One of the goals of the first Committee meetings is to establish a list of priorities for deliberation and action. The City Council will be meeting on 2/22/16 to check in on the new Council Committee process. At the 2/29/16 Council Workshop all of the Committees will be bringing their top 5 or so priorities for discussion.

The following priorities were identified by the Committee:

- 1. Tax Acquired Property Strategy**
- 2. Fund Balance Policy**
- 3. EMS Billing on uncollected funds**
- 4. \$50,000 Rail Study – Status on study and process to request the return of funds**

5. **9-1-1 Dispatch and County Dispatch**
6. **Combining the School Department's and City Department's websites**
7. **Draft CIP/Budget**

IV. Update Items:

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

1. **Commuter Service to Portland -- The Committee requested the timeline relative to when the three options will be brought forward for Council/Staff review.**
2. **LATC Route Study**
3. **Intermodal/Port of Auburn Lease Negotiations**
4. **Canal Legal Matter**
5. **Charter Commission's work on merger of the Cities of Auburn and Lewiston**
6. **City Audit**

V. Regular Brainstorming Sessions on the following items:

1. **Non-Property Tax Revenues**
2. **Joint/Shared Services**

VI. The following items were also identified as initiatives to be added for consideration by the Finance and Administration Committee:

1. **Cyber Security Policy**
2. **Review of TIF's**
3. **Oversight of Enterprise Funds**
4. **Review of City Purchasing Policy**
5. **Police Department Vehicle/Equipment Replacement Plan – Information on the plan will occur during the review of the CIP**
6. **Policy on funding for outside agencies**
7. **Electrical Division related items including street lights**
8. **Development of a policy for purchases made without prior Council approval.**

VII. Open Session

Three citizens spoke during the open sessions.

VIII. Meeting Adjourned.