



## **CITY COUNCIL ANNUAL WORKSHOP REPORT (2012)**

Administration Department – Finance Department

Prepared by: Finance

The Finance Division of the Administration Department consists of 4 full-time employees (Marshall Hallock C.P.A., Finance Director; Keith Schlichting, Assistant Finance Director; Donna Kujala, Accounting Specialist – Utility Billing; Dawn Ableidinger, Accounting Specialist – AR, AP) and one part-time employee (Lauri Johnson, Finance Aide).

### **2011 ACCOMPLISHMENTS and METRICS –**

Finance does not take credit for any of these accomplishments as all involved significant collective efforts. This report serves to assist in understanding the projects Finance participated in to a substantial degree during 2011. The report is abbreviated and does not reflect;

1. The totality of Finance's activities or responsibilities.
2. The efforts expended by Finance on the activities.
3. The demands the activities placed on Finance's limited resources including staff and time.

### **2011 ACCOMPLISHMENTS**

#### **Most Significant**

1. Managed, with great assistance from other City Departments, the day-to-day, mundane and often taken for granted activities associated with the City's finances including financial planning, budget, financial reporting, audits, the general ledger, fixed assets and infrastructure, investments, cash, debt issuance and service, deposits, TIFs, abatements, contracts, collections activities, assessments, 100 individual funds... issuing 100's or 1,000's of accounts receivables, accounts payable, warrants (checks), assessment searches, ambulance bills, utility bills, shut off notices, utility auto pay drafts, new accounts... processing numerous grants, reconciling over \$36 million in receipts... all with an exacting standard and without material error due to the significant skill, planning, effort, and the altruistic, selfless commitment to service that our City employees have – NOT by sheer luck or good fortune.

#### **Budget**

2. 2011 budget implementation, monitoring and reporting.
3. 2012 budget development - significant and complex analysis, support and development effort involved.

#### **Financial Reporting**

4. Awarded the Certificate of Achievement for Excellence in Financial Reporting. For the second consecutive year the City was awarded the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association of the United States and

- Canada (“GFOA”) for its 2009 Comprehensive Annual Financial Report (“CAFR”). The Certificate of Achievement for Excellence in Financial Reporting is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents an important and significant accomplishment by a government and its management. It reflects the commitment of the governing body and staff to meeting the highest principles of financial reporting.
5. Audit resulted in an Unqualified Audit Opinion. This is a “clean” audit opinion and the highest achievable.
  6. 2010 CAFR – Submitted our 2010 CAFR to the GFOA for an Award in Excellence in Financial Reporting. Notification regarding award is expected in January.

## **Bonding**

7. General Obligation Bonds, Series 2011A – \$1,835,000 General Obligation (“GO”) Bonds, Series 2011A was issued to fund the 2011 Street Reconstruction Project, East 5<sup>th</sup> Street Bridge Replacement and the Fire Station Roof Maintenance/Repair Project.

## **Legislative and Regulatory/Policy Advocacy**

8. Legislative and Regulatory Activities –
  - a. Fiscal Health. Monitored and reported on the State’s tax bill(s) and legislative developments related to and impacting the City’s fiscal health including the receipt of state-paid aids to local governments. Participated in numerous policy development committees and legislative activities with the League of Minnesota Cities, Coalition of Greater Minnesota Cities and Coalition of Utility Cities to assist in developing and shaping State tax and fiscal policy.
  - b. Stranded Spent Nuclear Fuel. Legislative and other efforts to promote federal and state policy action regarding the stranded spent nuclear fuel (“SNF”) issue. Included working closely with City Council members and Flaherty & Hood developing advocacy materials and pursuing State legislation directing the Public Utilities Commission, when considering approval of a plan for the nuclear decommissioning fund, to include and evaluation of the costs, if any, arising from storage of used nuclear fuel that may be incurred by the City (MN §246B.2445).
  - c. Stranded Spent Nuclear Fuel. Efforts to shape federal policy in collaboration with the City Council, SNF Communities and other partners provided input into the Blue Ribbon Commission on America’s Nuclear Future’s record and participated in several meetings and public hearings sponsored by the BRC.
  - d. Port Authority PERA Legislation. Participated in this legislative effort primarily by monitoring and reporting to interested City staff and the City Council regarding progress being made by Flaherty & Hood, our Employee Services Division and the Port Authority.
  - e. Mississippi National. Participated in this legislative effort clarifying that the City is authorized to convey specific lands for public recreational purposes. Primarily efforts included working with local legislators, drafting testimony, monitoring and reporting and coordinating activities.

## **Other**

9. Springbrook V7 migration. Participated in the significant efforts made by numerous City staff migrating from the V6 platform to the V7 platform. Migrating resolved technical issues hampering Information Technology’s ability roll out of Windows 7 and provided a more robust and dynamic finance system.
10. Assessment module conversion and implementation – converted our assessment data and implemented the Springbrook assessment module. Some final work pending.
11. Fire Service Contract. Participated in the contract development and negotiations for Township fire service contracts.

12. Community Survey. Participated in questionnaire development, survey response analysis and project management.

**2011 FINANCE DIVISION METRICS –**

<b>Metric</b>	<b>2010</b>	<b>2011</b>
Number of active funds managed	96	100
Number of accounts receivable invoices issued	2,370	2,348
Number of warrants (checks) issued	6,180	5,882
Number of assessment searches conducted	473	455
Number of new assessment rolls added	8	10
Number of new individual assessments added	216	224
Number of misc assessment notice letters issued	356	390
Number of ambulance bills	2,056	1,969
Ambulance funds - revenue recapture/collections	\$ 46,565	\$ 41,872
Ambulance funds – total revenue recapture/collections		\$ 308,562
Ambulance funds – AAA Collections		\$ 128,266
Ambulance funds – total AAA Collections		\$ 1,175,969
Primary Grants Processed		
Airport Taxiway (2501-35)	\$ 149,538	\$ 7,002
Airport Tractor/Sweeper (2501-37)	\$ 154,481	\$ 102,512
Airport Taxi Lane Extension (2501-38)		\$ 4,250
Airport Runway (2501-39)		\$ 18,703
SAFER Firefighter Grant	\$ 87,784	\$ 87,784
Airport Maintenance	\$ 47,679	\$ 40,235
Cash, Coin, Checks, Credit Cards, EFTs, ACHs reconciled/deposited	\$ 36,420,203	\$ 36,876,739
Number of utility bills issued	76,058	76,234
Value of utility bills issued	\$ 8,422,208	\$ 8,887,659
Number of new utility accounts opened	832	755
New utility auto-pay enrollees	226	170
Number of utility auto-pay drafts	15,101	17,258
Number of utility disconnection notices issued	11,362	10,421