CITY COUNCIL
STRATEGIC SESSION

OCTOBER 26, 2015
AGENDA

CALL MEETING TO ORDER

ROLL CALL

SPEAKERS FROM THE FLOOR:

Speakers may address the Council under the terms of Ordinance No. 4765. Time is limited to 4 minutes per speaker. Please refer to the last page of the agenda for specific rules governing input.

CITY COUNCIL

1. DEPARTMENTAL OPERATIONAL OVERVIEWS

   A. Finance Department

   B. Administration Department

   C. Fire Department

ADJOURNMENT
Other Departments

Tamara Ammann
Director of Finance

Janet Gushleff
Water and Waste Water Secretary

Nichole Dontigne
Administrative Assistant to the Fire Chief

VACANT
Human Resources Coordinator
Utility Payments Posted

- 2010
- 2011
- 2012
- 2013
- 2014

Payment amounts for different years.
Internal Controls – Receivables

- Cashier function is segregated from the general ledger function
- Receipts of currency are controlled by a cash register
- Cashing of checks out of currency receipts is prohibited
- Currency is reconciled daily to the totals of sequentially numbered receipts
Disbursements

Accounts Payable Checks
Payroll Direct Deposits
Internal Controls – Disbursements

- All disbursements are made by check or ACH, with the exception of petty cash.
- Blank check stock does not contain bank routing or account numbers.
- Blank check stock is physically protected.
- Disbursements are prepared by specific employees who are independent of voucher/invoice approval.
Checks are made payable to specified payees and never to cash or bearer.

Voided checks are properly mutilated and retained.

Check signers are independent of check preparation, ACH file upload, cash receipts and petty cash.

Disbursements are regularly compared with budgeted amounts.
Internal Controls – Disbursements

- Signing blank checks is forbidden.
- Employees with disbursement duties are required to take vacations and other employees are required to perform those functions.
- Electronic access is limited to those with a logical need for such access.
Reconciliations
Internal Controls – Reconciliation

- Bank accounts are reconciled promptly after the end of each month.
- Reconciliations are made by someone other than the persons who participated in the receipts or disbursement of cash.
- Completed bank reconciliations are reviewed by the Finance Director.
- Employees with bank reconciliation duties are required to take vacations and other employees are required to perform those functions.
New Utility Accounts

- 2011: 2,000
- 2012: 2,500
- 2013: 1,500
- 2014: 1,000
- 2015: 500
Internal Controls – Utility Billing

- The billing function is separate from usage measurement, accounts receivable and collections.
- Detailed ledgers are maintained by personnel separate from all cash functions.
- Receivable subsidiary ledgers are balanced monthly to general ledger control accounts.
Internal Controls – Utility Billing

- The reconciliation is reviewed by an appropriate person
- Bi-monthly statements are sent to all debtors/customers
- Past due accounts are investigated
- All refunds are made by check
- Billing employees are required to take vacations and other employees are required to perform those functions
Questions?
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ADJOURNMENT
Administration Department

Operational Update
Administration Needs

Economic Development:
1. Economic Development Coordinator:
   ✓ Responsible for sales, marketing and policy development
2. Incentives Coordinator Project Manager:
   ✓ Manages TIF, BD, and all development agreements and projects
3. Administrative Support need (unsure if full time or part time employee)
4. Consideration should be given to proper departmental affiliation

Communications Coordinator:
1. Formally combine CC duties with management administrative support (City Manager, Mayor, City Clerk)
2. Most efficient arrangement for position and duties

Human Resources Coordinator:
1. Responsible solely to City Manager (remove Finance Dept. “supervision”)

IT Coordinator:
1. Lead IT Coordinator to address hardware, software and policy & future needs
2. Consider adding support position for immediate issues and help desk

Operations & Facilities Maintenance:
1. Should be consolidated to position outside of Administration (future department)
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1. DEPARTMENTAL OPERATIONAL OVERVIEWS

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ADJOURNMENT
Staff
2015
Organizational Chart

Fire Chief
  /\                /
Administrative Assistant
   /\              /\
Operations & Training
     /\          /\
  A Shift Captain  B Shift Captain
     /\               /\               /\               /\
Station 1 Lieutenant Station 2 Lieutenant Station 1 Lieutenant Station 2 Lieutenant
     /\              /\              /\              /\
112  122  212  222  312  322  413  422
     /\              /\              /\              /\
113  123  213  223  314  323  414  423
     /\              /\              /\              /\
114  214  214  214  214  214  214  214
Desired Organizational Chart

Fire Chief

Administrative Assistant

Operations & Training

A Shift Captain
- Station 1 Lieutenant
  - 112
  - 113
  - 114
- Station 2 Lieutenant
  - 122
  - 123
  - 124

B Shift Captain
- Station 1 Lieutenant
  - 212
  - 213
  - 214
- Station 2 Lieutenant
  - 222
  - 223
  - 224

C Shift Captain
- Station 1 Lieutenant
  - 312
  - 313
  - 314
- Station 2 Lieutenant
  - 322
  - 323
  - 324

D Shift Captain
- Station 1 Lieutenant
  - 412
  - 413
  - 414
- Station 2 Lieutenant
  - 422
  - 423
  - 424

Fire Prevention & Public Education

Assistant Chief

Part Time Fire Marshall
Staffing Needs

• **Safe Operations**
  – Two In; Two Out
  – RIT
  – Search & Rescue, Ventilation & Suppression
  – Salvage & Overhaul

• **Fire Ground Priorities**
  – Rescue/RIT
  – Attack line
  – Safety line
  – Water supply
  – Exposures
  – Rehabilitation
  – Displaced citizens
**Staffing Issues**

- Operationally designed for thirty-two (32) line firefighters
- Budgeted for thirty-one (31)
- Operating with thirty (30) since 9/2014
- Four firefighters on OJI (at highest)
- Projected retirement of two firefighters by 2018/19
- Lose one firefighter to disability in early 2016
- Takes approximately six – twelve months to become fully operational – fire academy/probation
Fire Department
Apparatus
Apparatus

- 1200 – 2010 Chevrolet Impala
- 1201 – 2006 Ford Crown Victoria
- 1295 – 2006 Ford Expedition
- 1241 – 2006 Ford E-450/Osage ALSV (10)
- 1242 – 2009 Ford E450/Horton ALSV
- 1244 – 2010 Chevrolet 4500/Horton ALSV
- 1215 – 1995 E-One Pumper (20)
- 1217 – 2002 Spartan/Luverne Pumper (13)
- 1234 – 1995 E-One Ladder Truck (20)
Operations Response Summary

- Total Calls
- EMS Calls
- Fire Calls

Year wise Call Summary:
- 2009: Total Calls 3450, EMS Calls 2970, Fire Calls 484
- 2010: Total Calls 3730, EMS Calls 3180, Fire Calls 500
- 2011: Total Calls 3500, EMS Calls 2970, Fire Calls 484
- 2012: Total Calls 3000, EMS Calls 2600, Fire Calls 484
- 2013: Total Calls 3500, EMS Calls 2970, Fire Calls 484
- 2014: Total Calls 3500, EMS Calls 2970, Fire Calls 484
CFD Programs

• Training – 3504 hours from 2917 hours
• Fire Prevention/Education
  • Building Inspections
  • File for Life
  • Leave’em Safe
  • Station Tours/Fire Safety Presentations
• Hose Testing
• Hydrant Inspections
• CPR Certifications
What Does CFD Need in 2015/2016

- Reestablish staffing/maintain thirty-two firefighter/paramedics (minimum)
- Emergency purchase of one ALSV (2015)
- Refunding of the aerial apparatus purchase in early 2016
- Strategic planning for new equipment and stations to meet service delivery needs in the future