



# MESSAGE FROM THE FINANCE DIRECTOR

The Finance Department administers the City of St. Anthony Village's finance activities, including the coordination and planning of all City financial information.

The Department provides cost effective services to the City Council, City Departments, and other governmental units. In addition, the Finance staff members provide accounting, financial and utility billing services to other governmental units through shared services agreements.

## MISSION STATEMENT

*Ensure that City resources and assets are managed effectively to provide residents with the City services desired and to sustain the City's infrastructure for current and future residents.*

2021 tested our resiliency in many ways. We relied upon our existing technologies to continue providing core functions.

We expanded our use of technology to provide for online utility payments. The integration of accounts receivable software for the online processing of permits and payments was completed in mid-2021. The new software was run parallel with the existing software for the balance of the year.

Long term financial planning in the area of street improvement timeline was advanced. The Finance Department ensured that its support to external and internal customers continued during the pandemic.

We are thankful for the support our department receives from the City Council, City Manager, and all City Departments.

# FINANCE OVERVIEW

The Finance staff supports City Council meetings and work sessions throughout the year to provide financial information and recommendations for Council approval. The Finance staff also attends similar meetings of the governmental units served through shared services agreements.

8 Council Meetings Attended

9 Council Worksessions Attended

79 Council Information Submissions

2 MWMO Board Information Submissions

3 Birchwood Utility Committee Worksessions

- 612-782-3316
- shelly.rueckert@savmn.com
- 3301 Silver Lake Rd, St. Anthony, 55418
- savmn.com/finance

# CORE ACCOUNTING FUNCTIONS

**UTILITY BILLING**  
The utility billing process includes calculation of water and sewer charges well as management of quarterly billing statements and receipts. As seen below the average daily gallons billed increased in 2021.

- 2020 - 706,468 gallons daily
- 2021 - 747,573 gallons daily



**TRACKING OUTCOMES OF GREEN INITIATIVES**  
Community Solar Garden Collaborative subscriptions generated kWh's of 583,996 in 2021.

**PAYROLL, INSURANCE , GRANTS, LICENSES / PERMITS**

**ANNUAL BUDGET AND LEVY**



## FINANCIAL REPORTING - Internal

Finance Staff provides monthly General Fund financial statements and an Investment activity reporting to the City Council. Liquor operations monthly financials and sales information is provided as well.

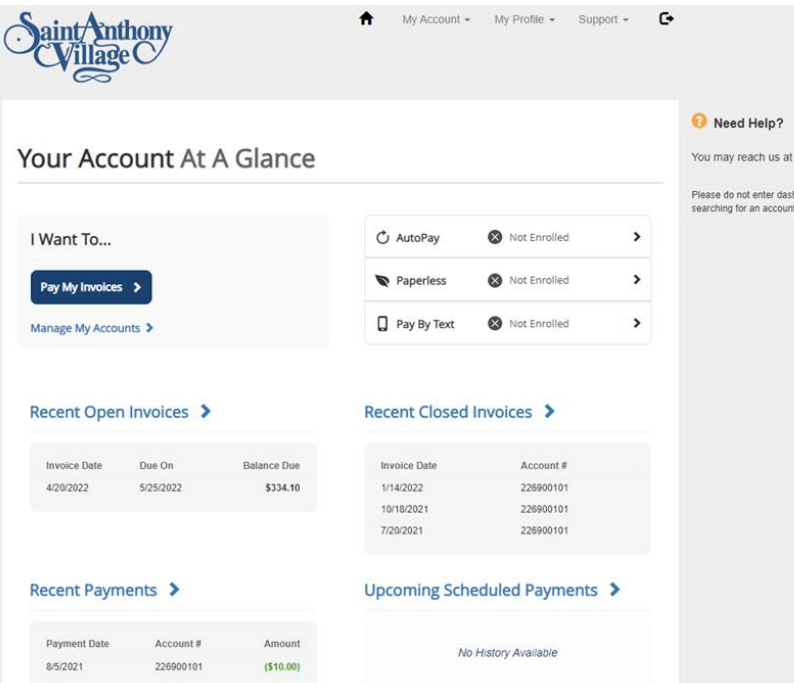
## FINANCIAL REPORTING - External

The Finance Department is responsible for reporting financial information to numerous outside agencies through the year, including but not limited to:

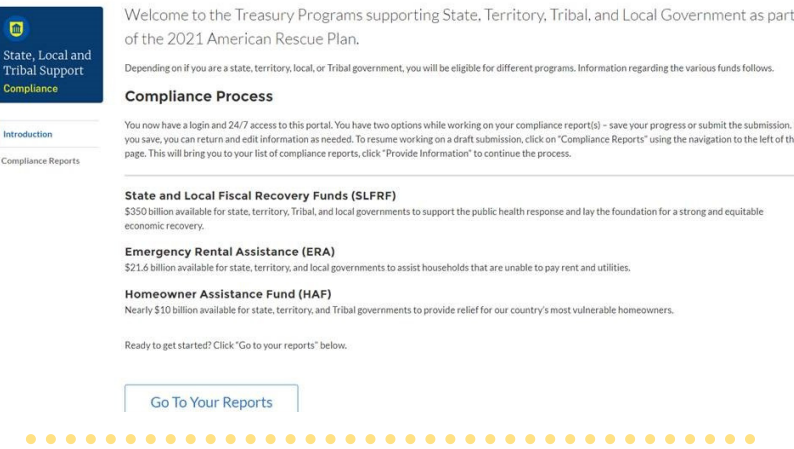


# FINANCE ACTIVITY UNIQUE IN 2021

In 2021, Utility Customers were able to pay their bill online via the City's Website. The City received just over \$23,000 in credit card and EFT payments through the customer portal. the Customers also are notified by e-mail when bills are available.



In 2021 the City received its first installment of funds for the American Rescue Plan.



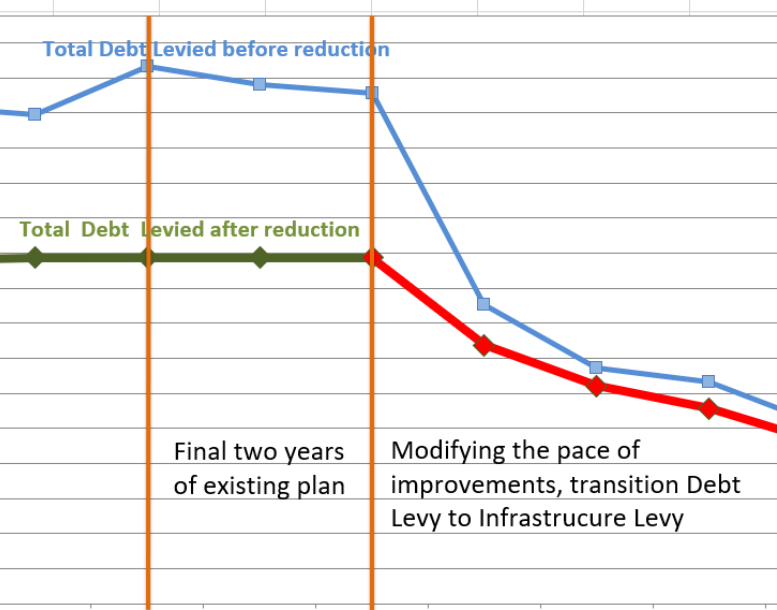
- @CityofSAV
- @CityofStAnthony
- @City of St. Anthony Minnesota

# LONG-TERM FINANCIAL MANAGMENT

In 2021 Staff presented to the City Council a modified annual Street Improvement program which had street improvement occurring two, out of every three years vs every year.

The main goal of the modified pace of improvements is to reduce reliance on bond financing and transition to levy support. The notables associated with this plan are:

- Greater Debt levy decreases for 2024-2027.
- These decreases are transitioned to Infrastructure Levy for long term support of street improvements.
- Cumulative debt will decrease significantly between 2024-2037.
- Infrastructure levy used 100% to support street cost, Debt Levy must support bonding costs and interest costs in addition to street costs.
- 2027-2030 combined levy increases will be less than the existing plan.
- Gain flexibility to adjust if other levy demands occur.



# TECHNOLOGY



Login

Please use your My Kamstrup login

Email

Password

In 2021 Staff assisted the City of Birchwood Village with the selection of new water meters, meter reading software and a customer portal.

The City's existing meters were approximately 40 years old. That era meters required a door to door approach to collect quarterly readings.

The new meter reading software and customer portal increases the efficiency of the utility billing process. Meter readings are downloaded directly into the billing software. Final bills can be calculated quickly with no need to send out a contracted meter reader. Customers have the ability to monitor their usage online and detect possible leaks by viewing their daily usage history.

This collaborative project benefited both parties from an efficiency standpoint and the resident's from a customer service standpoint.

In 2021, Finance and Administrative staff worked with the the city's financial software provider to put in place the ability to apply for permits online.

Once approved, the permit payments can also be completed online. The micommunity portal went live in 2022.

# COLLABORATIONS

In the late summer of 2021, the Finance Department agreed to manage the accounting and financial processes for local government and media channel, NineNorth.

As its name indicates, their programming covers a total of nine cities that are within close proximity to each other; one of the nine being St. Anthony Village.

The financial services package for NineNorth is similar to the services provided to the Mississippi Water Management Organization (MWMO).

This expansion of our existing partnership is beneficial to both parties, similarly to the benefits provided by St. Anthony's numerous collaborative partnerships.



[savmn.com/annualreports](https://savmn.com/annualreports)



# 2021 FINANCE ANNUAL REPORT

## Path to the 2022 Tax Levy

