1. Call To Order
   Documents:
   1. 2020-09-01 GENERAL AFFAIRS AGENDA.PDF

2. Review Job Description – Senior Accountant
   Documents:
   2. REVIEW JOB DESCRIPTION - SENIOR ACCOUNTANT.PDF

3. Traffic Studies – School Zones
   Documents:
   3. TRAFFIC STUDIES - SCHOOL ZONES.PDF

4. Adjourn
Minn. Stat. § 13D.021 – Meeting by Telephone or Other Electronic Means; Conditions
- Minn. Stat. § 13D.021 provides that a meeting of a public body may be conducted via telephone or other electronic means if meeting in a public location is not practical or prudent because of a health pandemic or declared emergency.

City Council General Affairs Committee
Tuesday, September 1, 2020 at 7:00pm or immediately following the Joint Committee Meeting
City Hall – Council Chambers

AGENDA

THE FARIBAULT CITY COUNCIL - GENERAL AFFAIRS COMMITTEE HAS RESUMED MEETING IN PERSON. ATTENDEES WILL BE REQUIRED TO PRACTICE SOCIAL DISTANCING AND WEAR FACE COVERINGS (MASKS) WHILE AT CITY HALL IN ACCORDANCE WITH THE REQUIREMENTS OF EMERGENCY EXECUTIVE ORDER 20-81 ISSUED BY GOVERNOR WALZ ON JULY 22, 2020.

A ZOOM MEETING WILL ALSO BE AVAILABLE:
CALL IN NUMBER: 1 312 626 6799; MEETING ID: 850 7348 9669

1. Call to Order
2. Review Job Description – Senior Accountant
3. Traffic Studies – School Zones
4. Adjourn

Please contact the City Administrator’s Office if you need special accommodations while attending this meeting.
Council Committee Memorandum

TO: General Affairs Committee
THROUGH: Tim Murray, City Administrator
FROM: Kevin Bushard, Human Resources Manager
MEETING DATE: September 1, 2020
SUBJECT: Review Job Description – Senior Accountant

Background:
There is a current vacancy in the Finance Department due to a resignation. Currently this is a shared position with the Fire Department for an Administrative Assistant II. Finance supervises the position with the shared time with Fire being 12.5 hours per week. Finance currently has one full-time position of Finance Administrative Assistant II that is filled along with this shared position.

Discussion:
Staff is recommending not filling the shared position of Administrative Assistant II, and instead create and fill a Senior Accountant position for the Finance Department. The Senior Accountant position would provide the higher-level skills needed in the department rather than additional administrative support. This would also put the Finance Department in more of a succession planning structure and give it the possibility to promote from within should a higher-level position come available. This position would report to the Accounting Supervisor.

Should the job description and position be approved Staff would begin the position review process and get it scored and placed in the City’s compensation scale. Once that is complete Staff would then take the job description to City Council for formal approval before posting the position.

The Fire Department Administrative Assistant II position would be filled as a part-time position. The hours for that position would go up to 15 hours per week instead of 12.5 hours per week to fill the needs of the Fire Department.

Attachments:
• Senior Accountant Job Description
CITY OF FARIBAULT
POSITION DESCRIPTION

Position Title:      Senior Accountant
Department:        Finance
Reports to:        Accounting Supervisor
Date:              September 8, 2020

PRIMARY OBJECTIVE OF POSITION
Provide professional-level general financial accounting duties relating to the development and control of financial reports. Ensure accuracy, completeness and timeliness of financial information. Prepares financial reports & analysis, budget work, grant management, and provides professional assistance to internal and external customers, for the City, the Economic Development Authority (EDA), and the Housing and Redevelopment Authority (HRA).

SUPERVISION RECEIVED:
Works under the direction of the Accounting Supervisor.

SUPERVISION EXERCISED:
None

ESSENTIAL DUTIES AND RESPONSIBILITIES
This list is intended to be illustrative of the typical job duties. Omission of specific duties does not exclude them from the position of similar or related to these duties.

- **Financial Reporting/General**
  - Participate in the preparation of the Comprehensive Annual Financial Report in accordance with the GFOA’s Award for Excellence in Financial Reporting, including workpapers, schedules, exhibits, and tables.
  - Provide research, analysis, and reporting as necessary.
  - Assist the Finance Director and Accounting Supervisor in special projects as needed.
  - Assist with data entry of the budget and preparation of the budget and capital improvement plan documents
  - Establish vendors and maintains customer accounts.
  - Apply federal, state, and local laws and regulations.
  - Review accounting procedures and methods and recommend changes in procedures as needed.

- **Accounting**
  - Responsible for maintenance and addition of Special Assessment rolls, recording of prepayments, performing special assessment searches, year-end reconciliation and drafting annual certification to the County Auditor, and reconciliation of the subsystem to the general ledger.
  - Responsible for Tax Increment record binders and supporting documentation and updating of the records system, and State reporting.
o Maintain capital asset inventory and financial reporting thereof, including depreciation monitoring, and general ledger reconciliations.
  o Reconciliation of general ledger accounts along with bank and investment statements.
  o Maintain accurate accounting for departmental funds, projects, and grants, and complete allocations and accounting transactions including journal entries.
  o Conduct reconciliation of Developer Escrow accounts.
  o Assist in budget research projects as directed
  o Prepare, code, and verify vendor invoices for payment.
  o Review and approve Accounts Payable, Accounts Receivable, Payroll, Cash Receipting, and Utility Billing activities.

This position is also responsible for the following duties on a periodic basis.

- Backup for Accounts Payable.
- Backup for Utility Billing.
- Backup for Accounts Receivable.
- Backup for Payroll.
- Backup for Administrative Assistant.

Other duties and other responsibilities as apparent or assigned.

The above items are essential.

POSITION REQUIREMENTS

**Education:** Four (4) year bachelor degree in accounting, finance, business administration, public administration, bookkeeping, or related field.

**Experience:** Two (2) years of progressively responsible experience in maintaining accounts, analyzing financial data and preparing financial reports, preferably in a governmental accounting environment. Proficiency in computer programs including Windows, Microsoft applications, as well as experience with an ERP system. Any equivalent combination of education and progressively responsible experience.

**Desired Qualifications:**
- Four (4) years of progressively responsible governmental accounting experience
- Experience with Tax Increment Financing (TIF) District reporting
- Experience with Springbrook

**Necessary Knowledge, Skills and Abilities:**
- Working knowledge of the principles and practices of municipal fund accounting, auditing theories, (GASB & GAAP) budgets and investments; computers and electronic data processing; and modern office practices and procedures.
- Capability to periodically accesses sensitive information required to perform job tasks, and the ability to maintain confidentiality.
• Ability to work independently and prioritize work.
• Capable of making mathematical computations quickly and accurately.
• Competent to perform detail work in an accurate manner.
• Ability to communicate effectively and professionally, and to establish and maintain effective working relationships with co-workers and members of the public.
• Ability to effectively and efficiently communicate in English, both verbally and in writing.
• Strong organizational skills.

TOOLS AND EQUIPMENT USED
Personal computer, including word processing, spreadsheets, and data base software; 10-key calculator; printers, copiers, and postage machine.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

OTHER
The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.
TO: General Affairs Committee
THROUGH: Tim Murray, City Administrator
FROM: Travis Block, Public Works Director
MEETING DATE: September 1, 2020
SUBJECT: Traffic Studies – School Zones

Discussion:
Council recently approved school zone speed limits for seven (7) elementary schools throughout the City. One elementary school, Faribault Lutheran School (FLS) was excluded from the initial group of schools due the focus of the review for FLS being HWY 60, which is under State jurisdiction.

Feedback was recently received from the FLS Board regarding establishing a school zone speed limit for both 5th St. NW and HWY 60. At this time, staff is recommending moving forward with establishing the school zone speed limit on 5th St. NW. Staff has contacted the Minnesota Department of Transportation (MnDOT) District Traffic Engineer about the process for establishing a school zone on HWY 60.

Additionally, The Faribault Middle School was not included in the initial group of schools. After further review, it has been determined that there would be some benefit from establishing a school zone speed limit on 17th St. SW adjacent to the Middle School.

Staff is recommending reducing the speed limit from 30mph to 20mph, When Children are Present on 5th St. NW adjacent to FLS and on 17th St. SW adjacent to the middle school, as identified in the attachments.

Attachments:
• School Zone Location Maps
School Zone Sign Placement
Faribault Lutheran School

This map is neither a legally recorded map nor a survey. This map is a compilation data affecting the area shown; and is for reference purposes only. In using the map, you assume responsibility for the correctness all information extracted from this map.

August 2020