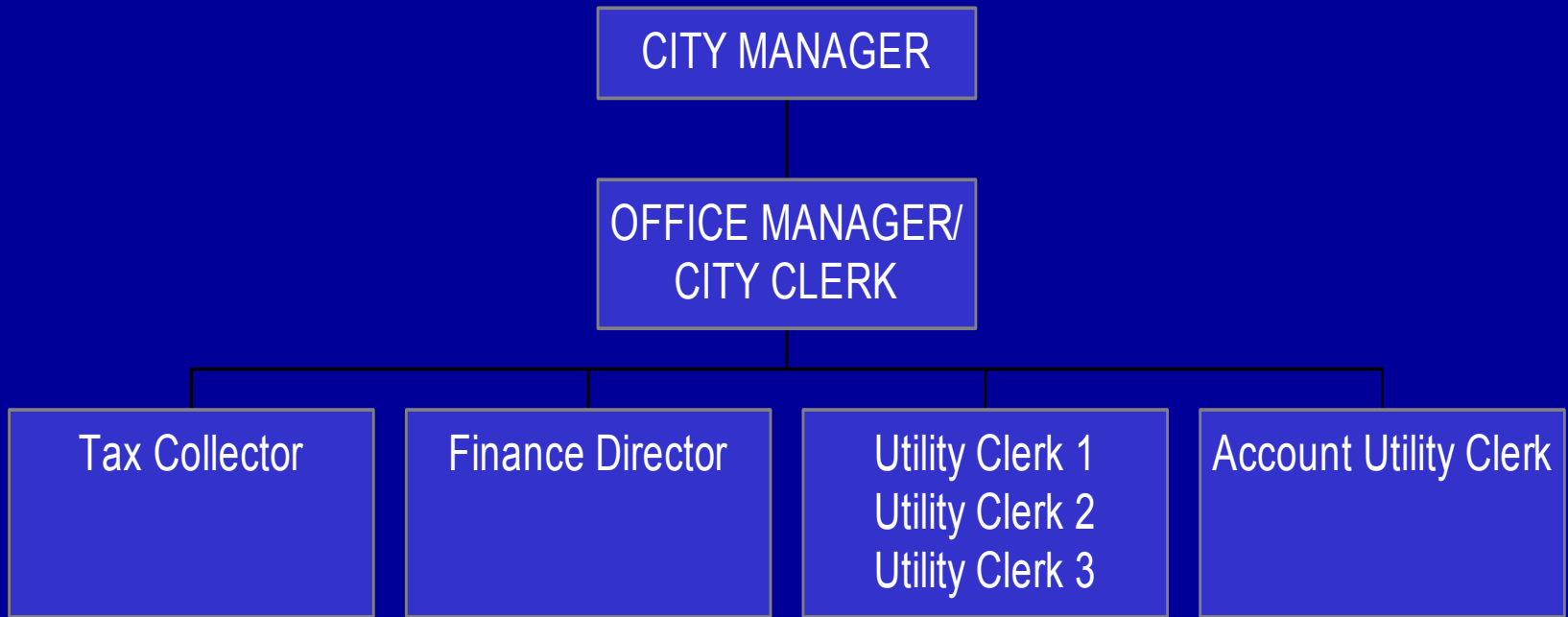


General Government Administration



Challenges Overcome

- City Administration has gone through staff reorganization
- Municipal Software Conversions Since Jan:
A/P, Accounting, Tax & Treasury
Receipting, Utility Billing, Payroll
- Council Room Renovations--dust, noise, fumes

Gardiner's Front Office

Tax Collector – Michelle Fournier collects taxes and liens unpaid tax accounts, acts as our Motor Vehicle Agent, and Deputy City Clerk

Utility Clerks - Kim Dalton, Erin Carleton & TBD assists City Clerk, Tax Collector, City Manager & Council, Planning & Development, Finance, Library, PW and WWTP

Utility Account Clerk – Becky Sieberg** manages Utility Billing, assists City Clerk & Tax Collector

** Becky currently working Temp/Part-time

Types of Transactions This Year. . .

- Handled over 6900 Motor Vehicle Transactions including large fleets--i.e, Pine State, EJP, JF2 LLC
- 278 Renewals through On-line Rapid Renewal (8% increase)
- 3000 Real Estate & Personal Property Tax Accounts (commitment through foreclosure)
- Bill and collect 1500 Sewer Accounts quarterly, including 30 day notice, recording of liens, and foreclosure process
- 450 Liens, real estate and sewer, placed and managed annually
- Researching liens and discharges 20+ years old

Not to Mention . . .

- Vital Record Maintenance – In 2006, Gardiner had 48 Marriages, 77 Deaths and 75 Births
- Inland Fisheries sales and reporting of 700+ hunt/fish licenses and recreational registrations (snowmobiles, atv's and boats) for Gardiner Residents and neighboring communities
- Reconciliation and deposits from City Departments--Library, Building Permits, City Manager's Office licenses, Employee phone bills *(New Software has allowed for Boys & Girls Club and Ambulance Payments to be entered once by department)*
- Notification and collection of returned checks for all city departments
- Dog Licensing
- Maintain and preserve inventory of City Records in Vault—records in vault back to 1803

Anything Else . . .



- Elections - plan, register voters, and conduct Absentee Voting all during normal business hours
- In 2006, consolidated voting districts to one location, approx. 1/3 of voter turnout votes by absentee ballot
- Registrar of Voters – converted over to statewide Central Voter Registration

- Maintain special licensing--i.e., victualer licenses, Trash Haulers, etc.
- Libby Hill Cemetery Lots – sell and handle all inquiries
- Manage Sam's Club Memberships
- Troubleshoot phones and copier machine

Utility Clerk's Daily work

- Answer and screen phone calls, assist in public complaints and inquiries. Maintain city manager files.
- Prepare weekly packet – organize, distribute, post on website, and post council agendas
- Sort mail and drop off outgoing mail at post office daily
- Assist Departments' Needs as they arrive-- covering Meetings, entering payables, Front Office Customer Service

Utility Clerk's As Council Clerks. . .

- Attend meetings, take minutes, and transcribe for legal documentation.
- Prepare and maintain detailed records of minutes and order/ordinance index.
- Advertise & post public hearings, ordinances, liquor licenses.

And, Most Important . . .

- Meet, greet and direct walk-in's on a variety of issues
- Represent City of Gardiner's Philosophies
- Provide superior customer service

Finance Administration

Pat Coty

- Prepares monthly financials with comparative analysis for City Manager, Council, and Department Heads.
- Prepares fiscal year financials for auditors, as well as compilation of activity throughout the year (i.e. new leases, debt, grants) and accrued compensated absences, as well as acting as primary liaison between auditors and City departments.

More Finance . . .

- Reconcile all subsidiary ledgers (Appropriation & Revenue) to the General Ledger for all 15 funds.
- Administers all employee benefits and maintains employee personnel files. Electronic filing of First Report of Injury reports with MMA Risk Management.
- Reviews and processes all accounts payable and payroll checks (approximately 13,000 annually), as well as reconciles bank accounts, trust funds and revolving loans.

This Year In Finance . . .

- A. The development of a new chart of accounts, including crosswalk between old accounts in Northern Data Systems and new accounts was completed in December 2006.
- B. The implementation of new BudgetSense software for accounts payable began January 1, 2007. Departments are now entering their own invoices for payment into the UNIFUND system, which provides much more department accountability.



More Of This Year In Finance.....

- C. The first “live” payroll in the new system was processed on April 4th.

- D. Continued training in BudgetSense A/P and payroll will begin in June with scheduled on-site visits with all departments.