

**CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION**

Agenda Item Number: 3

Meeting Date:

Attachments: Yes No

CITY COUNCIL ACTION

Date:

- | | |
|-----------------------------------|---------------------------------|
| <input type="checkbox"/> Approved | <input type="checkbox"/> Denied |
| <input type="checkbox"/> Amended | <input type="checkbox"/> Tabled |
| <input type="checkbox"/> Other | |

Originating Department: Leisure Service

Agenda Item: Adjust the Leisure Service Budget-Disc Golf Donation

Recommended Action: I am requesting a budget amendment to the Leisure Service Budget reflecting the donation from the local Disc Golfers. I would like to amend the Leisure Service Revenue Budget to reflect this \$1,224.35 donation. In addition I would like to increase the Leisure Service Supplies Budget 101.45432.0229 \$1,224.35 to reflect the expense of 10 new cages for our Disc Golf Course.

Background/Summary: Our department had conversations this summer about the needs of the disc golfers and we agreed that putting in 9 more holes and a practice hole could be accomplished this summer with the clubs assistance. The club will continue to raise money to assist with future enhancements.

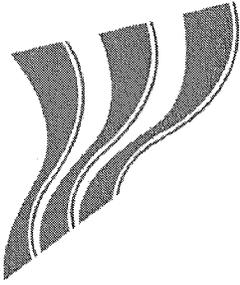
Alternatives:

Financial Considerations: \$1,224.35 of revenue to assist with the \$2,859.89 expended

Preparer: Steve Brisendine

Signature:

Comments:



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 4

Meeting Date: August 26, 2013

Attachments: Yes No

CITY COUNCIL ACTION

Date: September 3, 2013

- Approved Denied
 Amended Tabled
 Other

Originating Department: Finance

Agenda Item: Set the Preliminary 2014 Tax Levy by resolution.

Recommended Action: To set the Preliminary Tax Levy at \$4,139,734

Background/Summary:

Action required by the City to set a preliminary tax levy to comply with the Truth in Taxation Statute. Due to the levy limit law being reinstated in 2013 for the 2014 tax year, the levy cannot be raised over the 2013 tax levy. The levy proposed of \$4,139,734 can be lowered, but not be raised after certification to the County Auditor's office.

Alternatives: To set the amount at a lower amount and not take advantage of the ability to lower at a later time.

Financial Considerations: Total fiscal impact would be to tax the citizens of Willmar and provide the second largest funding source for the General Fund. Tax impact would stay relatively the same due to increased construction and lowering of residential values.

Preparer: Steven B. Okins

Signature: 

Comments:



CITY ADMINISTRATOR

City Office Building
Box 755
Willmar, Minnesota 56201
320-235-4913
FAX: 320-235-4917
www.ci.willmar.mn.us

MEMORANDUM

To: Finance Committee

From: Charlene Stevens, City Administrator 

Dated: August 23, 2013

Re: Mayor's 2014 Budget Reductions and Impacts – Dues, Subscriptions and Memberships

City staff have been asked to provide some additional information on how services and programs would be impacted by the Mayor's proposed reductions of Memberships and Dues.

The total dollars budgeted City wide for 2013 were \$72,317 for the General Fund or .48% and \$4,100 in the Wastewater Treatment Fund. For 2014, the Mayor has proposed reducing all departments by 35%. The dues for the League of Minnesota Cities, National League of Cities and Coalition of Greater Minnesota Cities represented approximately \$48,000 in 2013 or 66% of the overall budget for Dues and Subscriptions.

The remaining departments would be impacted as follows:

City Administrator : The City Administrator is a member of ICMA and MCMA, as well as the Willmar Rotary Club.

Mayor and Council: League of Minnesota Cities, National League of Cities, Coalition of Greater Minnesota Cities. Willmar has been a charter member of the LMC and CGMC. Reducing the LMC membership would cost the City significant dollars by raising the City's costs of insurance. The loss of the CGMC membership will affect the City by its loss of legislative information and legislative influence. The CGMC staff made a full presentation to the City Council on Monday, August 19, 2013.

Planning and Development Services : Both the Director and Planner are members of the State Planning Association.

City Clerk: The City Clerk is a member of the Municipal Clerks and Finance Officers Association.

Assessing: Assessors are members of their State professional association.



Finance Department: Finance staff are members of the Minnesota Finance Officers Association.

Information Technology: Staff are members of their State professional associations.

Leisure Services: Staff are members of the Minnesota Parks and Recreation Association. Staff also participate in local service clubs. Fees for our on-line bracketing and league scheduling software are also part of this line item.

Civic Center: The manager is a member of the Minnesota Arena Managers Association.

Fire Department: The Chief is a member of the Kandiyohi County Fire Chiefs, State Fire Chiefs and International Fire Chief Association, as well as the Association of MN Emergency Responders. Dollars are also used to purchase NPFA Codes and Standards which are critical for the Fire Marshall.

Public Works: Personnel in WWTP, Public Works and Engineering also participate in their professional associations. CADD subscription is also included.

Police Department: The Chief participates in the Minnesota and National Police Associations.

Summary: The City of Willmar does not offer regular training to our staff on customer service, supervision, harassment, employment law or any of the basics of management. We rely on our staff getting most of their training from their professional associations. If the ability to participate in professional associations is limited along with the limits in travel and training, we will not be providing our staff with adequate training.

The reductions could also have an impact on our ability to recruit and retain staff in the future.



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MEMORANDUM

To: Finance Committee

From: Charlene Stevens, City Administrator 

Dated: August 23, 2013

Re: Mayor's 2014 Budget Reductions and Impacts – Travel and Training

City staff has been asked to provide some additional information on how services and programs would be impacted by the Mayor's proposed reductions of 50% in funding for Travel and Training.

The total dollars budgeted City wide for travel and training for 2013 were \$74,090 for the General Fund or .48% and \$9,400 in the Wastewater Treatment Fund. For 2014, the Mayor has proposed reducing all departments except the Police Department by 50%, leaving only \$57,308 for travel and training or .36% of the General Fund. The Police Department represents \$30,000 of the overall training budget.

The remaining departments would be impacted as follows:

City Administrator: The funds have been used for the Administrator to attend MCMA, ICMA, LMC or CGMC Conferences and events. Funding is also used for training for the Administrative Assistant.

Mayor and Council: Attendance at League of Minnesota Cities seminars, meetings and the like would be curtailed and limited to a select few on Council or Council members would be responsible for their own costs.

Planning and Development Services: Annual certification of staff. Building Inspectors require certain state certifications or they will not be qualified to perform inspections. Both planners have Continuing Education (CEU) requirements as well.

City Clerk: The City Clerk typically attends the Municipal Clerks and Finance Officers Association. Also charged to this line item are the costs for the CVB noon board meetings. The Clerk would not attend the MCFOA conference.



Assessing: Assessors must be licensed and certified; additionally a new assessor must be trained. The reduction in dollars would not allow us to properly train a new appraiser and maintain existing licenses. Without certified appraisers, we would not be able to continue to assess properties. Funds are also used to pay mileage for personal vehicles used for City business due to a reduction in fleet.

Finance Department: In the past, funding has been used for the Finance Director to attend the legislative action days for the CGMC, LMC conference and Springsted Symposiums, as well as training for the other staff.

Information Technology: Training funds are used for IT and WRAC 8 staff to maintain certifications and training on current and new technologies. Funds are also used for mileage in personal vehicles while on City business.

Leisure Services: With the reduction in fleet, mileage for employees' use of personal vehicles is now charged to this account. Three employees attend the Minnesota Parks and Recreation Conference. The reduction would impact the number of employees able to attend the Minnesota Parks and Recreation Conference. Dollars are also spent to keep the pool operators' certificate up to date.

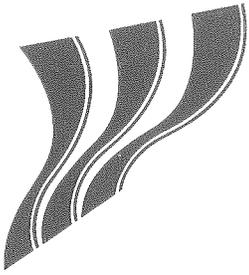
Civic Center: The budget is for attendance of the Arena Manager to attend the Minnesota Arena Managers events. The Manager would no longer be able to attend.

Fire Department: Training is required for firefighters to maintain a minimum certification for the National Firefighters Protection Agency (NFPA) standards, as well as hazardous materials and Emergency Medical Services Board. Firefighters also require recertification. Funding also anticipated an increase in firefighters and the required training costs. Without completion of trainings and certifications, the Department will not be in compliance with State regulations.

Public Works: Personnel in WWTP, Public Works and Engineering all require training and certification. They also are provided with skills training in their fields. If certifications cannot be maintained, then we will not be able to perform tasks in accordance with State regulations, such as MPCA.

Summary: The reductions in travel and training would severely limit an already limited training budget. We would struggle to maintain minimum certifications and certainly would not be developing our staff for future opportunities or equipping them with new skills for new tasks. We do not offer regular training to our staff on customer service, supervision, harassment, employment law or any of the basic of management. We rely on our staff getting that training from their professional associations.

I have been working with Kandiyohi County and the Willmar Municipal Utilities on developing basic management training, but without funds, we would not be able to continue that collaboration.



Memo

To: Finance Committee

From: Staff

Re: Mayor's 2014 Budget Reductions and Impacts.

City staff have been asked to provide some additional information on how services and programs would be impacted by the Mayor's proposed reductions of 50% in funding for Travel and Training; 35% reduction for Memberships and Dues and 35% for Professional Services:

Professional Services: The total dollars spent City wide for Professional Services for 2013 was \$ 412,010 for the General Fund or 2.7%, \$ 44,041 for the Airport and \$ 107,000 in the Wastewater Treatment Fund. For 2014, after reclassifications for Janitorial services and proposed reductions by the City Administrator, the Mayor has proposed reducing all departments by 35%, leaving only \$ 246,415 for Professional Services or 1.59% of the General Fund. The Legal Services represents \$ 140,400 of the overall Professional Service budget.

The remaining departments would be impacted as follows:

Mayor and Council: The recording of Council documents, downtown gateway redesign work, pay equity updating and retreat facilitators.

City Clerk: Municipal Code Updating.

Finance Department: Due to the increase in Grant activity and the large projects the City has been doing, there would be a negative impact, and possible a shortage to cover the independent auditing costs.

Legal Fees: The ability to have legal review of required Council and staff actions would be negatively impacted.

Information Technology: Funds are used for outside services for some of the specialty programs.

Leisure Services: Referee and Umpiring services would be impacted.

Police: Costs for interpretive services, Willmar Pet Hospital for impounding and automated pawn registration, and Rice Hospital services are all charged and accounted in this area.

Fire Department: The professional services budget is paramount to the safety of each firefighter. Numerous agencies such as the NFPA, Minnesota Occupational Safety and Health Administration (MNOSHA) along with the Underwriters Laboratory (UL) require the fire department to hire a 3rd party contractor to test and measure various pieces of equipment used by firefighters to ensure they are operating correctly, thus assuring their safety when operating at the scene of an emergency of training.

Airport: Without an onsite City employee the contract for management services is would not be able to be covered and have to be renegotiated.

Waste Treatment: All outside required testing by Minnesota Testing Lab. would be impacted.

Summary: The reductions in Professional Services would severely impact the ability to cover legal, auditing, interpretive and required testing and inspection services by independent 3rd parties.



Central Minnesota Community Foundation

Engaging People, Building Community

August 1, 2013

Steve Okins
Willmar City Offices
PO Box 755
Willmar, MN 56201

Willmar Arts Fund
For Quarter Ending June 30, 2013

WAFU - 12

	Quarter to Date 04/01/13-06/30/13	Fiscal Yr to Date 07/01/12-06/30/13
Beginning Balance	106,639.99	99,982.72
Contributions	60.00	260.00
Other Income	0.00	0.00
Investment Activity		
Capital Gains/Losses	461.69	2,055.67
Unrealized Gains/Losses	-2,109.46	6,115.80
Interest & Dividends	611.24	2,532.27
Disbursements		
Grants and Distributions	0.00	-5,283.00
Other Expenses	0.00	0.00
Other Adjustments		
Inter-fund Gifts	0.00	0.00
Grants Returned	0.00	0.00
Inter-fund Grants	0.00	0.00
Ending Balance	105,663.46	105,663.46
Grants Payable		0.00

If you have any questions, please contact **Patty Kennedy, Director of Finance and Investments**, 320.257.9733 or pkennedy@communitygiving.org.

AFFILIATES

Alexandria Area
Community Foundation

Brainerd Lakes Area
Community Foundation

Willmar Area
Community Foundation

101 South 7th Avenue, Suite 100, St. Cloud, Minnesota 56301
phone (320) 253-4380 ♦ toll free (877) 253-4380 ♦ fax (320) 240-9215 ♦ CommunityGiving.org



Central Minnesota Community Foundation

Engaging People, Building Community

WAFU Gift and Grant Detail

Donor	Date	Amount	Contribution
Nancy Lee Johnson and Jeff Johnson	07/06/2012	10.00	Payroll
Nancy Lee Johnson and Jeff Johnson	07/20/2012	10.00	Payroll
Nancy Lee Johnson and Jeff Johnson	08/03/2012	10.00	Payroll
Nancy Lee Johnson and Jeff Johnson	08/17/2012	10.00	Payroll
Nancy Lee Johnson and Jeff Johnson	08/31/2012	10.00	Payroll
Nancy Lee Johnson and Jeff Johnson	09/14/2012	10.00	Payroll
Nancy Lee Johnson and Jeff Johnson	09/28/2012	10.00	Payroll
Nancy Lee Johnson and Jeff Johnson	10/12/2012	10.00	Payroll
Nancy Lee Johnson and Jeff Johnson	10/26/2012	10.00	Payroll
Nancy Lee Johnson and Jeff Johnson	11/09/2012	10.00	Payroll
Nancy Lee Johnson and Jeff Johnson	11/23/2012	10.00	Payroll
Nancy Lee Johnson and Jeff Johnson	12/07/2012	10.00	Payroll
Nancy Lee Johnson and Jeff Johnson	12/21/2012	10.00	Payroll
Nancy Lee Johnson and Jeff Johnson	01/04/2013	10.00	Payroll
Nancy Lee Johnson and Jeff Johnson	01/18/2013	10.00	Payroll
Nancy Lee Johnson and Jeff Johnson	02/01/2013	10.00	Payroll
Nancy Lee Johnson and Jeff Johnson	02/15/2013	10.00	Payroll
Nancy Lee Johnson and Jeff Johnson	03/01/2013	10.00	Payroll
Nancy Lee Johnson	03/15/2013	10.00	Payroll

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Central Minnesota Community Foundation

Engaging People, Building Community

and Jeff Johnson			
Nancy Lee Johnson	03/29/2013	10.00	Payroll
and Jeff Johnson			
Nancy Lee Johnson	04/12/2013	10.00	Payroll
and Jeff Johnson			
Nancy Lee Johnson	04/26/2013	10.00	Payroll
and Jeff Johnson			
Nancy Lee Johnson	05/10/2013	10.00	Payroll
and Jeff Johnson			
Nancy Lee Johnson	05/24/2013	10.00	Payroll
and Jeff Johnson			
Nancy Lee Johnson	06/07/2013	10.00	Payroll
and Jeff Johnson			
Nancy Lee Johnson	06/21/2013	10.00	Payroll
and Jeff Johnson			
*** Total Gifts:		260.00	

Grantee	Date	Amount	Descr
Willmar Area Symphonic Orchestra	11/02/2012	1,283.00	Young Artists Concert of the Willmar Area Symphonic Orchestra
Willmar Area Arts Council	11/02/2012	2,000.00	Willmar Area Arts Council--General Operating Support
Willmar Area Arts Council	11/02/2012	2,000.00	Willmar Area Arts Council--Studio Hop and Celebrate Art! Celebrate Coffee!
*** Total Grants:		5,283.00	

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Investment Management
& Trust

Activity Summary as of 7/31/2013

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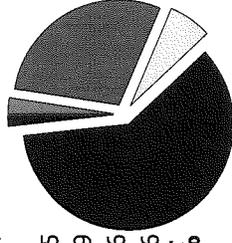
Account 180205

Market Value Reconciliation

	Since 07/01/2013 (\$)	Year to Date (\$)
Beginning Market Value	2,726,478.18	2,616,990.01
Disbursements		
Withdrawals	-11,000.00	-42,002.36
Expenses	0.00	-498.75
Fees	-1,750.35	-12,127.97
Total Disbursements	-12,750.35	-54,629.08
Income		
Investment Income	3,619.64	25,780.07
Total Income	3,619.64	25,780.07
Value on Jul 31, 2013	2,807,121.61	2,807,121.61
Total Change in Portfolio Value	89,774.13	218,980.61

Asset Allocation

Asset Category	Market Value	% Total
Cash & Money	68,548.68	2.44
Markets		
Fixed Income	812,535.66	28.95
Alternative	190,724.51	6.79
Equity	1,688,680.42	60.16
Other	46,632.33	1.66
Total	\$2,807,121.61	100.00%



Income Summary

	This Period (\$)	Year to Date (\$)
Taxable Income	3,619.64	25,780.07
Total Income Summary	3,619.64	25,780.07

Gain/Loss Summary

	This Period (\$)	Year to Date (\$)
Short-term	0.00	138.65
Long-term	3,245.82	16,482.45
Total Gain/Loss Summary	3,245.82	16,621.10



*Investment Management
& Trust*

Selected Period Performance
RICE CUSHMAN A CHAR TR
Account 180205
Period Ending: 07/31/2013

<u>Sector</u>	<u>Market Value</u>	<u>1 Month</u>	<u>Year to Date (7 Months)</u>
Total Fund	2,768,295	3.48	9.62
Total Fd Net Fee	2,768,295	3.42	9.13
Fixed Income	818,832	.35	-.64
BarCap Int Aggregate Bd		.18	-1.47
Domestic Equity	1,363,683	5.79	20.32
S&P 500 Index		5.09	19.63
Russell 2000 Index		7.00	23.97
Intl. Equity	326,506	5.70	5.47
MSCI EAFE (US\$ & Net) Index		5.28	9.60
Short Term Cash	68,220	.00	.01
Citigroup 1 Month Treas Bill		.00	.01
Alternative Investments	190,725	-.89	1.08
Citigroup 3 Month Treas Bill		.00	.04
Uninvested Cash	329	.00	.00

While the information and statistics given are believed to be complete and accurate, we cannot guarantee their completeness or accuracy. Past performance is no guarantee of future results.