

WILLMAR

City Office Building
333 SW 6th Street
Willmar, MN 56201
Main Number 320-235-4913
Fax Number 320-235-4917

CITY COUNCIL AGENDA REPORT

To: Mayor and City Council	Date: September 17, 2018
From: Sean E. Christensen, P.E. Public Works Director 46	Subject: Willmar Noon Lions Fountain Donation

AGENDA ITEM: Willmar Noon Lions Fountain Donation

INTRODUCTION/REQUEST:

The Willmar Noon Lions are proposing a donation of a water fountain to be placed at a City park.

HISTORY: The Willmar Noon Lions group was very instrumental in the development of the dog park and have assisted Public Works staff with keeping the park clean and useable for the community.

CURRENT CIRCUMSTANCE:

The Willmar Noon Lions would like to donate a lion water fountain to be installed at a City park. Staff selected Rice Park and will place the fountain to the east of the shelter next to the playground.

RECOMMENDATION:

Approving the donation from the Willmar Noon Lions and placing the fountain at Rice Park.

FINANCIAL IMPACT:

Accept the donation to cover the expense of the fountain.

REVIEWED BY: Ike Holland, City Administrator

WORK SESSION MEETING DATE: September 17, 2018

RESOLUTION NO. _____

ACKNOWLEDGEMENT OF DONATION

Motion By: _____

Second By: _____

WHEREAS, the City of Willmar has received a donation to purchase a lion fountain to be placed at the City's Rice Park.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Willmar, Minnesota that the City formally accept the donation in association with the Willmar Noon Lions, who were instrumental with fundraising.

Dated this 17th day of September, 2018

MAYOR

Attest:

CITY CLERK





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CITY COUNCIL AGENDA REPORT

To: Mayor and City Council	Date: September 17, 2018
From: GM John Harren/DOF Denise Runge	Subject: 2019 WMU Budget & Capital Improvement Plan

AGENDA ITEM: Approval of 2019 Willmar Municipal Utilities (WMU) Budget and Five-Year Capital Improvement Plan (CIP) (Please see attached Budget & CIP.)

INTRODUCTION/REQUEST: Willmar Municipal Utilities respectfully requests the City of Willmar's approval of the 2019 WMU Budget and Five-Year Capital Improvement Plan (2019-2023).

HISTORY: Reviewed & recommended for approval by WMU Planning Committee: 08.23.18
Reviewed & approved by Willmar Municipal Utilities Commission: 08.27.18.

CURRENT CIRCUMSTANCE: Approved budget required for October 1st deadline submission date for the Attachment O (projected transmission data for 2019).

RECOMMENDATION: Approve as presented.

ISSUES: N/A

FINANCIAL IMPACT: WMU intends to commission a rate study in 2019. Electric revenue is stable; however, with renewable energy becoming attractive to install, our fixed costs need to be analyzed and allocated to fixed charges.

Water Treatment Plant improvements are estimated at \$9.5 million. It is anticipated that we will finance said project with bond funds. In addition, the City is requesting WMU to cover the cost of water main replacement. The rate study will identify the rate increase that will be required to retain a stable reserve.

ALTERNATIVES:

1. Don't approve and/or amend budget.
- 2.

RECOMMENDED MOTION: Approve the 2019 WMU Budget & CIP as presented

REVIEWED BY: Ike Holland, City Administrator

WORK SESSION DATE: September 17, 2018

COUNCIL MEETING DATE: September 17, 2018

**WILLMAR MUNICIPAL UTILITIES
BUDGET
2019**

	2018 Budget	2019 Budget	
<i>Operating revenues</i>			
Residential	\$9,531,191	\$9,702,827	
Commercial/industrial	\$21,511,233	\$21,466,717	
Energy acquisition/fuel adj	\$300,000	\$0	
City Franchise Fee	\$3,000,000	\$2,602,600	
Transmission	\$1,900,000	\$1,700,000	
Miscellaneous	\$313,272	\$831,729	
Total operating revenues	<u>\$36,555,696</u>	<u>\$36,303,873</u>	
<i>Operating expenses</i>			
Production operation	\$3,888,709	\$1,232,179	
Production maintenance	\$1,139,721	\$988,656	
Purchased power	\$11,074,895	\$13,941,810	
Transmission operation	\$3,120,172	\$3,572,332	
Transmission maintenance	\$101,643	\$131,391	
Distribution operation	\$1,086,192	\$1,011,557	
Distribution maintenance	\$1,099,988	\$1,152,331	
Customer service	\$657,200	\$743,813	
Energy Services	\$437,206	\$374,072	
General & administrative	\$4,037,785	\$3,863,560	
Depreciation	\$2,300,000	\$2,359,000	
Total operating expenses	<u>\$28,943,511</u>	<u>\$29,370,701</u>	1.48%
<i>Operating income</i>			
Other income	\$243,950	\$229,036	
Other expense	\$305,109	\$221,200	
Net earnings	<u>\$61,159</u>	<u>-\$7,836</u>	
Intragovernmental transfer	\$2,152,600	\$2,152,600	
<i>Retained earnings</i>	<u>\$5,398,426</u>	<u>\$4,788,408</u>	

**WILLMAR MUNICIPAL UTILITIES
STATEMENT OF CASH FLOWS
5 YEAR CAPITAL IMPROVEMENT PLAN
2019-2023**

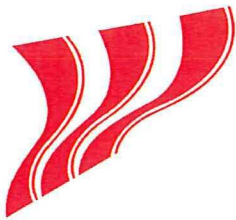
	2018	2019	2020	2021	2022	2023
Cash on Hand 12/31/18	\$8,500,000					
Investments 12/31/18	\$27,765,617					
Reserved Funds	-\$14,487,028			-\$3,108,991	-\$4,836,208	
Loan Funds			\$11,250,000	\$17,500,000		
Total Cash	\$21,778,589	\$0	\$11,250,000	\$14,391,009	-\$4,836,208	\$0
Revenue		\$33,701,273	\$34,646,649	\$34,812,852	\$34,977,786	\$35,692,584
City Franchise Fee		\$2,602,600	\$2,602,600	\$2,602,600	\$2,602,600	\$2,602,600
Total Revenue Received		\$36,303,873	\$37,249,249	\$37,415,452	\$37,580,386	\$38,295,184
Operating Expenses		\$29,370,701	\$29,667,248	\$29,095,768	\$28,510,000	\$27,909,589
Bad Debts		\$674,025	\$692,933	\$696,257	\$699,556	\$713,852
Add Depreciation		\$2,359,000	\$2,417,975	\$2,478,424	\$2,540,385	\$2,603,895
Total Operating Exp less Depreciation		\$27,011,701	\$27,249,273	\$26,617,343	\$25,969,615	\$25,305,694
Other Income		\$229,036	\$231,327	\$233,640	\$235,976	\$238,336
Other Expense		\$221,200	\$223,412	\$225,646	\$227,903	\$230,182
Intragovernmental transfer		\$2,152,600	\$2,152,600	\$2,152,600	\$2,152,600	\$2,152,600
Bond Payment Principle & Interest		\$829,156	\$827,156	\$1,688,022	\$3,023,937	\$3,026,399
Additional Cash Outflows		\$2,973,920	\$2,971,842	\$3,832,629	\$5,168,463	\$5,170,845
Heating Conversion		\$110,000	\$0	\$0	\$0	\$0
Office/Warehouse		\$1,175,000	\$805,000	\$12,170,000	\$0	\$0
Vehicles/Equipment		\$269,000	\$225,000	\$124,000	\$115,000	\$87,300
Electric Construction		\$1,270,749	\$3,413,775	\$4,215,331	\$878,715	\$691,612
Transformers		\$114,365	\$87,740	\$91,249	\$115,149	\$98,695
Power Plant Clean up		\$0	\$0	\$0	\$500,000	\$2,500,000
GIS Software		\$105,500	\$0	\$0	\$0	\$0
New Generation		\$0	\$14,000,000	\$0	\$0	\$0
Surveillance		\$50,000	\$0	\$0	\$0	\$0
Water Meters		\$71,100	\$73,400	\$75,600	\$78,000	\$80,300
Water Construction		\$4,255,900	\$6,839,300	\$132,000	\$157,600	\$158,400
Water Mains		\$220,000	\$250,000	\$250,000	\$255,000	\$255,000
SCADA Upgrade		\$0	\$248,500	\$33,000	\$120,000	\$0
Tools		\$12,400	\$5,500	\$5,500	\$5,500	\$5,500
MDM		\$50,000	\$0	\$0	\$0	\$0
Test Bench		\$30,000	\$0	\$0	\$0	\$0
Load Share		\$303,250	\$303,250	\$286,000	\$0	\$0
Servers/Firewalls/Office Equipment		\$94,000	\$0	\$0	\$25,600	\$0
Total Capital Projects		\$8,131,264	\$26,251,464	\$17,382,680	\$2,250,564	\$3,876,807
Net Cash Balance	\$21,778,589	\$19,965,577	\$11,992,247	\$15,966,057	\$15,321,592	\$19,263,430

WILLMAR MUNICIPAL UTILITIES
STATEMENT OF CASH FLOWS -WATER
2019-2023

	2018	2019	2020	2021	2022	2023
Cash on Hand 12/31/18	\$1,299,442					
Investments 12/31/18	\$4,350,306					
Reserved Funds	-\$1,770,000			-\$3,108,991		
Loan Funds (Water Treatment Plant)			\$11,250,000			
Total Cash	\$3,879,748	\$0	\$11,250,000	-\$3,108,991	\$0	\$0
Revenue		\$2,856,979	\$2,871,264	\$2,885,620	\$2,900,048	\$2,914,548
Rate Increase Water						
Total Revenue Received		\$2,856,979	\$2,871,264	\$2,885,620	\$2,900,048	\$2,914,548
Operating Expenses		\$1,988,642	\$2,038,358	\$2,089,316	\$2,141,549	\$2,195,088
Bad Debts		\$57,140	\$57,425	\$57,712	\$58,001	\$58,291
Add Depreciation		\$402,000	\$412,050	\$422,351	\$432,910	\$443,733
Total Operating Exp less Depreciation		\$1,586,642	\$1,626,308	\$1,666,965	\$1,708,639	\$1,751,355
Other Income		\$21,013	\$21,223	\$21,435	\$21,649	\$21,866
Other Expense		\$0	\$0	\$0	\$0	\$0
Intragovernmental transfer						
Bond Payment Principle & Interest				\$858,991	\$858,991	\$858,991
Additional Cash Outflows		-\$21,013	-\$21,223	\$837,556	\$837,342	\$837,125
Office/Warehouse		\$199,085	\$96,852	\$1,734,395	\$0	\$0
SCADA Upgrade		\$0	\$148,500	\$33,000	\$0	\$0
GIS		\$33,000	\$0	\$0	\$0	\$0
Vehicles/Equipment		\$44,000	\$0	\$44,000	\$0	\$47,300
Water Meters		\$71,100	\$73,400	\$75,600	\$78,000	\$80,300
Water Construction		\$4,255,900	\$6,839,300	\$132,000	\$157,600	\$158,400
Water Mains		\$220,000	\$250,000	\$250,000	\$255,000	\$255,000
Tools		\$12,400	\$5,500	\$5,500	\$5,500	\$5,500
Total Capital Projects		\$4,835,485	\$7,413,552	\$2,274,495	\$496,100	\$546,500
Net Cash Balance	\$3,879,748	\$335,613	\$5,438,239	\$435,852	\$293,818	\$73,386

**WILLMAR MUNICIPAL UTILITIES
STATEMENT OF CASH FLOWS - ELECTRIC
2019-2023**

	2018	2019	2020	2021	2022	2023
Cash on Hand 12/31/17	\$7,200,558					
Investments 12/31/17	\$23,415,311					
Reserved Funds	-\$12,717,028				-\$4,836,208	
Loan Funds				\$17,500,000		
Total Cash	\$17,898,841	\$0	\$0	\$17,500,000	-\$4,836,208	\$0
Revenue		\$30,844,294	\$31,775,385	\$31,927,232	\$32,077,738	\$32,778,036
City Franchise Fee		\$2,602,600	\$2,602,600	\$2,602,600	\$2,602,600	\$2,602,600
Total Revenue Received		\$33,446,894	\$34,377,985	\$34,529,832	\$34,680,338	\$35,380,636
Operating Expenses		\$27,382,059	\$27,628,890	\$27,006,451	\$26,368,451	\$25,714,501
Bad Debts		\$616,886	\$635,508	\$638,545	\$641,555	\$655,561
Add Depreciation		\$1,957,000	\$2,005,925	\$2,056,073	\$2,107,475	\$2,160,162
Total Operating Exp less Depreciation		\$25,425,059	\$25,622,965	\$24,950,378	\$24,260,976	\$23,554,339
Other Income		\$208,024	\$210,104	\$212,205	\$214,327	\$216,470
Other Expense		\$221,200	\$223,412	\$225,646	\$227,903	\$230,182
Intragovernmental transfer		\$2,152,600	\$2,152,600	\$2,152,600	\$2,152,600	\$2,152,600
Bond Payment Principle & Interest		\$829,156	\$827,156	\$829,031	\$2,164,946	\$2,167,408
Additional Cash Outflows		\$2,994,933	\$2,993,064	\$2,995,072	\$4,331,121	\$4,333,719
Heating Conversion		\$110,000	\$0	\$0	\$0	\$0
Office/Warehouse		\$975,915	\$708,148	\$10,435,605	\$0	\$0
Vehicles/Equipment		\$225,000	\$225,000	\$80,000	\$115,000	\$40,000
Electric Construction		\$1,270,749	\$3,413,775	\$4,215,331	\$878,715	\$691,612
Transformers		\$114,365	\$87,740	\$91,249	\$115,149	\$98,695
Power Plant Clean up		\$0	\$0	\$0	\$500,000	\$2,500,000
GIS Software		\$72,500	\$0	\$0	\$0	\$0
SCADA Upgrade		\$0	\$100,000	\$0	\$120,000	\$0
New Generation		\$0	\$14,000,000	\$0	\$0	\$0
Surveillance		\$50,000	\$0	\$0	\$0	\$0
MDM		\$50,000	\$0	\$0	\$0	\$0
Test Bench		\$30,000	\$0	\$0	\$0	\$0
Load Share		\$303,250	\$303,250	\$286,000	\$0	\$0
Servers/Firewalls/Office Equipment		\$94,000	\$0	\$0	\$25,600	\$0
Total Capital Projects		\$3,295,779	\$18,837,912	\$15,108,185	\$1,754,464	\$3,330,307
Net Cash Balance	\$17,898,841	\$19,629,964	\$6,554,007	\$15,530,204	\$15,027,773	\$19,190,043



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CITY COUNCIL AGENDA REPORT

To: Mayor and City Council	Date: September 17, 2018
From: Samantha Beckman, Human Resource Director	Subject: Consideration of Kronos Timekeeping/Payroll System

AGENDA ITEM: Consideration of Kronos Timekeeping/Payroll System

INTRODUCTION/REQUEST: The City Council review the functions and benefits of using Kronos for our Employee Lifecycle Management and approve switching from our current systems to the all-in-one system of Kronos.

HISTORY: The City's biggest need right now is for an updated timekeeping system. Currently we use paper timecards that don't record start time, end times, or lunch breaks and don't automatically track paid time off accruals.

CURRENT CIRCUMSTANCE: The City currently uses multiple programs/systems plus manual employee hours for recruitment (NeoGov), new-hire onboarding, timekeeping, project tracking (T-sheets), performance management, payroll (Conduent), tax filing, and scheduling. Switching to one provider for these services will reduce our errors, redundancy, and man hours.

RECOMMENDATION: Approve the switch to Kronos in 2019 as our one system for recruiting, onboarding, timekeeping, payroll, tax filing, performance management, and scheduling.

ISSUES: None

FINANCIAL IMPACT: One-time set-up fee of \$6,750 and minimum annual fee of \$21,705.60. Total cost of the systems we would be discontinuing is \$11,001.52. Annually an increase of about \$10,000 to add timekeeping software, onboarding, performance management, tax filing, and scheduling software.

ALTERNATIVES:

1. Keep the current processes and programs in place.

RECOMMENDED MOTION: Approve the switch to Kronos in 2019 as our one system for recruiting, onboarding, timekeeping, payroll, tax filing, performance management, and scheduling.

REVIEWED BY: Ike Holland, City Administrator

WORK SESSION DATE: September 17, 2018

COUNCIL MEETING DATE: September 17, 2018

☐ Regular Agenda ☐ Consent Agenda

Workforce Ready ACA Manager

Proactively manage ACA compliance across your entire workforce

When it comes to ACA administration, spreadsheets, home-grown reports, and manual calculations will do little to simplify a highly complex process with potentially significant financial consequences. Instead, organizations like yours need integrated human capital management tools that provide complete automation and high-quality information for driving cost-effective labor decisions and minimizing ACA compliance risk. The good news is that Kronos already has these tools ready for you with the Kronos Workforce Ready® ACA Manager™.

Workforce Ready ACA Manager provides proactive management of your ACA compliance strategy across your entire workforce. It gives you the tools to effectively manage regular- and variable-hour employees' benefit compliance, along with applicable reporting and a simple year-end process. It's ACA compliance made easy!

Get comprehensive ACA status visibility

With Workforce Ready ACA Manager, you can access both real-time and historical detail on ACA status measurements for your company as a whole as well as for individual employees. Management dashboards provide consolidated views of regular- and variable-hour labor pools and the ability to drill down into views for each employee. View any employee's current status or historical status by month with the ACA Timeline view.

Key Benefits

- » **AUTOMATE EMPLOYEE HOURS**
tracking against set measurement periods
- » **REAL-TIME REPORTING** provides
anytime monitoring of employee's
ACA status
- » **STREAMLINE BENEFITS
ENROLLMENT** with automatic
enrollment notifications
- » **ACCURATELY COMPLETE AND
FINALIZE** forms to submit to the IRS

ACA Compliance Overview						
Rows On Page 10 7 Rows						
Month	Year	Hours	Affordable Plan Offered	Minimum Value Plan Offered	Employees Tested Next Month	
in						
April, May, June, J		0				
August	2017	9043.25	125	125	-	-
July	2017	7336.00	125	125	-	-
June	2017	2611.00	125	125	1	-
May	2017	5122.50	125	125	-	-
April	2017	11055.25	125	125	126	-
August	2016	19845.83	125	125	-	-
July	2016	19234.51	125	125	-	-
Totals		74284.75	875	875	127	-

The ACA Compliance Overview shows — at a glance — your total number of employees by month, how many of those employees are part time, and how many part-time employees are approaching full-time status.

Automate ACA strategy enforcement

Workforce Ready ACA Manager lets you proactively manage your ACA compliance strategies and policies. Compliance alerts notify managers when an employee's status changes to full time or part time, when an employee is approaching eligibility, and when an employee has scheduled hours that would put him or her over the eligibility limit. Alerts can also be sent to employees to notify them that they are eligible for benefits. Additional rules can help you enforce schedules and maintain your preferred full-time/part-time employee mix.

Closed-loop ACA process administration

Workforce Ready ACA Manager is the only human capital management suite that delivers the power of a platform unified for HR/benefits administration, time and attendance, and payroll. With a single record for each employee, you can streamline and automate the benefits enrollment process as they reach eligibility. Eligibility notifications can be sent to employees with links to automate the enrollment process via simplified self-service features.

Simplified year-end process for IRS filing

With Workforce Ready, organizations follow a simple year-end process to complete and finalize the IRS forms. Accurately completing the forms is a breeze with the auto-populate button that directly pulls required employee data into each form. What's more, Kronos works directly with the IRS to ensure the forms in the system are up to date and formatted to the specific AIR submission file specifications.

Workforce Ready takes the administrative headache out of ACA compliance through automated hours tracking, benefit enrollment, notifications, reporting, and completing and finalizing the forms. So when it comes time to file with the IRS, organizations can be confident that the forms are accurate, complete, and ready to submit.

ACA Timeline						
<div> < > Date Range: 04/01/2017 - 10/01/2017 </div> <div> ACA Profile ACA Profile </div> <div> 01/01/2012 </div> <div> Last Calculated On: 09/03/2017 03:49a </div>						
Hours	134.50	44.75	95.25	118.00	113.50	8.00
Month Status	FT	PT	PT	PT	PT	PT
ACA Status	-	-	-	-	-	-
Waiting Period Month	-	-	-	-	-	-
Initial Measurement Month	-	-	-	-	-	-
Initial Administrative Month	-	-	-	-	-	-
Initial Stability Month	-	-	-	-	-	-
Standard Measurement Month	6	1	2	3	4	5
Standard Administrative Month	-	1	2	-	-	-
Standard Stability Month	4	5	6	1	2	3
Affordable Plan Offered	Yes	Yes	Yes	Yes	Yes	Yes

In the ACA Timeline view, you can drill down to see each employee's status for the ACA Measurement, Administration, and Stability periods.

Workforce Ready HR

Focus on people — not paperwork and processes

Human resources (HR) professionals continue to take on a more strategic role as organizations seek to attract and retain top talent, develop and engage the workforce, and more effectively manage the employee lifecycle from pre-hire to retire. Too often, however, manual processes and time-consuming administrative tasks associated with managing employee data, benefits, and compliance can keep HR leaders from focusing on initiatives that boost workforce productivity, improve employee engagement, and drive better business outcomes.

Kronos Workforce Ready® HR, part of the unified Workforce Ready human capital management (HCM) platform, automates core HR functions such as onboarding and benefits management while providing a single database that stores and tracks all employee data in one location. Automated workflows, configurable forms and reports, and real-time access to accurate, consistent employee information help reduce administrative workload and minimize compliance risk. What's more, the Workforce Ready suite offers optional modules for talent acquisition, performance management, and compensation planning for a fully integrated, end-to-end HCM solution that lets HR leaders focus on people — not paperwork and processes.

Automate processes for a paperless HR environment

Workforce Ready HR automates core HR functions and stores all employee records in a single, common database. This unified platform eliminates the need for duplicate data entry, freeing HR staff to focus on developing and nurturing employees. Easy-to-use tools and reporting help you manage compliance with ever-changing labor laws and regulations. Role-based web and mobile self-service empowers employees and managers to view and update information at their convenience. And real-time access to consistent, up-to-date personnel information helps HR leaders improve the employee experience and drive engagement.

You can further streamline administration by creating your own processes for HR Actions such as New Hires, Rehires, Terminations, Job Changes, Salary Changes, and Transfers. For optimal flexibility, you can specify effective dates, configure actions to be initiated by managers or employees, and even tie them to an automated approval workflow.

Source, evaluate, and track best-fit candidates

In today's competitive job market, optimizing recruiting and hiring processes is critical for attracting top talent. The optional Workforce Ready Talent Acquisition module simplifies creation of job requisitions with automated approval workflows. You can proactively source candidates by posting job listings to your career website and 8,000+ free job boards as well as leveraging premium, fee-based job board integration. The solution makes it easy to create a positive applicant experience that reinforces your brand and lets candidates search for jobs, upload resumes, and apply online. Automated notifications and configurable email communications drive pre-hire engagement for more effective recruiting, and dashboards deliver at-a-glance visibility into key hiring metrics as well as other strategic insights.



Key Benefits

- » **STREAMLINE HR PROCESSES** with a paperless system that eliminates duplicate data entry and error-prone manual tasks so you can focus on your people
- » **HIRE BEST-FIT TALENT** with an optional talent acquisition solution that provides a positive applicant experience and makes it easy to source, track, and evaluate top candidates
- » **SIMPLIFY BENEFITS MANAGEMENT** for multiple plan types with self-service tools and instant visibility into enrollment status, eligibility, and costs across the employee base
- » **DRIVE EMPLOYEE ENGAGEMENT** with talent management solutions that help you develop, reward, and retain a high-performing workforce
- » **EMPOWER EMPLOYEES AND MANAGERS** with role-based self-service that lets them view and update information at their convenience
- » **IMPROVE HR DECISION MAKING** with real-time access to accurate, consistent employee data



Onboard new hires quickly and effectively

A successful onboarding process helps new hires feel welcome and become effective contributors as quickly as possible. When applicants are hired, their online information flows seamlessly from the optional Workforce Ready Talent Acquisition module into the Workforce Ready HR employee record. The solution generates a configurable onboarding checklist with task assignments and time frames so you can track the process from start to finish. Automated reminders keep onboarding steps — from submitting custom forms with electronic signatures to self-enrolling in benefits plans to completing orientation workshops — moving forward for a smooth transition that optimizes new-hire engagement and accelerates time to productivity.

Streamline benefits enrollment and management

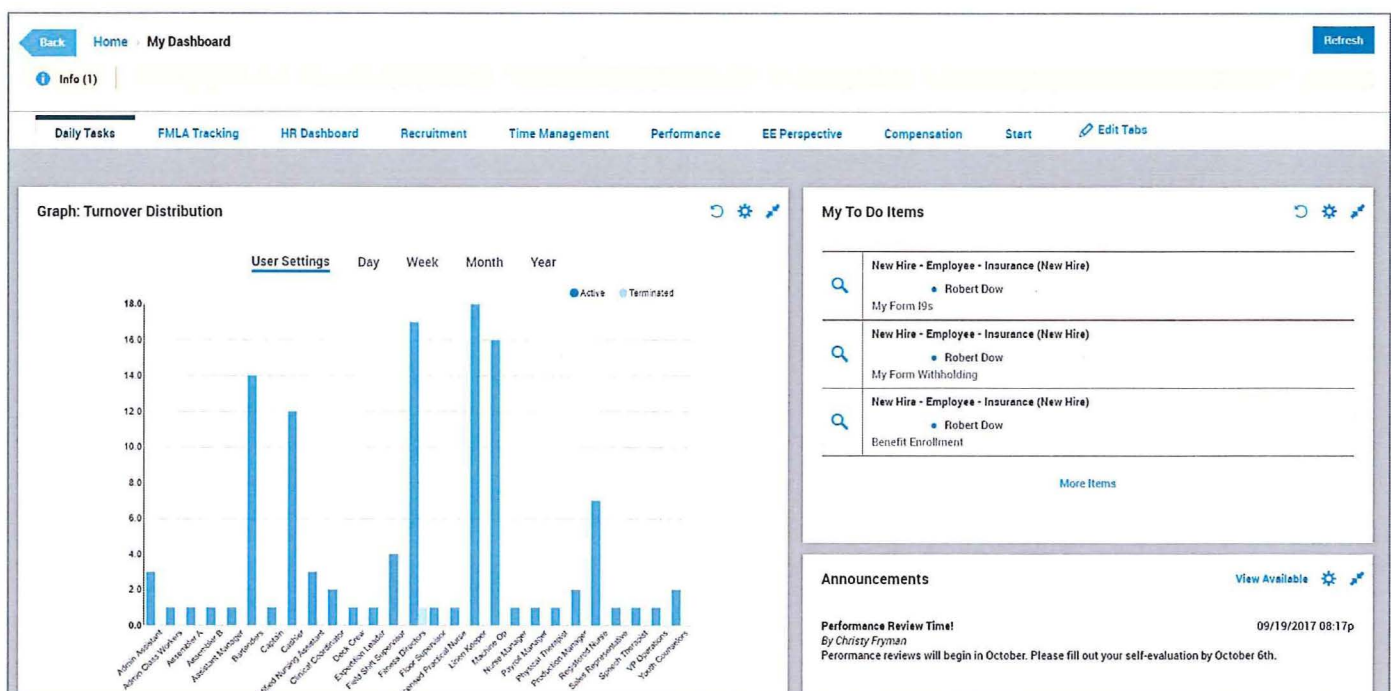
Benefits administration can be a complex and time-consuming process, both during open enrollment and throughout the year. Workforce Ready HR enables you to set up, configure, modify, and manage multiple benefit plan types — quickly and easily — with on-demand visibility into eligibility, enrollment status, and costs across the employee base. It's also simple to modify the solution's standard benefits reports to meet your organization's specific requirements. Self-service tools empower employees to select plans and make life event changes on their own, increasing engagement and reducing HR's administrative workload.

Stay on top of employee development

Track employee skills and certifications with customizable reports that show who needs training and when they need it. Workforce Ready HR enables you to define training courses, assign employees, and track completion. You can even schedule internal classes, monitor open seats, and report on participation and results to improve employee engagement and development.

Optimize employee engagement and performance

Drive employee engagement and productivity with momentum-building performance management capabilities. The optional Workforce Ready Performance Management solution delivers performance development tools that support continuous performance feedback, making it easy for managers to define and track individual employee goals with associated weights and to nurture successful outcomes. Create organization-, department-, or job-specific appraisal forms, define cascading goals, and automate the performance review cycle to reflect your established processes. Alerts and reminders keep form completion, feedback, and approvals on track, and the ability to monitor goal status in real time helps align the organization for success.



Configurable dashboards and reports provide real-time access to accurate, consistent employee data, giving HR professionals the organizationwide visibility and insight needed to drive better decision making.

Reward and retain your valued talent

Still trying to manage compensation planning across business units and cost centers using spreadsheets and manual processes? The optional Workforce Ready Compensation Management solution automates the entire compensation planning process, letting you set up compensation cycles, define budgets, and model compensation scenarios to optimize your labor spend. A Merit Matrix makes it simple to establish guidelines and award pay increases based on performance ratings and pay grade segments. The solution routes proposed increases through a configurable approval workflow with automated reminders, while visibility into the compensation planning process guides equitable reward decisions.

Discover the Workforce Ready advantage

Workforce Ready delivers a single unified platform with a full suite of applications that embraces your entire workforce with end-to-end employee lifecycle management. This powerful yet easy-to-use HCM solution integrates HR, time and attendance, payroll, scheduling, and more on a common platform with a single, consistent source of employee data. Workforce Ready addresses the needs of today's diverse, multigenerational, and mobile workforce by effectively bridging the salary/hourly divide. Automated tools streamline processes and provide a more efficient way to manage and nurture employees. At the same time, single-source access to real-time employee data helps managers drive productivity, increase employee engagement, and make more informed decisions for better business outcomes.

Workforce Ready HR simplifies benefit plan setup, open enrollment, and life event changes. Self-service empowers employees to take a more active role in tasks like benefits enrollment so HR can focus on people — not paperwork and processes.

With the Workforce Ready mobile app, employees gain immediate access to information such as benefits coverage and pay statements — anytime, anywhere — from their mobile device without having to wait until normal business hours to contact HR.



Workforce Innovation
That Works™

www.kronos.com

Kronos Workforce Ready Accruals

Automate accrual tracking for improved accuracy and consistency

Employees need a break from work every once in a while to stay healthy, productive, and engaged. That's why organizations like yours offer paid time off (PTO) in the form of vacation days, holidays, personal time, sick time, and more. While PTO is an important benefit for attracting and retaining top talent, tracking time-off accruals manually can be a tedious and error-prone process. The time and effort associated with manual calculations, spreadsheet-based record keeping, and responding to employee inquiries can place a heavy administrative burden on managers and human resources (HR) staff.

If accruals are not tracked properly, you could be setting your organization up for some serious headaches. Inaccurate tracking can cause managers to approve paid time off that employees haven't legitimately earned. It can lead to scheduling challenges that impact productivity and service levels. It can even result in employee grievances and litigation for unfair time-off practices. And if state law or company policies mandate payout of unused PTO when an employee terminates, accrual inaccuracies can add up quickly and hurt the bottom line.

Kronos Workforce Ready® Accruals can help. This powerful solution, an add-on module to the integrated Workforce Ready suite, automatically calculates and tracks each employee's accrued time off based on your organization's specific rules, policies, and regulations. Automated accrual tracking eliminates manual errors; supports fair, consistent policy enforcement; and gives employees and managers instant visibility into current status to speed and simplify time-off requests and approvals.

Accruals that work the way you work

With Workforce Ready Accruals, you can calculate and track accruals based on your organization's specific policies. Set up benefit accrual profiles to determine the rate at which an employee or a group of employees accrues time off, including vacation, personal time, sick time, and more. Track accruals based on user-defined criteria such as hours worked; seniority; grade level; and attendance, performance, and/or wellness points. Create carry-over settings to specify whether an employee can carry forward accrued time, how much, and for how long. Automatic enforcement of policies and regulations minimizes your compliance risk while driving fair, consistent treatment of employees across the organization.



Key Benefits

- » **CONTROL LABOR COSTS** by accurately calculating and tracking time-off accruals
- » **AUTOMATICALLY ENFORCE** organization-specific accrual policies to help drive compliance and impartial treatment of employees
- » **SPEED AND SIMPLIFY** time-off requests and approvals in Workforce Ready Time Keeping with instant visibility into each employee's current accrual balance
- » **FACILITATE RESPONSIBLE USAGE** of time-off benefits to minimize impact on schedules
- » **DISPLAY ACCRUAL BALANCES** on employee pay statements with Workforce Ready Payroll



Streamlined processes improve efficiency

Workforce Ready Accruals gives Workforce Ready Time Keeping customers immediate access to accrual balances for submitting or approving time-off requests. Employees can check their accrual balances — by PTO category — via web or mobile app to make sure they have earned time off available before making a request. When managers receive an employee time-off request, they can instantly view accrual balances and approve, modify, or reject the request accordingly. Notifications automatically alert managers when employees exceed established accrual thresholds.

In addition, Workforce Ready Payroll customers can display accrual balances directly on employee pay statements.

Robust reporting supports decision making and compliance

The comprehensive Accrual Balances report shows the amount of time earned, taken, scheduled, and remaining for each employee within all applicable PTO categories. With one-stop access to detailed accrual information in their To Do Items, your managers can make fast, informed decisions that effectively balance employee requests with coverage requirements.

My To Do Items

Workflow: Time Off Request (Manager)

Employee: Ramon Artagaveytia (5)

Time Off: Vacation

Date: 10/13/2017 (Friday)

Hours: 8.00

APPROVE

REJECT

Workflow: Time Off Request (Manager)

Employee: John Barleycorn (1234)

Time Off: Vacation

Date: 10/13/2017 (Friday)

Hours: 8.00

APPROVE

REJECT

Workflow: Time Off Request (Manager)

Employee: Cornelia Andrews (3)

Time Off: Vacation

Date: 10/06/2017 (Friday)

Hours: 8.00

APPROVE

REJECT

When reviewing time-off requests, managers can simply click on the hourglass icon to view an employee's current accrual balance for faster, more informed decision making.

Balances

	TIME OFF	ACCRUED TO		CURRENT ACCRUED	TAKEN	CURRENT BALANCE	SCH	PENDING APPROVAL
	Personal		Hrs:	24.00	0.00	24.00	0.00	0.00
			Days:	3.00	0.00	3.00	0.00	0.00
	Sick		Hrs:	80.00	8.00	72.00	0.00	0.00
			Days:	10.00	1.00	9.00	0.00	0.00
	Vacation		Hrs:	120.00	8.00	112.00	0.00	0.00
			Days:	15.00	1.00	14.00	0.00	0.00

The Accrual Balances report shows the amount of time earned, taken, scheduled, remaining, and carried over as well as the accrue rate for each PTO category for which the employee is eligible.

Workforce Ready Talent Acquisition

Effectively source, track, and evaluate talent to build an engaged, high-quality workforce

The recruiting landscape has fundamentally shifted over the past several years. Across industries the labor market has become more candidate-driven, creating greater competition among employers to attract and retain top talent. Filling open positions in a candidate-driven market takes longer and costs more, putting increased pressure on recruiters and hiring managers to find qualified candidates without compromising time-to-hire and cost-to-hire goals. Given these challenges, it's no wonder organizations are optimizing their recruiting and hiring practices to drive better results.

Kronos Workforce Ready® Talent Acquisition helps your organization source, track, and evaluate quality talent so you can build an engaged, high-performing workforce more efficiently and cost effectively. This powerful solution automates and streamlines recruiting and hiring processes to support a paperless human capital management (HCM) environment. It provides a positive applicant experience that makes it easy for candidates to fill out information, search for jobs, and apply online. And because the solution is part of the single, unified Workforce Ready HCM platform, applicant information flows seamlessly into the employee record upon hire for reduced administrative effort and a single source of truth.

Simplify job requisitions and candidate sourcing

Workforce Ready Talent Acquisition makes it easy for human resources (HR) professionals, hiring managers, or recruiters to create both internal and external job requisitions with the appropriate approval workflows. The solution walks you through the process of defining the number of openings available, pre-populating the job description and requirements from the job record, and editing the text, if needed. You can sort job requisitions into date order and monitor approval status to help keep the recruiting process moving forward.

With premium job board integration, powered by eQuest, your organization gains single-source access to and control of job listings with fee-based sites such as Monster and Indeed, allowing you to source, track, and redirect candidates to your career site for application. You can also post listings to more than 8,000 free job boards to expand your candidate reach. What's more, you can use heat maps to better understand characteristics about your existing workforce, such as turnover, and focus recruiting efforts on best-fit candidates.

Deliver a positive online applicant experience

Attract top talent by delivering a positive applicant experience that sets your organization apart from other employers. Workforce Ready Talent Acquisition enables your organization to create a careers web page that reinforces your corporate brand while making it easy for candidates to search for jobs, upload resumes, and apply online. Applicants can easily navigate configurable job applications — in their language of choice — with standard or custom fields that can be optional or required. You can even include customized messages to help guide applicants as they complete the online application process.



Key Benefits

- » **AUTOMATE RECRUITING PROCESSES** to eliminate paper, streamline administration, and drive efficiency
- » **CREATE JOB REQUISITIONS** with automated approval workflows and gain at-a-glance visibility into applicant status
- » **PROACTIVELY SOURCE CANDIDATES** by posting job listings to your career website and 8,000+ free job boards and by leveraging premium job board integration
- » **FOCUS ON BEST-FIT CANDIDATES** by asking pre-screening questions in online applications and leveraging data about your existing workforce to make better hiring decisions
- » **DELIVER A GREAT APPLICANT EXPERIENCE** that reinforces your employer brand while making it easy to search for jobs, upload resumes, and apply online
- » **OPTIMIZE PRE-HIRE ENGAGEMENT** by sending automated notifications and configurable email communications to applicants



Resume parsing tools streamline the applicant experience by pulling key data, such as contact information, relevant skills, work history, and educational background, from the candidate's resume and auto-populating the job application. Candidates may also choose to auto-populate the application from their LinkedIn account.

Workforce Ready Talent Acquisition also streamlines the process of qualifying applicants to help improve time-to-hire and cost-to-hire metrics. You can include configurable pre-screening questions in your online application and apply resume parsing tools, making it easier to narrow down candidates and offer interviews only to those who meet your specific requirements.

Mobile-optimize the candidate experience — COMING SOON

Today's candidates expect a job-seeking experience that is simple, convenient, and optimized for mobile. With Workforce Ready Talent Acquisition, you can enable candidates to search, view, and apply for open positions directly from their mobile devices.

Track applicant status to optimize hiring results

Workforce Ready Talent Acquisition helps you define, track, and manage stages or steps in the hiring process. The solution offers 10 hiring stages by default, but you can edit, delete, or add stages to meet organization-specific needs. Configurable dashboards make it easy to visually monitor applicant status at a glance. You can track applicants by hiring stage and last completed step, and view lists of new applicants by day, week,

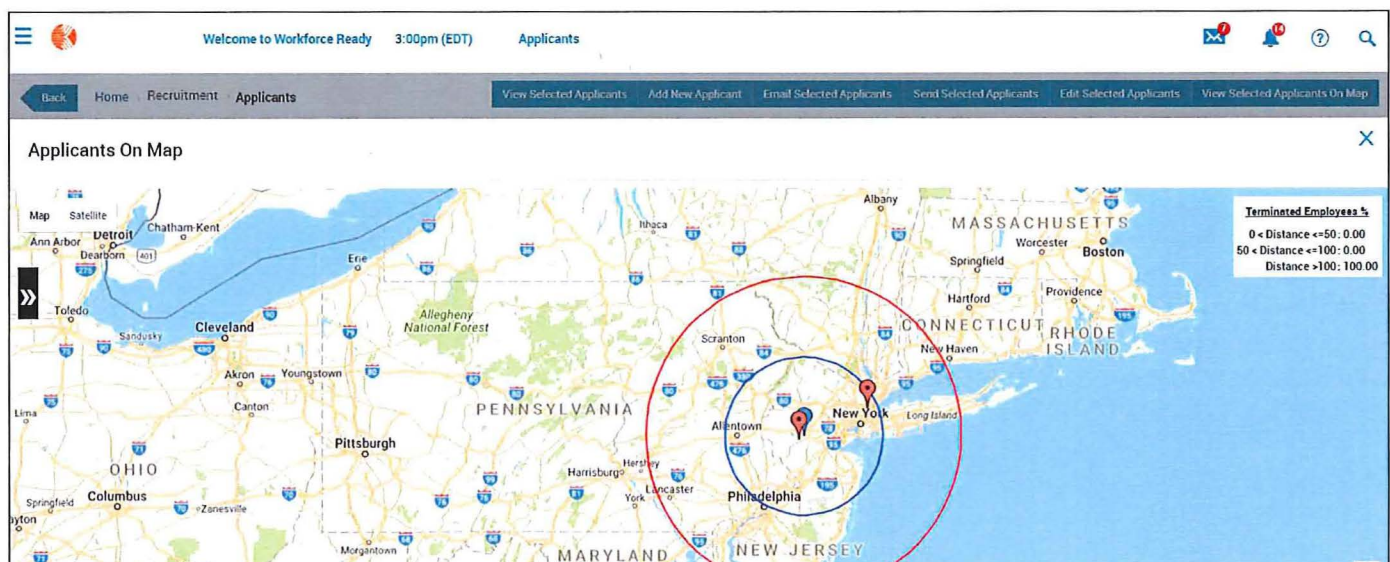
or month. The solution provides visibility into all applicants on a single screen — with the ability to filter by location, job skill, or other criteria — to help you identify best-fit candidates for a specific site or position.

You can send automated notifications to candidates to confirm receipt of their online application. Configurable email templates make it simple to communicate with candidates, keeping them informed and engaged every step of the way. iCalendar integration simplifies the process of scheduling candidate interviews while the ability to track notes throughout the recruitment process helps improve collaboration and drive more informed hiring decisions.

Seamlessly integrate with Workforce Ready HR

Maintaining multiple, disparate sources of employee information can result in data inconsistencies and increased administrative effort. Because Workforce Ready Talent Acquisition and Workforce Ready HR are part of a single, unified HCM platform, you can count on a smooth and seamless transition from the recruiting phase to hiring and onboarding.

Selecting the "hire this applicant" option in the talent acquisition module automatically triggers a workflow that moves all applicant information and associated documentation — from reference and background checks to rating sheets and offer letters — into the new employee record within the optional HR module. That way, you can easily maintain one centralized employee record to eliminate duplicate data entry, reduce reporting complexities, and provide access to a single, reliable source of truth.



A single, unified HCM solution enables your organization to leverage data about your current workforce to improve hiring results. For example, a recruiting heat map can provide insights into employee turnover, helping hiring managers and recruiters make more strategic decisions about best-fit candidates.

The single employee record reduces reporting complexity and allows you to track traditional recruiting metrics as well as longer-term success metrics that measure tenure and performance. Reporting from a single source — using data that's updated in real time — allows you to take action based on current, accurate data as opposed to legacy-latent data that can lead you to the wrong conclusions.

Make better hiring decisions with smart, efficient tools

Bad hires can have serious implications for employers, including revenue and productivity losses as well as employee morale challenges. Whether your hiring needs are high volume or requisition-based, Workforce Ready Talent Acquisition provides the comprehensive, easy-to-use tools you need to find, track, and qualify best-fit candidates for both salaried and hourly positions — even across multiple sites. The solution helps drive new levels of efficiency across your recruiting processes for reduced costs, improved decision making, and better business outcomes.

Discover the Workforce Ready advantage

Workforce Ready delivers a single, unified platform with a full suite of applications that embraces your entire workforce with end-to-end employee lifecycle management. This powerful, yet easy-to-use HCM solution integrates HR, time and attendance, payroll, scheduling, and more on a common platform with a single, consistent source of employee data. Workforce Ready addresses the needs of today's diverse, multigenerational, and mobile workforce by effectively bridging the salary/hourly divide. Automated tools streamline processes and provide a more efficient way to manage and nurture employees. At the same time, single-source access to real-time employee data helps managers drive productivity, increase employee engagement, and make more informed decisions for better business outcomes.

Welcome to Workforce Ready 3:11pm (EDT) My Dashboard

Back Home My Dashboard Refresh

Daily Tasks FMLA Tracking HR Dashboard Recruitment Time Management Performance EE Perspective Compensation Start Edit Tabs

Recruitment: Job Requisitions

Today This Week Last Week This Month Last Month All

Rows On Page 20 Showing: 1-20 of 51 Page 1 Of 3

Quick Find:

Requestion #	Active	Job Status	Location	Job Title	Job Category	Created	Approver First Name	Approver Last Name	Workflow Status	# Applicants
117516239	Y	Opened	Branchburg, NJ	Assistant Manager	Management	03/28/2017 04:33p	Christy	Fryman	Approved	4
117516237	Y	Opened	Branchburg, NJ	Administrative Assistant	Administration	03/23/2017 11:23a	Christy	Fryman	Approved	9
117508523	Y	Opened	Brooklyn, NY	Pawnbroker	Retail	02/13/2017 12:14p	Christy	Fryman	Approved	1
117508522	Y	Opened	Concord, MA	Direct Care Support Worker	Public Works	01/31/2017 09:19a	Christy	Fryman	Approved	-
117508521	Y	Opened	Houston, TX	Appraiser IV	Public Works	01/09/2017 12:42p	Christy	Fryman	Approved	1
117508520	Y	Opened	Harlingen, TX	Power Lineman	Public Works	01/05/2017 12:55p	Christy	Fryman	Approved	1
117508519	Y	Opened	Wilmington, NC	Operator Assembler	Manufacturing	11/29/2016 09:03a	Christy	Fryman	Approved	1
117508518	Y	Opened	Brockfield, IL	Registered Nurse - Skilled Rehabilitation	LTC	11/17/2016 10:18a	Christy	Fryman	Approved	1
117508517	Y	Opened	Philadelphia, PA	Clinical Coordinator	Healthcare	11/03/2016 01:49p	Christy	Fryman	Approved	2
117508516	Y	Opened	Ithaca, NY	Bank Teller	S & D	08/31/2016 04:07p	Christy	Fryman	Approved	-
117508514	Y	Opened	Willimantic, CT	Parking Attendant / Driver	S&D	08/17/2016 07:56a	Christy	Fryman	Approved	1

Configurable dashboards provide visibility and access to recruiting and hiring information — sourcing strategies, applicant pools, job requisitions, active candidates, and more — all from a single screen.

Workforce Ready Time Keeping

Control labor costs with automated time and attendance management

Looking to gain a competitive advantage and drive bottom-line results? Kronos Workforce Ready® Time Keeping, a module in the integrated, cloud-based Kronos Workforce Ready suite, provides the complete automation and high-quality information you need — when and where you need it — to help your organization control labor costs, minimize compliance risk, and improve workforce productivity.

Workforce Ready Time Keeping addresses all your time and attendance requirements — from timecard management and labor cost tracking to employee scheduling and absence management. The solution simplifies routine tasks such as approving timesheets, correcting exceptions, responding to time-off requests, and managing schedules, using configurable built-in workflows. Real-time visibility makes it easy to manage exceptions, enforce work and pay rules, and update schedules for ongoing compliance and cost control. And robust reporting provides real-time insight to drive more informed decision making and help you optimize your labor spend.

Capture accurate labor data from a variety of sources

Workforce Ready Time Keeping automatically captures labor information from a wide variety of data collection sources, including the Kronos InTouch® time clock, web entry, telephony, and mobile applications. Workforce Ready lets employees clock in and out for shifts or meals and perform labor transfers using an intuitive web-based interface. It can also track salaried employees and other workforce segments that need to assign time to projects. For organizations with a dispersed or mobile workforce, Workforce Ready offers a mobile app with geographic punch restrictions and a telephony option that captures employee time data via a landline or mobile phone.



Key Benefits

- » **CAPTURE ACCURATE TIMEKEEPING DATA** from time clocks, the web, and mobile sources
- » **TRACK AND UNDERSTAND TRUE LABOR COSTS** by enforcing user-defined pay rules
- » **MAINTAIN COMPLIANCE** and payroll accuracy with simplified timecard management
- » **MANAGE EXCEPTIONS**, including missed punches and early/late arrivals, in real time
- » **IMPLEMENT SCHEDULES** that tightly align staffing with operational goals
- » **FREE IT** from maintenance and upgrade hassles with a cloud delivery model

Welcome to Workforce Ready 1:51pm (EDT) Timesheet Edit													
Back Home Manage Time Manage Timesheets All Timesheet Edit													
Employee: Bob Brooks (34) Time Sheet: August 23, 2017 - September 03, 2017													
Timesheet	Exceptions	Calc. Detail	Calc. Summary	Counters	Summary By Day								
Date	Raw Total	Schedule	Exceptions	Calc. From	Calc. To	Calc. Total	Weekly	Pay Period	Department	Rate Table 1 Rate	Evening	Overtime	Regular
Mon 08/28/2017	10.75	N/A	LO	Mon 08:15a	Mon 07:00p	10.75	10.75	10.75	MFG/Warehouse/Assistant Manager	16.83	4.00	2.75	4.00
Tue 08/29/2017		N/A		Tue 08:00a	Tue 08:00a				MFG/Warehouse/Assistant Manager				
Wed 08/30/2017	11.00	N/A	EL LO	Wed 07:00a	Wed 06:00p	11.00	21.75	21.75	MFG/Warehouse/Assistant Manager	16.83	3.00	3.00	5.00
Thu 08/31/2017	12.25	N/A	EL LO	Thu 07:30a	Thu 07:45p	12.25	34.00	34.00	MFG/Warehouse/Assistant Manager	16.83	4.75	4.25	3.25
Fri 09/01/2017	12.25	N/A	EL LO	Fri 07:45a	Fri 08:00p	12.25	46.25	46.25	MFG/Warehouse/Assistant Manager	16.83		-3.75	11.75
Sat 09/02/2017		-											
Sun 09/03/2017		-											

Workforce Ready Time Keeping automatically flags exceptions that violate your organization's policies and sends them directly to the appropriate manager for immediate corrective action.



The configurable Workforce Ready employee dashboard enables employees to request time off; view their schedules, timecards, and accrued time-off balances; and more — all from a single screen. Employees can also use the dashboard to review, approve, annotate, and submit timesheets, which are automatically routed to managers, or a series of approvers, through a custom workflow.

Simplify routine time and attendance tasks to drive efficiency

The Workforce Ready Time Keeping dashboard provides one-click access to key data and frequently performed tasks — in real time — to speed and ease time and attendance management. The solution simplifies tasks such as approving timesheets, correcting exceptions, responding to time-off requests, and managing schedules that occur daily, weekly, or per pay period. In addition, the time-off calendar provides at-a-glance visibility into which employees are off and when. Alerts, notifications, and reporting keep managers up to date on PTO management so they can minimize the impact of absences.

Maintain compliance with real-time visibility into exceptions

Exceptions such as missed punches, early/late arrivals, and extended or skipped breaks can result in payroll errors and increased compliance risk. Workforce Ready Time Keeping automatically flags exceptions that violate your organization's policies and alerts managers so they can take action. Complete automation eliminates timekeeping errors, while real-time calculations help maintain compliance and payroll accuracy. Plus, the system automatically sends the correctly calculated hours to your payroll system — no matter whether you use Workforce Ready Payroll or another solution — so that each employee check is cut right the first time.

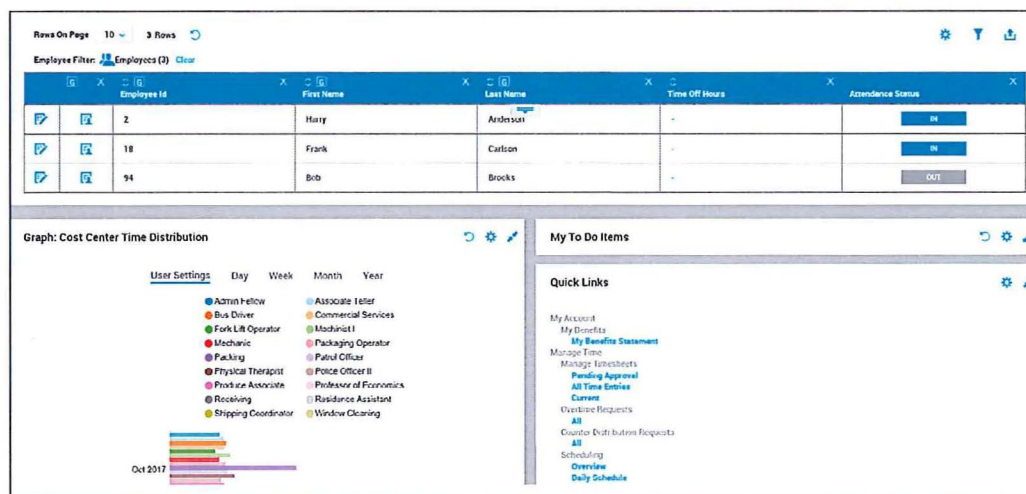
Automate attendance tracking and accruals for peace of mind

Manual attendance management processes are not only complicated and error prone — they also make it difficult to document infractions and prove compliance. Workforce Ready automates policies for attendance and accruals to drive more accurate, consistent enforcement. The system automatically updates employee attendance points/occurrences to reflect the accurate balance — with no manual intervention required — giving managers immediate visibility into current status. In addition, with the Workforce Ready Accruals module, the system calculates accrued time off based on an employee's performance/attendance points.

Managers can easily enforce absence-related policies, including federal, state, and organization regulations. The system makes it simple to confirm each employee's eligibility for paid and unpaid leave based on vacation, sick time, and other user-defined criteria. Workforce Ready automatically notifies managers when employees exceed established point thresholds to help ensure compliance.

Assign and track employee schedules with ease

Workforce Ready makes it simple to assign daily, weekly, or configurable patterns to schedules. For flexibility and convenience, you can assign employees to schedules or schedules to employees, view preferences, make adjustments on the fly, and give employees access from the web, a mobile app, or the time clock. You can even track scheduled hours versus worked hours, as well as projected hours, to more effectively budget labor costs, forecast overtime, and keep costs within expectations.



Information-rich dashboards provide real-time insights to drive better human capital management decisions. Format and save almost any screen as a report to meet your specific business needs. Export or deliver reports at a scheduled time to provide the right people with the right data — right when they need it.



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**ORDER FORM**

Quote#: Q-04619
 Expires: 9/28/2018
 Sales Executive: Steven Alabiso

Order Type: Quote
 Date: 9/13/2018

Bill To Contact:

Bill To: WILLMAR CITY OF (INC)
 333 6TH ST SW STE 1
 WILLMAR, MN 56201 USA

Ship To Contact:Samantha Beckman

Ship To: WILLMAR CITY OF (INC)
 333 6TH ST SW STE 1
 WILLMAR, MN 56201 USA

Ship to Phone:320-214-5180
Contact:Samantha Beckman
Email:sbeckman@willmarmn.gov

Currency: USD
Customer PO Number:

Solution ID: 6155782
Initial Term:36 months
Billing Start Date: 120 Days from Execution of
 Order Form

FOB: Shipping Point
Ship Method:FedEx
 Ground
Freight Term: Prepay & Add
Renewal Term:12 months
Payment Term: Net 30 Days

Order Notes:

This order entered into between the Customer and Kronos is subject to the terms and conditions of the Contract #14-JLR-003 dated March 18th, 2014 between the Lead Agency (acting as the "Owner") and Kronos Incorporated (as the "Contractor"), as amended.

As notified, effective August 11, 2018, the Kronos Incorporated Workforce Ready[®] contracts of Kronos Incorporated have been assigned to Kronos SaaS, Inc., a wholly owned subsidiary of Kronos Incorporated.

This order is being placed with Kronos SaaS, Inc. under the terms and conditions of the Contract #14-JLR-003 dated March 18th, 2014 between the Lead Agency (acting as the "Owner") and Kronos Incorporated (as the "Contractor"), as amended between US Communities and Kronos Incorporated, and is hereby assigned to Kronos SaaS, Inc.

The Professional Services Engagement Overview is attached to this Order Form as a summary for the implementation services to be provided by Kronos for the Workforce Ready Setup Fees set forth on this Order Form.

SaaS Services

Billing Frequency: Monthly in Arrears

Product Name	Quantity	PEPM	Monthly Price
WORKFORCE READY TIME KEEPING	140	USD 3.78	USD 529.20
WORKFORCE READY ACCRUALS	140	USD 0.63	USD 88.20
WORKFORCE READY INTEGRATION HUB	1	USD 0.00	USD 0.00
WORKFORCE READY ACA MANAGER	140	USD 0.32	USD 44.80

Product Name	Quantity	PEPM	Monthly Price
WORKFORCE READY HR	140	USD 3.78	USD 529.20
WORKFORCE READY TALENT ACQUISITION	140	USD 0.63	USD 88.20
WORKFORCE READY PAYROLL	140	USD 3.78	USD 529.20
Monthly Total			USD 1,808.80

One Time Setup Fees

Billing Frequency: Fixed Fee 1/3 at 30, 1/3 at 60 and 1/3 at 90

Item	Total Price
One Time Setup Fees	USD 6,750.00

Quote Summary

Item	Total Price
Minimum Monthly SaaS Service & Equipment Rental Fee	USD 1,808.80

Item	Total Price
Minimum Annual SaaS Service & Equipment Rental Fee	USD 21,705.60

Item	Total Price
Total One Time Fees	USD 6,750.00

WILLMAR CITY OF (INC)**Kronos SaaShr, Inc.**

Signature: _____

Signature: _____

Name: _____

Name: _____

Title: _____

Title: _____

Effective Date: _____

Effective Date: _____

Invoice amount will reflect deposit received. All professional services are billed as delivered with a payment term of Net Upon Receipt. Unless otherwise indicated above, this order is subject to the attached terms and conditions which the customer acknowledges have been read. THIS ORDER IS SUBJECT TO APPLICABLE TAXES. THE TAX AMOUNT SHOWN ON THIS ORDER IS ONLY AN ESTIMATE. THE ACTUAL TAX AMOUNT TO BE PAID BY CUSTOMER WILL BE SHOWN ON CUSTOMER'S INVOICE. Shipping and handling charges will be reflected on the final invoice.



Professional Services Engagement Overview

Purpose and Overview of Engagement

This Professional Services Engagement Overview outlines the scope of services to be provided by Kronos for the Setup Fees indicated on the applicable Order Form, to WILLMAR CITY OF (INC) ("Customer") related to the Core Modules, Value-add Modules, and/or Optional Services contained in the document. Our Professional Services engagements are designed to help our Customers successfully implement your Core Modules, as well as enable you to easily layer Value-add Modules and functionality over time based on your priorities, schedule, and resources.

The Kronos® Workforce Ready® (WFR) Professional Services engagement described herein is fixed price based and is subject to the terms and conditions governing your Kronos Workforce Ready – Software as a Service (the "Agreement"). Unless otherwise defined herein, words and expressions defined in the Agreement shall have the same meaning in this Professional Services Engagement Overview

Your Workforce Ready SaaS Solution

WILLMAR CITY OF (INC) and Kronos are deploying the following WFR modules with 1 location(s) and 4 collective bargaining agreements(s).

Core Modules	Employees	Deployments	Estimated Duration
WORKFORCE READY TIME KEEPING	140	1	128 Days
WORKFORCE READY ACCRUALS	140	1	
WORKFORCE READY HR	140	1	
WORKFORCE READY PAYROLL	140	1	
Value Add Modules	Employees	Deployments	Estimated Duration
Workforce Ready ACA Manager	140	1	15 Days
Workforce Ready Talent Acquisition	140	1	30 Days

WILLMAR CITY OF (INC) and Kronos Collaboration

A successful Professional Services Engagement will require close collaboration between WILLMAR CITY OF (INC) and Kronos. The Kronos Professional Services team is equipped to help keep you on target for meeting project milestones and requirements, as well as to assist you in configuring and deploying the Kronos Workforce Ready solution that meets your organization's specific requirements. Your organizations participation and commitment to the project goals and timeline are critical to help ensure success. Please see the Kronos Workforce Ready Professional Services Engagement Guidelines at

<https://www.kronos.com/kronos-workforce-ready-implementation-guidelines> to review both parties' responsibilities

The Estimated Duration stated above is an estimate based upon our experience with our customers and products. Depending upon the preparation and engagement of your organization, there may be opportunity to accelerate the completion of this engagement. However, the Estimated Duration may be exceeded based on the level of preparedness, bandwidth, and skill level of your available resources. Other examples that may extend the Estimated Duration include: separate deployments of the solution, having a unionized workforce, and policies that vary across employee groups.

Core Functionality Deliverables

Working in close collaboration, WILLMAR CITY OF (INC) and Kronos will deploy the following core modules and functionality in 128 estimated days from project kick-off:

WFR Core	Kronos Delivered Value
Time Keeping Module	<p>WFR Time Keeping deployment gets you started with the ability to accept punches and pay employees accurately through these core components:</p> <ul style="list-style-type: none"> • Total Cost Centers • Profiles <ul style="list-style-type: none"> • Timesheet • Time Off Request • Pay Calculations • Pay Prep • Accruals • Security • Points • Tables <ul style="list-style-type: none"> • Rate • Holiday • Manager Levels • Employee Perspective Scorecards • Workflows

	<ul style="list-style-type: none"> • Time Off Requests • Timesheet Change Requests • Schedules <ul style="list-style-type: none"> • Daily Rules • Work Schedule Profiles • Pay Periods • Counters • Time Off Categories • Reports <ul style="list-style-type: none"> • Standard TLM Pre-Configured (61) • Custom up to 5 • Timekeeping Admin Training
Accruals Module	<p>WFR Accruals module adds comprehensive accrual administration to Workforce Ready Time Keeper by automatically enforcing your timeoff policies through:</p> <ul style="list-style-type: none"> • Consistent enforcement of policy • Configurable calculation methods & grants • Time-Off routing & approval workflow(requires TLM) • Time-Off requests at data collection devices • Automatic updates to schedule & timecard (requires TLM) • Visibility to projected balances • Automatic balance reduction (requires TLM or PR) • View time-off calendars for groups • Mobile access • One-Time data load using customer-supplied data for current year in a standard Kronos-supplied format • WFR accruals requires WFR Timekeeper
HR Module core functionality	<p>WFR HR <i>core functionality</i> deployment gets you started by establishing HR as the system of record for employees, one of the most important foundational components, through:</p> <ul style="list-style-type: none"> • Core employee demographics • Onboarding • Checklists <ul style="list-style-type: none"> • Up to 10 included • Personnel management • Benefits administration • Open enrollment / life event • Work Flows <ul style="list-style-type: none"> • Up to 10 included • HR documents & forms <ul style="list-style-type: none"> • Up to 10 custom forms • Incident tracking • Certification / Credential • Asset management • Compliance reporting • Standard reporting • One-Time data load using customer-supplied data for current year in a standard Kronos-supplied format • Interface bundle using customer supplied data in standard file formats • HR Admin Training
Payroll Module & Tax Filing	<p>WFR Payroll deployment gets you started with the end-to-end payroll process with the ability to calculate gross-to-net, pay employees, make adjustments and perform tax filing (if purchased) through:</p> <ul style="list-style-type: none"> • Pay Period Profiles • Parallel Payroll Tests • Company Tax Setup (Jurisdictions) • Custom Exports/Reports • Company Deduction Types • Company Earning Types • Configure Default Banks • Workers Comp Types • Payroll History up to 4 Quarter of Current Year • Tax Filing Options ONLY - BSI, ADP, Ceridian, KPS • All Payroll Configurations Include: <ul style="list-style-type: none"> • Standard Dashboard Widgets • Global Payroll Settings • Standard Notifications • GL Set Up • In-house manual check printing • Employee Imports • Vendor Payments (ACH/Check) • Payroll Admin training

Value-Add Functionality Deliverables

Once your core functionality is deployed, Kronos will work in close collaboration with WILLMAR CITY OF (INC) to deploy the following Value-Add modules and/or functionality over time in short, agile deployments aligned with your priorities, schedule, and resources:

Value-Add	Kronos Delivered Value
ACA Manager Module	<p>WFR ACA Manager provides proactive administration of your ACA compliance</p> <ul style="list-style-type: none"> • Configurable time periods & rules • Set measurement periods & hours threshold • Calculation of employee ACA full-time (FT) status • Identify employees ACA standing by month • Flag part-time (PT) employees approaching ACA FT status • Flag ACA FT employees no longer qualifying • Calculation of plan's affordability* • Settings for minim value plan** • Year-End government compliant forms • Standard ACA compliance reporting • One-Time Data load using customer-supplied data – EE hours for look back in a standard Kronos-supplied format • *ACA Function requires WFR Payroll • **ACA Function requires WFR HR <p>Maximum value when used with WFR Time Keeping, HR & Payroll</p>
Talent Acquisition	<p>WFR TA provides proactive administration of your Recruitment strategy across the Workforce Ready solution through:</p> <ul style="list-style-type: none"> • Applicant Configuration • Job Requisitions • Work Flow <ul style="list-style-type: none"> • Up to 5 included • Applicant Administration • Checklists <ul style="list-style-type: none"> • Up to 5 included • Tracking/recruitment custom forms <ul style="list-style-type: none"> • Up to 5 custom forms • Talent tracking – training, skills, certifications • Communication and Notification templates <ul style="list-style-type: none"> • Up to 5 included • Standard reporting • *WFR TA requires WFR HR
Integration Hub	<p>WFR Integration Hub enables data to flow between WFR and 3rd party applications and/or vendors. If the 3rd party application and/or vendor does not accept the standard Workforce Ready formatting and/or methods for automated delivery, a formatted file will be delivered instead. The customer is responsible for providing import files to Kronos in the standard Workforce Ready format and utilizing the standard Workforce Ready delivery method. Kronos will deliver a standard bundle of up to 5 interfaces. Each direction (To/From) any 3rd party system and Kronos is considered a separate interface. Interfaces will be accomplished via standard file Exchange. Customer will work with Kronos and 3rd party vendors to facilitate design and testing. The Method of the file exchange will be determined by Kronos WFR Professional Services Delivery Team. Kronos will provide standard Import/Export files using Integration Hub. Customer will work with the 3rd parties and Kronos to provide the data in the Kronos format for imports. Kronos will create a report from standard Workforce ready fields in the 3rd party format to send to the 3rd party system. Non-standard and custom or bi/multi-directional integrations/interfaces are not included in this project.</p> <ul style="list-style-type: none"> • Timekeeping Interface bundle using customer-supplied data in standard file formats <ul style="list-style-type: none"> • Work schedule import from unlimited 3rd party scheduler systems in Kronos file format • Accruals Interface bundle using customer-supplied data in standard file formats • HR Interface bundle using customer supplied data in standard file formats <ul style="list-style-type: none"> • benefit enrollment exports • employee deduction election imports • employee demographic exports • Payroll Interface bundle using customer supplied data in standard file formats <ul style="list-style-type: none"> • ACH payroll employee direct deposit file exports • ACH payroll payment for vendors (e.g. 401k, HSA, garnishments, etc.) • payroll employee withholding amount exports • Pension enrollment export (e.g. 401k) • Pension census export (e.g. 401k) • New hire reporting export • Positive pay export • Payroll journal export to G/L, 1 acct structure • Tax payment & filing Interface

Online Training and Support Tools

The **My Learning** area within Workforce Ready provides immediate access to online, role-based education content and support tools that provide step-by-step training on solution features and functions to drive proficiency and user adoption. Your managers and employees can gain proficiency and boost productivity by taking full advantage of:

- **Three-minute simulations:** Quick demonstrations of common tasks provide effective training or skills reinforcement
- **Job aids:** Handy, printable reference sheets with step-by-step instructions for performing common tasks supplement and support employee training to drive high user adoption and productivity
- **Sandboxes with exercises:** Available for Administrators, these tools let users practice performing tasks from an exercises document in a training database.

Please see [Workforce Ready Customer Training Options](#) for more information on training roles and available content.

Assumptions

Kronos has used the following assumptions and dependencies in preparing this Professional Services Engagement Overview:

- All services will be delivered remotely, unless otherwise stated. The project kick-off date will be determined based on complexity of the implementation and resource availability, and may start up to 30 days after a Workforce Ready Order Form is executed by the Customer.
- Prior to the start of the project, the Customer will confirm in writing the business and technical requirements of the project.
- Kronos will communicate with Customer's Project Manager, the appointed Point of Contact for Customer on this project. He/she will be responsible for all communications and project management among all Customer parties (staff, vendors, consultants) and for the escalation and resolution of any issues for Customer. Customer is responsible for all hardware, software, and services provided by other consultants or third party vendors that may also be involved with the project.
- Kronos will not be responsible for troubleshooting the Customer's environment such as their operating system, hardware resources, or database schema.
- Kronos will not be responsible for troubleshooting applications or hardware not provided by Kronos.
- Change Orders are subject to scope review and may impact the project timeline or cost. If additional work beyond the initial scope of this Professional Services Engagement Overview is required as a result of a Change Order, the Customer may be charged.

Change Orders

Requests for change to this Professional Services Engagement Overview or the project it covers must be submitted to your Kronos Sales Executive and Kronos Workforce Ready Consultant in writing.

Any of the following items will be considered Out of Scope and require a Change Order:

- Material changes in the Scope or effort
- Material changes in the number or type of Deliverables to meet the defined scope of effort
- Changes to the project resource requirements
- Changes to scheduled dates after acceptance of the Project Plan
- Kronos will not be responsible for troubleshooting applications or hardware not provided by Kronos.
- Change Orders are subject to scope review and may impact the project timeline or cost. If additional work beyond the initial scope of this Professional Services Engagement Overview is required as a result of a Change Order, the Customer may be charged.

Kronos will estimate the time and fixed cost needed to implement the change and the impact it may have on the delivery of project covered under this Professional Services Engagement Overview. Kronos will perform the requested work once the Change Order has been completed and signed by the Customer.

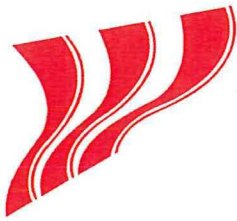
Completion Criteria

The project covered under this Professional Services Engagement Overview will be considered complete when any one of the following completion criteria is met. Once one of these is met, no further work will be completed. If additional work is required, a Change Order or new Professional Services Engagement Overview must be generated.

Completion Criteria:

- The Customer has approved in writing
- The System has been put into use within a production environment for 14 calendar days
- More than twelve (12) months has passed since the date of signature of the Workforce Ready Order Form

The Customer may provide approval in writing via email or an alternative agreed upon method.



WILLMAR

Human Resource Director
City Office Building
333 SW 6th Street
Willmar, MN 56201
Main Number 320-235-4913
Fax Number 320-235-4917

CITY COUNCIL AGENDA REPORT

To: Mayor and City Council	Date: September 17, 2018
From: Rob Baumgarn Recreation Director	Subject: Consideration of Recreation Coordinator Job Description

AGENDA ITEM: Consideration of Recreation Coordinator Job Description

INTRODUCTION/REQUEST: The City Council review the proposed Recreation Coordinator job description and approve for posting.

HISTORY: The Recreation Committee met on Sept 6th to discuss the organizational chart of the recreational department and discuss potential options of hiring recreational staff. The committee agreed to hire two recreational coordinators and to have the Recreation Director take more of the administrative duties of the Arena Manager.

CURRENT CIRCUMSTANCE: The recreational department currently has no programmers on staff. Recreation Director is acting as Civic Center Manager, one clerical position, Community Center Manager and two full-time arena maintenance staff.

RECOMMENDATION: Approve the Recreation Coordinator description and direct staff to advertise to fill the two positions.

ISSUES: None

FINANCIAL IMPACT: Pay range 6 is Hourly: \$19.67-\$27.09 and Yearly: \$40,913.60-\$56,347.20

ALTERNATIVES:

1. Recommend changes to the job description
2. Recreational Committee reevaluate the flow chart

RECOMMENDED MOTION: Approve the Recreation Coordinator description and direct staff to advertise to fill the two positions.

REVIEWED BY: Ike Holland, City Administrator

WORK SESSION DATE: September 17, 2018

COUNCIL MEETING DATE: September 17, 2018 ☐ Regular Agenda ☐ Consent Agenda

RECREATION COORDINATOR

Position Title: Recreation Coordinator

Department: Recreation

Department Head: Recreation Director

Immediate Supervisor: Same

Pay Range: 6 **FLSA Status:** Non-Exempt

APPROVED:	_____
REVISED:	_____
REVISED:	_____
REVISED:	_____

Purpose

Under the direction of the Recreation Director, the Recreation Coordinator is responsible for planning, promoting, organizing and providing leadership, coordination and oversight of the adult and youth recreation programs provided by the City of Willmar's Recreation Department

Organizational Relationships

Communicates with: *Internally* – Recreation and City personnel; *Externally* – volunteers and the general public

Supervises: none

Essential Functions

Plans, develops and implements the adult and youth recreation, aquatics, and special needs programs.

Promotes and informs the public regarding recreation programming.

Oversees enrollment and registration for programs.

Determines number of teams depending upon participation and volunteer coach availability.

Monitors and oversees revenues and expenditures for programming.

Determines the type of recreation programs to offer, fees, scheduling.

Orders supplies and equipment for teams.

Organizes the scheduling and assists in the set up and painting of athletic fields.

Plans for and schedules all practices and games maximizing use of community resources, city fields and gyms.

Recruits, selects, trains and supervises volunteer coaches.

Provides support and assistance to coaches, holds coaches meetings to discuss issues, concerns and needs.

Recruits, selects, training and supervises all game officials (e.g. umpires and referees). Coordinates and schedules all games and assigns officials of appropriate skills.

Performs public relation responsibilities in working with parents and community members in addressing their concerns, inquiries, addressing disputes appropriately and fairly.

Plans, organizes, promotes, sponsors and directs various special events.

Performs other duties of a comparable level or type, as required.

Works closely with custodial and public works staff to ensure the facilities is set up and ready for use as requested by the public.

Provides professional expertise and assistance to individuals, other district staff and the community concerning areas of expertise/knowledge.

Schedule use of City facilities for community use.

Recommends adjustments in fees for use of facilities to the Director.

Works with administration to process proper billing procedures so fees are sent and collected for facility use.

Attends training sessions and conferences.

RECREATION COORDINATOR

Other Duties and Responsibilities

Indirectly supervise 20+ seasonal and/or part-time employees and volunteers

Required Knowledge, Skills and Abilities

Fundamentals of public relations theories and techniques in promoting, advertising, and/or informing the public of programs, services, courses or other events/projects.

Basic knowledge concerning the use of computers and related software applications and general business equipment.

Knowledge of community resources and community organizations within the community.

Knowledge of the theories, philosophy and approaches to recreational programming, evaluation, and implementation.

Applying supervisory theories and practices in delegating, monitoring, evaluating and training volunteer program personnel, game officials, and program supervisors.

Planning, evaluating, implementing, coordinating, scheduling and arranging for recreational programs, activities, events, tournaments or services.

Applying bookkeeping and administrative functions required in monitoring budgets, purchasing materials, and documenting program functions, activities, participation, fees, expenses and the like.

Applying judgment and discretion in handling problems, public relation concerns, and issues in accordance with the policies and procedures of the District.

Communication, interpersonal skills as applied to interaction with coworkers, volunteers, department staff, the general public, etc. sufficient to exchange or convey information, speak before groups and make presentations, to receive work direction, and to market programs, address, negotiate or resolve issues/conflicts appropriately.

Minimum Qualifications

Bachelor's Degree or equivalent experience in Sports Management, Recreation, Leisure Services, Parks and Recreation, or other equivalent field.

Working Conditions

Duties performed by this classification are primarily administrative and planning in nature and, as a result, incumbents are exposed to a minimum of environmental hazards and risks associated with the requirements of the work.

Physical Job Requirements

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push and pull or otherwise move objects in the performance of the job.

Recreation Department

Recreation Director

Recreation Director of all Programs and Facilities
Park Development
Civic Center Administration
Budget/CIP/Grants

Programmers

Youth Recreational Programming
Adult Recreational Programming
Family Recreational Programming
Special Needs Programming
Fitness Programming
Park Programming
Facilities Scheduling and Management
DOAC Management
Concessions Management

Clerical

Registrations
Front Desk/Office Manager
Flyers
Brochure

Civic Center Maintenance (2)

Building and Grounds
Maintenance

Community Center

Community Center Management
Marketing
Social Media
Website
Brochure
Bike Programming
Special Events



WILLMAR

City Office Building
333 SW 6th Street
Willmar, MN 56201
Main Number 320-235-4913
Fax Number 320-235-4917

CITY COUNCIL AGENDA REPORT

To: Mayor and City Council	Date: September 17, 2018
From: Steve Okins, Finance Director	Subject: Financial Report

AGENDA ITEM: Financial Report

INTRODUCTION/REQUEST: To receive and review the following financial report:

1. Monthly Report 8-31-2018

HISTORY: The reports have been provided to the Council at the second work session of the month. The report supplied is one historically requested by the City Council and can be changed, added to, or revised at any time.

CURRENT CIRCUMSTANCE: Conduct normal review of applicable financial report. Note General Fund Revenues through August \$8,561,631 and Expenditures at \$11,993,964 created a negative cash flow of \$3,432,333 along with General Fund Capital Expenditures of \$2,035,930 for a total negative cash flow through August 31st of the General Fund of \$5,468,263.

RECOMMENDATION: Receive this financial report for information.

ISSUES: None.

FINANCIAL IMPACT: Review for financial status.

ALTERNATIVES:

1. Receive additional reports.
2. Request revised format.

RECOMMENDED MOTION: None.

REVIEWED BY: Finance Director Steve Okins/Council Member Audrey Nelsen/City Administrator Ike Holland

WORK SESSION DATE: September 17, 2018

COUNCIL MEETING DATE: N/A

City of Willmar

Financial Report
As of August 31, 2018

Capital Improvement Expenditures

As Of August 31, 2018

<u>MAJOR PROJECTS - BONDING</u>	<u>BUDGET</u>	<u>EXPENDED</u>	<u>BALANCE</u>
CITY HALL			
City Hall/Community Center	\$ 8,500,000.00	\$ 20,000.00	\$ 8,480,000.00
CIVIC CENTER			
Refrigeration System	2,450,000.00	245,213.62	2,204,786.38
PAVEMENT MANAGEMENT			
2018 Pavement Mgmt/Storm Sewer	1,723,000.00	1,066,201.20	656,798.80
* 2017 Pavement Mgmt	3,450,000.00	2,614,137.56	835,862.44
TOTAL MAJOR PROJECTS - BONDING	\$ 16,123,000.00	\$ 3,945,552.38	\$ 12,177,447.62
<u>COOPERATIVE PROJECTS - SHARED FUNDING</u>			
AIRPORT			
Main Apron Expansion	\$ 705,000.00	\$ -	\$ 705,000.00
* Master Plan Update	250,000.00	305,018.00	(55,018.00)
* NavAid Access Roads	55,000.00	-	55,000.00
* Tiling & Drainage	31,500.00	-	31,500.00
* East Taxi Lane Reclamation	463,000.00	495,184.26	(32,184.26)
LEISURE SERVICES			
Ampitheatre	375,000.00	-	375,000.00
Robbins Island	856,347.00	15,221.86	841,125.14
TOTAL COOP. PROJECTS - SHARED FUNDING	\$ 2,735,847.00	\$ 815,424.12	\$ 1,920,422.88

Capital Improvement Expenditures

As Of August 31, 2018

<u>PROJECTS - WASTE WATER FUNDED</u>	<u>BUDGET</u>	<u>EXPENDED</u>	<u>BALANCE</u>
MAJOR PROJECTS - BONDING			
Gorton Avenue L.S. / Armory L.S.	\$ 1,015,000.00	\$ 837,372.15	\$ 177,627.85
* Streets Sewer Replacement	50,000.00	-	50,000.00
* Phase II Fairgrounds L.S.	600,000.00	97,631.98	502,368.02
OPERATING PROJECTS			
Scum/Grease Improvements	150,000.00	-	150,000.00
Computers	10,450.00	-	10,450.00
Infrared Breaker Testing	30,000.00	-	30,000.00
Overlay Old Site Driveway	40,000.00	38,780.00	1,220.00
* HVAC Admin Building	30,000.00	15,588.00	14,412.00
* Computer Software Upgrades	146,000.00	138,088.00	7,912.00
* Computer Hardware	87,000.00	-	87,000.00
* 4 RWW Muni Pumps	100,000.00	-	100,000.00
* Overlay Biosolid Driveway	40,000.00	-	40,000.00
* Industrial Stormwater Permit	20,000.00	-	20,000.00
TOTAL WASTE TREATMENT OPERATING PROJ	\$ 2,318,450.00	\$ 1,127,460.13	\$ 1,190,989.87
<u>VEHICLE REPLACEMENT</u>			
WASTE TREATMENT - VEHICLE REPLACEMENT			
Repl. 2006 Int'l Tractor	\$ 175,049.00	\$ -	\$ 175,049.00
Repl. 2006 Ford F-350	47,741.00	-	47,741.00
GENERAL FUND - VEHICLE REPLACEMENT			
POLICE DEPARTMENT	219,082.00	221,617.70	(2,535.70)
Squad Car Replacement (4)			
Additional K-9 Unit			
FIRE DEPARTMENT	15,000.00	14,599.00	401.00
Repl. 2011 Polaris 500			
PUBLIC WORKS	408,000.00	371,371.01	36,628.99
1-Ton Pickups (3)			
Add'l Pickup (Project Manager)			
MT-Trackless with Batwing			
Additional Back-Hoe			
TOTAL VEHICLE REPLACEMENT	\$ 864,872.00	\$ 607,587.71	\$ 257,284.29

Capital Improvement Expenditures

As Of August 31, 2018

<u>GENERAL CAPITAL</u>	<u>BUDGET</u>	<u>EXPENDED</u>	<u>BALANCE</u>
INFORMATION TECHNOLOGY			
New Storage Array (P.D.)	\$ 25,000.00	\$ 18,618.23	\$ 6,381.77
E-Parking Ticket System	8,000.00	-	8,000.00
Live Streaming and Broadcasting	17,000.00	12,645.00	4,355.00
POLICE DEPARTMENT			
Search Robot	18,000.00	-	18,000.00
FIRE DEPARTMENT			
Outdoor Warning Siren	25,000.00	-	25,000.00
* Fire Pumper	600,000.00	597,644.03	2,355.97
ENGINEERING			
Traffic Study	50,000.00	-	50,000.00
PUBLIC WORKS			
Fuel Tanks	90,000.00	-	90,000.00
Floor Drain System	-	-	-
Brush Site Gate System	15,000.00	7,371.69	7,628.31
* Truck Lift - Mech. Shop	130,000.00	136,199.79	(6,199.79)
AUDITORIUM			
* Lighting	20,000.00	17,538.00	2,462.00
* Ceiling	110,000.00	-	110,000.00
* Tuck Pointing	63,735.00	-	63,735.00
LEISURE SERVICES			
Playground Equipment	100,000.00	-	100,000.00
Portable Bleachers	40,000.00	34,766.00	5,234.00
Baker Diamond Lighting Project	295,000.00	-	295,000.00
* Rice Park Improvements	822,200.00	850,246.19	(28,046.19)
* Playground Equipment	90,800.00	70,691.46	20,108.54
* Miller Park Improvements	370,000.00	237,186.88	132,813.12
CIVIC CENTER			
Sound System	50,000.00	53,022.95	(3,022.95)
AQUATIC CENTER			
Resurface Pool Bottom	-	-	-
TOTAL GENERAL CAPITAL	\$ 2,939,735.00	\$ 2,035,930.22	\$ 903,804.78

General Fund Revenue As Of August 31, 2018

	<u>2017 Actual</u>	<u>2018 Annual Budget</u>	<u>2018 Actual Year-To-Date</u>	<u>% of 2018 Budget</u>
<u>Revenues</u>				
General Property Taxes	\$ 5,054,302.05	\$ 5,319,245.00	\$ 2,876,770.49	54.08%
Licenses and Permits	554,248.77 *	458,560.00	410,301.91	89.48%
Intergovernmental	5,433,283.50	5,351,131.00	2,699,753.29	50.45%
Service Charges	765,058.86 *	747,930.00	433,262.49	57.93%
Fines and Forfeits	147,835.35	167,000.00	100,505.25	60.18%
Special Assessments	1,272.71 *	2,500.00	435.02	17.40%
Miscellaneous Revenue	769,993.00	940,000.00	656,461.42	69.84%
Other Financing Sources	2,766,226.91 *	2,989,429.00	1,384,141.01	46.30%
Total Revenues	\$ 15,492,221.15	\$ 15,975,795.00	\$ 8,561,630.88	53.59%

General Fund Expenditures

-General Government-

As Of August 31, 2018

<u>Expenditures</u>	<u>2017 Actual</u>		<u>2018 Annual Budget</u>	<u>2018 Actual Year-To-Date</u>	<u>% of 2018 Budget</u>
City Administrator	\$ 404,795.89		\$ 394,500.00	\$ 250,857.75	63.59%
Mayor and Council	171,098.36		187,200.00	130,950.63	69.95%
Planning/Development Services	566,137.52	*	508,067.00	392,911.22	77.33%
City Clerk	162,669.74	*	161,129.00	113,513.96	70.45%
Assessing	242,025.81	*	122,100.00	110,014.00	90.10%
Finance Department	387,449.86		414,095.00	267,379.39	64.57%
Legal	266,881.17	*	250,000.00	154,992.32	62.00%
City Hall	128,241.16		187,077.00	99,070.43	52.96%
Information Technology	410,405.68		578,170.00	318,243.66	55.04%
Office Services	28,588.08	*	31,700.00	16,634.56	52.47%
Elections	18,131.40		67,510.00	14,555.26	21.56%
Non-Departmental/Gen.Gov't.	917,774.86	*	678,224.00	632,724.24	93.29%
Sub-Total General Gov't.	3,704,199.53		3,579,772.00	2,501,847.42	69.89%

General Fund Expenditures (Con't)

–Public Safety and Streets/Highways–

As Of August 31, 2018

<u>Expenditures</u>	<u>2017 Actual</u>	<u>2018 Annual Budget</u>	<u>2018 Actual Year-To-Date</u>	<u>% of 2018 Budget</u>
Police Department	4,205,276.99	4,564,650.00	3,280,536.02	71.87%
Fire Protection	627,669.82	744,496.00	427,361.51	57.40%
Non-Departmental/Pub.Safety	17,054.69	19,500.00	9,429.45	48.36%
Sub-Total Public Safety	4,850,001.50	5,328,646.00	3,717,326.98	69.76%
Transit System	20,000.00	20,000.00	-	0.00%
Engineering	469,816.38	633,817.00	379,752.96	59.92%
Storm Water	-	55,000.00	31,087.00	56.52%
Public Works	2,416,526.51	2,640,542.00	1,831,596.93	69.36%
Non-Departmental/Pub.Works	806.00	1,000.00	-	0.00%
Sub-Total Streets/Highways	2,907,148.89	3,350,359.00	2,242,436.89	66.93%

General Fund Expenditures (Con't)

–Culture/Recreation and Transfers–

As Of August 31, 2018

<u>Expenditures</u>	<u>2017 Actual</u>		<u>2018 Annual Budget</u>	<u>2018 Actual Year-To-Date</u>	<u>% of 2018 Budget</u>
WRAC	148,005.11	*	112,848.00	89,474.84	79.29%
Library	462,597.00		526,594.00	368,647.50	70.01%
Auditorium	102,092.20		73,751.00	31,722.34	43.01%
Non-Departmental/Culture-Recr.	92,704.58		53,647.00	54,133.00	* 100.91%
Leisure Services	451,179.50	*	467,525.00	193,261.24	41.34%
Civic Center	717,233.17	*	653,426.00	432,659.12	66.21%
Community Center	92,195.81		156,257.00	55,917.59	35.79%
Aquatic Center	199,444.59		199,513.00	190,137.90	95.30%
Sub-Total Culture/Recreation	2,265,451.96		2,243,561.00	1,415,953.53	63.11%
Transfers	2,071,286.00		2,925,394.00	2,116,399.00	72.35%
Total Expenditures	\$ 15,798,087.88		\$ 17,427,732.00	\$ 11,993,963.82	68.82%

* Indicates Over Budget

Waste Treatment Plant Revenues and Expenditures As Of August 31, 2018

	<u>2017 Actual</u>		<u>2018 Annual Budget</u>	<u>2018 Actual Year-To-Date</u>	<u>% of 2018 Budget</u>
<u>Revenues</u>					
Intergovernmental	\$ 90,949.79 *		\$ 47,000.00	\$ 22,195.55	47.22%
Service Charges	9,497,284.44		10,236,000.00	5,557,499.50	54.29%
Miscellaneous Revenue	349,109.53 *		250,000.00	112,446.17	44.98%
Total Revenues	\$ 9,937,343.76		\$ 10,533,000.00	\$ 5,692,141.22	54.04%
<u>Expenditures</u>					
Waste Treatment - Treatment	\$ 5,639,894.56		\$ 10,874,608.00	\$ 8,466,135.88	77.85%
Waste Treatment - Collections	360,412.23		509,988.00	219,386.39	43.02%
Waste Treatment - Biosolids	255,794.28		325,193.00	140,608.50	43.24%
Total Expenditures	\$ 6,256,101.07		\$ 11,709,789.00	\$ 8,826,130.77	75.37%

* Indicates Over Budget

Investment and Cash Balances

As Of August 31, 2018

	As Of 12/31/2017		As of 08/31/2018	
	Percentage of Booked Market Value	Booked Market Value	Percentage of Booked Market Value	Booked Market Value
Morgan Stanley Smith Barney (RK)		\$ 4,715,259.16		\$ 4,650,871.59
Morgan Stanley Smith Barney (NN)		\$ 2,983,290.00		\$ 2,969,700.00
Total Morgan Stanley Smith Barney	18.4770%	\$ 7,698,549.16	18.5925%	\$ 7,620,571.59
Multi-Bank Securities	21.4073%	\$ 8,919,461.57	21.9023%	\$ 8,977,187.00
UBS Financial Services	21.6384%	\$ 9,015,763.67	21.5364%	\$ 8,827,207.01
Wells Fargo	18.4779%	\$ 7,698,911.00	18.4154%	\$ 7,547,995.00
Wells Fargo Advisors	19.9993%	\$ 8,332,805.20	19.5534%	\$ 8,014,416.80
Total of Investments	100.0000%	\$ 41,665,490.60	100.0000%	\$ 40,987,377.40
Heritage Bank		\$ 10,420,940.20		\$ 10,618,684.84
Total of Investments and Cash		\$ 52,086,430.80		\$ 51,606,062.24

Questions?



WILLMAR

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Main Number 320-235-4913
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CITY COUNCIL AGENDA REPORT

To: Mayor and City Council	Date: September 17, 2018
From: Steve Okins, Finance Director	Subject: Regional City Levy Amounts

AGENDA ITEM: Regional City Levy Amounts

INTRODUCTION/REQUEST: Receive for information only, with update to follow when available.

HISTORY: Historically during the Budget process, staff has provided comparative property tax information for the 19 regional centers with information obtained from the League of Minnesota Cities website that is drawn from the Minnesota Department of Revenue.

CURRENT CIRCUMSTANCE: Current information not available.

RECOMMENDATION: Receive for information only.

ISSUES: N/A.

FINANCIAL IMPACT: N/A

ALTERNATIVES: N/A

RECOMMENDED MOTION: N/A

REVIEWED BY: Finance Director Steve Okins/City Administrator Ike Holland

WORK SESSION DATE: September 17, 2018

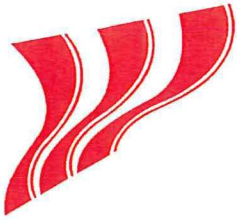
COUNCIL MEETING DATE: N/A

2016 Comparative Property Tax Data

League of Minnesota Cities 19 Regional Centers

Name of City	2015 Population	Taxable Tax Capacity	City	Total
Hibbing	16,316	\$ 7,668,792	83.88	148.64
New Ulm *	13,583	\$ 8,515,698	80.13	139.48
Hutchinson *	14,170	\$ 9,315,771	73.97	156.00
Brainerd *	13,671	\$ 7,290,502	74.20	134.07
Red Wing	16,534	\$ 29,088,492	67.50	123.97
Albert Lea *	17,899	\$ 9,608,180	64.32	145.51
Owatonna	25,782	\$ 18,336,233	59.58	152.54
Northfield	20,320	\$ 13,190,553	57.56	133.71
Fairbault	23,700	\$ 13,402,365	56.25	120.48
Fergus Falls	13,288	\$ 9,634,856	56.83	120.49
Worthington *	13,208	\$ 6,360,923	55.45	112.47
Marshall *	13,793	\$ 11,506,382	51.59	112.27
Bemidji *	14,969	\$ 9,794,988	51.11	132.23
Fairmont	10,421	\$ 7,902,443	47.41	108.43
Mankato *	41,727	\$ 38,953,935	43.62	105.98
Austin *	25,111	\$ 11,072,235	44.96	118.29
Moorhead	41,901	\$ 29,062,851	39.45	120.92
Willmar	19,848	\$ 12,920,445	34.48	116.52
Cloquet *	12,271	\$ 8,058,937	35.15	183.69

* Denotes Community Local Option Sales Tax in addition



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CITY COUNCIL AGENDA REPORT

To: Mayor and City Council	Date: September 17, 2018
From: Sean E. Christensen, P.E. Public Works Director	Subject: Highway 12 East Trail

AGENDA ITEM: Highway 12 East Trail

INTRODUCTION/REQUEST:

Adopt Resolution Requesting a Variance from State Aid Operations Standards.

HISTORY:

On January 4, 2016, the city council adopted resolutions authorizing the submittal of a Transportation Alternatives Program (TAP) funding application for the Highway 12 East Trail. The project consists of the construction of a 10-foot wide bituminous shared-use path from 23rd St. SE along the south side of TH 12 west to Lakeland Drive and a 8-foot to 10-foot concrete shared-use path from Lakeland Drive to Olena Avenue.

On July 28, 2016, the city was informed that \$210,000 of federal funds had been designated for the improvements in fiscal year 2020 (July 2019 – July 2020).

The federal funding process requires that a Project Memorandum (PM) be prepared for the improvements.

CURRENT CIRCUMSTANCE:

In order to complete the PM process and utilize State Aid funding, a State Aid Variance is required for the section of shared-use path between Olena Avenue and TH 12. State Aid Rules require a minimum two-foot clear zone along shared-use paths. A clear zone is an area free of any obstructions including but not limited to signs and mail boxes. The Lakeland Drive portion of the project contains numerous traffic signs and mailboxes within the two-foot clear zone. In order to mitigate the risk associated with objects in the clear zone, a four-inch yellow stripe, at the edge of the eight-foot path, has been proposed. The second more costly alternative consists of obtaining permanent easements from the twenty-two properties along the corridor.

In order to request a variance from the State Aid two-foot clear zone requirement, a certified resolution from the city council is required to be submitted with the State Aid Variance Request.

RECOMMENDATION:

Adopt Resolution Requesting a Variance from State Aid Operations Standards.

FINANCIAL IMPACT:

If a variance for the project is not pursued, project costs will increase.

ALTERNATIVES:

1. Do not adopt resolution
2. Obtain permanent easements from property owners along Lakeland Drive from Olena Avenue to TH12
3. Forfeit federal and State Aid funds allocated for the project.

REVIEWED BY: Ike Holland, City Administrator

WORK SESSION DATE: September 17, 2018

COUNCIL MEETING DATE:

RESOLUTION NO. _____

**A RESOLUTION REQUESTING A VARIANCE FROM STANDARD FOR STATE AID OPERATION FOR
PROJECT NO. S.A.P. 175-090-006/S.A.P. 175-152-006.**

Motion By: _____ Second By: _____

WHEREAS, the City of Willmar is preparing plans for the construction of a 1.02 mile segment of shared use path along Lakeland Drive SE from Olena Ave SE to TH 12 and along TH 12 from Lakeland Drive SE to 23rd Street SE; and

WHEREAS, the purpose of the shared use path is to improve recreation and transportation connectivity, safety for non-motorized travelers, and to provide access to local businesses along TH 12; and

WHEREAS, Minnesota Rules for State Aid Operation 8820.9995 requires a two (2) foot minimum clear zone; and

WHEREAS, the proposed project will paint a four (4) inch yellow stripe to warn of obstacles within the clear zone; and

WHEREAS, this variance is necessary to accommodate the project design and purpose with minimal disruptions or negative impacts to the community, path users, and motorists; and

WHEREAS, there is insufficient right-of-way to attain proper boulevard space to accommodate the required signage and two (2) foot clear zone; and

WHEREAS, the cost of obtaining and clearing sufficient right-of-way would consume approximately 33% or one-third of the allocated funds for the proposed project and is prohibitive:

NOW, THEREFORE BE IT RESOLVED, that the City of Willmar City Council does hereby request a variance from the Minnesota Department of Transportation State Aid Operations Rules Chapter 8820.9995 Minimum Off-Road and Shared Use Path Standards to allow a four (4) inch yellow stripe to warn of obstacles within the clear zone beginning on the north side of Olena Avenue and continue to TH 12 in lieu of two (2) foot minimum clear zones.

BE IT FURTHER RESOLVED, that the City of Willmar Council hereby indemnifies, saves and hold harmless the State of Minnesota and its agents and employees of and from claims, demands, actions, or causes of action arising out of or by reason of reducing the minimum two (2) foot clear zones in accordance with Minnesota Rules 8820.9995 and further agrees to defend at their sole cost and expense any action or proceeding commenced for the purpose of asserting any claim arising as a result of the granting this variance.

Dated this 17th day of September, 2018

Mayor

Attest:

City Clerk



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CITY COUNCIL AGENDA REPORT

To: Mayor and City Council	Date: September 17, 2018
From: Frank Hanson, Fire Chief	Subject: 1988 Luverne Fire Engine

AGENDA ITEM: Discussion on selling or keeping the 1988 fire engine.

INTRODUCTION/REQUEST: Request the City of Willmar retain the 1988 Luverne fire engine.

HISTORY: This fire engine was purchased from General Safety in 1988. It has been an exceptional piece of equipment for the City. This vehicle was on a 25 year replacement cycle but due to other circumstances the vehicle was retained until 2017. We have purchased a “replacement” fire engine this year. We have had this new truck in service for 4 months now and I feel that it is now time to bring this subject before the Council.

CURRENT CIRCUMSTANCE: The fire department currently has two pumpers, one pumper/tanker combination truck, a Quint (pumper/ladder combination truck), a ladder truck, grass rig, and two support pickups. I have contacted several companies that sell used fire apparatus and they have told me if we sell this truck, we could list it for \$15,000 - \$25,000, depending on what equipment we sell with it. I have been researching ways of achieving a lower ISO rating, and one way to get closer is to turn this truck into a “service truck.” It would carry more specialized equipment for clean up and salvage. This along with a few other improvements could possibly help us return a Class 3 rating. I will be taking some more ISO training coming up in October to assist with that.

RECOMMENDATION: The City retain this truck for a backup and possibly turn it into a “service” vehicle. I would also recommend that we evaluate this truck every six months and if necessary sell it at that time.

ISSUES:

FINANCIAL IMPACT: The impact of keeping this truck would be about \$500 per year for service, pump, hose and ladder testing.

ALTERNATIVES:

1. To place the truck for sale

RECOMMENDED MOTION: To keep the 1988 Luverne fire pumper and have the Fire Chief and maintenance staff reevaluate the condition of this pumper every six months.

REVIEWED BY: Ike Holland, City Administrator

WORK SESSION DATE: September 17, 2018

COUNCIL MEETING DATE: October 1, 2018

☐ Regular Agenda

☐ Consent Agenda



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CITY COUNCIL AGENDA REPORT

To: Mayor and City Council	Date: September 17, 2018
From: Judy R. Thompson City Clerk	Subject: Coin-Operated Amusement Device Licenses

AGENDA ITEM: Coin-Operated Amusement Device Licenses

INTRODUCTION/REQUEST: Recently received inquiry about the necessity of City issuing Coin-Operated Amusement Device Licenses

HISTORY: Annually the City issues Coin-Operated Amusement Device Licenses for establishments as required by Willmar Municipal Code Article II, Section 8, Licenses, Permits and Business Regulations. The current fee is \$15.00 per license.

CURRENT CIRCUMSTANCE: In 2017, the City issued 40 Coin-Operated Amusement Device Licenses at \$15.00 for a total of \$600.00. City staff finds issuing Coin-Operated Amusement Device Licenses to be no longer necessary.

RECOMMENDATION: Discontinue issuing Coin-Operated Amusement Device Licenses effective October 31, 2018, and direct City Attorney Robert Scott to draft an ordinance to reflect said change.

ISSUES: N/A

FINANCIAL IMPACT: \$600.00 decrease in annual license fees.

ALTERNATIVE: Continue current practice of issuing licenses for Coin-Operated Amusement Device Licenses.

RECOMMENDED MOTIONS: Discontinue issuing Coin-Operated Amusement Device Licenses effective October 31, 2018, and direct City Attorney Robert Scott to draft an ordinance to reflect said change.

REVIEWED BY: Ike Holland, City Administrator

WORK SESSION DATE: September 17, 2018

COUNCIL MEETING DATE: October 1, 2018 ☐ **CONSENT AGENDA** ☐ **AGENDA**

Sec. 8-42. Hours of operation.

The city council may, from time to time, adopt such closing hours for licensees under this division as may appear to meet the public need. Any such resolution shall become effective upon its passage by the city council. A copy of the resolution shall be mailed by registered mail to the licensees.

(Code 1978, § 905.05)

Sec. 8-43. Licensee to keep order on premises.

Any person who has obtained a license as required in this division shall keep an orderly place where such billiard tables, pool tables, or other tables whereon games are played are kept and maintained.

(Code 1978, § 905.04)

Secs. 8-44–8-55. Reserved.

DIVISION 3. COIN-OPERATED AMUSEMENT DEVICES

Sec. 8-56. Definition.

A coin-operated mechanical amusement device is defined as any machine which, upon the insertion of a coin, token or slug, operates or may be operated by the public for use as a game, entertainment or amusement, and which contains no automatic payoff device for the return of money, coins, checks, tokens or merchandise and provides no such payoff by any other means or manner. This section shall not prohibit the licensing of a machine that returns slugs or tokens that may be used only in the machine licensed and that in itself does not constitute a gambling device. The term "coin-operated mechanical amusement device" shall include pin-ball machines, music machines, motion picture machines and all other machines except weighing machines that, by the insertion of a coin or token, operate for the entertainment or amusement of the player.

(Code 1978, § 920.01)

Cross reference—Definitions and rules of construction generally, § 1-2.

Sec. 8-57. License.

(a) *Required.* No person shall own, operate, maintain or keep for operation within the city any coin-operated mechanical amusement device without first having applied for and received a license therefor as provided in this section.

(b) *Application.*

(1) Each owner of each individual coin-operated mechanical amusement device shall make application at the office of the city clerk-treasurer, upon forms furnished by the city, for an owner's license.

(2) Each such application shall be accompanied by the annual license fee as provided for in this section.

(3) All original applications shall contain a statement of the list price of the machine.

(c) *Fee.*

(1) The annual license fee for coin-operated mechanical amusement devices shall be in an amount as kept on file at the office of the city clerk-treasurer.

(2) If an owner applies for a license subsequent to the beginning of the license year, he shall pay the prorated portion of the license fee from the date of issuance to the end of the license year.

(d) *Tag.* The owner shall receive, in addition to the license, one (1) license tag annually for each machine he is licensed to own in the city, which tag shall be displayed upon the machine in a prominent place.

(e) *License to apply to particular location.* The license as issued to the owner shall license the respective machine for a particular location within the limits of the city. Note shall be made in the license application and upon the clerk-treasurer's records of the location of each machine licensed.

(f) *Date for placement of tags, renewal of license.*

(1) License tags must be secured and affixed to the machines on or before November 1 of each year.

(2) Licenses shall be renewed prior to November 1 of each year.

(g) *Replacement of machines.* It shall be permissible for an owner to replace a damaged or worn-out amusement device licensed to him, provided a machine of identical characteristics and purpose shall be substituted at any such location for the machine to be removed. It shall then be permissible for the owner to place upon the machine so substituted the original license tag issued to him in licensing the first, identical machine, and he shall give proper notice in writing thereof to the city clerk-treasurer.

(h) *Sale of machines.* If a machine is sold by the owner, upon application to the city clerk-treasurer, and payment of a fee in the amount kept on file in the office of the city clerk-treasurer, the license originally issued to the owner shall be transferred to the immediate buyer and the buyer shall be given credit for the unused portion of any license fee previously paid by the original owner.

(i) *Revocation.* Any license granted under the terms of this section may be revoked by the city council after notice to the licensee and an opportunity to be heard. Any misstatement of fact in the application for the license and any use of the amusement device, either directly or indirectly, for gambling purposes, shall be grounds for revocation of the license.

(Code 1978, §§ 920.02, 920.03, 920.05)

Sec. 8-58. Gambling devices ineligible for license.

No license shall be issued for any roulette wheel, slot machine, mechanical horse race, or any other gambling device.

(Code 1978, § 920.02)

Sec. 8-59. Use of machines for gambling; giving of prizes.

No person shall permit the operation of any coin-operated mechanical amusement device for the making of side bets or gambling in any form. No prize, award, merchandise, gift, money or anything of value shall be given any player of such machine or device.

(Code 1978, § 920.04)

Secs. 8-60—8-70. Reserved.

DIVISION 4. THEATERS AND EXHIBITIONS

Sec. 8-71. Applicability of division.

The provisions of this division shall not apply to circuses, menageries, merry-go-rounds, ocean waves, Ferris wheels, or to any exhibition, show or entertainment of any kind given in a tent or under canvas; nor shall the provisions of this division apply within the limits of the grounds of the county fair association.

(Code 1978, § 915.06)

Sec. 8-72. Performances subject to police supervision; right of entry.

All theatres, opera houses or entertainments or performances of any kind licensed under this division shall at all times during performances be subject to police supervision for the preservation of good order and the suppression of offenses against the laws of the state or the ordinances of the city. For such purposes, any police officer of the city shall, at all times during which any performance or entertainment is open to the public, have access to any and all parts of any building to which the public is admitted.

(Code 1978, § 915.05)

Sec. 8-73. License—Generally.

(a) *Required.* No person shall publicly exhibit or cause to be exhibited any panorama or other work of art, or natural or artificial curiosities or give, assist in giving or cause to be given any theatrical performance, moving picture show, concert, lecture, wrestling match, or any other kind of show or entertainment, or operate or conduct any theatre or opera house, for the purpose of gain or to which a fee for admission is charged, without first having obtained a license and paid the required fee therefor as prescribed in this section.