

# "Improving the quality of life for Aurora!"

## **AURORA CITY COUNCIL AGENDA** *Aurora City Hall, Council Chambers* *Tuesday, March 24, 2015 at 6:30 p.m.*

- I. CALL TO ORDER:**
- II. PLEDGE AND PRAYER:**
- III. ROLL CALL:** *Mayor David L. Marks*  
*Chairman Pro Tem Linda Barton*  
*Councilman Steve Ramirez*  
*Councilwoman Lisa Rentfro*  
*Councilwoman Rosemary Henderson*
- IV. APPROVAL OF MINUTES:**  
*Regular Session held on March 10, 2015 at 6:30 p.m.*
- V. APPROVAL OF APPROPRIATIONS for March**
- VI. PUBLIC COMMENT**
- VII. COUNCIL FORUM**
- VIII. OLD BUSINESS**
- IX. NEW BUSINESS**
  - A. Consideration/ Approval to add Section 130.805 "Social Media Policy" to the Personnel Policy*
  - B. Consideration/ Approval to add Section 130.810 "Weapon Free Workplace Policy" to the Personnel Policy*
  - C. Resolution No. 2015-1395*  
*A Resolution of the City of Aurora, Missouri authorizing the Mayor to enter into an Agreement for a consultant to do a Wage and Salary Compensation Study*
  - D. Discussion/ Approval to liquidate perpetual care funds*
  - E. Discussion/ Approval to decide who will pay associated costs for implementing a credit card system*
  - F. First Reading of Bill No. 2015-3025*  
*An Ordinance of the City of Aurora, Missouri, amending Chapter 220 "Nuisances" Article II "Weeds and Wild Growth" Section 220.090 "Weed, Other Grasses-Excessive Growth Prohibited" of the Municipal Code*
  - G. Resolution No. 2015-1396*  
*A Resolution of the City of aurora, Missouri authorizing and directing the Mayor to execute an agreement with Unifirst through the Joint National Powers Alliance for employee's uniforms*
  - H. Discussion/ Approval for any recommendations concerning the Farmers Market*
- X. REPORTS**
  - A. Board Liaison Reports*
  - B. City Attorney Report*
  - C. City Manager Report*

**"Improving the quality of life for Aurora"**

*XI. CLOSED SESSION pursuant to 610.021 (1)  
Legal actions, causes of action or litigation involving a public government body and any confidential or privileged communications between a public governmental body or its representative and its attorney's.*

*XI. ADJOURNMENT*

*Posted March 20, 2015 by Kathie Needham, City Clerk*

# COMMUNICATION PAGE

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Date: March 24, 2015

Presented By: Mayor

Agenda Item: Approval of Minutes

Agenda No. IV

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## AGENDA ITEM DESCRIPTION

### APPROVAL OF MINUTES:

Regular Session held on March 10, 2015 at 6:30 p.m.

### NOTES:

**"Improving the quality of life for Aurora!"**

**AURORA CITY COUNCIL AGENDA**  
**Aurora City Hall, Council Chambers**  
**Tuesday, March 10, 2015 at 6:30 p.m.**

**I. CALL TO ORDER:**

Mayor Marks called the meeting to order at 6:30 p.m.

**II. PLEDGE AND PRAYER:**

Councilman Ramirez led the council in prayer and the Pledge of Allegiance.

**III. ROLL CALL: Mayor David L. Marks**

**Chairman Pro Tem Linda Barton**

**Councilman Steve Ramirez**

**Councilwoman Lisa Rentfro**

**Councilwoman Rosemary Henderson**

Roll call was taken and all members were noted present.

**IV. APPROVAL OF MINUTES:**

*Regular Session held on February 24, 2015 at 6:30 p.m.*

Chairman Pro Tem Barton moved to approve the minutes of the Regular Session held on February 24, 2015 at 6:30 p.m. Councilman Ramirez seconded the motion. Motion passed with the following members voting aye on the motion.

AYES: Barton, Ramirez, Rentfro, Henderson

NAYES: 0

ABSTAIN: Marks who was not present at the February 24, 2015 6:30 p.m. meeting.

**IV. APPROVAL OF APPROPRIATIONS for February/March**

Councilwoman Henderson moved to approve the appropriations for February/March as submitted. Chairman Pro Tem Barton seconded the motion. Motion passed with the following council members voting aye on the motion.

AYES: Henderson, Marks, Ramirez, Barton

NAYES: 0

ABSTAIN: Rentfro (bill to MML was for Councilwoman Rentfro)

**V. PUBLIC COMMENT**

None.

**VI. COUNCIL FORUM**

Chairman Pro Tem Barton spoke to the council regarding the Farmer's Market. She had been contacted by someone asking if people can set up on the east side of Oak Park if they have a license. The group that was using the east side has moved to the Sutherland's parking lot. The Farmer's Market and the Open Farmer's Market have both been using Oak Park but setting up on opposite sides of the park. City Manager Randall suggested council have a workshop and set a firm policy in regard to this. There have been hard feelings developed between these groups and a policy needs to be established. It was consensus of the council to have an agenda item at the end of the next regular session on March 24, 2015 and invite parties involved from both groups.

**VII. OLD BUSINESS**

None.

**IX. NEW BUSINESS**

# "Improving the quality of life for Aurora"

## *A. Consideration/Approval to change Section 130.070 "Purpose" of the Personnel Policy*

Councilwoman Rentfro moved to accept a change to Section 130.070 "Purpose" of the Personnel Policy. Councilman Ramirez seconded the motion.

AYES: Marks, Ramirez, Barton, Rentfro, Henderson

NAYES: 0

## **X. REPORTS**

### *A. Board Liaison Reports*

#### Park Board

The Aurora High School has Senior Volunteers that will be helping the Park Board with some small repairs in the parks on April 28<sup>th</sup>.

The Eagle Scouts will be starting a project in White Park.

Two more recycling containers will be purchased for the trails. High School students will be assisting with the program by picking up the bags and sorting the items. The only thing City Staff will need to do is take the bagged items to a certain designated area for the students. Last year the bags got picked up with the regular trash in error.

The Park Board will be applying for various grants.

The softball field in White Park has some ruts and holes and Singer Construction will be filling those and donating the labor.

### *B. City Attorney Report*

Mr. Reynolds reported demand letters had been sent to two businesses for business license revocation because state sales tax had not been paid with one business closing last Saturday. He also reported he had attended Municipal Court sessions.

### *C. City Manager Report*

City Manager Randall reported on the following items:

- Some of the Fire Department staff had recently received training for bomb threats and radiological and nuclear disaster.
- Air bags are in at Fire Department.
- Police Department had two vehicles in for repairs.
- City Hall has a vehicle that is not being utilized except by staff when attending training sessions. He asked council to consider transferring the car to the Police Department for their use but still allowing City Hall staff to use it if scheduled in advance.
- A permit has been pulled by Walmart for remodeling.
- The Street Department still has approximately 65% of salt supply remaining.
- The truck lift is in at the Street Department.
- A proposal from Arvest Bank for payment by credit card is being reviewed. Since there are fees involved, the City Attorney is reviewing to see if it is lawful to pass on a tax without a vote of the people. A flat fee was also discussed instead of a percentage and only those using the convenience would be charged. Or another consideration was for the city to pay the fees.

City Attorney Reynolds will check with the City of Willard to see how they have addressed this.

- A handout was provided to Council regarding bonding indebtedness. The Police/Fire Facility was refinanced in 2011 with significant savings. In as early as 2016, the City could look at this again.

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***XI. ADJOURNMENT***

Chairman Pro Tem Barton moved to adjourn the meeting at 7:10 p.m. Councilwoman Henderson seconded the motion. Motion passed with all members voting aye.

APPROVED:

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Larry Marks, Mayor

ATTEST:

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Betty Baum, Treasurer/Deputy City Clerk

# COMMUNICATION PAGE

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Date: March 24, 2015

Presented By: Mayor

Agenda Item: Approval of Appropriations for March

Agenda No. V

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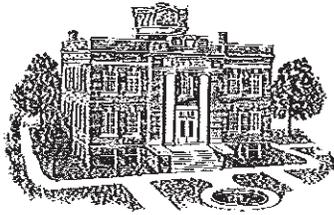
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AGENDA ITEM DESCRIPTION
APPROVAL OF APPROPRIATIONS FOR MARCH

NOTES:

## ACCOUNT BREAKS

BREAK NAME/CODE	DESCRIPTION	MAJOR CLASSIFICATION	MINOR CLASSIFICATION	DIST ID
FUND	10	GENERAL		
	15	UDAG		
	<del>20</del>	<del>DEBT SERVICE</del>		
	25	TRANSPORTATION		
	30	SEWER		
	40	PARK		
	51	CEMETERY		
	61	POLICE/FIRE BUILDING		
	71	POLICE RESERVE		
DEPARTMENT	01	ASSETS		
	02	LIABILITIES		
	03	FUND BALANCE		
	11	ADMINISTRATION		
	12	COUNCIL		
	13	PUBLIC FACILITIES		
	14	PLANNING & ZONING		
	15	FINANCE & ECON DEVELOP		
	20	DYER DONATION		
	21	POLICE		
	22	FIRE		
	23	E-911		
	24	EMERGENCY MANAGEMENT		
	25	MUNICIPAL COURT		
	26	MARIONVILLE		
	30	SEWER OPERATIONS		
	31	STREETS		
	32	AIRPORT		
	34	ALERT SYSTEM		
	41	PARK		
	42	RECREATION		
	43	SWIMMING POOL		
	51	CEMETERY		
	52	ADMINISTRATIVE CAPITAL		
	90	TRANSFERS		
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*City of Aurora*

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**EXPENSES FOR  
APPROVAL  
MARCH 2015**

**AURORA FIRE DEPARTMENT**  
**HEADQUARTERS**  
**106 S. Elliott, P.O. Box 30**  
**AURORA, MISSOURI 65605**

BUSINESS PHONE: (417) 678-5303  
(417) 678-2111  
Chief's Cell (417) 229-2344  
Fax (417) 678-0603  
E-Mail: [aurora-fd@hotmail.com](mailto:aurora-fd@hotmail.com)

TO: City Manager, City Council  
FROM: Fire Chief Robert R. Ward  
DATE: 03/17/2015  
REF: 2322 Pumper/Aerial Truck repair

We contacted several repair shops to diagnose the truck. Central Power Systems was the only one that would give us a approximate cost for the known problems. The other shop would only quote time and material but no total estimated cost. Also this shop was the only local shop that had the computer software to attach to and trouble-shoot our specific motor that was malfunctioning.

Sincerely,



Chief Robert R. Ward  
City of Aurora Fire Department

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
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8020773-0	1	3/25/15	2/25/15	OPERATING 1010 686 ADMIRAL EXPRESS FILE FOLDERS, LABELS	6.80	10	10-25-6700 SUPPLIES - OFFICE	1
	2			ADDING MACHINE ROLLS,LAB	27.22	10	10-15-6700 SUPPLIES - OFFICE	1
				INVOICE TOTAL	34.02			
				VENDOR TOTAL	34.02			
031015	1	3/25/15	3/10/15	54 ADVANCE MAGDALENO PEST CONTROL PEST CONTROL	15.00	10	10-51-6560 PROFESSIONAL SERVICES	1
	2			PEST CONTROL	20.00	10	10-41-6560 PROFESSIONAL SERVICES	1
	3			PEST CONTROL	45.00	61	61-21-6606 REPAIR & MAINT-BLDG & GRD	1
	4			PEST CONTROL	50.00	61	61-22-6560 PROFESSIONAL SERVICES	1
	5			PEST CONTROL	105.00	10	10-13-6560 PROFESSIONAL SERVICES	1
	6			FOGGERS FOR WASPS	30.00	10	10-13-6606 REPAIR & MAINT-BLDG & GRD	1
				INVOICE TOTAL	265.00			
				VENDOR TOTAL	265.00			
70010111-4	1	3/25/15	3/16/15	320 ALLGEIR, MARTIN & ASSOCIATES SCREENING PROJECT	1,159.50	30	30-30-7005 CITY MATCH BAR SCREEN	1
	2			SCREENING PROJECT	1,159.50	30	30-30-7008 BAR SCREEN GRANT EXPENSE	1
				INVOICE TOTAL	2,319.00			
				VENDOR TOTAL	2,319.00			
022815	1	3/25/15	2/28/15	52 AMERIPRIDE UNIFORMS	49.48	10	10-51-6860 UNIFORMS	1
	2			UNIFORMS	48.68	10	10-41-6860 UNIFORMS	1
	3			UNIFORMS, SHOP TOWELS	195.84	30	30-30-6860 UNIFORMS	1
	4			UNIFORMS, SHOP TOWELS	297.12	25	25-31-6860 UNIFORMS	1
	5			UNIFORMS	187.60	10	10-21-6860 UNIFORMS	1
	6			MATS	31.27	61	61-21-6606 REPAIR & MAINT-BLDG & GRD	1
	7			MATS	75.00	10	10-13-6606 REPAIR & MAINT-BLDG & GRD	1
	8			UNIFORMS	40.72	10	10-14-6860 UNIFORMS	1
				INVOICE TOTAL	925.71			

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
VENDOR TOTAL					925.71			
103734	1	3/25/15	3/01/15	61 AURORA ADVERTISER COMPENSATION STUDY AD	19.50	10	10-11-6000 ADVERTISING	1
INVOICE TOTAL					19.50			
103795	1	3/25/15	3/01/15	FIREFIGHTER POSITION AD	10.35	10	10-22-6000 ADVERTISING	1
INVOICE TOTAL					10.35			
103828	1	3/25/15	3/01/15	SEASONAL AD	11.85	10	10-41-6000 ADVERTISING	1
INVOICE TOTAL					11.85			
VENDOR TOTAL					41.70			
14374	1	3/25/15	3/10/15	522 BARTON SERVICE INC ALTERNATOR-P&Z VEHICLE	163.06	10	10-14-6610 REPAIR & MAINT-VEHICLE	1
	2			SERP BELT-P&Z VEHICLE	37.74	10	10-14-6610 REPAIR & MAINT-VEHICLE	1
	3			TENSION PULLEY-P&Z VEHIC	33.02	10	10-14-6610 REPAIR & MAINT-VEHICLE	1
	4			BATTERY-P&Z VEHICLE	130.33	10	10-14-6610 REPAIR & MAINT-VEHICLE	1
	5			LABOR-P&Z VEHICLE	130.58	10	10-14-6610 REPAIR & MAINT-VEHICLE	1
	6			WASTE DISPOSAL-P&Z VEHIC	4.22	10	10-14-6610 REPAIR & MAINT-VEHICLE	1
INVOICE TOTAL					498.95			
14424	1	3/25/15	3/13/15	FORD STARTER	173.63	10	10-14-6610 REPAIR & MAINT-VEHICLE	1
	2			LABOR	45.70	10	10-14-6610 REPAIR & MAINT-VEHICLE	1
	3			TOW	45.00	10	10-14-6610 REPAIR & MAINT-VEHICLE	1
INVOICE TOTAL					264.33			
VENDOR TOTAL					763.28			
B121482	1	3/25/15	3/12/15	880 BRAD'S TRUE VALUE NUTS & BOLTS FOR LIFT	107.88	25	25-31-6606 REPAIR & MAINT-BLDG & GRD	1
INVOICE TOTAL					107.88			
VENDOR TOTAL					107.88			
031215	1	3/25/15	3/12/15	289 CARD SERVICES MEALS MOCCFOA CONF-NEEDH	28.94	10	10-11-6850 TRAVEL	1
	2			FUEL MOCCFOA CONF-NEEDHA	29.51	10	10-11-6220 FUEL	1

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
				INVOICE TOTAL	58.45			
24860	1	3/25/15	3/05/15	LOUD SPEAKER REPAIR	59.00	10	10-22-6608 REPAIR & MAINT-EQUIPMENT	1
				INVOICE TOTAL	59.00			
5050	1	3/25/15	3/09/15	2 INSTRUCTOR POLO'S	52.00	10	10-22-6860 UNIFORMS	1
				INVOICE TOTAL	52.00			
				VENDOR TOTAL	169.45			
08075823	1	3/25/15	2/27/15	67 CENTRAL POWER SYSTEMS & DIAGNOSITC & ECM REPLACE FOR 2322	2,830.53	10	10-22-6610 REPAIR & MAINT-VEHICLE	1
				INVOICE TOTAL	2,830.53			
				VENDOR TOTAL	2,830.53			
030915	1	3/25/15	3/09/15	68 CENTURYLINK PHONE EXPENSE	73.17	10	10-25-6070 COMMUNICATIONS	1
	2			PHONE EXPENSE	73.13	10	10-11-6070 COMMUNICATIONS	1
	3			PHONE EXPENSE	73.13	10	10-12-6070 COMMUNICATIONS	1
	4			PHONE EXPENSE	73.13	10	10-14-6070 COMMUNICATIONS	1
	5			PHONE EXPENSE	73.13	10	10-15-6070 COMMUNICATIONS	1
	6			PHONE EXPENSE	195.30	30	30-30-6070 COMMUNICATIONS	1
	7			PHONE EXPENSE	104.08	25	25-31-6070 COMMUNICATIONS	1
	8			PHONE EXPENSE	107.69	10	10-51-6070 COMMUNICATIONS	1
	9			PHONE EXPENSE	212.73	61	61-22-6070 COMMUNICATIONS	1
	10			PHONE EXPENSE	10.11	10	10-43-6070 COMMUNICATIONS	1
	11			PHONE EXPENSE	99.28	10	10-41-6070 COMMUNICATIONS	1
	12			PHONE EXPENSE	799.75	61	61-21-6070 COMMUNICATIONS	1
				INVOICE TOTAL	1,894.63			
				VENDOR TOTAL	1,894.63			
56974	1	3/25/15	2/27/15	165 CHEMICAL BROKERS INC WEEDKILLER	444.00	10	10-51-6060 CHEMICALS	1
	2			FREIGHT	28.00	10	10-51-6560 PROFESSIONAL SERVICES	1
				INVOICE TOTAL	472.00			

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
57032	1	3/25/15	2/16/15	WEEDKILLER	444.00	25	25-31-6060 CHEMICALS	1
	2			FREIGHT	28.00	25	25-31-6560 PROFESSIONAL SERVICES	1
				INVOICE TOTAL	472.00			
57077	1	3/25/15	3/11/15	WASP & HORNET KILLER	189.12	10	10-41-6060 CHEMICALS	1
	2			WEEDKILLER	154.20	10	10-41-6060 CHEMICALS	1
	3				24.00	10	10-41-6560 PROFESSIONAL SERVICES	1
				INVOICE TOTAL	367.32			
				VENDOR TOTAL	1,311.32			
031815	1	3/25/15	3/18/15	69 CITY COLLECTOR ADMINISTRATIVE TRANSFER	2,333.34	25	25-90-6857 TRANSFER OUT	1
	2			ADMINISTRATIVE TRANSFER	6,416.66	30	30-90-6857 TRANSFER OUT	1
				INVOICE TOTAL	8,750.00			
3992	1	3/25/15	3/10/15	RELEASE PAID UNDER PROTE TAXES-1611 S HUDSON	108.19	10	10-02-2170 PAID UNDER PROTEST	1
				INVOICE TOTAL	108.19			
				VENDOR TOTAL	8,858.19			
497670	1	3/25/15	2/11/15	129 CONRAD FIRE EQUIPMENT 5" STORZ COUPLING	161.84	10	10-22-6608 REPAIR & MAINT-EQUIPMENT	1
				INVOICE TOTAL	161.84			
497857	1	3/25/15	2/05/15	KP1-17 LIFT BAG	618.37	10	10-22-6210 EQUIP PURCHASE UNDER \$2000	1
	2			KP1-17 LIFT BAG	658.86	10	10-22-6210 EQUIP PURCHASE UNDER \$2000	1
	3			KP1-22 LIFT BAG	825.49	10	10-22-6210 EQUIP PURCHASE UNDER \$2000	1
	4			BASIC CONTROL KIT	1,326.29	10	10-22-6210 EQUIP PURCHASE UNDER \$2000	1
				INVOICE TOTAL	3,429.01			
				VENDOR TOTAL	3,590.85			
88946	1	3/25/15	2/28/15	71 CUNNINGHAM, VOGEL & ROST P.C. MERCY HOSPITAL	435.75	30	30-30-7006 CITY MATCH INTERCEPTOR	1
	2			MERCY HOSPITAL	435.75	30	30-30-7009 INTERCEPTOR GRANT EXPENSE	1
				INVOICE TOTAL	871.50			
88995	1	3/25/15	2/28/15	AURORA VS CENTURYLINK	6,070.53	10	10-12-6560	1

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
							PROFESSIONAL SERVICES	
				INVOICE TOTAL	6,070.53			
89003	1	3/25/15	2/28/15	CENTURYLINK TAX PROTESTS	975.20	10	10-12-6560 PROFESSIONAL SERVICES	1
				INVOICE TOTAL	975.20			
				VENDOR TOTAL	7,917.23			
				106 FAMILY SUPPORT PAYMENT CENTER				
032015	1	3/25/15	3/20/15	W/H CHILD SUPPORT	309.00	1051	10-02-2151 ACCRUED CHILD SUPPORT	1
	2			W/H CHILD SUPPORT	75.00	1051	10-02-2151 ACCRUED CHILD SUPPORT	1
				INVOICE TOTAL	384.00			
				VENDOR TOTAL	384.00			
				537 FIREHOUSE				
031715	1	3/25/15	3/17/15	RENEW SUBSCRIPTION	29.95	10	10-22-6120 DUES & SUBSCRIPTIONS	1
				INVOICE TOTAL	29.95			
				VENDOR TOTAL	29.95			
				9 FIREMASTER FIRE EQUIPMENT INC				
100014	1	3/25/15	3/05/15	3 SPRINGS	5.34	10	10-22-6608 REPAIR & MAINT-EQUIPMENT	1
	2			2 REGULATOR LATCHES	10.48	10	10-22-6608 REPAIR & MAINT-EQUIPMENT	1
	3			3 XEON BULB FLASHLIGHTS	27.78	10	10-22-6608 REPAIR & MAINT-EQUIPMENT	1
				INVOICE TOTAL	43.60			
				VENDOR TOTAL	43.60			
				131 FRANKS UNIFORMS INC				
73556	1	3/25/15	3/06/15	UNIFORM PANTS	117.90	10	10-21-6860 UNIFORMS	1
				INVOICE TOTAL	117.90			
				VENDOR TOTAL	298.50			
				673 GENERAL CODE LLC				
16965	1	3/25/15	3/05/15	ANNUAL CODEFICATION OF C BOOK	1,200.46	10	10-12-6560 PROFESSIONAL SERVICES	1
				INVOICE TOTAL	1,200.46			
				VENDOR TOTAL	1,200.46			

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
1319962	1	3/25/15	3/13/15	170 GLIEDT ELECTRIC SUPPLY ELECTRICAL PARTS FOR LIF	168.99	25	25-31-6606 REPAIR & MAINT-BLDG & GRD	1
				INVOICE TOTAL	168.99			
				VENDOR TOTAL	168.99			
030915	1	3/25/15	3/09/15	530 HOLIDAY INN EXECUTIVE MEAL-MOCCFOA CONFERENCE NEEDHAM	12.26	10	10-11-6850 TRAVEL	1
				INVOICE TOTAL	12.26			
031215	1	3/25/15	3/12/15	LODGING MOCCFOA CONFEREN K NEEDHAM	407.52	10	10-11-6850 TRAVEL	1
				INVOICE TOTAL	407.52			
				VENDOR TOTAL	419.78			
4073	1	3/25/15	3/02/15	120 J&M TIRE 2 TIRES, FEES-VEH #227	355.62	10	10-21-6610 REPAIR & MAINT-VEHICLE	1
				INVOICE TOTAL	355.62			
4081	1	3/25/15	3/09/15	2 TIRES, FEES-VEH #231	355.62	10	10-21-6610 REPAIR & MAINT-VEHICLE	1
				INVOICE TOTAL	355.62			
				VENDOR TOTAL	711.24			
44227506	1	3/25/15	3/11/15	331 JOPLIN FREIGHTLINER SALES INC RIGHT FENDER REPAIR-FREI	242.37	25	25-31-6610 REPAIR & MAINT-VEHICLE	1
				INVOICE TOTAL	242.37			
				VENDOR TOTAL	242.37			
39716	1	3/25/15	3/13/15	75 KENCO FIRE EQUIPMENT INC LIGHT SETUP-2012 DODGE	155.50	25	25-31-6610 REPAIR & MAINT-VEHICLE	1
				INVOICE TOTAL	155.50			
				VENDOR TOTAL	155.50			
221695613	1	3/25/15	3/01/15	76 KONE, INC ELEVATOR MAINT	140.47	10	10-13-6560 PROFESSIONAL SERVICES	1
				INVOICE TOTAL	140.47			
				VENDOR TOTAL	140.47			
15068	1	3/25/15	3/11/15	140 LAWRENCE'S TROPHY PLACE LLC 2 ENGRAVED SWITCH PLATES BRUSH TRUCKS	12.00	10	10-22-6610 REPAIR & MAINT-VEHICLE	1
				INVOICE TOTAL	12.00			

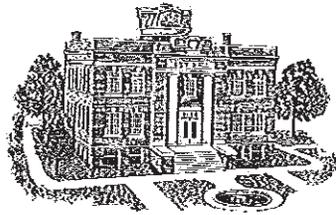
INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
					VENDOR TOTAL		12.00	
300378	1	3/25/15	3/11/15	592 LYNN PEAVEY CO 2 20 PK KNIFE BOX	47.00	10	10-21-6710 SUPPLIES - OPERATING	1
	2			HAND GUN BOX 20 PK	55.00	10	10-21-6710 SUPPLIES - OPERATING	1
	3			RIFLE BOX 20 PK	41.50	10	10-21-6710 SUPPLIES - OPERATING	1
	4			7" NYLON BAGTIES	4.50	10	10-21-6710 SUPPLIES - OPERATING	1
	5			500 <sup>+</sup> PAPER UBING	93.55	10	10-21-6710 SUPPLIES - OPERATING	1
	6			720 <sup>+</sup> ROL PAPER	48.00	10	10-21-6710 SUPPLIES - OPERATING	1
	7			LABEL FIREARM	9.95	10	10-21-6710 SUPPLIES - OPERATING	1
	8			EVIDENCE LABELS	10.35	10	10-21-6710 SUPPLIES - OPERATING	1
	9			100 PK TIE ON TAGS	17.00	10	10-21-6710 SUPPLIES - OPERATING	1
	10			100 PK STERILE WATER	27.95	10	10-21-6710 SUPPLIES - OPERATING	1
	11			COTTON SWABS 100 PK	12.50	10	10-21-6710 SUPPLIES - OPERATING	1
	12			FREIGHT	50.00	10	10-21-6710 SUPPLIES - OPERATING	1
					INVOICE TOTAL		417.30	
					VENDOR TOTAL		417.30	
022815	1	3/25/15	2/28/15	80 MFA OIL COMPANY FUEL	141.83	10	10-41-6220 FUEL	1
	2			FUEL	693.14	10	10-22-6220 FUEL	1
	3			FUEL	134.03	30	30-30-6220 FUEL	1
	4			FUEL	1,326.65	10	10-21-6220 FUEL	1
	5			FUEL	90.18	10	10-51-6220 FUEL	1
	6			FUEL	38.64	10	10-14-6220 FUEL	1
					INVOICE TOTAL		2,424.47	
					VENDOR TOTAL		2,424.47	
1484160	1	3/25/15	3/11/15	564 MFA PROPANE 300 GAL PROPANE-DOG POUN	435.00	10	10-21-6015 ANIMAL CONTROL EXPENSE	1
					INVOICE TOTAL		435.00	
					VENDOR TOTAL		435.00	

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
0409369001	1	3/25/15	3/03/15	423 ONLINE STORES.COM 2 USA 4'X6' FLAGS	39.00	10	10-13-6606 REPAIR & MAINT-BLDG & GRD	1
	2			6 USA 3'X5' FLAGS	24.60	25	25-31-6606 REPAIR & MAINT-BLDG & GRD	1
	3			6 MISSOURI 3'X5' FLAGS	32.70	25	25-31-6606 REPAIR & MAINT-BLDG & GRD	1
	4			2 MISSOURI 4'X6' FLAGS	78.90	10	10-13-6606 REPAIR & MAINT-BLDG & GRD	1
	5			SHIPPING	9.66	10	10-13-6606 REPAIR & MAINT-BLDG & GRD	1
	6			SHIPPING	9.66	25	25-31-6606 REPAIR & MAINT-BLDG & GRD	1
					INVOICE TOTAL	194.52		
				VENDOR TOTAL	194.52			
2443413-RN	1	3/25/15	3/18/15	570 POSTER COMPLIANCE CENTER ANNUAL POSTER RENEWAL	69.00	10	10-11-6710 SUPPLIES - OPERATING	1
				INVOICE TOTAL	69.00			
				VENDOR TOTAL	69.00			
1812028	1	3/25/15	2/25/15	185 QUILL CORPORATION RECEIPT PRINTER ROLLS	74.40	10	10-15-6700 SUPPLIES - OFFICE	1
	2			COPY PAPER	48.20	10	10-15-6700 SUPPLIES - OFFICE	1
	3			COPY PAPER	24.10	10	10-25-6700 SUPPLIES - OFFICE	1
				INVOICE TOTAL	146.70			
				VENDOR TOTAL	146.70			
139338	1	3/25/15	3/12/15	91 RADIOPHONE ENGINEERING CO LABOR	60.00	61	61-21-6070 COMMUNICATIONS	1
	2			LCD DISPLAY MODULE	18.90	61	61-21-6070 COMMUNICATIONS	1
	3			BATTERY	75.00	61	61-21-6070 COMMUNICATIONS	1
				INVOICE TOTAL	153.90			
				VENDOR TOTAL	153.90			
031815	1	3/25/15	3/18/15	704 RANDEE S. STEMMONS MUNICIPAL JUDGE-MARCH	700.00	10	10-25-6560 PROFESSIONAL SERVICES-GENERAL	1
				INVOICE TOTAL	700.00			
				VENDOR TOTAL	700.00			

716 RED MUNICIPAL & INDUSTRIAL

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
8312	1	3/25/15	2/25/15	716 RED MUNICIPAL & INDUSTRIAL SKID FOR JET NOZZLE	304.80	30	30-30-6608 REPAIR & MAINT-EQUIPMENT	1
				INVOICE TOTAL	304.80			
				VENDOR TOTAL	304.80			
47177	1	3/25/15	3/12/15	847 ROLLING PRAIRIE CLEANED EQUIPMENT FILTER	69.25	25	25-31-6608 REPAIR & MAINT-EQUIPMENT	1
				INVOICE TOTAL	69.25			
				VENDOR TOTAL	69.25			
24040	1	3/25/15	3/10/15	230 SCHUHMACHER FIRE EQUIPMENT LLC COMPARTMENT DOOR HINGE,P	1,253.00	10	10-22-6610 REPAIR & MAINT-VEHICLE	1
	2			FREIGHT	110.67	10	10-22-6610 REPAIR & MAINT-VEHICLE	1
				INVOICE TOTAL	1,363.67			
				VENDOR TOTAL	1,363.67			
054882	1	3/25/15	2/26/15	468 SCOTT MERRIMAN INC TRAFFIC TICKET FORMS	617.25	10	10-21-6710 SUPPLIES - OPERATING	1
				INVOICE TOTAL	617.25			
				VENDOR TOTAL	617.25			
24924	1	3/25/15	3/18/15	879 MULTI MEDIA MARKETING 7-18X12 SIGNS	147.00	40	40-11-6446 MATERIALS - SIGNS	1
	2			7-18X24 SIGNS	196.00	40	40-11-6446 MATERIALS - SIGNS	1
	3			10-9X6 SIGNS	100.00	40	40-11-6446 MATERIALS - SIGNS	1
	4			15-6X6 SIGNS	120.00	40	40-11-6446 MATERIALS - SIGNS	1
				INVOICE TOTAL	563.00			
				VENDOR TOTAL	563.00			
2556	1	3/25/15	2/27/15	14 SIGNTEC OF AURORA BALANCE DUE FOR SIGN FOR WHITE PARK	804.00	40	40-11-6446 MATERIALS - SIGNS	1
				INVOICE TOTAL	804.00			
				VENDOR TOTAL	804.00			
031715	1	3/25/15	3/17/15	878 STERLING EDUCATION EMPLOYMENT LAW CONFERENC B BAUM	30.00	10	10-15-6680 SCHOOLS & TRAINING	1
				INVOICE TOTAL	30.00			

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
					VENDOR TOTAL		30.00	
1133659	1	3/25/15	2/25/15	193 STEVE WOODS REIMB WORK COMP PRESCRIP	7.60	25	25-31-5404 WORKMENS COMPENSATION	1
					INVOICE TOTAL		7.60	
					VENDOR TOTAL		7.60	
031815	1	3/25/15	3/18/15	59 UMB BANK 2001C SRF LOAN PAYMENT	14,166.67	30	30-30-8000 PRINCIPAL PAYMENT	1
	2			2001C SRF LOAN PAYMENT	2,150.73	30	30-30-8100 INTEREST ON BONDS MANUAL CHK# 11222210 3/25/15	1
					INVOICE TOTAL		16,317.40	
					VENDOR TOTAL		16,317.40	
030615	1	3/25/15	3/06/15	877 VANGUARD POLYGRAPH SERVICES 2 POLYGRAPHS	600.00	10	10-21-6560 PROFESSIONAL SERVICES	1
					INVOICE TOTAL		600.00	
					VENDOR TOTAL		600.00	
					OPERATING 1010 TOTAL		60,053.51	
22815	1	3/25/15	2/28/15	SEWER O&M 1036 69 CITY COLLECTOR FEB DEPOSIT TRANSFER	330.67	3081	30-30-4981 SEWER SERVICE CHARGE	1
					INVOICE TOTAL		330.67	
					VENDOR TOTAL		330.67	
					SEWER O&M 1036 TOTAL		330.67	
					TOTAL MANUAL CHECKS		.00	
					TOTAL E-PAYMENTS		16,317.40	
					TOTAL PURCH CARDS		.00	
					TOTAL ACH PAYMENTS		.00	
					TOTAL OPEN PAYMENTS		44,066.78	
					GRAND TOTALS		60,384.18	



*City of Aurora*

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**PAID EXPENSES  
MARCH 2015**

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL ACCOUNT	CK SQ
-----							
				OPERATING 1010			
			636	TRENT WHITE			
031715	1	3/18/15	3/17/15	MEALS & FUEL-FLOODPLAIN TRAINING	122.00	10 10-14-6680 SCHOOLS & TRAINING	1
	2			MEALS & FUEL-FLOODPLAIN TRAINING	50.00	10 10-14-6680 SCHOOLS & TRAINING	1
				INVOICE TOTAL	172.00		
				VENDOR TOTAL	172.00		
				OPERATING 1010 TOTAL	172.00		
				TOTAL MANUAL CHECKS	.00		
				TOTAL E-PAYMENTS	.00		
				TOTAL PURCH CARDS	.00		
				TOTAL ACH PAYMENTS	.00		
				TOTAL OPEN PAYMENTS	172.00		
				GRAND TOTALS	172.00		

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
OPERATING 1010								
021815	1	3/16/15	2/18/15	289 CARD SERVICES IACP MEMBERSHIP DUES-WIT	150.00	10	10-21-6850 TRAVEL	1
				INVOICE TOTAL	150.00			
022015	1	3/16/15	2/20/15	LODGING-PAM MEETING	185.64	10	10-21-6850 TRAVEL	1
				INVOICE TOTAL	185.64			
022415	1	3/16/15	2/24/15	MEALS-FULTON TRIP	60.36	10	10-21-6850 TRAVEL	1
				INVOICE TOTAL	60.36			
022515	1	3/16/15	2/25/15	MEALS & LODGING-JEFFERSON	272.78	10	10-21-6850 TRAVEL	1
				INVOICE TOTAL	272.78			
				VENDOR TOTAL	668.78			
66 CASSVILLE MUNICIPAL COURT								
2627	1	3/16/15	3/16/15	CASH BOND	78.50	10	10-02-2189 MUNI COURT BONDS	1
				INVOICE TOTAL	78.50			
				VENDOR TOTAL	78.50			
79 LAWRENCE COUNTY ASSOC COURT								
2625	1	3/16/15	3/16/15	CASH BOND	115.00	10	10-02-2189 MUNI COURT BONDS	1
				INVOICE TOTAL	115.00			
				VENDOR TOTAL	115.00			
36 LEITTLE AUTO SUPPLY INC								
372650	1	3/16/15	2/19/15	SWITCH	4.46	10	10-22-6608 REPAIR & MAINT-EQUIPMENT	1
				INVOICE TOTAL	4.46			
				VENDOR TOTAL	4.46			
105 MCI								
022815	1	3/16/15	2/28/15	LONG DISTANCE	2.43	30	30-30-6070 COMMUNICATIONS	1
	2			LONG DISTANCE	13.97	10	10-11-6070 COMMUNICATIONS	1
	3			LONG DISTANCE	23.17	10	10-15-6070 COMMUNICATIONS	1
	4			LONG DISTANCE	.04	10	10-14-6070 COMMUNICATIONS	1
	5			LONG DISTANCE	3.19	10	10-25-6070 COMMUNICATIONS	1
	6			LONG DISTANCE	8.52	61	61-22-6070 COMMUNICATIONS	1

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
	7			LONG DISTANCE	87.24	61	61-21-6070 COMMUNICATIONS	1
	8			LONG DISTANCE	3.67	25	25-31-6070 COMMUNICATIONS	1
				INVOICE TOTAL	142.23			
				VENDOR TOTAL	142.23			
2628	1	3/16/15	3/16/15	257 MONETT MUNICIPAL COURT CASH BOND	124.50	10	10-02-2189 MUNI COURT BONDS	1
				INVOICE TOTAL	124.50			
2630	1	3/16/15	3/16/15	CASH BOND	150.00	10	10-02-2189 MUNI COURT BONDS	2
				INVOICE TOTAL	150.00			
2631	1	3/16/15	3/16/15	CASH BOND	150.00	10	10-02-2189 MUNI COURT BONDS	3
				INVOICE TOTAL	150.00			
				VENDOR TOTAL	424.50			
				OPERATING 1010 TOTAL	1,433.47			
				TOTAL MANUAL CHECKS	.00			
				TOTAL E-PAYMENTS	.00			
				TOTAL PURCH CARDS	.00			
				TOTAL ACH PAYMENTS	.00			
				TOTAL OPEN PAYMENTS	1,433.47			
				GRAND TOTALS	1,433.47			

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
				OPERATING 1010				
				124 EMPIRE DISTRICT				
030215	1	3/12/15	3/02/15	ELECTRIC	5,094.72	61	61-21-6870 UTILITIES - ELECTRIC	1
	2			WATER	137.31	61	61-21-6872 UTILITIES - WATER	1
	3			ELECTRIC	132.71	61	61-22-6870 UTILITIES - ELECTRIC	1
	4			WATER	29.27	61	61-22-6872 UTILITIES - WATER	1
	5			ELECTRIC	64.09	10	10-21-6015 ANIMAL CONTROL EXPENSE	1
	6			ELECTRIC	731.74	40	40-11-6870 UTILITIES - ELECTRIC	1
	7			WATER	217.95	40	40-11-6872 UTILITIES - WATER	1
	8			ELECTRIC	154.13	10	10-51-6870 UTILITIES - ELECTRIC	1
	9			WATER	56.88	10	10-51-6872 UTILITIES - WATER	1
	10			RUNWAY LIGHTS	162.32	25	25-32-6870 UTILITIES - ELECTRIC	1
	11			STREETLIGHTS	6,300.15	25	25-31-6873 UTILITIES - STREET LIGHTS	1
	12			ELECTRIC	419.95	25	25-31-6870 UTILITIES - ELECTRIC	1
	13			ELECTRIC	4,567.18	30	30-30-6870 UTILITIES - ELECTRIC	1
	14			WATER	658.59	30	30-30-6872 UTILITIES - WATER	1
	15			ELECTRIC	46.69	10	10-43-6870 UTILITIES - ELECTRIC	1
	16			WATER	18.18	10	10-43-6872 UTILITIES - WATER	1
	17			ELECTRIC	802.15	10	10-13-6870 UTILITIES - ELECTRIC	1
	18			WATER	90.01	10	10-13-6872 UTILITIES - WATER	1
				INVOICE TOTAL	19,684.02			
				VENDOR TOTAL	19,684.02			
				72 HUMANA INSURANCE CO				
963051077	1	3/12/15	2/14/15	HEALTH	3,775.56	1063	10-02-2163 HEALTH INSURANCE PAYABLE	1
	2			HEALTH	1,545.14	2563	25-02-2163 HEALTH INSURANCE PAYABLE	1
	3			HEALTH	602.34	3063	30-02-2163 HEALTH INSURANCE PAYABLE	1
	4			DENTAL	351.42	1064	10-02-2164 DELTA DENTAL INS PAYABLE	1
	5			DENTAL	114.76	2564	25-02-2164 DELTA DENTAL INS PAYABLE	1
	6			DENTAL	41.16	3064	30-02-2164	1

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
	7			LIFE	241.98	1065	DELTA DENTAL INS PAYABLE 10-02-2165	1
	8			LIFE	61.70	2565	LIFE INSURANCE PAYABLE 25-02-2165	1
	9			LIFE	32.80	3065	LIFE INSURANCE PAYABLE 30-02-2165	1
	10			VISION	366.02	1071	LIFE INSURANCE PAYABLE 10-02-2171	1
	11			VISION	42.20	2571	VISION PAYABLE 25-02-2171	1
	12			VISION	45.80	3071	VISION PAYABLE 30-02-2171	1
	13			HEALTH	977.76	10	VISION PAYABLE 10-11-5401	1
	14			HEALTH	1,085.45	10	HEALTH-LIFE-DENTAL INS 10-14-5401	1
	15			HEALTH	1,644.00	10	HEALTH-LIFE-DENTAL INS 10-15-5401	1
	16			HEALTH	10,733.68	10	HEALTH-LIFE-DENTAL INS 10-21-5401	1
	17			HEALTH	4,631.99	10	HEALTH-LIFE-DENTAL INS 10-22-5401	1
	18			HEALTH	3,048.12	10	HEALTH-LIFE-DENTAL INS 10-23-5401	1
	19			HEALTH	683.76	10	HEALTH-LIFE-DENTAL INS 10-25-5401	1
	20			HEALTH	1,086.26	10	HEALTH-LIFE-DENTAL INS 10-41-5401	1
	21			HEALTH	693.07	10	HEALTH-LIFE-DENTAL INS 10-51-5401	1
	22			HEALTH	6,070.49	25	HEALTH-LIFE-DENTAL INS 25-31-5401	1
	23			HEALTH	2,739.90	30	HEALTH-LIFE-DENTAL INS 30-30-5401	1
				INVOICE TOTAL	40,615.36		HEALTH-LIFE-DENTAL INS	
				VENDOR TOTAL	40,615.36			
288022	1	3/12/15	2/23/15	36 LEITTLE AUTO SUPPLY INC AIR,OIL & COOLANT FILTER	418.56	10	10-22-6610 REPAIR & MAINT-VEHICLE	1
				INVOICE TOTAL	418.56			
				VENDOR TOTAL	418.56			
435045	1	3/12/15	2/04/15	41 OREILLY AUTO PARTS OIL SENDING UNIT	15.27	30	30-30-6610 REPAIR & MAINT-VEHICLE	1
				INVOICE TOTAL	15.27			
				VENDOR TOTAL	15.27			
				OPERATING 1010 TOTAL	60,733.21			

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL ACCOUNT	CK SQ
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TOTAL MANUAL CHECKS					.00		
TOTAL E-PAYMENTS					.00		
TOTAL PURCH CARDS					.00		
TOTAL ACH PAYMENTS					.00		
TOTAL OPEN PAYMENTS					60,733.21		
GRAND TOTALS					60,733.21		

# COMMUNICATION PAGE

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Date: March 24, 2015

Presented By: Mayor

Agenda Item: Public Comment

Agenda No. VI

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## AGENDA ITEM DESCRIPTION

PUBLIC COMMENT

**NOTES:**

# COMMUNICATION PAGE

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Date: March 24, 2015

Presented By: Mayor

Agenda Item: Council Forum

Agenda No. VII

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AGENDA ITEM DESCRIPTION
COUNCIL FORUM

<b>NOTES:</b>
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# COMMUNICATION PAGE

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Date: March 24, 2015

Presented By: Mayor

Agenda Item: Old Business

Agenda No. VIII

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AGENDA ITEM DESCRIPTION
OLD BUSINESS None

NOTES:

# COMMUNICATION PAGE

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Date: March 24, 2015

Presented By: Mayor

Agenda Item: Approval to add Section 130.805 "Social Media Policy" to the Personnel Policy

Agenda No. IX (A)

NEW BUSINESS

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## AGENDA ITEM DESCRIPTION

Consideration/Approval to add Section 130.805 "Social Media Policy" to the Personnel Policy

**NOTES:**

SECTION 130.805: SOCIAL MEDIA POLICY

A. The City takes no position on an employee's decision to start or maintain a personal blog, text, or twitter outside of the workplace. However, it is the right and duty of the company to protect itself from unauthorized disclosure of confidential proprietary information or trade secrets. The City's policy on such material includes rules and guidelines for company-authorized blogging, texting, twittering and personal communication and applies to all employees including, but not limited to; Council Members, Elected Officials, Management and Non-Management Employees.

*General Provisions*

Unless specifically authorized by the City to do so as part of an employee's position, employees are not permitted to blog, post, or use other forms of social media by naming an employer that could be reasonably attributed to employer communication during scheduled working hours. Blogging, texting, twittering or other forms of social media or technology include but are not limited to video or wiki postings, chat rooms, personal blogs or other similar forms of online journals, diaries or personal newsletters not affiliated with the City.

The personal use of social networking web sites such as Twitter, Facebook, MySpace, etc. must not interfere with work time. Written approval by a member of the City's management is required for authors who use electronic resources of the City to send "tweets", "blogs", "posts" or other public messages on behalf of the City. This includes; any identification of the author, including usernames, pictures/logos, or "profile" web pages, City logos, trademarks, or other intellectual property. If he or she is not providing an official message from the City, an employee who comments on any aspect of the City's business must include a disclaimer in his or her "profile" or "blo" that the views are his or her own and not those of the City.

Messages and postings should not be defamatory (i.e. including libel and slander) in nature or disclose any confidential, proprietary, attorney privileged information of the City. In addition, must not contain discriminatory remarks that may be regarded as "malicious, obscene, threatening, intimidating, harassing, or bullying".

Finally, any remarks that are meant to intentionally harm someone's reputation and could contribute to a hostile work environment and be subject to inappropriate or unlawful conduct will be subject the employee(s) "author" to disciplinary action including termination of employment.

Please keep in mind all employees who may have a workplace issue or complaint are encouraged to communicate with his/her supervisor. If no resolution is found, the employee should follow the chain of command on to the City Manager.

Employees are expected to protect the privacy and reputation of the City and its employees. Violation of the policy will be subject to disciplinary action up to and including termination of employment.

**Comment [KN1]:** Recommended for passage by HR Advantage

# COMMUNICATION PAGE

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Date: March 24, 2015

Presented By: Mayor

Agenda Item: Approval to add Section 130.810 "Weapon Free Workplace Policy" to the Personnel Policy

Agenda No. IX (B)

NEW BUSINESS

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## AGENDA ITEM DESCRIPTION

Consideration/Approval to add Section 130.810 "Weapon Free Workplace Policy" to the Personnel Policy

## NOTES:

SECTION 130.810: WEAPON-FREE WORKPLACE POLICY

A. To ensure the City of Aurora maintains a workplace safe and free of violence for all employees, the City prohibits the possession or use of perilous weapons on City property. A license to carry the weapon on City property does not supersede company policy. Law enforcement officers are the only exception to this rule; they may carry weapons as required by their job. Any employee in violation of this policy will be subject to prompt disciplinary action, up to and including termination. All City employees are subject to this provision, including contract and temporary employees, visitors and customers on City property.

"City property" is defined as all City -owned or leased buildings and surrounding areas such as sidewalks, walkways, driveways and parking lots under the City 's ownership or control. This policy applies to all City -owned or leased vehicles and all vehicles that come onto City property.

"Dangerous weapons" include, but are not limited to, firearms, explosives, knives and other weapons that might be considered dangerous or that could cause harm. Employees are responsible for making sure that any item possessed by the employee is not prohibited by this policy.

The City of Aurora reserves the right at any time and at its discretion to search all City -owned or leased vehicles and all vehicles, packages, containers, briefcases, purses, lockers, desks, enclosures and persons entering its property, for the purpose of determining whether any weapon has been brought onto its property or premises in violation of this policy. Employees who fail or refuse to promptly permit a search under this policy will be subject to discipline up to and including a termination.

Anyone with questions or concerns specific to this policy should contact the City Clerk.

**Comment [KN1]:** Recommended for passage by HR Advantage

# COMMUNICATION PAGE

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Date: March 24, 2015

Presented By: City Manager

Agenda Item: Resolution No. 2015-1395

Agenda No. IX (C)                      NEW BUSINESS

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## AGENDA ITEM DESCRIPTION

Resolution No. 2015-1395  
A Resolution of the City of Aurora, Missouri authorizing the Mayor to enter into an Agreement for a consultant to do a Wage and Salary Compensation Study

## NOTES:

**RESOLUTION NO. 2015-1395**

**A RESOLUTION OF THE CITY OF AURORA, MISSOURI AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT FOR A CONSULTANT TO DO A WAGE & SALARY COMPENSATION STUDY**

**WHEREAS**, the City of Aurora, Missouri (the "City"), is a city of the third class and political subdivision of the State of Missouri, duly created, organized and existing under and by virtue of the constitution and laws of the State of Missouri; and

**WHEREAS**, Request for proposals were sent out with five proposals being received by the March 16<sup>th</sup> bid date; and

**NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF AND FOR THE CITY OF AURORA, MISSOURI, AS FOLLOWS:**

**Section 1.** The Mayor is hereby authorized on behalf of the City of Aurora to enter into a contract with \_\_\_\_\_ for consulting services in performing a Wage and Salary Compensation Plan.

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF AURORA THIS 24<sup>th</sup> DAY OF MAY, 2015.**

**APPROVED:**

\_\_\_\_\_  
David L. Marks, Mayor

**ATTEST:**

\_\_\_\_\_  
Kathie Needham, City Clerk, MMC/MPCC

### Certified RFP Opening

The City of Aurora put out a Request for Proposals for a Wage and Compensation Study on February 9<sup>th</sup>, 2015. On March 16<sup>th</sup> five proposals were received.

<b>Vendor</b>	<b>Plan Update</b>	<b>Review Job Descriptions</b>
CBIZ	\$12,000	\$10,000
Dr. Kaatz	\$3,750	\$3,600
GovHR US	\$28,000	\$5,000
Austin Peters Group	\$15,150	\$5,300
Mercer	\$50,000	\$10,000

I hereby certify that these are the true and accurate proposal figures that were submitted on the RFP's.



Kathie Needham

City Clerk

# **MEMO** *from the City Clerk's Office*

---

TO: City Manager and City Council

FROM: Kathie Needham, City Clerk/Human Resources Director

DATE: 03/20/2015

SUBJECT: Wage and Compensation Study

Request for proposals were sent to each of the companies that sent proposals except for the one from Dr. Jim Kaatz. That proposal was submitted to the Southwest Missouri Council of Governments who in turn forwarded it to Dr. Kaatz.

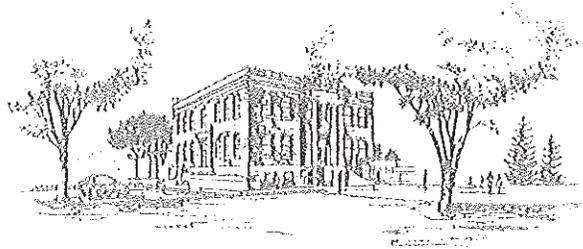
Dr. Kaatz company Government Management Services was hired, in 2004, to develop the city's last pay plan. At that time a step and grade plan was implemented rewarding tenure and seniority rather than performance.

In addition, Dr. Kaatz had been the Executive Director for the Missouri City Clerks and Finance Officers Association through his affiliation with Missouri State University. In 2010 the organization relieved him from his duties as their Executive Director.

Although Dr. Kaatz's proposal was the lowest received based upon my conversations with the other bidders council might want to consider the other proposals that were submitted. The Austin Peters Group and CBIZ, both Missouri based companies, have indicated they would be able to work within our budget by eliminating several elements they originally included in their proposals that were not previously requested in the original RFP.

**Kathie Needham, MMC/MPCC  
City Clerk**

City of Aurora • 2 W Pleasant • Aurora, MO 65605  
Phone: (417) 678-5121 Ext. 23 • Fax: (417) 678-6599  
Email: [kathieneedham@hotmail.com](mailto:kathieneedham@hotmail.com)



# **NOTICE OF REQUEST FOR PROPOSALS**

## **CLASSIFICATION AND COMPENSATION STUDY SERVICES**

**RFP Due Date: March 16, 9:00 a.m.**

Location: City Clerk's Office  
2 W. Pleasant  
P.O. Box 30  
Aurora, MO 65605

Contact: Mike Randall, City Manager  
[citymanager@aurora-cityhall.org](mailto:citymanager@aurora-cityhall.org)

Kathie Needham, City Clerk  
[cityclerk@aurora-cityhall.org](mailto:cityclerk@aurora-cityhall.org)  
417-678-5121 Ext. 23

Proposals will be received by the City Clerk's Office at the specified location until the time and date cited above. Only proposals received by the correct time and date will be recorded.

Proposals must be submitted in a sealed envelope with the "Classification and Compensation Study" clearly marked as well as the firm's name and address clearly indicated on the envelope. All proposals must be completed in ink or typewritten and submitted by the time and date above.

Solicitation Date: February 6, 2015

## **TABLE OF CONTENTS**

STANDARD INSTRUCTIONS TO FIRMS AND CONDITIONS

PART ONE – GENERAL INFORMATION

PART TWO – CITY INFORMATION AND MINIMUM QUALIFICATIONS

PART THREE – SCOPE OF SERVICES

PART FOUR – SUBMISSION AND INSTRUCTIONS

PART FIVE – OFFER AND SCHEDULE OF PROFESSIONAL FEES

PART SIX – EVALUATION PROCESS

EXHIBIT A – DISCLOSURE AND CONFLICT OF INTEREST

EXHIBIT B – REPRESENTATIONS AND CERTIFICATIONS

EXHIBIT C – AFFIDAVIT FOR PARTICIPATION IN A FEDERAL WORK  
AUTHORIZATION PROGRAM AND PROOF OF CITIZENSHIP

EXHIBIT D – PROOF OF E-VERIFY WITH ELECTRONIC SIGNATURE PAGE

EXHIBIT E – NON-COLLUSIVE AFFIDAVIT OF PRIME BIDDER

EXHIBIT F – CERTIFICATION REGARDING DEBARMENT & SUSPENSION

CITY – CONTRACTOR AGREEMENT

GENERAL CONDITIONS

Attachment A – Current Compensation Plan

Attachment B – Sample Position Description

Attachment C – Pay for Performance Policy

Attachment D – Position Classification Plan Policy

## **STANDARD INSTRUCTION WITH TERMS AND CONDITIONS**

### **1. PREPARATION OF PROPOSALS**

- a. Firms are expected to examine the scope of services, delivery schedule, requirements and all instructions of the Request for Proposal. Failure to do so will be at Firm's risk.
- b. Unless otherwise indicated, proposal shall be valid for ninety (90) days from proposal opening and for the specified contract period.
- c. The City of Aurora does not pay federal excise and State of Missouri sales tax on direct purchased of tangible person property. Exemption Number 11993260.

### **2. SUBMISSION OF PROPOSALS**

- a. A proposal submitted by a Firm must (1) be manually signed by the Firm on the Offer and Schedule of Proposal Cost; (2) contain all information required by the Request for Proposal; (3) be priced as required; (4) be sealed in an envelope or container; (5) be delivered to the location specified on the Request for Proposal and officially clocked in no later than the exact time and date specified on the Request for Proposal.
- b. The sealed envelope or container containing a proposal should be clearly marked on the outside left corner with (1) "Classification and Compensation Study" and (2) the official closing date and time.
- c. Do not submit proposals in response to other solicitations in the same sealed envelope.

### **3. MODIFICATION OR WITHDRAWALS OF PROPOSALS**

- a. Proposals may be modified or withdrawn by written or telegraphic notice received prior to the official closing date and time specified. A proposal may also be withdrawn or modified in person by the Firm or his authorized representative provided proper identification is presented before the official closing date and time. Verbal phone requests to withdraw or modify will not be considered.
- b. After the official closing date and time, no proposal may be modified or withdrawn.

### **4. PROPOSAL OPENING**

- a. Proposal openings shall be public on the date and at the time specified on the proposal for. It is the Firm's responsibility to assure that his proposal is delivered

at the proper time and place of the proposed opening. Proposals which for any reason are not so delivered will not be considered. Offer by telegram, telephone, or facsimile will not be accepted unless specifically authorized by the Request for Proposal. Proposal files may be examined during normal working hours by appointment.

## **5. AWARD**

- a. As in the best interest of the City may require, the right is reserved to make an award; to reject any and all proposals or waive any minor irregularity of technicality in proposals received.
- b. An award will be made to the Firm whose proposal (1) meets the specifications and all other requirements of the Request for Proposal and (2) is the best proposal, considering price, responsibility of the Firm and all other relevant factors in the criteria for award.
- c. Each proposal is received with the understanding that the acceptance in writing by the City of the offer to furnish any or all the materials, equipment, supplies or services described therein shall constitute a contract between the Firm and the City; and shall bind the Firm to furnish and deliver at the price, and in accordance with the conditions of said accepted proposal and detailed specifications.

## **6. OPEN COMPETITION**

- a. It is the intent and purpose of the City Clerk's Office that the Request for Proposals permits free and open competition. However, it shall be the Firm's responsibility to advise the City Clerk's Office if any language, requirements, etc., or any combination thereof, inadvertently restricts or limits the requirement to a single source or otherwise prohibits the submission of a proposal. The notification should be received by the City Clerk's Office at least ten days prior to the Request for Proposal closing date and time.

## PART ONE

### 1.0 GENERAL INFORMATION

- 1.1 The City of Aurora is soliciting proposals for Classification and Compensation Study from firms that are eligible. This Request for Proposal (hereinafter referred to as RFP) covers Classification and Compensation Study.
- 1.2 This section sets forth the minimum requirements to be met by the Firms in completion of the Classification and Compensation Study for the contract period.
- 1.3 The firms shall provide at least the minimum services described herein, by the services provided by the firms shall include all services offered by the Firm in its proposal and shall not be limited by this Scope of Services.
- 1.4 The city encourages all eligible and qualified firms to examine the RFP carefully. Qualified firms are requested to submit a proposal to provide Classification and Compensation Study as defined in this RFP. The city respects the selected Firm to be a leader within the progression and these services to be of the highest quality. This RFP, including the exhibits, is available in electronic format from the City Clerk's Office.
- 1.5 **Schedule:** The following schedule of events is anticipated by the City. The City may, at its discretion, revise the schedule of events at any time as may be in the best interest of the city.

Publish the Request for Proposals	February 13, 2015
Proposal Due Date	March 16, 2015

- 1.6 **Questions Regarding Scope of Work or Proposal Process:** To ensure fair consideration for all Firms, the City prohibits communication to or with any department, board members, or employee during the submission process, except as provided below. Additionally, the City prohibits communications initiated by a firm to the City official(s) or employee(s) evaluating or considering the proposals prior to the time an award decision is made. Any communication between firm and the city will be initiated by the appropriate City Officials(s) or employee(s) in order to obtain information or clarification needed to develop a proper, accurate evaluation of the proposal. Such communications initiated by a firm may be grounds for disqualifying the offending firm from consideration for award of the proposal and/or any future proposal(s).
- 1.7 Any questions relative to interpretation of specifications or the proposal process shall be addressed to the City Clerk's Office in writing by the deadline specified in

the RFP. No inquiries, if received after the deadline set for receipt of questions may be given any consideration.

- 1.8 **Addenda:** If it becomes necessary to revise or amend any part of this Request for Proposal, the City Clerk's Office will announce the revision by written Addendum.
- 1.9 **Execution of Agreement:** It is anticipated the selection of a firm will be completed as quickly as possible. The successful firm shall, within fourteen (14) calendar days after the Notice of Award is issued by the City of Aurora, enter into a contract with the City for the performance of work awarded to him/her and shall simultaneously provide any required bonds, indemnities and insurance certificates. A copy of the sample agreement is attached. Failure to comply within the established deadline for submittal of required documents may be grounds for cancellation of the award.

## **PART TWO**

### **2.0 City Information and Minimum Qualifications**

- 2.1 **Contract.** The City of Aurora is currently not under contract for Classification and Compensation Study.
- 2.2 The City's holiday schedule shall include:
- |                         |                       |               |
|-------------------------|-----------------------|---------------|
| New Year's Day          | President's Day       | Memorial Day  |
| Independence Day        | Labor Day             | Veteran's Day |
| Thanksgiving and Friday | Christmas Eve and Day |               |
- 2.3 **Responsive Offers.** Firms must include Exhibits A – E for their submitted offers to be viewed as a responsive offer. All non-responsive offers will not be considered during the evaluation phase for this RFP.
- 2.3.1 Disclosure and Conflict of Interest, Exhibit A
- 2.3.2 Representations and Certifications, Exhibit B
- 2.3.3 Affidavit of Participation in Federal Work Authorization Program, Exhibit C
- 2.3.4 E-Verify with Electronic Signature Page and Proof of Citizenship, Exhibit D

**E-Verify and Proof of Citizenship.** Any response to a City solicitation for services that is equal or exceeds five thousand dollars, (\$5,000.00) is to be accompanied by an affidavit containing the following:

- The electronic signature page acknowledging the firm is enrolled in and is currently participating in E-Verify, a federal work authorization program by the United States Department of

Homeland Security under the Immigration Reform and Control Act of 1986 (IRCA);

- Complete the Affidavit of Participation in Federal Work Authorization Program and that by completing the form is affirming the facts are true, correct and understands that false statements made in this foiling are subject to penalties provided under Section 575.040 RSMO.
- Complete the Affidavit of Verification of Proof of Citizenship – Public Benefits stating they are a citizen of the United States or a lawful permanent resident and that the company uses E-Verify to hire new employees and that all employees are authorized to work in the United States.

#### 2.3.5 Non-Collusive Affidavit of Prime Bidder, Exhibit E

2.4 **Equal Employment Opportunity.** The Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or disability. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer, recruitment; advertising; layoff or termination; rates of pay or other forms of compensation; and selection of training, including apprenticeship. The Contractor shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, or disability. The Contractor shall incorporate the foregoing requirements of this paragraph in all of its subcontractors for work performed under the terms and conditions of this Contract. A breach of this provision may be grounds for termination of this Contract.

2.5 **Proprietary Information:** In accordance with Public Records Law, and except as may be provided by other applicable State and Federal Law, all Firms should be aware that Request for Proposals and responses thereto are in the public domain. However, the proposals are requested to identify specifically any information contained in their proposals which they consider confidential and/or proprietary and which they believe to be exempt from disclosure, citing specifically the applicable exempting law.

2.6 **Insurance.** The Contractor shall secure and maintain during the entire term of the contract thereto, insurance detailed in the insurance section of this contract.

## **PART THREE**

### **3.0 SCOPE OF SERVICES**

#### **3.1 Background:**

The City of Aurora is a third class city and operates under the City Manager-Council form of government. The governing body is made up of five councilmember, one of which is elected Mayor each year. They are responsible for hiring the City Manager. The current functional areas within the City of Aurora include Council, City Manager, City Clerk, Finance, Police, Fire, Court Administration, Park; Transportation; Parks; and Wastewater.

There are currently 53 full time positions, 2 regular part time positions and 7 seasonal positions.

3.2 The City anticipates completion of this project by June 1, 2015.

#### **3.3 Project Description:**

The City of Aurora seeks a highly qualified consultant to conduct a market compensation study. The consultant will work with the City to develop a list of communities that are comparable to the City of Aurora. The consultant will conduct a survey of the compensation levels offered by the selected group of comparable communities to create a report enumerating the findings determined from the survey. The consultant will consolidate the reported compensation levels to create a minimum and maximum average (corrected for anomalies) base salary range for each city position. Other benefits offered by each city will be listed to illustrate the total compensation package offered by each community.

Factors determining which communities are "comparable" will include, but are not limited to, population size, proximity to major metropolitan areas, municipal services provided, utility ownership, significant job responsibilities and others. While it is recognized that no city will be exactly identical to the City of Aurora, it is hoped that a representative group of cities can be identified that will provide the City of Aurora with a benchmark for the market level of compensation packages.

#### **A. Alternate Bid 1:**

Consultant will create a grade and step plan similar to the one the City of Aurora presently has.

**B. Alternate Bid 2:**

Consultant will review current job descriptions for all positions and ensure they meet compliance with ADA and all other applicable employment laws.

Regular meetings with the individuals or groups, incorporating their input into the process, are expected. Presentations to the City's governing body will also be a part of this project.

All work will be done with regular involvement of the City's Human Resources Director (City Clerk), City Manager and Department Heads, when necessary.

The City anticipates a minimum of:

On-site meetings with City Manager, City Clerk and staff when needed

Council meetings as necessary

Employee Meetings as needed

In addition, an adequate number of individual interviews with employees in position description preparation.

All final reports and documents shall be provided by the Firm in electronic format, Microsoft Word or Excel where applicable, to include but not limited to:

Position Descriptions

Polices

Compensation Models

Reports

FLSA Testing Verification

**PART FOUR**

**SUBMISSION AND INSTRUCTIONS**

**4.0 General Instructions:** In order for the City to adequately compare proposals and evaluate them uniformly and objectively, all proposals shall be submitted in accordance with this format. The proposal should be prepared simply and economically, providing straightforward and concise information as requested.

4.1 The Firm is strongly encouraged to thoroughly review the entire Request for Proposal. Failure to do so could result in improper submittal and reject of offer. All proposals will be reviewed for compliance with the submission requirements contained in this section and responsiveness to the minimum requirements in Part Three – Scope of Services.

4.2 **Proposal Due Date:** sealed proposals with one (1) original and two copies shall be received at Aurora City Hall on the date and time listed on the RFP cover page. Proposals will not be accepted after this time. Proposals shall be addressed as follows:

For U.S. Mail or hand delivery  
City of Aurora  
Attn: Kathie Needham, City Clerk  
2 W Pleasant  
P.O. Box 30  
Aurora, MO 65605

Submitted envelopes should be marked: "Classification and Compensation Study"

#### 4.3 **Proposal Format:**

The following sections prescribe the format of proposals and describe the approach for the development and presentation of proposal date. These sections are designed to ensure the submission of information essential to the understanding and comprehensive evaluation of proposals.

They permit the inclusion of additional information a firm may deem pertinent to add value to the proposal. A comprehensive table of contents should be at the front of the proposal for ease of reference. (Additional Identification or additional attachments is recommended).

#### **Section 1:**

- a. **Title Page:** Title page showing the Request for Proposal's subject, the firm's complete legal name; the name, address and telephone number of a contact person, and the date of the proposal.
- b. Location of the office that would service the City's account.
- c. **Transmittal Letter:** A signed letter of transmittal briefly stating the Firm's understanding of the work to be done, acceptance of all terms and conditions specified in the Request for Proposal (any terms and conditions not accepted must be specifically identified in the transmittal letter), a commitment to perform the work within the time period described in Section 6 below, and a statement that the proposal is a firm and irrevocable offer for ninety (90) days after the date and time set for receipt.

**Section 2: Executive summary:** The firm presenting the proposal should provide a statement of the prominent features of the proposal including any recommendations to enhance the value, effectiveness, and/or reduce the cost of the overall project.

**Section 3: Description of Work Program and Scope of Services:** The firm shall describe such items as the design of the proposed work program,

methodology, proposed interaction with city staff as well as other project components and features.

- Section 4. Qualifications and Experience of Firm:** The firm presenting the proposal response should describe all qualifications of their firm and experience in performing projects of similar natures and scope. The key personnel to be involved on the project team also should be identified and a description of their qualifications and experience included. A list of similar project completed by members of the project team, with a client reference company, point of contact, and phone number should be included in this section. Local government references are preferred.
- Section 5. Cost Breakdown:** Firm must include all costs associated with their proposal. Cost must be assigned to elements outlined under Part 3.0 Scope of Services.
- Section 6. Schedule:** Firm must provide a detailed schedule of events and time of completion.
- Section 7. Additional Information.** Firm may add any information that supports its response to the proposal in the section.

**PART FIVE**

**OFFER AND SCHEDULE OF FEES**

The undersigned has thoroughly examined the entire RFP, including all addenda thereto, hereby offer to furnish all services in accordance with the requirements of the Request for Proposal, as described in the proposal attached hereto and incorporated herein.

Total all-inclusive maximum price to perform the Classification and Compensation Study as described herein.	<b>Lump Sum Fixed Price</b>
Flat fee for developing grade and step plan	
Flat Fee for developing and providing job descriptions and reviews for future new positions' job description.	

Date: \_\_\_\_\_

Legal  
Company Name: \_\_\_\_\_

Missouri Business  
License Number: \_\_\_\_\_

Signature: \_\_\_\_\_

Name (Printed): \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone No. \_\_\_\_\_

Email Address: \_\_\_\_\_

Federal Tax ID No.: \_\_\_\_\_

**PART SIX  
EVALUATION PROCESS**

6.0 **PROPOSAL EVALUATION PROCESS:** The steps and activities in the proposal process will include the following:

6.1 The City will review and evaluate all proposals submitted in response to the RFP.

6.2 **Criteria for Award:** Each proposal will be evaluated for full compliance with the RFP instructions to the firm and mandatory terms and conditions set forth in the RFP. The objective of the evaluation will be to select a firm that is most responsive to the described needs of the city. Proposals which are responsive to the Request for Proposal will be evaluated based on, not limited to the following criteria:

<b>Points</b>	<b>Criteria</b>
40	Overall quality of the proposal that clearly demonstrates an Understanding of the Scope of Services to be performed.
30	Lowest Cost Proposal – 30 points 2 <sup>nd</sup> Lowest Proposal – 27 points
20	Schedule
10	Location of Firm: City of Aurora      10 points Lawrence County    8 points State of Missouri    5 points Out of State        0 points
100	Maximum Points

6.3 Submission of all documentation as outline in the Proposal Format.

6.4 The proposal submitted will be the primary document upon which each consultant will be evaluated. It must include the qualification and relevant experience of those assigned to the project. All proposals will first be screened in determining whether the consultant has performed the type of analysis requested herein.

**The significant factors for consideration are as follows:**

1. Plan for Performing Desired Services
  - a. Scope of Tasks – The primary consideration is the extent to which the firm’s description of the scope and objective is sufficiently detailed, logically presented, consistent in terms of the format and

content, and demonstrates a clear understanding of objectives outlined herein.

- b. Approach – The primary consideration is the extent to which the proposal presents a clearly defined and well thought out method(s) to achieve each objective and the extent to which the method chosen appears to be an effective, efficient way to accomplish each objective.
- c. Schedule – The primary consideration is whether the consultant is able to complete the study in a reasonable period and whether the period is realistic to accomplish all objectives in the time specified. The city anticipates completion of this project by June 1, 2015.

## 2. Qualifications

- a. Prior experience and past performance – The primary consideration is whether the consultant has a successful track record in performing classification and compensation project of comparable scope. Prior experience with this type of project will be given preference.
- b. Project Team – The primary consideration will focus on the qualifications and experience of the project team assigned to this study and to what extent team members have participated in projects similar in scope.
- c. Proposed Cost of Services
- d. Responsiveness to Requested Proposal Format

6.5 Presentation: Proposals will then be evaluated and rated in accordance with the evaluation criteria. The City reserves the right to require Firms to present their services before the evaluation team if deemed necessary.

6.5.1 The City will confer with all responsible Firms who have been short-listed and may arrange, if necessary, for interviews/presentations by the short-listed firms.

6.5.2 The City reserves the right to conduct pre-award discussions and/or pre-contract negotiations with any or all responsive and responsible Firms who submit proposals determined to be reasonable acceptable of being selected for award. Firms shall be accorded fair and equal treatment with respect to any opportunity

for discussion and revision of proposals and such revisions may be permitted after submission of proposals and prior to award of a contract.

- 6.6 The City reserves the right to reject any and all proposals and to waive minor irregularities. The City further reserves the right to seek new proposals when such a procedure is reasonable and in the best interest of the City to do so.

**EXHIBIT "A"**  
**DISCLOSURE AND CONFLICT OF INTEREST**

It is the City's policy to prevent actual, potential, or perceived conflicts of interest with its current and prospective vendors on behalf of its participant. In furtherance of this policy Firms are required to disclose:

1. Political Contribution Disclosure  
All vendors submitting a proposal to this RFP must provide a written disclosure of all political contributions made during the preceding three (3) years to the Mayor and/or City Council member's Campaign.
  
2. Non-Political Disclosures  
Firm is to disclose the relationship to anyone (spouse, father, mother, son, daughter, or immediate family) holding an elective office within the City of Aurora government: and/or a member of City Staff holding a management position within the City, or holding the positions of City Manager.

The failure to provide written disclosures of political contributions or solicitations may result in the disqualification of a Firm.

Firm is to provide any disclosures as a separate attachment.

If Firm has no political contributions to report, indicate that Firm has no disclosure to report on the bottom of this page.

These disclosures are not intended to prohibit or prevent any contract. The disclosures are used to fully and publicly disclose any potential conflict of interests.

Firm Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Print name and title: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Attached Disclosures

\_\_\_\_\_ I do not have any disclosures to report

**EXHIBIT "B"**  
**REPRESENTATIONS AND CERTIFICATIONS**

1. If the Firm retains any subcontractors to perform any portion of the services hereunder, then the Firm shall promptly provide notification, in writing, to the City's authorized representative. The Firm shall also disclose the names and addresses of all subcontractors and the expected amount of money each subcontractor will receive under the contract.
  
2. The firm acknowledges that a description of this Agreement shall be made available, to the public, and that all city contracts, including the name of the firm, the total amount applicable to the Agreement, the total fees paid or to be paid under the Agreement and a disclosure, submitted to the City Council describing the factors that contributed to the selection of the Firm.
  
3. The firm agrees to provide a full disclosure of direct and indirect fees, commissions, penalties, and other compensation, including reimbursement for expenses, which may be paid by or on behalf of the firm in connection with the provisions of this RFP.

**ACKNOWLEDGED:**

Firm Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Print name and title: \_\_\_\_\_

Date: \_\_\_\_\_

## **EXHIBIT "C"**

### **Guidelines and Instructions to Bidders/Vendors**

Effective January 1, 2009 and pursuant to the State of Missouri's RSMo 285.530 (1), no business entity or employer shall knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the State of Missouri.

As a condition for the award of any contract or grant in excess of five thousand dollars by the state or by any political subdivision of the state to a business entity, the business entity (Company shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. Every such business entity shall sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. RSMo 285.530 (2)

RSMo 285.530 pertains to all solicitations for services over \$5,000. RSMo 285.530 does not apply to solicitations for goods only. If a solicitation is for goods, RSMo 285.530 applies if the services portion of the solicitation is over \$5,000. The City of Aurora requires the following bid and contract documents.

1. Firm shall comply with the provisions of Section 285.525 through 285.550 RSMo. Contract award is contingent on company providing an acceptable notarized affidavit stating:
  - a. that company is enrolled in and participates in a federal work authorization program with respect to the employees working in connection with the contracted services; and
  - b. that company does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.
2. Additionally, company must provide documentation evidencing current enrollment in a federal work authorization program (e.g. electronic signature page from E-Verify program's Memo of Understanding (MOU)).

The City of Aurora encourages companies that are not already enrolled and participating in a federal work authorization program to do so. Information is available at [http://www.dhs.gov/xprevprot/programs/gc\\_1185221678150.shtm](http://www.dhs.gov/xprevprot/programs/gc_1185221678150.shtm) or by calling 1-888-464-4218.



Notary Public

**EXHIBIT D**

**PROOF OF E-VERIFICATION WITH THE U.S. DEPARTMENT OF  
HOMELAND SECURITY**

**Electronic Signature Page**

**EXHIBIT E**  
**NON-COLLUSIVE AFFIDAVIT OF PRIME BIDDER**

State of Missouri

County of \_\_\_\_\_

\_\_\_\_\_, being first duly sworn, deposes and says that:

1. He is the owner, partner, officer, representative or agent of \_\_\_\_\_, the Bidder that has submitted the attached Bid;
2. He is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;
3. Such Bid is genuine and is not a collusive or sham bid; and that all statements made and facts set forth in the bid are true and correct;
4. Neither the said Bidder nor any of its officer, partner, owners, agents, representatives, employees, or parties in interest including this affidavit, has in any way colluded, considered, connived, or agreed, directly or indirectly with any other Bidder, firm, or person, to submit a sham for bid in connection with the Contract for which the attached bid has been submitted or to refrain from bidding in connection with such Contract; or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached Bid or of any other Bidder, or to fix the overhead, profit or cost element of the Bid price of the other Bidder, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against the City of Aurora or any person interested in the Proposed Contract.
5. The price or prices quoted in the attached Bid are fair and proper, and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any of its agents, representative, owners, employees, or parties in interest, including this affidavit; and
6. He further certified that Bidder is not financially interested in or financially affiliated with any other Bidder on this project.

Signed \_\_\_\_\_

Title \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

My Commission expires: \_\_\_\_\_

**SERVICES AGREEMENT  
CLASSIFICATION AND COMPENSATION STUDY**

THIS CLASSIFICATION AND COMPENSATION STUDY AGREEMENT (this "Agreement"), is made and entered into as of this \_\_\_\_\_ day of \_\_\_\_\_(month), 2015, by and between

\_\_\_\_\_  
Having a principal office at \_\_\_\_\_(the Classification and Compensation Study Firm) and the City of Aurora; a Missouri municipal corporation locate in Lawrence County (the "City"). All capitalized terms used and not defined herein shall have the meaning ascribed to them in the Contract Documents (as herein described).

**RECITALS**

- A. In response to the RFP of the City requesting proposals for Classification and Compensation Study, the Contractor has submitted a certain Bid Proposal in accordance with the Proposed Documents to perform the Services.
- B. After due consideration, the City has accepted the Bid Proposal of the Classification and Compensation Study Firm and the parties hereto desire to enter into this Agreement whereby the Classification and Compensation Study Firm shall undertake the performance of the Services in accordance with the Contract Documents and the City shall pay the Classification and Compensation Study Firm as hereinafter specified.

**AGREEMENT**

NOW, THEREFORE, in consideration of the forgoing recitals and of the mutual promised hereinafter set forth the City and the Classification and Compensation Study Services Firm hereby agree as follows:

1. **Contract Documents:** This agreement shall consist of the RFP including, without limitation:
  - a. Bid Notice
  - b. Request for Proposal
  - c. Bid Proposal and Schedule of Fees (executed by Firm)
  - d. Affidavit of Non-Collusion (executed by Firm)
  - e. General Information for Bidders
  - f. Executed Services Agreement (executed by City and Firm)
  - g. Affidavit of Participation in Federal Work Authorization Program Form (executed by Firm)
  - h. E-Verify with Electronic Signatures
  - i. State Charter Number

- j. References
- k. General Conditions
- l. Minimum Qualifications
- m. Scope of Services
- n. Disclosure and conflict of Interest Form
- o. Representations and Certifications
- p. Certification Regarding Debarment & Suspension
- q. Notice of Award (Issued by City)

and shall also include any Exhibits to the above documents, any Addenda issued prior to receipt of bid proposals, any duly-issued modifications, and all other documents contained or specified within the specifications, details or job special provisions, as such may be on file in the Office of the City Clerk of Aurora, Missouri (all of the foregoing collectively referred to as the "Contract Documents: are hereby incorporated in this Agreement by reference).

## 2. **Scope of Services.**

Classification and Compensation Study Firm services are necessary for Classification and Compensation Study to include all City insurance related accounts and all other services set forth in the Scope of Services, Part Three of the Request for Proposal (the "Services").

Except as expressly specified herein, Classification and Compensation Study Firm hereby agrees to provide all of the supervision, labor, technical services, facilities, material tools, equipment, and apparatus, and to perform all the services and doo all the things necessary for the proper completion of the Classification and Compensation Study Firm services in furtherance of the Services which are particularly described as set forth in the Scope of Services, Part Three of the Request for Proposal. All Services shall be in conformance with all applicable policies of the City and laws of Missouri applicable to 3<sup>rd</sup> class cities, all federal laws and requirements and all rules and regulations thereunder, and the generally accepted standard of care applicable to investment advisors.

The above described Services shall be provided by the Classification and Compensation Study Firm in accordance with all provision of this Agreement, City policies and attached incorporated herein by reference, and which terms shall prevail over any conflicting terms that may otherwise be adopted herein as part of any attachment.

## 3. **Compensation.**

The City hereby agrees to pay the Classification and Compensation Study Firm as full compensation for the complete and satisfactory performance of this Agreement:

Such amount as is set forth in the attached Offer and Schedule of as submitted by Classification and Compensation Study Firm that is incorporated herein in its entirety and

subject to any such limits as established herein or therein and in approving authorization by the City. Reimbursable expenses shall not be applicable to this Agreement.

4. **Time and Manner of Payments.**

All invoices complete with necessary support documentation shall be submitted to the City and payment shall be made by City within thirty (30) days of receipt of an invoice received after satisfactory performance of the Services.

5. **Attorney Fees' and Costs.**

The classification and Compensation Study Firm shall reimburse to the City any costs and attorney's fees that the City may reasonable incur in pursuit of an remedies at law or equity or enforcement of an rights established in this Agreement, which may result from the Classification and Compensation Study Firm's breach of the Agreement, the Classification and Compensation Study Firm's failure to perform any obligation or requirement contained herein, of the City's enforcement of this Agreement.

6. **Other Representations, Warranties and Other Covenants by the Classification and Compensation Study Firm.**

The Classification and Compensation Study Firm represents and warrants that the Classification and Compensation Study Firm has been engage in such work as is required for the Services and has provided services such as the ones to be performed under this Agreement to other municipalities and/or private enterprises and that the Classification and Compensation Study Firm has sufficient expertise , knowledge, information and data, and engages sufficient personnel to perform the Classification and Compensation Study Firm's obligations under this Agreement. The Classification and Compensation Study Firm further represents and warrants that the Classification and Compensation Study Firm is an equal opportunity employer. The Classification and Compensation Study Firm agrees that the Classification and Compensation Study Firm shall not use in any form or medium the name of the City for any advertising unless the Classification and Compensation Study Firm received the prior written consent of the City.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed as of the day and year first above written.

CONTRACTOR

CITY OF AURORA, MISSOURI

By: \_\_\_\_\_  
Name

By: \_\_\_\_\_  
David L. Marks, Mayor

\_\_\_\_\_  
Address

Date: \_\_\_\_\_

ATTESTED:

\_\_\_\_\_

City, State, Zip

By: \_\_\_\_\_  
Kathie Needham, City Clerk

CLASSIFICATION AND COMPENSATION STUDY AGREEMENT  
GENERAL CONDITIONS

**Independent Classification and Compensation Study Firm.** The Classification and Compensation Study Firm shall be and operate as an independent Classification and Compensation Study Firm in the performance of this agreement. The Classification and Compensation Study Firm shall have complete charge of the personnel engaged in the performance of the Service, and all person employed by the Classification and Compensation Study Firm shall be employees of said Classification and Compensation Study Firm and not employees of the City in any respect.

**Compliance with Laws.** The Classification and Compensation Study Firm shall comply with all applicable City ordinance and other laws and regulations, Federal, State, and any political subdivision thereof, including but not limited to, unemployment and workers' compensation, occupational safety, equal employment and affirmative action and wage and price laws insofar as applicable to the performance of this Agreement. In the event of a conflict between laws, codes and regulations of various governmental entities having jurisdiction over the Service, the Classification and Compensation Study Firm shall notify the City of the Nature and impact of such conflict. The City agrees to cooperate with the Classification and Compensation Study Firm in an effort to resolve any such conflict.

**Subcontracts.** The Classification and Compensation Study Firm shall not subcontract any of the Services to be performed by it hereunder without the express written consent of the City, except as provided herein. In the event Classification and Compensation Study Firm utilizes a subcontractor, Classification and Compensation Study Firm shall ensure that any agreement between Classification and Compensation Study Firm and such contractor complies with all requirement imposed for such agreement by federal, state and local law. In addition, this Agreement shall not be assigned by the Classification and Compensation Study Firm.

If Classification and Compensation Study Firm submits invoices to the City which include payments to be made on account work performed by a subcontractor, such payments shall be conditioned upon submission by the Classification and Compensation Study Firm of waiver of liens, or such other documents satisfactory to the City to protect the City's title to land, buildings, or improvements or to other wise protect the City's interest. By submitting an invoice to the City, the Classification and Compensation Study Firm warrants and guarantees that title to all land, building or improvements which may be subject to lien under 429.015 RSMo., upon the receipt of such payment by the Classification and Compensation Study Firm, will not be subject to a lien under 429.015 RSMo.

**Standard of Care; Indemnification.** Classification and Compensation Study Firm holds itself out as an expert with respect to Classification and Compensation Study. Classification and Compensation Study Firm represents itself as being possessed of greater knowledge and skill than the average person. Accordingly, Classification and Compensation Study Firm us under a duty to exercise a skill greater than that of an ordinary person and the manner in which Classification and Compensation Study Firm carries out its duties under this Agreement will be evaluated in light of Classification and Compensation Study Firm's superior skill. Classification and Compensation Study Firm shall exercise the care, skill, prudence,

and diligence under the circumstances then prevailing that a similar expert acting in a like capacity and familiar with such matters and consistent with the City's objectives would use in the conduct of an enterprise of like character and with like aims. Classification and Compensation Study Firm, its affiliates and employees. Shall not be liable for any error of judgment with respect to their Classification and Compensation Study and recommendations, provided they act in good faith; but nothing herein contained shall be construed to protect Classification and Compensation Study Firm, its affiliates and employees, against any liability by reason of negligence, willful misconduct, bad faith, or a violation or reckless disregard of their obligations and duties under this Agreement. Federal and state laws impose duties and liabilities under certain circumstances on person who act in good faith. Therefore, nothing herein shall constitute a waiver or limitation of any rights which the City may under any federal or state laws.

Classification and Compensation Study Firm agrees to defend with counsel selected by the City, and indemnify and hold harmless the City, its officers, engineers, representatives, agents and employees from and against any and all liabilities, damages, losses, claims or suits, including costs and attorneys' fees, for or on account of any kind of injury to person, bodily or otherwise, or death, or damage to or destruction of property, or any other circumstances, sustained by the City or others, arising from breach of this Agreement or out of services negligently performed hereunder by the Classification and Compensation Study Firm, or claims relating thereto, and including but not limited to the City's reliance on or use of the services or products provided by the Classification and Compensation Study Firm under the terms of this agreement. The Classification and Compensation Study Firm shall not be liable for any loss or damage attributable solely to the negligence of the City. To the extent required by law to enforce this provision. Classification and Compensation Study Firm agrees that this indemnification requires Classification and Compensation Study Firm to obtain insurance in amounts specified herein and that Classification and Compensation Study Firm has had the opportunity to recover the costs of such insurance in the Compensation set forth in this agreement.

No Councilmember, officer, administrator, director, board member, or employee of the City shall have any personal liability, directly or indirectly, under or in connection with this Agreement or any agreement made or entered into under or pursuant to the provisions of this Agreement. Classification and Compensation Study Firm shall look solely to the City for the satisfaction of any claims Classification and Compensation Study Firm may have arising under this Agreement.

**Insurance.** Classification and Compensation Study Firm shall furnish the City the certificates of insurance for workers' compensation, public liability, and property damage, including automobile coverage in the amounts specified by the City in the request for proposals. If an, otherwise in the amounts required by the City, if any, but in no event less than the maximum amounts of liability set forth in Chapter 537.610 RSMo., as amended, applicable to political subdivisions. The policies of insurance shall be in such form and shall be issued by such company or companies as may be satisfactory to the City. In addition to the foregoing, the Classification and Compensation Study Firm shall maintain Profession Liability "errors and omissions" insurance in the form of or the coverages satisfactory to City as indicated in the

request for proposals, if any, but in no event less than the maximum amounts of liability set forth in Chapter 537.610 RSMo. applicable to political subdivisions unless otherwise approved by the City. The City and such additional persons and entities as may be deemed to have an exposure to liability as a result of the performance of the Classification and Compensation Study Firm's Services, as determined by the City, shall be named as additional insured with duty of defense on all insurance policies required hereunder. The City and the Classification and Compensation Study Firm waive all rights against each other for damages cause by fire or other perils to the extent covered by Builder's Risk or any other property insurance, except such rights as they may have to the proceeds of such insurance; provided that nothing herein shall be deemed a waiver of the City's sovereign immunity relative to any claim against the City.

**Nondisclosure/Confidentiality.** The Classification and Compensation Study Firm agrees that it will preserve the confidentiality of all ity date and account information and will nto divulge to third parties without the written consent of the City any information obtained from or through the City in connection with the performance of this Agreement.

**Changes.** No change in this Agreement shall be made except in writing prior to the change in Services or terms being performed. The Classification and Compensation Study Firm shall make any d all changes in the Services without invalidating this Agreement when specifically ordered to do so in writing by the City. Classification and Compensation Study Firm, prior to the commencement of such changed or revised Services, shall submit promptly to the City, a written cost or credit proposal for such revised Services. If the City and Classification and Compensation Study Firm shall not be able to agree as to the amount, either in consideration of time or money to be allowed or deducted, it shall nevertheless be the duty of Classification and Compensation Firm, upon written notice from the City, to immediately proceed with such alteration or change, and Classification and Compensation Study Firm shall be compensated the reasonable value of such Services. **No work or change shall be undertaken or compensated for without prior written authorization from the City and shall be subject to any required approval from state or federal departments or agencies.**

**Termination.** The City shall have the right to terminate this Agreement at any time for any reason by giving the Classification and Compensation Study Firm written notice to such effect. The City shall pay to the Classification and Compensation Study Firm in full satisfaction and discharge of all amounts owing to the Classification and Compensation Study Firm under this Agreement an amount equal to the cost of all Services performed by the Classification and Compensation Study Firm up to such termination date less all amounts previously paid to the Classification and Compensation Study Firm on account of this Agreement Price. The Classification and Compensation Study Firm shall submit to the City its statement for the aforesaid amount, in such reasonable detail as the City shall request, within thirty (30) days after such date of termination. The City shall not liable to the Classification and Compensation Study Firm for any damages on account of such termination for loss of anticipated future profits with respect to the remainder of the Services.

**Multi-year contract; Non-appropriation.** Notwithstanding any provision herein to the contrary, the City is obligated only to make the payments set forth in the attached contract as may lawfully be made from funds budgeted and appropriated for that purpose during the City's then current fiscal year at the discretion of the City. If no funds are appropriated or otherwise occurring fiscal year (A made legally available to make the required payments for this Agreement during the next (an "Event of Nonappropriation"), this Agreement will terminate at the end of the then current fiscal year as if terminated expressly. The failure or inability of the City to appropriate funds for this Agreement in any subsequent fiscal year shall not be deemed a breach of this Agreement by any party. If applicable, this Agreement may be annually renewed at each fiscal year by inclusion of specific appropriation for this Agreement, from year to year not to exceed the maximum renewal period or term as set forth in this Agreement.

**Accounting.** During the period of this Agreement the Classification and Compensation Study Firm shall maintain books of its expenses and changes in connection with this Agreement in accordance with generally accepted accounting principles and practices. The City shall at reasonable times have access to these books and accounts to the extent required to verify all invoices submitted hereunder by the Classification and Compensation Study Firm.

**Other Classification and Compensation Study Firms.** The City reserves the right to employ other Classification and Compensation Study Firms in connection with the Services.

**Request for Proposals.** If the City issued a request for proposals in connection with the Services, such request for proposals and the proposal of the Classification and Compensation Study Firm in response thereto are incorporated herein by reference and made a part of this Agreement. In case of any conflicts between the request for proposals and the executed Classification and Compensation Study Firm/Services Agreement or proposal of the Classification and Compensation Study Firm, the requirements of the City's Request for Proposal and this executed Classification and Compensation Study Firm/Professional Services Agreement shall control and superseded unless a change thereto is specifically stated in this Agreement.

**Work Records and Work Product.** The Classification and Compensation Study Firm shall provide the City with copies of all documents pertinent to the Services which shall include, without limitation, reports, correspondence, meeting minute, and originals of all deliverables. The city shall own all right, title and interest, including without limitations, all copyrights and intellectual property rights, to all documents and Work Product of the Classification and Compensation Study Firm created in performance of or relating to this Agreement. Classification and Compensation Study Firm agrees to take all steps reasonable request by the City to evidence, maintain, and defend the City's ownership rights in the Work Product. Upon termination of this Agreement, Classification and Compensation Study Firm shall promptly deliver to CITY any documents, whether printed or electronic, of the inspections.

Personnel. The Services shall be performed exclusively by the personnel of the Classification and Compensation Study Firm identified in the Classification and Compensation Study Firm's proposal and not other personnel of the Classification and Compensation Study Firm shall perform any of the Services without the express written approval of the City.

**Compliance with State Immigration Statues.** As a condition for the award of this Agreement, the Classification and Compensation Study Firm shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees workin in connection with the Services. The Classification and Compensation Study Firm shall also sign an (Affidavit of Participation in Federal Work Authorization Program) affirming that ir does not knowingly employ any person who is an unauthorized alien in connection with the Services. The Classifications and Compensation Study Firm shall not be required to provide these affidavits to the City if such affidavits have been previously provided to the City within the past year. All words in the paragraph shall have the definitions as provide in Section 285.525 RSMo.

Pursuant to Section 208.009 RSMo. the Classification and Compensation Study Firm shall provide affirmative proof that the Applicant for the Classification and Compensation Study Firm is a citizen or a permanent resident of the Unites States or is lawfully present in the United States (Verification of Proof of Citizenship). The applicant for the Classification and Compensation Study Firm (or "Applicant") shall be the person authorized to prepare, submit and sign contract documents on behalf of the Classification and Compensation Study Firm and shall be eighteen years of age or older. Such affirmative proof shall include documentary evidence recognized by the Missouri Department of Revenue when processing an application for a driver's license, a Missouri driver's license, as well as any document issued by the federal government that confirms an alien's lawful presence in the United States.

An Applicant who cannot provide the proof required under Section 208.009 RSMo at the time of submission of any bid may alternatively sign an affidavit under oath, attesting to either United States citizenship or classification by the United States as an alien lawfully for permanent residence. The affidavit shall be on or consistent with forms prepared by the City, which shall be available from the City Clerk if needed. Any Applicant who signed an above described affidavit must provide proof of lawful presence within the time provided in Subsection 208.009.5 RSMo for temporary public benefits and failure to provide such proof within such time may result in the City rescinding and voiding any contract awarded to the Classification and Compensation Study Firm.

**Representations.** Classification and Compensation Study Firm covenants, represents and warrants the following: (a) Classification and Compensation Study Firm is fuly organized, validly existing and in good standing under the laws of the state of its incorporation or organization; (b) Classification and Compensation Study Firm has the power and authority to enter into this Agreement and to carry out its obligations hereunder and the execution of this

Agreement has been duly authorized by Classification and Compensation Study Firm and no other proceedings on the part of Classification and Compensation Study Firm are necessary to authorize this Agreement; (c) neither the execution of this Agreement, nor the acts contemplated hereby, nor compliance by Classification and Compensation Study Firm with any provision of this Agreement, will violate any charter document, contract, agreement, law, or any judgment, decree, order, regulation or rule of any court or governmental authority with jurisdiction over Classification and Compensation Study Firm; (d) Classification and Compensation Study Firm has completed, obtained and performed all registrations, filings, approvals, licenses, authorizations, consents or examinations required by any government or government or governmental authority for entry into the Agreement and performance of its acts contemplated by this Agreement, and Classification and Compensation Study Firm shall maintain proper authorizations during the term of the Agreement; (e) the personnel of Classification and Compensation Study Firm responsible for discharging Classification and Compensation Study Firm's duties and obligations under this Agreement are individuals experienced in the matters set forth herein and Classification and Compensation Study Firm will notify the City in the event that there is a proposed change in the status of Classification and Compensation Study Firm's key investment professionals, including but not limited to those working on the City's funds, and/or any key personnel who have obligations arising under or related to this Agreement or the City's assets, and shall immediately notify the City of any change in such staff (if prior notice was for any reason not given) and in any event such notice shall be provided within three days of any such change; (f) Classification and Compensation Study Firm shall carry out its duties and obligations in accordance with the provisions of all applicable ordinances, regulations and laws of all governmental entities with jurisdiction over the transaction contemplated; (g) Classification and Compensation Study Firm shall notify the City of any material change in the organizational structure and/or ownership of Classification and Compensation Study Firm within a reasonable period of time such a change; (h) Classification Study Firm shall promptly notify the City orally and/or in writing if any of the representations and warrants of Classification and Compensation Study Firm set forth in this Agreement, including but not limited to those set forth below, shall cease to be true at any time during the term of this Agreement.

Neither Classification and Compensation Study Firm nor, to its knowledge, and of its officers or directions, nor any of its affiliates, has ever been (i) convicted or pleaded guilty or nolo contendere to a felony or misdemeanor involving (1) an insurance or insurance related business, (2) fraud, false statements or omissions, or (3) the wrongful taking of property, bribery, forgery, counterfeiting or extortion or (ii) found by a court or administrative agency to be in violation of any federal or state insurance related statute or regulation.

Classification and Compensation Study Firm shall not make or receive any gift, emolument or benefit by reason of any business which it may get from or give to any person or broker growing out of service rendered hereunder, including the City, and hereby represents that it has complied with and will comply with any and all relevant Federal and State Laws.

All representations, warranties and covenants made in or pursuant to this Agreement shall survive its termination.

Classification and Compensation Study Firm agrees that it has not relied on any representations or warranties of the City, oral or written, other than expressly identified in this Agreement. The parties agree this Agreement represents the entire agreement between the parties.

**Governing/Choice of Law.** This agreement shall be governed by and construed and interpreted in accordance with the internal laws of the State of Missouri, without regard to its principles of conflict of laws. Venue shall be in Lawrence, County, Missouri.

**Counterparts.** This Agreement may be executed in one or more counterparts each of which shall be deemed an original and all of which shall constitute one and the same agreement.

*City of Aurora, MO  
Monday, January 26, 2015*

## **Chapter 130. Personnel**

### **ARTICLE IV. Personnel Policies**

#### **Division 2. Classification**

#### **Section 130.170. Position Classification Plan.**

[Ord. No. 83-1832, §2-1, 9-28-1983; CC 1988 §21-86]  
Each position in the City Government shall, on the basis of the duties, responsibilities, skills, experience, education and training required of the position, be allocated to an appropriate class which may include either a single position or two (2) or more positions.

#### **Section 130.180. Job Descriptions.**

[Ord. No. 83-1832, §2-2, 9-28-1983; Ord. No. 85-1891, 7-8-1985; CC 1988 §21-87]  
Each job class shall have a specification that includes a concise descriptive title, a description of the duties and responsibilities of positions in the class and a statement of the qualifications for filling such positions. Such specifications shall be approved by the City Manager and shall be kept on file in the office of the City Clerk and shall be open to inspection by any interested party during regular office hours.

#### **Section 130.190. Job Classifications.**

[Ord. No. 83-1832, §2-3, 9-28-1983; CC 1988 §21-88]  
Each job classification shall be assigned to an appropriate range of a pay plan which has been approved by the City Council.

#### **Section 130.200. Maintenance of Plan.**

[Ord. No. 83-1832, §2-4, 9-28-1983; Ord. No. 85-1891, 7-8-1985; CC 1988 §21-89]

The job classification plan shall from time to time be reviewed so as to provide for changes in class duties necessitated by organizational adjustment, improved methods or new or revised service programs. The City Manager shall approve all new or revised class descriptions and shall reclassify, reassign or transfer any employee when such action is deemed essential or desirable for the improvement of City operations or the benefit of the employee.

## Section 130.210. Annual Review.

[Ord. No. 83-1832, §2-5, 9-28-1983; Ord. No. 85-1891, 7-8-1985; CC 1988 §21-90]  
In order to ensure that any employee pay plan is maintained as an equitable and sound system of pay for employees of the City, the City Council shall annually review any changes in positions. Prior to the adoption of the City's annual budget, the City Manager shall review all pay ranges and employee descriptions and recommend to the City Council any additions, deletions or amendments that may be required.

*City of Aurora, MO  
Monday, January 26, 2015*

## Chapter 130. Personnel

### ARTICLE IV. Personnel Policies

#### Division 4. Compensation

#### Section 130.380. Annual Salary Survey.

[Ord. No. 83-1832, §4-11, 9-28-1983; Ord. No. 85-1891, 7-8-1985; CC 1988 §21-130]

- A. It is the general policy of the City that employees receive salary adjustments on the basis of an objective evaluation of their performance and that allocation of general or cost-of-living increases to all employees without consideration of their performance is not in the best interest of the City and its employees. However, to remain continuously competitive, the salary structure shall recognize changes in the cost-of-living and other variables through adjustments in the salary grade table or reclassification of positions (up or down). It shall be the responsibility of the City Manager to determine annual adjustments to the salary grade table on the basis of his analysis of the following general trends:
1. Municipality salary trends;
  2. National salary trends;
  3. Local salary trends.
- B. After adjusting the salary grade table and completing employee appraisal review, the City Manager and appropriate Department Heads shall develop a budget recommendation and establish the overall percentage amount of salary increase, the allocation of salary increases for each department and the percentage guideline amounts for performance ratings.

*City of Aurora, MO  
Monday, January 26, 2015*

## Chapter 130. Personnel

### ARTICLE IV. Personnel Policies

#### Division 4. Compensation

#### Section 130.390. Compensation of Certain Officers and Employees.

[Ord. No. 83-1832 §4-13, 9-28-1983; Ord. No. 85-1985 §1(B), 9-9-1985; Ord. No. 85-1891, 7-8-1985; Ord. No. 86-1905, §2, 4-28-1986; Ord. No. 92-2063 §§1-2, 1-13-1992; CC 1988 §21-132; Ord. No. 2001-2457 §I, 1-9-2001]

- A. The following City Officers and employees shall receive the following amounts for their services, such amounts payable monthly:
1. The compensation of all other officers and employees, whose compensation is not specifically set out in this Code of Ordinances elsewhere provided, will be fixed by the City Manager and approved by the City Council.
  2. All reserve Police Officers shall serve without pay.

*City of Aurora, MO  
Monday, January 26, 2015*

## Chapter 130. Personnel

### ARTICLE IV. Personnel Policies

#### Division 4. Compensation

#### Section 130.400. Merit Increase Procedure.

[Ord. No. 83-1832, §4-14, 9-28-1983; CC 1988 §21-133; Ord. No. 96-2254 §3, 12-10-1996; Ord. No. 97-2297 §1, 11-11-1997]

- A. A rate range shall consist of a minimum, or a base rate, and a ceiling. A City employee is eligible for a merit increase in accordance with the following:
  - 1. Two percent (2%) may be given to above average employees based on the department head's evaluation.
  - 2. Four percent (4%) may be given to outstanding employees based on the department head's evaluation, with the approval of the City Manager.
  - 3. Two percent (2%) may be given to employees who have reached their maximum wage under the wage and salary program if the department head rates them as deserving a merit raise.
- B. Merit salary increases will be considered at each employee's annual evaluation. No merit increase shall be applied to the salary of any employee unless accompanied by a complete performance evaluation that contains both the employee and supervisory signatures. Each City employee shall be evaluated prior to October first (1st) of each year.
- C. Employees who have received a salary increase after completion of their probationary period will not be eligible for a merit salary increase during the same calendar year.

Title	Grade	2014		Division	FLSA	Min	Max
		# F/T	# P/T				
City Manager		1		Administration	E		
Police Chief	17	1		Police Department	E	24.1236	31.4758
Fire Chief	16	1		Fire Department	E	21.9306	28.6144
Public Works Superintendent	16	1		Public Works	H	21.9306	28.6144
Wastewater Superintendent	16	1		Sewer	H	21.9306	28.6144
City Clerk/Human Resources Director	15	1		Administration	E	19.9369	26.0131
Police Captain	14	2		Police Department	E	18.1244	23.6483
Fire Captain	13	2		Fire Department	H	16.4767	21.4984
Public Works Foreman	13	1		Public Works	H	16.4767	21.4984
Treasurer/Deputy Clerk	13	1		Finance	H	16.4767	21.4984
Chief Operator	13	1		Sewer	H	16.4767	21.4984
City Collector	12	1		Finance	H	14.9789	19.544
Court Administrator	12	1		Court Administration	H	14.9789	19.544
Patrol Lieutenant	12			Police Department	H	14.9789	19.544
Detective Lieutenannt	12			Police Department	H	14.9789	19.544
Mechanic/Maint. Tech III	12	1		Public Works	H	14.9789	19.544
Wastewater Operator III	12	1		Sewer	H	14.9789	19.544
Fire Lieutenant	11	1		Fire Department	H	13.6171	17.7673
Cemetery Sexton	11	1		Cemetery	H	13.6171	17.7673
Maintenance Tech III	11	1		Parks & Rec	H	13.6171	17.7673
Building Inspector	11	1		Planning and Zoning	H	13.6171	17.7673
Patrol Sergeant	11			Police Department	H	13.6171	17.7673
Detective Sergeant	11			Police Department	H	13.6171	17.7673
Maintenance Tech III	11	4		Public Works	H	13.6171	17.7673
Wastewater Operator II	11			Sewer	H	13.6171	17.7673
Detective (rank of corporal)	10.5	4		Police Department	H	13.9329	16.1521
Patrol Corporal	10.5			Police Department	H	13.9329	16.1521
Patrol Officer	10	10		Police Department	H	12.3792	16.1521
Animal Control/Code Enforcement	10	1		Police Department	H	12.3792	16.1521
Firefighter Engineer	9	3		Fire Department	H	11.2538	14.6837
Maintenance Tech II	9			Parks & Rec	H	11.2538	14.6837
Maintenance Tech II	9	1		Public Works	H	11.2538	14.6837
Wastewater Operator I	9	2		Sewer	H	11.2538	14.6837
Administrative Assistant	8	1		Finance	H	10.2308	13.3488
Dispatcher	8	6		Police Department	H	10.2308	13.3488
Maintenance Tech I	7			Parks & Rec	H	9.3007	12.1353
Maintenanc Tech I	7			Public Works	H	9.3007	12.1353
Pool Manager	6		1	Parks & Rec	H	8.4552	11.0321
Assistant Pool Manager	5		1	Parks & Rec	H	7.6865	10.0292
Lifeguard/ Instructor	2		8	Parks & Rec	H	5.7750	7.5351
Cashier	1		2	Parks & Rec	H	5.2500	6.8501
		53					

City of Aurora, Missouri - 3% Steps, 10% Grades using \$5.25/hr as starting place for computation

**FEDERAL MINIMUM WAGE = \$7.25/HOUR**

Base Pay Scale - 2080 Hours

	1	2	3	4	5	6	7	8	9	10
Grade One	\$10,920.00	\$11,247.60	\$11,585.03	\$11,932.58	\$12,290.56	\$12,659.27	\$13,039.05	\$13,430.22	\$13,833.13	\$14,248.12
	\$ 5,2500	\$ 5,4075	\$ 5,5697	\$ 5,7368	\$ 5,9089	\$ 6,0862	\$ 6,2688	\$ 6,4568	\$ 6,6505	\$ 6,8501
Grade Two	\$12,012.00	\$12,372.36	\$12,743.53	\$13,125.84	\$13,519.61	\$13,925.20	\$14,342.96	\$14,773.24	\$15,216.44	\$15,672.94
	\$ 5,7750	\$ 5,9483	\$ 6,1267	\$ 6,3105	\$ 6,4998	\$ 6,6948	\$ 6,8957	\$ 7,1025	\$ 7,3156	\$ 7,5351
Grade Three	\$13,213.20	\$13,609.60	\$14,017.88	\$14,438.42	\$14,871.57	\$15,317.72	\$15,777.25	\$16,250.57	\$16,738.09	\$17,240.23
	\$ 6,3525	\$ 6,5431	\$ 6,7394	\$ 6,9415	\$ 7,1498	\$ 7,3643	\$ 7,5852	\$ 7,8128	\$ 8,0472	\$ 8,2886
Grade Four	\$14,534.52	\$14,970.56	\$15,419.67	\$15,882.26	\$16,358.73	\$16,849.49	\$17,354.98	\$17,875.63	\$18,411.90	\$18,964.25
	\$ 6,9878	\$ 7,1974	\$ 7,4133	\$ 7,6357	\$ 7,8648	\$ 8,1007	\$ 8,3437	\$ 8,5941	\$ 8,8519	\$ 9,1174
Grade Five	\$15,987.97	\$16,467.61	\$16,961.64	\$17,470.49	\$17,994.60	\$18,534.44	\$19,090.47	\$19,663.19	\$20,253.08	\$20,860.68
	\$ 7,6865	\$ 7,9171	\$ 8,1546	\$ 8,3993	\$ 8,6513	\$ 8,9108	\$ 9,1781	\$ 9,4535	\$ 9,7371	\$ 10,0292
Grade Six	\$17,586.77	\$18,114.37	\$18,657.80	\$19,217.54	\$19,794.06	\$20,387.89	\$20,999.52	\$21,629.51	\$22,278.39	\$22,946.74
	\$ 8,4552	\$ 8,7088	\$ 8,9701	\$ 9,2392	\$ 9,5164	\$ 9,8019	\$ 10,0959	\$ 10,3988	\$ 10,7108	\$ 11,0321
Grade Seven	\$19,345.45	\$19,925.81	\$20,523.58	\$21,139.29	\$21,773.47	\$22,426.67	\$23,099.47	\$23,792.46	\$24,506.23	\$25,241.42
	\$ 9,3007	\$ 9,5797	\$ 9,8671	\$ 10,1631	\$ 10,4680	\$ 10,7821	\$ 11,1056	\$ 11,4387	\$ 11,7818	\$ 12,1353
<b>FIRE (3023 hrs)</b>	<b>\$6,3994</b>	<b>\$6,5914</b>	<b>\$6,7891</b>	<b>\$6,9928</b>	<b>\$7,2026</b>	<b>\$7,4187</b>	<b>\$7,6412</b>	<b>\$7,8705</b>	<b>\$8,1066</b>	<b>\$8,3498</b>
Grade Eight	\$21,279.99	\$21,918.39	\$22,575.94	\$23,253.22	\$23,950.82	\$24,669.34	\$25,409.42	\$26,171.70	\$26,956.86	\$27,765.56
	\$ 10,2308	\$ 10,5377	\$ 10,8538	\$ 11,1794	\$ 11,5148	\$ 11,8603	\$ 12,2161	\$ 12,5826	\$ 12,9600	\$ 13,3488
<b>FIRE (3023 hrs)</b>	<b>\$7,0394</b>	<b>\$7,2505</b>	<b>\$7,4681</b>	<b>\$7,6921</b>	<b>\$7,9229</b>	<b>\$8,1605</b>	<b>\$8,4054</b>	<b>\$8,6575</b>	<b>\$8,9173</b>	<b>\$9,1848</b>
Grade Nine	\$23,407.99	\$24,110.23	\$24,833.54	\$25,578.54	\$26,345.90	\$27,136.28	\$27,950.36	\$28,788.87	\$29,652.54	\$30,542.12
	\$ 11,2538	\$ 11,5915	\$ 11,9392	\$ 12,2974	\$ 12,6663	\$ 13,0463	\$ 13,4377	\$ 13,8408	\$ 14,2560	\$ 14,6837
<b>FIRE (3023 hrs)</b>	<b>\$7,7433</b>	<b>\$7,9756</b>	<b>\$8,2149</b>	<b>\$8,4613</b>	<b>\$8,7152</b>	<b>\$8,9766</b>	<b>\$9,2459</b>	<b>\$9,5233</b>	<b>\$9,8090</b>	<b>\$10,1032</b>
Grade Ten	\$25,748.79	\$26,521.25	\$27,316.89	\$28,136.40	\$28,980.49	\$29,849.90	\$30,745.40	\$31,667.76	\$32,617.80	\$33,596.33
	\$ 12,3792	\$ 12,7506	\$ 13,1331	\$ 13,5271	\$ 13,9329	\$ 14,3509	\$ 14,7814	\$ 15,2249	\$ 15,6816	\$ 16,1521
<b>FIRE (3023 hrs)</b>	<b>\$8,5176</b>	<b>\$8,7732</b>	<b>\$9,0364</b>	<b>\$9,3074</b>	<b>\$9,5867</b>	<b>\$9,8743</b>	<b>\$10,1705</b>	<b>\$10,4756</b>	<b>\$10,7899</b>	<b>\$11,1136</b>
Grade Eleven	\$28,323.67	\$29,173.38	\$30,048.58	\$30,950.04	\$31,878.54	\$32,834.89	\$33,819.94	\$34,834.54	\$35,879.57	\$36,955.96
	\$ 13,6171	\$ 14,0257	\$ 14,4464	\$ 14,8798	\$ 15,3262	\$ 15,7860	\$ 16,2596	\$ 16,7474	\$ 17,2498	\$ 17,7673
<b>FIRE (3023 hrs)</b>	<b>\$9,3694</b>	<b>\$9,6505</b>	<b>\$9,9400</b>	<b>\$10,2382</b>	<b>\$10,5453</b>	<b>\$10,8617</b>	<b>\$11,1875</b>	<b>\$11,5232</b>	<b>\$11,8689</b>	<b>\$12,2249</b>
Grade Twelve	\$31,156.03	\$32,090.72	\$33,053.44	\$34,045.04	\$35,066.39	\$36,118.38	\$37,201.93	\$38,317.99	\$39,467.53	\$40,651.56
	\$ 14,9789	\$ 15,4282	\$ 15,8911	\$ 16,3678	\$ 16,8588	\$ 17,3646	\$ 17,8855	\$ 18,4221	\$ 18,9748	\$ 19,5440
<b>FIRE (3023 hrs)</b>	<b>\$10,3083</b>	<b>\$10,6155</b>	<b>\$10,9340</b>	<b>\$11,2620</b>	<b>\$11,5999</b>	<b>\$11,9479</b>	<b>\$12,3063</b>	<b>\$12,6755</b>	<b>\$13,0558</b>	<b>\$13,4474</b>
Grade Thirteen	\$34,271.64	\$35,299.79	\$36,358.78	\$37,449.54	\$38,573.03	\$39,730.22	\$40,922.13	\$42,149.79	\$43,414.29	\$44,716.71
	\$ 16,4767	\$ 16,9711	\$ 17,4802	\$ 18,0046	\$ 18,5447	\$ 19,1011	\$ 19,6741	\$ 20,2643	\$ 20,8723	\$ 21,4984
<b>FIRE (3023 hrs)</b>	<b>\$11,3370</b>	<b>\$11,6771</b>	<b>\$12,0274</b>	<b>\$12,3882</b>	<b>\$12,7599</b>	<b>\$13,1426</b>	<b>\$13,5369</b>	<b>\$13,9430</b>	<b>\$14,3613</b>	<b>\$14,7922</b>
Grade Fourteen	\$37,698.80	\$38,829.77	\$39,994.66	\$41,194.50	\$42,430.33	\$43,703.24	\$45,014.34	\$46,364.77	\$47,755.71	\$49,188.39
	\$ 18,1244	\$ 18,6682	\$ 19,2282	\$ 19,8050	\$ 20,3992	\$ 21,0112	\$ 21,6415	\$ 22,2908	\$ 22,9595	\$ 23,6483
<b>FIRE (3023 hrs)</b>	<b>\$12,4707</b>	<b>\$12,8448</b>	<b>\$13,2301</b>	<b>\$13,6270</b>	<b>\$14,0358</b>	<b>\$14,4569</b>	<b>\$14,8906</b>	<b>\$15,3373</b>	<b>\$15,7975</b>	<b>\$16,2714</b>

1 2 3 4 5 6 7 8 9 10

Grade Fifteen	\$41,468.68	\$42,712.74	\$43,994.12	\$45,313.95	\$46,673.37	\$48,073.57	\$49,515.77	\$51,001.25	\$52,531.29	\$54,107.22
<b>FIRE (3023 hrs)</b>	\$ 19,936.9	\$ 20,535.0	\$ 21,151.0	\$ 21,785.6	\$ 22,439.1	\$ 23,112.3	\$ 23,805.7	\$ 24,519.8	\$ 25,255.4	\$ 26,013.1
Grade Sixteen	\$45,615.55	\$46,984.02	\$48,393.54	\$49,845.34	\$51,340.70	\$52,880.92	\$54,467.35	\$56,101.37	\$57,784.41	\$59,517.95
<b>FIRE (3023 hrs)</b>	\$ 21,930.6	\$ 22,588.5	\$ 23,266.1	\$ 23,964.1	\$ 24,683.0	\$ 25,423.5	\$ 26,186.2	\$ 26,971.8	\$ 27,781.0	\$ 28,614.4
Grade Seventeen	\$50,177.11	\$51,682.42	\$53,232.89	\$54,829.88	\$56,474.77	\$58,169.02	\$59,914.09	\$61,711.51	\$63,562.86	\$65,469.74
<b>FIRE (3023 hrs)</b>	\$ 24,123.6	\$ 24,847.3	\$ 25,592.7	\$ 26,360.5	\$ 27,151.3	\$ 27,965.9	\$ 28,804.8	\$ 29,669.0	\$ 30,559.1	\$ 31,475.8
Grade Eighteen	\$55,194.82	\$56,850.66	\$58,556.18	\$60,312.87	\$62,122.25	\$63,985.92	\$65,905.50	\$67,882.66	\$69,919.14	\$72,016.72
<b>FIRE (3023 hrs)</b>	\$ 26,536.0	\$ 27,320.0	\$ 28,152.0	\$ 28,996.6	\$ 29,866.5	\$ 30,762.5	\$ 31,685.3	\$ 32,635.9	\$ 33,615.0	\$ 34,623.4
Grade Nineteen	\$60,714.30	\$62,535.73	\$64,411.80	\$66,344.15	\$68,334.48	\$70,384.51	\$72,496.05	\$74,670.93	\$76,911.06	\$79,218.39
<b>FIRE (3023 hrs)</b>	\$ 29,189.6	\$ 30,065.3	\$ 30,967.2	\$ 31,896.2	\$ 32,853.1	\$ 33,838.7	\$ 34,853.9	\$ 35,899.5	\$ 36,976.5	\$ 38,085.8
Grade Twenty	\$66,785.73	\$68,789.30	\$70,852.98	\$72,978.57	\$75,167.92	\$77,422.96	\$79,745.65	\$82,138.02	\$84,602.16	\$87,140.23
<b>FIRE (3023 hrs)</b>	\$ 32,108.5	\$ 33,071.8	\$ 34,063.9	\$ 35,085.8	\$ 36,138.4	\$ 37,222.6	\$ 38,339.3	\$ 39,489.4	\$ 40,674.1	\$ 41,894.3
Grade Twenty-One	\$73,464.30	\$75,668.23	\$77,938.28	\$80,276.42	\$82,684.72	\$85,165.26	\$87,720.22	\$90,351.82	\$93,062.38	\$95,854.25
<b>FIRE (3023 hrs)</b>	\$ 35,319.4	\$ 36,379.0	\$ 37,470.3	\$ 38,594.4	\$ 39,752.3	\$ 40,944.8	\$ 42,173.2	\$ 43,438.4	\$ 44,741.5	\$ 46,083.8
Grade Twenty-Two	\$80,810.73	\$83,235.05	\$85,732.10	\$88,304.07	\$90,953.19	\$93,681.78	\$96,492.24	\$99,387.00	\$102,368.61	\$105,439.67
<b>FIRE (3023 hrs)</b>	\$ 38,851.3	\$ 40,016.9	\$ 41,217.4	\$ 42,453.9	\$ 43,727.5	\$ 45,039.3	\$ 46,390.5	\$ 47,782.2	\$ 49,215.7	\$ 50,692.2
Grade Twenty-Three	\$88,891.80	\$91,558.56	\$94,305.31	\$97,134.47	\$100,048.51	\$103,049.96	\$106,141.46	\$109,325.70	\$112,605.48	\$115,983.64
<b>FIRE (3023 hrs)</b>	\$ 42,736.4	\$ 44,018.5	\$ 45,339.1	\$ 46,699.3	\$ 48,100.2	\$ 49,543.3	\$ 51,029.5	\$ 52,560.4	\$ 54,137.2	\$ 55,761.4
Grade Twenty-Four	\$97,780.98	\$100,714.41	\$103,735.84	\$106,847.92	\$110,053.36	\$113,354.96	\$116,755.61	\$120,258.27	\$123,866.02	\$127,582.00
<b>FIRE (3023 hrs)</b>	\$ 47,010.1	\$ 48,420.4	\$ 49,873.0	\$ 51,369.2	\$ 52,910.3	\$ 54,497.6	\$ 56,132.5	\$ 57,816.5	\$ 59,551.0	\$ 61,337.5
Grade Twenty-Five	\$107,559.08	\$110,785.85	\$114,109.43	\$117,532.71	\$121,058.69	\$124,690.45	\$128,431.17	\$132,284.10	\$136,252.63	\$140,340.20
<b>FIRE (3023 hrs)</b>	\$ 51,711.1	\$ 53,262.4	\$ 54,860.3	\$ 56,506.1	\$ 58,201.3	\$ 59,947.3	\$ 61,745.8	\$ 63,598.1	\$ 65,506.1	\$ 67,471.3

**City of Aurora  
Compensation Plan Grade Placements**

<b>Dept</b>	<b>Job Title</b>	<b>Grade</b>
Admin	City Manager	
Admin	City Clerk / Finance Officer	15
Admin	Court Administrator	12
Admin	City Collector	12
Admin	Treasurer / Deputy City Clerk	13
Admin	Account Clerk	7
Admin	Administrative Assistant	8
Ec. Deveolpment	Economic Development Director	14
Fire	Fire Chief	16
Fire	Fire Captain	13
Fire	Fire Lieutenant	11
Fire	Firefighter / Engineer	9
Parks & Rec	Parks & Recreation Director	14
Parks & Rec	Recreation Coordinator	10
Parks & Rec	Sexton (Maint Tecn III)	11
Parks & Rec	Maintenance Technician III	11
Parks & Rec	Maintenance Technician II	9
Parks & Rec	Maintenance Technician I	7
Parks & Rec	Pool Manager	6
Parks & Rec	Assistant Pool Manager	5
Parks & Rec	Lifeguard / Instructor	2
Parks & Rec	Cashier	1
Planning & Zoning	Planning & Zoning Director	14
Planning & Zoning	Building Inspector	11

Planning & Zoning	Engineering Technician	9
Planning & Zoning	Planning & Zoning Secretary	7
Planning & Zoning	Building Maint/Grounds Technician	7
Police	Police Chief	17
Police	Police Captain	14
Police	Patrol Lieutenant	12
Police	Detective Lieutenant	12
Police	Patrol Sergeant	11
Police	Detective Sergeant	11
Police	Detective ( <i>rank of Corporal</i> )	10, step 5
Police	Patrol Corporal	10, step 5
Police	Adjutant/Support Services Supervisor	12
Police	Patrol Officer	10
Police	Animal Control/Code Enforcement	10
Police	Senior Dispatcher	10
Police	Dispatcher	8
Public Works	Public Works Superintendent	16
Public Works	Mechanic / Maint. Technician III	12
Public Works	Maintenance Technician III	11
Public Works	Maintenance Technician II	9
Public Works	Maintenance Technician I	7
Sewer	Sewer Superintendent	16
Sewer	Chief Operator	13
Sewer	Wastewater Operator III	12
Sewer	Wastewater Operator II	11
Sewer	Wastewater Operator I	9

# The Austin Peters Group Proposal

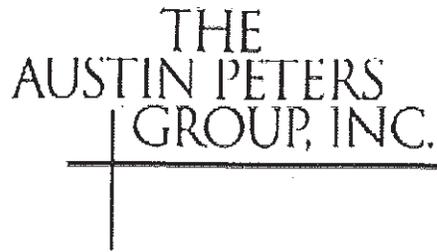


**Proposal for Services**  
**City of Aurora, Missouri**  
**Classification and Compensation Study**  
March 16, 2015

THE  
AUSTIN PETERS  
GROUP, INC.

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Elizabeth Tatarko, Vice President  
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## Section 1c. Transmittal Letter

March 15, 2015

City of Aurora, MO  
Attn: Kathie Needham, City Clerk  
2 W Pleasant  
P.O. Box 30  
Aurora, MO 65605

Dear Ms. Needham:

Enclosed, please find a proposal for a human resource proposal for The City of Aurora. This proposal covers approximately 41 positions in the requested Classification and Compensation Study. Our commitment is to perform the work according to the City's timeframe for delivering the financial recommendation of the study, however, other deliverables will need to follow the timeline we have outlined in our response.

We have an extensive background in working with City government, elected officials, and public sector employees in these type of projects. Our depth of experience with other counties and cities of similar size will be a plus in this proposal. This proposal is valid for 90 days. We look forward to talking with you to discuss the proposal.

Sincerely,

Rebecca G Crowder, President  
P.O. Box 27196  
Overland Park, Kansas 66225  
Ph (913) 851-7530  
Fax (913) 851-7529  
bcrowder@austinpeters.com

Classification and Compensation Study City of Aurora

## **Section 2 Executive summary**

The purpose of the classification and compensation study is to ensure that positions performing similar work with essentially the same level of complexity, responsibility, and knowledge, skills and abilities are classified together, provides salaries commensurate with assigned duties; clearly outlines promotional opportunities and provides recognizable compensation growth; provides justifiable pay differential between classes and maintains currency with relative labor markets. In addition, the consulting teams' responsibility to the City is to provide a product that is simple and manageable, easy for employees and staff to understand, and to provide recommendations that are tailored to the financial conditions of the City while attracting and retaining the talent necessary to compete in the 21<sup>st</sup> century.

## **Section 3 Description of Work Program and Scope of Services**

### **Objectives**

The purpose of the classification and compensation study is to ensure that positions performing similar work with essentially the same level of complexity, responsibility, and knowledge, skills and abilities are classified together, provides salaries commensurate with assigned duties; clearly outlines promotional opportunities and provides recognizable compensation growth; provides justifiable pay differential between classes and maintains currency with relative labor markets. In addition, the consulting teams' responsibility to the City is to provide a product that is simple and manageable, easy for employees and staff to understand, and to provide recommendations that are tailored to the financial conditions of the City while attracting and retaining the talent necessary to compete in the 21<sup>st</sup> century.

### **Roles Overview**

Throughout the study and during each phase the role of The Austin Peters Group, City of Aurora, and its workforce is a partnership. Below is an outline of roles and involvement:

#### **Employees**

**Compensation and Classification Analysis**—Employees are involved in position questionnaires, face-to-face interviews by positions, consulting team on-site department tours, employee involvement surveys, employee question-and-answer sessions, and an open-door policy on our behalf that they can contact us any time. Employees receive a specific letter regarding recommendations prior to adoption, and employees have a chance to talk to the consulting team prior to adoption.

**Job Description Development**—Employees are directly involved in the review of their position description. If a job description currently exists for a position, APG uses an interview process to update and integrate changes into a current description. If a description does not exist, employees are involved in position questionnaires and face-to-face interviews by positions.

### **City Team/Stakeholder Group: Administration and Department Heads**

**Compensation and Classification Analysis** —Administration and department heads are involved at the same level as employees. In addition, they will help with a specific questionnaire about the market; receive specific training on the criteria used to evaluate positions; receive drafts (sometimes several) of their direct reports' information and will provide comments; and will receive pay range recommendations prior to final presentation to the governing body. The City Team/Stakeholder group will meet initially with the consulting team at the start of the project.

**Job Description Development** — Administration and department heads are involved at the same level as employees. In addition, they will help with editing; receive drafts (sometimes several) of their direct reports information and will provide comments. The City Team/Stakeholder group will meet initially with the consulting team at the start of the project. Generally speaking, additional review and meetings are required with the City Clerk and or City Manager, to ensure additional review and input.

### **Governing Body**

**Compensation and Classification Analysis** —The consulting team will meet with the governing body (if they wish) prior to the project commencing to answer strategic and policy questions and provide overall direction to the consulting

team. The consulting team will meet with the governing body to present findings in a work session or other format as appropriate.

**Job Description Development** — The consulting team will meet with the governing body to present findings in a work session or other format as appropriate. The governing body will have final copies of all job descriptions.

## **Scope of Involvement—City Staff**

The City will provide the following support:

**Arrange for all meetings, including arranging meeting space and providing meeting confirmation.**

**Copy and distribute memos, questionnaires, information to employees in a timely manner (as requested by the consulting team).**

Provide copies of all job descriptions (Word format), job classifications, pay plans, existing classifications, pay ranges by employee (Excel format), and provide copies of all wage and salary schedules (Excel format).

Provide a listing of all employee names, titles, departments, supervisors, years of service, last pay raises, current salaries, annual overtime salaries, exempt versus non-exempt status, and current ranges (in Excel format).

Ensure manager accountability in keeping the project schedule moving.

Provide copies of personnel policies and handbooks (if possible electronically).

Provide copies of organizational chart, City's mission, vision, strategic planning documents.

Provide any previous studies on health insurance, salary, satisfaction surveys, exit interview data, turn-over data, attitude surveys, information about where employees who leave the City go to work, etc.

We request these many of the background documents so that we have a thorough understanding of past practices and future goals for the City.

## Scope of Work

### *A. Compensation and Classification Analysis*

#### **Internal Equity (First Step of the Classification and Analysis Process)**

The Austin Peters Group reviews the current compensation and pay ranges for the City's positions. The Austin Peters Group will evaluate jobs for internal equity using the following factors:

- Supervisory
- Knowledge and Experience
- Budgetary
- Decision-making
- Public contact
- Working conditions
- Physical requirements

During the initial meeting process with City Clerk, the key factors will be reviewed and a determination will be provided regarding factors and weighting. **All employees** will be asked to complete a position questionnaire.

During the initial meeting the process, tasks to be performed, intended outcomes, staff availability, points of contact will be addressed.

Prior to the first meeting the consulting team will have received the background materials in order to be prepared.

During this process, the consulting team will meet with department heads and managers to: discuss position questionnaires, confirm job description content, and answer general questions about the position's responsibilities.

Further, as stated above, the team will then interview employees and conduct worksite tours. The combination of **position questionnaires, interviews, and onsite**

**observations** provides an understanding to initially complete the internal equity process.

The department heads will review the results for their departments and provide feedback to the consulting team regarding position evaluation or job ranking. Additionally, the City Clerk will review a preliminary job ranking and market analysis and provide the consulting team with feedback on their findings.

### **External Equity (Second Step of the Classification and Evaluation Process)**

Positions will be evaluated in comparison to local economic market conditions for entry-level, professional, and management personnel. In order to accomplish the external market review of positions, ten or more comparable organizations (e.g. similar cities, counties, state agencies) and ten or more local private sector market competitors will be surveyed.

Respondents will receive a summary of the position being surveyed, and will be asked to score how closely the respondent's position matches the benchmark position in the survey. This assists the consultant with determination of content and duty comparisons. Length of service is compared in the next phase of the evaluation, when pay compression is reviewed.

After surveys are received, the consultant often communicates with the respondents to confirm information and responses or review job descriptions. Department heads will be interviewed and surveyed regarding market competition and staffing turnover to ensure that critical positions are surveyed.

Further, department heads are often consulted regarding respondents who have similar or different structures and organizations to ensure that there is good data. External data sources may be used in lieu of a full survey.

At least 40 positions will be surveyed and used as benchmark positions for extrapolating data to groupings (or classes) of positions. Every effort will be made to have a minimum of eight responses for each position surveyed. Additional organization information will be collected in the market survey to include: insurance plans and descriptions, employer contributions for single, family or cash provided), and employee contributions.

The final report will demonstrate each response and provide a summary of (as well as graphic and numerical differences between) the City and its respondents. Benefits data will be collected from each respondent, and that information will also be calculated into comparative data for health insurance benefits, and other descriptive information will be summarized. The report will outline where the City currently stands in the market, and what steps would be necessary to lead, meet, or lag the market.

### **Classification, Pay Schedule, Administration, Implementation (Final Step of the Classification and Evaluation Process)**

The consulting team will place all positions into pay ranges or classifications based on a scoring system for the following factors:

- Supervisory
- Knowledge and Experience
- Budgetary
- Decision-making
- Public contact
- Working conditions
- Physical requirements

Pay ranges will be a set number, with flexibility between ranges for future placements (those will be outlined as "reserved for future placements" in the recommendations).

The Austin Peters Group will provide a draft of these findings to the City Clerk for feedback. The City Clerk will help guide recommended changes in compensation strategies, as outlined in the request for proposal. We will also provide strategies and connections with flexible pay structures and alternative cost impacts.

### **Maintenance of a Plan**

For future maintenance of a pay plan system, spreadsheets, and electronic documents will be handed over to the appropriate personnel in a Guidebook. Additional polices may be drafted, revised or provided to help maintain the system, these include:

- Pay practices administration
- Movement of pay ranges
- Longevity and career ladders
- Topping out at pay range maximum
- Being below pay range minimum
- Other policy options

The consulting team will develop costing scenarios with the appropriate designee of the City staff. The consulting team will outline and prioritize implementation, while minimizing employer costs.

The Austin Peters Group will prepare final recommendations of policy changes, salary changes, the reclassification process (for future requests), and pay schedules for the governing body's consideration. Final documents will form an electronic **guidebook for implementation**.

## ***B. Job Description Development***

The Austin Peters Group's objective is to review, modify and/or create job descriptions with the goal of bringing the City's job descriptions in line with the employment market and best practice guidelines. The development of job descriptions will focus on responsibilities and duties, qualifications, working conditions, physical requirements, and other relevant information such as certifications and whether the position is in a supervisory role. The requirements to perform the position under a minimum and preferred standard will be outlined by education and/or experience depending on the role, along with additional requirements to be in compliance with equal employment opportunity and Americans with Disabilities Act (Amended).

The consulting team will provide to the supervisor a questionnaire related to the market conditions, which provides an overview on changes in the market.

All employees will have an opportunity to review their current job description and approve or add comments. Then the Department Head will review the employee comments and provide additional changes. Additionally, the person in the position (or the supervisor) will fill out a questionnaire that guides the consultant in developing the job description. The questionnaire will include this attached document, which has been reviewed by the employee and department head. The questionnaire will ask additional questions that help guide in the job description update, which will include:

Classification and Compensation Study City of Aurora

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1. Appropriate questions related to classification as exempt or non-exempt under the Fair Labor Standards Act (FLSA) status;
2. Compliance with the current Americans with Disabilities Act;
3. Appropriate physical and non-physical requirements;
4. Working conditions;
5. Essential duties that are specific and measurable;
6. Qualifications (education and/or experience), Licensing/Certification, specifications (knowledge, skills and abilities), accountabilities, and organizational relationships.

The consultant will draft the job description and will clarify with department heads any discrepancies. Once the job description has been completed they will be given to the City Clerk for final approval. The job descriptions will be provided in a uniform format that is consistent with the City's other job descriptions.

### *C. Training*

The consulting team has learned over the last several years that it is not enough to provide clients with outcomes and processes for compensation and classification studies. Staff training can be a key component to successful outcomes. The consulting team will hold a mock-training session with the City Clerk and leadership team with "fake" non-City positions to demonstrate how internal equity and market equity are conducted by the consulting team. These mock exercises greatly affect participant understanding of the process and further enhance communication. This will also help maintain the system and address future requests for reclassification, which the team will provide guidance to address. The Austin Peters Group believes if we train a team and they are comfortable with the process, there will be more success in maintaining the system in the future.

### *D. Project Communication*

Austin Peters Group will keep parties informed through the process. This has ensured our overall success rate of 99% implementation in projects of this nature, and each area is deemed critical.

## **Governing Body**

At the start of the project, we propose a meeting with officials, which is used to develop a common understanding of the project. At the end of the project, the team will also present findings to the governing body.

## **Employee Communications**

The consulting team begins the communication process with a letter to all employees outlining expectations, the purpose of the study, and how employees can contact the consulting team at any point in the process to clarify or ask questions.

During the beginning when the consulting team is onsite, there will be a:

- Kick-off/orientation meetings where employees can ask questions and receive answers.
- Open-door policy, where employees may call consultants at any time.

All employees will be asked to complete a position questionnaire (these are usually completed in teams by position, or individually at the employee's choosing), which will form the basis of the employee interviews, along with job descriptions. Next, the consulting team interviews all employees by position during a 30-minute process to determine the scope of the position responsibilities, internal equity factors, market influences, and current job description. This is important to "updating" the job description. For those employees on different shifts, additional interview times are added to accommodate as many employees as possible.

Following the interviews, the department head will lead an onsite/worksite visit or tour where the consulting team can observe employees at work, first-hand. After this step, employees may pose questions to their department head, or to the consulting team directly. Usually, employees are eager to respond to consultant's questions and provide follow-up information.

## **City Manager/Department Heads/City Clerk**

The City Manager, Department Heads, and the City Clerk form the backbone of communication between the consulting team and the employees. It is critical to the project's success that they actively participate with the consulting team in the process.

At the beginning of the process, this team will have several meetings. Information is exchanged between the consultants and the City Manager, department heads, City Clerk several times on the phone, in writing, face-to-face, and via email. This group is also interviewed more extensively regarding department background, organization, culture, and internal/external department issues.

The consulting team will conduct site visits and worksite visits with this team of City officials. This allows the team to see first-hand the requirements of the position.

The consulting team meets with the City Clerk during each onsite visit. The consulting team's initial discussion with the City Manager/City Clerk sets the parameters and expectations that drive project recommendations.

#### Deliverables

The Austin Peters Group will provide the City with:

1. A competitive pay structure for all jobs using the point factor evaluation process. Pay structure shall be in a Microsoft Excel format.
2. Identify the methodology and point scheme used to evaluate each job, and the total points assigned to each job and placement points used within each pay grade.
3. Each pay grade shall reflect Minimum, Midpoint and Maximum Range.
4. Make recommendations for a multi-year implementation strategy based on financial parameters provided by the City. This implementation strategy will be effective with a date determined by the City.
5. Provide the City with a simplistic and manageable system.
6. Job analysis questionnaire and procedures for future updating and new position creation.
7. Job descriptions for each position.
8. Develop and fully define in writing a systematic procedure for evaluating positions using the "point factor method." Provide worksheets for departments to request a job evaluation for an upgrade within a position or new position for submission to the City Clerk. Provide worksheets for City Clerk to perform future job evaluations or upgrades.

## Section 4 Qualifications

The Austin Peters Group, Inc. (APG) is a corporation established in 1998. The company is incorporated in the state of Kansas. It is a privately owned, certified Women Business Enterprise (WBE). APG is co-owned by Rebecca Crowder, President, and Elizabeth Tatarko, Vice-President. Rebecca Crowder will be the primary contact for the project.

A small company based in Overland Park, Kansas, The Austin Peters Group combines the experience and energy to provide high-quality, tailored products that meet the demands of our customers. The firm prides itself in being highly responsive to its client needs.

## **Experience - Project Manager and Team**

The following is an overview of our project team, which includes qualifications, education, professional registrations and areas and years of service in the respective field.

### **Rebecca Crowder, Masters in Public Administration, SPHR— President**

The founder and President of The Austin Peters Group, Inc., has more than 25 years of local government management experience. Rebecca has provided management assistance to nearly 200 local government clients on a variety of management issues. She has researched and authored more than 100 studies. Rebecca has organized and led training programs for over 5,000 participants on issues such as diversity awareness, human resource management, team building, budget and finance, role of boards, goal setting and strategic planning. Past positions -- Human Resource/Administrative Services Director—Merriam, Kansas; Management Consultant—University of Tennessee Municipal Technical Advisory Service; Management Assistant—Janesville, Wisconsin; Budget Analyst—Johnson County, Kansas

Rebecca's extensive local government experience has touched all local service areas, including: police, fire, public works, engineering, library, mental retardation services, administration, City elected officials, courts and juvenile justice, and more. She holds a Bachelor of Arts in Political Science from Kansas State University and a Master of Public Administration from the University of Missouri at Columbia. Former National Society for Human Resource Certification instructor for four years at Washburn University,

teaching the compensation and classification certification (among others). Rebecca has led most projects listed in experience statement. Professional Memberships and Certifications: ICMA, SHRM, DDI Trainer, Zenger Miller Trainer.

**Project Responsibility:** Project Manager responsible for oversight and detailed involvement of entire project.

### **Elizabeth Tatarko, Masters in Urban Planning—Vice President**

Elizabeth has served local and state government—as well as non-profit organizations—for more than 25 years. Prior to joining The Austin Peters Group, she was the Assistant Director of the Kansas Center for Rural Initiatives at Kansas State University.

Elizabeth has provided technical assistance to more than 200 local, regional, and state organizations. She provides expertise in: Evaluation and survey design; Community and economic development; Citizen involvement; Community participation; Conflict resolution; Focus groups; and Strategic planning.

Over the past several years, Elizabeth has co-authored nearly all of the studies undertaken by The Austin Peters Group, Inc. on local government and worked directly with nearly all of Austin Peters Group, Inc. 80 local government clients. She has worked with more than 20 communities in citizen attitude survey research, focus group research, and individual interviews. She has also served as a program evaluator for university and state government programs.

Elizabeth has served as an organizer and leader for training programs that have reached more than 5,000 persons. She received specialized training in conducting focus groups from the University of Minnesota under the guidance of Dr. Richard Krueger, the national leader in this field. She holds a Bachelor of Science in Political Science and a Master of Science in Regional and Community Planning from Kansas State University.

Elizabeth was the Project Manager for Johnson County's Performance Evaluation program involving more than 3,000 employees. She also served as co-project manager for the Ford County Organizational Assessment. Professional Memberships and Certifications: APA, Myers Briggs Type Indicator, DDI Trainer, Center for Creative Leadership graduate, Focus Group Facilitator University of Minnesota. Training and experience includes all major projects in partial list below.

**Project Responsibility:** Co-Project Manager, responsible for oversight and detailed involvement of entire project.

**Marla Flentje, Masters in Public Administration—Senior Consultant (independent contractor)**

Marla has over 20 years' experience in consulting, facilitating, and teaching professional development programs for state, local, and community organizations. For several years, she has organized the annual Kansas Association of Counties compensation survey with 105 counties.

Marla has served as director for a state university-based unit that provides research, support, and technical assistance to local governments. She holds a Master's degree in Public Administration from Wichita State University. Marla was instrumental in the facilitation of Johnson County's performance evaluation program. Professional Memberships and Certifications include ICMA and Conflict Resolution and Management. Ms. Flentje works as an independent consultant for The Austin Peters Group.

**Project Responsibility:** None.

**Jay Crowder, Masters in Human Development, SPHR—Senior Consultant**

Jay has held leadership and professional positions in two Fortune 250 companies. His 25 years of experience are in the areas of -- Affirmative action; Fair employment practices (ADA, FMLA, Title VII); Human resource planning; Recruitment; Compensation; Performance management; 360-degree evaluation process; Employee relations; Training and development; Employee relocation; Union avoidance; Worker's compensation; and Immigration.

Jay holds a Bachelor's Degree in Human Development from the University of Kansas and a Master's Degree in Human Resource Development from Vanderbilt University. Training and experience include specific studies, as well as the former Classification and Compensation Analyst for Johnson County, Kansas (current employees total over 4,000). Professional memberships and certifications include ICMA, SHRM.

**Project Responsibility:** Consultant on employment law and human resource needs.

## **Partial List of Clients**

The Austin Peters Group has completed projects for over 100 local governments. We have been assisting local governments since 1998.

Below is a partial list of clients, and more specific information is available upon request. Private sector clients are not listed.

### **City of Bonner Springs, Kansas**

A revision of job descriptions was conducted for a more thorough review of Americans with Disabilities Act functions along with more accurate descriptions. A classification and compensation study was accomplished in coordination with the job description revision. A salary and benefit survey was conducted for an external review of the market. This project was conducted with all full-time employees.

### **City of Hesston, Kansas**

A revision of job descriptions was conducted for a more thorough review of Americans with Disabilities Act functions along with more accurate descriptions. A classification and compensation study was accomplished in coordination with the job description revision. A salary and benefit survey was conducted for an external review of the market. This project was conducted with all full-time employees.

### **City of Iowa City, Iowa**

A revision of job descriptions was conducted for a more thorough review of Americans with Disabilities Act functions, along with more accurate descriptions. A classification and compensation study was accomplished in coordination with the job description revision. A salary and benefit survey was conducted for an external review of the market. This project was conducted with all full-time employees.

### **City of Larned, Kansas**

A revision of job descriptions was conducted for a more thorough review of Americans with Disabilities Act functions along with more accurate descriptions. A classification and compensation study was accomplished in coordination with the job description

revision. A salary and benefit survey was conducted for an external review of the market. This project was conducted with all full-time employees.

### **City of La Vista, Nebraska**

A revision of job descriptions was conducted for a more thorough review of Americans with Disabilities Act functions along with more accurate descriptions. A classification and compensation study was accomplished in coordination with the job description revision. A salary and benefit survey was conducted for an external review of the market. This project was conducted with all full-time employees.

### **City of Newton, Kansas**

A revision of job descriptions was conducted for a more thorough review of Americans with Disabilities Act functions along with more accurate descriptions. A classification and compensation study was accomplished in coordination with the job description revision. A salary and benefit survey was conducted for an external review of the market. This project was conducted with all full-time employees.

### **City of Spring Hill, Kansas**

A revision of job descriptions was conducted for a more thorough review of Americans with Disabilities Act functions along with more accurate descriptions. A classification and compensation study was accomplished in coordination with the job description revision. A salary and benefit survey was conducted for an external review of the market. This project was conducted with all full-time employees.

### **Flint Hills Services**

A revision of job descriptions was conducted for a more thorough review of Americans with Disabilities Act functions along with more accurate descriptions. A classification and compensation study was accomplished in coordination with the job description revision. A salary and benefit survey was conducted for an external review of the market. This project was conducted with all full-time employees.

### **Butler County, Kansas**

A revision of job descriptions was conducted for a more thorough review of Americans

with Disabilities Act functions along with more accurate descriptions. A classification and compensation study was accomplished in coordination with the job description revision. A salary and benefit survey was conducted for an external review of the market. This project was conducted with all full-time employees.

### **Geary County, Kansas**

A revision of job descriptions was conducted for a more thorough review of Americans with Disabilities Act functions along with more accurate descriptions. A classification and compensation study was accomplished in coordination with the job description revision. A salary and benefit survey was conducted for an external review of the market. This project was conducted with all full-time employees.

### **Harvey County, Kansas**

A revision of job descriptions was conducted for a more thorough review of Americans with Disabilities Act functions along with more accurate descriptions. A classification and compensation study was accomplished in coordination with the job description revision. A salary and benefit survey was conducted for an external review of the market. This project was conducted with all full-time employees.

### **Rice County, Kansas**

A revision of job descriptions was conducted for a more thorough review of Americans with Disabilities Act functions along with more accurate descriptions. A classification and compensation study was accomplished in coordination with the job description revision. A salary and benefit survey was conducted for an external review of the market. This project was conducted with all full-time employees.

### **Riley County, Kansas**

This project was conducted with all full-time employees. A revision of job descriptions was conducted for a more thorough review of Americans with Disabilities Act functions along with more accurate descriptions. The classification and compensation study was accomplished in coordination with the job description revision. The salary and benefit survey was conducted for an external review of the market.

## **Pottawatomie County, Kansas**

A revision of job descriptions was conducted for a more thorough review of Americans with Disabilities Act functions along with more accurate descriptions. A classification and compensation study was accomplished in coordination with the job description revision. A salary and benefit survey was conducted for an external review of the market. This project was conducted with all full-time employees.

## **Johnson County, Kansas**

System-wide implementation of performance evaluation system for more than 4,000 employees.

## **City of La Vista, Nebraska**

After the City adopted a pay study and had their strategic plan updated by the consulting team, the team developed low-cost solutions to their pay-for-performance system.

## **City of North Liberty, Iowa**

After the City adopted a pay structure, the consulting team guided implementation of a pay-for performance system that has customizable performance factors.

## **Flint Hills Services**

After the organization adopted a pay structure, the consulting team guided implementation of a pay for performance system that has customizable performance factors.

## **Rice County**

After the County adopted a pay structure, the consulting team guided implementation of a pay-for-performance system that has customizable performance factors.

## **City of Bonner Springs, Kansas**

After the City adopted a pay structure, the consulting team guided the implementation

of a pay-for-performance system that has customizable performance factors.

### **Sprint—Worldwide**

Three consultants have been involved in design, implementation, and training for Sprint's performance evaluation.

### **US Army, Navy, Marines**

Two consultants have been involved in design and delivery of specific training for performance evaluation.

## ***Products and Services***

### **Management Recruitment and Development**

Executive and managerial recruitment and selection

Team building Strategic

planning Performance

evaluation Human resource

management

Organizational climate surveys

Program evaluation

Facilitation

### **Compensation and Benefits**

Compensation and benefit studies and solutions

Job evaluation

Market analysis

### **General Employment**

Compliance with federal employment law

Employee handbooks

Job descriptions

Employment mediation

Third party investigation Sexual  
harassment training  
Interviewing techniques  
Conducting background checks

## **Leadership Development**

Achieve global products  
Myers Briggs Type Indicator  
Communication styles  
Conflict resolution  
Supervisory training  
Employee development planning

## **Affirmative Action Planning**

Affirmative action planning  
Compensation analysis  
Equal opportunity surveys  
Quarterly management reports  
Recruitment and placement support  
Diversity and sensitivity training

## ***Sample of Clients***

A partial list of past clients includes:

American Italian Pasta Company, Kansas City, Missouri  
Bartlett and West Engineers, Inc., Topeka, Kansas  
Butler County, Kansas  
City of Abilene, Kansas  
City of Bonner Springs, Kansas  
City of Chattanooga, Tennessee  
City of Clinton, Iowa  
City of Columbia, Tennessee  
City of Iowa City, Iowa

**Classification and Compensation Study City of Aurora**

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City of La Vista, Nebraska  
City of Leander, Texas  
City of Manhattan, Kansas  
City of Marshalltown, Iowa  
City of Morristown, Tennessee  
City of Newton, Kansas  
City of North Liberty, Iowa  
City of Ottawa, Kansas  
City of Spring Hill, Kansas  
City of Pleasanton, Missouri  
Clay County, Kansas  
Continental Disc, Kansas City, Missouri  
Country Club Bank, Kansas City, Missouri  
Ellerbe Becket, Inc., Minneapolis, Minnesota  
E-ONE, Ocala, Florida  
Federal Signal Corporation, Oak Brook, Illinois  
First Citizens National Bank, Dyersburg, Tennessee  
Franklin County, Kansas  
Ford County, Kansas  
Geary County, Kansas  
Goodwill Industries of North Georgia, Atlanta, Georgia  
Grant County, Kansas  
Harvey County, Kansas  
Hiller Group, Inc., Princeton, New Jersey  
HOK Group, Inc., St. Louis, Missouri  
Hood Packaging Corporation, Madison, Mississippi  
Johnson County, Kansas  
Kansas Health Foundation, Wichita, Kansas  
Kansas Legal Services, Topeka, Kansas  
Kansas State University, Manhattan, Kansas  
Kearny County, Kansas  
Labat-Anderson, Inc., McLean, Virginia  
LeCroy Corporation, Chestnut Ridge, New York  
Mid America Regional Council, Kansas City, Missouri

MFRI, Inc., Niles, IL  
National Institute of Health (NIH), Bethesda, Maryland  
Perkins + Will of New York, New York  
Perma-Pipe, Lebanon, Tennessee  
Platte Valley Bank, Platte City, Missouri  
Polyengineering, Dothan, Alabama  
Pottawatomie County, Kansas  
Rice County, Kansas  
Riley County, Kansas  
River Valley Behavioral Health, Owensboro, Kentucky  
Sedgwick County, Kansas  
Siegel-Robert, Inc., St. Louis, Missouri  
Southern Missouri State University, Harrisonville, Missouri  
Sprint Corporation, Overland Park, Kansas  
TIG HITCO, Atlanta, Georgia  
UniGroup Worldwide, St. Louis, Missouri  
University of Central Missouri, Warrensburg, Missouri  
University of New Mexico at Roswell  
United States Department of Agriculture, Manhattan, Kansas  
United Way, Kansas City, Missouri  
United States Department of Education, Washington D.C.  
Wells Fargo, Elkhart, Indiana  
Zephyr Products, Inc. Leavenworth, Kansas

## Section 5 Cost Breakdown

Scope and Cost	Cost
<b>Compensation and Classification/Job Descriptions (estimate of 41 job classification positions)</b>	
1. Conduct interviews with department heads, administration, managers and employees by position, site tours (30 minutes per position) (20.5 hours)	\$2,050.00
2. Compare current job classification to work being assigned and evaluate for internal equity (60 minutes per position) (41 hours)	\$4,100.00
3. External equity - market analysis of peers for 41 positions (flat rate)	\$3,500.00
4. Recommendations for market, ranges, alternatives with fiscal impacts, flexibility of structure, implementation by position (20 hours)	\$2,000.00
5. Policy considerations including pay practices (10 hours)	\$1,000.00
6. System presentation to department heads, City elected officials team with revisions including training of staff for maintenance (5 hours)	\$500.00
7. Facilitate discussion with department heads and administration on a merit system strategy that follows the pay plan. The costs do not include any overhaul to system that might involve additional software costs (10 hours)	\$1,000.00
8. Oral presentation of findings to administration, staff, governing body, and employees as determined (10 hours)	\$1,000.00
Items 1-9 Total	\$15,150.00
9. Review and rewrite job descriptions and provide feedback, comments, corrections, suggestions, electronically to original electronic copy (60 minutes per position) (41 hours)	\$5,300.00

## Additional Work

The rate for this project \$100/hour. This hourly rate will be applied for any additional services beyond the scope of services outlined in this request for proposal response.

# Section 6 Schedule

## Timeline Compensation and Classification Analysis and Job Description Development

Completion Date	Task	Responsible	Deliverables
Week 1	Letter of agreement	City of Aurora	Returns signed copy to the Austin Peters Group and processes invoice for deposit.
	Meeting with City Team/Stakeholders regarding project. Hold a minimum of three Employee Meetings for orientation and kick off of project.	Austin Peters Group/City of Aurora	The consulting team meets with the City Team/Stakeholder Group to answer a set of questions that will direct the consulting team in development of recommendations. Employee orientation sessions are held.
	Market questionnaire delivered to City department head only	Austin Peters Group/City of Aurora	Questionnaires are delivered electronically. Market questionnaire is filled out by the department head and returned by day 5 via fax to the Austin Peters Group (913-851-7529).
	Market questionnaire from department head	Austin Peters Group	Department heads answer questions required for market study process to start.
Week 2	Position evaluation questionnaire distributed to City employees	Austin Peters Group/City of Aurora	Questionnaires are delivered electronically. Position evaluation questionnaires are filled out by all employees and returned to their supervisors by day 10. Position evaluation questionnaires are distributed with a memo outlining the project.

Week 3	Market survey commences	Austin Peters Group	Market analysis (respondents will have 14 days to turn survey around to APG).
Week 4	Employee Q & A	Austin Peters Group	Employee sessions are held for questions and answers during the onsite process.
Week 4	Department/ supervisor/ employee Interviews	Austin Peters Group	Employees are interviewed for internal equity purpose and job description confirmation purposes.
Week 10	Department head/Human Resource Manager	Austin Peters Group	Draft of internal equity.
Week 16	Human Resource Manager/ department head	Austin Peters Group	Draft of findings with preliminary range recommendations and financial impact.
Week 18	Human Resource Manager	Austin Peters Group	Draft of findings with preliminary recommendations.
Week 20	Meet with governing body	Austin Peters Group	Final recommendations.
Week 22	Finalize Job Descriptions	Austin Peters Group	Convey final documents.
Week 22	Guidebook and training	Austin Peters Group	Convey final documents provide training to key staff.

## Section 7 Additional Information

**Lunda Asmani, Assistant City Administrator**  
City of Newton  
201 East Sixth, P.O. Box 426  
Newton, KS 67114  
316-284-6019  
Lasmani@cityofnewtonkansas.com

**Scope:** Classification and Compensation project, market survey, job description revisions, 150 positions for the 211 employees.

**Ms. Rita Ramirez, Assistant City Administrator**  
City of LaVista  
8116 Park View Boulevard  
La Vista, NE 68128  
(402) 331-4343  
RRamirez@cityoflavista.org

**Scope:** Classification and Compensation project, market survey, job description revisions, performance evaluation implementation for 48 positions

**Kent Cagle, City Manager**  
City of Leander  
200 West Willis Street  
Leander, TX 78641  
512-528-2702  
kcagle@leandertx.gov

**Scope:** Classification and Compensation project, market survey, job description revisions, performance evaluation implementation for 116 positions and 168 employees

**Mary Biere, Human Resource Manager**

Johnson County  
111 S. Cherry St.  
Olathe, KS 66061-3451  
913-715-1600  
Mary.Biere@jocogov.org

**Scope:** Performance Evaluation system design and implementation for 3,000 employees.

**Randy Partington, County Administrator**

Finney County  
311 North 9th Street  
Garden City, KS 67846  
620-272-3506  
[rpartington@finneycounty.org](mailto:rpartington@finneycounty.org)

**Scope:** Classification and Compensation project, market survey, job description revisions, FLSA review, performance evaluation implementation for 154 positions and 327 employees

**Sarah Plinsky, Assistant County Administrator**

Douglas County  
1100 Massachusetts St.  
Lawrence, KS 66044  
785-832-5329  
[splinsky@douglas-county.com](mailto:splinsky@douglas-county.com)

**Scope:** Classification and Compensation project, market survey, job description revisions, FLSA review for 153 positions, 375 employees