

City Of Knoxville
City Council Meeting
Monday, February 15, 2021 at 6:15 p.m.
Knoxville Public Library

1. Call To Order

MEMBERS PRESENT:

Mayor Brian Hatch ____, Council Member Megan Suhr ____, Council Member John Gotta ____, Council Member Dylan Morse ____, Council Member Justin Plum ____, Council Member Jyl DeJong _____.

2. Citizen/Public Comments
Discussion

3. Consent Agenda

3.I. Approve City Council Meeting Minutes Of February 1, 2021

Documents:

[02-01-2021 COUNCIL MINUTES.PDF](#)

3.II. Accept Water Board Meeting Minutes Of February 9, 2021

Documents:

[WATER BOARD MINUTES.PDF](#)

3.III. Accept January 2021 CSO Report

Documents:

[JANUARY 2021 CSO.PDF](#)

3.IV. Accept January 2021 SRO Report

Documents:

[JANUARY 2021 SRO.PDF](#)

4. Item Agenda

4.I. Public Hearing - Maximum Property Tax Dollars For Fiscal Year 2021/2022

- A. Open Hearing
- B. Filing of Affidavit of Publications- 02/05/21
- C. Written Comments or Objections
- D. Oral Comments or Objections
- E. Close Hearing

4.I.i. Approve Resolution Approving Fiscal Year 2021/2022 Maximum Property Tax Dollars

Documents:

RES 02-09-21 TAX LEVY.PDF

- 4.II. Set A Public Hearing For March 1, 2021 At 6:15 P.m. To Approve Fiscal Year 2021/2022 Budget
- 4.III. Resolution Approving An Agreement Between The City Of Knoxville, Iowa And Austin Peters Group, Inc. Related To The Preparation Of A Wage And Salary Study

Documents:

RES 02-10-21 WAGE AND SALARY STUDY.PDF
WAGE AND SALARY STUDY LETTER.PDF
AGREEMENT.PDF
OUTLINE OF SERVICES.PDF
WAGE SALARY STUDY RFP.PDF

4.IV. Approve Payment Of Claims

5. Reports

- A. Mayor's Report
- B. City Manager's Report

6. Adjourn

Motion _____ Second _____
Vote _____ Time _____

Tricia Kincaid, City Clerk

COUNCIL MINUTES

February 1, 2021

The City Council of the City of Knoxville, Iowa convened in regular session Monday, February 1, 2021 at 6:15p.m. at the Knoxville Public Library. Mayor Brian Hatch presided and the following Council Members were present: Megan Suhr, John Gotta, Dylan Morse, Justin Plum and Jyl DeJong. Staffs present were Interim City Manager Heather Ussery, City Clerk Tricia Kincaid, Police Chief Aaron Fuller, Fire Chief Cal Wyman, Cemetery and Streets Supervisor Kevin DeLong, Airport Manager Dan Van Donselaar, Library Director Roslin Thompson, Parks and Recreation Director Brandon Nemmers, Waste Water Supervisor Pat Murphy and Planning and Zoning Administrator Bill Mettee.

Motion by Morse; seconded by Gotta to approve the consent agenda as follows, all ayes.

1. Approve City Council Meeting Minutes of January 18, 2021
2. Accept Library Board Meeting Minutes of January 20, 2021
3. Accept Housing Board Meeting Minutes of December 28, 2020
4. Accept Airport Meeting Minutes of December 12, 2020
5. Approve Class C Liquor License for Dollar General Store #3540
6. Approve Class C Liquor License for Kline's Quick Time
7. Set a Public Hearing for February 15, 2021 at 6:15 p.m. to approve proposed property tax levy for fiscal year 2021/2022

Mayor Hatch announced now was the time and place for a public hearing to approve a proposed farm lease agreement. The hearing was opened at 6:16 p.m. Interim City Manager Heather Ussery stated bids were opened and Cory Moore had the winning bid. There were no written or oral comments or objections. Motion by Suhr, seconded by Morse to close the hearing at 6:20 p.m.; all ayes.

Motion by Suhr, seconded by Gotta to approve the Resolution approving farm lease between the City of Knoxville and Cory Moore; all ayes.

Ron Zantingh gave a presentation on KEDC their past projects and plans moving forward.

Motion by Suhr, seconded by Morse to approve first consideration, waive second and third consideration to adopt an Ordinance amending the code of Ordinances of the City of Knoxville, Iowa, 2009 by adding a new section regulating parking on the square. Police Chief Fuller explained this would allow residents that live on the square to purchase an annual parking pass that would allow them to park on the square between the hours of 2:00 a.m. and 6:00 a.m., however the snow ordinance would still apply; all ayes.

Interim City Manager Heather Ussery gave the fiscal year 2021/2022 recommended budget presentation. Staff was present to discuss any changes in their department and answer council questions.

Motion by Morse, seconded by Gotta to approve payment of claims; all ayes.

| | | | |
|-------|------------------------------|----------------|-------------|
| 91367 | AFLAC | AFLAC-DIS/POST | \$341.87 |
| 91368 | COLLECTION SERVICES CENTER | CHILD SUPPORT | \$1,848.78 |
| 91369 | ICMA RETIREMENT TRUST | ICMA | \$125.00 |
| 91370 | MUNICIPAL FIRE & POLICE | MFPRSI | \$21,583.68 |
| 91371 | KNOXVILLE FIRE & RESCUE ASSC | FIRE DUES | \$57.60 |
| 91372 | CITY OF KNOXVILLE | SLF FND BEN-F | \$9,252.58 |
| 91373 | DELTA DENTAL OF IOWA | DELTA DENTAL | \$587.01 |

| | | | |
|-------|-------------------------------|-------------------------------|-------------|
| 91374 | PLIC-SBD GRAND ISLAND | LIFE INSURANCE | \$567.97 |
| 91375 | EMPLOYEE BENEFIT SYSTEMS | HEALTH FAM BEN | \$45,486.13 |
| 91432 | BAKER & TAYLOR | 63 BOOKS | \$1,862.18 |
| 91433 | DEMCO INC | BOXES OF EASELS | \$79.79 |
| 91434 | IOWA LIBRARY ASSOCIATION | 3 MEMBERSHIPS ILA | \$280.00 |
| 91435 | QUILL CORPORATION | CLOROX/MASKS/KLEENEX/BINDERS | \$298.62 |
| 91436 | RAMAEKER SCREEN PRINTING | BANNER FOR CURBSIDE | \$32.00 |
| 91437 | SHRED-IT, STERICYCLE INC | SHRED SERVICES | \$113.00 |
| 91438 | STACI STANTON | SUPPLIES REIMBURSE | \$82.58 |
| 91439 | SUMMIT COMPANIES | ANNUAL EXTINGUISHER SERVICE | \$67.25 |
| 91440 | THE LIBRARY STORE, INC | CLICK CLICK MAGPOLE KIT | \$418.73 |
| 91441 | US CELLULAR | 6 HOT SPOTS | \$212.65 |
| 91442 | XEROX CORPORATION | RENTAL COPIER | \$111.20 |
| 91447 | ACCO UNLIMITED CORPORATION | DPD POWDER | \$174.60 |
| 91448 | ALLIANT ENERGY | 1301 E PLEASANT GAS BILL | \$7,134.85 |
| 91449 | AMERICAN LEGAL PUBLISHING | ORDS 19-11 THRU 20-17 | \$1,892.00 |
| 91450 | ATOMIC TERMITE & PEST CONTROL | MONTHLY SPRAY | \$80.00 |
| 91451 | BOUND TREE MEDICAL LLC | EMS SUPPLIES 12/31-1/11/21 | \$3,418.43 |
| 91452 | BSN SPORTS | RACQUETS/BACKBOARD PADDING | \$800.21 |
| 91453 | CENTER POINT LARGE PRINT | 6 LARGE PRINT BOOKS | \$129.42 |
| 91454 | CENTRAL IOWA DISTRIBUTING INC | KLEENX/MOP/CLEANING SUPPLIES | \$845.10 |
| 91455 | MEREDITH CLARK | BOOT REIMBURSEMENT | \$99.99 |
| 91456 | CREATIVE FORMS & CONCEPTS INC | SNOW REMOVAL FOR 3 PROPERTIES | \$92.00 |
| 91457 | THE DES MOINES REGISTER | NOV COUNCIL MINUTES | \$289.55 |
| 91458 | EMPLOYEE BENEFIT SYSTEMS | SAFE-T FUND | \$9,319.99 |
| 91459 | FIRE SERVICE TRAINING BUREAU | FFI/HM PRACTICALS FOR CRONIN | \$100.00 |
| 91460 | GALLS INC | CLOTHING/NAME PLATE/DEF SPRAY | \$781.56 |
| 91461 | GRITTERS ELECTRIC INC | NEW TRANSFORMER/FIX WIRING | \$231.60 |
| 91462 | HAWKEYE TRUCK EQUIPMENT | WING SPRING FOR PLOW | \$37.00 |
| 91463 | HUBES GARAGE | REPLACE BRAKES #31 | \$179.56 |
| 91464 | IA ASSOC OF PROF FIRE CHIEFS | MEMBERSHIP/CONFERENCE REG | \$140.00 |
| 91465 | IAWEA | REGION 5 MEETING- MURPHY | \$40.00 |
| 91466 | IOWA MEDICAID ENTERPRISE | FEB GEMT PAYMENT | \$5,682.11 |
| 91467 | KNOXVILLE HOSPITAL & CLINICS | DEC MEDS | \$234.11 |
| 91468 | ROTARY CLUB OF KNOXVILLE | ROTARY DUES FOR FULLER | \$135.00 |
| 91469 | KNOXVILLE WATER WORKS | SEWER RENT COLLECTION | \$4,453.11 |
| 91470 | MC CORKLE FARM & HOME | 55 GAL HYDRAULIC OIL/DEPOSIT | \$548.60 |
| 91471 | MC CORKLE HARDWARE INC | 49 BAGS OF ICE MELT | \$441.00 |
| 91473 | MIDAMERICAN ENERGY COMPANY | STREET LIGHTING | \$13,283.16 |
| 91474 | MIDWEST OFFICE TECHNOLOGY INC | POLICE DEPT COPIER CONTRACT | \$593.04 |
| 91475 | O'REILLY AUTOMOTIVE INC | HEADLIGHTS/MINI BULBS | \$26.49 |
| 91476 | OFFICE DEPOT | FILE WALL/COPY PAPER/STRIPS | \$262.52 |
| 91477 | PARK PLANET | TIDAL WAVE AND NEUTON SPINNER | \$11,908.00 |

| | | | |
|-------|------------------------------|----------------------------|------------|
| | PELLA GLASS & HOME | | |
| 91478 | IMPROVEMENT | MIRROR | \$225.50 |
| 91479 | PETE FARMS PERFORMANCE | DEF SYSTEM REPAIR | \$2,300.00 |
| 91480 | PRAXAIR DISTRIBUTION INC | EMS OXYGEN | \$1,005.00 |
| 91481 | RACEWAY TIRE & EXHAUST | NEW TIRES/LABOR 2017 TAHOE | \$578.80 |
| 91482 | ROMAR | POLICE DISC PADS FOR #31 | \$85.64 |
| 91483 | SCI COMMUNICATIONS INC | SET UP PHONE ON SGE DESK | \$52.50 |
| 91484 | SECRETARY OF STATE | NOTARY FOR MEREDITH CLARK | \$30.00 |
| 91485 | K & L THOMPSON, LLC | 312 - NEW BATTERIES | \$471.22 |
| 91486 | SNYDER & ASSOCIATES INC | 2021 STREET IMPROVEMENT | \$7,028.30 |
| 91487 | SPAHN & ROSE LUMBER | SAW BLADES | \$43.03 |
| 91488 | STUYVESANT, BENTON & JUDISCH | MONTHLY RETAINER | \$2,000.00 |
| 91489 | THE FIRE STORE | FIRE SAFETY EQUIPMENT | \$494.66 |
| 91490 | US CELLULAR | GPS CELL | \$53.19 |
| 91491 | VERIZON | CELL PHONE BILL KPD | \$529.37 |
| 91492 | WALNUT HILL DESIGN | STATION 31 MASK | \$310.00 |
| 91493 | WEX BANK | STREETS | \$5,995.56 |

Mayor's Report: Thank you staff and everyone for snow removal. There's a lot of work that goes in to it and takes several days to get done.

Interim City Manager: Thank you staff for all your work with the budget.

Police Report: Sgt Verros has picked up the K9, Rosko. Sgt. Verros and Rosko will have a 4-week training before going out onto the streets.

Motion by Gotta, seconded by Plum to adjourn the meeting at 7:47 p.m.; all ayes.

Brian Hatch, Mayor

ATTEST:

Tricia Kincaid, City Clerk

Regular Meeting
Knoxville Water Works
Board of Trustees
February 9, 2021

The Board of Trustees of the Knoxville Water Works met in a regular session at 5:30 P.M. on February 9, 2021 at the Water Works office. The meeting was called to order by Chairman Merle Vickroy, with Trustees Dwight Sommar and Kathy Caviness present.

Trustee Caviness motioned and Sommar seconded to approve the agenda as presented.

Roll Call- AYES: Vickroy, Sommar, Caviness NAYS: None

A motion was made by Caviness and seconded by Sommar to approve the Consent Agenda items as follows:

1. Approval of the minutes of the January 12, 2021 regular Board
2. Approval of the audited claims.
3. Approval of the financial reports for January.

Summary of receipts for January-

| | |
|----------------------|-----------------|
| Operating Funds = \$ | 142,500.46 |
| Trust Funds = \$ | <u>1,400.00</u> |
| \$ | 143,900.46 |

Summary of disbursements for January-

| | |
|----------------------|-----------------|
| Operating Funds = \$ | 116,713.84 |
| Trust Funds = \$ | <u>1,275.00</u> |
| \$ | 117,988.84 |

Roll Call- AYES: Vickroy, Sommar, Caviness NAYS: None

Chairman Vickroy noted that this was the time and place set for a public hearing on the budget for fiscal year 2021-2022 and declared the hearing open. The chairman asked if anyone was present wishing to speak regarding the budget, or if any written comments had been received. No one was present to address the Board, and no written comments had been received, therefore, the Chairman declared the hearing closed.

Trustee Sommar motioned to adopt Resolution 2021-2, “RESOLUTION ADOPTING THE BUDGET FOR FISCAL YEAR ENDING JUNE 30, 2022.” Trustee Caviness offered a second.

Roll Call- AYES: Vickroy, Sommar, Caviness NAYS: None

Review and discussion was held on an engineering agreement with Veenstra & Kimm, Inc. to conduct the Risk & Resilience Assessment. Trustee Sommar motioned to accept the engineering agreement. Trustee Caviness seconded.

Roll Call- AYES: Vickroy, Sommar, Caviness NAYS: None

The General Manager reported to the Board on various operational and personnel issues.

Trustee Caviness made a motion to adjourn the meeting. Trustee Sommar seconded.

Roll Call- AYES: Vickroy, Sommar, Caviness NAYS: None

Merle Vickroy
Chairman

Attest:

Brian W. Bailey
Secretary and General Manager

In January of 2021, the Community Service Officer, Meredith Clark spent 80 hours on Code Enforcement issues and 80 hours in the Police Department. Part time Community Service Officer, Patrick Marti, worked 60 hours this month.

Debris Storage = 6

Exterior Walls = 0

Junk Vehicles = 0

Mandatory Garbage = 0

Snow on Sidewalks = 52

Vehicle parked in yard = 5

Camper living = 1

Citations Issued = 0

Court dates = 0

Breakdown of Parking Citations

Three- hour parking on square violations = 35

Twenty four hour parking violations = 23

Right of way parking = 2

Front yard parking = 0

Parking over sidewalk = 0

Improper parking = 0

Properties Inspected = 65

Property owners/ Residents Contacted = 85

(through phone calls, door hangers, letters, emails, personal visits)

Work hired out: 27 properties (Given to Creative Landscaping for Snow removal, Code Enforcement purpose)

January Data: No School: 1,15,18,25,26 SRO working patrol: 20,21,28
SRO didn't work 4,5,6,7,8,22,29

| | |
|---------------------------------------|-----------|
| Truancy/Welfare Checks: | 6 |
| Investigations/Investigation Assists: | 5 |
| Parent Meetings/Phone Calls: | 15 |
| Juvenile Court Referrals: | 1 |
| Administration Meetings: | 1 |
| Teacher/Faculty Assists: | 15 |
| Education Programs: | 0 |
| Staff Training: | 0 |
| Safety Planning: | 0 |
| Event Supervision: | 0 |
| Information – Leads: | 3 |
| Student Mentoring: | 14 |
| Misc. Other Calls: | 6 |
| Patrol Hours: | 7.5 Hours |

RESOLUTION NO. 02-09-21

RESOLUTION APPROVING FISCAL YEAR 2021/2022 MAXIMUM PROPERTY TAX DOLLARS

WHEREAS, the City Council of the City of Knoxville have considered the proposed FY2021/2022 city maximum property tax dollars for the affected levy total, and

WHEREAS, a notice concerning the proposed city maximum property tax dollars was published as required and posted on city web site and/or social media accounts if applicable,

WHEREAS, a public hearing concerning the proposed city maximum property tax dollars was held on February 15, 2021,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Knoxville that the maximum property tax dollars for the affected tax levies for FY 2021/2022 shall not exceed the following total:

Total maximum levy for affected property tax levies – \$3,011,400

The Maximum Property Tax dollars requested in the total maximum levy for affected property tax levies for FY 2021/2022 represents an increase of greater than 2% from the Maximum Property Tax dollars requested for current FY 2020/2021.

Roll Call Vote:

_____ - YEA/NAY

_____ - YEA/NAY

_____ - YEA/NAY

_____ - YEA/NAY

_____ - YEA/NAY

PASSED AND APPROVED by the City Council this 15th day of February 2021.

Brian J. Hatch, MAYOR

ATTEST:

Tricia Kincaid, CITY CLERK

RESOLUTION NO. 02-10-21

RESOLUTION APPROVING AN AGREEMENT BETWEEN THE
CITY OF KNOXVILLE, IOWA AND AUSTIN PETERS GROUP, INC.
RELATED TO THE PREPARATION OF A WAGE AND SALARY STUDY

BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF KNOXVILLE, IOWA:

WHEREAS, the City of Knoxville desires to provide its employees with a fair and equitable wage in comparison to other cities of its size; and

WHEREAS, City staff was directed to issue a RFP to companies that are involved in wage and salary studies; and

WHEREAS, the City received several responses, one of which was from Austin Peters Group, Inc., which City staff finds that it meets the qualifications and is for the most reasonable cost; and

WHEREAS, City staff has received a proposed agreement from Austin Peter Group, Inc. and after review by City staff it is now recommended that the City Council authorize the Mayor and City Clerk to enter into said agreement.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Knoxville, Iowa that the agreement between the City of Knoxville and Austin Peters Group, Inc. for preparation of a wage and salary study with a cost of not to exceed \$28,395.00 be hereby approved and the Mayor and City Clerk are hereby authorized and directed to execute the Agreement on behalf of the City of Knoxville, Iowa.

PASSED AND APPROVED by the City Council this 15th day of February, 2021,

Brian J. Hatch, MAYOR

ATTEST:

Tricia Kincaid, CITY CLERK

Council Letter
City of Knoxville
February 15, 2021

Agenda Item: Approve proposal from Austin Peters Group, Inc. for a wage and salary study.

Background: The City of Knoxville strives to ensure our employee wages are externally competitive, internally equitable, and fiscally sound. This study will conduct a compensation survey evaluating all current job classifications to equivalent job classifications in comparable communities. Part of the project also includes developing a plan for implementation with the employer’s budget restrictions and fiscal responsibility in mind. Pay ranges for all job classifications will be developed which is something the City is currently lacking, as well as review/ update of job descriptions for legal compliance. Final portion of the project will be review of the City’s current performance evaluation processes and customize the evaluation tools. A full scope of services is included on page two of the request for proposals (RFP). The breakdown of proposal costs is summarized below:

| | |
|--------------------------------|------------|
| Graves Consulting: | \$25,200* |
| Austin Peters Group: | \$28,395 |
| McGrath Human Resources Group: | \$28,435 |
| Pontifex Consulting: | \$30,500 |
| Evergreen Solutions: | \$32,500 |
| GovHR: | \$35,750** |

*Graves Consulting proposal doesn’t include performance review and implementation.

**GovHR doesn’t include job description review. Additional \$150 per updated job description and \$250 per new job description.

Policy Question: Should the City Council approve the resolution approving the proposal with Austin Peters Group for a wage and salary study?

Budget Impact: The project is budgeted out of Local Option Sales Tax for an estimated project amount of \$25,000. The proposal from Austin Peters Group is \$28,395. The additional expense will be covered by the Local Option Sales Tax.

Recommendations: Staff recommends the City Council approve the resolution approving the proposal with Austin Peters Group for a wage and salary study.

Supporting Documents: Resolution, City’s project RFP, Austin Peters Group outline of services, all submitted RFP’s are on file at City Hall for review.



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 FORT COLLINS, CO OFFICE: 4809 Prairie Vista Drive, Fort Collins, CO 80526 Phone: (970) 266-8724
 Fax: (913) 851-7529
www.austinpeters.com

LETTER OF UNDERSTANDING
 Wage and Salary Study

February 15, 2021

This letter shall serve as a letter of understanding between the Knoxville, Iowa (“Knoxville, Iowa”) and The Austin Peters Group, Inc. of Overland Park, Kansas (“The Austin Peters Group, Inc.”), governing the provision of professional human resource consulting for Knoxville, Iowa.

The Austin Peters Group, Inc. shall provide consulting services for human resources as outlined in the proposal January 28, 2021. The timeframe for the project will be twenty-four (24) weeks March 1, 2021 to August 16, 2021. Both parties must agree to any changes in this agreement. This agreement’s obligations and benefits shall apply to any successor companies.

Knoxville, Iowa agrees to compensate The Austin Peters Group, Inc. under the terms and conditions as provided herein. Payment for services is estimated to be \$28,395.00.

| Comprehensive Compensation and Classification Study with Job Descriptions | |
|--|------------|
| Scope and Cost | Cost |
| Compensation and Classification Study and Job Descriptions | |
| 1. Conduct interviews with department heads, administration, managers and employees by position (30 minutes per position) (30.5). | \$2,745.00 |
| 2. Compare current job classification to work being assigned and evaluate for internal equity (60 minutes per position) (61 hours). | \$5,490.00 |
| 3. External equity - market analysis of peers for up to 40 positions (flat fee). | \$6,500.00 |
| 4. FLSA review of positions. APG provides questionnaire. 3 hours. | \$270.00 |
| 5. Recommendations for market, ranges, alternatives with fiscal impacts, flexibility of structure, implementation by position (20 hours). | \$1,800.00 |
| 6. Develop and revise position descriptions for each job title (61 hours). APG uses a questionnaire to gather information, the City provides current copies of job descriptions in word. APG provides final job description with allowance | \$5,490.00 |



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| for one set of revisions. | |
| 7. Policy considerations samples provided to the City. (10 hours). | \$900.00 |
| 8. Presentation to department heads, management team, City elected officials, training staff for maintenance (15 hours) | \$1,350.00 |
| 9. City Manager evaluation, review, recommendations. (5 hours). | \$450.00 |
| 10. Electronic copies will be sent to client for photocopying | No Charge |
| | |
| Total Costs | \$24,995.00 |
| | |
| Optional Price for Performance Evaluation: | |
| Meet virtually with department heads and elected officials to review performance evaluation, customize the evaluation tool, provide follow up training for department heads and elected officials. | \$3,400.00 |

The hourly rate for the project is \$90 per hour. Each additional position or job title will be charged accordingly.

A deposit of 25% (twenty five percent) shall be required prior to the commencement of project. Three additional payments will be made by Knoxville, Iowa as invoiced by The Austin Peters Group, Inc. Payment is due upon Knoxville, Iowa receiving such invoice from The Austin Peters Group.

With regard to the services to be performed by The Austin Peters Group, Inc. pursuant to the terms of the agreement, The Austin Peters Group, Inc. shall not be liable to Knoxville, Iowa, or to anyone who may claim any right due to his relationship with Knoxville, Iowa, for any acts or omissions in the performance of said services on the part of The Austin Peters Group, Inc. or on the part of the agents or employees of The Austin Peters Group, Inc., except when said acts or omissions of The Austin Peters Group, Inc. are due to their willful misconduct.

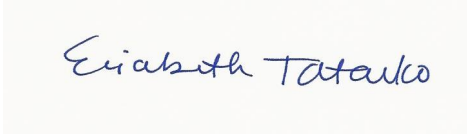
Knoxville, Iowa agrees that the liability of The Austin Peters Group, Inc., its officers, agents, employees, and contractors, regardless of the legal theory under which such liability is imposed, shall not exceed the total fee paid to The Austin Peters Group, Inc. for the particular documents, calculations or other associated services that gave rise to the claim being asserted by Knoxville, Iowa. In no event shall The Austin Peters Group, Inc., its officers, agents, employees and contractors, be liable for any special, incidental or consequential damages.

If any provision of this Agreement is deemed to be invalid or inoperative for any reason, that part shall be deemed modified to the extent necessary to make it valid and operative, or if it cannot be so modified, then severed, and the remainder of the Agreement shall continue in full force and effect as if the Agreement had been signed with the invalid portion so modified or eliminated.

If the terms of this agreement meet with your approval, please indicate the same below by your

signature and a return copy (both pages of this section "LETTER OF UNDERSTANDING...") for my files. Returning via email is preferred, it can be sent to etatarko@austinpeters.com. If fax is necessary, please send to 913.851.7529.

Sincerely,



Elizabeth Tatarko
Vice President

Accepted by: City of Knoxville, Iowa

By: _____

Title: _____ Date _____

3. Approach

A. Compensation and Classification Analysis

Step One: Job Audit and Analysis - Internal Equity

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, and Physical requirements.

During the initial meeting process (via video conference or teleconference) with the City team, the key factors will be reviewed and a determination will be provided regarding factors and weighting. **All employees** will be asked to complete a job analysis questionnaire. During the initial meeting the process, tasks to be performed, intended outcomes, staff availability, and 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 job analysis questionnaires, confirm job description content, and answer general questions about the position's responsibilities. Further, as stated above, the team will then interview employees by position (not individually) and conduct video or photographic worksite tours. The combination of **job analysis questionnaires, interviews, and 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 Manager will review a preliminary job ranking and market analysis and provide the consulting team with feedback on their findings.

Step Two: External Equity Market Survey and Benefits Survey

Market Survey

Positions will be evaluated in comparison to local economic market conditions for entry-level, professional, and management personnel. To accomplish the external market review of positions, ten or more comparable organizations (*e.g.*, similar cities) and five or more local private-sector market competitors will be surveyed as determined by the City Management. The private sector and other public sector entities surveyed shall be of the immediate area. 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. 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. APG has recently collected pay data for small and mid-sized cities in Iowa and will use this data as well.

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.

Benefits Survey

Additional organization information will be collected in the market survey to include: insurance plans for single and family coverage, employer contribution, wellness programs and incentives, vacation and sick leave, additional leave, retirement programs.

Benefits data will be collected from each respondent, and that information will also be calculated into comparative data for health insurance and pension 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. APG will also ask market participants for information on recent pay increases and future planned increases.

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.

Step Three: Classification, Pay Schedule, Administration, Implementation

The consulting team will place all positions into pay ranges or classifications based on using a scoring system for the following factors: Supervisory, Knowledge and Experience, Budgetary, Decision-making, Public contact, Working conditions, and Physical requirements.

Pay ranges will be a set number and market findings will guide each classification recommendation. Flexibility between ranges for future placements (those will be outlined as “reserved for future placements” in the recommendations) will be included if needed.

The Austin Peters Group will provide a draft of these findings to the management contact for feedback. The consultants will use the management contact representative to 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 as appropriate.

Step Four: Maintenance of a Plan

For future maintenance of a pay plan system, the guidebook, spreadsheets, and electronic documents will be handed over to the appropriate personnel. Additional polices will be provided to help maintain the system, including: Pay practices administration, Movement of pay ranges, Longevity, Topping out at pay range maximum, Being below pay range minimum, and Other policy options. In Knoxville’s RFP, “Step Up” Pay was identified as a needed policy, we will provide guidance on this policy. Policy for handling permanent part-time or long-time returning part-time employees will be developed for pay practices. Part time employees will be included in the pay plan process. The consulting team will develop costing scenarios. The consulting team will outline and prioritize implementation, while minimizing employer costs.

The Austin Peters Group will prepare a final report, which will include:

- Methods used to conduct the salary survey results and methodology of job evaluation.
- Summarize position comparison data.
- Summarize benefit comparison data.
- Recommended classification plan.
- Recommended pay structure.
- Recommended benefit changes, if any.
- Recommendations to maintain future market competitiveness.
- Other recommendations.

Final documents will form a **guidebook for implementation**. These documents will be provided in an electronic format to the City Manager. Consultants will spend time with staff reviewing the documents

and providing training 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. All full-time positions will be included in the job descriptions and will be evaluated after review of job analysis audit. APG will make recommendations to revise, create or consolidate titles. The format will include a standardized format that is ADA and FLSA compliant. APG will provide final job descriptions revisions with allowance for one set of revisions included in the project cost.

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 for performing the position under a minimum and preferred standard will be outlined by education and experience depending on the role, along with additional requirements to be in compliance with equal employment opportunity and American with Disabilities Act (Amended).

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 an attached current job description that has been reviewed by the employee and department head. The questionnaire will ask additional questions that help guide the job description update, which will include:

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

The consultant will draft the job descriptions and will clarify with department heads any discrepancies. Once the job descriptions have been completed they will be given to the City Manager for final internal approval. The job descriptions will be provided in a uniform format that is consistent with the City's other job descriptions. For those positions that need additional review under FLSA for exempt and non-exempt status, an additional questionnaire and interview process will be completed.

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 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. City Manager Evaluation

The RFP identified the need to review and provide alternatives for the City Manager’s evaluation. APG will provide tools and recommendations after reviewing the current instrument. The recommendations will follow best practices for performance evaluation.

E. Project Communication

Austin Peters Group will keep parties informed through the process. This has ensured our overall success rate of 98% implementation in projects of this nature, each area is deemed critical.

Governing Body

At the start of the project, we propose a meeting (video conference or conference call) with officials, which is used to develop a common understanding of the project and a direction with the City. At the end of the project, the team will also present findings to the City Officials. The Knoxville RFP identifies up to four meetings with the governing body. We will work with administration to identify those meetings which will be virtual.

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 starting, there will be: two kick-off/orientation meetings (video conference or conference call) where employees can ask questions and receive answers. APG maintains an open-door policy, where employees may call consultants at any time.

All employees will be asked to complete a job analysis 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 20-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 or designee will lead a virtual, video, or photographic worksite tour where the consulting team can observe employees working conditions. 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. At the end of the process, APG provides guidance to the City with a letter for employees indicating the specific impact that the recommendations have on their position. An employee appeal process will be included, APG will provide guidance for this process.

City Management Team and Department Heads

The City Manager and Department Heads 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, there will be several City Management Team meetings. Information is exchanged between the consultants and the City Management Team several times on the phone, in writing, video conference, and via email. The City Manager and Department Heads are also interviewed in a more extensive way regarding department background, organization, culture, and internal/external department issues. The consulting team will conduct site visits and worksite visits (video or photographic) with the department head's assistance. This allows the team to review the requirements of the position. The consulting team's initial discussion with the City Management Team sets the parameters and expectations that drive project recommendations.

Regular Updates

The consulting team provides regular updates (generally every two weeks) to the City Manager. The consultants will discuss scope of work complete, data collection, schedule and progress, challenges, and provide updates or changes. These reports may be disseminated as deemed appropriate.

City Staff Support

The City will provide the following support:

- Arrange for all meetings, video calls, conference calls, 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 copies of prior studies/documents (if the City deems appropriate).
- 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, and strategic planning documents.
- Provide organizational charts, budgets, and other related information.
- 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 background documents so that we have a thorough understanding of past practices and future goals for the City.

Final Product

The Austin Peters Group will provide the City with:

1. A classification structure that consolidates the current system and/or creates classifications, and recommends the appropriate assignment for all City positions within this structure. Provide appropriate implementation and maintenance manuals.
2. Provide a Fair Labor Standards audit and report for any changes in exemptions.
3. Develop a competitive pay structure for all jobs using the point factor evaluation process. Pay structure shall be in a Microsoft Excel format.
4. 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.
5. Each pay grade shall reflect Minimum, Midpoint and Maximum Range.
6. Make recommendations if appropriate for any changes in hire rates, promotion rates, demotion rates, incentive and certification pay, on-call compensation, and other monetary incentives such as wellness incentives, longevity and other issues specific to the City of Knoxville. This includes how to effectively deal with pay compression that may currently exist or result with any range adjustments.
7. Provide the City with a simplistic and manageable system that outlines methodology, findings, conclusions and recommendations.

8. Job analysis questionnaire and procedures for future updating and new position creation.
9. Job descriptions for each position that uniformly reflects distinguishing characteristics, essential and marginal job functions, minimum qualifications, physical and working conditions, license requirements, regulatory requirements and special responsibilities. The consultant will ensure that all classifications/positions are in full compliance with all applicable federal and state statutes and regulations, including the Americans with Disabilities Act.
10. 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 Manager. Provide worksheets for City Manager to perform future job evaluations or upgrades.

F. Optional - Job Performance Evaluation and Training

This project is for the implementation of a City-wide performance review and evaluation program for all City employees. This will include:

The consulting team will conduct a retreat with the elected officials and department heads to facilitate discussion of the strengths, weaknesses, and proposed changes for using a new assessment tool. The Austin Peters Group has a performance-based system that can be customized by jobs. APG will provide a training on this system and work with department heads to customized this for their positions. Based on the review, assessment, and feedback, the consulting team will provide a tool based on best practices using input from department heads and elected officials. Once a final tool has been developed, a training session will be held to discuss the revised tool and application of performance reviews.

Training will be provided to Department Heads and Elected Officials who will be using the revised tool. Topics covered may include:

- Consistency in completing reviews
- Timeliness of completing reviews
- Clarifying employee job responsibilities
- Documenting performance either for reward, discipline, or termination

Further, we will provide training materials and a guidebook that accompany the use of the performance evaluation tool.

Miscellaneous

- Survey information may be obtained from the following sources in addition to a customized survey – Bureau of Labor Statistics, Economic Research Institute.

Timeline and Deliverables

| Completion Date | Task | Responsible | Deliverables |
|-----------------|---|-----------------------------------|--|
| Week 1 | Letter of agreement | Knoxville | Returns signed copy to the Austin Peters Group and processes invoice for deposit. |
| | Meeting with City Management Team regarding project via video or conference call. | Austin Peters Group/ Knoxville | The consulting team meets with the City Management Team to answer a set of questions that will direct the consulting team in development of recommendations. |
| | Market questionnaire delivered to City department head only | Austin Peters Group/ Knoxville | 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 | Job analysis questionnaire distributed to City employees | Austin Peters Group/ Knoxville | 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 2 | Market survey commences | Austin Peters Group | Market analysis (respondents will have 14 days to turn survey around to APG). |
| Week 3 | Onsite Employee Q & A | Austin Peters Group | Employee sessions (video or conference call) are held for questions and answers during the process. |

| | | | |
|----------------|---|------------------------|--|
| Week 3 | Department Head/ Employee Interviews Via video or phone | Austin Peters Group | Employees are interviewed for internal equity purpose and job description confirmation purposes. Work Site Tours video or photographic. |
| Week 5 | Internal Equity | Austin Peters Group | Draft of internal equity. Shared with Department Heads and City Manager. |
| Week 12 | Phone Contacts and Emails with Department Heads and City Manager | Austin Peters Group | Draft of market findings. |
| Week 18 | Phone Contacts and Emails with Department Heads and City Manager | Austin Peters Group | Draft of findings with preliminary recommendations. Draft of FLSA Report. Draft of Job Descriptions. Draft Report. |
| Week 21 | APG delivers final report. | Austin Peters Group | Final report. |
| Week 22 | Video conference meeting with Governing Body | Austin Peters Group | Final recommendations. |
| Week 22 | Appeal process, Guidebook and Training | Austin Peters Group | Employee appeal. Convey final documents. Provide workbook for implementation. |
| Week 24 | Memo to City Manager on any Changes | Austin Peters Group | Convey final memo to City Manager on any changes. |

AGP provides two pricing packages for the City of Knoxville to choose from in determining what best meets the City’s current needs.

| Comprehensive Compensation and Classification Study with Job Descriptions | Cost |
|--|--------------------|
| Scope and Cost | |
| Compensation and Classification Study and Job Descriptions | |
| 1. Conduct interviews with department heads, administration, managers and employees by position (30 minutes per position) (30.5). | \$2,745.00 |
| 2. Compare current job classification to work being assigned and evaluate for internal equity (60 minutes per position) (61 hours). | \$5,490.00 |
| 3. External equity - market analysis of peers for up to 40 positions (flat fee). | \$6,500.00 |
| 4. FLSA review of positions. APG provides questionnaire. 3 hours. | \$270.00 |
| 5. Recommendations for market, ranges, alternatives with fiscal impacts, flexibility of structure, implementation by position (20 hours). | \$1,800.00 |
| 6. Develop and revise position descriptions for each job title (61 hours). APG uses a questionnaire to gather information, the City provides current copies of job descriptions in word. APG provides final job description with allowance for one set of revisions. | \$5,490.00 |
| 7. Policy considerations samples provided to the City. (10 hours). | \$900.00 |
| 8. Presentation to department heads, management team, City elected officials, training staff for maintenance (15 hours) | \$1,350.00 |
| 9. City Manager evaluation, review, recommendations. (5 hours). | \$450.00 |
| 10. Electronic copies will be sent to client for photocopying | No Charge |
| Total Costs | \$24,995.00 |
| Optional Price for Performance Evaluation: | |
| Meet virtually with department heads and elected officials to review performance evaluation, customize the evaluation tool, provide follow up training for department heads and elected officials. | \$3,400.00 |

The hourly rate for the project is \$90 per hour. Each additional position or job title will be charged accordingly.

4. Project Team and Qualifications

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.

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. Elizabeth has co-authored nearly all of the studies undertaken by The Austin Peters Group, Inc. for local government and worked directly with nearly all of Austin Peters Group, Inc. 120 local government clients, and worked with more than 20 communities in citizen attitude survey research, focus group research, and individual interviews. 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 4,000 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, and Focus Group Facilitator at University of Minnesota. **Project Responsibility:** Project Manager, responsible for oversight and detailed involvement of entire project.

Rebecca Crowder, Masters in Public Administration, SPHR—President

The founder and President of The Austin Peters Group, Inc., Rebecca has more than 25 years of local government management experience. Rebecca has provided management assistance to over 200 local government clients on a variety of management issues. She has researched and authored more than 200 studies. 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, water, wastewater, building inspection, planning, solid waste, library, mental retardation services, administration, county-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, she taught the compensation and classification certification (among others). Rebecca has led all projects listed in experience statement. Professional Memberships and Certifications: ICMA, SHRM, DDI Trainer, Zenger Miller Trainer. **Project Responsibility:** Consultant as needed.

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

Jay has held leadership and professional positions in two Fortune 250 companies and in County government. 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 and SHRM. **Project Responsibility:** Consultant as needed.

Michelle Schamberger, Masters in English—Consultant

Michelle has more than 20 years of experience in writing. She is experienced in E-business research, writing, and website development. Michelle has been an instructional designer and technical writer for training, specializing in use of multimedia. Michelle has a Bachelor of Arts in English, a Master of Arts in English, and a Proficiency Certificate in French Studies. Michelle has been with The Austin Peters Group, Inc. for 14 years and prior to that was an Educational Consultant for Sprint Corporation. She has served as an Adjunct Instructor, Colorado Mountain College, University of Missouri Kansas City, Penn Valley Community College, and Johnson County Community College. **Project Responsibility:** Editing documents, job description updates, and finalizing reports.

Peter Tatarko, Bachelor of Science, Political Science—Consultant

He has worked for APG for many years, nearing the completion of his graduate degree at Kansas State University in Public Administration. He works on salary and benefit studies collecting and analyzing data for employee surveys, and developing advanced applications for sorting and managing large data sets. Prior to his recent return to APG, he was a consultant with Cerner Corporation working with clients on project implementation, traveling the United States. **Project Responsibility:** Market study research, analysis, data collection, and report development.



Request for Proposals

Wage and Salary Study Update of Job Classifications

Date: January 6, 2021

Introduction

The City of Knoxville is the county seat for Marion County, and is located in south-central Iowa and about thirty (35) minutes Southeast of Des Moines, Iowa. As of 2018, the population of Knoxville, Iowa, is about 7,204. The City of Knoxville employs forty-two (42) full time employees, three (3) permanent part time employees, fifty (50) part-time employees and about five (5) seasonal employees. Estimated median household income in Knoxville is \$47,844.

The City of Knoxville, Iowa, is soliciting proposals from interested, qualified and experienced consultants to design, conduct, and assist in the implementation of a comprehensive compensation/classification study and to formulate a new compensation/classification plan for **all** City employees. The purpose of the new compensation/classification plan is to ensure the City is externally competitive, internally equitable, and fiscally sound. The plan must be easily maintained to accommodate changes in jobs over time.

Other than some new job classification, job descriptions for most City of Knoxville positions have not been updated for a very long time. This request for proposal will require an examination of all proposed job descriptions and classifications.

The City Manager position is unique. The City Manager reports to the five City Council members. The City of Knoxville requests an evaluation of the current process and suggestions for alternative methods of performance evaluation and wage adjustment.

Elected Officials for the City of Knoxville, the Mayor and City Council, receive financial compensation for their service. The City of Knoxville requests an evaluation of this compensation and if changes are recommended, how best to implement these changes.

Recently the Assistant City Manager was appointed the Interim City Manager. This also recently took place for the Police Chief position and a Police Lieutenant was appointed to Interim Police Chief. Discussion took place on additional compensation for these interim positions. The study is to explore the following:

- Should there be an automatic compensation wage/salary when a City Employee is asked to fill in for a City Administrator or Department Head. If so, how is the rate figured?

All material submitted regarding this proposal becomes the property of the City of Knoxville. Such materials/documents are available for public inspection after the final selection has been made. As property of the City of Knoxville, the City of Knoxville has the right to use the information contained in the submittal.

The City of Knoxville is not responsible for any costs incurred prior to conveying this agreement or its rights.

The City of Knoxville has used its best efforts to ensure the accuracy of the information in this request for proposal {RFP}.

Desired Scope of Services

- Review the current compensation and pay ranges for all City positions.
- Conduct interviews with elected officials, department heads, and any other staff for purposes of job analysis.
- 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., cities or counties) and a minimum of five major private and/or public sector market competitors will be surveyed as determined in agreement with the city.
- Identify factors and appropriate weights which accurately reflect the value of the different types of work.
- Organizational information will be collected in the market survey to include insurance plans for single and families, employer contributions, wellness programs and incentives, vacation, sick time, pension/retirement programs, and leave policies. This information will be included in the survey and used for updating salary and wage data.
- Develop and conduct an external assessment or compensation survey evaluating all current job classifications by comparing actual job content and duties of the classification to comparable job classification in other comparable organizations.
- Develop proposed future job classifications for future considerations and provide compensation recommendations. Suggested future job classifications to be provided by staff.
- Recommend salaries which are competitive with local external public and private sector labor market competitors and ensure internal equity and which are inherently non-discriminatory.
- Identify potential pay compressions issues and provide alternative solutions.
- Provide a report between survey data and current pay structure with alternatives and estimates of fiscal impact at various percentage relationships to prevailing market rates.
- Recommend a number of salary ranges which have flexible pay structure that will accommodate future compensation needs.
- Review and recommend other pay practices consistent with market findings.
- Outline and prioritize implementation while minimizing employer costs.
- Include cost impact information and options for minimizing employer costs.
- Develop recommendations and suggest an instrument for the ongoing internal administration and maintenance of the proposed classification/compensation plan.
- The system is required to be effective, legally defensible, flexible and easily administered.
- With regard to the City Manager position, develop recommendations and suggest an instrument or method for assessing performance and appropriate wage adjustments.

- Present information up to four times to City Council, Department Heads, and/or management staff.
- Recommended classification/compensation systems must meet all legal requirements, be nondiscriminatory and provide compliance with all pertinent Federal, State, and Local requirements (i.e., FLSA, ADA, EOE/AA, etc.).
- For City positions which are non-exempt which should transition to an exempt position, provide recommendations on how to accomplish this.
- For City positions which are exempt which should transition to a non-exempt position, provide recommendations on how to accomplish this.
- Prepare new written job descriptions (in Microsoft Word format) for each job classification. Job descriptions to include, but not limited to: job title, FLSA designation, pay grade, department/division, general statement of job, essential and non-essential duties, essential safety functions, minimum training/experience, and minimum physical requirements.
- Recommendations shall be submitted in hard copy and electronic formats, using Microsoft Office products allowing the City to update or change any information. All work provided by the consulting firm under contract to the City shall belong exclusively to the City.
- A final report will outline where the City currently stands in the market, and what steps would be necessary to lead, meet, or lag the market.
- Final recommendations of policy changes, salary changes, and pay schedules for consideration.
- Train appropriate City staff members on how to administer the job evaluation system and wage adjustments.
- An Employee Appeal Process

The City Attorney shall review the final agreement or review the proposed final agreement between the City and the selected Firm. The Interim City Manager will forward a final recommendation for selection to the City Council for their consideration and approval. The successful firm will have twenty-six (26) weeks to complete the project, including site visits and presentations to the City Council. The twenty-six-week time frame starts when the City Council has approved the contract. The successful firm will propose a time period and set deadlines for this project subject to Interim City Manager approval. The City will have the right to terminate the agreement at any time prior to the end of the contract period upon thirty (30) days written notice, with or without cause.

Job Classifications City of Knoxville

The following job classifications are to be considered in regards to the Wage and Salary Study. It is understood the recommendations from research and consultation may include new job classifications, the elimination of current positions, the combining of positions, changing exempt status, and other considerations not specifically noted here. Current job classifications to be considered are as follows:

Cemetery:

1. Cemetery Sexton
2. Laborer I
3. Laborer PT Seasonal

City Hall:

1. City Manager
2. Assistant City Manager
3. City Clerk
4. Receptionist PT
5. Custodian PT

Fire:

1. Fire Chief
2. Battalion Chief
3. Captain/Paramedic
4. Lieutenant EMT and Paramedic
5. Firefighter EMT
6. Firefighter Paramedic
7. Firefighter EMT PT
8. Firefighter Paramedic PT

Library:

1. Assistant Library Director
2. Library Director
3. Youth Services Librarian
4. Student Assistant PT
5. Library Assistant PT
6. Adult Services Librarian PT

Park & Recreation:

1. Parks and Recreation Director
2. Wellness Supervisor
3. Aquatics Supervisor
4. Office Manager
5. Maintenance
6. Lifeguard PT
7. Janitorial PT
8. Building Supervisor PT
9. Fitness Instructor PT
10. Swim Team Coach PT
11. Personal Trainer PT
12. Shelter House Rental PT Seasonal
13. Parks Laborer PT Seasonal
14. Sports Official PT Seasonal

Police Department:

1. Chief of Police
2. Administrative Assistant
3. Lieutenant
4. Sergeant
5. Police Officer
 - a. Detective
 - b. Narcotics Detective
 - c. School Resource Officer

Street Department:

1. Laborer I
2. Laborer II
3. Laborer III
4. Assistant Streets Supervisor
5. Streets Supervisor
6. Laborer -PT Seasonal

Water Reclamation:

1. Wastewater Operator I
2. Wastewater Operator II
3. Wastewater Operator III
4. Wastewater Supervisor

Zoning:

1. Zoning Administrator
2. Building Inspector PT
3. Community Service Officer
4. Community Service Officer PT

Proposed Future Position

These classifications are not within the current positions of the City of Knoxville. With anticipated growth and expansion, the following positions may be needed. Items two and three are currently part-time positions and could possibly be shifted to full-time in the future. By having these job descriptions and potential salary ranges already in place the transition would be stress free and easily facilitated:

1. Human Resource Director
2. Adult Services Librarian
3. Parks Laborer

Additional Considerations:**Job Performance Evaluation & Training**

This project is for the implementation of a City-wide performance review and evaluation program for all City Employees. This will include:

The consulting team will conduct a retreat with elected officials and department heads to facilitate discussion of the strengths, weaknesses, and proposed changes for using a new assessment tool. Based on the review, assessment, and feedback, the consulting team will provide a tool based on best practices using input from department heads and elected officials. Once a final tool has been developed, a training session will be held to discuss the revised tool and application of performance reviews.

Training will be provided to Department Heads and Elected Officials who will be using the revised tool. Topics covered may include:

- Consistency in completing reviews
- Timeliness of completing reviews
- Clarifying employee job responsibilities
- Documenting performance either for reward, discipline, or termination

Training materials and a guidebook will accompany the use of the performance evaluation tool. This to be used by current and future Department Heads and Elected Officials.

Selection of Proposals

Upon conclusion of receipt of all proposals, the Interim City Manager will select the contract which best meets the needs of the City of Knoxville. The City reserve the right to require a service provider to give an oral presentation to the City after submittal of the RFP. The selection will be presented to the City Council for approval.

Evaluation of the proposals will be based on the following criteria:

- The firm's understanding of this type of project, including the creating and implementing compensation and pay plan designs.
- The experience of the firm in performing compensation studies of this type will be paramount, of particular note will be the proposed approach and methodology.
- Relevant skills and professional abilities of the assigned staff members proposed for the project.
- Quality of work based upon a review of a minimum of three (3) references; preferably references within the State of Iowa.
- Clarity and quality of the proposal.
- The report must be completed on a timely basis and within the set deadlines for consideration by the City Council.
- Cost may not be the dominant, but is a significant, factor.

All RFP responses will be made public on the first business day following the deadline of submittals. The City may reject any and all RFPs if the proposal is incomplete, is not responsive to the RFP as set forth herein, the service provider does not meet the qualifications, or if it is otherwise in the City's best interest to do so. This request for information does not commit under any circumstances the City to pay any costs incurred by the proposer in the submission of qualifications. The proposer is responsible for all costs associated with response to this request and any presentations to the City Council prior to entering into an agreement.

The proposed schedule for considering proposals is as follows:

Proposals Due: Friday, February 5, 2021, 11am
Review of Proposals: Week of February 8, 2021
Recommendation to City Council
and Contract Approval: Monday, February 15, 2021

The City reserves the right to amend, supplement, or otherwise modify this RFP at any time prior to selection of one or more service providers for negotiation and to cancel this RFP with or without issuing another RFP.

Submissions of Proposals

All proposals must be submitted no later than 11:00 am on Friday, February 5, 2021. Written proposals only. Email or fax proposals are not acceptable. Proposals are to be mailed to the following:

Interim City Manager Heather Ussery
c/o Knoxville City Hall
305 S. Third St.
Knoxville, Iowa 50138

Six (6) bounded copies are to be submitted.

The proposal should contain:

- Title Page
- Name of RFP Project
- Name of your firm
- Contact person for the proposal
- Contact information
- Current date

Questions concerning the RFP may be directed as follows:

- Heather Ussery
- Interim City Manager
- Phone: 641-825-0550
- Email: hussery@knoxvilleia.gov