



AGENDA
MANDAN CITY COMMISSION
FEBRUARY 18, 2020
ED "BOSH" FROEHLICH MEETING ROOM,
MANDAN CITY HALL
5:00 P.M.
www.cityofmandan.com

- A. ROLL CALL:
1. Roll call of all City Commissioners.
- B. APPROVAL OF AGENDA:
- C. MINUTES:
1. Consider approval of the minutes from the February 4, 2020 Board of City Commission regular meeting.
- D. PUBLIC HEARING:
- E. BIDS:
- F. CONSENT AGENDA:
1. Consider approval of monthly bills.
 2. Consider payment of bills for Morton Mandan Public Library / Downtown Parks Project.
 3. Consider revisions to Accountant/Senior Accountant job description.
- G. OLD BUSINESS:
- H. NEW BUSINESS:
1. Consider cost share with Morton County related to engineering services to develop interactive, web based flood mapping.
 2. Morton Mandan Public Library & Downtown Parks project presentation
 3. Consider approval of participation in North Dakota League of Cities Census Craziess Tournament.
 4. Consider approval of a Request for Proposal advertisement for 19th Street Multi-Use Trail, Phase II Engineering Services.
 5. Consider entering into an agreement with Condrey and Associates for completion of a salary study that encompasses all City of Mandan departments.
- I. RESOLUTIONS AND ORDINANCES:
- J. OTHER BUSINESS:

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Mandan City Commission
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1. 2020 Census Announcement
- K. FUTURE MEETING DATES FOR BOARD OF CITY COMMISSIONERS:
1. March 3, 2020
 2. March 17, 2020
 3. April 7, 2019 (BOE at 7 p.m.)
- L. ADJOURN

The Mandan City Commission met in regular session at 5:30 p.m. on February 4, 2020 in the Ed “Bosh” Froehlich Room at City Hall, Mandan, North Dakota. Mayor Helbling called the meeting to order.

A. ROLL CALL:

1. *Roll Call of All City Commissioners.* Present were Mayor Helbling, Commissioners Braun, Davis, Larson and Rohr. Department Heads present were, Finance Director Welch, Fire Chief Nardello, Planning & Engineering Director Froseth, Business Development and Communications Director Huber, Principal Planner Van Dyke, Police Chief Ziegler, City Administrator Neubauer, Building Official Ouradnik, Director of Public Works Bitz and Attorney Brown. Absent: Assessor Markley and Human Resource Director Cullen.

B. APPROVAL OF AGENDA:

C. MINUTES:

1. *Consider approval of the minutes from the January 21, 2020 Board of City Commission regular meeting.* Commissioner Larson moved to approve the minutes as presented. Commissioner Rohr seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Davis: Yes; Commissioner Larson: Yes; Commissioner Braun: Yes; Mayor Helbling: Yes. The motion passed.

D. PUBLIC HEARING:

E. BIDS:

F. CONSENT AGENDA

1. *Consider approval to amend the 2020 Landfill Budget by \$28,000 to allow Public Works to lease a 744L Wheel Loader with the landfill protection package from RDO of Bismarck.*
2. *Consider approval of a Memorandum of Understanding between the Mandan Police Department and Centre, Inc. regarding the Prison Rape Elimination’s Act (PREA).*
3. *Consider approval of a charity raffle permit for the Laurie Bender Benefit at the Mandan Eagles on March 14, 2020.*
4. *Consider imposing a deadline for 2020 Street Improvement District projects requesting funding by special assessments.*
5. *Consider approval to allow the Police Department to apply for a FY2020 COPS Hiring program grant for two police officers.*

Mayor Helbling requested Consent Agenda Item No. 6 be removed for discussion.

Commissioner Rohr moved to approve the Consent Agenda items No. 1 through 5 as presented. Commissioner Davis seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Davis: Yes; Commissioner Larson: Yes; Commissioner Braun: Yes; Mayor Helbling: Yes. The motion passed.

Consent Agenda Item No. 6: Consider entering into purchase agreement with Alvin Schaff for 8th Ave NW Sanitary Sewer Lift Station. Mayor Helbling stated that this item is regarding the sale of a piece of property and that it is not appropriate for a Consent Agenda. Attorney Brown stated that this matter goes back to the time when a lift station was built in 1997 and it is located partially on this piece of property but the City never bought it. The City now has a Purchase Agreement to buy it. Commissioner Larson inquired about access to the road and Attorney Brown replied that there will be access to the road from the lift station location. He said that he has not seen an accurate survey of the parcel. The Williston Basin Pipeline owns the land to the west of where the lift station is located and he does not know the exact location of their eastern property lot size and the property line where the lift station is. Part of this process will be to accurately plat where the lift station is and obtain access to it from 8th Avenue NW right of way.

Commissioner Davis moved to enter into a Purchase Agreement with Alvin Schaff for Lot 1 of Lot J of the Southwest quarter of Section 15 Township 139 North Range 81 West Morton County North Dakota. Commissioner Larson seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Davis: Yes; Commissioner Larson: Yes; Commissioner Braun: Yes; Mayor Helbling: Yes. The motion passed.

G. OLD BUSINESS:

H. NEW BUSINESS

1. *Presentation and consideration of amendment with AE2S for additional services including a rebid of the Raw Water Intake project.* Planning and Engineering Director Froseth presented a request to consider an amendment to the Engineering Services Agreement with AE2S to include services through rebidding. This matter is with regard to the City Engineer's recommendation on November 19, 2019 to reject bids for the project. He said that since that time discussions have continued with AE2S to identify the best path going forward. Laith Hintz, a PE with AE2S came forward to present plans for this project that include re-bidding the project and to answer questions about future steps which includes potential redesign efforts and bid component separation. This has been an ongoing project and the goal is to come up with an affordable project. This project initially started in 2013 when the State Water Commission addressed it and they came up with a cost share for the project. Since that time, the City of Mandan and the refinery staff have been working on the best way to figure out how much water is needed and pumped up to the two users along with several other challenges of the project. Subsequently, AE2S was contracted for the project and they came up with a plan that would serve everyone well. The project started to move forward and then bids were obtained in November 2019, however, they came in much higher than initially anticipated, thus the City Engineer recommended rejecting all bids. AE2S has had several communications with contractors and plan holders to gain a sense of the bid results and how the City of Mandan would be able to lower the bid amounts and bring costs down. Feedback received included several reasons such as competition, timing of bids, risks in construction challenges and river levels. Contractors said they did not bid the project for different reasons including, one was out of state, one bid received that would have been acceptable but when looking at the competition it did not address what the dollar amount actually would be for those contracts. Two contractors were already full up with work and they did not come back to relook at the project. There was another contractor that had a bid in a different state that a bid opened the day after this one did and they

opted to pursue that project in the other state rather than Mandan's project. Other challenges were subcontractors that backed out and other contractors seen how big the project was, and they backed out. Based on feedback to re-bid the project, contractors were once again contacted and some indicated interest in the project. With regard to the project moving forward, the first part of the amendment that would be completed is Phase 090 for additional services. This will be completed by mid-March and will provide a much better understanding of potential redesign and bidding approach changes and their impacts to the estimated construction budget. Staff would get back together with AE2S and discuss if the final design and bidding tasks outlined in today's amendment are all appropriate and necessary. AE2S and the City have been in contact with the partners in this project - the Marathon Refinery and the State Water Commission. The amendment for additional services with AE2S request is for up to \$225,000. The State Water Commission deadline is April 27, 2020 wherein items need to be submitted in advance of the State Water Commission meeting. The projected cost is \$22.1 million with the SWC share at \$12,627,000 plus additional of \$759,000 and the City and Marathon cost shares will each be \$4,357,000 (50/50 split). The City of Mandan is still under the cost share formula whereby the State Water Commission shares is 60% of the cost for services and the Marathon Refinery splits the remaining share with the City of Mandan at 50/50. Therefore, the share to the City is estimated to be \$45,000 for these additional services. Mayor Helbling commented that it is a necessary project and the City needs to move forward with this.

Commissioner Davis moved to approve the amendment for additional services with AE2S. Commissioner Rohr seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Davis: Yes; Commissioner Larson: Yes; Commissioner Braun: Yes; Mayor Helbling: Yes. The motion passed.

2. *Consider approval of revised construction details and specifications.*

Planning and Engineering Director Froseth presented a request to approve the recently updated Engineering Construction Specifications and Details. He reported that the current specifications have not been addressed since 2009 by the City Engineer Department thus, many items in the spec book need to be updated. The revised water and sewer specifications list is about 300 pages and the City of Mandan's specifications have now been updated to meet the Ten State Standards promoted by the Department of Environmental Quality. The revised specifications included consultation with the City of Bismarck Engineering Department in order for the City of Mandan to sync with them as much as reasonably possible. The final product was reviewed by the Public Works and Engineering Departments and it is now complete and ready for use.

Director Froseth recommended approval of the revised Construction Specifications and Details as presented. He extended a thank you to those departments that assisted with these revisions including the Public Works Department and to Kim Fettig, Engineer's Office and Andrew Larson, the City Project Engineer who has communicated with the Bismarck Engineering Department to help with these revisions.

Commissioner Braun moved to approve the adoption of the revisions to the City of Mandan's Construction Specifications and Details. Commissioner Davis seconded the motion.

Commissioner Rohr commented that many other city department have been updating policies and manuals over the last few years and he said that he appreciates the efforts of those who keep these manuals updated. Roll call vote: Commissioner Rohr: Yes; Commissioner Davis: Yes; Commissioner Larson: Yes; Commissioner Braun: Yes; Mayor Helbling: Yes. The motion passed.

I. RESOLUTIONS AND ORDINANCES

1. *Second Consideration and final passage of Ordinance No. 1334 granting a franchise to Montana-Dakota Utilities Company, to construct, maintain and operate, within, upon, in and under the streets, alleys and public grounds of the City of Mandan, a gas distribution system for transmitting and distributing natural or manufactured gas or mixture of both for public and private use.* Attorney Brown reported that this ordinance is related to Montana-Dakota Utilities Co. currently has a franchise with the City of Mandan to provide natural gas that is due to expire. He stated that there have been no comments or opposition received since the first consideration and he recommended approval of this Ordinance.

Commissioner Davis moved to approve the Second and Final Consideration of Ordinance No. 1334 granting a franchise to Montana-Dakota Utilities Co. to construct, maintain and operate, within, upon, in and under the streets, alleys and public grounds of the City of Mandan, a gas distribution system for transmitting and distributing natural or manufactured gas or mixture of both for public and private use. Commissioner Larson seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Davis: Yes; Commissioner Larson: Yes; Commissioner Braun: Yes; Mayor Helbling: Yes. The motion passed.

J. OTHER BUSINESS:

1. Commissioner Larson provided an update to reorganize the Mandan Youth Commission that was previously approved by this Commission in 2012. It's a program to allow Mandan's youth to provide input to Mandan's growth and development, to work on projects and to encourage the lifelong commitment to public service. She requested City Administrator Neubauer and others to reorganize the Mandan Youth Commission again. One of the requirements is that students should be in the junior or senior high level and the student must be in good standing. Some of the organizations they would be involved in will include the Leadership Pride Committee, the Beautification Committee and the Economic Development and Opportunities Committee. The City Commission and the School District and also the Parks District will be asked to participate when needed. The application deadline is February 14th. Interested students are to contact Megan Schaff at the Mandan High School and there are applications available at both the middle school and high school.

2. City Administrator provided an update on the Downtown Parks and Library Project stating that on February 11, 2020, from 5 pm to 7:30 pm there will be an Open House at the Mandan Depot to look at plans for the library expansion, bookmobile house and proposed updates to Dykshoorn Park. Mandan residents were encouraged to attend and share ideas for the project.

3. Mayor Helbling extended a thank you to the Mandan Progress Organization and the Bismarck Mandan Chamber of Commerce for successful 2019 year-end events that were held.

K. ADJOURNMENT:

There being no other business to come before the Board, Commissioner Larson motioned to adjourn the meeting at 5:57 pm. Commissioner Rohr seconded the motion. The motion received unanimous approval of the members present.

James Neubauer
City Administrator

Tim Helbling, Mayor
Board of City Commissioners



Board of City Commissioners

Agenda Documentation

MEETING DATE: February 18, 2020
PREPARATION DATE: February 10, 2020
SUBMITTING DEPARTMENT: Administration
DEPARTMENT DIRECTOR: Jim Neubauer, City Administrator
PRESENTER: Jim Neubauer, City Administrator
SUBJECT: Payment of Bills related to MMPL & Downtown Parks Project

STATEMENT/PURPOSE: To consider approval of the payment of bills related to the Morton Mandan Public Library (MMPL) & Downtown Parks Project.

BACKGROUND/ALTERNATIVES: Normal course of business would be for invoices to be submitted to the City of Mandan and in turn, those invoices presented with the schedule of bills to be approved by the City Commission the 2nd meeting of the month. Pursuant to the resolution passed by the City Commission and the MMPL Board of Trustees both boards need to approve the bills related to the library expansion and the City Commission approves the bills strictly related to the Downtown Parks project. Subsequent to those approvals, the invoices will be sent to the North Dakota Community Foundation for payment to the vendors.

There has been considerable work done including consultations with the steering committee, library staff, outreach from Stantec to outlying communities related to the library expansion, and pop up events soliciting input related to the park programming and amenities.

In addition, an open house soliciting public input was held on February 11, 2020.

We remain on schedule with groundbreaking set for the spring 2020.

ATTACHMENTS: Bartlett & West Invoices.

FISCAL IMPACT: Amounts will be paid from the donation from Energy Transfer.

STAFF IMPACT: n/a

LEGAL REVIEW: n/a

Board of City Commissioners

Agenda Documentation

Meeting Date: February 18, 2020

Subject: Payment of Bills related to MMPL & Downtown Parks Project

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RECOMMENDATION: I recommend the City Commission and MMPL Board of Trustees approve payment of the invoice as submitted, conditioned upon the MMPL Board of Trustees.

SUGGESTED MOTION: I recommend the City Commission and MMPL Board of Trustees approve payment of the invoices as submitted, conditioned upon the MMPL Board of Trustees

Bartlett & West

Driving Community and Industry Forward, Together.

Invoice Remittance Address
For Payments Only:
P.O. Box 653
Wichita, KS 67201-0653

3456 East Century Avenue
Bismarck, ND 58503-0737
701.258.1110 FAX 701.258.1111
F.E.I.N. 48-0770612

Jim Neubauer
City of Mandan
Mandan, ND 58554

February 7, 2020
Project No: 020133.000
Invoice No: 00730074549

Project Manager: Joseph Larrivee
Client Contract No:
PO No:

Project 020133.000 Mandan Morton Public Library
Professional Services from December 28, 2019 to January 24, 2020

Estimated Total Construction = \$4,500,000

\$4,500,000 x 9% = \$405,000

Basic Services Billing Phase	Fee	Percent Complete	Earned
Schematic Design	81,000.00	100.00	81,000.00
Design Development	60,750.00	0.00	0.00
Construction Documents	162,000.00	0.00	0.00
Bidding	20,250.00	0.00	0.00
Construction Administration	81,000.00	0.00	0.00
Total Basic Services Fee	405,000.00	Previous Fee Billing	73,080.00
		Current Fee Billing	7,920.00

Add'l Services Billing Phase	Fee	Percent Complete	Earned
Additional Services Phase I	51,750.00	19.0291	9,847.57
Total Additional Services Fee	51,750.00	Previous Fee Billing	0.00
		Current Fee Billing	9,847.57

Total Overall Fee 456,750.00

Total Fee 17,767.57

Total this Task \$17,767.57

Total this Phase \$17,767.57

Total this Invoice \$17,767.57

email invoice to: Jim Neubauer <jneubauer@cityofmandan.com>

We appreciate your business. Please include invoice no. on check.



Board of City Commissioners

Agenda Documentation

MEETING DATE: February 18, 2020
PREPARATION DATE: February 14, 2020
SUBMITTING DEPARTMENT: Finance
DEPARTMENT DIRECTOR: Greg Welch, Finance Director
PRESENTER: Brittany Cullen, Human Resource Director
SUBJECT: Accountant/Senior Accountant Job Description

PURPOSE

To consider the proposed revisions to the Accountant/Senior Accountant Job Description.

BACKGROUND

After conducting interviews for the vacant Accountant position, the finance department was unable to fill the position as posted at pay grade 19. Instead of re-posting the same position as Accountant, the department is proposing to post the position as Senior Accountant at pay grade 22 with the option to under fill the position, if necessary, as Accountant at pay grade 19. The purpose of the Senior Accountant position title is for the department to recruit candidates with the highest possible qualifications and skills. The department met with Brittany Cullen, Human Resource Director, to review the proposed revisions to the Job Description.

ATTACHMENT

Accountant/Senior Accountant Job Description

FISCAL IMPACT

The Accountant is a budgeted position.

STAFF IMPACT

No additional full-time staff will be added as a result of these changes.

LEGAL REVIEW

Reviewed by Malcolm Brown, City Attorney.

RECOMMENDATION

To approve the proposed revisions to the Accountant/Senior Accountant Job Description.

SUGGESTED MOTION

Move to approve the proposed revisions to the Accountant/Senior Accountant Job Description.

City of Mandan
Accountant/Senior Accountant

Revised: March 2018; Dec. 2019; February 2020
Department: Finance
Reports to: Assistant Finance Director
Grade: 19 Accountant 19; Senior Accountant 22
Dept. Manager Signature: _____
Human Resources Signature: _____
Finance Director Signature: _____
City Administrator Signature: _____
Employee Signature: _____

1. DESCRIPTION OF WORK

- 1.1. General Statement of Duties: This position performs a wide range of complex professional accounting duties, including the analysis, preparation, and maintenance of financial records and reports, in support of the City's financial operations.
- 1.2. Supervision Received: Works under the general supervision of the Assistant Finance Director.
- 1.3. Supervision Exercised: Senior Accountant may be required to provide technical guidance and assistance to other less-experienced staff. None.

2. EXAMPLES OF WORK

- 2.1. Performs day-to-day accounting functions in accordance with generally accepted accounting principles (GAAP), Government Account Standards Board (GASB) guidelines, and federal, state and local requirements.
- 2.2. Coordinates daily, weekly and monthly financial transactions with Accounting Technicians and other City staff.
- 2.3. Performs general account analysis and reconciliations of various balance sheet, revenue and expense accounts.
- 2.4. Develops and maintains capital asset records, including but not limited to, acquisitions, dispositions, construction in progress, depreciation records, and schedules for City property insurance.
- 2.5. Maintains schedules and records for special assessments.
- 2.6. Participates in the implementation of new financial management software programs.
- ~~2.7.1.1. Assists in developing, maintaining and monitoring the financial and records management systems to ensure compliance, accuracy and integrity.~~
- ~~2.8. Provides support to the Assistant Finance Director with developing, monitoring and enforcing internal controls to prevent fraud, abuse or waste of the City's assets.~~
- 2.9.2.7. Assists with internal and external audits, and other special projects for the Finance Department as needed.
- 2.10.2.8. Serves as back up to utility billing, accounts receivable and accounts

payable functions.

2.9. Performs other duties of a comparable level/type as required.

ADDITIONAL DUTIES PERFORMED AT THE SENIOR ACCOUNTANT LEVEL:

2.10 May provide technical guidance and supervision to other ~~less-experienced-~~ finance department staff.

2.11 Oversee one or more major accounting and reporting functions such as the month-end and year-end balancing and reconciliation of special assessments, utility billing and capital assets.

2.12 Assists in developing, maintaining and monitoring the financial and records management systems to ensure compliance, accuracy and integrity.

2.13 Provides support to the Assistant Finance Director with developing, monitoring and enforcing internal controls to prevent fraud, abuse or waste of the City's assets.

2.14. ~~2.14~~—Analyze accounting needs and requirements to provide and implement recommendations for process improvements within the Finance Department and other City departments.

3. MINIMUM QUALIFICATIONS

3.1. Education and Experience:

Accountant

4.—

5.—

5.1.1.3.1.1. Bachelor's Degree in Accounting ~~g or related field~~

5.1.2.3.1.2. One year of work-related experience in professional accounting functions.

~~Equivalent combination of education and experience is acceptable.~~

Senior Accountant

1.1.3 ~~Bachelor's Degree in Accounting.~~

5.1.3. ~~1.1.4 Three years of work-related experience in professional accounting functions.~~

5.2.3.2. Required Knowledge, Skills and Abilities:

5.2.1.3.2.1. Knowledge of generally accepted accounting principles (GAAP).

3.2.2. Knowledge of computers and job-related software programs.

3.2.3. Knowledge of auditing principles.

5.2.2.—

5.2.3.3.2.4. Skill in prioritizing and planning.

City of Mandan
Accountant/~~Senior Accountant~~

- ~~5.2.4.3.2.5.~~ Skill in interpersonal relations.
- ~~5.2.5.3.2.6.~~ Skill in oral and written communication.
- ~~5.2.6.1.1.1.~~ ~~Skill in complex problem solving, attention to detail, critical thinking and sound use of sound judgment.~~
- ~~5.2.7.3.2.7.~~ Ability to learn Governmental Accounting Standards Board (GASB) guidelines.
- ~~3.2.8.~~ Ability to learn relevant federal and state laws, city ordinances, and department policies and procedures.

3.3. Special Requirements for Senior Accountant:

- 3.3.1. Must possess the minimum education and experience qualifications plus an additional two years of work-related experience in professional accounting functions.
 - ~~Ability to interpret complex information.~~
 - ~~Senior Accountant~~
- 3.3.2. Skill in complex problem solving, attention to detail, critical thinking and sound use of sound judgment.
- 3.3.3. Ability to interpret complex information.

4. The physical requirements of this position are:

- 4.1. Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

6.5. The physical activities of this position are:

- ~~6-1.5.1.~~ Stooping: Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
- ~~6-2.5.2.~~ Kneeling: Bending legs at knee to come to a rest on knee or knees.
- ~~6-3.5.3.~~ Crouching: Bending the body downward and forward by bending leg and spine.
- ~~6-4.5.4.~~ Reaching: Extending hand(s) and arm(s) in any direction.
- ~~6-5.5.5.~~ Fingering: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm as in handling.
- ~~6-6.5.6.~~ Grasping: Applying pressure to an object with the fingers and palm.
- ~~6-7.5.7.~~ Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- ~~6-8.5.8.~~ Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- ~~6-9.5.9.~~ Hearing: Perceiving the nature of sound with no more than a 40 db loss @ 500 Hz, 1,000 Hz and 2,000 Hz with or without correction. Ability to receive detailed

City of Mandan
Accountant/Senior Accountant

information through oral communication, and to make fine discriminations in sound, such as when making the fine adjustments on machined parts.

6.10.— Repetitive motions: Substantial movements (motions) of the wrists hand and/or fingers.

6.11.—

~~The physical requirements of this position are:~~

~~Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.~~

~~6.12.5.10.~~

~~6.13.— The visual acuity requirements including color, depth perception and field of vision for this position are:~~

~~6.14.—~~

~~6.15.5.11. MACHINE OPERATORS (including inspection), INSPECTION, CLOSE ASSEMBLY, CLERICAL, ADMINISTRATIVE: This is a minimum standard for use with those whose work deals largely with preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small parts, operation of machines (including inspection), using measurement devices, assembly or fabrication of parts at distances close to the eyes.~~

7.6. The conditions the worker will be subject to in this position are:

7.1.6.1.None: The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).



Morton County Commission
Morton County Courthouse
210 2nd Ave NW
Mandan, ND 58554
(701) 667.3414

Stewardship of Public Trust | Respect for Diverse Voices & Ideas | Responsive & Comprehensive Customer Service | Leadership with Ethics and Integrity | Culture of Teamwork & Collaboration

MEETING DATE: February 13, 2020
PREPARATION DATE: Feb 7, 2020
SUBMITTING DEPARTMENT: Emergency Management
Tom Doering, Morton County
DEPARTMENT DIRECTOR: Emergency Manager
PRESENTER: Tom Doering
Request Funding for Mapping Cost
SUBJECT: Share

STATEMENT/PURPOSE: Allocate funding for Engineering Services to develop interactive, web based, flood mapping.

BACKGROUND/ALTERNATIVES:

Due to the scouring effect on the Missouri River caused by 2011 Flooding, inundation mapping created prior to 2011 is no longer accurate.

Based on a recent study of the Missouri River, more accurate inundation mapping is now available.

Currently available Missouri River Flood Inundation Mapping is not user friendly for the general public because the general public determines flood threat based on river gage readings and newly available interactive mapping is based on river gage readings.

Morton County mapping capabilities being requested with this proposal would be comparable to interactive mapping on the Burleigh County side which has been available for several years. You may view by going to the link listed below:

<http://gis.burleighco.com/>

ATTACHMENTS: Houston Engineering's – Morton County GIS Flood Viewer, Scope of Services 2-4-2020

FISCAL IMPACT: Cost for Engineering Services will be based on time and materials and not to exceed \$7,350.00.

The City of Mandan is agreeable to a 50/50 cost share, leaving a balance of \$3,675.00 owed from Morton County. City portion from Sales Tax Fund.

Per the Morton County Auditor (Dawn Rhone) she will add a descriptive line, e.g., Interactive, Web-Based, Electronic Mapping, to the Emergency Management 2020 Budget, from which we could code a payment of \$3,675. At the end of the year, remaining Emergency Management Funds will be moved to cover the expense.

STAFF IMPACT: Staff impact will be positive in that EOC staff also key on river gage readings when making protective action decisions.

LEGAL REVIEW: N.D.C.C. 54-44.7-04. Exception.

1. All state agencies securing architect, engineer, construction management, or land surveying services for projects for which the fees are estimated **not to exceed thirty-five thousand dollars may employ the architects, engineers, construction managers, and land surveyors by direct negotiation and selection**, taking into account all of the following:

- a. The nature of the project.
- b. The proximity of the architect, engineer, construction management, or land surveying services to the project.
- c. The capability of the architect, engineer, construction manager, or land surveyor to produce the required services within a reasonable time.
- d. Past performance.
- e. Ability to meet project budget requirements.

This procedure shall still follow state policy set forth above.

2. Fees paid pursuant to this section during the twelve-month period immediately preceding negotiation of the contract by any single state agency for professional services performed by any one architectural, engineering, or land surveying person or firm may not exceed seventy thousand dollars. All persons or firms seeking to render professional services pursuant to this section shall furnish the state agency with which the firm is negotiating a list of professional services, including the fees paid, performed for the state agency during the twelve months immediately preceding the contract being negotiated.

RECOMMENDATION: Pay Houston Engineering Inc. a maximum sum of \$3,675.00 for engineering services as a 50/50 cost share with the City of Mandan to produce interactive, web based inundation mapping for Morton County and the City of Mandan based on readings at the Missouri and Heart River Gages.

City share to come from City Sales Tax Fund.

SUGGESTED MOTION: Fund based on remaining funds in the 2020 Emergency Management Budget, to pay Houston Engineering Inc. a maximum of \$3,675.00 to produce interactive, web based inundation mapping for Morton County and the City of Mandan, based on readings at the Missouri and Heart River Gages.

City Share of \$3,675 to come from City Sales Tax Fund



Board of City Commissioners

Agenda Documentation

MEETING DATE:	February 18, 2020
PREPARATION DATE:	February 12, 2020
SUBMITTING DEPARTMENT:	Administration
DEPARTMENT DIRECTOR:	Jim Neubauer, City Administrator
PRESENTER:	Jim Neubauer, City Administrator
SUBJECT:	Morton Mandan Public Library (MMPL) & Downtown Parks Presentation

STATEMENT/PURPOSE: To update the Commission regarding the progress on the MMPL & Downtown Parks project and request taking the next step to design & bid documents.

BACKGROUND/ALTERNATIVES: The \$3M donation in the spring of 2019, from Energy Transfer kick started the addition to the MMPL along with park improvements. Bartlett & West and Stantec were selected to move forward with the project and began with a project kick off meeting in Sept. 2019. February 11, a community open house was held at the Mandan Depot inviting public input on the project to date.

Joe Larrivee, Bartlett & West along with Wendy Van Duyne, Stantec will present an overview of the project.

We are now at a point where permission from the City Commission is requested to move from project concept into plans ready for bid.

ATTACHMENTS: MMPL & Downtown Parks Presentation

FISCAL IMPACT: funding for this phase will come from the Energy Transfer grant.

STAFF IMPACT: minimal staff time from MMPL and City will be necessary in this phase.

LEGAL REVIEW: n/a

RECOMMENDATION: I recommend moving forward to the design phase of this project for the library addition.

Board of City Commissioners

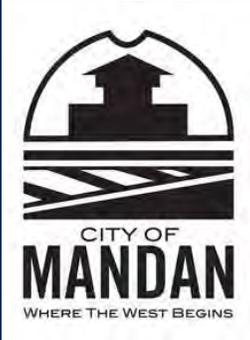
Agenda Documentation

Meeting Date: February 18, 2020

Subject: Morton Mandan Public Library (MMPL) & Downtown Parks Presentation

Page 2 of 2

SUGGESTED MOTION: I move to move forward to the design phase of this project for the library addition.



MORTON MANDAN PUBLIC LIBRARY

DYKSHOORN PARK – HERITAGE PLAZA -
HERITAGE PARK

Bartlett & West



Mandan City Commission Presentation:
February 18, 2020



Presentation Overview

1. Overview of the project/process
2. Review of proposed Library concept from Bartlett & West
3. Review of proposed park concepts from Stantec





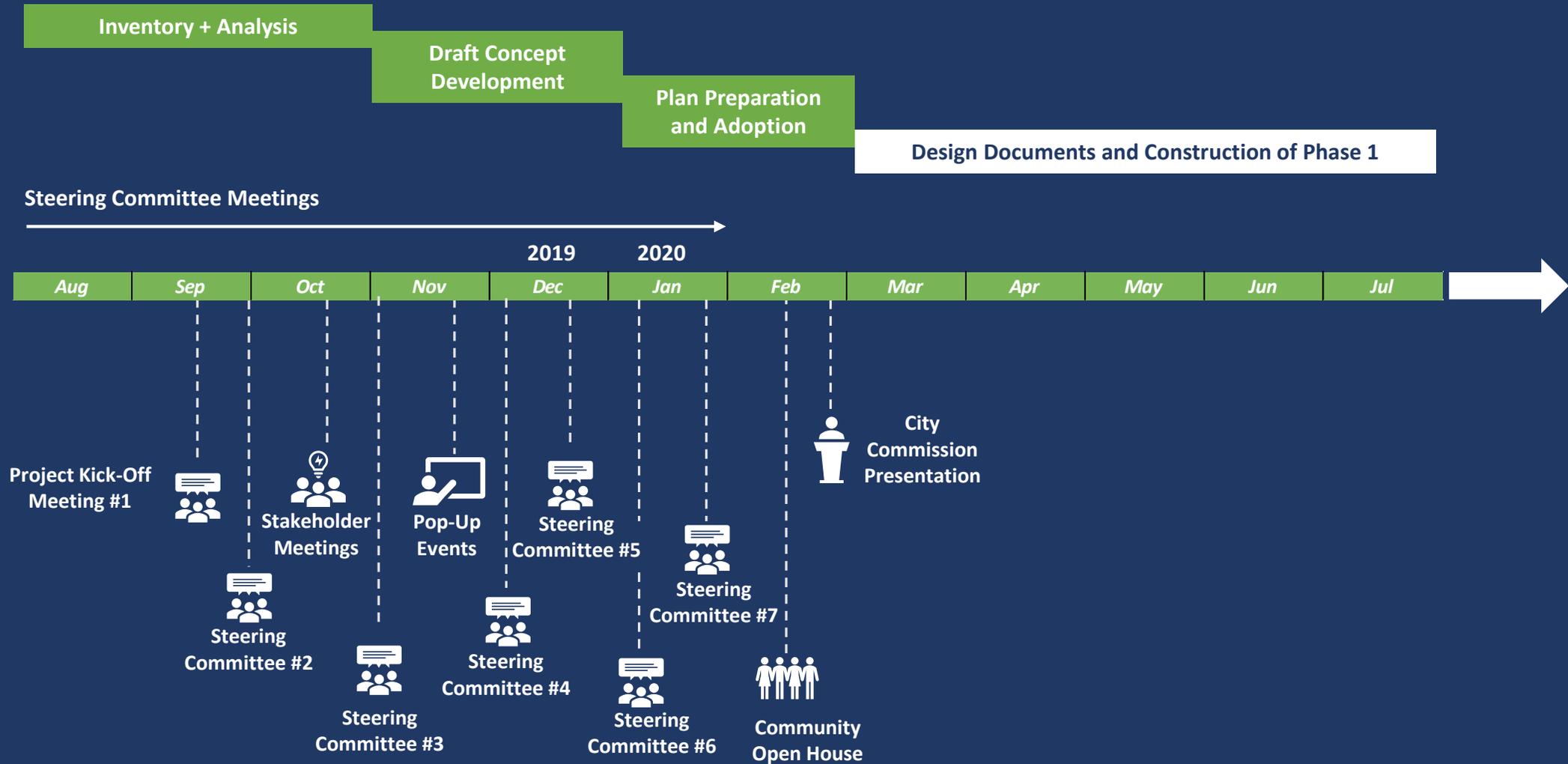
Project Overview

PROJECT Goals

- Develop a cohesive master plan approach for the Library, Dykshoorn Park and Heritage Plaza to include:
 - Bookmobile/community storage
 - New library facilities
 - Interior remodeling
 - Park enhancements
 - New pavilion in Heritage Plaza
- Identify Immediate Priorities for Project Construction in 2020 and assemble Bid Documents



Project Process



Steering Committee Participants

The project Steering Committee has guided the planning process and provided practical advice to shape design concepts and master planning for the project.

The steering committee has 9 members:

Tim Helbling, Mandan Mayor

Jim Neubauer, Mandan City Administrator

Jackie Hawes, MMPL Director

Del Wetsch, Mandan Progress Organization Director

Ellen Huber, Mandan Business Development Director

John VanDyke, Mandan City Planner

Rebecca Donovan, MMPL Board Chair

Kari Moore, Communications & Community Services Coordinator

Steve Harmon, Mandan Musicians Association

Thank You!

Library Programming

There were key programmatic elements identified by MMPL, to be addressed with proposed library improvements:

Entryway/Atrium: Airlock, electronic display, additional shelving

Desk Area: Improved sight lines, 2 flexible circulation stations

Children's Area: Librarian office, storage, new shelving, comfortable seating

Teen Area: Taller shelves, comfortable seating, natural light, storage, sink/counter

Staff Workroom: Storage, staging areas, loading ramp with Bookmobile garage

Restrooms: Expanded/additional for larger events

Meeting Room: Large community meeting room to accommodate large events

Miscellaneous: Additional study rooms, expanded computer area, gallery/display space

Park Programming

Bandshell:

- Outdoor Sound System
- Repairs to Bandshell
- Shade Sails

Dykshoorn Park:

- Fencing to enclose the park for events
- Park focal point
- Ice skating pad
- Tree lighting

Depot Plaza/MPO Office:

- Increased Landscaping
- History area enhancements

Heritage Park:

- Lighted Walkway
- Larger pavilion
- Electric Pedestals

Stakeholder Feedback:

Downtown stakeholders, Library Staff, MHS Student Council, Library TAC

Defined Entrance

Preserve Open Space

Provide family amenities (skating, splash pad)

Connect all three areas of the site— provide better flow and greater continuity

Consider an additional performance area

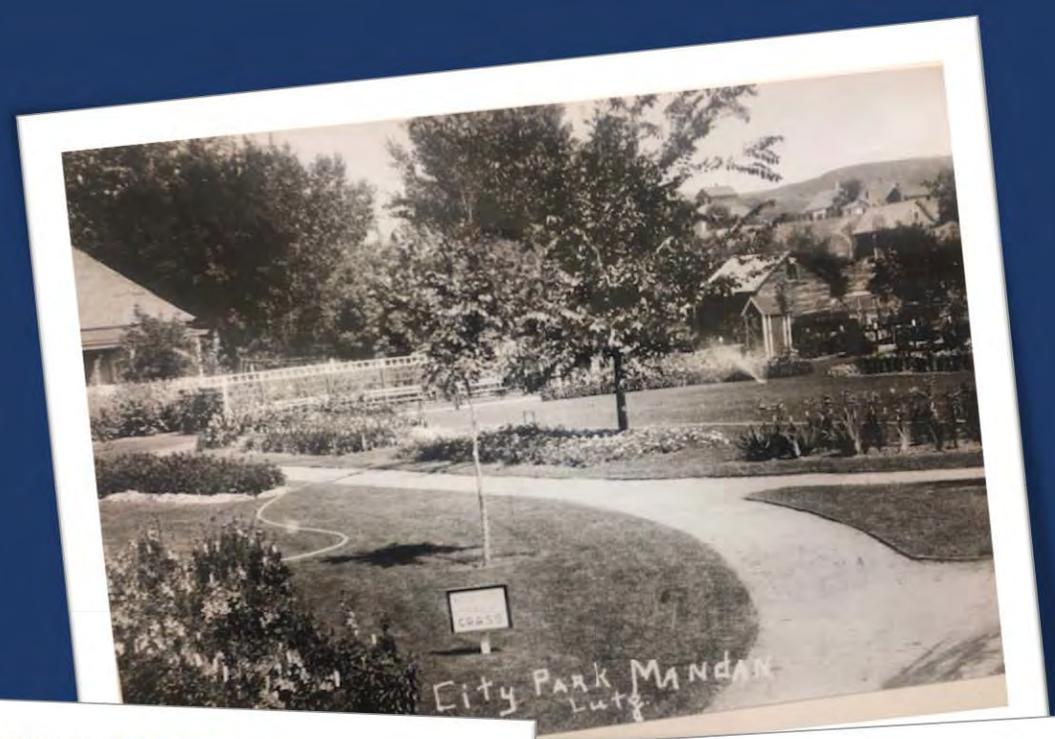
Include opportunities for art

Add lighting for evening hours and winter months for improved safety and added interest

Consider areas for cold weather activities— fire pits, seating areas, etc.

Define areas for photo opportunities

Provide passive recreation areas for small groups and families— seating areas, wi-fi, yard games



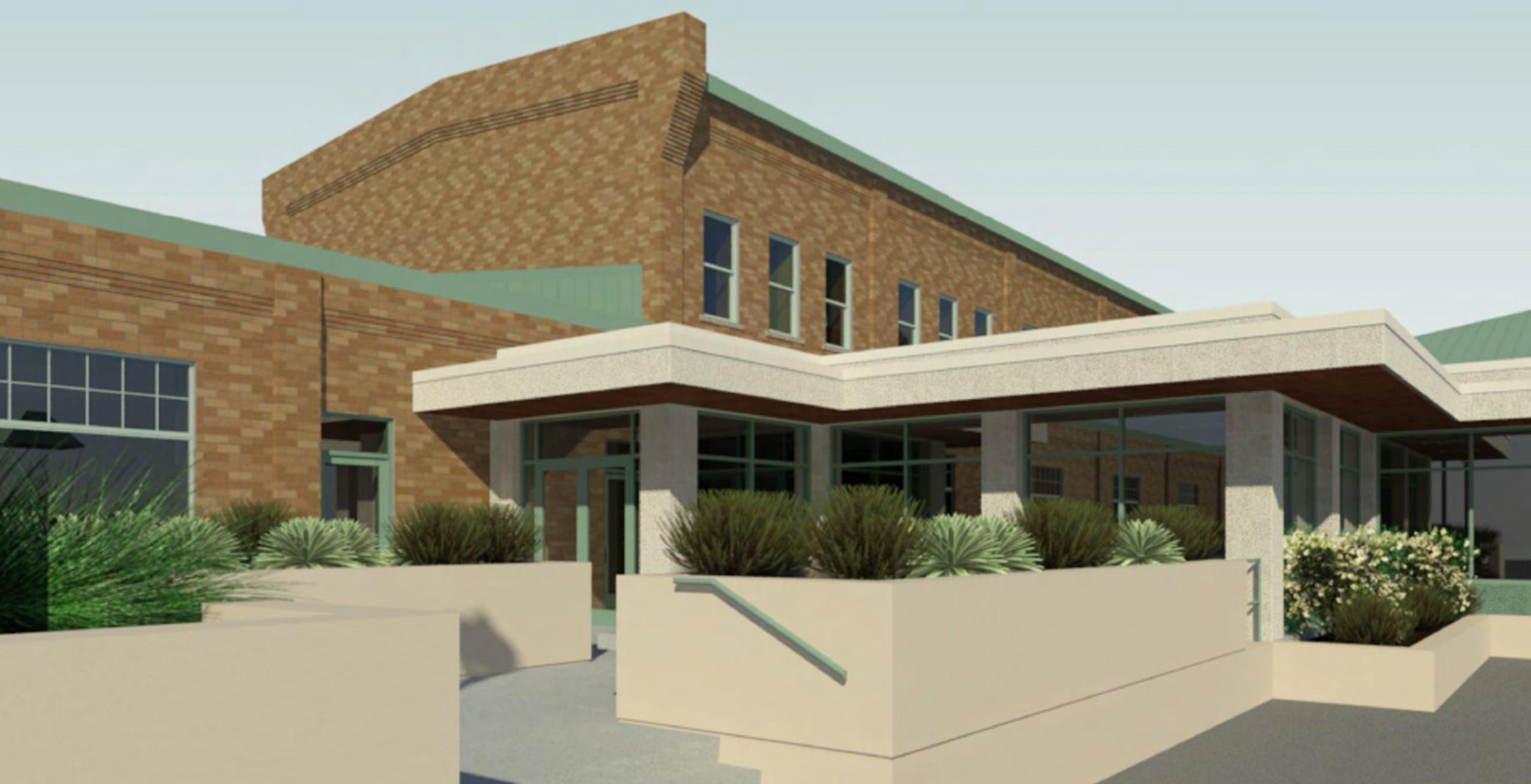
Bridge the heritage of the past to the opportunities of today.



MMPL Concept



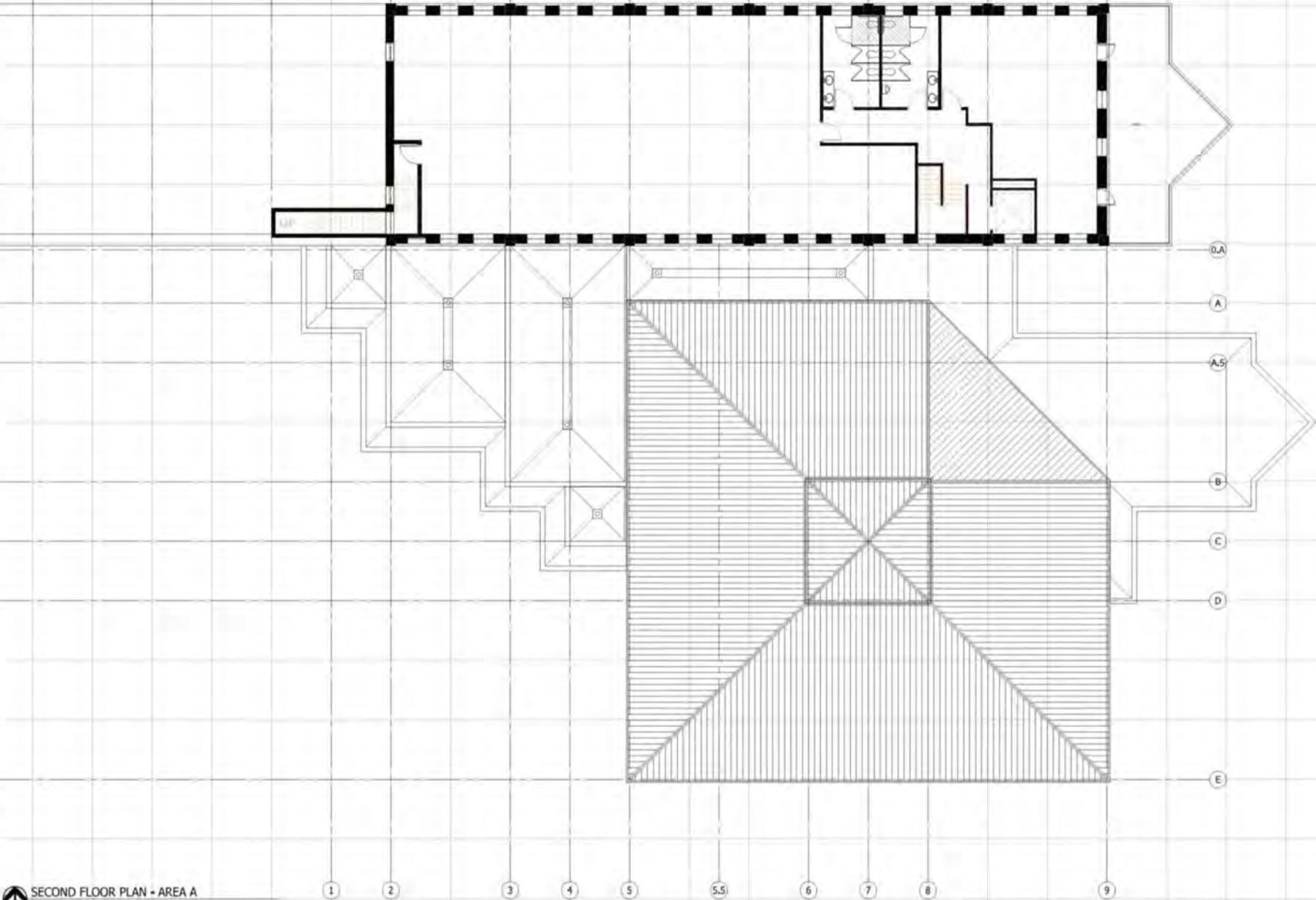
MMPL Expansion: New Entrance



MMPL Expansion: New Entrance

DATE: 2/1/2020
DRAWN BY: JPL
CHECKED BY: JPL
DESIGN PRG: 2013.000
CONST PRG: 2013.000
SCALE: AS NOTED
DATE: 2/1/2020
DRAWING NO: A103
SHEET NO: 1 of 1

SECOND FLOOR PLAN - AREA A
Bartlett & West
ARCHITECTS



SECOND FLOOR PLAN - AREA A

CITY OF MANDAN
PUBLIC LIBRARY, DYKSHORN PARK AND HERITAGE PLAZA
MANDAN, NORTH DAKOTA

Bartlett & West
ARCHITECTS
1000 S. UNIVERSITY AVENUE, SUITE 200
MANDAN, ND 58040
701.781.1111

DESIGNED BY:	JPL
DRAWN BY:	JPL
CHECKED BY:	JPL
DESIGN PRG:	2013.000
CONST PRG:	2013.000
SCALE:	AS NOTED
DATE:	2/1/2020
DRAWING NO:	A103
SHEET NO:	1 of 1



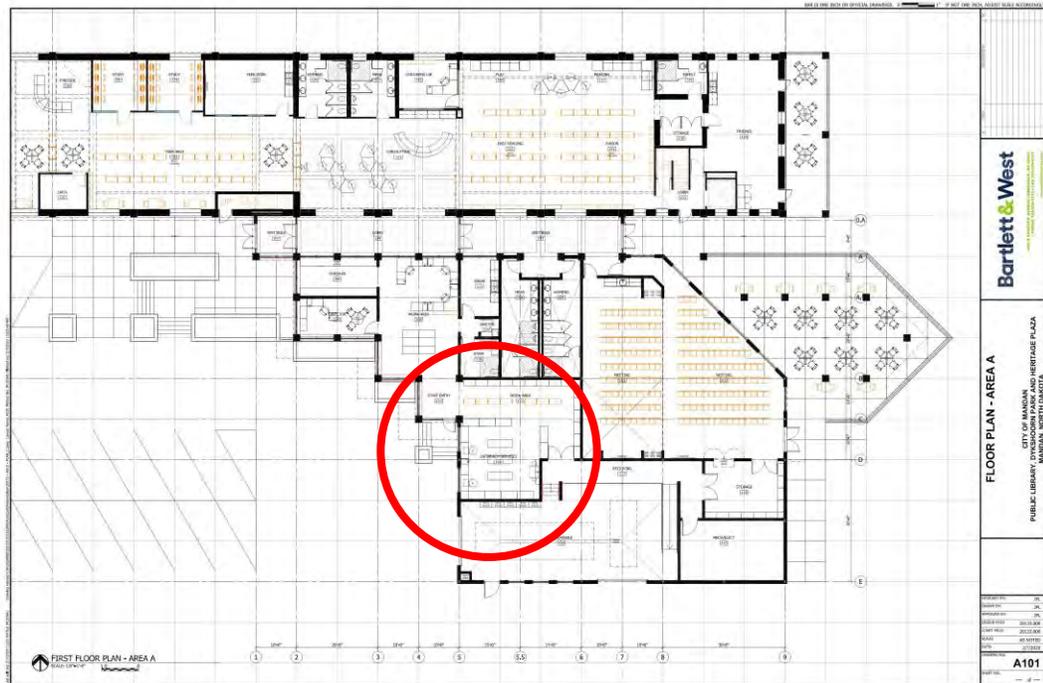
MMPL Expansion: Circulation Desk



MMPL Expansion: Park Access



MMPL Expansion: Community Meeting Room



MMPL Expansion: New Work Area



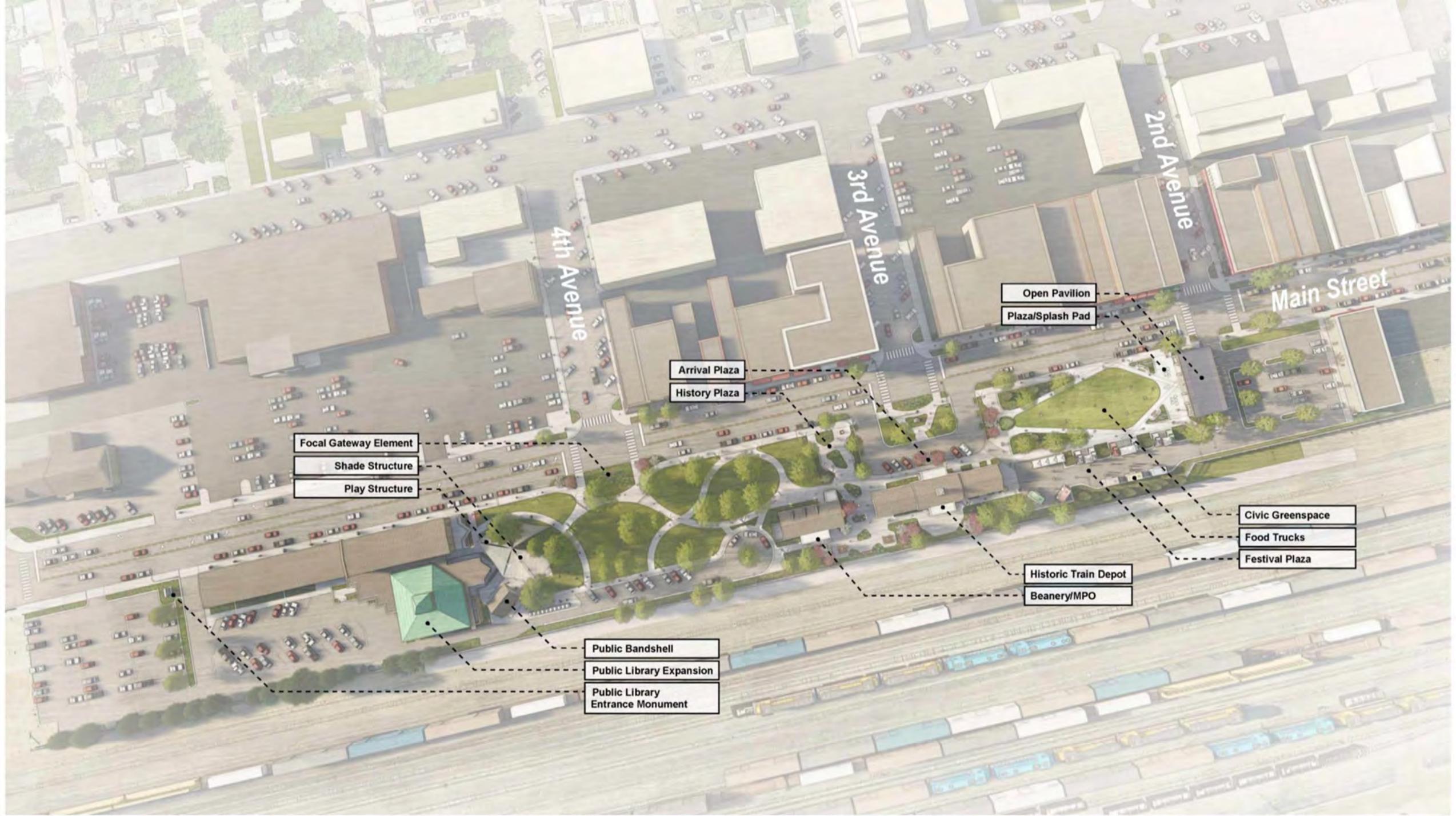
MMPL Expansion: Bookmobile Garage



MMPL Expansion: Covered Patio

Park Concepts





Focal Gateway Element
Shade Structure
Play Structure

Arrival Plaza
History Plaza

Open Pavilion
Plaza/Splash Pad

Civic Greenspace
Food Trucks
Festival Plaza

Historic Train Depot
Beanery/MPO

Public Bandshell
Public Library Expansion
Public Library Entrance Monument



Park Features and Amenities







4th AVENUE

3rd AVENUE

2nd AVENUE

MAIN STREET

MAIN STREET

100 TENTS

30 TENTS





















Next Steps



Board of City Commissioners

Agenda Documentation

MEETING DATE: February 18, 2020
PREPARATION DATE: February 11, 2020
SUBMITTING DEPARTMENT: Engineering and Planning
DEPARTMENT DIRECTOR: Justin Froseth, PE
PRESENTER: John Van Dyke, AICP, CFM
SUBJECT: Participation in the North Dakota League of Cities
Census Craziiness Tournament

STATEMENT/PURPOSE: Consider approval of participating in the North Dakota League of Cities Census Craziiness Tournament.

BACKGROUND/ALTERNATIVES: The North Dakota League of Cities is hosting a friendly competition between cities based on 2020 Census self-response rates. The response rates are based on a percentage and will be updated on the US Census Bureau's webpage daily. The contest will take place from March 12 to May 9, 2020.

Getting an accurate Census count is vital to North Dakota's future. It is estimated that every person who is missed in the counting results in a loss of \$19,100. The tournament is intended to increase city official awareness about the Census and to encourage city officials to do what they can to encourage citizens to respond to the Census.

The competition will be bracket style with each competition period covering two weeks. The response rate on the last day of the two-week period will be used to determine the winning city that will move forward in the competition.

There will be two different divisions that cities will compete in – the Big City Bracket and the Small and Mighty Bracket.

The Big City Bracket is a competition between the 16 largest cities in North Dakota based on the most recent 2018 Census estimates:

City	Population
Fargo	124,844
Bismarck	73,112
Grand Forks	56,948
Minot	47,370
West Fargo	36,566
Williston	27,096
Dickinson	22,739
Mandan	22,519
Jamestown	15,226
Wahpeton	7,753
Devils Lake	7,278
Watford City	7,080
Valley City	6,380
Grafton	4,159
Lincoln	3,779
Beulah	3,191

The two winning cities will receive a pizza party at their city council/city commission meeting and will be honored at the League's Annual Conference in September.

ATTACHMENTS: N/a

FISCAL IMPACT: N/a

STAFF IMPACT: N/a

LEGAL REVIEW: This document has been provided and reviewed by Attorney Brown as part of the final agenda packet.

RECOMMENDATION: Engineering and Planning recommend approval of participation in the North Dakota League of Cities Census Craziness Tournament which kicks off March 12.

Board of City Commissioners

Agenda Documentation

Meeting Date: February 18, 2020

Subject: Participation in the North Dakota League of Cities Census Crazyiness
Tournament

Page 3 of 3

SUGGESTED MOTION: I move to approve participation in the North Dakota League of
Cities Census Crazyiness Tournament which kicks off March 12.



Board of City Commissioners

Agenda Documentation

MEETING DATE: February 18, 2020
PREPARATION DATE: February 13, 2020
SUBMITTING DEPARTMENT: Engineering & Planning
DEPARTMENT DIRECTOR: Justin Froseth, PE
PRESENTER: Justin Froseth, Planning & Engineering Director
SUBJECT: Request for Proposals for 19th Street Multi-Use Trail, Phase II

STATEMENT/PURPOSE: To consider approving the advertisement of a Request for Proposals (RFP) for the 19th Street Multi-Use Trail, Phase II project

BACKGROUND/ALTERNATIVES: The DOT's Transportation Alternatives (TA) program has dedicated \$290,000 of grant funds towards the project. That is the maximum amount available for any single project under this program. Planning and design, followed by construction of this project is going to be a significant undertaking that is always much more rigorous when receiving federal funds as is the case with the TA program. Therefore, the Engineering Department needs a consultant engineer to partner with to properly execute.

We believe we have a good head start because of work that Stantec previously completed in creating a preliminary report and helping us facilitate a public meeting on this in May of 2018, then working with us on Phase I. Phase II will be a significantly larger construction project than Phase I because it will require the crossing of a significant water feature immediately to the West of Macedonia Avenue and then extend for a greater distance than Phase I. In order to get started on the Phase II planning and design, our department is recommending we advertise this RFP to start a selection process for a consulting engineer to lead the design of this project. Similar to other recent efforts where a special assessment district is involved, we would propose to commit with the consultant through a preliminary design effort to present a confident cost estimate as part of a resolution of necessity and mandatory protest period this summer. If the project were not protested out, we anticipate going forward with this consultant for final design and bid in the spring of 2021 for 2021 construction.

We have partnered with the Park District and the School District since the inception of this trail extension. For Phase I, the partnership included project creation, planning and

full funding of the local costs. For Phase II, the partnership will continue on the planning side of it, however, the local funding will come from a regional special assessment district with the School and Park district being part of that proportional to all properties drawn in the district, but not more as was the case for Phase I.

ATTACHMENTS:

1. Map of the Construction Limits
2. Request for Proposal

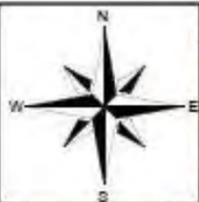
FISCAL IMPACT: Minimal fiscal impact directly related to this item at this time. After a consultant is chosen, we would need to bring back an item to recommend entering into a contract with them. As presented at a previous meeting, when we accepted the grant last year, we would intend to special assess the local cost to regional benefitting properties.

STAFF IMPACT: Significant time will need to be spent through the selection process.

LEGAL REVIEW: These documents have been forwarded to the City Attorney for his review.

RECOMMENDATION: Approve the Advertisement of the Request for Proposals.

SUGGESTED MOTION: Move to approve the advertisement of the Request for Proposal (RFP) for the 19th Street Multi-Use Trail, Phase II.



ND STATE HIGHWAY NO. 6

4TH AVENUE SW

CANYON RD SW

19TH STREET SW

PLAINS BEND SE

PROPOSED TRAIL

MACEDONIA AVENUE SE

FORT LINCOLN ELEMENTARY



REQUEST FOR PROPOSALS FOR ENGINEERING SERVICES

The City of Mandan hereby solicits written proposals from professional civil engineering firms for engineering services required for the purpose of:

Provide design engineering and other project related services through the special assessment protest period for the 19th Street Trail, Phase II project. Initial services shall include preparing a project concept report with preliminary design and estimate to present to commission for the purpose of creating a special assessment district. Should the project move forward after requisite solicitation of protests through the special assessment process, the contract may be extended to include final design and preparation of bid and contract documents. Should the bid be accepted by the city, the contract may then be extended to include construction engineering services.

The project is to construct a multi-use trail on the South side of 19th Street south to start where phase I will leave off, at Macedonia Avenue SE, and extend to the west to Highway 6 SW in Mandan. The project was successful in receiving DOT Transportation Alternatives funds at the maximum amount for any single project of \$290,000. Therefore, the DOT requirements of accepting these funds will have to be followed and it is our expectation that our consultant manage those efforts.

The anticipated and general schedule of this project is to preliminarily design into the summer of 2020, then proceed with the assessment district as part of the local funds a little later in the summer of 2020. Following that would be final design and a bid opening in the spring of 2021 for 2021 construction.

Written proposals shall address, as a minimum, the following items of consideration; the firms:

- 1) Past performance
- 2) Ability of professional personnel
- 3) Basic project understanding
- 4) Willingness to meet time and budget requirements
- 5) Location of firm's staff performing the work
- 6) Related experience on similar projects

The selection of the firm will be based on the evaluation of the written proposals and interviews by the selection committee. The selection committee may interview all or some of the firms based on the proposals. The selection committee will then forward their recommendations to the Board of City Commissioners for their consideration. Price will be negotiated with the selected firm. If an agreement on scope of work and cost is reached with that firm, an engineering agreement will be executed with them.

Written proposals from qualified consultants will be accepted until 4:30 p.m., Friday, March 13th. Proposal pages shall be numbered and limited to three (3) pages in length. Each proposal shall contain a cover letter signed by an authorized officer of the firm. The cover letter will not be counted as one of the three (3) pages. The proposal may include appendices for more robust or additional information such as resumes, references, past projects, etc. that support the firm's capability. The appendices will not be considered as part of the three (3) page proposal and is not limited. The city anticipates reviewing the proposals during the week following the deadline in order to schedule consultant interviews by March 20th and to conduct them during the week of

Board of City Commissioners

Agenda Documentation

Meeting Date: February 18, 2020

Subject: Request for Proposals for 19th Street Multi-Use Trail, Phase II

Page 5 of 5

March 30th. It is anticipated that a recommendation for selection will go before the Board of the City Commissioners for their consideration on the April 7th City Commission meeting.

During the RFP period, the city will accept questions in written form by emailing Justin Froseth at jfroseth@cityofmandan.com with the subject line including the text “19th Street Trail, Phase II”. All questions will be posted anonymously and answered within the city’s RFP section of the city website. Additionally, interested firms may request a half hour meeting with city engineering staff to ask questions about the project. Those questions are subject to posting on the city website as well.

For consideration, submit three (3) hard copies, and one (1) electronic copy of said proposal to:

City of Mandan

Engineering Office

205 2nd Avenue NW

Mandan, ND 58554



Board of City Commissioners

Agenda Documentation

MEETING DATE: February 18, 2020
PREPARATION DATE: February 4, 2020
SUBMITTING DEPARTMENT: Human Resources
DEPARTMENT DIRECTOR: Brittany Cullen, HR Director
PRESENTER: Brittany Cullen, HR Director
SUBJECT: Salary Study

STATEMENT/PURPOSE: To consider entering into agreement with Condrey and Associates for completion of a salary study that encompasses all City of Mandan departments.

BACKGROUND/ALTERNATIVES: The last salary study was done July 2013, which was an in-house study compared to the City of Bismarck. Prior to that, Condrey and Associates completed a study in January 2008. In recent department head meetings, there has been interest expressed in having an updated salary study completed. Almost 7 years have passed since the internal one was done, and 12 years since the last external study.

Since Condrey and Associates completed a study for us in the past. We reached out to them to obtain the approximate price of a salary study. Condrey and Associates said they would honor the price of a proposal they offered to the City in 2015 (\$42,500). The scope of the study will consist of new job descriptions, interviewing 80% of full-time employees, conducting a salary survey, general organizational structure recommendations, and preparation of a classification plan.

We are requesting to waive the formal bid process, as departments were pleased with the work performed by Condrey and Associates in 2007. Condrey and Associates is very familiar with our area. Not only have they completed a salary study for the City of Mandan, but they have also completed a salary study for the City of Bismarck in 2015. The department directors sat in on a video call with Condrey to run through the proposal and have all of our questions addressed. The representatives from Condrey were very knowledgeable and were able to provide answers, examples, and resources to assist in addressing our questions. After the meeting with Condrey, and knowing some department directors were familiar and satisfied with their work, we were in agreement to request approval to move forward in this process.

Condrey's proposed schedule of activities is provided below for reference on the timeframe of the study.

City of Mandan
Schedule of Activities

<u>DATE</u>	<u>ACTIVITY</u>
March 2020	<ul style="list-style-type: none">o Conduct project orientation for human resources staff and department headso Distribute position questionnaireso Completed position questionnaires returned to Condrey and Associates
April 2020	<ul style="list-style-type: none">o Conduct employee interviewso Conduct salary survey
May 2020	<ul style="list-style-type: none">o Continue salary survey
June 2020	<ul style="list-style-type: none">o Develop preliminary cost estimateo Present preliminary classification and pay reporto Publish final report
July 2020 – June 2021	<ul style="list-style-type: none">o Provide follow-up technical assistance in pay plan implementation.

Project Directors: Dr. Stephen E. Condrey, President
Ms. Jan Hansford, Vice President
Condrey and Associates, Inc.
PO Box 7907
Athens, GA 30604-7907
(706) 380-7107 (Phone)
(586) 816-4067 (FAX)
steve@condrey-consulting.com
jan@condrey-consulting.com
www.condrey-consulting.com

ATTACHMENTS: Proposed contract with Condrey and Associates

FISCAL IMPACT: \$42,500. Finance Director Welch provided the funding source as the General Fund 2019 Budget Savings.

STAFF IMPACT: This process will consume time from all employees.

LEGAL REVIEW: The proposal has been reviewed by the City Attorney.

RECOMMENDATION:

- I recommend the City Commission waive the public bidding requirements for the selection of a human resources consulting firm to complete a salary study, job description review, and classification analysis.
- I recommend the approval of the proposed contract with Condrey and Associates to complete a salary study, job description review, and classification analysis for the City of Mandan.

SUGGESTED MOTION:

- I move to approve the City Commission waive the public bidding requirements for the selection of a human resources consulting firm to complete a salary study, job description review, and classification analysis.
- I move the approval of the proposed contract with Condrey and Associates to complete a salary study, job description review, and classification analysis for the City of Mandan.



December 16, 2019

Ms. Brittany Cullen, SHRM-SCP
Human Resources Director
City of Mandan
205 2nd Avenue
Mandan, North Dakota 58554

Dear Ms. Cullen:

I have enclosed a proposal to conduct a classification and compensation study for the City of Mandan. If selected, we plan to begin work on the project March 1, 2020, with a preliminary report submitted for review in June 2020 and a final report submitted on or before June 30, 2020. The enclosed proposal outlines a thorough study for the City.

I believe you will agree that confidence is built in a new classification and compensation system by involving management and employees in the process. If selected for this project, we would interview approximately 80% of the City of Mandan's employees covered under this letter of agreement. We believe this high percentage of persons individually interviewed for the study will greatly increase its validity. As you will note from the enclosed proposal, in the employee interview process we utilize a variety of skilled consultants with specific subject matter knowledge of local government administration, public safety, public utilities, public finance, public works and information technology. This process leads to a valid and expertly prepared compensation plan that is accepted by the City's employees.

Condrey and Associates has been serving clients nationwide for more than 21 years and has never been involved in any litigation. I strongly encourage you to check the references we have listed in our proposal packet. I believe you will find that we work very hard to deliver a thoroughly documented and competitive personnel system that meets the needs of management and employees alike.

This offer of services is valid until June 30, 2020. We will be happy to revise the enclosed memorandum of agreement to meet appropriate legal requirements as deemed necessary by the City of Mandan or to enter into an appropriate contract initiated by the City.

We are looking forward to providing high quality human resource management consulting services to the City of Mandan. I believe you will find our firm to be highly competent and responsive to the needs of your jurisdiction. Please contact me at (706) 380-7107 if I may provide further information.

Sincerely,

Steve Condrey, Ph.D.. IPMA-SCP
President

**PROPOSAL FOR A CLASSIFICATION
AND COMPENSATION STUDY
FOR THE CITY OF
MANDAN, NORTH DAKOTA**

December 16, 2019

**Condrey and Associates, Inc.
PO Box 7907
Athens, Georgia 30604-7907
(706) 380-7107 (phone)
(586) 816-4067 (fax)
steve@condrey-consulting.com
www.condrey-consulting.com**

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Selected Clients	4
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Summary of Consultant Responsibilities and Assignments	13
Project Understanding, Proposed Approach, and Methodology	14
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Contract for Technical Assistance to the City of Mandan	20
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PROFILE OF PROPOSER

Condrey and Associates, Inc. is a human resource management consulting firm providing personnel-related technical assistance to local and state government organizations. All work performed for the City of Mandan project will be conducted on site and at the firm's offices in Athens, Georgia.

The two principals associated with the project, Dr. Steve Condrey and Ms. Jan Hansford, have collaborated on over 500 similar projects for state and local governments. Consultants for this project will be chosen from among consultants with specific subject matter knowledge in local government, public safety, public utilities, public health, and public works administration: Dr. Rex Facer, Associate Professor in the Romney Institute of Public Management at Brigham Young University and a skilled human resources consultant, Mr. Mark Knowles, an independent consultant experienced in financial administration and information technology, Gene Mays, former Chief Deputy of the Athens-Clarke County, Georgia, Sheriff's Department and a skilled law enforcement consultant, Mr. James Hansford, a skilled classification consultant and former Executive Director of the Georgia Firefighter Standards and Training Commission, Mr. Mike Mahathirath, a skilled consultant specializing in IT, Finance and Staffing Analyses, Dr. Mark Foster, an industrial psychologist with extensive experience in law enforcement administration, Dr. James M. Austin, Jr., an industrial psychologist and President of Austin Consulting, Inc., Mr. Brian Burke, a certified Real Estate Appraiser and Firefighter, and Dr. Greg Reece, a skilled technical writer and consultant.

REPRESENTATIVE CLIENT CONTACTS

Listed below are five representative references. Additional professional references are available upon request.

Mr. Robert McConnell
Director of Human Resources
City of Bismarck
221 N. 5th Street
Bismarck, ND 58506-5503
(701) 355-1330
rmcconnell@bismarcknd.gov

We completed a classification and compensation study for the City of Bismarck in 2015 (approximately 575 employees).

Ms. Laurie Gronlund
Human Resources Director
City of Pierre
222 E. Dakota
Pierre, South Dakota 57501
(605) 773-7406
laurie.gronlund@ci.pierre.sd.us

We originally developed a classification and compensation plan for the City of Pierre in 2000. We completed updates of the City's classification and compensation system in 2005 and 2017. Pierre has recommended us to numerous other jurisdictions.

Ms. Heather Doke, PHR
Human Resources Director
City of Sheridan
55 Grinnell Plaza
Sheridan, WY 82801
(307) 675-4220
hdoke@sheridanwy.net

We completed a comprehensive classification and compensation study for the City of Sheridan in 2005 (approximately 200 employees). We completed updates of their system in 2013 and 2018.

Mr. Steve North
Assistant City Manager
City of Lawrenceville
70 S. Clayton Street
Lawrenceville, GA 30046
(770) 963-2414
steve.north@lawrencevillegaweb.org

We completed a comprehensive classification and compensation study for the City of Lawrenceville in 2017 (approximately 300 employees).

Ms. Lisa McLeod
Human Resources Director
City of Opelika
204 S. 7th Street
Opelika, AL 36803
(334) 705-5130
lmcleod@ci.opelika.al.us

We completed a classification and compensation study for the City of Opelika in 2011 and updates of their system in 2014 and 2017. Opelika has approximately 350 employees.

SELECTED CLIENTS

Alabama

Alabama Department of Postsecondary Education
Alabama Department of Corrections
Alabama Department of Human Resources Head Start
Anniston Water Works and Sewer Board
City of Anniston
City of Auburn
Curry Water Authority
City of Dothan
Dothan-Houston County Intellectual Disabilities Board
City of Eufaula
Eufaula Water & Sewer Board
Etowah County
Town of Falkville
City of Gadsden
City of Jasper
Jasper Water Works and Sewer Board
Lee County
City of Madison
City of Mobile
Mobile County
Mobile County Personnel Board
Mobile Area Water and Sewer Board
Mobile Housing Authority
North Central Alabama Regional Council of Governments (NARCOG)
City of Opelika
City of Prattville
City of Rainbow City
City of Tallahassee
City of Tuscaloosa
Selma Waterworks and Sewer Board
Walker County

Alaska

Matanuska-Susitna Borough

Arkansas

City of Jonesboro
City of North Little Rock

Connecticut

Town of Waterford

Florida

City of Miami Beach
St. Johns County
St. Johns County Property Appraiser
St. Johns County Clerk of Courts

Georgia

City of Acworth
Ben Hill County
Brunswick-Glynn County Joint Water and Sewer Commission
City of Canton
City of Cartersville
Columbus Consolidated Government
Cook County
Coweta County Water and Sewerage Authority
City of Forest Park
City of Hinesville
City of Holly Springs
City of Lawrenceville
City of Suwanee
Lowndes County
Morgan County
Paulding County
City of Peachtree City
Pickens County
City of Statesboro
Tift County
Troup County
City of Tybee Island
United Methodist Church, North Georgia Conference
City of Valdosta
City of Watkinsville

Kentucky

Bowling Green Municipal Utilities
DESA International, Inc., Bowling Green
City of Morganfield

Illinois

Village of Forsyth
City of Moline

Iowa

Dallas County
Muscatine Power and Water
City of Pella

Maine

City of Scarborough

Maryland

City of Takoma Park

Missouri

City of Cape Girardeau

City of Gladstone

City of Jefferson City

City of Lake Saint Louis

City of O'Fallon

City of Sedalia

Nevada

Carson City School District

City of Boulder City

New Hampshire

Local Government Center

City of Concord

Town of Hanover

Manchester Employees' Contributory Retirement System

New Mexico

Bloomfield School District

Deming Public School System

Santa Fe Community College

San Juan College

New York

Madison County Government

Onondaga County Government

Orange County Government

North Carolina

Braswell Memorial Library, Rocky Mount

Cape Fear Public Utility Authority

Town of Chapel Hill

City of Hickory

City of Laurinburg

Lenoir County

City of Lincolnton

Lincoln County Government

North Carolina League of Municipalities

Orange County Government

North Carolina, Continued

City of Rocky Mount
Rutherford County Government
City of Wilson

North Dakota

City of Bismarck
City of Mandan
Mandan Parks District

Oklahoma

City of Broken Arrow
Northeastern State University

South Carolina

Town of Fort Mill
City of Goose Creek
Jasper County Government
McCormick County
Saluda County

South Dakota

City of Aberdeen
City of Pierre
Minnehaha County
Pennington County
City of Madison
City of Mitchell
City of Rapid City
City of Spearfish

Tennessee

City of Hendersonville

Texas

City of Big Spring
City of Beaumont
City of Forney
City of Galveston
City of Rockport
City of Seabrook
Galveston County Government
Galveston County Health District
Harris County Housing Authority
Oller Engineering, Inc., Lubbock
Texas Municipal League Intergovernmental Risk Pool

Texas (Continued)
Webb County Government

Vermont

Town of Hartford
Town of Norwich

Virginia

The Children's Center
City of Franklin
Franklin Development and Housing Authority
Powhatan County
Town of Rocky Mount
Town of Vinton

Washington

City of Moses Lake

Wyoming

City of Casper
City of Cody
City of Evanston
Evanston Parks & Recreation District
City of Gillette
City of Green River
City of Laramie
City of Rock Springs
City of Sheridan
Sheridan County Government
Sheridan Recreation District

SUMMARY OF PROPOSER'S QUALIFICATIONS

Stephen E. Condrey, Ph.D. Steve Condrey, President of Condrey and Associates, has over thirty years of professional experience in human resource management and has consulted nationally and internationally with over 800 organizations concerning personnel-related issues. He is the immediate past Editor-in-Chief of the *Review of Public Personnel Administration* and is the co-editor of *Public Administration in Post-Communist Countries* (CRC Press, 2013), editor of the *Handbook of Human Resource Management in Government*, Jossey-Bass, (1998, 2005 and 2010), and *Radical Reform of the Civil Service*, Lexington Press, 2001. He is the 1998 recipient of the University of Georgia's Walter Barnard Hill Award for Distinguished Achievement in Public Service and Outreach and was named Hill Fellow by the University of Georgia in 2004 (the University of Georgia's highest public service faculty honor). He holds the IPMA-SCP designation from the International Public Management Association for Human Resources. Steve retired from the Carl Vinson Institute of Government, University of Georgia in 2010. He was appointed by President Obama as Chairman of the Federal Salary Council in 2010 and served in this capacity until 2017. Dr. Condrey was elected as a Fellow to the National Academy of Public Administration in 2012 and was President of the American Society for Public Administration for 2013-2014.

Ms. Jan Hansford. Jan Hansford, Vice President of Condrey and Associates, is a Principal Human Resource Management Consultant with the Vinson Institute and recently retired as Human Resources Director of Athens-Clarke County, Georgia, a consolidated government of over 1600 employees. With over 30 years of related experience, both as a practitioner and as a consultant, Jan specializes in administrative classification issues, *Fair Labor Standards Act* compliance, and payroll restructuring and administration. She is also well-versed in communicating complex classification and compensation issues in a clear and understandable fashion and will assist in communicating study results to department heads, elected officials, and employees. Ms. Hansford has assisted in managing over 400 personnel-related projects. Jan holds the IPMA-SCP designation from the International Public Management Association for Human Resources.

Mr. Mark Knowles. Mark Knowles, Principal Consultant with Condrey and Associates, is the founder of GovDirections.com – a leading online procurement monitoring system. Mark has prior experience with the Georgia Municipal Association, where he provided technical assistance to local governments. Mark has assisted with organizational management issues related to technology in several communities including the cities of Rapid City, South Dakota, and Auburn, Alabama. Mark has experience in performance benchmarking and assisted in the design and implementation of systems in communities such as Lowndes County and Dawson County, Georgia. Mark has over twenty years of classification and compensation experience and has assisted managing projects in over 200 jurisdictions across the United States.

Mr. Gene Mays. Gene Mays, Senior Consultant with Condrey and Associates, has over twenty-five years of law enforcement experience as a Patrol Officer, Corporal, Juvenile Officer, Detective, Sergeant, Internal Affairs Officer, and Captain with the Athens-Clarke County Police Department. He recently retired as Chief Deputy of the Clarke County, Georgia Sheriff Department. In addition to directly-related law enforcement experience, Gene is a skilled law

enforcement consultant, having consulted with numerous jurisdictions concerning personnel-related issues (classification and compensation, job analysis, and assessment centers). Gene coordinated the law enforcement interviews with the City of Anniston, Alabama, Orange County, North Carolina, Jefferson City, Missouri, North Little Rock and Jonesboro, Arkansas, Galveston County, Texas, Wilson, North Carolina, Auburn, Alabama, Cape Girardeau, Missouri, Sheridan, Wyoming, Gladstone, Missouri and Jasper, Alabama projects.

Mr. James E. Hansford. Jim Hansford, Principal Consultant with Condrey and Associates, has over thirty-five years of experience as a Firefighter, Lieutenant, Captain, Chief of Training and Fire Chief of a consolidated government fire department. He recently retired as the Executive Director of the State of Georgia Firefighter Standards and Training Council, where he administered the certification program for all fire departments in the State of Georgia. Jimmy is a member of the International Association of Fire Chiefs, Georgia Association of Fire Chiefs, and the Georgia Firefighters Association. Mr. Hansford is a skilled consultant, having assisted with over 100 personnel-related projects in various jurisdictions.

Mr. Mike Mahathirath. Mike Mahathirath, Senior Consultant with Condrey and Associates, is co-founder of GovDirections – the leading online procurement monitoring service. Mike has prior experience with the Georgia Municipal Association and the Georgia Department of Community Affairs. Mike managed one of the largest lease-purchase pools in the United States and implementation of a statewide uniform chart of accounts for Georgia Local Governments. Mike has over twelve years of experience working with local governments throughout the United States.

Mr. Ellis Cadenhead. Ellis Cadenhead, Senior Consultant with Condrey and Associates, recently retired as Executive Director of the Coweta County (Georgia) Water Authority. Ellis previously served as Executive Director of Electric Cities of Georgia and Assistant General Manager of Newnan Utilities (Georgia), a full-service utilities commission. Ellis is active in various state and national professional organizations. He assisted with the Galveston, Texas, North Little Rock, Arkansas, Bowling Green Municipal Utilities (Kentucky), Wilson, North Carolina and Muscatine Power and Water (Iowa) projects. Ellis was the founder of the Georgia Public Web, as well as numerous telecommunications innovations while with Newnan Utilities.

Dr. Rex Facer. Rex L. Facer II, Senior Consultant with Condrey and Associates, is an Associate Professor in the Romney Institute of Public Management in the Marriott School at Brigham Young University where he teaches in the Master of Public Administration program. President Obama appointed Facer to the Federal Salary Council in 2010. Facer previously served on NASPAA's Commission on Peer Review and Accreditation, including a term as chair. The commission is the accrediting body for master's degree programs in public administration. Professor Facer regularly lectures and consults nationally and internationally on human resource management and local public finance issues. His published research has appeared in leading peer-reviewed journals. His current research focuses on public sector compensation practices, alternative work schedules, and local government finance. Rex coordinates all performance appraisal design and training as well as all salary equity analyses for Condrey and Associates, Inc.

Dr. James M. Austin, Jr. Jim Austin, Senior Consultant with Condrey and Associates, is President of Austin Consulting, Incorporated. Dr. Austin has extensive experience in conducting job analysis, assessment center preparation/administration, policy development, training, and position classification activities in a variety of public and private sector organizations including Home Depot.

Dr. Mark Foster. Mark Foster, Senior Consultant with Condrey and Associates, is an industrial psychologist with over 20 years of experience in law enforcement personnel selection and promotion administration. Mark has coordinated the promotional process for the Georgia State Patrol for the past twelve years, and the Georgia Bureau of Investigation for the past eight years. Additionally, he has consulted nationally with numerous other law enforcement agencies and with Fortune 500 corporations such as Georgia Pacific and Federal Express.

Dr. Cathy Reese. Cathy Reese, Senior Consultant with Condrey and Associates, is Assistant Professor of Public Administration at Arkansas State University where she teaches courses in budgeting, financial administration, and human resource management. Cathy has over 15 years of experience in conducting classification and compensation studies and most recently worked on the North Little Rock and Jonesboro, Arkansas, projects.

Mr. Brian Burke. Brian Burke, Senior Consultant with Condrey and Associates, is a certified Real Estate Appraiser and Fire Officer. Brian has consulted with over 30 organizations, and currently works for a local government.

Ms. Linda Seagraves. Linda Seagraves, Principal Consultant with Condrey and Associates, is a Personnel Specialist with the Vinson Institute of Government. Ms. Seagraves specializes in payroll restructuring and is skilled in calculating project implementation costs so that accurate budget projections are provided to the client. Ms. Seagraves has consulted with over 500 organizations.

Dr. Greg Reece. Greg Reece, Principal Consultant with Condrey and Associates, is a skilled technical writer, author and consultant. He holds graduate degrees from Vanderbilt University (M.Div.) and Claremont Graduate University (Ph.D). He teaches courses in Ethics at the University of Alabama, Birmingham.

FLORIDA SURVEY RESEARCH CENTER PROFILE

Michael J. Scicchitano, Ph.D. Michael J. Scicchitano is an associate professor of political science and the director of the Florida Survey Research Center (FSRC) at the University of Florida. As Director of the FSRC he has implemented hundreds of survey research and program evaluation projects in the past ten years including projects related to housing and real estate. He has extensive knowledge of the implementation of telephone, mail, and in-person surveys. He brings expertise in survey design, sampling, and data analysis to this project. Dr. Scicchitano earned a BA in political science and masters in public administration from Pennsylvania State University. He received his Ph.D. in political science from the University of Georgia in 1984. Since 1984 he has been on the faculty at West Virginia University, the University of Connecticut and the University of Florida. In addition to his work with the FSRC, he is director of the masters program in public administration. He is also editor of *State and Local Government Review*, which is the official journal for American Society for Public Administration's section on intergovernmental management. His research on issues related to public policy and public affairs has been published in *Journal of Politics*, *Publius*, *Legislative Studies Quarterly*, *Policy Studies Journal*, *Administration and Society* and many others. He has taught courses on public budgeting, computer applications, and public policy and administration to graduate and undergraduate students at the University of Florida.

Tracy L. Johns, Ph.D. Tracy Johns is an Adjunct Instructor for the Departments of Sociology and Political Science and the Research Director at the Florida Survey Research Center (FSRC) at the University of Florida. As Research Director of the FSRC, she has designed and overseen the implementation of hundreds of surveys. Dr. Johns is responsible for the creation and design of survey instruments, population sampling, managing survey implementation, supervising data analysis, and writing summary reports of research conducted by the FSRC. She has an extensive background in conducting mail, telephone, and in-person surveys as well as secondary data analysis and program evaluations. Dr. Johns earned a B.A. and M.A. in sociology from the University of Florida, and completed her Ph.D. in sociology at the University of Florida in 2001.

Dr. Johns has published, in journals such as *Journal of Research in Crime and Delinquency* and *Security Journal*, and presented papers on a variety of topics, including: crime and deviance on college campuses, disaggregated homicide results, racism in America, and survey methodology. Dr. Johns' research focuses on issues related to alcohol use and abuse, date rape, and white collar crime. She has initiated and overseen several large-scale studies on alcohol and drug use and she is currently studying shoplifting behaviors. Dr. Johns teaches courses in deviant behavior and general sociology at the University of Florida.

SUMMARY OF CONSULTANT RESPONSIBILITIES AND ASSIGNMENTS

Steve Condrey will serve as project director and will coordinate all direct contacts with the client in conjunction with **Jan Hansford**. Jan will also coordinate the classification interview schedule, personally interview top administrative personnel, be responsible for constructing the overall classification plan, direct the salary survey, calculate project implementation costs, review the proposed classification plan with appropriate County officials, conduct employee classification appeals (if any), and be available on an as-needed basis for follow-up technical assistance and training during the first year of project implementation.

Jan Hansford and Mark Knowles will serve as assistant project directors and will assist Steve Condrey in the above outlined duties. Mark will also conduct the classification interviews in conjunction with Jan Hansford.

Dr. Greg Reece is the writer for the project. **Linda Seagraves** will coordinate salary data collection activities conducted by the University of Florida as part of this project and will calculate the costs of various project implementation plans.

City of Mandan staff support required for the project will be minimal. We request that one person be appointed to serve as our principal contact for the purpose of communicating project plans and schedules, gathering current payroll information, and disseminating and collecting position questionnaires and draft job descriptions.

PROJECT UNDERSTANDING, PROPOSED APPROACH, AND METHODOLOGY

- * For a full description of project activities please see the enclosed draft contract. Individual employees will be apprised of project activities through a series of project orientation sessions as well as personally during the time that they are interviewed for classification purposes.
- * Condrey and Associates will conduct a salary survey specifically for this project. Approximately 25 organizations will be invited to participate in the survey. The salary data will be collected using a university-based online system. This system makes it easy for the target organizations to quickly and accurately input their salary and, if needed, benefit information. Each organization will be sent an email that explains the online salary system as well as access information. The team implementing the online salary survey is available to answer questions and provide support as needed. A sample of the web-based salary data collection system can be viewed at : <http://www.flsurveyresearch.org/demo/> using the access code: NJFRHP
- * We will provide the City of Mandan with three implementation plans showing the relative impact of differing funding levels on the compensation plan. This will provide the County with a degree of flexibility in implementing the project. Back-up data will provide individual employee salary calculations for placement in the new plan. Additionally, Condrey and Associates will discern the need for and, if necessary, detail the cost of any equity adjustment to ease employee pay compression.
- * Three months following project implementation, Condrey and Associates will conduct an employee appeals process. The appeals process will provide employees an opportunity to provide written justification for appealing their classification. Condrey and Associates will reply to all appeals in writing and will conduct telephone or onsite reviews to ascertain the nature of the appeals. We normally have few (if any) classification appeals.
- * Condrey and Associates utilizes a modified version of the Factor Evaluation System (FES). FES is the most widely utilized point-factor evaluation system and is the basis for most all other point-factor job evaluation systems. We have utilized FES in over 500 organizations of differing functions and degrees of administrative sophistication. We find that FES, when applied skillfully and properly, produces an internally equitable classification plan that is highly acceptable to management as well as the organization's employees. Training in FES application will be provided to the City of Mandan human resources staff. Also, we provide a full year of follow-up technical assistance to include additional training to insure that the system is properly maintained. Please note that all FES data calculations are available in electronic format. Also, since FES is in the public domain, there are no copyright or royalty fees associated with its use.
- * We will conduct extensive interviews or desk audits with full-time position incumbents (approximately 80% of the City of Mandan's employees). This will help assure an accurate and internally equitable classification plan that is accepted by management as well as the County's employees.

* Condrey and Associates utilizes a system of career ladders as an overlay to the classification system developed through our job evaluation system. These career ladders provide avenues for managerial flexibility as well as individual employee incentive and achievement. We believe this methodology is superior to traditional broad-banding and avoids that system's potential flaws, including those related to equal pay.

* Condrey and Associates is very familiar with the *Americans with Disabilities Act* (ADA). In addition to providing advice to clients in the practical application of ADA, one of the firm's principals conducted the most extensive survey to date of ADA implementation in America's cities. Approximately 300 cities responded to the survey. The results appear in the *American Review of Public Administration*.

* All written products produced for the City of Mandan project will become the property of the City. This includes the job evaluation system, position questionnaires, salary survey data, and all training materials. These products will also be provided to the client in disk form. Our current software includes Word, Excel, and the Statistical Package for the Social Sciences (SPSS+). There is no additional charge for this service.

SUMMARY OF THE PROPOSED FEE STRUCTURE

Condrey and Associates will provide the services outlined in the enclosed draft contract for the **fixed cost** of \$42,500. This fee includes one year of follow-up technical assistance at no additional charge to the jurisdiction.

MEMORANDUM OF AGREEMENT

This agreement is made and entered into this ____ day of _____ 2020, by and between the City of Mandan, party of the first part, hereinafter called the COOPERATOR and Condrey and Associates, Inc., party of the second part, hereinafter called the CONSULTANT. All obligations under this agreement will be performed by Condrey and Associates, Inc.

WITNESSETH, inasmuch as the COOPERATOR is desirous of setting up a cooperative service with Condrey and Associates and inasmuch as the CONSULTANT is willing to undertake and conduct such a cooperative service, the purpose of this agreement is to establish the terms and conditions under which such a cooperative service will be accomplished pursuant to the conditions herein set forth.

The CONSULTANT is an independent contractor. Furthermore, the parties hereto agree that any information gathered from the COOPERATOR or its employees, and the documents prepared therefrom, shall be the property of the COOPERATOR. They shall remain confidential and shall not be used by CONSULTANT other than in its duties and responsibilities hereunder.

NOW, THEREFORE, in consideration of the following mutual promises, covenants, and conditions, it is agreed as follows:

Section I

Condrey and Associates will:

- a. Carry on the cooperative service onsite and in the offices of Condrey and Associates substantially as set forth in the attached outline marked "Appendix A" and made a part of this agreement.

b. Preserve all of its records bearing upon the amounts payable under this agreement, and further agrees that any specifically authorized representative of the COOPERATOR shall, until the expiration of one year after final payment under this agreement, have access to and the right to examine any directly pertinent books, documents, papers, and records of Condrey and Associates involving transactions related to this agreement.

Section II

COOPERATOR will pay Condrey and Associates a fixed fee of \$42,500 upon receipt of invoices. This amount will be paid in two (2) equal installments, within twenty (20) days of receipt of billing. The invoices should be directed to Ms. Brittany Cullen, SHRM-SCP, Human Resources Director, City of Mandan, 205 2nd Avenue, Mandan, North Dakota 58554; telephone number (701) 667-3217. The billings shall occur on March 15, 2020 and June 1, 2020.

Section III

The term of this agreement shall be from March 1, 2020 through June 30, 2020. However, it may be terminated by either party by written notice of such intent submitted 30 days in advance. In the event of such termination, the COOPERATOR will pay Condrey and Associates a prorated portion of the upcoming installment consistent with the revised termination date. Condrey and Associates will continue to work on the project until the revised termination date and will provide to the COOPERATOR interim findings and summary notes that reflect the status of the project at the time of revised termination.

Section IV

This agreement may be modified at any time by mutual consent of the parties hereto. Any modification hereto shall be in writing and signed by both parties.

Section V

Neither party to this agreement will discriminate against any person, employee or applicant for employment because of race, creed, color, religion, sex, national origin, ancestry, age, veteran status, or disability.

IN WITNESS WHEREOF, this agreement is entered into on the date first above written.

FOR CONDREY AND ASSOCIATES:

FOR THE CITY OF MANDAN:

Stephen E. Condrey
President

Date: _____

Date: _____

Jan H. Hansford
Vice President

Date: _____

Corporate Seal

APPENDIX A

Contract for Technical Assistance to the City of Mandan: Proposal for Reviewing and Updating the City's Compensation and Classification System

The administration of the City of Mandan has determined the need for a review and updating of the job classification system and pay plan for selected jobs covered under its personnel system.

Condrey and Associates proposes the following schedule of activities to accomplish four objectives:

1. Review and revise the current personnel classification system and pay plan for all employees covered under this agreement;
2. Produce an updated description of each job and produce a classification system based on job content analysis;
3. Collect salary data and produce a recommended pay plan based on job analysis, job evaluation, and survey data; and
4. Train designated personnel in each step of classification and pay plan development to help insure the implementation and maintenance of the system.

Phase I – Developing a Work Plan and Schedule of Activities

- 1.1 Condrey and Associates, in cooperation with appropriate officials, will generate a work plan of activities and target dates for completion.
- 1.2 During this phase all the documents detailing the current personnel policies and procedures, job classification system and pay plan will be made available to Condrey and Associates for review and analysis.

Phase II – Job Analysis Survey

- 2.1 Condrey and Associates will develop a detailed job survey form to be completed by position incumbents. This data will serve as the basis for generating updated job descriptions, job classifications, and job evaluations (ranking of jobs).
- 2.2 Condrey and Associates will determine the number of interviews and/or job audits that will need to be conducted to insure adequate data for generating a complete and valid description of each job and job classification. It is anticipated that approximately 80% of

the City of Mandan's employees will be interviewed concerning their job duties and responsibilities.

- 2.3 After the job survey, job audits and interview data are analyzed, a properly formatted job description will be completed for each job. The written job description will draw on four sources of information: (1) current job descriptions, (2) information from the job survey, (3) supervisors' review and critique, and (4) interviews and job audits.

Phase III – Job Evaluation

- 3.1 Condrey and Associates will furnish a job evaluation format of established procedures for ranking jobs and measuring differences in job content.
- 3.2 Condrey and Associates and appropriate officials will select a format best suited for measuring different levels of knowledge, skills, and abilities required to perform the jobs to be evaluated.

Phase IV – Developing a Compensation Structure

Condrey and Associates will:

- 4.1 Condrey and Associates will conduct a salary survey of organizations specifically for this project. The survey will include up to 25 organizations and 40 benchmark positions.
- 4.2 Condrey and Associates will collect, review, and format published salary data covering relevant public and private organizations.
- 4.3 Condrey and Associates will analyze and format the survey data for use in establishing competitive pay levels.
- 4.4 After the survey data is compiled, Condrey and Associates will review all data generated to this point with appropriate officials to determine what additional information needs to be considered before moving to the next phase.

Phase V – Developing a Pay Plan

Condrey and Associates will:

- 5.1 Establish recommended pay grades based on the job evaluation results (Phase III) and the wage survey (Phase IV).

- 5.2 Establish pay steps or ranges in each grade and present the complete recommended pay plan to appropriate officials for review. At this point the plan will reflect the data from Phases III and IV as well as cost-of-living data and the jurisdiction's financial condition and compensation policy.

Phase VI – Implementing and Administering the Program

Condrey and Associates will:

- 6.1 Recommend a series of career ladders and lattices as appropriate.
- 6.2 Determine the proper FLSA designation of each position.
- 6.3 Present alternative plans to ameliorate salary compression.
- 6.4 Be available to provide a reasonable level of ongoing technical assistance necessary to maintain the program.

Cost and Duration

The cost to Condrey and Associates to provide the services specified in this proposal will be a **fixed fee** of \$42,500. Considering the scope of the project, we anticipate a four (4) month work plan beginning March 1, 2020, with final reports submitted on or before June 30, 2020. Follow-up technical assistance will be provided through June 30, 2021 at no additional cost to the City (with the exception of travel-related costs). Formal involvement would terminate June 30, 2020.

City of Mandan
Schedule of Activities

<u>DATE</u>	<u>ACTIVITY</u>
March 2020	<ul style="list-style-type: none">o Conduct project orientation for human resources staff and department headso Distribute position questionnaireso Completed position questionnaires returned to Condrey and Associates
April 2020	<ul style="list-style-type: none">o Conduct employee interviewso Conduct salary survey
May 2020	<ul style="list-style-type: none">o Continue salary survey
June 2020	<ul style="list-style-type: none">o Develop preliminary cost estimateo Present preliminary classification and pay reporto Publish final report
July 2020 – June 2021	<ul style="list-style-type: none">o Provide follow-up technical assistance in pay plan implementation.

Project Directors: Dr. Stephen E. Condrey, President
Ms. Jan Hansford, Vice President
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(706) 380-7107 (Phone)
(586) 816-4067 (FAX)
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jan@condrey-consulting.com
www.condrey-consulting.com



Board of City Commissioners

Agenda Documentation

MEETING DATE: February 18, 2020
PREPARATION DATE: February 11, 2020
SUBMITTING DEPARTMENT: Administration
DEPARTMENT DIRECTOR: Jim Neubauer, City Administrator
PRESENTER: Mayor Tim Helbling
SUBJECT: 2020 Census Announcement

STATEMENT/PURPOSE: In the 2020 Census, when counting your family, it is to be based on where you are living, not your legal residency since services are provided to you based on where you live the majority of the year. John already talked about how one missed resident is a loss of \$19,100. I will add that one missed household is a loss of \$44,312 for the State of North Dakota over the next 10 years.

BACKGROUND/ALTERNATIVES: In March, all households will receive a notification to complete the census for everyone living in the home. Census Day is April 1, but data collection will continue through July.

ATTACHMENTS: N/A

FISCAL IMPACT: N/A

STAFF IMPACT: N/A

LEGAL REVIEW: N/A

RECOMMENDATION: N/A

SUGGESTED MOTION: N/A