TENTATIVE AGENDA
RAYTOWN BOARD OF ALDERMEN
JULY 16, 2019
REGULAR SESSION NO. 7
RAYTOWN CITY HALL
10000 EAST 59TH STREET
RAYTOWN, MISSOURI 64133
7:00 P.M.

OPENING SESSION

Invocation/Pledge of Allegiance
Roll Call

Public Comments
Communication from the Mayor
Communication from the City Administrator
Committee Reports

STUDY SESSION

Board Goals Update
Damon Hodges, City Administrator

1. **CONSENT AGENDA**

All matters listed under the Consent Agenda are considered to be routine by the Board of Aldermen and will be enacted by one motion without separate discussion or debate. The Mayor or a member of the Board of Aldermen may request that any item be removed from the consent agenda. If there is no objection by the remaining members of the board, such item will be removed from the consent agenda and considered separately. If there is an objection, the item may only be removed by a motion and vote of the board.

Approval of the Regular July 2, 2019 Board of Aldermen meeting minutes.

OLD BUSINESS

2. **FIRST READING: Bill No. 6507-19, Section IV-A**. **AN ORDINANCE** ESTABLISHING A PROCEDURE TO DISCLOSE POTENTIAL CONFLICTS OF INTEREST AND SUBSTANTIAL INTERESTS FOR CERTAIN MUNICIPAL OFFICIALS IN THE CITY OF RAYTOWN, MISSOURI. Point of Contact: Teresa Henry, City Clerk.

3. **R-3223-19: A RESOLUTION** AUTHORIZING AND APPROVING THE PROFESSIONAL SERVICES OF STORM SEWER INFRASTRUCTURE REPAIR IN THE CITY OF RAYTOWN, MISSOURI FROM WIEDENMANN, INC. UTILIZING THE CITY OF LEE'S SUMMIT, MISSOURI COOPERATIVE PURCHASE CONTRACT AND APPROVING PROJECT EXPENSES FOR 6012 HARRIS IN THE AMOUNT OF $92,467.05. Point of Contact: Damon Hodges, City Administrator.

4. **R-3224-19: A RESOLUTION** DIRECTING THE CITY CLERK TO PLACE ON FILE FOR A PERIOD OF NINETY DAYS CERTAIN UNIFORM CODES REGULATING THE CONSTRUCTION OF BUILDINGS AND CONTINUED OCCUPANCY THEREOF; MECHANICAL, PLUMBING AND ELECTRICAL CONSTRUCTION; AND FIRE PREVENTION. Point of Contact: Ray Haydaripoor, Community Development Director.

5. **R-3225-19: A RESOLUTION** AUTHORIZING AND APPROVING PARTICIPATION BY THE CITY IN THE DRIVE SOBER OR GET PULLED OVER ENFORCEMENT CAMPAIGN AND AUTHORIZING A GRANT APPLICATION THROUGH THE MISSOURI DEPARTMENT OF TRANSPORTATION HIGHWAY SAFETY & TRAFFIC DIVISION. Point of Contact: Randy Hudspeth, Interim Chief of Police.

6. **R-3226-19: A RESOLUTION** AUTHORIZING AND APPROVING AN AGREEMENT FOR THE RECRUITMENT OF A CHIEF OF POLICE WITH BAKER TILLY VIRCHOW KRAUSE, LLP IN AN AMOUNT NOT TO EXCEED $25,000.00 PLUS CANDIDATE EXPENSES FOR A TOTAL RECRUITMENT AMOUNT NOT TO EXCEED $30,000.00 AND AMEND THE FISCAL YEAR 2018-2019 BUDGET. Point of Contact: Damon Hodges, City Administrator.

DISCUSSION ITEM

7. Trash Containers-Chapter 34, Alderman Jim Aziere

ADJOURNMENT

DRAFT
MINUTES

TENTATIVE AGENDA
RAYTOWN BOARD OF ALDERMEN
JULY 2, 2019
REGULAR SESSION NO. 6
RAYTOWN CITY HALL
10000 EAST 59TH STREET
RAYTOWN, MISSOURI 64133
7:00 P.M.

OPENING SESSION

Mayor Michael McDonough called the July 2, 2019 Board of Aldermen meeting to order at 7:05 p.m. and Alderman Jason Greene provided the invocation and led the pledge of allegiance.

Roll

Roll was called by Teresa Henry, City Clerk and the attendance was as follows:

Alderman Jason Greene, Alderman Bill Van Buskirk, Alderman Frank Hunt, Alderman Mary Jane Van Buskirk, Alderman Jim Aziere, Alderman Bonnaye Mims, Alderman Greg Walters, Alderman Janet Emerson, Alderman Ryan Myers, Alderman Derek Ward

Proclamations/Presentations

Police Officers Christina, Doubledee and Wallace were presented by Randy Hudspeth, Interim Police Chief, and sworn in by Teresa Henry, City Clerk.

Public Comments

Comments were made by:

Tony Jacob, 10201 E 64 Street, Raytown, MO

George Bass, 5913 Hunter

Mindy McDaniel, 5917 Hunter

Communication from the Mayor

Mayor McDonough spoke on recent events and City business.

Communication from the City Administrator

Damon Hodges, City Administrator, provided an update on the City's current projects and plans.

Khalen Dwyer, of Columbia Capital, provided an update on the TIF refinancing.

The TIF refinancing update was discussed.

Public Comments, continued

Comments were made by:

Deloris Dewey, 6015 Hunter

Committee Reports

Alderman Ward left the dais at 7:54 p.m.

Comments were made by Aldermen Emerson and Bill Van Buskirk.

Alderman Ward returned to the dais at 7:55 p.m.

LEGISLATIVE SESSION

1. **CONSENT AGENDA**

All matters listed under the Consent Agenda are considered to be routine by the Board of Aldermen and will be enacted by one motion without separate discussion or debate. The Mayor or a member of the Board of Aldermen may request that any item be removed from the consent agenda. If there is no objection by the remaining members of the board, such item will be removed from the consent agenda and considered separately. If there is an objection, the item may only be removed by a motion and vote of the board.

Approval of the Regular June 18, 2019 Board of Aldermen meeting minutes.

R-3221-19: A RESOLUTION AUTHORIZING AND APPROVING THE APPOINTMENT OF JASON HULL TO THE POLICE OFFICERS' RETIREMENT FUND BOARD OF TRUSTEES. Point of Contact: Teresa Henry, City Clerk.

Alderman Mims, seconded by, Alderman Mary Jane Van Buskirk, made a motion to adopt. The motion was approved by a vote of 10-0.

Ayes: Aldermen Mims, Mary Jane Van Buskirk, Emerson, Ward, Aziere, Hunt, Bill Van Buskirk, Walters, Greene, Myers
Nays: None

OLD BUSINESS

2. Public Hearing: A public hearing to consider a text amendment to Chapter 50 relating to Medical Marijuana.

   2a. **SECOND READING: Amended Bill No. 6505-19, Section XIII. AN ORDINANCE** AMENDING CHAPTER 50 (ZONING) OF THE CODE OF ORDINANCES OF THE CITY OF RAYTOWN, MISSOURI ARTICLE XI AND ADDING ARTICLE XII TITLED MEDICAL MARIJUANA. Point of Contact: Chris Gilbert, Planning & Zoning Coordinator.

Mayor McDonough continued the public hearing.

The ordinance was read by title only by Teresa Henry, City Clerk.

Chris Gilbert, Planning & Zoning Coordinator, presented on the item and remained available for any discussion.

The ordinance was discussed.

Alderman Greene, seconded by Alderman Myers, made a motion to amend the ordinance in the following way:
Sec. 50-580 (B, 1) remove "by chain link fencing"
Sec. 50-580 (B, 2) remove "or from a permanent structure at any level"

Discussion continued.

The motion was approved by a vote of 8-2.

Ayes: Aldermen Greene, Myers, Emerson, Ward, Aziere, Hunt, Mims, Walters
Nays: Aldermen Bill Van Buskirk, Mary Jane Van Buskirk

Alderman Walters, seconded by Alderman Aziere, made a motion to adopt.

Discussion continued.

The motion was approved by a vote of 10-0.

Mayor McDonough closed the public hearing.

Ayes: Aldermen Walters, Aziere, Greene, Bill Van Buskirk, Hunt, Mary Jane Van Buskirk, Mims, Emerson, Myers, Ward
Nays: None

NEW BUSINESS

3. Public Hearing: A public hearing to consider a Conditional Use Permit for property located at 5270 Blue Ridge Boulevard.

   3a. **FIRST READING: Bill No. 6506-19, Section XIII. AN ORDINANCE** APPROVING A CONDITIONAL USE PERMIT FOR JAVAID CHAUDHRI TO OPERATE A VEHICLE REPAIR (GENERAL) USE WITH LIMITED AUTO SALES AT 5270 BLUE RIDGE BOULEVARD IN THE CITY OF RAYTOWN, JACKSON COUNTY, MISSOURI. Point of Contact: Chris Gilbert, Planning & Zoning Coordinator.

Mayor McDonough opened the public hearing.

The ordinance was read by title only by Teresa Henry, City Clerk.

Alderman Walters left the dais at 8:24 p.m.

Chris Gilbert, Planning & Zoning Coordinator, presented on the item and remained available for any discussion.

Alderman Walters returned to the dais at 8:27 p.m.

The ordinance was discussed.

Alderman Greene, seconded by Alderman Mims, made a motion to suspend the rules and hold an immediate second reading. The motion was approved by a vote of 9-1.

Ayes: Aldermen Greene, Mims, Walters, Hunt, Aziere, Myers, Emerson, Mary Jane Van Buskirk, Ward
Nays: Alderman Bill Van Buskirk

The ordinance was read for a second time by title only by Teresa Henry, City Clerk.

Alderman Mims, seconded by Alderman Greene, made a motion to adopt.

The applicant, Javaid Chaudhri, was called to the lectern for discussion.

Discussion continued.

The conditions of the Conditional Use Permit were read into the record by Jennifer Baird, City Attorney.

The applicant was called back to the lectern for further discussion.

Mayor McDonough closed the public hearing.

The motion was approved by a vote of 10-0.

Ayes: Aldermen Mims, Greene, Emerson, Ward, Aziere, Hunt, Bill Van Buskirk, Walters, Mary Jane Van Buskirk, Myers
Nays: None

4. **FIRST READING: Bill No. 6507-19, Section IV-A**. **AN ORDINANCE** ESTABLISHING A PROCEDURE TO DISCLOSE POTENTIAL CONFLICTS OF INTEREST AND SUBSTANTIAL INTERESTS FOR CERTAIN MUNICIPAL OFFICIALS IN THE CITY OF RAYTOWN, MISSOURI. Point of Contact: Teresa Henry, City Clerk

The ordinance was read by title only by Teresa Henry, City Clerk.

Teresa Henry, City Clerk, remained available for any discussion.

The item will continue on the next meeting agenda.

5. **R-3222-19: A RESOLUTION** AUTHORIZING AND APPROVING AN AGREEMENT WITH INDEPENDENT SALT CO. FOR THE PURCHASE OF SALT FOR THE PURPOSE OF TREATING ROADS AND BRIDGES IN INCLEMENT WEATHER. Point of Contact: Damon Hodges, City Administrator.

The resolution was read by title only by Teresa Henry, City Clerk.

Damon Hodges, City Administrator, remained available for any discussion.

Alderman Myers, seconded by Alderman Mims, made a motion to adopt.

The resolution was discussed.

The motion was approved by a vote of 10-0.

Ayes: Aldermen Myers, Mims, Mary Jane Van Buskirk, Greene, Bill Van Buskirk, Emerson, Aziere, Hunt, Walters, Ward
Nays: None

DISCUSSION ITEM

6. Safe Park Committee – Alderman Greg Walters

Alderman Walters made a motion to be granted authorization to form a park improvement committee.

The item was discussed.

Alderman Aziere seconded the motion.

Discussion continued.

The motion was approved by a vote of 6-3-0-1

Ayes: Aldermen Walters, Aziere, Ward, Emerson, Bill Van Buskirk, Mary Jane Van Buskirk
Nays: Aldermen Mims, Myers, Hunt
Absent: None

Abstain: Alderman Greene

Alderman Mims, seconded by Alderman Ward, made a motion to adjourn. The motion was approved by a vote of 10-0.

Ayes: Aldermen Mims, Ward, Greene, Bill Van Buskirk, Hunt, Mary Jane Van Buskirk, Aziere, Walters, Emerson, Myers
Nays: None

ADJOURNMENT

The meeting adjourned at 9:43 p.m.

_____
Teresa M. Henry, MRCC
City Clerk

CITY OF RAYTOWN
Request for Board Action

Date: July 10, 2019 **Bill No.: 6507-19**
To: Mayor and Board of Aldermen **Section No.: IV-A**
From: Teresa Henry, City Clerk

Department Head Approval: _____

City Administrator Approval: _____

Action Requested: Adopt the Ordinance.

Recommendation: Adopt the Ordinance.

Analysis: In 1991, the Missouri General Assembly adopted an ethics and personal financial disclosure law, which applied to all municipalities with an annual operating budget in excess of $1 million. Under the law, municipalities were allowed to adopt their own simplified personal financial disclosure requirements by ordinance (commonly known as "short form" reporting). The financial disclosure reporting requirements apply to each elected official, the City Administrator (as the Chief Administrative Officer and Chief Purchasing Officer), the Director of Finance (as the Chief Financial Officer), the City Clerk, the full-time General Counsel, the Park Board, and the Parks and Recreation Director.

Each political subdivision desiring to use the "short form" is required to readopt the ordinance authorizing "short form" reporting every two years. However, in order to avoid the significant consequences of the failure to readopt the ordinance the recommended best practice is to adopt the ordinance annually.

The ordinance must be adopted by September 15 and a copy must be provided to the Missouri Ethics Commission.

Alternatives: Alternative is to not adopt and require "long form" reporting by officials of the City of Raytown.

AN ORDINANCE ESTABLISHING A PROCEDURE TO DISCLOSE POTENTIAL CONFLICTS OF INTEREST AND SUBSTANTIAL INTERESTS FOR CERTAIN MUNICIPAL OFFICIALS IN THE CITY OF RAYTOWN, MISSOURI

WHEREAS, the proper operation of municipal government requires that public officials and employees be independent, impartial and responsible to the people; that government decisions and policy be made in the proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government; and

WHEREAS, in recognition of these goals, there is hereby established a procedure for disclosure by certain officials and employees of private financial or other interests in matters affecting the City; and

WHEREAS, State law requires that the procedure for disclosure of such interests be adopted by each public subdivision every two years and that a copy of the ordinance be provided to the Missouri Ethics Commission on or before September 15; and

WHEREAS, the City of Raytown has determined it is in the best interest of the citizens of the City to reaffirm its commitment to disclose such interests and adopt such procedures annually;

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF RAYTOWN, MISSOURI, AS FOLLOWS:

SECTION 1 – RE-ADOPTION OF CITY CODE SECTION 2-131. That Chapter 2, Administration, Article III, Officers and Employees, Division 2, Ethical Standards, Section 2-131, Disclosure reports, of the City Code is hereby adopted to read as follows:

Sec. 2-131. Disclosure reports.

Each elected official, the City Administrator (as the Chief Administrative Officer and Purchasing Officer), the Director of Finance (as the Chief Financial Officer), the City Clerk, the full-time General Counsel, the Park Board, and the Parks and Recreation Director, shall disclose the following information by May 1 if any such transactions occurred during the previous calendar year:

(1) For such person, and all persons within the first degree of consanguinity or affinity of such person, the date and the identities of the parties to each transaction with a total value in the excess of five hundred dollars ($500.00), if any, that such person had with the political subdivision, other than compensation received as an employee or payment of any tax, fee or penalty due to the political subdivision, and other than transfers for no consideration to the political subdivision.

(2) The date and the identities of the parties to each transaction known to the person with a total value in excess of five hundred dollars ($500.00), if any, that any business entity in which such person had a substantial interest, had with the political subdivision, other than payment of any tax, fee or penalty due to the political subdivision or transactions involving payment for providing utility service to the political subdivision, and other than transfers for no consideration to the political subdivision.

(3) The City Administrator (as Chief Administrative Officer and Chief Purchasing Officer) shall also disclose by May 1 for the previous calendar year the following information:

a. The name and address of each of the employers of such person from whom income of one thousand dollars ($1,000.00) or more was received during the year covered by the statement.

b. The name and address of each sole proprietorship that he owned; the name, address and the general nature of the business conducted of each general partnership and joint venture in which he was a partner or participant; the name and address of each partner or co-participant for each partnership or joint venture unless such names and addresses are filed by the partnership or joint venture with the secretary of state; the name, address and general nature of the business conducted of any closely held corporation or limited partnership in which the person owned ten (10) per cent or more of any class of the outstanding stock or limited partnership units; and the name of any publicly traded corporation or limited partnership that is listed on a regulated stock exchange or automated quotation system in which the person owned two (2) percent or more of any class of outstanding stock, limited partnership units or other equity interests.

c. The name and address of each corporation for which such person served in the capacity of a director, officer or receiver.

SECTION 2 – RE-ADOPTION OF CITY CODE SECTION 2-132. That Chapter 2, Administration, Article III, Officers and Employees, Division 2, Ethical Standards, Section 2-132, Filing of disclosure reports, of the City Code is hereby adopted to read as follows:

Sec. 2-132. Filing of disclosure reports.

The disclosure report shall be filed at the following times, but no person is required to file more than one (1) report in any calendar year:

(1) Each person appointed to office who is required to report under section 2-131 shall file the report within thirty (30) days of such appointment or employment.

(2) Every other person required to file a report shall file the same annually no later than May 1 and the report shall cover the calendar year ending the immediately preceding December 31; provided that any member of the Board of Aldermen may supplement the report to disclose additional interests acquired after December 31 of the covered year until the date of filing the report.

(3) The reports shall be filed with the City Clerk and the Ethics Commission. The reports shall be available for public inspection and copying during normal business hours.

SECTION 3 – CITY CLERK TO NOTIFY MISSOURI ETHICS COMMISSION. The City Clerk is hereby directed to provide a copy of this ordinance to the Missouri Ethics Commission on or before September 15, 2019.

SECTION 4 – REPEAL OF ORDINANCES IN CONFLICT. That all ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

SECTION 5 – EFFECTIVE DATE. That this ordinance shall be in full force and effect from and after the date of its passage and approval.

BE IT REMEMBERED that the above was read two times by heading only, **PASSED AND ADOPTED** by a majority of the Board of Aldermen and **APPROVED** by the Mayor of the City of Raytown, Jackson County, Missouri, this 16th day of July, 2019.

_____
Michael McDonough, Mayor

ATTEST:

_____
Teresa M. Henry, City Clerk

Approved as to Form:

_____
Jennifer M. Baird, City Attorney

CITY OF RAYTOWN
Request for Board Action

Date: July 10, 2019 **Resolution No.: R-3223-19**
To: Mayor and Board of Aldermen
From: Damon Hodges, City Administrator

Department Head Approval: _____

Finance Director Approval: _____(only if funding is requested)

City Administrator Approval: _____

Action Requested: Approval of emergency storm sewer repairs at 6012 Harris.

Recommendation: Staff recommends approval as submitted.

Analysis: On Tuesday, May 21, 2019, flooding was observed at 60th Terrace and Harris. A Public Works storm crew was sent to begin repair to a damaged pipe and it was determined to require immediate, emergency repairs. Staff contacted Wiedenmann Inc. (of the time and material Lee's Summit Cooperative) and received an initial construction estimate of $40,632 on May 29, 2019.

Wiedenmann Inc. began work on this emergency stormwater project on Friday, May 31. Upon removal of the first section of 54" metal pipe, further investigations revealed an additional 112' of 54" diameter metal pipe that needed to be removed and replaced.

On Monday, June 3, staff requested an updated construction time and materials estimate from Wiedenmann, Inc. Due to the increased size of the project, the first estimate of $40,632 was increased to $79,546. The original estimate was to remove & replace about 40' of 54" pipe, and the revised estimate was to remove & replace about 120' of 54" pipe as well as add a junction box at a bend in the existing pipe.

The work was completed on Tuesday, June 18, and staff now has the agreed upon final invoice for this emergency project of $92,467.05. Staff worked on site with the contractor daily to ensure a quality project and that staff would be able to make any additional changes on the fly to limit delays and potential increases to delays.

This will be paid from the Storm Water Fund for emergency repairs (with a budgeted amount of $120,000). This project was authorized and completed per City Purchasing Policy (Section 6, Emergency Purchases, 6.1A).

Alternatives: N/A

Budgetary Impact:

- ☐ Not Applicable
- ☒ Budgeted item with available funds
- ☐ Non-Budgeted item with available funds through prioritization
- ☐ Non-Budgeted item with additional funds requested

Fund:	Storm Water Fund, Repair & Maintenance Services 401.62.00.100.53600
Amount to Spend:	$92,467.05

Additional Reports Attached: Final invoice, post construction pictures, emergency memo with Wiedenmann Inc. construction estimates, Location Map, and earlier project construction pictures.

RESOLUTION NO.: R-3223-19

A RESOLUTION AUTHORIZING AND APPROVING THE PROFESSIONAL SERVICES OF STORM SEWER INFRASTRUCTURE REPAIR IN THE CITY OF RAYTOWN, MISSOURI FROM WIEDENMANN, INC. UTILIZING THE CITY OF LEE'S SUMMIT, MISSOURI COOPERATIVE PURCHASE CONTRACT AND APPROVING PROJECT EXPENSES FOR 6012 HARRIS IN THE AMOUNT OF $92,467.05

WHEREAS, the City of Raytown periodically identifies storm sewer infrastructure that needs repair beyond staff capacity; and

WHEREAS, the City of Raytown in the adoption of its purchasing policy has approved the practice of purchasing equipment and supplies from competitive bids awarded by other governmental entities through a competitive bidding process; and

WHEREAS, the City of Lee's Summit, Missouri has competitively bid the repair services of water, wastewater and storm water and has determined Wiedenmann, Inc. to be the most competitive bid; and

WHEREAS, the City of Raytown had an emergency storm sewer repair project located at 6012 Harris and utilized the services of Wiedenmann, Inc. in an amount of $92,467.05 for such purposes; and

WHEREAS, the Board of Aldermen finds it is in the best interest of the citizens of the City of Raytown to authorize and approve the professional services of emergency storm sewer infrastructure repair from Wiedenmann, Inc. utilizing the City of Lee's Summit, Missouri cooperative purchase contract and approve project expenses for 6012 Harris in the amount of $92,467.05;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF RAYTOWN, MISSOURI, AS FOLLOWS:

THAT the professional services of storm sewer infrastructure repair from Wiedenmann, Inc. utilizing the City of Lee's Summit, Missouri cooperative purchase contract and approving project expenses for 6012 Harris in the amount of $92,467.05 is hereby authorized and approved; and

FURTHER THAT the City Administrator is authorized to execute all documents necessary to these transactions and the City Clerk is authorized to attest thereto.

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Raytown, Missouri, the 16th day of July, 2019.

_____
Michael McDonough, Mayor

ATTEST:

_____
Teresa M. Henry, City Clerk

Approved as to Form:

_____
Jennifer M. Baird, City Attorney

WIEDENMANN, INC.
WBE Certified Missouri and Kansas

950 N. Scott / PO BOX 245 - Belton, MO 64012 - 816-322-1125 / Fax 816-322-1126 - general@wiedenmanninc.com

July 5, 2019

City of Raytown, Missouri
Engineering Department
10000 East 59th Street
Raytown, MO 64133

Attn: Mr. Tony Mesa

Re: 6012 Harris Avenue Storm Sewer Emergency
WI #634

FINAL
INVOICE

Dear Tony,

Please find attached the Time & Materials breakdown for the above referenced project. This invoice is for work completed on May 30 through June 18, 2019. The value of our work is:

NINETY-TWO THOUSAND FOUR HUNDRED SIXTY-SEVEN DOLLARS AND 05/100

$92,467.05

This billing is according to our standard time and material rates. The budget letter of June 3, 2019 estimated the cost to be $79,546.00. The increase is due to the project scope expanded beyond what was quoted.

Please call if you have any questions.

Sincerely,

David Grossman
Wiedenmann, Inc.

Public Works Department

10000 East 59th Street
Raytown, Missouri 64133
(816) 737-6012
www.raytown.mo.us

Inter-office Memorandum

June 7, 2019

To: Damon Hodges, City Administrator
cc: Missy Wilson, Assistant City Administrator

From: Jason Hanson, City Engineer, and Tony Mesa, PW Superintendent

re: 6012 Harris Emergency Storm Sewer Pipe Point Repair

Our contractor Wiedenmann Inc. mobilized to the jobsite on Thursday afternoon May 30th. Wiedenmann Inc. began work on this emergency stormwater project on Friday, May 31st. Upon removal of the 1st section of 54" metal pipe, the crew was able to further investigate the conditions of the stormwater pipe downstream. By the end of the day, Fri May 31st, the crew had already identified an additional 112' of 54" diameter metal pipe that needed to be removed and replaced. This additional footage was filled with debris and not structurally sound due to extensive corrosion. See attached pictures.

On Monday, June 3rd, staff requested an updated construction time and materials estimate from Wiedenmann, Inc. Staff worked to identify cost savings from the original scope to help offset the increased project size. This new estimate was obtained by the end of the day Monday. The 1st estimate of $40,632 has been increased to the 2nd estimate of $79,546. Staff will still include a 20% contingency due to the potential for upstream work as well as unforeseen circumstances.

Work has continued this week, and as of today, Thursday, June 6th, all but 6-foot of pipe has been installed.

Further updates will be provided as needed. Staff will prepare a final report and RBA when the project is completed.

Note, during the downstream investigation process, a 4" gas main was found to be cut through the existing 54" metal storm pipe at the SW corner of 60th Terrace and Harris. Staff is still working to resolve this, and more information will be provided as it becomes available.

Respectfully,
Jason Hanson, City Engineer

Approval (Purchasing Policy Section 2 & 6): Damon L. Hodges, City Administrator
Damon Hodges

Public Works Department

10000 East 59th Street
Raytown, Missouri 64133
(816) 737-6012
www.raytown.mo.us

Inter-office Memorandum

Project Location Map

Established in 1849 as Ray's Town
On the Santa Fe, California and Oregon Trail

Public Works Department
10000 East 59th Street
Raytown, Missouri 64133
(816) 737-6012
www.raytown.mo.us

Inter-office Memorandum

WIEDENMANN, INC.
WBE Certified Missouri and Kansas

950 N. Scott / PO BOX 245 - Belton, MO 64012 - 816-322-1125 / Fax 816-322-1126 - general@wiedenmanninc.com

June 3, 2019

Engineering Department
10000 East 59th Street
Raytown, Missouri 64133

Attn: Tony Mesa

RE: 6012 Harris – Storm Repair

Pursuant to your request we hereby submit the following budget price to install 130lf of 60" HDPE, one 60" concrete end section, one 8'x8' junction box, and one 24" tree removal. This price includes all labor, materials, and equipment.

The total budget value of this work is:

$79,546.00

Seventy-Nine Thousand Five Hundred Forty-Six Dollars and No Cents.

We understand this is a budget price for the scope of work, and the actual work will be completed on a Time and Material Basis.

We appreciate the opportunity to price and perform work for The City of Raytown.

Please call with questions.

Sincerely
Wiedenmann Inc.
Daniel Forbes

Public Works Department

10000 East 59th Street
Raytown, Missouri 64133
(816) 737-6012
www.raytown.mo.us

Inter-office Memorandum

Public Works Department

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Raytown, Missouri 64133
(816) 737-6012
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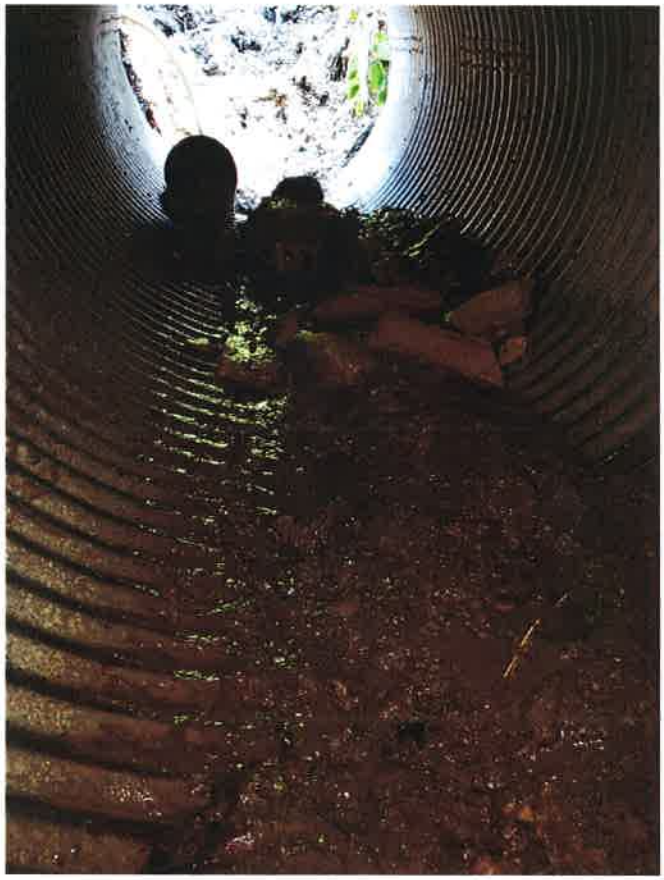
Inter-office Memorandum



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Inter-office Memorandum

Below is from the 1st Memorandum on May 30, 2019:

On Tuesday, May 21, 2019 – Jason Hanson & Tony Mesa were driving through the neighborhood during the heavy downpour to look at flooding in various Raytown neighborhoods. Upon arriving at 60th Terrace and Harris we noticed an excessive amount of flooding but didn't know exactly why. Tony checked out the situation and realized there was nothing we could do now (due to safety concerns), and we had to wait until the water subsided the next day. On Wednesday, May 22, 2019, Public Works storm crew went to 6012 Harris and did some investigative excavation. They were able to partially expose the end of the pipe for the upcoming rainfall. On Thursday, May 23, 2019. The rains that came brought additional debris that sealed off the pipe and caused additional overland flooding. Crews worked to further expose the pipe and found the section had dropped and settled along with damage to the end requiring the pipe to be replaced. On May 28th staff directed our crews to cut an opening in the top of the damaged pipe to allow flow to enter the pipe and minimize the overland flooding until the pipe can be replaced.

Staff determined the situation to be an emergency requiring immediate repairs by replacing the pipe and constructing a new headwall and end structure. Staff contacted Wiedenmann Inc (our time and material Lee's Summit Cooperative) and received an estimate of $40,632 for Wiedenmann Inc. on May 29th. Including an approximate 20% contingency due to the unknown condition of the rest of the downstream storm sewer pipe that we haven't been able to investigate yet, this would make $48,758.40 to be funded from the Storm Water Fund 401.62.00.100.53600. Staff recommends moving forward with Wiedenmann, Inc.

Wiedenmann, Inc. plans to start work on this emergency storm sewer pipe dig-up on Friday, May 31st.

Public Works Department

10000 East 59th Street
Raytown, Missouri 64133
(816) 737-6012
www.raytown.mo.us

Inter-office Memorandum

Location Map

Public Works Department

10000 East 59th Street
Raytown, Missouri 64133
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Inter-office Memorandum

WIEDENMANN, INC.
WBE Certified Missouri and Kansas

950 N. Scott / PO BOX 245 - Belton, MO 64012 - 816-322-1125 / Fax 816-322-1126 - general@wiedenmanninc.com

May 29, 2019

Engineering Department
10000 East 59th Street
Raytown, Missouri 64133

Attn: Tony Mesa

RE: 54" Storm Sewer Repair

Pursuant to your request we hereby submit the following budget price to remove 20lf of 54" CMP and replace with 54" HDPE and construct a concrete headwall. This price includes all labor, materials, and equipment.

The total budget value of this work is:

$40,632.00

Forty Thousand Six Hundred Thirty-Two Dollars and No Cents

We understand this is a budget price for the scope of work, and the actual work will be completed on a Time and Material Basis.

We appreciate the opportunity to price and perform work for The City of Raytown.

Please call with questions.

Sincerely
Wiedenmann Inc.
Daniel Forbes

Public Works Department

10000 East 59th Street
Raytown, Missouri 64133
(816) 737-6012
www.raytown.mo.us

Inter-office Memorandum

Established in 1849 as Ray's Town
On the Santa Fe, California and Oregon Trail

Public Works Department

10000 East 59th Street
Raytown, Missouri 64133
(816) 737-6012
www.raytown.mo.us

Inter-office Memorandum

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Inter-office Memorandum

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On the Santa Fe, California and Oregon Trail

Post Construction Pictures

Post Construction Pictures

CITY OF RAYTOWN
Request for Board Action

Date: July 10, 2019 **Resolution No.: R-3224-19**
To: Mayor and Board of Aldermen
From: Ray Haydaripoor, Community Development Director

Department Head Approval: _____

Finance Director Approval: _____(only if funding is requested)

City Administrator Approval: _____

Action Requested: Approval of the Resolution.

Analysis: In order to consider the adoption of certain uniform codes regulating the construction of building and continued occupancy thereof mechanical, plumbing and electrical construction and fire prevent, the City per RSMo. 67.280 must place such uniform codes on file in the office of the City Clerk for a period of ninety (90) days prior to adoption of an ordinance adopting such uniform code.

The following will be kept of file in the City Clerk's Office for a period of ninety (90) days:

- 2018 International Building Code
- 2018 International Residential Code
- 2018 International Plumbing Code
- 2018 International Mechanical Code
- 2018 International Fire Code
- 2018 International Property Maintenance Code
- 2018 International Fuel Gas Code
- 2018 International Energy Conservation Code
- 2018 International Existing Building Code
- American National Standard, Accessible and Usable Buildings and Facilities 2017
- NFPA 70: National Electrical Code, International Electrical Code Series 2017

Budgetary Impact:

☒ Not Applicable

RESOLUTION NO.: R-3224-19

A RESOLUTION DIRECTING THE CITY CLERK TO PLACE ON FILE FOR A PERIOD OF NINETY DAYS CERTAIN UNIFORM CODES REGULATING THE CONSTRUCTION OF BUILDINGS AND CONTINUED OCCUPANCY THEREOF; MECHANICAL, PLUMBING AND ELECTRICAL CONSTRUCTION; AND FIRE PREVENTION

WHEREAS, the City of Raytown desires to consider the adoption of certain uniform codes regulating the construction of buildings and continued occupancy thereof; mechanical, plumbing and electrical construction; and fire prevention; and

WHEREAS, Section 67.280 of the Missouri Statutes requires the City to place such uniform codes on file in the office of the City Clerk for a period of ninety days, prior to adoption of an ordinance adopting such uniform codes.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF RAYTOWN, MISSOURI, AS FOLLOWS:

THAT the City Clerk is hereby directed to place on file for public use, inspection and examination for a period of at least ninety (90) days, the following codes:

- 2018 International Building Code
- 2018 International Residential Code
- 2018 International Plumbing Code
- 2018 International Mechanical Code
- 2018 International Fire Code
- 2018 International Property Maintenance Code
- 2018 International Fuel Gas Code
- 2018 International Energy Conservation Code
- 2018 International Existing Building Code
- American National Standard, Accessible and Usable Buildings and Facilities 2017
- NFPA 70: National Electrical Code, International Electrical Code Series 2017

FURTHER THAT all resolutions or parts of resolutions in conflict with this resolution are hereby repealed.

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Raytown, Missouri, the 16th day of July, 2019.

_____
Michael McDonough, Mayor

ATTEST:

_____
Teresa M. Henry, City Clerk

Approved as to Form:

_____
Jennifer M. Baird, City Attorney

CITY OF RAYTOWN
Request for Board Action

Date: July 10, 2019 **Resolution No.: R-3225-19**
To: Mayor and Board of Aldermen
From: Sergeant Gary Davis#1155

Department Head Approval: _____

Finance Director Approval: _____(only if funding is requested)

City Administrator Approval: _____

Action Requested: Approval of the Resolution for the Fiscal Year 2019 Drive Sober Or Get Pulled Over Enforcement Campaign Grant Application.

Recommendation: Approval of the Resolution.

Analysis: Resolution approving the 2019 Drive Sober Or Get Pulled Over Enforcement Campaign from the Missouri Department of Transportation Highway Safety Division for the 2019 Fiscal Year. If awarded, the billed hours worked by officers of the Raytown, Missouri Police Department will be reimbursed at the rate of 100%. The Raytown Police Department intends to utilize these funds to locate, and apprehend drivers impaired by alcohol or narcotics, within the Raytown city limits. With the extra officers designated to participate in this grant, it is perceived that injuries associated with motor vehicle crashes caused by impaired drivers within the Raytown city limits will be decreased as well.

The grant, if awarded, allows for $400.00 dollars to be used for overtime assignments, and will be reimbursed at 100% to the City. There is no match required by the City for this grant.

Alternatives: The City/Board of Aldermen could choose not to approve the Resolution for the application of grant funding, in which case existing Police resources would be used to attempt to achieve similar results regarding hazardous moving violation enforcement and crash abatement.

Budgetary Impact:

☒ Not Applicable

RESOLUTION NO.: R- 3225-19

A RESOLUTION AUTHORIZING AND APPROVING PARTICIPATION BY THE CITY IN THE DRIVE SOBER OR GET PULLED OVER ENFORCEMENT CAMPAIGN AND AUTHORIZING A GRANT APPLICATION THROUGH THE MISSOURI DEPARTMENT OF TRANSPORTATION HIGHWAY SAFETY & TRAFFIC DIVISION

WHEREAS, the City of Raytown (the "City") would like to participate in the Missouri Department of Transportation's Highway Safety & Traffic Division Drive Sober or Get Pulled Over Enforcement Campaign; and

WHEREAS, grant funding is available from the State of Missouri for such purposes and the City desires to submit an application for such funding to enhance its Police Department operations; and

WHEREAS, the Board of Aldermen find it is in the best interests of the City to approve an application in the Missouri Department of Transportation's Highway Safety & Traffic Division Drive Sober or Get Pulled Over Enforcement Campaign;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF RAYTOWN, MISSOURI, AS FOLLOWS:

THAT participation in the Missouri Department of Transportation's Highway Safety & Traffic Division Drive Sober or Get Pulled Over Enforcement Campaign is hereby approved; and

FURTHER THAT a grant application for a Missouri Department of Transportation Highway Safety & Traffic Division Drive Sober or Get Pulled Over Enforcement Campaign in the amount of $400.00 is hereby authorized and approved; and

FURTHER THAT the City Administrator is hereby authorized to execute the application along with any and all other documents necessary or incidental thereto and to take any and all actions necessary to effectuate the terms of the grant application and program participation.

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Raytown, Missouri, the 16th day of July, 2019.

_____
Michael McDonough, Mayor

ATTEST:

APPROVED AS TO FORM:

_____
Teresa M. Henry, City Clerk

_____
Jennifer M. Baird, City Attorney

CITY OF RAYTOWN
Request for Board Action

Date: July 12, 2019 **Resolution No.: R-3226-19**
To: Mayor and Board of Aldermen
From: Debbie Duncan, Human Resource Manager

Department Head Approval: _____

Finance Director Approval: _____(only if funding is requested)

City Administrator Approval: _____

Action Requested: Approval of a resolution authorizing an agreement between the City and the Baker Tilly Virchow Krause, LLP in an amount not to exceed $25,000.00 plus candidate expenses for the recruitment of a Chief of Police.

Recommendation: Approval of the Resolution.

Analysis: With the retirement of Chief Jim Lynch and the approval by the voters at the April 2, 2019 Election to appoint a Chief of Police, the City seeks to recruit an appointed Chief of Police.

Alternatives: Do not approve or approve an alternative.

Budgetary Impact:

☐ Not Applicable
☐ Budgeted item with available funds
☐ Budgeted item with available funds and costs coming in less than estimate savings of $_____
☒ Non-Budgeted item with available funds through prioritization
☐ Non-Budgeted item with additional funds requested

FROM:	**TO:**
101.32.00.100.51101	101.00.00.100.52250
Elected Officials	Professional Services-Recruitment
$30,000.00	$30,000.00

Additional Reports: Proposal

RESOLUTION NO.: R-3226-19

A RESOLUTION AUTHORIZING AND APPROVING AN AGREEMENT FOR THE RECRUITMENT OF A CHIEF OF POLICE WITH BAKER TILLY VIRCHOW KRAUSE, LLP IN AN AMOUNT NOT TO EXCEED $25,000.00 PLUS CANDIDATE EXPENSES FOR A TOTAL RECRUITMENT AMOUNT NOT TO EXCEED $30,000.00 AND AMEND THE FISCAL YEAR 2018-2019 BUDGET

WHEREAS, the City has a need for the recruitment of a Chief of Police; and

WHEREAS, City staff solicited proposals from qualified firms who provide such services and received four (4) responses; and

WHEREAS, Baker Tilly Virchow Krause, LLP is qualified to provide such services; and

WHEREAS, the fiscal year 2018-2019 budget approved by Resolution R-3134-18 will need to be amended; and

WHEREAS, the Board of Aldermen find it is in the best interest of the City to authorize and approve an agreement with Baker Tilly Virchow Krause, LLP for the recruitment of a Chief of Police in an amount not to exceed $25,000.00 plus candidate expenses for a total recruitment amount not to exceed $30,000.00 for fiscal year 2018-2019;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF RAYTOWN, MISSOURI, AS FOLLOWS:

THAT an agreement with Baker Tilly Virchow Krause, LLP for the recruitment of a Chief of Police in an amount not to exceed $25,000.00 plus candidate expenses for a total recruitment amount not to exceed $30,000.00 for fiscal year 2018-2019 as set forth in "Exhibit A" is hereby authorized and approved; and

FURTHER THAT, the fiscal year 2018-2019 budget approved by Resolution R-3134-18 is hereby amended as follows:

FROM:	**TO:**
101.32.00.100.51101	101.00.00.100.52250
$30,000.00	$30,000.00
Elected Officials	Professional Services

FURTHER THAT the City Administrator is hereby authorized to execute all documents necessary and to take any and all actions necessary to effectuate the terms of the contract and the City Clerk is authorized to attest to the same.

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Raytown, Missouri, the 16th day of July, 2019.

_____
Michael McDonough, Mayor

ATTEST:

_____
Teresa M. Henry, City Clerk

Approved as to Form:

_____
Jennifer M. Baird, City Attorney

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Springsted and Umbaugh

City of Raytown, MO

Chief of Police Recruitment

July 10, 2019

now joined with
Springsted and Umbaugh

Baker Tilly Virchow Krause, LLP
14285 Midway Road, Suite 340
Addison, TX 75001
+1 (972) 481 1950
+1 (972) 481 1951
bakertilly.com

July 10, 2019

Mr. Damon Hodges, City Administrator
c/o Teresa Henry, City Clerk
Raytown City Hall
10000 East 59th Street
Raytown, MO 64133

Dear Mr. Hodges:

Baker Tilly Virchow Krause, LLP (Baker Tilly) appreciates the opportunity to submit our proposal for executive recruitment services for the City of Raytown's next Chief of Police. Our extensive experience in providing executive recruitment services to cities, counties and other public-sector organizations nationwide will be beneficial for this recruitment and allow us to find the ideal candidate for the City of Raytown.

We know that you have options for using other recruitment firms. However, we believe that our approach sets us apart from our competitors in the following unique ways:

- **Commitment to a Successful Recruitment is Guaranteed:** Baker Tilly will be meticulous and responsive to you - the client - and with prospective applicants using an approach of "*doing whatever it takes to get the job done right!*" Please notice our "Triple Guarantee" referenced in this Proposal;
- **Focused Strategy for Success:** Baker Tilly will conduct a comprehensive, national search to identify exceptional candidates with a proven record of strong leadership and management. Baker Tilly recommends advertising and recruiting nationally, but will also focus on making contact with public safety professionals that are currently working in the Midwest Region believing that a regional focus can sometimes bring in candidates more knowledgeable about the nuances of working in Missouri and this part of the Country;
- **Talented and Experienced Recruitment Consultants:** Baker Tilly's recruitment team is outstanding! Baker Tilly has provided executive recruitment and human resources related services to local governments for over 30 years. Our team has had tremendous success working on recruitments throughout the country and we encourage you to contact our references. The professional experience of our consultants includes three former city managers/administrators, a former police chief, former superintendent of schools, and former HR director. The result – a cohesive and highly experienced consultant team that possesses a thorough and detailed understanding of the leadership, experience, training and certifications required for this position, which ultimately benefits the City with a more targeted and qualified pool of candidates;
- **Video Interviews to Screen Semi-finalists:** Baker Tilly will use an online video interview process to assist the City Administrator, Mayor and Board of Aldermen in narrowing down semi-finalists to a smaller group of finalists as part of the all-inclusive fee. This will assist the City Administrator, Mayor and Board of Aldermen in screening candidates, and could possibly reduce costs by eliminating unnecessary travel expenses for on-site interviews;
- **Leadership Assessment of Finalists:** Baker Tilly will conduct a strengths assessment and management / leadership style testing, which some may refer to as "*personality and behavioral testing.*" This assessment is completed online by the finalists prior to interviews and determines if a candidate's management style matches the profile created by the City in an effort to find the "ideal" candidate and determine whether each candidate is a good fit for Raytown and the community;

- **Comprehensive Vetting of Finalists (Includes Social Media Search):** Baker Tilly's multiple layered vetting process of screening candidates provides a qualified pool of individuals to consider with not only the skills and experience desired, but most importantly, a leadership and management style that best fits the City and community. The screening process includes detailed candidate questionnaires, video interviews, leadership and strengths assessment, and a comprehensive candidate background review *(e.g., criminal, civil, credit and driving record, academic and employment verification, a Nexus search with a comprehensive report on each candidate's media and on-line presence, and a comprehensive reference report on all finalists prior to interviews occurring - **Note: Baker Tilly must conduct these background checks for the "Triple Guarantee" to remain in effect**)*;
- **Commitment to Pursue a Diverse Pool of Candidates:** Baker Tilly will take responsibility for ensuring diversity in our candidate pools. In these recruitments, we will use our established networks to make direct and personal contact with prospective minority and female candidates and encourage them to consider an opportunity with the City of Raytown.
- **Online Application and Communication System:** Baker Tilly utilizes a proprietary online application system exclusively licensed to facilitate talent management for our clients. The system has been designed to customize applicant flow and tracking, allowing for ease of communication with applicants and an ability to conduct database inquiries for candidates based on characteristics important to the City such as geographic location, specific experience, expertise and qualifications.

Finding candidates with the desired levels of experience and specific knowledge of local government management trends can sometimes be challenging. Of equal importance, we want to ensure that your next Chief of Police is a "great fit" for Raytown and the community. Our professional background and many years of experience in recruiting local government managers will provide you invaluable insight into finding and selecting the best candidate. As the Project Team Leader for this recruitment, and as a former city manager for the neighboring community of Lee's Summit, Art Davis is knowledgeable about the Raytown community and will be accessible throughout the process.

This proposal is contingent on the parties negotiating a mutually acceptable final contract. If selected, we would provide the City with a copy of our standard engagement letter for review. Should the City wish to propose alternative terms or proceed on the basis of its own format agreement, we would require the ability to negotiate mutually acceptable terms and conditions prior to executing a final contract.

The proposal document will provide you the details about our approach, expertise, client references and pricing for this executive recruitment. Our Team would consider it a professional privilege to provide these services to the City of Raytown.

Very truly yours,

BAKER TILLY VIRCHOW KRAUSE, LLP

Chuck Rohre
Firm Director
P: +1 (214) 608 7477
Email: chuck.rohre@bakertilly.com

Art Davis
Director
P: +1 (816) 868 7042
Email: art.davis@bakertilly.com

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APPENDIX I: SAMPLE BROCHURE i

This document contains confidential material that is proprietary to Baker Tilly Virchow Krause, LLP, and other related entities (collectively referred to herein as Baker Tilly). The materials, ideas, and concepts contained herein are to be used exclusively to evaluate the capabilities of Baker Tilly. The confidential information and ideas herein may not be disclosed to anyone outside parties and may not be used for purposes other than the evaluation of Baker Tilly's capabilities.

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Springsted and Umbaugh

Baker Tilly Virchow Krause, LLP is an independently owned and managed member of Baker Tilly International. The name Baker Tilly and its associated logo are used under license from Baker Tilly International Limited.

1. General information

Firm introduction

Baker Tilly is a nationally recognized firm with a long history of service to clients located throughout the country — and internationally. As a member of Baker Tilly International, the world's 10th largest accountancy and business advisory network, we are able to extend our reach through trusted relationships with firms located across the country and throughout the world.

$630
million in revenue

3,600+
team members worldwide

20+
industries served

50+
Office locations

Baker Tilly was founded in 1931 with one central objective: to use our industry specialization to help our clients improve their businesses. For more than 85 years, Baker Tilly has understood that our business demands absolute integrity, a belief in the value of trusted relationships and a willingness to collaborate with every client.

Key facts about Baker Tilly:

- Headquartered in Chicago and employing more than 1,400 throughout the Midwest
- Provides a wide range of accounting, tax, assurance and consulting services by more than 3,600 total staff members, including approximately 353 partners
- Ranked among the 15 largest accounting firms in the U.S.
- Serving clients with industry-focused teams

For more than 85 years, Baker Tilly has understood that our business demands absolute integrity, a belief in the value of trusted relationships and a willingness to collaborate with every client. We will strive to continue to deepen and enhance our relationship with the City as we seek to become your Valued Business Advisor.

In early 2019, Baker Tilly expanded its public sector practice, joining with Springsted Incorporated (Springsted) and H.J. Umbaugh and Associates, Certified Public Accountants, LLP (Umbaugh). This combination has created one of the largest municipal advisory firms in the nation.

As an independent advisory firm, Springsted provided high quality, independent financial and management advisory services to public and not-for-profit organizations for 60 years making it one of the largest and longest established independent public sector advisory firms in the U.S. Springsted's staff advised clients in executive recruitment for more than 30 years. The combination of Baker Tilly's and Springsted's professional consulting teams has

created a strong, experienced staff with direct experience in managing and leading local city and county governments as well as school districts. Our combined team of professionals brings practical, realistic and creative solutions to the challenges faced by public entities.

Baker Tilly's public sector executive search services assist a wide variety of public and not-for-profit organizations across the country. Our executive recruitment team consists of ten recruitment consultants and project coordination staff available to meet your executive recruitment needs. Each consultant assigned to this recruitment has experience working with cities, counties and school districts and the many different disciplines that comprise the City of Raytown organization. Our consultants bring an experienced, participatory and energetic perspective to each engagement; our unique approach and personal touch are reflected in our internal standard to provide outstanding services that exceed the City's expectations. In the past five years, our combined consultant team has conducted nearly 450 executive recruitments.

The Baker Tilly Recruitment Project Team will collaborate with the City Administrator, Mayor, Board of Aldermen and other designated staff as your technical advisor to ensure that the recruitment process for your next Chief of Police is conducted in a thorough and professional manner. Our objective is to generate high-quality candidates and assist you with the screening and evaluation of these candidates.

We have structured the Baker Tilly Recruitment Project Team to draw upon our 60-plus years of service to the public sector and to leverage Baker Tilly's experience and capacity to find the most qualified candidates.

Since our firm's beginning, we have emerged as a leader in human resource management consulting and executive recruitment. It is our 30+ years of consulting experience, coupled with our unique approach and personal touch, which drive our internal standard for delivering only outstanding services and leading-edge products.

Our understanding of the City's needs

The City of Raytown is looking for a timely, well-managed and thorough search process to recruit and identify highly qualified candidates for its Chief of Police position.

Baker Tilly will work with the City to understand the desired qualities and professional capabilities that are most important to you in your selection of a new Chief of Police. This information helps us represent the Raytown organization and the Chief of Police position to well-regarded candidates, emphasizing the opportunities for leadership and professional growth and presenting Raytown as a vibrant and thriving community in which to live.

There is significant competition for experienced local government managers today. We work with you to develop a recruitment strategy that includes advertising and personalized, customer outreach. A successful recruitment often depends upon the ability to reach out to successful managers who are not necessarily seeking new employment to inform them of and encourage them to apply for the Chief of Police position. These efforts are critical to ensuring that the City receives a good candidate pool.

Baker Tilly manages and tracks applicant information and provides regular communications updating the applicants on the status of the recruitment. Our communications are always professional and respectful.

We take pride in our ability to provide the City Administrator, Mayor and Board of Aldermen with complete information about the candidates, expanding beyond their resumes to understand their experience, the leadership and management style they will bring to your community and their motivation for seeking this position. We assist you in structuring the interview process; we are present throughout the interviews and available to facilitate your deliberations and negotiations with the top candidate.

Proposed solution to meet the City's needs

The recruitment will be conducted out of our Kansas City office. Art Davis will serve as the Recruitment Project Team Leader. Our proven process includes five major tasks:

1. **Recruitment brochure development and advertising**
   - Meetings with the City's leadership and key stakeholders to understand the City's needs as well as its strategic directions and expectations
2. **Execution of recruitment strategy and identification of quality candidates**
   - Aggressive recruitment and direct contact with prospective candidates
   - Interactive searchable applicant database
   - Utilization of an applicant tracking system
3. **Screening of applications, recommendation of semi-finalists and selection of finalists**
   - Candidate questionnaires provide in-depth information
   - Due diligence questions and review of candidate's web and internet presence
   - Management/leadership style and strengths assessment (personality and behavior analysis) to determine if there is a fit with the approved management/leadership profile established by the City Administrator, Mayor and Board of Aldermen in order to identify the ideal candidate
   - Video interview responses provided by each semi-finalist candidate
   - Semi-finalists booklet of the top candidates
   - Selection of 3 – 5 finalists by the City Administrator, Mayor and Board of Aldermen
4. **Conducting background checks (criminal, civil, credit and driving record), reference checks and academic verifications**
   - Background records checks and academic verification
   - References
5. **Final interview process**
   - Interview design, coordination, attendance and support
   - Employment offer – assistance and feedback

Why Baker Tilly is ideally suited to serve Raytown

There are many reasons Baker Tilly has distinguished itself from its peers in public sector executive recruitment.

- **We are experienced and passionate about what we do.** Baker Tilly executive recruitment consultants are highly experienced and passionate about local government since all have spent a significant part of their professional careers in senior leadership positions for cities, counties and school districts. The Baker Tilly team has recruited and placed more than 1,400 executive-level positions within cities, counties, school districts and public and not-for-profit organizations since 2000.

- **We are focused on exceeding your expectations.** We believe in local government and want to assist the City of Raytown organization in building a great team. We want your organization to hire us again based on the success we achieve after the first time we work together.
- **We believe that "ethical business practices" are a catalyst for success.** These practices include operating with transparency, responsiveness and sensitivity to the culture of the organization while pursuing an unrelenting commitment to high quality and professional services.
- **We believe in diversity.** Our corporate core values and work environment reflect our broader social aspirations for a diverse workforce, equal opportunity and cross-cultural respect. We take responsibility for diversity in our organization, our recruitment strategy and our candidate pools. We are corporate members of the National Forum for Black Public Administrators (NFBPA) and the Hispanic Network and are on their National Corporate Advisory Council.
- **We conduct a timely and high-quality recruitment that is within budget.** For an all-inclusive, not-to-exceed professional fee that includes the cost of professional services by the Recruitment Project Team Leader, the project support staff, and all project related expenses such as advertising, preparation of a recruitment brochure, background, reference and academic verification checks, and travel expenses for up to three on-site visits. We work with you to establish a timeline, respond to the City's needs and to unexpected circumstances that may develop during the course of a recruitment in order to expedite the recruitment, but not at the expense of finding high quality candidates for the City of Raytown.
- **We utilize the latest technologies that uniquely sets us apart.** Technology plays an important role in the Baker Tilly executive recruitment process. From our proprietary video interview system and our Management/Leadership Style Assessment Analysis to our proprietary online application system, we efficiently manage candidate information and provide the City with unique information about each candidate's leadership / management style and ability to respond extemporaneously to video questions.
- **We offer a "Triple Guarantee" that commits our company to the City's success.**
  - We remain focused to assist with your executive recruitment until you make an appointment!
  - We guarantee your executive recruitment for 24 months against termination or resignation for any reason – or we come back to fill the Chief of Police position for no additional professional fee.
  - We will not directly solicit any candidates selected under this contract for another position while the candidate is employed with your organization.

Benefits to the City of Raytown

Selecting Baker Tilly to conduct your executive recruitment provides the City of Raytown with the following benefits:

- **Comprehensive and structured process:** Our process is comprehensive and seamless, reflecting our years of interaction with local government employers and prospective candidates.
- **Transparency:** Baker Tilly comes to the City without having any preconceived notions or expectations about the City and prospective candidates. The Baker Tilly team works closely with the City to make sure the process is transparent.

- **Confidentiality:** Prospective candidates know that their application will be kept confidential, allowing them to express interest in the position without jeopardizing their current employment. Our reputation for ensuring candidate confidentiality as permitted by state and local law means that the City of Raytown can count on maximizing the number of qualified candidates interested in the Chief of Police position.
- **Candidate recruitment:** Baker Tilly actively recruits qualified candidates, drawing from our extensive personal and professional connections with capable individuals around the state, region and nation and assuring the City of its access to established managers and rising stars. The ability to widely recruit for prospective candidates is one of the primary benefits of using Baker Tilly.
- **Focused use of the City's time:** Baker Tilly's comprehensive process incorporates the active participation of the City Administrator, Mayor and Board of Aldermen members at key steps in the process. Our process keeps elected officials fully advised and informed of all aspects of the process without requiring them to expend large amounts of time in the recruitment process or to put aside other pressing issues facing the City.
- **Minimize staff disruption:** Baker Tilly's search process also minimizes disruptions to City staff, some of whom may have additional duties in this time of transition. Because conducting a thorough recruitment can be time-consuming, Baker Tilly's involvement allows staff to stay focused on their primary and assigned functions.
- **Thorough evaluation of candidates:** The City of Raytown seeks a Chief of Police of sound professional and personal character. Baker Tilly's process includes a thorough evaluation of the final candidates, including detailed information from references and a careful review of background records.

2. Response to scope of work

The recruitment will be national and inclusive in nature, with a candidate pool of diverse, experienced and talented individuals.

Task I. Recruitment brochure development and advertising

The development of a comprehensive recruitment brochure that includes a profile of the ideal candidate is an important first step in the recruitment process. This profile includes the required academic training, professional experience, leadership, management and personal characteristics related to the success of the candidate in the position of Chief of Police. The recruitment brochure will also include a profile that captures the essence of the City of Raytown as a highly-attractive venue for the successful candidate to live and work.

To prepare the recruitment brochure, the Recruitment Project Team Leader will come on site to meet with the City Administrator, Mayor, Board of Aldermen and other designated staff to discuss the required background, professional experience and management and leadership characteristics for your Chief of Police position. We meet individually (or collectively depending upon your preference) with the City Administrator, Mayor and Board of Aldermen to broaden our understanding of the position's leadership and management requirements, current issues, strategic priorities and to identify expectations for the Chief of Police. [See example of a recruitment brochure in Appendix I.]

Information obtained from these meetings, coupled with our review of the job description and other City documents, is used to prepare a position and candidate profile. The completed profiles will be approved by the City Administrator before recruitment begins. The position and candidate profiles will be central to our recruitment strategy and outreach to potential candidates.

The Recruitment Project Team will also work with the City of Raytown to develop an advertising and marketing strategy to notify potential candidates about the vacancy and conduct an open recruitment that encourages applications from a talented and diverse pool of candidates. Our Team will place ads in appropriate professional publications, websites and local print media, if required. Additionally, Baker Tilly has a highly-accessed website that has a special location attracting many potential candidates to upload their resumes. The aggressive advertising and marketing campaign for top talent will include national, state, regional and local elements as determined during our initial meetings with the City's representatives. Our customized mailing list, selected from our extensive database and contacts collected at appropriate public-sector conferences, will be utilized to further promote the Chief of Police position.

Advertisements for the Chief of Police position could be placed with:
Baker Tilly Website
City of Raytown Website
International Association of Chiefs of Police (IACP) – DiscoverPolicing.org
Police Executive Research Forum (PERF)
International City/County Management Association (ICMA)
National Organization of Black Law Enforcement Executives
National Association of Women Law Enforcement Executives
CALEA - Online
Missouri Police Chiefs Association
Missouri Municipal League
Careers in Government + Diversity Boost (careersingovernment.com)
Baker Tilly has access to numerous contact lists, websites and listservs specific to law enforcement, universities and their alumni, regional councils of government, and contact lists throughout Missouri, Kansas, the Midwest and nationwide that are focused on local law enforcement management and leadership.

Project Milestone	Deliverables	Timeline
Position profile and recruitment brochure development.	– Onsite interview with the City. – Baker Tilly will receive information regarding the City's budgets, organizational charts, images, logos, etc. – Develop draft documents (Recruitment Brochure, Advertisement, Marketing Letter and Timeline).	2 Weeks
Approve brochure, commence advertising and distribute marketing letter.	– Brochure sent to the City for final approval. – Commence advertising and distribution of recruitment brochure.	2 Weeks

Task II. Execution of recruitment strategy and identification of quality candidates

Utilizing the information developed in Task I, Baker Tilly will identify and reach out to individuals who will be outstanding candidates for the position of Chief of Police. Often, well-qualified candidates are not actively seeking new employment and will not necessarily respond to an advertisement. However, if a potential candidate is presented with the opportunity directly and in the proper manner, he or she may apply. We take pride in our ability to locate highly qualified candidates across the nation based on the professional contacts and relationships we have developed and maintained over many years.

These efforts will be supplemented by the creation of a customized database utilizing our extensive, interactive applicant database for the Chief of Police position. This will provide the Baker Tilly Team with the ability to customize applicant flow and tracking, communication with applicants and conduct database inquiries for candidates based on characteristics important to the City such as geographic location, particular experience, expertise and credentials.

During this part of the process the Recruitment Project Team will work with the City Administrator, Mayor, Board of Aldermen and designated staff to reach consensus on the leadership and management style for the ideal candidate. Our research will determine the key competencies, work values and leadership/management style for the Chief of Police position and match the candidates to each attribute.

Each candidate submitting a resume is sent a timely acknowledgement by our Team, including an approximate schedule for the recruitment. Throughout the recruitment process, communications are maintained with each candidate regarding information about the recruitment progress and their status in the process. We take pride in the many complimentary comments made by candidates regarding the level of communication and the professional manner in which they are treated during our recruitments.

Project Milestone	Deliverables	Timeline
Execution of recruitment strategy and candidate outreach.	– Online data collection and profile development. – Development of interactive searchable applicant database for recruitment of the Chief of Police. – Baker Tilly performs direct outreach to prospective candidates identified in the recruitment strategy. – Utilization of extensive applicant database to identify applications and review applicant pool for competencies/demographics.	4 – 5 Weeks

Task III. Screening of applicants and recommendation of semi-finalists

In Task III the Recruitment Project Team, under the direction of Art Davis, will screen the candidates against the criteria within the position and candidate profiles and develop a list of semi-finalists with the City Administrator for recommendation to the Mayor and Board of Aldermen.

The most promising applicants will receive a candidate essay questionnaire to complete that will provide additional information about the candidate's background and experience. We will then narrow the list to a group of 8-10 semifinalists for review and to select finalists.

Another unique aspect of our recruitment process is our use of online recorded interviews for the screening process. Responses are timed and questions are not provided in advance. This tool allows our Team to develop a more comprehensive understanding of the candidate's ability to think "on their feet" as well as their personal and professional demeanor. This virtual interview can be scored by individual selection team members as well as the consulting team for later review and comparison.

Our Team will provide an online link for the City Administrator, Mayor, Board of Aldermen and others designated, who have input into the hiring decision, allowing them to review and rate the recorded responses. This provides the organization with additional candidate assessments that can be customized to fit the unique needs of the City.

Once the applicant pool has been reviewed and assembled, the City will be provided with the consultant's Master Applicant List (MAL), which will identify pertinent data for each applicant.

Project Milestone	Deliverables	Timeline
Applicant screening and recommendation of semi-finalists.	– Baker Tilly compares applications to the approved candidate profile developed in our searchable applicant database. – Baker Tilly develops customized candidate questionnaire & due diligence questionnaire to provide to applicants who most closely meet the candidate profile.	2 Weeks

	– Top 8-10 candidates identified as semi-finalists. – Semi-Final Report is prepared, including the brochure, master applicant list, cover letter, resume and completed questionnaire of candidates to be considered. – Baker Tilly and the City reviews recorded video interviews. – Baker Tilly sends links to City to review the aggregate responses. – Semi-finalists complete candidate management style assessment, responses are reviewed and interview questions are developed. – Recruitment Project Team Leader meets with City Administrator to review recommended semi-finalists. City selects finalists for on-site interviews.	

Task IV. Conducting background checks, reference checks and academic verifications

When the City Administrator, Mayor and Board of Aldermen approves of a group of finalists for on-site interviews, Baker Tilly will begin the process of conducting reference checks, background checks, and academic verifications. A Confidential Reference Report is prepared for each finalist to complete our understanding of their management and leadership characteristics and professional work performance.

For the background checks, Baker Tilly will develop information on the candidates in the following areas:

- Consumer Credit
- City/County Criminal
- City/County Civil Litigation
- Judgment/Tax Lien
- Motor Vehicle Driving Record
- Educational Verification
- Bankruptcy
- State District Superior Court Criminal
- State District Superior Court Civil Litigation
- Federal District Criminal
- Federal District Civil Litigation
- Sex Offender Registry

To ensure that our quality standards are maintained, we require a minimum of ten business days between the time that you select the finalists for on-site interviews and when we submit the candidate documentation for your final interview process.

Project Milestone	Deliverables	Timeline
Finalists complete supplemental work products.	– Finalists complete narrative of their most significant professional achievement and a critical problem analysis.	1 Week
Design final process with City Administrator for on-site interviews with finalists.	– Baker Tilly confirms interviews with candidates. – Travel logistics are scheduled for the candidates.	1 – 2 Days
Background checks, reference checks and academic verification.	– Baker Tilly completes background checks, reference checks and academic verifications for finalists.	2 Weeks

Task V. Final interview process

Upon completion of Task IV, we will work with the City Administrator to develop the final interview process. We will provide documentation on each of the finalists which will provide the highlights of their professional experience and leadership/management profile (Gap Analysis) as well as a summary of the results of the reference checks, background checks and academic verifications. In addition, the Final Report will include guidelines for interviewing the candidates, suggested interview questions and a candidate assessment process for your interview panel(s).

The Recruitment Project Team Leader will be available during the final interview process to answer questions about the candidates and, if requested, assist with the final evaluation of the candidates. In addition, if the City requests the service, we will assist you with the development of a compensation package and related employment considerations and assist with the negotiation of an employment agreement.

Project Milestone	Deliverables	Timeline
Final Report prepared and delivered to City.	– Final Report is prepared, including brochure, interview schedule, cover letter, resume, candidate questionnaire, two examples of candidates' most significant professional achievements, suggested interview questions, candidate assessment form and management style probing questions.	1-2 Days
On-site interviews with finalists.	– Interviews are scheduled. – Recruitment Project Team Leader attends client interviews and is available to participate during deliberations of candidates.	1 – 2 Days
Offer made / accepted.	– If requested, Baker Tilly participates in candidate employment agreement negotiations. – Baker Tilly notifies candidates of decision. – Baker Tilly confirms final process close out items with the City of Raytown.	1 – 2 Days

Our strategy for recruitment of diverse candidates

Our corporate core values and work environment reflect our broader social aspirations for a diverse workforce, equal opportunity and cross-cultural respect. We have established strong and credible networks with minority and female leaders nationwide. In addition, we are corporate members of the National Forum for Black Public Administrators (NFBPA) and the Hispanic Network and are on their National Corporate Advisory Council. We participate in their membership events on a regular basis.

To that end, we take responsibility for diversity in our organization, our recruitment strategy and our candidate pools. In this recruitment, we will use our established networks to make direct and personal contacts with prospective minority and female candidates and encourage them to consider the City of Raytown's Chief of Police position. Because of our performance record in presenting a diverse applicant pool, these prospective candidates know they will be fairly considered in the process.

Baker Tilly is committed to ensuring equitable participation in our business and employment opportunities without regard to race, color, religion, sex, national origin, age, disability, veteran status, marital status or sexual orientation. As a leader in the executive recruitment industry, we take positive actions to prevent and to remedy any discriminatory effects of business and employment practices.

Timeline

Below is an estimated Timeline for the executive recruitment process. You will be asked during the first on-site meeting to review and approve a Timeline for the recruitment project. It is our intent to conduct the recruitment expeditiously, but not at the expense of finding high-quality candidates for you. Typical executive recruitment processes can require up to 120 days to conduct.

City of Raytown, MO Executive Recruitment Preliminary Timeline		
The following Timeline represents a preliminary schedule for your executive recruitment based on a commencement date of **Wednesday, August 7th, 2019**. ***(Commencement of the project is contingent upon contract approval prior to the first consultant on-site visit.)*** Actual target dates will be developed in consultation with and approved by the City.		
Project Milestone	**Deliverables**	**Target Date**
Profile development, advertising and candidate outreach.	– Baker Tilly (BT) conducts on-site meetings to develop candidate profile & recruitment brochure; City approves ad placement schedule & timeline. – BT sends draft brochure to City. – City returns draft brochure (with edits). – BT commences advertising/marketing. – Online data collection/profile dev.	**Aug. 7 – Oct. 8**
Applicant screening and assessment and recommendation of semi-finalists.	– BT commences formal review of applications & sends most promising applicants Candidate Questionnaire to provide additional info about background & experience. – Candidates complete recorded interview online. – BT completes formal review of applications & sends selected resumes & questionnaire responses to City for review. Candidates' recorded interviews are also presented. – Semi-finalists complete candidate mgt. style assessment & responses are reviewed; interview questions are developed. – **Consultant meets with City on Oct. 29 to recommend semi-finalists**; City selects finalists for on-site interviews.	**Oct. 8 – 29**
Comprehensive background check, academic verifications, and reference checks completed for finalists.	– BT completes reference, background, academic checks on finalists. ***(Min. 10 working days to conduct backgrounds)*** – BT sends documentation for finalists to City.	**Oct. 30 – Nov. 12**
On-site Interviews with finalists.	– City conducts on-site interviews	**Week of Nov. 18**
Employment offer made / accepted.	– City extends employment offer to candidate.	**Fri., Nov. 22**

3. Proposed fees

The all-inclusive professional fee to conduct the recruitment is provided below.

The all-inclusive professional fee includes the cost of professional services by the Recruitment Project Team Leader, the project support staff and all project-related expenses such as advertising, preparation of the recruitment brochure, printing, candidate background, reference and academic verification checks and travel expenses for on-site visits.

Please Note: Travel expenses incurred by candidates for on-site interviews with the client are not the responsibility of Baker Tilly and are handled directly by the client organization.

The all-inclusive professional fee will be billed in four installments: 30% of the fee will be billed at the beginning of the recruitment; 30% at the implementation of Phase I; 30% at the implementation of Phase II; and 10% upon acceptance of an offer by the candidate.

All questions regarding the professional fees and project-related expenses should be directed to Art Davis at art.davis@bakertilly.com or via phone at (816) 868.7042.

Phase	Description of Professional Services	Fee
Phase I	**Task 1** Candidate Profile Development/Advertising/Marketing *(includes 1 day on site by Recruitment Project Team Leader)* **Task 2** Identify Quality Candidates	
Phase II	**Task 3** Screening of Applications and Submission of Recommended Semi-Finalists to Client *(includes 1 day on site by Recruitment Project Team Leader)* **Task 4** Reference Checks, Background Checks and Academic Verifications	
Phase III	**Task 5** Final Process/On-Site Interviews with Finalists *(includes up to 2 days on site by Recruitment Project Team Leader)*	
Conclusion	Acceptance of offer by candidate	
	TOTAL ALL-INCLUSIVE PROFESSIONAL FEE	***$22,050***

Optional Services for Consideration	Fee
At the City's option, Baker Tilly will conduct a web-based survey to determine key community-wide issues and priorities that could be considered in the selection of a new Chief of Police. This survey is completed by community leaders, citizens, and City employees and would alter the project timeline.	**$2,000**
On rare occasions, Baker Tilly is asked to provide additional search services that are not included in this scope of service or to provide more than three on-site visits to the City. Additional work specifically requested by the City which is outside of the scope of this project will be invoiced at the hourly rate of $220 plus expenses. Baker Tilly will submit a written explanation of the additional services to be provided and the estimated hours that will be required prior to commencing any additional services.	***$220*** per hour plus expenses

Triple guarantee

Our Triple Guarantee is defined as: (1) A commitment to remain with the recruitment assignment until you have made an appointment for the fees and tasks quoted in this proposal. If you are unable to finalize selection from the initial group of finalists, Baker Tilly will work to identify a supplemental group until you find a candidate to hire. (2) Your executive recruitment is guaranteed for 24 months against termination or resignation for any reason. The replacement recruitment will be repeated with no additional professional fee, but will include project-related expenses. Candidates appointed from within your organization do not qualify for this guarantee. This guarantee is subject to further limitations and restrictions of your state laws. (3) Baker Tilly will not directly solicit any candidates selected under this contract for any other position while the candidate is employed with your organization.

4. Firm experience

References

Recruitment Project Team Leader Art Davis is the designated project lead for the City of Raytown recruitment. Feel free to contact any of the individuals listed below to verify the quality of work Baker Tilly provides to each client as part of these recently completed executive recruitment projects.

City of Rockville, Maryland (Pop. 70,000)			
Name	Mr. Rob DiSpirito	**Title**	City Manager
Phone	240-314-8102	**Email**	rdispirito@rockvillemd.gov
Services	Chief of Police (2018)		

City of Clayton, Missouri (Pop. 18,000)			
Name	Mr. Craig Owens	**Title**	**Former Clayton City Manager**; now City Manager of Lawrence, KS
Phone	785-832-3400	**Email**	craigowens@lawrenceks.org
Services	Chief of Police (Current)		

Manatee County, Florida (Pop. 394,000)			
Name	Mr. Rodney D. Barnes	**Title**	Human Resources Director
Phone	763-670-7099	**Email**	Rodney.Barnes@mymanatee.org
Services	Human Resources Director (Current), County Administrator (2017) and Director of Redevelopment & Economic Opportunity (2016)		

City of Billings, Montana (Pop. 110,000)			
Name	Mr. Bill Cole	**Title**	Mayor
Phone	406-670-5921	**Email**	coleb@ci.billings.mt.us
Services	City Administrator (2018)		

Experience

The following is a partial list of previous Executive Recruitments conducted by members of the Baker Tilly team.

List of Relevant Executive Recruitments: 2014 to Present				
Year	**Client**	**State**	**Recruitment**	**Population**
2014	Albert Lea	MN	Deputy Fire Chief	17,871
2014	Alexandria	VA	Fire Chief	146,294
2014	Buffalo	MN	Police Chief	15,825
2014	Cloquet	MN	Police Chief	12,050
2014	Denton	TX	Fire Chief	123,099
2014	Lynnwood	WA	Fire Chief	36,275
2014	Prior Lake	MN	Police Chief	24,408
2014	Richmond	TX	Police Chief	11,863
2014	Somerville	MA	Chief of Police	77,104
2014	Thief River Falls	MN	Police Chief	8,661
2015	Addison	TX	Police Chief	15,368
2015	Brooklyn Center	MN	Police Chief	30,712
2015	Fulton County	GA	Chief of Police	984,293
2015	Greensboro	NC	Fire Chief	279,639
2015	Lower Allen Township	PA	Public Safety Director	17,980
2015	Prince George County	VA	Police Chief	37,253
2015	Richardson	TX	Assistant Police Chief	104,475
2015	Roanoke County	VA	Chief of Fire & Rescue	93,524
2015	Sachse	TX	Police Chief	22,026
2015	San Luis	AZ	Chief of Police	31,180
2015	University of Minnesota	MN	Police Chief	52,000
2016	Fairmont	MN	Police Chief	10,434
2016	Grand Rapids	MI	Fire Chief	192,294
2016	Greensboro	NC	Assistant City Manager, Public Safety	279,639
2016	Lancaster	TX	Police Chief	38,071
2016	Loveland	CO	Police Chief	71,334
2016	Tarrant County College District	TX	Director or Emergency Management	
2016	Warrensburg	MO	Chief of Police	19,927
2017	Chesterfield County	VA	Police Chief	327,745
2017	Commonwealth of Virginia	VA	Chief Law Enforcement Officer	8,326,000
2017	Goddard	KS	Police Chief	4,582
2017	Inver Grove Heights	MN	Police Chief	34,344
2017	St. Louis Park	MN	Police Chief	47,411
2017	Takoma Park	MD	Police Chief	17,765
2018	Brooklyn Park	MN	Fire Chief	79,707
2018	Charlottesville	VA	Police Chief	46,597
2018	Chickasha	OK	Police Chief	16,425
2018	Greenbelt	MD	Police Chief	23,909
2018	Midland	TX	Police Chief	134,610
2018	North Mankato	MN	Police Chief	13,439

List of Relevant Executive Recruitments: 2014 to Present				
Year	**Client**	**State**	**Recruitment**	**Population**
2018	Pharr	TX	Police Chief	77,320
2018	Rochester	MN	Police Chief	114,011
2018	Rockville	MD	Police Chief	70,000
2018	St. Charles	MO	Fire Chief	69,293
2018	Stafford County	VA	Chief of Fire and EMS	136,788
2019	Brooklyn Center	MN	Fire Chief	30,712
2019	Cedar Rapids	IA	Fire Chief	132,228
Current	Clayton	MO	Police Chief	16,805
2019	Metropolitan Council	MN	Chief of Metro Transit Police	2,980,000
2019	Mount Pleasant	WI	Police Chief	26,197
2019	Norfolk	VA	Fire Chief	246,393

5. Recruitment project team

The Baker Tilly project team is designed specifically for the City of Raytown.

The project team represents experienced professionals who will be working on this executive recruitment. Our service team is selected to meet four very specific objectives for the City: 1) It represents the staff who will be directly responsible for your projects; 2) It provides a range of expertise to cover the range of service requirements; 3) It provides a national perspective of experience and institutional knowledge to achieve your future objectives; and 4) It represents the commitment to take personal and professional responsibility for the services and outcomes for the City of Raytown.

Recruitment project team leader
Mr. Art Davis, Director
Direct Phone: +1 (816) 868 7042
Email: art.davis@bakertilly.com

Additional recruitment team members
Mr. Chuck Rohre, Firm Director
Direct Phone: +1 (214) 466 2436
Email: chuck.rohre@bakertilly.com

Ms. Patricia Heminover, Director
Direct Phone: +1 (651) 223 3058
Email: patty.heminover@bakertilly.com

Ms. Sharon Klumpp, Director
Direct Phone: +1 (651) 223 3053
Email: sharon.klumpp@bakertilly.com

Dr. Steve Miner, Director
Direct Phone: +1 (804) 562 2383
Email: steve.miner@bakertilly.com

Dr. Edward Williams, Director
Direct Phone: +1 (214) 842 6478
Email: edward.williams@bakertilly.com

Ms. Cecilia Hernández, Recruiting Coordinator
Direct Phone: +1 (214) 736 1606
Email: cecilia.hernandez@bakertilly.com

Ms. Jenelle McDonald, Recruiting Coordinator
Direct Phone: +1 (214) 466 2445
Email: jenelle.mcdonald@bakertilly.com

Art Davis

Art Davis, a director with Baker Tilly, has pursued his passion to improve local government and create great communities for more than 30 years.

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bakertilly.com

Education
Master of Public Administration
University of Kansas – Lawrence, KS

Bachelor of Arts, Political Science
and Public Administration
William Jewell College – Liberty, MO

Art specializes in providing executive recruitment and organizational management consulting services for cities, counties and nonprofits.

Specific experience

- Successfully launched and expanded his own local government consulting firm over the course of 10 years
- Nearly 15 years' experience in Executive Recruitment
- Community Leadership Program Facilitation
- Leadership and Management Development
- Strategic Goal Setting and Strategic Planning Facilitation
- Organizational Assessment, Design and Development
- Organization & Community Facilitation
- Served over six years as Associate Director for the Civic Council of Greater Kansas City, a nonprofit, 501c4 membership organization comprised of CEOs representing some of the largest companies in the region
- Coordinated and organized a strategic and master planning process (and an update of the Plan after four years) focused on re-developing Downtown Kansas City involving hundreds of stakeholders
- Served nearly six years as City Administrator for Lee's Summit, MO and in other local government positions in KS
- Served as Assistant to the Mayor of Dallas, TX
- Led and participated in a wide variety of community initiatives; served on a major Hospital Board for 13 years and on other nonprofit boards throughout career
- Presented with the L.P. Cookingham Award by the Greater Kansas City Chapter of the American Society for Public Administration, recognizing his long-term and outstanding contributions in the field of public administration

Industry involvement

- ICMA Member since 1984

Charles A. “Chuck” Rohre

Chuck Rohre, a Firm Director at Baker Tilly, has more than 35 years of experience in managing and consulting in both the private and public sectors.

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bakertilly.com

Education
Bachelor of Science, Career Development
Abilene Christian University – Dallas

Master’s Degree, Human Relations and Management
Abilene Christian University – Dallas

Chuck is responsible for managing and conducting executive recruitment engagements for the firm to insure their integrity, timeliness and adherence to budget parameters. He also directs the professional and support staff of the executive recruitment practice to ensure best practices, quality control and customer service.

Specific experience

- Manager of the executive recruitment practice
- Extensive and successful track record of completed recruitments across the nation, especially in Texas, Colorado, Arizona, and the Midwestern states
- Has led over 400 recruitment engagements in 27 states for key executives such as City and Assistant City Managers, Police Chiefs, Fire Chiefs, Library Directors, Chief Information Officers, City/County Attorneys, Parks & Recreation Directors, Finance Directors and Public Works Directors, as well as Executive Directors of not for profit and quasigovernmental organizations
- Conducted management consulting assignments in a number of disciplines including public safety, career development and strategic planning
- Written and presented training in a variety of subject areas including personnel assessment, leadership and management skills, and career development for public sector employees
- Prior to beginning his consulting career, served as Police Chief and Director of Public Safety for North Texas municipalities with populations ranging from 9,000 to 200,000 plus

Continuing professional education

- Certified Behavior Analyst by TTI, Inc.
- Advanced management training at the Institute for Law Enforcement Administration
- Federal Bureau of Investigation, LEEDS course
- Annual participation in the International City/County Management Association Conference
- Annual participation in state and municipal league conference

Patricia Heminover

Patty Heminover, a director with Baker Tilly has more than 20 years of experience in public education.

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Education
Master of Education, Administration
Minnesota State University – Mankato

Mini MBA Program, Human Resources Management
University of Saint Thomas – Saint Paul

Bachelor of Science, Consumer Science, Business Administration
Minnesota State University – Mankato

She has been with the firm since 2010. Prior to joining Baker Tilly, she was a client representative. Patty brings considerable experience identifying management talent, leading organizational and process improvements, and developing and administering budgets.

Specific experience

- Executive Recruitment
- Experience identifying management talent, leading organizational and process improvements, and developing and administering budgets
- Understanding of human resources and finance
- Experience working with governing boards
- Served as superintendent, co-superintendent of schools, director of human resources and finance, director of human resources and business services for two Minnesota school districts
- Facilitated discussions with legislators at the state level regarding education funding, securing new funding for a Minnesota school district

Industry involvement

- Minnesota Association of School Administrators
- American Association of School Administrators
- Minnesota Association of School Business Officials
- River Heights Chamber of Commerce, Member
- State Negotiators Association Minnesota School Board Association
- Patty has received a School Finance Award, technology leadership award and helped establish the first K-12 International Baccalaureate School District in Minnesota

Continuing professional education

Human Resource Certificate, University of St. Thomas
Superintendents Licensure, State of Minnesota

Sharon G. Klumpp

Sharon Klumpp, a director with Baker Tilly, has worked on behalf of local governments for more than 35 years and partnered with them to build strong organizations.

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Education
Master of Public Administration
University of Kansas – Lawrence, KS

Bachelor of Arts, Political Science
Miami University – Oxford, OH

Sharon specializes in providing executive recruitment, organizational management, and facilitation services to local governments and nonprofits.

Specific experience

- More than 15 years' experience in executive search and organizational management consulting
- Served as Associate Executive Director for the League of Minnesota Cities
- Appointed Executive Director of the Metropolitan Council, a seven-county regional planning agency for the Minneapolis-Saint Paul metropolitan area
- Served as City Administrator in Oakdale, Minnesota and Assistant City Manager for St. Louis Park Minnesota and Saginaw, Michigan
- Private sector experience includes serving as the chief administrative officer for the Minneapolis office of a major global engineering and design firm
- Served as an adjunct instructor at Walden University, teaching public administration and organizational change in the University's School of Management

Industry involvement

- International City/County Management Association

Steve Miner, Ed.D., J.D.

Steve Miner, a director with Baker Tilly's executive recruitment practice, has more than 35 years of experience in helping local governments achieve their goals.

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bakertilly.com

Education
Bachelor of Arts, History
The University of Virginia's College at Wise

Juris Doctorate
Cumberland School of Law, Samford University – Birmingham

Doctor of Education in Human Resources
The George Washington University Graduate School of Education and Human Development – Washington, D.C.

Steve specializes in executive search and organizational analysis and performance. He has a lengthy background in public management, human and organizational development and local government law. His team finds great candidates and matches them to the client using exacting psychological trait assessments. This process helps his clients hire candidates with the optimum set of skills, habits and motivational drivers needed to best succeed in the client's culture and work environment.

Specific experience

- Executive Recruitment in Local Government
- Behavioral Analysis
- Career Development/Coaching
- Strategic Planning
- Organizational Assessment/Performance
- Executive Performance Review
- HR Audits
- Strategic Workforce Planning
- Served numerous roles in various Virginia localities, including service as Deputy CAO and HR Director
- Has designed and implemented organizational performance management systems
- Specializes in challenging group dynamics affecting organizational performance

Industry involvement

- ICMA .....30 years
- SHRM .....18 years
- ATD .....05 years
- IPMA-HR.....03 years

Continuing professional education

- UVa Weldon Cooper Senior Executive Institute
- Certified Myers-Briggs Type Indicator
- Certification Pending, TTI Disc, Driving Forces, Motivators

Edward Williams, Ph.D.

Edward Williams recently joined Baker Tilly as a director on our executive recruitment team.

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bakertilly.com

Languages
English
Spanish

Education
Ph.D. Educational Leadership and Policy Analysis
University of Missouri – Columbia

Master's Higher Education Administration
University of Missouri – Kansas City

Bachelor of Arts, Education
University of Missouri – Kansas City

Edward has more than 20 years of collective experience in human resources and organizational development at various levels, and across various disciplines including, state and municipal government, community and educational institutions.

Specific experience

- Human Resources Executive (municipal and state government)
  - Executive recruitment, employee development, benefits administration, strategic planning, Performance management, market compensation studies, workforce planning, recognition programs and process improvement

Industry involvement

- Society for Human Resources
- Institute for Management Studies – Advisory Board
- Texas Municipal Human Resources Administration

Community involvement

- President, vice-president, secretary and member, Board of Directors Ft. Bend Habitat for Humanity (2014-2019)
- AAU basketball coach – middle school boys

Continuing professional education

- Institute for Management Studies - Houston
- International Personnel Management Association

Cecilia Hernández

Cecilia Hernandez is a Recruiting Coordinator with Baker Tilly's Executive Recruitment practice.

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cecilia.hernandez@bakertilly.com
bakertilly.com

Languages
English
Spanish

Education
Bachelor of Science, Public Affairs
University of Texas at Dallas – Richardson

Master of Public Affairs with a Local Government Concentration
University of Texas at Dallas – Richardson

She is responsible for supporting the consultants throughout each recruitment process and keeps in contact with the candidates for any questions or concerns they have.

Specific experience

- Communicates with and sends out candidate questionnaires to candidates once the field of applicants for a position has narrowed to a smaller group
- Responsible for creating reports used and sent to clients, submits candidates' information for background checks and verification of their education, as well as scheduling interviews for finalists
- Worked for a Texas city government as the Records Management Clerk and provided administrative support for the City Secretary Department; responsibilities were extended to also provide support for the City Manager and prepare for City Council meetings
- Worked for a Dallas area university Humanities Department; worked closely with Event Coordinator and Manager to ensure that programs and events scheduled ran smoothly; was a contact for students and provided support

Jenelle McDonald

Jenelle McDonald, a recruiting coordinator at Baker Tilly, has been with the firm since 2016.

Baker Tilly Virchow Krause, LLP
Recruiting Coordinator
14285 Midway Road
Suite 340
Addison, TX 75001
United States

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jenelle.mcdonald@bakertilly.com
bakertilly.com

Education
Bachelor of Science, Business Management
Arlington Baptist College – Arlington

She assists in the organizational management of executive recruitments. Her responsibilities include conducting research, organizing workflow, coordinating information and resources, and assisting candidates and clients throughout all phases of an executive recruitment. In addition, she also facilitates recruitment brochure design and is responsible for training new executive recruitment support staff.

Prior to joining the Baker Tilly team, Jenelle was an operations manager with a real estate investment firm where she handled accounts payable, marketing, project budgeting, home renovations, tenant communication and investor dividend payments. Jenelle has over fifteen years of experience supporting multiple departments, specifically in branch banking and business development.

Appendix I: Sample Brochure

THE CITY OF CLAYTON, MISSOURI

SEEKS A HIGHLY MOTIVATED, EXPERIENCED AND VISIONARY LEADER IN LAW ENFORCEMENT TO SERVE AS ITS NEXT...

CHIEF OF POLICE

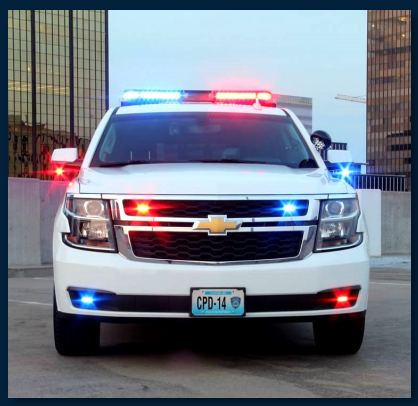
The City of Clayton is seeking an experienced and passionate leader to serve as Chief of Police, replacing the incumbent who is retiring. The City of Clayton is proud to provide world class service levels to a community which values the contributions of the professional team. Each department of the city, including the Police Department, has distinguished itself in the region and nationally for excellence. The next Chief of Police will continue the traditions of excellence and lead the department and city toward innovation and new approaches for the future.

THE COMMUNITY

The City of Clayton, MO, located immediately west of the city of St. Louis, is the second downtown of the St. Louis Metropolitan Area. It is accessed by two MetroLink (light rail) stations and two interstate highways. It is a vibrant, well-established community with attractive gathering places, walkable retail, restaurants and entertainment. Clayton is the county seat for St. Louis County supporting five county facilities, including a 1,200-bed justice center complex. The City has a residential population of approximately 17,448, a daytime population of 46,000 and a total assessed property value of well over one billion dollars. The City continues to grow with new housing and commercial development and the residential population is projected to exceed 20,000 residents by 2023, an increase of 15 percent.

Within its 2.5 square miles, Clayton houses more than 7,000,000 square feet of high-rise office space and more than 1,000,000 square feet of retail. Clayton's premier office and retail space, which enjoys less than a 6% vacancy rate and some of the highest lease rates in the Midwest outside of downtown Chicago, continues to grow as companies invest more than $1,000,000,000 in private construction. Several titans of the corporate world are included in the 2,000 businesses that call Clayton home. Clayton's charming, neighborhood retail districts are filled with specialty boutiques, galleries and restaurants. Clayton's average household income is $152,723 and average home sale price is $577,300.

This safe suburban community with a sophisticated cityscape provides the best of all worlds with a mix of stately single-family homes, condominiums, and multi-family apartments. Enriching the City's quality of life is its award-winning public-school system, rated #4 in the U.S. by Niche, while the city itself was rated as #8 by Niche in the nation. A premier community, Clayton is also home to several stellar private educational institutions, including Washington University, Fontbonne University and Concordia Seminary. The City's community services are world-class and the exceptional parks programs meet citizens' year-round needs. The Center of Clayton offers state-of-the-art fitness, athletic and meeting facilities.



MUNICIPAL ORGANIZATION

The City of Clayton operates under the Council/Manager form of government where the elected officials set policy direction and vision for the community and a professional City Manager serves as CEO and is responsible for the leadership, supervision and execution of day to day operations of all departments. The executive team of the city is made up of the department leaders and has developed into a highly supportive and collaborative team serving the interests of the entire community and supporting the collective goals of the organization. The City of Clayton values trust, professionalism, transparency and excellence and is committed to a work environment that allows all team members to bring their best talents and passion to their calling of public service, generating pride individually and as a team.

The City's general fund budget for FY 2019 is $28.2 million and the capital improvement budget is $17.8 million. City staff totals 177.5 full-time employees and approximately 180 part-time employees. Day to-day responsibilities are managed by six City departments: Administrative Services, Planning & Development Services, Police, Fire, Public Works, and Parks & Recreation. City employees are well regarded for a high-energy work ethic with an engaged and helpful attitude.

The mission of the Clayton Police Department is to protect and serve the Clayton community with PRIDE: Professionalism, Respect, Innovation, Dedication and Excellence.

THE COMMUNITY *(CONTINUED…)*

The City has an impressive schedule of community events including Parties in the Park and the Saint Louis Art Fair, one of the country's top art fairs. World-class public art adds to the City's cultural amenities with works by Pierre Auguste Renoir, Carl Milles, Ernest Trova, Fernando Botero, Howard Ben Tre and Alice Aycock.

Since the City's incorporation in 1913, Clayton has experienced a long, steady and prosperous growth. Today a special lifestyle is created by the unique balance between a vibrant business community and premier residential living, which is made possible through a united effort on the part of Clayton's residents, business community and City government.

ABOUT THE POLICE DEPARTMENT

Reporting directly to the City Manager, the Chief of Police is a recognized community leader and commands an internationally accredited agency of 54 members, 49 of which are sworn officers. The department has a reputation for effectiveness and is well regarded by the community and its peer departments.

The Clayton Police Department (CPD) is divided into two bureaus: The Field Operations Bureau, which is responsible for patrol, traffic, calls-for-service, parking control, crime scene processing and community relations/crime prevention; and the Investigations and Support Bureau, which is responsible for follow-up investigations, juvenile matters, accreditation, communications, personnel and training, special unit detachments (School Resource Officer, Drug Enforcement Administration Task Force, Training Academy Instructor), purchasing and administration. The annual operating budget (FY 2019) for the department is $7.3 million, with an additional $247,072 for Parking Control.

CPD is proud of its reputation for providing exceptional customer service to the public and responded to 10,472 calls for service in 2017. Because of significant current and anticipated ongoing investment within the community into new housing, commercial office and retail, calls for service annual totals are projected to increase by nearly 48 percent by 2023. These likely increases will largely be due to the high number of apartment and condominium units coming online in the next few years. Of the calls for service CPD experienced in 2017, there were 325 incidents involving Part I Crimes, also projected to increase at a rate of 37 percent by 2023. The Community Camera Program allows residents and business owners to register locations and capabilities of their security camera systems with the Clayton Police Department. Using this information, when a crime occurs, the Department will know the locations of nearby video cameras and be able to collect video evidence and follow up on leads.

View the organizational charts for both The City and The Department HERE.

CURRENT ISSUES AND PRIORITIES

Internal Relationships and Communications – The City is seeking a Police Chief who can build trust with the Department's line officers, command staff and City administration in terms of establishing improved communications and credibility. The new Chief must endeavor to communicate on an equitable and timely basis with sworn and non-sworn members of the Department - at all levels - and exhibit a management and leadership style that engenders mutual trust in order to re-establish credibility and communication with the entire staff.

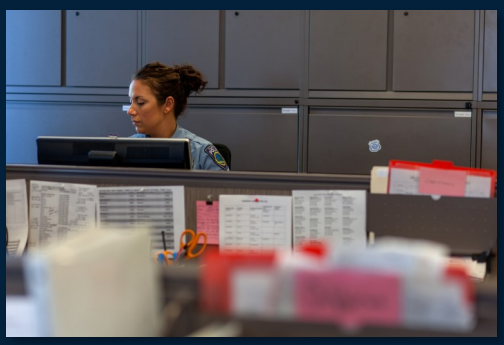
Issues of Diversity - In 2014, the Clayton Police Department assisted a number of other law enforcement agencies located in the greater Saint Louis region in responding to the unfortunate events that occurred in nearby Ferguson, Missouri. Although the Clayton Police Department responded professionally, it brought into the forefront in a very nationally publicized way, issues that most people in the Clayton community, the City organization and the CPD already knew – that issues involving community diversity and local law enforcement, social equity, and specific law enforcement questions related to the right to free speech and alleged racial profiling practices must be discussed and addressed in a transparent way that is balanced with continuing to protect the safety and well-being of Clayton's residents, businesses, property owners, City and Police Department employees, as well as all visitors to the City. The Clayton Police Department prepared for and received wide-spread recognition for their preparation and providing for safe opportunities for large groups of citizens and the general public to gather for the purpose of expressing their opinions and right to free speech in the months following the Ferguson incidents.

In July 2018 there was a nationally publicized incident in which Clayton officers engaged some African American youth who matched the description of some "dine and dash" suspects from a local restaurant. While no arrests were made, allegations of racial profiling occurred and some officers believe they were criticized for following procedures. In an effort to fully assess the sequence of events that occurred in 2018 and provide critical insights about the current state of the Department, the City engaged 21st Century Policing Solutions to conduct a thorough assessment of internal and external CPD relations, and review related policies and procedures, and to assist in identifying next steps through a community initiative. The new Chief must be experienced and comfortable discussing and addressing issues of diversity and fair and equitable interactions, while balancing the need to be an advocate for police officers and providing a safe work environment, protecting all citizens and visitors to Clayton. The new Chief will be selected prior to completing the community initiative and the new Chief will play an integral part in moving the Department forward.

Labor Relations – Recently officers have expressed an interest in being recognized for collective bargaining purposes. The Chief will need to develop and maintain a cordial and productive relationship with all members of the Department, individually and collectively.

DEPARTMENT GOALS

1. Continue efforts to reduce Part I crimes
2. Continue to implement Strategic Planning priorities including:
    - Create focused & intentional training program
    - Create system/process to encourage input from officers
    - Evaluate camera systems for both public and private spaces
    - Evaluate use of body-worn cameras
    - Continue to implement foot/bike patrols
    - Continue to enhance use of social media
    - Evaluate performance evaluation tool(s) for civilian employees
    - Revise General Orders
    - Enhance Field Training Officer Program
3. Assemble measurable statistics in-line with ICMA protocols
4. Continue to enhance relationships among law enforcement and all segments of community (local & regional).



CURRENT ISSUES AND PRIORITIES *(CONTINUED)*

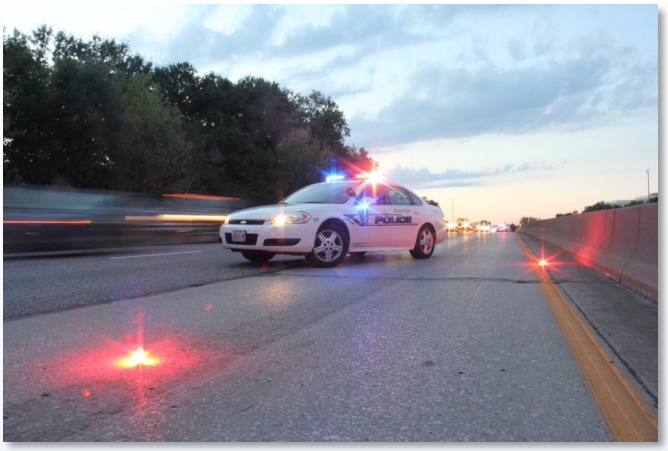
Downtown Clayton – A priority for the Mayor and Board of Alderman is to support and maintain a vibrant Downtown. CPD is an integral part of keeping the area safe and inviting to residents and visitors. An already significant corporate presence continues to expand along with a steady increase in high density residential and commercial development throughout Downtown Clayton. CPD has developed an excellent reputation for being proactive and responsive in providing services to the public. As the County Seat, demonstrations frequently occur near County facilities and CPD has been widely credited for providing highly successful, prudent and effective crowd control measures to avoid exacerbating potentially volatile situations.

Interlocal Agreements – Clayton is heavily invested in interlocal and mutual aid agreements with neighboring jurisdictions, principally St. Louis County and other neighboring municipalities. CPD provided mutual aid and assistance during the demonstrations and riots impacting Ferguson and some other adjacent communities in 2014, which required significant coordination and support. The new Chief must be comfortable and experienced in working with other agencies in a mutually dependent and cooperative environment. The Chief must maintain successful partnerships while ensuring that Clayton's interests are protected.

Training and Staff Development – With relatively few major crimes, the department is focused on maintaining proficiency at all levels of the organization. Training and development for CPD employees will continue to be a significant priority as evidenced by the Department's commitment and annual investment of time and resources. In 2017, CPD exceeded the Missouri POST required 24 hours of minimum required training per officer, with a total average of approximately 48 hours of training per sworn officer.

Resource Management – The new Chief will be innovative in maximizing the utilization of human, facility and equipment resources.

CANDIDATE PROFILE



The City seeks a strong and visionary leader that is team-oriented, possesses exceptional communication skills, and utilizes a style that engenders mutual trust and openness among all levels of the Department's operations, including command staff, sworn officers and non-sworn personnel. The Chief of Police will be a key member of the City's leadership team possessing highly developed and polished technical, communication and presentation skills, with an ability to perform well under pressure and meet deadlines. The ideal candidate will have an established record of teamwork in law enforcement and possess a record of building and maintaining strong relations in the community, including marginalized and minority communities.

The next Chief must be an advocate for the Department and balance the ability to develop and maintain credibility and trust with the department and City staff, the public, and cooperating agencies at the local, state, and federal levels. The successful candidate will have in-depth knowledge and experience in the management of municipal police departments, especially those providing a high level of community engagement and advanced crime prevention practices. The ideal candidate will have significant operational experience in the various ranks of a police department throughout their career progression.

As the chief executive of the Police Department, the Chief will manage its personnel, budget, programs and activities with an eye for continuous improvement to meet the needs of a premier urban community. A strong and visionary style of leadership, both engaging and personable, emphasizing the needs of the Department's internal and external customers is essential. The Chief must be willing to make tough, even unpopular, decisions that benefit the organization, maximize its human and equipment resources, and provide the best possible services to residents and businesses the department protects. Other characteristics and traits sought in the next Chief of Police include operating as a decisive leader willing to collaborate with staff while remaining responsible and accountable for the final decision. A priority for the new Chief will be restoration of trust and communications at all levels of the Department.

The successful candidate must have a commitment to mentoring, training, staff development and involvement, while valuing employee input into decisions and developing the leadership and vision for the future of the Department. The Chief will have a high degree of visibility in the department and community, both on and off the job. The successful candidate will have the desire to enter into a long-term relationship with the City and the community. An active commitment and appropriate level of involvement in professional networking and training to keep the Clayton Police Department in the forefront of the most applicable and effective equipment, training methods, procedures and technology, enabling the Department to respond to future as well as current service demands. Familiarity with emerging technologies and a willingness to embrace and utilize new trends including video and big data as it relates to law enforcement is strongly desired. The Chief will be astute politically without engaging in politics and display impeccable character, candor and a professional reputation.

The ideal candidate will be forward-thinking and visionary in the field of law enforcement with the experience and confidence to effectively address and speak to issues of diversity, social equity and racial profiling. The Chief should be attuned to developing and maintaining connection with diverse elements of the community and represent professional law enforcement through important, on-going conversations about race and equity in Clayton, the St. Louis region and the nation. The next Police Chief will possess the ability to effectively communicate with and seek input from the City Manager, Police Department Command Staff, police officers and support staff, the City's leadership team and all city employees regarding a variety of law enforcement and emerging city-wide issues of importance.

It will be essential for the next Chief to be an advocate for all employees of the Clayton Police Department to safeguard their ability to effectively protect the public and themselves, including work place safety, and the provision of proper equipment and facilities, while balancing the need to ensure individual and departmental accountability and monitoring the effective and efficient use of public tax dollars. The Police Chief must also have the courage to provide candid advice to the City Manager and carry out responsibilities without being unduly influenced, and assess, maintain and establish an organizational culture that seeks continuous improvement, aspires to achieve excellence and supports the continued recruitment of a diverse and talented group law enforcement personnel and support staff. Finally, the Police Chief must exhibit an appreciation for the history and culture of the community and the Clayton Police Department.

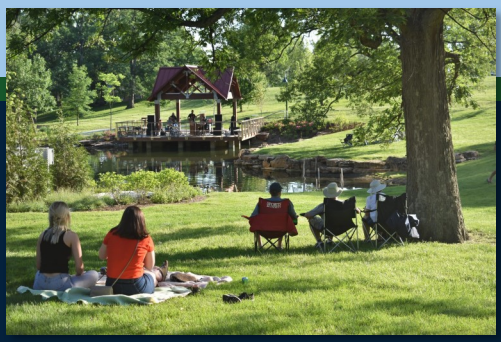
EDUCATION AND EXPERIENCE

A minimum of a Bachelor's degree in criminal justice, business, public administration, or a related discipline is required, with a graduate degree preferred. Candidates should demonstrate knowledge of police department operations and management, public administration of local governments, and knowledge of best practices in the management of municipal police services; experience working in an Accredited police department will be an advantage. Advanced training such as the FBI National Academy, Southern Police Institute or equivalent programs is preferred. Missouri Class A POST certification (or other equivalent state/federal training programs) is required. Out of state hires must obtain Missouri Class A POST certification within one year of hire.

The new Chief of Police will be an experienced executive with extensive and progressive experience in an environment similar to that of the City of Clayton, having a high level of community interaction and high service demands. Experience working in communities with similar demographics, types of development, and experience in coordinating and working closely with universities or institutions of higher learning would be helpful. While the City has established minimum qualifications for the Chief of Police, the key selection criteria will be a demonstrated record of excellence in the required elements and proficiency levels of the position and may elect to accept substitutions for some of the required education or experience, depending upon the total professional background and credentials of individual candidates.

COMPENSATION AND BENEFITS

The salary range will be $117,748 - $147,184, depending upon the qualifications and experience of the successful candidate. A vehicle is provided along with a highly competitive benefits program including a Retirement System, a voluntary 457 plan, health, dental and life insurance, short-term and long-term disability, paid vacation and sick leave. Working conditions within the City are outstanding and Clayton offers its residents a high quality of life. Relocation assistance and temporary housing allowance considerations are available for the successful candidate.



APPLICATION AND SELECTION PROCESS

Qualified candidates please submit your resume online by visiting our website at https://springsted-waters.recruitmenthome.com/postings/2196. This position is open until filled; however, interested applicants are strongly encouraged to apply not later than February 19, 2019. Following the first review date, resumes will be screened against criteria outlined in this brochure. On-site interviews will be offered by the City Manager to those candidates named as finalists, with reference checks, background checks and academic verifications conducted after receiving candidates' permission. For more information please contact Art Davis at adavis@springsted.com (816.868.7042) or Chuck Rohre crohre@springsted.com (214.466.2436).

The City of Clayton is an Equal Opportunity Employer and values diversity at all levels of its workforce!

Applicants selected as finalists for this position will be subject to a criminal history/credit/driver's license check prior to the interview. For more information about Clayton, please see the City's website at www.claytonmo.gov

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