



**The City of Lee's Summit**  
**Final Agenda**  
**Finance and Budget Committee**

Monday, November 7, 2016

4:00 PM

City Council Chambers

City Hall

220 SE Green Street

Lee's Summit, MO 64063

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1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. PUBLIC COMMENTS
5. BUSINESS
  - A. [2016-0694](#) APPROVAL OF ACTION LETTER FROM OCTOBER 3, 2016
  - B. [2016-0678](#) First Quarter Investment Report  
*Presenter:* Presenter: Sherri Staub
  - C. [2016-0379](#) A RESOLUTION AUTHORIZING THE AIRPORT DIVISION TO MAKE APPLICATION FOR AN ENERGY EFFICIENCY IMPROVEMENT PROJECT GRANT WITH THE MISSOURI DEPARTMENT OF ECONOMIC DEVELOPMENT DIVISION OF ENERGY FOR CERTAIN AIRPORT PROJECTS. (BOAC 10-10-16)  
*Presenter:* Presenter: John Ohrazda, Airport Manager
  - D. [TMP-0262](#) AN ORDINANCE AUTHORIZING EXECUTION OF AN INTERGOVERNMENTAL AGREEMENT BY AND BETWEEN THE CITY OF LEE'S SUMMIT, MISSOURI AND THE RAYTOWN C-2 SCHOOL DISTRICT FOR LEASE OF A MOTOR VEHICLE.  
*Presenter:* Presenter: Travis Forbes, Chief of Police

- E.     [TMP-0275](#)     AN ORDINANCE APPROVING AWARD OF RFP NO. 2017-020 TO SPRINGSTED, INC. AND AUTHORIZING THE CITY MANAGER, ON BEHALF OF THE CITY TO ENTER INTO A ONE-YEAR CONTRACT WITH SPRINGSTED, INC. FOR THE PROVISION OF A COMPENSATION AND BENEFIT STUDY WITH THE OPTION OF UP TO FOUR (4) ONE-YEAR RENEWALS FOR THE PURPOSES OF PROVIDING ON-CALL SUPPORT RELATED TO THE IMPLEMENTATION OF THE COMPENSATION STUDY.

**Presenter:**           Presenter: Nick Edwards, Director of Administration

- F.     [2016-0690](#)     Presentation of the September General Fund Financial Dashboard

**Presenter:**           Presenter: Jack Feldman

6.     ROUNDTABLE

7.     ADJOURNMENT

Next Meeting - December 5, 2016

For your convenience, City Council agendas, as well as videos of City Council and Council Committee meetings, may be viewed on the City's Internet site at "www.cityofls.net".



# The City of Lee's Summit

220 SE Green Street  
Lee's Summit, MO 64063

## Packet Information

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**File #:** 2016-0694, **Version:** 1

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**The City of Lee's Summit**  
**Action Letter**  
**Finance and Budget Committee**

Monday, October 3, 2016

4:00 PM

City Council Chambers

City Hall

220 SE Green Street

Lee's Summit, MO 64063

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1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA

**The agenda was approved by unanimous vote.**

**Present:** 3 - Chairperson Trish Carlyle  
Councilmember Diane Seif  
Councilmember Diane Forte

**Absent:** 1 - Councilmember Craig Faith

4. PUBLIC COMMENTS:
5. BUSINESS

**A. [2016-0516](#) APPROVAL OF MINUTES FROM AUGUST 29, 2016 F&BC MEETING**

**A motion was made by Councilmember Seif, seconded by Councilmember Forte, that the Minutes were approved . The motion carried by a unanimous vote.**

**Aye:** 3 - Chairperson Carlyle  
Councilmember Seif  
Councilmember Forte

**Absent:** 1 - Councilmember Faith

Finance and Budget Committee

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October 3, 2016

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- B. [TMP-0202](#) AN ORDINANCE APPROVING A SOLE SOURCE PURCHASE JUSTIFICATION AND AMENDMENT TO SERVICE AGREEMENT FOR PERMIT SERVICES SOFTWARE FOR A PERIOD OF ONE YEAR WITH FOUR (4) POSSIBLE ONE YEAR RENEWALS WITH CITYVIEW, A DIVISION OF N. HARRIS COMPUTER CORPORATION FOR THE PROVISION OF SOFTWARE MAINTENANCE AND SUPPORT SERVICES TO THE CITY OF LEE'S SUMMIT, MISSOURI AND AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH CITYVIEW, A DIVISION OF N. HARRIS COMPUTER CORPORATION FOR THE SAME.

**Recommendation:** Recommendation: STAFF RECOMMENDS APPROVAL OF AN ORDINANCE APPROVING A SOLE SOURCE PURCHASE JUSTIFICATION AND AMENDMENT TO SERVICE AGREEMENT FOR PERMIT SERVICES SOFTWARE FOR A PERIOD OF ONE YEAR WITH FOUR (4) POSSIBLE ONE YEAR RENEWALS WITH CITYVIEW, A DIVISION OF N. HARRIS COMPUTER CORPORATION FOR THE PROVISION OF SOFTWARE MAINTENANCE AND SUPPORT SERVICES TO THE CITY OF LEE'S SUMMIT, MISSOURI AND AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH CITYVIEW, A DIVISION OF N. HARRIS COMPUTER CORPORATION FOR THE SAME.

**Presenter:** Presenter: Steve Marsh

**ACTION: A motion was made by Councilmember Seif, seconded by Councilmember Forte, that this Ordinance be recommended for approval to the City Council - Regular Session, due back on 10/13/2016. The motion carried by a unanimous vote.**

**Aye:** 3 - Chairperson Carlyle  
Councilmember Seif  
Councilmember Forte

**Absent:** 1 - Councilmember Faith

- C. [TMP-0241](#) AN ORDINANCE APPROVING A LIABILITY INSURANCE PROGRAM FOR THE LEE'S SUMMIT MUNICIPAL AIRPORT FOR THE PERIOD BEGINNING OCTOBER 15, 2016 AND EXPIRING OCTOBER 15, 2017 WITH THE OPTION OF TWO (2) AUTOMATIC ONE (1) YEAR RENEWALS WITH ACE PROPERTY AND CASUALTY INSURANCE COMPANY, UNDERWRITTEN BY CHUBB AEROSPACE IN AN ANNUAL AMOUNT NOT TO EXCEED \$12,650.00 AND AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH ACE PROPERTY AND CASUALTY INSURANCE COMPANY, UNDERWRITTEN BY CHUBB AEROSPACE FOR THE SAME.

**Recommendation:** Staff recommends approval of AN ORDINANCE APPROVING A LIABILITY INSURANCE PROGRAM FOR THE LEE'S SUMMIT MUNICIPAL AIRPORT FOR THE PERIOD BEGINNING OCTOBER 15, 2016 AND EXPIRING OCTOBER 15, 2017 WITH THE OPTION OF TWO (2) AUTOMATIC ONE (1) YEAR RENEWALS WITH ACE PROPERTY AND CASUALTY INSURANCE COMPANY, UNDERWRITTEN BY CHUBB AEROSPACE IN AN ANNUAL AMOUNT NOT TO EXCEED \$12,650.00 AND AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH ACE PROPERTY AND CASUALTY INSURANCE COMPANY, UNDERWRITTEN BY CHUBB AEROSPACE FOR THE SAME.

**Presenter:** Presenter: Jackie McCormick Heanue, Chief Counsel of Management and Operations

**ACTION: A motion was made by Councilmember Seif, seconded by Councilmember Forte, that this Ordinance be recommended for approval to the City Council - Regular Session due back on 10/13/2016. The motion carried by a unanimous vote.**

Finance and Budget Committee

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**Aye:** 3 - Chairperson Carlyle  
Councilmember Seif  
Councilmember Forte

**Absent:** 1 - Councilmember Faith

- D. [TMP-0242](#) AN ORDINANCE APPROVING THE CALENDAR YEAR 2017 EMPLOYEE BENEFIT PROGRAMS, APPROVING AGREEMENTS FOR SERVICES BY AND BETWEEN THE CITY OF LEE'S SUMMIT, MISSOURI AND BLUE CROSS BLUE SHIELD OF KANSAS CITY, DELTA DENTAL OF MISSOURI, VSP VISION, NEW DIRECTIONS, AND THE STANDARD FOR THE PROVISION OF EMPLOYEE BENEFITS, AND AUTHORIZING THE CITY MANAGER TO EXECUTE AGREEMENTS FOR THE SAME.

**Recommendation:** Recommendation: Staff recommends approval of AN ORDINANCE APPROVING THE CALENDAR YEAR 2017 EMPLOYEE BENEFIT PROGRAMS, APPROVING AGREEMENTS FOR SERVICES BY AND BETWEEN THE CITY OF LEE'S SUMMIT, MISSOURI AND BLUE CROSS BLUE SHIELD OF KANSAS CITY, DELTA DENTAL OF MISSOURI, VSP VISION, NEW DIRECTIONS, AND THE STANDARD FOR THE PROVISION OF EMPLOYEE BENEFITS, AND AUTHORIZING THE CITY MANAGER TO EXECUTE AGREEMENTS FOR THE SAME.

**Presenter:** Presenter: Denise Kelly - Director of Human Resources

**ACTION: A motion was made by Councilmember Seif, seconded by Councilmember Forte, that this Ordinance be recommended for approval to the City Council - Regular Session, due back on 10/13/2016. The motion carried by a unanimous vote.**

**Aye:** 3 - Chairperson Carlyle  
Councilmember Seif  
Councilmember Forte

**Absent:** 1 - Councilmember Faith

- E. [TMP-0243](#) AN ORDINANCE APPROVING AMENDMENT NO.4 TO THE BUDGET FOR THE FISCAL YEAR ENDING JUNE 30, 2017, AS ADOPTED BY ORDINANCE NO. 7894, BY REVISING THE AUTHORIZED PAY AND CLASSIFICATION PLAN AND THE AUTHORIZED BUDGET EXPENDITURES OF THE CITY OF LEE'S SUMMIT, MISSOURI.

**Recommendation:** Recommendation: Staff recommends adoption of AN ORDINANCE APPROVING AMENDMENT NO.4 TO THE BUDGET FOR THE FISCAL YEAR ENDING JUNE 30, 2017, AS ADOPTED BY ORDINANCE NO. 7894, BY REVISING THE AUTHORIZED PAY AND CLASSIFICATION PLAN AND THE AUTHORIZED BUDGET EXPENDITURES OF THE CITY OF LEE'S SUMMIT, MISSOURI.

**Presenter:** Presenter: Denise Kelly - Director of Human Resources

**ACTION: A motion was made by Councilmember Forte, seconded by Councilmember Seif, that this Ordinance be recommended for approval to the City Council - Regular Session, due back on 10/13/2016. The motion carried by a unanimous vote.**

**Aye:** 3 - Chairperson Carlyle  
Councilmember Seif  
Councilmember Forte

**Absent:** 1 - Councilmember Faith

Finance and Budget Committee

Action Letter

October 3, 2016

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- F. [TMP-0245](#) AN ORDINANCE APPROVING MODIFICATION NO. 1 TO RFP NO. 2015-107 TO PROVIDE FOR PHASE 2, RECORDS CONSULTING SERVICES, WITH MCCi, LCC, IN AN AMOUNT NOT TO EXCEED \$23,750.00 AND AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH MCCi, LLC, ON BEHALF OF THE CITY.

**Recommendation:** Recommendation: STAFF RECOMMENDS APPROVAL OF AN ORDINANCE APPROVING MODIFICATION NO. 1 TO RFP NO. 2015-107 TO PROVIDE FOR PHASE 2, RECORDS CONSULTING SERVICES, WITH MCCi, LCC, IN AN AMOUNT NOT TO EXCEED \$23,750.00 AND AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH MCCi, LLC, ON BEHALF OF THE CITY.

**Presenter:** Presenter: Denise Chisum

**ACTION: A motion was made by Councilmember Forte, seconded by Councilmember Seif, that this Ordinance be recommended for approval to the City Council - Regular Session, due back on 10/13/2016. The motion carried by a unanimous vote.**

**Aye:** 3 - Chairperson Carlyle  
Councilmember Seif  
Councilmember Forte

**Absent:** 1 - Councilmember Faith

- G. [TMP-0248](#) AN ORDINANCE APPROVING AMENDMENT NO. 5 TO THE BUDGET FOR THE FISCAL YEAR ENDING JUNE 30, 2017 AS ADOPTED BY ORDINANCE NO. 7894 BY REVISING THE AUTHORIZED PAY AND CLASSIFICATION PLAN AND AUTHORIZED ALLOCATION OF FULL TIME EQUIVALENTS FOR CERTAIN POSITIONS AND THE AUTHORIZED BUDGET EXPENDITURES OF THE CITY OF LEE'S SUMMIT, MISSOURI.

**Recommendation:** Recommendation: Staff recommends approval of AN ORDINANCE APPROVING AMENDMENT NO. 5 TO THE BUDGET FOR THE FISCAL YEAR ENDING JUNE 30, 2017 AS ADOPTED BY ORDINANCE NO. 7894 BY REVISING THE AUTHORIZED PAY AND CLASSIFICATION PLAN AND AUTHORIZED ALLOCATION OF FULL TIME EQUIVALENTS FOR CERTAIN POSITIONS AND THE AUTHORIZED BUDGET EXPENDITURES OF THE CITY OF LEE'S SUMMIT, MISSOURI.

**Presenter:** Presenter: Brian W. Head, City Attorney

**ACTION: A motion was made by Councilmember Seif, seconded by Councilmember Forte, that this Ordinance be recommended for approval to the City Council - Regular Session, due back on 10/13/2016. The motion carried by a unanimous vote.**

**Aye:** 3 - Chairperson Carlyle  
Councilmember Seif  
Councilmember Forte

**Absent:** 1 - Councilmember Faith

6. ROUNDTABLE:

**No Roundtable discussion.**

7. NEXT MEETING: NOVEMBER 7, 2016 4:00 P.M.

ADJOURNMENT

**Meeting was adjourned at 4:50 p.m.**

**Finance and Budget Committee**

**Action Letter**

**October 3, 2016**

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## Packet Information

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**File #:** 2016-0678, **Version:** 1

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First Quarter Investment Report

Issue/Request:

Investment Portfolio Report for the quarter ending September 30, 2016.

Key Issues:

The investment report is prepared to provide a summary of the current investment portfolio by noting the transactions over the last quarter. The report lists new purchases and maturities occurring during the reporting period.

At September 30, 2016 the largest percentage of the portfolio was invested in US Treasuries (66%); followed by Cash (11%), Certificates of Deposit (9%) and Municipal Obligations (5%). All cash is invested in an overnight repurchase agreement and is collateralized.

Proposed Committee Motion:

Background:

A "Mark to Market" adjustment is required at each quarter end to recognize the value of the portfolio in the event that securities would need to be liquidated. Fair values are determined by our custodial bank. At September 30, 2016 the mark to market adjustment across all funds was a unrealized gain of \$295,312.80.

Impact/Analysis:

At September 30, 2016 the average yield on the portfolio was 0.8984%.

Timeline:

Other Information/Unique Characteristics:

[Enter text here]

Presenter: Sherri Staub

Recommendation: [Enter Recommendation Here]

Committee Recommendation: [Enter Committee Recommendation text Here]

# CITY OF LEE'S SUMMIT, MISSOURI

## QUARTERLY INVESTMENT PORTFOLIO REPORT

### QUARTER ENDED SEPTEMBER 30, 2016

#### Purpose and Goals

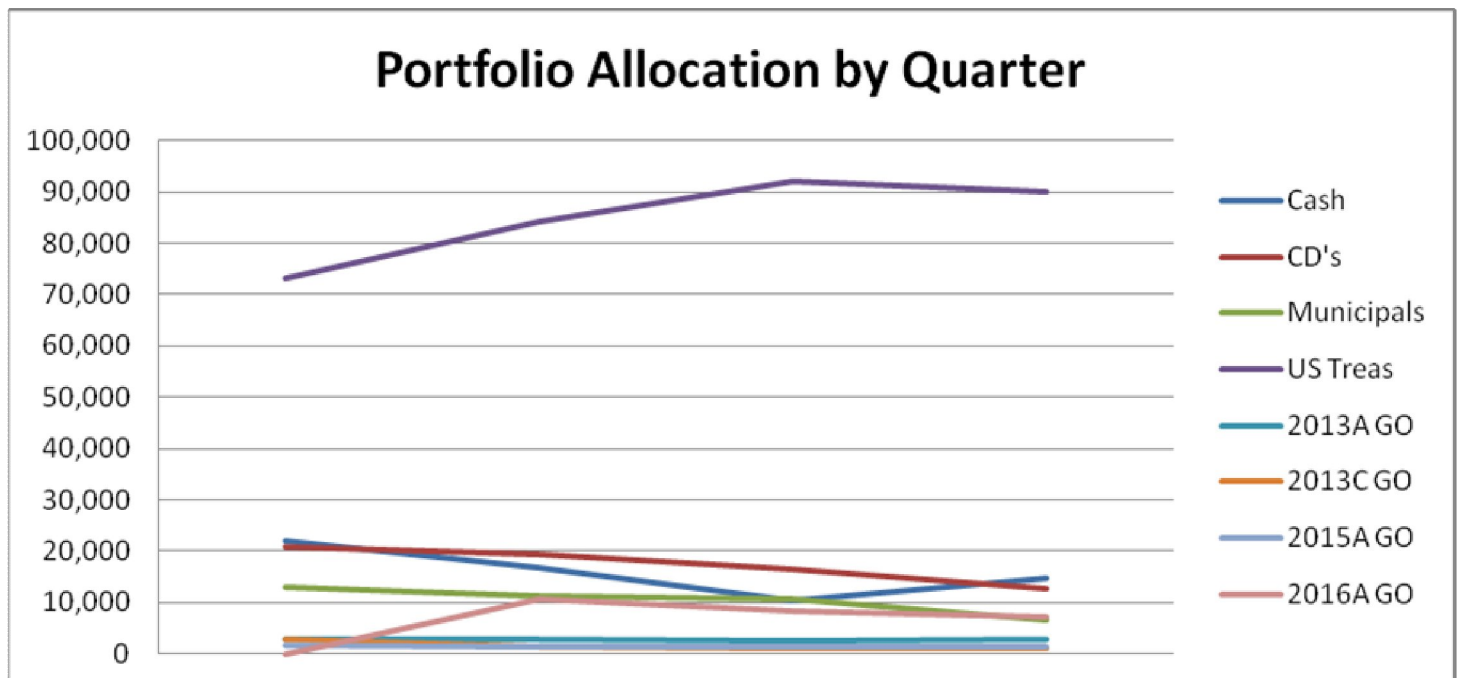
In compliance with the Investment Policy of the City of Lee's Summit, this quarterly investment portfolio report for the quarter ended September 30, 2016 is hereby submitted for your review. This report will provide you with an overview of the City's current cash and investment portfolio holdings along with a summary of all investment activity for the last fiscal quarter.

Cash and investments held by the City represent financial resources provided by its citizens to fund current operations and additionally to provide for future economic development, enhancement of services and programs, construction of major capital improvements and allow for unforeseen emergencies. Monies held for future use in meeting identifiable long-term needs are invested in authorized securities in order to provide additional earnings until such time as these funds are required to be expended. While the objective is to obtain a market rate of return, the City believes that the priority should be on the safety of principal, liquidity of its investments, and stability of earnings.

#### Current Portfolio

The City has sought to achieve a balance within the combined investment portfolio. While maintaining relatively strong liquidity, it strives to achieve earnings stability. As of September 30, 2016, the portfolio was allocated as follows: Cash (11%), Certificates of Deposit (9%), Municipal Obligations (5%) and US Treasury (66%). The following table illustrates the composition of the portfolio, in comparative dollar amounts (000) and component percentages, for the quarter ending September 30, 2016 and the previous three quarters.

Portfolio	-----Book Value in 000's-----				-----Percent of Portfolio-----			
	12/31/2015	3/31/2016	6/30/2016	9/30/2016	12/31/2015	3/31/2016	6/30/2016	9/30/2016
Cash	22,162	16,918	10,275	<b>14,689</b>	16%	11%	7%	<b>11%</b>
CD's	20,776	19,291	16,566	<b>12,852</b>	15%	13%	12%	<b>9%</b>
Municipals	13,123	11,402	10,647	<b>6,748</b>	10%	8%	7%	<b>5%</b>
US Treas	73,134	84,177	92,188	<b>90,151</b>	54%	57%	64%	<b>66%</b>
2013A GO	2,778	2,713	2,691	<b>2,694</b>	2%	2%	2%	<b>2%</b>
2013C GO	2,890	1,478	1,138	<b>1,139</b>	2%	1%	1%	<b>1%</b>
2015A GO	1,543	1,501	1,502	<b>1,504</b>	1%	1%	1%	<b>1%</b>
2016A GO	0	10,635	8,225	<b>7,052</b>	0%	7%	6%	<b>5%</b>
<b>Total</b>	<b>\$136,406</b>	<b>\$148,115</b>	<b>\$143,232</b>	<b>\$136,829</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>



<b>Purchases</b>			
		Amount	Maturity Date
09/13/2016	US Treasury	\$ 2,000,000	04/15/2019
09/13/2016	US Treasury	\$ 2,000,000	10/31/2019
	<b>TOTAL</b>	<b>\$4,000,000</b>	
<b>MATURITY</b>			
07/01/2016	Leavenworth KS Temp Nts	325,000	
07/08/2016	Luanna Savings Bank	248,000	
07/25/2016	Customers Bank	245,000	
07/29/2016	Synovus Bank, GA	245,000	
07/31/2016	US Treasury	3,000,000	
08/05/2016	Douglas National Bank, GA	248,000	
08/08/2016	Enterprise National Bank, NJ	248,000	
08/15/2016	Crystal Lake Bank & Trust, IL	248,000	
08/15/2016	Lake Forest Bank & Trust, IL	248,000	
08/16/2016	Midland States Bank, IL	248,000	
08/19/2016	Medallion Bank, UT	248,000	
08/22/2016	Aimbank, TX	248,000	
08/23/2016	Pyramax Bank FSB WI	248,000	
08/23/2016	Bank of Georgetown, Washington	248,000	
08/30/2016	Merchants Bank of Indiana	248,000	
09/01/2016	Johnson & Miami Cnty KS #230	1,142,618	
09/01/2016	Pittsburg KS Serv A UT	474,048	
09/01/2016	Lyon Cnty KS UT	211,582	
09/01/2016	Sedgwick Cnty KS UT USD #268	517,507	
09/01/2016	Kansas City MO Spl Obilig	363,282	
09/01/2016	Kirkwood MO COPS	506,155	
09/26/2016	United Bankers Bank, MN	248,000	
09/30/2016	John Marshall Bank, VA	248,000	
09/30/2016	US Treasury	3,000,000	
	<b>TOTAL</b>	<b>\$13,254,192</b>	

### **Transaction Summary**

The City monitors and maintains a certain level of cash on hand to meet the day to day operations of the city. Each night the remaining balance is invested in an interest bearing "sweep" account through a "repurchase agreement" or "repo" with our bank. For funds not needed immediately, the city employs a strategy of maturity "laddering" over a period not to exceed five years. When the spread between short term securities and the three year maximum is minimal, staff does not fully extend to the five year maximum.

### **Cash in Bank**

The City utilizes UMB Bank as its depository. Lee's Summit's cash in bank at September 30, 2016, was as follows: UMB Trustee Account, \$5,078,264.56 and the UMB Investment Settlement Account \$9,611,271.90. Cash on deposit with UMB earns interest at a rate equivalent to the previous week's auction of the 91 day Treasury bill yield, adjusted every Wednesday. The UMB "repo" rate for September was 0.45%; June was 0.41%; March was 0.47% and December was 0.260. To protect the City against fluctuating securities values, the City's bank depository agreement requires the bank to pledge certain securities as collateral equal to 105% of the City's funds on account (in excess of FDIC coverage). The estimated collateral value is \$22,152,349.11.

### **Combined Portfolio Performance**

The City has utilized all components of the investment portfolio to achieve safety of principal, reasonable liquidity, relatively stable earnings over a wide range of interest rates, and a market rate of return. As of September 30, 2016, the average portfolio yield is 0.8984%.

The investment portfolio's maturity structure as of September 30, 2016, is as follows:

<b>Maturity Year</b>	<b>Prin Amt</b>	<b>Cash Flow %</b>
<b>2016</b>	<b>\$ 8,424,075.35</b>	<b>8%</b>
<b>2017</b>	<b>\$ 38,875,156.62</b>	<b>35%</b>
<b>2018</b>	<b>\$ 30,253,799.97</b>	<b>28%</b>
<b>2019</b>	<b>\$ 25,189,629.68</b>	<b>23%</b>
<b>2020</b>	<b>\$ 7,008,750.00</b>	<b>6%</b>
<b>TOTAL</b>	<b>\$ 109,751,411.62</b>	<b>100%</b>

A complete itemized schedule of investments in the City of Lee's Summit Portfolio is available upon request.

**Recommendations**

The City's passive investment strategy has been to match the investments based upon cash flow needs in conjunction with a maturity "laddering" approach with its investments, not to exceed five years. Investment purchases have been made with safety as the primary factor. The purchase of Certificates of Deposit and Municipal Obligations has been halted pending further investigation of policy changes at the state level.

**Mark-to-Market**

The investment portfolio is valued at our purchase price with gains/losses recognized at sale or maturity. With the implementation of GASB 31, the portfolio was required to be adjusted at year end to reflect the difference between our carrying value and today's market. This is referred to as "Marking to Market."

The Government Finance Officers Association (GFOA) then recommended that local governments report the market value of all securities in the portfolio on a quarterly basis. Fair market values are determined by our custodial bank.

GFOA has recommended that in addition to the reporting of this paper gain/loss on a quarterly basis, this adjustment should be entered on a quarterly basis. Starting in fiscal year 2006-2007 this adjustment was spread and posted to cash accounts based on cash balances at each quarter end. These adjustments will be updated at the end of each quarter. At September 30, the quarter end entry of June 30 was reversed and the new entry booked based on the current market values at September 30, 2016. This unrealized gain of \$295,312.80 was spread against all funds based on their respective cash balance percentages.

Respectfully Submitted,

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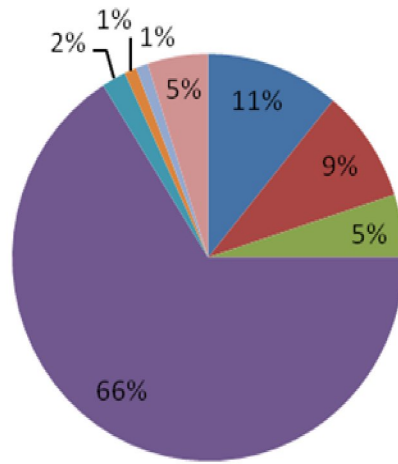
Sherri Staub  
Cash Management Officer

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Conrad Lamb  
Finance Director

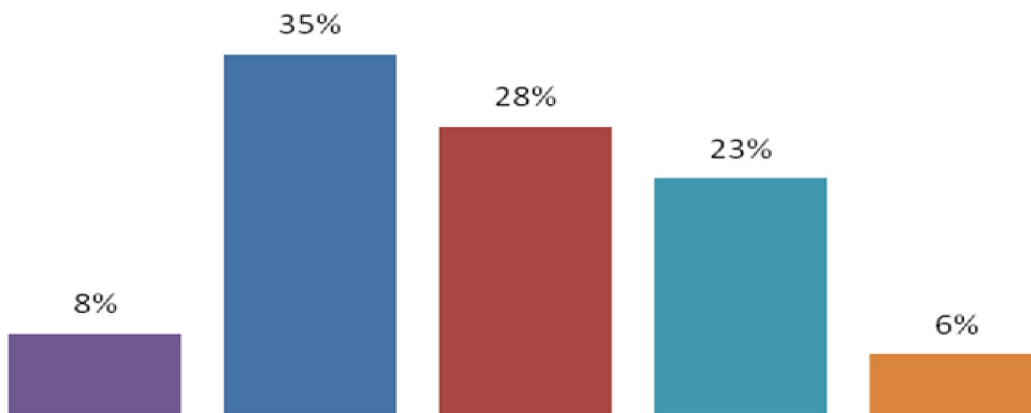
## Asset Allocation September 30, 2016

■ Cash ■ CD's ■ Municipals ■ US Treas ■ 2013A GO ■ 2013C GO ■ 2015A GO ■ 2016A GO



## Asset Allocation by Maturity Year

■ 2016 ■ 2017 ■ 2018 ■ 2019 ■ 2020



CITY OF LEES SUMMIT  
INVESTMENT PORTFOLIO  
MONTH ENDING SEPTEMBER 2016

CERTIFICATES OF DEPOSIT (CD)

	PURCHASE PRICE	DESCRIPTION		YIELD	PURCHASE DATE	MATURITY DATE	TERM DAYS
##	248,000.00	Enterprise National Bank, NJ	293742AD4	0.850000%	08-Aug-13	08-Aug-16	1,096
##	248,000.00	Crystal Lake Bank & Trust, IL	229253CT4	0.850000%	14-Aug-13	15-Aug-16	1,097
##	248,000.00	Lake Forest Bank & Tr, IL	509685ES8	0.850000%	14-Aug-13	15-Aug-16	1,097
##	248,000.00	Midland States Bank, IL	59774QDT6	0.800000%	16-Aug-13	16-Aug-16	1,096
##	248,000.00	Medallion Bank, UT	58403BF27	1.000000%	19-Aug-13	19-Aug-16	1,096
##	248,000.00	Aimbank, TX	00889WAQ8	0.850000%	21-Aug-13	22-Aug-16	1,097
##	248,000.00	Pyramax Bank FSB, WI	747133BS4	0.800000%	23-Aug-13	23-Aug-16	1,096
##	248,000.00	Bank of Georgetown, Washington DC	06424XBE1	0.800000%	23-Aug-13	23-Aug-16	1,096
##	248,000.00	Merchants Bank of Indiana, IN	588493EG7	0.750000%	30-Aug-13	30-Aug-16	1,096
	248,000.00	McFarland State Bank, McFarland, WI	58043PCJ8	0.850000%	18-Oct-13	18-Oct-16	1,096
	248,000.00	College Savings Bank, Princeton, NJ	19443PAU3	0.850000%	18-Oct-13	18-Oct-16	1,096
	248,000.00	Bank of Grove, Grove, OK	06246PAE5	0.850000%	25-Oct-13	25-Oct-16	1,096
	248,000.00	State Bank of India, New York, NY	856284R22	1.200000%	28-Oct-13	18-Oct-16	1,086
	248,000.00	Unity Bank, Clinton, NJ	91330AAx5	0.900000%	30-Oct-13	28-Oct-16	1,094
	248,000.00	Kansas State Bank, Manhattan, KS	485382DV4	0.800000%	30-Oct-13	30-Oct-16	1,096
	245,000.00	First Credit Bank, Los Angeles, CA	320055BE5	0.750000%	27-Nov-13	28-Nov-16	1,097
	245,000.00	USNY Bank, Geneva, NY	90344LBW8	0.750000%	27-Nov-13	28-Nov-16	1,097
	245,000.00	Commerce State Bank, West Bend, WI	20070PGC5	0.750000%	29-Nov-13	29-Nov-16	1,096
	248,000.00	First State Bank, Barboursville, WV	33648FJG1	0.750000%	18-Dec-13	16-Dec-16	1,094
	248,000.00	Tri-County Trust Co; Glasgow, MO	89556YAG1	0.700000%	18-Dec-13	16-Dec-16	1,094
	227,000.00	Bridgewater Bk; Bloomington, MN	108622DQ1	0.700000%	19-Dec-13	19-Dec-16	1,096
	248,000.00	Carthage Fed Savings & Loan, Carthage, NY	146550AA6	0.750000%	20-Dec-13	20-Dec-16	1,096
	248,000.00	Paragon Commercial Bank, Raleigh, NC	69911Q3U7	0.750000%	24-Dec-13	23-Dec-16	1,095
	248,000.00	State Bank of Lismore, Lismore, MN	856425AL7	0.800000%	30-Dec-13	28-Dec-16	1,094
	248,000.00	Independent Bank, Memphis TN	45383UNS0	0.700000%	31-Dec-13	30-Dec-16	1,095
##	248,000.00	Luana Savings Bank, IA	54913NP0	0.650000%	08-Jan-14	08-Jul-16	912
##	245,000.00	Synovus Bank, Columbus, GA	87164DDS6	0.700000%	30-Jan-14	29-Jul-16	911
##	248,000.00	Douglas National Bank, GA	259744DA5	0.600000%	05-Feb-14	05-Aug-16	912
	245,000.00	San Diego Private Bank	79744YAC4	0.900000%	15-Apr-14	17-Apr-17	1,098
	245,000.00	Barclays Bank	06740KGE1	1.050000%	15-Apr-14	15-Apr-17	1,096
	245,000.00	Homebanc NA	43738AEW2	0.900000%	17-Apr-14	17-Apr-17	1,096
##	245,000.00	Customers Bank	23204HAY4	0.650000%	23-Apr-14	25-Jul-16	824
	245,000.00	First Merchants Bank	32082BDC0	0.900000%	30-Apr-14	28-Apr-17	1,094
	248,000.00	Franklin Synergy Bank	35471TBG6	0.750000%	30-Apr-14	31-Oct-16	915
##	248,000.00	United Bankers Bank, MN	909557DJ6	0.600000%	25-Jun-14	26-Sep-16	824
	248,000.00	First Priority Bank, PA	33612JFA2	0.800000%	25-Jun-14	27-Dec-16	916
	248,000.00	BMW Bank North America, UT	05580AAM6	1.050000%	27-Jun-14	27-Jun-17	1,096
##	248,000.00	John Marshall Bank, VA	47804GBP7	0.650000%	30-Jun-14	30-Sep-16	823
	245,000.00	American Express BK FSB, UT	02587CAA8	1.050000%	10-Jul-14	10-Jul-17	1,096
	248,000.00	Sallie Mae Bank, UT	795450TV7	1.500000%	15-Oct-14	16-Oct-17	1,097
	248,000.00	Capital One Bank USA	140420QD5	1.450000%	16-Oct-14	16-Oct-17	1,096
	248,000.00	Discover Bank, DE	254672BM9	1.500000%	16-Oct-14	16-Oct-17	1,096
	248,000.00	GE Captial Bank	36161T4S1	1.500000%	17-Oct-14	17-Oct-17	1,096
	248,000.00	Goldman Sachs, NY	38148JAR2	1.450000%	22-Oct-14	23-Oct-17	1,097
	245,000.00	American Expr Centurion UT	02587DWH7	1.500000%	28-Oct-14	28-Nov-17	1,127
	248,000.00	First Business Bank, Madison, WI	31938QK37	0.800000%	20-Jan-15	20-Jan-17	731
	248,000.00	Northern Bank & Trust, Woburn MA	66476QBB3	1.100000%	21-Jan-15	22-Jan-18	1,097
	248,000.00	Bank Leumi USA NY	063248FA1	1.150000%	23-Jan-15	23-Jan-18	1,096
	248,000.00	Morton Community Bank, Morton IL	619165FT5	1.150000%	23-Jan-15	23-Jan-18	1,096
	248,000.00	First Financial Bank El Dorado, AR	32021MDV8	1.100000%	23-Jan-15	23-Jan-18	1,096
	248,000.00	Bank Midwest, MN	063615AJ7	1.050000%	28-Jan-15	27-Oct-17	1,003
	248,000.00	Bank of North Carolina	06414QUG2	1.000000%	30-Jan-15	31-Jul-17	913
	248,000.00	Crescent Bank & Trust, LA	225645DH0	1.100000%	30-Jan-15	30-Jan-18	1,096
	248,000.00	First Niagra Bank, NY	33583CMP1	0.800000%	30-Jan-15	20-Jan-17	721
	248,000.00	Peoples United Bank	71270QLY0	1.100000%	04-Feb-15	05-Feb-18	1,097
	248,000.00	Platinum Bank/Brandon FL	72766HBN4	1.000000%	06-Feb-15	06-Feb-18	1,096
	248,000.00	First Kentucky Bank	32065TAK7	1.000000%	06-Feb-15	06-Feb-18	1,096
	248,000.00	Bank of Delmarva	06424LBV9	1.000000%	10-Feb-15	11-Dec-17	1,035
	248,000.00	Grand South Bank	38647PDJ9	1.000000%	18-Feb-15	17-Nov-17	1,003
	248,000.00	Flushing Bank, NY	34387ABH1	1.100000%	15-Apr-15	16-Apr-18	1,097
	249,000.00	Key Bank, OH	49306SUy0	0.750000%	22-Apr-15	24-Apr-17	733
	249,000.00	Amer Natl Bank/Fox Cities	02771PMN4	1.000000%	22-Apr-15	20-Apr-18	1,094

249,000.00	Clayton Bank & Trust, TN	184027AP5	1.000000%	22-Apr-15	23-Apr-18	1,097
248,000.00	Manuf & Traders Trust, NY	564759QN1	1.000000%	29-Apr-15	30-Apr-18	1,097
248,000.00	American City Bank, TN	025140AW4	0.700000%	30-Apr-15	01-May-17	732
249,000.00	Northfield Bank, NY	66612AAS7	1.050000%	30-Apr-15	30-Apr-18	1,096
248,000.00	Ally Bank, UT	02006LQR7	1.200000%	07-May-15	07-May-18	1,096

##

### MUNICIPAL OBLIGATIONS

	PURCHASE PRICE	DESCRIPTION		YIELD	PURCHASE DATE	MATURITY DATE	TERM DAYS
##	1,142,618.40	Johnson & Miami Cnty KS #230	478164EX0 Aa3	0.730000%	31-Jan-14	01-Sep-16	944
	505,093.05	Coffey Cnty Kans USD #244	192242BK0	0.650000%	29-May-14	01-Nov-16	887
	100,966.00	Bowling Green Mo Sch Dist R1	102827AM4 A	1.350000%	04-Jun-14	01-Apr-17	1,032
##	474,048.90	Pittsburg KS Serv A UT	724649B31 A+	0.600000%	26-Jun-14	01-Sep-16	798
##	325,000.00	Leavenworth KS Temp Nts	522229BR3 Aa2	0.550000%	30-Jun-14	01-Jul-16	732
##	359,173.50	Topeka KS	890568E20 Aa3	0.550000%	20-Oct-14	15-Aug-16	665
	202,892.00	Union Mo COPS	907096BV2 AA-	0.751000%	20-Oct-14	01-Oct-16	712
##	211,582.00	Lyon Cnty KS UT	551845FT2 A1	0.650000%	04-Dec-14	01-Sep-16	637
##	835,000.00	Derby Kansas	2497754L8 SP-1	1.450000%	15-Dec-14	01-Dec-17	1,082
	284,902.80	Derby Kansas	2497754BO AA-	0.600000%	15-Dec-14	01-Dec-16	717
	360,687.10	Derby Kansas	2497753V7 AA-	0.950000%	15-Dec-14	01-Dec-17	1,082
	538,490.60	Derby Kansas	2497754C8 AA-	0.950000%	15-Dec-14	01-Dec-17	1,082
	634,781.25	Sedgwick County KS UT USD #268	815904DA2 A+	0.900000%	08-Jan-15	01-Sep-17	967
##	517,507.20	Sedgwick County KS UT USD #268	815904CZ8 A+	0.600000%	08-Jan-15	01-Sep-16	602
##	363,282.50	Kansas City MO Spl Oblig	485106KU1 AA-	0.601000%	28-Jan-15	01-Sep-16	582
##	506,155.00	Kirkwood MO COPS	497604BY3 Aa2	0.470000%	30-Jan-15	01-Sep-16	580
	1,208,687.30	Troy MO Reorg Sch Dist #3	897506JV4 AA+	0.550000%	10-Feb-15	01-Mar-17	750
	246,602.40	Boles Fire Protn Dist	09752RCD1 Aa3	0.650000%	11-Feb-15	01-Mar-17	749
	317,628.00	St Louis Cnty Mo Spl Oblig	791526LY0 AA	1.000000%	07-May-15	01-May-17	725
	752,587.40	Maryland Heights MO UT	574068AJ1 Aa2	0.550000%	12-May-15	01-Mar-17	659
	780,050.90	Maryland Heights MO UT	574068AK8 Aa2	0.800000%	12-May-15	01-Mar-18	1,024

##

### TREASURY BILLS AND NOTES

Maturities (\*\*\*)

	PURCHASE PRICE	DESCRIPTION		YIELD	PURCHASE DATE	MATURITY DATE	TERM DAYS
##	3,070,680.00	T-Note	912828QX1 Aaa	0.506000%	13-Mar-14	31-Jul-16	871
	4,996,875.00	T-Note	912828C32 Aaa	0.772000%	14-May-14	15-Mar-17	1,036
	5,029,500.00	T-Note	912828SM3 Aaa	0.741000%	10-Dec-14	31-Mar-17	842
##	2,999,531.25	T-Note	912828F47 Aaa	0.509000%	09-Jan-15	30-Sep-16	630
	2,988,281.25	T-Note	912828SY7 Aaa	0.790000%	09-Jan-15	31-May-17	873
	2,972,695.31	T-Note	912828TG5 Aaa	0.860000%	09-Jan-15	31-Jul-17	934
	3,007,031.25	T-Note	912828TB6 Aaa	0.750000%	28-Jan-15	30-Jun-17	884
	2,997,187.50	T-Note	912828F88 Aaa	0.429000%	28-Jan-15	31-Oct-16	642
	2,988,046.88	T-Note	912828TS9 Aaa	0.798000%	04-Jun-15	30-Sep-17	849
	2,990,859.38	T-Note	912828TM2 Aaa	0.762000%	04-Jun-15	31-Aug-17	819
	3,983,437.50	T-Note	912828TS9 Aaa	0.810000%	26-Jun-15	30-Sep-17	827
	5,966,718.75	T-Note	912828UU2 Aaa	0.959000%	20-Jul-15	31-Mar-18	985
	5,049,414.05	T-Note	912828SH4 Aaa	1.080000%	30-Sep-15	28-Feb-19	1,247
	4,987,500.00	T-Note	912828UQ1 Aaa	1.308000%	30-Sep-15	29-Feb-20	1,613
	4,033,750.00	T-Note	912828WS5 Aaa	1.381000%	11-Dec-15	30-Jun-19	1,297
	4,000,000.00	T-Note	912828XF2 Aaa	1.125000%	11-Dec-15	15-Jun-18	917
	4,036,040.00	T-Note	912828WW6 Aaa	1.364000%	11-Jan-16	31-Jul-19	1,297
	3,974,960.00	T-Note	912828XK1 Aaa	1.129000%	11-Jan-16	15-Jul-18	916
	3,005,625.00	T-Note	912828L40 Aaa	0.927000%	01-Feb-16	15-Sep-18	957
	2,984,765.63	T-Note	912828TR1 Aaa	1.142000%	01-Feb-16	30-Sep-19	1,337
	3,031,171.88	T-Note	912828WD8 Aaa	0.857000%	23-Feb-16	31-Oct-18	981
	1,997,656.25	T-Note	912828TN0 Aaa	1.034000%	23-Feb-16	31-Aug-19	1,285
	3,005,625.00	T-Note	912828K82 Aaa	0.914000%	03-Jun-16	15-Aug-18	803
	2,021,250.00	T-Note	912828XE5 Aaa	1.226000%	03-Jun-16	31-May-20	1,458
	3,014,648.44	T-Note	912828XA3 Aaa	0.740000%	22-Jun-16	15-May-18	692
	3,054,843.75	T-Note	912828WL0 Aaa	0.869000%	22-Jun-16	31-May-19	1,073
	2,000,000.00	T-Note	912828Q52 Aaa	0.875000%	13-Sep-16	15-Apr-19	944
	2,033,160.00	T-Note	912828F62 Aaa	0.961000%	13-Sep-16	31-Oct-19	1,143

##

123,454,990.37
<u>(13,703,578.75)</u>
109,751,411.62

**TOTALS**

**U. S. AGENCIES & GOVERNMENT SECURITIES:**

Brokered CD's	12,852,000.00
Municipal Obligations	6,748,368.80
TREAS Treasury Notes and Bills	90,151,042.82
FNMA Federal National Mortgage Association	0.00
FHDN Federal Home Loan Discount Note	0.00
INTR International Bank	0.00
FFCB Federal Farm Credit Banks	0.00

**TOTAL**

**109,751,411.62**



## Packet Information

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**File #:** 2016-0379, **Version:** 1

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A RESOLUTION AUTHORIZING THE AIRPORT DIVISION TO MAKE APPLICATION FOR AN ENERGY EFFICIENCY IMPROVEMENT PROJECT GRANT WITH THE MISSOURI DEPARTMENT OF ECONOMIC DEVELOPMENT DIVISION OF ENERGY FOR CERTAIN AIRPORT PROJECTS. (BOAC 10-10-16)

### Issue/Request:

Resolution For Application For An Energy Efficiency Improvement Project Eligible With The Missouri Department of Economic Development Division of Energy for Airport Projects

### Key Issues:

- Projects with energy cost savings are eligible through the Energy Loan Program.
- The upcoming runway paving project includes \$248,070.00 in high efficiency lighting fixtures and lamps.
- Retrofit of any buildings not already upgraded.
- A preliminary review by staff from the Missouri Department of Economic Development Division of Energy indicates this project would be eligible for participation once an application is received.
- The Airport has other projects that would also be eligible in the future and would like to seek funding for other projects also.
- Application would be made in the fall of 2016 for consideration of eligible projects in 2017.

### Proposed Committee Motion:

I move to recommend staff A RESOLUTION AUTHORIZING THE AIRPORT DIVISION TO MAKE APPLICATION FOR AN ENERGY EFFICIENCY IMPROVEMENT PROJECT GRANT WITH THE MISSOURI DEPARTMENT OF ECONOMIC DEVELOPMENT DIVISION OF ENERGY FOR AIRPORT PROJECTS.

### Background:

The Division of Energy has a program whereby public schools (K-12), public/private colleges and universities, city/county governments, public owned airport facilities (municipal, county, regional, and international), public water and wastewater treatment facilities, and public/private not-for-profit hospitals are eligible to participate in an energy costs reduction program. This program provides funding for various energy-saving investments, including projects such as upgrading insulation, lighting systems, heating and cooling systems, windows and other items that affect energy usage.

The program provides recipients the benefit of reduced energy costs. The program also frees up tax dollars that local governments can use for essential services or other capital improvements. The program is operated on monies saved on energy costs as a result of implementing the energy-efficiency projects.

Since this program was initiated in 1989, the Division of Energy has participated in over 577 projects, which has resulted in nearly \$103 million in completed energy-efficiency projects and more than \$181 million in estimated cumulative energy savings.

Projects with energy cost savings are eligible with this Energy Loan Program. Examples of eligible projects include:

- High efficiency lighting fixtures and lamps
- High efficiency heating, ventilation and air conditioning systems
- Combined heat and power systems
- Renewable energy systems
- Waste heat recovery
- Energy efficient fine bubble diffusers and high efficiency pumps
- Building shell improvements such as insulation and other infiltration measures
- Other measures that reduce energy use and cost

Applications will be reviewed on a competitive basis until all available funds are awarded.

Impact/Analysis:

Results from this program will result in the City receiving credits for the installation of energy reduction equipment and lower electrical expense for the Airport.

Timeline:

Start: \_\_\_\_

Finish: \_\_\_\_

Other Information/Unique Characteristics:

The Airport did a similar project through KCP&L in 2015/2016 which involved replacing the lighting fixtures in 23 buildings with LED lights and the replacement of airfield lighting fixtures on Runway 11/29 and supporting taxiway. The fixtures were provided free of charge, airport staff replaced the fixtures and airfield lighting. The result was a reduction in kilowatt usage of 48 percent and a reduction in electrical expense of 28 percent.

Presenter: John Ohrazda, Airport Manager

Recommendation: Staff Recommends A RESOLUTION AUTHORIZING THE AIRPORT DIVISION TO MAKE APPLICATION FOR AN ENERGY EFFICIENCY IMPROVEMENT PROJECT GRANT WITH THE MISSOURI

DEPARTMENT OF ECONOMIC DEVELOPMENT DIVISION OF ENERGY FOR CERTAIN AIRPORT PROJECTS.

Committee Recommendation: The Board of Aeronautic Commissioners voted unanimously 8-0 for Staff to Recommend A RESOLUTION AUTHORIZING THE AIRPORT DIVISION TO MAKE APPLICATION FOR AN ENERGY EFFICIENCY IMPROVEMENT PROJECT GRANT WITH THE MISSOURI DEPARTMENT OF ECONOMIC DEVELOPMENT DIVISION OF ENERGY FOR CERTAIN AIRPORT PROJECTS.

	<u>Service Address</u>	<u>Meter #</u>	<u>G/L ACCOUNT</u>
2015-16	2750 NE HAGAN RD (Vault)	LG18603382	028 010 2820 736 300
2014-15	2750 NE HAGAN RD (Vault)	LG15072589	028 010 2820 736 300
2013-14	2750 NE HAGAN RD (Vault)	SA16910088	028 010 2820 736 300
2012-13	2750 NE HAGAN RD (Vault)	SA16910088	028 010 2820 736 300

<u>G/L ACCOUNT</u>	July \$\$\$	July Kilo	Aug \$\$\$	Aug Kilo	Sept \$\$\$	Sept Kilo	Oct \$\$\$
510852000477403	<b>433.06</b>	2440	<b>464.42</b>	2720	<b>289.65</b>	2640	<b>331.96</b>
510852000477403	<b>412.31</b>	2400	<b>382.61</b>	2120	<b>440.57</b>	2560	<b>294.03</b>
510852000477403	<b>338.23</b>	1720	<b>397.49</b>	2240	<b>405.83</b>	2280	<b>277.93</b>
510852000477403	<b>335.91</b>	1760	<b>367.14</b>	2040	<b>389.04</b>	2240	<b>261.18</b>

Oct Kilo	Nov \$\$\$	Nov Kilo	Dec \$\$\$	Dec Kilo	Jan \$\$\$	Jan Kilo	Feb \$\$\$	Feb Kilo
3160	<b>315.05</b>	3200	<b>431.99</b>	5040	<b>515.75</b>	6000	<b>469.51</b>	5040
2680	346.7	3360	<b>316.73</b>	2960	<b>360.94</b>	3520	332.90	3160
2560	358.66	3640	<b>337.38</b>	3680	<b>370.73</b>	3840	358.66	3640
2440	343.58	3720	<b>331.9</b>	3480	<b>337.43</b>	3520	400.03	4320

Mar \$\$\$	Mar Kilo	Apr \$\$\$	Apr Kilo	May \$\$\$	May Kilo	June \$\$\$	June Kilo	Total \$\$\$
293.88	2720	<b>258.75</b>	2120	<b>251.79</b>	1960			<b>4055.81</b>
281.09	2440	<b>273.35</b>	2320	<b>250.82</b>	2040	<b>381.74</b>	2000	
277.43	2600	<b>266.62</b>	2440	<b>231.17</b>	1960	<b>361.23</b>	1880	<b>3981.36</b>
475.44	5720	<b>277.60</b>	2560	<b>215.23</b>	1720	<b>357.09</b>	1840	<b>4091.57</b>

Total Kilo

37040

31560

32480

35360



## RUNWAY LIGHTING

# EMIL-L

## LED Elevated Runway Edge Light

### MEDIUM-INTENSITY



### Compliance with Standards

- FAA:** L-861(L) and L-861E(L) AC 150/5345-46 (Current Edition) and the FAA Engineering Brief No. 67. ETL Certified.
- ICAO:** Annex 14, Vol. I, par. 5.3.9.7 to 5.3.9.9
- T/C:** Transport Canada TP 312 Par. 5.3.10.11 to 5.3.10.13
- CE:** Complies with the requirements of the EMC Directive 2004/108/EC.

### Uses

FAA L-861(L)	<ul style="list-style-type: none"> <li>Runway edge</li> <li>Visual runways or non-precision IFR runways</li> </ul>
FAA L-861E(L)	<ul style="list-style-type: none"> <li>Runway threshold/end</li> <li>Visual runways or non-precision IFR runways</li> </ul>
ICAO & T/C	<ul style="list-style-type: none"> <li>Runway edge</li> <li>Runway threshold/end</li> </ul>

### Features

- Average LED life of 56,000 hours under high-intensity conditions and more than 150,000 hours under typical operating conditions, resulting in significant reduction or even elimination of ongoing maintenance costs and periodic re-lamping expenses
- Single-latch, stainless steel clamp allows easy removal and replacement of top cover and lens
- A gasket is used between the lens and the top cover and also between the top and bottom fixture head assemblies to form a watertight seal
- EMIL with arctic option (U.S. Patent 7192155 B2) uses a thermostatically controlled heater to prevent ice and snow buildup from obscuring light output. Melts ice similar to traditional incandescent fixtures.
- Three screws allow a 4° leveling adjustment of the fixture after installation
- Fixture comes standard with a 1.5-inch coupling, but is available with a 2-inch coupling and in alternative thread patterns
- Sealed entry at cord set to optical assembly interface prevents insect entry
- For additional features common to all of ADB's elevated LED fixtures, see data sheet 3043.

### Operating Conditions

Temperature: -40°F to +131°F (-40°C to +55°C)

Wind: Withstands wind velocities up to 300 mph (480 kph)

### L-861(L)/L-861E(L) Leveling Device

#### Ordering Code \_\_\_\_\_ 44A7061

For accurate aiming and leveling it is recommended to have one leveling device per airfield.

### Ordering Code

#### LED Color

- 1 = Omnidirectional White (L-861)
- 2 = Omnidirectional Yellow (L-861)
- 3 = Bidirectional White/Yellow (L-861)
- 4 = Bidirectional White/Red (L-861)
- 5 = Bidirectional Yellow/Red (L-861)
- 9 = Unidirectional Green/Obscure (L-861E)
- B = Unidirectional Yellow/Obscure (L-861)
- C = Unidirectional White/Obscure (L-861)<sup>1</sup>
- E = Bidirectional Red/Green (L-861E)<sup>5</sup>
- F = Bidirectional Red/Red (L-861E)<sup>5</sup>
- G = Bidirectional Red/Obscure (L-861E)<sup>5</sup>
- H = Bidirectional Green/Yellow (L-861)
- I = Bidirectional Green/White (L-861)<sup>1</sup>

#### Fixture Height

- 1 = 14-inch OAH with 1.5-inch coupling, 12 TPI
- 2 = 24-inch OAH with 1.5-inch coupling, 12 TPI
- 3 = 30-inch OAH with 1.5-inch coupling, 12 TPI
- 4 = 14-inch OAH with 2-inch coupling, 11.5 TPI
- 5 = 24-inch OAH with 2-inch coupling, 11.5 TPI
- 6 = 30-inch OAH with 2-inch coupling, 11.5 TPI
- 7 = 14-inch OAH with 2-inch coupling, 11 TPI<sup>2</sup>
- 8 = 24-inch OAH with 2-inch coupling, 11 TPI<sup>2</sup>
- 9 = 30-inch OAH with 2-inch coupling, 11 TPI<sup>2</sup>
- A = 14-inch OAH without coupling<sup>1,3</sup>
- B = 20-inch OAH with 1.5-inch coupling, 12 TPI
- C = 18-inch OAH with 1.5-inch coupling, 12 TPI
- D = 18-inch OAH with 2-inch coupling, 11.5 TPI
- E = 18-inch OAH with 2-inch coupling, 11 TPI<sup>2</sup>
- F = 18-inch OAH without coupling<sup>1,3</sup>

#### Power

- 1 = Current Driven, 60 Hz
- 2 = Current Driven, 50 Hz<sup>4</sup>
- A = APS<sup>1,6</sup>

#### Arctic Option

- 0 = Without arctic option
- 1 = With arctic option

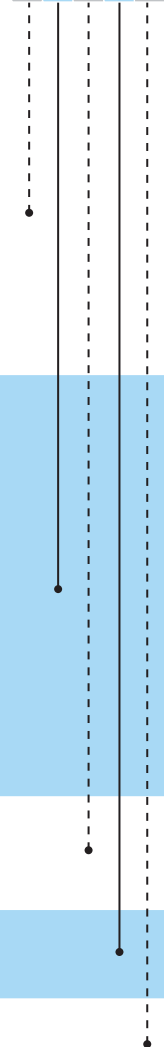
#### Cord Set

- 0 = Standard Configuration
- E = External<sup>1</sup>

#### Notes

- <sup>1</sup> Not ETL Certified
- <sup>2</sup> Normally used in metric applications
- <sup>3</sup> Configuration sold with no column and no coupling
- <sup>4</sup> All 50 Hz EMIL fixtures carry the CE mark
- <sup>5</sup> Optics for red side enhanced to provide a beam much wider than FAA requirements
- <sup>6</sup> APS fixture is not available with an arctic option

### EMIL- \_\_\_\_\_



### Electrical Supply, Current Driven

Medium-intensity runway fixtures should be operated on 3-step power supplies. 6.6 A through an L-830-1 (for 60 Hz) or L-831-1 (for 50 Hz) isolation transformer. EMIL LED lights have been designed to work with any IEC or FAA-compliant transformer up to 30/45 W without affecting performance or lifetime of the light or the transformer. See catalog sheet 3033 for more details on recommended isolation transformers specified below.

	Fixture Load	Isolation Transfmr.	Isol. XF Load	CCR Load
<b>EMIL L-861(L)</b>				
W/out heater	19.6 VA	20/25 W	7.6 VA	27.2 VA
With heater	42 VA	30/45 W	12 VA	54 VA
<b>EMIL L-861E(L) - Bidirectional</b>				
W/out heater	11.8 VA	10/15 W	6.2 VA	18 VA
With heater	33 VA	30/45 W	14 VA	47 VA
<b>EMIL L-861E(L) - Unidirectional</b>				
W/out heater	9.9 VA	10/15 W	6.1 VA	16 VA
With heater	31 VA	30/45 W	14 VA	45 VA

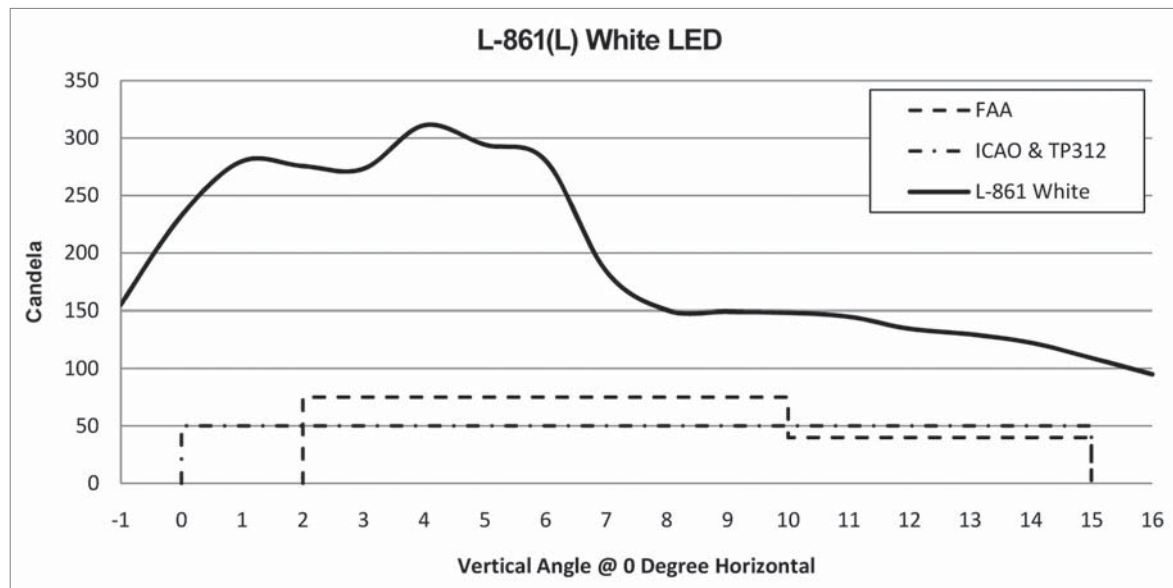
### Packaging

Assembled Fixtures	Dimensions of Cartons in (cm)		Indiv. Weight
	Individual	9 Per Box	
14-inch OAH	6.5 x 6.5 x 20.5 (17 x 17 x 52)	19.5 x 19.5 x 20.5 (50 x 50 x 52)	5 lb 2.3 kg
24-inch OAH	6.5 x 6.5 x 31 (17 x 17 x 79)	19.5 x 19.5 x 31 (50 x 50 x 79)	6.25 lb 2.8 kg
30-inch OAH	6.5 x 6.5 x 37 (17 x 17 x 94)	19.5 x 19.5 x 37 (50 x 50 x 94)	7 lb 3.2 kg

### Spare Components

Refer to the manual to order spare parts.

### Photometric Data



Product specifications may be subject to change, and specifications listed here are not binding. Confirm current specifications at time of order.

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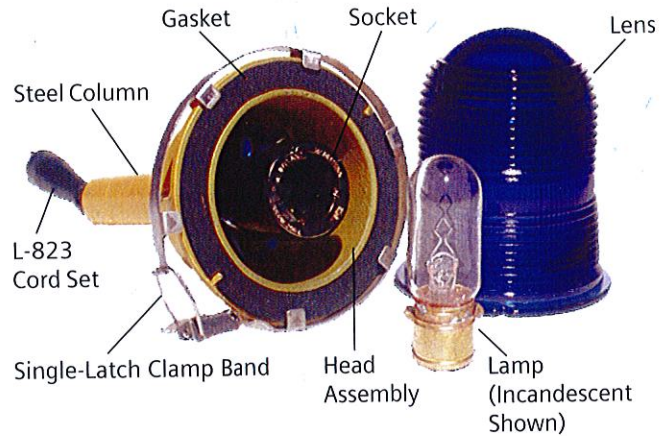
Telephone: +1 614.861.1304  
+1 800.545.4157

## Photometric Data

Color	FAA Avg. Intensity (cd)	Peak Intensity (cd)	Performance	
			Average Intensity (cd)	Beam Spread
<b>Omnidirectional</b>				
L-861 Quartz - 30W				
Yellow	67	107	95	2 to 10°-V
L-861 - 45W				
White	125	321	273	2 to 10°-V
L-861 - 45W				
Yellow	67	182	172	2 to 10°-V
L-861 Quartz - 45W				
White	125	354	290	2 to 10°-V
L-861 Quartz - 45W				
Yellow	67	201	171	2 to 10°-V
L-861T - 30W				
Blue	2.0 (min.)	7.1	N/A	0 to 6°-V
L-861T Incand. - 45W				
Blue	2.0 (min.)	10.5	N/A	0 to 6°-V
L-861T Quartz - 30W				
Blue	2.0 (min.)	6.9	N/A	0 to 6°-V
L-861T Quartz - 45W				
Blue	2.0 (min.)	12.2	N/A	0 to 6°-V
<b>Bidirectional</b>				
L-861E - 45W				
Red	10	578-H 222-V	663	5 to 5°-H 0 to 10°-V
L-861E - 45W				
Green	300	415-H 414-V	374	-1.5 to 1.5°-H 3.5 to 5.5°-V
	180	396-H 360-V	364	-3 to 3°-H 1.5 to 7.5°-V
	90	362-H 331-V	328	5 to 5°-H 0 to 7°-V
L-861E Quartz - 45W				
Red	10	757-H 718-V	697	5 to 5°-H 0 to 7°-V
L-861E Quartz - 45W				
Green	300	445-H 445-V	423	1.5°-H 3.5 to 5.5°-V
	180	428-H 373-V	415	-3 to 3°-H 1.5 to 7.5°-V
	90	389-H 361-V	328	-5 to 5°-H 0 to 7°-V

V = Vertical H = Horizontal

## Inside View



## Spare Components

Description	Part No.
Column (steel) 6" (15.24 cm) for 14" OAH	62A0007-6
Column, (steel) 16" (40.64 cm) for 24" OAH	62A0007-16
Column, (steel) 22" (55.88 cm) for 30" OAH	62A0007-22
Frangible coupling	62B0073
Frangible reducer coupling 2"-1"	61A0281
Gasket	63B0015
Head assembly with phenolic socket	44B1079-1X
Head assembly with quartz socket	44B1484-1X
Lamp, prefocus, 30W/6.6A (ETL Certified)	48A0006
Lamp, prefocus, 45W/6.6A (ETL Certified)	48A0007
Lamp, quartz, 30W/6.6A (ETL Certified)	48A0085
Lamp, quartz, 45W/6.6A (ETL Certified)	48A0083
Lamp socket, phenolic for incandescent	49A0002
Lamp socket, quartz	49A0032
Lamp base	62C0005
Lamp bracket (quartz lamp socket)	60C1169
Lens, white (FAA L-861)	63A0141
Lens, white/yellow (FAA L-861)	63A0142
Lens, white/red (FAA L-861)	63A0144
Lens, white/green (FAA L-861) <sup>1</sup>	63A0146
Lens, blue (FAA L-861T)	63A0151
Lens, red/green (FAA L-861E)	63A0148
Lens, red (FAA L-861E)	63A0149
Lens, green (FAA L-861E)	63A0150
Lens, yellow <sup>1</sup>	63A0143
Lens, yellow/red <sup>1</sup>	63A0156
Lens, red/blue (FAA L-861E)	63A0157
Lens clamp assembly	44B0023

<sup>1</sup>Color and/or color configuration not recognized by the FAA

## Compliance with Standards

**FAA:** L-861, L-861E, & L-861T AC 150/5345-46  
(Current Edition) ETL Certified  
**ICAO:** Annex 14, Vol. 1, para. 5.3.16

## Uses

- L-861**
  - Runway edge
  - Non-precision IFR runways
- L-861E**
  - Runway threshold/end
  - Non-precision IFR runways
  - Declared distance
- L-861T**
  - Taxiway edge

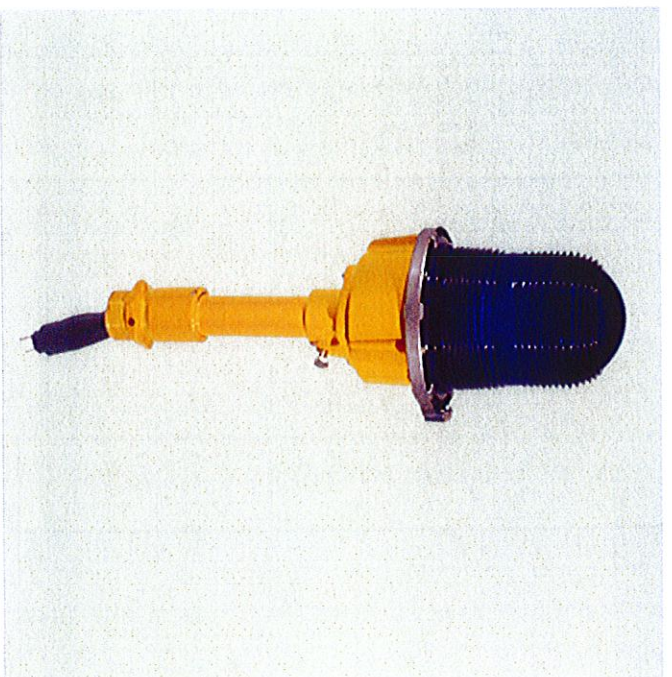
The L-861 quartz/incandescent medium-intensity elevated light fixtures are used to delineate the edges of airport runways (L-861), taxiways (L-861T), and the threshold end (L-861E).

## Features

- Easy maintenance, no special tools required
- Multiple lamp wattages and types (6.6A quartz or 6.6A incandescent) available
- Single-latch, stainless steel clamping band allows easy removal of lens for lamp changes
- Lamp life: rated at 1,000 hours
- Fixtures mount either on a 30-inch galvanized steel stake or on a base plate for a 12- or 16-inch L-867 base
- Heat- and shatter-resistant glass lens
- A gasket is used between the lens and the head assembly to form a tight seal
- Four screws allow a 4° leveling adjustment of the fixture after installation
- Weather-resistant to rain, snow, ice, and standing water

## Operating Conditions

- Temperature: -67°F to +131°F (-55°C to +55°C)
- Wind: Withstands wind velocities up to 350 mph (560 kph)



## Installation

Series 6.6A fixtures are normally installed on a 30-inch steel stake or an L-867 base. Base mounting is the preferred method of installation from a maintenance standpoint and provides added protection for equipment.

## Finish

- Aluminum head assembly
- Light fixture is protected with aviation yellow enamel paint
- Stainless steel hardware provides added protection for equipment

## Packaging

Assembled Fixtures	Dimensions of Cartons		Indiv. Weight
	Individual	9 Per Box	
14-inch OAH	6.5 x 6.5 x 20.5 in	19.5 x 19.5 x 20.5 in	5 lb
	16.5 x 16.5 x 52 cm	49.5 x 49.5 x 52 cm	2.27 kg
24-inch OAH	6.5 x 6.5 x 31 in	19.5 x 19.5 x 31 in	6.25 lb
	16.5 x 16.5 x 79 cm	49.5 x 49.5 x 79 cm	2.84 kg
30-inch OAH	6.5 x 6.5 x 37 in	19.5 x 19.5 x 37 in	7 lb
	16.5 x 16.5 x 94 cm	49.5 x 49.5 x 94 cm	3.18 kg

## Ordering Code

44C1081-XXXX

### Lamp

- 1 = 30W/6.6A Incandescent (ETL Certified)
- 2 = 45W/6.6A Incandescent<sup>2</sup>
- 5 = 30W/6.6A Quartz (ETL Certified)
- 6 = 45W/6.6A Quartz (ETL Certified)
- 7 = No Lamp, Incandescent Socket
- 8 = No Lamp, Quartz Socket

### Lens Color

- 0 = Non-standard Lens (must specify when ordering)<sup>1</sup>
- 1 = Omnidirectional Clear (FAA L-861)<sup>3,4</sup>
- 2 = Bidirectional Clear/Yellow (FAA L-861)<sup>3,4</sup>
- 3 = Bidirectional Clear/Red (FAA L-861)<sup>3,4</sup>
- 4 = Bidirectional Clear/Green (FAA L-861)<sup>1</sup>
- 5 = Omnidirectional Blue (FAA L-861T)<sup>3,4</sup>
- 6 = Bidirectional Red/Green (FAA L-861E)<sup>3,4</sup>
- 7 = Omnidirectional Red (FAA L-861E)<sup>3,4</sup>
- 8 = Omnidirectional Green (FAA L-861E)<sup>1,3,4</sup>
- 9 = Omnidirectional Yellow
- B = Unidirectional Green/Obscure

### Fixture Height

- 1 = 14 in (35.6 cm)
- 2 = 24 in (61.0 cm)
- 3 = 30 in (76.2 cm)
- 4 = 20 in (50.8 cm)

### Notes

Contact the Siemens Airfield Solutions Sales Department for optional color configurations or for non-prefocus, screw-base lamp style fixtures, 44C1082-XXXX.<sup>1,2</sup>

- <sup>1</sup> Color and/or color configuration not recognized by the FAA
- <sup>2</sup> Wattage not submitted for certification for all fixtures
- <sup>3</sup> 30W Incandescent
- <sup>4</sup> 30W and 45W Quartz

Elevated Lighting

*The information contained in this document is subject to change without notice. Siemens reserves the right to make changes and improvements to its products and assumes no responsibility for making these modifications on any equipment previously sold.*

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<http://www.sas.siemens.com>

# SIEMENS

## L-861, L-861E, & L-861T Elevated Runway/Taxiway Edge Light

1011 Rev. F

### Compliance with Standards

**FAA:** L-861, L-861E, & L-861T AC 150/5345-46  
(Current Edition) ETL Certified  
**ICAO:** Annex 14, Vol. 1, para. 5.316

### Uses

#### L-861

- Runway edge
- Non-precision IFR runways

#### L-861E

- Runway threshold/end
- Non-precision IFR runways

#### L-861T

- Taxiway edge

The L-861 quartz medium-intensity elevated light fixtures are used to delineate the edges of airport runways (L-861), taxiways (L-861T), and threshold/end (L-861E).

### Features

- Unique patented design permits rapid lamp changes (U.S. Patent 4,521,836)
- Easy elevation and azimuth positioning
- Integral snow flag holder
- Unique low-profile design reduces damage due to jet blast
- Designed for mounting on a 30-inch galvanized steel stake or on a base plate for a 12- or 16-inch L-867 base
- Heat- and shatter-resistant glass lens
- Easy maintenance, no special tools required
- Multiple lamp wattages available
- Lamp life: rated at 1,000 hours at 45W/6.6A
- Standard overall fixture height is 14 inches. Additional column lengths are available for mounting heights of 24 and 30 inches for use in regions with heavy snowfall
- Weather-resistant to rain, snow, ice, and standing water

### Operating Conditions

- Temperature: -67°F to +131°F (-55°C to +55°C)
- Wind: Withstands wind velocities up to 350 mph (560 kph)



Elevated Lighting

## Finish

- Aluminum castings
- Light fixture is protected with aviation yellow enamel paint
- Stainless steel hardware

## Installation

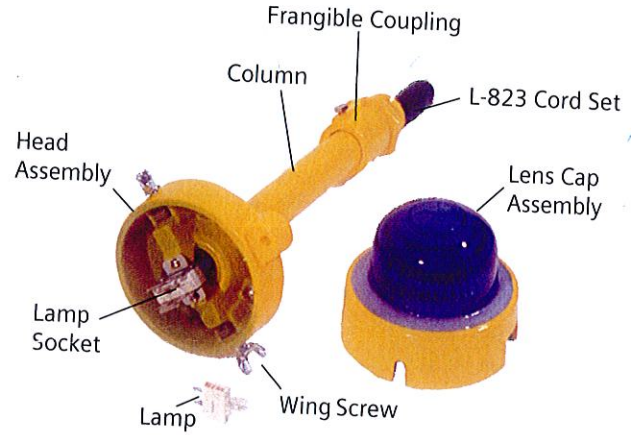
The L-861 and L-861T light fixtures are used in conjunction with either a 30-inch metal stake or with a base plate for a 12- or 16-inch L-867 base. Base mounting is the preferred method of installation from a maintenance standpoint and provides added protection for equipment.

## Photometric Data

Color	FAA Avg. Intensity (cd)	Peak Intensity (cd)	Performance	
			Average Intensity (cd)	Beam Spread
<b>L-861 - 45W</b>				
White	125	331	210	2 to 10°-V
Yellow	67			10° to 15°-V
<b>L-861T - 45W</b>				
Blue	2	10.1	N/A	0 to 6°-V

V = Vertical

## Inside View



## Spare Components

Description	Part No.
Ball	62A0527
Clamp	62B0472
Column 8.6" (21.9 cm) for 14" OAH	62A0007-9
Column, 18.6" (47.3 cm) for 24" OAH	62A0007-19
Column, 24.6" (62.48 cm) for 30" OAH	62A0007-25
Cord set	44A1701
Frangible coupling	62B0073
Frangible reducer coupling 2"-1"	61A0281
Head assembly with cord set for 14" OAH	44C1774-1
Head assembly with cord set for 24" OAH	44C1774-2
Head assembly with cord set for 30" OAH	44C1774-3
Lamp, 45W/6.6A (ETL Certified)	48A0083
Lamp, 30W/6.6A (ETL Certified)	48A0085
Lamp socket	49A0063
Lamp base	62C0532
Lens cap assembly, L-861T, blue	44A1773-1
Lens cap assembly, L-861, clear	44A1773-2
Lens cap assembly, L-861, clear/yellow	44A1773-3
Lens cap assembly, L-861E <sup>3</sup> , red/green	44A1773-4
Lens cap assembly, L-861E <sup>3</sup> , red	44A1773-5
Lens cap assembly, L-861E, green/obscure	44A1773-6
Lens cap assembly, L-861E, green/yellow <sup>3</sup>	44A1773-7
Lens cap assembly, L-861, red/yellow	44A1773-8
Lens cap assembly, L-861T, blue/obscure	44A1773-9
Lens cap assembly, L-861, yellow	44A1773-0
Lens cap assembly, L-861E, green	44A1773-A
Lens cap assembly, L-861, clear/red	44A1773-C
Lens cap without lens	62C0531
Lens, L-861T, blue	63B0378-1
Lens, L-861, clear	63B0378-2
Lens, L-861, clear/yellow	63B0378-3
Lens, L-861E <sup>3</sup> , red/green	63B0378-4
Lens, L-861E <sup>3</sup> , red	63B0378-5
Lens, L-861E, green/obscure	63B0378-6
Lens, L-861, yellow	63B0378-7
Lens, L-861E, green	63B0378-8
Lens, L-861T, blue/obscure	63B0378-9
Lens, L-861, clear/red	63B0378-11
Lens sealant	67A0006-3

## Ordering Code

44C1752-XXX

### Lamp

1 = 30W/6.6A Quartz (ETL Certified)  
2 = 45W/6.6A Quartz (ETL Certified)

### Lens Cap Color

1 = Blue (L-861T)<sup>2</sup>  
2 = Clear (L-861)<sup>1</sup>  
3 = Clear/Yellow (L-861)<sup>2</sup>  
4 = Red/Green (L-861E)<sup>2,3</sup>  
5 = Red/Yellow (L-861)<sup>2,4</sup>  
6 = Green/Obscure (L-861E)<sup>2,3</sup>  
7 = Green/Yellow<sup>2,4</sup>  
8 = Red (L-861E)<sup>2,3</sup>  
9 = Blue/Obscure (L-861T)<sup>2</sup>  
0 = Yellow (L-861)<sup>2</sup>  
A = Green (L-861E)<sup>2,3</sup>  
B = Clear/Red (L-861)<sup>1</sup>

### Fixture Height

1 = 14 in (35.6 cm)  
2 = 24 in (61.0 cm)  
3 = 30 in (76.2 cm)

Contact the Siemens Airfield Solutions Sales Department for optional color configurations.

### Notes

- <sup>1</sup> 30W and 45W
- <sup>2</sup> 45W only
- <sup>3</sup> Not submitted for ETL Certification
- <sup>4</sup> Color not recognized by FAA

## Packaging

Assembled Fixtures	Dimensions of Cartons		Indiv. Weight
	Individual	9 Per Box	
14-inch OAH	6.5 x 6.5 x 20.5 in	19.5 x 19.5 x 20.5 in	5 lb
	16.5 x 16.5 x 52 cm	49.5 x 49.5 x 52 cm	2.27 kg
24-inch OAH	6.5 x 6.5 x 31 in	19.5 x 19.5 x 31 in	6.25 lb
	16.5 x 16.5 x 79 cm	49.5 x 49.5 x 79 cm	2.84 kg
30-inch OAH	6.5 x 6.5 x 37 in	19.5 x 19.5 x 37 in	7 lb
	16.5 x 16.5 x 94 cm	49.5 x 49.5 x 94 cm	3.18 kg

The information contained in this document is subject to change without notice. Siemens reserves the right to make changes and improvements to its products and assumes no responsibility for making these modifications on any equipment previously sold.





*(Signature Series™)*

## L-861T Elevated Taxiway Edge LED (ETEL) Light

**Document No. 96A0297**

Issued: September 3, 2002

Rev. H: May 27, 2010

Patented: Patent No.: US 7,083,315 B2

ETL Certified to FAA Specification  
AC 150/5345-46B

### ADB Airfield Solutions

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# Record of Changes



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# Warranties

**WARRANTY FOR GOODS AND SERVICES:** Seller warrants, to the extent to which any of the same may be applicable, that (a) on the date of shipment the goods are of the kind and quality described herein and are free of non-conformities in workmanship and material, (b) the engineering services performed by it will be performed in accordance with generally accepted professional standards, (c) any specialized tools, equipment and instruments for the use of which a charge is made to the Buyer shall be adequate for the work to be performed and (d) any replacement or other parts furnished by it or any work done by it on the Buyer's equipment or both shall be free of defects in workmanship and materials. This warranty does not apply to goods delivered by Seller but manufactured by others.

Buyer's exclusive remedy for any failure of the goods or services to conform to any of the applicable warranties shall be to have Seller re-perform services, repair or replace (at Seller's option) the nonconforming item and any affected part of the goods provided by Seller. Seller's obligation to re-perform services or to repair or replace goods shall be in effect for a period of one (1) year from initial operation of the goods or completion of Services but not more than eighteen (18) months from Seller's shipment of the goods. Seller shall correct any failure to conform to any of the applicable foregoing warranties of which it is notified in writing within that period of time specified.

Repaired and replacement parts and repair services shall be warranted for the remainder of the original period of notification set forth above, but in no event less than 12 months from repair or replacement. In the case of any other breach of the foregoing warranty, Seller shall furnish engineering services or specialized tools, equipment and instruments, to the same extent as on the original work. Buyer shall grant Seller access to the goods or services at all reasonable times in order for Seller to determine any nonconformity in the goods or services. It is understood and agreed that, unless otherwise agreed to in writing by Seller, Seller assumes no responsibility with respect to the suitability of the Buyer's equipment or any latent defects in the same. In no event shall Seller be responsible for providing working access to the defect, including the removal, disassembly, replacement or reinstallation of any equipment, materials or structures to the extent necessary to permit Seller to perform its warranty obligations, or transportation costs to and from the Seller factory or repair facility, or for damage to equipment components or parts resulting in whole or in part from improper maintenance or operation or from their deteriorated condition. Seller shall have the right of disposal of items replaced by it. If Seller is unable or unwilling to repair or replace, or if repair or replacement does not remedy the nonconformity, Seller and Buyer shall negotiate an equitable adjustment in the contract price, which may include a full refund of the contract price for the nonconforming goods or services. All warranty work shall be performed in a single shift straight time basis Monday through Friday. In the event the Buyer requires correction of warranty items on an overtime schedule, the premium portion of such overtime shall be for the Buyer's account.

**THIS IS SELLER'S SOLE GUARANTEE AND WARRANTY WITH RESPECT TO THE GOODS AND SERVICES. THERE ARE NO OTHER EXPRESS OR IMPLIED WARRANTIES OR WARRANTIES OF FITNESS FOR ANY PARTICULAR PURPOSE OR ANY IMPLIED WARRANTIES OF FITNESS FOR ANY PARTICULAR PURPOSE OR ANY IMPLIED WARRANTIES OTHER THAN THOSE MADE EXPRESSLY HEREIN. ALL SUCH WARRANTIES ARE EXPRESSLY DISCLAIMED.**

## Disclaimers

This manual could contain technical inaccuracies or typographical errors. ADB Airfield Solutions reserves the right to revise this manual from time to time in the contents thereof without obligation of ADB Airfield Solutions to notify any person of such revision or change.

Details and values given in this manual are average values and have been compiled with care. They are not binding, however, and ADB Airfield Solutions disclaims any liability for damages or detriments suffered as a result of reliance on the information given herein or the use of products, processes or equipment to which this manual refers. No warranty is made that the use of the information or of the products, processes or equipment to which this manual refers will not infringe any third party's patents or rights. The information given does not release the buyer from making their own experiments and tests.

# Section 1

## Safety

---

### 1. Safety

---

This section contains general safety instructions for using your ADB Airfield Solutions equipment. Some safety instructions may not apply to the equipment in this manual. Task- and equipment-specific warnings are included in other sections of this manual where appropriate. Note all warnings and follow all instructions carefully. Failure to do so may result in personal injury, death, or property damage.

To use this equipment safely,

- refer to the FAA Advisory Circular AC 150/5340-26, *Maintenance of Airport Visual Aids Facilities*, for instructions on safety precautions.
- observe all safety regulations. To avoid injuries, always remove power prior to making any wire connections and touching any parts. Refer to FAA Advisory Circular AC 150/5340-26.
- read and become familiar with the general safety instructions provided in this section of the manual before installing, operating, maintaining, or repairing this equipment.
- read and carefully follow the instructions given throughout this manual for performing specific tasks and working with specific equipment.
- store this manual within easy reach of personnel installing, operating, maintaining, or repairing this equipment.
- follow all applicable safety procedures required by your company, industry standards, and government or other regulatory agencies.
- obtain and read Material Safety Data Sheets (MSDS) for all materials used.

---

### 2. Safety Symbols

---

Become familiar with the safety symbols presented in this section. These symbols will alert you to safety hazards and conditions that may result in personal injury, death, or property and equipment damage.



**WARNING:** Failure to observe this warning may result in personal injury, death, or equipment damage.

---

## 2. Safety Symbols (*contd.*)

---



**WARNING:** Risk of electrical shock. Failure to observe this warning may result in personal injury, death, or equipment damage.



**WARNING:** Disconnect equipment from line voltage. Failure to observe this warning may result in personal injury, death, or equipment damage.



**WARNING:** Wear safety goggles. Failure to observe may result in serious injury.



**CAUTION:** Failure to observe may result in equipment damage.

---

## 3. Qualified Personnel

---

The term *qualified personnel* is defined here as individuals who thoroughly understand the equipment and its safe operation, maintenance, and repair. Qualified personnel are physically capable of performing the required tasks, familiar with all relevant safety rules and regulations and have been trained to safely install, operate, maintain, and repair the equipment. It is the responsibility of the company operating this equipment to see that its personnel meet these requirements.

---

## 4. Intended Use

---



**WARNING:** Use of this equipment in ways other than described in this manual may result in personal injury, death, or property and equipment damage. Use this equipment only as described in this manual.

ADB Airfield Solutions cannot be responsible for injuries or damages resulting from nonstandard, unintended applications of its equipment. This equipment is designed and intended only for the purpose described in this manual. Uses not described in this manual are considered unintended uses and may result in serious personal injury, death, or property damage. Unintended uses may result from taking the following actions:

- making changes to equipment that have not been recommended or described in this manual or using parts that are not genuine ADB Airfield Solutions replacement parts
- failing to make sure that auxiliary equipment complies with approval agency requirements, local codes, and all applicable safety standards



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**4. Intended Use**(*contd.*)

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- using materials or auxiliary equipment that are inappropriate or incompatible with your ADB Airfield Solutions equipment
- allowing unqualified personnel to perform any task

---

**5. Installation**

---

Read the installation section of all system component manuals before installing your equipment. A thorough understanding of system components and their requirements will help you install the system safely and efficiently.



**WARNING:** Failure to follow these safety procedures can result in personal injury or death.

- Allow only qualified personnel to install ADB Airfield Solutions and auxiliary equipment. Use only approved equipment. Using unapproved equipment in an approved system may void agency approvals.
- Make sure all equipment is rated and approved for the environment in which you are using it.
- Follow all instructions for installing components and accessories.
- Install all electrical connections to local code.
- Use only electrical wire of sufficient gauge and insulation to handle the rated current demand. All wiring must meet local codes.
- Route electrical wiring along a protected path. Make sure they will not be damaged by moving equipment.
- Protect components from damage, wear, and harsh environment conditions.
- Allow ample room for maintenance, panel accessibility, and cover removal.
- Protect equipment with safety devices as specified by applicable safety regulations.
- If safety devices must be removed for installation, install them immediately after the work is completed and check them for proper functioning.

---

## 6. Operation

---

Only qualified personnel, physically capable of operating the equipment and with no impairments in their judgment or reaction times, should operate this equipment.

Read all system component manuals before operating this equipment. A thorough understanding of system components and their operation will help you operate the system safely and efficiently.

- Before starting this equipment, check all safety interlocks, fire-detection systems, and protective devices such as panels and covers. Make sure all devices are fully functional. Do not operate the system if these devices are not working properly. Do not deactivate or bypass automatic safety interlocks or locked-out electrical disconnects or pneumatic valves.
- Never operate equipment with a known malfunction.
- Do not attempt to operate or service electrical equipment if standing water is present.
- Use this equipment only in the environments for which it is rated. Do not operate this equipment in humid, flammable, or explosive environments unless it has been rated for safe operation in these environments.
- Never touch exposed electrical connections on equipment while the power is ON.

---

## 7. Action in the Event of a System or Component Malfunction

---

Do not operate a system that contains malfunctioning components. If a component malfunctions, turn the system OFF immediately.

- Disconnect and lock out electrical power.
- Allow only qualified personnel to make repairs. Repair or replace the malfunctioning component according to instructions provided in its manual.

---

## 8. Maintenance and Repair

---

Allow only qualified personnel to perform maintenance, troubleshooting, and repair tasks. Only persons who are properly trained and familiar with ADB Airfield Solutions equipment are permitted to service this equipment.

- Always use safety devices when working on this equipment.
- Follow the recommended maintenance procedures in your equipment manuals.
- Do not service or adjust any equipment unless another person trained in first aid and CPR is present.

---

**8. Maintenance and Repair***(contd.)*

---

- Connect all disconnected equipment ground cables and wires after servicing equipment. Ground all conductive equipment.
- Use only approved ADB Airfield Solutions replacement parts. Using unapproved parts or making unapproved modifications to equipment may void agency approvals and create safety hazards.
- Check interlock systems periodically to ensure their effectiveness.
- Do not attempt to service electrical equipment if standing water is present. Use caution when servicing electrical equipment in a high-humidity environment
- Use tools with insulated handles when working with electrical equipment.

## Section 2

# Description

### 1. Introduction

See Figure 2-1. This section describes the ADB Airfield Solutions *Signature Series*<sup>™</sup> patented L-861T elevated taxiway edge LED (ETEL) Patent No: US 7,083,315 B2. The L-861T elevated taxiway edge LED light is used to delineate the edges of airport taxiways, holding bays, and aprons. These elevated lights are ETL certified according to FAA specification AC 150/5345-46B, and FAA LED specifications.

**NOTE:** *Signature Series* is a trademark of ADB Airfield Solutions.

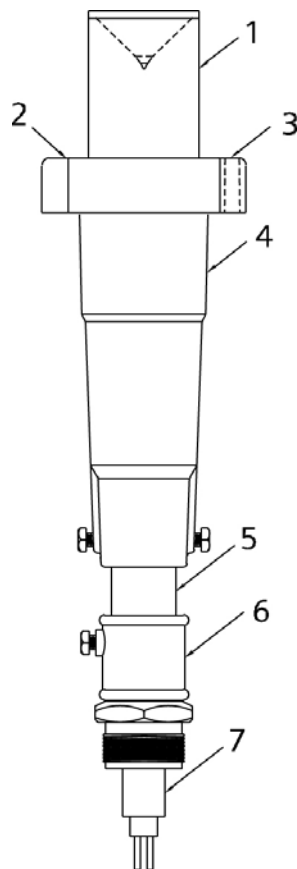


Figure 2-1 L-861T Elevated Taxiway Edge Light

- |                           |                       |            |
|---------------------------|-----------------------|------------|
| 1. Optical Column         | 4. Housing            | 7. Cordset |
| 2. Locking Ring           | 5. Column             |            |
| 3. Hole for Optional Flag | 6. Frangible Coupling |            |

1.

**1. Introduction** (*contd.*)

See Figure 2-1. The L-861T elevated light fixtures consist of the following physical elements:

- Optical column (1)
- Locking ring (2)
- Housing (4)
- Column (5)
- Frangible coupling (6)
- Cordset (7)
- LED assembly (electronic module)  
(See Figure 3-1, Item 9)

The fixtures can be stake mounted on a 30-inch galvanized steel stake. The fixtures can also be mounted on a base plate for a 12- or 16-inch diameter L-867 base with 1-1/2–12 NPS or a special 2 NPT frangible reducer coupling for an existing installation that has 2-inch NPT hubs in the base plate. Base mounting is recommended because maintenance is easier to perform. Stake-mounted lights require transformers, cables, and connectors that are designed for direct earth burial.

The mounting column is available in three lengths. Refer to Table 2-1.

**NOTE:** The measurements in Table 2-1 are taken from the grade to the top of the light fixture.

Table 2-1 Mounting Columns

Type	Height in. (mm)
Standard (FAA minimum)	14 (355.6)
Standard	24 (610)
Standard (FAA maximum)	30 (762)

**2. L-861T Elevated Light Fixture: Required Equipment**

Refer to Table 2-2 for required equipment that is supplied. Refer to Table 2-3 for required equipment that is not supplied. Refer to the *Parts* section for part numbers.

Table 2-2 Required Equipment Supplied

Description	Quantity
L-861T light fixture (with optical column, frangible fitting, LED module, and L-823 cordset)	1
Instruction manual	1

---

## 2. L-861T Elevated Light Fixture: Required Equipment *(contd.)*

---

Table 2-3 Required Equipment Not Supplied

Description	Quantity
Torque wrench (0 to 200 inch-pounds)	1 (if required)
Loctite number 243 or equivalent	As required
L-867 base plate assembly with 1-1/2-12 NPS with gasket (for 12- or 16-inch diameter L-867 base) when fixture is base mounted	1 (if required)
Stake assembly (30-inch galvanized steel) when fixture is stake mounted	1 (if required)
Isolation transformer for series circuit (Refer to Table 2-4 for appropriate transformers.)	1 (if required)

Table 2-4 Isolation Transformers

For a...	Then use this isolation transformer...	Note
6.6 A series circuit	L-830-1 (6.6 A/6.6 A, 45 W) for 60 Hz L-831-1 (6.6 A/6.6 A, 45 W) for 50 Hz	A
20 A/6.6 A series circuit	L-830-2 (20 A/6.6 A, 45 W) for 60 Hz L-832-2 (20 A/6.6 A, 45 W) for 50 Hz	
NOTE A: To match the fixture load for optimal efficiency, use the 10 W, 6.6 A/6.6 A transformer (Part Number 35A0578).		

---

## 3. Specifications

---

This subsection provides specifications for the L-861T light fixtures.

### Input

2.8-6.6 A (3-Step or 5-Step)

### Expected LED Life

56,000 hours in high intensity conditions.  
More than 150,000 hours in actual operating conditions.

### Light Source

One watt high lumen density (brightness) LED

### Environmental Operating Conditions

The L-861T light fixture is designed to operate under the conditions presented below for temperature, wind, altitude, and relative humidity.

#### Temperature

-55 to +55 °C (-67 to +131 °F)

#### Wind

Velocities up to 350 mph (560 kph)

#### Altitude

Sea level to 10,000 feet (3000 m)

**Relative Humidity**

Up to 100 %

**Weight**

Refer to Table 2-5.

Table 2-5 Light Fixture Weight

<b>Assembled Fixture</b>	<b>Fixture Weight</b>
14-Inch overall height	5 lb (2.27 kg)
24-Inch overall height	6.25 lb (2.84 kg)
30-Inch overall height	7 lb (3.18 kg)

**Photometric Data**

This subsection provides photometric data for the L-861T light fixture.  
Refer to Table 2-6.

Table 2-6 Photometric Data

<b>Color</b>	<b>Light Source</b>	<b>Measured Peak Intensity (candelas)</b>	
		<b>5 Degrees Vertical</b>	<b>FAA Minimum</b>
Blue	1 light emitting diode	2.3 minimum	2

# Section 3

## Installation



**WARNING:** Allow only qualified personnel to perform the following tasks. Observe and follow the safety instructions in this document and all other related documentation.

---

### 1. Introduction

---

This section provides instructions for installing the L-861 medium intensity elevated light fixture. Refer to the airport project plans and specifications for the specific installation instructions.

---

### 2. Unpacking

---

The equipment is shipped ready for installation. Handle equipment very carefully to prevent component damage. Unpack the carton upon receipt and check the contents and their condition. Note any exterior damage to the carton that might lead to detection of equipment damage.

If you note any damage to any equipment, file a claim with the carrier immediately. The carrier may need to inspect the equipment.

---

### 3. Placement

---

This subsection describes the placement of the L-861T light fixtures. Follow the guidelines below, along with FAA specification AC 150/5340-24 and site plans, when placing the L-861T light fixture.

- The L-861T light fixture is normally positioned a maximum of 10 feet (3.048 m) off the edge of the hard surface of the taxiway, and in a straight line with all other light fixtures on the same side of the runway.
- The longitudinal spacing of the light fixtures should not exceed 200 feet (60.96 m) to define the lateral limits of the taxiing paths. The longitudinal spacing of the lights is influenced by the physical layout of the taxiways.
- Closer spacing of the lights should be provided on short taxiway sections, curves, and entrances to taxiways from runways or aprons.



---

## 4. Installation

---

This subsection provides installation instructions for the L-861T light fixtures.

### Base Mounting

L-861T light fixtures can be mounted on an L-867 base mated with a base plate with a diameter and bolt-hole corresponding to either a 12-inch- (304.8 mm-) diameter L-867B base or a 16-inch- (406.4 mm-) diameter L-867D base. The base plate is designed to receive a frangible coupling using a female thread. A gasket is used with the base plate to form a watertight seal between the base plate and the L-867 base.

**NOTE:** Install the base according to appropriate FAA specifications and site plans.

**Base Mounting** (*contd.*)

To install the base, perform the following procedure:

1. See Figure 3-1. Install the L-867 base (2) on undisturbed soil. If the soil is unsuitable, remove soil to an adequate depth and replace with compacted acceptable material.

**NOTE:** In closed duct systems, install in soil conditions with good drainage. Use light bases having a drain hole to prevent water accumulation.

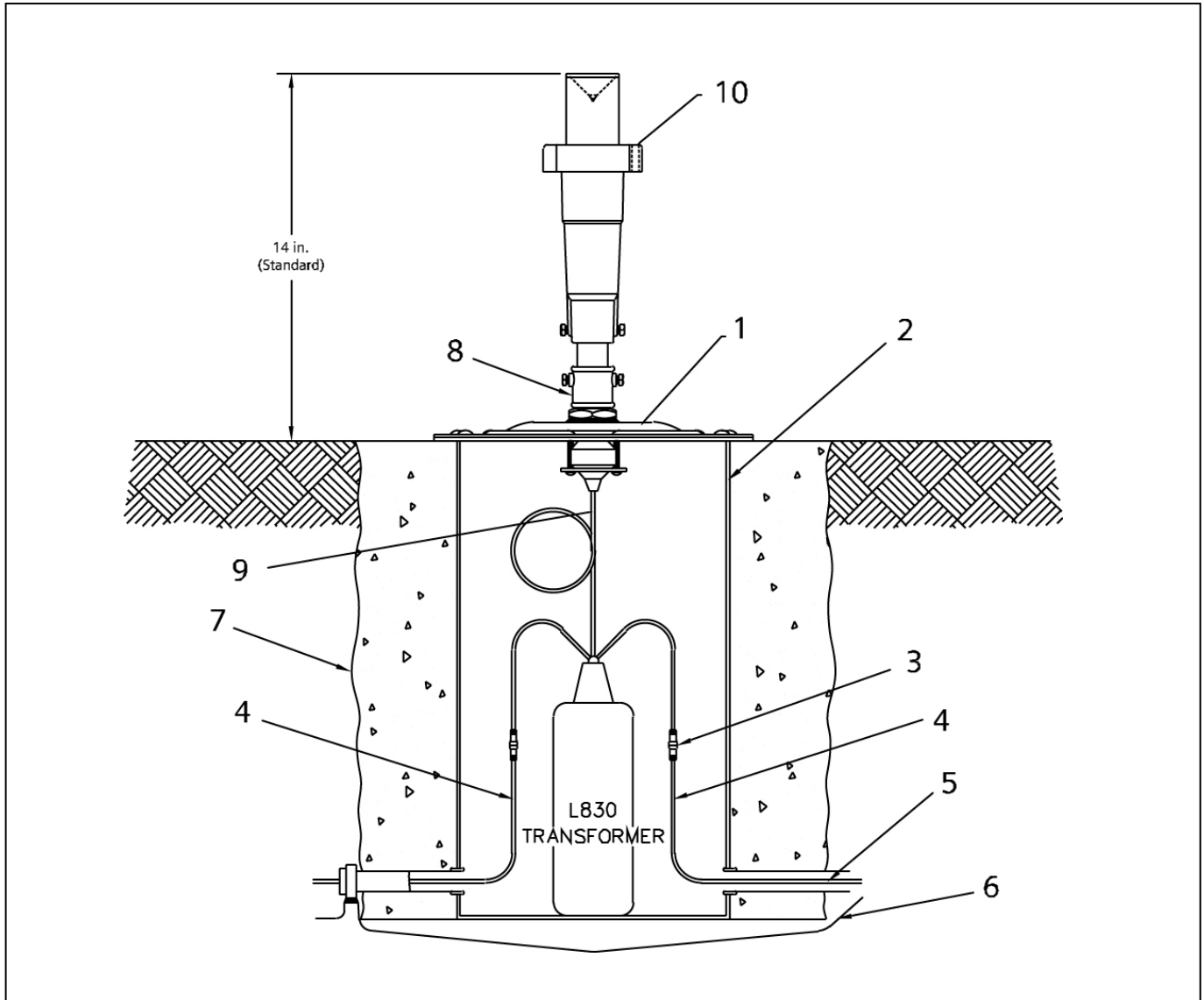


Figure 3-1 Base Mounting

- |                            |                                             |                                              |
|----------------------------|---------------------------------------------|----------------------------------------------|
| 1. L-867 Base Plate        | 4. Two-foot Slack for Connections (Minimum) | 7. Four-Inches Concrete Backfill Recommended |
| 2. L-867 Base              | 5. 5 KV, L-824 Cable                        | 8. Frangible Coupling and Disconnect Plug    |
| 3. L-823 Primary Connector | 6. Optional Bare Copper Counterpoise Wire   | 9. L-823 Secondary Connector                 |
|                            |                                             | 10. Hole for Flag                            |

**Base Mounting** (*contd.*)

2. Orient the cable entrance hubs of the base in the proper directions.
3. Level the light base so that the mounting flange surface is level with the finished grade.
4. With the base at the proper orientation and held at proper elevation, place approximately 4 inches (101.6 mm) of concrete backfill (7) around the outside base.

**NOTE:** If the concrete backfill is omitted, the earth backfill must be compacted to maintain proper elevation and orientation of the base.

5. Slope the top of the concrete away from the flange portion of the base so the sloped outer edges of the concrete are at surface grade.
6. To install the LED light fixture, connect the primary power line to the appropriate isolation transformer. Refer to Table 2-4.

**NOTE:** Use a brick to raise the transformer about 3 inches above the bottom surface of the L-867 base to avoid the possibility of the transformer being partially immersed in water in case water accumulates above the level of the ducts or pipes.

7. After you have connected the transformer, check the continuity of the series loop.
8. Wrap the connector joints in the primary circuit with at least one layer of rubber or synthetic rubber tape and one layer of plastic tape one-half lapped, extending at least 1-1/2 inches (3.81 cm) on each side of the joint.
9. Clamp the female secondary plug from the isolation transformer to the L-867 base plate fitting.
10. Bolt the base plate (1) with the base plate gasket to the L-867 base using six 3/8-16 stainless steel bolts. Apply a drop of Loctite number 243 to each bolt thread, and use a torque wrench to torque bolts down to 100/110 inch-pounds (11.3 Nt-m).

11. Connect the male L-823 plug (Figure 3-1, Item 3) from the light fixture to the female plug on the secondary lead of the isolation transformer by first loosening the frangible coupling hex screw (Figure 3-2, Item 7) until the coupling is free. Then retighten the hex screw finger-tight.

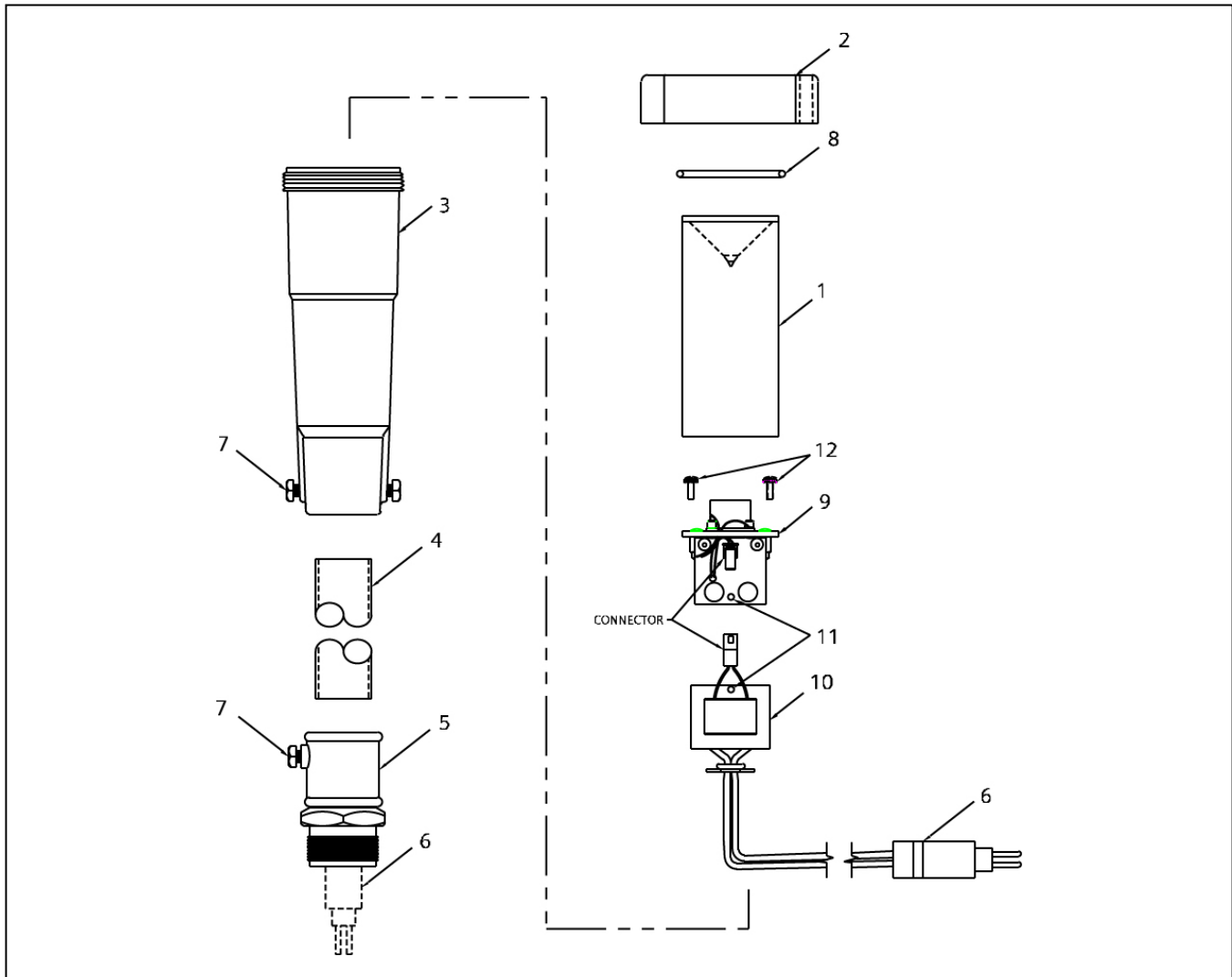


Figure 3-2 L-861T Elevated Light Fixture Installation

- |                   |                       |                                  |
|-------------------|-----------------------|----------------------------------|
| 1. Optical Column | 5. Frangible Coupling | 9. Electronic Module (with LED)  |
| 2. Locking Ring   | 6. L-823 Cordset      | 10. Transformer/Cordset Assembly |
| 3. Housing        | 7. Hex Screw          | 11. Nylon Wire Tie               |
| 4. Column         | 8. O-ring seal        | 12. Self-Locking Screw           |

**Base Mounting** (*contd.*)

12. Plug the L-823 into the mating isolation transformer secondary lead.
13. Loosen the hex screw on the coupling to free the coupling. Handscrew the coupling into the base plate hub. Finish tightening the coupling with a wrench.



**CAUTION:** Do not tighten the coupling if the coupling hex screw is still tight. Failure to follow these instructions will damage the L-823 connection to the transformer (Figure 3-2, Item 10).

14. Tighten the coupling screw that secures the column to the frangible coupling and the adjustable head.
15. Level the light fixture. Refer to *Light Fixture Leveling* in this section.

**Light Fixture Leveling**

Level the light fixture only after mounting it on the base.

To level the light fixture, perform the following procedure:

1. See Figure 3-2. Slightly loosen the three hex screws (7) in the bottom of the housing (3).
2. Place a level on top of the locking ring (2) and rotate housing (3) until level. Tighten the three hex screws (7) to lock in place.

## Stake Mounting

Mount the column light fixtures on 30-inch (762-mm) galvanized steel stakes with a fitting attached to the top of each stake to receive the male thread of the frangible coupling. Stake mounting requires cables and connections that are designed for direct earth burial. Install according to appropriate FAA and local contractor specifications.

To mount the L-861T light fixture on a stake, perform the following procedure:

1. See Figure 3-3. Assemble the stake by attaching the stake hub (2) to the metal stake (5) using two 3/8–16 x 3/4-in. hex head screws (3) and 3/8-in. lockwashers (4).

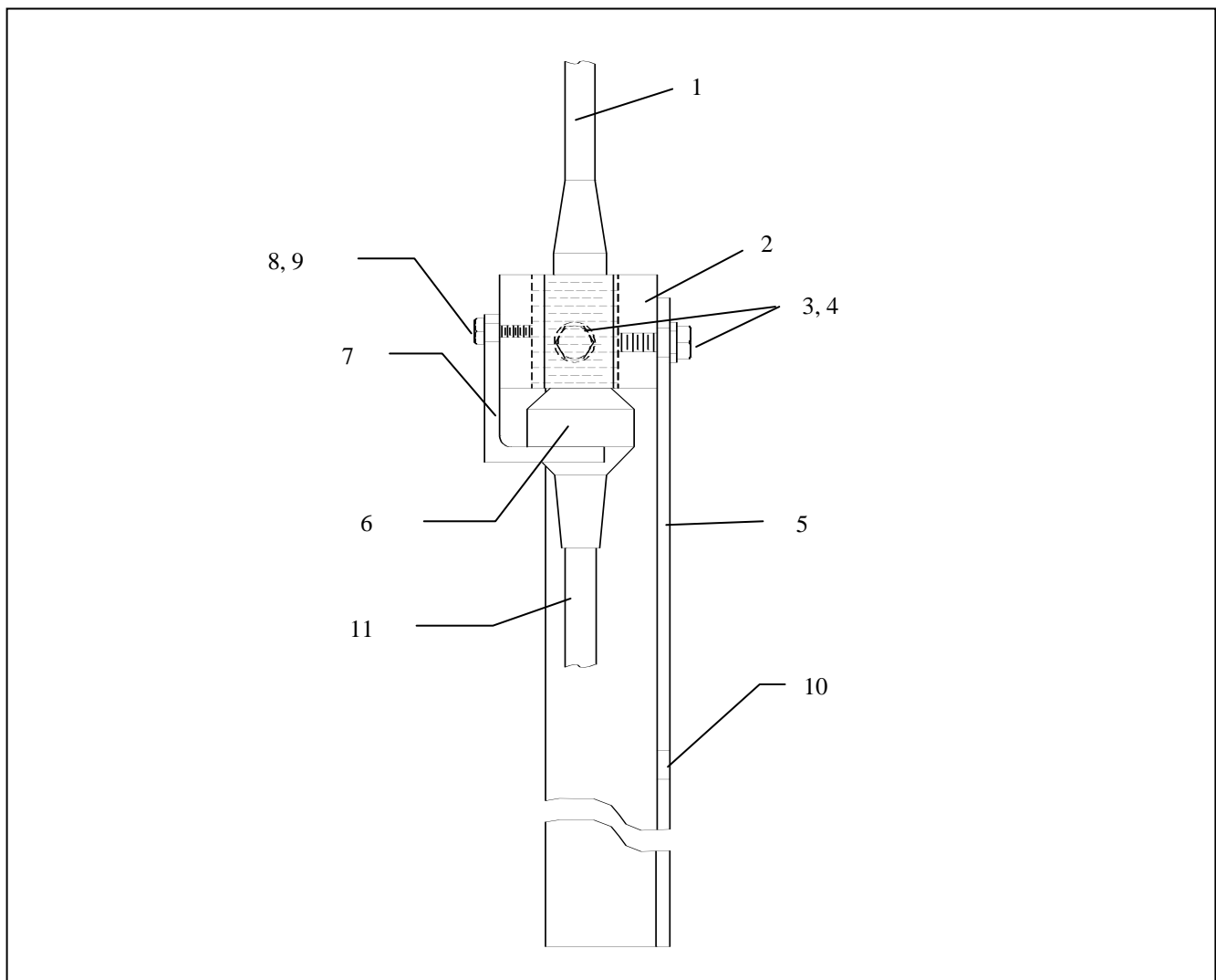


Figure 3-3 Stake Assembly

- |                    |                                      |                                |
|--------------------|--------------------------------------|--------------------------------|
| 1. L-823 Male Plug | 5. Metal Stake                       | 9. Lockwasher                  |
| 2. Stake Hub       | 6. Transformer Secondary Female Plug | 10. Grounding Screw Hole       |
| 3. Hex Head Screw  | 7. Cable Connector Support           | 11. Transformer Secondary Lead |
| 4. Lockwasher      | 8. Hex Head Screw                    |                                |

**Stake Mounting** (*contd.*)

- See Figure 3-4. Install the stake (4) in 6-inch- (152.4-mm-) diameter holes in the ground at a depth of 30 inches (762 mm) so that the mounting hub (8) of the stake is level.

**NOTE:** The top of the stake should be even with the ground within one degree of the vertical. In areas where frost may cause heaving, anchor the stake with concrete and use a permeable backfill material such as sand around the buried electrical components. Cover the top surface with an impervious material to reduce moisture penetration.



**CAUTION:** Do not drive stakes. Driving stakes may damage the stake and cause light fixture misalignment. Refer to FAA specification AC 150/5340-24.

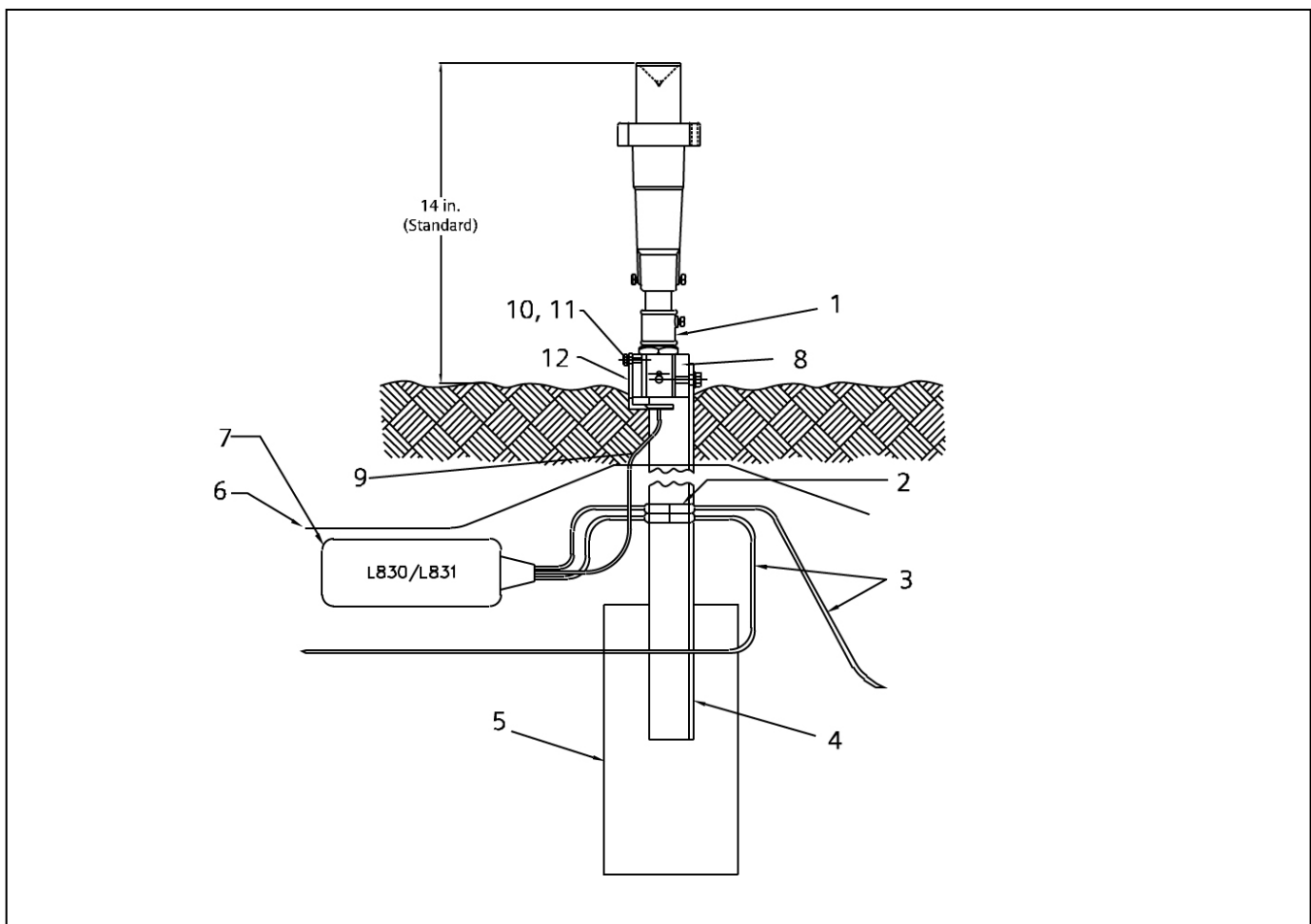


Figure 3-4 Stake Mounting

- |                                                 |                               |
|-------------------------------------------------|-------------------------------|
| 1. Frangible Coupling and Disconnect Plug       | 7. Isolation Transformer      |
| 2. Connectors                                   | 8. Stake Hub                  |
| 3. 5 KV, L-824 Cable                            | 9. Transformer Secondary Plug |
| 4. Metal Stake (30 in.)                         | 10. Hex Head Screw            |
| 5. Concrete Anchor (Recommended 6 x 6 x 12-in.) | 11. Lockwasher                |
| 6. Optional Bare Copper Counterpoise Wire       | 12. Cable Connector Support   |

**Stake Mounting** (*contd.*)

3. Backfill around the stake with compacted earth passing a 1-inch (25.4 mm) sieve.

**NOTE:** Use a bubble level or carpenter's level to ensure the stake is vertical before backfilling around stake. Backfill with concrete (5) in case of unstable soil conditions.

4. Make electrical connections by installing the transformer primary cables (3) to the field circuit. Then insert the transformer secondary plug (9) in the cable connector support's forked tine and attach the cable connector support (12) to the stake hub (8) using 1/4-20 x 3/4-in. hex head screw (10) and 1/4-in. split lockwasher (11).

**NOTE:** The small hole at the lower end of the stake is provided for a counterpoise wire connection (6).

5. Install the light fixture on the stake.



# Section 4

## Maintenance

### 1. Introduction

This section provides maintenance information for the L-861T LED elevated light.

### 2. Maintenance Schedule

To keep the L-861T light fixtures operating efficiently, follow a preventive maintenance schedule. Refer to Table 4-1. Refer to FAA AC 150/5340-26 for more detailed information.

Table 4-1 L-861T Light Fixture Maintenance

Interval	Maintenance Task	Action
Weekly	Check for vegetation.	Remove vegetation. Use weed killer.
Monthly	Check for misaligned fixture.	Straighten, level, and align.
	Check for dirty optical column.	Clean with glass cleaner.
	Check for dirty frangible coupling weep holes (for stake-mounted fixtures only).	Clean weep holes.
Annually	Check for improper ground elevation.	Grade so frangible point is approximately 1 inch (25.4 mm) above ground elevation.
	Check for improper light elevation.	Maintain same elevation for all light fixtures.
	Check for corrosion present or paint loose or chipped.	Scrape and repaint.
	Check for chipped paint on exterior body and fixture.	Touch up paint as necessary.
		<b>NOTE:</b> The locking ring (Figure 2-1, Item 2) must remain blue in color. The blue color identifies the fixture as a taxiway fixture during daylight hours when power is off.
Unscheduled	Make prediction of heavy snowfall, if necessary.	Use red flags or sticks to mark the location of fixtures to facilitate snow removal and lessen the chance of damage to fixtures by snow removal equipment. Refer to the optional snow flag kit in <i>Optional Parts</i> in the <i>Parts</i> section.

---

### 3. Assembly Instructions

---

**NOTE:** The L-861T LED elevated light is assembled at the factory. Use the assembly instructions below when you need to assemble parts for repair or maintenance purposes.

To assemble parts, perform the following procedure:

1. See Figure 3-2. Attach the electronic module (9) to the cordset assembly (10) using the wire tie (11). Insert the assembled parts into the housing (3) and secure the self-locking screws (12).
2. Insert the optical column (1) into the housing (3) until it contacts the LED on the electronic module (9). Slide the O-ring seal (8) over the optical column and secure with the locking ring (2).

**NOTE:** Apply a light coat of anti-seize compound on the locking ring threads to make assembly and disassembly easier.



**CAUTION:** The optical column must mate to the top of the LED module. Failure of the optical column to touch the LED will create distorted photometric output.

3. Insert the cord through the column (4) and the frangible coupling (5) and secure both with the hex screws (7).

# Section 5

## Troubleshooting



**WARNING:** Allow only qualified personnel to perform the following tasks. Observe and follow the safety instructions in this document and all other related documentation.



**WARNING:** De-energize the circuit and lock out the circuit or regulator so that the circuit cannot be energized by remote means before attempting to service the fixture.

### 1. Introduction

This section contains troubleshooting information for the L-861T light fixture. This information covers only the most common problems that you may encounter. If you cannot solve the problem with the information given here, contact your local ADB Airfield Solutions representative for help.

### 2. Troubleshooting Procedures

Refer below for troubleshooting procedures for the L-861T LED elevated light.

Problem	Possible Cause	Corrective Action
<b>1. LED not lighting</b>	Defective electronic module	Replace the electronic module.
	Loose wire connections	Tighten wire connections.
	Deteriorated wire insulation	Replace wires.
	Moisture present in fixture	Open and dry the fixture. Inspect the optical column for cracks. Replace the electronic module, O-ring seal, and damaged optical column. Refer to the procedure under <i>LED Electronic Module Replacement</i> in the <i>Repair</i> section.
<b>2. LED too dim</b>	Dirty optical column	Clean the optical column.
	Service life of LED exceeded  NOTE: Refer to <i>Expected LED Life</i> under <i>Specifications</i> in the <i>Description</i> section.	Replace the electronic module.

# Section 6

## Repair



**WARNING:** Allow only qualified personnel to perform the following tasks. Observe and follow the safety instructions in this document and all other related documentation.



**WARNING:** De-energize the circuit and lock out the circuit or regulator so that the circuit cannot be energized by remote means before attempting to service the fixture.

---

### 1. Introduction

---

This section provides instructions for repairing the L-861T LED light fixture. It includes replacing the L-861T LED electronic modules and replacing an existing fixture with an L-861 LED fixture.

---

### 2. LED Electronic Module Replacement

---

To replace an LED electronic module, perform the following procedure:

1. De-energize and lock out the circuit.
2. Remove the light fixture from the mounting base by performing the following procedure:
  - a. See Figure 3-1. Loosen the hex bolt (7) that attaches the frangible coupling (5) to the column (4).
  - b. Remove the frangible coupling from the base plate female thread.
  - c. Disconnect the L-823 plug of the light fixture from the female plug on the secondary lead of the isolation transformer.
3. Remove the locking ring (2) from the fixture by rotating it counterclockwise. Lift the optical column (1) from the housing (3).

**NOTE:** An O-ring seal (8) is provided with the replacement electronic module assembly. Remove and discard the old O-ring seal.

4. Remove the two screws (12) attaching the electronic module to the housing and remove the electronic module (9) and the cordset assembly (10). The L-823 cordset will fit through the clearance hole in the housing.
5. Separate the connectors between the electronic module and the cordset assembly.

---

**2. LED Electronic Module Replacement** (*contd.*)

---

6. Cut the nylon wire tie (11) to separate the electronic module.
7. Attach the replacement electronic module. Refer to the light fixture assembly procedure in *Assembly Instructions* in Section 3, *Installation*.
8. Level the light fixture. Refer to the fixture leveling procedure in *Light Fixture Leveling* in Section 3, *Installation*.

---

**3. Replacing Existing Fixture with L-861T LED Fixture**

---

This subsection provides two procedures for replacing the existing quartz or incandescent light fixture with the L-861T LED fixture:

- a) replacing existing light fixture and isolation transformer and
- b) replacing only the existing light fixture.

**Replacing Existing Light Fixture and Transformer**

The preferred method is replacing the existing light fixture and transformer. This method matches fixture load for optimal efficiency.

To replace the existing transformer and light fixture with the L-861T LED fixture and new 10 W isolation transformer, perform the following procedure:

1. Remove the existing L-861T light fixture and isolation transformer.
2. Install the new 10 W isolation transformer. Seal the primary connections according to local airport practice.
3. Plug the LED fixture into the new 10W, 6.6 A/6.6 A isolation transformer (Part Number 35A0578). Seal the isolation transformer secondary joint according to local airport practice.
4. Mount the new L-861T LED fixture.

**Replacing Only Light Fixture**

To replace only the existing light fixture with the L-861T LED fixture, perform the following procedure:

1. Remove the existing L-861T fixture.
2. Unplug the fixture from the isolation transformer.
3. Plug the LED fixture into the existing isolation transformer. Seal the isolation transformer secondary joint according to local airport practice.
4. Mount the new L-861T LED fixture.

# Section 7

## Parts

### 1. Introduction

To order parts, call ADB Airfield Solutions Customer Service or your local representative. Use this four-column parts list, and the accompanying illustration, to describe and locate parts correctly.

### 2. Using the Illustrated Parts List

This subsection describes how to use the illustrated parts list covered later in this section. It does not provide the actual parts list.

The Part Number column gives the ADB Airfield Solutions part number.

The Description column gives the part name, as well as its dimensions and other characteristics when appropriate. Indentions show the relationships between assemblies, subassemblies, and parts.

Part Number	Description	Quantity	Note
XXXXXXXX	Assembly	1	A
XXXXXXXX	Part	1	
XXXXXXXX	Part or Assembly		
XXXXXXXX	Assembly	1	
NOTE A			

The Quantity column contains the quantity required per unit, assembly, or subassembly. The code AR (As Required) is used if the part number is a bulk item ordered in quantities or if the quantity per assembly depends on the product version or model.

The Note column contains letters that refer to notes at the end of each parts list. Notes contain special ordering or product/part version information.

**3. L-861T LED Light Fixture  
Ordering Code**

Figure 7-1 shows the ordering code for an L-861T LED light fixture.

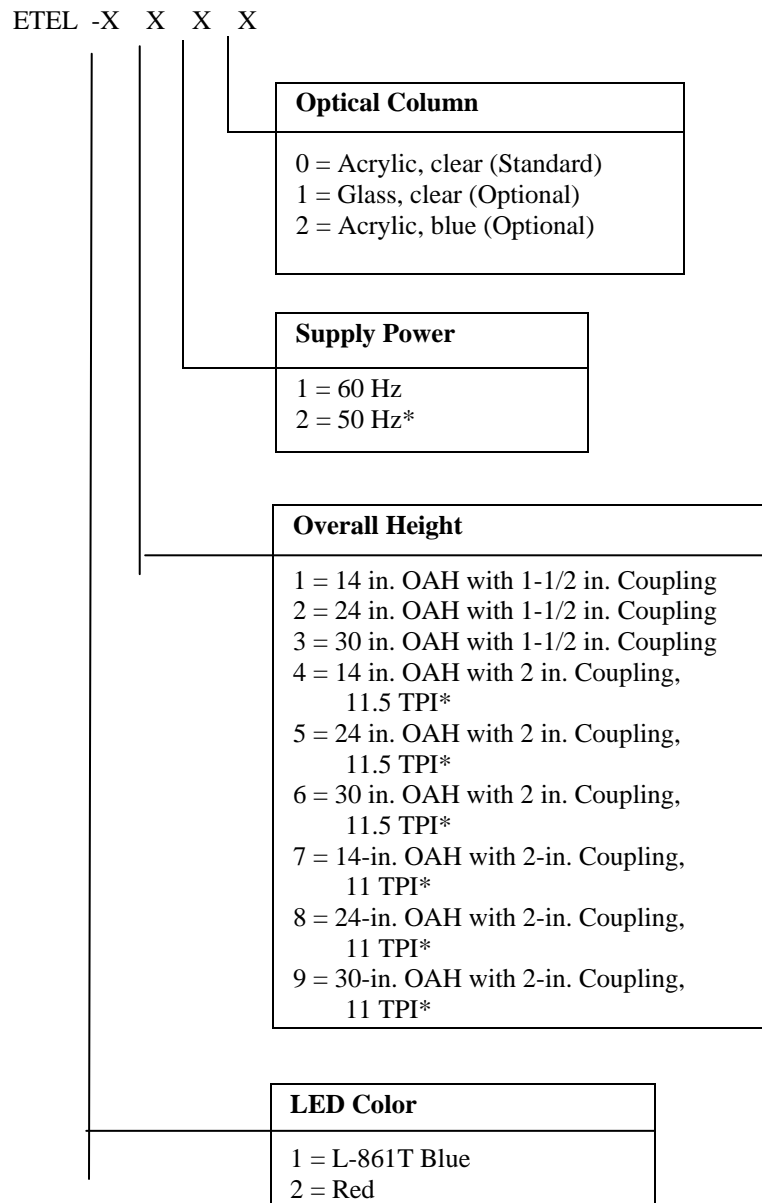


Figure 7-1 L-861T Light Fixture Ordering Code

\*Not submitted for ETL testing.

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**4. L-861T Light Fixture Parts List**


---

See Figure 7-2.

Part Number	Description	Quantity	Note
44A6227-50	Electronic module assembly, 50 Hz	1	
44A6227-60	Electronic module assembly, 60 Hz	1	
44A6233-1	Cordset assembly for 14 in. overall height	1	
44A6233-2	Cordset assembly for 24 in. overall height	1	
44A6233-3	Cordset assembly for 30 in. overall height	1	
61A0281	Frangible fitting for 2 in. coupling	1	
62A0007-3	Column for 14 in. overall height	1	
62A0007-13	Column for 24 in. overall height	1	
62A0007-19	Column for 30 in. overall height	1	
62B0073	Frangible coupling, 1-1/2 in.	1	
63A1020-1	Optical column, acrylic, clear (standard)	1	
63A1020-2	Optical column, glass, clear (optional)	1	
63A1020-3	Optical column, acrylic, blue (optional)	1	
63B0267-226	O-ring	1	
88A2146	Housing	1	
88A2147	Locking ring	1	



### 4. L-861T Light Fixture Parts

List (*contd.*)

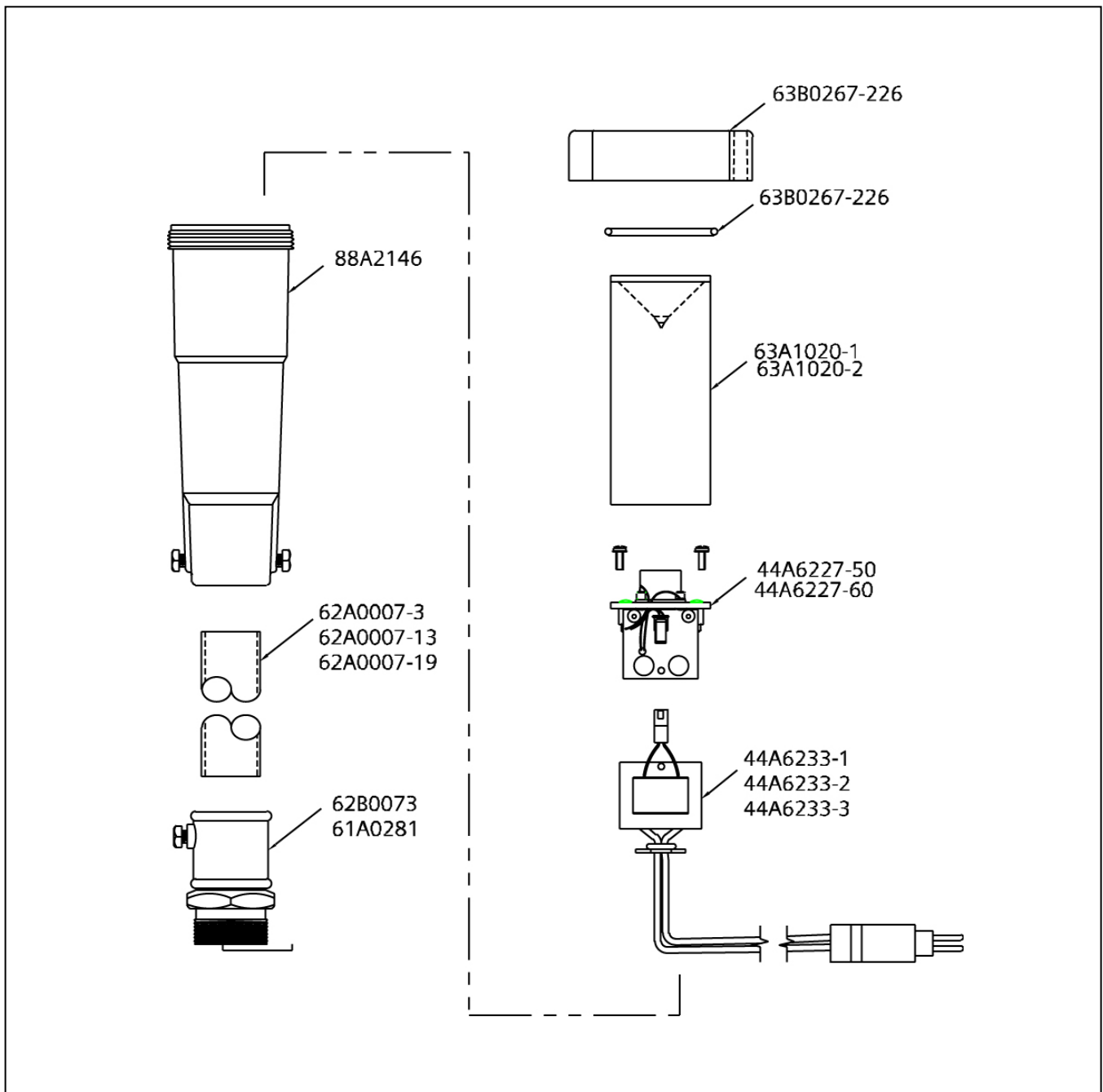


Figure 7-2 L-861T Light Fixture

**5. L-861T Optional Stake Assembly Parts List**

See Figure 7-5. The optional stake assembly part number is 44B0348.

Part Number	Description	Quantity	Note
62B0268-1	Stake hub	1	
64A0176-12	Hex head screw, 3/8-16 x 3/4 in.	1	
66A0026-29	Split lockwasher, 3/8 in.	1	
62B0284	Stake	1	
62B0269	Cable connector support	1	
64A0173-12	Hex head screw, 1/4-20 x 3/4 in.	1	
66A0026-24	Split lockwasher, 1/4 in.	1	

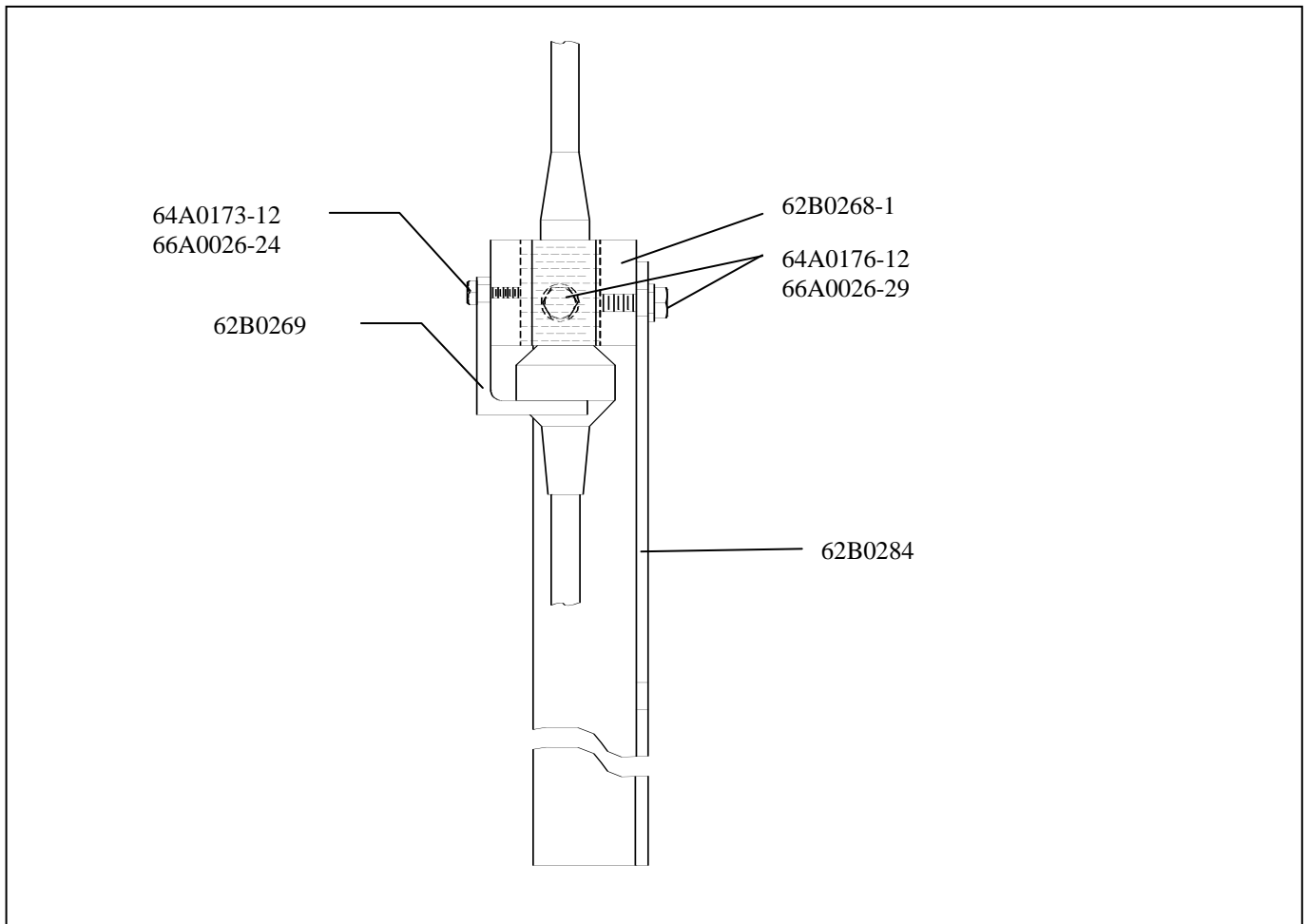


Figure 7-3 Stake Assembly

**6. Optional Parts**

Refer below for optional parts.

Part Number	Description	Quantity	Note
1935	12-inch-diameter base plate, 1.5–12 UNF tap	1	A
44B1070	Flag	1	B
NOTE A: Supplied with gasket. NOTE B: Special order.			

**7. Recommended Spare Parts**

See Figure 7-2.

Part Number	Description	Note
44A6227-50	Electronic module assembly, 50 Hz	
44A6227-60	Electronic module assembly, 60 Hz	
44A6233-1	Cordset for 14-inch OAH	
44A6233-2	Cordset for 24-inch OAH	
44A6233-3	Cordset for 30-inch OAH	
61A0281	Frangible 2 in. reducer coupling	
62A0007-3	Column for 14-inch OAH	
62A0007-13	Column for 24-inch OAH	
62A0007-19	Column for 30-inch OAH	
62B0073	Frangible coupling, 1-1/2 in.	
62B0461	Frangible coupling, 1-1/2 in., with slot	A
63A1020-1	Optical column, acrylic, clear (standard)	
63A1020-2	Optical column, glass, clear (optional)	
63A1020-3	Optical column, acrylic, blue (optional)	
63B0267-226	O-ring	
88A2146	LED module chamber	
88A2147	Optical column Locking ring	
NOTE A: Slot across threaded end allows easy access replacement of broken frangible coupling.		



MISSOURI DEPARTMENT OF ECONOMIC DEVELOPMENT  
 DIVISION OF ENERGY - ENERGY LOAN PROGRAM  
**APPLICATION AUTHORIZATION FORM**

1. SECTOR <input type="checkbox"/> School K-12 <input checked="" type="checkbox"/> Local Government <input type="checkbox"/> Higher Education <input type="checkbox"/> Other, please specify: _____			
2. HOW DID YOU FIND US? (CHECK ALL THAT APPLY) <input type="checkbox"/> Website <input checked="" type="checkbox"/> Meeting/Event <input type="checkbox"/> Direct Mail <input type="checkbox"/> Colleague <input type="checkbox"/> Other, plea    Missouri Airport Managers Meeting.			
3. ORGANIZATION NAME City of Lee's Summit Municipal Airport			4. Federal Tax ID (EIN) Number: 44-6000208
5. NUMBER OF PEOPLE (students, staff, patients, customers, general public) THAT WOULD BENEFIT FROM THE IMPLEMENTATION OF THIS ENERGY PROJECT 50,000 per year		6. MAILING ADDRESS 2751 NE Douglas	
7. COUNTY Jackson		8. CITY Lee's Summit	9. ZIP + 4 64064
10. CONTACT NAME John Ohrzada	11. TITLE Airport Manager	12. PHONE NUMBER 816-969-1180	13. FAX NUMBER 816-969-1184
14. E-MAIL ADDRESS <a href="mailto:john.ohrzada@cityofls.net">john.ohrzada@cityofls.net</a>	15. TOTAL PROPOSED PROJECT COST \$248,070		16. TOTAL LOAN AMOUNT REQUESTED \$248,070
17. PROJECT TYPE <input type="checkbox"/> Building System, specify: _____    Airfield lighting	18. ESTIMATED START DATE 7/1/2017		19. ESTIMATED PROJECT COMPLETION DATE 11/1/2017
20. PROJECT LOCATION (ATTACH LIST OR MAP FOR MULTIPLE LOCATIONS) Lee's Summit Municipal Airport Runway 18-36 Project			21. ESTIMATED ANNUAL ENERGY COST SAVINGS \$4,000
BUILDING SPECIFIC INFORMATION: FOR MULTIPLE BUILDINGS, USE ADDITIONAL PAGES - INCLUDE INFORMATION FOR ITEMS 22 - 36			
22. TOTAL BUILDING AREA IN SQUARE FEET	23. TOTAL AFFECTED BUILDING AREA IN SQUARE FEET		24. APPROXIMATE NO. OF BUILDING OCCUPANTS
FOR ORIGINAL BUILDING	25. YEAR OF CONSTRUCTION	26. HEATED AREA IN SQUARE FEET	27. COOLED AREA IN SQUARE FEET
FOR ADDITION #1	28. YEAR OF CONSTRUCTION	29. HEATED AREA IN SQUARE FEET	30. COOLED AREA IN SQUARE FEET
FOR ADDITION #2	31. YEAR OF CONSTRUCTION	32. HEATED AREA IN SQUARE FEET	33. COOLED AREA IN SQUARE FEET
FOR ADDITION #3	34. YEAR OF CONSTRUCTION	35. HEATED AREA IN SQUARE FEET	36. COOLED AREA IN SQUARE FEET
37. NAME, TITLE, COMPANY, AND PHONE NUMBER OF ENERGY ANALYST OR OTHERS WHO PREPARED ENERGY SAVINGS CALCULATIONS Chatchai Pinthuprapa, State of Missouri Department of Economic Development Division of Energy			
38. BUSINESS TYPE NAMED IN 37 ABOVE <input checked="" type="checkbox"/> Applicant <input type="checkbox"/> Engineering <input type="checkbox"/> ESCO <input type="checkbox"/> Other, please speci _____			
APPROPRIATE DISTRICT NUMBERS BASED ON THE APPLICANT'S LOCATION	39. U.S. CONGRESSIONAL DISTRICT 5th	40. MO SENATORIAL DISTRICT 8th	41. MO LEGISLATIVE DISTRICT 30th
<p>The governing board or body has reviewed the ECM Summary and agrees that the building or system information is correct and the project and associated energy conservation measures have been correctly described. Any scanned or photocopied version of the signed original Application Authorization Form shall be considered original, and the governing board or body hereby waives any applicable objection on this basis. The governing board or body authorizes the contact person, named above, to provide any additional information relevant to the review and/or approval of this application.</p> <p>The building, facility or system is owned and operated by the applicant.    <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>Is the completion of this project contingent on DED/DE Energy Loan Program financing?    <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>			
By signing this form, you have agreed to and understand the "Requirements" specified on the instruction page.			
PRINT NAME AND TITLE OF AUTHORIZED OFFICIAL	SIGNATURE OF AUTHORIZED OFFICIAL		DATE

## AUTHORIZATION FORM INSTRUCTIONS

We recommend that loan applicants contact a Division of Energy loan manager before completing an application. A loan manager can be reached at 1-855-522-2796.

**Below are instructions for selected Application Authorization Form fields.**

6-9. Enter the information for the organization's administrative office location.

10-14. Enter the contact person's information. The contact person is the individual who can answer the majority of the questions related to this application.

15. Enter the total project cost for all energy conservation measures. This can include reasonable fees for design and commissioning.

17. Select the project type. If selecting "System," give a short description, such as motors or traffic signals.

18-19. Enter the planned start and completion dates of construction activities.

20. Some projects may include several building and/or system locations. Enter the total number of buildings or locations that will be directly affected by the proposed project. If a list or map is needed, enter "see attached."

21. Enter the estimated annual energy cost savings calculated on the Energy Conservation Measure (ECM) Summary.

22. Enter the total area of the building that is served by the utility meters on the Fuel Use Summary.

23. Enter the area of the building that will be affected by energy conservation measures.

37. Enter the contact information for those who provided the technical documentation.

38. Select the business type of the energy analyst identified in 37. If selecting "Other," please describe.

39-41. Enter the appropriate district numbers based on the applicant's location.

An authorized official must sign and date the application. An authorized official is an individual with authority to obligate an eligible entity by signature to a loan agreement and promissory note to repay the loan. Please understand that this is an application only, and it does not obligate your organization to accept a loan, if approved by the Division of Energy.

**U.S. Mail Submission:** Print Application Authorization Form, Fuel Usage Summary form, ECM worksheets and ECM summary page. Sign the Application Authorization Form and mail the original application and all supporting documents to the address below.

**Electronic Submission:** Print, sign, and scan the Application Authorization Form. Email the scanned Application Authorization Form with the electronic application to the address below.

Missouri Department of Economic Development  
Division of Energy  
Attn: Loan Program Clerk  
P.O. Box 1766  
301 W. High, Ste. 720  
Jefferson City, MO 65102  
Email: [energy@ded.mo.gov](mailto:energy@ded.mo.gov)

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A RESOLUTION AUTHORIZING THE AIRPORT DIVISION TO MAKE APPLICATION FOR AN ENERGY EFFICIENCY IMPROVEMENT PROJECT GRANT WITH THE MISSOURI DEPARTMENT OF ECONOMIC DEVELOPMENT DIVISION OF ENERGY FOR CERTAIN AIRPORT PROJECTS.

WHEREAS, the Council of the City of Lee's Summit finds that approval for the Airport Division to make applications for energy efficiency improvement grants that would improve the Airports' energy efficiency foot print; and

WHEREAS, the Council of the City of Lee's Summit desires for the Airport to be a more energy efficient entity; and

WHEREAS, after consideration, the Council of the City of Lee's Summit wishes to recommend the Airport Division make applications for Missouri Department of Economic Development Division of Energy Grants to continue being an energy efficient entity; and

WHEREAS, the City Council desires to approve the Airport Divisions request to make applications with the Missouri Department of Economic Development Division of Energy Division for Grants to assist in making the Airport more energy efficient, attached hereto as Exhibit A, and wishes to authorize the Mayor to execute and communicate the same to the State of Missouri on behalf of the Council of the City of Lee's Summit.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF LEE'S SUMMIT, MISSOURI, as follows:

SECTION 1. That the Energy Efficiency Improvement Grant Application attached hereto as Exhibit A, and hereby incorporated as if fully set forth herein, be and the same is hereby approved.

SECTION 2. That the Mayor is hereby authorized to execute and communicate the same to appropriate officials of the State of Missouri.

SECTION 3. This resolution shall be in full force and effect from the date of its passage, adoption, and approval by the Mayor.

PASSED by the City Council for the City of Lee's Summit, Missouri, and approved by the Mayor of said City this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

---

Mayor *Randall L. Rhoads*

ATTEST:

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City Clerk *Denise R. Chisum*

APPROVED by the Mayor of said city this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Mayor *Randall L. Rhoads*

ATTEST:

\_\_\_\_\_  
City Clerk *Denise Chisum*

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney *Brian W. Head*

## Packet Information

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**File #:** TMP-0262, **Version:** 1

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AN ORDINANCE AUTHORIZING EXECUTION OF AN INTERGOVERNMENTAL AGREEMENT BY AND BETWEEN THE CITY OF LEE'S SUMMIT, MISSOURI AND THE RAYTOWN C-2 SCHOOL DISTRICT FOR LEASE OF A MOTOR VEHICLE.

Issue/Request:

The Raytown C-2 School District operates a police career program that serves several metropolitan area school districts, including the Lee's Summit R-7 school district. The Raytown C-2 School District is seeking a police vehicle for scenario training in parking lots for this the police career program. The Lee's Summit Police Department has a vehicle available from City inventory for temporary lease to help facilitate the program, potentially improve recruitment, and aid in police education.

Key Issues:

The Raytown C-2 School District, Herndon Career Center Police Science program is in need of a police vehicle to help further the education of youth interested in law enforcement. Funding for this program is limited. This program helps engage high school students in a law enforcement career, benefiting policing for the future. The Raytown C-2 School District is willing to lease and fully insure a vehicle.

Proposed Committee Motion:

I move to recommend to City Council approval of AN ORDINANCE AUTHORIZING EXECUTION OF AN INTERGOVERNMENTAL AGREEMENT BY AND BETWEEN THE CITY OF LEE'S SUMMIT, MISSOURI AND THE RAYTOWN C-2 SCHOOL DISTRICT FOR LEASE OF A MOTOR VEHICLE.

Background:

The Lee's Summit Police Department actively recruits youth throughout the metropolitan area. Chief Travis Forbes participates as an Advisory Board Member for the Raytown C-2 School District, Herndon Career Center Police Science program in order to help improve recruitment and further the education of youth interested in law enforcement. The Herndon Police Science Program serves Lee's Summit R-7 School District students, as well as students from several other districts. The program has also historically included minority students from throughout the area. Jim Ripley, Director of the Police Science program, has expressed a need for a police vehicle to use in scenario based events set up in a parking lot. The City of Lee's Summit is able to contribute to the program by leasing a vehicle from the police department fleet for \$1 per year for one year, with four additional one year terms. Lee's Summit Police Department markings will be removed from the vehicle during this period of time. Once the lease has expired, the City of Lee's Summit will accept the vehicle back and it will be sold through normal City processes. The Police Department will benefit from the lease by furthering youth education in policing and improving recruitment, including among minority populations.

Impact/Analysis:

The lease will generate \$1 per year for the City of Lee's Summit. The City will retain rights to terminate the lease and also to sell the vehicle once it is returned at the end of the lease. The vehicle will depreciate at an



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**File #:** TMP-0262, **Version:** 1

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unknown rate over the course of the lease, reducing its final value at sale. The estimated value at the time it this vehicle was taken out of service was \$6025.00. Since this unit has almost 100,000 miles the decrease in value is minimal.

Timeline:

Start: December 1, 2016

Finish: November 30, 2017 with options to renew

Presenter: Travis Forbes, Chief of Police

Recommendation: Staff Recommends approval of an Ordinance Authorizing the Execution of a Lease Agreement By and Between the City of Lee's Summit and the Raytown C-2 School District For a Period of One Year With Options For Four Additional One Year Terms

Committee Recommendation: [Enter Committee Recommendation text Here]

## LEASE AGREEMENT

THIS LEASE AGREEMENT is made this \_\_\_\_ day of \_\_\_\_\_, 2016, between City of Lee's Summit, Missouri,, hereinafter called "City" and Raytown C-2 School District, hereinafter called "Lessee".

### WITNESSETH:

WHEREAS, the City is the owner of a motor vehicle of the following description: Ford Taurus Police Interceptor; vin/registration number 1FAHP2MK3DG213064; year of manufacture 2013.

WHEREAS, the City is desirous of leasing and the Lessee has agreed to lease the aforesaid motor vehicle on the terms and conditions herein contained.

### NOW THEREFORE THE PARTIES AGREE AS FOLLOWS:

**Section 1. Leased Auto.** Subject to the terms and conditions of this Lease, the City hereby leases to the Lessee a motor vehicle of the following description: Ford Taurus Police Interceptor; vin/registration number 1FAHP2MK3DG213064; year of manufacture 2013.

**Section 2. Term.** The term of this Lease shall be for/from December 1, 2016 through November 30, 2017. At the end of said term, this lease shall renew automatically for four (4) additional one-year terms pursuant to the same terms and conditions as provided in this Agreement, unless either party notifies the other in writing at least 60 days prior to either such renewal date of its decision not to renew. Either party shall have the option to end the Lease with a thirty (30) day advanced notice in writing.

**Section 3. Leased Amount.** As consideration for this Lease, the Lessee shall pay a rental fee of one dollar (\$1.00) yearly to the City on or before December 1 of the current term year.

**Section 4. Maintenance Expenses.** Lessee shall be responsible for **all** expenses that shall result as part of the normal wear and tear of the automobile. Lessee also agrees to comply with the City's requirements of maintenance of the vehicle such as tire rotation and replacement, replacement of the air filter, replacement of hoses clamps, belts, spark plugs, oil changes, which 5w-20 Motorcraft synthetic oil must be used. City will provide Lessee with a copy of City's maintenance requirements upon execution of this Lease.

**Section 5. Use.** Lessee shall ensure that the motor vehicle is used in a skillful and proper manner and only driven by persons that bear a valid driving permit. Use shall be in connection with low speed or stationary educational simulations by instructors, or students under instructor supervision, associated with the Herndon Career Center, administrated by the Raytown C-2 School District.

**Section 6. Alterations.** Lessee will ensure that no alterations are made to the motor vehicle or any component removed unless it is immediately replaced by the same component or by one of the same like, made and model or an improved or advanced version. The City will remove all Lee's Summit Police Department markings from the vehicle.

**Section 7. Damage or Destruction.** If the leased vehicle is destroyed or damaged, the Lessee agrees to be held fully responsible for any charges that may stem from the damage of said vehicle. In no event shall Lessee be responsible for more than the current value of the vehicle. Lessee will inform the City within forty eight (48) hours of any damage requiring repair to or loss of the motor vehicle.

**Section 8. Liability Insurance.** The Lessee shall, at its expense, procure and keep in force at all times during the term of this Agreement, automobile liability insurance insuring the Lessee for bodily injury and property damage, arising out of the ownership or use of any owned, hired and/or non-owned vehicle, including, specifically, the Leased Auto described herein, and must include protection with minimum limits for Each Accident, Combined Single Limits, Bodily Injury and Property Damage in the amount of \$500,000.00, and such other insurance necessary to protect the Lessee from all such claims and actions described in the Section 9. Lessee shall name the City as an additional insured on its policy and furnish the City with a certificate of insurance as evidence of coverage. Nothing herein shall be construed as a waiver of Lessee's sovereign immunity pursuant to Section 537.600, *et seq.* RSMo. Any insurance purchased by Lessee hereto is not intended to act as a waiver, nor is it a waiver of any defense available to Lessee and its employees by statute or at common law.

**Section 9. Indemnification.** To the extent permitted by law, and without waiving any sovereign immunity to which either Party is entitled to claim, and in no event in excess of limitations of liability established by Section 537.610, RSMo, the Lessee shall indemnify, release, become responsible for and forever hold harmless the City from and against all lawsuits, suits, actions, costs, claims, demands, damages, disability, losses, expenses, including reasonable attorneys' fees and other defense costs or liabilities, of any character and from any cause whatsoever brought because of bodily injury or death received or sustained, or loss or damage received or sustained, by any person or property arising out of or results from any act, error, omission, or intentional act of the Lessee or its agents, employees, or subcontractors, arising out of or in any way connected with the operations expressly authorized herein.

**Section 10. No Right to Assign.** Lessee has no right to assign or otherwise affect this Agreement or any interest therein, without the prior written consent of the City.

**Section 11. Paragraph Headings.** The paragraph headings contained herein are for convenience in reference and are not intended to define or limit the scope of any provision of the Agreement.

**Section 12. Applicable Law; Venue.** This Agreement shall be interpreted in accordance with the laws of the State of Missouri. Should any part of this Agreement be adjudicated, jurisdiction and venue shall be proper only in the Circuit Court of Jackson County, Missouri.

**Section 13. Non-Waiver.** No waiver of any condition or covenant contained in this Agreement or of any breach thereof shall be taken to constitute a waiver of any subsequent condition, covenant or breach.

**Section 14. Severability.** If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this Agreement, or the application of such term or provision to persons or

circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby and each other term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.

**Section 15. Binding Effect.** This Agreement, including all of its covenants, terms, provisions, and conditions, shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, successors and assigns.

**Section 16. Notices.** Whenever any notice or payment is required by this Agreement to be made, given or transmitted to the parties hereto, such notice or payment shall be enclosed in an envelope with sufficient postage attached to ensure delivery and deposited in the United States Mail, first class, addressed to:

Notices to City:

Chief of Police		City Attorney
City of Lee's Summit, Missouri	&	City of Lee's Summit, Missouri
10 N.E. Tudor Rd.		220 SE Green Street
Lee's Summit, Missouri 64086		Lee's Summit, Missouri 64063

Notices to Lessor:

Police Science Coordinator  
Jim Ripley  
Herndon Career Center  
11501 E. 350 Hwy.  
Raytown, MO, 64133

Said notices may also be personally hand-delivered by each party to the other, at the respective addresses listed above. If hand-delivered, the date of actual completion of delivery shall be considered the date of receipt. If mailed, the item shall be considered received on the third day after the date of posting.

**Section 17. Waiver.** No acceptance by the City of the rent and charges or other payments specified herein, in whole or in part, and for any period or periods, after a default of any of the terms, covenants and conditions to be performed, kept or observed by Lessee or the City, other than the default in the payment thereof, shall be deemed a waiver of any right on the part of City or the Lessee to cancel or terminate this Agreement on account of such default.

**Section 18. No Representations or Warranties.** Except for the representations and warranties contained in this Agreement, the City makes no express or implied representation or warranty, and hereby disclaims any other representations or warranties.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed as of the date first above mentioned at Lee's Summit, Missouri.

CITY OF LEE'S SUMMIT

\_\_\_\_\_  
*Mayor Randall L. Rhoads*

ATTEST:

\_\_\_\_\_  
*City Clerk Denise R. Chisum*

Approved as to form:

\_\_\_\_\_  
*Beth Murano, Police Legal Advisor*

LESSEE:

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

BILL NO.

ORDINANCE NO.

AN ORDINANCE AUTHORIZING EXECUTION OF AN INTERGOVERNMENTAL AGREEMENT BY AND BETWEEN THE CITY OF LEE'S SUMMIT, MISSOURI AND THE RAYTOWN C-2 SCHOOL DISTRICT FOR LEASE OF A MOTOR VEHICLE.

WHEREAS, the City is the owner of a motor vehicle described as a Ford Taurus Police Interceptor that has exhausted its service as a police patrol vehicle for the Lee's Summit, Missouri Police Department; and

WHEREAS, the Raytown C-2 School District instructs students in police science and as part of the coursework administers and provides low speed or stationary educational simulations using police patrol vehicles; and

WHEREAS, the City is desirous of leasing and the Raytown C-2 Scholl District has agreed to lease the Police Interceptor to use as an educational tool at the Herndon Career Center to enhance students' instruction in police science; and

WHEREAS, an intergovernmental agreement is needed to define the terms of the vehicle lease.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF LEE'S SUMMIT, MISSOURI, as follows:

SECTION 1. That the City Council of the City of Lee's Summit hereby approves and authorizes the execution, by the Mayor, of an intergovernmental agreement by and between the City of Lee's Summit, Missouri and the Raytown C-2 School District for lease of a motor vehicle, which is attached hereto and incorporated by reference as if fully set forth herein.

SECTION 2. That this Ordinance shall be in full force and effect from and after the date of its passage and adoption, and approval by the Mayor.

PASSED by the City Council of the City of Lee's Summit, Missouri, this \_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Mayor Randall L. Rhoads

ATTEST:

\_\_\_\_\_  
City Clerk Denise R. Chisum

APPROVED by the Mayor of said city this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

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Mayor Randall L. Rhoads

ATTEST:

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City Clerk Denise R. Chisum

APPROVED AS TO FORM:

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Beth Murano, Chief Counsel of Public Safety

## Packet Information

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**File #:** TMP-0275, **Version:** 1

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AN ORDINANCE APPROVING AWARD OF RFP NO. 2017-020 TO SPRINGSTED, INC. AND AUTHORIZING THE CITY MANAGER, ON BEHALF OF THE CITY TO ENTER INTO A ONE-YEAR CONTRACT WITH SPRINGSTED, INC. FOR THE PROVISION OF A COMPENSATION AND BENEFIT STUDY WITH THE OPTION OF UP TO FOUR (4) ONE-YEAR RENEWALS FOR THE PURPOSES OF PROVIDING ON-CALL SUPPORT RELATED TO THE IMPLEMENTATION OF THE COMPENSATION STUDY.

Issue/Request:

AN ORDINANCE APPROVING AWARD OF RFP NO. 2017-020 TO SPRINGSTED, INC. AND AUTHORIZING THE CITY MANAGER, ON BEHALF OF THE CITY TO ENTER INTO A ONE-YEAR CONTRACT WITH SPRINGSTED, INC. FOR THE PROVISION OF A COMPENSATION AND BENEFIT STUDY WITH THE OPTION OF UP TO FOUR (4) ONE-YEAR RENEWALS FOR THE PURPOSES OF PROVIDING ON-CALL SUPPORT RELATED TO THE IMPLEMENTATION OF THE COMPENSATION STUDY.

Key Issues:

Following approval of FY17 budget amendment 2, city staff advertised RFP 2017-020 for a compensation and benefit study. Staff received 7 responses and based upon experience, expertise, available resources, project approach, and cost, selected Springsted Inc. vendor for the project.

As part of the study, the City Council will be asked to consider a compensation philosophy. The compensation philosophy should be a City Council/Management tool that strategically establishes a target level of competitiveness to market for all city positions, prioritizes goals for total compensation, and guides administration of pay and benefit practices. With input and feedback from the City Council, the City will ultimately seek to adopt a compensation policy to serve as the City's official guidelines to manage the delivery of compensation and benefits.

Following the creation of the compensation philosophy, the compensation study will provide a review of the existing compensation and classification plan to identify market equity position or competitiveness position, recommend compensation/benefit changes based on current compensation and classification structure, and recommend compensation/benefit changes based on the outcome of compensation philosophy discussion.

Proposed City Council Motion:

I MOVE TO RECOMMEND TO THE CITY COUNCIL APPROVAL OF AN ORDINANCE APPROVING AWARD OF RFP NO. 2017-020 TO SPRINGSTED, INC. AND AUTHORIZING THE CITY MANAGER, ON BEHALF OF THE CITY TO ENTER INTO A ONE-YEAR CONTRACT WITH SPRINGSTED, INC. FOR THE PROVISION OF A COMPENSATION AND BENEFIT STUDY WITH THE OPTION OF UP TO FOUR (4) ONE-YEAR RENEWALS FOR THE PURPOSES OF PROVIDING ON-CALL SUPPORT RELATED TO THE IMPLEMENTATION OF THE COMPENSATION STUDY.



Background:

The City has conducted 2 compensation studies during the last 10 year period (Higbee 2006 & Evergreen 2011). The City also regularly reviews wages and benefits for 3 collective bargaining groups (International Association of Fire Fighters, Fraternal Order of Police, and the International Association of Machinists and Aerospace Workers). Including the Parks Department, the City has 315 unique positions and approximately 767 full time equivalents (FTE). The City currently has 24 unique pay scales, or ranges, and includes executive leadership positions, department director positions, managers, supervisors, and field personnel.

Presenter: Nick Edwards, Director of Administration

Recommendation: STAFF RECOMMENDS APPROVAL OF AN ORDINANCE APPROVING AWARD OF RFP NO. 2017-020 TO SPRINGSTED, INC. AND AUTHORIZING THE CITY MANAGER, ON BEHALF OF THE CITY TO ENTER INTO A ONE-YEAR CONTRACT WITH SPRINGSTED, INC. FOR THE PROVISION OF A COMPENSATION AND BENEFIT STUDY WITH THE OPTION OF UP TO FOUR (4) ONE-YEAR RENEWALS FOR THE PURPOSES OF PROVIDING ON-CALL SUPPORT RELATED TO THE IMPLEMENTATION OF THE COMPENSATION STUDY.

Committee Recommendation: N/A

## **BILL NO. 16**

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AN ORDINANCE APPROVING AWARD OF RFP NO. 2017-020 TO SPRINGSTED, INC. AND AUTHORIZING THE CITY MANAGER, ON BEHALF OF THE CITY TO ENTER INTO A ONE-YEAR CONTRACT WITH SPRINGSTED, INC. FOR THE PROVISION OF A COMPENSATION AND BENEFIT STUDY WITH THE OPTION OF UP TO FOUR (4) ONE-YEAR RENEWALS FOR THE PURPOSES OF PROVIDING ON-CALL SUPPORT RELATED TO THE IMPLEMENTATION OF THE COMPENSATION STUDY.

WHEREAS, the City desires to evaluate compensation and benefit amounts provided to its employees for competitiveness and equity; and,

WHEREAS, the compensation and benefit study will help the City formulate a compensation philosophy and compensation policy; and,

WHEREAS, in response to this identified objective, the City advertised RFP 2017-020 to identify qualified firms that can provide a market based comparison of compensation and benefits; and,

WHEREAS, as of the close of the time period for submission, a total of seven (7) proposals were received by the City; and,

WHEREAS, based upon the evaluation of the proposals, the project evaluation committee recommended award of RFP No. 2017-020 to Springsted, Inc.; and,

WHEREAS, funds for this objective have been appropriated in the City's FY17 Budget through the adoption of Amendment 2, Ordinance No. 7945.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF LEE'S SUMMIT, MISSOURI, as follows:

SECTION 1. That RFP No. 2017-020 be and hereby is awarded to Springsted, Inc.

SECTION 2. That the Agreement by and between the City of Lee's Summit, Missouri and Springsted, Inc., generally for the purpose of the provision of a compensation and benefit study as well as ongoing on-call support for services related to compensation, a true and accurate copy being attached hereto as "Exhibit A" and incorporated herein by reference be and the same is hereby approved, and the City Manager is hereby authorized to execute the same by and on behalf of the City of Lee's Summit, Missouri.

SECTION 3. That this Ordinance shall be in full force and effect from and after the date of its passage and adoption, and approval by the Mayor.

PASSED by the City Council of the City of Lee's Summit, Missouri, this \_\_\_\_ day of \_\_\_\_\_, 2016.

**BILL NO. 16**

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ATTEST:

\_\_\_\_\_  
Mayor *Randall L. Rhoads*

\_\_\_\_\_  
City Clerk *Denise R. Chisum*

APPROVED by the Mayor of said city this \_\_\_\_\_ day of \_\_\_\_\_, 2016

ATTEST:

\_\_\_\_\_  
Mayor *Randall L. Rhoads*

\_\_\_\_\_  
City Clerk *Denise R. Chisum*

APPROVED AS TO FORM:

\_\_\_\_\_  
Chief Counsel of Management and Operations/Deputy City Attorney  
*Jackie McCormick Heanue*

This AGREEMENT made and entered into this 18th day of October 2016, by and between the City of Lee's Summit, Missouri, a Missouri Constitutional Charter City, hereinafter referred to as "City," and Springsted Incorporated, a company in the State of Missouri, hereinafter referred to as "Service Provider." Witnesseth, that:

WHEREAS, Service Provider has offered to provide the services described in PART I; in consideration of the payment terms described in PART II; subject to the Insurance Requirements described in PART III; and subject to the General Conditions described in PART IV; and

WHEREAS, City desires to engage Service Provider to perform such services.

NOW, THEREFORE, in consideration of the mutual covenants and considerations herein contained, IT IS HEREBY AGREED by the parties hereto as follows:

1. City employs Service Provider to perform the services hereinafter set forth.
2. Services. The Service Provider represents that it is equipped, competent, and able to perform, and that it will perform all services hereinafter set forth in a diligent, competent, and workmanlike manner. Service Provider will perform all such services in accordance with the following provisions, incorporated into this Agreement as if set forth in full herein: City's Request for Proposal No. 2017-020 (hereinafter "RFP"); the Service Provider's Response to the RFP, ("Proposal"); Scope of Services ("Scope"), attached hereto as PART I; Payment Terms and/or Fee Schedule, attached hereto as PART II; Insurance Requirements, attached hereto as PART III; and General Conditions, attached hereto as PART IV. Where the terms of the RFP or the Proposal conflict with anything in PARTS I, II, III or IV, the terms of the PARTS shall control.

Service Provider will invoice the City for work completed based on the following schedule:

#### Objective 1

Time of Invoice	Percentage Invoiced	Cumulative Percentage Invoiced
Completion of Project Initiation	25%	25%
Distribution of Employee Survey	25%	50%
Facilitation of Goal Setting Meeting	20%	70%
Completion of SWOT Analysis	20%	90%
Completion of Draft Total Compensation Philosophy	10%	100%

#### Objective 2

Time of Invoice	Percentage Invoiced	Cumulative Percentage Invoiced
Completion of Project Initiation	10%	10%
Completion of Position Analysis Questionnaires	25%	35%
Distribution of Compensation Survey	20%	55%
Comparison of Current Pay Structure(s) to Market	20%	75%
Completion of Draft Pay Structure(s)	15%	90%
Completion of Final Report	10%	100%

3. Compensation. It is expressly understood that in no event will the compensation to be paid to the Service Provider under the terms of this agreement for the services set forth in the Scope, and for reimbursement of authorized expenses exceed the line item costs outlined in PART II. Service Provider agrees that the price for all line items outlined in PART II shall not increase for a period of one (1) year from the date of agreement execution. If additional services are requested by the City, the Service Provider will prepare and submit to the City an estimate of the total cost associated with such additional services. The City will review and approve in writing such cost estimate for additional services, and the total compensation and reimbursement to be paid by the City to the Service Provider for such approved additional services shall not exceed the approved amount. Service Provider's fees for additional services shall be billed on an hourly basis at Service Provider's current standard rates, which will in no event exceed the amount approved by the City in writing for such additional services.

4. The term of this Agreement shall begin on the date of execution and shall extend through June 30, 2017. Additionally, the City may renew the Agreement for up to four (4) additional one year terms for the purposes of providing on-call services related to updates and modifications to the Compensation Study and Compensation Philosophy established by the Service Provider. Any renewals for on-call services will be subject to the hourly rates as outlined herein. All pricing identified on the pricing page shall be in effect for the stated agreement term.

5. This agreement shall be binding on the parties thereto only after it has been duly executed and approved by the City and the Service Provider.

\_\_\_\_\_  
Procurement Officer of Record  
\_\_\_\_\_  
Stephen A. Arbo, City Manager      Date

Springsted Incorporated  
Company Name  
*Bonnie Matson*  
Company Authorized Signature  
Principal      10-21-14  
Title      Date  
Bonnie Matson  
Type or Print the Name of Authorized Person

APPROVED AS TO FORM:  
\_\_\_\_\_  
Office of the City Attorney

PART 1  
Scope of Services

Scope of Services:

Objective 1: To provide consulting services to the City of Lee's Summit for the creation of a compensation philosophy.

Background work in creation of the philosophy should include the following services:

1. Review current City compensation program.
2. Facilitate a goal setting process with the City's Management Team as well as a discussion with the City Council regarding organizational total compensation goals and any limitations or restrictions.
3. Guide the City in identifying its competitive 'market', either public or private, which will include comparators/competitors for Lee's Summit employees.
4. Survey City employees and facilitate up to five (5) focus groups with a statistically valid, random sample of employees (identified by the City to ensure representation of the City's workforce) to obtain information on the methods and levels of compensation and benefits currently provided, as well as the perceived value of total compensation elements to employees.
5. Conduct 'SWOT' or similar analysis of the City's compensation and benefit systems/practices.
6. Research, analyze, and summarize popular and modern methods types of compensation and benefits.
7. Present initial results to the City Management Team and Council - information gained from these discussions will serve as the basis for the development of a draft total compensation philosophy for the City's consideration.
8. Draft a total compensation philosophy based on elements 1-7, which will serve as a work in progress and set more specific expectations for the second objective of the Study.

Objective 2: Review the existing compensation and classification plan to identify market equity position or competitive position, recommend compensation/benefit changes based on current compensation and classification structure, and recommend compensation/benefit changes based on the outcome of Objective 1. Background work to complete this phase should include the following services:

- A. Classification Plan
  1. Gather data and necessary information through the use of questionnaires, job audits, personal interviews, or other accepted methods, to develop and/or revise job descriptions related to positions, tasks, and responsibilities.
  2. Work with the Human Resources Director to ensure job description/responsibilities are available for each employee and they accurately reflect job description to responsibilities.
  3. Create a classification structure that evaluates the job content of each position using a methodology that will construct a relative ranking of positions.
  4. Identify career ladders/promotional opportunities that may exist.
  5. Present proposed classification structure to the City's Management Team, during an onsite meeting(s) and subsequent follow-up, for review and feedback.
  6. Finalize classification structure and specifications and recommend appropriate allocation for employees whose classification may have changed.
- B. Compensation Plan
  1. Develop job summaries for up to 125 benchmark positions. Summaries are to include a synopsis of each benchmark position's key responsibilities and minimum job qualifications to facilitate accurate matching and comparison with comparable positions in the City's competitive market.
  2. Conduct a comprehensive market-based survey to establish benchmarking standards and include a comparison and analysis of compensation of comparable public and private employers (if local private employers choose not to respond, supplement the information collected with published private sector data). This survey will be more extensive than a typical classification and compensation survey and will include base salary, pay ranges, retirement, medical, dental, vision, etc. expenditures from benchmark organizations, where available, and will be used to calculate a salary cost per FTE, benefit cost per FTE, and benefit cost as a percentage of salary expenditures for benchmarking purposes.
  3. Upon completion of the compensation survey, prepare a summary comparing the City's current pay structure(s) to the aggregate market data, compiled for each benchmark position for which sufficient data has been collected.
  4. Based on these relative cost figures, and the perceived value of benefits to employees established during Objective 1, identify any potential benefit and/or variable pay offering the City may want to consider based on

best and/or prevailing market practices, as well as the research conducted regarding emerging trends in employee compensation and benefit programs.

5. Develop up to five (5) implementation costing scenarios to implement the new pay structure(s). This will include establishing target levels of competitiveness for these structures relative to market (i.e. the City's competitive position) as well as the establishment of any "time in position" or "performance-based" adjustments in accordance with the City's policy decisions and new compensation philosophy. Implementation scenarios will include a summary of the cost to implement base salary adjustments determined by the City's policy decision(s), as well as individualized salary cost for each employee.
6. Identify best practices for management and administration of compensation and benefit systems.
7. Present data-driven rationale for recommendations in written report, and present the new compensation plan and implementation process to the City's Management Team to educate the group and answer questions.
8. Present the final report and recommendations to City Council.
9. Educate and train City staff to properly implement and maintain the classification and compensation program in the future.

C. Other

1. Provide regular status updates related to the processes and procedures that can be shared with the City's employees.
2. Prepare written report of recommendations, including discussion of methods, techniques, and data used to develop the Classification and Compensation Plan. A total of twenty (20) paper copies and one (1) electronic submission will be required of the final report and supporting documents.

Additional Services (Maintenance):

- A. Supplemental to the primary scope of services identified herein, the City requests cost proposals separate from the items above, for supplemental services that include a periodic review and assessment of implementation over a five year period following the study. These services would be on an as requested basis and may include, at a minimum, the following services:
  - Periodically, using a sample of employees, identify discrepancies between the compensation philosophy and actual pay and benefit amounts
  - Periodically, provide a market based survey of compensation and benefits amounts using the comparators/competitors established during Objective 1
  - Periodically provide recommendations for the classification of new jobs
  - Periodically review salary ranges for job classifications to ensure market equity
  - Periodically provide funding recommendations, or specific pay changes, to help the City achieve the compensation philosophy
  - Provide analysis and assessment of any proposed change to compensation and benefits being contemplated during collective bargaining efforts
  - At the request of the client, provide a staffing analysis using industry accepted practices and metrics

FORM NO. 6A: "FEE SCHEDULE"  
SCHEDULE OF HOURLY BILLING RATES FOR SERVICES

<u>PERSONNEL CLASSIFICATION</u>	<u>TYPICAL WORK TASKS</u>	<u>HOURLY BILLING RATES</u>
Principal & Senior Officer		\$ 260
Senior Professional Staff		\$ 215
Professional Staff		\$ 160
HR Analyst/Project Coordinator		\$ 100
Associates		\$ 75
		\$
		\$
		\$
		\$
		\$
		\$
		\$

Springsted Incorporated

Company Name  
9229 Ward Parkway, Suite 104  
 Address  
Kansas City, MO 64114  
 City/State/Zip  
816-333-7200                      816-333-7299  
 Telephone #                              Fax #  
41-1754318  
 Tax ID No.

TL Cox

Authorized Person (Print)  
 Signature  
Vice President  
 Title  
August 23, 2016  
 Date  
Corporation  
 Entity Type:



**FORM NO. 6B: TOTAL PROJECTS COSTS**

Total project costs shall include all related cost associated with the proposed project or scope of services, to include but not limited to: Personnel, total hours and service related expenses:

**Objective 1 Total Cost** \$ 39,800

**Objective 2 Total Cost** \$ 185,700

**Additional Services (Maintenance)-Periodic Review and implementation assessment per request over a five (5) year period:**

Periodic Review Cost \$ Varies based on system being maintained /ea.

Springsted Incorporated

Company Name  
9229 Ward Parkway, Suite 104

Address  
Kansas City, MO 64114

City/State/Zip  
816-333-7200                      816-333-7299

Telephone #                      Fax #  
41-1754318

Tax ID No.

TL Cox

Authorized Person (Print)

  
Signature  
Vice President

Title  
August 23, 2016

Date  
Corporation

Entity Type:

**PART III**  
**INSURANCE REQUIREMENTS**  
**GOVERNING RESPONSES AND SUBSEQUENT CONTRACTS**

**CERTIFICATE OF INSURANCE.** The Consultant shall secure and maintain, throughout the duration of this contract, insurance of such types and in at least the amounts that are required herein. Consultant shall provide certificate(s) of insurance confirming the required protection on an ACORD 25 (or equivalent form). The City shall be notified by receipt of written notice from the insurer at least thirty (30) days prior to material modification or cancellation of any policy listed on the certificate(s). The City reserves the right to require formal copies of any Additional Insured endorsement, as well as the right to require completed copies of all insuring policies applicable to the project. The cost of such insurance shall be included in the Consultant's bid.

**NOTICE OF CLAIM.** The Consultant shall upon receipt of notice of any claim in connection with this contract promptly notify the City, providing full details thereof, including an estimate of the amount of loss or liability. The Consultant shall also promptly notify the City of any reduction in limits of protection afforded under any policy listed in the certificate(s) of insurance in excess of \$10,000.00, whether or not such impairment came about as a result of this contract. If the City shall subsequently determine that the Consultant's aggregate limits of protection shall have been impaired or reduced to such extent that they are inadequate for the balance of the project, the Consultant shall, upon notice from the City, promptly reinstate the original limits of liability required hereunder and shall furnish evidence thereof to the City.

**INDUSTRY RATING.**

The City will only accept coverage from an insurance carrier who offers proof that it:

- Is licensed to do business in the State of Missouri;
- Carries a Best's policyholder rating of "A" or better;
- Carries at least a Class VII financial rating; OR
- Is a company mutually agreed upon by the City and the Consultant.

**SUB-CONSULTANT'S INSURANCE.** If any part of the contract is to be sublet, the Consultant shall either:

Cover all sub-consultant's in the Consultant's liability insurance policy or,

Require each sub-consultant not so covered to secure insurance in the minimum amounts required of the Consultant and submit such certificates to the City as outlined herein.

**SELF-INSURED RETENTIONS/DEDUCTIBLES.** Any Consultant that maintains a Self-Insured Retention or Deductible (in excess of \$50,000) must be declared on the Certificates provided the City such amounts shall be the sole responsibility of the Consultant. The City reserves the right to approve such self-insured retentions/deductibles and may require guarantees from the Consultant for such assumed limits.

**PROFESSIONAL LIABILITY:** Professional liability insurance protection must be carried by the contractor, for the duration of the contract, in the minimum amount of \$1,000,000 including errors and/or omissions.

**COMMERCIAL GENERAL LIABILITY POLICY**

Limits:

Each occurrence:	\$1,000,000
Personal & Advertising Injury:	\$1,000,000
Products/Completed Operations Aggregate:	\$1,000,000
General Aggregate:	\$1,000,000

Policy must include the following conditions:

- Bodily Injury and Property Damage
- Insured Contract's Contractual Liability
- Explosion, Collapse & Underground (if risk is present)
- Additional Insured: City of Lee's Summit, Missouri

**AUTOMOBILE LIABILITY.** Policy shall protect the Consultant against claims for bodily injury and/or property damage arising out of the ownership or use of any owned, hired and/or non-owned vehicle and must include protection for either:

- Any Auto; OR
- All Owned Autos; Hired Autos; and Non-Owned Autos

Limits:

Each Accident, Combined Single Limits,  
Bodily Injury and Property Damage: \$500,000

City of Lee's Summit, Missouri does NOT need to be named as additional insured on Automobile Liability

**WORKERS' COMPENSATION.** This insurance shall protect the Consultant against all claims under applicable state Workers' Compensation laws. The Consultant shall also be protected against claims for injury, disease or death of employees which, for any reason, may not fall within the provisions of a Workers' Compensation law and contain a waiver of subrogation against the City. The policy limits shall not be less than the following:

Workers' Compensation:	Statutory
Employer's Liability:	
Bodily Injury by Accident:	\$100,000 Each Accident
Bodily Injury by Disease:	\$500,000 Policy Limit
Bodily Injury by Disease:	\$100,000 Each Employee

**GENERAL INSURANCE PROVISIONS**

- 1) The insurance limits outlined above represent the minimum coverage limit and do not infer or place a limit of liability of the Consultant nor has the City assessed the risk that may be applicable to the Consultant.
- 2) The Consultant's liability program will be Primary and any insurance maintained by the City (including self-insurance) will not contribute with the coverage maintained by the Consultant.
- 3) Coverage limits outlined above may be met by a combination of primary and excess liability insurance programs.
- 4) Any coverage provided on a Claims Made policy form must contain a 3-year tail option (extended reporting period) or the program must be maintained for 3-years subsequent to completion of the Contract.
- 5) Any failure on the part of the Consultant with any policy reporting provision shall not affect the coverage provided to the City.
- 6) When "City" is utilized, this includes its officers, employees and volunteers in respect to their duties for the City.

Before, entering into contract, the successful respondent shall furnish to the City of Lee's Summit Purchasing Office a Certificate of Insurance verifying all of the foregoing coverages and identifying the City of Lee's Summit as an "additional insured" on the general liability. This inclusion shall not make the City a partner or joint venture with the contract consultant in its operations hereunder.

Prior to any material change or cancellation, the City of Lee's Summit will be given thirty (30) days advance notice by registered mail to the stated address of the certificate holder. Further, the City will be immediately notified of any reduction or possible reduction in aggregate limits of any such policy where such reduction, when added to any previous reductions, would exceed 10% of the aggregate.

In the event of an occurrence, it is further agreed that any insurance maintained by the City of Lee's Summit, shall apply in excess of and not contribute with insurance provided by policies named in this contract.

Personal/Advertising Injury  
Independent Contractors  
Additional Insured: City of Lee's Summit, Missouri

The certificate holder on the Certificate of Insurance shall be as follows:

City of Lee's Summit  
220 S.E. Green Street  
Lee's Summit, MO 64063 -2358

The City of Lee's Summit does not need to be named as additional insured on any Auto Liability Insurance requirements.

**PART IV**  
**GENERAL CONDITIONS**  
**GOVERNING RESPONSES AND SUBSEQUENT CONTRACTS**  
**City of Lee's Summit, MO**

1. **SCOPE:** The following terms and conditions, unless otherwise modified by the City of Lee's Summit within this document, shall govern the submission of proposals and subsequent contracts. The City of Lee's Summit reserves the right to reject any proposal that takes exception to these conditions.
2. **DEFINITIONS AS USED HEREIN:**
  - a. The term "request for proposals" means a solicitation of a formal, sealed proposal submittal.
  - b. The term "respondent" means the person, firm, corporation, or "contractor" or "service provider" or "seller" who submits a formal sealed proposal submittal and who may enter into an agreement with the City to perform such services.
  - c. The term "City" means City of Lee's Summit, MO.
  - d. The term "City Council" means the governing body of the City of Lee's Summit, MO. The term "Board" means the governing body of the City of Lee's Summit Parks and Recreation Board. The term "Board Administrator" means the Parks and Recreation Board's department administrator.
  - e. The term "Service Provider" means the respondent awarded an agreement under this submittal.
  - f. The term "Unit cost", "Unit Price", or "Price" are reflective of those product items that are proposed for use in this contract. The proposed unit price shall be shown and such a price shall include packing unless otherwise specified. Freight or shipping shall be included in the Unit Price unless requested as a single line item.
3. **COMPLETING SUBMITTAL:** All information must be legible. Any and all corrections and/or erasures must be initialed. Each submittal must be signed in ink by an authorized representative of the respondent and required information must be provided. The contents of the proposals submittal submitted by the successful respondent of this RFP will become a part of any agreement award as a result of this solicitation.
4. **REQUEST FOR INFORMATION:** Any requests for clarification of additional information deemed necessary by any respondent to present a proper submittal shall be submitted via email to the Procurement Officer responsible for the project; or submitted in the questions section of the City's e-bidding system, referencing the RFP number, a minimum of five (5) calendar days prior to the proposal submission date. Any request received after the above stated deadline will not be considered. All requests received prior to the above stated deadline will be responded to in writing by the City in the form of an addendum addressed to all prospective respondents.
5. **CONFIDENTIALITY OF SUBMITTAL INFORMATION:** Each submittal must be uploaded in the City's e-bidding system or as otherwise stipulated in the Request for Proposals. All submittals and supporting documents will remain confidential until a final agreement has been executed. Information that discloses proprietary or financial information submitted in response to request for proposal s will not become public information. This is in accordance with the Missouri Sunshine Law.
6. **SUBMISSION OF SUBMITTAL:** Submittals are to be uploaded into the City's e-bidding system or as otherwise stipulated in the Request for Proposals prior to the date and time indicated on the cover sheet. At such time, all submittals received will be formally opened. The opening will consist of only the name and address recording of respondents.
7. **ADDENDA:** All changes, additions, modifications and/or clarifications in connection with this submittal will be issued by the City in the form of a Written Addendum. All addendums will be signed and uploaded with the submittal. Verbal responses and/or representations shall not be binding on the City.
8. **LATE SUBMITTALS AND MODIFICATION OR WITHDRAWALS:** A submittal may only be withdrawn by one of the following methods prior to the official closing date and time specified: 1. A submittal may be withdrawn by signed, written notice. 2. A submittal may also be withdrawn in person by the respondent or its authorized representative who provides proper identification. 3. A submittal may be withdrawn via email by the respondent or its authorized representative. A submittal may only be modified by one of the following methods prior to the official closing date and time specified: 1. A submittal may be modified by signed, written notice provided in a sealed envelope with the RFP solicitation number, description and the word "modification" identified on the envelope. 2. A RFP modification may also be submitted in person by the respondent or its authorized representative who provides proper identification and provides written notice in a sealed envelope with the RFP solicitation number, description and the word "modification" identified on the envelope. All modifications **shall not** be opened until the official closing date and time to preserve the integrity of the RFP solicitation process. Telephone, telegraphic or electronic requests to modify a RFP solicitation shall not be honored. No modification or withdrawal of any response will be permitted after the RFP solicitation official closing date and time specified. Submittals received after the date and time indicated on the cover sheet shall not be considered. Submittals that are resubmitted or modified must be sealed and uploaded into Public Purchase or as otherwise stated in the Request for Proposals prior to the submittal submission deadline. Each respondent may submit only one (1) response to this RFP.
9. **BONDS:** When a Bond is required it shall be executed with the proper sureties, through a company licensed to operate in the State of Missouri, and hold a current Certificate of Authority as an acceptable surety under 31 CFR Part 223 (and be listed on the current U.S. Department of the Treasury Circular 570 and have at least A Best's rating and a FPR9 or better financial performance rating per the current A.M. Best Company ratings.)
10. **NEGOTIATION:** The City reserves the right to negotiate any and all elements of this submittal.
11. **TERMINATION:** Subject to the provisions below, any agreement derived from this Request For Proposals may be terminated by either party upon thirty (30) days advance written notice to the other party; but if any work or service hereunder is in progress, but not completed as of the date of termination, then said agreement may be extended upon written approval of the City until said work or services are completed and accepted.
  - a. **TERMINATION FOR CONVENIENCE:** In the event that the agreement is terminated or cancelled upon request and for the convenience of the City, without the required thirty (30) days advance written notice, then the City shall negotiate reasonable termination costs, if applicable.
  - b. **TERMINATION FOR CAUSE:** Termination by the City for cause, default or negligence on the part of the Service Provider shall be excluded from the foregoing provision; termination costs, if any, shall not apply. The thirty (30) days advance notice requirement is waived in the event of Termination for Cause.
  - c. **TERMINATION DUE TO UNAVAILABILITY OF FUNDS IN SUCCEEDING FISCAL YEARS:** When funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal year, the agreement shall be cancelled and the Service Provider shall be reimbursed for the reasonable value of any nonrecurring costs incurred but not amortized in the price of the supplies or services delivered under the agreement.

12. **TAX EXEMPT:** The City and its Agencies are exempt from State and local sales taxes. Sites of all transactions derived from this proposal shall be deemed to have been accomplished within the State of Missouri.
13. **SAFETY:** All practices, materials, supplies, and equipment shall comply with the Federal Occupational Safety and Health Act, as well as any pertinent Federal, State and/or local safety or environmental codes.
14. **RIGHTS RESERVED:** The City reserves the right to reject any or all proposals, to waive any minor informality or irregularity in any submittal, and to make award to the respondent deemed to be most advantageous to the City.
15. **RESPONDENT PROHIBITED:** Respondents are prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of this submittal or any resultant agreement or its rights, title, or interest therein or its power to execute such agreement to any other person, company or corporation without the previous written approval of the City.
16. **DISCLAIMER OF LIABILITY:** The City, or any of its agencies, will not hold harmless or indemnify any respondent for any liability whatsoever.
17. **INDEMNITY AND HOLD HARMLESS:** Service Provider agrees to indemnify, release, defend, and forever hold harmless the City, its officers, agents, employees, and elected officials, each in their official and individual capacities, from and against all claims, demands, damages, loss or liabilities, including costs, expenses, and attorneys fees incurred in the defense of such claims, demands, damages, losses or liabilities, or incurred in the establishment of the right to indemnity hereunder, caused in whole or in part by Service Provider, his sub-contractors, employees or agents, and arising out of services performed by Service Provider, his subcontractors, employees or agents under this agreement to the extent permitted by the Constitution and the Laws of the State of Missouri.
18. **LAW GOVERNING:** All contractual agreements shall be subject to, governed by, and construed according to the laws of the State of Missouri. Any dispute regarding this contractual agreement shall be decided by a Missouri Court.
19. **COMPLIANCE WITH APPLICABLE LAW:** Service Provider shall comply with all federal, state or local laws, ordinances, rules, regulations and administrative orders, including but not limited to Wage, Labor, Unauthorized Aliens, EEO and OSHA-type requirements which are applicable to Service Provider's performance under this agreement. Service Provider shall indemnify and hold the City harmless on account of any violations thereof relating to Service Provider's performance under this agreement, including imposition of fines and penalties which result from the violation of such laws.
20. **ANTI-DISCRIMINATION CLAUSE:** No respondent on this request shall in any way, directly or indirectly discriminate against any person because of age, race, color, handicap, sex, national origin, or religious creed.
21. **DOMESTIC PRODUCTS:** The City of Lee's Summit has adopted a formal written policy to encourage the purchase of products manufactured or produced in the United States (City of Lee's Summit Resolution No. 87-18, MO. State Statute No. 34.353, Section 3, (5)).
22. **CONFLICTS:** No salaried officer or employee of the City and no member of the City Council shall have a financial interest, direct or indirect, in this agreement. A violation of this provision renders the agreement void. Federal conflict of interest regulations and applicable provisions of Sections 105.450 – 105.496 shall not be violated. Service Provider covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services to be performed under this agreement. The Service Provider further covenants that in the performance of this agreement no person having such interest shall be employed.
23. **DEBARMENT:** By submission of its response, the Service Provider certifies that neither it nor its principals is presently debarred or suspended by any Federal Department or agency, including listing in the U.S. General Services Administration's List of Parties Excluded from Federal Procurement or Non-Procurement programs; or if the amount of this response is equal to or in excess of \$100,000, that neither it nor its principals nor its subcontractors receiving sub-awards equal to or in excess of \$100,000 is presently disbarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by an Federal Department , agency or provision of law. If the Service Provider is unable to certify any of the statements in this certification, the responder must attach an explanation to its response.
24. **FUND ALLOCATION:** Continuance of any resulting Agreement, Contract, or issuance of Purchase Orders is contingent upon the available funding and allocation of City funds. The Service Provider understands that the obligation of the City to pay for goods and/or services under the agreement is limited to payment from available revenues and shall constitute a current expense of the City and shall not in any way be construed to be a debt of the City in contravention of any applicable constitutional or statutory limitations or requirements concerning the creation of indebtedness by the City nor shall anything contained in the agreement constitute a pledge of the general tax revenues, funds or moneys of the City, and all provisions of the agreement shall be construed so as to give effect to such intent.
25. **FREIGHT/SHIPPING:** Freight/shipping shall be F.O.B. Destination whereby all transportation charges shall be paid by Service Provider.
26. **DAVIS BACON ACT:** The wages for any work utilizing this agreement in which federal funding is utilized shall comply with any and all applicable federal laws and/or requirements to include but not limited to the Davis Bacon Act.

**CITY OF LEE'S SUMMIT**  
PROCUREMENT AND CONTRACT SERVICES DEPARTMENT  
220 S.E. GREEN STREET LEE'S SUMMIT, MO 64063  
Phone: 816-969-1087 Fax: 816-969-1081  
Email: [DeeDee.Tschirhart@cityofls.net](mailto:DeeDee.Tschirhart@cityofls.net)

**TITLE-SIGNATURE PAGE**

**REQUEST FOR PROPOSAL NO: 2017-020**

The City of Lee's Summit will accept electronically submitted proposals through Public Purchase from qualified persons or firms interested in providing the following: **COMPENSATION PHILOSOPHY AND STUDY**

**IN ACCORDANCE WITH THE ATTACHED SCOPE OF SERVICES**

**PROPOSALS MUST BE UPLOADED INTO PUBLIC PURCHASE E-BIDDING SYSTEM PRIOR TO THE CLOSING DATE OF TUESDAY, AUGUST 23, 2016, 2:00 P.M. LOCAL TIME**

**A PRE-PROPOSAL CONFERENCE IS SCHEDULED FOR TUESDAY, AUGUST 16, AT 1:30P.M. IN THE CITY COUNCIL CONFERENCE ROOM CITY HALL**

It is the responsibility of interested firms to check the City's e-bidding system, Public Purchase at <http://www.publicpurchase.com/gems/leessummit.mo/buyer/public/publicinfo> for any addendums prior to the closing date and time of this Proposal. All addendums must be signed and included with submitted proposal.

The City reserves the right to reject any and all proposals, to waive technical defects, and to select the proposal(s) deemed most advantageous to the City.

The undersigned certifies that he/she has the authority to bind this company in an agreement to supply the service or commodity in accordance with all terms and conditions specified herein. Please type or print the information below.

**Respondent is REQUIRED to complete, sign and return this form with their submittal.**

Springsted Incorporated

Company Name

9229 Ward Parkway, Suite 104

Address

Kansas City, MO 64114

City/State/Zip

816-333-7200

Telephone #

816-333-7299

Fax #

[tlcox@springsted.com](mailto:tlcox@springsted.com)

E-mail

TL Cox

Authorized Person (Print)



Signature

Vice President

Title

August 23, 2016

Date

41-1754318

Tax ID #

Corporation

Entity Type

ENCLOSURE III  
**TABLE OF CONTENTS**

The following table sets forth the specific items to be addressed in the proposal. Respondents are requested to use this page with their proposal and with the corresponding page numbers indicated on the information submitted within their proposal:

A.	TITLE-SIGNATURE PAGE	Page 1
B.	TABLE OF CONTENTS: Submit this page with page numbers provided.	Page 2
C.	LETTER OF TRANSMITTAL: Limit to four (4) pages; to be submitted on the provider's letterhead. 1. Concisely state the provider's understanding of the services required by the City. 2. Include additional relevant information not requested elsewhere in this RFP. 3. The signature of the letter shall be that of a person authorized to represent and bind the firm/provider.	Attachment
D.	ADDENDA (if applicable) The respondent must return the correct number of all numbered addenda with submitted proposal. All Addenda must be signed.	Attachment
E.	PROVIDER PROFILE: Form 1 provided	Page 3
F.	LIST OF OUTSIDE KEY CONSULTANTS/ASSOCIATES OR AGENCIES THAT WILL BE USED FOR THE CITY'S SERVICE: Form 2 provided	Page 4
G.	EXPERIENCE/REFERENCES: Form 3 provided (Form 3 may be reproduced and attached in sequence if more space is required).	Page <u>6</u> - <u>11</u>
H.	RESUMES OF KEY PERSONNEL: Form 4 provided (Form 4 may be reproduced and attached in sequence if more space is required).	Page <u>12</u> - <u>17</u>
I.	PROJECT APPROACH NARRATIVE: Form 5 provided (This form must be signed and dated).	Page <u>18</u> - <u>25</u>
J.	COST: Forms provided: 6A and 6B	Page <u>26</u>
K.	Affidavit, Work Authorization - Form provided (Must be signed, notarized and submitted prior to the issuance of a contract-if applicable (over \$5,000	Page <u>27</u>
L.	E-Verify Program's Memorandum of Understanding Electronic Signature Page (Must be submitted prior to the issuance of a contract-if applicable (over \$5,000)	Page <u>28</u>



Springsted Incorporated  
9229 Ward Parkway, Suite 104  
Kansas City, MO 64114

Tel: 816.333.7200  
Fax: 816.333.7299  
www.springsted.com

## LETTER OF TRANSMITTAL

August 23, 2016

Ms. DeeDee Tschirhart  
Senior Procurement Officer  
City of Lee's Summit  
Procurement and Contract Services Department  
220 S.E. Green Street  
Lee's Summit, Missouri 64063

Re: **Request for Proposal to Provide a Compensation and Philosophy Study, RFP # 2017-020**

Dear Ms. Tschirhart:

Please allow me to begin by thanking you for the opportunity to submit this proposal for the City of Lee's Summit's (i.e. the City or Lee's Summit) review. Springsted Incorporated is one of the largest independent public sector advisory firms in the United States. For more than sixty (60) years we have partnered with entities large and small on a variety of initiatives including classification and compensation studies, community surveys, organizational improvement projects, strategic planning sessions and performance evaluation systems.

For a variety of reasons, Springsted is the ideal firm to partner with the City on its compensation and philosophy study:

- **Springsted is a leader in organizational management/human resources consulting on both national and local levels.** The proposed Springsted consulting team has extensive expertise providing advisory services to organizations similar in size and complexity to the City of Lee's Summit. We completed more than 243 projects in 2015 alone!
- **Springsted is one of the leading providers of compensation services to the public sector, specifically local government.** In the past five (5) years, Springsted has completed classification and compensation studies for public sector organizations in seventeen (17) states, *including Missouri*. Therefore, our consultants have an in depth understanding of current market trends and practices and will leverage this knowledge to help guide the City in this engagement. We will move beyond the traditional role of a "consultant" and instead become a trusted partner to the City, its leadership and employees.



City of Lee's Summit, Missouri  
August 23, 2016  
Page 2

Our team would be pleased to be counted among the firms you feel could effectively provide Lee's Summit's compensation and philosophy study and would welcome the opportunity to discuss our qualifications and recommended approach in greater detail.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'TL Cox', is written over a light blue rectangular background.

TL Cox, Vice President  
*Consultant*

sml

**RFP NUMBER 2017-020**  
**ADDENDUM NO. 1**

The original Request for Proposal for *Compensation Philosophy and Study* remains in effect except as revised by the following changes, which shall take precedence over anything to the contrary in the specifications.

**SUBMITTED QUESTIONS**

Question 1: Do we need to be licensed in the State of Missouri and/or the City of Lee's Summit only if we are chosen to conduct this study?

Answer 1: Yes.

Question 2: Do we have to possess any licenses prior to being selected to perform the study?

Answer 2: No.

Question 3: Can we attend the pre-proposal conference by telephone? If so, can you give us the number to call?

Answer 3: *Not at this time since attendance is not mandatory. If that changes, you will be informed. Note: an addendum will be issued after the pre-proposal. All Q's and A's will be addressed and the addendum will be published on Public Purchase.*

Question 4: For Form No. 4: Resumes of Key Personnel, can we attach bios for each member of our proposed project team?

Answer 4: Yes. Placement should be in the order of the TOC.

Question 5: For Form No. 5: project Approach Narrative, can we attach a detailed approach and work plan to this form?

Answer 5: Yes. Placement should be in the order of the TOC and clearly labeled.

Question 6: Must all responses to the RFP be included on the forms OR can we attach narrative?

Answer 6: See Q5.

Question 7: Is there a preferred timeline for completing the study?

Answer 7: *The preferred timeline can be found on page 6 of the RFP. Generally, pending City Council approval, the City would like to start the project during September/October and be finished no later than June 30, 2017.*

Question 8: Under 1.1 it indicates that the City has 315 unique positions and approximately 767 full time equivalents (FTE). Is this the number of unique job titles and corresponding employees to be included in the engagement?

Answer 8: *Correct. The City has 315 unique positions like Police Officer, Accountant, Attorney, etc. and approximately 767 full time equivalents, or approximately 1,015 employees (head count) serving in those positions.*

Question 9: Under 2.0, some of the deliverables are to "[establish] target levels of competitiveness in the marketplace" and to "analyze and determine financial sustainability of proposed philosophy and fiscal impact of proposed changes to current methodologies." Generally speaking, these two elements (developing the City's position relative to the market data and estimating the implementation cost of proposed compensation changes) would be accomplished within Objective 2 (i.e. after the competitive analysis is conducted). Is the City agreeable to discussing these objectives with the successful respondent and revising the scope of services within each based on compensation best practices?

Answer 9: *The City would agree to work with the successful respondent to identify the appropriate process and steps to successfully complete the project however the City is requesting the completion of all deliverables.*

Question 10: Within the second objective, it states: "To the extent possible, provide a per capita analysis of staffing levels for each commonly similar job classification." Can you elaborate on this requirement? How detailed an analysis does the City anticipate regarding staffing levels and is this for all departments, or select workgroups?

Answer 10: *Following the identification of comparable local government entities (Cities and Counties), the City is requesting a per capita analysis of staffing levels for the common and comparable positions shared by each entity. For example, the City of Lee's Summit may have a Police Officer ratio of 1 officer for every 1,000 citizens. The City is seeking similar information from the other local government entities. The City would request this comparison for positions that have 3 or more employees with the same position title. The preferred deliverable would be some sort of matrix or table to list the ratios*

Question 11: Also in objective 2, there is a reference to reviewing the equity of current employee salaries based on named criteria, which includes “experience” and “past performance evaluations.” Can you elaborate on the City’s expectation regarding this requirement? Specifically, does the City anticipate that the analysis would include only experience required for entry into the position (minimum qualifications) as well as time in position, or that an individual incumbent’s experience is to be reviewed, even if it is prior to their tenure with the City? If so, in what format and how accurately could the City provide this information? Likewise, how many years of past performance management information has the City maintained and in what format will it be provided?

Answer 11: *The City is seeking to identify and correct salary compression issues and/or penetration through the salary range, based upon years of service (experience) to the City, when controlled for previous performance evaluations. Previous work experience, outside the City of Lee’s Summit, is not considered to be a factor of this analysis as it is generally considered upon an offer of employment (starting salary).*

Question 12: It appears the City anticipates two simultaneous studies, as you want “a recommended classification and pay rate based on our current compensation and benefit system, and a recommended classification and pay rate based on any new compensation and benefit system that will be recommended to City Council.” Generally speaking, it is likely far more cost effective for the successful consultant selected as a result of this process to simply recommend a new classification and compensation system based on their respective practices. A “dual path” would essentially result in 2X the amount of hours going into the project and therefore a significantly higher cost for the City. Is the City open to reconsidering this requirement?

Answer 12: *It is the City’s desire to not significantly change the scope of work or deliverables. The ‘dual path’ was contemplated in the event that if the established compensation philosophy/policy is determined not to be attainable or practical due to financial or political reasons, the City would have a ‘base’ analysis to guide changes. The City recognizes this would require significantly more work than only identifying changes for one recommendation.*

Question 14: What is the City’s desired schedule for this project?

Answer 14: *The City anticipates working with the successful respondent to identify a project schedule for each deliverable and milestone however, the City requests the project to be completed by June 30, 2017.*

Question 15: Can the City share the approved budget for this project?

Answer 15: *The City has budgeted \$250,000 for this project.*

#### ACKNOWLEDGEMENT

Each bidder shall acknowledge receipt of this Addendum No. 1 of RFP No. 2017-020 titled **Compensation Philosophy and Study** by his/her signature affixed hereto, and shall attach this Addendum to the original bid submitted

CERTIFICATION BY BIDDER:

SIGNATURE: 

TITLE: Vice President

COMPANY: Springsted Incorporated

DATE: August 23, 2016

**FORM NO. 1: PROVIDER PROFILE**

1. Lead Service Provider/Firm(s) (or Joint Venture) Name and Address:  
Springsted Incorporated  
380 Jackson Street  
Suite 300  
St. Paul, MN 55101
- 1a. Provider /Firm is:  National \_\_\_ Regional \_\_\_ Local
- 1b. Year Provider/Firm Established: 1959
- 1c. Years of Experience performing compensation philosophy and compensation studies for municipalities: 40+
- 1d. Licensed to do business in the State of Missouri:  Yes \_\_\_ No
- 1e. Principal contact information: Name, title, telephone number and email address:  
TL Cox, Vice President  
469-515-0646  
tlcox@springsted.com
- 1f. Address of office to perform work, if different from Item No. 1:  
9229 Ward Parkway, Suite 104  
Kansas City, MO 64114
2. Please list the number of persons by discipline that your Firm/Joint Venture will commit to the City's project or the services to be provided:
- |                   |   |
|-------------------|---|
| Consultant -      | 3 |
| Project Manager - | 1 |
| HR Analyst -      | 1 |
3. If submittal is by Joint Venture or utilizes subcontractors, list participating firms / providers and outline specific areas of responsibility (including administrative, technical, and financial) for each firm:
- 3a. Has this Joint Venture previously worked together? \_\_\_ Yes \_\_\_ No

**FORM NO. 2: KEY OUTSIDE CONSULTANTS**

Each respondent must complete this form for all proposed sub-consultants.

**SUB-CONSULTANT #1**

Name & Address

N/A

Specialty/Role with this Project:

Worked with Lead Firm Before: \_\_\_ Yes \_\_\_ No

Year Firm Established:

Years of Experience providing Compensation Philosophy and Compensation Studies: \_\_\_\_\_

- Complete Form 4 for all key personnel assigned to this project for this sub-consultant.

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**SUB-CONSULTANT #2**

Name & Address

N/A

Specialty / Role with this Project:

Worked with Lead Firm Before: \_\_\_ Yes \_\_\_ No

Year Firm Established:

- Years of Experience providing Compensation Philosophy and Compensation Studies: \_\_\_\_\_
- Complete Form 4 for all key personnel assigned to this project for this sub-consultant.

---

**SUB-CONSULTANT #3**

Name & Address

N/A

Specialty / Role with this Project:

Worked with Lead Firm Before: \_\_\_ Yes \_\_\_ No

Year Firm Established:

- Years of Experience providing Compensation Philosophy and Compensation Studies: \_\_\_\_\_
- Complete Form 4 for all key personnel assigned to this project for this sub-consultant.

## Project Director References

Although we have included in Form NO. 3 a minimum of five (5) references (to demonstrate that Springsted meets the City's minimum qualifications), we have countless others that could be provided upon request. Moreover, since Springsted's proposed project director, TL Cox, joined the company in December, we have included below contact information from additional organizations (who TL has served in such a capacity before) who can speak to his ability to oversee a project similar in size and complexity to what Lee's Summit is requesting.

### ***Active Project (through Springsted):***

#### **City of El Paso, Texas**

*Executive compensation survey*

**Ms. Claudia Lujan**, Assistant Human Resources Director

915-212-1241

LujanCA@elpasotexas.gov

#### **City of Austin, Texas, Police Retirement System**

*Total compensation survey*

**Mr. Jim Beck**, Vice Chair

512-773-7537

jimbeck@austin.rr.com

#### **City of Portland, Texas**

*Comprehensive classification and compensation study*

**Mrs. Michel Sorrell**, Former Finance Director (currently Controller with the City of Georgetown)

512-931-7702

Michel.Sorrell@georgetown.org

**FORM NO. 3: EXPERIENCE/REFERENCES**

Work by Service Provider/Firm (including any subcontractors or Joint-Venture companies) that best illustrate current qualifications relevant to the City's project that has been/is being accomplished by personnel during the past five (5) years that shall be assigned to the City's project. List no more than ten (10) total projects:

Project Name & Location: City of St. Joseph, Missouri

Completion Date (Actual or Estimated): 12/31/2012

Project Owners Name & Address: 1100 Frederick Avenue, St. Joseph, MO 64501

Project Owner's Contact Person, Title & Telephone Number: Patty Robbins, Purchasing Agent, 816-271-4787

Estimated Cost (in Thousands) for Entire Project: \$62,000

Estimated Cost (in Thousands) for work performed by responsible Service Provider/Firm: \$

Scope of Entire Project: (Please give quantitative indications wherever possible). Comprehensive classification and compensation study

Nature of Service Provider's/Firm's responsibility in project: (Please give quantitative indications wherever possible).

Service Provider's/Firm's Personnel (Name/Project Assignment) who worked on the stated project that shall be assigned to the City's project: Ann Antonsen

**FORM NO. 3: EXPERIENCE/REFERENCES**

Work by Service Provider/Firm (including any subcontractors or Joint-Venture companies) that best illustrate current qualifications relevant to the City's project that has been/is being accomplished by personnel during the past five (5) years that shall be assigned to the City's project. List no more than ten (10) total projects:

Project Name & Location: City of Wheaton, Illinois

Completion Date (Actual or Estimated): 8/31/2013

Project Owners Name & Address: 303 West Wesley Street, PO Box 727, Whaton, Illinois, 60187-0727

Project Owner's Contact Person, Title & Telephone Number: Joan Schouten, Procurement Officer, MBA, CPIM, CPPB, 630-260-2000

Estimated Cost (in Thousands) for Entire Project: \$ 15,980

Estimated Cost (in Thousands) for work performed by responsible Service Provider/Firm: \$

Scope of Entire Project: (Please give quantitative indications wherever possible). Comprehensive classification and compensation study

Nature of Service Provider's/Firm's responsibility in project: (Please give quantitative indications wherever possible).

Service Provider's/Firm's Personnel (Name/Project Assignment) who worked on the stated project that shall be assigned to the

City's project: Ann Antonsen



**FORM NO. 3: EXPERIENCE/REFERENCES**

Work by Service Provider/Firm (including any subcontractors or Joint-Venture companies) that best illustrate current qualifications relevant to the City's project that has been/is being accomplished by personnel during the past five (5) years that shall be assigned to the City's project. List no more than ten (10) total projects:

Project Name & Location: City of Coon Rapids, Minnesota

Completion Date (Actual or Estimated): 9/1/2012

Project Owners Name & Address: 11155 Robinson Drive NW, Coon Rapids, MN 55433-3761

Project Owner's Contact Person, Title & Telephone Number: Matt Stemwedel, City Manager, 763-767-6486

Estimated Cost (in Thousands) for Entire Project: \$28,710

Estimated Cost (in Thousands) for work performed by responsible Service Provider/Firm: \$

Scope of Entire Project: (Please give quantitative indications wherever possible). Comprehensive classification and compensation study

Nature of Service Provider's/Firm's responsibility in project: (Please give quantitative indications wherever possible).

Service Provider's/Firm's Personnel (Name/Project Assignment) who worked on the stated project that shall be assigned to the City's project: Ann Antonsen

**FORM NO. 3: EXPERIENCE/REFERENCES**

Work by Service Provider/Firm (including any subcontractors or Joint-Venture companies) that best illustrate current qualifications relevant to the City's project that has been/is being accomplished by personnel during the past five (5) years that shall be assigned to the City's project. List no more than ten (10) total projects:

Project Name & Location: Minnehaha Creek Watershed District, Minnesota

Completion Date (Actual or Estimated): 5/31/2014 plus ongoing HR work

Project Owners Name & Address: 15320 Minnetonka Boulevard, Minnetonka, Minnesota 55345

Project Owner's Contact Person, Title & Telephone Number: Mr. David Mandt, Operations and Support Services Director,  
952-641-4503

Estimated Cost (in Thousands) for Entire Project: \$ 17,500

Estimated Cost (in Thousands) for work performed by responsible Service Provider/Firm: \$

Scope of Entire Project: (Please give quantitative indications wherever possible). Classification and Compensation Study; HR  
Practice Analysis

Nature of Service Provider's/Firm's responsibility in project: (Please give quantitative indications wherever possible).

Service Provider's/Firm's Personnel (Name/Project Assignment) who worked on the stated project that shall be assigned to the  
City's project: Julie Urell, Matt Stark

**FORM NO. 3: EXPERIENCE/REFERENCES**

Work by Service Provider/Firm (including any subcontractors or Joint-Venture companies) that best illustrate current qualifications relevant to the City's project that has been/is being accomplished by personnel during the past five (5) years that shall be assigned to the City's project. List no more than ten (10) total projects:

Project Name & Location: Minnesota Prairie County Alliance

Completion Date (Actual or Estimated): 1/1/2015

Project Owners Name & Address: 22 6th St. East, Dept. 401, Mantorville, Minnesota 55955

Project Owner's Contact Person, Title & Telephone Number: Ms. Jane Wilcox Hardwick, Executive Director, 507-923-2907

Estimated Cost (in Thousands) for Entire Project: \$ 40,000

Estimated Cost (in Thousands) for work performed by responsible Service Provider/Firm: \$

Scope of Entire Project: (Please give quantitative indications wherever possible). Classification and Compensation Study

Nature of Service Provider's/Firm's responsibility in project: (Please give quantitative indications wherever possible).

Service Provider's/Firm's Personnel (Name/Project Assignment) who worked on the stated project that shall be assigned to the City's project: Julie Urell, Matt Stark

**FORM NO. 4: RESUMES OF KEY PERSONNEL**

Brief resume of key persons, specialists, and individual service providers that shall be assigned to the City project:

- a. Name and Title:  
TL Cox, Vice President and Consultant
  
- b. Project Assignment:  
Lead Consultant
  
- c. Name of Service Provider/Firm with which associated:  
Springsted Incorporated
  
- d. Years Experience:  
With this service provider/firm 1 other service providers/firms
  
- e. Education: Degree(s)/Year/Specialization:  
University of Texas, Arlington, Texas  
Master of Public Administration  
Southeastern Oklahoma State University, Durant, Oklahoma  
Bachelor of Arts, Political Science/Communication
- f. Current Registration(s):

- g. Other Experience & Qualifications relevant to the proposed project:

Mr. Cox is a Vice President and Consultant in Springsted's Management Consulting Services department specializing in classification and e-solutions. He has an extensive background in classification and compensation, information technology, program/project management, procurement, process re-engineering and organizational transformation.

Mr. Cox previously served the roles of Chief Information Officer (CIO), Director of Consulting Services and Solutions, Program Manager and Systems Administrator/Analyst for various public and private organizations including The City of Tulsa, The Waters Consulting Group, Inc. and The Chickasaw Nation Division of Commerce. As CIO for the City of Tulsa, Mr. Cox managed 142 employees and an approximately \$24M budget. While leading the Information Technology Department, he stabilized a number of enterprise projects; procured and negotiated contracts for replacement CRM and IVR solutions; and reduced the department's operating budget by approximately \$1.6M in slightly over one fiscal year.

As Director of Consulting Services and Solutions for The Waters Consulting Group, Inc., Mr. Cox completed classification and compensation studies for cities, counties, special districts, non-profit organizations, and institutions of higher education. Additionally, he directed WCG's total compensation solutions, pay structure design and modification platforms and online salary and benefit surveys for various municipalities as well as the Texas Municipal League (TML), International City/County Management Association (ICMA), Pennsylvania League of Cities and Municipalities (PLCM), League of Minnesota Cities (LMC), Louisiana Municipal Association (LMA) and American Chamber of Commerce Executives (ACCE).

**FORM NO. 4: RESUMES OF KEY PERSONNEL**

Brief resume of key persons, specialists, and individual service providers that shall be assigned to the City project:

a. Name and Title:

Ann Antonsen, Vice President and Consultant

b. Project Assignment:

Consultant

c. Name of Service Provider/Firm with which associated:

Springsted Incorporated

d. Years Experience:

With this service provider/firm 11 other service providers/firms    

e. Education: Degree(s)/Year/Specialization:

University of Minnesota, Minneapolis, Minnesota  
Bachelor of Arts in Psychology  
Continuing Legal Education Courses

f. Current Registration(s):

International Public Management Association in Human Resources (IPMA)

g. Other Experience & Qualifications relevant to the proposed project:

Ann Antonsen is an organization and management consultant, specializing in position analyses, classification and compensation studies, performance management and evaluation system development and staff training and in conducting executive search efforts for the public sector. She performs organizational assessments and studies, revisions and development of personnel policies and manuals and conducts organizational management training and providing general human resources assistance.

Ms. Antonsen has been with Springsted since 2005 and serves clients nationwide. With her strong background in Organizational Management and Human Resources, she is dedicated to using her well-honed abilities to assist governmental agencies in developing and growing meaningful legacies. Ms. Antonsen has extensive experience in serving government organizations; she previously worked as a consultant with Labor Relations Associates, Inc., which has served the region for many years, providing management and human resources consulting services. Ms. Antonsen has provided human resources management services for large suburban communities and regional centers. She brings practical experience in handling the wide variety of issues that face public management. Additionally, she has related human resources experience in both public associations and private corporations.

**FORM NO. 4: RESUMES OF KEY PERSONNEL**

Brief resume of key persons, specialists, and individual service providers that shall be assigned to the City project:

- a. Name and Title:  
Julie Urell, Assistant Vice President and Consultant
  
- b. Project Assignment:  
Consultant
  
- c. Name of Service Provider/Firm with which associated:  
Springsted Incorporated
  
- d. Years Experience:  
With this service provider/firm 4 other service providers/firms
  
- e. Education: Degree(s)/Year/Specialization:  
University of St. Thomas, Saint Paul, Minnesota  
Master of Business Administration  
University of Iowa, Iowa City, Iowa  
Bachelor of Business Administration - Management Sciences, Industrial Relations and Human Resources
  
- f. Current Registration(s):  
Society for Human Resource Management  
Human Resource Certification Institute  
Board of Directors, Leading Edge Human Resources Network – affiliate of the International Association  
for Human Resource Information Management  
Senior Professional, Human Resources - HRCI  
Senior Certified Professional - SHRM
  
- g. Other Experience & Qualifications relevant to the proposed project:  
As Assistant Vice President and Consultant with the Management Consulting Services Group, Julie Urell provides project leadership, oversight and consultancy in a number of service areas including compliance and policy, organizational management and compensation and classification plans. Her experience creates additional opportunities to assist clients in areas such as employee relations, complex investigations, Affirmative Action/EEO compliance, benefit plan design and HR technology efficiencies. Prior to joining Springsted, Ms. Urell directed the human resources and diversity compliance function for a large regional non-profit organization and has provided compliance and policy consulting services in the global corporate sector.

Since joining Springsted in 2012, Ms. Urell has provided project and consulting services for clients in Minnesota, Kansas, Wisconsin, Illinois, North Carolina, North Dakota, Virginia and Missouri.

**FORM NO. 4: RESUMES OF KEY PERSONNEL**

Brief resume of key persons, specialists, and individual service providers that shall be assigned to the City project:

- a. Name and Title:  
Daniel "Dan" Tesch
  
- b. Project Assignment:  
Project Manager
  
- c. Name of Service Provider/Firm with which associated:  
Springsted Incorporated
  
- d. Years Experience:  
With this service provider/firm 3 other service providers/firms
  
- e. Education: Degree(s)/Year/Specialization:  
University of St. Thomas, Minnesota  
Mini MBA  
St. Cloud State University, Minnesota  
Bachelor of Arts in Public Administration
  
- f. Current Registration(s):  
Minnesota City/County Managers Association (MCMA)  
International Public Management Association in Human Resources (IPMA)  
National Public Employer Labor Relations Association (NPELRA)  
Minnesota Public Employer Labor Relations Association (MPELRA)  
  
Additional professional affiliations available upon request
  
- g. Other Experience & Qualifications relevant to the proposed project:  
Mr. Dan Tesch has over 25 years of experience as Human Resources management professional in local government. He is recognized as a leader in both professional and non-profit organization and has provided internal leadership, policy development, recruitment and training. Prior to joining Springsted in January of 2013, Mr. Tesch was the Interim Human Resources Director for the City of West St. Paul, Minnesota and held the position of Assistant City Administrator/Director of Administration/Interim City Administrator for the City of Lino Lakes, Minnesota.

Mr. Tesch has experience in contract negotiations/labor relations, employee recruitment, performance evaluations, employee and community surveys, council/staff communications and employee safety and training.

He has led successful recruitment and hiring efforts for all personnel including top management, department heads, clerical, technical, fire district and general maintenance. He effectively works with consultants, testing professionals and staff panels. Mr. Tesch has also led major reorganization initiatives in response to the needs for greater staff infrastructure in a rapidly growing community.

**FORM NO. 4: RESUMES OF KEY PERSONNEL**

Brief resume of key persons, specialists, and individual service providers that shall be assigned to the City project:

a. Name and Title:

Matt Stark, Senior Analyst

b. Project Assignment:

Analyst

c. Name of Service Provider/Firm with which associated:

Springsted Incorporated

d. Years Experience:

With this service provider/firm 14 other service providers/firms \_\_\_\_

e. Education: Degree(s)/Year/Specialization:

Penn State University, University Park, Pennsylvania  
Bachelor of Science degree in Physics

f. Current Registration(s):

g. Other Experience & Qualifications relevant to the proposed project:

Matt Stark assists clients in a wide variety of projects, including operational finance, organizational management, economic development and electronic facilitation. Mr. Stark applies his technical and analytical talents to projects in financial analysis, strategic planning, compensation analysis and long-term planning and development models. In addition, he coordinates the use of Springsted's electronic facilitation system, working with clients to design effective questionnaires and provide useful information for decision makers.



**FORM NO. 4: RESUMES OF KEY PERSONNEL**

Brief resume of key persons, specialists, and individual service providers that shall be assigned to the City project:

- a. Name and Title:  
Sara M. Haselbauer, JD
  
- b. Project Assignment:  
HR Analyst
  
- c. Name of Service Provider/Firm with which associated:  
Springsted Incorporated
  
- d. Years Experience:  
With this service provider/firm 4 other service providers/firms
  
- e. Education: Degree(s)/Year/Specialization:  
University of North Dakota School of Law, Grand Forks, North Dakota  
Juris Doctor  
Certificate in Indian Law  
University of St. Thomas, St. Paul, Minnesota  
Bachelor of Arts in Sociology and Art History
- f. Current Registration(s):

- g. Other Experience & Qualifications relevant to the proposed project:  
Ms. Sara Haselbauer is a Human Resources Analyst with the Organizational Management and Human Resources Team. Ms. Haselbauer started as anAdministrative Assistant to the Project Management team in 2007. In August 2009, Ms. Haselbauer left Springsted to attend law school before returning in November 2014 as an independent contractor.

She rejoined Springsted in January 2015 as a Human Resources Analyst with the Organizational Management and Human Resources Team, providing support and assistance for executive search and organizational management projects. Her duties include conducting research and working with clients and candidates throughout all phases of a project and/or executive search and recruitment.

**FORM NO. 5: PROJECT APPROACH NARRATIVE**

Use this space to provide a detailed project approach including but not limited to:

- Project schedule and detailed approach is reasonable/responsive to City's needs
- Roles of all involved parties clearly identified
- Familiarity with project location as evidenced by pre-proposal attendance, proposal/interview (if applicable)
- Identify/recognize critical or unique issues specific to the project and successful critical or unique approaches used elsewhere
- Proposed communication process

Please see the following pages.

Springsted Incorporated

Company Name

9229 Ward Parkway, Suite 104

Address

Kansas City, MO 64114

City/State/Zip

816-333-7200

Telephone #

41-1754318

Tax ID No.

816-333-7299

Fax #

TL Cox

Authorized Person (Print)



Signature

Vice President

Title

August 23, 2016

Date

Corporation

Entity Type:

## Project Schedule

Springsted takes pride in meeting its time commitments. The schedule to commence this project coincides with Springsted's completion of other studies. This will ensure that the proposed staff members will be available to concentrate on this study. Springsted is prepared to initiate the study within 10 days after receiving the official notice to proceed and will complete the study by June 30, 2017.

## Approach and Methodology

### A. Project Initiation – Data Collection and Creation of a Compensation Philosophy

The Springsted Project Director will meet with the designated City staff and appropriate officials to establish working relationships and to finalize a comprehensive work plan and timetable. All current classification and compensation data will be assembled and evaluated to determine the status of existing human resource management programs and to identify apparent challenges and opportunities.

The purposes of the meeting are to:

1. Introduce the Project Director
2. Discuss the background and experience of Springsted Incorporated and the consulting team
3. Discuss, in detail, the methodology to be used in conducting the study, the role of the consultant and the employees and the amount and type of employee participation
4. Ascertain the major issues the City wants the study to address
5. Review the project schedule and determine significant milestones
6. Determine the frequency and content of status reports
7. Discuss methods of communicating the status of the study to employees
8. Discuss how information about each employee's job will be obtained
9. Review Springsted's copyrighted *Systematic Analysis and Factor Evaluation* (SAFE<sup>®</sup>) system of job evaluation

After meeting with the HR team and other appropriate officials, a staff meeting will be held with department directors to discuss the project objectives and procedures and to explain the use of position analysis questionnaires (PAQ, provided by Springsted) and to schedule their distribution, collection, review and verification. Springsted will also distribute a specific questionnaire to each director to understand organizational arrangement, mission, goals and objectives and to determine what challenges, if any, they are experiencing with the existing classification and compensation systems.

As per the City's RFP, Springsted will also assist in the creation of a compensation philosophy during the early stages of the project, which will be treated as work in progress until implementation plans and costing are established. A compensation philosophy guides the design of a classification and compensation system and answers key questions regarding an organization's compensation strategy. It generally takes a comprehensive, long-term focus and explains the compensation program's objectives and how they support the employer's long-range, strategic goals.

During this project phase, Springsted will provide the SWOT analysis of the City's existing classification and compensation systems requested in the RFP and, through goal setting meetings with City leadership and elected officials, work to incorporate the results of this analysis within the new compensation philosophy.

Internal equity and external competitiveness are among the most important topics addressed in a compensation philosophy. Internal equity expresses an organization's desire to provide comparable pay ranges to positions with similar duties and responsibilities. In short, it defines the relationships that exist between and among jobs throughout an organization's pay structure. External competitiveness involves defining the market (i.e. who the City competes with for talent) and, once market data is collected, identifying the City's competitive position in relation to that market.

Springsted will work with the City in the development of a compensation program based on individual employee performance as a key feature of the compensation philosophy. Therefore, we emphasize references to performance throughout the compensation philosophy discussion.

## **B. Employee Communication Sessions**

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Success in a classification and compensation review requires meaningful employee involvement and transparency. The initiation phase provides an opportunity for City's leadership to get "on the same page" regarding the study and these employee sessions allow everyone from mid-level management to frontline employees the opportunity to learn about the project. Immediately following the initial planning meetings, Springsted will conduct informative presentations for employees that will explain the engagement: what is included, what is not included and the approach that will be taken to achieve the desired deliverables.

During these meetings, Springsted will distribute the position analysis questionnaire (PAQ) to employees. The purpose of the questionnaire is to collect updated information that will be used in the development of the classification system, during the salary survey and in the development of position descriptions. Springsted cannot stress enough how critical this questionnaire and the corresponding review and approval process are to the success of the initiative. We therefore provide an opportunity for each employee's supervisor to review and comment on the data supplied by the employee and provide specific comments concerning various job factors that affect the position.

Our compensation professionals will, of course, serve as the final safeguard of the integrity of these questionnaires and will work through the HR team to follow-up on issues that we identify. However, we believe that encouraging ownership of this process outside of Springsted's staff and HR is necessary to get an accurate description of each applicable job from other departments.

Springsted will also, as necessary, schedule interviews and/or focus groups to gather additional information on issues uncovered during our review of the position analysis questionnaire.

## **C. Development of Classification System**

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Upon receipt of the completed PAQs, the consulting team will review and conduct a task analysis of the content of all questionnaires and make preliminary classification decisions. This will be used to develop a consistent program of job classification. The consulting team will attempt to consolidate classifications where feasible, in order to facilitate plan administration.

Springsted has developed and copyrighted a job evaluation system known as the Systematic Analysis and Factor Evaluation (SAFE<sup>®</sup>). This system has been successfully used for several years and has been reviewed by the United States District Court and found to be acceptable.

It is important to note that the Systematic Analysis and Factor Evaluation system is a unique method of job evaluation. *The SAFE<sup>®</sup> system was designed to measure job factors that apply specifically to public sector organizations.*

The system rates and ranks jobs based on skill levels and work factors. The result is an equitable and consistent method of evaluating jobs and relating classes to the compensation plan. The system facilitates proper and equitable cross comparisons between and among classes and minimizes the appearance of favoritism in evaluating, rating and ranking jobs.

Each position, or group of positions, will be evaluated and assigned to an appropriate grade based on the classification system. The elements considered in determining the relative value of classifications are:

- Training and Ability
- Level of Work
- Physical Demands
- Independence of Actions
- Supervision Exercised
- Experience Required
- Human Relations Skills
- Working Conditions/Hazards
- Impact on End Results

#### **D. Review of Preliminary Classifications and Class Descriptions**

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The consulting team will prepare a preliminary list of employee classifications, develop preliminary class descriptions and submit them to the appropriate staff for review and comment. The consulting team will review the comments and make adjustments based upon the comments received.

After all suggested changes have been evaluated, final classification decisions will be made and the class descriptions finalized.

#### **E. Salary and Benefits Survey and Development of Pay Plan**

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In order to determine appropriate salary levels of positions in the workforce, Springsted will conduct a salary and benefits survey to compare City positions with analogous positions in the City's competitive market. There may be different labor markets for different positions. Some positions are recruited from the local area, while others may be recruited regionally and/or nationally. Our prior experience in comparable initiatives provides us a strong understanding of the challenges each organization faces in the recruitment, retention and continuous motivation of qualified employees, though the consulting team will work closely with the staff in determining the appropriate sources for survey data.

Appropriate benchmark positions will be identified to be included in the survey. It is proposed that the benchmark positions be selected according to the following criteria:

- Encompass the full range of positions in the study
- Pertain to positions that are experiencing a high rate of turnover
- Be based on an analysis of exit interviews
- Relate to a review of requests for reclassifications
- Conform to information obtained from discussions with department directors

Based on the compensation data analysis and the classification system developed, Springsted will develop an appropriate salary schedule or schedules. It/they will reflect the final alignment of positions as determined through the SAFE<sup>®</sup> evaluation, the market data collected, and the City's policy decisions and compensation philosophy decisions made previously during the engagement (and updated as required based on survey findings). The salary schedule will contain sufficient pay grades to properly compensate employees for the development of their abilities over time. The schedule will also relate salary advances within grades to performance.

## **F. Implementation Strategy and Staff Training**

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At the conclusion of the study, Springsted will work with the staff in developing a plan for implementing the study recommendations. The plan will coincide with the needs of the City and the employees while maintaining the City's financial integrity. Springsted also will train members of the staff in the methodology used to develop, maintain and update the classification and pay plan. The training program will include the development and/or revision of class descriptions along with rating, ranking and salary grade assignments of positions. Instruction manuals pertaining to the job evaluation system will be prepared and presented. The Springsted team will remain available to the staff for additional consultation after the study has been completed.

## **G. Final Report**

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The final report will be a document that contains the following:

- Detailed study methodology
- Discussion of the consulting team's findings, conclusions and recommendations regarding employee classification, salary structure, fringe benefits, compensation plan, estimated cost and implementation plan
- Schematic list of classes and the assignment of each class to a salary grade
- List of detailed class descriptions
- The results of the salary and benefits survey
- List of employees and their recommended classifications
- Job evaluation factor analysis for each position

A manual on the use of the SAFE<sup>®</sup> job evaluation system will be provided.

## **H. Per Capita Staffing Analysis**

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As per the City's RFP, Springsted has included a per capita staffing analysis of all positions with three (3) or more incumbents. However, it has been our experience that per capita indicators are not the most effective in the identification of potential staffing issues, nor is it productive to include a staffing analysis as part of a classification and compensation study. We would be pleased to discuss with the City the concerns we have regarding both the per capita methodology and the inclusion of staffing within the classification and compensation study.

## **Roles of All Involved Parties**

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### **T.L. Cox**

*Vice President and Consultant*

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Mr. TL Cox is a vice president and consultant with an extensive background in classification and compensation, information technology, program/project management, procurement, process re-engineering and organizational transformation. Mr. Cox previously served the roles of Chief Information Officer (CIO), Director of Consulting Services and Solutions, Program Manager and Systems Administrator/Analyst for various public and private organizations. As Director of Consulting Services and Solutions for The Waters Consulting Group, Inc., Mr. Cox completed classification and compensation studies for cities, counties, special districts, non-profit organizations and institutions of higher education. Additionally, he directed WCG's total compensation solutions, pay structure design and modification platforms and online salary and benefit surveys for various municipalities as well as national and state municipal associations.

**Ann S. Antonsen***Vice President and Consultant*

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Ms. Ann Antonsen is a consultant with a strong background in organizational management and human resources that she uses effectively in developing position analyses, classification and compensation studies, performance management and evaluation system development and staff training and in conducting executive search efforts for the public sector. She also specializes in performing organizational studies, revising and developing personnel policies and manuals and in conducting organizational management training sessions and providing general human resources assistance.

**Julie A. Urell, SPHR***Assistant Vice President*

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Ms. Julie Urell is a human resources leader with over 20 years in the field, most recently in senior manager, director and consulting human resources roles for regional non-profit, as well as global organizations. In these capacities, she has direct application experience as well as tactical and strategic insight across a variety of human resources functions. Areas of interest and specialization include employment practices and benefit/retirement plan development and compliance, human resource systems optimization and deployment and classification and compensation systems. Ms. Urell holds a master of business administration degree from the University of St. Thomas and a bachelor's degree in human resources management from the University of Iowa. She serves as Board Director - Website Development for Leading Edge Human Resources Network (LEHRN), a regional HR information systems organization. She also is a certified Senior Professional, Human Resources with the Human Resource Certification Institute (HRCI) and is a Senior Certified Professional with the Society for Human Resource Management (SHRM).

**Daniel "Dan" Tesch***Project Manager*

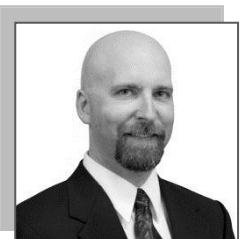
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Mr. Dan Tesch has over 25 years of experience as a Human Resources management professional in local government. He is recognized as a leader in both professional and non-profit organization and has provided internal leadership, policy development, recruitment and training. Prior to joining Springsted in the January of 2013, Mr. Tesch was the Interim Human Resources Director for the City of West St. Paul, Minnesota and held the position of Assistant City Administrator/Director of Administration/Interim City Administrator for the City of Lino Lakes, Minnesota. He has a Mini MBA from the University of St. Thomas and a Bachelor of Arts in Public Administration from St. Cloud State University.

**Matthew T. "Matt" Stark***Senior Analyst*

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Mr. Matt Stark is a member of our Management Consulting Services Group. With the firm since 2002, he applies his analytical expertise to new challenges within the fields of operational finance, organizational management and human resources and economic development. He provides technical and analytical assistance on financial planning models, assists and advises clients on employee classification and compensation systems, performs cost-benefit analyses on economic development projects and is responsible for our electronic facilitation system. Mr. Stark holds a degree in physics from Penn State University.

## **Sara M. Haselbauer**

*HR Analyst*



Ms. Sara Haselbauer is a Human Resources Analyst with the Organizational Management and Human Resources Team. Ms. Haselbauer started as an Administrative Assistant to the Project Management team in 2007. In August 2009, Ms. Haselbauer left Springsted to attend law school before returning in November 2014 as an independent contractor. She rejoined Springsted in January 2015 as a Human Resources Analyst with the Organizational Management and Human Resources Team, providing support and assistance for executive search and organizational management projects. Her duties include conducting research and working with clients and candidates throughout all phases of a project and/or executive search and recruitment. Ms. Haselbauer received a Juris Doctor from University of North Dakota School of Law and a Bachelor of Arts in Sociology from the University of St. Thomas.

### **Familiarity with Project Location**

Although Springsted has related experience in Missouri, including a past project with the City of St. Joseph and current projects with the City of Branson and the City of Richmond Heights, we like to focus more on how our methodology has proven successful nationally, as we've been very successful expanding our classification and compensation services into additional geographic markets.

This managed growth can be attributed to many things. First, our ability and willingness to customize each project to our client's individual needs and concerns have made regional barriers less significant. Second, our recommended methodology is quantifiable and defensible thus it can be used with confidence anywhere. And, third, the 50+ year reputation that Springsted has maintained in local government uniquely qualifies us to serve as a sounding board for Lee's Summit and its leadership team, enabling us to provide sound guidance and actionable recommendations, both through our national consulting presence as well as our time on the front lines of public sector service delivery.

### **Critical or Unique Issues**

Our experience has shown that the greatest risk in a study of this nature is the City's ability to conduct an "apples to apples" comparison of the services recommended by different vendors. For example, various job evaluation/classification approaches, from the "slotting" of positions based on perceived internal equity considerations, to the development and implementation of quantifiable systems of job evaluation (which Springsted has included with our SAFE® process), have been used successfully in local government. Likewise, some methodologies call for the collection only of range minimum, midpoint and maximum values while others collect pay range data and actual employee salaries. With the City's anticipated scope of work, which includes a SWOT analysis, the development of a compensation philosophy and a "dual path" approach using both the existing classification and compensation systems, as well as a completely new program, these differences will be even more pronounced.

Therefore, the City will be faced with the challenge of evaluating the various proposed methodologies and schedules received as part of your inquiry. Moreover, as there are variances in the amount of time these approaches take, there will be noticeable differences in cost as well. Springsted's staff has an understanding of these variables and would welcome the opportunity to discuss the advantages and disadvantages of each so you can make an informed decision for this study.



## Proposed Communication Process

Our experience has shown that questions regarding a firm's communication process are twofold. First, does an organization have the requisite experience and the stability to complete a project with minimal risk to the City? To address this Springsted has provided above an extensive list of clients for whom similar services have been provided. Second, what is the firm's methodology for managing the project?

TL Cox, Vice President, will be assigned as the City's project lead. TL has a demonstrated track record managing large-scale engagements in both the public and private sectors and is a successful local government executive and human resources consultant.

To measure our team's collective performance in the delivery of these services, TL would work in conjunction with the City's project manager to prepare a detailed project schedule, identifying critical milestones that are necessary to complete the study within the mutually agreed-upon timeline. He will continuously review this schedule, as well as the scope of services completed within specific project phases, to track Springsted's performance against the project billing milestones. Communications with the City will take place during scheduled onsite meetings, during conference calls, via email and through Springsted's WebEx online meeting room.

## Professional Liability Insurance

Springsted Incorporated has a long history of carrying professional liability insurance for the protection of our firm, as well as our clients. In this litigious society and the highly regulated, number-intensive environment in which we operate, this type of coverage is essential.

Our policy limits are \$2,000,000 per occurrence and \$2,000,000 aggregate, with a deductible based on services being provided. It is our intention to maintain this coverage in force as long as it is available.

If additional coverage is requested, we can obtain a price for the additional insurance and add that cost to our contract.

We are prepared to meet all of the contract requirements stated in the Request for Proposals with the following exception. The RFP requests that all Certificates of Insurance shall provide that the insurance company gives the city thirty (30) days prior written notice of cancellation, non-renewal and/or any material change in policy. Our Certificate of Liability Insurance says that notices of cancellation will be delivered in accordance with the policy provisions. Our policies provisions are that Springsted, as the first named insured, would be notified. Springsted has previously provided a written commitment as first named insured to give notice of cancellation to a client requesting such notice.

FORM NO. 6A: "FEE SCHEDULE"  
SCHEDULE OF HOURLY BILLING RATES FOR SERVICES

<u>PERSONNEL CLASSIFICATION</u>	<u>TYPICAL WORK TASKS</u>	<u>HOURLY BILLING RATES</u>
Principal & Senior Officer		\$ 260
Senior Professional Staff		\$ 215
Professional Staff		\$ 160
HR Analyst/Project Coordinator		\$ 100
Associates		\$ 75
		\$
		\$
		\$
		\$
		\$
		\$
		\$

Springsted Incorporated

Company Name  
9229 Ward Parkway, Suite 104  
Address  
Kansas City, MO 64114  
City/State/Zip  
816-333-7200 816-333-7299  
Telephone # Fax #  
41-1754318  
Tax ID No.

TL Cox

Authorized Person (Print)  
Signature  
Vice President  
Title  
August 23, 2016  
Date  
Corporation  
Entity Type:

**FORM NO. 6B: TOTAL PROJECTS COSTS**

Total project costs shall include all related cost associated with the proposed project or scope of services, to include but not limited to: Personnel, total hours and service related expenses:

**Objective 1 Total Cost** \$ 39,800

**Objective 2 Total Cost** \$ 185,700

**Additional Services (Maintenance)-Periodic Review and implementation assessment per request over a five (5) year period:**

Periodic Review Cost \$ Varies based on system being maintained /ea.

Springsted Incorporated

Company Name  
9229 Ward Parkway, Suite 104

Address  
Kansas City, MO 64114

City/State/Zip  
816-333-7200                      816-333-7299

Telephone #                      Fax #  
41-1754318

Tax ID No.

TL Cox

Authorized Person (Print)

  
Signature  
Vice President

Title  
August 23, 2016

Date  
Corporation

Entity Type:

**13.0 WORK AUTHORIZATION AFFIDAVIT AND E-VERIFY:** Any contract for services in excess of five thousand dollars (\$5,000), the bidder or business entity, as defined in § 285.530, RSMo, shall, 1. Provide; by sworn affidavit affirming that it does not knowingly employ any person who is an unauthorized alien and 2. Provide documentation affirming its enrollment and participation in a federal work authorization program with respect to the employees working in connection with this contract. The required documentation must be from the federal work authorization program provider. e.g. the electronic signature page from the E-Verify program's Memorandum of Understanding. Letter from Consultants reciting compliance is not sufficient.

The Department of Homeland Security, U.S. Citizenship and Immigration Services, (USCIS) in partnership with the Social Security Administration (SSA) operate an FREE internet-based program called E-Verify, <http://www.dhs.gov/everify> that allows employers to verify the employment eligibility of their employees, regardless of citizenship. Based on information provided by employees on their Form I-9, E-Verify checks the information electronically against records contained in DHS and Social Security Administration databases. There are penalties for employing an unauthorized alien, including suspension of the Consultant's business license, termination of the contract, debarment from city and State work for a period of three years or permanently, and withholding 25% of the total amount due the Consultant.

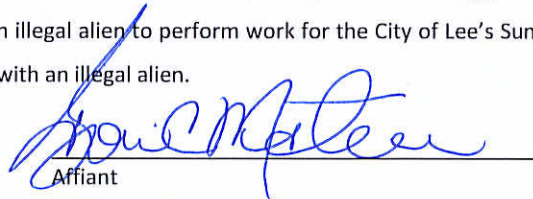
All submittals should include the signed and notarized Work Authorization Affidavit AND the electronic signature page from the E-Verify program

CITY OF LEE'S SUMMIT, MISSOURI  
WORK AUTHORIZATION AFFIDAVIT PURSUANT TO SECTION 285.530, RSMo  
(FOR ALL BIDS FOR SERVICES IN EXCESS OF \$5,000.00)  
Effective 1/1/2009

County of Ramsey )  
 ) ss.  
State of Minnesota )

My name is Bonnie Matson I am an authorized agent of Springsted Incorporated ("Bidder"). Bidder is enrolled and participates in a federal work authorization program for all employees working in connection with services provided to the City of Lee's Summit, Missouri. Bidder does not knowingly employ any person who is an unauthorized alien in connection with the services being provided.

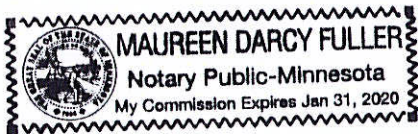
Bidder shall not knowingly employ or contract with an illegal alien to perform work for the City of Lee's Summit, Missouri or enter into a contract with a subbidder that knowingly employs or contracts with an illegal alien.

  
Affiant

Bonnie C. Matson  
Printed Name

Subscribed and sworn to before me this 23rd day of August 2016.

  
Notary Public



SEAL



Company ID Number: 198174

To be accepted as a participant in E-Verify, you should only sign the Employer's Section of the signature page. If you have any questions, contact E-Verify at 888-464-4218.

**Employer Springsted Incorporated**

**Lawrence A Tuthill**

Name (Please Type or Print)

Title

*Electronically Signed*

Signature

**03/16/2009**

Date

**Department of Homeland Security – Verification Division**

**USCIS Verification Division**

Name (Please Type or Print)

Title

*Electronically Signed*

Signature

**03/16/2009**

Date

CITY OF LEE'S SUMMIT  
PURCHASING DIVISION  
STANDARDIZED EVALUATION FORM  
Interview Ranking Composite Score Sheet  
To Be Ranked Individually

PROJECT: Compensation Philosophy and Study  
RFP NO.: 2017-020

**Composite Proposal Score Sheet**

	30 Point Questions	20 Point Questions	10 Point Questions				FIRM CBIZ	FIRM Springsted	FIRM MAG, Inc.
Outstanding	25 - 30	17 - 20	9 - 10	Pts	# Mmbrs	Max Pts			
Exceeds Acceptable	19 - 24	13 - 16	7 - 8						
Acceptable	13 - 18	9 - 12	5 - 6						
Marginal	0 - 12	0 - 8	0 - 4						
<b>1. Evidence of Experience, Reliability and References: (FORM 3):</b> Consider experience and references listed by the firm/provider on Form 3 of the RFP. Is the provider experienced in providing services similar to that requested in the RFP? . Consider any sub-consultants to be used and their experience (if applicable).				30	6	180	125	159	151
<b>2. Expertise of Firm Personnel: (FORM 4):</b> Consider comparable experience and background of specific personnel that shall be assigned to the City's project as outlined on Form 4 of the RFP. Also consider the specific involvement of those persons in projects listed on Form 3 of the RFP. Experience on projects of similar scope and size: Project Manager, Project team, sub-consultants (if applicable).				30	6	180	116	159	142
<b>3. Applicable Resources: (FORM 1, 2, AND 5): / Schedule</b> Evaluate the extent of applicable resources available to the firm / provider to complete the City's project as listed on Forms 1, 2, and 5 of the RFP. Standard Quality Assurance/Quality Control program or procedures the firm has in place. Adequacy of proposed team/resources to complete project within proposed time frame.				10	6	60	41	54	48
<b>4. Project Approach: (FORM 5):</b> Evaluate the firm/ provider's approach to and understanding of the Scope of Services required in the RFP as evidenced by the project approach out. Project schedule and detailed approach is reasonable/responsive to City's needs. Roles of all involved parties clearly identified. Familiarity with project location as evidenced by proposal (if applicable). Identify/recognize critical or unique issues specific to the project. Adequacy of proposed communications process. Unique approaches that have been successful elsewhere.				20	6	120	77	109	89
<b>5. Cost: Includes all related cost associated with this project. (FORM 6D):</b>				10	6	60	60	18	18
				<b>100</b>		<b>600</b>	<b>419</b>	<b>499</b>	<b>448</b>

**Composite Proposal Score Sheet**

	30 Point Questions	20 Point Questions	10 Point Questions				FIRM	FIRM	FIRM	FIRM	FIRM	FIRM	FIRM
	25 - 30	17 - 20	9 - 10	Pts	# Mmbrs	Max Pts	Evergreen	Gallagher	McGrath	Springsted	JJFitzgerald	MAG, Inc	CBIZ
Outstanding	25 - 30	17 - 20	9 - 10										
Exceeds Acceptable	19 - 24	13 - 16	7 - 8										
Acceptable	13 - 18	9 - 12	5 - 6										
Marginal	0 - 12	0 - 8	0 - 4										
<b>1. Evidence of Experience, Reliability and References: (FORM 3):</b>													
Consider experience and references listed by the firm/provider on Form 3 of the RFP. Is the provider experienced in providing services similar to that requested in the RFP? . Consider any sub-consultants to be used and their experience (if applicable).				30	6	180	137	120	126	143	103	145	152
<b>2. Expertise of Firm Personnel: (FORM 4):</b>													
Consider comparable experience and background of specific personnel that shall be assigned to the City's project as outlined on Form 4 of the RFP. Also consider the specific involvement of those persons in projects listed on Form 3 of the RFP. Experience on projects of similar scope and size: Project Manager, Project team, sub-consultants (if applicable).				30	6	180	137	116	116	137	110	142	148
<b>3. Applicable Resources: (FORM 1, 2, AND 5): / Schedule</b>													
Evaluate the extent of applicable resources available to the firm / provider to complete the City's project as listed on Forms 1, 2, and 5 of the RFP. Standard Quality Assurance/Quality Control program or procedures the firm has in place. Adequacy of proposed team/resources to complete project within proposed time frame.				10	6	60	45	42	39	48	41	52	50
<b>4. Project Approach: (FORM 5):</b>													
Evaluate the firm/ provider's approach to and understanding of the Scope of Services required in the RFP as evidenced by the project approach out. Project schedule and detailed approach is reasonable/responsive to City's needs. Roles of all involved parties clearly identified. Familiarity with project location as evidenced by proposal (if applicable). Identify/recognize critical or unique issues specific to the project. Adequacy of proposed communications process. Unique approaches that have been successful elsewhere.				20	6	120	92	94	63	103	55	112	111
<b>5. Cost: Includes all related cost associated with this project. (FORM 6D):</b>				10	6	60	42	18	54	18	24	18	60
				<b>100</b>		<b>600</b>	<b>453</b>	<b>390</b>	<b>398</b>	<b>449</b>	<b>333</b>	<b>469</b>	<b>521</b>

## Packet Information

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**File #:** 2016-0690, **Version:** 1

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Presentation of the September General Fund Financial Dashboard

Issue/Request:

Presentation of the September General Fund Financial Dashboard

Key Issues:

The FY17 Monthly Financial Report for September is the YTD budget performance of the General Fund as of September 30, 2016. Preliminary unaudited total revenues are \$11,317,152. This is \$285,187 (2.6%) over projected total revenue. Preliminary total expenditure for September YTD is \$13,769,846.

Background:

**Revenue Details:**

*Sales Tax* receipts are continuing to be strong. Total net sales tax receipts YTD (\$4,142,869) is 6.5% over projected levels, and 7.3% increase over this point last fiscal year.

*Franchise tax*, in aggregate, is -1.5% below projections. All four franchise taxes are below projections, with Natural Gas (-9.8%) the greatest. Telephone (-1.2%), Electric (-0.7%), and Cable (-1.1%) are more modestly underperforming.

*Licenses, Permits & Fees* continue to be strong. Revenues totaling \$761,234 is 55.1% above projections and 63.2% ahead of this point last year.

**Expenditure Details:**

Budgeted expenditure items are performing as expected through the first quarter of the year. Almost half of the difference between budgeted and actual total expenditures are in Interdepartmental Charges, which have yet to be booked in the accounting system. When this transaction occurs, we expect it to be at budgeted levels.

Presenter: Jack Feldman

Recommendation: N/A

Committee Recommendation: N/A



**FY17 Monthly Financial Report - September**

**GENERAL FUND REVENUES FOR FY2017**

Revenue Type	*Actual YTD	Budget YTD	Variance Actual to Budget		Prior Year YTD	Variance Actual to Prior Year	
			\$	%		\$	%
Property Tax	\$0	\$0	\$0	0.0%	\$313	(\$313)	0.0%
Sales Tax	\$4,142,869	\$3,889,455	\$253,414	6.5%	\$3,861,108	\$281,761	7.3%
Franchise Tax:							
Natural Gas	\$274,781	\$304,589	(\$29,808)	-9.8%	\$277,588	(\$2,807)	-1.0%
Telephone	\$683,638	\$692,263	(\$8,625)	-1.2%	\$748,443	(\$64,805)	-8.7%
Electric	\$2,541,339	\$2,558,147	(\$16,808)	-0.7%	\$2,507,070	\$34,269	1.4%
Cable TV	\$338,008	\$341,860	(\$3,852)	-1.1%	\$345,397	(\$7,389)	-2.1%
Motor Vehicle Taxes	\$933,334	\$854,861	\$78,473	9.2%	\$924,380	\$8,954	1.0%
Other Taxes	\$83,828	\$82,362	\$1,466	1.8%	\$85,092	(\$1,264)	-1.5%
Fines & Forfeitures	\$344,331	\$248,236	\$96,095	38.7%	\$337,493	\$6,838	2.0%
Licenses, Permits & Fees	\$761,234	\$490,842	\$270,392	55.1%	\$466,343	\$294,891	63.2%
Intergovernment	\$302,010	\$157,173	\$144,837	92.2%	\$258,369	\$43,641	16.9%
Charges for Service	\$900,347	\$1,134,213	(\$233,866)	-20.6%	\$847,619	\$52,728	6.2%
Investment Earnings	\$1,822	\$16,026	(\$14,204)	-88.6%	\$32,454	(\$30,632)	-94.4%
Other	\$9,611	\$23,309	(\$13,698)	-58.8%	\$478,084	(\$468,473)	-98.0%
Transfers In	\$0	\$238,629	(\$238,629)	-100.0%	\$244,879	(\$244,879)	-100.0%
<b>Total</b>	<b>\$11,317,152</b>	<b>\$11,031,965</b>	<b>\$285,187</b>	<b>2.6%</b>	<b>\$11,414,632</b>	<b>(\$97,480)</b>	<b>-0.9%</b>

**GENERAL FUND EXPENDITURES FOR FY2017**

Expenditure Type	*Actual YTD	Budget YTD	Variance Actual to Budget		Prior Year YTD	Variance Actual to Prior Year	
			\$	%		\$	%
Personal Services	\$10,916,193	\$10,948,715	(\$32,522)	-0.3%	\$11,031,008	(\$114,815)	-1.0%
Supplies for Resale	\$74,602	\$107,000	(\$32,398)	-30.3%	\$67,539	\$7,063	10.5%
Other Supplies & Services	\$1,496,242	\$2,260,591	(\$764,349)	-33.8%	\$1,670,308	(\$174,066)	-10.4%
Repairs & Maintenance	\$339,946	\$458,797	(\$118,851)	-25.9%	\$518,359	(\$178,413)	-34.4%
Utilities	\$454,795	\$449,494	\$5,301	1.2%	\$260,328	\$194,467	74.7%
Fuels & Lubricants	\$354	\$141,038	(\$140,684)	-99.7%	\$119,324	(\$118,970)	-99.7%
Miscellaneous	\$5,938	\$84,685	(\$78,747)	-93.0%	\$3,902	\$2,036	52.2%
Interest	\$0	\$0	\$0	0.0%	\$0	\$0	0.0%
Capital Outlay	\$481,776	\$646,000	(\$164,224)	-25.4%	\$0	\$481,776	0.0%
Interdepartment Charges	\$0	\$1,477,745	(\$1,477,745)	-100.0%	\$1,369,781	(\$1,369,781)	-100.0%
Transfers	\$0	\$177,536	(\$177,536)	-100.0%	\$1,020,014	(\$1,020,014)	-100.0%
<b>Total</b>	<b>\$13,769,846</b>	<b>\$16,751,601</b>	<b>(\$2,981,755)</b>	<b>-17.8%</b>	<b>\$16,060,563</b>	<b>(\$2,290,717)</b>	<b>-14.3%</b>

**Revenue Over/Under Exp: (\$2,452,694) (\$5,719,636) (\$4,645,931)**

\*As of October 26, 2016

# **FY17 General Fund Budget Dashboard**

Finance & Budget Committee

November 7, 2016

# Expenses YTD (Sept)

Expenditure Type	Actual YTD	Budget YTD	<u>Variance Actual to Budget</u>		Prior Year YTD	<u>Variance Actual to Prior Year</u>	
			\$	%		\$	%
Personal Services	\$10,916,193	\$10,948,715	(\$32,522)	-0.3%	\$11,031,008	(\$114,815)	-1.0%
Supplies for Resale	\$74,602	\$107,000	(\$32,398)	-30.3%	\$67,539	\$7,063	10.5%
Other Supplies & Services	\$1,496,242	\$2,260,591	(\$764,349)	-33.8%	\$1,670,308	(\$174,066)	-10.4%
Repairs & Maintenance	\$339,946	\$458,797	(\$118,851)	-25.9%	\$518,359	(\$178,413)	-34.4%
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Fuels & Lubricants	\$354	\$141,038	(\$140,684)	-99.7%	\$119,324	(\$118,970)	-99.7%
Miscellaneous	\$5,938	\$84,685	(\$78,747)	-93.0%	\$3,902	\$2,036	52.2%
Interest	\$0	\$0	\$0	0.0%	\$0	\$0	0.0%
Capital Outlay	\$481,776	\$646,000	(\$164,224)	-25.4%	\$0	\$481,776	0.0%
Interdepartment Charges	\$0	\$1,477,745	(\$1,477,745)	-100.0%	\$1,369,781	(\$1,369,781)	-100.0%
<u>Transfers</u>	<u>\$0</u>	<u>\$177,536</u>	<u>(\$177,536)</u>	<u>-100.0%</u>	<u>\$1,020,014</u>	<u>(\$1,020,014)</u>	<u>-100.0%</u>
<b>Total</b>	<b>\$13,769,846</b>	<b>\$16,751,601</b>	<b>(\$2,981,755)</b>	<b>-17.8%</b>	<b>\$16,060,563</b>	<b>(\$2,290,717)</b>	<b>-14.3%</b>

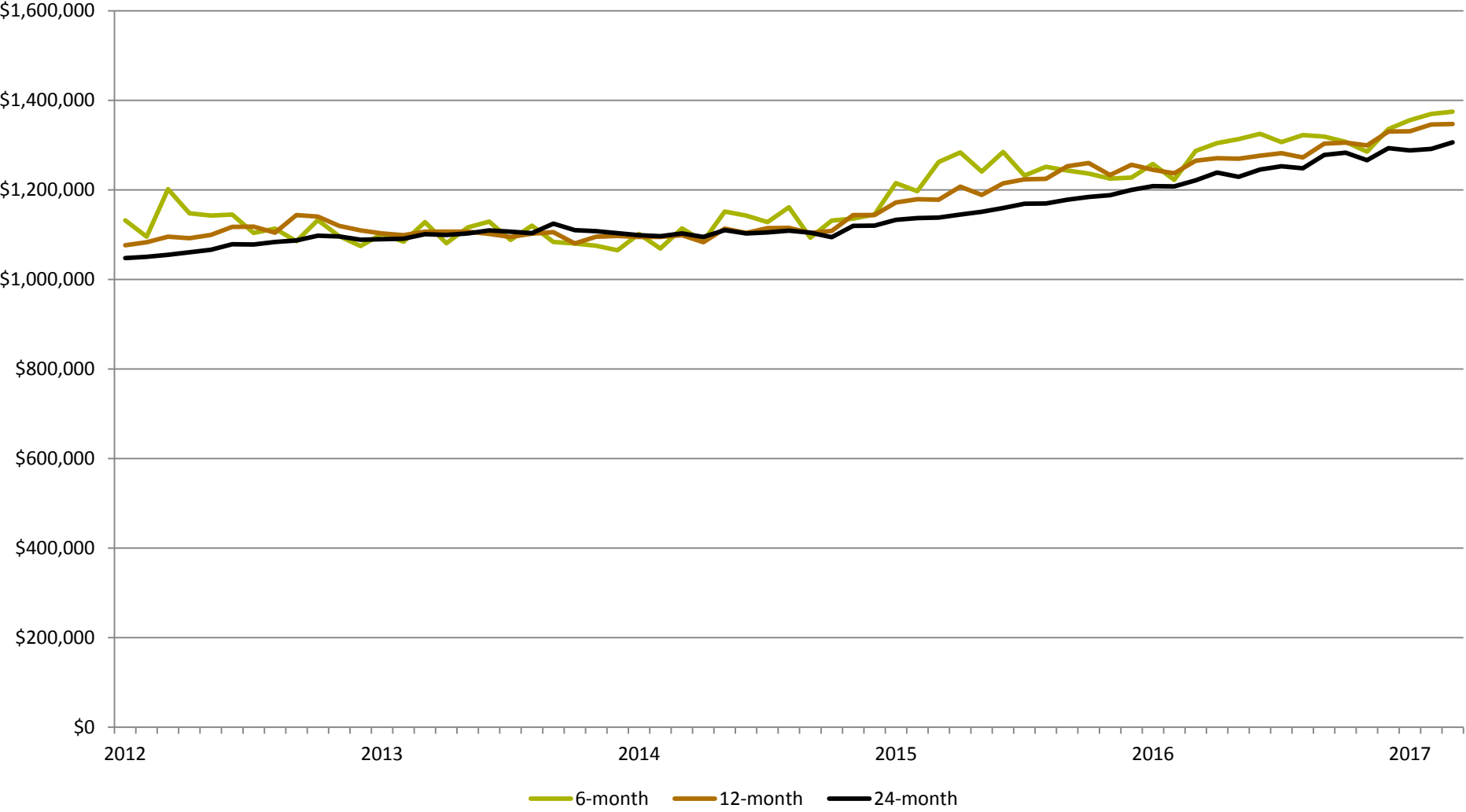
# Revenue YTD (Sept)

Revenue Type	Actual YTD	Budget YTD	<u>Variance Actual to Budget</u>		Prior Year YTD	<u>Variance Actual to Prior Year</u>	
			\$	%		\$	%
Property Tax	\$0	\$0	\$0	0.0%	\$313	(\$313)	0.0%
Sales Tax	\$4,142,869	\$3,889,455	\$253,414	6.5%	\$3,861,108	\$281,761	7.3%
<b>Franchise Tax:</b>							
Natural Gas	\$274,781	\$304,589	(\$29,808)	-9.8%	\$277,588	(\$2,807)	-1.0%
Telephone	\$683,638	\$692,263	(\$8,625)	-1.2%	\$748,443	(\$64,805)	-8.7%
Electric	\$2,541,339	\$2,558,147	(\$16,808)	-0.7%	\$2,507,070	\$34,269	1.4%
Cable TV	\$338,008	\$341,860	(\$3,852)	-1.1%	\$345,397	(\$7,389)	-2.1%
Motor Vehicle Taxes	\$933,334	\$854,861	\$78,473	9.2%	\$924,380	\$8,954	1.0%
Other Taxes	\$83,828	\$82,362	\$1,466	1.8%	\$85,092	(\$1,264)	-1.5%
Fines & Forfeitures	\$344,331	\$248,236	\$96,095	38.7%	\$337,493	\$6,838	2.0%
Licenses, Permits, Fees	\$761,234	\$490,842	\$270,392	55.1%	\$466,343	\$294,891	63.2%
Intergovernment	\$302,010	\$157,173	\$144,837	92.2%	\$258,369	\$43,641	16.9%
Charges for Service	\$900,347	\$1,134,213	(\$233,866)	-20.6%	\$847,619	\$52,728	6.2%
Investment Earnings	\$1,822	\$16,026	(\$14,204)	-88.6%	\$32,454	(\$30,632)	-94.4%
Other	\$9,611	\$23,309	(\$13,698)	-58.8%	\$478,084	(\$468,473)	-98.0%
<u>Transfers In</u>	<u>\$0</u>	<u>\$238,629</u>	<u>(\$238,629)</u>	<u>-100.0%</u>	<u>\$244,879</u>	<u>(\$244,879)</u>	<u>-100.0%</u>
<b>Total</b>	<b>\$11,317,152</b>	<b>\$11,031,965</b>	<b>\$285,187</b>	<b>2.6%</b>	<b>\$11,414,632</b>	<b>(\$97,480)</b>	<b>-0.9%</b>

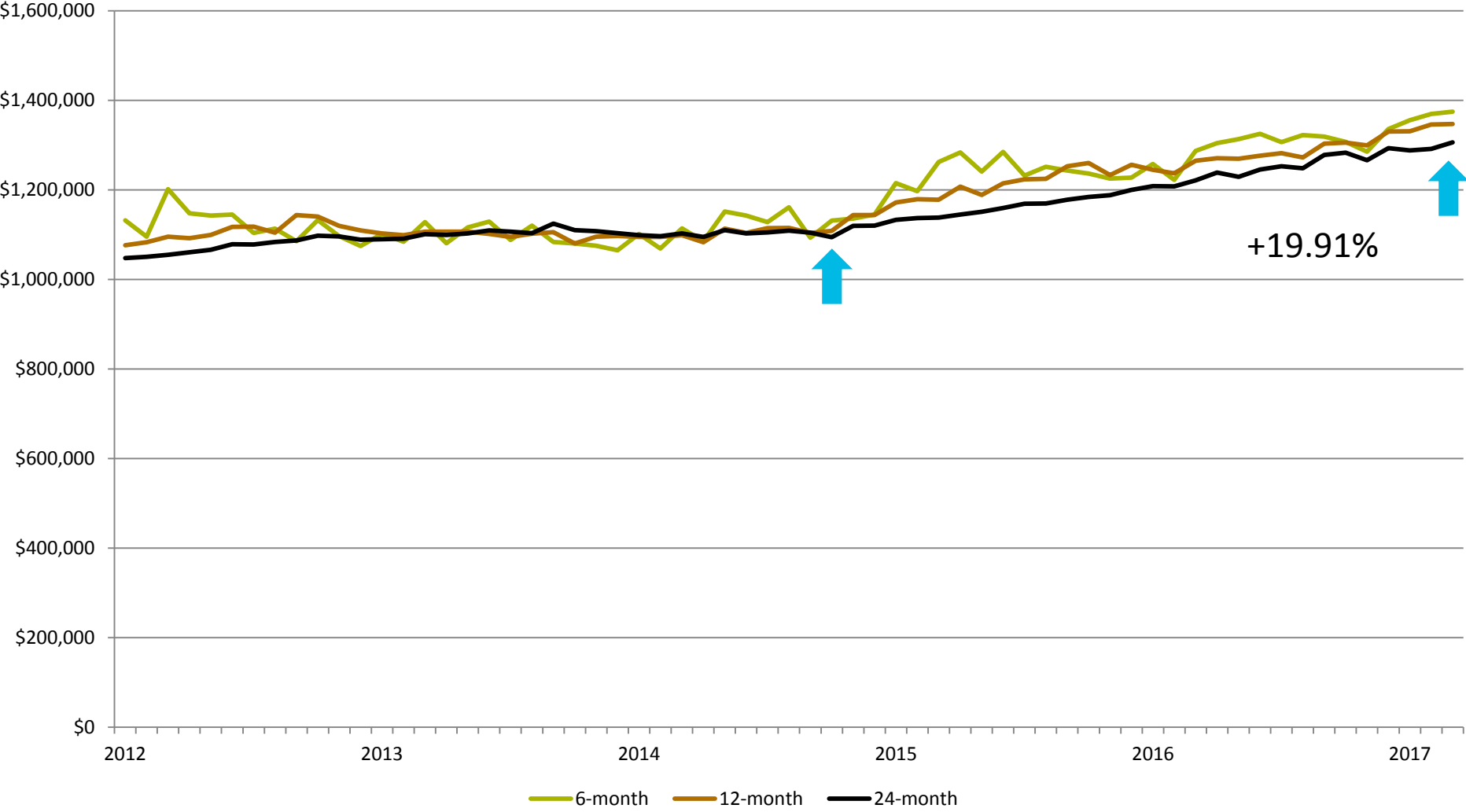
# Revenue YTD (Sept)

Revenue Type	Actual YTD	Budget YTD	<u>Variance Actual to Budget</u>		Prior Year YTD	<u>Variance Actual to Prior Year</u>	
			\$	%		\$	%
Property Tax	\$0	\$0	\$0	0.0%	\$313	(\$313)	0.0%
Sales Tax	\$4,142,869	\$3,889,455	\$253,414	6.5%	\$3,861,108	\$281,761	7.3%
<b>Franchise Tax:</b>							
Natural Gas	\$274,781	\$304,589	(\$29,808)	-9.8%	\$277,588	(\$2,807)	-1.0%
Telephone	\$683,638	\$692,263	(\$8,625)	-1.2%	\$748,443	(\$64,805)	-8.7%
Electric	\$2,541,339	\$2,558,147	(\$16,808)	-0.7%	\$2,507,070	\$34,269	1.4%
Cable TV	\$338,008	\$341,860	(\$3,852)	-1.1%	\$345,397	(\$7,389)	-2.1%
Motor Vehicle Taxes	\$933,334	\$854,861	\$78,473	9.2%	\$924,380	\$8,954	1.0%
Other Taxes	\$83,828	\$82,362	\$1,466	1.8%	\$85,092	(\$1,264)	-1.5%
Fines & Forfeitures	\$344,331	\$248,236	\$96,095	38.7%	\$337,493	\$6,838	2.0%
Licenses, Permits, Fees	\$761,234	\$490,842	\$270,392	55.1%	\$466,343	\$294,891	63.2%
Intergovernment	\$302,010	\$157,173	\$144,837	92.2%	\$258,369	\$43,641	16.9%
Charges for Service	\$900,347	\$1,134,213	(\$233,866)	-20.6%	\$847,619	\$52,728	6.2%
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Other	\$9,611	\$23,309	(\$13,698)	-58.8%	\$478,084	(\$468,473)	-98.0%
<u>Transfers In</u>	<u>\$0</u>	<u>\$238,629</u>	<u>(\$238,629)</u>	<u>-100.0%</u>	<u>\$244,879</u>	<u>(\$244,879)</u>	<u>-100.0%</u>
<b>Total</b>	<b>\$11,317,152</b>	<b>\$11,031,965</b>	<b>\$285,187</b>	<b>2.6%</b>	<b>\$11,414,632</b>	<b>(\$97,480)</b>	<b>-0.9%</b>

# Sales Tax Monthly Receipts (Moving Average)



# Sales Tax Monthly Receipts (Moving Average)

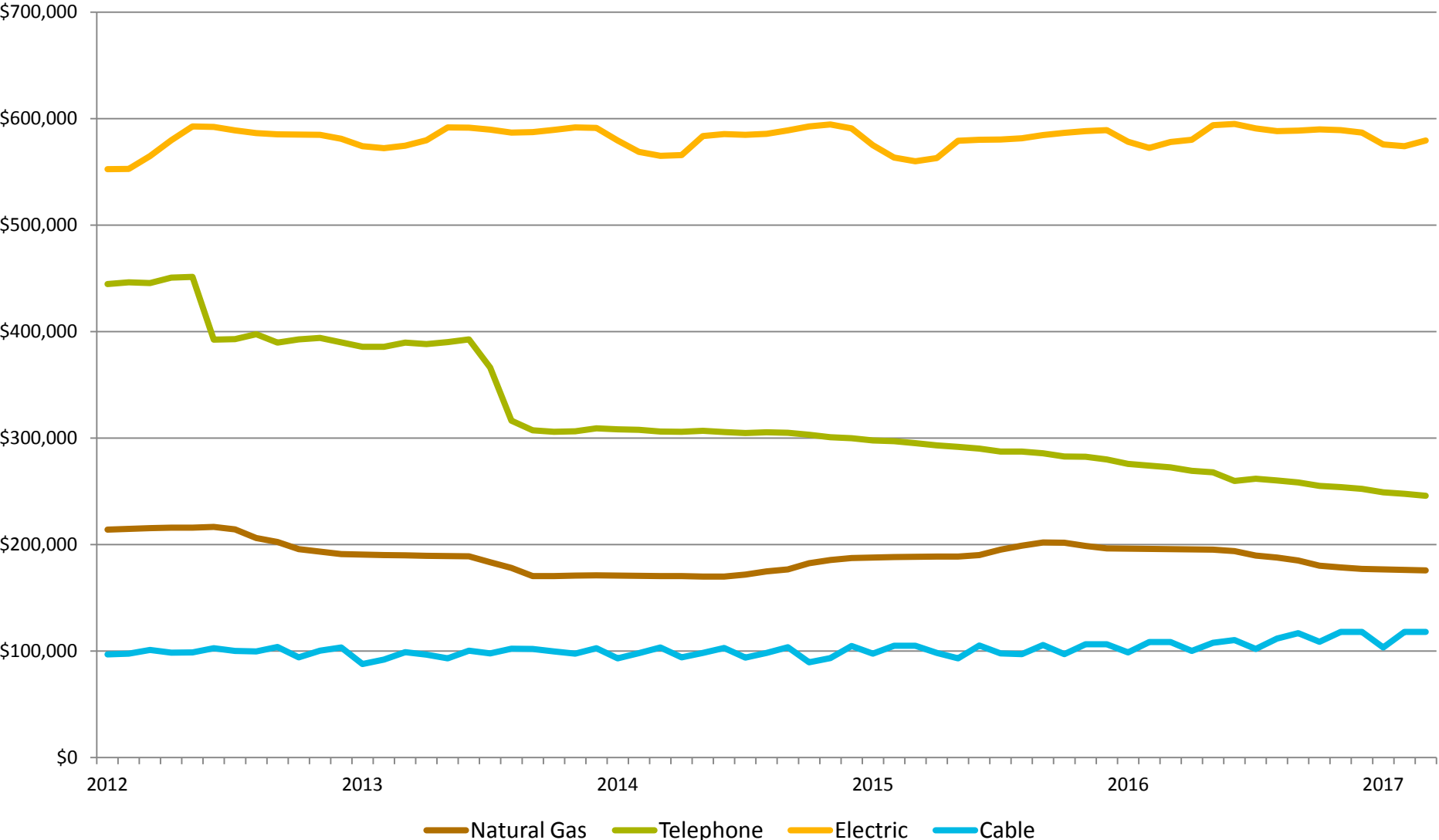


# Revenue YTD (Sept)

Revenue Type	Actual YTD	Budget YTD	<u>Variance Actual to Budget</u>		Prior Year YTD	<u>Variance Actual to Prior Year</u>	
			\$	%		\$	%
Property Tax	\$0	\$0	\$0	0.0%	\$313	(\$313)	0.0%
Sales Tax	\$4,142,869	\$3,889,455	\$253,414	6.5%	\$3,861,108	\$281,761	7.3%
<b>Franchise Tax:</b>							
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Electric	\$2,541,339	\$2,558,147	(\$16,808)	-0.7%	\$2,507,070	\$34,269	1.4%
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Other Taxes	\$83,828	\$82,362	\$1,466	1.8%	\$85,092	(\$1,264)	-1.5%
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<u>Transfers In</u>	<u>\$0</u>	<u>\$238,629</u>	<u>(\$238,629)</u>	<u>-100.0%</u>	<u>\$244,879</u>	<u>(\$244,879)</u>	<u>-100.0%</u>
<b>Total</b>	<b>\$11,317,152</b>	<b>\$11,031,965</b>	<b>\$285,187</b>	<b>2.6%</b>	<b>\$11,414,632</b>	<b>(\$97,480)</b>	<b>-0.9%</b>



# Franchise Tax Monthly Receipts (24-Month Moving Average)



# Revenue YTD (Sept)

Revenue Type	Actual YTD	Budget YTD	<u>Variance Actual to Budget</u>		Prior Year YTD	<u>Variance Actual to Prior Year</u>	
			\$	%		\$	%
Property Tax	\$0	\$0	\$0	0.0%	\$313	(\$313)	0.0%
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<u>Transfers In</u>	<u>\$0</u>	<u>\$238,629</u>	<u>(\$238,629)</u>	<u>-100.0%</u>	<u>\$244,879</u>	<u>(\$244,879)</u>	<u>-100.0%</u>
<b>Total</b>	<b>\$11,317,152</b>	<b>\$11,031,965</b>	<b>\$285,187</b>	<b>2.6%</b>	<b>\$11,414,632</b>	<b>(\$97,480)</b>	<b>-0.9%</b>