



# City of Aurora

Human Resources \* 44 E. Downer Place \* Aurora, Illinois 60507-2067 \* Telephone (630) 256-3430

**Alisia Lewis**  
**Director of**  
**Human Resources**

## **SERVICE CONTRACT**

**April 4, 2016**

**Nicole Mullins**  
**2755 Church Road**  
**Aurora, IL 60502**

The City agrees to retain you as a contractual consultant for the Golf Division of the Public Properties Department.

You will assist in the management and operation of the Phillips Park Golf Course by providing administrative and managerial services in the following areas:

- Reports to the PGA Golf Operations Manager.
- The work week is fluid and employee may be scheduled to work any day of the week including weekends and holidays.
- Open and close Phillips Park Golf Course.
- Monitor golf patrons to ensure compliance with golf course rules and regulations.
- Work closely with Starter and Player's Assistant to monitor all aspects of play including starting, pace of play and safety of play.
- Supervise and train seasonal golf course staff.
- Provide administrative and clerical support.
- In the absence of the Golf Operations Manager, responsible for addressing issues or concerns from golf patrons, staff, visitors, vendors, etc.
- Operate a Point of Sale System and Golf Tee Sheet.
- Assist in coordinating group instruction, tournament play and league play.
- Proficient in computer use.
- Assist in managing of the food and beverage concessions at Phillips Park Golf Course.
- Assist in purchasing food and beverage supplies for Phillips Park Golf Course.
- Regularly inspect all areas of the building and provide custodial services when required.
- Report any building maintenance items in need of repair to PGA Golf Operations Manager.

Your service to the City in this capacity will begin May 1<sup>st</sup>, 2016 and will conclude on or before November 30<sup>th</sup>, 2016 unless otherwise agreed upon.

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In performing the specified services, you acknowledge:

- that you know of no reason, medical or otherwise, which would prevent you from performing the tasks required;
- that you have acquainted yourself with what is required to perform those tasks, and represent that you have the skill and ability to perform them;
- that you assume full responsibility for your own safety and the safety of others, and except where resulting from the negligence of the City or its employees, you will hold the City of Aurora harmless for any injury to yourself or damage to your property and for injury or damage resulting from your own negligence;
- that you consent to emergency transportation and medical treatment necessary in the event of injury or illness while providing services for the City of Aurora;
- that you accept full responsibility for the payment of any emergency transportation and treatment expenses and any subsequent medical bills;
- that you will perform the service required in compliance with the standards and specifications established, or approved, by the City of Aurora, and will honor the direction of city officials to suspend or terminate service;

Your services to the City in this capacity will terminate immediately upon occurrence of any of the following:

- Should you engage in unethical or dishonest conduct;
- Your failure to provide documentation of services provided as requested from time to time;
- It is determined by the Director of Human Resources or designee, that you are unable to continue your duties;
- In addition, the City may terminate this Agreement at any time for no cause with thirty (30) days' notice to consultant;

The City agrees to pay you \$3675.00 per month payable in two monthly installments. You have the right to terminate the contract at any time for no cause with thirty (30) days notice to the City of Aurora.

The City will issue a 1099 form.

In your status as an independent contractor, you understand and acknowledge that you are engaging in this activity voluntarily, at your own request and risk, and that you are not a City of Aurora employee, agent, official, officer, representative and are not entitled to any compensation not specified herein, any benefit or insurance coverage from the City, nor will you claim any from the City.

If you agree to the above, please sign below.

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Sincerely,

Alisia Lewis  
Director of Human Resources

Acceptance:

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

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

c: Jeff Schmidt, PGA Golf Operations Manager  
cc: Finance