

AGENDA

Raymore City Council Work Session
City Hall – 100 Municipal Circle
Monday, December 16, 2019

7:00 p.m.

- A.** Joint Meeting - Chamber of Commerce Board
The City Council and Chamber of Commerce Board will be meeting in joint session to discuss items of mutual interest. Economic Development Director David Gress will be making a short presentation to both groups.
- B.** No Tax Increase Bond Issue Update
City Manager Jim Feuerborn will be updating the Council on the 2020 calendar for a no-tax increase bond issue.
- C.** Snow Plan
Public Works Director Mike Krass will be outlining the 2020 Snow Plan for the Council.
- D.** FY 2020 Budget Amendments
City Manager Jim Feuerborn will be seeking Council consensus to formally bring forward FY 2020 budget amendments for the following areas:
Court
Restricted Revenue for Parks
Public Works Personnel
Police Personnel
- E.** Other

EXECUTIVE SESSION (CLOSED MEETING)

The Raymore City Council may enter an executive session before or during this meeting, if such action is approved by a majority of Council present, with a quorum, to discuss:

- Litigation matters as authorized by § 610.021 (1),
- Real Estate acquisition matters as authorized by § 610.021 (2),
- Personnel matters as authorized by § 610.021 (3),
- Other matters as authorized by § 610.021 (4-21) as may be applicable.



Any person requiring special accommodation (i.e., qualified interpreter, large print, hearing assistance) in order to attend this meeting, please notify this office at (816) 331-0488 no later than forty eight (48) hours prior to the scheduled commencement of the meeting. Hearing aids are available for this meeting for the hearing impaired. Inquire with the City Clerk, who sits immediately left of the podium as one faces the dais.

To: City Council

From: Jim Feuerborn, City Manager

Date: December 16, 2019

Re: Proposed FY 2020 Budget Amendment - Court/Buildings and Grounds

Mayor and City Councilmembers:

In October of this year, there was a security incident on court night that has led to a comprehensive review of court procedures and practices. This review, conducted by Judge Nigro, Court Administrator Donna Furr, Chief of Police Jan Zimmerman, and myself has led to a number of changes in practice and some recommendations to Council that would require budget amendments if approved.

The incident involved an individual who has had a history in Raymore of behavioral and mental issues. She was on the court docket on October 3 and had appeared before the judge. She left the building but returned at the end of the evening after the judge had dismissed the police officers "working the court" back to normal duty. She entered the building and the courtroom and threatened violence against the judge and then ran out of the building and was gone before officers could arrive from downstairs.

The incident brought into clear relief a number of practices and procedures that needed to be addressed. They follow:

Issue: Prior to and up to this incident the front doors to the building were kept unlocked until 10 p.m. This access is not warranted and does not lend itself to secure crowd control as persons can come and go as they please until that hour.

Implemented Solution: The doors now automatically lock at 6 p.m. when court actually begins. If persons need to enter the building following that hour then a police officer is there to allow them access.

Issue: At the end of the evening court personnel and the judge had been leaving randomly, often walking to their vehicles alone.

Implemented Solution: All court personnel and the judge leave at the same time and are escorted out by an officer. They all now park in the same location in the back lot.

Issue: At the time of the incident there was no incident button present to alert dispatch to send officers due to changeover in the system being used.

Implemented Solution: There is now an incident button(s) present and they are extensively more advanced than the previous system.

Issue: While there are broadcast cameras present in the courtroom, there are no security cameras to record incidents that take place in the court.

Recommended Solution: The installation of a pendulum system of four cameras to cover all areas of the room. Because there is a possibility that these would be needed for other events outside of the court, it is recommended that this expense come out of a budget amendment to Buildings and Grounds.

Cost: \$3,500 (conservative)

Issue: In spite of the presence of highly trained police officers, at no given time has there ever been any way to know if and how many people are actually bringing weapons of some kind into the courtroom on court night.

Recommended Solution: The purchase of a walk through metal detector is recommended. The new lobby extension makes this an ideal location to set up the detector. In addition to the detector it is recommended that a hand carried metal detector also be purchased. One front entry door would be designated as entry and one as an exit with the detector located just inside the entry door. The lobby would be set up and procedures followed very similar to what we have all seen in most locations that use these types of detectors.

This solution is ideal as it really serves two important purposes. First, it "hardens the target". Second, it gives a tremendous piece of mind to both court personnel and the public present. Like the camera system, because this system could be found useful at other city events in the future, it is recommended that this expense come out of a budget amendment to Buildings and Grounds.

Cost: \$4,250 for both walk through and hand held (very conservative)

Issues: The use of on-duty and off-duty police officers to serve the court. First, the use of regular police personnel being paid out of the police department budget to serve the court could seriously call into question that separation of court from the police department that is specifically spelled out in recent legislative changes.

Second, the use of both on-duty and off-duty police officers requires the use of a tremendous amount of overtime being paid out of the police department and general fund budgets.

Third, the constant changeover in the officers who may or may not be working leads to uncertainty in "who is going to be on" and consistency of practice on court nights.

Recommended Solution: The court hire two, two-person bailiff teams. These individuals would be retired/former or available POST certified police officers who would bring all that previous training to the table. One would be inside the court and one would work the lobby. They would receive on-going training. One team would work the first court night of the month and the other team would work the second. If there was ever the need to expand to another court docket it would simply mean more hours for each of the teams. This would allow for the separation of court and the police department after a "break in" period with existing police personnel. It would provide consistency for the court security as the bailiff teams become increasingly familiar with the system, the judge, and the other court personnel. Because they would be trained and carrying a firearm, there would be the same security presence for court that currently exists. Because they would be paid a straight, part-time wage there would be a significant savings over what we are currently paying in overtime.

The bailiffs would be in "civilian uniform" very similar to what you would find at the federal courthouse. These amendments would be assigned to court exclusively.

Cost: Salaries -	\$4,300
Training -	\$ 500
Uniform Allowance -	<u>\$ 800</u>
Total -	\$5,600

Total Budget Amendment - Buildings and Grounds -	\$ 7,750
Total Budget Amendment - Court	\$ 5,600
Total General Fund Budget Amendment -	\$13,350

To: City Council

From: Jim Feuerborn, City Manager

Date: December 16, 2019

Re: Proposed FY 2020 Budget Amendment - Restricted Revenue Account

Mayor and City Councilmembers:

With the completion of the ice rink at T.B. Hanna staff, in the memo attached, provides the Council with the initial business plan for this amenity. The plan for 2020 needs to be a modified one as the rink will be open but the remainder of the park will be in construction mode and certain amenities that will eventually serve the rink will not yet be in place (rest rooms, concessions, skate rental area). Once construction is complete prior to the fall of 2020 and as we move into the second season for the rink, staff will be modifying the business plan to incorporate these additional amenities and provide even more services.

Issue: Staff believes that for the rink to succeed from the beginning that it should be available to all levels of skaters. While many who skate regularly have their own equipment, the occasional skater or someone just starting out will most likely not have skates of their own. Staff has researched skate rental extensively, to find out the types of skates that are most durable, most likely sizes to be rented out, cost for bulk purchase, etc. Staff has also researched available sources of funds for this purchase.

Recommended Solution:

Use of Funds-To have sufficient pairs of skates on hand for rental to different age groups and different sizes, other skating facilities and companies who sell skates in bulk recommend 95 pairs of skates be on hand for rental in different sizes. Staff has quoted this out and the cost for purchase is \$6,669.51. It will also be necessary to have a commercial grade sharpener to keep the skates ready for rental. The cost for a sharpener is approximately \$1,174. Staff would recommend a combined budget amendment for this purchase of \$8,750 to account for any contingencies of unforeseen items.

Source of Funds-The restricted revenue account holds funds for various projects to be done in the current year or in future years. Items such as capital projects in the parks, the parks master plan, the growth management plan all have funds in this account for future use. These funds, like all of our funds, earn interest. In the case of the restricted revenue fund, the interest that has been earned is more than sufficient to cover the cost of this purchase. If the Council accepts using this source of funds for the purchase of skates, it is more than likely that the remaining amount of the interest in the fund at this time would have been and will be recommended to be used to bolster the funds being used for the T.B. Hanna improvements associated with the bond issue.

The Rink - 2020 season only

Business plan will be updated upon completion of TB Hanna Station Improvements

Daily Use:

Functions as any outdoor amenity (Skate Park, Tennis Courts, Basketball Court, Ball diamonds, etc...)

- 7 Days per week
- Open Skate
- Rules & Hours Posted
- No attendant, skate at your own risk

Staffing: Matt will need to come in throughout the week for rink maintenance.
Park Maintenance Staff will need to inspect rink daily for safety issues and trash.

Skate Rental - On Location:

The Skate Shop

Located in the Station House @ T.B. Hanna Station

Hours of Operation:

- Thurs & Friday: 5pm - 9pm
- Saturday: 3pm - 9pm
- Sunday: 1pm - 5pm

Daily Rental Pricing:

\$5 per pair

- Cash or Credit/Debit
- Must have a driver's license to rent (license will be held during rental)
- Skate Log (equipment check out log - like the old Park House Key system)

Banner at the Rink... "Skate Shop Hours"

Banner / Poster Sign on the RAC window advertising the Skate Shop (a window wrap)

Special Skate Days:

4 Dates, 3 hours per date (Dates & times to be determined)

1 Staff member

Park Board Volunteer hours - (include PB shirts)

Free Skate rental on site

Hot Chocolate (donated & distributed by local church or civic group)

Lights, music, fire pits...

Additional ideas - skate instructor to give free lessons

THE RINK

AT T.B. HANNA STATION

Public Skating Rules & Regulations

1. Skate at your own risk.
2. No running in skates.
3. No one allowed on ice without skates.
4. Skates must stay on matted areas when not skating.
5. All children under the age of 10 must be accompanied by an adult (16 years or older).
6. No reckless skating/horseplay, including "tag" or chasing others.
7. No more than two skaters may hold hands. No trains or "crack the whip."
8. Only skate in announced direction.
9. Food and beverages are not allowed on ice.
10. Do not pick holes or chop ice.
11. Do not throw snow or foreign objects on ice surface.
12. No hockey sticks and pucks allowed on ice except during designated times.
13. No one allowed on ice while resurfacing is in progress.
14. Raymore Parks & Recreation reserves the right to close ice for special programs, unfavorable weather and/or emergency situations.
15. Raymore Parks & Recreation reserves the right to change or modify the rules at any time deemed necessary.
16. Raymore Parks & Recreation staff may at any time remove a participant from T.B. Hanna Station for violating the rules listed above or general park rules.

RINK HOURS: 8 A.M.-9 P.M.

UNLESS OTHERWISE POSTED

THE DEPOT AND THE RINK ARE UNDER 24 HOUR SURVEILLANCE.



**CALL 816-331-0530 TO REPORT A CONCERN
OR VIOLATION OF PARK RULES.**

IN CASE OF EMERGENCY, CALL 911

Memorandum

TO: Jim Feuerborn, City Manager

FROM: Michael Krass, Director of Public Works & Engineering
Mike Ekey, Assistant City Manager

DATE: Dec. 12, 2019

RE: Creation of Worker III Position within Public Works Department

Mr. Ekey and I recently completed a comprehensive review of the Operations and Maintenance Division of Public Works with the goal of improving employee retention and make recommendations regarding enhancements to the department that recognizes and rewards employees who receive additional certifications and training.

At the beginning of the year 2019, the Human Resources Department was asked to conduct a salary survey of all hourly positions in the Public Works Department's Operations Division. The goal was to explore ways to improve retention of employees and to enhance a system that recognizes and rewards employees who receive additional certifications and trainings.

The data from that survey indicates that the Maintenance Worker I and II positions are competitive in pay when compared to similar municipalities.

In addition to the salary survey, HR conducted a review of the duties and responsibilities of the various positions within the Operations and Maintenance Division. As a result of this review, we are recommending the creation of a Maintenance Worker III position at pay range 7 of the salary chart.

Attached please find a copy of the Maintenance Worker III Job Description and Progression Matrix for the Department.

CITY OF RAYMORE, MISSOURI JOB DESCRIPTION

CLASSIFICATION TITLE: PUBLIC WORKS MAINTENANCE WORKER III

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform various semi-skilled to skilled construction, repair, maintenance and operational activities in support of the Public Works Department.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Adheres to established safety procedures; monitors work environment and use of safety equipment to ensure the safety of employees and other individuals; flags and directs traffic and places markers, signs and cones around project/work site to ensure the safety of the crew and the traveling public; wears protective gear.

Performs building, repair and maintenance of concrete/asphalt streets, sidewalks, bridges, alleys, right-of-way, easements, driveways as required; removes debris, snow and ice from streets, sidewalks, parking lots and other public areas; prepares and installs traffic control signals and signs.

Performs various landscaping duties, such as grass and weed cutting, planting, maintenance and removal of trees and shrubbery, building and repairing fences, removing litter and applying herbicides, pesticides and fertilizers.

Performs work functions associated with installation, maintenance and repair of water utility systems; locates water leaks, repair pipe leaks; clears blocked pipes; installs pipe; cuts pipes; digs holes or trenches; installs new services, fire hydrants and drinking fountains; turns water mains on/off; installs/replaces water meters; reads meters; loads and unloads trucks; shovels materials, etc.

Performs building, repair and maintenance of storm pipes, sewers, and drainage components; prepares area for pipe placement; sets pipe to proper grade and alignment; removes debris from catch basins, storm drains and culvert pipes.

Inspects the conditions of assigned water lines and structures; identifies needed maintenance and repair work; and consults with supervisors on project cost estimates, approvals, priorities, and scheduling.

Maintains inventory of equipment, parts and supplies; collects and transports materials and supplies to job site.

Performs general and preventive maintenance as needed to keep equipment in good working condition; inspects equipment; checks fluid levels; replaces fluids; greases equipment; washes and cleans equipment; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.

Communicates with supervisor, City employees and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Prepares, completes or receives various work orders, maintenance logs, or other documents; reviews, completes, processes, forwards or retains as appropriate.

Operates a variety of heavy equipment and machinery to complete tasks including a utility truck, backhoe, track hoe, bulldozer, front-end loader, grade all, forklift, dump truck, flatbed truck, bobcat, trailer, snow plow, tamping machine, and related equipment; utilizes mechanical tools, finishing tools, grading tools, pressure washer, air compressor, pump, chain saw, pipe saw, tapping tool, shovel, rake, mechanic tools, plumbing tools, pressure washer, air compressor, pump, chain saw, pipe saw, tapping tool, shovel, rake, mechanic tools, plumbing tools, and various power tools and other tools and equipment as needed to complete essential functions.

ADDITIONAL FUNCTIONS

May perform maintenance activities at public works facilities such as painting, sweeping changing light bulbs and trash pickup.

May participate in special projects, including projects for other divisions and City departments as required.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED is required; supplemented by four (4) years of experience in public works construction, maintenance and repair; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Missouri Class A Commercial Driver's License (CDL) including appropriate endorsement(s). Must obtain or maintain certification in Traffic Control from an accredited organization, Mo/DNR Backflow Testing Certification, Mo/DNR Class D Sanitary Sewer Operator Certification or , Class III Mo/DNR Water Distribution Certification

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to determine, calculate, tabulate, or summarize data/information. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to exchange information for the purpose of clarifying details within well established policies, procedures and standards.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division. May include counting, recording of counts, and basic measuring.

Functional Reasoning: Requires the ability to carry out detailed but routine written or oral instructions. Involves routine work according to clearly prescribed standard practices, with some latitude for independent judgment.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

ADA COMPLIANCE

Physical Ability: Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-80 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions includes working in extreme weather conditions as well as exposure to other adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, hazardous materials, fire, unsafe structures, heights, confined spaces, machinery, vibrations, electric currents, traffic hazards, bright/dim lights, toxic agents, animal/wildlife attacks, animal/human bites, explosives, water hazards, violence, disease, pathogenic substances, or rude/irate customers.

The City of Raymore, Missouri is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Raymore will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Job Title	Experience	Certifications	Annual Training Hours
Maintenance Worker I	0 Years	Class B CDL Work Zone/ Flagger Mo/DNR DS-I	10
Maintenance Worker II	2 Years	Class A CDL Mo/DNR DS-II Work Zone / Flagger	20
<i>Maintenance Worker III</i>	<i>4 Years</i>	<i>All MW II Certifications</i> <i>Mo/DNR Class D Wastewater OR</i> <i>Mo/DNR DS-III</i> <i>Backflow Certification</i>	<i>16</i> <i>30 over 3 years</i> <i>30</i> <i>Re-test every 3 years</i>
Crew Leader		All MW III Certifications IMSA Traffic Control Certification APWA Public Works Institute or equiv. Credentials within 36 months	

To: City Council
From: Mike Ekey, Assistant City Manager
Date: Dec. 12, 2019
Re: Proposed FY 2020 Budget Amendment - PD Admin Assistant

Mayor and City Councilmembers:

Currently, the Police Department uses a part-time administrative assistant position to support a number of clerical duties in the department. Additionally, this position also is used to help staff the customer service window in the lobby of the Police Department.

It is our goal to expand the number of hours that the Police Department customer service window can be open. As we grow as a community, there is a higher demand for police reports, records and other customer service-related duties that all originate from that lobby window.

Currently, the window closes at 5 p.m. Staff is recommending a budget amendment to expand the part-time administrative assistant from part-time to a three-quarters-time employee.

This will allow the administrative assistant, in partnership with the Records Clerk position, to staff the Police Department customer service window from 8 a.m. to 8 p.m. It will also give the administrative assistant position the necessary hours to continue to provide clerical support throughout the department.

The total anticipated budget amendment would be for \$32,433 to expand the position. However, we do not anticipate this entire amount being spent.

Although not moving up in the salary chart, this position will see a \$9,793 increase in salary through expanded hours available. However, it does also require the City to budget the maximum for benefits (medical, retirement, etc) as this position will be eligible. It is not anticipated that this position would elect to take those benefits, but we must still budget for the possibility.

Salary	\$9,793
Benefits	\$22,640
Total Budget Amendment	\$32,433