



RAYMORE PARKS AND RECREATION BOARD

AGENDA

Tuesday, December 12, 2017

**6:00PM - City Hall
100 Municipal Circle
Raymore, Missouri 64083**

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. New Business**

A. T.B. Hanna Station Improvements

Action Item

The 2016 G.O. Bond initiative included improvements at T.B. Hanna Station. These improvements include a sprayground, playground and other amenities. An RFQ for a design consultant was issued in late summer. Staff is presenting a recommendation to the Park Board for award of contract with CFS Engineers.

B. Budget Amendment

Action Item

The Parks and Recreation Office Assistant that serves as the main customer service representative is currently a part-time position. Staff will present a proposal to convert this part-time position to a full-time position. A budget amendment will be required.

- 5. Adjournment**



Raymore Parks and Recreation Board Agenda Item Information Form

Department Division: P&R Administration
Submitted By: Nathan Musteen
Date: December 12, 2017

_____	Discussion Item	X	Action Item
X	Council Recommendation	_____	Presentation

Title / Issue / Request:

T.B. Hanna Station Consultant Contract

Background / Justification:

In August, the City of Raymore interviewed three qualified architect / design teams who submitted proposals to plan and prepare final design, layout and construction phase documents for the T.B. Hanna Station Improvements.

On September 12, staff gave an update to the Park Board regarding the design consultant interviews for the T.B. Hanna Station Improvements. After a brief outline of the interviews and scoring of the interview team, staff requested to bring to the Park Board at a future business meeting a recommendation for CFS Engineering as the preferred choice of the interview committee.

During October and November, staff worked with the CFS Engineer team and members of the Capital Improvement committee to identify the scope of work and present a project that meets the expectations as defined by the 2016 G.O. Bond initiative and stays within the funding allocated for the project.

Projects as defined by the G.O. Bond include a sprayground, playground and synthetic ice rink. Staff has outlined this scope along with the addition of a restroom facility. In efforts to stay within the allotted budget, staff recommends postponing the synthetic ice rink to a later phase and allocate dollars towards a restroom that would meet all ADA requirements and be adaptable to a 12 month operation for usability during the winter months.

The contract for design, bidding and construction administration with CFS Engineers include the sprayground and the restroom. The playground will be designed and built by staff.



Financial Impact:

Base Bid - G.O. Bond Projects

1. Sprayground

- a. ADA Access & Inclusive play (2500 SF Area)
- b. Water Tower Feature
- c. Pumps and Plumbing System
- d. Vertical water elements
- e. Pump house - underground Vault Plumbing Room
- f. UG Reclamation Tank (3,000 gallon)

Notes: Seperate Pump house

Consulting / Design Fees (\$26,200)

- CFS \$ 9,000
- MEP Consultant Design \$ 12,000
- Bidding \$ 1,700
- Construction Administration \$ 3,500

2. Synthetic Ice Rink

- a. Postpone the Ice Rink until a later phase
- b. Restrooms are a higher priority at this time

3. Playground

- a. Main feature
- b. Freestanding play structures
- c. Poured rubber surfacing for accessibility
- d. Train Themed Accessories

Notes: To be designed, bid and installed in house
 Will apply for a Kaboom Playground Grant through Playworld
 Additional features to be included in the grant application totaling (\$175,000)

4. Restroom (Prefab Concrete ADA Restroom)

- a. CXT Arapahoe (4 family assist style units)

Consulting / Design Fees (\$9,100)

- CFS \$ 3,000
- MEP Consultant Design \$ 2,500
- Bidding \$ 900
- Construction Administration \$ 2,700

CFS Engineers Construction Proposal

Construction Estimates (\$234,000)

- \$ 25,000
- \$ 50,000
- \$ 50,000
- \$ 50,000
- \$ 50,000
- \$ 9,000

Construction Estimates (\$125,000)

- \$ 60,000
- \$ 10,000
- \$ 40,000
- \$ 15,000

Construction Estimates (150,000)

- \$ 150,000

Design / Consulting Fees: \$ 35,300
 Construction Estimates: \$ 509,000
 10% contingency: \$ 54,430

Budget: \$600,000
 Sub-Total: \$ 544,300
Total: \$ 598,730



Project Timeline:

December 12 -	Park Board
January 16 -	Joint Work Session with City Council
January 22 -	1st Reading, City Council
February 12 -	2nd Reading, City Council
February 13 -	Notice to Proceed

Staff Recommendation:

Staff recommends CFS Engineers as the best qualified firm for award of the T.B. Hanna Station Improvement Project and requests a motion to move forward with a recommendation to the City Council in the amount of \$35,300 for consulting, design, bidding and construction administration fees.

Attachments:

1. Draft - Contract



CITY OF RAYMORE
CONTRACT FOR PROFESSIONAL SERVICES

TB Hannah Station Improvements

Agreement made this _____ between CFS Engineers, an entity organized and existing under the laws of the State of Missouri, with its principal office located at 1421 E. 104th St., Suite 100, Kansas City, MO 64131, hereafter referred to as the **Consultant**, and The City of Raymore, Missouri, a Charter City organized and existing under the laws of the State of Missouri, with its principal office located at 100 Municipal Circle, Raymore, Missouri, hereafter referred to as the **City**.

This contract and applicable attachments represent the entire understanding and agreement between the parties and no oral, implied, alterations or variations to the contract will be binding on the parties, except to the extent that they are in writing and signed by the parties hereto. This contract shall be binding upon the heirs, successors, administrators, executors and assigns of the parties hereto.

In the event there are any inconsistencies in the provisions of this contract and those contained in the proposal they will be resolved in accordance with the terms of this contract.

This contract is effective as of _____ and coincidental with the City Manager's signature and attestation by the City Clerk and shall remain in effect as described within the attachments.

ARTICLE I
THE WORK

Consultant agrees to perform work and provide deliverables as specified in and according to the Request for Qualifications/Quote RFQu #17-276-301 further refined by the Scope of Services in Appendix A and the General Terms and Conditions in Appendix B, commonly referred to as Contract Terms and Conditions and according to Contract Agreement set forth here. Consultant agrees to provide all labor, materials, tools, permits, and/or professional services and perform the contracted work in accordance with all specifications, terms and conditions as set forth within RFQu #17-276-301 including insurance and termination clauses as

needed or required. The work as specified in Appendix A, may commence upon the signing of this contract and scheduling and approval of the City.

ARTICLE II
TIME OF COMMENCEMENT AND COMPLETION

The work shall begin upon Council approval and City Manager's signature. The date of substantial completion shall be that date when the project or portions of the project are officially accepted by the Owner through formal action of the City Council for utilization of the project for its intended purpose. The City shall be the sole determiner as to the fulfillment of the work as described.

ARTICLE III
CONTRACT SUM AND PAYMENT

The City agrees to pay the Consultant, \$35,300 which is "not to exceed" thirty five thousand, three hundred dollars for completion of the work, subject to the provisions herein set.

ARTICLE IV
CONTRACT PAYMENT

The City agrees to pay the Consultant for the completed work as follows:

The Consultant shall provide the City with monthly billings for progress payments as the work is completed. Payment will constitute full and complete payment as per individual invoice and within thirty (30) days of completion and acceptance of Consultant's work. The City will be the sole judge as to the sufficiency of the work performed.

In the event of the Consultant's failure to perform any of his duties as specified in this contract and addendums, or to correct an error within the time stipulation agreed upon by both parties, the City shall have the right to deduct an amount not to exceed twenty-five (25%) per invoice.

Lien waivers shall be provided, as applicable, to the City with each progress billing/monthly invoice, for that portion of completed work. Full release lien waivers from all vendors, suppliers and sub-Consultants shall be provided to the City prior to final payment of retainage, as applicable.

Payment shall be made upon receipt of invoices presented in duplicate as outlined in Appendix B.

ARTICLE V
INSURANCE REQUIREMENTS

Insurance shall be provided as outlined in the General Terms and Conditions Appendix B to the Contract.

All policies for liability protection, bodily injury, or property damage shall include the City of Raymore as an additional insured as such respects operation under this contract (except for Worker's Compensation and Professional Liability coverage).

Consultant agrees to hold harmless and indemnify the City from any liability for damage, injury or death arising out of the work performance of the contract.

ARTICLE VI RESPONSIBILITIES

The City shall provide all information or services under their control with reasonable promptness and designate a representative to render decisions on behalf of the City and on whose actions and approvals the Consultant may rely.

The Consultant's responsibilities and obligations under this agreement are accepted subject to strikes, outside labor troubles (including strikes or labor troubles affecting vendors or suppliers of Consultant), accidents, transportation delays, floods, fires, or other acts of God, and any other causes of like or different character beyond the control of Consultant. Impossibility of performance by reason of any legislative, executive, or judicial act of any governmental authority shall excuse performance of or delay in performance of this agreement. The City and the Consultant shall agree upon such any delay or cancellation of performance and execute an agreement in writing documenting the excuse of performance or delay in performance of this agreement.

Consultant agrees to provide all services necessary to perform and complete the contract as specified. Consultant further agrees to keep and not change Project Manager and Project Team without notification and consent of the City.

Consultant will supervise and direct the work performed, and shall be responsible for his employees. Consultant will also supervise and direct the work performed by sub-Consultants and their employees and be responsible for the work performed by sub-Consultants hired by the Consultant.

Consultant agrees to obtain and maintain, during the term of this contract, the necessary licenses and permits required by federal, state, county and municipal governments to perform the services as required by this contract. Consultant shall bear the cost of any permits which he is obligated to secure. Consultant will also ensure any sub-Consultants hired will obtain the necessary licenses and permits as required.

Consultant agrees to comply with all applicable federal, state, county and municipal laws and regulations, including, but not limited to, affirmative action, equal employment, fair labor standards and all applicable provisions of the Occupational Safety and Health Act of 1970, as amended. Consultant agrees to ensure sub-Consultants and their employees comply with all applicable laws and regulations aforementioned.

Consultant also agrees to be, at all times, in full compliance with any and all applicable federal, state and local laws and regulations as they may change from time to time.

ARTICLE VII TERMINATION OF AGREEMENT

With Cause – If Contractor fails to perform his duties as specified in this contract, the City through its appointed representative, shall notify the Contractor to correct any default under the terms of this contract. Such notification may be made in writing, and delivered via regular, certified facsimile or e-mail. If the Contractor fails to correct any default after notification of such default, the City shall have the right to immediately terminate this agreement by giving the Contractor ten (10) days written notice, and delivered via regular, certified facsimile or e-mail.

Without Cause – The City may terminate this agreement at any time by providing sixty (60) days written notice, by certified mail, to the Consultant at the address listed below. In the event this agreement is terminated, the City may hold as a retainer the amount needed to complete the work in accordance with Appendix B specifications.

ARTICLE VIII ARBITRATION

In case of a dispute, the Consultant and the City shall each appoint a representative, who, together, shall select a third party attorney in good standing and licensed to practice law in Missouri, to arbitrate the issue. Resolution of the issue will be binding upon both parties.

ARTICLE IX WARRANTY

Consultant shall, within ten (10) days of written notice from the City, correct any work found to be defective, incorrect or not in accordance with Appendix A specifications.

Consultant warrants that the goods shall be delivered free of the rightful claim of any third person by way of non-payment on the part of the Consultant for any tools and equipment in use or materials used and consumed on City property in completion of this agreement, and if City receives notice of any claim of such infringement, it shall, within ten [10] days, notify Consultant of such claim. If City fails to forward such notice to Consultant, it shall be deemed to have released Consultant from this warranty as to such claim.

ARTICLE X AFFIDAVIT of WORK AUTHORIZATION

Pursuant to 285.530 RSMo, the consultant must affirm its enrollment and

participation in a federal work authorization program with respect to the employees proposed to work in connection with the services requested herein by

- * submitting the attached AFFIDAVIT OF WORK AUTHORIZATION and
- * providing documentation affirming the bidder's enrollment and participation in a federal work authorization program (see below) with respect to the employees proposed to work in connection with the services requested herein.

E-Verify is an example of a federal work authorization program. Acceptable enrollment and participation documentation consists of the following two pages of the E-Verify Memorandum of Understanding (MOU): 1) a valid, completed copy of the first page identifying the bidder and 2) a valid copy of the signature page completed and signed by the bidder, the Social Security Administration, and the Department of Homeland Security – Verification Division.

ARTICLE XI
ENTIRE AGREEMENT

The parties agree that this constitutes the entire agreement and there are no further items or provisions, either oral or otherwise. Consultant agrees that it has not relied upon any representations of Consultant as to prospective performance of the goods, but has relied upon its own inspection and investigation of the subject matter.

The parties have executed this agreement at The City of Raymore the day and year first above written.

IN WITNESS WHEREOF, the parties hereunto have executed two (2) counterparts of this agreement the day and year first written above.

SEAL)

THE CITY OF RAYMORE, MISSOURI

By: _____
Jim Feuerborn, City Manager

Attest: _____
Jean Woerner, City Clerk

SEAL)

CFS ENGINEERS

By: _____

Title: _____

Attest: _____

Appendix A

Scope of Services

The following projects have been identified in the General Obligation Bond and additional future projects identified for T.B. Hanna Station:

- **General Obligation Bond Projects**
 - Sprayground
 - Themed Playground
 - Synthetic Ice rink

- **Future Projects**
 - Public Restrooms, Pump Room and Electrical Bldg
 - Additional Parking
 - Remodel of Existing Historic Post Office Structure
 - Sidewalk and Trail Improvements
 - Park Corner Boundaries
 - Pedestrian Lighting
 - Park Furnishings
 - Landscaping

For purposes of this contract, the scope of work will include the following tasks associated with the sprayground, public restroom facility and general park improvements related with these amenities.

TASK 1: THE PLAN

Site Visit: Members of the CFS Team and representatives of the City will visit the project site to review the existing conditions and any impacts to the final design. Elements to be reviewed include but are not limited to: existing amenities; access; surrounding land use (existing and future); existing utilities and infrastructure; topography and drainage patterns; viewsheds and vistas; and existing vegetation.

Field Survey: CFS will assist City Staff in acquiring topographic and boundary surveying services for the park area with all pertinent information needed to prepare the required design and construction documents. Cost for Survey Services are Additional Services to this agreement.

City Work Session / Presentation: CFS will participate in a presentation to the the City Council and the Park Board to confirm project design priorities and preferences. The design team in conjunction with the Parks and Recreation Staff will present additional options for future park improvements and other park amenities.

Review Meetings: The design team will take the direction provided from the work session and finalize designs for the different program elements. The team will meet with City staff for approval of a presentation to the Parks and Recreation Board and the City Council. The plans will include an updated conceptual plan that identifies all the proposed projects currently funded and for future improvements.

TASK 2: DESIGN DEVELOPMENT

Design: Upon approval of the Park Board and City Council, The CFS Team will complete a set of design development drawings (for all components selected by city staff to move forward with design. See fee schedule below.) This task includes a team design workshop, submission of design documents with alternatives, cost estimate and review meeting with City Staff.

Task 2: Design Development will require two (2) City/team meetings.

TASK 3: CONSTRUCTION DRAWINGS (for selected design projects to move forward)

Design: Upon approval review of design development comments, the CFS Team will complete the Construction Drawings which will further detail the planned improvements associated specifically with the Sprayground and Restroom Layout which including the following:

- Grading and Erosion Control Plans
- Sprayground Plumbing Plans and Details
- Sprayground and Restroom Layout Drawings
- Restroom Mechanical, Electrical and Plumbing Hookups

Cost Estimate: In addition, the CFS team will revise the Preliminary Opinion of Probable Construction Costs. The costs will be based on quantity takeoffs of the completed plans.

Project Manual: The Design Team will document all Technical Specifications for the work included in the Construction Documents and will coordinate with the City to prepare the full project manual and necessary bid documents. The City will provide front end documents for bidding. The Design Team will also complete all required permit applications. Securing the final permit(s) will be the responsibility of the successful contractor.

Anticipated attendance at two (2) City Department / Design Team meetings over the course of the Construction Drawing Phase and a final presentation at a Planning and Zoning Meeting.

TASK 4 - BIDDING AND NEGOTIATION

CFS will assist the City with assembling the bid documents, advertising for bid, assembling a list of qualified bidders, and answer questions of bidders prior to the bid date. CFS will attend pre-bid meetings with staff to review the project with potential bidders. CFS will assist the City with bid tabulation and review and assist with bid qualification.

TASK 5 – CONSTRUCTION PHASE SERVICES

During the construction phase of the project, CFS will provide construction administration services. Below is a summary of scope.

- Process Shop Drawings, Materials Submittals, Substitution Requests, Addenda, and other necessary documentation.
- CFS will review pay applications in comparison to work in progress.
- Attend regular progress meetings.
- Perform periodic site visits to observe construction progress and conformance with design intent and construction documents.
- Provide quick resolution to any conflicts that may occur during construction with the goal of maintaining design integrity and project schedule.
- Process punch lists and project closeout documentation.

Appendix B General Terms and Conditions

A. *Procedures*

The extent and character of the services to be performed by the Consultant shall be subject to the general control and approval of the Parks and Recreation Director in consultation with the Finance Director or their authorized representative(s). The Consultant shall not comply with requests and/or orders issued by any other person. The Parks and Recreation Director will designate his/her authorized representatives in writing. Both the City of Raymore and the Consultant must approve any changes to the contract in writing.

B. *Contract Period*

Award of this contract is anticipated prior to the end of October, 2017, with final design and bid specifications completed within 90 days.

C. *Insurance*

The Consultant shall procure, maintain, and provide proof of, insurance coverage's for injuries to persons and/or property damage as may arise from or in conjunction with, the work performed on behalf of the City of Raymore by the Consultant, its agents, representatives, employees or sub consultants. The City of Raymore shall be named as an additional insured under such insurance contracts (except for Worker's Compensation coverage). A Certificate of Insurance will be required within ten calendar days from the date of receipt of the Notice of Award. Claims made on policies must be in force or that coverage purchased for three (3) years after contract completion date.

1. General Liability

Owners and Protective Liability.

Minimum Limits

General Liability:

\$2,000,000 Each Occurrence Limit

D. *Hold Harmless Clause*

The Consultant shall, during the term of the contract including any warranty period, indemnify, defend, and hold harmless the City of Raymore, its officials, employees, agents, residents and representatives thereof from all suits, actions, or claims of any kind, including attorney's fees, brought on account of any personal injuries, damages, or violations of rights, sustained by any person or property in consequence of any neglect in safeguarding contract work or on account of any act or omission by the Consultant or his employees, or from any claims or amounts arising from violation of any law, bylaw, ordinance, regulation or decree. The vendor agrees that this clause shall include claims involving infringement of patent or copyright.

E. *Exemption from Taxes*

The City of Raymore is exempt from state sales tax and federal excise tax. Tax exemption certificates indicating this tax exempt status will be furnished on request, and therefore the City shall not be charged taxes for materials or labor.

F. *Employment Discrimination by Contractors Prohibited/Wages/ Information*

During the performance of a contract, the Consultant shall agree that it will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, or disabilities, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the Consultant; that it will post in conspicuous places, available to employees and applicants for employment, notices setting forth nondiscrimination practices, and that it will state, in all solicitations or advertisements for employees placed by or on behalf of the Consultant, that it is an equal opportunity employer. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient to meet this requirement.

The Consultant will include the provisions of the foregoing paragraphs in every subcontract or purchase order so that the provisions will be binding upon each sub consultant or vendor used by the Consultant.

G. *Invoicing and Payment*

The Consultant shall submit invoices, in duplicate, for services outlined above in the scope of services under Appendix A.

H. *Cancellation*

The City of Raymore reserves the right to cancel and terminate this contract in part or in whole without penalty upon 30 days written notice to the Consultant. Any contract cancellation notice shall not relieve the Consultant of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.

I. *Contractual Disputes*

The Consultant shall give written notice to the City of Raymore of its intent to file a claim for money or other relief at the time of the occurrence or the beginning of the work upon which the claim is to be based.

The written claim shall be submitted to the City no later than sixty (60) days after final payment. If the claim is not disposed of by agreement, the City of Raymore shall reduce their decision to writing and mail or otherwise forward a copy thereof to the Consultant within thirty (30) days of receipt of the claim.

City decision shall be final unless the Consultant appeals within thirty (30) days by submitting a written letter of appeal to the Finance Director, or his designee. The Finance Director shall render a decision within sixty (60) days of receipt of the appeal.

J. *Severability*

In the event that any provision shall be adjudged or decreed to be invalid, such ruling shall not invalidate the entire Agreement but shall pertain only to the provision in question and the remaining provisions shall continue to be valid, binding and in full force and effect.

K. *Applicable Laws*

This contract shall be governed in all respects by federal and state laws. All work performed shall be in compliance with all applicable City of Raymore codes.

L. *Drug/Crime Free Work Place*

The Consultant acknowledges and certifies that it understands that the following acts by the contractor, its employees, and/or agents performing services on City of Raymore property are prohibited:

1. The unlawful manufacture, distribution, dispensing, possession or use of alcohol or other drugs; and
2. Any impairment or incapacitation from the use of alcohol or other drugs (except the use of drugs for legitimate medical purposes).
3. Any crimes committed while on City property.

The Consultant further acknowledges and certifies that it understands that a violation of these prohibitions constitutes a breach of contract and may result in default action being taken by the City of Raymore in addition to any criminal penalties that may result from such conduct.

M. *Inspection*

At the conclusion of each job order, the Consultant shall demonstrate to the Public Works Director or his authorized representative(s) of the City that the work is fully complete and in compliance with the scope of services. Any deficiencies shall be promptly and permanently corrected by the Consultant at the Consultant's sole expense prior to final acceptance of work, and normal warranties shall be issued at point of final acceptance by the City of Raymore.

N. *No Escalation of Fees*

The pricing of services contained in the contract for the selected Consultant shall remain in effect for the duration of the contract. No escalation of fees will be allowed.

O. *Permits*

The successful Consultant shall be responsible for obtaining all permits, and for incurring all expenses associated with those permits, prior to proceeding with the scope of work and services described in this solicitation. Included in these permits will be the "Business License" required of all vendors doing business within the City limits of Raymore (unless otherwise directed by the City Clerk). This permit can be obtained from the office of the City Clerk, 100 Municipal Circle, Raymore, Missouri, 64083.

P. Release of Information

Pursuant to 610.021 RSMo, all documents within a request for proposal will become open record to the public upon a negotiated contract being executed. All documents within a request for bid become open record as soon as the bid is opened. Bidders and proposers should be aware that all documents within a submittal will become open records.

Q. Rejection of Bids

The City reserves the right to reject any and all bids, to waive technical defects in the bid, and to select the bid deemed most advantageous to the City.

R. Affidavit of Work Authorization and Documentation:

Pursuant to 285.530 RSMo, the consultant must affirm its enrollment and participation in a federal work authorization program with respect to the employees proposed to work in connection with the services requested herein by

- * submitting the attached AFFIDAVIT OF WORK AUTHORIZATION and
- * providing documentation affirming the bidder's enrollment and participation in a federal work authorization program (see below) with respect to the employees proposed to work in connection with the services requested herein.

E-Verify is an example of a federal work authorization program. Acceptable enrollment and participation documentation consists of the following two pages of the E-Verify Memorandum of Understanding (MOU): 1) a valid, completed copy of the first page identifying the bidder and 2) a valid copy of the signature page completed and signed by the bidder, the Social Security Administration, and the Department of Homeland Security – Verification Division.



Raymore Parks and Recreation Board Agenda Item Information Form

Department Division: P&R Administration
Submitted By: Nathan Musteen
Date: December 12, 2017

_____	Discussion Item	X	Action Item
X	Council Recommendation	_____	Presentation

Title / Issue / Request:

Budget Amendment - Full Time Office Assistant
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Background / Justification:

The Parks and Recreation Office Assistant that serves as the main customer service representative is currently a part-time position. With Centerview’s popularity and the continued growth of the department and it’s programs, the hours allowed for a part-time position are not sufficient to provide adequate customer service and complete the daily tasks that have increased with the new facility and those coming in the near future.

In FY17, three full time positions in the Parks and Recreation Department turned over with new employees. As new employees were hired, savings in both salary and benefits occurred with all three positions.

Recreation Coordinator	Budgeted FTE Salary	\$66,803.00
	Current FTE Salary	\$58,901.98
	<i>Savings</i>	<i>\$ 7,901.02</i>
Athletic Coordinator	Budgeted FTE Salary	\$70,908.97
	Current FTE Salary	\$60,211.41
	<i>Savings</i>	<i>\$10,697.56</i>
Parks Maintenance Worker	Budgeted FTE Salary	\$48,221.10
	Current FTE Salary	\$44,318.47



Savings

\$ 3,902.63

A total of \$22,501.21 is available in our Personnel line items

Financial Impact:

Part-Time Position -	Budgeted in FY18	\$22,856.22
Full-Time Position -	Proposed	\$38,074.61

Difference (\$15,218.39)

Personnel available balance	\$22,501.21
Expansion Request	\$15,218.39

Continued savings on budgeted positions \$7,282.82

Project Timeline:

- December 12 - Park Board
- January 8 - 1st Reading, City Council
- January 22 - 2nd Reading, City Council
- January 23 - Implementation of part-time to full-time position change

Staff Recommendation:

Staff requests a motion to amend the budget in the amount of \$15,218.39 to adjust the part-time Office Assistant to a full-time position.

Attachments:

1. Office Assistant Job Description
2. Recreation Office Assistant Expansion Request

CITY OF RAYMORE, MISSOURI JOB DESCRIPTION

CLASSIFICATION TITLE: OFFICE ASSISTANT

PURPOSE OF CLASSIFICATION

The purpose of this classification is to provide routine assistance in clerical and administrative activities for an assigned division or department.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the 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.

Answers telephone calls and greets visitors; ascertains nature of business, directs callers/visitors to appropriate personnel, and records/relays messages; initiates and returns calls as necessary.

Performs customer service functions: provides information/assistance regarding departmental services, activities, procedures, forms, fees, or other issues; responds to routine questions, complaints, or requests for service; initiates problem resolution; refers complaints/problems to appropriate personnel.

Collects and receives monies for department fees, fines, or other services: calculates appropriate fees, records transactions, and issues receipts; balances cash drawer; checks information for accuracy; maintains related documentation.

Types, composes, prepares, or completes a variety of correspondence, forms, reports, records, or other documents requiring knowledge of department programs, policies and procedures; researches, compiles, consolidates, and/or tabulates information; incorporates information into requested reports and other prepared materials; proofreads for accuracy and completeness.

Processes incoming/outgoing mail: sorts, organizes, opens, and/or distributes incoming mail; processes outgoing mail.

Maintains inventories of supplies, forms, and equipment; ensures availability of adequate supplies to complete work activities; initiates purchase orders for new or replacement materials; receives/distributes incoming supply shipments.

Maintains file system of division/departmental records; prepares files; sorts/organizes documents to be filed; files documents in designated order; retrieves/replaces files; assists in maintaining current training files and applicant files; maintains reference materials such as vendor lists, program schedules, code books, training manuals, standard operating procedures, mailing lists or other materials.

Assists department management with routine clerical tasks; makes phone calls; makes copies; receives and sends faxes, etc.

Receives various forms, reports, correspondence, logs, time sheets, attendance records, applications, invoices, check requests, purchase orders, personnel forms, budget documents, contracts, work orders, newsletters, policies, procedures, directories, reference materials, or other documentation; reviews, completes, proofreads, processes, forwards or retains as appropriate.

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

Operates a personal computer, general office equipment or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by some experience in clerical or customer service work; 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 driver's license.

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 provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

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

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

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 ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

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

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

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.

PERSONNEL SERVICES EXPANSION REQUEST

Enter data in areas not highlighted blue.

FY18 budget value

Department and Fund	<u>Recreation - PF</u>	Program	<u>1010</u>
Classification/Job Title	<u>Office Assistant</u>	New or Current Classification?	<u>PT to FT</u>
Full or Part Time?	<u>Full time</u>	Number of Hours per week?	<u>40</u>
Anticipated Annual Salary?	<u>\$ 29,161.60</u>	Number of Positions	<u>1</u>
Completed by	<u>Cindi Watson</u>	Dept. Director Initials	<u>NM</u>

EXPENDITURES:

PERSONNEL SERVICES

		Program Code	FT salary	PT salary	Total Net cost
		Program percentage			
5010	SALARIES - REGULAR		100.0%	100.0%	
			\$29,161.60	(\$21,142.16)	\$8,019
5050	OVERTIME		\$0.00	\$0.00	\$0
5020	FICA-EMPLOYER	7.6500%	\$2,230.86	(\$1,617.38)	\$613
5040	HEALTH/DENTAL INSURANCE (military benefits, only mandatories)	\$2,000	2,000.00	-	\$2,000
5030	UNEMPLOYMENT INSURANCE (up to \$13,000)	0.6000%	\$78.00	(\$78.00)	\$0
5060	WORKER'S COMPENSATION (See Human Resources for rate.)	0.0884%	\$25.78	(\$18.69)	\$7
5045	RETIREMENT-LAGERS (POLICE, FIRE, GENERAL)	15.7000%	\$4,578.37	\$0.00	\$4,578
5010	CELL PHONE ALLOWANCE - only if allowed	\$0	-	-	\$0
Personal Services Subtotal			\$38,074.61	(\$22,856.22)	\$15,218

COMMODITIES

6270	UNIFORMS		\$0.00	\$0.00	\$0
6150	OFFICE SUPPLIES		\$0.00	\$0.00	\$0
6140	OFFICE FURNITURE		\$0.00	\$0.00	\$0
Commodities Subtotal			\$0.00	\$0.00	\$0

CONTRACTUAL SERVICES

7250	ORGANIZATIONAL DUES		\$0.00	\$0.00	\$0
7110	SUBSCRIBE TO PERIODICALS		\$0.00	\$0.00	\$0
5080	LAUNDRY AND DRY CLEANING		\$0.00	\$0.00	\$0
6490	MAINTENANCE & REPAIR - VEHICLE		\$0.00	\$0.00	\$0
7320	PROFESSIONAL FEES		\$0.00	\$0.00	\$0
6030	COMPUTER EQUIP (DP EQUIP PMT)		\$0.00	\$0.00	\$0
8490	MOTOR VEHICLES		\$0.00	\$0.00	\$0
5080	UNIFORM RENTAL		\$0.00	\$0.00	\$0
7090	EDUCATION/TRAINING/SEMINARS		\$0.00	\$0.00	\$0
7240	MEALS/LODGING/MILEAGE		\$0.00	\$0.00	\$0
6200	MOBILE COMMUNICATIONS				\$0
Contractual Services Subtotal			\$0.00	\$0.00	\$0

FUEL AND LUBRICANTS

6070	FUEL AND LUBRICANTS				\$0
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CAPITAL OUTLAY

6040	CAPITAL OUTLAY				\$0
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OTHER EXPENSES

Acct. #	Account Name				
			\$0.00	\$0.00	\$0
			\$0.00	\$0.00	\$0
			\$0.00	\$0.00	\$0
Other Expenses Subtotal			\$0.00	\$0.00	\$0

TOTAL EXPANSION REQUEST

			\$38,074.61	(\$22,856.22)	\$15,218
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Justification for Position:

Increase part-time position to full-time to assist in the showing/rental and use to Centerview/Recreation activities.