

Memorandum

December 29, 2017

TO: Mayor and Council, City of Westlake

FROM: Ken Cassel

SUBJECT: Increase in Scope of Work

We have worked with the City over the past year to effectively and efficiently manage the City's operations with the appropriate amount of manpower to accomplish the task.

Over the past six months the manpower time required to provide the level of service to the City in accordance with the contracted scope of work has increased considerably and is projected to remain at this level or higher for the remainder of this fiscal year. This increase in hours is in the areas of Accounting, City Clerk, Accounts Payable and Office Administration.

I have attached a breakdown of the additional hours per month in each of the categories in order to understand the impact of the growth on the back office work. As you can see the two main areas are in Accounting and Administration. These are impacted by the increase in the number of permits, permit fees, Affordable Housing program etc. There is some additional time also required by the City Clerk and Accounts Payable. The total number of additional hours per year is approximately 3,216.

This increase in cost was budgeted in the overall budget; however, not specifically in the line item for the contract with Inframark (formerly Severn Trent). The cost of the increase is \$90,532.00 annually to the overall contract.

I have also prepared an amendment to the scope of work for the contract to reflect the increase in fees.

City of Westlake
Anticipated Hours by Position (per month)

Payroll Costs	Prior Hours	Current Hours	Incr.
<u>Executive / City Clerk</u>			
City Manager	80	104	24
City Clerk	48	64	16
Deputy City Clerk	12	12	-
Admin Assistant	-	130	130
<i>Subtotal</i>	140	310	170
 <u>Finance</u>			
Accounting Manager	8	8	-
Accounts Payable	12	20	8
Payroll	8	8	-
Accountant 2	40	130	90
<i>Subtotal</i>	68	166	98
 <u>Building Department</u>			
Clerk	173	173	-
<i>Subtotal</i>	173	173	-
 Total			
	381	649	268
			70%