

STATE OF GEORGIA
COUNTY OF FULTON

**RESOLUTION TO APPROVE ADDITIONAL RESOURCES FOR COMMUNITY
DEVELOPMENT DEPARTMENT AND APPROVE ADDITIONAL TASK ORDER
TO THE COLLABORATIVE**

WHEREAS, work volumes for permit processing, soil erosion issues, land disturbance inspections, enforcement and building inspections have increased in the City of Sandy Springs (“City”), due to development activity and the number of open job sites in the City; and

WHEREAS, the City’s Community Development Department (“Department”) has made adjustments to current staff to try to accommodate such increases; and

WHEREAS, while such adjustments have helped, they are not sufficient to keep pace with demands on the Department, as recent trends show monthly rates continuing to increase; and

WHEREAS, the Collaborative currently is under task order for FY2016 to provide Community Development services to the City; and

WHEREAS, current budget allocations anticipated 2.0 full time positions (“FTE”) for Land Development Inspectors; however, analysis by staff indicates the need for an additional FTE at this time for a Land Development Inspector; and

WHEREAS, current budget allocations anticipated 2.8 FTEs for Building Inspectors; however, analysis by staff indicates the need for an additional FTE for a Building Inspector; and

WHEREAS, current budget allocations anticipated an FTE of three (3) Administrative Support positions (two (2) Permit Technicians and one (1) Permit Supervisor); however, with the increase in permitting demands and the need to provide efficient customer service, staff has concluded an additional FTE for an Administrative Assistant to perform permit records maintenance is needed; and

WHEREAS, staff desires to award the attached task order to the Collaborative for three (3) additional FTES, consisting of: one (1) Land Development Inspector at an annualized cost of \$80,492.00; one (1) Building Inspector at an annualized cost of \$108,074.00; and one (1) Administrative Assistant at an annualized cost of \$86,242.00, for a total annualized cost of \$274,808.00; and

WHEREAS, these additional FTEs proposed by staff will be offset by all permit revenues projected to exceed the FY16 budget;

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF SANDY SPRINGS, GEORGIA, THAT:

1. Council hereby approves an award to the Collaborative of an additional task order for Community Development Services, as follows:
 - a. One (1) additional FTE for Land Development Inspector at an annualized cost of \$80,492.00; and

**CITY OF SANDY SPRINGS
GENERAL GOVERNMENT SERVICES
TASK ORDER**

Title:	Community Development	Task Order Number:	CD-FY16-02
Applicable CLIN:	0007, 0008	Issue Date:	October __, 2015
Period of Performance:		July 1, 2015 – June 30, 2016	
Issued To:		The Collaborative	
Requirements (SOW Reference):		WBS 14.0 – WBS 16.0 ¹	
Workload			
<i>Item and Quantity</i>			
Planning and Zoning (WBS 14.0) – Zoning Administration (WBS 14.1)			
Administer City Zoning Ordinance, review and recommend revisions and updates as needed. The City Zoning Ordinance can be found at http://www.sandyspringsga.org/City-Government/Adopted-Ordinances/Zoning-Ordinances.aspx			
Applications Review (WBS 14.2)			
Approximately 195 total permit applications processed per month			
Approximately 4 variance requests processed per month			
Comprehensive Planning (WBS 14.3)			
Maintain City Comprehensive Plan and draft updates as needed. The City Comprehensive Plan can be found at http://www.sandyspringsga.org/City-Government/Comprehensive-Plan.aspx			
Administrative and Sign Permitting (WBS 14.4)			
Approximately 10-25 administrative permit reviews per month, completed within 10 business days			
Approximately 1 temporary sign permit reviews per month, completed within 5 business days			
Approximately 1 permanent sign permit reviews per month, completed within 5 business days			
Economic Development (WBS 14.5)			
Recruit business, assist in economic development initiatives, develop statistical data on economic indicators and provide to outside entities, prepare materials to assist in attracting economic development and maintain communications with governmental entities as required.			
Administer an average of \$555,000 annually through the City's allocation of CDBG funds.			
Building and Development (WBS 15.0)			
Revenue generated in Building and Development fees for the past 3 fiscal years ² is: \$1,919,225 in 2008, \$789,521 in 2009, and \$628,669 in 2010 ³ . Fees for fiscal year 2011 through December 31, 2010 are \$369,641. The current schedule of Building and Development fees as adopted by the City are attached to this Task Order as Attachment 2.			

¹ WBS references are to the General Government Services Statement of Work (SOW) attached to this Task Order as Attachment 1.

² The City's fiscal year is July 1 to June 30.

³ Fees were reduced by 50% for calendar year 2010 as an economic development incentive. Please note that this incentive expired 12/31/10; therefore, the amount of \$628,669 shown for fiscal year 2010 represents 6 months of Building and Development fees at the regular fee rates and 6 months of Building and Development fees at the reduced fee rates.

Workload		
<i>Item and Quantity</i>		
Permitting (WBS 15.1)		
Approximately 30 commercial building permits issued per month		
Approximately 62 residential building permits issued per month		
Approximately 3 rezoning permits issued per month		
Plan Review (WBS 15.2)		
Approximately 32 zoning plan reviews completed per month		
Approximately 198 Building and Development plan reviews per month		
Building Inspection (WBS 15.3)		
Approximately 500-800 building inspections performed per month		
Approximately 43 certificates of occupancy issued per month		
Land Development Management (WBS 15.4)		
Approximately 209 land development inspections performed per month		
Approximately 41 land development plans reviewed and processed per month		
Code Enforcement (WBS 16.0)		
Approximately 143 code enforcement cases per month		
Approximately 391 sign removals in the right-of-way per month		
Approximately 35 other sign removals per month for code violations		
Approximately 87 notices of violation for property maintenance issued per month		
Approximately 64 notices of violation for zoning issued per month		
Approximately 2 multi-family dwelling code enforcement sweeps per month		
Approximately 350 potential code violation inspections per month		
Average of 50-60 code violation cases assigned per code enforcement officer		
Average of 45 cases of code violations adjudicated per month		
Approximately 82 code violation cases resolved per month through voluntary compliance		
Average of 31 business days required for case resolution through voluntary compliance		
Approximately 8 cases resolved per month through forced compliance		
Average of 49 business days required for case resolution through forced compliance		
Total case resolution of 80% within the fiscal year of case initiation		
Deliverables		
In addition to the specific data item descriptions below, for all WBS elements under Community Development, the Contractor shall be required to produce documents including, but not limited to, reports, correspondence in all forms (written, e-mail, etc.), plans and updates, as required in the ordinary course of business or as directed by the City Manager.		
<i>Data Item Description</i>	<i>Data Item Number</i>	<i>Submission Frequency</i>
Planning and Zoning (WBS 14.0) – Zoning Administration (WBS 14.1)		
Performance Report	DI-COSS-GS-004	Monthly
Comprehensive Land Use Report	DI-COSS-GS-033	Annually
Application Review (WBS 14.2)		
Performance Report	DI-COSS-GS-004	Monthly

Deliverables		
Data Item Description	Data Item Number	Submission Frequency
Comprehensive Planning (WBS 14.3)		
Performance Report	DI-COSS-GS-004	Monthly
Administrative and Sign Permitting (WBS 14.4)		
Performance Report	DI-COSS-GS-004	Monthly
Economic Development (WBS 14.5)		
Performance Report	DI-COSS-GS-004	Monthly
CDBG Programmatic and Financial Progress Report	DI-COSS-GS-035	Monthly
Building and Development (WBS 15.0) – Permitting (WBS 15.1)		
Performance Report	DI-COSS-GS-004	Monthly
Pending Permit Application Report	DI-COSS-GS-034	Monthly
Plan Review (WBS 15.2)		
Performance Report	DI-COSS-GS-004	Monthly
Building Inspection (WBS 15.3)		
Performance Report	DI-COSS-GS-004	Monthly
Land Development Management (WBS 15.4)		
Performance Report	DI-COSS-GS-004	Monthly
Code Enforcement (WBS 16.0)		
Performance Report	DI-COSS-GS-004	Monthly
Performance Metrics (completed by Offeror)		
<p>Contract Management:</p> <ul style="list-style-type: none"> • Respond to City management and administrative staff requests within 2 hours • Respond to internal GGS inquiries within 24 hours • 100% timely response to emergency directives within specified time period • All reports to City provided according to Task Order schedule • Account for GGS contract property at a rate-of-loss less than the dollar amount identified in City inventory • 95% achievement of yearly staff training goals • 100% re-certification and license renewal of professional staff • Conformance to company's Safety and Health Plan policies to manage to Case Incident Rate of 0% <p>Customer Satisfaction:</p> <ul style="list-style-type: none"> • Customer satisfaction with prompt, courteous service to the public • Respond to public calls within 24 hours during normal working hours • Gather information from 'Customer Satisfaction and Suggestion Surveys' by close of each month and present formal report within 7 days • Awards received • Letters, emails, and phone calls of appreciation, as well as concerns <p>Community Development:</p> <ul style="list-style-type: none"> • Monthly statistics to compare to Task Order estimates for numbers of permits issued, plans reviewed, inspections performed, occupancy certificates issued, land development inspections performed, land development plans reviewed and processed, and code enforcement actions. • Fee revenue by type generated by Building and Development 		

- Applications, reviews, and violations processed and given to supervisor for QC within 1-day of milestone requiring less than 5% rework (Internal metric)
- Inspections performed within 24 hours of receipt of request 90% of time, and within 48 hours 100% of time
- Inspection requests entered into on-line schedule same day as request receipt 100% of time
- Results of inspection entered into schedule within 24 hours of completion 100% of time
- Review, permit, and application milestones met 95% of time
- Permitting services, development review, and enforcement to conform 100% to all applicable building, zoning, development environmental codes and ordinances.
- High-quality, graphically engaging, clearly written public information products related Community Development activities that meet all deadlines
- High expressed customer satisfaction with planning products and presentations
- Number of meetings per month, approximate attendance figures, feedback from participants
- Public meetings to conform to Open Meetings Act 100% of time
- Notice of public meetings published on website 7-days from meeting 95% of time

Special Considerations

Key personnel:	<i>Michelle Alexander, Future Community Development Deputy, Chris McCrary Building & Development Manager, Al Ferrell Code Enforcement Manager, Andrea Hall Economic Development Manager</i>
City-Furnished Property:	All office supplies, furniture, fixtures, equipment, motor vehicles, and computer hardware and software will be provided by the City.
Travel:	A cost reimbursable item, as approved by the City pursuant to CLIN 0007 of the General Government Services Base Contract.

Special Considerations

Training:	A cost reimbursable item, as approved by the City pursuant to CLIN 0008 of the General Government Services Base Contract. For purposes of this Task Order, the Contractor shall include in its cost calculations the amount of \$65,000 for training.
Other:	Other cost reimbursable items, as approved by the City pursuant to CLIN 0008 of the General Government Services Base Contract.

Level of Effort and Fixed Price (completed by Offeror)

Contract Labor Categories	FTE	FBR⁴	Labor Category Price
Administrative Assistant	1	\$41.46	\$86,242
Building Inspector	1	\$51.96	\$108,074
Land Development Inspector	1	\$38.70	\$80,492
		Premium for overtime and shift differential	\$0
Total FTE:	3	Total Fixed Price:	\$ 274,808
		As Needed Not To Exceed:	\$0
		Total Fixed Price and Base Fee (if any):	\$ 274,808

⁴ See Section B.5 of the Base Contract for not to exceed fully burdened labor rates.

General Government Services Task Order
Community Development

Issued to:	The Collaborative
City of Sandy Springs Approval:	<i>Authorized signature</i>
Date:	
Attest:	

**ATTACHMENT 1
TO COMMUNITY DEVELOPMENT
TASK ORDER**

STATEMENT OF WORK

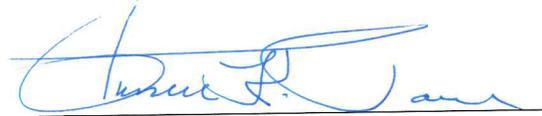
See Section J – Attachment 01 for
Statement of Work

RESOLUTION NO. 2015-10-127

- b. One (1) additional FTE for Building Inspector at an annualized cost of \$108,074.00; and
 - c. One (1) additional FTE for Administrative Assistant at an annualized cost of \$86,242.00;
- for a total task order amount for additional FTEs at an annualized cost of \$274,808.00.
2. The City Manager is hereby authorized to execute the task order to the Collaborative attached to this resolution; and
3. The City Manager is hereby authorized to take such actions deemed necessary or prudent to effectuate the intent of this resolution.

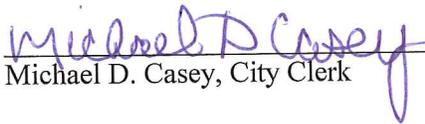
RESOLVED this the 20th day of October, 2015.

Approved:



Russell K. Paul, Mayor

Attest:



Michael D. Casey, City Clerk

(Seal)

