





TO: Mayor and City Council

FROM: John McDonough, City Manager

DATE: November 29, 2011 for submission on the Agenda of the December 6, 2011 City Council Work Session Meeting

ITEM: Revision of Task Order to Jacobs Engineering for Gymnastics/Hammond Park Gymnasium

---

## **Background**

City Council approved the issuance of a Task Order to Jacobs Engineering for the operations of the Gymnastics/Hammond Park Gymnasium at the August 2, 2011 City Council meeting. Under this Task Order, Jacobs hired two FTE staff to manage and oversee the Gymnastics program and manage the Hammond Park Gymnasium. The Task Order also included the addition of part time instructors who are paid on a percentage-of-fees basis as independent contractors with Jacobs. Jacobs was to provide administrative oversight of the instructors to include processing of payroll, tax forms and collection and remittance of taxes. The administrative oversight was to be provided at a rate of 4.5% of the total participant fees paid out to the part time instructors. Estimates placed this amount at \$14,625 per year (based on a total fee payout of \$325,000).

## **Discussion**

After the Task Order was passed Jacobs Engineering later informed the City that they were not going to be in a position to provide the service to the City. In light of this change, the City would like to amend the previously issued Task Order to remove the administrative expense of \$14,625 as a billable cost.

## **Recommendation**

Staff recommends amending the Task Order to Jacobs Engineering for Gymnastics/Hammond Park Gymnasium to remove the administrative cost provision. This does not reduce the amount of the Task Order from the approved \$222,830 as the administrative cost was an other direct cost.

## **Attachment**

Task Order for Gymnastics/Hammond Park Gymnasium for Jacobs Engineering.



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

<b>Title:</b>	Recreation and Parks	<b>Task Order Number:</b>	RP-FY12-02
<b>Applicable CLIN:</b>	0004, 0007, 0008	<b>Issue Date:</b>	
<b>Period of Performance:</b>		July 1, 2011 – June 30, 2012	
<b>Issued To:</b>		Jacobs Engineering Group	
<b>Requirements (SOW Reference):</b>		WBS 13.4 <sup>1</sup>	
<b>Workload</b>			
<i>Item and Quantity</i>			
<b>Gymnastics/Hammond Park Gymnasium (WBS 13.4)</b>			
Approximately 32 various programs provided through Hammond Park Facility.			

<b>Deliverables</b>		
In addition to the specific data item descriptions below, for all WBS elements under Recreation and Parks, 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>
<b>Gymnastics Programming (WBS 13.4)</b>		
Subcontractor Progress Report	DI-COSS-GS-010	Monthly
Recreational Programming Report	DI-COSS-GS-028	Monthly
Intergovernmental Status Report	DI-COSS-GS-029	Monthly
Registration Fee Reconciliation Report	DI-COSS-GS-030	Daily
Park Maintenance Report	DI-COSS-GS-031	Daily
Performance Report	DI-COSS-GS-004	Monthly

<b>Performance Metrics</b> <i>(completed by Offeror)</i>
<p>Customer Service:</p> <ul style="list-style-type: none"> <li>• Number of citizen complaints received.</li> </ul> <p>Maintenance and Repair Efficiency:</p> <ul style="list-style-type: none"> <li>• Number of repeat and ongoing repairs made to park facilities, grounds, fences, etc.</li> </ul> <p>Timely Repairs:</p> <ul style="list-style-type: none"> <li>• Time from need/complaint arrives to when repair/upgrade made.</li> </ul>

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

General Government Services Task Order  
Recreation and Parks – Gymnastics/Hammond Park Gymnasium

<b>Special Considerations</b>			
<b>Key personnel:</b>	<i>Name(s) and position(s) completed by Offeror</i>		
<b>City-Furnished Property:</b>	All office supplies, furniture, fixtures, equipment, motor vehicles, and computer hardware and software will be provided by the City.		
<b>Travel:</b>	A cost reimbursable item, as approved by the City pursuant to CLIN 0007 of the General Government Services Base Contract.		
<b>Special Considerations</b>			
<b>Training:</b>	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 \$4,000 for training.		
<b>Other:</b>	Other cost reimbursable items, as approved by the City pursuant to CLIN 0008 of the General Government Services Base Contract.		
<b>Music Copyright and other Permissions:</b>	Firm shall be responsible for procuring all required permissions, copyrights, or other charges for any music utilized in furtherance of this Task Order.		
<b>Level of Effort and Fixed Price <i>(completed by Offeror)</i></b>			
<b>Contract Labor Categories</b>	<b>FTE</b>	<b>FBR<sup>2</sup></b>	<b>Labor Category Price</b>
Administrative Assistant	1.00	\$ 41.80	\$ 86,944
Assistant Director/Coordinator	1.00	\$ 65.33	\$ 135,886
		Premium for overtime and shift differential	\$ 0
<b>Total FTE:</b>		<b>2.0</b>	<b>Total Fixed Price:</b> \$ 222,830
<b>Issued To:</b>		Jacobs Engineering Group	
<b>City of Sandy Springs Approval:</b>		<i>Authorized signature</i>	
<b>Date:</b>			
<b>Attest:</b>			

<sup>2</sup> See Section B.5 of the Base Contract for not to exceed fully burdened labor rates.

**ATTACHMENT 1  
TO RECREATION AND PARKS - GYMNASTICS  
TASK ORDER**

**STATEMENT OF WORK**

## **RECREATION AND PARKS (WBS 13.0 SOW – WBS 13.4 SOW)**

### **Recreation and Parks (WBS 13.0 SOW)**

This task order shall be in addition to the Scope of Work set forth in the Task Order dated May 17, 2011 and the following shall be incorporated into the referenced Scope of Work.

### **WBS 13.4 SOW      Gymnastics/Hammond Park Gymnasium**

In connection with WBS 13.4 SOW, Gymnastics/Hammond Park Gymnasium, the Contractor shall assist and support the Recreation and Parks Director in the following:

- a) Manage, coordinate and direct gymnastic and other programs for the City in the City's Facilities, including, but not limited to Hammond Drive Gymnasium. Programming shall, at a minimum, not be less than the scope and magnitude as that provided by the City in the 2010 calendar year. All programming shall require prior approval in writing by the Recreation and Parks Director.
- b) Contractor shall operate at a minimum the following general recreation programs: dance, cheerleading, martial arts, etiquette for kids, Summer/Winter/Day Camps, as well as events like Birthday Parties, Shows and Workshops.
- c) Shall develop class rosters, hire and manage teaching and coaching staff for up to 1,200 participants.



TO: Mayor and City Council

FROM: John McDonough, City Manager

DATE: November 29, 2011 for submission on the Agenda of the December 6, 2011 City Council Work Session Meeting

ITEM: Discussion of Issuance of Task Order for Additional Staff in Municipal Court

### Background

Municipal Court Services are provided to the City by Jacobs Engineering under the direct supervision of the City's Court Administrator, Jane Gaguski. Ms Gaguski has recently completed a review of the entire Municipal Court operations and has identified the need for additional staff.

### Discussion

The City's current court operation is staffed with 8.0 FTEs plus a full time Court Administrator. When compared to other court operations and the volume of cases handled by each, our operation's normalized staffing level is 10.51.

Court Name	Volume	Staffing Level	Case Ratio/ Clerk	Average Case Age
Johns Creek	8,226	4	2,056	30-45 Days
Lawrenceville	26,000	9	2,888	30 Days
Alpharetta	21,000	8	2,625	90 Days
Sandy Springs	29,214	8	3,651	90 Days
Dunwoody	8,000	3	2,666	45 Days
Average Case Ratio			2,777	
Number of Cases/Average Case Ratio			10.51	

## **Recommendation**

In order to sufficiently address the workload, staff is recommended the award of an additional Task Order to Jacobs Engineering Group for 3.0 FTE Court Docket Specialists for the period of January 2, 2012 to June 30, 2012. During that period, staff will evaluate the workload and develop recommendations for continued operations.

## **Attachment**

1. Task Order

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

<b>Title:</b>	Municipal Court Services	<b>Task Order Number:</b>	MC-FY12-02
<b>Applicable CLIN:</b>	0002, 0007, 0008	<b>Issue Date:</b>	
<b>Period of Performance:</b>	January 2, 2012 – June 30, 2012		
<b>Issued To:</b>	Jacobs Engineering Group		
<b>Requirements (SOW Reference):</b>	WBS 7.0 WBS 7.1 <sup>1</sup>		
<b>Workload</b>			
<i>Item and Quantity</i>			
<b>Municipal Court Services (WBS 7.0) Court Administration (WBS 7.1)</b>			
Approximately 70 warrants issued per month.			
Approximately 2,200 citations process per month.			
Between 1500-2000 defendants appearing in court per month.			
Approximately 15-20 court sessions per month.			
\$200,000-\$700,000 in fines collected per month, averaging \$300,000 per month. Daily deposits of fines are made within 24 hours of collection.			
Monthly reconciliation reports are provided to the Finance Director and City Manager by the 15 <sup>th</sup> of each month.			
Reports and remittances are provided to outside agencies each month within the appropriate time frame for each agency.			
The City is implementing an e-ticket system for Municipal Court Services, which could reduce staffing.			

<b>Deliverables</b>		
In addition to the specific data item descriptions below, for all WBS elements under Municipal Court Services, 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><b>Data Item Description</b></i>	<i><b>Data Item Number</b></i>	<i><b>Submission Frequency</b></i>
<b>Municipal Court Services (WBS 7.0 – WBS 7.1)</b>		
Reconciliation Report	DI-COSS-GS-007	Monthly
Deposit Report	DI-COSS-GS-008	Daily
Performance Report	DI-COSS-GS-003	Weekly
Performance Report	DI-COSS-GS-004	Monthly

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

<b>Performance Metrics</b> <i>(completed by Offeror)</i>			
<ul style="list-style-type: none"> <li>• Court Calendar Efficiency Monitoring – number of reduced or circumvented delays, reschedules and length of appearances in courts.</li> <li>• Timely Reports and Remittances – compliance with reports and remittances provided to the city and outside agencies.</li> <li>• Reduction in Overall Error Submittals – number of reduced errors to DDS and those that could result in False Arrests, failing to clear a warrant, etc.</li> <li>• Reporting Compliance – compliance with internal accounting and reporting as well as reporting to approximate state agencies.</li> </ul>			
<b>Special Considerations</b>			
<b>Key personnel:</b>	<i>Name(s) and position(s) completed by Offeror</i>		
<b>City-Furnished Property:</b>	All office supplies, furniture, fixtures, equipment, motor vehicles, and computer hardware and software will be provided by the City.		
<b>Travel:</b>	A cost reimbursable item, as approved by the City pursuant to CLIN 0007 of the General Government Services Base Contract.		
<b>Special Considerations</b>			
<b>Training:</b>	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 \$4,000 for training.		
<b>Other:</b>	Other cost reimbursable items, as approved by the City pursuant to CLIN 0008 of the General Government Services Base Contract.		
<b>Music Copyright and other Permissions:</b>	Firm shall be responsible for procuring all required permissions, copyrights, or other charges for any music utilized in furtherance of this Task Order.		
<b>Level of Effort and Fixed Price</b> <i>(completed by Offeror)</i>			
<b>Contract Labor Categories</b>	<b>FTE</b>	<b>FBR<sup>2</sup></b>	<b>Labor Category Price</b>
Court Docket Specialist	3.00	\$ 44.47	\$ 138,746.40
		Premium for overtime and shift differential	\$ 0
<b>Total FTE:</b>	<b>3.0</b>	<b>Total Fixed Price:</b>	<b>\$ 138,746.40</b>
<b>Issued To:</b>		Jacobs Engineering Group	
<b>City of Sandy Springs Approval:</b>		<i>Authorized signature</i>	
<b>Date:</b>			
<b>Attest:</b>			

<sup>2</sup> See Section B.5 of the Base Contract for not to exceed fully burdened labor rates.

**ATTACHMENT 1  
TO MUNICIPAL COURT SERVICES  
TASK ORDER**

**STATEMENT OF WORK**

## **MUNICIPAL COURT SERVICES (WBS 7.0 SOW – WBS 7.1 SOW)**

### **Municipal Court Services (WBS 7.0 SOW)**

This task order shall be in addition to the Scope of Work set forth in the Task Order dated May 17, 2011 and the following shall be incorporated into the referenced Scope of Work.

### **WBS 7.0 SOW Municipal Court Services**

In connection with WBS 7.0 SOW, Municipal Court Services, the Contractor shall assist and support the Municipal Court Services in the following:

- a) Manage, Coordinate and Direct entry of Criminal and Driver History backlog required by the GCIC/GBI and the Department of Driver Services.
- b) Manage, Coordinate and Direct accuracy of the warrant and failure to appear process eliminating backlog from previous years accumulation of inaccuracies.
- c) Manage, Coordinate processes and reporting requirements of Cash Bonds, Bail Bonds, Surety Bonds, Refunds.
- d) Manage, Coordinate imaging of Court documents, Data Entry for enhancement to the Court Ware database.
- e) Manage and Coordinate processes by which each record is reviewed by more than one clerk before transmitting to state agencies and creating a permanent record. Implementation of audit reports that focus on performance evaluation of the over-all court process.

Jacobs Engineering's further evaluation of Municipal Court Services has determined that there is a need for additional staff, due to the magnitude of work, legal requirements and liability to the City of Sandy Springs Municipal Court.

Jacobs Engineer is requesting three (3) additional fulltime employees, in addition to the current staff of eight (8) fulltime employees. Allowing Jacobs Engineer to employ three (3) employees will eliminate utilizing the temporary staff provided by Volt Temporary Services, which will also enable Jacobs Engineer to certify and train all employees legally and meet the requirements of the GBI/GCIC and make progress with previous year's backlog.



TO: Mayor and City Council

FROM: John McDonough, City Manager

DATE: November 29, 2011 for submission on the Agenda of the December 6, 2011 City Council Work Session Meeting

ITEM: Discussion of Issuance of Task Order to ST Services of Georgia

---

### **Background**

Financial Services are provided to the City by ST (Severn Trent) Services of Georgia. After the departure of the Finance Director, the City reached out to our Financial Services provider and requested their assistance in providing the services of an Interim Finance Director.

### **Discussion**

ST (Severn Trent) Services of Georgia provided the services of Karen Ellis, their designated lead during the transition period as Interim Finance Director from August 5, 2012 to present. The cost for Ms. Ellis' services through ST Services is \$6,635 per month or \$33,175.

This is a one time Task Order as Ms. Ellis has accepted the position of Finance Director for the City and will start in this position on January 2, 2012.

### **Recommendation**

Staff recommends approval of a Task Order to ST Services of Georgia in the amount of \$33,175.

### **Attachment**

Task Order for ST Services of Georgia.

**City of Sandy Springs  
Financial Services  
Task Order**

<b>Title:</b>	Financial Services	<b>Task Order Number:</b>	FINSERV-01
<b>Applicable CLIN:</b>	0001, 0002, 0003	<b>Issue Date:</b>	
<b>Period of Performance:</b>	August 5, 2011 – December 31, 2011		
<b>Requirements (SOW Reference):</b>	WBS 3.0 – WBS 3.5 <sup>1</sup>		
<b>Workload</b>			
<i>Item and Quantity</i>			
<b>Revenue Collection (WBS 3.1)</b>			
Approximately 6100-6200 business licenses issued in the City			
Approximately 31 new business licenses processed per month			
Approximately 1 alcohol beverage license issued per month			
Over 2,000 annual business license renewals processed monthly during 3 month renewal period; business license renewals are processed within one week of receipt			
20 hotels/motels remit taxes monthly			
Approximately \$8,000-\$1,000,000 in cash collection per day; deposits to be made daily within 24 hours of collection			
<b>Purchasing (WBS 3.2)</b>			
Approximately 65 purchase requisitions processed monthly; under 5 days between receipt of requisition to purchase order issuance for informal purchases; under 35 days between receipt of requisition to purchase order and contract for formal bids			
Approximately 10-12 procurement bids prepared and released monthly			
Approximately 10-12 contracts prepared monthly			
20 procurement cards (held by 10% of City employees) monitored and reconciled monthly, with a per transaction limit of \$2,500			
1,500 active vendors, including those for police, fire and all other City departments			
Oral quotes obtained for services and goods from \$2,500 up to \$10,000			
Written quotes obtained for services and goods from \$10,000 up to \$50,000			
Bid process employed for services and goods \$50,000 and over			
Council must approve contracts of \$250,000 or more			
<b>Accounting (WBS 3.3)</b>			
2 major funds including general fund and capital projects fund; 6 non-major funds			
Annual budget of \$180,000,000			
One joint venture with an annual budget of \$5,800,000			
One component unit with an annual budget of \$1,700,000			
\$40,000,000 investment portfolio			
Payable processing of approximately 100 checks weekly			
Approximately 405 invoices received monthly			

<sup>1</sup> WBS references are to the Financial Services Statement of Work (SOW) attached to this Task Order

<b>Workload</b>		
<b><i>Item and Quantity</i></b>		
Approximately 456 invoices processed monthly (average processing time is 9 days)		
Invoices paid within 15 days of receipt		
Approximately 50 recurring payments		
Approximately 15 bank accounts		
Approximately 12-15 grants managed currently with a budget value of \$15,000,000		
Monthly financial statements are delivered to the City Manager and Council by the 12th of each month		
Annual audit is completed and published within 180 days of year end; all audit comments and recommendations to be addressed within following fiscal year		
All state reports and surveys are completed within applicable time frame given by issuing authority		
Approximately 127 sworn police officers; approximate Police Department annual budget of \$10,000,000		
<b>Budget Support (WBS 3.4)</b>		
Annual budget of \$180,000,000		
Approximately 250 City employees		
12 departmental budgets, including police and fire departments		
Over 30 capital project budgets		
<b>Administrative Support (WBS 3.5)</b>		
Approximately 36,000 square feet of office space at City Hall		
2 City Council meetings per month		
Design Review Board meeting once per month		
Respond to open records requests within 3 days of receipt		
Provide minutes of all official meetings within 30 days		
<b>Deliverables</b>		
In addition to the specific data item descriptions below, for all WBS elements under Financial Services, 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.		
<b><i>Data Item Description</i></b>	<b><i>Data Item Number</i></b>	<b><i>Submission Frequency</i></b>
<b>Revenue Collection (WBS 3.1)</b>		
Reconciliation Report	DI-COSS-FS-001	Monthly
Cash Activity Report	DI-COSS-FS-002	Monthly
Deposit Report	DI-COSS-FS-003	Daily
<b>Purchasing (WBS 3.2)</b>		
Procurement Card Activity Report	DI-COSS-FS-004	Monthly
Outstanding Purchase Order Reconciliation Report	DI-COSS-FS-005	Annually

Deliverables			
Data Item Description		Data Item Number	Submission Frequency
<b>Accounting (WBS 3.3)</b>			
Financial Report		DI-COSS-FS-006	Monthly
Comprehensive Financial Report		DI-COSS-FS-007	Annually
Bank Reconciliation Report		DI-COSS-FS-008	Monthly
Budget Variance Report		DI-COSS-FS-009	Monthly
Cash, Collateral and Investment Report		DI-COSS-FS-010	Monthly
Balance Sheet Reconciliation Report		DI-COSS-FS-011	Monthly
<b>Budget Support (WBS 3.4)</b>			
Budget Document		DI-COSS-FS-012	Annually
Budget Analysis Report		DI-COSS-FS-013	Monthly
<b>Administrative Support (WBS 3.5)</b>			
Records Retention Schedule		DI-COSS-FS-014	Monthly
Meeting Minutes		DI-COSS-FS-015	Monthly
Meeting Agenda		DI-COSS-FS-016	Monthly
<b>Performance Metrics</b> <i>(completed by Offeror)</i>			
<b>Special Considerations</b>			
<b>Key personnel:</b>	<i>Karen Ellis, Interim Finance Director</i>		
<b>City-Furnished Property:</b>	All office supplies, furniture, fixtures, equipment, motor vehicles and computer hardware and software will be provided by the City.		
<b>Travel:</b>	A cost reimbursable item, as approved by the City pursuant to CLIN 0002 of the Financial Services Base Contract.		
<b>Training:</b>	A cost reimbursable item, as approved by the City pursuant to CLIN 0003 of the Financial Services Base Contract.		
<b>Other:</b>	The services of an Interim Finance Director shall be paid at a rate of \$6,635 per month.		
<b>Level of Effort and Fixed Price</b> <i>(completed by Offeror)</i>			
Contract Labor Categories	FTE	FBR <sup>2</sup>	Labor Category Price
		\$	\$
		\$	\$
		\$	\$
		Premium for overtime and shift differential	\$
<b>Total FTE:</b>		<b>Total Fixed Price:</b>	<b>\$ 33,175</b>

<sup>2</sup> See Section B.5 of the Base Contract for not to exceed fully burdened labor rates.

<b>Issued To:</b>	ST Services of Georgia
<b>City of Sandy Springs Approval:</b>	<i>Authorized signature</i>
<b>Date:</b>	
<b>Attest:</b>	