



**CITY OF DUNWOODY**  
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## MEMORANDUM

**To:** Honorable Mayor and City Council

**From:** Warren Hutmacher, City Manager

**Date:** July 12, 2010

**Subject:** **Municipal Court Contract Services Proposal**

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At your Council retreat earlier this year, staff recommended the City Council consider alternative approaches to staffing the Municipal Court.

**Background:** Currently, the Mayor appoints (and Council has the power to confirm) Judges and Solicitors to serve the City of Dunwoody Municipal Court. The Municipal Court Clerk is hired by the City Manager as a City employee to oversee the efficient operations of the Court. The City has a contract with Calvin, Giordano and Associates, Inc. (CGA) to provide staff and technical assistance for court operations. The current cost of providing two Deputy Court Clerks is \$200,000 on an annual basis. The contractor is responsible for any overtime or temporary employees necessary for the court operations. Additionally, Finance and Administration staff is utilized to supplement the Court staff as necessary. Calvin, Giordano and Associates, Inc. is responsible for providing any additional technical assistance necessary (under the direction of the Municipal Court Clerk) to effectively manage court operations.

**Analysis:** Staff and our consultants recognize that the Court has successfully completed our first year of operation and all start up issues has been resolved. On an ongoing basis, the City no longer requires the additional services our consulting firm has provided in the past. To operate in a more cost efficient manner, a new service delivery model is necessary.

**Recommendation:** Staff recommends a “Cost Plus basis” to fund the two staff positions currently assigned to the Court through CGA. This cost would be reduced by \$50,000 annually through the remainder of our contract with CGA. The City would now be responsible for overtime and temporary assistance (as necessary). These costs will be significantly less than \$50,000.

**Attachment:** Letter of Understanding from CGA President Dennis Giordano



**Calvin, Giordano & Associates, Inc.**

EXCEPTIONAL SOLUTIONS

June 24, 2010

Warren Hutmacher  
City of Dunwoody  
41 Perimeter Center East, Suite 250  
Dunwoody, GA 30346

**Subject: Municipal Court Services**

Dear Mr. Hutmacher:

Please accept this Letter of Understanding (LOU) addressing the terms and conditions under which Calvin, Giordano & Associates, Inc. (CGA) will continue to provide Municipal Court Services to the City of Dunwoody (City). It is recognized that the first year of creating and establishing an entirely new Municipal Court operation, in the newly incorporated City, has required a great deal of additional time, effort and resources for all involved. Having passed the first year anniversary for the Municipal Court, and recently successfully launched the new operating system, certain milestones have been reached. Consistent with our prior discussions on this matter, both parties mutually agree to modify the terms and conditions of the existing Services Agreement as follows.

CGA will continue to provide two (2) full time Deputy Court Clerk positions, currently occupied and serving in a standard schedule of 5 days per week for 40 hours. Additionally, on many occasions it has been necessary to address workloads for the staff to be supplemented with temporary service employee resources and/or overtime hours. The current annual total cost to the City of Dunwoody for the two full-time Deputy Court Clerk positions provided by CGA is \$200,000; inclusive of all temporary services and overtime costs.

It is understood and agreed that effective upon the date in 2010 approved by the City Council; the total annual cost to the City will be modified to a "Cost Plus" basis at a rate of \$150,000. All additional temporary services or overtime costs will not be included, and will be the determination and expense of the City. It is believed that this modified approach is uniquely applicable solely to the Municipal Court services component of the Services Agreement, and is not applicable to other service areas.

Sincerely,

**CALVIN, GIORDANO & ASSOCIATES, INC.**

Dennis Giordano  
President

Engineering  
Construction Engineering  
& Inspection  
Municipal Engineering  
Transportation Planning  
& Traffic Engineering  
Surveying & Mapping  
Planning  
Landscape Architecture  
& Environmental Services  
Construction Services  
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