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**MEMORANDUM**

**To:** Mayor and City Council

**From:** Trina Gallien, Court Administrator

**Date:** 1/14/2013

**Subject:** **Addendum to Adjust Probation Fees**

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**ITEM DESCRIPTION**

Addendum to Sentinel Offender Services, L.L.C. contract.

**BACKGROUND**

In April 2009, The Mayor and City Council approved the contract awarded to Sentinel Offender Services, L.L.C. Monthly fees for probation services were approved at \$25 for diversion cases; \$20 for payment only cases and \$30 for cases that included payments plus conditions. Probation services assists the Court with case management of defendants sentenced to probation for collection of fines and fees and to ensure compliance with special conditions ordered by the Court on behalf of the City. Since 2009, the probation department's caseload has increased by 61% and since 2011 by 75%. The collection measures provided by probation annually makes up approximately 30% of revenues collected on behalf of the Court.

Currently, our probation officers are managing on average approximately 395 cases per month which includes new and previous cases sentenced to probation. Sentinel Offender Services, L.L.C. has demonstrated quality service to Dunwoody Municipal Court since April 2009 operating with one full-time and one part-time probation officer. It is of staff's opinion that Dunwoody Municipal Court is best served with two full-time probation officers providing an even higher quality of service. Increasing the monthly probation fees per service to \$30 for diversion, \$27 for payment only and \$35 for payment and conditions would allow Sentinel Offender Services, L.L.C. the ability to employ two full time probation officers on behalf of Dunwoody Municipal Court (see attachment).

**FUNDING**

Probation is an offender paid service; therefore, there are no costs to the City.

**RECOMMENDED ACTION**

Staff respectfully requests that Council approve an increase in probation fees for services provided by Sentinel Offender Services, L.L.C. by adoption of an Addendum to the original contract to take effect immediately upon approval.

Sentinel Offender Services, L.L.C.  
City of Dunwoody Office

Actual 2012													
Month-2012	Pay Only	Pay Only Rate	Potential	Conditions	Conditions Rate	Potential	Pretrial	Pretrial Rate	Pretrial Potential	Total Potential	Actual Revenue	Collection %	
January	153	\$20.00	\$3,060.00	116	\$30.00	\$3,480.00	46	\$25.00	\$1,150.00	\$7,690.00	\$8,011.00	104%	
February	163	\$20.00	\$3,260.00	115	\$30.00	\$3,450.00	40	\$25.00	\$1,000.00	\$7,710.00	\$8,147.00	106%	
March	159	\$20.00	\$3,180.00	119	\$30.00	\$3,570.00	44	\$25.00	\$1,100.00	\$7,850.00	\$7,937.00	101%	
April	165	\$20.00	\$3,300.00	113	\$30.00	\$3,390.00	47	\$25.00	\$1,175.00	\$7,865.00	\$7,796.00	99%	
May	178	\$20.00	\$3,560.00	116	\$30.00	\$3,480.00	56	\$25.00	\$1,400.00	\$8,440.00	\$8,288.00	98%	
June	192	\$20.00	\$3,840.00	118	\$30.00	\$3,540.00	57	\$25.00	\$1,425.00	\$8,805.00	\$7,862.00	89%	
July	212	\$20.00	\$4,240.00	110	\$30.00	\$3,300.00	56	\$25.00	\$1,400.00	\$8,940.00	\$9,333.00	104%	
August	219	\$20.00	\$4,380.00	104	\$30.00	\$3,120.00	42	\$25.00	\$1,050.00	\$8,550.00	\$8,532.00	100%	
September	222	\$20.00	\$4,440.00	98	\$30.00	\$2,940.00	42	\$25.00	\$1,050.00	\$8,430.00	\$7,546.00	90%	
October	243	\$20.00	\$4,860.00	121	\$30.00	\$3,630.00	40	\$25.00	\$1,000.00	\$9,490.00	\$9,955.00	105%	
November	237	\$20.00	\$4,740.00	126	\$30.00	\$3,780.00	39	\$25.00	\$975.00	\$9,495.00	\$9,456.00	100%	
										<b>\$93,265.00</b>	<b>\$92,863.00</b>	<b>100%</b>	

2012 Summary Through Oct

Revenues	\$92,863.00	
Expenses	\$55,441.00	
Profit	<b>\$37,422.00</b>	
Adjustment	\$9,600.00	Only 1 Employee June-Sept
Budgeted Profit	<b>\$27,822.00</b>	
Ga Corporate Allocations	\$7,172.00	
<b>Bottom Line Profit</b>	<b>\$20,650.00</b>	
<b>Monthly Avg</b>	<b>\$1,877.00</b>	

Proposed Increases

Month-2012	Pay Only	Pay Only Rate	Potential	Conditions	Conditions Rate	Potential	Pretrial	Pretrial Rate	Pretrial Potential	Total Potential
January	153	\$27.00	\$4,131.00	116	\$35.00	\$4,060.00	46	\$30.00	\$1,380.00	\$9,571.00
February	163	\$27.00	\$4,401.00	115	\$35.00	\$4,025.00	40	\$30.00	\$1,200.00	\$9,626.00
March	159	\$27.00	\$4,293.00	119	\$35.00	\$4,165.00	44	\$30.00	\$1,320.00	\$9,778.00
April	165	\$27.00	\$4,455.00	113	\$35.00	\$3,955.00	47	\$30.00	\$1,410.00	\$9,820.00
May	178	\$27.00	\$4,806.00	116	\$35.00	\$4,060.00	56	\$30.00	\$1,680.00	\$10,546.00
June	192	\$27.00	\$5,184.00	118	\$35.00	\$4,130.00	57	\$30.00	\$1,710.00	\$11,024.00
July	212	\$27.00	\$5,724.00	110	\$35.00	\$3,850.00	56	\$30.00	\$1,680.00	\$11,254.00
August	219	\$27.00	\$5,913.00	104	\$35.00	\$3,640.00	42	\$30.00	\$1,260.00	\$10,813.00
September	222	\$27.00	\$5,994.00	98	\$35.00	\$3,430.00	42	\$30.00	\$1,260.00	\$10,684.00
October	243	\$27.00	\$6,561.00	121	\$35.00	\$4,235.00	40	\$30.00	\$1,200.00	\$11,996.00
November	237	\$27.00	\$6,399.00	126	\$35.00	\$4,410.00	39	\$30.00	\$1,170.00	\$11,979.00
										\$117,091.00

Through October

Forecasted Revenues	\$117,091.00
Expenses	\$55,441.00
Profit	<b>\$61,650.00</b>
Ga Corporate Allocations	\$7,172.00
<b>Bottom Line Profit</b>	<b>\$54,478.00</b>
<b>Monthly Avg</b>	<b>\$4,952.00</b>