



**SPECIAL MEETING OF THE CITY COUNCIL
CITY OF JACKSON, MISSISSIPPI**

June 14, 2019

AGENDA

9:00 AM

CALL TO ORDER BY THE PRESIDENT

- 1 **ORDER RATIFYING A TASK ORDER FOR MAY 2019 UNDER THE BUSINESS OPERATIONS AND DELIVERY SUPPORT STATEMENT OF WORK WITH ORIGIN CONSULTING, LLC FOR THE CITY'S CUSTOMER CARE AND BILLING SYSTEM. (ALL WARDS) (MILLER, LUMUMBA)**
- 2 **ORDER RATIFYING A TASK ORDER FOR JUNE 2019 UNDER THE BUSINESS OPERATIONS AND DELIVERY EMERGENCY SUPPORT STATEMENT OF WORK WITH ORIGIN CONSULTING, LLC FOR THE CITY'S CUSTOMER CARE AND BILLING SYSTEM (ALL WARDS). (MILLER, LUMUMBA)**
- 3 **CLAIMS (HORTON, LUMUMBA)**

REPORTS FROM MEMBERS OR DEPARTMENT DIRECTORS

ANNOUNCEMENTS

ADJOURNMENT

OFFICE OF THE CITY ATTORNEY
6/13/2019

ORDER RATIFYING A TASK ORDER FOR MAY 2019 UNDER THE BUSINESS OPERATIONS AND DELIVERY SUPPORT STATEMENT OF WORK WITH ORIGIN CONSULTING, LLC FOR THE CITY'S CUSTOMER CARE AND BILLING SYSTEM (ALL WARDS).

WHEREAS, on March 21, the City Council authorized a Business Operations and Delivery Support Statement of Work with Origin Consulting, LLC for the City's Customer Care and Billing system (CC&B); and

WHEREAS, the not to exceed amount of that statement of work is \$708,877; and

WHEREAS, under the order authorization for the work was contingent on the collections for the preceding month exceeding the reported monthly expenses required for operation and maintenance and debt service for the Water/Sewer Utility Division and that the work under the Agreement will be limited to such excess collections for the preceding month; and

WHEREAS, for April 2019, the collections failed generate any excess; and

WHEREAS, for March 2019, the collections failed to generate any excess; and

WHEREAS, collections failed to exceed operations and maintenance and debt service, in part, because Origin was unavailable to provide services under the Business Operations and Delivery Support Statement of Work; and

WHEREAS, without some degree of assistance from Origin, collections will likely continue to lag and the Water-Sewer Utility may fail to collect sufficient funds this fiscal year to meet its operations and maintenance requirements and debt service; and

WHEREAS, due to financial circumstances the Water-Sewer Utility will face in generating sufficient collections without the assistance of Origin Consulting, LLC through the Business Operations and Delivery Support Statement of Work, the Mayor invoked the emergency procurement process, pursuant to Section 31-7-13 (k) on May 10, 2019, a copy of which is attached to this Order and made a part of these minutes; and

WHEREAS, pursuant to the emergency procurement process, Task Order 1 has been executed with Origin in an amount not to exceed \$105,925, a copy of which is attached to this Order and made a part of these minutes.

IT IS, THEREFORE, ORDERED that Task Order 1 under the Business Operations and Delivery Emergency Support with Origin Consulting, LLC in an amount not to exceed \$105,925 is ratified.

**DECLARATION INVOKING THE EMERGENCY CONTRACT
PROCUREMENT PROCEDURE**

I. REQUEST

At their special meeting on March 21, 2019, the City Council authorized an agreement with Origin Consulting, LLC in the not-to-exceed amount of \$708,877 with work assigned to the contractor in the form of task orders to be paid from collections in excess of operations and maintenance expenses and debt service accruals for the prior month.

Following are reported results for revenue collections, operations and maintenance expenses, and debt service accruals for April 2019:

1. Revenue Collections	\$ 4,203,785
2. Less O&M Expenses	\$ 3,046,424
3. Less June Debt Service Accrual	\$ 703,716
4. Less September Debt Service Accrual	\$ 1,310,072
5. Equals Revenues in Excess (Short) of Expenses	(\$ 856,427)

Based upon these results, revenues in excess of expenses for April 2019 *were not* sufficient to authorize Origin Consulting, LLC to fully proceed with the work under the agreement. This news is disappointing, but not unexpected, due to the lack of consultant support during March and portions of April. Without some limited work from Origin, revenues will continue to lag. As I have advised you and the City Council, the only way in which WSBA can continue to bill all customers and send out the targeted number of 200 delinquency notices daily is through the work of Origin under the agreement approved on March 21. If collections continue to lag, the Utility will be unable to meet its debt service this year, which could result in receivership.

Accordingly, I request that you declare this situation an "emergency" as that term is defined in Section 31-7-1 of the Mississippi Code of 1972, as amended, and authorize Origin Consulting, LLC to proceed with work within the scope of the agreement in an amount not to exceed \$105,925 for the month of May 2019. Only through authorizing this work is there any opportunity for the Water-Sewer Utility to collect sufficient revenue to make its debt service payments.

As background information to assist in your determination that an emergency exists, I have attached my memorandum. I have also obtained the review and approval of the Office of the City Attorney and Chief Administrative Officer as evidenced by the signatures below.

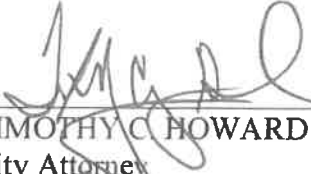


ROBERT K. MILLER
Director, Department of Public Works




DATE

II. REVIEWED AND APPROVED



TIMOTHY C. HOWARD
City Attorney

5/7/19
DATE




ROBERT BLAINE
Chief Administrative Officer

5/10/19
DATE

III. DECLARATION OF EMERGENCY

I hereby determine that the software issues with the City's Utility Billing System constitute an emergency as that term is defined under Section 31-7-1 of the Mississippi Code of 1972, as amended, so that the delay incident to giving opportunity for competitive bidding would be detrimental to the interest of the City of Jackson, Mississippi and that Origin Consulting, LLC is authorized to immediately begin the work within the scope of the agreement authorized by the City Council on March 25, 2019 in an amount not to exceed \$105,925.00 during May 2019, pursuant to Section 31-7-13 (k) of the Mississippi Code of 1972, as amended.

Accordingly, this request is approved.




CHOKWE A. LUMUMBA *tbl*
Mayor

5/10/19
DATE



PUBLIC WORKS DEPARTMENT MEMORANDUM

TO: Mayor Chokwe Antar Lumumba

FROM: Robert K. Miller, Director
Public Works Department 

CC: Robert Blaine, Chief Administrative Officer
Laawanda Horton, Acting Chief Financial Officer
Carla Gammill, Deputy Director, Public Works Administration
Michelle Thomas, Thomas Consulting

DATE: May 1, 2019

SUBJECT: Notice to Origin Consulting to Proceed Under Emergency Declaration

At their special meeting on March 20, 2019, the City Council awarded a contract to Origin Consultants in the not-to-exceed amount of \$708,877 with work assigned to the contractor in the form of task orders to be paid from collections in excess of operations and maintenance expenses and debt service accruals for the prior month.

Following are reported results for revenue collections, operations and maintenance expenses, and debt service accruals for April 2019:

1. Revenue Collections	\$ 4,203,785
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5. Equals Revenues in Excess (Short) of Expenses	(\$ 856,427)

Based upon these results, revenues in excess of expenses for April 2019 **were not** sufficient to authorize Origin Consulting to fully proceed. This news is disappointing but not unexpected due to the lack of consultant support during March and portions of April. However, while we are not able to fully proceed on this contract, it is imperative that we resume work for a portion of the above contract under an emergency declaration in an amount not to exceed \$105,925.00. I will be initiating the emergency procurement process shortly.



TASK ORDER 1
BUSINESS OPERATIONS AND DELIVERY
EMERGENCY SUPPORT

PREPARED FOR:

CITY OF JACKSON

VERSION 1

4/29/2019

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OVERVIEW & BACKGROUND

The City of Jackson (COJ) Water and Sewer Business Administration is striving to achieve operational improvements which will facilitate more timely and accurate bills being created and distributed. In addition to the uptick in bill production, associated support with delinquency and collection related activities will aid in increasing the amount of revenue collected by the city to meet stated financial goals.

The objective of this services engagement will be to provide immediate support to address billing backlogs, monitor and support automated collections processing, and address batch exceptions that may impact normal nightly batch operations.

TERM

The term of this task order will commence as of the date of the last signature below ("Effective Date") and remain in effect through May 24, 2019.

PROJECT SCOPE

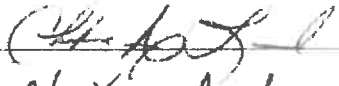
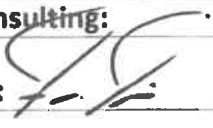
The City of Jackson is engaging with Origin to provide functional consulting services to satisfy the scope of activities outlined below:

- Review and address billing issues related to the Stranded Account billing backlog.
 - Estimated recovery of 1,130 bills
- Support COJ to analyze any batch errors related to billing or credit & collections.
- Monitor field activity backlog and provide missing read report.
- Provide remote staff augmentation for COJ's Meter to Cash operations to address high priority issues impacting business operations. This will include primary support of the FABB team in their day to day operations.
- CC&B Development for changes to the Meter Exchange File.

PRICING AND PAYMENT

The services specified above are provided on a Time and Materials basis with an estimated cost of \$105,925 (see below table for expected allocation by role).

Role	Estimated Hours	Hourly Rate	Labor Cost
Project Manager	32	\$145	\$4,640
CC&B Functional Architect	160	\$145	\$23,200
Business Analyst I	100	\$135	\$13,500
Business Analyst II	100	\$135	\$13,500
Analytics BA	14	\$145	\$2,030
Analytics Data Analyst	16	\$100	\$1,600
Developer for Meter Exchange File	62	\$97	\$6,014
Stranded Bill Recovery - Estimated Volume: 1,130 bills			\$34,891
Expenses (includes AWS Hosting Fee)			\$6,550
Total Estimated Cost			\$105,925.00

City of Jackson:	Origin Consulting:
Signature: 	Signature: 
Name (Print): Chokwe A. Lumumba ^{for}	Name (Print): Scott Shirley
Title: Mayor	Title: President
Signature Date: May 10, 2019	Signature Date: 05/23/2019

CITY COUNCIL AGENDA ITEM 10 POINT DATA SHEET May 21, 2019
 DATE

POINTS		COMMENTS
1.	Brief Description	ORDER RATIFYING A TASK ORDER FOR MAY 2019 UNDER THE BUSINESS OPERATIONS AND DELIVERY SUPPORT STATEMENT OF WORK WITH ORIGIN CONSULTING, LLC FOR THE CITY'S CUSTOMER CARE AND BILLING SYSTEM
2.	Public Policy Initiative <ol style="list-style-type: none"> 1. Youth & Education 2. Crime Prevention 3. Changes in City Government 4. Neighborhood Enhancement 5. Economic Development 6. Infrastructure and Transportation 7. Quality of Life 	6. Infrastructure and Transportation
3.	Who will be affected	City of Jackson Utility Customers
4.	Benefits	Will enable the Water-Sewer Utility to continuing billing customers and sending account delinquency notices
5.	Schedule (beginning date)	Work is underway
6.	Location: <ul style="list-style-type: none"> ▪ WARD ▪ CITYWIDE (yes or no) (area) ▪ Project limits if applicable 	Citywide
7.	Action implemented by: <ul style="list-style-type: none"> ▪ City Department <input checked="" type="checkbox"/> ▪ Consultant <input type="checkbox"/> 	Department of Public Works
8.	COST	\$105,925 [Ⓢ]
9.	Source of Funding <ul style="list-style-type: none"> ▪ General Fund <input type="checkbox"/> ▪ Grant <input type="checkbox"/> ▪ Bond <input type="checkbox"/> ▪ Other <input type="checkbox"/> 	Water/Sewer Fund 031.520.10.6419
10.	EBO participation	ABE _____ % WAIVER yes ___ no ___ N/A ___ x ___ AABE _____ % WAIVER yes ___ no ___ N/A ___ x ___ FBE _____ % WAIVER yes ___ no ___ N/A ___ x ___ HBE _____ % WAIVER yes ___ no ___ N/A ___ x ___ NABE _____ % WAIVER yes ___ no ___ N/A ___ x ___

Office of the City Attorney


455 East Capitol Street
Post Office Box 2779
Jackson, Mississippi 39207-2779
Telephone: (601) 960-1799
Facsimile: (601) 960-1756

OFFICE OF THE CITY ATTORNEY

OFFICE OF THE CITY ATTORNEY
6/3/19
TCH

This **ORDER RATIFYING A TASK ORDER FOR MAY 2019 UNDER THE BUSINESS OPERATIONS AND DELIVERY SUPPORT STATEMENT OF WORK WITH ORIGIN CONSULTING, LLC FOR THE CITY'S CUSTOMER CARE AND BILLING SYSTEM** is legally sufficient for placement in NOVUS Agenda.



TIMOTHY C. HOWARD, CITY ATTORNEY
Terry Williamson, *Legal Counsel* 

6/3/19

DATE



**City of Jackson
Department of Public Works**

To: Chokwe Antar Lumumba, Mayor

From: Robert K. Miller, Director, Department of Public Works

Council Agenda Item Briefing Memo

Agenda Item: **ORDER RATIFYING A TASK ORDER FOR MAY 2019 UNDER THE BUSINESS OPERATIONS AND DELIVERY SUPPORT STATEMENT OF WORK WITH ORIGIN CONSULTING, LLC FOR THE CITY'S CUSTOMER CARE AND BILLING SYSTEM.**

Item #:

Council Meeting: Regular Council Meeting, May 28, 2019

Purpose: To ratify the May 2019 Task Order under the Business Operations and Delivery Support SOW with Origin Consulting, LLC

Cost: \$105,925

Funding Source: Water/Sewer Fund—WSBA Professional Services

Background:

This is order to ratify the May 2019 Task Order under the Business Operations and Delivery Support SOW with Origin Consulting, LLC. The Declaration Invoking the Emergency Contract Procurement Procedure provides the details of why this procurement was deemed an emergency.

The work under the May 2019 Task Order is essential to the continuing financial viability of the City's Water-Sewer Utility. Without this work being performed by Origin, billings will again lag and collections will continue to deteriorate.

Please let me know if you have any questions.

OFFICE OF THE CITY ATTORNEY
6/13/2019

ORDER RATIFYING A TASK ORDER FOR JUNE 2019 UNDER THE BUSINESS OPERATIONS AND DELIVERY EMERGENCY SUPPORT STATEMENT OF WORK WITH ORIGIN CONSULTING, LLC FOR THE CITY'S CUSTOMER CARE AND BILLING SYSTEM (ALL WARDS).

WHEREAS, on March 21, the City Council authorized a Business Operations and Delivery Support Statement of Work with Origin Consulting, LLC for the City's Customer Care and Billing system (CC&B); and

WHEREAS, the not to exceed amount of that statement of work is \$708,877; and

WHEREAS, under the order, authorization for the work was contingent on the collections for the preceding month exceeding the reported monthly expenses required for operation and maintenance and debt service for the Water/Sewer Utility Division and the work under the Agreement will be limited to such excess collections for the preceding month; and; and

WHEREAS, for the month of May 2019, the collections failed to generate excess collections; and

WHEREAS, collections have steadily improved each month with emergency assistance from Origin that has been designed to continuing generating bills for stranded accounts, take stop-gap measures to keep CC&B operating, including generating disconnect notices, and make incremental repairs to CC&B; and

WHEREAS, without some decree of assistance Origin, collections will likely continue to lag and the Water-Sewer Utility may fail to collect sufficient funds this fiscal year to meet its operations and maintenance requirements and debt service; and

WHEREAS, due to financial circumstances the Water-Sewer Utility will face in generating sufficient collections without the assistance Origin Consulting, LLC through the Business Operations and Delivery Emergency Support Statement of Work Task Orders, the Mayor invoked the emergency procurement process, pursuant to Section 31-7-13 (k) on June 6, 2019, a copy of which is attached to this Order and made a part of these minutes.

IT IS, THEREFORE, ORDERED that Task Order 2 under the Business Operations and Delivery Support Emergency Statement of Work with Origin Consulting, LLC in an amount not to exceed \$100,000 is ratified.

CITY COUNCIL AGENDA ITEM 10 POINT DATA SHEET June 13, 2019

DATE


POINTS		COMMENTS
1.	Brief Description	ORDER RATIFYING A TASK ORDER FOR JUNE 2019 UNDER THE BUSINESS OPERATIONS AND DELIVERY EMERGENCY SUPPORT STATEMENT OF WORK WITH ORIGIN CONSULTING, LLC FOR THE CITY'S CUSTOMER CARE AND BILLING SYSTEM (ALL WARDS).
2.	Public Policy Initiative 1. Youth & Education 2. Crime Prevention 3. Changes in City Government 4. Neighborhood Enhancement 5. Economic Development 6. Infrastructure and Transportation 7. Quality of Life	6. Infrastructure and Transportation
3.	Who will be affected	City of Jackson Utility Customers
4.	Benefits	Will enable the Water-Sewer Utility to continuing billing customers and sending account delinquency notices
5.	Schedule (beginning date)	Work is underway
6.	Location: ■ WARD ■ CITYWIDE (yes or no) (area) ■ Project limits if applicable	Citywide
7.	Action implemented by: ■ City Department <input checked="" type="checkbox"/> ■ Consultant <input type="checkbox"/>	Department of Public Works
8.	COST	Not to exceed \$100,000
9.	Source of Funding ■ General Fund <input type="checkbox"/> ■ Grant <input type="checkbox"/> ■ Bond <input type="checkbox"/> ■ Other <input type="checkbox"/>	Water/Sewer Fund 031.520.10.6419
10.	EBO participation	ABE _____% WAIVER yes ___ no ___ N/A ___x___ AABE _____% WAIVER yes ___ no ___ N/A ___x___ FBE _____% WAIVER yes ___ no ___ N/A ___x___ HBE _____% WAIVER yes ___ no ___ N/A ___x___ NABE _____% WAIVER yes ___ no ___ N/A ___x___


Office of the City Attorney

OFFICE OF THE CITY ATTORNEY
455 East Capitol Street
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Telephone: (601) 960-1799
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6/13/19

OFFICE OF THE CITY ATTORNEY

This ORDER RATIFYING A TASK ORDER FOR JUNE 2019 UNDER THE BUSINESS OPERATIONS AND DELIVERY EMERGENCY SUPPORT STATEMENT OF WORK WITH ORIGIN CONSULTING, LLC FOR THE CITY'S CUSTOMER CARE AND BILLING SYSTEM (ALL WARDS) is legally sufficient for placement in NOVUS Agenda.



TIMOTHY C. HOWARD, CITY ATTORNEY
Terry Williamson, Legal Counsel 

6/13/19

DATE



**City of Jackson
Department of Public Works**

To: Chokwe Antar Lumumba, Mayor

From: Robert K. Miller, Director, Department of Public Works

Council Agenda Item Briefing Memo

Agenda Item: **ORDER RATIFYING A TASK ORDER FOR JUNE 2019 UNDER THE BUSINESS OPERATIONS AND DELIVERY EMERGENCY SUPPORT STATEMENT OF WORK WITH ORIGIN CONSULTING, LLC FOR THE CITY'S CUSTOMER CARE AND BILLING SYSTEM (ALL WARDS)**

Item #:
Council Meeting: Special Council Meeting, June 14, 2019
Purpose: To ratify the June 2019 Task Order under the Business Operations and Delivery Emergency Support SOW with Origin Consulting, LLC
Cost: Not to exceed \$100,000
Funding Source: Water/Sewer Fund—WSBA Professional Services

Background:

This is an order to ratify the June 2019 Task Order under the Business Operations and Delivery Emergency Support SOW with Origin Consulting, LLC. The Declaration Invoking the Emergency Contract Procurement Procedure provides the details of why this procurement was deemed an emergency.


The work under the June 2019 Task Order is essential to the continuing financial viability of the City's Water-Sewer Utility. Without this work being performed by Origin, billings will again lag and the improvements in collections deteriorate.

Please let me know if you have any questions.



PUBLIC WORKS DEPARTMENT MEMORANDUM

TO: Mayor Chokwe Antar Lumumba

FROM: Robert K. Miller, Director
Public Works Department 

CC: Robert Blaine, Chief Administrative Officer
Laawanda Horton, Acting Chief Financial Officer
Carla Gammill, Deputy Director, Public Works Administration
Michelle Thomas, Thomas Consulting

DATE: June 3, 2019

SUBJECT: Notice to Origin Consulting to Proceed Under Emergency Declaration

At their special meeting on March 20, 2019, the City Council awarded a contract to Origin Consultants in the not-to-exceed amount of \$708,877 with work assigned to the contractor in the form of task orders to be paid from collections in excess of operations and maintenance expenses and debt service accruals for the prior month.

Following are reported results for revenue collections, operations and maintenance expenses, and debt service accruals for May 2019:

1. Revenue Collections	\$ 4,718,673
2. Less O&M Expenses	\$ 4,223,504
3. Less September Debt Service Accrual	\$ 1,310,072
4. Equals Shortfall for May 2019	(\$ 814,903)
5. Less Prior Shortfall in April 2019	\$ 856,427
6. Less Prior Shortfall in March 2019	\$ 247,326
7. Equals Revenues in Excess (Short) of Expenses	(\$1,918,656)

Based upon these results, revenues in excess of expenses for May 2019 **were not** sufficient to authorize Origin Consulting to fully proceed. However, while we are not able to fully proceed on this contract, it is imperative that we resume work for a portion of the above contract under an emergency declaration in an amount not to exceed \$103,000. I will be initiating the emergency procurement process shortly.

**DECLARATION INVOKING THE EMERGENCY CONTRACT
PROCUREMENT PROCEDURE**

I. REQUEST

At their special meeting on March 21, 2019, the City Council authorized an agreement with Origin Consulting, LLC in the not-to-exceed amount of \$708,877 with work assigned to the contractor in the form of task orders to be paid from collections in excess of operations and maintenance expenses and debt service accruals for the prior month.

Following are reported results for revenue collections, operations and maintenance expenses, and debt service accruals for April 2019:

1. Revenue Collections	\$ 4,718,673
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3. Less September Debt Service Accrual	\$ 1,310,072
4. Equals Revenues in Excess (Short) of Exp.—May	(\$ 814,903)
5. Less Prior Shortfall in April	\$ 856,427
6. Less Prior Shortfall in March	\$ 247,326
7. Equals Revenues in Excess (Short) of Expenses	(\$ 1,918,656)

Based upon these results, revenues in excess of expenses for May 2019 *were not* sufficient to authorize Origin Consulting, LLC to fully proceed with the work under the agreement. However, significant progress was made in May toward increasing collections. While the shortfall for May remains high, \$814,903, collections increased over April by \$ 514,888. With continuing, consistent support from Origin, I anticipate continuing increases in collections. With the re-institution of shut-offs for delinquent bills, the collection rate has been rising. Based on the billing and revenue collections progress being made with Origin, it is imperative that we resume work for a portion of the above contract under an emergency declaration in an amount not to exceed \$103,000.

Accordingly, I request that you declare this situation an "emergency" as that term is defined in Section 31-7-1 of the Mississippi Code of 1972, as amended, and authorize Origin Consulting, LLC to proceed with work within the scope of the agreement in an amount not to exceed \$103,000 for the month of June 2019. Only through authorizing this work is there any opportunity for the Water-Sewer Utility to collect sufficient revenue to pay its operations and maintenance expenses and make its debt service payments.

As background information to assist in your determination that an emergency exists, I have attached my memorandum. I have also obtained the review and approval of the Office of the City Attorney and Chief Administrative Officer as evidenced by the signatures below.



ROBERT K. MILLER
Director, Department of Public Works

6/3/2019

DATE

II. REVIEWED AND APPROVED



TIMOTHY C. HOWARD
City Attorney

6/5/19

DATE



ROBERT BLAINE
Chief Administrative Officer


6/11/19

DATE

III. DECLARATION OF EMERGENCY

I hereby determine that the software issues with the City's Utility Billing System constitute an emergency as that term is defined under Section 31-7-1 of the Mississippi Code of 1972, as amended, so that the delay incident to giving opportunity for competitive bidding would be detrimental to the interest of the City of Jackson, Mississippi and that Origin Consulting, LLC is authorized to continue the work within the scope of the agreement authorized by the City Council on March 21, 2019 in an amount not to exceed \$103,000.00 during June 2019, pursuant to Section 31-7-13 (k) of the Mississippi Code of 1972, as amended.

Accordingly, this request is approved.



CHOKWE A. LUMUMBA
Mayor

6/6/19

DATE



Task Order 2
Business Operations and Delivery Emergency Support

Prepared for:

City of Jackson

Version 1

5/28/2019

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Overview & Background

The City of Jackson (COJ) Water and Sewer Business Administration is striving to achieve operational improvements which will facilitate more timely and accurate bills being created and distributed. In addition to the uptick in bill production, associated support with delinquency and collection related activities will aid in increasing the amount of revenue collected by the city to meet stated financial goals.

The objective of this services engagement will be to provide immediate support to address billing backlogs, monitor and support automated collections processing, and address batch exceptions that may impact normal nightly batch operations.

Term

The term of this task order will commence as of the date of the last signature below ("Effective Date") and remain in effect through June 28, 2019.

Project Scope

The City of Jackson is engaging with Origin to provide functional consulting services to satisfy the scope of activities outlined below:


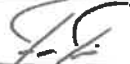
- Assist the City to decrease their backlog of remote disconnects
 - Execute an estimated 500 disconnects using the following procedure:
 - Origin will provide a list of accounts (email) that will be disconnected for a specific day.
 - COJ Deputy Director of Public Works will provide approval (email) to proceed with specified disconnects for that day.
 - Origin will communicate to COJ Deputy Director of Public Works (email) when the accounts are disconnected.
- Support COJ to analyze any batch errors related to billing or credit & collections.
- Monitor field activity backlog and provide missing read report.
- Provide remote staff augmentation for COJ's Meter to Cash operations to address high priority issues impacting business operations. This will include primary support of the FABB team in their day to day operations.
- Complete CC&B development and validation of changes to the Meter Exchange File and Letter Reporting.
- Deposit Interest for active Public Service Commission(PSC) Accounts.

Pricing and Payment

The services specified above are provided on a Time and Materials basis with an estimated cost of \$99,998 (see below table for expected allocation by role).

Role	Estimated Hours	Hourly Rate	Labor Cost
Project Manager	36	\$145	\$5,220
CC&B Functional Architect	192	\$145	\$27,840
Business Analyst I	192	\$135	\$25,920
Business Analyst II	112	\$135	\$15,120
Business Analyst III	80	\$135	\$10,800
Developer for Letter Print & Other	34	\$97	\$3,298
Remote Disconnect Estimated Volume: 500 Disconnects			\$3,750
Expenses (includes AWS Hosting Fee)			\$8,050
Total Estimated Cost			\$99,998


In addition to the services related to the cost outlined above, Origin will complete the scope of work from Task Order 1 for the code changes for the Meter Exchange Interface. A total of \$6,104 was approved. During the May timeline (April 29 – May 24) Origin used \$3,832. Origin will use the remaining \$2,182 during the month of June to test and deploy the changes to the Meter Exchange Interface.

City of Jackson:	Origin Consulting:
Signature: 	Signature: 
Name (Print): Chokwe A. Lumumba	Name (Print): Scott Shirley
Title: Mayor	Title: President
Signature Date: 6/6/19	Signature Date: 6/12/19



PUBLIC WORKS DEPARTMENT MEMORANDUM

TO: Mayor Chokwe Antar Lumumba

FROM: Robert K. Miller, Director
Public Works Department 

CC: Robert Blaine, Chief Administrative Officer
Laawanda Horton, Acting Chief Financial Officer
Carla Gammill, Deputy Director, Public Works Administration
Michelle Thomas, Thomas Consulting

DATE: June 3, 2019

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PROCUREMENT PROCEDURE**

I. REQUEST

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6. Less Prior Shortfall in March	\$ 247,326
7. Equals Revenues in Excess (Short) of Expenses	(\$ 1,918,656)

Based upon these results, revenues in excess of expenses for May 2019 were not sufficient to authorize Origin Consulting, LLC to fully proceed with the work under the agreement. However, significant progress was made in May toward increasing collections. While the shortfall for May remains high, \$814,903, collections increased over April by \$ 514,888. With continuing, consistent support from Origin, I anticipate continuing increases in collections. With the re-institution of shut-offs for delinquent bills, the collection rate has been rising. Based on the billing and revenue collections progress being made with Origin, it is imperative that we resume work for a portion of the above contract under an emergency declaration in an amount not to exceed \$103,000.

Accordingly, I request that you declare this situation an "emergency" as that term is defined in Section 31-7-1 of the Mississippi Code of 1972, as amended, and authorize Origin Consulting, LLC to proceed with work within the scope of the agreement in an amount not to exceed \$103,000 for the month of June 2019. Only through authorizing this work is there any opportunity for the Water-Sewer Utility to collect sufficient revenue to pay its operations and maintenance expenses and make its debt service payments.

As background information to assist in your determination that an emergency exists, I have attached my memorandum. I have also obtained the review and approval of the Office of the City Attorney and Chief Administrative Officer as evidenced by the signatures below.

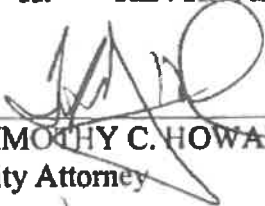


ROBERT K. MILLER
Director, Department of Public Works

6/3/2019

DATE

II. REVIEWED AND APPROVED


TIMOTHY C. HOWARD
City Attorney

6/5/19
DATE



ROBERT BLAINE
Chief Administrative Officer

6/11/19
DATE

III. DECLARATION OF EMERGENCY

I hereby determine that the software issues with the City's Utility Billing System constitute an emergency as that term is defined under Section 31-7-1 of the Mississippi Code of 1972, as amended, so that the delay incident to giving opportunity for competitive bidding would be detrimental to the interest of the City of Jackson, Mississippi and that Origin Consulting, LLC is authorized to continue the work within the scope of the agreement authorized by the City Council on March 21, 2019 in an amount not to exceed \$103,000.00 during June 2019, pursuant to Section 31-7-13 (k) of the Mississippi Code of 1972, as amended.

Accordingly, this request is approved.


CHOKWE A. LUMUMBA
Mayor

6/6/19
DATE



Task Order 2
Business Operations and Delivery Emergency Support

Prepared for:
City of Jackson
Version 1
5/28/2019

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Overview & Background

The City of Jackson (COJ) Water and Sewer Business Administration is striving to achieve operational improvements which will facilitate more timely and accurate bills being created and distributed. In addition to the uptick in bill production, associated support with delinquency and collection related activities will aid in increasing the amount of revenue collected by the city to meet stated financial goals.

The objective of this services engagement will be to provide immediate support to address billing backlogs, monitor and support automated collections processing, and address batch exceptions that may impact normal nightly batch operations.

Term

The term of this task order will commence as of the date of the last signature below ("Effective Date") and remain in effect through June 28, 2019.

Project Scope

The City of Jackson is engaging with Origin to provide functional consulting services to satisfy the scope of activities outlined below:

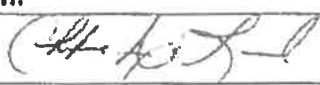
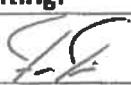
- Assist the City to decrease their backlog of remote disconnects
 - Execute an estimated 500 disconnects using the following procedure:
 - Origin will provide a list of accounts (email) that will be disconnected for a specific day.
 - COJ Deputy Director of Public Works will provide approval (email) to proceed with specified disconnects for that day.
 - Origin will communicate to COJ Deputy Director of Public Works (email) when the accounts are disconnected.
- Support COJ to analyze any batch errors related to billing or credit & collections.
- Monitor field activity backlog and provide missing read report.
- Provide remote staff augmentation for COJ's Meter to Cash operations to address high priority issues impacting business operations. This will include primary support of the FABB team in their day to day operations.
- Complete CC&B development and validation of changes to the Meter Exchange File and Letter Reporting.
- Deposit Interest for active Public Service Commission(PSC) Accounts.

Pricing and Payment

The services specified above are provided on a Time and Materials basis with an estimated cost of \$99,998 (see below table for expected allocation by role).

Role	Estimated Hours	Hourly Rate	Labor Cost
Project Manager	36	\$145	\$5,220
CC&B Functional Architect	192	\$145	\$27,840
Business Analyst I	192	\$135	\$25,920
Business Analyst II	112	\$135	\$15,120
Business Analyst III	80	\$135	\$10,800
Developer for Letter Print & Other	34	\$97	\$3,298
Remote Disconnect Estimated Volume: 500 Disconnects			\$3,750
Expenses (includes AWS Hosting Fee)			\$8,050
Total Estimated Cost			\$99,998

In addition to the services related to the cost outlined above, Origin will complete the scope of work from Task Order 1 for the code changes for the Meter Exchange Interface. A total of \$6,104 was approved. During the May timeline (April 29 – May 24) Origin used \$3,832. Origin will use the remaining \$2,182 during the month of June to test and deploy the changes to the Meter Exchange Interface.

City of Jackson:	Origin Consulting:
Signature: 	Signature: 
Name (Print): Chokwe A. Lumumba	Name (Print): Scott Shirley
Title: Mayor	Title: President
Signature Date: 6/6/19	Signature Date: 6/12/19

19/06/12-21:24

City of Jackson - 2019 Production

OFFICE OF THE CITY ATTORNEY
June 12 2019
K. Love
6/13/19

AP759

Minute Book Summary - Accounts Payable

AGENDA DATE: JUNE 14, 2019

ORDER APPROVING CLAIMS NUMBERED **7330** TO APPEARING AT PAGES **1125** TO , INCLUSIVE THEREON, ON MUNICIPAL 'DOCKET OF CLAIMS', IN THE AMOUNT OF \$8,835.75, AND MAKING APPROPRIATION FOR THE PAYMENT THEREOF.

IT IS HEREBY ORDERED THAT CLAIMS NUMBERED **7330** TO , APPEARING AT PAGES **1125** TO , INCLUSIVE THEREON, IN THE MUNICIPAL 'DOCKET OF CLAIMS', IN THE AGGREGATE AMOUNT OF \$8,835.75, ARE HEREBY APPROVED FOR PAYMENT AND SAID AMOUNT IS EXPRESSLY APPROPRIATED FOR THE IMMEDIATE PAYMENT THEREOF.

IT IS FURTHER ORDERED THAT THERE IS APPROPRIATED FROM THE VARIOUS FUNDS THE SUMS NECESSARY TO BE TRANSFERRED TO OTHER FUNDS FOR THE PURPOSE OF PAYING THE CLAIMS AS FOLLOWS:

FROM:	TO ACCOUNTS PAYABLE FUND
-----	-----
KELLOGG FOUNDATION PROJECT	8,835.75
	8,835.75

APPROVED FOR AGENDA

DEPARTMENT DIRECTOR

LEGAL

CAO

MAYOR'S OFFICE

ITEM # 3

AGENDA DATE 6/14/19

BY: HORTON, LUMUMBA

INITIALS

DATE

<i>KL</i>	6/13/19
<i>KL</i>	6/13/19
<i>RB (4pm)</i>	6-13-19
<i>KL</i>	6/13/19

RECEIVED
CITY CLERK
JACKSON, MS.
19 JUN 13 PM 1:59

AP755

VENDOR PAYMENTS / FOR CLAIM DOCKET - 06/14/2019

Report Title - AMOUNTS (DESCENDING) ALL TYPES

Invoice Payments Over \$5,000

VEN#	VENDOR-NAME	INVOICE	INV-DATE	AMOUNT	AUTHORIZATION	DUE-DATE	REF-NUMBER	PAYMENT-TYPE	REMARKS
73299	HILTON GARDEN INN JACKSON/DOWN	BEO#9575/BEO#9592A	06/12/2019	\$8,835.75		06/14/2019		R&R-Invoice	TECH JXN VIP'S TOTAL EXPENSES
	76 401456419	GENERAL GOVERNMENT		\$8,835.75					ARRANGED FOLIO #390214A
									FOR EVENTS AND HOTEL STAYS
*** Payments Over \$5,000 Total ***				\$8,835.75					
***** Grand-Total for Claims *****				\$8,835.75					

OFFICE OF THE CITY ATTORNEY
 6/13/2019

AP755 VENDOR PAYMENTS / FOR CLAIM DOCKET - 06/14/2019
Report Title - AMOUNTS (DESCENDING) ALL TYPES

ACCOUNT NUMBER	DEPARTMENT DESCRIPTION	AMOUNT	ACCOUNT DESCRIPTION
76 401456419	GENERAL GOVERNMENT	\$8,835.75	OTHER PROFESSIONAL SERVICES
***** Grand-Total for Claims *****		\$8,835.75	

OFFICE OF THE CITY ATTORNEY
K. H. ...
6/13/2019

CITY OF JACKSON, MISSISSIPPI
Office of the City Attorney

455 East Capitol Street
Post Office Box 2779
Jackson, Mississippi 39207-2779
Telephone: (601) 960-1799
Facsimile: (601) 960-1756

OFFICE OF THE CITY ATTORNEY
K. Blanche
6/13/2019

OFFICE OF THE CITY ATTORNEY

The CLAIMS DOCKET for June 14, 2019 in the aggregate amount of
8,835.75 has been reviewed by me and, based on information and belief, is
legally sufficient for entry into the NOVUS Agenda System and for payment authorization by the
governing authorities.

K. Blanche
KRISTEN BLANCHARD
Deputy City Attorney

June 13, 2019
DATE