

**MEMORANDUM**

**To:** Mayor and City Council

**From:** Christopher Pike, Finance Director

**Date:** December 08, 2014

**Subject:** **Approval of Contract Amendment with JAT Consulting Services**

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**ITEM DESCRIPTION**

With the adoption of the 2015 operating budget, three positions were approved to address the increased workload at various departments in the City. One of these positions was a Records Clerk. This position, as part of the Finance & Administration contract with JAT Consulting Services, will address the continuously increasing number of open records request received by the City. This position will work directly for the City Clerk's Office to assist in the processing and fulfilling of open records requests. To date, there has been a 118% increase in open records received over this time period last year. The projection is that we will receive approximately 1300 open records requests by the end of this year, which would equate to a 93% increase for the same time period in 2013. Since we began tracking open records requests in January 2011, we have increased a total of 227% for the period to date and will have increased a total of 513% by the end of 2014.

This position will also assist the City Clerk's Office with records management for the City. We have begun the process of ensuring that all City records are purged in compliance with the Georgia Local Government Retention Schedule. This will be a lengthy, ongoing process over the next several years. This position will assist in working with the departmental records liaisons in setting up their document retention schedules in their files and preparing all documents (hard copy and electronic) for purging by the City Clerk. This will include identifying every department in the City that may have a hard copy/electronic copy of any and all records so those records are also included.

The salary and burden rate of the contractor is consistent both with comparable salaries paid at other jurisdictions as well as amounts paid for previous additions to the contract (specifically the court clerk added to the 2010 contract).

**BACKGROUND**

**RECOMMENDED ACTION**

It is respectfully requested Council approve the contract amendment with JAT Consulting Services for \$98,402.

**CHANGE ORDER #1**

This Change Order #1 is based on the Contract Agreement between the City of Dunwoody and JAT Consulting Services, Inc. (JAT), dated July 25<sup>th</sup>, 2011:

**SCOPE OF SERVICES: Augmented Staff**

Provide one (1) Records Clerk to Provide Assistance to City Clerk's Office

**PERIOD OF PERFORMANCE:**

01/01/15 – 12/31/15

**COMPENSATION:** Basis of Compensation for this Change Order #1 Lump Sum

Hourly Labor Rate = \$24.00 @2080 Hours	\$49,920
Adjusted 2013 Field Office Overhead	76.00%
Profit	12%
Lump Sum Fee	\$98,402

TOTAL FEE FOR THIS CHANGE ORDER #1 = \$98,402

**SUBMITTED:**  
 JAT CONSULTING SERVICES, INC.

**ACCEPTED:**  
 CITY OF DUNWOODY

*Laura Cook* \_\_\_\_\_

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Date: 08/15/2014 \_\_\_\_\_

Date: \_\_\_\_\_