

To: Members
Dunwoody City Council

From: Richard Platto
Finance Director

Subject: Contract Amendment No. 3 with Jacobs for Finance and Administrative Services

Date: January 27, 2025

Action

Authorize the City Manager or designee to execute all documents necessary and proper to amend the current contract with Jacobs for Financial and Administrative Services. This will be the third amendment to the contract.

Details

The City has contracted with Jacobs since 2021 for various positions within the Finance & Administration Department. The City Council converted two Accountants and one Accounts Receivable position on July 24, 2023.

Contract Amendment No. 3 will provide for the following positions as contracted equivalent to full-time unless noted:

- Executive Assistant – City Manager
- Receptionist
- Purchasing Support
- Risk Manager
- Revenue Analyst
- Senior Advisor (20% time)
- Floater(s)/Extraordinary Help (Contracted at full-time, but more for on demand services throughout the year).

The City Manager or designee will work with Jacobs to establish the hourly rates for each position, provided that the FY2025 total amount spent does not exceed \$719,321. These amounts were included as part of the approved FY2025 Operating and Capital Budget.

Recommendation

Authorize the City Manager or designee to execute all documents necessary and proper to amend the current contract with Jacobs for Financial and Administrative Services.

AMENDMENT NO. 3
to the
SERVICE PROVIDER CONTRACT RFP 20-04
for CITY OF DUNWOODY, GEORGIA

This Amendment No. 3 (the “Amendment”) to the Multi-Year Service Provider Contract for RFP 20-04 Municipal Service Provider for the City of Dunwoody, Georgia (the “Contract”) is made effective as of this ___ day of _____ 2024 by and between the **City of Dunwoody, Georgia** (hereinafter “City”) and **CH2M HILL Engineers, Inc.** (hereinafter “Service Provider”), collectively referred to herein as the “Parties”.

NOW THEREFORE, City and Service Provider agree to amend the Contract as follows:

1. Per Contract Section 2. Attachments, certain documents contained in Exhibit A are hereby updated as follow:

1. An additional position will be provided by the Service Provider to the City:

G. Revenue Analyst (2080 hours/year).

2. The “Detailed Cost Table by Year and Positions” table is replaced by the table below:

Finance and Administration Department	Invoicing at 2080 Hours	
Position	<u>FTE</u> <u>Equivalent</u>	
Executive Assistant - City Manager (2080 hours/year)	100%	
Receptionist (1664 hours/year)	80%	
Floater for Receptionist (416 hours/year)	20%	
Purchasing Support (2080 hours/year)	100%	
Risk Manager (2080 hours/year)	100%	
Senior Advisor (416 hours/year)	20%	
Revenue Analyst (2080 hours/year)	100%	
Floater for Clerk Assistant (416 hours/year)	20%	

3. The City Manager and/or designee will establish with the Service Provider, in writing, the hourly rates for the City to be charged for each position with the Service Provider, provide that in Fiscal Year 2025 the total amount spent shall not exceed \$719,321.46.

2. Per Contract Section 2. Attachments, documentation contained in Exhibit A is hereby updated to include the following:

Revenue Analyst Key Responsibilities:

- Assist the business license team with the preparation and mailing of annual license renewals, as well as respond to inquiries related to business licenses.

- Review paperwork and license applications/renewals to ensure the accuracy and completion of all necessary documentation, including alcohol permits.
- Crosscheck payments received by city staff to verify that the correct amounts have been charged and paid.
- Track and monitor monthly alcohol and hotel/motel excise tax payments, ensuring timely and accurate submission.
- Maintain records of franchise fee payments and follow up on any discrepancies or late submissions.

This **Amendment No. 3** together with the Contract constitute the entire agreement between the Parties and supersedes all prior oral and written understandings with respect to the subject matter set forth herein. Unless specifically stated all other terms and conditions of the Contract shall remain in full force and effect. Neither this **Amendment No. 3** nor the Agreement may be modified except in writing signed by an authorized representative of the Parties.

The Parties, intending to be legally bound, indicate their approval of this **Amendment No. 3** by their signatures below.

CH2M HILL ENGINEERS, INC.

CITY OF DUNWOODY, GEORGIA

 Name:
 Title:

 Date: _____

 Name:
 Title:

 Date: _____