



4800 Ashford Dunwoody Road
Dunwoody, Georgia 30338
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MEMORANDUM

To: Mayor and City Council

From: Eric Linton, City Manager
Richard Platto, Finance Director

Date: December 15, 2025

Subject: Request for Contract Finance Position

Action

To authorize the City Manager to negotiate an amendment to the Lowe municipal contract and create the position of Buyer/Financial Analyst not to exceed \$170,000.

Summary

The Finance Department is responsible for all financial operations in the City, including accounting, reporting, budgeting, and purchasing. The department has focused on cross training extensively, to make sure all functions performed by the department can be adequately covered by other staff in the event a team member is out of the office.

One area the department would like to continue to build in depth and knowledge is within the purchasing function. Currently there is only a Purchasing Manager dedicated to the purchasing function on a day-to-day basis. Staff have identified the need for additional purchasing support, to address specific job duties and responsibilities below:

- Perform contract reviews for insurance, liability, and statutory compliance.
- Assist with bid openings, pre-bid meetings, and the solicitation process.
- Draft and publish solicitations (ITB, RFQ, and RFP).
- Create, modify, and adjust new and existing purchase orders.
- Coordinate the review of outstanding purchase orders with other departments.
- Manage the purchase card (p-card) process (set up new users, monitor changes to accounts, etc.).

Additionally, this position would assist with non-purchasing related tasks, to include:

- Perform daily revenue deposits and reconciliation (segregation of duties).
- Complete the annual SAVE and E-Verify state reporting requirements.
- Oversee the city's GCIC (Georgia Crime Information Center) compliance.



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- Dispose of identified surplus assets in an approved manner.
- Provide support to departments for grants and other financial functions.

This position would continue to provide support as additional cross training opportunities are identified within the finance department. The position's annual cost will be indexed like all other positions in the contract.

Recommendation

To authorize the City Manager to negotiate an amendment to the Lowe municipal contract and create the position of Buyer/Financial Analyst not to exceed \$170,000.

