

	CITY OF JONESBORO, GEORGIA COUNCIL Agenda Item Summary		COUNCIL MEETING DATE: August 10, 2026
Requesting Agency (Initiator): Mayor Donya L. Sartor		Sponsor(s): Mayor Donya L. Sartor	
Item Title:	Consideration and Approval of Addendum to Contract for Finance Director Services with JATAXS Consulting, LLC.		
Requested Action: Approve Addendum to Contract for Finance Director Services with JATAXS Consulting, LLC.			
Requirement for Board Action: Approval			
Is this Item Goal Related? Yes			
Summary and Background: The proposed Addendum amends Section 5 of the Professional Services Finance Director Agreement between the City of Jonesboro and JATAXS Consulting, LLC. The purpose of the Addendum is to establish clearer requirements for the Finance Director's onsite presence, attendance at Council meetings and submission of weekly work schedules. Beginning August 10, 2026, the Contractor will be required to work onsite at City Hall or another designated City worksite four days during each workweek. The Contractor must be onsite on the first and second Mondays of each month for regularly scheduled Council meetings. Those meeting days will count toward the four-day onsite requirement. As a limited exception, only three onsite workdays will be required during the workweek beginning August 17, 2026. The Addendum also permits the City to require the Contractor to attend special called meetings in person. The City must provide reasonable advance notice whenever practicable, and attendance will count toward the four required onsite days. The Contractor must submit the following week's onsite schedule by the close of business each Wednesday and must provide advance notice of planned vacation. The four-day onsite requirement will not apply during a week in which the City's administrative offices are closed for a recognized holiday or other circumstance. The Addendum defines the workweek and what qualifies as an onsite workday to avoid uncertainty in applying these requirements. The Addendum does not change the Contractor's compensation, general scope of services or the remaining terms of the existing Agreement. All provisions not expressly modified remain in effect. If a conflict arises between the Addendum and the original Agreement, the Addendum will control.			
Fiscal Impact: No.			
Exhibits Attached: Yes. (1) Original Contract; (2) Contract Addendum			
Staff Recommendation: Approve the Addendum and authorize the Mayor to execute it on behalf of the City.			
FOLLOW-UP APPROVAL ACTION (Completed by City Clerk)			
Typed Name and Title	Date		
Signature	City Clerk's Office		



CITY OF JONESBORO, GEORGIA

OFFICE OF THE CITY CLERK

SHANDRELLA JEWETT

1859 CITY CENTER WAY, JONESBORO, GEORGIA 30236

PHONE: (470) 726-1596

Email: financeconsult@jonesboroqa.gov

January 13, 2026

JATAXS Consulting, LLC
Attn.: Karen Slaton-Dixon
P.O. Box 1269
Suwanee, Georgia 30024

Jonesboro City Council approved your **Professional Services – Finance Director Proposal #2025-B** during their January 5, 2026 Work Session. Attached, please find an electronic copy of the agreement. This letter also confirms that you have received an original fully executed copy as well.

Should you have any questions, please do not hesitate to contact us. Thank you.

Sincerely,

Shandrella Jewett, C.M.C, B.S.BAM
City Clerk

**PROPOSAL for City of Jonesboro, GA
12/22/2025
Professional Services- Finance Director**

Proposal #2025-B

Finance Director – Scope of Services

STATEMENT OF WORK (SOW)

Engagement Dates: January 1, 2026 – Ongoing Until Terminated

1. Introduction

This Statement of Work (“SOW”) outlines the scope, responsibilities, deliverables, pricing, and terms under which JATAXS Consulting, LLC (“Finance Director” or “Provider”) will deliver outsourced Finance Director services to **Jonesboro** (“the City”).

The engagement provides strategic financial leadership, oversight of municipal financial operations, and support for compliance on a full-time or project-based basis.

2. Objectives of the Engagement

- Strengthen the City’s financial management, reporting, and transparency.
 - Ensure compliance with GASB, state statutes, federal grant requirements, and municipal codes.
 - Support leadership, Council, and departments in financial planning and decision-making.
 - Improve systems, processes, and internal controls across all funds.
 - Provide experienced strategic financial oversight without the cost of a full-time Finance Director.
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3. Scope of Services

3.1 Strategic Municipal Financial Leadership

- Advise City Manager, Mayor, and/or Council.
- Develop and maintain yearly financial and capital (CIP) plans.
- Recommend updates to financial policies (investment, fund balance, purchasing, reserves).
- Prepare financial impact analysis for major projects and programs.

3.2 Budget Development & Administration

- Lead operating and capital budget development.
- Coordinate budget submissions from all departments.
- Prepare public hearing materials, workshop presentations, and budget books.
- Monitor budget-to-actual results and recommend amendments.

3.3 Financial Reporting & Compliance

- Prepare monthly, quarterly, and annual financial reports.
- Oversee fund accounting for governmental, enterprise, and special revenue funds.
- Ensure GASB compliance and proper documentation.

3.4 Treasury, Cash Flow & Fund Balance Oversight

- Oversee investments consistent with state law and City policy.
- Monitor fund balances and working capital needs.
- Review banking relationships and merchant service agreements.

3.5 Accounting Oversight

- Oversee month-end and year-end close processes.
- Review reconciliations, journal entries, and schedules.
- Ensure accurate accounting for grants, utilities, capital projects, and restricted funds.

3.6 Audit, Internal Controls & Risk Management

- Manage audit preparation and coordinate with external auditors.
- Support Single Audit compliance (if applicable).
- Review and update financial and procurement policies.
- Identify financial risks and recommend mitigation strategies.

3.7 Grants Management

- Oversee grant budgeting, reporting, and drawdowns.
- Ensure Uniform Guidance compliance.
- Assist departments with developing grant proposals and budgets.

3.8 Cross-Department Support

- Provide financial guidance to Police, Public Works, City Clerk, and others.
- Assist HR with compensation and benefit cost modeling.

3.9 Systems & Process Improvement

- Evaluate financial systems and recommend enhancements.
- Support ERP upgrades, and workflow automation.
- Improve data integrity and reporting accuracy.

3.10 Special Projects (As Needed)

- Debt issuance support and bond compliance.

4. Deliverables

The Contractor will deliver, at a minimum:

- Monthly financial statements
- Quarterly forecast updates
- Annual operating and capital budgets
- CIP funding plan
- Updated financial policies
- Audit preparation package
- Grant compliance reports
- Council and public presentation materials
- Year-end close support

(Additional deliverables may be included as project scope expands.)

5. Engagement Structure & Availability

The Provider will deliver services according to the following tier. Hours may be a mixture of remote and onsite support as agreed, with a minimum of 2 full days onsite. Will also attend Council Meetings & Work Sessions. During critical times, contractor will provide as many hours as needed to get the project completed, such as the audit/budget. This will include working late night, and weekends.

6. Pricing & Tier Options

Tier 1 — Executive-Level Partnership

- Full leadership integration without full-time cost
 - Monthly reporting, budget support, and advisory
 - Monthly Council presentations
 - Audit coordination (audit catch-up)
 - Expanded project support (rate studies, ERP improvements)
 - Departmental support
 - **Rate:** \$11,000/month (due the 1st of each month)
 - Invoice submitted last working day of each month
 - Payment provided within seven (7) days of approved invoice
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7. Term & Termination

- The engagement begins on **January 1, 2026**, and **“Ongoing Until 30-Day Written Notice”**.
 - Either party may terminate with appropriate notice per contract terms.
 - The City may terminate the City's obligations under this Agreement during the term for cause, including a material breach, professional misconduct, or loss of licensure. Upon termination, JATAXS Consulting, LLC shall be compensated for services rendered through the effective termination date. In the event this Agreement is not terminated for cause during any term, the City shall be responsible for payment of the balance of the unexpired term; this provision shall be self-executing and shall not require any further action on the City's part.
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8. Responsibilities of the City

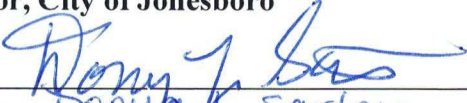
- Provide timely access to financial systems, staff, and records.
 - Supply all relevant policies, budgets, and historical financial reports.
 - Designate a primary point of contact (City Manager, Finance Staff, etc.).
 - Ensure onsite access when required.
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9. Responsibilities of the Contractor

- Maintain confidentiality and comply with state and municipal laws.
 - Perform duties with professional care and in accordance with GASB.
 - Provide regular progress updates and timely deliverables.
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10. Approval & Signatures

Mayor, City of Jonesboro

By: 
Name: Donya L. Sartor
Title: Mayor
Date: 01-06-2020

Contractor / Finance Director

By: 
Name: Karen Slaton-Dixon
Title: Contractor
Date: 01-05-2020
KSD

ADDENDUM TO
PROFESSIONAL SERVICES FINANCE DIRECTOR AGREEMENT
Contract No. 26-003-C | Proposal #2025-B

This Addendum is made and entered into by and between the City of Jonesboro, Georgia ("City") and JATAXS Consulting, LLC ("Contractor") and is effective as of August 10, 2026 ("Effective Date").

WHEREAS, the City and Contractor entered into the Professional Services Finance Director Agreement identified as Proposal #2025-B, effective January 1, 2026 ("Agreement"); and

WHEREAS, the parties desire to amend Section 5, Engagement Structure & Availability, to establish updated onsite presence and scheduling requirements.

NOW, THEREFORE, the City and Contractor agree as follows:

Amendment to Section 5. The second sentence of Section 5, Engagement Structure & Availability, is deleted in its entirety and replaced with the following:

Onsite Presence and Weekly Schedule.

Onsite Work. Effective August 10, 2026, the Contractor shall perform the Services onsite at City Hall or another City worksite designated by the City for four (4) onsite workdays during each workweek, inclusive of Council Meeting days.

Limited Exception. Notwithstanding the above, as a limited exception, the Contractor shall be required to perform the Services onsite for three (3) workdays during the workweek beginning August 17, 2026.

Council Meetings. The Contractor shall be onsite on the first and second Mondays of each calendar month for Regularly Scheduled Council meetings. These onsite days shall count towards the 4-day onsite requirement.

Special Called Meetings. In addition to regularly scheduled Council meetings, the Contractor may be required to attend in person any special called meeting when requested by the City's designated point of contact. The City shall provide reasonable advance notice whenever practicable. Attendance at special called meetings shall be included in the four (4) onsite workday schedule.

Schedule. No later than the close of business on the Wednesday immediately preceding each workweek, the Contractor shall submit in writing to the City's designated point of contact a schedule identifying the onsite workdays for the following workweek; provided that the schedule for the workweek beginning August 10, 2026 shall be submitted promptly upon execution of this Addendum. Contractor shall also provide advance notice of any vacation schedule.

Holidays. The four (4) day onsite work schedule shall not be required during any week in which the City's administrative offices are closed for a recognized holiday or other circumstance.

Definition. For purposes of this Addendum, a workweek is Monday through Friday and an onsite workday is a day during which the Contractor performs the Services at the designated City worksite during the City's regular business hours or council meetings.

Continuing Effect. Except as expressly modified by this Addendum, all provisions of the Agreement remain unchanged and in full force and effect.

Order of Precedence. If this Addendum conflicts with the Agreement, this Addendum controls.

Counterparts and Electronic Signatures. This Addendum may be signed in counterparts. Electronic signatures and electronically transmitted copies shall have the same force and effect as original signatures.

IN WITNESS WHEREOF, the parties have executed this Addendum.

CITY OF JONESBORO, GEORGIA

By: _____

Name: Donya L. Sartor

Title: Mayor

Date: _____

ATTEST:

Shandrella Jewett, City Clerk

JATAXS CONSULTING, LLC

By: _____

Name: Karen Slaton-Dixon

Title: Authorized Representative

Date: _____