



4800 Ashford Dunwoody Road
Dunwoody, Georgia 30338
dunwoodyga.gov | 678.382.6700

To: Mayor and City Council

From: Richard McLeod, Director of Community Development

Date: October 24, 2022

Subject: Contract Amendment with Collaborative for part-time temporary position

ACTION

Authorize the mayor, city manager, or designee to execute all documents necessary and proper to amend the contract with the Collaborative to add a part-time temporary contracted position to work on sustainability measures for Community Development and on entrepreneurial efforts within the community with Economic Development.

SUMMARY/DETAILS

A current contracted staffer in Community Development will be entering graduate school and the weekly work hours will be reduced to 30 per week to accommodate. Unrelated, there has also been a need to have a part-time employee contracted under Economic Development to help with business retention.

From these situations, staff proposes to create a part-time contracted person who would work for both departments. In Community Development, the individual would work on sustainability tasks, including applying for grants, developing the sustainability dashboard, and assisting with meetings, while in Economic Development, the individual would work on entrepreneurial efforts.

As a note, this item is asking for ratification as the individual came on board on July 11, 2022 and Community Development needed to fill the gap in service levels immediately. The position will only be authorized through December 31, 2024, which is the approximate time the current staff individual will complete coursework. The approximate time per week will be 16 hours for Economic Development; 14 hours for Community Development; and 10 hours for the Collaborative to work on other Collaborative projects

The approximate full-time cost for this position from now until the end of 2024 will be \$199,290. About 36% (\$80,779) will be covered from budgeted cost savings of the reduced current staff hours in Community Development; about 40% (\$118,511) will be covered by Economic Development using a combination of CARES 2 and ARP 2 funding.



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For 2022, the hourly rate of the position will be \$46.31 a week and will escalate at 2.5% in 2023, and 2.5% in 2024. The burden and profit rates will be the same (80.73%) as the regular staff under this contract.

RECOMMENDATION

Authorize the mayor, city manager, or designee to execute all documents necessary and proper to amend the contract with the Collaborative to add a part-time temporary contracted position to work on sustainability tasks for Community Development and on entrepreneurial efforts within the community with Economic Development.

Lynn Deutsch Mayor
Eric Linton ICMA-CM City Manager
Sharon Lowery CMC City Clerk

Catherine Lautenbacher City Council Post 1
Rob Price City Council Post 2
Tom Lambert City Council Post 3

Stacey Harris City Council Post 4
Joe Seconder City Council Post 5
John Heneghan City Council Post 6

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MULTI-YEAR CONTRACT
The Collaborative SERVICE PROVIDER CONTRACT
RFP 20-04 MUNICIPAL SERVICE PROVIDER
AMENDMENT NO. 2
PLANNING AND ZONING (P&Z) STAFF MODIFICATIONS

The Contract is hereby amended in accordance with the Contract, Appendix D—Cost Table, paragraph three as follows:

For purposes of this Amendment, the pricing for these two staffing changes is effective October 1, 2022 and is continued through 2024. The purpose of Amendment No. 2 is to:

1) add a two-part P&Z Planner I labor category to the existing positions. One function of this position will provide dedicated support to Economic Development at the level of 16 hours per week. The second function is to support Community Development (CD) approximately 14 hours per week and

2) reduce the P&Z Senior Planner position from 40 to 30 hours per week to offset the Planner I CD support.

The following cost table reflects the above changes. All other contract terms and conditions remain unchanged.

Position	FTE Equiv	2021 Direct Labor	2022 Direct Labor	2023 Direct Labor	2024 Direct Labor	2025 Direct Labor	Burden Ratio	Profit Ratio	Not-To- Exceed Price
P&Z/Deputy CD Director	1.0	\$105,000	\$107,625	\$110,316	\$113,074	\$115,900	67.50%	13.23%	\$997,489
Senior Planner	.75/1.0	\$75,000	\$72,070	\$59,098	\$60,575	\$82,786	67.50%	13.23%	\$631,713
Planner II	1.0	\$65,000	\$66,625	\$68,291	\$69,998	\$71,748	67.50%	13.23%	\$617,493
Planner I	1.0	\$52,000	\$53,300	\$54,633	\$55,998	\$57,398	67.50%	13.23%	\$493,994
Planner I (Econ Dev)	.40		\$21,320	21,853	\$22,399		67.50%	13.23%	\$118,511
Planner I (Com Dev)	.36 approx		\$4,805	\$19,699	\$20,192		67.50%	13.23%	\$80,779
Planning Tech/Admin	1.0	\$50,000	\$51,250	\$52,531	\$53,845	\$55,191	67.50%	13.23%	\$474,995
Arborist (On- demand)	.30	\$18,000	\$18,450	\$18,911	\$19,384	\$19,869	67.50%	13.23%	\$170,998
Code Enforcement Officer	1.0		\$105,000	\$107,625	\$110,316	\$113,073	67.50%	13.23%	\$788,019
Total	5.8 approx	\$365,000	\$500,445	\$512,956	\$525,780	\$515,965			\$4,373,991