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To: Mayor and City Council
From: Richard McLeod, Director of Community Development
Date: August 28, 2023
Subject: Contract Amendment to the Municipal Services Contract for Planning and Zoning Services

ACTION

Authorize the mayor, city manager, or designee to execute all documents necessary and proper to amend the contract with the Collaborative to reflect internal staffing changes

SUMMARY DETAILS

The contract for Planning & Zoning services has been previously amended three times. The attached fourth amendment will formalize the following changes to accommodate departmental staffing needs:

Return the Senior Planner position to 30 hours from 40 hours per week due to enrollment in graduated school. This amendment will last until December.

STAFF RECOMMENDTION

Staff recommends **APPROVAL**.

ATTACHMENTS

Contract Amendment

MULTI-YEAR CONTRACT
The Collaborative SERVICE PROVIDER CONTRACT
RFP 20-04 MUNICIPAL SERVICE PROVIDER
AMENDMENT No. 4
PLANNING AND ZONING (P&Z) STAFF MODIFICATION

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

The purpose of Amendment No. 4 is to reduce the Senior Planner position from 40 hours to 30 hours per week for the period September to December 2023.

The following cost table reflects the above labor category change.

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		\$105,000	\$107,625				67.50%	13.23%	\$384,282
Senior Planner	1.0 to .75	\$75,000	\$72,070	\$65,598	\$80,767	\$82,786	67.50%	13.23%	\$679,954
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 II (Econ Dev)	.40		\$21,320	\$26,000	\$26,650	\$27,316	67.50%	13.23%	\$183,057
Planner I (Com Dev)	.36 to 0		\$4,805				67.50%	13.23%	\$8,684
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	5.5 approx	\$365,000	\$500,445	\$393,589	\$416,957	\$427,381			\$3,801,477

All other contract terms and conditions remain unchanged.

IN WITNESS WHEREOF, the parties have executed this Agreement through their duly authorized representatives.

CITY OF DUNWOODY, GEORGIA

By: _____
Lynn P. Deutsch

Title: Mayor

Date of Execution _____

Approved as to form:

City Attorney

Attest:

City Clerk

THE COLLABORATIVE

By: _____

Title: _____

Date of Execution: _____