

January 15, 2025

Commissioner Michelle Spears  
DeKalb County Commission District 2

RE: Porch & Square, LLC Scope of Services, Term of Engagement, and Proposed Monthly Fee

Dear Commissioner Spears,

The following Scope of Project Work includes consulting services I will provide to you from January 1 through December 31, 2025. I will report directly to you with coordination through Sonia Tyler.

**Scope of Project Work includes but is not limited to:**

- Advise Commissioner Spears on housing policies, programs, and practices which promote affordability of housing for DeKalb County residents, and build the county's capacity to support the production and preservation of attainable housing for DeKalb residents;
- Advise Commissioner Spears on comprehensive and equitable planning issues related to the DeKalb County Comprehensive and Unified Plans, including periodic updates to each which may occur, in the interest of District 2 and DeKalb County's obligations to fair housing;
- Coordinate data analysis efforts on housing and development trends in DeKalb County and elsewhere;
- Advise Commissioner Spears on land use, planning, and zoning cases and other policy initiatives as requested by Commissioner Spears;
- Collaborate with other DeKalb County Commissioners, their staffs, and other DeKalb County stakeholders to identify policy and programmatic options and administrative practices which promote the development of affordable housing in District 2 and DeKalb County;
- Attend meetings as needed, including but not limited to, meetings before the Planning Commission, Planning Economic Development and Community Services (PECS) Committee, Committee of the Whole (COW), and Board of Commissioners;
- Collaborate with the District 6 Commission office on a process for visioning and establishing a community land trust for DeKalb County (this work will be billed as a separate line item on invoices, and shared 50/50 with District 6); and
- Other Assignments as needed by Commissioner Spears.

**Proposed Fees to manage scope above:**

Porch & Square proposes a monthly minimum fee of \$2,000 not to exceed \$5,000 per month or \$60,000 for the contract period (\$150 per hour). Invoices shall be submitted and paid monthly at the end of each month.

**Coordination and Reporting**

Provide monthly written updates for all work and meet weekly or as requested with D2 Commissioner and Staff to report and obtain feedback and direction. Contractor will attend selected subject matter, Commission, Committee, and community meetings as assigned.

**Start Date:** January 1, 2025

**End Date:** December 31, 2025

Andy Schneggenburger  
Porch & Square, LLC