



4800 Ashford Dunwoody Road  
Dunwoody, Georgia 30338  
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**To: Mayor and City Council**  
**From: Richard McLeod, Director of Community Development**  
**Date: November 27, 2023**  
**Subject: Contract amendment to Collaborative contract for senior planner position**

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**ITEM DESCRIPTION**

Authorize the city manager, or designee to execute all documents necessary and proper to amend the contract with the Collaborative to amend the contract to bring the senior planner who is in school until December of 2024, to part time or to full time without the need to bring the future agreements to council every time that the senior planner schedule changes.

**BACKGROUND**

The senior planner is currently in Georgia Tech and has until December of 2024 to get her studies complete. She is going after a master’s degree in urban design. We have taken to council the amendments to the contract with Collaborative each time that her schedule charges. She is currently at 30 hours per week and the city would like to return her to 40 hours per week when she finishes classes for the fall semester.

The next semester, she does not know what her schedule will be like yet or how many hours she will work. It will not be full time, but it possibly could be greater than 30 hours per week that she has been on.

In the summer during May to early August she will be away do a study abroad so she will not be working at all during this time. She will return in August so a nearly full-time schedule but again the city will need to wait until her and the university get their schedules.

So, with all the unknowns of schedules, we would like to ask for the city manager to approve any contract amendments and not bring them to the council every time her switches times change. Finance has maintained her full-time status all along her schooling schedule.

**RECOMMENDATION**

Authorize the city manager, or designee to execute all documents necessary and proper to amend the contract with the Collaborative for the senior planner to move between part time work and full-time work depending on Georgia Tech schedule until December 2024.

**Lynn Deutsch** Mayor                      **Catherine Lautenbacher** City Council Post 1    **Stacey Harris** City Council Post 4  
**Eric Linton** ICMA-CM City Manager    **Rob Price** City Council Post 2                      **Joe Secorder** City Council Post 5  
**Sharon Lowery** CMC City Clerk        **Tom Lambert** City Council Post 3                      **John Heneghan** City Council Post 6



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**ATTACHMENTS**

The current contract amendment.

**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

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**Joe Seconder** City Council Post 5  
**John Heneghan** City Council Post 6