

To: Mayor and City Council

From: Brent Walker, Parks and Recreation Director

Date: November 13, 2023

Re: Approval of a Contract Amendment with Lowe Engineers

Action

Contract Amendment with Lowe Engineers to provide two additional staff for the Parks and Recreation Department.

Summary

In October, Council approved the 2024 operating budget which included two new full-time employees in the Parks and Recreation Department, an Operations Associate and a Recreation Program Leader. A contract amendment in the amount of \$203,550 is required with Lowe Engineers to provide these staff services.

Recommendation

Staff recommends the City approve a contract amendment in the amount of \$203,550 with Lowe Engineers to provide two additional full-time staff to the City's Parks and Recreation Department.



June 29, 2023

Mr. Brent Walker
Parks and Recreation Director
City of Dunwoody
4800 Ashford Dunwoody Road
Dunwoody, GA 30338

**Re: Dunwoody Parks Staffing – 1 Additional Position- Operations Associate
Request for Contract Amendment**

Dear Brent:

Good day. In accordance with recent discussions concerning Parks staffing, I offer this letter and attachments for your consideration. We believe the Dunwoody Parks scope has changed and is continuing to change. The City has invested significantly in Parks, including new facilities and enhancements at the existing facilities and the Parks Department has taken over the responsibility for all maintenance of City Facilities, including City Hall. Accordingly, we are recommending the City allow us to add 1 full-time staff position, Park Operations Associate, effective January 1,2024. This position will serve predominantly in Facilities Maintenance. This position needs a truck to perform the services.

1. Park Operations Associate(salaried, 40- hrs per week, 1864 hs per year – full-time)

Position	2024 Raw Hourly Cost	2024 Loaded Monthly Cost @ 1.69 and 160 hrs	2024 Annual Loaded Cost @ 1.69 and 1864 hrs
1. Operations Associate– 1 each at salaried 40 hrs per week	\$29.45	\$7,963.28	\$92,774
2. Truck		\$1,500	\$18,000
3. Total			\$110,774

Accordingly, we are requesting a contract modification. Please let me know if you have any questions or need any changes. Thanks for this opportunity.

Regards,

Lowe Engineers, LLC
Jon W. Drysdale, Jr., PE



June 29, 2023

Mr. Brent Walker
Parks and Recreation Director
City of Dunwoody
4800 Ashford Dunwoody Road
Dunwoody, GA 30338

Re: Dunwoody Parks Staffing – 1 Additional Position- Full Time Recreation Leader (Salaried) And Request for Contract Amendment

Dear Brent:

Good day. In accordance with recent discussions concerning Parks staffing, I offer this letter and attachments for your consideration. We believe the Dunwoody Parks scope has changed and is continuing to change. The City has invested significantly in Parks, including new facilities and enhancements at the existing facilities and increasing recreational programs is desired. Accordingly, we are recommending the City allow us to add 1 Full-Time staff position, effective January 1,2024.

- 1. Parks Recreation Leader (Salaried) – full-time, 40 hours per week, 1864 hours per year

The purpose of this job is to perform a variety of duties associated with creating and providing support to the Parks and Recreation Department to include but not limited to recreational programming, facility rentals, camps and special events. He/she will be responsible for assisting with the coordination of special events and programs with affiliated partners and will seek out new opportunities for partnerships and enhance the City's recreational offerings. They will also work closely with the Recreation Program Manager, City Public Relations Department to promote all City functions

Position	2024 Raw Hourly Cost	2024 Loaded Monthly Cost @ 1.69 and 160 hrs	2024 Annual Loaded Cost @ 1.69 and 1864 hrs
1. Recreation Leader – 1 each at salaried 40 hrs per week	\$29.45	\$7,963.28	\$92,774

Accordingly, we are requesting a contract modification. Please let me know if you have any questions or need any changes. Thanks for this opportunity.

Regards,

Lowe Engineers, LL
Jon W. Drysdale, Jr., PE