

CITY OF DUNWOODY

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MEMORANDUM

To: Honorable Mayor and City Council

From: Warren Hutmacher, City Manager

Date: April 26th, 2010

Subject: Contract Amendment – Lowe Engineers (Public Works)

Attached to this memorandum is a proposal from Lowe Engineers to manage parks and recreation for the city. Lowe has proposed assigning an experienced, full time parks and recreation manager to oversee and direct all aspects of the city's parks and recreation programs at a cost of \$12,000 per month. The existing public works staff will provide administrative and technical support to the manager. Maintenance and janitorial operations will be contracted using the funds allocated for parks maintenance in the 2010 budget. Because it is uncertain when the park acquisition will occur, Lowe will await my written authorization to add the position and the corresponding monthly cost.

While the basic park maintenance functions could be accomplished with the existing resources, an experienced parks and recreation manager is needed to provide the level of service that the city expects. The cost is consistent with the professional service fees already being charged to the City by Lowe Engineers to cover their other functions. I have also reviewed the parks budgets and staffing of several surrounding cities and believe Dunwoody's proposed staffing is very economical.

I recommend the Council take the following action at the April 26th Council meeting:

Motion to approve a modification to the City of Dunwoody's contract with Lowe Engineers to add a fee of \$12,000 per month for professional services to manage parks and recreation for the city.

April 20, 2010

Warren Hutmacher City Manager City of Dunwoody
P.O. Box 888074
Dunwoody, GA 30356

**Subject: Contract Modification for Parks and Recreation
Manager Public Works - Dunwoody, Georgia**

Dear Mr. Hutmacher:

In anticipation of Dunwoody's acquisition of park property, we are submitting a proposed modification to our current contract to provide parks and recreation management services for the city. While our original submission acknowledged that we would provide this service, Dunwoody did not have ownership over the parks and we did not include labor costs in to our final bid for the Public Works contract. Following is a general scope of work and proposed payment terms.

Scope of Work: It is our understanding that all parks, green space and cultural facilities owned by the City of Dunwoody are included in this contract for professional services.

To provide for oversight and management of these facilities we propose to add a parks and recreation manager to augment the existing public works staff.

Duties of the manager would be as follows:

- Plan, direct and review parks, playgrounds, facilities and operations for the park system
- Work with city officials and community groups to plan, organize, and implement programs within areas of interest
- Develop short and long range plans for recreation programming and capital improvements
- Promote parks and recreation within the community
- Identify and pursue outside funding sources such as private partnerships and grants
- Coordinate the activities of the department with programs of other local, state, federal, and private agencies involved in recreation
- Coordinate with users/participants of the facilities, including citizens, civic organizations and other community groups
- Assist the public works director in coordinating park maintenance and budgeting for park maintenance and improvements

We propose to provide the start up services for parks with the addition of the manager position. Administrative and technical support will be provided by the existing public works staff. Park maintenance has been funded in the 2010 budget and will be performed by a subcontractor under the oversight of the manager and the public works director.

Transition Plan:

At the time of this proposal it is uncertain when the city will begin providing parks and recreation services but we have anticipated that it will be sometime during the third quarter of 2010. In order to be prepared for the first day of operation we have put together a transition plan. The majority of the work during the transition period will be accomplished by the current public works staff working with other city departments. As Michael Smith will be heavily involved in this effort, we plan to have Richard Meehan report to city hall approximately 8 hours per week to assist with ongoing public works projects. We also plan for the parks and recreation manager to participate in the transition to provide continuity and take full advantage of his/her expertise. Some of the tasks (not a comprehensive list) to be performed during the transition period will be:

- Preparing a strategy for operation of the skate park
- Developing maintenance schedules
- Developing initial informational/promotional materials
- Developing initial program offerings
- Performing site inspections and building and playground safety inspections
- Developing content for a parks and recreation web page
- Meeting with affiliated community groups
- Establishing facility reservation procedures and fees
- Establishing park rules and performing ordinance review as it relates to parks
- Performing an inventory of existing assets
- Obtaining environmental site assessments as required by law prior to park property acquisition

Invoicing/Payment Terms: We would like to propose the following invoicing/payment terms:

1. 1. We propose an addition of \$12,000 per month to the existing lump sum contract for professional services to begin on the month in which the parks and recreation manager begins full time work at the city. This modification is based on an anticipated start date prior to October 1, 2010. If transition effort continues past this date without a full time manager, a reduced monthly lump sum may need to be negotiated to cover ongoing transition labor costs until full time operations begin. This modification is based on adding one full time manager to the existing staff.
2. 2. Invoices will be submitted just after the end of each month and we request payment by the 1st of the following month.

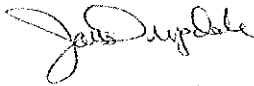
Schedule: We propose initiating the transition work on or before May 1, 2010.

Assumptions: Based on our understanding of the city's expectations we have assumed the following in developing this proposal:

1. 1. The skate park operation will be contracted separately by the city to a private management company. The parks and recreation manager and the public works director will oversee the private company.
2. 2. Security service will be addressed outside of this contract.
3. 3. The Donaldson Chestnut grounds will be maintained for an interim period until its operation is turned over to a non-profit agency
4. 4. The agreements between the Dunwoody Nature Center, the Dunwoody Senior Baseball League, the Dunwoody Stage Door Players, and the Spruill Center for the Arts, and the county in its landlord/tenant arrangement would remain the same under the city.
5. 5. Utility costs will be paid directly by the city.

We sincerely appreciate this opportunity to expand our support to the new City of Dunwoody in this important effort. Please contact me at 404-312-1843 or email at drysdale@loweengineers.com if you have any questions. Thanks.

Sincerely,
Lowe Engineers, LLC



Jon Drysdale, PE
Partner