



4800 Ashford Dunwoody Road
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MEMORANDUM

To: Mayor and City Council

From: Brent Walker, Parks Director

Date: November 18, 2019

Subject: **Approval of a Contract Amendment with Lowe Engineers**

ITEM DESCRIPTION

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

BACKGROUND

In October, Council approved the 2020 operating budget which included two new full time employees in the Parks and Recreation Department, an Operations Coordinator and a Recreation Program Leader. A contract amendment in the amount of \$161,066 is required with Lowe Engineers to provide these staff services.

RECOMMENDATION

Staff recommends the City approve a contract amendment in the amount of \$161,066 with Lowe Engineers to provide two additional full time staff to the City's Parks and Recreation Department.

Denis Shortal Mayor
Eric Linton, ICMA-CM City Manager
Sharon Lowery, CMC City Clerk

Pam Tallmadge City Council Post 1
Jim Riticher City Council Post 2
Tom Lambert City Council Post 3

Terry Nall City Council Post 4
Lynn Deutsch City Council Post 5
John Heneghan City Council Post 6

Packet page:...



November 1, 2019

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

**Re: Dunwoody Parks Staffing for 2020 – 2 Additional Positions
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.

Appendix D – Cost Table, Page 218 (labeled page 87 of 90) of our contract, states:

“Throughout the term of the contract, changes to the scope of work may cause the need to include additional staffing to the contract. The Contract may be amended to include additional staffing requirements when the scope changes. The amount of the amendment will be actual costs to the Contractor plus the burden and profit ratios not-to-exceed those ratios proposed in Appendix D.”

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 two staff positions entitled:

1. Park Operations Coordinator – full-time
2. Recreation Program Leader – full-time

Position descriptions are attached. These positions would report to you. Our anticipated raw and loaded direct labor costs for these positions in 2020 are provided in the table to follow.

Position	2020 Raw Direct Cost	2020 Loaded Direct Cost
1. Park Operations Coordinator	\$44,991	\$80,533
2. Recreation Program Leader – full-time	\$44,991	\$80,533

These positions were approved in the budget for 2020. We are actively pursuing candidates for review and approval and having available prior to January 1, 2020.

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,
Low Engineers, LLC

A handwritten signature in blue ink that reads "Jon W. Drysdale, Jr." The signature is fluid and cursive, with the first name "Jon" being the most prominent.

Jon W. Drysdale, Jr., PE
Partner

Attachments:

1. Job Descriptions

TITLE: Park Operations Coordinator

DEPARTMENT: Parks and Recreation

ESSENTIAL DUTIES:

- Assist with Coordination and Supervision of contracted staff to include: prioritizing and assigning work; ensuring staff are trained; ensuring that contracted staff follow policies and procedures; maintaining a healthy and safe working environment; and, report any violations of City policy or procedure to the Parks Director or their designee.
- Assist with the coordination and the development of bid specifications, proposal review and evaluation, and the award process
- Assist with the review and development of construction plans and ensures compliance with specifications
- Develops and adjusts park or field maintenance schedules and oversees the completion these activities on site.
- Inspects parks and community facilities to ensure safety, cleanliness, and project tasks are completed properly.
- Coordinates the maintenance of parks or fields such as mowing, trimming, and related grounds maintenance.
- Coordinates the maintenance of recreational fields such as applying top dressing, dragging, aerating, and lining fields.
- Coordinates the cleaning, mopping, and maintenance of supplies in community and department facilities.
- Monitors the safe environment and cleanliness of an assigned site(s).
- Assists with the supervision of electrical, carpentry, plumbing repairs, and other maintenance on facilities, fences, and equipment.
- Completes forms and paperwork regarding daily operations.
- Reviews forms completed by lower level staff, advises staff on operations, and develops supplemental reports.
- Attends staff meetings to discuss department needs and objectives.
- Performs other duties of a similar nature or levels.
- Itemizes repairs within work order based software applications
- Responds to citizen and department concerns for park facilities, grounds and public Right of Way
- Maintains communication with staff and general public regarding park projects and repairs

TYPICAL QUALIFICATIONS:

Training and Experience

- Associate's Degree in Parks and Recreation or a related field
- Four years of grounds maintenance experience, including two years of supervisory experience;
- or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class require):
Some positions may require:

- Valid Georgia Driver's License from state of residency.

Knowledge (position requirements at entry):

Knowledge of:

- Supervisory principles;
- Grounds maintenance principles and practices;
- Grounds maintenance equipment;
- Basic business administration principles;
- Basic electrical, carpentry, janitorial and plumbing principles;
- Basic construction principles;
- Fertilizers, herbicides, and other grounds maintenance chemicals;
- Landscape principles
- Work Order based software
- Tree and Shrub Care principles

Skills (position requirements at entry):

Skill in:

- Supervising employees;
- Prioritizing and assigning work;
- Overseeing grounds maintenance activities
- Inspecting facilities and grounds;
- Ensuring the safety of parks and facilities;
- Operating a computer and applicable software;
- Developing operating reports;
- Scheduling grounds maintenance activities;
- Performing grounds maintenance;
- Operating grounds maintenance equipment;
- Performing basic electrical, carpentry, and plumbing;
- Trimming trees, shrubs, and other vegetation;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Physical Requirements:

Positions in this class require:

- Talking, hearing, and seeing.
- Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
- Incumbents may be subjected to fumes, odors, dusts, gases, and chemical
- Lifting up to 50 pounds

TITLE: Recreation Program Leader FT

DEPARTMENT: Parks and Recreation

JOB SUMMARY:

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, 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 Supervisor, City Public Relations Department to promote all City functions and work with the Police Department to provide additional oversight to activities in the parks.

DUTIES AND RESPONSIBILITIES:

- Make recommendations and assist in the preparation of the department budget.
- Assist with the planning, implementation, direction and evaluation of all recreation activities, athletic programs and events as well as educational and instructional activities and outreach programs.
- Prioritize job tasks and complete them within specified time frames meeting strict deadlines.
- Work independently and oversee activities at designated locations such as parks, school facilities, baseball/softball fields and other public facilities. Includes set up and take down at facilities and areas for special events, including weekends, holidays and evenings.
- Enforces City policies, procedures and park rules for non-profits, instructors, volunteers and contracted facility renters as well as enforcements of all safety procedures.
- Maintain an effective working relationship with all City personnel, affiliated partners, state agencies, teams, league officials and instructors.
- Working with city staff members and departments to promote, market and publicize activities, events and programs
- Maintain reporting and analytics to measure program success and community involvement/engagement
- Familiarity with content management and distribution for various communications channels (website, print/advertising, multiple social media platforms, etc.)
- Ensure adherence to all State and Federal Regulations.
- All other duties as assigned.

MINIMUM QUALIFICATIONS:**Education and/or Experience**

Associates degree from an accredited college or university in Parks and Recreation Administration or closely related field. One (1) years of progressively responsible related experience and/or training; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job. Must possess and maintain a valid Georgia's driver license.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Successful practices and knowledge of principles, rules, and procedures of organized competitive sports, athletic and recreational programs, objectives of public recreation and athletic programs.
- Ability to communicate orally and in writing with staff members and/or supervisor and have working knowledge of appropriate technology in order to best serve the public and manage programs.
- Ability to understand, follow and complete oral and/or written directions.
- Ability to know how to provide a variety of revenue based programs in the areas of general recreation programs, athletic leagues, special events and instructional classes.
- Ability to follow and maintain a budget.
- Ability to communicate and establish rapport, understanding and confidence with participants and the general public; exercise independent judgment in the application of program and game rules and procedures; plan, promote, organize, and coordinate athletic programs and events; and be a team player in the organization.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit; talk and hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- The employee is occasionally required to walk, climb, balance, stoop, kneel and crouch.
- The employee must occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee regularly works in an office and outdoors. Exposure to all types of weather and will work around light and heavy equipment. Employee will be required to work evening and weekend meetings and events, and will be required to assist in special events and athletic events.
