



4800 Ashford Dunwoody Road  
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## **MEMORANDUM**

**To:** Mayor and City Council  
**From:** Brent Walker, Parks and Recreation Director  
**Date:** September 24, 2021  
**Subject:** Contract Amendment with Lowe Engineers for Part Time Park Staff

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### **ITEM DESCRIPTION**

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

### **BACKGROUND**

Direction was given to staff at this year's council retreat to explore the option of hiring additional part time staff to assist with programs and park oversight. The additional staff will be scheduled on nights and weekends for the months of March through October and will help facilitate the growing programs and events the City offers. A contract amendment in the amount of \$56,160 is required with Lowe Engineers to provide these staff services.

### **Funding**

The funds for these positions will be appropriated from general fund balance and transferred to the parks operational budget for administrative services.

### **RECOMMENDATION**

Staff recommends the City approve a contract amendment in the amount of \$56,160 with Lowe Engineers to provide three additional part time staff to the City's Parks and Recreation Department.



May 5, 2021

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

**Re: Dunwoody Parks Staffing – 3 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. 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 3 part-time, temporary staff positions entitled, level of effort, and duration:

- 1. Park Events Coordinator – part-time, 26 hours per week, March- October (8 months)

This position would be responsible for assisting with the coordination of special events and programs with our affiliated partners and park patrons. They would also work closely with the City PD to provide additional oversight to activities in the parks. This position will provide park support staff in the evening and on weekends. Their primary job function will be to ensure that evening and weekend activities are running smoothly and that patrons are utilizing park amenities with the appropriate permits. They will also report any issue with cleanliness, safety or inappropriate activity to park administration and contact Dunwoody PD for any emergency issues.

Position	2021 Raw Monthly Cost	2021 Loaded Monthly Cost	Annual Loaded Cost (Mar-Oct)
1. Park Events Coordinator – 3 each at 26 hrs per week	\$4,680	\$7,020	\$56,160

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