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MEMORANDUM

To: Mayor and City Council

From: Brent Walker, Parks and Recreation Manager

Date: August 13, 2012

Subject: **Discussion of Facility Usage Agreement with Dunwoody Preservation Trust**

ITEM DESCRIPTION

Staff has received a request from the Dunwoody Preservation Trust (DPT) to enter into a Facility Usage Agreement for the Donaldson-Chesnut Farm.

BACKGROUND

The Dunwoody Preservation Trust has submitted a document to the City for review which would allow them to utilize the Donaldson-Chesnut Farm with intent to operate the facility as a historic interpretive site and special event facility.

The document requests that the City lease the facility to the DPT for \$1.00 a year. The City would be responsible for operational costs of the building(s), to include: capital improvements, utilities, pest control, building maintenance, grounds maintenance, security, and janitorial of public bathrooms.

The DPT would use the Farm for historical, educational, scientific, and community betterment programs including meetings, fund raising events and other related activities. The DPT would be responsible for the scheduling of events on the Farm and paying all operating expenses pertaining to programs and special events and have rights to all revenues generated from the operations to fund these programs.

Within the last year, several of the City's other recreation service partners (Dunwoody Nature Center, tenants of the North DeKalb Cultural Arts Center and Dunwoody Senior Baseball) have also requested to formalize their relationship with the City in a written agreement. Staff had anticipated bringing this to the September work session as a discussion item to receive policy direction from Council.

RECOMMENDATION

Staff recommends considering DPT's request within the overall policy discussion of the City's relationship with all its recreation service partners. Staff will return in September with additional information from all of the affiliated partners and options for the Council's consideration.