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[dunwoodyga.gov](http://dunwoodyga.gov)

## **MEMORANDUM**

**To:** Mayor and City Council

**From:** Brent Walker, Parks and Recreation Manager

**Date:** September 10, 2012

**Subject:** **Discussion of City's Relationship with Affiliated Programming Partners**

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### **ITEM DESCRIPTION**

Several agencies provide beneficial recreational and arts programs and services within the City. The City currently does not have a standard agreement with these agencies.

### **BACKGROUND**

In June of 2010 the City of Dunwoody acquired its park properties from DeKalb County. Several recreation and arts service providers have provided recreational and arts programs and services to the citizens of Dunwoody for many years. The facility usage agreements that were established between DeKalb County and these agencies have been honored by the City since the parks transfer occurred in 2010. The terms of the agreements have all expired.

The usage agreements vary in nature. Several have standard lease agreements in which the service provider pays rent to the City and the City pays all utilities and facility upkeep costs. Other organizations utilize the City facilities free of charge but are responsible for all utilities and maintenance for the programming area within their facility. The City is responsible currently for all capital improvements.

The City Manager and the Parks Manager met with the service providers to discuss their current arrangement and any desired changes they are seeking as the City proceeds with establishing formalized agreements between the parties. The City has prepared draft agreements and sent them to each agency for their review. These agreements will be for one year and renew automatically absent termination by either party with 60 days notice. A longer term agreement is not possible under Georgia law.

### **ANALYSIS**

After meeting with all the affiliated organizations, staff has determined that the existing relationships serve the community and the revenues and expenses paid by the parties are fair and work well for all parties. Attached is a schedule of each organizations revenue contributions to the City for the use of their facility and the City's typical monthly operational costs for each facility.

### **RECOMMENDATION**

Staff recommends the City establish facility usage agreements with its affiliated service partners and include \$250,000 in the FY 2013 budget (and subsequent years as funds are available) for capital improvements for the city owned facilities the partners utilize to provide services. The City would allow our partner agencies to request funding from the City for long-term capital improvements



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to city property. These funds can only be used for facility capital projects and not for any programming or operational costs. The Council would determine on a yearly basis which projects it wishes to fund and at what amount. The City and its partners would jointly manage the projects and all funds would remain with the City.

| Organization  | Monthly Rent | Power             | Gas             | Janitorial      | Facility Repair/M Avg | Security        | Other   |
|---|--------------|-------------------|-----------------|-----------------|-----------------------|-----------------|---|
| Dunwoody Nature Center<br>3126 sq ft (includes classroom)         | \$0          | \$600 per year    | \$0             | \$4000 per year | \$10,000 per year     | \$0             | 6,000 hrs of volunteer work per year                                  |
| Dunwoody Senior Baseball<br>2,529 sq ft (includes all structures) | \$0          | \$16,500 per year | \$0             | \$0             | \$10,000 per year     | \$0             | \$18,000 in grounds maintenance costs per year                        |
| Spruill Center for the Arts<br>10,844 sq ft.                      | \$3,029      | \$0               | \$0             | \$0             | \$1000 per year       | \$0             | Provide programs that draw participants to Dunwoody from other areas. |
| Stage Door Players<br>5,555 sq ft.                                | \$1,620      | \$0               | \$0             | \$0             | \$0                   | \$0             | Have been in Dunwoody for 35 years                                    |
| Chatt. Weavers Guild<br>764 sq ft.                                | \$223        | \$0               | \$0             | \$0             | \$0                   | \$0             | Provide programs that draw participants to Dunwoody from other areas. |
| DPT<br>6118 sq ft (includes all structures)                       | \$0          | Not established   | Not established | Not established | Not established       | Not established |   |

| Facility  | Power                        | Gas                         | Janitorial/Grounds/Repair | Security |
|---|------------------------------|-----------------------------|---------------------------|----------|
| N. DeKalb Cultural Arts Cntr.<br>50,403 sq ft. (includes kiln rm) | \$3500 per month/<br>average | \$470 per month/<br>average | \$2300 per month/avg      | \$0      |
| Dunwoody Senior Baseball<br>2,529 sq ft (includes all structures) | \$0                          | \$0                         | \$500 per month/avg       | \$0      |
| Dunwoody Nature Center<br>3126 sq ft (includes classroom)         | \$0                          | \$0                         | \$3500 per month/avg      | \$0      |
| Donaldson Chesnut Farm<br>6118 sq ft (includes all structures)    | \$78 per month/<br>average   | \$62 per month/<br>average  | \$570 per month/avg       | \$0      |

NDCAC rental revenue \$4872 per month  
 City expenditure for operations at the NDCAC \$6270 per month  
 \$1398 dif