



41 Perimeter Center East, Suite 250
Dunwoody, Georgia 30346
P (678) 382-6700 F (678) 382-6701
dunwoodyga.gov

MEMORANDUM

To: Mayor and City Council

From: Brent Walker, Parks and Recreation Manager

Date: May 13, 2013

Subject: **Discussion of 2013 Facilities Improvement Partnership Program**

ITEM DESCRIPTION

Staff recommends funding five projects through the Facilities Improvement Partnership Program for a total of \$174,280 leaving \$75,720 as contingency for the projects.

BACKGROUND

In 2012, the City adopted Facility Usage Agreements with our Park and Recreation Partners who operate facilities within our Parks System. As part of the budgeting process for 2013, the Mayor and City Council sought to tap into our existing relationships with our Parks and Recreation Partners as we plan for further enhancements and improvements to existing park buildings, facilities, and grounds.

As a pilot program, the Mayor and City Council set aside \$250,000 in the 2013 Budget for a Facilities Improvement Partnership Program. The Facilities Improvement Partnership Program recognizes that our Parks and Recreation Partners, as direct users of our existing park buildings, facilities, and grounds, are aware of ways in which the City may best be able to invest and/or improve our buildings, facilities, and grounds.

Based on Council's direction, staff drafted draft application through which organizations with a current Facility Usage Agreement could apply for funding for capital projects. After receiving feedback from our Recreation Partners, staff further refined and streamlined the application and delineated the scoring criteria that would be used to rank projects.

The call for applications was released on March 8th and applications were due on April 12th. The deadlines were established to allow both Council consideration and construction/implementation of the project within this budget year. The application and "directions and details" document are attached to this memorandum.

The City received five proposals/requests for funds (listed in order of time received):

- Dunwoody Nature Center – Expanded Classroom and Lecture Space (\$44,000)
- Dunwoody Nature Center – ADA Accessible Entranceway (\$45,000)
- Dunwoody Nature Center – Public Restroom Access (\$20,300)
- Spruill Arts Center – Facilities Improvements (\$24,980)
- Dunwoody Senior Baseball – Outfield Leveling (\$40,000)

The funding amounts listed are based on the project budget numbers provided by each organization. Based on our Purchasing Policy, the City will directly administer all funds, including directly contracting for any services, equipment, or supplies needed for each awarded project. Any "savings" realized over these preliminary figures could be invested in additional projects.



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The proposals were reviewed and scored by the City Manager, the Public Works Director, and the Parks and Recreation Manager. The average results of the scores are as follows:

Scoring Criteria	DNC – Expanded Classroom	DNC – Accessible Entrance	DNC – Public Restroom	Spruill – Facilities Improv.	DSB – Outfield Leveling
Master Plan Alignment (150 pts)	68	83	75	67	77
Relationship to Existing Programs (50 pts)	47	38	43	43	33
Leveraging Other Funds (50 pts)	27	27	27	7	43
Project Benefit (40 pts)	38	40	40	40	35
Timeframe and Scope (25 pts)	23	23	23	25	20
Cost (25 pts)	23	23	23	25	23
Program Alignment (10 pts)	10	10	10	10	10
Total (350 pts)	227	235	232	207	232

As demonstrated by the scoring, staff believes each of the proposals would strategically benefit the City. Staff completed the scoring of all proposals in an effort to prioritize the projects should the Council not choose to fund all projects.

FUNDING

The adopted 2013 Budget includes \$250,000 for the Facilities Improvement Partnership Program. The total of the funds requested for these applications is \$174,280. Due to the preliminary nature of the project budget estimates, the \$75,720 could be held in contingency for these projects.

RECOMMENDATION

Staff recommends funding all five applications to the level requested by each project while holding the remaining \$75,720 budgeted for the program as contingency for the projects and/or investment in additional park improvement projects.

2013 Facility Improvement Partnership Program

Brief Project Descriptions

Dunwoody Nature Center – Expanded Classroom and Lecture Space

The current configuration of the Nature Center building and its main classroom area limits any lecture, program, or other indoor activity to 20 attendees (with table setup) or 40 attendees maximum (chairs only, no tables). This severely limits the number of visitors that can be served through our programs. In response to community demand, the Nature Center has added programming, often at no charge to the public. However, these programs frequently quickly fill up due to space limitations. Expanding the classroom space, while also enhancing the visitor experience by adding much needed deck sitting area overlooking the newly restored meadow, will achieve the city's master plan objective of enhancing the park experience for its citizens. **Requested Funds: \$44,000**

Dunwoody Nature Center – ADA Accessible Entranceway

The front entrance area of the Nature Center faces three major issues: unsafe and out of compliance steps leading to the building, broken and improperly sloped concrete that causes flooding during rain events, and general aesthetic concerns that lead visitors to an unfavorable "first impression." A complete renovation and overhaul of this area will address all of these issues by providing ADA access to the building, removing the hazard and liability of the front steps, and providing a welcoming entrance that is in keeping with the environmental theme of our non-profit. This is a singular opportunity to show the public how an outdated facility can be brought up to date in an environmentally responsible, sustainable, and experientially pleasing manner. **Requested Funds: \$45,000**

Dunwoody Nature Center – Public Restroom Access

Currently, there is no public access to restroom facilities on the 22 acres that the Nature Center operates. This serves as a major impediment to park usage during times when the building is unstaffed – primarily on weekends when park usage for passive recreation is highest. Further, with only 3 interior toilets and frequent high volume traffic (such as school field trips of 100+ visitors during the fall and spring), bathroom usage becomes a major bottleneck and impedes on time that would otherwise be used for programming. The addition of two male and two female toilets, available to the public at all times, would greatly alleviate these issues. **Requested Funds: \$20,300**

Spruill Arts Center – Facilities Improvements

This request is not for one large project, but for many smaller facilities improvements. These projects will improve infrastructure, address some safety issues, upgrade capabilities of the arts center, and enhance the aesthetics of the complex and its grounds. This project request includes interior equipment, interior structural, exterior structural, plumbing, electrical, and landscaping/grounds. Examples of projects within the request include replacing chalkboards with whiteboards, a new sink counter in the ceramics department, and repairs to the kiln room. **Requested Funds: \$24,980**

Dunwoody Senior Baseball – Outfield Leveling

The baseball fields were constructed as clay based fields close to 40 years ago and have experienced settling from buried organics and water. In those years the fields have never been leveled or re-graded. There are several sinking depressions, dips and humps that create drainage problems and are a safety hazard to the players. We are proposing that the outfields be leveled and the Lower Field drainage improved in order to reduce the potential for injury to players and allow for improved field availability. **Requested Funds: \$40,000**

FACILITIES IMPROVEMENT PARTNERSHIP PROGRAM



41 Perimeter Center East | Dunwoody, GA 30346
Phone: (678) 382-6700 | Fax: (678) 382-6701

* Program Overview

The City of Dunwoody is excited to have Parks and Recreation Partners who serve to provide program and recreational activities for the benefit of our community. The City recognizes that our Parks and Recreation Partners, as direct users of our existing park buildings, facilities, and grounds, are aware of ways in which the City may best be able to invest and/or improve our buildings, facilities, and grounds.

Building off of the Facility Usage Agreements adopted in 2012, and as part of the budgeting process for 2013, the Mayor and City Council sought to tap into our existing relationships with our Parks and Recreation Partners as we plan for further enhancements and improvements to existing park buildings, facilities, and grounds. As a pilot program, the Mayor and City Council set aside \$250,000 in the 2013 Budget for a Facilities Improvement Partnership Program and directed staff to create a program by which applicants may apply for project funding.

Any organization or group with a current Facility Usage Agreement with the City of Dunwoody may apply for grant funding through this program; however, funds may only be used for capital projects.

* Request for Applications

Applications will be received until 2:00 p.m. on **Friday, April 12, 2013** at City Hall (41 Perimeter Center East, Suite 250, Dunwoody, Georgia 30346). At which time, all applications received will be publicly opened and read. Any application received after the time and date specified for the opening of the applications will not be considered, but will be returned unopened.

Applications should be typed or written in ink and submitted in a sealed envelope/container marked on the outside with 2013 Facilities Improvement Partnership Program and the Group/Organization Name. The City requires one printed and signed original and one (1) electronic copy in PDF of the application. Proposals may be accepted by e-mail as long as they are signed.

The City reserves the right to waive any informalities or irregularities of applications, to request clarification or information submitted in any application, to request additional information from any proposer, or to reject any or all applications, and to re-advertise for applications. The City also reserves the right to extend the date or time scheduled for the opening of applications.

Award(s), if made, will be to the responsible and responsive application(s) submitted as deemed by the City, in the sole discretion, to be the most advantageous to the City, cost and other factors being considered. The City will directly administer all projects. For example, if a selected project involves the hiring of consultants or contractors, the City directly contract for the work.

To ensure the proper and fair evaluation of applications, the City highly discourages any communication regarding this funding program initiated by a proposer or its agent to an employee of the City evaluating or considering the application (including the Mayor and City Council) during the period of time following the issuance of the Request for Applications until a final decision has been made with respect to the project fund award(s). An appropriate employee of the City may initiate communication with a proposer in order to obtain information or clarification needed to develop a proper and accurate evaluation of the application. Any communication initiated by proposer regarding this funding program during evaluation should be submitted in writing and delivered to the Assistant to the City Manager, City of Dunwoody, 41 Perimeter Center East, Suite 250, Dunwoody, Georgia 30346, or by e-mail to kimberly.greer@dunwoodyga.gov. Unauthorized communication by the proposer may disqualify the proposer from consideration.

APPLICATION CHECKLIST



41 Perimeter Center East | Dunwoody, GA 30346
Phone: (678) 382-6700 | Fax: (678) 382-6701

Please review the checklist below and ensure that all the required information is provided as you finalize your application.

SECTION I: Organization Request and Support [4 Required Pages]

*** Transmittal Letter**

Please include a one page letter addressed to the Selection Committee stating the project request. The letter should include (or attach) evidence of the support of the governing authority of the organization.

*** Applicant and Project Basics**

Please complete answers to the Applicant and Project Basics worksheet.

*** Site/Location Map**

Please include a site/location map indicating the project location in relationship to existing facilities.

*** Narrative Description of the Project**

Please include a description of not more than one page detailing how the funds will be used, and what specific work will be completed. If this project is a phase of a larger project or an integral part of any other projects, please note that as part of your description.

SECTION II: Project Budget [1 Required Page]

*** Project Budget Worksheet**

Please include information detailing the cost of the project. As part of your project budget, include enough detail to justify the proposed cost of the project.

Specific Use of Grant Funds:

- *The City will administer all awarded funds directly. For example, if the project requires the hiring of contractors or consultants, the City will directly execute those contracts.*
- *Funds may not be applied retroactively. For example, if the group/organization previously hired a design or engineering services firm to scope or plan the project, the funds could not be utilized to cover those costs because they were previously incurred.*
- *Funds may not be used to pay salaries or wages of group/organization employees.*

*** Other Funds**

Project funds outside of the City awarded funds are strongly encouraged and may include either cash or in-kind contributions of materials, services, or volunteer labor. Please provide detailed information to document the extent of value for the funds (including in-kind donations). Total costs/project funds requested should be a final net cost to the City.

SECTION III: Project Justification [1 Required Page]

*** Project Justification**

Please attach an explanation of how the proposed project meets the three selection criteria listed in the Project Justification/Selection Criteria Section. Project receiving a score of 150 points or higher will retain eligibility for award in 2014 if additional funds are appropriated by the Mayor and City Council for the Facilities Improvement Partnership Program.

Dunwoody
* Smart people – Smart city

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Organization/Group:			
Project Contact Name and Title:			
Phone:	Cell:	Email:	

[illegible]

Estimated months to accomplish project: _____
Do you believe it is reasonable that the project could be completed by December 31, 2013: <input type="checkbox"/> Yes <input type="checkbox"/> No

I hereby agree and understand the City of Dunwoody reserves the right to determine the award of the grant funds in its sole discretion. The availability of funds is subject to annual budgetary decision made by the City Council. The City cannot guarantee the availability of future funds nor obligate future City Councils to provide funds for future projects. The City will directly administer all awarded project funds but will work directly with selected Park and Recreation Partner(s) for the implementation of the project(s).

Name and Title of Authorized Official: _____

Signature of Authorized Official: _____ Date: _____

Name and Title of Project Contact: _____

PROJECT JUSTIFICATION AND SELECTION CRITERION



41 Perimeter Center East | Dunwoody, GA 30346
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Please explain how the proposed project meets the following selection criteria. If a criterion does not apply, enter N/A.

* Master Plan Alignment

1. **Describe the scope of the proposed project and how well it responds to the citizens identified needs in the City's Parks, Recreation, and Open Space Master Plan. Sections of plan that identify the needs must be referenced. The plan is available for download from the City's website.**

Key consideration: The project responds to citizen identified recreational needs as identified in the adopted long-term community plan.

Points

- 150 The project or need is specifically identified in the City's Parks, Recreation, and Open Space Master Plan.
- 100 The project is related to a concept, project, or need specifically identified in the City's Parks, Recreation, and Open Space Master Plan.
- 75 The project is not related to but is consistent with a concept, project, or need specifically identified in the City's Parks, Recreation, and Open Space Master Plan.
- 0 The project does not address any needs identified in community planning efforts.
- 150 The project is inconsistent with a concept, project, or need specifically identified in the City's Parks, Recreation, and Open Space Master Plan. One hundred and fifty points will be deducted.

* Relationship to Existing Programs and Users

2. **Describe the proposed project in relation to the programs/recreational opportunities your group/organization offers to the citizens of Dunwoody. Highlight how the proposed project will improve your ability to offer recreational opportunities to the community or to enhance the quality of programs or facilities offered.**

Key consideration: The project enhances and/or improves recreational programs and/or opportunities offered to the citizens of Dunwoody. Specifically, the project considers the way in which the project will serve the entire community rather than just present users.

Points

- 50 The project will enhance or improve a recreational program by creating a new recreational opportunity or facility that is not presently available to our community. The project will be available or benefit the entire Dunwoody community.

PROJECT JUSTIFICATION AND SELECTION CRITERION



#M.5.

41 Perimeter Center East | Dunwoody, GA 30346
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- 40 The project will enhance or improve a recreational program by improving the extent of an existing opportunity, program, or facility or timeframe during which an existing recreational opportunity, program, or facility is available to our community. The project will be available or benefit the majority of the Dunwoody community.
- 30 The project will enhance or improve the organization/group's ability to focus on offering recreational opportunities by taking care of needs directly related to an existing recreational opportunity, program, or facility available to our community. The project will be available or benefit most of the Dunwoody community.
- 20 The project will enhance or improve the organization/group's ability to focus on offering recreational opportunities by taking care of needs indirectly related to an existing recreational opportunity, program, or facility available to our community. The project will be available or benefit existing users of the park/facility/grounds.
- 10 The project will be available or benefit a subset of existing users of the park/facility/grounds.
- 0 The project does not enhance or improve a recreational opportunity, program, or facility.

*** Leveraging of Other Funds**

3. **Describe the degree to which the group/organization proposes that the City can use program funds to leverage greater private investments, public funds, organization funds, in-kind donations, or volunteer labor.**

Key consideration: The group/organization is able to obtain investments in the project other than the City project funds.

Points

- 50 The project involves leveraging of other investment of more than 50% of the project cost.
- 40 The project involves leveraging of other investment of 40% to 49% of the project cost.
- 30 The project involves leveraging of other investment of 30% to 39% of the project cost.
- 20 The project involves leveraging of other investment of 20% to 29% of the project cost.
- 10 The project involves leveraging of other investment of 10% to 19% of the project cost.
- 5 The project involves leveraging of other investment but the investments are less than 10% of the project cost.
- 0 The project involves no leveraging of other investment.

TRANSMITTAL LETTER

Please overview the project request including (or attaching) evidence of the support of the governing authority of the organization/group. You are welcome to use your own letterhead.

April 12, 2013

City of Dunwoody
Facilities Improvement Partnership Program
41 Perimeter Center East, Suite 250
Dunwoody, GA 30346

Dear Selection Committee,

[Click here to enter text.](#)

APPLICANT AND PROJECT BASICS

Applicant Information

Organization/Group: Click here to enter text.		
Contact Name and Title: Click here to enter text.		
Phone: enter text.	Cell: enter text.	Email: Click here to enter text.

Project Information

Project Name/Title: Click here to enter text.		
Project Category (check one): <input type="checkbox"/> Interior Structural <input type="checkbox"/> Exterior Structural <input type="checkbox"/> Plumbing <input type="checkbox"/> Electrical <input type="checkbox"/> Landscaping/Grounds <input type="checkbox"/> Signage <input type="checkbox"/> Other: Click here to enter text.		
Brief Project Description (<i>please limit your brief description to the space provided</i>) Click here to enter text.		

Project Timeframe and Integration

Estimated number of months to accomplish project: Click here to enter text.	
Do you believe it is reasonable that the project could be completed by December 31, 2013: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Signature

<i>I hereby agree and understand the City of Dunwoody reserves the right to determine the award of the grant funds in its sole discretion. The availability of funds is subject to annual budgetary decision made by the City Council. The City cannot guarantee the availability of future funds nor obligate future City Councils to provide funds for future projects.</i>	
<i>The City will directly administer all awarded project funds but will work directly with selected Park and Recreation Partner(s) for the implementation of the project(s).</i>	
Name and Title of Authorized Official:	Click here to enter text.
Signature of Authorized Official:	Click here to enter text.
Name and Title of Project Contact:	Click here to enter text.

SITE/LOCATION PLAN

Please indicate the project location in relationship to existing facilities. Although you are welcome to attach any existing site/location map or create a new one, the City has uploaded aerial images of the facilities which you may use as a starting point. The images can be downloaded using the following secure link:

<https://dunwoodyga.sharefile.com/d/s17792500ac243ffa>

NARRATIVE DESCRIPTION

Please describe how the funds will be used, and what specific work will be completed. If this project is a phase of a larger project or an integral part of any other projects, please note that as part of your description.

[Click here to enter text.](#)

PROJECT BUDGET

Total Project Cost:	Click here to enter text.
Total City Funds Requested:	Click here to enter text.

Please include information detailing the cost of the project. As part of your project budget, include enough detail to justify the proposed cost of the project. You may attach additional pages if needed.

[Click here to enter text.](#)

PROJECT JUSTIFICATION

Please explain how the proposed project meets the three selection criteria listed. You may attach additional pages if needed or use separate pages to answer these questions.

Master Plan Alignment

1. Describe the scope of the proposed project and how well it responds to the citizens identified needs in the City's Parks, Recreation, and Open Space Master Plan. Please reference the section(s) of the plan that identify the needs.

[Click here to enter text.](#)

Relationship to Existing Programs and Users

2. Describe the proposed project in relation to the programs/recreational opportunities your group/organization offers to the citizens of Dunwoody. Highlight how the proposed project will improve your ability to offer recreational opportunities to the community or to enhance the quality of programs or facilities offered.

[Click here to enter text.](#)

Leveraging of Other Funds

3. Describe the degree to which the group/organization proposes that the City can use program funds to leverage greater private investments, public funds, organization funds, in-kind donations, or volunteer labor.

[Click here to enter text.](#)

TRANSMITTAL LETTER

Please overview the project request including (or attaching) evidence of the support of the governing authority of the organization/group. You are welcome to use your own letterhead.

April 12, 2013

City of Dunwoody
Facilities Improvement Partnership Program
41 Perimeter Center East, Suite 250
Dunwoody, GA 30346

Dear Selection Committee,

Following, please find the first of three grant applications on behalf of the Dunwoody Nature Center for improvements to city facilities in Dunwoody Park.

These recommendations are the result of over a year's worth of input from nearly 300 participants (approximately the same number that participated in the City's Parks Recreation and Open Space Master Plan) from a diverse background of Dunwoody citizens, Nature Center members and donors, and City of Dunwoody officials. As you will see, our requests for improvements complement those from the City's Master Plan and take the much needed first step envisioned by the city in improving our parks system.

When asked about what they envisioned for the Nature Center as part of the Dunwoody Park system, elected officials recognized the Nature Center as a family recreation center for the community – a gathering place for its citizens. At the same time, these officials also realized the shortcoming of the facilities: "The city knows the DNC could do more with a better facility" and specifically mentioned the "lack of ability for inside educational programs due to the poor quality and small building." We appreciate the city's willingness to assist us in making these facility improvements that will address the city's concerns and make a better reflection on the city's park system.

In February of 2012, the Nature Center partnered with a group of 8 specialists to best determine what short-term improvements could be most cost effectively made to our existing facility while providing for increased opportunities for engaging the public. The proposals that follow result from these architects, interior designers, general contractors, landscape architects, and environmental designers 6 month study of the facilities and grounds of the Nature Center (See attached Appendix A – Meet the Team).

During the meeting of the Board of Directors on March (See attached Appendix B - Meeting Minutes), the board unanimously approved all of this group's recommendations, including Expanded Classroom and Lecture Space proposal that follows.

We look forward to working with the City of Dunwoody on this enhancement to the current education building at the Nature Center.

Sincerely,
Alan Mothner
Executive Director, Dunwoody Nature Center

APPLICANT AND PROJECT BASICS

Applicant Information

Organization/Group: Dunwoody Nature Center

Contact Name and Title: Alan Mothner, Executive Director

770-394- Click here to

Phone: 3322 Cell: enter text. Email: alan@dunwoodynature.org

Project Information

Project Name/Title: <u>Expanded Classroom and Lecture Space</u>
Project Category (check one): <input checked="" type="checkbox"/> Interior Structural <input checked="" type="checkbox"/> Exterior Structural <input type="checkbox"/> Plumbing <input type="checkbox"/> Electrical <input type="checkbox"/> Landscaping/Grounds <input type="checkbox"/> Signage <input type="checkbox"/> Other: Click here to enter text.
<p>Brief Project Description (<i>please limit your brief description to the space provided</i>)</p> <p>The current configuration of the Nature Center building and its main classroom area limits any lecture, program, or other indoor activity to 20 attendees (with table setup) or 40 attendees maximum (chairs only, no tables). This severely limits the number of visitors that can be served through our programs. Through discussions with city staff and council, and through our own strategic planning process, it was determined that the community wanted more programs that reach a broader audience beyond children and youth. The Nature Center has added programming, often at no charge to the public, to meet this need. However, these programs frequently quickly fill up due to space limitations. Expanding the classroom space, while also enhancing the visitor experience by adding much needed deck sitting area overlooking the newly restored meadow, will achieve the city's master plan objective of enhancing the park experience for its citizens.</p>

Project Timeframe and Integration

Estimated number of months to accomplish project: 1 Month

Do you believe it is reasonable that the project could be completed by December 31, 2013: ☒ Yes ☐ No

Signature

<i>I hereby agree and understand the City of Dunwoody reserves the right to determine the award of the grant funds in its sole discretion. The availability of funds is subject to annual budgetary decision made by the City Council. The City cannot guarantee the availability of future funds nor obligate future City Councils to provide funds for future projects.</i>	
<i>The City will directly administer all awarded project funds but will work directly with selected Park and Recreation Partner(s) for the implementation of the project(s).</i>	
Name and Title of Authorized Official:	<u>Alan Mothner, Executive Director</u>
Signature of Authorized Official:	Date: <u>April 5, 2013</u>
Name and Title of Project Contact:	<u>Alan Mothner, Executive Director</u>

SITE/LOCATION PLAN

Please indicate the project location in relationship to existing facilities. Although you are welcome to attach any existing site/location map or create a new one, the City has uploaded aerial images of the facilities which you may use as a starting point. The images can be downloaded using the following secure link:

<https://dunwoodyga.sharefile.com/d/s17792500ac243ffa>



Dunwoody
Nature Center

Expanded Classroom and Lecture Space Grant Proposal



NARRATIVE DESCRIPTION

Please describe how the funds will be used, and what specific work will be completed. If this project is a phase of a larger project or an integral part of any other projects, please note that as part of your description.

The current configuration of the Nature Center building and its main classroom area limits any lecture, program, or other indoor activity to 20 attendees (with table setup) or 40 attendees maximum (chairs only, no tables). This severely limits the number of visitors that can be served through our programs and also limits the types and amounts of programs that we are able to offer. Further, there is no outside feature from the current building that allows visitors to enjoy the newly restored meadow without venturing into the area itself.

By building a screened and covered lecture space, and surrounding outdoor deck area, our proposal solves both of these shortcomings by expanding the existing classroom space area that is used for classes, lectures, field trips and camps; and also provides visitors with a deck viewing, sitting, and work area (See attached Appendix C – Architectural Drawing).

This new space will be added onto the existing building structure. By creating an opening from the current space into the new lecture space, we will be able to more than double occupancy. The additional space created from building a deck structure with outdoor seating pavilions onto the lecture space, will further add to capacity as well as provide for a screened in seating area where none currently exists for events, field trips, camp activities, and meetings during pleasant or inclement weather, or just casual enjoyment of the facilities. The screened area of the lecture space will be utilized in all four seasons and be covered and designed to incorporate the current roofline and structure.

Expanding the classroom space and usable area on the back side of the building will enhance the visitor's experience by adding much needed sitting space in the newly restored meadow and will achieve the city's master plan objective of enhancing the park experience for its citizens. It will also allow the Nature Center to increase the number of participants in its current programs and allow for creatively expanding programming such as lectures, movie screenings, larger community meetings for groups such as Boy and Girl Scouts and other civic organizations and volunteer affiliates. The expanded space also provides a backup plan in the case of inclement weather so that scheduled outdoor programming can be brought inside while still accommodating a larger audience.

The Expanded Classroom and Lecture Space project reinforces the Nature Center's over \$50,000 Meadow Restoration project that has already been completed as an enhancement to Dunwoody Park. The success of this project has brought more than publicity – as there has been a dramatic rise in the number of visitors to Dunwoody Park who have not previously visited or who have been absent for years. The staff of the Nature Center hears, on almost a daily basis, the positive comments about the ground improvements that have been made since the restoration and we urge the committee to make a reciprocal investment in this much needed facility improvement and enhancements to continue to bring new visitors to the park to enjoy all that the natural world has to offer.

Volunteers will be utilized where appropriate and deemed safe by the city, to help with the completion of this project. In 2012, The Nature Center utilized over 10,000 volunteer hours to complete projects and improve Dunwoody Park. Further, we will seek both in-kind and corporate donations once the project is approved. The Nature Center has an extremely successful track record of building on private funds. Our two most recent projects heavily

utilized corporate groups for financial and volunteer expertise including over 20 community partners on our Meadow Restoration project whose contribution are valued at over \$40,000.

Each year there are over 25,000 visitors to the park, with 10,000 of those participating in programs that would be able to utilize this added classroom facility. The remaining "passive" park visitors would also have full-time, year round public access to the screened deck, especially on weekends when these visitors are most common and the current building space is closed and unstaffed.

PROJECT BUDGET

Total Project Cost:	<u>\$49,000</u>
Total City Funds Requested:	\$44,000

Please include information detailing the cost of the project. As part of your project budget, include enough detail to justify the proposed cost of the project. You may attach additional pages if needed.

\$22,000 - Screened multi-purpose room including bump out of current space

\$5,000 - Screened Foyer

\$15,000 - Deck

\$2,000 – Ramp

\$5,000 – Volunteer labor and in-kind donations

PROJECT JUSTIFICATION

Please explain how the proposed project meets the three selection criteria listed. You may attach additional pages if needed or use separate pages to answer these questions.

Master Plan Alignment

1. Describe the scope of the proposed project and how well it responds to the citizens identified needs in the City's Parks, Recreation, and Open Space Master Plan. Please reference the section(s) of the plan that identify the needs.

The building at the Nature Center was identified as a weakness of the overall park system by multiple focus groups (Section 3.6) as were the conditions of the existing facilities. Time and again in the Master plan, reference is made to the poor quality of facilities. This grant request improves the quality of the facility while adding much needed programming space.

Section 6.2 "Create multiple community event spaces throughout the city in a variety of sizes to decentralize community events and balance the inconvenience of large community events on surrounding property owners."

Section 6.27 – "The nature center site was largely developed with volunteer effort, and as such, is not totally code compliant. The facilities in this park...are in very poor condition and in need of total replacement."

Section 6.28 – "The main building is crowded and over-programmed. More and better organized space is needed."

Section 3.24 – "They [residents] asked for the renovations of existing facilities and they would like greater variety of programs and facilities."

Section 3.3 – "Most facilities are old and in need of major repair or replacement. Dunwoody Nature Center has great programs, but needs a new building."

Relationship to Existing Programs and Users

2. Describe the proposed project in relation to the programs/recreational opportunities your group/organization offers to the citizens of Dunwoody. Highlight how the proposed project will improve your ability to offer recreational opportunities to the community or to enhance the quality of programs or facilities offered.

The biggest limiting factor to both current and expanded programming at the Nature Center is the size of the single classroom in the building. There are two possible current set ups that allow for either 20 participants (with tables) or 40 participants (chairs only, not tables), but no more. We frequently close programming events due to capacity constraints. As the Nature Center continues to move towards more free programming for the community, in partnership with the city, space limitations will continue to be a major restriction. Adding this classroom and lecture space should more than double capacity. What's more, many citizens do not attend events at the Nature Center due to the perceived poor quality of the facilities. This renovated space will encourage new visitations – from both program participants, and from general park visitations who would like to enjoy the amenity of the deck and wooded area of the renovated meadow.

Leveraging of Other Funds

3. Describe the degree to which the group/organization proposes that the City can use program funds to leverage greater private investments, public funds, organization funds, in-kind donations, or volunteer labor.

Where appropriate and deemed safe by the city, we will utilize volunteer labor to help with the completion of this project. In 2012, The Nature Center utilized over 10,000 volunteer hours to complete projects and improve Dunwoody Park. Further, we will seek both in-kind and corporate donations once the project is approved. The Nature Center has an extremely successful track record of building on private funds. Our two most recent projects heavily utilized corporate groups for financial and volunteer expertise including over 20 community partners on our Meadow Restoration project whose contribution are valued at over \$40,000.

Appendix A – Meet the Team

Dunwoody Nature Center Re-Visioning Project Meet the Team



Beth Gabbett, Project Manager
A Dunwoody resident, Beth Gabbett has spent her entire career in the construction industry, first in the field as a carpenter and later in Operations and Marketing. Blessed with many talented and generous industry contacts for this project, Beth assembled the team members and coordinated the conceptual design effort.



Eric Clementi, Architect
The first member recruited for the Dunwoody Nature Center Re-Visioning Project, Eric Clemente is Principal of Schneider Wright Architects, an architectural, interior design and space planning firm serving the commercial market. With extensive experience in the renovation of cultural public facilities, including theaters, cultural centers and YMCA's, Eric brings over 20 years of architectural experience to the Dunwoody Nature Center. Eric spearheaded the re-visioning of the Dunwoody Nature Center, initiated collaboration with the Landscape Architecture team and developed all the interior and exterior conceptual plans. www.schneiderwright.com

Landscape Architecture Team

The Landscape Architecture team provided expertise in the redesign of the front entry access and enhancement of existing landscape assets. They were responsible for recommending the addition of an educational element within the landscape itself and provided all the conceptual landscape designs.



Kevin Burke, Landscape Architect
The former President of the Georgia Division of the Association of Landscape Architects, Kevin participated in this Dunwoody Nature Center's visioning project as part of the ALA's effort to give back to the community. As Senior Landscape Architect for the Atlanta Beltline Project and former owner of Collaborative Designs, Inc. Kevin Burke brings over thirty years of landscape design experience to the Dunwoody Nature Center project. Kevin is an expert in the design of landscapes for urban projects which marry naturalist education and community connectivity. www.beltline.org

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A Fellow at the Atlanta Beltline, Inc. project and graduate student at the University of Georgia, Meghan has spent the last four years working with environmentally conscious organizations, articulating the intersection of design, environment and community. Her past experience includes research work with the Jekyll Island Authority and and Associate with the Southface Energy Institute. www.beltline.org



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Pat Harris brings over thirty years of design experience to the Dunwoody Nature Center Visioning project. Owner and Principal of Harris Interior Design, Pat has worked on more than 500 civic project including interior designs for schools, universities, libraries and children's museums.

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Appendix B – Meeting Minutes

DUNWOODY NATURE CENTER
Board of Directors Meeting March 21, 2013

MINUTES

The meeting was called to order at 7:00 by Su Ellis. The following members attended the meeting: Pat Adams, Sally Love Connally, Bo Cooper, David Dalrymple, Marilyn Dalrymple, Su Ellis, Chris Gleason, Raj Joshi, Amy McMorrow, Tom Reilly, Sandra Salem, Eve Schneps, Debbie Smith, Anne West, Robert Wittenstein, and Les Woodsides.

Minutes from the February 2013 Board of Directors meeting were presented by Amy McMorrow. Tom Reilly moved to adopt the minutes as presented, the motion was seconded by David Dalrymple, and adopted by a unanimous vote of the Board members in attendance.

The first matter of business addressed was a Governance Committee update presented by Amy McMorrow to describe forthcoming changes to DNC bylaws and Articles of Incorporation, as well as related Board resolutions. Amy explained that, after a few last items are resolved, four documents will be circulated to the Board for review in advance of a vote by the Board, which is likely to take place at the April Board meeting. The documents are: (1) Amended and Restated Articles of Incorporation, (2) Amended and Restated Bylaws, (3) a Board Resolution Regarding Committees, and (4) a Board Resolution Regarding Membership in the Corporation. Highlights of each were discussed as follows:

(1) Amended and Restated Articles of Incorporation:

- Update mission/purpose of the organization to delete specific purposes not currently pursued and to maintain broad purpose
- Edit to clarify that DNC shall not be a membership organization, but instead shall be directed by a self-propagating Board of Directors
- Update mailing addresses, board members identified, etc.
- Add limitation of liability paragraph allowing limitation on director and officer liability to the extent allowed under the GA Nonprofit Corporate Code

(2) Amended and Restated Bylaws:

- Update mission
- Delete Article regarding membership (as in “membership in the organization”) and related provisions
- Modify Article regarding committees –
 - incorporate language that applies to all committees regarding chairpersons, other committee members, vacancies, etc.
 - maintain descriptions of only three standing committees – Executive, Governance, and Finance
 - incorporate language to allow and govern creation of ad hoc committees by the Board
 - incorporate duties of the pre-existing Nominating Committee into role/obligation of the Governance Committee (note: the Board is free to establish a Nominating Committee ad hoc at any time)

- Standardize election of Board members to coincide with DNC's fiscal year; Board members who join during the fiscal year may begin service at any time but their terms will officially begin the following Jan 1
- Establish concept of Annual Meeting, for election of officers and directors who will begin terms of service on January 1
- Modify language regarding terms of Officers of the Board – 2 yrs for president; 1 yr for other officers; eligible for re-election at the expiration of term; Board member serving as 1st vice president shall be considered for election to role of president; treasurer's term shall not coincide with president's term where possible

(3) Board Resolution Regarding Committees:

- Describes other, current committees of the Board, their roles and responsibilities

(4) Board Resolution Regarding Membership in the Corporation:

- Necessary in order to modify DNC's Articles of Incorporation and Bylaws to remove language regarding membership in the corporation.

Discussion ensued regarding the four documents discussed above. David Dalrymple suggested that we insert language in the amended Bylaws establishing that it is DNC's objective to stagger terms of Board service, to assist with succession planning.

The Treasurer's Report was provided by Les Woodsides.

- Discussed the YTD budget
- Les will develop a 1–pg executive summary for use at future Board meetings
- Discussed the Financial Summary circulated as of 12/31/12, and Notes to Financial Summary – these documents were provided by our CPA hired to close out DNC's books for 2012
- Les observed that at this point we show a positive trajectory for the remainder of the year. There is no reason to think we won't meet our 2013 budget of \$309k.

The Executive Director's Report was provided by Alan Mothner.

- Membership is down for the first month in a while; currently at 564 so still over pace for meeting our 2013 objective of a total membership of 500.
- Camp participation is at 375 today (compared to 237 at the end of March 2012). We are hoping to maintain this pace of registration.
- Programming updates include the new Leadership in Training Program. Sixteen spots are offered, through an application process for rising 9th-12th graders. The program is a week-long course at Brook Run in leadership training and environmental stewardship using Camp-to-Grow curriculum, and is a Rotary-supported program. We have received press in the Dunwoody Crier and forthcoming DeKalb Neighbor.
- Melanie Rohrbach started as our unpaid Volunteer Coordinator for DNC. So far, she has revamped our webpage for volunteers, and started work toward coordinating volunteer activities, keeping database of projects, groups, etc.
- Received sponsorship from Mother Earth Brewery and Moon Dog for our summer concert series - \$1k total. Moon Dog may provide % of profit to DNC. The concert series this year will be more geared to adults/older kids; will incorporate one kids concert for a Sunday during summer.
- SunPatch upcoming
- Plant sale ongoing
- City revised grant proposal
 - Needs board resolution to request financial support for projects.

- Robert Wittenstein had suggested that we use this opportunity to start discussing the concept of a new building in the next year or two;
- Will submit separate grant applications for each of 3 projects – front entry, back deck and bathrooms.
- Discussion ensued
- Su Ellis moved to adopt a board resolution to provide added classroom/lecture space, renovate front entrance to make it ADA-compliant, and provide renovations to include bathrooms. Sally Love Connally seconded the motion, and the motion was adopted by a unanimous vote of the Board members in attendance.
- Earth Day – DNC is exploring a paint recycling program, as a joint venture with the City. “Atlanta Paint Recycles” would participate, and the City has \$3k budgeted through the Sustainability Commission. Discussion ensued regarding a nominal charge of \$1 per can. Alan has sent a proposal to UPS, Newell Rubbermaid, and PCID. We will likely have vendor staffed corporate locations, while DNC volunteers will staff public drop-off locations.
- Staff Wish List (see attached Staff follow up notes from January Strategic Planning session – March 21, 2013). Highlights were discussed as follows:
 - Primary restriction is the facility
 - Offers six areas of development to be analyzed
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 - High quality and better capacity building
 - Space to store supplies and materials
 - Bathrooms are as much of an issue at Brook Run as they are here
 - Staff
 - If we continue this growth, may be close to the point where we need to add another Programs Director
 - Saturday programming and/or at least open doors to allow access to passive education displays
 - Finances
 - Programming is 44% of revenues; can only increase revenues with additional access, ability to accommodate more people
 - Supplies/Materials/Exhibits
 - Needed upgrades with all
 - Office supplies, craft supplies
 - Displays
 - Natural Resources
 - Brook Run is more commercial than our space at Dunwoody Park which has 4 distinct habitats that we teach to
 - No rain contingency at Brook Run currently
 - Amenities
 - Storage space
 - Increased access to bathroom facilities
 - Discussion regarding other entities that feel they have a stake in a presence at Brook Run park; need to be able to be the umbrella, stewardship arm of that Park and other organizations involved
 - City may provide structure and facilities and we would provide programming; if the \$7M from DeKalb frees up we should be in a position to focus on it
 - Discussion ensued regarding buildings at Brook Run (old dormitory) and possible interest in it and the numerous upgrades that would be required.

- A suggestion was offered to convert to spreadsheet with cost analysis and prioritization.

A Development Report was provided by Su Ellis and Sandra Salem.

- Su provided an update and reminders regarding the ongoing Corporate Campaign.
- Sandra provided an update on matters related to Monarchs and Margaritas. Discussion ensued regarding the raffles planned for the auction, and the need to avoid charging for participation. Instead, participation in all raffles will be available through a suggested donation.

Adjourned at 8:30 pm.

Respectfully submitted,

Amy McMorrow

Attachments: Dunwoody Nature Center, Inc. Financial Summary As of December 31, 2012
Dunwoody Nature Center, Inc. Notes to Financial Summary, December 31, 2012
Staff follow up notes from January Strategic Planning session, March 21, 2013

Appendix C – Architectural Drawing



Appendix C – Architectural Drawing



TRANSMITTAL LETTER

Please overview the project request including (or attaching) evidence of the support of the governing authority of the organization/group. You are welcome to use your own letterhead.

April 12, 2013

City of Dunwoody
Facilities Improvement Partnership Program
41 Perimeter Center East, Suite 250
Dunwoody, GA 30346

Dear Selection Committee,

Following, please find the second of three grant applications on behalf of the Dunwoody Nature Center for improvements to city facilities in Dunwoody Park.

These recommendations are the result of over a year's worth of input from nearly 300 participants (approximately the same number that participated in the City's Parks Recreation and Open Space Master Plan) from a diverse background of Dunwoody citizens, Nature Center members and donors, and City of Dunwoody officials. As you will see, our requests for improvements complement those from the City's Master Plan and take the much needed first step envisioned by the city in improving our parks system.

When asked about what they envisioned for the Nature Center as part of the Dunwoody Park system, elected officials recognized the Nature Center as a family recreation center for the community – a gathering place for its citizens. At the same time, these officials also realized the shortcoming of the facilities: "The city knows the DNC could do more with a better facility" and specifically mentioned the "small physical size and lack of purpose-built education building." We appreciate the city's willingness to assist us in making these facility improvements that will address the city's concerns and make a better reflection on the city's park system.

In February of 2012, the Nature Center partnered with a group of 8 specialists to best determine what improvements could be most cost effectively made to our existing facility while providing for increased opportunities for engaging the public. The proposals that follow result from these architects, interior designers, general contractors, landscape architects, and environmental designers 6 month study of the facilities and grounds of the Nature Center (See attached Appendix A – Meet the Team).

During the meeting of the Board of Directors on March (See attached Appendix B - Meeting Minutes), the board unanimously approved all of this group's recommendations, including the ADA accessible repurposed entranceway that is described in this proposal.

We look forward to working with the City of Dunwoody on this enhancement to the current education building at the Nature Center.

Sincerely,
Alan Mothner
Executive Director, Dunwoody Nature Center

Applicant Information

Project Information

Project Timeframe and Integration

Signature

2013 Facilities Improvement Partnership Program Application

SITE/LOCATION PLAN

Please indicate the project location in relationship to existing facilities. Although you are welcome to attach any existing site/location map or create a new one, the City has uploaded aerial images of the facilities which you may use as a starting point. The images can be downloaded using the following secure link:

<https://dunwoodyga.sharefile.com/d/s17792500ac243ffa>



Dunwoody
Nature Center

ADA Accessible Entranceway Grant Proposal



NARRATIVE DESCRIPTION

Please describe how the funds will be used, and what specific work will be completed. If this project is a phase of a larger project or an integral part of any other projects, please note that as part of your description.

Upon coming to the Dunwoody Nature Center, the over 25,000 visitors to the park face several obstacles before entering the building. The biggest of these challenges is from the original, out of code, non-ADA compliant stairs that are uneven and irregular. Each year there are several falls down these stairs, so far with only minor injuries, but the liability on the Nature Center and the City as property owners is large. What's more, there is currently no ADA access from this point. Beyond the stairs, visitors must then enter the building through deteriorating concrete that is improperly sloped and causes flooding of the main building during rain events. Lastly, visitors must determine whether they want to enter an outdated building with limited promise of innovation or cutting edge space inside based on outward appearances. Frequently, visitors will bypass the building entirely, without an opportunity to learn more about the Nature Center's offerings, based on the current condition of the building. This grant proposal seeks to remedy all of these physical and physiological barriers to entry by creating a more welcoming center that can be accessed and enjoyed by the entire community and beyond.

Our proposal calls for the complete removal of the steps and instead envisions an ADA accessible ramp (with a small footbridge over the existing storm water trough) that leads visitors through the current front entry garden and outdoor classroom. The repurposed entryway will have a small, yet attractive pond feature and trellised entryway, as well as properly graded concrete to lead storm water away from the building and towards the storm drain. A retaining wall will be built in place of the steps, and connected via pump to the pond to create a water feature that encloses the entryway gathering point area. (See attached Appendix D – Architectural Drawings). The water feature (as requested by citizens in the City's Parks, Recreation, and Open Space Master Plan) will be both visually appealing and functional for recreational and educational purposes.

According to the team of architects and builders (See attached Appendix A – Meet the team) that have recommended these changes in their analysis of the Nature Center facility, the redesigned front entry will bring the building up to ADA and other compliance codes, create a new gathering space in front of the education building, and help with the outside/inside transition to the building.

This dramatic makeover to the Nature Center will provide visitors with a more favorable first impression of the Nature Center organization, and is more indicative of the quality programs and services that our group offers to the community. As specified in the City's Master plan, it also provides access for all individuals regardless of age or physical ability as a community meeting space, and eliminates the City's risk of liability.

Volunteers will be utilized where appropriate and deemed safe by the city, to help with the completion of this project. In 2012, The Nature Center utilized over 10,000 volunteer hours to complete projects and improve Dunwoody Park. Further, we will seek both in-kind and corporate donations once the project is approved. The Nature Center has an extremely successful track record of building on private funds. Our two most recent projects heavily utilized corporate groups for financial and volunteer expertise including over 20 community partners on our Meadow Restoration project whose contribution are valued at over \$40,000.

PROJECT BUDGET

Total Project Cost:	\$50,000
Total City Funds Requested:	\$45,000

Please include information detailing the cost of the project. As part of your project budget, include enough detail to justify the proposed cost of the project. You may attach additional pages if needed.

\$15,000 - New ADA walkway on North side of building, small bridge to span storm water trough

\$2,000 Demo out old steps

\$5,000 Retaining wall in front of old steps

\$3,000 Entrance Arbor

\$10,000 Pond

\$10,000 Resurfaced and re-graded concrete entrance way

\$5,000 volunteer labor and donated products/services

PROJECT JUSTIFICATION

Please explain how the proposed project meets the three selection criteria listed. You may attach additional pages if needed or use separate pages to answer these questions.

Master Plan Alignment

1. Describe the scope of the proposed project and how well it responds to the citizens identified needs in the City's Parks, Recreation, and Open Space Master Plan. Please reference the section(s) of the plan that identify the needs.

Current access to the main building via the front steps is hazardous at best. Steps are not code compliant and a liability risk as there are several occurrences of falls each year. The building at the Nature Center was identified as a weakness of the overall park system by multiple focus groups (Section 3.6) as were the conditions of the existing facilities:

Section 6.2; Section 6.15 - Complete major renovations throughout the park system to improve safety, ADA compliance

Section 6.27 - "The nature center site was largely developed with volunteer effort, and as such, is not totally code compliant. The facilities in this park...are in very poor condition and in need of total replacement."

Section 6.28 - "ADA access to the building is separate from the main entrance, and is not fully code compliant."

Section 6.2 - "Develop a variety of small water play features throughout the city. Irrigate parks with reclaimed water or captured rain water where feasible."

Appendix A.62 - Improve the level of maintenance at current parks and recreation facilities- 84.3% High or Medium priority. Only 1% should not be implemented.

Relationship to Existing Programs and Users

2. Describe the proposed project in relation to the programs/recreational opportunities your group/organization offers to the citizens of Dunwoody. Highlight how the proposed project will improve your ability to offer recreational opportunities to the community or to enhance the quality of programs or facilities offered.

Each year there are over 25,000 visitors to the park, with 10,000 of those participating in programs and the remainder as "passive" park visitors who utilize the park for hiking, dog walking, family outings and other activities. Access to and perception of the main education building is of paramount importance to a visitors' appreciation of the programs of the Nature Center and the overall quality of the facility and the city's park system as a whole.

This proposal will increase access to the Nature Center for several groups:

- The master plan specifically calls for improved programming for senior citizens, many of whom will not currently come to the Nature Center because of the difficulty in getting into the building.
- Small children have a difficult time entering the building because of the uneven steps.

- Those with ADA requirements have no way to enter with the current set up of the front steps.

An "all-inclusive" park needs to have equal access for all.

Leveraging of Other Funds

3. Describe the degree to which the group/organization proposes that the City can use program funds to leverage greater private investments, public funds, organization funds, in-kind donations, or volunteer labor.

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**DUNWOODY NATURE CENTER
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 - No rain contingency at Brook Run currently
 - Amenities
 - Storage space
 - Increased access to bathroom facilities
 - Discussion regarding other entities that feel they have a stake in a presence at Brook Run park; need to be able to be the umbrella, stewardship arm of that Park and other organizations involved
 - City may provide structure and facilities and we would provide programming; if the \$7M from DeKalb frees up we should be in a position to focus on it
 - Discussion ensued regarding buildings at Brook Run (old dormitory) and possible interest in it and the numerous upgrades that would be required.

- A suggestion was offered to convert to spreadsheet with cost analysis and prioritization.

A Development Report was provided by Su Ellis and Sandra Salem.

- Su provided an update and reminders regarding the ongoing Corporate Campaign.
- Sandra provided an update on matters related to Monarchs and Margaritas. Discussion ensued regarding the raffles planned for the auction, and the need to avoid charging for participation. Instead, participation in all raffles will be available through a suggested donation.

Adjourned at 8:30 pm.

Respectfully submitted,

Amy McMorrow

Attachments: Dunwoody Nature Center, Inc. Financial Summary As of December 31, 2012
Dunwoody Nature Center, Inc. Notes to Financial Summary, December 31, 2012
Staff follow up notes from January Strategic Planning session, March 21, 2013

Appendix C – Architectural Drawing



Appendix C – Architectural Drawing



TRANSMITTAL LETTER

Please overview the project request including (or attaching) evidence of the support of the governing authority of the organization/group. You are welcome to use your own letterhead.

April 12, 2013

City of Dunwoody
Facilities Improvement Partnership Program
41 Perimeter Center East, Suite 250
Dunwoody, GA 30346

Dear Selection Committee,

Following, please find the third of three grant applications on behalf of the Dunwoody Nature Center for improvements to city facilities in Dunwoody Park.

These recommendations are the result of over a year's worth of input from nearly 300 participants (approximately the same number that participated in the City's Parks Recreation and Open Space Master Plan) from a diverse background of Dunwoody citizens, Nature Center members and donors, and City of Dunwoody officials. One of the top rated concerns regarding the facilities of the Nature Center was lack of public access to restrooms when the Nature Center is unstaffed on weekends, a time when most passive visitors to the park are present. As you will see, our request for this improvement complements those from the City's Master Plan and takes the much needed first step envisioned by the city in improving our parks system.

When asked about what they envisioned for the Nature Center as part of the Dunwoody Park system, elected officials recognized the Nature Center as a family recreation center for the community – a gathering place for its citizens. A gathering place without the availability of restrooms is untenable and this proposal seeks to remedy that situation. What's more, these officials also realized the overall shortcoming of the facilities: "The city knows the DNC could do more with a better facility" and specifically mentioned the "small physical size and lack of purpose-built education building." We appreciate the city's willingness to assist us in making these facility improvements that will address the city's concerns and make a better reflection on the city's park system.

During the meeting of the Board of Directors on March (See attached Appendix A - Meeting Minutes), the board unanimously approved this public restroom addition that is described in this proposal.

We look forward to working with the City of Dunwoody on this much needed addition to the current buildings and facilities at the Nature Center.

Sincerely,
Alan Mothner
Executive Director, Dunwoody Nature Center

APPLICANT AND PROJECT BASICS

Applicant Information

Organization/Group: Dunwoody Nature Center

Contact Name and Title: Alan Mothner, Executive Director

770-394- Click here to

Phone: 3322 Cell: enter text. Email: alan@dunwoodynature.org

Project Information

Project Name/Title: <u>Public Restroom Access</u>	
Project Category (check one): <input type="checkbox"/> Interior Structural <input checked="" type="checkbox"/> Exterior Structural <input checked="" type="checkbox"/> Plumbing	
<input checked="" type="checkbox"/> Electrical <input type="checkbox"/> Landscaping/Grounds <input type="checkbox"/> Signage <input type="checkbox"/> Other: Click here to enter text.	
Brief Project Description (<i>please limit your brief description to the space provided</i>)	
Currently, there is no public access to restroom facilities on the 22 acres that the Nature Center operates through our facility usage agreement with the city. This serves as a major impediment to park usage during times when the building is unstaffed – primarily on weekends when park usage for passive recreation is highest. Further, with only 3 interior toilets and frequent high volume traffic (most notably with regular school field trips of 100+ visitors during the fall and spring), bathroom usage becomes a major bottleneck and impedes on time that would otherwise be used for programming. Simple math on a field trip of 120 children who each spend 45 seconds in the 3 bathrooms means an additional 30 minutes just waiting in line. The addition of two male and two female toilets, available to the public at all times, would greatly alleviate these issues.	

Project Timeframe and Integration

Estimated number of months to accomplish project: 1 Month

Do you believe it is reasonable that the project could be completed by December 31, 2013: ☒ Yes ☐ No

Signature

I hereby agree and understand the City of Dunwoody reserves the right to determine the award of the grant funds in its sole discretion. The availability of funds is subject to annual budgetary decision made by the City Council. The City cannot guarantee the availability of future funds nor obligate future City Councils to provide funds for future projects.

The City will directly administer all awarded project funds but will work directly with selected Park and Recreation Partner(s) for the implementation of the project(s).

Name and Title of Authorized
Official: Alan Mothner, Executive Director

Signature of Authorized
Official: _____ Date: April 5, 2013

Name and Title of Project
Contact: Alan Mothner, Executive Director

SITE/LOCATION PLAN

Please indicate the project location in relationship to existing facilities. Although you are welcome to attach any existing site/location map or create a new one, the City has uploaded aerial images of the facilities which you may use as a starting point. The images can be downloaded using the following secure link:

<https://dunwoodyga.sharefile.com/d/s17792500ac243ffa>



Dunwoody
Nature Center

Public Restroom Access Grant Proposal



NARRATIVE DESCRIPTION

Please describe how the funds will be used, and what specific work will be completed. If this project is a phase of a larger project or an integral part of any other projects, please note that as part of your description.

The plan for adding restroom facilities calls for adding onto the current “clubhouse” that is used for storage and as an extra classroom space. This facility is already stubbed for plumbing and has direct access to the current sewer system. As such, all that is required to add public restrooms would be an extension of the building to provide space for one toilet, a urinal, and a sink in the male side and two toilets and a sink on the female side – all within ADA compliance codes.

This restroom facility would be open and available to the public at all times that the park is open. Adding this facility to the existing “clubhouse” space protects the security of the main education building that will remain locked when it is unstaffed. Further, it minimizes the cost of the project by tying into existing space and sewer, while only taking up one existing parking space. Current HVAC and electrical set ups to the “clubhouse” are easily moved or incorporated into the rear of the restroom facilities.

This project furthers the city’s desire for community gathering places by making the park more open to the public at times that it is unstaffed and access to the main education building – and its bathrooms - is unavailable.

Volunteers will be utilized where appropriate and deemed safe by the city, to help with the completion of this project. In 2012, The Nature Center utilized over 10,000 volunteer hours to complete projects and improve Dunwoody Park. Further, we will seek both in-kind and corporate donations once the project is approved. The Nature Center has an extremely successful track record of building on private funds. Our two most recent projects heavily utilized corporate groups for financial and volunteer expertise including over 20 community partners on our Meadow Restoration project whose contribution are valued at over \$40,000.

Each year there are over 25,000 visitors to the park, with 40% of those participating in programs and the remainder as “passive” park visitors who utilize the park for hiking, dog walking, family outings and other activities. Access to a public restroom facility is vital to these park visitors.

PROJECT BUDGET

Total Project Cost:	\$23,000
Total City Funds Requested:	\$20,300

Please include information detailing the cost of the project. As part of your project budget, include enough detail to justify the proposed cost of the project. You may attach additional pages if needed.

Estimate Provided by City of Dunwoody maintenance contractor:

Excavation	\$ 750
Concrete	\$ 2,200
Doors/hdwe	\$ 800
Toilet Partitions	
Block walls	\$ 4,500
Electrical	\$ 2,000
Roof L&M	\$ 1,950
Hvac	\$ 750
Plumbing	\$ 6,200
Exterior trim	\$ 800
Clean up	\$ 350
Overhead	
Paint	By volunteers

PROJECT JUSTIFICATION

Please explain how the proposed project meets the three selection criteria listed. You may attach additional pages if needed or use separate pages to answer these questions.

Master Plan Alignment

1. Describe the scope of the proposed project and how well it responds to the citizens identified needs in the City's Parks, Recreation, and Open Space Master Plan. Please reference the section(s) of the plan that identify the needs.

Recommendation Summary 6.29 – "With space currently used...for development, with neighborhood park facilities including a restroom."

Park Development Priorities – Tier 2 6.43 – "Redevelop Dunwoody Park and Dunwoody Nature Center"

Relationship to Existing Programs and Users

2. Describe the proposed project in relation to the programs/recreational opportunities your group/organization offers to the citizens of Dunwoody. Highlight how the proposed project will improve your ability to offer recreational opportunities to the community or to enhance the quality of programs or facilities offered.

This project allows current visitors and other potential visitors a place to go "when nature calls" during times when the Nature Center main education building is unstaffed. Each year there are over 25,000 visitors to the park, with 40% of those participating in programs and the remainder as "passive" park visitors who utilize the park for hiking, dog walking, family outings and other activities. Currently, these park visitors must leave the Nature Center property to do find the nearest open restroom. Adding public restrooms will enhance the park experience for all visitors and draw more people to the park for longer periods of activity.

Further, with only 3 interior toilets and frequent high volume traffic - most notably with regular school field trips of 100+ visitors during the fall and spring, and 60 children per day during summer camps - bathroom usage becomes a major bottleneck and impedes on time that would otherwise be used for programming. Simple math on a field trip of 120 children who each spend 45 seconds in the 3 bathrooms means an additional 30 minutes just waiting in line. The addition of two male and two female toilets, available to the public at all times, would greatly alleviate these issues, and would also help with the state of cleanliness of all indoor toilets by alleviating some of the usage pressure that they currently receive.

Leveraging of Other Funds

3. Describe the degree to which the group/organization proposes that the City can use program funds to leverage greater private investments, public funds, organization funds, in-kind donations, or volunteer labor.

Volunteers will be utilized where appropriate and deemed safe by the city, to help with the completion of this project (for example, in painting). In 2012, The Nature Center utilized over 10,000 volunteer hours to complete projects and improve Dunwoody Park. Further, we will seek both in-kind and corporate donations once the project is approved. The Nature Center has an extremely successful track record of building on private funds. Our two most recent projects heavily utilized corporate groups for financial and volunteer expertise including over 20 community partners on our Meadow Restoration project whose contribution are valued at over \$40,000.

Appendix A – Meeting Minutes

DUNWOODY NATURE CENTER
Board of Directors Meeting March 21, 2013**MINUTES**

The meeting was called to order at 7:00 by Su Ellis. The following members attended the meeting: Pat Adams, Sally Love Connally, Bo Cooper, David Dalrymple, Marilyn Dalrymple, Su Ellis, Chris Gleason, Raj Joshi, Amy McMorrow, Tom Reilly, Sandra Salem, Eve Schneps, Debbie Smith, Anne West, Robert Wittenstein, and Les Woodsides.

Minutes from the February 2013 Board of Directors meeting were presented by Amy McMorrow. Tom Reilly moved to adopt the minutes as presented, the motion was seconded by David Dalrymple, and adopted by a unanimous vote of the Board members in attendance.

The first matter of business addressed was a Governance Committee update presented by Amy McMorrow to describe forthcoming changes to DNC bylaws and Articles of Incorporation, as well as related Board resolutions. Amy explained that, after a few last items are resolved, four documents will be circulated to the Board for review in advance of a vote by the Board, which is likely to take place at the April Board meeting. The documents are: (1) Amended and Restated Articles of Incorporation, (2) Amended and Restated Bylaws, (3) a Board Resolution Regarding Committees, and (4) a Board Resolution Regarding Membership in the Corporation. Highlights of each were discussed as follows:

(1) Amended and Restated Articles of Incorporation:

- Update mission/purpose of the organization to delete specific purposes not currently pursued and to maintain broad purpose
- Edit to clarify that DNC shall not be a membership organization, but instead shall be directed by a self-propagating Board of Directors
- Update mailing addresses, board members identified, etc.
- Add limitation of liability paragraph allowing limitation on director and officer liability to the extent allowed under the GA Nonprofit Corporate Code

(2) Amended and Restated Bylaws:

- Update mission
- Delete Article regarding membership (as in “membership in the organization”) and related provisions
- Modify Article regarding committees –
 - incorporate language that applies to all committees regarding chairpersons, other committee members, vacancies, etc.
 - maintain descriptions of only three standing committees – Executive, Governance, and Finance
 - incorporate language to allow and govern creation of ad hoc committees by the Board
 - incorporate duties of the pre-existing Nominating Committee into role/obligation of the Governance Committee (note: the Board is free to establish a Nominating Committee ad hoc at any time)

- Standardize election of Board members to coincide with DNC's fiscal year; Board members who join during the fiscal year may begin service at any time but their terms will officially begin the following Jan 1
- Establish concept of Annual Meeting, for election of officers and directors who will begin terms of service on January 1
- Modify language regarding terms of Officers of the Board – 2 yrs for president; 1 yr for other officers; eligible for re-election at the expiration of term; Board member serving as 1st vice president shall be considered for election to role of president; treasurer's term shall not coincide with president's term where possible

(3) Board Resolution Regarding Committees:

- Describes other, current committees of the Board, their roles and responsibilities

(4) Board Resolution Regarding Membership in the Corporation:

- Necessary in order to modify DNC's Articles of Incorporation and Bylaws to remove language regarding membership in the corporation.

Discussion ensued regarding the four documents discussed above. David Dalrymple suggested that we insert language in the amended Bylaws establishing that it is DNC's objective to stagger terms of Board service, to assist with succession planning.

The Treasurer's Report was provided by Les Woodsides.

- Discussed the YTD budget
- Les will develop a 1–pg executive summary for use at future Board meetings
- Discussed the Financial Summary circulated as of 12/31/12, and Notes to Financial Summary – these documents were provided by our CPA hired to close out DNC's books for 2012
- Les observed that at this point we show a positive trajectory for the remainder of the year. There is no reason to think we won't meet our 2013 budget of \$309k.

The Executive Director's Report was provided by Alan Mothner.

- Membership is down for the first month in a while; currently at 564 so still over pace for meeting our 2013 objective of a total membership of 500.
- Camp participation is at 375 today (compared to 237 at the end of March 2012). We are hoping to maintain this pace of registration.
- Programming updates include the new Leadership in Training Program. Sixteen spots are offered, through an application process for rising 9th-12th graders. The program is a week-long course at Brook Run in leadership training and environmental stewardship using Camp-to-Grow curriculum, and is a Rotary-supported program. We have received press in the Dunwoody Crier and forthcoming DeKalb Neighbor.
- Melanie Rohrbach started as our unpaid Volunteer Coordinator for DNC. So far, she has revamped our webpage for volunteers, and started work toward coordinating volunteer activities, keeping database of projects, groups, etc.
- Received sponsorship from Mother Earth Brewery and Moon Dog for our summer concert series - \$1k total. Moon Dog may provide % of profit to DNC. The concert series this year will be more geared to adults/older kids; will incorporate one kids concert for a Sunday during summer.
- SunPatch upcoming
- Plant sale ongoing
- City revised grant proposal
 - Needs board resolution to request financial support for projects.

- Robert Wittenstein had suggested that we use this opportunity to start discussing the concept of a new building in the next year or two;
- Will submit separate grant applications for each of 3 projects – front entry, back deck and bathrooms.
- Discussion ensued
- Su Ellis moved to adopt a board resolution to provide added classroom/lecture space, renovate front entrance to make it ADA-compliant, and provide renovations to include bathrooms. Sally Love Connally seconded the motion, and the motion was adopted by a unanimous vote of the Board members in attendance.
- Earth Day – DNC is exploring a paint recycling program, as a joint venture with the City. “Atlanta Paint Recycles” would participate, and the City has \$3k budgeted through the Sustainability Commission. Discussion ensued regarding a nominal charge of \$1 per can. Alan has sent a proposal to UPS, Newell Rubbermaid, and PCID. We will likely have vendor staffed corporate locations, while DNC volunteers will staff public drop-off locations.
- Staff Wish List (see attached Staff follow up notes from January Strategic Planning session – March 21, 2013). Highlights were discussed as follows:
 - Primary restriction is the facility
 - Offers six areas of development to be analyzed
 - Facilities
 - High quality and better capacity building
 - Space to store supplies and materials
 - Bathrooms are as much of an issue at Brook Run as they are here
 - Staff
 - If we continue this growth, may be close to the point where we need to add another Programs Director
 - Saturday programming and/or at least open doors to allow access to passive education displays
 - Finances
 - Programming is 44% of revenues; can only increase revenues with additional access, ability to accommodate more people
 - Supplies/Materials/Exhibits
 - Needed upgrades with all
 - Office supplies, craft supplies
 - Displays
 - Natural Resources
 - Brook Run is more commercial than our space at Dunwoody Park which has 4 distinct habitats that we teach to
 - No rain contingency at Brook Run currently
 - Amenities
 - Storage space
 - Increased access to bathroom facilities
 - Discussion regarding other entities that feel they have a stake in a presence at Brook Run park; need to be able to be the umbrella, stewardship arm of that Park and other organizations involved
 - City may provide structure and facilities and we would provide programming; if the \$7M from DeKalb frees up we should be in a position to focus on it
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- A suggestion was offered to convert to spreadsheet with cost analysis and prioritization.

A Development Report was provided by Su Ellis and Sandra Salem.

- Su provided an update and reminders regarding the ongoing Corporate Campaign.
- Sandra provided an update on matters related to Monarchs and Margaritas. Discussion ensued regarding the raffles planned for the auction, and the need to avoid charging for participation. Instead, participation in all raffles will be available through a suggested donation.

Adjourned at 8:30 pm.

Respectfully submitted,

Amy McMorrow

Attachments: Dunwoody Nature Center, Inc. Financial Summary As of December 31, 2012
Dunwoody Nature Center, Inc. Notes to Financial Summary, December 31, 2012
Staff follow up notes from January Strategic Planning session, March 21, 2013

TRANSMITTAL LETTER

Please overview the project request including (or attaching) evidence of the support of the governing authority of the organization/group. You are welcome to use your own letterhead.

April 12, 2013

City of Dunwoody
Facilities Improvement Partnership Program
41 Perimeter Center East, Suite 250
Dunwoody, GA 30346

Dear Selection Committee,

The Spruill Center for the Arts is proud to be a tenant leasing 10,844 square feet of space from the City of Dunwoody in the North DeKalb Cultural Center (NDCC). The Center appreciates the responsiveness of the City in addressing infrastructure repair and maintenance needs.

All of us associated with the Spruill Center would like to acknowledge Brent Walker, Parks and Recreation Manager, for his collaborative and professional attention to facility needs, his timely responses, and his excellent follow-through.

Thank you to the Mayor and the City Council for creating the "Facilities Improvement Partnership Program" and for setting aside \$250,000 in the 2013 Budget for that initiative.

The Spruill Center's greatest fundraising challenges are for programming, operating support, and historic preservation of its private facilities and property on Ashford Dunwoody Road (the Spruill Gallery). However, there are also plenty of facilities improvements needed at the Spruill Education Center in the NDCC. Accordingly, and as required by the restrictions of this program, only such capital projects will be the focus of this application.

This request is not for one large project, but for many smaller facilities improvements. These projects will improve infrastructure, address some safety issues, upgrade capabilities of the arts center, and enhance the aesthetics of the complex and its grounds. These changes will have a large, positive impact on the citizens of Dunwoody for years to come.

The Board of Directors of the Spruill Center for the Arts fully supports this application for facilities improvements. If the City would like a written, formal resolution of that support, one will be provided after the next Board meeting.

Respectfully Submitted,

Robert Kinsey (signature)

Robert Kinsey

CEO

APPLICANT AND PROJECT BASICS**Applicant Information**

Organization/Group:	<u>Spruill Center for the Arts</u>
Contact Name and Title:	<u>Robert Kinsey, CEO</u>
Phone: <u>770-394-</u>	
Phone: <u>3447 ext</u> Cell: <u>404-234-8120</u> Email: <u>rkinsey@spruillarts.org</u>	

Project Information

Project Name/Title: <u>North DeKalb Cultural Center Facilities Improvements</u>
Project Category (check one): <input type="checkbox"/> Interior Structural <input type="checkbox"/> Exterior Structural <input type="checkbox"/> Plumbing <input type="checkbox"/> Electrical <input type="checkbox"/> Landscaping/Grounds <input type="checkbox"/> Signage <input checked="" type="checkbox"/> Other: <u>All but signage</u>
Brief Project Description (<i>please limit your brief description to the space provided</i>) Please see the NARRATIVE DESCRIPTION and PROJECT BUDGET for details. This project request includes interior equipment, interior structural, exterior structural, plumbing, electrical, and landscaping/grounds.

Project Timeframe and Integration

Estimated number of months to accomplish project:	<u>3 to 6 months, depending on how quickly the City of Dunwoody bids & implements improvements.</u>
Do you believe it is reasonable that the project could be completed by December 31, 2013:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Signature

<i>I hereby agree and understand the City of Dunwoody reserves the right to determine the award of the grant funds in its sole discretion. The availability of funds is subject to annual budgetary decision made by the City Council. The City cannot guarantee the availability of future funds nor obligate future City Councils to provide funds for future projects.</i>	
<i>The City will directly administer all awarded project funds but will work directly with selected Park and Recreation Partner(s) for the implementation of the project(s).</i>	
Name and Title of Authorized Official:	<u>Robert G. Kinsey, CEO</u>
Signature of Authorized Official:	<u>Robert G. Kinsey (signature)</u> Date: <u>April 11, 2013</u>

Name and Title of Project
Contact:

Robert G. Kinsey, CEO

SITE/LOCATION PLAN

Please indicate the project location in relationship to existing facilities. Although you are welcome to attach any existing site/location map or create a new one, the City has uploaded aerial images of the facilities which you may use as a starting point. The images can be downloaded using the following secure link:

<https://dunwoodyga.sharefile.com/d/s17792500ac243ffa>



North DeKalb Cultural Center
5339 Chamblee Dunwoody Road
Dunwoody, GA 30338

The Spruill Center for the Arts occupies 10, 844 square feet of space in the center portion of the North DeKalb Cultural Center.

- The Dunwoody Library is across the central atrium at the south end of the building.
- The Stage Door Players are in space at the far northern end of the complex.
- The Chattahoochee Handweavers Guild leases one classroom from the City of Dunwoody.

Some portions of this proposal are specific to the Spruill Center for the Arts' facility; others address needs of the overall building and grounds.

NARRATIVE DESCRIPTION

Please describe how the funds will be used, and what specific work will be completed. If this project is a phase of a larger project or an integral part of any other projects, please note that as part of your description.

Following are the Spruill Center for the Arts' requests for Facilities Improvements. Not included are projects that are understood to already be in the City's 2013 Capital Project Budget, such as re-roofing the Spruill Center portion of the NDCC. Some of the requested items might be covered by the City's 2013 repair and Maintenance Budget.

1. Ceramics Department Sink Counter

The Ceramics Department is in constant use with day, evening and weekend courses, as well as open studio work. It is a very popular discipline that serves hundreds of people per week. It utilizes a 24-foot-long counter with backsplash along one wall that houses eight (8) large sinks. Over many years water has undermined the counter/backsplash joint and has weakened the support structure. Replacing the countertop will provide many years of excellent service to students and instructors from Dunwoody and beyond.

The existing top-mounted stainless steel sinks can be re-mounted and re-used with the new countertop. The Center researched a stainless steel countertop, but the cost was extremely high; therefore, the Center would stay with a solid laminate surface.

2. HVAC Diffusers

The HVAC diffusers throughout the Spruill Center area have become covered with filthy, greasy grime. The last cleaning by DeKalb County was at least ten years ago. The Center has cleaned some diffusers in some rooms, but it is a difficult, time-consuming, chemical-intensive process. The HVAC system is the City's responsibility. The Center is fine whether the City decides to clean and re-fit existing diffusers OR replace them with new diffusers. But this problem needs to be addressed. It makes the NDCC seem like a neglected facility and it is potentially a serious health issue. There are approximately 100 diffusers (including return diffusers) in the Spruill Center section of the building.

3. Cove Base

Several sections of hallways throughout the Spruill Center are not fitted with cove base. The result is that the bottom couple of inches of off-white walls become grotesquely stained with brown water and dirt from mopping of the floors.

NARRATIVE DESCRIPTION (continued)

3. Cove Base (continued)

The lack of hallway cove base makes the facility seem neglected and unattractive. Installing cove base would make a great improvement at the City's building for a modest cost.

4. Replace Chalkboards with Whiteboards

The Spruill Center was fortunate to receive a donation of classroom whiteboards from a private academy that switched to smartboards. The NDCC classrooms are currently equipped with aged chalkboards. Because the interior structure walls belong to the City of Dunwoody, the Center has not removed the chalkboards and replaced them with the whiteboards for fear of damaging the walls. Replacing the chalkboards with the whiteboards will enhance the appearance and functionality of the NDCC and will help bring the classrooms into the 21st Century.

5. Re-Paint the Various Safety Curbs

Along the front of the building is a sidewalk that runs along the driveway with a drainage trough in between. It makes for a dangerous step that requires good lighting and a brightly-painted curb edge to prevent falls. The curb was once a vibrant safety yellow, but now has faded, peeled, chipped, and had concrete repairs without repainting. It is an unsightly first-impression of the building and it is a safety issue. Spruill Center visitors have fallen there in the past.

In addition to that sidewalk, the bright safety yellow curb paint also lines the entrance and exit driveways and a few other areas.

The strong blue safety curb paint where the handicap-accessible parking spaces are located has also faded and peeled.

Re-painting these safety curbs would make the center much more attractive and would substantially enhance safety for NDCC visitors.

6. Concrete Work Linking the Classroom and Kiln Buildings

There are some small sections of bare dirt around the kiln building. Behind the kiln building, this situation has aided rat infestation and provided areas for rat dens. There is also bare dirt between the Raku firing area and an existing sidewalk, making the area inconvenient, especially when wet or muddy. A small expansion of the Raku firing area, as well as some small concrete pads in the surrounding spaces, would greatly enhance the look and functionality of the entire area.

NARRATIVE DESCRIPTION (continued)

7. Kiln Room Repairs

Repair or replace gutters as needed

Repair rotten fascia and soffit on rear side of Kiln Room

Replace specialized lighting in Kiln Room

Replace damaged exhaust fan in Kiln Room

Install electrical for upgraded lighting in metal sculpture area

8. Varnish Replacement Doors to Match Existing Doors

Replacement doors installed by City contractors have been left unvarnished. Their unfinished appearance contrasts starkly with the varnished finish on all other classroom and office doors. Once again, this miss-match gives the appearance that the NDCC is a somewhat second-class facility. That's not what the City or the Center want for the citizens of Dunwoody. A big improvement in appearance can be obtained at a modest cost.

9. Landscaping and Grounds

The City has already made significant progress in upgrading the landscaping and lawn maintenance at the NDCC. However, to provide curb appeal worthy of a major City of Dunwoody facility, there should be more professional and impressive landscaping lining the Chamblee Dunwoody frontage of the complex.

NOTE: The following improvements for the NDCC do not fall within the Spruill Center Application – but they overlap with the Center's usage and interest. They involve the two Community Rooms in the City's building.

The chairs and tables in Community Rooms 2 and 4 were outdated, damaged, and ugly ten years ago and have only gotten worse. DeKalb County "never had the money" to upgrade the Community Rooms. The furniture in Room 2 is especially disgraceful and is a bad reflection on the City and the NDCC. Most of the chairs in that room have chunks of upholstery missing and most of the tables are broken and/or miss-matched. Many groups meet in rooms 2 and 4, such as the Dunwoody Homeowners Association, the Garden Club, and others. It is embarrassing to host those groups with such awful furnishings. Replacements need not be very upscale, as they will receive a lot of use, but they should at least be functional and attractive.

PROJECT BUDGET

Total Project Cost:	\$18,580 to \$24,980+ as itemized below
Total City Funds Requested:	\$18,580 to \$24,980+

Please include information detailing the cost of the project. As part of your project budget, include enough detail to justify the proposed cost of the project. You may attach additional pages if needed.

Cost justification for the project components was provided in the Narrative Descriptions

1. Ceramics Department Sink Counter

As noted in the Narrative Description, the Center researched going to a “world-class” stainless steel counter system, but that would have cost at least \$20,000, so was quickly abandoned for a solid laminate surface:

Countertop: 56 sq. ft. acrylic solid surface. Backsplash: 8 sq. ft. Edge: round-over, 2 cm. Corners: ¾” radius – 2 corners. Cutouts: 8 cutouts for top-mounted sinks. Removal of old countertop. Sinks: re-fit existing sinks furnished by the Spruill Center.

Budget Estimate, including materials and labor: \$4,700

2. HVAC Diffusers

Approximately 65 perforated-style 24” x 24” ceiling diffusers and 25 return diffusers.

Budget Estimate for replacement, including materials and labor: \$6,300

Budget estimate for cleaning and re-fitting existing diffusers, including cleaning supplies and labor: \$ 2,900

3. Cove Base for Hallways

Approximately 350 linear feet of 4” cove base + adhesive and installation.

Budget Estimate, including materials and labor: \$850

PROJECT BUDGET (continued)

4. Replace Chalkboards with Whiteboards

As noted in the Narrative Description, the whiteboards have already been donated to the Spruill Center. 8 chalkboards to be removed; 8 whiteboards to be installed. (NOTE: this number includes 3 whiteboards for the Community Rooms, 2 & 4, which are often used as classrooms. If the City prefers, chalkboards can remain in its Community Rooms.)

Budget Estimate, including materials and labor: \$580

5. Re-Paint the Various Safety Curbs

Budget Estimate, including materials and labor: \$550

6. Concrete Work Linking the Classroom and Kiln Buildings

Approximately 400 sq. ft. of concrete total, poured in 4 separate pads adjoining the Kiln Building and the Classroom Building.

Budget estimate, including materials and labor: \$1,900

7. Kiln Room Repairs

As detailed in the Narrative Description.

Budget Estimate, including materials and labor: \$3,800

8. Varnish Replacement Doors to Match Existing Doors

Three (3) doors (includes double doors at Chattahoochee Handweaver's Guild)

Budget Estimate, including materials and labor: \$300

9. Landscaping and Grounds

This project can be minimalist or extensive, depending on the look desired by the City and the tenants of the NDCC. A suggested range of costs is shown below.

Budget Estimate, including plants, materials and labor: \$3,000 to \$6,000 or more

PROJECT JUSTIFICATION

Please explain how the proposed project meets the three selection criteria listed. You may attach additional pages if needed or use separate pages to answer these questions.

Master Plan Alignment

1. Describe the scope of the proposed project and how well it responds to the citizens identified needs in the City's Parks, Recreation, and Open Space Master Plan. Please reference the section(s) of the plan that identify the needs.

In **Section 3**, "Public Input," the needs are almost exclusively around parks and facilities such as the Donaldson-Chesnut House and Grounds, and the Dunwoody Nature Center, which is to be expected. The input that applies to the Spruill Center/NDCC is essentially, "Facilities should be maintained with safety as a high priority;" "NDCC has a parking issue;" and there is a chart showing that more cultural programming is definitely desired.

Section 6 of the Master Plan has 80 pages of Facilities Assessments and Recommendations, only 2 pages of which deal with the North DeKalb Cultural Center (NDCC). That is as it should be, since the main thrust of the Plan is park space and facilities such as the Donaldson-Chesnut House and Grounds, and the Dunwoody Nature Center. The original plan for the NDCC mentions demolition of the NDCC for park space, with the possible future creation of a new cultural arts center. Now, however, that part of the Plan seems to be on hold or abandoned.

In **Section 7** of the Plan, where a Tier 1 and 2 Budget of \$38,473,497 is presented for renovations and new facilities, \$0 is included for the NDCC or a replacement cultural arts center.

The Spruill Center is very proud of its role as a major Visual Arts Education Center and Gallery for the region, based in Dunwoody. The Center provides outstanding services to the residents of Dunwoody and surrounding areas, and plays a very strong role in bringing cultural tourists to Dunwoody.

The Center feels it responds strongly to the citizens' needs in Dunwoody, and that the requested project(s) will greatly enhance the Center's and the City's ability to serve the residents of Dunwoody and beyond.

PROJECT JUSTIFICATION (continued)

Relationship to Existing Programs and Users

2. Describe the proposed project in relation to the programs/recreational opportunities your group/organization offers to the citizens of Dunwoody. Highlight how the proposed project will improve your ability to offer recreational opportunities to the community or to enhance the quality of programs or facilities offered.

The Spruill Center makes maximum use of the facilities it leases from the City of Dunwoody. Each of the project components detailed earlier in this application make the Center more efficient, more functional, more attractive, and a more hospitable place for residents of Dunwoody (and metro Atlanta) to come learn, celebrate and enjoy the arts. The individual narrative descriptions above should highlight the benefits of each facility improvement.

Leveraging of Other Funds

3. Describe the degree to which the group/organization proposes that the City can use program funds to leverage greater private investments, public funds, organization funds, in-kind donations, or volunteer labor.

The Spruill Center has not found that other funders are willing to donate to improve City of Dunwoody buildings, grounds, or infrastructure. The City probably has far more leverage than does the Spruill Center for obtaining public funds from other sources and in-kind donations. The Center can arrange for some volunteer labor to assist with the requested projects.

A note for the future: If the City of Dunwoody offered grants for programming, community outreach, general operating support, and similar efforts, the Center could easily leverage that funding for matching grants, private investment, etc.

On behalf of everyone associated with the Spruill Center for the Arts, thank you to the City of Dunwoody for the FACILITIES IMPROVEMENT PARTNERSHIP PROGRAM and for consideration of this Application.

TRANSMITTAL LETTER

Please overview the project request including (or attaching) evidence of the support of the governing authority of the organization/group. You are welcome to use your own letterhead.

April 12, 2013

City of Dunwoody
Facilities Improvement Partnership Program
41 Perimeter Center East, Suite 250
Dunwoody, GA 30346

Dear Selection Committee,

Attached is our proposal to renovate and level the outfields of both the upper and lower baseball fields at Dunwoody Park.

APPLICANT AND PROJECT BASICS

Applicant Information

Organization/Group:	<u>Dunwoody Senior Baseball</u>
Contact Name and Title:	<u>Jay Markowitz, President</u>
Phone: _____ Cell: <u>404 433 2821</u> Email: <u>Jaymarkowitz@comcast.net</u>	

Project Information

Project Name/Title: <u>Field Renovation/Leveling</u>
Project Category (check one): <input type="checkbox"/> Interior Structural <input type="checkbox"/> Exterior Structural <input type="checkbox"/> Plumbing <input type="checkbox"/> Electrical <input checked="" type="checkbox"/> Landscaping/Grounds <input type="checkbox"/> Signage <input type="checkbox"/> Other: Click here to enter text.
Brief Project Description . There are several sinking depressions, dips and humps that create drainage problems and are a safety hazard to the players. We are proposing that the outfields be leveled and the Lower Field drainage improved in order to reduce the potential for injury to players and allow for improved field availability. Upper field also has drainage issues that are beyond the scope of this project and hopefully can be addressed in a later proposal.

Project Timeframe and Integration

Estimated number of months to accomplish project: <u>3</u>
Do you believe it is reasonable that the project could be completed by December 31, 2013: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Signature

<i>I hereby agree and understand the City of Dunwoody reserves the right to determine the award of the grant funds in its sole discretion. The availability of funds is subject to annual budgetary decision made by the City Council. The City cannot guarantee the availability of future funds nor obligate future City Councils to provide funds for future projects.</i>	
<i>The City will directly administer all awarded project funds but will work directly with selected Park and Recreation Partner(s) for the implementation of the project(s).</i>	
Name and Title of Authorized Official:	<u>Jay Markowitz, President</u>
Signature of Authorized Official:	_____ Date: <u>04/16/13</u>
Name and Title of Project Contact:	<u>Ken Langley</u>

SITE/LOCATION PLAN

Please indicate the project location in relationship to existing facilities. Although you are welcome to attach any existing site/location map or create a new one, the City has uploaded aerial images of the facilities which you may use as a starting point. The images can be downloaded using the following secure link:



1

Upper Field

Lower Field

NARRATIVE DESCRIPTION

Please describe how the funds will be used, and what specific work will be completed. If this project is a phase of a larger project or an integral part of any other projects, please note that as part of your description.

- The baseball fields were constructed as clay based fields close to 40 years ago and have experienced settling from buried organics and water. In those years the fields have never been leveled or regraded. There are several sinking depressions, dips and humps that create drainage problems and are a safety hazard to the players. A new process called turf planning allows for the fields to be smoothed and leveled by removing the top 2" of turf and filling in the low spots. The process produces sprig like tailings which will need to be removed. These sprigs can be spread over a graded field like the proposed area at Brook Run
- **Project timing is critical.** This process will take approximately 8-12 weeks from start to finish. Since this process must take place during the Bermuda growing season the summer baseball league will need to be relocated to a rented facility. **In order to catch the Bermuda grass growing season and get the fields ready for the fall 2013 baseball league we asking for approval of this project by May 15 with work to begin no later than June 15.**

PROJECT BUDGET

Total Project Cost:	\$53,000
Total City Funds Requested:	\$40,000

Please include information detailing the cost of the project. As part of your project budget, include enough detail to justify the proposed cost of the project. You may attach additional pages if needed.

We propose that the costs below be allocated to the City of Dunwoody:

- \$10,000 upper field leveling
- \$10,000 lower field leveling
- \$2,500 to haul off waste sprigs,
- \$1,000 for sprinkler repairs
- \$3,000 infield dirt and blend in
- \$8,500 repair lower field drainage
- \$5,000 contingency in case project runs over

We propose that the costs below be allocated to Dunwoody Seniors Baseball:

- \$4,000 for fertilizer, amendments, seed,
- \$2,000 for field rental
- \$5,000 for engineering, supervision, contracting and administration. (provided by volunteers)
- \$2,000 contingency in case project runs over

PROJECT JUSTIFICATION

Please explain how the proposed project meets the three selection criteria listed. You may attach additional pages if needed or use separate pages to answer these questions.

Master Plan Alignment

1. Describe the scope of the proposed project and how well it responds to the citizens identified needs in the City's Parks, Recreation, and Open Space Master Plan. Please reference the section(s) of the plan that identify the needs.

This is consistent with Section 6 overall Facilities Assessment and Recommendations Parks Page 6.2 (bullet 8) ***Complete major renovations throughout the park system to improve safety, ADA compliance and to create a unified appearance for park architecture, signage and site furnishings.***

The field renovation/leveling project is clearly a matter of safety

Relationship to Existing Programs and Users

2. Describe the proposed project in relation to the programs/recreational opportunities your group/organization offers to the citizens of Dunwoody. Highlight how the proposed project will improve your ability to offer recreational opportunities to the community or to enhance the quality of programs or facilities offered.

Leveling the 40 year old outfields of both the upper and lower fields will reduce the chances of a player stepping in a hole, depression or rut that could potentially cause injury. We believe that conditions and the associated safety issues are a reflection of the City of Dunwoody's commitment to youth sports and the safety of the participants.

Leveraging of Other Funds

3. Describe the degree to which the group/organization proposes that the City can use program funds to leverage greater private investments, public funds, organization funds, in-kind donations, or volunteer labor.

Dunwoody Seniors Baseball will cover the cost of fertilizer and seed and field rental while the DSB fields are being renovated. We will also supervise the project.