

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> <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>

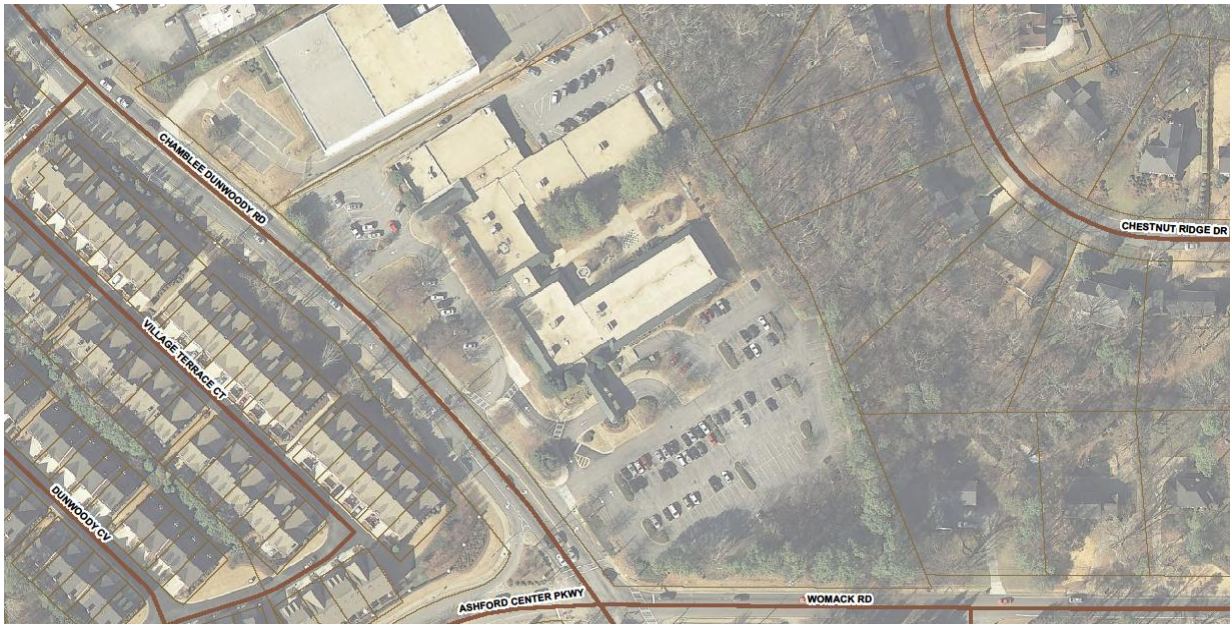
Name and Title of Project
Contact:

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:	<u>\$18,580 to \$24,980+ as itemized below</u>
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.