

## 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.*

March 5, 2014

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", for the outstanding improvements that were made in 2013, and for setting aside \$250,000 in the 2014 Budget for this 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 several 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>770-394-3447 x223</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> )	<p>Please see the NARRATIVE DESCRIPTION and PROJECT BUDGET for details.</p> <p>This project request includes interior equipment, interior structural, exterior structural, plumbing, electrical, and landscaping/grounds.</p>

### 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 &amp; implements improvements.</u>
Do you believe it is reasonable that the project could be completed by December 31, 2014:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

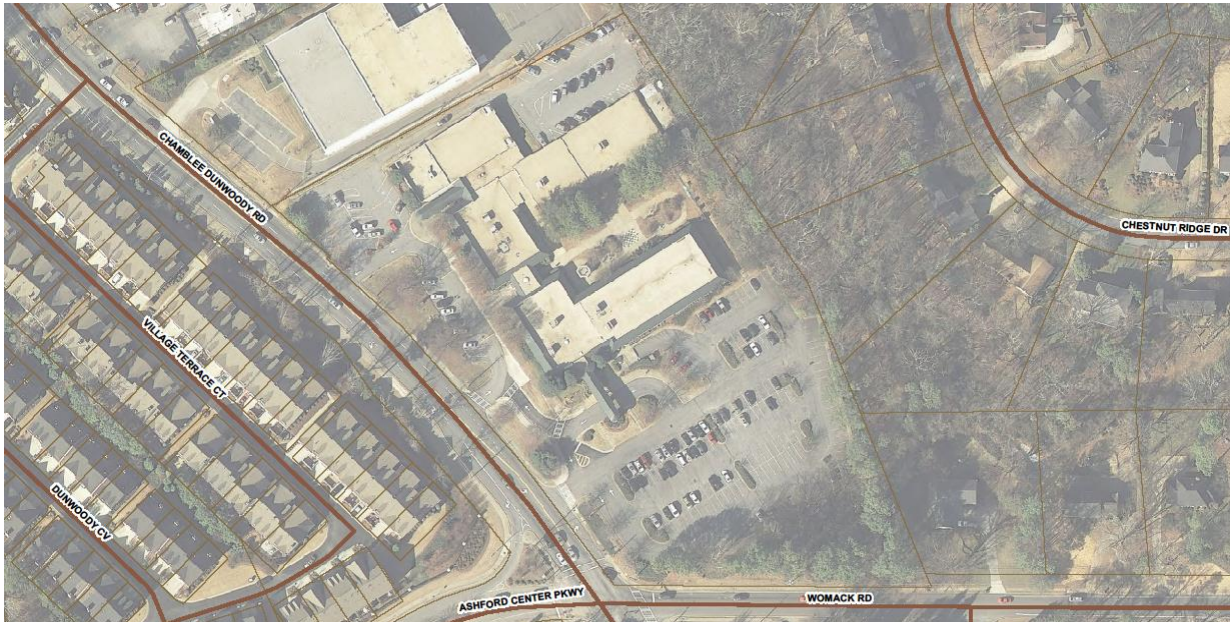
### Signature

<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><i>Robert G Kinsey (signature)</i></u> Date: <u>March 6, 2014</u>
Name and Title of Project Contact:	<u>Robert G. Kinsey, CEO</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>



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. Some of the requested items might be covered by the City's 2014 repair and Maintenance Budget.

### 1. Large Upstairs Restrooms: Stalls, Counters, and Sink-Hardware Replacement

The large upstairs Men's and Women's Restrooms have stalls and fixtures that are decades old. The janitorial service does an OK job of cleaning, but the appearance of the stalls and counters are disgraceful and embarrassing. Many stall door latches are broken. The existing sinks are OK, but over the years they have been fitted with badly mis-matched faucets and handles. Old Formica counter-tops are stained, chipped and deteriorating. In the Men's Restroom one urinal partition is missing; the other one is severely corroded. In both restrooms the original tile work on the walls is still in very good condition, as is the tile on the floors.

To upgrade the facilities to a minimal professional appearance, and to create restrooms that befit the City of Dunwoody and the Spruill Center for the Arts, the Center requests that new Stalls, Partitions, and Counter-tops be installed. The existing sinks could be re-installed (or the City might decide to upgrade those, too), but the existing, mis-matched hardware needs to be replaced.

Toilets and urinals are currently operating fine, so no replacements of those items are anticipated in this request.

The Women's Restroom has 5 stalls, one of which is handicapped-accessible. The counter-top is 180" (15 feet) long and has an open front that shows all of the exposed plumbing. Three (3) sinks are positioned along the counter-top. Three (3) Spruill-artists-decorated mirrors are located above the sinks and should remain.

The Men's Restroom has three (3) stalls, one of which is handicapped-accessible. There are three (3) urinals. The counter-top is 180" (15 feet) long and has an open front that shows all of the exposed plumbing. Three (3) sinks are positioned along the counter-top. Three (3) very basic mirrors are located above the sinks. Two mirrors match, the other does not.

**Please Note: It may be that if such improvements are made the restrooms will have to be brought up to the latest code requirements. That could require relocation of entry walls, enlargement of handicapped-accessible stalls, and even relocation of toilets and plumbing. That, in turn, could necessitate new floors and new tile (or other covering) on the walls. That would greatly increase the scope and the cost of this project.**

## **NARRATIVE DESCRIPTION (continued)**

### 2. Covered Area for RAKU Operations

RAKU ceramics require regular kiln firing as well as a special oxidizing process that creates wild metallic exterior finishes. Currently the Center has a kiln building; on the parking lot side of that structure is a covered, metal-roofed, all-open-sided area with a concrete floor where metal-sculpture work is performed. On the opposite side of the kiln building is an open air, *uncovered* area with a concrete floor where RAKU oxidation smoking is performed. Rain, bird-droppings, falling leaves, and other debris comes down into the RAKU area, creating a mess, causing damage to the pots used for smoke-finishing the ceramic pieces, and making work on RAKU projects impossible in rainy weather.

The Spruill Center requests that a metal-roofed, all-open-sided RAKU enclosure be added to the existing work area. The coverage needed is approximately 12' x 14', or 168 Square feet. Basic ceiling lighting would also be needed for night-time operations.

Not only would the roof greatly aid RAKU operations, it would aesthetically balance the kiln complex: open-air, roofed work areas would be present on BOTH ends of the kiln building. This improvement would be tremendously appreciated by students and instructors, and it would further enhance the good-feelings the City of Dunwoody has generated by its previous improvements.

### 3. Central Atrium Improvements

The wide entryway that leads into the Central Atrium provides many building visitors with their first impression of the City of Dunwoody's cultural arts complex.

Dating back to the days of DeKalb County building management, there are mismatched door handles on the exterior doors (3 match; one is very different). The inside push-bar opener on one of the doors will no longer stay locked in the "open" position; as a result, that door cannot be opened from the outside. There are also four recessed light fixtures in the atrium that have electrical problems and don't operate. The fixtures are also coming out of the ceiling. They need repair and/or replacement. (The atrium also has track lighting that is operating just fine.)

The Spruill Center is glad to keep the atrium painted and to provide art for that space. The Center requests the City make the above improvements to the atrium's entry doors and ceiling lighting to provide a much more appropriate experience for users and visitors. (Perhaps this work can even be done out of a Repair and Maintenance budget?)

## **NARRATIVE DESCRIPTION (continued)**

### 4. Jewelry Studio Ventilation Upgrades

The Spruill Center's jewelry-making and glass-working studios use soldering irons and some chemicals that produce fumes. No students or instructors have become ill from those fumes, but they can at times be unpleasant and annoying (*the fumes, not the instructors & students!*).

More effective ventilation in those classrooms would provide a big benefit and would greatly enhance the art experience for everyone concerned. Installation of an effective venting system would make the City of Dunwoody a "hero" to the Center's hundreds of students in jewelry and glass, and would further enhance the image of the arts in Dunwoody as World-Class.

Improved ventilation is hampered by limited electrical capacity. Plugging in any additional equipment in those classrooms causes breakers to trip. So both venting systems and increased electrical capacity will be needed to solve the problem. However, costs should be very reasonable for the great results that will occur.

## PROJECT BUDGET

Total Project Cost:	\$28,300 to \$37,300+ as itemized below
Total City Funds Requested:	\$28,300 to \$37,300+

*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.*

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

### 1. Large Upstairs Restrooms: Stalls, Counters, and Sink-Hardware Replacement

Countertops: Two (2), 180" (12 Feet), acrylic solid surface (or similar) replacement countertops with rounded edge and backsplash. Remove old countertops.

Cutouts: Three (3) cutouts for top-mounted sinks in each countertop.

Sinks: re-fit and reconnect existing sinks.

Faucet Hardware: Replace current old, mis-matched hardware with new faucets and handles.

Stalls: Replace 5-stall set-up in the Women's Restroom and 3-stall set-up in the Men's Restroom.

Partitions: Replace two (2) urinal partitions in the Men's Restroom. Partitions should probably match the material and color used for the new stalls, but that may not be necessary as long as they are complimentary to the stalls and the wall tile.

Budget Estimate, including materials and labor:

Countertops and installation	=	\$ 2,500
Cutouts and Sink Remounting		1,800
Faucet Hardware/installation		1,200
Toilet Stalls (8 total)		9,800
Urinal Partitions/installation		700

Project Total                      \$ 16,000

**Please Note:** It may be possible to refinish and repaint existing stalls + mount new locking hardware and save the cost of purchasing entirely new stalls.

**Please Note:** Stalls, partitions, counter surfaces and hardware are available from low-grade materials that would be cheaper than the budget shown, to higher-grade materials that could be modestly more expensive or much more expensive. The City of Dunwoody might want to adjust this budget to reflect the level of restroom finish they want in their building.

**Please Note: It may be that if such improvements are made the restrooms will have to be brought up to the latest code requirements. That could require relocation of entry walls, enlargement of handicapped-accessible stalls, and even relocation of toilets and plumbing. That, in turn, could necessitate new floors and new tile (or other covering) on the walls. That would greatly increase the scope and cost of this project (but would provide excellent facilities far into the future).**

## 2. Covered Area for RAKU Operations

Approximately 12' x 14' Metal Roof abutted/attached to the Kiln Building roof on one side and supported on the other side by 2" x 2" metal poles. Roof to be finished as per matching existing roof over the Metal Sculpture area on the opposite end of the Kiln Building, including a rain gutter at the rear of the roof and two fluorescent ceiling light fixtures mounted on the support structure beneath the roof.

Budget estimate: \$2,500

## 3. Central Atrium Improvements

If matching door hardware can be obtained for the one (1) mis-matched exterior door pull handle, then the exterior door problem could be fixed for under \$200. If new hardware is needed for all four (4) doors to match, that cost could be \$600 to \$1,000+ depending on the style and durability of new hardware the City of Dunwoody selects.

Replacing the one (1) interior push-bar door opener should be possible for under \$300. Perhaps the internal mechanism of the existing hardware can be repaired. If four (4) new push-bar opener sets are needed to make all the doors match, that cost could run \$1,000+, again depending on the style and durability the City of Dunwoody selects for its building.

If there is a simple short in the electrical system of the four (4) recessed lights, that could probably be repaired for about \$200. Adjusting the fixtures to again be flush with the ceiling should not cost more than \$100. Replacing the four (4) fixtures and installing the new ones into the ceiling should not cost more than \$600 (unless the City of Dunwoody would want expensive new lighting).

Budget estimate: \$800 - \$2,800

## 4. Jewelry Studio Ventilation Upgrades

The cost to upgrade electrical capacity in the three (3) jewelry/glass studios is unknown until the City of Dunwoody's electrician(s) study the requirements. For the purposes of the budget estimate, \$1,000 is being assumed for that work.

Portable, ductless Fume Extractors are available. They operate with expensive filters that require periodic replacement. Equipping three (3) studios with sufficient fume extractors would cost about \$8,000.

A much more sophisticated approach would be to install Ducted Fume Hoods in each studio. These extract fumes to the exterior of the building, do not require expensive filters that need replacement, do not create a jumble of portable units, and provide superior working conditions and fume extraction. Equipping three (3) studios would cost about \$15,000.

Total budget estimate: \$9,000 - \$16,000



## 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 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 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. Some limited Spruill-raised funds can be put towards the RAKU area project and the Jewelry/Glass Studio improvements.

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.