

May 13, 2015

TO: Diane Stoddard, Interim City Manager, City of Lawrence

FROM: Susan Tate, CEO of the Lawrence Arts Center

RE: Request for disbursement of Transient Guest Tax Funds

This Memo is to request support for capital improvements to the Lawrence Arts Center building, located at 940 New Hampshire, during fiscal year 2016.

The Lawrence Arts Center requests \$47,634 from the City's Capital Improvements Budget for:

- A new security system, including security cameras and keyless locks;
- Improved connectivity for the wireless Internet;
- A new sink, faucet, and garbage disposal for the main office workroom;
- New carpet for the interior offices; and
- New toilet seats throughout building.

The new security system will not only ensure that the Arts Center's three exhibition galleries are protected from vandalism and theft but will also ensure that the Arts Center's preschool and K-12 students are better protected from potential intruders (\$28,556). The new wireless internet connection improvements will help artists, presenters, and visitors who come to the Arts Center seamlessly connect to the Internet in order to give presentations, share ideas, and conduct business (\$4,228). A new sink, faucet, and garbage disposal for the main office workroom (\$1,200) will make it easier for the Arts Center's preschool faculty to prepare snacks for their students and for Arts Center staff to do dishes after fundraising events and board meetings. New carpet for the interior offices (\$12,000) will maintain the Arts Center's professional appearance, and new toilet seats throughout the building (\$1,650) will help maintain the bathrooms for years to come.

As the following budget demonstrates, our total request comes to: \$47,634.

New Security System w/ Security Cameras and Keyless Entry	\$28,556
Wireless Internet Connection Improvements	\$4,228
New Sink, Faucet, and Garbage Disposal	\$1,200
New Carpet for Interior Offices	\$12,000
New Toilet Seats throughout Building	\$1,650
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Total:	\$47,634

We know that the City of Lawrence has many demands on its funds, and the Lawrence Arts Center is grateful for your consideration of our request. We are committed to the excellent care of this city-owned facility, to the safety of our patrons of all ages, and to bringing private and other funding to the table, but we still need your support, especially well into the second decade of the life of the highly trafficked 940 New Hampshire.