



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:** Warren Hutmacher, City Manager

**Date:** May 9, 2011

**Subject:** **Reconfiguration Options for the 2<sup>nd</sup> Floor of City Hall to Increase Space Utilization**

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### **ITEM DESCRIPTION**

Staff recommends moving forward with phase one of proposed reconfiguration options, converting an underutilized storage room to create four cubicle work stations and increase space utilization and overall productivity.

### **BACKGROUND**

In the spring of 2009, the City of Dunwoody entered a lease agreement for 24,785 retail square feet (rsf) of space for City Hall at 41 Perimeter Center East. This includes 10,763 rsf on the second floor which functions as City Hall offices.

Since 2009, the fulltime staff that reports to City Hall has somewhat changed including the addition of a Parks and Recreation Division and an Economic Development Department. Additionally, due to the City's split-service contract provision of Finance and Administration, Community Development, and Public Works, each firm that provides these services also has back-office support which work out of City Hall providing support to the City of Dunwoody as needed.

Additionally, over the summer months, the City takes on interns to assist with special projects, research, and clerical duties which do not have dedicated workspaces. This can sometimes cause problems when our staff numbers exceed the number of workspaces available.

Staff understands it would be both impractical and inappropriate to provide dedicated workspaces to all part-time staff members and support staff from different firms providing services to the City. However, when combined with the additional services which have been added since the second floor build-out, we have reached a point which it is appropriate to consider reconfiguration options for existing City Hall space as we are hindering our City's productivity by using conference rooms as offices and sharing cubicles.

### **DISCUSSION**

Staff worked with an architect from the company that staffs our Community Development Department to explore preliminary options for reconfiguration of the existing 2<sup>nd</sup> floor to increase space utilization. The options explored include reconfigurations to three different parts of the second floor. These could be completed as phases, as denoted in the attached floor plan visualization, or individual build outs.



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**Phase I**

Addition: 4 cubicles  
Reduces: storage room  
Estimated Cost: \$4,000

**Phase II**

Addition: 3 offices  
Reconfigures: 6 cubicles  
Reduces: waiting area  
Estimated Cost: \$16,000

**Phase III**

Addition: 1 office  
Reconfigures: 3 offices  
Expands: break room  
Reduces: mail room  
Estimated Cost: \$20,000

Rough estimates for all three phases of construction total \$40,000.00.

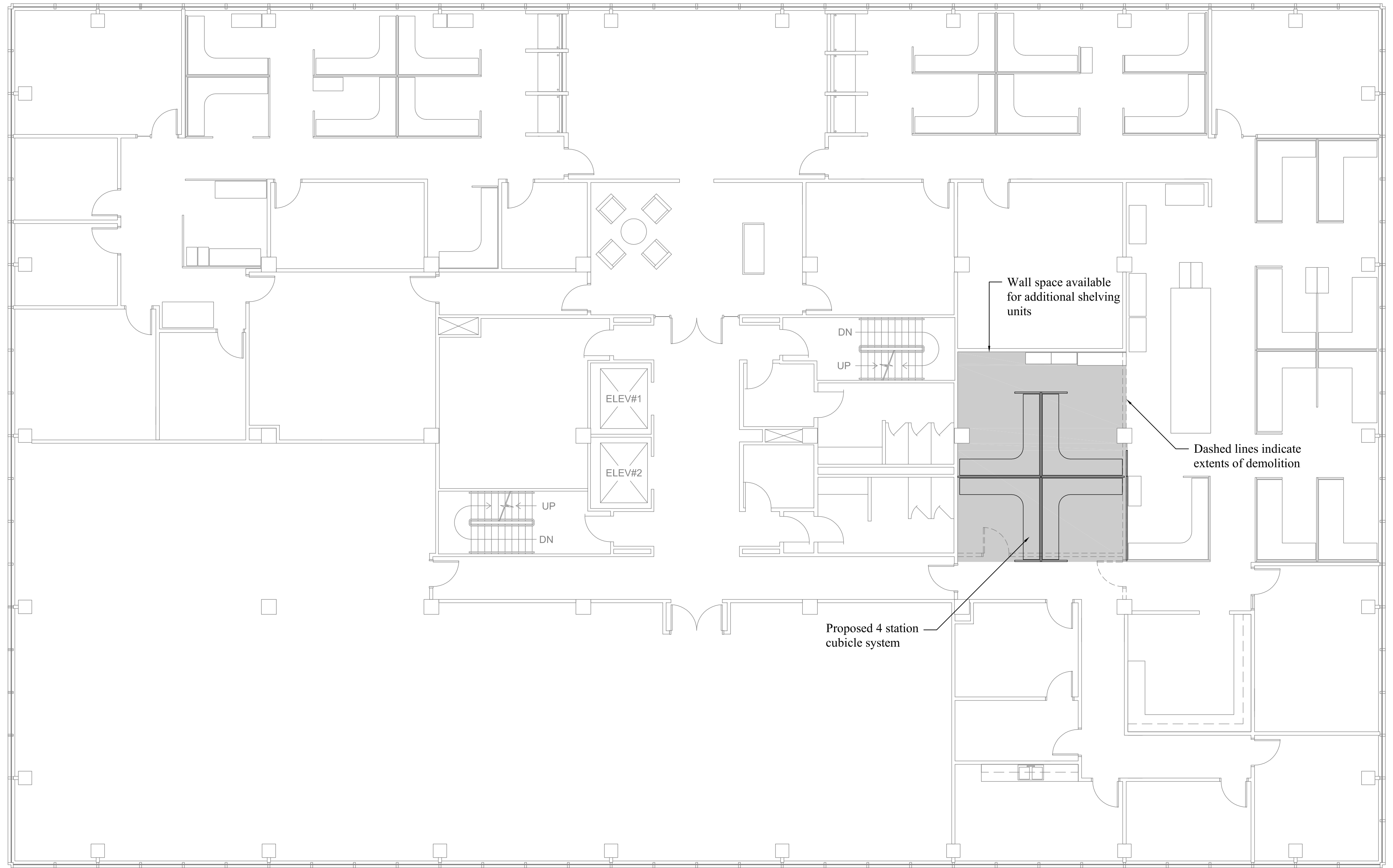
Alternatively, as discussed at the April Work Session, the City could negotiate a lease for additional space on the 2<sup>nd</sup> floor of City Hall. Staff has received a proposal from our landlord that would net the City an additional 1,123 contiguous square feet on the 2<sup>nd</sup> floor for an initial cost of approximately \$1,700 (per month) that would escalate up to \$2,100 (per month) at the conclusion of our existing 10 year lease period. The two leases would run concurrently.

Staff has considered two alternatives. The first would transform the 1,123 square feet into a work session/conference room that would allow the City to hold work sessions in a format conducive to that type of session that would also accommodate the citizen's ability to observe the meetings in an easier fashion. The second alternative would be to utilize the space for traditional offices and cubicles to meet our growth demands.

Staff has attached pictures and a floor plan of the expanded space for your review.

**RECOMMENDATION**

I recommend Council review this information and move forward with one or all of the alternatives listed above.



# DUNWOODY CITY HALL

PHASE I: CUBICLE EXPANSION

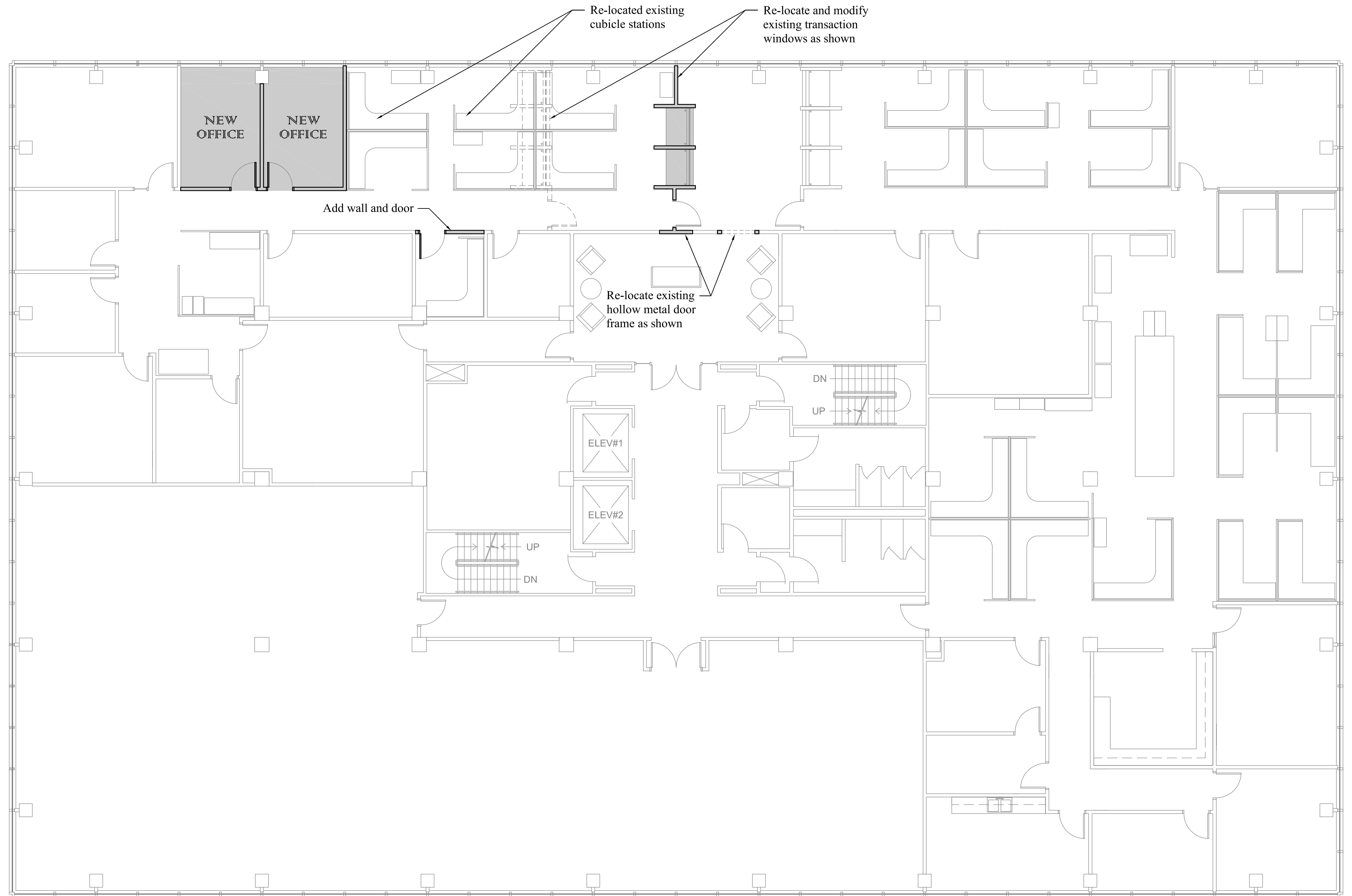
Dunwoody, Georgia

SECOND FLOOR PLAN  
Scale: 1/8" = 1'- 0"

#C.10.



Clark Patterson Lee  
DESIGN PROFESSIONALS



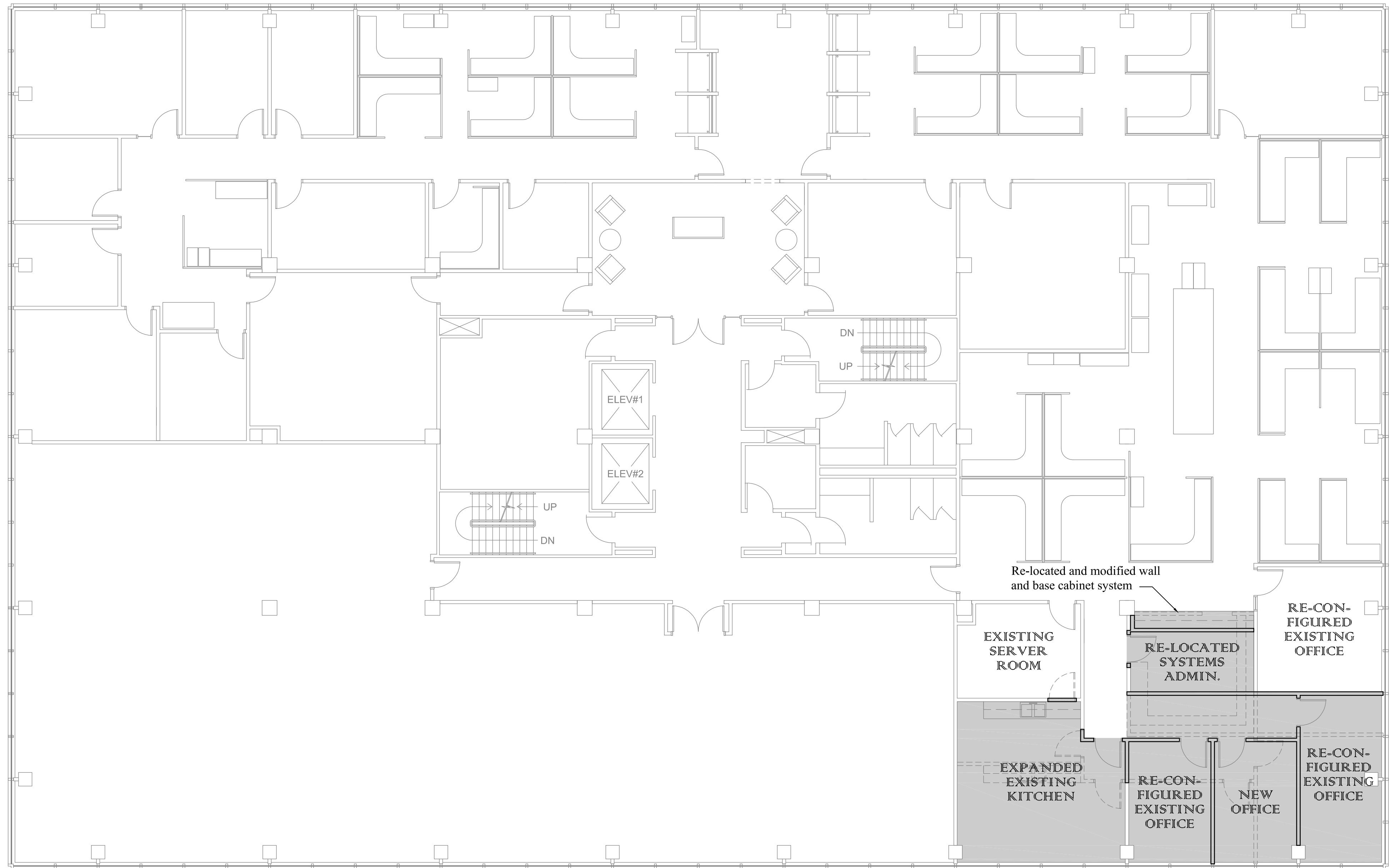
# DUNWOODY CITY HALL

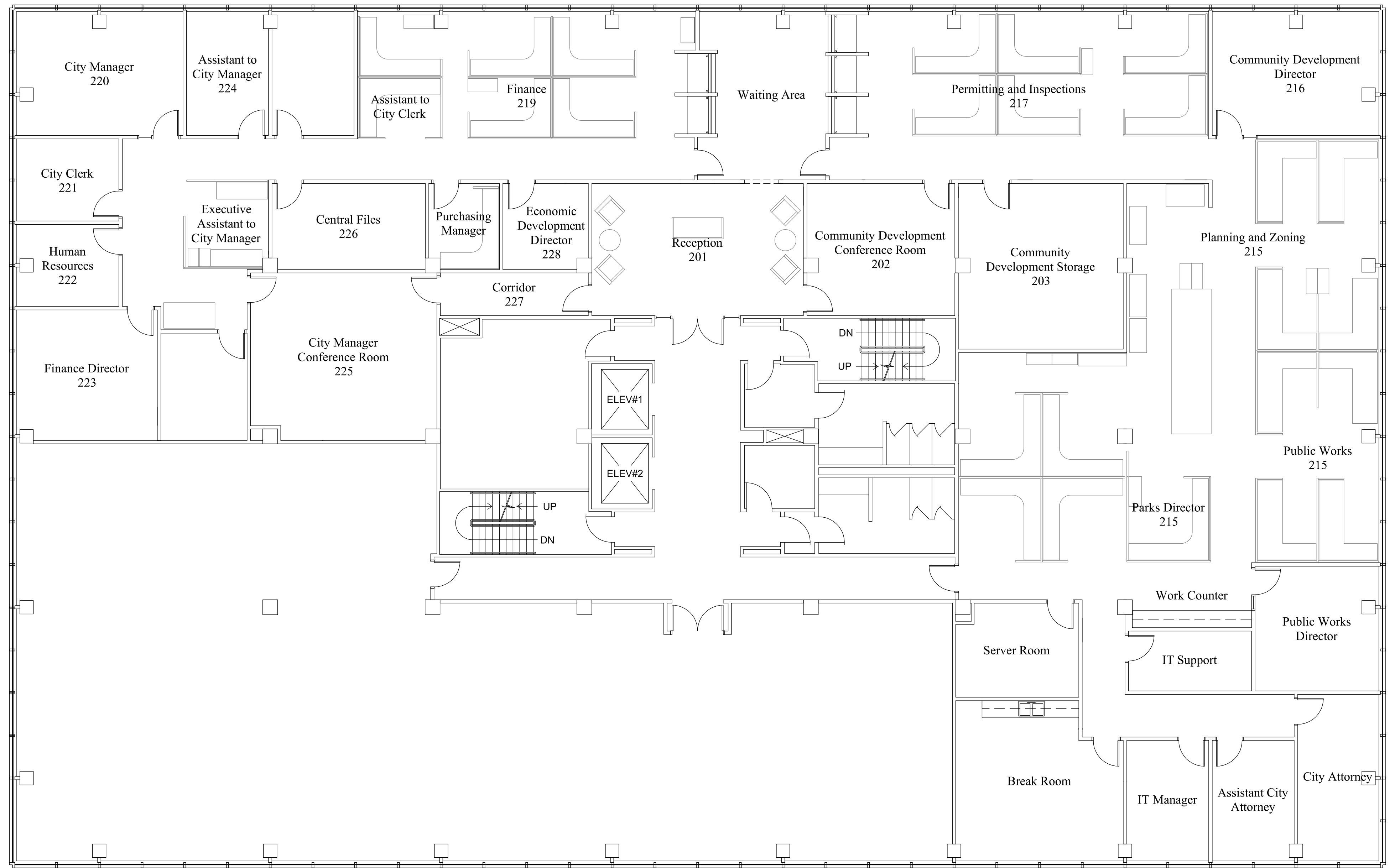
PHASE II: CUBICLE RE-LOCATION AND OFFICE ADDITIONS  
Dunwoody, Georgia

SECOND FLOOR PLAN  
Scale: 1/8" = 1'- 0"



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-86-

# DUNWOODY CITY HALL

PROPOSED LAYOUT  
Dunwoody, Georgia

SECOND FLOOR PLAN  
Scale: 1/8" = 1'- 0"



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**Via Hand Delivery April 11, 2011**

Mr. Warren Hutmacher  
City of Dunwoody  
41 Perimeter Center East  
Suite 200  
Atlanta, Georgia 30346

Dear Mr. Hutmacher:

Pursuant to Exhibit "B" in the Lease between City of Dunwoody ("Tenant") and RB 41/47 PCE, LLC, the original Landlord, dated February, 2009 ("Lease Agreement") this letter shall serve as Landlord's notification ("Landlord's Notice") of the Landlord's willingness to accept a Third Party Offer's ("Third Party Offer") to lease a portion of Suite 200, in the Building (the "First Refusal Space") that is available for lease, as shown in Exhibit "A" as 200-B (3,864 RSF) attached hereto.

APG PCE, LLC has acquired the entire interest of RB 41/47 PCE, LLC, a Delaware limited liability company in the Lease and in the Building

Please note that according to the Lease Agreement, you have five (5) business days after receipt of this notice to notify Landlord of your intent to lease the First Refusal Space.

Should you have any questions, please feel free to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Austin Chase", with a long horizontal flourish extending to the right.

Austin Chase  
Lavista Associates, Inc.

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Warren Hutmacher

cc: Courtland Thomas  
Jonathan Rodbell

EXHIBIT "A"

