



CITY OF DUNWOODY

400 Northridge Road

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MEMORANDUM

To: Honorable Mayor and City Council

From: Warren Hutmacher, City Manager

Date: February 12, 2009

Subject: Code Compliance Staffing

Staff was requested to place an item on the agenda regarding Code Compliance implementation. Attached is a letter from Clark Patterson Lee detailing three options for your consideration for an increased presence for Code Compliance on a 6 month basis.

Appropriate code compliance staffing levels are not scientifically achieved. The rule of thumb is that the more staff you have, the more violations you are able to resolve. The limiting factor is certainly the cost associated with the service. Therefore, I don't have a recommendation for you regarding this proposal at this time.



Clark Patterson Lee

DESIGN PROFESSIONALS

February 10, 2009

Mr. Warren Hutmacher
City Manager
City of Dunwoody
400 Northridge Road, Suite 1250
Atlanta, GA 30350

RE: Community Development Department Update and
Proposal for Supplemental Code Compliance Services

Dear Mr. Hutmacher,

In our role as your Community Development Department, Clark Patterson Lee has been evaluating the staffing of various responsibilities and correspondingly has made a few adjustments that we are documenting here for your use.

1. On January 12, 2009 we added Kimberly Larson as a full time Special Projects Planner. Kimberly has a terrific customer service attitude and previous experience working in this capacity. It was important to add this role for two reasons. We felt a need to support Jeff Timler, our Special Projects Manager, and to make certain we could exceed expectations for the public exposure that arrived on January 13th. While this position was not initially planned for, we want to maintain a high level of customer service.
2. Our administrative effort to get the Department up and running was greater than anticipated, but has since leveled off and we are staffing the various planning and zoning roles as presented in our scope of work.
3. Inspection Services have been intensive, especially for transfer permits. As such, we are in the process of adding another inspector and purchasing another vehicle.
4. Pro-active and re-active Code Compliance has been effective. Unfortunately, due to the heavy inspections efforts, we were only able to dedicate an average of 29.5 hours/week to this area during the month of January (short of the expected 40 hours/week). Adding an inspector is anticipated to correct this and we will look to increase our code compliance hours to create a minimum cumulative average of 40 hours per week.

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Per your request, Clark Patterson Lee is prepared to add Code Compliance staff as an amendment to our current agreement. Below are some options for your consideration:

1. Two Full-time (40 hours/week) Code Compliance staff for six months, including 2 additional marked vehicles = \$139,000.
2. Four Part-time (20 hours/week) Code Compliance staff for six months, including 2 additional marked vehicles = \$134,000.
3. Four Part-time (20 hours/week) Code Compliance staff for six months, including 4 additional marked vehicles = \$146,000.

Each of the above options provide an additional 80 hours of code compliance service per week.

We greatly value our relationship with the City of Dunwoody. Please let us know if you have any questions or require any additional information.

Sincerely,

CLARK PATTERSON LEE

Kevin J. McOmber, P.E.
Vice President