



MEMORANDUM

To: Mayor and City Council

From: Steve Foote, AICP
Community Development Director

Date: September 12, 2016

Subject: **Initiation of Occupational Tax Certificate Inspections
Amendment to Contract with Clark Patterson Lee**

BACKGROUND

Although "Life Safety" inspections were included in the 2008 IGA with the DeKalb County Fire Department, there is no indication that they have been performed. Information has been included in Article 10.6 Miscellaneous Provisions of the proposed IGA updates with DeKalb County identifying these inspections as an item to be performed by the City of Dunwoody. The initiation of these inspections will help avoid enforcement issues after the license has been issued and better ensure the health and safety of employees, patrons, and general public.

ANALYSIS

This proposal will initiate a City conducted "life-safety" inspection process upon the submission of an Occupational Tax Certificate (OTC) application. Inspections will be performed by current Community Development staff with additional consultant support provided as necessary. These inspections are not included in the current CPL contract, thus requiring the amendment proposed for Council consideration.

Attached to this memo is a letter from Kevin McOmber, of Clark Patterson Lee (CPL), that outlines proposed changes to the existing contract for Community Development. According to this amendment, 100% of the fees collected for Occupational Tax Certificate Inspections will go to CPL to cover the cost of providing this service.

Under a separate agenda item for Council consideration is an amendment to the Community Development fee schedule to incorporate the fee for this service.

RECOMMENDATION

Approve an amendment to the contract with Clark Patterson Lee per the attached letter from Kevin McOmber to include performing Occupational Tax Certificate inspections.



August 25, 2016

Mr. Steve Foote, Community Development Director
City of Dunwoody
41 Perimeter Center East, Suite 250
Dunwoody, Georgia 30046

Re: Occupational Tax Certificate Inspections

Dear Mr. Foote:

Per your request, we are pleased to submit Clark Patterson Lee's proposal for conducting building inspections associated with commercial tenant changes. These inspections would be initiated through the Occupational Tax Certificate (OTC) process.

Applicants for an OTC that involve a business moving into an existing building would be notified of the required inspection and pay their fees through the City's Finance and Administration Department. Clark Patterson Lee (CPL) proposes to perform the initial inspection, write a report and conduct one re-inspection (if needed) for \$125.00. If additional inspections are necessary, due to applicant's failure to correct deficiencies, additional inspections with corresponding reports would be completed at a rate of \$75.00 for each additional site visit.

As we understand it, the existing OTC fees are intended to cover the administrative costs associated with obtaining the certificate. As such, we have priced these inspection fees to meet actual estimated costs for the new efforts, which are not proposed to be subject to the 50/50 share of our current development inspection agreement.

We look forward to supporting the City in this new program that should help promote a safer work environment for new City businesses. Should you have any questions or require additional information, please do not hesitate to contact us.

Very truly yours,

Clark Patterson Lee

A handwritten signature in black ink, appearing to read 'Kevin J. McOmber'.

Kevin J. McOmber, P.E.
Senior Vice President

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