



# CITY OF WALNUT GROVE

January 13, 2022

7:00 PM

1021 PARK STREET MUNICIPAL BUILDING

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Mayor and Council  
Council Meeting Agenda

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- I. **CALL TO ORDER**
- II. **INVOCATION**
- III. **PLEDGE OF ALLEGIANCE**
- IV. **AGENDA APPROVAL**
- V. **CONSENT AGENDA**
  1. December 9<sup>th</sup> Meeting Minutes
  2. Invoice over \$5000
  3. Financials
  4. Loganville Service Delivery Resolution
- VI. **COMMITTEE REPORTS**
  1. Community Involvement Committee – Linda Pilgrim
  2. Parks and Recreation/Public Works – Jon Dial
  3. Education Involvement Committee – Stephanie Moncrief
- VII. **PLANNING AND ZONING COMMISSION – DON CANNON: CHAIR**
- VIII. **WALNUT GROVE HIGH SCHOOL REPORT – LINDSAY ALLEN: PRINCIPAL**
  1. Public Comments
- IX. **OLD BUSINESS**
- X. **NEW BUSINESS**
  1. **Appointments**
    - i. City Clerk – Keegan Ramsey
    - ii. Deputy Clerk – Sonya Cox
    - iii. Code Enforcement Officer – Craig Ellington
    - iv. Zoning Administrator – Craig Ellington
    - v. City Attorney – Tony Powell
    - vi. City Engineer – Precision Planning
    - vii. Municipal Court Judge – Samuel M. Barth
  - a. **Library Board of Trustees**
    - i. Don Cannon
    - ii. Erica Miles

iii. Sarah Tuchscherer

**2. Service Agreement – Bureau Veritas, North America**

**3. Moratorium**

**4. Special Election Date Modification**

**XI. REPORTS**

1. Clerks Report
2. Mayor's Report

**XII. TOWN HALL DISCUSSION**

**XIII. COUNCIL COMMENTS**

**XIV. EXECUTIVE SESSION**

**XV. ADJOURN**

# City of Walnut Grove

## Budget vs. Actuals: FY 2022 Budget - FY22 P&L Classes

July 2021 - June 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
31.1000 Property Taxes	199,197.82	195,000.00	4,197.82	102.15 %
31.1310 Title Ad Valorem - TAVT	25,596.70	26,000.00	-403.30	98.45 %
31.1315 Motor Vehicle Tax	1,028.58	2,500.00	-1,471.42	41.14 %
31.1340 Intangible Tax	4,572.27	500.00	4,072.27	914.45 %
31.1600 Real Estate Transfer Tax	1,526.56	1,250.00	276.56	122.12 %
31.1710 Franchise Tax - Electric		59,500.00	-59,500.00	
31.1730 Franchise Tax - Gas	3,011.60	3,300.00	-288.40	91.26 %
31.1750 Franchise Tax - Cable	2,879.67	6,000.00	-3,120.33	47.99 %
31.1760 Franchise Tax - Telephone	100.48	3,000.00	-2,899.52	3.35 %
31.3100 Local Option Sales Tax	125,667.46	210,000.00	-84,332.54	59.84 %
31.4200 Alcohol Excise Tax	46,968.90	80,000.00	-33,031.10	58.71 %
31.6200 Insurance Premium Tax	107,526.81	105,000.00	2,526.81	102.41 %
31.8000 Other Taxes		2,100.00	-2,100.00	
32.1110 Alcohol Licenses - Beer		1,250.00	-1,250.00	
32.1120 Alcohol Licenses - Wine	200.00	1,000.00	-800.00	20.00 %
32.1130 Alcohol Licenses - Liquor	2,300.00	3,400.00	-1,100.00	67.65 %
32.1200 Business License	6,200.00	10,000.00	-3,800.00	62.00 %
32.2200 Building Permits and Inspections	1,818.84	22,500.00	-20,681.16	8.08 %
32.2990 Other Permits	175.00	500.00	-325.00	35.00 %
33.1000 Intergovernmental Revenue - Federal	1,758.48		1,758.48	
33.1010 Intergovernmental Revenue - CARES Act	253,376.50		253,376.50	
33.7100 SPLOST Revenue	96,317.72		96,317.72	
34.1910 Election Qualifying Fee	36.00	73.00	-37.00	49.32 %
34.7000 Recreation Income	495.00	5,000.00	-4,505.00	9.90 %
34.9999 Other Charges	2,986.00	850.00	2,136.00	351.29 %
35.1000 Fines and Forfeitures	19,921.00	50,000.00	-30,079.00	39.84 %
35.1020 Court Fees - Other	4,743.00	1,500.00	3,243.00	316.20 %
36.1000 Interest Revenue	285.86	500.00	-214.14	57.17 %
38.9999 Miscellaneous Revenue donation	560.28		560.28	
	100.00		100.00	
<b>Total Income</b>	<b>\$909,350.53</b>	<b>\$790,723.00</b>	<b>\$118,627.53</b>	<b>115.00 %</b>
<b>GROSS PROFIT</b>	<b>\$909,350.53</b>	<b>\$790,723.00</b>	<b>\$118,627.53</b>	<b>115.00 %</b>
<b>Expenses</b>				
51.1100 Salaries and Wages	111,484.90	209,400.00	-97,915.10	53.24 %
51.2100 Group Insurance		10,000.00	-10,000.00	
51.2200 Payroll Taxes - Social Security	9,258.76		9,258.76	
51.2215 Payroll Taxes - Federal Unemployment		500.00	-500.00	
51.2220 Payroll Taxes - State Unemployment	1,175.68	500.00	675.68	235.14 %
52.1100 Court Software	1,667.47	3,000.00	-1,332.53	55.58 %
52.1300 IT Services	3,891.33	10,000.00	-6,108.67	38.91 %
52.2110 Solid Waste Collection	36,709.20	60,000.00	-23,290.80	61.18 %

# City of Walnut Grove

## Budget vs. Actuals: FY 2022 Budget - FY22 P&L Classes

July 2021 - June 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
52.2200 Repairs and Maintenance	62,135.08	15,000.00	47,135.08	414.23 %
52.2210 Repairs and Maintenance - Vehicles	12,459.36	10,000.00	2,459.36	124.59 %
Code Officer	55.37		55.37	
<b>Total 52.2210 Repairs and Maintenance - Vehicles</b>	<b>12,514.73</b>	<b>10,000.00</b>	<b>2,514.73</b>	<b>125.15 %</b>
52.2220 Repairs and Maintenance - Streets, Roads and Bridges	52,429.30	10,000.00	42,429.30	524.29 %
52.2240 Professional Services	3,892.73	5,000.00	-1,107.27	77.85 %
52.2241 Professional Services - Engineering	77,911.51	55,000.00	22,911.51	141.66 %
52.2242 Professional Services - Accounting	13,434.98	35,000.00	-21,565.02	38.39 %
52.2243 Professional Services - Legal	32,573.34	51,000.00	-18,426.66	63.87 %
52.2244 Professional Services - Security	1,633.23	500.00	1,133.23	326.65 %
52.2250 Facility and Grounds Maintenance	92,120.80	15,000.00	77,120.80	614.14 %
52.2260 Liability Insurance	18,055.00	15,000.00	3,055.00	120.37 %
52.3200 Communications - Telephone	8,915.10	11,000.00	-2,084.90	81.05 %
52.3200 Communications - TelephoneWire	391.09	500.00	-108.91	78.22 %
52.3300 Advertising	2,883.50	5,000.00	-2,116.50	57.67 %
52.3500 Travel	1,259.55	1,500.00	-240.45	83.97 %
52.3600 Dues and fees	1,726.21	3,500.00	-1,773.79	49.32 %
52.3610 Bank Charges	678.88	100.00	578.88	678.88 %
52.3700 Training and Education	13,610.73	21,500.00	-7,889.27	63.31 %
52.3850 Contract Labor	1,350.00	5,000.00	-3,650.00	27.00 %
52.3900 Other Expenses	132,906.76	3,500.00	129,406.76	3,797.34 %
53.1100 Cleaning Supplies		500.00	-500.00	
53.1110 Office Supplies	2,448.94	3,500.00	-1,051.06	69.97 %
53.1115 Pavilion Rental Expenses	-30.00	650.00	-680.00	-4.62 %
53.1120 Postage	456.00	1,000.00	-544.00	45.60 %
53.1130 General Supplies - Other	667.57	3,000.00	-2,332.43	22.25 %
53.1140 Community Support/Events	1,305.40	5,000.00	-3,694.60	26.11 %
53.1210 Utilities - Water	792.71	700.00	92.71	113.24 %
53.1220 Utilities - Gas	251.42	1,050.00	-798.58	23.94 %
53.1230 Utilities - Electricity	21,644.04	30,500.00	-8,855.96	70.96 %
53.1270 Gas, Oil, Diesel	4,603.68	500.00	4,103.68	920.74 %
53.9999 Miscellaneous Expenditures		6,000.00	-6,000.00	
54.1000 Property		2,000.00	-2,000.00	
54.1400 Capital outlay - Roads Streets and Bridges	44,821.00	50,000.00	-5,179.00	89.64 %
54.2500 Equipment	2,141.96	10,000.00	-7,858.04	21.42 %
54.2600 New Construction	23,484.00	10,723.00	12,761.00	219.01 %
57.1000 Other Business Expenses	396.32	500.00	-103.68	79.26 %
57.3000 Library	53,610.13	50,000.00	3,610.13	107.22 %
57.3300 Peace Officer Annuity/Benefit Fund	1,515.28	2,500.00	-984.72	60.61 %
57.3320 Crime Lab Fees		50.00	-50.00	
57.3340 Drivers Ed/Training Fund		50.00	-50.00	
57.3370 Drug Abuse Treatment and Education	1,439.57	1,000.00	439.57	143.96 %
57.3375 County Jail Fund	1,483.27	2,000.00	-516.73	74.16 %

# City of Walnut Grove

## Budget vs. Actuals: FY 2022 Budget - FY22 P&L Classes

July 2021 - June 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
57.3380 Peace Officer - Prosecutor's Fund		3,000.00	-3,000.00	
57.3385 Local Victim Assist. Fund	809.52	500.00	309.52	161.90 %
57.3390 GA Crime Victims Assist. Program		500.00	-500.00	
57.3391 Peace Officer - Prosecution Indigent Fund		3,500.00	-3,500.00	
57.3392 Sheriff's Retirement Fund of GA	194.00	500.00	-306.00	38.80 %
57.3393 GSCCCA Payouts	4,549.94	4,000.00	549.94	113.75 %
57.4000 Walton County Board of Commissioners	5,737.53	5,000.00	737.53	114.75 %
58.1000 Debt Service - Principal Purchases	4,650.00		4,650.00	
<b>Total Expenses</b>	<b>\$909,956.06</b>	<b>\$790,723.00</b>	<b>\$119,233.06</b>	<b>115.08 %</b>
NET OPERATING INCOME	<b>\$ -605.53</b>	<b>\$0.00</b>	<b>\$ -605.53</b>	<b>0.00%</b>
NET INCOME	<b>\$ -605.53</b>	<b>\$0.00</b>	<b>\$ -605.53</b>	<b>0.00%</b>



**City of Walnut Grove**  
**Balance Sheet**  
As of January 10, 2022

	<u>Total</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
11.1100 Cash in Bank - General Fund	273,460.72
11.1101 Money Market - General Fund	510,318.23
11.1102 Cash in Bank - 2013 SPLOST	31,450.48
11.1103 Cash in Bank - 2019 SPLOST	168,468.02
11.1104 Cash in Bank - Sewer Operating Account	3,073.84
11.1105 Money Market - Sewer	679,212.41
11.1111 Cash in Bank - DDA	91,445.28
<b>Total Bank Accounts</b>	<u>\$ 1,757,428.98</u>

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**Azalea Regional Library System**

1121 East Avenue  
Madison, GA 30650

Phone: (706)-342-4974

**INVOICE**

Invoice Date 12/10/2021  
 Invoice ID 109-22-01  
 Amount Due \$ 50,000.00

CUSTOMER	SHIP TO
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CITY OF WALNUT GROVE  
 2581 Leone Avenue  
 Loganville, GA 30052

Customer ID	Customer PO No.	Order Date	Shipped Via	FOB
70	n/a	12/10/2021		
Terms	Due Date	If Paid By	Deduct	Sold By
Net 10	12/20/2021	n/a	\$0.00	

Item No.	Description	Qty.	Unit	Unit Price	Discount	Extended Price
1	City of Walnut Grove Revenue FY 2022 Annual Invoice	1.00				\$ 50,000.00

Fiscal Year 2022 Annual Invoice

<b>Subtotal</b>	\$ 50,000.00
<b>Sales Tax</b>	n/a
<b>Total</b>	\$ 50,000.00
<b>Total Due</b>	\$ 50,000.00



December 6, 2021

Mayor Mark Moore  
City of Walnut Grove  
2581 Leone Ave.  
Loganville, Georgia 30052

**Re: Monthly Invoice Letter for November 2021  
General Consulting Services**

Mayor Moore:

I have enclosed a copy of our invoice for work performed on the above referenced project through November 30, 2021; in the amount of **\$7,452.50**. A general summary of the work completed this month and the labor charges associated with each task is provided below per your request.

- General Engineering Services: \$393.75
- MS4 Compliance Services: \$562.50
- Planning and Zoning Support: \$2,825.00
- Walnut Grove Parkway Extension: \$2,865.00
- WGHS Crosswalk: \$486.25
- Plan Review – Enclave Phase III: \$320.00

Should you have any additional questions or comments related to this invoice or the work performed, please feel free to contact me at 770-267-8800 (Office) or 404-790-9000 (Mobile).

Thanks,

A handwritten signature in blue ink that reads 'Jimmy Parker'.

Jimmy Parker, P.E.  
Senior Vice President

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400 Pike Blvd  
 Lawrenceville, GA 30046  
 (770) 338-8000

City of Walnut Grove  
 Mayor Mark Moore  
 2581 Leone Ave  
 Walnut Grove, GA 30052

Invoice number 66555  
 Date 11/30/2021  
 Project E04299F Walnut Grove - General Services

Bill thru November 30, 2021

**Professional Services**

Description	Current Billed
BID PHASE MANAGEMENT	0.00
GENERAL CONSULTING	7,452.50
DRAINAGE & SIDEWALK IMPROVEMENTS	0.00
INSPECTIONS	0.00
ADDITIONAL SERVICES	0.00
DIRECT EXPENSE	0.00
<b>Total</b>	<b>7,452.50</b>

**General Consulting**

	Hours	Rate	Billed Amount
Principal Planner	27.00	125.00	3,375.00
Project Engineer	0.25	95.00	23.75
Project Manager	11.00	135.00	1,485.00
Senior Designer	12.00	110.00	1,320.00
Senior Principal	6.75	185.00	1,248.75
<b>General Consulting subtotal</b>			<b>7,452.50</b>

Invoice total 7,452.50

Approved by: Jimmy Parker (E)



## Building Department Services City of Walnut Grove



Bureau Veritas North America, Inc.  
67 Athens Street  
Jefferson, GA 30549  
Attn: Hal Chitwood, Operations Manager  
706.818.4668  
[hal.chitwood@bureauveritas.com](mailto:hal.chitwood@bureauveritas.com)



December 7, 2021

Dear Mayor Moore,

Bureau Veritas North America, Inc. (BVNA) is pleased to offer our credentials and expertise in code administration, architectural plan review and building code inspection. We take great pride in our ability to provide exemplary services to our clients. This informational document highlights over 30 years of experience providing similar services for other federal, state and local government projects. We have the breadth and depth of resources, skills and expertise needed to provide excellent construction code enforcement services to meet your specific needs.

On the following pages I have highlighted our, experience and references, and our team's approach to providing code consulting services. We are keenly aware of the desire for high-quality customer service, timely reviews, reliability, responsiveness and cost-effective solutions. Our commitment to provide accurate and appropriate solutions to our clients and our ability to quickly and efficiently meet the needs of the communities that we serve makes BVNA an ideal partner.

I welcome the opportunity to meet with you to discuss how Bureau Veritas can partner with you for a successful, professional relationship with you by augmenting your staff, promoting transparency in our work, improving efficiencies and exceeding your expectations.

Sincerely,

Hal Chitwood, CBO  
Business Unit and Operations Manager  
Bureau Veritas North America



## ***Firm Qualifications***

Founded in 1828 Bureau Veritas is a global leader in quality assurance, health, safety and environmental (QHSE) solutions. Recognized and accredited by the largest national and international organizations, and with over 70,000 employees, Bureau Veritas has unparalleled resources to manage projects requiring a broad range of expertise, across vast geographies. With more than 1,330 offices and laboratories in 140 countries, Bureau Veritas draws on the synergies between its local teams and dedicated technical centers throughout the world. We are the top independent environmental consulting firm in the United States and the largest elevator inspection firm in the United States.

BVNA anticipates needs and responds with specific, immediate solutions to the challenges associated with construction projects. Our professional members are dedicated to meeting the highest standard of public service, crucial to effective delivery of building regulatory services. Consistency, responsiveness, efficiency, and a positive attitude are key components of our approach.

BVNA has an extensive background in building services. Our range of experience in this unique arena covers literally every key area of service defining a building department in today's industry. We are skilled at helping existing building departments augment or refine their current level of client service or capable of crafting a department from the ground up.

- Permitting
- Plan Review for Residential, Commercial/Industrial, and Land Development Projects
- Residential and Commercial/Industrial Inspections
- Erosion Sedimentation and Pollution Control Inspection and Plan Review
- Property Maintenance Code Compliance
- Code Interpretation
- Code Adoption and Ordinance Preparation
- Zoning Administration
- City Council Meeting Attendance
- Building Department Administration
- Permit Tracking and Record Keeping
- Plan Reviewer, Inspector and Permit Tech Training
- Budget and Staffing Planning
- Pre-Design and Pre-Construction Meetings
- Designer and Builder Code Training
- Contractor Licensing
- Fee Schedule Evaluation and Updates

Our **local presence** allows us to provide timely delivery and exceptional customer service in the most cost-effective manner. BVNA will bring a cooperative and creative problem solving approach to your needs. We fully understand our role as a team member committed to achieving successful projects for you and your customers.



## ***What Sets Us Apart***

BVNA understands that while the company offers a wide range of services, not every community needs the same solutions. Our ability to offer a variety of services and to customize services for each community makes BVNA an ideal partner. We are ideally suited to provide code consulting services because we possess:

### **Unparalleled Building Safety and Code Consulting Expertise**

- Proven turnkey building safety track record to more than 400 agencies nationally
- Municipal management and staff augmentation expertise
- Key staff that have helped develop and implement the latest International codes
- No private sector design work = no conflict of interest

### **Depth of Resources and Proximity to Meet Peak Workloads**

- Consulting services will be provided from our Jefferson office
- 50+ offices throughout the United States
- Registered engineers and ICC certified staff dedicated to code compliance
- USGBC LEED review certifying body

### **Best Practices and State-of-the-Art Processes to Consistently Meet Turnaround Schedules**

- First U.S. firm to achieve IAS Certification for third party accreditation (BVNA Plano, Texas office)
- Comprehensive and formalized plan review procedure
- Award-winning web-based project tracking and controls
- Electronic plan review to save time, money and paper – a GREEN solution

### **Strong Municipal Focus**

- Helped establish and manage departments for more than 20 newly incorporated cities
- Provided building, fire, and civil engineering department head positions for more than 50 cities

## ***The Right People Doing the Right Job***

We have extensive resources and a large pool of **licensed and certified building safety experts** who are equipped to handle all of the client's needs, including building and fire plan check, building inspection, permit and counter services, code enforcement, ADA compliance, and building official services. Our professionals have considerable experience in commercial, residential, industrial, energy, and institutional projects of all sizes and complexities, allowing them to tailor solutions specifically to the client's needs.

BVNA and our proposed, locally-based staff have an established history working for the nearby municipalities to perform outside plan check and field inspection services. Consequently, we can leverage a breadth of code compliance and permit processing expertise to meet the needs of the client, and offer highly qualified engineers and ICC certified staff who are in close proximity and can quickly respond to the client's needs.



### **Competence Through Certification – International Code Council**

Building safety depends on more than codes and standards. Building safety results from providing trained professionals with the resources and ongoing support necessary to stay current with the latest advancements in the building safety field. ICC certification ensures competent building and fire safety individuals are involved in the critical building approval process. It also helps to continue attracting an increasing level of competence and professionalism into the building code community. The ICC certification represents BVNA's commitment to providing professional and competent plan review and inspection staff to our municipal clients. The following is a list of ICC certifications held by our staff members and maintained in active status through continuing education units.

Accessibility Inspector/Plans Examiner	Fire Inspector I
Building Inspector	Fire Inspector II
Building Plans Examiner	Fire Plans Examiner
Certified Building Code Official	Green Building Residential Examiner
Certified Building Official	Property Maintenance & Housing Inspector
Certified Electrical Code Official	Mechanical Inspector
Certified Fire Code Official	Mechanical Inspector UMC
Certified Housing Code Official	Mechanical Plans Examiner
Certified Mechanical Code Official	Plumbing Inspector
Certified Plumbing Code Official	Plumbing Inspector UPC
Combination Inspector	Plumbing Plans Examiner
Combination Plans Examiner	Residential Building Inspector
Commercial Combination Inspector	Residential Combination Inspector
Commercial Energy Inspector	Residential Electrical Inspector
Commercial Energy Plans Examiner	Residential Energy Inspector/Plans Examiner
Disaster Response Inspector	Residential Fire Sprinkler Inspector/Plans Examiner
Electrical Inspector	Residential Mechanical Inspector
Electrical Plans Examiner	Residential Plumbing Inspector
Energy Code Specialist	

Coupled with our ICC Certifications, our group also holds the following licenses and certifications:

Professional Engineer	Electrical Engineer
Registered Architect	Mechanical Engineer
Master Plumber	Structural Engineer
Master Electrician	LEED AP
Certified Floodplain Manager	Fire Protection Engineer
GSWCC Level IB Inspector	GSWCC Level II Plans Examiner



### ***Master Code Professional – The Gold Standard***

Multiple members of our team are actively working towards earning the MCP designation. As the highest level of certification the International Code Council has to offer, the Master Code Professional (MCP) designation has become the gold standard for demonstrating proficiency in the building and fire safety profession.

Earning the MCP credential is a significant personal accomplishment as well, requiring successful completion of an extensive series of objective and written examinations. Many of the examination credits are from core certifications, covering the areas of Residential Building Inspector, Commercial Building Inspector, Commercial Electrical Inspector, Commercial Mechanical Inspector, Commercial Plumbing Inspector, Building Plans Examiner, Accessibility Inspection Plans Examiner and Certified Building Official. The remaining credits are electives selected from a variety of areas such as Fire Inspector, Commercial Energy Inspector, Electrical Plans Examiner, Property Maintenance and Housing Inspector, and others.

### ***Active Participation and Proficiency in the Code Industry***

As demonstrated through our ICC Certifications, BVNA's staff is proficient in the application of the International Family of Codes. Additionally, the team is proficient in the application of the National Electrical Code, NFPA codes, Green Building Program/Energy Code, and Accessibility Standards. Our staff has participated in the development of the codes on the local and national level. They have chaired and served on ICC committees such as the Code Interpretations Committee, International Building Code Means of Egress Committee, International Building Code Steering Committee, and Sub-Committee for Accreditation Standards. They have also served on the plumbing and mechanical advisory board, and actively participated in the panel for the development of the electrical inspector certification exam. The staff attends code development hearings at the ICC meetings and are members of the Building Officials Association of Georgia and Georgia Association of Floodplain Managers.

### ***Active Participation in Continuing Education***

#### **American Institute of Architects (AIA) Continuing Education Systems (CES) Provider**

To even further demonstrate the team's knowledge, we are approved by the American Institute of Architects (AIA) as a Continuing Education Systems (CES) Provider where we have provided numerous training courses on International Codes and Standards. To ensure the highest-quality professional standards, CES Providers complete a comprehensive evaluation. Only CES Providers can offer professional learning units, the hallmark of quality in continuing education and training. BVNA has been an approved AIA Continuing Education Systems Provider since 2005.

Our core classes focus on the following topics:

- Accessibility – ADAAG, FHA, IBC/ANSI Standards
- International Building Code (IBC)
- International Energy Conservation Code (IECC)
- Health, Safety, and Welfare training in partnership with our HSE group



## **Active Participation in Accreditation**

### **IAS AC402 Accredited**

In October of 2010, the Bureau Veritas Code Division became the first, and only, company to achieve accreditation under the International Accreditation Service (IAS) Third Party Permitting, Plan Review and Inspection Service Providers Accreditation Program (AC402). AC402 outlines requirements for the accreditation of third party non-governmental providers of building department services and thus recognizes the important role that private firms play in ensuring safety. The goal of the program is to provide accreditation to independent providers of building department services based on quality management principles and best practices, to ensure that the outstanding safety record of buildings in the U.S., as compared to building elsewhere in the world, is maintained. Municipalities can use the IAS program to verify that the companies they hire are qualified to provide building safety services for the jurisdiction. For Bureau Veritas, accreditation is a way to provide independent verification of its established quality procedures and best practices that have been an integral part of the company since its founding in 1828.

### **Client Spotlight:**

#### **City of Oakwood**

A growing city in Hall County, the City of Oakwood teamed with BVNA in 2016 to perform professional plan review, building inspections, and building department services.



BVNA provides the city with experienced and professional resources to optimize a high level of service delivery to the city's community.

“The City of Oakwood has been extremely pleased with the development services provided by Bureau Veritas. Their depth of knowledge in the building industry and documentation procedures has far exceeded our expectations. We are glad to have BV as a part of the Oakwood team and look forward to a long term professional relationship.”

Stan Brown, City Manager



Although the BVNA group has been active in Georgia for several years, the company has only been delivering building department services throughout the state for five years. We are proud to showcase our clients and honored to be a part of their communities.



**Jackson County:** In November, 2013, the county retained the services of BVNA to act as the plan reviewer and building inspector for the Jackson County Public Development Department. BVNA's role is to administer compliance with the regulations of Title 8, Chapter 2 of the Official Code of Georgia and Title 36, Chapter 13 of the Official Code of Georgia, as adopted and, if applicable, modified by the local Code. BVNA is responsible for reviewing commercial plans, inspecting residential and commercial buildings and structures, providing inspection reports, advising County staff on matters related to County buildings and structures, and coordinating inspections with relevant County staff.



**City of Commerce:** With the recent rise in permit activity, the City of Commerce was needed to expand their technical capabilities. As construction activity can be unpredictable and inconsistent, the city chose to secure the plan review and inspection services of BVNA. Since October 2013, BVNA has been performing commercial and residential plan review and completing inspections for the City to ensure compliance with State and local codes and regulations.



**Banks County:** In December 2014, Banks County brought in BVNA to support the county's building inspections operations as necessary. This is a supplemental contract to support the inspector if additional technical knowledge or skills become necessary for overly complex projects or if volume becomes too heavy. BVNA also shores up any staff shortages due to training or time off.



**City of Holly Springs:** Since June of 2016, BVNA has been providing professional plan reviews and commercial inspections for this thriving community. Our presence in the City has ensured that the City is now equipped to efficiently and effectively handle new projects, both large and small.



**Pickens County:** In February 2015, Pickens County brought in BVNA to support the county's building department by handling all aspects of commercial permitting and inspections. The county has an in-house residential inspector but recognizes the advantages of having experts with the knowledge and experience of BVNA to handle more complex projects.



**City of Social Circle:** Located 45 miles east of Atlanta, Social Circle is a historic community in the Historic Heartlands section of Georgia in rural Walton County. BVNA proudly supports the city's code administration program by providing full service plan review, inspections, and housing rehabilitation inspections.



**Town of Braselton:** Situated about 40 miles northeast of Atlanta, the Town of Braselton spans across four counties: Jackson, Hall, Gwinnett, and Barrow.

Upon the retirement of the building official, the town arranged for BVNA to assume the responsibilities of the role, such as plan review and inspections.



**City of Kennesaw:** With the vacancy of the Building Official position, Croy Engineering filled the city's needs with the help of BVNA. In March 2016, BVNA provided a Building Official until the city filled the vacancy. Today, BVNA provides supplemental support to the Building Official for plan review and inspection services. Kennesaw lies within Cobb County and is located in the greater Atlanta metro area.



**City of Arcade:** Arcade, GA is a small community located in Jackson County. In May 2018, the City contracted BVNA to manage all responsibilities associated with the City as an EPD Local Issuing Authority. BVNA certified personnel provide the City officials with a comprehensive enforcement program for storm water and erosion control.



**City of Dallas:** Anchored in Paulding County, Dallas is our newest client contracting with BVNA in August 2018. The City relies upon BVNA for the provision of commercial and residential inspection services.



## **Approach to Work**

During the 30 year tenure, the BVNA team has had the opportunity to observe, replicate, develop and successfully implement streamlined processes and best practices that produce efficient and cost-effective results.

Building safety in a community begins with adopting a proven set of building safety codes. But, it takes much more than a set of codes to protect the public. It requires qualified professionals to implement the day-to-day application of the codes. It also requires proven infrastructure to provide the resources and training necessary to keep the building safety professionals up-to-date with the latest building safety requirements and enforcement practices.

As declared by the International Code Council, “a successful code administration program achieves:

1. reduced risk of tragedy caused by natural disasters and fires
2. investment protection for property owners; and
3. insurance premium sustainability

The BVNA team pledges to provide the client with a successful code inspections program with qualified and experienced code professionals and a proven infrastructure.

Organizational capacity is the ability to successfully apply its skills and resources to accomplish its goals and satisfy its stakeholders’ expectations. It is an ongoing process of assessing and reacting to future needs in order to maintain relevance and effectiveness. BVNA utilizes a number of strategies to align its capacity with the needs of its clients. A few of these key strategies is provided below.

### **Strategies to attract and retain highly qualified employees in the appropriate number to maintain the required level of service**

Hiring and retaining exceptional talent is critical to BVNA’s success and growth. That’s why it’s a customary practice for our Human Resources department to treat hiring as a year-round business process. In addition to using outside recruiting consultants, the BVNA team also employs full-time recruiters to constantly identify technical and managerial talent that possess the credentials, background, and cultural fit for our clients. BVNA has an established planning, recruiting, and selection process for hiring new talent. BVNA offers competitive salaries and benefits including professional development and personal growth initiatives that serve to attract and retain the best and the brightest in the industry.

### **Staff members remain at the top of their field**

BVNA continuously invests in its employees and views staff training very seriously. Helping them to grow to their highest potential and advancing their professional skills has always been a priority. Within our budget we dedicate a substantial amount towards professional growth and development as recognized by the International Accreditation Service.

BVNA documents an employee’s education and professional development during the annual Performance Management Process (PMP). Performance Management is the process through which supervisors and those they lead gain a shared understanding of work expectations and goals, exchange performance feedback, identify learning and development opportunities, and evaluate performance results. It is through this process that BVNA is able to create and sustain a workplace environment that promotes learning and professional development.



### **Key performance indicators**

Key performance indicators help measure progress towards an established goal. KPIs must reflect the organization's goals, they must be key to its success, and they must be quantifiable (measurable). Choosing the right KPIs relies upon a good understanding of what is important.

With regards to a building division, service goals should be established in each area of service and regularly measured. As part of this system of evaluation, targets should be established for three separate areas of overall service: timeliness (turnaround time); quality (rate of error); and professionalism (quality of staff [e.g. knowledge, attitude, responsiveness and helpfulness] as perceived by users of department services). BVNA tracks key performance indicators specific to the requirements from each client.

### **Operational improvements to increase efficiencies, improve service and reduce operating expenses**

BVNA has implemented Lean Project Management fundamentals as its foundation to identify and achieve operational improvements. As a customer-centric methodology, lean project management is a continuous cycle of eliminating waste and adding value. A lean system emphasizes the prevention of waste: extra time, labor or material spent that does not add value to the service. A lean enterprise is the foster a company culture where employees constantly look to improve their skills levels and production processes.

BVNA uses policies and procedures to document the framework for operation. The four basic concepts in developing the policies and procedures include Compliance, Operational Needs, Risk Management, and Improvement. In keeping with our Lean Project Management practices, the BVNA team continuously investigates improvement opportunities. Even so, it is an annual practice of BVNA's to formally analyze and amend policies and procedures to mirror changes in legislation and industry standards.



## ***Scope of Work of Services***

### **Code Administration and Architectural Plan Review**

Plan review services shall be conducted as required by the City's Building Code, Residential Code, Mechanical Code, Electrical Code, Plumbing Code, Fuel Gas Code, Energy Code, Fire Code and other related documents as adopted by the City. The plans examiner will return plans with comments within 14 business days from the date of receiving the plans. Applicants will be notified of the plan review comments and are responsible for addressing the comments to the satisfaction of the City. The City will retain final interpretive authority over all plans and specifications. Permits are issued by the City.

### **Building Code Inspections**

Inspection services shall be conducted as required by the City's Building Code, Residential Code, Mechanical Code, Electrical Code, Plumbing Code, Fuel Gas Code, Energy Code, Fire Code and other related documents as adopted by the City. Special inspections as specified in Chapter 17 and non-prescriptive structural inspections of the adopted international Building Code are not included. Inspections shall be performed daily as needed. Inspectors shall report to the City Administrator or their designee to collect inspection requests and upon performing inspections, the inspector shall place detailed reports in the permit file and a copy will be left on site for the builder. All violations or deficiencies shall be cited with the appropriate code section on the report. Any violations of the Code or concealment of any work prior to approval by BVNA will be reported to the City Administrator or their designee. The City is the final interpretive authority. The Certificate of Occupancy is issued at the discretion of the City.

### **Land Development and Erosion Control**

BVNA will perform construction inspection services and will work under the supervision of the City. BVNA will serve as the City's representative with regard to activities at construction and land development sites. BVNA has an outstanding working relationship with the GA EPD and can manage all requirements for the Local Issuing Authority responsibility. Services include inspection of all active construction sites to determine that the construction activity and installation complies with approved plans, as-built drawings, applicable codes and ordinances including tree preservation, compliance with NPDES standards for erosion control and storm water BMPs. Construction activity inspections will include inspection of operations, roadway excavation and embankments, roadway construction, including subgrade, base and finish surface, all concrete work, storm water BMP enforcement and other construction as appropriate.

### **Code Enforcement/Property Maintenance Inspections**

Property maintenance inspections will be conducted in accordance with the City's Code of Ordinances and the current adopted edition of the International Property Maintenance Code. Inspections are performed as needed when complaints are made by the City or its citizens. Voluntary compliance is sought through education and conversation with the violator. Citations are issued at the discretion of the City as it pertains to the minimum days to comply as stated in the Code of Ordinances. The inspector will keep a record of the activity involved on file of all cases. If necessary, the inspector will appear in court to testify on behalf of the City. The City is the final interpretive authority.

### **Zoning Administration**

Administrative and consulting services shall be provided as needed to assist the City in making decisions in new land use/development proposals, zoning and city ordinances, and building construction. BVNA will assist in analyzing projects for compliance with the City's general plan, zoning ordinance, subdivision ordinance, design guidelines and applicable specific plans. BVNA will assist in review and process of ministerial applications and discretionary entitlements, such as: Plan Checks, Zoning Clearances, Sign Permits, Use Permits, Variances, Design Review, Tentative Maps, and General Planning and Zoning Amendments. The City is the final interpretive authority.



## **Fees**

### **Code Administration and Architectural Plan Review**

#### Hourly

For building department administration and architectural plan review, BVNA will invoice the client at a rate of \$70.00 per hour with a minimum of two hours.

#### Shared Revenue

For architectural plan review, BVNA will invoice the client at a rate of 75% of the plan review fees collected by the client.

### **Building Code Inspections**

#### Hourly

For building code inspection, BVNA will invoice the client at a rate of \$70.00 per hour with a minimum of two hours.

#### Shared Revenue

For building inspections, BVNA will invoice the client at a rate of 75% of the permit fees collected by the client.

For court appearances and meetings or inspections performed outside of normal business hours, BVNA will invoice the client at a rate of \$125.00 per hour with a minimum of two hours.

### **Land Development and Erosion Control**

#### Hourly

For inspections and plan review related to development and erosion sedimentation control, BVNA will invoice the client at a rate of \$85.00 per hour. This fee does not pertain to permitted building projects.

For court appearances and meetings or inspections performed outside of normal business hours, BVNA will invoice the client at a rate of \$125.00 per hour with a minimum of two hours.

### **Code Enforcement/Property Maintenance Inspections**

#### Hourly

For code enforcement and property maintenance inspections, BVNA will invoice the client at a rate of \$90.00 per hour.

For court appearances and meetings or inspections performed outside of normal business hours, BVNA will invoice the client at a rate of \$125.00 per hour with a minimum of two hours.

### **Zoning Administration**

#### Hourly

For zoning administration services, BVNA will invoice the client at a rate of \$85.00 per hour.

For court appearances and meetings or inspections performed outside of normal business hours, BVNA will invoice the client at a rate of \$125.00 per hour with a minimum of two hours.

RESOLUTION OF  
THE CITY OF LOGANVILLE, GEORGIA

WHEREAS, in 2001, the Joint Development Authority of Jasper County, Morgan County, Newton County and Walton County (the “Authority”) acquired an approximately 1,620-acre site located south of Interstate 20 in Morgan, Newton and Walton Counties to develop a research park referred to as Stanton Springs; and

WHEREAS, in 2021, the Authority acquired an additional 665.17 acres north of Interstate 20 in Walton County, Morgan County and the City of Social Circle to develop an extension of Stanton Springs called Stanton Springs North; and

WHEREAS, to successfully market and develop Stanton Springs and Stanton Springs North and thereby generate jobs and investment in the region, the Authority requires the discretion to designate the most appropriate service provider based on ability to serve, proximity and tenant preference; and

WHEREAS, in 2012 the Walton County Service Delivery Strategy was updated to designate the Authority as the service provider for Water Supply and Distribution and Wastewater Collection and Treatment in Stanton Springs; and

WHEREAS, in April 2021, the Authority entered into a Intergovernmental Contract with Social Circle regarding Stanton Springs North which authorizes the Authority to designate service providers within the portion of Stanton Springs within the City of Social Circle; and

WHEREAS, Walton County and its cities seek to amend Walton County’s 2019 Service Delivery Strategy as updated in 2020 to include the Authority’s discretionary rights to determine service providers within Stanton Springs and Stanton Springs North as they exist now and as they may be expanded in the future for the following services: Building Inspections, Code Enforcement, Economic Development Services, Emergency Medical Services, Fire Protection, Natural Gas, Planning and Zoning, Wastewater Collection and Treatment, and Water Supply and Distribution; and

WHEREAS, the City of Monroe passed a Resolution on March 2, 2021 limiting its sanitary sewer wastewater utility services of any kind to the corporate city limits of the City of Monroe, Georgia with the exception of any property that is outside the corporate city limits but is currently connected to the City’s sewer system, and a 24-month allowance for property that is outside the corporate city limits and has paid a Sewer System Capacity Recovery Fee through an executed Development Agreement to connect to and be served by the Sewer System.; and

WHEREAS, Walton County and its cities seek to amend Walton County’s 2019 Service Delivery Strategy as updated in 2020 to include the City of Monroe, Georgia’s updated sanitary sewer service area as prescribed in its March 2, 2021 Resolution; and

WHEREAS, the City of Loganville passed a Resolution on November 8, 2021 limiting its sanitary sewer wastewater utility services of any kind to the corporate city limits of the City of Loganville, Georgia with the exception of any property that is outside the corporate city limits but is currently connected to the City’s sewer system, and a 24-month allowance for property that is outside the corporate city limits and has paid a Sewer System Capacity Recovery Fee through an executed Development Agreement to connect to and be served by the Sewer System.; and

WHEREAS, Walton County and its cities seek to amend Walton County’s 2019 Service Delivery

Strategy as updated in 2020 to include the City of Loganville, Georgia's updated sanitary sewer service area as prescribed in its November 8, 2021 Resolution.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Loganville, Georgia, that the City of Loganville supports the amendment to the Walton County Service Delivery Strategy which designates the Joint Development Authority of Jasper County, Morgan County, Newton County and Walton County as the service provider within Stanton Springs and Stanton Springs North for: Building Inspections, Code Enforcement, Economic Development Services, Emergency Medical Services, Fire Protection, Natural Gas, Planning and Zoning, Wastewater Collection and Treatment, and Water Supply and Distribution. If the Authority expands Stanton Springs or Stanton Springs North by resolution incorporating additional land therein, the Authority's right to designate the service providers in the above-listed service areas shall extend therewith.

All other portions of the 2019 Walton County Service Delivery Strategy as amended in 2020 shall remain unchanged.

This 8 day of November, 2021.

Walton, GEORGIA  
By: [Signature]  
Mayor, City of Loganville

(SEAL)

Attest:

[Signature]  
Clerk, City of Loganville