

CITY OF TUCKER

Mayor & City Council Agenda

FRANK AUMAN

Mayor

Honey Van De Kreke

District 1, Post 1

Matt Robbins

District 2, Post 1

Michelle Penkava

District 3, Post 1



William (Bill) Rosenfeld

District 1, Post 2

Noelle Monferdini

District 2, Post 2

Anne Lerner

District 3, Post 2

July 24, 2017

**City Hall Annex
4228 1st Ave, Suite 2-4
Tucker GA, 30084**

7:00 PM

- A. CALL TO ORDER**
- B. ROLL CALL**
- C. PLEDGE OF ALLEGIANCE**
 - The Pledge will be led by Mady and Elle Thielike
- D. PUBLIC COMMENTS**
- E. MAYOR'S OPENING REMARKS**
- F. MINUTES**
 - 1. Regular Meeting - July 10, 2017
- G. APPROVAL OF MEETING AGENDA**
- H. PRESENTATIONS AND REPORTS**
 - 1. June Monthly Financials
- I. CONSENT AGENDA**
 - None
- J. OLD BUSINESS**

None

K. NEW BUSINESS

1. **Action Item** Presentation of applications for annexation
Brian Anderson

2. **R2017-07-34** Consideration of a Resolution to adopt a Fund Balance Policy in
Jennifer Davis accordance with GASB 54

3. **O2017-07-75** First Read of an Ordinance to adopt Model Building Code and
John McHenry Building Regulations

L. EXECUTIVE SESSION

If required for litigation, personnel or real estate.

M. CITY MANAGER REPORTS

N. MAYOR AND COUNCIL REPORTS

O. ADJOURNMENT



City of Tucker, GA

Mayor & City Council Minutes

July 10, 2017 at 7:00 PM

City Hall Annex, 4228 1st Ave, Suite 2-4, Tucker, GA 30084

CALL TO ORDER

Mayor Frank Auman called the meeting to order at 6:59 PM.

ROLL CALL

The following were in attendance:

Attendee Name	Title	Status	Arrived
Frank Auman	Mayor	Present	
Honey Van De Kreke	District 1, Post 1	Present	
William (Bill) Rosenfeld	District 1, Post 2	Present	
Matt Robbins	District 2, Post 1	Present	
Noelle Monferdini	District 2, Post 2	Present	
Michelle Penkava	District 3, Post 1	Present	
Anne Lerner	District 3, Post 2	Present	

PLEDGE OF ALLEGIANCE

The Pledge was led by Christian Holmes.

PUBLIC COMMENTS

There was no public comment.

MAYOR'S OPENING REMARKS

Mayor Frank Auman mentioned that there have been 28 new business licenses applied for in the City, he introduced John McHenry, Director of Community and Economic Development, to introduce new employee Salim Malouf and he mentioned the monthly newsletter.

MINUTES

Minutes Acceptance: Minutes of Jul 10, 2017 7:00 PM (MINUTES)

Council Meeting Minutes - June 28, 2017

RESULT: ADOPTED AS AMENDED [UNANIMOUS]
MOVER: Noelle Monferdini, District 2, Post 2
SECONDER: William (Bill) Rosenfeld, District 1, Post 2
AYES: Auman, Van De Kreke, Rosenfeld, Robbins, Monferdini, Penkava, Lerner

APPROVAL OF MEETING AGENDA

MOTION TO APPROVE THE MEETING AGENDA AS AMENDED

Council Member Michelle Penkava motioned to approve the meeting agenda with changes to add the 2nd Read of O2017-06-73 Chapter 16 Amendment to Old Business, and to move Item 2 under New Business to immediately after agenda approval.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Michelle Penkava, District 3, Post 1
SECONDER: William (Bill) Rosenfeld, District 1, Post 2
AYES: Auman, Van De Kreke, Rosenfeld, Robbins, Monferdini, Penkava, Lerner

Public Hearing and First Read of an Ordinance to approve a Comprehensive Plan amendment (CA-17-001) from LIND (Light Industrial) to NC (Neighborhood Center); Rezoning (RZ-17-002) to MU-3 for a master planned mixed-use development on 88.62 acres; Special Land Use Permit (SLUP-17-003) for a personal care home (community, 7 or more) for 4650 Hugh Howell Road and 4750 Hugh Howell Road for applicant Macauley Investments, LLC. Note: Applicant has requested a deferral.

The applicant requested to have the item deferred until the August 14th meeting for the First Read and the August 28th meeting for the Second Read.

RESULT: DEFERRED [UNANIMOUS] **Next: 8/14/2017 7:00 PM**
MOVER: Michelle Penkava, District 3, Post 1
SECONDER: William (Bill) Rosenfeld, District 1, Post 2
AYES: Auman, Van De Kreke, Rosenfeld, Robbins, Monferdini, Penkava, Lerner

PRESENTATIONS AND REPORTS

Audit Report for Fiscal Year 2016 - Mauldin & Jenkins, LLC - Tim Lyons

CONSENT AGENDA

NONE

OLD BUSINESS

Minutes Acceptance: Minutes of Jul 10, 2017 7:00 PM (MINUTES)

O2017-06-68 Public Hearing and Second Read of an Ordinance to approve a Special Land Use Permit (SLUP-17-002) for a multi-warehouse self-storage; Concurrent Variances (VS-17-002-01) to reduce public space requirement; Concurrent Variance (VS-17-002-02) to waive transparency requirement on the front façade; Concurrent Variance (VS-17-002-03) to allow the use of exterior insulation and finish system (EIFS) as a façade material for 2274 Northlake Center Drive for applicant 3000 Langford Road, LLC c/o Battle Law, PC.

Item is recommended back to Planning Commission due to major changes to the application, and will be presented to Planning Commission at the August 24th meeting. No action taken at this meeting.

O2017-06-73 Second Read of an Ordinance to amend Chapter 16 Licenses, Permits and Business Regulations in the City of Tucker Code

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michelle Penkava, District 3, Post 1
SECONDER:	William (Bill) Rosenfeld, District 1, Post 2
AYES:	Auman, Van De Kreke, Rosenfeld, Robbins, Monferdini, Penkava, Lerner

NEW BUSINESS

Presentation of applications for annexation

There were no applications presented for annexation.

EXECUTIVE SESSION

If required for litigation, real estate or personnel.

MOTION TO GO INTO EXECUTIVE SESSION FOR THE PURPOSE OF REAL ESTATE

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Noelle Monferdini, District 2, Post 2
SECONDER:	Matt Robbins, District 2, Post 1
AYES:	Auman, Van De Kreke, Rosenfeld, Robbins, Monferdini, Penkava, Lerner

MOTION TO COME OUT OF EXECUTIVE SESSION

RESULT:	APPROVED [UNANIMOUS]
MOVER:	William (Bill) Rosenfeld, District 1, Post 2
SECONDER:	Honey Van De Kreke, District 1, Post 1
AYES:	Auman, Van De Kreke, Rosenfeld, Robbins, Monferdini, Penkava, Lerner

MAYOR AND COUNCIL COMMENTS

ADJOURNMENT – 8:19 PM

Minutes Acceptance: Minutes of Jul 10, 2017 7:00 PM (MINUTES)

Motion to Adjourn

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Honey Van De Kreke, District 1, Post 1
SECONDER:	Noelle Monferdini, District 2, Post 2
AYES:	Auman, Van De Kreke, Rosenfeld, Robbins, Monferdini, Penkava, Lerner

Approved,

Attest:

Frank Auman, Mayor

Jennifer Davis, City Clerk
(Seal)

Minutes Acceptance: Minutes of Jul 10, 2017 7:00 PM (MINUTES)



City of Tucker

MEMO

To: Honorable Mayor and City Council Members
From: Jennifer Davis, Accounting Manager/City Clerk
Meeting Date: July 24, 2017
RE: June Monthly Financials

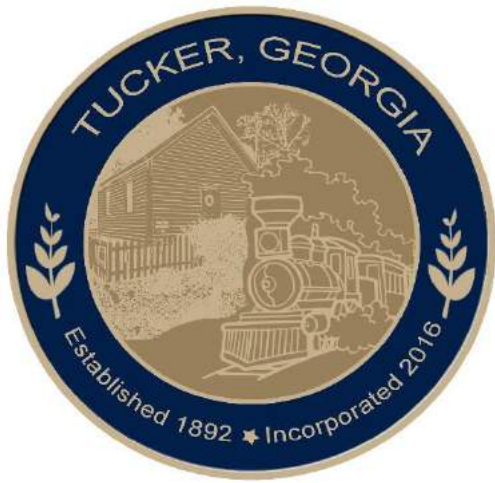
In the Council packet, you will find the June 2017 financial statement. The financial statement reflects the FY17 Amended Budget appropriations approved on May 22, 2017. Also, the statement is posted to the website under Departments - Finance. A few highlights of this statement:

- The cash balance at end of June was \$3,414,208 an increase of \$106,647 from May 2017.
- Revenues
 - o We received over \$200,000 in business license revenue. We budgeted to collect 3,000,000 in business license revenue. We have collected over \$2,550,000 year to date. The deadline for business license was April 30th. Our next step in the coming weeks, sending Code Enforcement to all business that have not renewed for 2017.
 - o We received over \$45,000 in financial institutions taxes.
 - o Our accrual period is 60 days from the end of our Fiscal Year (June 30, 2017) where we can collect revenues in Fiscal Year 2018 for the Fiscal Year 2017.
- Expenses
 - Our accrual period is 60 days from the end of our Fiscal Year (June 30, 2017) where we can pay expenses received in Fiscal Year 2018 for the Fiscal Year 2017.

We are very positive about the trends we see, revenues are continuing to increase and we have a healthy fund balance. I will be available to answer questions at the meeting.

Attachment(s):

1. REV EXP FY17 06



JUNE CASH BALANCE

ACCOUNT	AMOUNT
General Fund	\$3,339,774
Hotel/Motel	\$67,607
Escrow	\$5,444
Municipal Court	\$1,240
Rental Car	\$143
Total	\$3,414,208

Attachment: REV EXP FY17 06 (1080 : June Monthly Financials)

Revenue Report

Level 4 Summary for June 2017

H.1.a

Accounts	Budget Appropriation	Supplemental Appropriation	Adjusted Budget	Current Pd Revenue	Curr Pct	Year To Date Revenue	YTD Pct	Bud Balar
100 GENERAL FUND								
031 TAXES								
03110 GENERAL PROPERTY TAX								
31100 AD VALOREM TAX-CURRENT YEAR	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0
31110 PUBLIC UTILITY TAX	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0
31200 AD VALOREM TAX-PRIOR YEAR	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0
31310 MOTOR VEHICLE TAX	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0
31315 TITLE AD VALOREM TAX	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0
31320 MOBILE HOME TAX	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0
31325 HEAVY EQUIPMENT TAX	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0
31340 INTANGIBLE TAX REVENUE	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0
31350 RAILROAD EQUIPMENT TAX	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0
31360 REAL ESTATE TRANSFER TAX	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0
31370 FRANCHISE FEES	\$350,000.00	\$0.00	\$350,000.00	\$19,261.69	6	\$590,145.49	169	(\$240,145)
Total General Property Tax	\$350,000.00	\$0.00	\$350,000.00	\$19,261.69	6	\$590,145.49	169	(\$240,145)
03140 SELECTIVE SALES AND USE TAX								
34200 ALCOHOLIC BEVERAGE EXCISE TAX	\$200,000.00	\$0.00	\$200,000.00	\$41,117.87	21	\$218,079.26	109	(\$18,079)
34300 LOCAL OPTION MIXED DRINK	\$50,000.00	\$0.00	\$50,000.00	\$15,136.35	30	\$55,522.70	111	(\$5,522)
34900 OTHER SELECTIVE TAX	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0
Total Selective Sales And Use Tax	\$250,000.00	\$0.00	\$250,000.00	\$56,254.22	23	\$273,601.96	109	(\$23,601)
03160 BUSINESS TAXES								
31610 BUSINESS & OCCUPATION TAXES	\$3,000,000.00	\$0.00	\$3,000,000.00	\$203,021.36	7	\$2,551,603.69	85	\$448,396
31620 INSURANCE PREMIUM TAX	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0
31630 FINANCIAL INSTITUTIONS TAXES	\$60,000.00	\$0.00	\$60,000.00	\$45,148.00	75	\$101,179.00	169	(\$41,179)
Total Business Taxes	\$3,060,000.00	\$0.00	\$3,060,000.00	\$248,169.36	8	\$2,652,782.69	87	\$407,217.31

Attachment: REV EXP FY17 06 (1080 : June Monthly Financials)

100 GENERAL FUND
 031 TAXES
 03190 PEN & INT ON DELINQ TAX

City Of Tucker
 Revenue Report

H.1.a

Level 4 Summary for June 2017

Accounts	Budget Appropriation	Supplemental Appropriation	Adjusted Budget	Current Pd Revenue	Curr Pct	Year To Date Revenue	YTD Pct	Bud Balar
03190 PEN & INT ON DELINQ TAX								
39100 PEN & INT ON DELINQ TAX	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0
Total Pen & Int On Delinq Tax	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0
Total TAXES	\$3,660,000.00	\$0.00	\$3,660,000.00	\$323,685.27	9	\$3,516,530.14	96	\$143,469
032 LICENSES & FEES								
03210 BUSINESS LICENSE								
32110 ALCOHOLIC BEVERAGES	\$7,750.00	\$0.00	\$7,750.00	\$900.00	12	\$8,650.00	112	(\$900)
32120 GENERAL BUSINESS LICENSE	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0
32190 OTHER LICENSES/PERMITS	\$0.00	\$0.00	\$0.00	\$0.00	0	\$250.00	0	(\$250)
32210 INSURANCE LICENSE	\$27,000.00	\$0.00	\$27,000.00	\$300.00	1	\$27,651.50	102	(\$651)
Total Business License	\$34,750.00	\$0.00	\$34,750.00	\$1,200.00	3	\$36,551.50	105	(\$1,801)
03220 LICENSES & PERMITS								
32200 BUILDING PERMITS	\$130,000.00	\$0.00	\$130,000.00	\$17,961.00	14	\$157,935.50	121	(\$27,935)
32202 DEVELOPMENT PERMITS	\$12,000.00	\$0.00	\$12,000.00	\$1,720.00	14	\$14,054.00	117	(\$2,054)
Total Licenses & Permits	\$142,000.00	\$0.00	\$142,000.00	\$19,681.00	14	\$171,989.50	121	(\$29,989)
03230 REGULATORY FEES								
32300 REGULATORY FEES	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0
32310 INSPECTION FEES	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0
Total Regulatory Fees	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0
Total LICENSES & FEES	\$176,750.00	\$0.00	\$176,750.00	\$20,881.00	12	\$208,541.00	118	(\$31,791)
033 INTERGOVERNMENTAL REVENUES								
03310 FEDERAL GRANTS								
33100 FEDERAL GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0
Total Federal Grants	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0
03430 STATE GOVERNMENT GRANTS								
33401 STATE GRANTS RECEIVED	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0
Total State Government Grants	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0
Total INTERGOVERNMENTAL REVENUES	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00

Attachment: REV EXP FY17 06 (1080 : June Monthly Financials)

Level 4 Summary for June 2017

Accounts	Budget Appropriation	Supplemental Appropriation	Adjusted Budget	Current Pd Revenue	Curr Pct	Year To Date Revenue	YTD Pct	Bud Balar
034 GENERAL GOVERNMENT								
03400 GENERAL GOVERNMENT								
34119 OTHER FEES	\$0.00	\$0.00	\$0.00	\$0.00	0	\$36.00	0	(\$36
34430 ELECTRICITY	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0
Total General Government	\$0.00	\$0.00	\$0.00	\$0.00	0	\$36.00	0	(\$36
03900 OTHER CHARGES FOR SVCS								
34930 BAD CHECK FEES	\$0.00	\$0.00	\$0.00	\$0.00	0	\$93.00	0	(\$93
Total Other Charges For Svcs	\$0.00	\$0.00	\$0.00	\$0.00	0	\$93.00	0	(\$93
Total GENERAL GOVERNMENT	\$0.00	\$0.00	\$0.00	\$0.00	0	\$129.00	0	(\$129
035 FINES AND FORFEITURES								
03510 FINES AND FORFEITURES								
35100 MUNICIPAL COURT	\$3,000.00	\$0.00	\$3,000.00	\$880.00	29	\$880.00	29	\$2,120
Total Fines And Forfeitures	\$3,000.00	\$0.00	\$3,000.00	\$880.00	29	\$880.00	29	\$2,120
Total FINES AND FORFEITURES	\$3,000.00	\$0.00	\$3,000.00	\$880.00	29	\$880.00	29	\$2,120
036 INTEREST REVENUES								
03610 INTEREST REVENUES								
36100 INTEREST	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0
Total Interest Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0
Total INTEREST REVENUES	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0
037 CON/DON FROM PRIVATE SOURCES								
03710 CONTRIBUTION/DONATIONS								
37100 GENERAL CITY	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0
Total Contribution/Donations	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0
Total CON/DON FROM PRIVATE SOURCES	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0
039 OTHER FINANCING SOURCES								
03910 OTHER FINANCING SOURCES								
39120 TRANSFER FROM HOTEL	\$162,000.00	\$0.00	\$162,000.00	\$32,858.51	20	\$168,056.75	104	(\$6,056
39121 TRANSFER FROM HOTEL FOR PARKS	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0
39122 TRANSFER FROM RENTAL CAR	\$18,000.00	\$0.00	\$18,000.00	\$26,389.62	147	\$26,389.62	147	(\$8,389

Attachment: REV EXP FY17 06 (1080 : June Monthly Financials)

100 GENERAL FUND
 039 OTHER FINANCING SOURCES
 03910 OTHER FINANCING SOURCES

City Of Tucker
 Revenue Report

H.1.a

Level 4 Summary for June 2017

Accounts	Budget Appropriation	Supplemental Appropriation	Adjusted Budget	Current Pd Revenue	Curr Pct	Year To Date Revenue	YTD Pct	Bud Balar
Total Other Financing Sources	\$180,000.00	\$0.00	\$180,000.00	\$59,248.13	33	\$194,446.37	108	(\$14,446)
Total OTHER FINANCING SOURCES	\$180,000.00	\$0.00	\$180,000.00	\$59,248.13	33	\$194,446.37	108	(\$14,446)
Total GENERAL FUND	\$4,019,750.00	\$0.00	\$4,019,750.00	\$404,694.40	10	\$3,920,526.51	98	\$99,223
275 HOTEL/MOTEL								
031 TAXES								
03140 SELECTIVE SALES AND USE TAX								
31410 HOTEL/MOTEL EXCISE TAX	\$270,000.00	\$0.00	\$270,000.00	\$67,254.56	25	\$303,847.14	113	(\$33,847)
Total Selective Sales And Use Tax	\$270,000.00	\$0.00	\$270,000.00	\$67,254.56	25	\$303,847.14	113	(\$33,847)
03190 PEN & INT ON DELINQ TAX								
39100 PEN & INT ON DELINQ TAX	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0
Total Pen & Int On Delinq Tax	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0
Total TAXES	\$270,000.00	\$0.00	\$270,000.00	\$67,254.56	25	\$303,847.14	113	(\$33,847)
Total HOTEL/MOTEL	\$270,000.00	\$0.00	\$270,000.00	\$67,254.56	25	\$303,847.14	113	(\$33,847)
280 RENTAL MOTOR VEHICLE FUND								
031 TAXES								
03140 SELECTIVE SALES AND USE TAX								
31440 RENTAL CAR EXCISE TAX	\$18,000.00	\$0.00	\$18,000.00	\$10,119.40	56	\$26,389.62	147	(\$8,389)
Total Selective Sales And Use Tax	\$18,000.00	\$0.00	\$18,000.00	\$10,119.40	56	\$26,389.62	147	(\$8,389)
03190 PEN & INT ON DELINQ TAX								
39100 PEN & INT ON DELINQ TAX	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0
Total Pen & Int On Delinq Tax	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0
Total TAXES	\$18,000.00	\$0.00	\$18,000.00	\$10,119.40	56	\$26,389.62	147	(\$8,389)
Total RENTAL MOTOR VEHICLE FUND	\$18,000.00	\$0.00	\$18,000.00	\$10,119.40	56	\$26,389.62	147	(\$8,389)
TOTAL ALL FUNDS	\$4,307,750.00	\$0.00	\$4,307,750.00	\$482,068.36	11	\$4,250,763.27	99	\$56,986

Attachment: REV EXP FY17 06 (1080 : June Monthly Financials)

Expenditure Report

Level 4 Summary for June 2017

H.1.a

Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	U
100 GENERAL FUND									
010 ADMINISTRATIVE SERVICE									
05110 CITY COUNCIL									
51110 REGULAR SALARIES	\$52,000.00	\$0.00	\$8,666.69	17	\$52,000.14	100	\$0.00	(\$0.14)	
51200 FICA/MEDICARE	\$3,978.00	\$0.00	\$663.00	17	\$3,978.00	100	\$0.00	\$0.00	
51260 UNEMPLOYMENT EXPENSE	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	
52370 EDUCATION & TRAINING	\$20,000.00	\$0.00	\$30.24	0	\$5,910.79	30	\$0.00	\$14,089.21	
53101 POSTAGE	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	
53160 MAYOR EXPENSE	\$2,500.00	\$0.00	\$87.66	4	\$1,081.90	43	\$0.00	\$1,418.10	
53165 COUNCIL EXPENSE	\$9,000.00	\$0.00	\$1,818.01	20	\$4,376.28	49	\$0.00	\$4,623.72	
53170 OTHER SUPPLIES	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	
53175 HOSPITALITY SUPPLIES	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	
Total City Council	\$87,478.00	\$0.00	\$11,265.60	13	\$67,347.11	77	\$0.00	\$20,130.89	
05130 CITY MANAGER									
51110 REGULAR SALARIES	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	
51200 FICA/MEDICARE	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	
51210 GROUP INSURANCE	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	
51240 RETIREMENT	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	
51260 UNEMPLOYMENT EXPENSE	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	
51270 WORKERS COMP	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	
51280 RELOCATION EXPENSE	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	
51290 OTHER EMP BENFITS	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	
52121 CONTRACTUAL SVCS CH2M	\$117,600.00	\$0.00	\$19,600.00	17	\$117,600.00	100	\$0.00	\$0.00	
52350 TRAVEL EXPENSE	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	
52360 DUES & FEES	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	u

Attachment: REV EXP FY17 06 (1080 : June Monthly Financials)

Level 4 Summary for June 2017

Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	U
52370 EDUCATION & TRAINING	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	
53100 OPERATING SUPPLIES	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	
53175 HOSPITALITY SUPPLIES	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	
Total City Manager	\$117,600.00	\$0.00	\$19,600.00	17	\$117,600.00	100	\$0.00	\$0.00	
05151 FINANCE ADMINISTRATION									
52110 AUDIT SERVICES	\$11,500.00	\$0.00	\$2,000.00	17	\$11,500.00	100	\$0.00	\$0.00	
52120 PROFESSIONAL SERVICES	\$10,000.00	\$0.00	\$0.00	0	\$1,300.00	13	\$0.00	\$8,700.00	
53101 POSTAGE	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	
Total Finance Administration	\$21,500.00	\$0.00	\$2,000.00	9	\$12,800.00	60	\$0.00	\$8,700.00	
05153 LEGAL SERVICES DEPARTMENT									
52120 PROFESSIONAL SERVICES	\$30,000.00	\$0.00	\$5,000.00	17	\$30,000.00	100	\$0.00	\$0.00	
52122 ATTORNEY FEES/ANDERSON	\$66,000.00	\$0.00	\$22,000.00	33	\$66,000.00	100	\$0.00	\$0.00	
52130 ATTORNEY FEES/OTHER	\$45,000.00	\$0.00	\$6,255.19	14	\$28,900.01	64	\$0.00	\$16,099.99	
52131 CONTRACTUAL SERVICES	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	
Total Legal Services Department	\$141,000.00	\$0.00	\$33,255.19	24	\$124,900.01	89	\$0.00	\$16,099.99	
05156 FACILITIES & BUILDINGS DEPT									
51300 TECHNICAL SERVICES	\$3,600.00	\$0.00	\$727.20	20	\$2,162.60	60	\$0.00	\$1,437.40	
52200 REPAIRS & MAINTENANCE	\$25,000.00	\$0.00	\$2,267.65	9	\$10,033.59	40	\$0.00	\$14,966.41	
52211 SANITATION	\$500.00	\$0.00	\$81.00	16	\$392.08	78	\$0.00	\$107.92	
52301 REAL ESTATE RENTS/LEASES	\$55,000.00	\$0.00	\$0.00	0	\$51,799.02	94	\$0.00	\$3,200.98	
53103 OFFICE SUPPLIES	\$0.00	\$0.00	\$0.00	0	\$9.08	0	\$0.00	(\$9.08)	
53121 WATER/SEWER	\$3,000.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$3,000.00	
53122 NATURAL GAS	\$4,000.00	\$0.00	\$179.33	4	\$767.87	19	\$0.00	\$3,232.13	
53123 ELECTRICITY	\$6,000.00	\$0.00	\$1,649.09	27	\$4,274.37	71	\$0.00	\$1,725.63	
54130 BUILDINGS & IMPROVEMENTS	\$100,000.00	\$0.00	\$5,124.50	5	\$86,723.50	87	\$0.00	\$13,276.50	

Attachment: REV EXP FY17 06 (1080 : June Monthly Financials)

Level 4 Summary for June 2017

Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	
54230 FURNITURE AND FIXTURES	\$30,000.00	\$0.00	\$565.47	2	\$13,930.95	46	\$0.00	\$16,069.05	
54250 OTHER EQUIPMENT	\$30,000.00	\$0.00	\$0.00	0	\$7,535.79	25	\$0.00	\$22,464.21	
Total Facilities & Buildings Dept	\$257,100.00	\$0.00	\$10,594.24	4	\$177,628.85	69	\$0.00	\$79,471.15	
05159 GENERAL OPERATIONS									
52101 OFFICIAL/ADMIN START UP	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	
52120 PROFESSIONAL SERVICES	\$220,000.00	\$0.00	\$27,254.82	12	\$151,248.24	69	\$0.00	\$68,751.76	
52121 CONTRACTUAL SVCS CH2M	\$784,136.00	\$0.00	\$130,689.25	17	\$784,135.50	100	\$0.00	\$0.50	
52123 CONTRACTUAL SVCS INTERDEV	\$195,770.00	\$0.00	\$65,256.50	33	\$195,769.50	100	\$0.00	\$0.50	
52124 CONTRACTUAL SERVICES OTHER	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	
52128 COMMISSIONS	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	
52310 GENERAL LIABILITY INSURANCE	\$13,367.00	\$0.00	\$3,935.00	29	\$3,935.00	29	\$0.00	\$9,432.00	
52330 ADVERTISING	\$1,500.00	\$0.00	\$640.00	43	\$1,220.00	81	\$0.00	\$280.00	
52340 PRINTING	\$15,000.00	\$0.00	\$819.00	5	\$8,993.97	60	\$0.00	\$6,006.03	
52370 EDUCATION & TRAINING	\$8,000.00	\$0.00	\$1,648.00	21	\$3,563.00	45	\$0.00	\$4,437.00	
53100 OPERATING SUPPLIES	\$22,000.00	\$0.00	\$5,537.36	25	\$20,767.92	94	\$0.00	\$1,232.08	
53101 POSTAGE	\$10,000.00	\$0.00	\$1,258.88	13	\$6,829.12	68	\$0.00	\$3,170.88	
53103 OFFICE SUPPLIES	\$10,000.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$10,000.00	
53104 SERVICE FEES	\$10,000.00	\$0.00	\$1,061.17	11	\$6,329.53	63	\$0.00	\$3,670.47	
53175 HOSPITALITY SUPPLIES	\$10,000.00	\$0.00	\$0.00	0	\$366.50	4	\$0.00	\$9,633.50	
54230 FURNITURE AND FIXTURES	\$5,000.00	\$0.00	\$0.00	0	\$183.64	4	\$0.00	\$4,816.36	
54231 SIGNS	\$8,000.00	\$0.00	\$2,098.84	26	\$3,641.72	46	\$0.00	\$4,358.28	
54240 COMPUTER/SOFTWARE	\$100,000.00	\$0.00	\$15,912.86	16	\$97,208.09	97	\$0.00	\$2,791.91	
54250 OTHER EQUIPMENT	\$1,000.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$1,000.00	
58130 PRINCIPAL NOTE PAYMENTS	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0

Attachment: REV EXP FY17 06 (1080 : June Monthly Financials)

100 GENERAL FUND
 010 ADMINISTRATIVE SERVICE
 05159 GENERAL OPERATIONS

City Of Tucker
 Expenditure Report
 Level 4 Summary for June 2017

Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	U
58230 INTEREST NOTE PAYMENTS	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	
58400 CLOSING COSTS	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	
Total General Operations	\$1,413,773.00	\$0.00	\$256,111.68	18	\$1,284,191.73	91	\$0.00	\$129,581.27	
05900 DESIGNATED RESERVE									
57902 RESERVE CONTINGENCY	\$1,881,299.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$1,881,299.00	
Total Designated Reserve	\$1,881,299.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$1,881,299.00	
Total ADMINISTRATIVE SERVICE	\$3,919,750.00	\$0.00	\$332,826.71	8	\$1,784,467.70	46	\$0.00	\$2,135,282.30	
060 PARKS									
06210 PARKS ADMINISTRATION									
52120 PROFESSIONAL SERVICES	\$100,000.00	\$0.00	\$5,166.00	5	\$67,896.00	68	\$0.00	\$32,104.00	
Total Parks Administration	\$100,000.00	\$0.00	\$5,166.00	5	\$67,896.00	68	\$0.00	\$32,104.00	
Total PARKS	\$100,000.00	\$0.00	\$5,166.00	5	\$67,896.00	68	\$0.00	\$32,104.00	
Total GENERAL FUND	\$4,019,750.00	\$0.00	\$337,992.71	8	\$1,852,363.70	46	\$0.00	\$2,167,386.30	
275 HOTEL/MOTEL									
010 ADMINISTRATIVE SERVICE									
05159 GENERAL OPERATIONS									
53104 SERVICE FEES	\$0.00	\$0.00	\$27.28	0	\$147.27	0	\$0.00	(\$147.27)	
Total General Operations	\$0.00	\$0.00	\$27.28	0	\$147.27	0	\$0.00	(\$147.27)	
Total ADMINISTRATIVE SERVICE	\$0.00	\$0.00	\$27.28	0	\$147.27	0	\$0.00	(\$147.27)	
075 HOUSING									
07500 ECONOMIC DEVELOPMENT									
61100 TRANSFER TO GENERAL FUND	\$162,000.00	\$0.00	\$32,858.51	20	\$141,955.54	88	\$0.00	\$20,044.46	
75400 DISCOVER DEKALB	\$108,000.00	\$0.00	\$21,905.68	20	\$94,637.04	88	\$0.00	\$13,362.96	
Total Economic Development	\$270,000.00	\$0.00	\$54,764.19	20	\$236,592.58	88	\$0.00	\$33,407.42	
Total HOUSING	\$270,000.00	\$0.00	\$54,764.19	20	\$236,592.58	88	\$0.00	\$33,407.42	
Total HOTEL/MOTEL	\$270,000.00	\$0.00	\$54,791.47	20	\$236,739.85	88	\$0.00	\$33,260.15	
280 RENTAL MOTOR VEHICLE FUND									
010 ADMINISTRATIVE SERVICE									
05159 GENERAL OPERATIONS									
53104 SERVICE FEES	\$0.00	\$0.00	\$21.66	0	(\$143.41)	0	\$0.00	\$143.41	

Attachment: REV EXP FY17 06 (1080 : June Monthly Financials)

Level 4 Summary for June 2017

Accounts	Budget Appropriation	Supplemental Appropriation	Current Pd Expenditures	Curr Pct	Year To Date Expenditures	YTD Pct	Encumbered Balance	Unencumbered Balance	U
Total General Operations	\$0.00	\$0.00	\$21.66	0	(\$143.41)	0	\$0.00	\$143.41	
Total ADMINISTRATIVE SERVICE	\$0.00	\$0.00	\$21.66	0	(\$143.41)	0	\$0.00	\$143.41	
075 HOUSING									
07500 ECONOMIC DEVELOPMENT									
61100 TRANSFER TO GENERAL FUND	\$18,000.00	\$0.00	\$26,389.62	147	\$26,389.62	147	\$0.00	(\$8,389.62)	
Total Economic Development	\$18,000.00	\$0.00	\$26,389.62	147	\$26,389.62	147	\$0.00	(\$8,389.62)	
Total HOUSING	\$18,000.00	\$0.00	\$26,389.62	147	\$26,389.62	147	\$0.00	(\$8,389.62)	
Total RENTAL MOTOR VEHICLE FUND	\$18,000.00	\$0.00	\$26,411.28	147	\$26,246.21	146	\$0.00	(\$8,246.21)	
TOTAL ALL FUNDS	\$4,307,750.00	\$0.00	\$419,195.46	10	\$2,115,349.76	49	\$0.00	\$2,192,400.24	

Attachment: REV EXP FY17 06 (1080 : June Monthly Financials)

STATE OF GEORGIA
CITY OF TUCKER

RESOLUTION R2017-07-34

A RESOLUTION TO ADOPT A FUND BALANCE POLICY

WHEREAS, the City of Tucker is authorized by the City Charter to adopt rules to govern the governance of its business; and

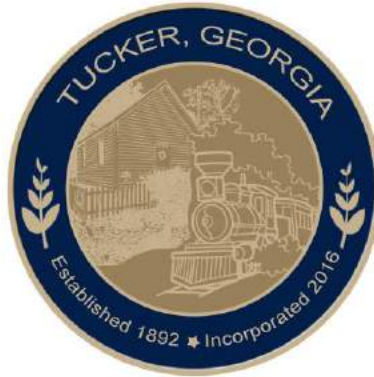
WHEREAS, the Mayor and Council desire to be in compliance with GASB 54; and

NOW THEREFORE BE IT RESOLVED by the Mayor and Council of the City of Tucker, the attached Fund Balance Policy is approved and adopted.

SO RESOLVED and effective, this the 24th day of July 2017.

Approved: _____
Frank Auman, Mayor

Attest: _____ (SEAL)
Jennifer Davis, City Clerk



City of Tucker

FUND BALANCE POLICY IN ACCORDANCE WITH GASB 54

The Mayor and City Council recognizes that the maintenance of a fund balance is essential to the preservation of the financial integrity of the City and is fiscally advantageous for both the City and its taxpayers. This policy establishes goals and provides guidance concerning the desired level of fund balance maintained by the City to mitigate financial risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures, and similar circumstances. The City so seeks to maintain the highest possible credit ratings which are dependent, in part, on the City's maintenance of an adequate fund balance.

Fund balance is a measurement of available financial resources and is the difference between total assets and total liabilities in each fund.

Beginning with the most restrictive constraints, fund balance amounts will be reported in the following categories:

- 1) **Nonspendable fund balance** – amounts that are not in a spendable form (e.g., inventory and prepaid items) or are legally or contractually required to be maintained intact (e.g., permanent fund principal).
- 2) **Restricted fund balance** – amounts that can be spent only for the specific purposes stipulated by external parties either constitutionally or through enabling legislation (e.g., grants, donations or hotel taxes).
- 3) **Committed fund balance** – amounts that can be used only for the specific purposes determined by a formal action of the Mayor and City Council through the adoption of a resolution. Commitments may be changed or lifted only by referring to the formal action that imposed the constraint originally (e.g., the Mayor and City Council's commitment in connection with future construction projects).

- 4) **Assigned fund balance** – amounts *intended* to be used by the government for specific purposes. Intent can be expressed by the Mayor and City Council or by a designee to whom the Mayor and City Council delegates the authority. In governmental funds other than the general fund, assigned fund balance represents the amount that is not restricted or committed. This indicates that resources in other governmental funds are, at a minimum, intended to be used for the purpose of that fund.
- 5) **Unassigned fund balance** – includes all amounts not contained in other classifications and is the residual classification of the general fund only. Unassigned amounts are available for any legal purpose. The Unassigned classification also includes negative residual fund balance of any other governmental fund that cannot be eliminated by offsetting assigned fund balance amounts.

The responsibility for designating funds to specific classifications shall be as follows:

Committed Fund Balance – The Mayor and City Council is the City’s highest level of decision-making authority, and the formal action that is required to be taken to establish, modify, or rescind a fund balance commitment is a resolution approved by the Mayor and City Council.

Assigned Fund Balance – The Mayor and City Council has authorized the City Manager and the Finance Director as officials authorized to assign fund balance to a specific purpose as approved by this fund balance policy.

When multiple categories of fund balance are available for expenditure (e.g., a project is being funded partly by a grant, funds set aside by the Mayor and City Council, and unassigned fund balance), the City will start with the most restricted category and spend those funds first before moving down to the next category with available funds.



MEMO

To: Honorable Mayor and City Council Members
From: John McHenry, Director of Community and Economic Development
Date Prepared: July 18, 2017
Meeting Date: July 24, 2017
RE: First Read of an Ordinance to adopt Model Building Code and Building Regulations

Under advisement of the City's Chief Building Official, the staff is taking the opportunity to adopt a more modern Building and Building Regulations ordinance to use in our enforcement of the State mandated building code. This Department of Community Affairs generated model ordinance is a clearer and up to date code which has been adopted by other metro Atlanta communities including Milton, Sandy Springs, South Fulton and Chamblee. Note that the City continues with its one local amendment which requires structures over three stories and greater than 100,000 SF in aggregate to be built of concrete and steel, not stick-built, to address our fire safety and building longevity concerns. By adopting a more standard Code, we are improving our customer service with a Building Code that is easier to use and more familiar to our building community of contractors, homebuilders and developers.

Attachment(s):

1. Model Buildings Regulations Ordinance

BUILDING AND BUILDING REGULATIONS ORDINANCE

AN ORDINANCE TO ADOPT BUILDING AND BUILDING REGULATIONS; TO ESTABLISH THE REGULATIONS PERTAINING TO CONSTRUCTION, ERECTION, INSTALLATION, ALTERATION, DEMOLITION, REPAIR, REPLACEMENT, ADDITION TO, USE OR MAINTENANCE OF BUILDINGS OR STRUCTURES, PLUMBING, MECHANICAL, GAS AND ELECTRICAL SYSTEMS WITHIN THE CITY; TO ESTABLISH A TECHNICAL BOARD OF APPEALS; TO ADOPT THE STANDARDS AND CODES ADOPTED BY THE GEORGIA DEPARTMENT OF COMMUNITY AFFAIRS; AND FOR OTHER PURPOSES.

WHEREAS the Mayor and City Council desires to promote the public health, safety, and general welfare of the residents of the city by regulating the construction, erection, installation, alteration, demolition, repair, replacement, addition to use or maintenance of buildings or structures, and plumbing, mechanical, gas and electrical systems within the City;

WHEREAS the Mayor and City Council desires to facilitate the creation of a convenient, attractive and harmonious community;

WHEREAS the Georgia Department of Community Affairs has a model Building Regulations ordinance;

WHEREAS the Georgia Department of Community Affairs has approved local amendments for the city of Tucker to the model ordinance;

WHEREAS the Mayor and City Council desires to encourage an aesthetically attractive environment, both built and natural, and to provide for regulations that protect and enhance these aesthetic considerations;

WHEREAS the Mayor and City Council desires to expedite the provision of adequate police and fire protection, safety from crime, disaster evacuation, civil defense, transportation, water, sewerage, flood protection, schools, parks, forests, playgrounds, recreational facilities, airports and other public requirements;

WHEREAS the Mayor and City Council desires to protect against destruction of, or encroachment upon, historic areas;

WHEREAS the Mayor and City Council desires to protect against overcrowding of land, overcrowding of population in relation to the community facilities existing or available, obstruction of light and air, danger and congestion in travel and transportation, and loss of life or health or property from fire, flood, or other dangers;

WHEREAS the Mayor and City Council desires to encourage economic development activities;

WHEREAS the Mayor and City Council desires to promote the preservation of the unique natural and physical resources of the city including forested areas, riverbeds, stream beds, and archaeological sites;

WHEREAS the Mayor and City Council desires to achieve compliance with all applicable state and federal regulations;

WHEREAS the Mayor and City Council desires to provide for and promote housing for all income groups and all citizens within the city;

WHEREAS the Mayor and City Council desires to provide for protection of the constitutional rights and obligations of all citizens within the city; and

NOW, THEREFORE, THE COUNCIL OF THE CITY OF TUCKER HEREBY ENACTS AND ORDAINS that Chapter 7, Building and Building Regulations, as attached hereto, is hereby adopted and approved as part of the Code of Ordinances for the City of Tucker, and any ordinance or any part of an ordinance that conflicts with this ordinance is hereby repealed.

SO ORDAINED and effective this _____th day of August, 2017.

Approved:

Frank Auman, MAYOR

Attest:

Jennifer Davis, City Clerk (Seal)

CITY OF Tucker Georgia

Building Regulations

Article 1: Adoption of State Law.

Section 1: State Minimum Standards Adopted.

- (a) It is hereby declared to be the intention of the Commission to enforce the latest edition of the following Georgia State Minimum Standard Codes, as adopted and amended by the Georgia Department of Community Affairs:
- (i) International Building Code
 - (ii) International Fuel Gas Code
 - (iii) International Mechanical Code
 - (iv) International Plumbing Code
 - (v) National Electrical Code
 - (vi) International Fire Code
 - (vii) International Energy Conservation Code
 - (viii) International Residential Code
 - (ix) International Swimming Pool and Spa Code
- (b) The following codes, the latest editions as adopted and amended by the Georgia Department of Community Affairs, are hereby adopted by reference as though they were copied herein fully:
- (i) International Existing Building Code
 - (ii) International Property Maintenance Code
- (c) The City also adopts the State Minimum Standards Codes as defined by O.C.G.A. § 8-2-20(9).

Article 2: Administrative Procedures for Enforcement of Adopted Codes.

Section 1: Purpose.

The purpose of this section is to provide for the administration and enforcement of the Georgia State Minimum Standard Codes for Construction as adopted and amended by the Georgia Department of Community Affairs. Hereinafter, the state minimum standard codes for construction shall be referred to as “the construction codes.”

Section 2: Code Remedial.

- (a) *General.* These construction codes are hereby declared to be remedial, and shall be construed to secure the beneficial interests and purposes thereof - which are public safety, health, and general welfare - through structural strength, stability, sanitation, adequate light and ventilation, and safety to life and property from fire and other hazards attributed to the built environment including alteration, repair, removal, demolition, use, and occupancy of buildings, structures, or premises, and by regulating the installation and maintenance of all electrical, gas, mechanical, and plumbing systems, which may be referred to as service systems.
- (b) *Quality Control.* Quality control of materials and workmanship is not within the purview of the construction codes except as it relates to the purposes stated therein.
- (c) *Permitting and Inspection.* The inspection or permitting of any building, system, or plan, under the requirements of construction codes shall not be construed in any court as a warranty of the physical condition of such building, system or plan or their adequacy. The City of Tucker, GA, nor any employee thereof, shall be liable in tort for damages for any defect or hazardous or illegal condition or inadequacy in such building, system or plan, nor for any failure of any component of such, which may occur subsequent to such inspection or permitting.

Section 3: Scope.

- (a) *Applicability.*
 - (i) *General.* Where, in any specific case, different sections of these construction codes specify different materials, methods of construction, or other requirements, the most restrictive shall govern. Where there is a conflict between a general requirement and a specific requirement, the specific requirement shall be applicable.
 - (ii) *Building.* The provisions of the International Building Code, as adopted and amended by the Georgia Department of Community Affairs, shall apply to the construction, alteration, repair, equipment, use and occupancy, location, maintenance, removal, and demolition, of every building or structure or any

appurtenances connected or attached to such buildings or structures, except in one- and two-family dwellings.

- (iii) *Electrical.* The provisions of the National Electrical Code, as adopted and amended by the Georgia Department of Community Affairs, shall apply to the installation of electrical systems, including alterations, repairs, replacement, equipment, appliances, fixtures, fittings, and appurtenances thereto.
 - (iv) *Gas.* The provisions of the International Fuel Gas Code, as adopted and amended by the Georgia Department of Community Affairs, shall apply to the installation of consumer's gas piping, gas appliances, and related accessories as covered in this Code. These requirements apply to gas piping systems extending from the point of delivery to the inlet connections of appliances and the installation and operation of residential and commercial gas appliances and related accessories, except in one- and two-family dwellings.
 - (v) *Mechanical.* The provisions of the International Mechanical Code, as adopted and amended by the Georgia Department of Community Affairs, shall apply to the installation of mechanical systems, including alterations, repairs, replacement, equipment, appliances, fixtures, fittings and/or appurtenances, including ventilating, heating, cooling, air conditioning and refrigeration systems, incinerators, and other energy related systems, except in one- and two-family dwellings.
 - (vi) *Plumbing.* The provisions of the International Plumbing Code, as adopted and amended by the Georgia Department of Community Affairs, shall apply to every plumbing installation, including alterations, repairs, replacement, equipment, appliances, fixtures, fittings, and appurtenances, and when connected to a water or sewerage system.
 - (vii) *One and Two- Family Dwellings.* In addition to those codes referenced herein, the provisions of the International Residential Code, as adopted and amended by the Georgia Department of Community Affairs, shall apply to the building, mechanical, and gas systems in new one-and two-family dwellings, including additions, alterations, renovations and general repairs of existing one- and two-family dwellings.
 - (viii) *Energy.* The provisions of the International Energy Conservation Code, as adopted and amended by the Georgia Department of Community Affairs, shall regulate the design of building envelopes for adequate thermal resistance and low air leakage and the design and selection of mechanical, electrical, service water heating, and illumination systems and equipment that will enable the effective use of energy in new building construction.
- (b) *Federal and State Authority.* The provisions of the construction codes shall not be held to deprive any federal or state agency, or any applicable governing authority

having jurisdiction, of any power or authority which it had on the effective date of the adoption of the construction codes or of any remedy then existing for the enforcement of its orders, nor shall it deprive any individual or corporation of its legal rights as provided by law.

- (c) *Appendices.* Any appendices referenced in Article 1 of this Chapter shall be considered an integral part of the construction codes.
- (d) *Referenced Standards.* Standards referenced in the text of the construction codes shall be considered an integral part of the construction codes. If specific portions of a standard are denoted by code text, only those portions of the standard shall be enforced. Where construction code provisions conflict with a standard, the construction code provisions shall be enforced. Permissive and advisory provisions in a standard shall not be construed as mandatory.
- (e) *Maintenance.* All buildings, structures, electrical, gas, mechanical, and plumbing systems, both existing and new, and all parts thereof, shall be maintained in a safe and sanitary condition. All devices or safeguards, which are required by the construction codes when constructed, altered, or repaired, shall be maintained in good working order. The owner, or his/her designated agent, shall be responsible for the maintenance of buildings, structures, electrical, gas, mechanical, and plumbing systems.

Section 4: Existing Buildings

- (a) *General.* Alterations, repairs, or rehabilitation work may be made to any existing structure, building, electrical, gas, mechanical, or plumbing system without requiring the building, structure, plumbing, electrical, mechanical, or gas system to comply with all the requirements of the construction codes provided that the alteration, repair, or rehabilitation work conforms to the requirements of the construction codes for new construction. The Building Official shall determine the extent to which the existing system shall be made to conform to the requirements of the construction codes for new construction.
- (b) *Change of Occupancy.* If the occupancy classification of any existing building or structure is changed, the building, electrical, gas, mechanical, and plumbing systems shall be made to conform to the intent of the construction codes as required by the Building Official.
- (c) *Special Historic Buildings.* The provisions of the construction codes relating to the construction, alteration, repair, enlargement, restoration, relocation, or moving of buildings or structures shall not be mandatory for existing buildings or structures identified and classified by the state or local jurisdiction as historic buildings when such buildings or structures are judged by the Building Official to be safe and in the public interest of health, safety, and welfare regarding any proposed construction,

alteration, repair, enlargement, restoration, relocation, or moving of buildings within the fire districts.

Section 5: Building Department.

- (a) *Creation of Building Department.* There is hereby established a department to be called the Building Department and the person in charge shall be known as the Building Official. The governing body shall establish the qualifications for the Building Official and other code enforcement personnel. The duties of the department may be contracted out in full to a third party entity.
- (b) *Restrictions on Employees.* An officer or employee connected with the department, except one whose only connection is as a member of the Construction Board of Adjustment and Appeal, shall not be financially interested in the furnishing of labor, material, or appliances for the construction, alteration, or maintenance of a building, structure, service, system, or in the making of plans or of specifications thereof, unless he is the owner of such. This officer or employee shall not engage in any other work, which is inconsistent with his duties or conflict with the interests of the department.
- (c) *Records.* The Building Official shall keep, or cause to be kept, a record of the business of the department. The records of the department shall be open to public inspection pursuant to the provisions of the Georgia Open Records Act.
- (d) *Liability.* Any officer or employee, or member of the Construction Board of Appeals, charged with the enforcement of the construction codes, acting for the applicable governing authority in the discharge of his duties, shall not thereby render himself/herself personally liable, and is hereby relieved from all personal liability, for any damage that may occur to persons or property as a result of any act required or permitted in the discharge of his/her duties. Any suit brought against any officer or employee or member because of such act performed by him/her in the enforcement of any provision of the construction codes shall be defended by the governing jurisdiction until the final termination of the proceedings.
- (e) *Reports.* The Building Official shall submit a report each year covering the work of the Building Department during the preceding year. He/she may incorporate in said report a summary of the decisions of the Construction Board of Appeals during said year.

Section 6: Building Official.

- (a) *General.* The Building Official is hereby authorized and directed to enforce the provisions of the construction codes. The Building Official is further authorized to render interpretations of the construction codes, which are consistent with its intent and purpose. The City may contract with a third party to provide the duties of the Building Official.
- (b) *Right of Entry.*
- (i) Whenever necessary to make an inspection to enforce any of the provisions of the construction codes, or whenever the Building Official has reasonable cause to believe that there exists in any building or upon any premises any condition or code violation which makes such building, structure, premises, electrical, gas, mechanical, or plumbing systems unsafe, dangerous, or hazardous, the Building Official may enter such building, structure, or premises at all reasonable times to inspect the same or to perform any duty imposed upon the Building Official by these construction codes, provided that if such building or premises is occupied, he shall first present proper credentials and request entry. If such building, structure, or premises is unoccupied, he shall first make a reasonable effort to locate the owner or other persons having charge or control of such and request entry. If entry is refused, the Building Official shall have recourse to every remedy provided by law to secure entry.
- (ii) When the Building Official shall have first obtained a proper inspection warrant or other remedy provided by law to secure entry, no owner or occupant or any other persons having charge, care or control of any building, structure, or premises shall fail or neglect, after proper request is made as herein provided, to promptly permit entry therein by the Building Official for the purpose of inspection and examination pursuant to the construction codes.
- (c) *Stop-work orders.* Upon notice from the Building Official, work on any building, structure, electrical, gas, mechanical, or plumbing system that is being done contrary to the provisions of the construction codes or in a dangerous or unsafe manner, shall immediately cease. Such notice shall be in writing and shall be given to the owner of the property, or to his agent, or to the person doing the work, and shall state the conditions under which work may be resumed. Where an emergency exists, the Building Official shall not be required to give a written notice prior to stopping the work.
- (d) *Revocation of Permits.*
- (i) *Misrepresentation of Application.* The Building Official may revoke a permit or approval, issued under the provisions of the construction codes, in case

there has been any false statement or misrepresentation as to the material fact in the application or plans on which the permit or approval was based.

- (ii) *Violation of Code Provisions.* The Building Official may revoke a permit upon determination by the Building Official that the construction erection, alteration, repair, moving, demolition, installation or replacement of the building, structure, electrical, gas, mechanical, or plumbing systems for which the permit was issued is in violation of, or not in conformity with, the provisions of the construction codes.
- (e) *Unsafe Buildings or Systems.* All buildings, structures, electrical, gas, mechanical, or plumbing systems which are unsafe, unsanitary, or do not provide adequate egress, or which constitute a fire hazard, or are otherwise dangerous to human life, or which in relation to existing use, constitute a hazard to safety or health, are considered unsafe buildings or service systems.
- (f) *Requirements Not Covered by Code.* Any requirements necessary for the strength, stability, or proper operation of an existing or proposed building, structure, electrical, gas, mechanical, or plumbing system, or for the public safety, health, and general welfare, not specifically covered by or the construction codes, shall be determined by the Building Official.
- (g) *Alternate Materials and Methods.* The provisions of the construction codes are not intended to prevent the use of any material or method of construction not specifically prescribed by them, provided any such alternate has been reviewed by the Building Official. The Building Official shall approve any such alternate, provided the Building Official finds that the alternate for the purpose intended is at least the equivalent of that prescribed in the construction codes, in quality, strength, effectiveness, fire resistance, durability, and safety. The Building Official shall require that sufficient evidence or proof be submitted to substantiate any claim made regarding the alternate.

Section 7: Permits.

- (a) Permit Application.
 - (i) When required. Any owner, authorized agent, or contractor who desires to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert, or replace any electrical, gas, mechanical, or plumbing system, the installation of which is regulated by the construction codes, or to cause any such work to be done, shall first make application to the Building Official and obtain the required permit for the work. A permit shall not be issued to an owner, who is neither a licensed contractor nor the occupant of a residential structure being altered.

- (ii) **Work Authorized.** A building, electrical, gas, mechanical, or plumbing permit shall carry with it the right to construct or install the work, provided the same are shown on the drawings and set forth in the specifications filed with the application for the permit. Where these are not shown on the drawings and covered by the specifications submitted with the application, separate permits shall be required.
 - (iii) **Minor Repairs.** Ordinary minor repairs, with a value of less than \$2,500, may be made with the approval of the Building Official without a permit, provided that such repairs shall not violate any of the provisions of the construction codes.
 - (iv) **Information Required.** Each application for a permit, with the required fee, shall be filed with the Building Official on a form furnished for that purpose, and shall contain a general description of the proposed work and its location. The application shall be signed by the owner, or his/her authorized agent. The building permit application shall indicate the proposed occupancy of all parts of the building and of that portion of the site or lot, if any, not covered by the building or structure, and shall contain such other information as may be required by the Building Official.
 - (v) **Time Limitations.** An application for a permit for any proposed work shall be deemed to have been abandoned 6 months after the date of filing for the permit, unless before then a permit has been issued. One or more extensions of time for periods of not more than 90 days each may be allowed by the Building Official for the application, provided the extension is requested in writing and justifiable cause is demonstrated.
- (b) **Drawings and Specifications.**
- (i) **Requirements.** When required by the Building Official, two or more copies of specifications and of drawings drawn to scale with sufficient clarity and detail to indicate the nature and character of the work, shall accompany the application for a permit. Such drawings and specifications shall contain information, in the form of notes or otherwise, as to the quality of materials, where quality is essential to conformity with the construction codes. Such information shall be specific, and the construction codes shall not be cited as a whole or in part, nor shall the term “legal” or its equivalent be used, as a substitute for specific information. All information, drawings, specifications and accompanying data shall bear the name and signature of the person responsible for the design.
 - (ii) **Additional Data.** The Building Official may require details, computations, stress diagrams, and other data necessary to describe the construction or installation and the basis of calculations. All drawings, specifications, and

accompanying data required by the Building Official to be prepared by an architect or engineer shall be affixed with their official seal.

- (iii) *Design Professional.* The design professional shall be an architect or engineer legally registered under the laws of this state regulating the practice of architecture or engineering and shall affix his official seal to said drawings, specifications, and accompanying data, for the following:
- (A) All Group A, E, and I occupancies.
 - (B) Buildings and structures three stories or more high.
 - (C) Buildings and structures 5,000 square feet (465 m²) or more in area.

For all other buildings and structures, the submittal shall bear the certification of the applicant that some specific state law exception permits its preparation by a person not so registered.

EXCEPTION: Single-family dwellings, regardless of size, shall require neither a registered architect nor engineer, nor a certification that an architect or engineer is not required.

- (iv) *Structural and Fire Resistance Integrity.* Plans for all buildings shall indicate how required structural and fire resistance integrity will be maintained where a penetration of a required fire resistance wall, floor, or partition will be made for electrical, gas, mechanical, plumbing, signal and communication conduits, pipes, and systems and also indicate in sufficient detail how the fire integrity will be maintained where required fire resistance floors intersect the exterior walls.
- (v) *Site Drawings.* Drawings shall show the location of the proposed building or structure and of every existing building or structure on the site or lot. The Building Official may require a boundary line survey prepared by a qualified surveyor.
- (vi) *Hazardous Occupancies.* The Building Official may require the following:
- (A) *General Site Plan.* A general site plan drawn at a legible scale which shall include, but not be limited to, the location of all buildings, exterior storage facilities, permanent access ways, evacuation routes, parking lots, internal roads, chemical loading areas, equipment cleaning areas, storm and sanitary sewer accesses, emergency equipment, and adjacent property uses. The exterior storage areas shall be identified with the hazard classes and the maximum quantities per hazard class of hazardous materials stored.

- (B) *Building Floor Plan.* A building floor plan drawn to a legible scale, which shall include, but not be limited to, all hazardous materials storage facilities within the building and shall indicate rooms, doorways, corridors, exits, fire rated assemblies with their hourly rating, location of liquid tight rooms, and evacuation routes. Each hazardous materials storage facility shall be identified on the plan with the hazard classes and quantity range per hazard class or the hazardous materials stored.
- (c) Examination of Documents.
- (i) *Plan Review.* The Building Official shall examine or cause to be examined each application for a permit and the accompanying documents, consisting of drawings, specifications, computations, and additional data, and shall ascertain by such examinations whether the construction indicated and described is in accordance with the requirements of the construction codes and all other pertinent laws or ordinances.
- (d) Issuing Permits.
- (i) *Action on Permits.* The Building Official shall act upon an application for a permit without unreasonable or unnecessary delay. If the Building Official is satisfied that the work described in an application for a permit and the contract documents filed therewith conform to the requirements of the construction codes and other pertinent laws and ordinances, he shall issue a permit to the applicant.
- (ii) *Refusal to Issue Permit.* If the application for a permit and the accompanying contract documents describing the work do not conform to the requirements of the construction codes or other pertinent laws or ordinances, the Building Official shall not issue a permit, but shall return the contract documents to the applicant with his refusal to issue such permit. Such refusal shall, when requested, be in writing and shall contain the reason for refusal.
- (iii) *Special Foundation Permit.* When application for permit to erect or enlarge a building has been filed and pending issuance of such permit, the Building Official may, at his discretion, issue a special permit for the foundation only. The holder of such a special permit is proceeding at his own risk and without assurance that a permit for the remainder of the work will be granted nor that corrections will not be required in order to meet provisions of the construction codes.
- (iv) *Public Right-of-Way.* A permit shall not be given by the Building Official for the construction of any building, or for the alteration of any building where said building is to be changed and such change will affect the exterior walls,

bays, balconies, or other appendages or projections fronting on any street, alley, or public lane, or for the placing on any lot or premises of any building or structure removed from another lot or premises, unless the applicant has made application at the office of the Director of Public Works for the lines of the public street on which he/she proposes to build, erect, or locate said building; and it shall be the duty of the Building Official to see that the street lines are not encroached upon.

- (e) **Contractor Responsibilities.** It shall be the duty of every contractor who shall make contracts for the installation or repairs of buildings, structures, electrical, gas, mechanical, sprinkler, or plumbing systems, for which a permit is required, to comply with state or local rules and regulations concerning licensing which the applicable governing authority may have adopted. In such case that the state requires a contractor to have obtained a state license before they are permitted to perform work, the contractor shall supply the local government with their license number before receiving a permit for work to be performed.
- (f) **Conditions of the Permit.**
- (i) *Permit Intent.* A permit issued shall be construed to be a license to proceed with the work and not as authority to violate, cancel, alter, or set aside any of the provisions of the construction codes, nor shall issuance of a permit prevent the Building Official from thereafter requiring a correction of errors in plans, construction, or violations of the construction codes. Every permit issued shall become invalid unless the work authorized by such permit is commenced within 6 months after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of 6 months after the time the work is commenced. One or more extensions of time, for periods not more than 90 days each, may be allowed for the permit. The extension shall be requested in writing and justifiable cause demonstrated. Extensions shall be in writing by the Building Official.
- (ii) *Permit Issued on Basis of an Affidavit.* Whenever a permit is issued in reliance upon an affidavit or whenever the work to be covered by a permit involves installation under conditions which, in the opinion of the Building Official, are hazardous or complex, the Building Official shall require that the architect or engineer who signed the affidavit or prepared the drawings or computations shall supervise such work. In addition, they shall be responsible for conformity with the permit, provide copies of inspection reports as inspections are performed, and upon completion make and file with the Building Official written affidavit that the work has been done in conformity with the reviewed plans and with the structural provisions of the construction codes. In the event such architect or engineer is not available, the owner shall employ in his place, a competent person or agency whose qualifications are reviewed by the Building Official.

- (iii) *Plans.* When the Building Official issues a permit, he/she shall enforce, in writing or by stamp, both sets of plans “reviewed for code compliance.” One set of drawings so reviewed shall be retained by the Building Official and the other set shall be returned to the applicant. The permitted drawings shall be kept at the site of work and shall be open to inspection by the Building Official or his/her authorized representative.
- (g) Fees.
- (i) *Prescribed Fees.* A permit shall not be issued until the fees prescribed by the governing body have been paid. Nor shall an amendment to a permit be released until the additional fee, if any, due to an increase in the estimated cost of the building, structure, electrical, plumbing, mechanical, or gas systems, etc. has been paid.
 - (ii) *Work Commencing Before Permit Issuance.* Any person who commences any work on a building, structure, electrical, gas, mechanical, or plumbing, etc. system before obtaining the necessary permits, shall be subject to a penalty of 100 percent of the usual permit fee in addition to the required permit fees.
 - (iii) *Accounting.* The Building Official shall keep a permanent and accurate accounting of all permit fees and other money collected, the names of all persons upon whose account the same was paid, along with the date and amount thereof.
 - (iv) *Schedule of Permit Fees.* On all buildings, structures, electrical, plumbing, mechanical, and gas systems or alterations requiring a permit, a fee for each permit shall be paid as required at the time of filing application, in accordance with the fee schedules as set by the governing body.
 - (v) *Building Permit Valuations.* If, in the opinion of the Building Official, the valuation of building, alteration, structure, electrical, gas, mechanical, or plumbing systems appears to be underestimated on the application, the permit shall be denied, unless the applicant can show detailed estimates to meet the approval of the Building Official. Permit valuations shall include total cost, such as electrical, gas, mechanical, plumbing equipment, and other systems, including materials and labor.
- (h) Inspections.
- (i) *Existing Building Inspections.* Before issuing a permit the Building Official may examine or cause to be examined any building, electrical, gas, mechanical, or plumbing systems for which an application has been received for a permit to enlarge, alter, repair, move, demolish, install, or change the

occupancy. He shall inspect all buildings, structures, electrical, gas, mechanical, and plumbing systems, from time to time, during and upon completion of the work for which a permit was issued. He shall make a record of every such examination and inspection and of all violations of the construction codes.

- (ii) *Manufacturers and Fabricators.* When deemed necessary by the Building Official he shall make, or cause to be made, an inspection of materials or assemblies at the point of manufacture or fabrication. A record shall be made of every such examination and inspection and of all violations of the construction codes.
- (iii) *Inspection Service.* The Building Official may make, or cause to be made, the inspections required by subsection (vi), herein below. He/she may accept reports of inspectors of recognized inspection services provided that after investigation he/she is satisfied as to their qualifications and reliability. A certificate called for by any provision of the construction codes shall not be based on such reports unless the same are in writing and certified by a responsible officer of such service.
- (iv) *Inspections Prior to Issuance of Certificate of Occupancy or Completion.* The Building Official shall inspect or cause to be inspected at various intervals all construction or work for which a permit is required, and a final inspection shall be made of every building, structure, electrical, gas, mechanical, or plumbing system upon completion, prior to the issuance of the certificate of occupancy or completion.
- (v) *Posting of Permit.* Work requiring a permit shall not commence until the permit holder or his/her agent posts the permit card in a conspicuous place on the premises. The permit shall be protected from the weather and located in such position as to permit the Building Official or representative to conveniently make the required entries thereon. This permit card shall be maintained in such position by the permit holder until the certificate of occupancy or completion is issued by the Building Official.
- To
- (vi) *Required Inspections.* The Building Official upon notification from the permit holder or his agent shall make the following inspections and such other inspections as necessary, and shall either release that portion of the construction or shall notify the permit holder or his agent of any violations which must be corrected in order to comply with the technical code:
- (A) Building.
- (1) *Foundation and foundation wall Inspection:* To be made after trenches are excavated, the reinforcement is in place, and the forms erected, prior to the placing of concrete.

- (2) *Slab Inspection:* To be made prior to the placing of concrete.
 - (3) *Frame Inspection:* To be made after the roof, all framing, fireblocking, bracing and fasteners are in place, all concealed wiring, all pipes, chimneys, ducts, and vents are complete.
 - (4) *Insulation Inspection:* To be made after all insulation related materials are in place.
 - (5) *Moisture Barrier Inspection:* To be made prior to the installation of the exterior finishing materials.
 - (6) *Final Inspection:* To be made after the building is completed and ready for immediate occupancy.
- (B) Electrical.
- (1) *Underground Inspection:* To be made after trenches or ditches are excavated, conduit or cable installed, and before any backfill is put in place.
 - (2) *Rough-In Inspection:* To be made after the roof, framing, fireblocking, and bracing is in place and prior to the installation of wall or ceiling membranes.
 - (3) *Final Inspection:* To be made after the building is complete, all required electrical fixtures are in place and properly connected or protected, and the structure is ready for occupancy.
- (C) Plumbing.
- (1) *Underground Inspection:* To be made after trenches or ditches are excavated, piping installed, and before any backfill is put in place.
 - (2) *Rough-In Inspection:* To be made after the roof, framing, fireblocking, and bracing is in place and all soil, waste, and vent piping is complete, and prior to this installation of wall or ceiling membranes.
 - (3) *Final Inspection:* To be made after the building is complete, all plumbing fixtures are in place and properly connected, and the structure is ready for occupancy.
 - (4) Note: See Section 312 of the International Plumbing Code for required tests.

(D) Mechanical.

- (1) *Underground Inspection:* To be made after trenches or ditches are excavated, underground duct and fuel piping installed, and before any backfill is put in place.
- (2) *Rough-In Inspection:* To be made after the roof, framing, fireblocking, and bracing are in place and all ducting, and other concealed components are complete, and prior to the installation of wall or ceiling membranes.
- (3) *Final Inspection:* To be made after the building is complete, the mechanical system is in place and properly connected, and the structure is ready for occupancy.

(E) Gas.

- (1) *Rough Piping Inspection:* To be made after all new piping authorized by the permit has been installed, and before any such piping has been covered or concealed or any fixtures or gas appliances have been connected.
- (2) *Final Piping Inspection:* To be made after all piping authorized by the permit has been installed and after all portions which are to be concealed by plastering or otherwise have been so concealed, and before any fixtures or gas appliances have been connected. This inspection shall include a pressure test.
- (3) *Final Inspection:* To be made on all new gas work authorized by the permit and such portions of existing systems as may be affected by new work or any changes in order to insure compliance with all the requirements of the construction codes and to assure that the installation and construction of the gas system is in accordance with reviewed plans.

(F) Energy.

- (1) *Foundation Inspection:* To be made before slab concrete is poured in place. To verify that perimeter insulation has been installed correctly on any slab on grade foundations, if required.
- (2) *Frame Inspection:* To be made before exterior wall insulation is concealed by wall board to check installation of exterior

walls insulation and to inspect that all holes and cracks through the structure envelope have been sealed in an appropriate manner as to restrict air passage.

- (3) *Final Inspection:* To be made after the building is completed and ready for occupancy. To verify installation and R-value of ceiling and floor insulation. To verify correct SEER ratings on appliances.
- (vii) *Written Release.* Work shall not be done on any part of a building, structure, electrical, gas, mechanical, or plumbing system beyond the point indicated in each successive inspection without first obtaining a written release from the Building Official. Such written release shall be given only after an inspection has been made of each successive step in the construction or installation as indicated by each of the foregoing three inspections.
- (viii) *Reinforcing Steel, Structural Frames, Insulation, Plumbing, Mechanical, or Electrical Systems.* Reinforcing steel, structural frame, insulation, plumbing, work of any part of any building or structure shall not be covered or concealed without first obtaining a release from the Building Official.
- (ix) *Plaster Fire Protection.* In all buildings where plaster is used for fire protection purposes, the permit holder or his agent shall notify the Building Official after all lathing and backing is in place. Plaster shall not be applied until the release from the Building Official has been received.
- (i) Certificates.
 - (i) Certificate of Occupancy.
 - (A) *Building Occupancy.* A new building shall not be occupied or a change made in the occupancy, nature, or use of a building or part of a building until after the Building Official has issued a certificate of occupancy. Said certificate shall not be issued until all required electrical, gas, mechanical, plumbing, and fire protection systems have been inspected for compliance with the construction codes and other applicable laws and ordinances and released by the Building Official.
 - (B) *Issuing Certificate of Occupancy.* Upon satisfactory completion of construction of a building or structure and installation of electrical, gas, mechanical, and plumbing systems in accordance with the construction codes, reviewed plans and specifications, and after the final inspection, the Building Official shall issue a certificate of occupancy stating the nature of the occupancy permitted, the number of persons for each floor when limited by law, and the allowable load

per square foot for each floor in accordance with the provisions of the construction codes.

- (C) *Temporary/Partial Occupancy.* A temporary/partial certificate of occupancy may be issued for a portion of a commercial building, which in the opinion of the Building Official, may safely be occupied prior to final completion of the building. The temporary/partial certificate of occupancy shall be forfeited if the certificate of occupancy is not issued within ninety (90) days.
 - (D) *Existing Building Certificate of Occupancy.* A certificate of occupancy for any existing building may be obtained by applying to the Building Official and supplying the information and data necessary to determine compliance with the construction codes for the occupancy intended. Where necessary, in the opinion of the Building Official, two sets of detailed drawings, or a general inspection, or both, may be required. When, upon examination and inspection, it is found that the building conforms to the provisions of the construction codes and other applicable laws and ordinances for such occupancy, a certificate of occupancy shall be issued.
- (ii) **Certificate of Completion.** Upon satisfactory completion of a building, structure, electrical, gas, mechanical, or plumbing system, a certificate of completion may be issued. This certificate is proof that a structure or system is complete and for certain types of permits is released for use and may be connected to a utility system. This certificate does not grant authority to occupy or connect a building, such as a shell building, prior to the issuance of a certificate of occupancy.
 - (iii) **Service Utilities.**
 - (A) *Connection of Service Utilities.* No person shall make connections from a utility, source of energy, fuel, or power to any building or system which is regulated by the construction codes for which a permit is required, until released by the Building Official and a certificate of occupancy or completion is issued.
 - (B) *Temporary Connection.* The Building Official may authorize the temporary connection of the building or system to the utility source of energy, fuel, or power for the purpose of testing building service systems or for use under a temporary certificate of occupancy.
 - (C) *Authority to Disconnect Service Utilities.* The Building Official shall have the power to authorize disconnection of utility service to the building, structure, or system regulated by the construction codes, in case of emergency where necessary to eliminate an immediate hazard

to life or property. The Building Official shall notify the serving utility, and whenever possible the owner and occupant of the building, structure, or service system of the decision to disconnect prior to taking such action. If not notified prior to disconnecting, the owner or occupant of the building, structure, or service system shall be notified in writing, as soon as practical thereafter.

- (j) Posting Floor Loads.
- (i) *Occupancy.* An existing or new building shall not be occupied for any purpose, which will cause the floors thereof to be loaded beyond their safe capacity. The Building Official may permit occupancy of a building for mercantile, commercial, or industrial purposes, by a specific business, when he is satisfied that such capacity will not thereby be exceeded.
 - (ii) *Storage and Factory-Industrial Occupancies.* It shall be the responsibility of the owner, agent, proprietor, or occupant of Group S and Group F occupancies, or any occupancy where excessive floor loading is likely to occur, to employ a competent architect or engineer in computing the safe load capacity. All such computations shall be accompanied by an affidavit from the architect or engineer stating the safe allowable floor load on each floor in pounds per square foot uniformly distributed. The computations and affidavit shall be filed as a permanent record of the Building Department.
 - (iii) *Signs Required.* In every building or part of a building used for storage, industrial, or hazardous purposes, the safe floor loads, as reviewed by the Building Official on the plan, shall be marked on plates or approved design which shall be supplied and securely affixed by the owner of the building in a conspicuous place in each story to which they relate. Such plates shall not be removed or defaced, and if lost, removed or defaced, shall be replaced by the owner of the building.

Section 8: Tests.

The Building Official may require tests or test reports as proof of compliance. Required tests are to be made at the expense of the owner, or his/her agent, by an approved testing laboratory or other approved agency.

Section 9: Construction Board of Appeals.

- (a) *Appointment.* The Commission shall establish a board to be called the "Construction Board of Appeals." Members shall be nominated by the Mayor and approved by the Commission.
- (b) *Membership and Terms.*

- (i) The Board shall be comprised of not less than three and not more than five persons. Each member shall serve a term of 4 years and may serve consecutive terms.
 - (ii) Quorum and Voting. A simple majority of the Board shall constitute a quorum. In varying any provision of the construction codes, the affirmative votes of the majority present shall be required. In modifying a decision of the Building Official, not less than two affirmative votes shall be required. In the event that regular members are unable to attend a meeting, the alternate members, if appointed, shall vote.
 - (iii) Secretary of the Board. The Building Official shall appoint a secretary for the Board and shall make a detailed record of all its proceedings, which shall set forth the reasons for its decision, the vote of each member, the absence of a member, and any failure of a member to vote.
 - (iv) As provided in Code Section 2-5-3, the Commission shall establish qualifications for Board members.
- (c) Powers. The Construction Board of Appeals shall have the power, as further defined in subsection (d) herein below, to hear the appeals of decisions and interpretations of the Building Official and consider variances of the construction codes.
- (d) Appeals.
- (i) *Decision of the Building Official.* The owner of a building, structure, or service system, or his duly authorized agent, may appeal a decision of the Building Official to the Construction Board of Appeals whenever any one of the following conditions are claimed to exist:
 - (A) The Building Official rejected or refused to approve the mode or manner of construction proposed to be followed or materials to be used in the installation or alteration of a building, structure or service system.
 - (B) The provisions of the construction codes do not apply to this specific case.
 - (C) That an equally good or more desirable form of installation can be employed in any specific case.
 - (D) The true intent and meaning of the construction codes or any of the regulations thereunder have been misconstrued or incorrectly interpreted.

- (ii) *Variances.* The Construction Board of Appeals, when so appealed to and after a hearing, may vary the application of any provision of the construction codes to any particular case when, in its opinion, the enforcement thereof would do manifest injustice and would be contrary to the spirit and purpose of this or the construction codes or public interest, and also finds all of the following:
- (A) That special conditions and circumstances exist which are peculiar to the building, structure, or service system involved and which are not applicable to others.
 - (B) That the special conditions and circumstances do not result from the action or inaction of the applicant.
 - (C) That granting the variance requested will not confer on the applicant any special privilege that is denied by the construction codes to other buildings, structures, or service system.
 - (D) That the variance granted is the minimum variance that will made possible the reasonable use of the building, structure, or service system.
 - (E) That the grant of the variance will be in harmony with the general intent and purpose of the construction codes and will not be detrimental to the public health, safety, and general welfare.
- In granting the variance, the Board may prescribe a reasonable time limit within which the action for which the variance is required shall be commenced or completed or both. In addition, the Board may prescribe appropriate conditions and safeguards in conformity with the construction codes. Violation of the conditions of a variance shall be deemed a violation of the construction codes.
- (iii) *Notice of Appeal.* Notice of appeal shall be in writing and filed within 30 calendar days after the Building Official renders the decision. Appeals shall be in a form acceptable to the Building Official.
- (iv) *Unsafe or Dangerous Buildings or Service Systems.* In the case of a building, structure, or service system, which, in the opinion of the Building Official, is unsafe, unsanitary, or dangerous, the Building Official may, in his order, limit the time for such notice of appeals to a shorter period.
- (e) Rules and Regulations.
- (i) *Establishment.* The Board shall establish rules and regulations for its own procedure not inconsistent with the provisions of these procedures. The Board

shall meet on call of the chairman. The Board shall meet within 30 calendar days after notice of appeal has been received.

- (ii) *Decisions.* The Construction Board of Appeals shall, in every case, reach a decision without unreasonable or unnecessary delay. Each decision of the Board shall also include the reasons for the decision. If a decision of the Board reverses or modifies a refusal, order, or disallowance of the Building Official or varies the application of any provision of the construction codes, the Building Official shall immediately take action in accordance with such decision. Every decision shall be promptly filed in writing in the office of the Building Official and shall be open to public inspection. A certified copy of the decision shall be sent by mail or otherwise to the appellant and a copy shall be kept publicly posted in the office of the Building Official for 2 weeks after filing. Every decision of the Board shall be final, subject to such remedy as any aggrieved party might have at law or in equity.

Section 10: Severability.

If any section, subsection, sentence, clause, or phrase of the construction codes is for any reason held to be unconstitutional, such decision shall not affect the validity of the remaining portions of the construction codes.

Section 11: Violations and penalties.

Any person, firm, corporation, or agent who shall violate a provision of the construction codes, or fail to comply therewith, or with any of the requirements thereof, or who shall erect, construct, alter, install, demolish, or move any structure, electrical, gas, mechanical, or plumbing system, or has erected, constructed, altered, repaired, moved or demolished a building, electrical, gas, mechanical, or plumbing system, in violation of a detailed statement or drawing submitted and permitted thereunder, shall be guilty of an ordinance violation. Each such person shall be considered guilty of a separate offense for each and every day or portion thereof during which any violation of any of the provisions of the construction codes is committed or continued, and upon conviction of any such violation such person shall be punished within the limits and as provided by general law.

Article 3: Miscellaneous Provisions.

Reserved