

Agenda
Regular Meeting of the Mayor and Council
City of Chattahoochee Hills, Georgia
November 13, 2018 / 6:00 p.m.

Call to Order

Review and Approval of Agenda

Approval of Minutes

1. Minutes of the Regular Meeting of October 2, 2018

Public Comments

Presentations / Proclamations *(None)*

Staff Reports

Financial Update: Robbie Rokovitz

Fire Department Report: Greg Brett

Police Department Report: Bernard Dyer

Public Works/Parks Report: Darold Wendlandt

Community Development Report: Mike Morton

Public Hearing *(None)*

Unfinished Business *(None)*

New Business

1. **Item 18-986:** Consideration of a request from Halsa, LLC to apply Alcohol Beverage License fees paid in 2018 to the 2019 renewal.
2. **Item 18-987:** Resolution adopting revisions to the FY2019 Budget.
3. **Item 18-988:** Consideration of an IGA with Fulton County for 911 Communication Services.
4. **Item 18-989:** Consideration of an IGA with Fulton County for 800mhz Radio Services.
5. **Item 18-990:** Resolution accepting a donation of real property located along Cochran Mill Road from Atlanta Property Partners, Inc.

Mayor and Council Comments

Executive Session *(None)*

Adjourn Meeting

Town Hall Session

The City of Chattahoochee Hills Mayor and City Council encourage citizen participation in the government process. Should you by reason of a disability need a special accommodation or need accessibility information, please contact the City Clerk's office at 770-463-8881.

Minutes
Regular Meeting of the Mayor and Council
City of Chattahoochee Hills, Georgia
October 2, 2018 / 6:00 p.m.

Call to Order

Mayor Reed called the meeting to order at 6:00 p.m. Councilmembers in attendance were James Stephens, Claire Williams, Alan Merrill, and Don Hayes. Councilmember Richard Schmidt was absent. Also present was City Attorney Rick Lindsey.

Review and Approval of Agenda

Mayor Reed requested that the agenda be amended to add Item No. 18-985, Revise Work Session meeting time. Councilmember Merrill made a motion to approve the agenda as amended. Councilmember Stephens seconded. The motion passed unanimously.

Presentations/Proclamations

There were no presentations or proclamations.

Approval of Minutes

1. Minutes of the Regular Meeting of September 11, 2018
Councilmember Hayes made a motion to approve the minutes of the Regular Meeting of September 11, 2018. Councilmember Merrill seconded. The motion passed unanimously.

Public Comment

Tom Blum, 9226 Selborne Lane – spoke in support of Item No. 18-983. He said that he recently has taken up kayaking and looks forward to being able to access the Chattahoochee River from Campbellton Park.

Staff Reports

Financial Update: City Manager Robbie Rokovitz

Mr. Rokovitz reported that the city is 25 percent through the fiscal year. Revenues are at 35.8 percent including fund balance, and expenditures are 20 percent.

Fire Department Report: Greg Brett

Chief Brett reported that incident statistics for 2018 are trending to be the same as 2017. The burn banned was lifted on October 1st, and the new fire engine should go into service October 15th. The Fire Department has free, ten-year Kidde smoke detectors available to residents with inoperable or old units. Grady Healthcare ambulance services continue to yield good response times.

Police Department Report: Jim Little

Chief Little reported the statistics for September. There were 106 citations, 243 warnings, 2 parking citations, 7 arrests, 28 reports, 88 dispatched calls, 388 self-initiated calls, and 188 business and residence checks. There were also 7 investigations and 24 code enforcement cases. Sergeants Dyer and Digou attended Active Shooter training, and Chief Little and Sergeant Dyer attended Leadership Training through the Atlanta Police Leadership Institute.

Public Works/Parks Report: Darold Wendlandt

Mr. Wendlandt reported that the grading contractor had started work on Jones Ferry Road. He said he is monitoring the work, and it is going well.

Community Development: Mike Morton

Mr. Morton reported there were a total of 10 building permits issued in September, with three of them being for new single-family residences. There also were two Certificates of Occupancy issued and 92 inspections were completed. There are several ongoing Production Permits and upcoming Special Events scheduled for October and November.

Public Hearings

City Attorney Rick Lindsey read the rules for the public hearing.

1. Item 18-979: Public Hearing and Action on a Variance to the Minimum Side Yard Setback in the RL (Rural) District.

City Planner Mike Morton presented the item. The applicant is seeking a variance to reduce the side setbacks of 39 lots from 25 to 15 feet.

Mayor Reed opened the public hearing.

The following person spoke in favor of the item:

James Nicholson, 114 Village Circle, Senoia, GA (applicant) – he said the reduction of the side yard setback from 25 feet to 15 feet will allow for a larger home, with a higher price point.

There was no other public comment.

Mayor Reed closed the public hearing.

Councilmember Merrill made a motion to approve Item No. 18-979. Councilmember Williams seconded.

City Planner Mike Morton presented the staff recommendation. Staff recommends approval of the variance with the four conditions recommended by the Planning

These minutes are provided as a convenience and service to the public, media, and staff. It is not the intent to transcribe proceedings verbatim. Any reproduction of this summary must include this notice. Public comments are noted and heard by Council, but not quoted. This is an official record of the City of Chattahoochee Hills City Council Meeting proceedings.

Commission.

Councilmember Stephens made a motion to approve Item No. 18-979 with the four conditions. Councilmember Williams seconded. Councilmember Merrill asked if the applicant agreed to the four conditions, and Mr. Nicholson confirmed. The motion passed unanimously.

Unfinished Business

There was no Unfinished Business.

New Business

- 1. Item 18-983:** Resolution approving the Boat Ramp Operation and Maintenance Agreement with the Department of Natural Resources.
Parks Commission Chair Diana Wilson presented the item. The Department of Natural Resources (DNR) will design, engineer, and construct a boat ramp at Campbellton Park at no cost to the city. The city must enter into a 25-year lease agreement with the DNR and maintain the ramp and leased area. The Parks Commission voted unanimously to recommend approval of the item at their September 18th meeting. Councilmember Stephens made a motion to approve Item 18-983. Councilmember Hayes seconded. The motion passed unanimously.
- 2. Item 18-984:** Resolution approving the submission of a grant application for the Assistance to Firefighter Program for the purchase of hostile event protective gear.
Fire Chief Greg Brett presented the item. The request is for the purchase of six hostile event protective gear sets totaling \$18,000. There is a five percent match. The application will be submitted as a regional grant application with the City of Palmetto. Councilmember Merrill made a motion to approve Item No. 18-984. Councilmember Stephens seconded. The motion passed unanimously.
- 3. Item 18-985:** Revise Work Session meeting time.
Mayor Reed presented the item. He recommended changing the Work Session meeting time to 6:00 p.m. Councilmember Hayes made a motion to approve Item No. 18-985. Councilmember Merrill seconded. The motion passed unanimously.

Mayor and Council Comments

Councilmember Williams commented on the new bridge at Cochran Mill Park and thanked Diana Wilson for spearheading the project and for all the other volunteering that she does. She also thanked Tom Blum for all his volunteer time doing roadside trash pick-up.

Councilmember Merrill said he misspoke at the last meeting regarding bridge repaving being included in the Atlanta Newnan Road paving project. It is not part of the project, but the city is working on finding a way to repair the bridge.

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Mayor Reed commented on the Cochran Mill Park bridge opening ceremony. He said it was rewarding to have one of the prettiest views at the park opened back up for people to enjoy. He welcomed Police Chief Jim Little to his first Council meeting and said he appreciates Chief Little's thoughtfulness on integrating into the community. He also reported that he had recently met with Fulton County, the Atlanta Regional Commission, and a firm that will help out with updates to the zoning.

Executive Session

There was no Executive Session.

Adjourn Meeting

Councilmember Merrill made a motion to adjourn the meeting. Councilmember Williams seconded. The motion passed unanimously and the meeting adjourned at 6:57 p.m.

Approved this ____ day of _____, 2018.

Dana Wicher, City Clerk

Tom Reed, Mayor

City of Chattahoochee Hills, GA
FY2019 Budget
Budget to Actual as of October 31, 2018 -33.42% of Year Lapsed

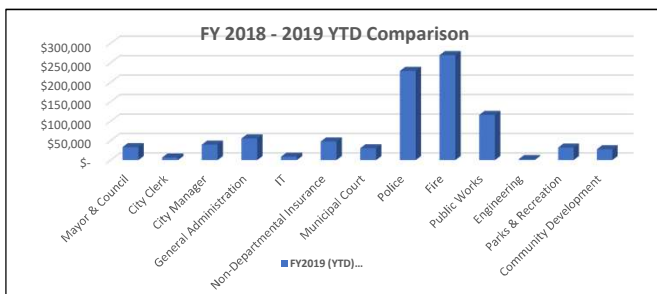
Revenues:	FY2018	FY2018 (YTD)		%	FY2019	FY2019 (YTD)		%
	Amended	October 31	Collected			Adopted	October 31	
Property Taxes	\$ 1,310,000	\$ 23,257	1.8%	\$ 1,355,000	\$ 657,060	48.5%		
L.O.S.T.	\$ 620,000	\$ 180,648	29.1%	\$ 660,000	\$ 184,844	28.0%		
Intangible Tax	\$ 25,000	\$ 4,125	16.5%	\$ 35,000	\$ 7,291	20.8%		
Motor Vehicle Tax	\$ 15,000	\$ 4,637	30.9%	\$ 15,000	\$ 3,281	21.9%		
Motor Vehicle Tax - Ad Valorem	\$ 36,242	\$ 9,808	27.1%	\$ 10,000	\$ 12,121	121.2%		
Real Estate Transfer Tax	\$ 12,197	\$ 2,387	19.6%	\$ 12,000	\$ 3,293	27.4%		
Business & Occupation Tax	\$ 38,834	\$ 862	2.2%	\$ 29,100	\$ 1,167	4.0%		
Insurance Premium Tax	\$ 159,041	\$ 159,041	100.0%	\$ 165,000	\$ 171,518	104.0%		
Alcohol Beverage Tax	\$ 19,000	\$ 5,307	27.9%	\$ 20,000	\$ 7,058	35.3%		
Franchise Fees	\$ 130,000	\$ 4,233	3.3%	\$ 125,000	\$ 801	0.6%		
Licenses & Permits	\$ 85,178	\$ 22,447	26.4%	\$ 85,000	\$ 39,072	46.0%		
Charges for Service	\$ 73,377	\$ 31,199	42.5%	\$ 60,000	\$ 18,283	30.5%		
Charges for Service (Parking Fees)	\$ 57,373	\$ 22,085	38.5%	\$ 60,000	\$ 22,873	38.1%		
Charges for Service (Hunting Lease)	\$ 15,000	\$ 15,000	100.0%	\$ -	\$ -	0.0%		
Intergovernmental (Conservation)	\$ 125,000	\$ -	0.0%	\$ 125,000	\$ -	0.0%		
Intergovernmental (CDBG)	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%		
Intergovernmental (LMIG Grant)	\$ 106,745	\$ -	0.0%	\$ 137,628	\$ 137,628	100.0%		
Intergovernmental (RTP)	\$ 100,000	\$ -	0.0%	\$ 100,000	\$ -	0.0%		
Fines & Forfeitures	\$ 171,033	\$ 60,477	35.4%	\$ 160,000	\$ 49,415	30.9%		
Insurance Proceeds	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%		
Contributions & Donations	\$ 40,073	\$ 9,653	24.1%	\$ 5,000	\$ -	0.0%		
Interest	\$ 2,023	\$ 750	37.1%	\$ 2,000	\$ 544	27.2%		
Other Revenues	\$ 547	\$ 332	60.8%	\$ -	\$ 13,448	100.0%		
Proceeds from Capital Lease	\$ 81,195	\$ 81,195	100.0%	\$ -	\$ -	0.0%		
Use of Fund Balance From Prior Year	\$ 1,876,376	\$ 1,607,123	85.7%	\$ 1,995,118	\$ 1,546,959	0.0%		
Subtotal:	\$ 5,099,234	\$ 2,244,565	44.0%	\$ 5,155,846	\$ 2,876,656	55.8%		

Other Financing Sources:						
Hotel/Motel Tax	173,821	49,868	28.7%	\$ 189,277	\$ 49,529	26%
TSPLOST	414,156	113,828	27.5%	\$ 436,425	\$ 116,780	27%
TSPLOST Fund Balance	105,287	105,287	100.0%	\$ -	\$ 127,841	0%
Subtotal Other Financing Sources:	\$ 693,264	\$ 268,983	38.8%	\$ 625,702	\$ 294,150	47%
Total Operating Revenue:	\$ 5,792,498	\$ 2,244,565	38.7%	\$ 5,781,548	\$ 3,170,806	55%

Expenditures:	FY2018	FY2018 (YTD)		%	FY2019	FY2019 (YTD)		%
	Amended	October 31	Expended			Adopted	October 31	
Mayor & Council	\$ 125,036	\$ 27,490	22.0%	\$ 125,284	\$ 33,310	26.6%		
City Clerk	\$ 45,579	\$ 14,937	32.8%	\$ 45,852	\$ 6,718	14.7%		
City Manager	\$ 126,337	\$ 42,360	33.5%	\$ 126,538	\$ 39,669	31.3%		
General Administration	\$ 145,899	\$ 51,318	35.2%	\$ 140,323	\$ 55,556	39.6%		
IT	\$ 48,724	\$ 10,621	21.8%	\$ 49,279	\$ 8,864	18.0%		
Non-Departmental Insurance	\$ 74,468	\$ 62,201	83.5%	\$ 92,200	\$ 47,803	51.8%		
Municipal Court	\$ 90,315	\$ 30,363	33.6%	\$ 98,656	\$ 30,530	30.9%		
Police	\$ 776,543	\$ 249,307	32.1%	\$ 791,533	\$ 229,277	29.0%		
Fire	\$ 778,630	\$ 271,338	34.8%	\$ 749,978	\$ 269,699	36.0%		
Public Works	\$ 482,916	\$ 169,491	35.1%	\$ 507,191	\$ 116,086	22.9%		
Engineering	\$ 11,344	\$ 438	3.9%	\$ 5,000	\$ 2,517	50.3%		
Parks & Recreation	\$ 101,911	\$ 24,201	23.7%	\$ 102,769	\$ 32,329	31.5%		
Community Development	\$ 81,662	\$ 21,397	26.2%	\$ 84,621	\$ 27,784	32.8%		
Contingency - Reserved Fund Balance	\$ 1,835,540	\$ -	0.0%	\$ 472,484	\$ -	0.0%		
Unclassified	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%		
Subtotal:	\$ 4,724,904	\$ 975,461	20.6%	\$ 3,391,708	\$ 900,141	26.5%		

Other Financing Uses:						
Interfund Transfer to E-911 Fund	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
Interest - Capital Lease	\$ 20,331	\$ 6,606	32.5%	\$ 21,107	\$ 8,016	38.0%
Capital Lease Payment	\$ 154,793	\$ 66,163	42.7%	\$ 153,454	\$ 65,578	42.7%
Capital Fund	\$ 275,066	\$ 121,539	44.2%	\$ 1,248,073	\$ 312,824	25.1%
Hotel Motel	\$ 61,266	\$ 27,992	45.7%	\$ 168,153	\$ 88,740	52.8%
Grants	\$ 225,000	\$ -	0.0%	\$ 362,628	\$ 58,316	16.1%
TSPLOST	\$ 331,138	\$ 8,974	0.0%	\$ 436,425	\$ 7,601	1.7%
Subtotal Other Financing Uses:	\$ 1,067,594	\$ 231,274	21.7%	\$ 2,389,840	\$ 541,074	22.6%
Total Expenditures	\$ 5,792,498	\$ 1,206,735	20.8%	\$ 5,781,548	\$ 1,441,216	24.9%

Revenues in Excess of Expenditures \$ - \$ 1,037,830 100.0% \$ (0) \$ 1,729,590



Month To Date	Cash Flow
July 30, 2018 (Balance)	\$ 1,355,460
August 31, 2018 (Balance)	\$ 1,230,860
September 24, 2017 (Balance)	\$ 1,146,582
October 31, 2018 (Balance)	\$ 1,729,590
November 30, 2018 (Balance)	
December 31, 2018 (Balance)	
January 31, 2018 (Balance)	
February 28, 2018 (Balance)	
March 31, 2018 (Balance)	
April 30, 2018 (Balance)	
May 31, 2018 (Balance)	
June 30, 2018 (Balance)	



6505 Rico Road, Chattahoochee Hills, Georgia 30268

MAYOR
Tom Reed

CITY COUNCIL
James Stephens
Richard Schmidt
Claire Williams
Alan Merrill
Don Hayes

CITY MANAGER
Robert T. Rokovitz

www.chatthillsga.us

City Hall (770) 463-8881
Fax (770) 463-8550

To: Honorable Mayor and City Council Members
From: Dana Wicher, City Clerk
CC: Rick Lindsey, City Attorney
Date: November 13th Council Meeting
Agenda Item: Halsa, LLC Alcohol Beverage License Fees

Background:

Earlier this year, Halsa, LLC/Garnie Nygren applied for an Alcohol Beverage License for a new restaurant to be located at 11090 Serenbe Lane, Suite 100. City Council voted unanimously to approve the Alcohol Beverage License at the July 3, 2018 meeting. The applicant paid a pro-rated license fee of \$2,250 (plus administrative fees) since the license was issued effective after July 1st.

The building at which Halsa, LLC will be located is still under construction; therefore, the restaurant has not opened and will not open before the current alcohol license expires on December 31, 2018. The new anticipated date of opening is in January 2019.

Halsa, LLC has requested that the 2018 license fee of \$2,250 be applied to the amount due for the 2019 license.

Fiscal Impact:

If the request is approved, Halsa, LLC will owe \$2,250 plus \$70 in administrative fees for the 2019 license. If the request is denied, they will owe \$4,500 plus \$70 in administrative fees.

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF
CHATTAHOOCHEE HILLS, GEORGIA TO ADOPT REVISIONS TO THE FISCAL
YEAR 2019 BUDGET**

WHEREAS, the City Manager of the City of Chattahoochee Hills has presented a General Fund revision to the fiscal year 2019 Budget to the City Council; and

WHEREAS, this budget is a balanced budget, so that revenues equal expenditures.

NOW THEREFORE, BE IT RESOLVED that this budget, “Exhibit A” attached hereto and by this reference made a part of this resolution, shall become the City of Chattahoochee Hills fiscal year 2019 General Fund budget: and

BE IT FURTHER RESOLVED that this budget be and is hereby approved and the several items of revenues shown in the budget are adopted and that the several amounts shown in the budget as expenditures are hereby appropriated to the departments named in the funds and;

BE IT FURTHER RESOLVED that the expenditures do not exceed the appropriations authorized by this budget or amendments thereto; and further provided that expenditures for the fiscal year do not exceed actual funding available.

RESOLVED this 13th day of November, 2018.

ATTEST:

APPROVED:

Dana Wicher, City Clerk

Tom Reed, Mayor

(Seal)