

**Council Agenda**  
**Regular Meeting of the Mayor and Council**  
**City of Chattahoochee Hills, Georgia**  
**February 2, 2021 / 6:00 p.m.**

*Note: Meeting is being held as a virtual meeting only. Please visit [www.chatthillsga.us](http://www.chatthillsga.us) for information on accessing the meeting via teleconference or videoconference.*

Click [HERE](#) for Zoom link  
ID: 846 5942 5170  
Code: 721688  
Dial in: 646-558-8656

**Call to Order**

**Review and Approval of Agenda**

**Approval of Minutes**

1. Minutes of the Regular Meeting of January 12, 2021

**Presentations / Proclamations**

1. Arbor Day Proclamation
2. American Red Cross Month Proclamation

**Public Comments**

**Staff Reports**

Financial Update: Robbie Rokovitz  
Fire Department Report: Greg Brett  
Police Department Report: Jim Little  
Public Works/Parks Report: Darold Wendlandt  
Community Development Report: Mike Morton

**Public Hearing**

1. **Item 21-005:** Public Hearing regarding the 2021 Comprehensive Plan update – the purpose of the hearing is to brief the community on the process to be used to develop the plan, opportunities for public participation in development of the plan, and to obtain input on the proposed planning process. No action will be taken.

**Unfinished Business**

1. **Item 20-039:** Ordinance to Add a New Chapter 13, Emergency Management, to the Code of Ordinances.

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## **New Business**

1. **Item 21-006:** Resolution adopting the Historic Campbellton Crossroads Framework Plan.
2. **Item 21-007:** Resolution to adopt revisions to the Fiscal Year 2021 Budget.
3. **Item 21-008:** Award a contract to DCW Construction in an amount not to exceed an estimated \$16,425 to renovate three bathrooms at city hall.
4. **Item 21-009:** Award contract to LODGINGRevs in an amount not to exceed an estimated \$26,016 to provide short-term rental compliance, licensing, and tax collection solutions.
5. **Item 21-010:** Ordinance to revise and amend Chapter 4, Alcohol Beverages, Article II to create a new license for retail package licensees and a new license for retail consumption on the premises licensees to deliver alcohol to areas located within the city.
6. **Item 21-011:** Resolution calling for a referendum to allow the citizens to vote on whether to authorize package sales of malt beverages, wine and distilled spirits from 11:00 a.m. to 12:00 midnight and sales of malt beverages, wine and distilled spirits by the drink from 11:00 a.m. to 12:00 midnight on Sundays.

## **Mayor and Council Comments**

**Executive Session** *(None)*

**Adjourn Meeting**

**Town Hall Session**

*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.*

**Minutes  
Regular Meeting of the Mayor and Council  
City of Chattahoochee Hills, Georgia  
January 12, 2021 / 6:00 p.m.**

**Call to Order**

*Mayor Reed called the meeting to order at 6:00 p.m. Councilmembers in attendance were Ruby Foster, Richard Schmidt Camille Lowe, and Troy Bettis. Councilmember Laurie Searle joined via videoconference at 6:37 p.m. Also present was City Attorney Rick Lindsey. The meeting was held via videoconference/teleconference for the public.*

**Review and Approval of Agenda**

*Mayor Reed called for a motion to approve the agenda. Councilmember Schmidt made a motion to approve the agenda. Councilmember Foster seconded. The motion passed unanimously.*

**Approval of Minutes**

1. Minutes of the Regular Meeting of December 3, 2020  
*Councilmember Schmidt made a motion to approve the minutes of the Regular Meeting of December 3, 2020. Councilmember Foster seconded. The motion passed unanimously.*

**Presentations/Proclamations**

*There were no presentations or proclamations.*

**Public Comment**

*There were no public comments.*

**Staff Reports**

Financial Update: City Manager Robbie Rokovitz

*Mr. Rokovitz reported on the financials as of December 30, 2020. The city is 51.3% through the fiscal year. Revenues are 69.3% excluding Fund Balance and the proceeds for the capital lease. General Fund expenditures are 44%. He also reported that the city received the Government Finance Officers Association's Distinguished Budget Presentation Award for Fiscal Year 2020.*

Fire Department Report: Greg Brett

*Chief Brett reported on two rescues – one in Cochran Mill Park and one in Coweta County – that both resulted in good outcomes. He also gave an update on COVID. The department is assisting the Fulton County Board of Health by providing some personnel to the Charlie Brown Airport vaccination site. He, Palmetto Fire Chief Henry Argo, and Fairburn Fire Chief Cornelius Robinson have submitted a proposal to work with Your Town Healthcare for a vaccine distribution site at the Palmetto Senior Services Center. He has been asked to provide Grady Healthcare with a list of specific*

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*needs regarding emergency medical services, and Grady Healthcare has stated they have no problem with renumeration of certain types of transport related expenses. The city received an update on the cell tower from Jim Millsap, Project Manager for Fulton County Emergency Communications. They are currently working through RFPs.*

**Police Department Report: Jim Little**

*Chief Little reported the statistics for December 2020. Dispatched calls were down from last year and self-initiated calls, business checks, and residence checks were up. On January 15<sup>th</sup>, Lt. Digou will be at a recruiting event at the Governor's Gun Club. The recently purchased F150 patrol vehicle is currently getting upfitted and should be in service by January 15<sup>th</sup>. The department has completed an audit of the property room – \$4,000 of seized property has been repurposed to the Public Works and Fire departments and the remainder of the seized property has been listed on GovDeals.*

**Public Works/Parks Report: Darold Wendlandt**

*Mr. Wendlandt said staff has been working on pothole repair on the gravel roads. The roads all seem to be in good shape. The blower approved by City Council at the December meeting has been ordered. The F450 and two tractors were down for needed repairs. The John Deere tractor is still out of service. Staff has also been working on clean-up around the house at the new park property on Campbellton-Redwine Road.*

*Councilmember Searle joined the meeting via videoconference at 6:37 p.m.*

**Community Development: Mike Morton**

*Mr. Morton reported the building permit statistics for December 2020. There were a total of 10 permits issued, with six of them being for single family dwellings. For the 2020 calendar year, there were a total of 72 single family dwellings. The January 14<sup>th</sup> Planning Commission agenda will include a proposed preliminary plat in Serenbe Mado East and recommendation on the Campbellton Historic Crossroads Master Plan. The Master Plan and a Comp Plan "Kick Off" public hearing will be the February City Council meeting agenda.*

**Public Hearing**

- Item 21-001:** Public Hearing and Action to consider an application for a Limited Pouring Alcohol Beverage License – Wine and Malt Beverages. The name in which the license is to be issued – HM One, LLC dba Blue Eyed Daisy/Licensee – Matthew Wachlin. The location of the premises – 9065 Selborne Lane.

*City Clerk Dana Wicher presented the item. The applicant has purchased an existing business, and there are no changes to the type of alcohol license.*

*Mayor Reed opened the Public Hearing. There was no public comment. Mayor Reed closed the Public Hearing.*

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*Mayor Reed called for a motion on Item No. 21-001. Councilmember Lowe made a motion to approve Item No. 21-001. Councilmember Bettis seconded. The motion passed unanimously.*

### **Unfinished Business**

*There was no Unfinished Business.*

### **New Business**

1. **Item 21-002:** Resolution to set the Qualifying Fees for the 2021 Municipal Election. City Clerk Dana Wicher presented the item. The qualifying fee for Mayor and Council seats for District 2 and 4 will be set at \$36.00.

*Mayor Reed called for a motion on Item No. 21-002. Councilmember Schmidt made a motion to approve Item No. 21-002. Councilmember Foster seconded. The motion passed unanimously.*

2. **Item 21-003:** Resolution to appoint the Municipal Superintendent for the 2021 Municipal Election. City Clerk Dana Wicher presented the item. The resolution appoints the city clerk as the Municipal Superintendent.

*Mayor Reed called for a motion on Item No. 21-003. Councilmember Foster made a motion to approve Item No. 21-003. Councilmember Schmidt seconded. The motion passed unanimously.*

3. **Item 21-004:** Approve purchase of eight (8) Bola Wrap remote restraint devices and 20 BW200-3 cartridges not to exceed \$7,998.60 from Gulf State Distributors. Police Chief Jim Little presented the item. The Bola Wrap is a restraint tool that does not rely on pain compliance and allows for the officer to keep a safe distance from the subject.

*Mayor Reed called for a motion on Item No. 21-004. Councilmember Lowe made a motion to approve Item No. 21-004. Councilmember Foster seconded. The motion passed unanimously.*

### **Mayor and Council Comments**

*Councilmember Foster thanked the community for coming together for the December Toy and Coat Drive. She also thanked resident Renee Prince for her help with the event. On January 11<sup>th</sup>, she hosted a virtual Community Outreach with the police department and she thanked Chief Little and Officer Dorsett for their participation. She hopes that they will be able to have an in-person event in the future.*

*Mayor Reed said he appreciated Councilmember Foster's hard work on pulling*

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*together the community programs, and he also acknowledged her time spent being involved in the greater community, and especially with our neighbors in South Fulton.*

*Councilmember Schmidt encouraged everyone to stay safe, especially during this time of increases in COVID illnesses and deaths.*

*Councilmember Searle asked if the Comp Plan process would be handled in the same way as previously. Will there be a citizen steering committee? If so, have members been selected yet? City Planner Mike Morton answered that there will be a steering committee, which has not yet been named, and a project management team, which will consist of Atlanta Regional Commission and city staff.*

*Councilmember Lowe commented on all the volunteer efforts that she has seen in the last six months and said that there are more opportunities to volunteer in areas such as the Comp Plan Steering Committee, the COVID vaccination point of distribution site, and with the residents who have volunteered to put together a group to assist with the issue of stray animals and lack of a local animal shelter. She said volunteers are very important to a city of our size.*

*Mayor Reed gave a quick update on the ongoing conversation about TSPLOST, which will be up for a vote this November. The cities of South Fulton County are basically on the same page – TSPLOST is an important part of the road maintenance program for all of us, and that transit is not the priority for this round. Mayor Reed also announced that Hugh Tyer had recently passed away, which leaves a huge gap in our volunteer ranks. His volunteer role included being the City Arborist and the Chair of the Tree Board. Mayor Reed also spoke about two other residents who recently passed away, Eddie Richardson and Don Pelham, and the loss to the community. He reminded everyone to be careful and stay safe.*

### **Executive Session**

*There was no Executive Session.*

### **Adjourn Meeting**

*Councilmember Schmidt made a motion to adjourn the meeting. Councilmember Bettis seconded. The motion passed unanimously, and the meeting adjourned at 7:05 p.m.*

**Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2021.**

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**Dana Wicher, City Clerk**

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**Tom Reed, Mayor**

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*Whereas,* In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

*Whereas,* this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

*Whereas,* Arbor Day is now observed throughout the nation and the world, and

*Whereas,* trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife, and

*Whereas,* trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and

*Whereas,* trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, and

*Whereas,* trees, wherever they are planted, are a source of joy and spiritual renewal.

*Now, Therefore, I,* \_\_\_\_\_, Mayor of the City of \_\_\_\_\_, do hereby proclaim \_\_\_\_\_ as

# Arbor Day

In the City of \_\_\_\_\_, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and

*Further,* I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

*Dated this* \_\_\_\_\_ day of \_\_\_\_\_  
 Mayor \_\_\_\_\_



**AMERICAN RED CROSS MONTH, 2021**  
**A Proclamation**

March is American Red Cross Month, a special time to honor the kindness of our neighbors who aid families in need every day in Fulton County, across the United States and around the world. Their dedication touches millions of lives each year as they carry out the organization's 140-year mission of preventing and alleviating suffering.

During the trying times of the coronavirus pandemic, people have stepped up to help others in need, whether it was responding to this year's record-breaking disasters across the country or rolling up their sleeves to give blood when our country faced a severe blood shortage.

In Fulton County, local families have relied on Greater Atlanta Red Cross volunteers for comfort and hope while coping with home fires, the critical need for blood donations and other emergency needs. Last year, Greater Atlanta volunteers, in Fulton County alone, assisted 1,294 residents after home fires with urgent needs like food, lodging and recovery support – more than any other county in Georgia. They also deployed to disasters such as the tornados in Georgia in the spring of 2021 and other disasters across our nation.

The American Red Cross, with 676 volunteers in Fulton County, has supported local families in other ways too. Last year in Fulton County, the Red Cross performed 1,740 acts of assistance to our members of the military and their families, and conducted 6,260 training sessions in First Aid, CPR and other life-giving skills. All hospitals in Fulton County administer blood collected by the Red Cross, and Fulton County residents made 52,938 blood donations through the Red Cross.

This lifesaving work is vital to strengthening our community's resilience. Nearly 200 years since the birth of American Red Cross founder Clara Barton, we dedicate this month of March to all those who continue to advance her noble legacy, and we ask others to join in their commitment to care for people in need.

NOW, THEREFORE, I, Tom Reed, Mayor of Chattahoochee Hills, by virtue of the authority vested in me by the laws of the city of Chattahoochee Hills, the county of Fulton and the state of Georgia, do hereby proclaim March 2021 as Red Cross Month. I encourage all Americans to reach out and support its humanitarian mission.

IN WITNESS WHEREOF, I have hereunto set my hand this second day of February, in the year of our Lord two thousand twenty-one, and in the county of Fulton in the state of Georgia.

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Tom Reed, Mayor



Budget to Actual as of January 25, 2021 - 57% of Year Lapsed

Revenues:	FY2020	FY2020 (YTD)		%	FY2021	FY2021 (YTD)		%
	Amended	Jan 25	Collected		Adopted	Jan 25	Collected	
Property Taxes	\$ 1,750,000	\$ 1,672,707	95.6%	\$ 1,750,000	\$ 1,792,012	102.4%		
L.O.S.T.	\$ 660,000	\$ 328,642	49.8%	\$ 480,000	\$ 307,295	64.0%		
Intangible Tax	\$ 27,000	\$ 20,981	77.7%	\$ 30,000	\$ 32,232	107.4%		
Motor Vehicle Tax	\$ 6,400	\$ 4,542	71.0%	\$ 10,000	\$ 5,662	56.6%		
Motor Vehicle Tax - Ad Valorem	\$ 19,038	\$ 19,038	100.0%	\$ 20,000	\$ 40,635	203.2%		
Real Estate Transfer Tax	\$ 10,000	\$ 9,882	98.8%	\$ 10,000	\$ 12,515	125.1%		
Business & Occupation Tax	\$ 16,000	\$ 4,297	26.9%	\$ 25,000	\$ 5,406	21.6%		
Insurance Premium Tax	\$ 200,615	\$ 200,615	100.0%	\$ 180,000	\$ 211,701	117.6%		
Alcohol Beverage Tax	\$ 20,000	\$ 13,341	66.7%	\$ 15,000	\$ 13,453	89.7%		
Franchise Fees	\$ 145,228	\$ 131,734	90.7%	\$ 145,000	\$ 132,685	91.5%		
Licenses & Permits	\$ 100,000	\$ 67,827	67.8%	\$ 80,000	\$ 113,029	141.3%		
Charges for Service	\$ 75,000	\$ 32,408	43.2%	\$ 60,000	\$ 41,738	69.6%		
Charges for Service (Parking Fees)	\$ 60,000	\$ 45,326	75.5%	\$ 60,000	\$ 79,541	132.6%		
Charges for Service (Hunting Lease)	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%		
Intergovernmental (Conservation)	\$ 651,540	\$ 651,540	100.0%	\$ 125,000	\$ -	0.0%		
Intergovernmental (Federal)	\$ -	\$ -	0.0%	\$ -	\$ 139,607	0.0%		
Intergovernmental (LMIG Grant)	\$ 110,102	\$ -	0.0%	\$ 138,801	\$ 134,126	96.6%		
Intergovernmental (RTP)	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%		
Intergovernmental (CDAP)	\$ -	\$ -	0.0%	\$ -	\$ 33,592	100.0%		
Fines & Forfeitures	\$ 145,000	\$ 103,700	71.5%	\$ 125,000	\$ 80,154	64.1%		
Insurance Proceeds	\$ 28,729	\$ 28,729	0.0%	\$ -	\$ -	0.0%		
Contributions & Donations	\$ 1,000	\$ 195	19.5%	\$ -	\$ 19,787	100.0%		
Interest	\$ 18,000	\$ 8,550	47.5%	\$ 7,000	\$ 1,396	19.9%		
Other Revenues	\$ 16,125	\$ 16,134	0.0%	\$ -	\$ 33,290	100.0%		
PoliceTech Fees	\$ -	\$ 6,365	100.0%	\$ -	\$ 60,934	100.0%		
Proceeds from Capital Lease	\$ -	\$ -	0.0%	\$ -	\$ 249,632	0.0%		
Running Fund Balance From Prior Year	\$ 1,609,630	\$ 977,948	60.8%	\$ 1,108,152	\$ 1,288,512	116.3%		
GF Revenue Subtotal:	\$ 5,669,407	\$ 4,344,502	76.6%	\$ 4,368,953	\$ 4,828,934	110.5%		

Other Financing Sources:	FY2020	FY2020 (YTD)	%	FY2021	FY2021 (YTD)	%
Hotel/Motel Tax	155,000	115,504	74.5%	\$ 75,000	\$ 97,630	130%
Hotel/Motel Tax Fund Balance	\$ 189,239	156,344	82.6%	\$ 90,000	\$ 215,401	100%
TSPLOST	450,000	206,962	46.0%	\$ 350,000	\$ 206,962	59%
TSPLOST Fund Balance	\$ 120,431	244,932	0.0%	\$ 303,250	\$ 346,782	100%
Subtotal Other Financing Sources:	\$ 914,670	\$ 723,742	79.1%	\$ 818,250	\$ 866,775	106%
Total Operating Revenue:	\$ 6,584,077	\$ 5,068,244	77.0%	\$ 5,187,203	\$ 5,695,709	110%

Expenditures:	FY2020	FY2020 (YTD)	%	FY2021	FY2021 (YTD)	%
Mayor & Council	\$ 125,284	\$ 67,316	53.7%	\$ 126,546	\$ 47,204	37.3%
City Clerk	\$ 56,231	\$ 28,003	49.8%	\$ 61,576	\$ 23,241	37.7%
City Manager	\$ 145,403	\$ 83,066	57.1%	\$ 146,397	\$ 78,936	53.9%
General Administration	\$ 159,065	\$ 98,257	61.8%	\$ 147,575	\$ 99,299	67.3%
IT	\$ 31,968	\$ 18,964	59.3%	\$ 33,385	\$ 20,592	61.7%
Non-Departmental Insurance	\$ 91,593	\$ 89,967	98.2%	\$ 69,992	\$ 71,962	102.8%
Municipal Court	\$ 99,806	\$ 39,977	40.1%	\$ 92,095	\$ 48,759	52.9%
Police	\$ 889,292	\$ 471,551	53.0%	\$ 863,513	\$ 401,558	46.5%
Fire	\$ 909,279	\$ 545,855	60.0%	\$ 845,578	\$ 513,565	60.7%
Public Works	\$ 528,114	\$ 327,534	62.0%	\$ 524,255	\$ 285,161	54.4%
Engineering	\$ 5,000	\$ 181	3.6%	\$ 5,000	\$ 3,199	64.0%
Parks & Recreation	\$ 99,422	\$ 52,352	52.7%	\$ 104,986	\$ 46,410	44.2%
Community Development	\$ 245,529	\$ 93,279	38.0%	\$ 219,140	\$ 81,418	37.2%
Subtotal:	\$ 3,385,987	\$ 1,916,302	56.6%	\$ 3,240,040	\$ 1,721,305	53.1%

Other GF Financing Uses:	FY2020	FY2020 (YTD)	%	FY2021	FY2021 (YTD)	%
Interest - Capital Lease	\$ 16,504	\$ 15,097	91.5%	\$ 11,868	\$ 10,460	88.1%
Capital Lease Payment	\$ 145,341	\$ 136,292	93.8%	\$ 126,866	\$ 117,196	92.4%
Capital Fund	\$ 957,331	\$ 593,803	62.0%	\$ 341,640	\$ 300,757	88.0%
Grants	\$ 202,072	\$ -	0.0%	\$ 263,801	\$ 43,507	16.5%
Contingency - Reserved Fund Balance	\$ 1,083,297	\$ -	0.0%	\$ 384,738	\$ -	0.0%
Subtotal:	\$ 2,404,545	\$ 745,192	31.0%	\$ 1,128,913	\$ 471,920	41.8%
Total GF Expenditures	\$ 5,790,532	\$ 2,661,494	46.0%	\$ 4,368,953	\$ 2,193,225	50.2%

GF Revenues in Excess of Expenditures \$ (121,125) **\$ 1,683,008** \$ (0) **\$ 2,635,709**

Other Financing Uses:	FY2020	FY2020 (YTD)	%	FY2021	FY2021 (YTD)	%
Hotel Motel	\$ 223,115	\$ 41,832	18.7%	\$ 165,000	\$ 55,739	33.8%
TSPLOST	\$ 570,431	\$ 365,688	0.0%	\$ 653,250	\$ -	0.0%
Subtotal Other Financing Uses:	\$ 793,546	\$ 407,520	51.4%	\$ 818,250	\$ 55,739	6.8%

Total ALL FUNDS Expenditures \$ 6,584,078 \$ 3,069,014 46.6% \$ 5,187,203 \$ 2,248,964 43.4%  
 Total ALL FUNDS Revenues \$ 6,584,077 \$ 5,068,244 77% \$ 5,187,203 \$ 5,695,709 110%  
 Revenues in Excess of Expenditures \$ (1) **\$ 1,999,230** \$ (0) **\$ 3,446,745**

Capital Category	Expenditure
Police (Vehicles)	\$ 36,300
Police (Capital)	\$ 3,594
Fire (Apparatus/Capital)	\$ 260,863
PW Vehicle(s)	\$ -
LMIG (Capital)	\$ -
CDAP Grant	\$ 43,507
PW Capital (TSPLOST)	\$ -
TSPLOST (Contract Mgt)	\$ -
TSPLOST Fund	\$ -

Capital Category	Expenditure
LMIG	\$ -

Month To Date	Cash Flow
July 27, 2020 (Balance)	\$ 904,059
August 31, 2020 (Balance)	\$ 937,190
September 30, 2020 (Balance)	\$ 819,879
October 31, 2020 (Balance)	\$ 923,855
November 30, 2020 (Balance)	\$ 1,906,157
January 04, 2021 (Balance)	\$ 2,467,887
January 25, 2021 (Balance)	\$ 2,635,709
February 28, 2021 (Balance)	
March 31, 2021 (Balance)	
April 30, 2021 (Balance)	
May 31, 2021 (Balance)	
June 30, 2021 (Balance)	

G F B A N K A C C O U N T



6505 Rico Road Chattahoochee Hills Georgia 30268

MAYOR  
Tom Reed

CITY COUNCIL  
Ruby Foster  
Richard Schmidt  
Laurie Searle  
Camille Lowe  
Troy Bettis

CITY MANAGER  
Robert T. Rokovitz

[www.chatthillsga.us](http://www.chatthillsga.us)

(770) 463-8881

Fax (770) 463-8550

**To: Mayor and City Council**

**From: Mike Morton, Community Development Director**

**Subject: Comprehensive Planning Kickoff hearing**

**Date: February 2, 2021**

The city's current Comprehensive Plan was adopted in the fall of 2016 and our five-year update is due on October 31, 2021. The Georgia Department of Community Affairs (DCA) requires the city to hold a public hearing to launch the comprehensive planning process. No action is required by the Council at this hearing. The purpose of the hearing is to brief the community on the process to be used to develop the plan, opportunities for public participation in development of the plan, and to obtain input on the proposed planning process.

The city has asked the Atlanta Regional Commission (ARC) to prepare our 2021 plan update. The basic ARC process involves three stakeholder meetings and a public meeting and other public engagement tools to get broad community input.

Until the kick-off public hearing takes place, ARC's involvement is limited. After the public hearing ARC and city staff will refine the process and develop a schedule of activities.

A representative of ARC will be on hand at the public hearing to answer questions. No action by the City Council is sought at this meeting.

**AN ORDINANCE TO ADD A NEW CHAPTER 13, EMERGENCY MANAGEMENT,  
TO THE CODE OF ORDINANCES.**

**WHEREAS**, O.C.G.A. §§ 38-3-27 through 38-3-28 and 38-3-54 through 38-3-56 authorizes the City of Chattahoochee Hills to provide emergency management within the City of Chattahoochee Hills; and

**WHEREAS**, the City Council believes that an ordinance should be adopted to protect for the health and safety of persons and property during an emergency or disaster resulting from manmade or natural causes.

**WHEREAS**, the Georgia Emergency Management Agency is the state agency assigned responsibility for the coordination of all organizations for emergency management activities within this state; and

**WHEREAS**, the Fulton County Emergency Management Agency is an established emergency management agency; and

**WHEREAS**, to insure an effective and coordinated response to disasters the City of Chattahoochee wishes to coordinate emergency management activities and response with the Georgia Emergency Management Agency and the Fulton County Emergency Management Agency.

**NOW THEREFORE BE IT ORDAINED** that the Code of Ordinances of the City of Chattahoochee Hills is amended by creating a new Chapter 13, Emergency Management to read as follows:

**“Chapter 13 -- Emergency Management**

**Sec. 13-1. Regulations continued in effect.**

All ordinances, resolutions, motions and orders pertaining to civil defense, emergency management and disaster relief, which are not in conflict with this chapter, are continued in full force and effect. ~~Such ordinances, etc., are on file in the office of the City Clerk.~~

**Sec. 13-2. Emergency management and response powers.**

(a) *Declaration of local emergency.*

- (1) *Grant of authority.* In the event of an actual or threatened occurrence of a disaster or emergency, which may result in the large-scale loss of life, injury, property damage or destruction or in the major disruption of routine community affairs, business or governmental operations in the city and which is of sufficient severity and magnitude to warrant extraordinary assistance by federal, state and local departments and agencies to supplement the efforts of available public and private

resources, the Mayor, in the event a special called meeting of the City Council is not practical, may declare a local emergency for the City of Chattahoochee Hills. If a special called meeting of the City Council is not practical prior to the declaration by the Mayor, a special called meeting of the City Council shall be held as soon as a quorum of the City Council can convene in a safe manner provided that the provisions of the Open Meetings law are met. The City Council may meet and vote via teleconference or otherwise remotely if it is impractical to meet in person. Unless the City Council affirms the declaration within five business days, the declaration of a local emergency made solely by the Mayor shall expire except in those circumstances in which a quorum of the City Council was prevented from meeting due to the nature of the local emergency. The form of the declaration shall be similar to that provided in subsection (b) of this Code section.

- (2) *Request for state assistance.* Consistent with a declaration of local emergency as set forth in Section 13-2(a)(1), the Mayor may request the Governor to provide assistance, provided that the disaster or emergency is beyond the capacity of the city to meet adequately and state assistance is necessary to supplement local efforts to save lives and protect property, public health and safety, or to avert or lessen the threat of a disaster.
- (3) *Continuance.* The declaration of local emergency shall continue until the Mayor or City Council finds that emergency conditions no longer exist, at which time, the Mayor shall execute and file with the City Clerk a document marking the end of the state of emergency. No state of local emergency shall continue for longer than the time permitted under Section 13-2(a)(1) unless renewed by the City Council. The City Council may, by resolution and in accordance with the city charter, end a state of local emergency at any time.
- (4) *Effect of declaration of local emergency.*
  - a. *Activation of emergency operations plan.* A declaration of emergency by the Governor or a declaration of local emergency by the Mayor or City Council shall automatically activate the local emergency operations plan and shall be authority for the deployment of personnel and use of any forces to which the plan applies and for use or distribution of any supplies, equipment, materials, and facilities assembled, stockpiled or arranged to be made available pursuant to the Georgia Emergency Management Act or any other laws applicable to emergencies or disasters.
    1. The City Manager and/or his/her designees shall have the legal authority to exercise the powers and discharge the duties conferred by law, including the implementation of the applicable local emergency operations plan,

coordination of the emergency responses of public and private agencies and organizations, coordination of recovery efforts with county, state and federal officials, and inspection of emergency or disaster sites.

2. In responding to the emergency and conducting necessary and appropriate survey of the damages caused by the emergency, the City Manager or his/her designee is authorized to enter at a reasonable time upon any property, public or private, provided ~~that theif~~ private property, the owner has granted permission for such entry, for the purpose of evaluating sites involved with emergency management functions to protect the health, safety, and welfare of the public.
3. The City Manager is authorized to execute a right of entry and/or agreement to use property for these purposes on behalf of the city; however, any such document shall be later presented for ratification by the City Council at the first meeting following the execution of the agreement.

4

- b. *Emergency powers.* Following a declaration of emergency and during the continuance of such state of emergency, the ~~Mayor-City~~ Manager is authorized to implement local emergency measures to protect life and property or to bring the emergency situation under control. In exercising this authority, the ~~Mayor-City~~ Manager may cause to become effective any of the sections of this chapter as appropriate. If any of these sections is included in a declaration of local emergency, the same shall be filed in the office of the City Clerk and shall be in effect until the declaration of local emergency has terminated or was otherwise terminated pursuant to the provisions of Section 13-2(a)(1).
- c. *Authority to waive procedures and fees.* Pursuant to a declaration of emergency, the City Council is authorized to cause to be effective any of the subsections of section 13-4 of this chapter as appropriate. The implementation of such subsections shall be filed in the office of the City Clerk.
- d. *Additional emergency powers.* The City Manager shall have and may exercise for such period as the declared emergency exists or continues, the following additional emergency powers:
  1. To direct and compel the evacuation of all or part of the population from any stricken or threatened area, for the preservation of life or other disaster mitigation, response or recovery;



2. To prescribe routes, modes of transportation and destinations in connection with evacuation;
3. To make provision for the availability and use of temporary emergency housing, emergency shelters and/or emergency medical shelters.
4. To transfer the direction, personnel or functions of any city departments and agencies or units thereof for the purpose of performing or facilitating emergency services;
5. To utilize all available resources of the city and subordinate agencies over which the city has budgetary control as reasonably necessary to cope with the emergency or disaster;
6. To utilize public property when necessary to cope with the emergency or disaster or when there is compelling necessity for the protection of lives, health and welfare; and/or the property of citizens;
7. To suspend any law, code provision or regulation prescribing the procedures for conduct of city business, or the orders, rules or regulations of any city ~~agency~~department, if strict compliance with any ordinance, resolution, order, rule or regulation would in any way prevent, hinder or delay necessary action in coping with the emergency or disaster, provided that such suspension shall provide for the minimum deviation from the requirements under the circumstances;
8. ~~To provide benefits to citizens upon execution of an intergovernmental agreement for grants to meet disaster-related necessary expenses or serious needs of individuals or families adversely affected by an emergency or disaster in cases where the individuals or families are unable to meet the expenses or needs from other means, provided that such grants are authorized only when matching state or federal funds are available for such purposes;~~
9. To perform and exercise such other functions, powers and duties as may be deemed necessary to promote and secure the safety and protection of the civilian population, including individuals with household pets and service animals prior to, during, and following a major disaster or emergency.

(b) *Form of declaration.* Upon the declaration of local emergency, an official “Declaration of Local Emergency,” in substantially the same form set forth below, shall be signed and filed in the office of the City Clerk and shall be communicated to the citizens of the affected area using the most effective and

efficient means available. The declaration shall state the nature of the emergency or disaster, the conditions that require the declaration and any sections of this chapter which shall be in effect.

#### “DECLARATION OF LOCAL EMERGENCY

WHEREAS, the City of Chattahoochee Hills, Georgia has experienced an event of critical significance as a result of *[DESCRIPTION OF EVENT]* on *[DATE]*; and

WHEREAS, in the judgment of the Mayor [and City Council] of the City of Chattahoochee Hills, there exist emergency circumstances located in *[DESCRIBE GEOGRAPHIC LOCATION]* requiring extraordinary and immediate corrective actions for the protection of the health, safety and welfare of the citizens of the City of Chattahoochee Hills, including individuals with household pets and service animals; and

WHEREAS, to prevent or minimize injury to people and damage to property resulting from this event;

NOW, THEREFORE, pursuant to the authority granted by local and state law;

IT IS HEREBY DECLARED that a local state of emergency exists and shall continue until the conditions requiring this declaration are abated.

WHEREFORE, IT IS ORDERED:

- (1) That the applicable local emergency operations plan is hereby activated;
- (2) That the following sections of the City of Chattahoochee Hills Code be implemented: \_\_\_\_\_; and
- (3) That the following measures also be implemented: \_\_\_\_\_

ENTERED at [TIME] on [DATE].

[Signed]

Mayor, City of Chattahoochee Hills.”

- (c) *Contracts with local governments.* In addition to the normal agreements embodied in the applicable local emergency operations plan for mutual emergency assistance, the city may contract with any municipality or county for the administration of a local emergency response program.

#### **Sec. 13-3. Enforcement and remedies.**

- (a) *Enforcement.* ~~Except as otherwise provided in this chapter, this ordinance may be enforced by the city police department. Law enforcement. In accordance with O.C.G.A. § 38-3-4, city police department shall be authorized to enforce the orders, rules and regulations contained in this chapter and/or implemented by the City Manager or City Council during a declared emergency.~~
- (b) *Penalties.* Failure to comply with any of the requirements or provisions of the regulations contained in this chapter, or with any code section, order, rule or

regulation made effective by the City Manager or City Council upon or after the declaration of an emergency shall constitute a violation of the provisions of this chapter. ~~Any person who violates any provision in this chapter shall, upon conviction thereof, be punishable by a fine not exceeding \$1,000.00, imprisonment for a term not exceeding 180 days, or both such fine and imprisonment, for each violation.~~ Each person assisting in the commission of a violation, shall be guilty of separate offenses. Each day during which a violation or failure to comply continues shall constitute a separate violation.

- (c) *Injunctive relief.* In accordance with O.C.G.A. § 38-3-5, in addition to the remedies prescribed in this section, the City Manager is authorized to obtain an injunction to restrain violation of laws, code sections, orders, rules and regulations which are contained in the Georgia Emergency Management Act and/or this code, and/or which are implemented by the City Council during a declared emergency.
- (d) ~~*Enforcement.* Except as otherwise provided in this chapter, this ordinance may be enforced by the city police department.~~

#### **Sec. 13-4. Authority to waive procedures and fee structures.**

- (a) *City business.* Upon declaration of an emergency or disaster by the ~~Governor or Mayor~~Governor, Mayor or City Council, the affairs and business of the city may be conducted at places other than the regular or usual location, within or outside of the city, when it is not prudent, expedient or possible to conduct business at the regular location. When such meetings occur outside of the city, all actions taken by the City Council shall be as valid and binding as if performed within the city. Such meetings may be called by the Mayor, Mayor Pro Tem or any two members of the City Council without regard to or compliance with time-consuming procedures and formalities otherwise required by law.
- (b) *Public works contracts.* Upon declaration of an emergency or disaster by the ~~Governor or Mayor~~Governor, Mayor or City Council, the city may contract for public works without letting such contract out to the lowest, responsible bidder and without advertising and posting notification of such contract for four weeks; provided, however, that the emergency must be of such nature that immediate action is required and that the action is necessary for the protection of the public health, safety and welfare. Any public works contract entered into pursuant to this subsection shall be entered on the minutes of the city as soon as practical and the nature of the emergency described therein in accordance with O.C.G.A. § 36-91-22(e). Any E-Verify affidavit or other state required affidavit shall be obtained from any contractor if otherwise required by law.
- (c) *Purchasing.* Upon declaration of an emergency or disaster by the ~~Governor or Mayor~~Governor, Mayor or City Council, the purchasing ordinances, regulations or policies may be suspended. City officials shall continue to seek to obtain the best prices during the state of local emergency.
- (d) *Code enforcement.* Upon declaration of a state of emergency or disaster by the ~~Governor or the Mayor~~Governor, Mayor or City Council, the City Council may



temporarily suspend the enforcement of the ordinances of the city, or any portion thereof, where the emergency is of such nature that immediate action outside the code is required, such suspension is consistent with the protection of the public health, safety and welfare, and such suspension is not inconsistent with any federal or state statutes or regulations.

- (e) *Fees.* Upon declaration of a state of emergency or disaster by the ~~Governor or the Mayor~~Governor, Mayor or City Council until the declaration of emergency is terminated, the city may temporarily reduce or suspend any permit fees, application fees or other rate structures as necessary to encourage the rebuilding of the areas impacted by the disaster or emergency. The term “fees” include fees or rates charged by the city for building permits, land disturbance permits, zoning applications, special land use permits, temporary land use permits and other fees relating to the reconstruction, repair and clean-up of areas impacted by the disaster or emergency. The term “fees” does not include fees collected by the city on behalf of the state or federal government or fees charged by the city pursuant to a state or federal statute or regulation.
- (f) *Temporary dwellings.* Upon the declaration of a state of emergency or disaster by the ~~Governor or Mayor~~Governor, Mayor or City Council until the declaration of emergency is terminated, the city or its designees may issue temporary mobile home, trailer, recreational vehicle or other temporary dwelling structures or parks in any zoning district, even though not otherwise permitted by development code, while the primary dwelling is being repaired. The temporary permit shall not exceed six months in duration. Upon expiration of the temporary permit and/or extension, the temporary dwelling must be removed.

#### **Sec. 13-5. Registration of building and repair services.**

- (a) In accordance with O.C.G.A. § 38-3-56, before building, constructing, repairing, renovating or making improvements to any real property, including dwellings, homes, buildings, structures or fixtures within an area in the city designated in a declared emergency or disaster, any person, firm, partnership, corporation or other entity must register with the city clerk and secure a building permit that is posted at the work site. Each day any such entity does business in the city without complying with this ordinance constitutes a separate offense.
- (b) The cost of registration fees in a declared emergency or disaster is fixed at \$50.00 per annum. Registration is nontransferable. The cost of the emergency building permit shall be equal to the cost for a building permit under existing regulations. The permit shall only be authorized for repairs.
- (c) When registering, any person, partnership, corporation or other entity making application must, under oath, complete an application, providing the following information:
- (1) Name of applicant;
  - (2) Permanent address and phone number of applicant;

- (3) Applicant's Social Security number or federal Employer Identification number;
- (4) If applicant is a corporation, the state and date of incorporation;
- (5) Tag registration information for each vehicle to be used in the business;
- (6) List of cities and/or counties where the applicant has conducted business within the past 12 months;
- (7) Georgia sales tax number or authorization;
- (8) Georgia business license number, if required.
- (9) Copy of license from Secretary of State, if required.
- (10) A signed and sworn affidavit verifying the applicant's legal presence in the United States as required by O.C.G.A. § 50-36-1.
- (11) At least one secure and verifiable document as defined in O.C.G.A. § 50-36-2.

(d) *Effective date.* This section shall become effective only upon the signing of a declaration of emergency, stating this section is in effect. Unless otherwise specified in the declaration of emergency or otherwise extended by the City Council, the provisions of this Code section shall remain in effect during the state of emergency and for a subsequent recovery period of three months.

### **Sec. 13-6. Closed or restricted areas and curfews during emergency.**

- (a) To preserve, protect or sustain the life, health, welfare or safety of persons, or their property, within a designated area under a declaration of emergency, it shall be unlawful for any person to travel, loiter, wander or stroll in or upon the public streets, highways, roads, lanes, parks or other public grounds, public places, public buildings, places of amusement, eating places, vacant lots or any other place during a declared emergency between hours specified by the Mayor ~~and~~ City Council] until the curfew is lifted except as set forth in Section 13-6(c).
- (b) To promote order, protect lives, minimize the potential for looting and other crimes, and facilitate recovery operations during an emergency, the City Manager shall have discretion to impose reentry restrictions on certain areas. The City Manager shall exercise such discretion in accordance with the applicable local emergency operations plan, which shall be followed during emergencies.
- (c) The provisions of this section shall not apply to persons acting in the following capacities:
  - (1) Authorized and essential law enforcement personnel;
  - (2) Authorized and essential health care providers;
  - (3) Authorized and essential personnel of the city;
  - (4) Authorized National Guard or federal military personnel;
  - (5) Authorized and essential firefighters;

- (6) Authorized and essential emergency response personnel;
- (7) Authorized and essential personnel or volunteers working with or through an emergency management agency (EMA);
- (8) Authorized and essential utility repair crews;
- (9) Citizens seeking to restore order to their homes or businesses while on their own property or place of business;
- (10) Other authorized and essential persons as designated on a list compiled by City Manager; and

(11) Any person traveling to or from his or her place of employment or those persons facing a life-threatening or medical emergency.

- (d) *Enforceability.* This section shall be enforced by officers of the law enforcement personnel approved to provide aid and assistance during the emergency. Nothing contained in this section shall prohibit a law enforcement officer from bringing other charges under state law.
- (e) *Effective date.* This section shall become effective only upon the signing of a declaration of emergency, stating this section is in effect.”

This ordinance shall become effective upon its approval.

**SO ORDAINED AND EFFECTIVE** this ~~3<sup>rd</sup>~~2<sup>nd</sup> day of ~~December, 2020~~February, 2021.

CITY OF CHATTAHOOCHEE HILLS, GEORGIA

By: \_\_\_\_\_  
Tom Reed, Mayor

Attest:

\_\_\_\_\_  
Dana Wicher, City Clerk

(SEAL)



6505 Rico Road Chattahoochee Hills Georgia 30268

MAYOR  
Tom Reed

CITY COUNCIL  
Ruby Foster  
Richard Schmidt  
Laurie Searle  
Camille Lowe  
Troy Bettis

CITY MANAGER  
Robert T. Rokovitz

[www.chatthillsga.us](http://www.chatthillsga.us)

(770) 463-8881

Fax (770) 463-8550

**To: Mayor and City Council**  
**From: Mike Morton, Community Development Director**  
**Subject: Historic Campbellton Crossroads Framework Plan Adoption**  
**Date: February 2, 2021**

In 2019, the city applied, in cooperation with the City of South Fulton, for a grant from the Atlanta Regional Commission to create a master plan for the Campbellton area. The cities were awarded the grant and spent the last year working with consultants from Pond and Company to develop the plan.

Pond briefed both city councils at the beginning and the end of the process. They conducted thirteen stakeholder interviews, three public meetings, five core team meetings, an on-site pop-up meeting, and a three-day workshop organized around ten different topics. They also maintained a public project web site. In doing so they crafted a plan that considers the history of the area, the existing conditions, prior planning efforts, and real estate market conditions. Using this trove of background and analysis, along with public input gleaned through a variety of channels, they authored a master plan framework and five core implementation strategies.

On December 3<sup>rd</sup>, 2020, Pond presented the study and its recommendations to the Chattahoochee Hills Mayor and City Council, and shortly thereafter a complete draft of the plan was provided for review.

**Planning Commission Action:**

On January 14<sup>th</sup>, the Planning Commission voted to recommend adoption of the *Historic Campbellton Crossroads Framework Plan*.

**Staff Recommendation**

Staff recommends adoption of the plan.

**A RESOLUTION ADOPTING THE**  
**HISTORIC CAMPBELLTON CROSSROADS FRAMEWORK PLAN**

**WHEREAS**, in 2015 the City of Chattahoochee Hills, annexed the land that is the location of historic Campbellton; and

**WHEREAS**, the City adopted a comprehensive plan that identifies the Campbellton area as a location for a Historic Crossroads Community on the future development map; and

**WHEREAS**, in cooperation with the City of South Fulton, the city applied for and received a grant from the Atlanta Regional Commission to create a master plan for the Campbellton area; and

**WHEREAS**, on February 26, 2020, the city entered a contract with Pond and Company to develop a master plan for Campbellton; and

**WHEREAS**, Pond briefed both city councils at the beginning and the end of the process; conducted thirteen stakeholder interviews, three public meetings, five core team meetings, an on-site pop-up meeting, and a three-day workshop organized around ten different topics; maintained a public project web site; and

**WHEREAS**, on December 3<sup>rd</sup>, 2020, Pond presented the study and its recommendations to the Chattahoochee Hills Mayor and City Council.

**NOW THEREFORE BE IT RESOLVED**, that the Chattahoochee Hills' Mayor and City Council do hereby adopt

*The Historic Campbellton Crossroads Framework Plan.*

**RESOLVED** this 2<sup>nd</sup> day of February 2021.

Approved:

\_\_\_\_\_  
Tom Reed, Mayor

Attest:

\_\_\_\_\_  
Dana Wicher, City Clerk  
(Seal)

STATE OF GEORGIA  
FULTON COUNTY

RESOLUTION NO. 21-02-XXX

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF  
CHATTAHOOCHEE HILLS, GEORGIA TO ADOPT REVISIONS TO THE FISCAL  
YEAR 2021 BUDGET**

**WHEREAS**, the City Manager of the City of Chattahoochee Hills has presented a General Fund revision to the fiscal year 2021 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 2021 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 2<sup>nd</sup> day of February, 2021.

ATTEST:

APPROVED:

\_\_\_\_\_  
Dana Wicher, City Clerk

\_\_\_\_\_  
Tom Reed, Mayor

(Seal)

**City of Chattahoochee Hills, GA  
FY2021 Budget  
Amended Budget (Mid Year)**

**Revenues:**

	<b>FY2021 Adopted</b>	<b>Recommended Adjustments 02/02/2021</b>	<b>FY2021 Amended 02/02/2021</b>
Property Taxes	\$ 1,750,000	42,012	\$ 1,792,012
L.O.S.T.	\$ 480,000	-	\$ 480,000
Intangible Tax	\$ 30,000	2,232	\$ 32,232
Motor Vehicle Tax	\$ 10,000	-	\$ 10,000
Motor Vehicle Tax - Ad Valorem	\$ 20,000	20,635	\$ 40,635
Real Estate Transfer Tax	\$ 10,000	2,515	\$ 12,515
Business & Occupation Tax	\$ 25,000	-	\$ 25,000
Insurance Premium Tax	\$ 180,000	31,701	\$ 211,701
Alcohol Beverage Tax	\$ 15,000	-	\$ 15,000
Franchise Fees	\$ 145,000	-	\$ 145,000
Licenses & Permits	\$ 80,000	33,029	\$ 113,029
Charges for Service	\$ 60,000	-	\$ 60,000
Charges for Service (Parking Fees)	\$ 60,000	19,541	\$ 79,541
Charges for Service (Hunting Lease)	\$ -	-	\$ -
Intergovernmental (Conservation)	\$ 125,000	-	\$ 125,000
Intergovernmental (Federal)	\$ -	139,607	\$ 139,607
Intergovernmental (LMIG Grant)	\$ 138,801	(4,675)	\$ 134,126
Intergovernmental (RTP)	\$ -	-	\$ -
Intergovernmental (CDAP)	\$ -	33,592	\$ 33,592
Fines & Forfeitures	\$ 125,000	-	\$ 125,000
Insurance Proceeds	\$ -	-	\$ -
Contributions & Donations	\$ -	19,787	\$ 19,787
Interest	\$ 7,000	(2,590)	\$ 4,410
Other Revenues	\$ -	33,290	\$ 33,290
Police Tech Fees	\$ -	60,934	\$ 60,934
Proceeds from Capital Lease	\$ -	249,632	\$ 249,632
Running Fund Balance From Prior Year	\$ 1,108,152	180,360	\$ 1,288,512
GF Revenue Subtotal:	\$ <b>4,368,953</b>	<b>861,600</b>	\$ <b>5,230,553</b>

**Other Financing Sources:**

Hotel/Motel Tax	\$ 75,000	\$ 22,630	\$ 97,630
Hotel/Motel Tax Fund Balance	\$ 90,000	\$ 125,401	\$ 215,401
TSPLOST	\$ 350,000	\$ 7,000	\$ 357,000
TSPLOST Fund Balance	\$ 303,250	\$ 43,532	\$ 346,782
Subtotal Other Financing Sources:	\$ 818,250	\$ 198,563	\$ 1,016,813
Total Operating Revenue:	\$ <b>5,187,203</b>	<b>\$ 1,060,163</b>	\$ <b>6,247,366</b>

**Expenditures:**

	<b>FY2021 Adopted</b>		<b>FY2021 Amended</b>
Mayor & Council	\$ 126,546	\$ (0)	\$ 126,546
City Clerk	\$ 61,576	\$ (0)	\$ 61,576
City Manager	\$ 146,397	\$ (0)	\$ 146,397
General Administration	\$ 147,575	\$ 14,757	\$ 162,333
IT	\$ 33,385	\$ 1,335	\$ 34,720
Non-Departmental Insurance	\$ 69,992	\$ 1,970	\$ 71,962
Municipal Court	\$ 92,095	\$ (0)	\$ 92,095
Police	\$ 863,513	\$ (0)	\$ 863,513
Fire	\$ 845,578	\$ (0)	\$ 845,578
Public Works	\$ 524,255	\$ (0)	\$ 524,255
Engineering	\$ 5,000	\$ -	\$ 5,000
Parks & Recreation	\$ 104,986	\$ 0	\$ 104,986
Community Development	\$ 219,140	\$ 39,699	\$ 258,839
Contingency -Reserved Fund Balance	\$ -		\$ -
<b>Subtotal:</b>	\$ <b>3,240,040</b>	<b>\$ 57,760</b>	\$ <b>3,297,800</b>

**Other GF Financing Uses:**

Interest - Capital Lease	\$ 11,868	\$ 0	\$ 11,868
Capital Lease Payment	\$ 126,866	\$ (0)	\$ 126,866
Capital Fund	\$ 341,640	\$ 803,840	\$ 1,145,480
Grants	\$ 263,801	\$ -	\$ 263,801
<b>Subtotal:</b>	\$ <b>744,175</b>	<b>\$ 803,840</b>	\$ <b>1,548,015</b>
<b>Total GF Expenditures</b>	\$ <b>3,984,215</b>	<b>\$ 861,600</b>	\$ <b>4,845,815</b>

**GF Revenues in Excess of Expenditures**

	\$ 384,738	\$ 0	\$ 384,738
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**Other Financing Uses:**

Hotel Motel	\$ 165,000	\$ -	\$ 165,000
TSPLOST	\$ 653,250	\$ -	\$ 653,250
Police Tech Fee	\$ -	\$ -	\$ -
Contingency - Reserved Fund Balance	\$ 384,738	\$ 198,563	\$ 583,301
Subtotal Other Financing Uses:	\$ <b>1,202,988</b>	<b>\$ 198,563</b>	\$ <b>1,401,551</b>

**Total ALL FUNDS Expenditures**

	\$ 5,187,203	\$ 1,060,163	\$ 6,247,366
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**Total ALL FUNDS Revenues**

	\$ 5,187,203	\$ 1,060,163	\$ 6,247,366
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**Revenues in Excess of Expenditures**

	\$ (0)	\$ 0	\$ (0)
--	--------	------	--------



6505 Rico Road Chattahoochee Hills, Georgia 30268

MAYOR  
Tom Reed

CITY COUNCIL  
Ruby Foster  
Richard Schmidt  
Laurie Searle  
Camille Lowe  
Troy Bettis

CITY MANAGER  
Robert T. Rokovitz

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(770) 463-8881

Fax (770) 463-8550

TO: Mayor and Council

CC: Dana Wicher  
Darold Wendlandt

DATE: January 20<sup>th</sup>, 2021 for February 2<sup>nd</sup>, 2021 Council Meeting

RE: City Hall Bathroom Renovations

***Staff Recommendation:***

Staff recommends Council's consideration to award a contract to DCW Construction in an amount not to exceed an estimated \$16,425.00 to renovate three bathrooms at City Hall.

Upper Hallway Unisex with Shower (already installed):	\$3,445
Lower Hallway Main Lobby Men's' Restroom:	\$6,490
Lower Hallway Main Lobby Men's' Restroom:	<u>\$6,490</u>
	\$16,425

***Background:***

One of the requirements from the Environmental Protection Division is for the City to transition to low-flow plumbing fixtures. While this is something that has needed to be done, it did not make sense to proceed with this change unless the bathrooms were renovated at the same time while meeting ADA requirements. We have been postponing these renovations due to other budgetary needs within our capital budget, specifically roads. But we are now at a point where the restrooms and fixtures are past their life expectancy and in disrepair.

***Discussion:***

The plan that makes the most sense is to do the renovations on the upper hallway restroom first. This not only has the least fiscal impact, it also allows this bathroom to become fully functional and available for use by staff and guests while the lower hallway lobby restrooms are being renovation so that there is no gap in restroom facility availability.

Due to the age of the lower hallway lobby restroom, they cannot be renovated without being brought up t being ADA compliant. This means that handicap accessibility to the restroom facilities to include the sinks and lavatories must be part of the renovations. Because the space that is needed to accommodate these requirements, each restroom will become single-use occupancy with lockable entries as opposed to two-person facilities. Except on days when there is voting or court, we do not anticipate this being an issue or contribute to any inconvenience.





***Fiscal Impact:***

The total fiscal impact for all three restrooms is \$16,425. This was a budgeted item at \$20,000 in FY2020. It is still listed as a budgeted item; however, it was not funded in the FY2021 Budget due to COVID -19 as we decided to make each request as needed/warranted throughout the fiscal year.

***Alternatives:***

- Reject all quotes and seek new quotes
- Approve renovations of the lobby bathrooms only @ \$12,980
- Approve renovations of the upper hallway bathroom only \$3,445

***Attachments:***

Quotes/Requisitions

***Additionally reviewed by:***

Rick Lindsey, City Attorney

# Chattahoochee Hills Requisition Cover Sheet

**I. SECTION I**

Description of Request: Lower Mens' Bathroom Renovation

Department: Public Works

Date: January 19, 2021

Fund (check one):  General

Capital

Grant

Budget Account: 4000-5421000

**Requisition Total:** \$6,490.00

**Vendor** DCW Construction

Quote #2: \$6,900.00

Dominion Contracting, LLC

Quote #3: \$10,505

Master Piece Painters

Budgeted Item:  yes

no

**II. SECTION II**

Please check the purchasing method used:

3 Verbal Quotes (\$2,500 - \$7,500)

3 Written Quotes (\$7,500 - \$15,000)

Bid/RFP Award (over \$15,000)

Piggy Back another Municipality (copy of contract attached).

Name of Government \_\_\_\_\_.

State Contract # 99999-001-SPD0000102-0014

Sole Source (Sole source letter attached and approved by Administration Director)

**III. SECTION III**

APPROVED BY:

Department Director: \_\_\_\_\_ Date: \_\_\_\_\_

Finance \_\_\_\_\_ Date: \_\_\_\_\_

City Manager: \_\_\_\_\_ Date: \_\_\_\_\_



PO BOX 89187  
 ATLANTA, GA 30312-0187  
 404-983-6548  
 FAX 404-581-5317

# PROPOSAL

Proposal to:

CHATTAHOOCHEE HILLS

Date:

Friday, March 6, 2020

Job Name/Address:

LOWER HALLWAY MENS ROOM

DCW Proposal #:

CH-001D

Quantity	Unit	Description	Unit Cost	Line Item Cost
<b>FURNISH &amp; INSTALL</b>				
1	EA	WALL/DOOR/BATH PARTN. & WATER CLOSET RMV		
1	EA	WALL HUNG SINK		
1	EA	ADA WATER CLOSET		
1	EA	WALL & FLOOR REPAIR AT DEMO		
1	EA	CEILING REPAIR AT DEMO		
1	EA	PAINT AFFECTED WALLS		
1	EA	NEW 3-0 DOOR & FRAME		
1	EA	GRAB BAR		
1	EA	HAND TOWEL HOLDER		
1	EA	24" X 24 " WALL HUNG MIRROR		
<b>Total Proposal</b>				<b>\$6,490.00</b>

DCW Estimator:

*Handwritten signature*

Accepted by:

- \* Proposal not accepted within 30 days for work set to begin immediately is subject to a pricing adjustment at time of award notification.
- \* Please contact our office to discuss any pricing changes at time of award.
- \* Proposal has quantity & scope listed, please review to ensure items shown are the amounts required for project.
- \* Work performed over these quantities & scope requires an executed change order before said work will proceed.



**Dominion Contracting, LLC**  
 205 McLarty Rd  
 Whitesburg, GA 30185 US  
 4049698169  
 lee@dominioncontracting.net

**28**  
**Estimate 1027**

ADDRESS	SHIP TO	DATE	TOTAL
City of Chattahoochee Hills 6615 Rico Rd Palmetto, GA 30268 United States	City of Chattahoochee Hills 6615 Rico Rd Palmetto, GA 30268 United States	01/30/2020	<b>\$6,900.00</b>

**P.O. NUMBER**  
 Lower Hallway Men's Room

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
01/30/2020	<b>02 Demolition</b>	Demo	1	2,500.00	2,500.00
01/30/2020	<b>11 Plumbing</b>	Install ADA water closet	1	2,200.00	2,200.00
01/30/2020	<b>10 Doors and Windows</b>	Install new 30 door And frame	1	650.00	650.00
01/30/2020	<b>20Paint</b>	Repainting restroom	1	350.00	350.00
01/30/2020	<b>Framing</b>	Installing Divider wall ,Grab bars and mirror	1	1,200.00	1,200.00

TOTAL **\$6,900.00**

THANK YOU.

Accepted By

Accepted Date

# MASTERPIECE PAINTERS

# PROPOSAL

7475 IRAM TRAIL

(404) 453-5354

DOUGLASVILLE, GA 30312

Proposal to:

CHATTAHOOCHEE Hills

Date:

3-19-2020

Job Name/Address:

LOWER MENS

DCW Proposal #:

C-001

Quantity	Unit	Description	Unit Cost	Line Item Cost
1	EA	Demolition		
1	EA	Watercloset + Sink		
1	EA	Ceiling - wall + Floor Repair		
1	EA	Paint wall where needed		
1	EA	NEW DOOR + FRAME		
1	EA	GRAB BAR		
1	EA	Wall Hung Mirror		
1	EA	HAND TOWEL Dispenser		
<b>Total Proposal</b>				10,505. <sup>00</sup>
				10,505. <sup>00</sup>

DCW Estimator:

Accepted by:

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# Chattahoochee Hills Requisition Cover Sheet

**I. SECTION I**

Description of Request: Lower Womens' Bathroom Renovation

Department: Public Works

Date: January 19, 2021

Fund (check one):  General

Capital

Grant

Budget Account: 4000-5421000

**Requisition Total:** \$6,490.00

**Vendor** DCW Construction

Quote #2: \$6,850.00

Dominion Contracting, LLC

Quote #3: \$10,505

Master Piece Painters

Budgeted Item:  yes

no

**II. SECTION II**

Please check the purchasing method used:

3 Verbal Quotes (\$2,500 - \$7,500)

3 Written Quotes (\$7,500 - \$15,000)

Bid/RFP Award (over \$15,000)

Piggy Back another Municipality (copy of contract attached).

Name of Government \_\_\_\_\_.

State Contract # 99999-001-SPD0000102-0014

Sole Source (Sole source letter attached and approved by Administration Director)

**III. SECTION III**

APPROVED BY:

Department Director: \_\_\_\_\_ Date: \_\_\_\_\_

Finance \_\_\_\_\_ Date: \_\_\_\_\_

City Manager: \_\_\_\_\_ Date: \_\_\_\_\_





PO BOX 89187  
 ATLANTA, GA 30312-0187  
 404-983-6548  
 FAX 404-581-5317

# PROPOSAL

Proposal to:

CHATTAHOOCHEE HILLS

Date:

Friday, March 6, 2020

Job Name/Address:

LOWER HALLWAY WOMENS ROOM

DCW Proposal #:

CH-001C

Quantity	Unit	Description	Unit Cost	Line Item Cost
<b>FURNISH &amp; INSTALL</b>				
1	EA	WALL/DOOR/BATH PARTN. & WATER CLOSET RMV		
1	EA	WALL HUNG SINK		
1	EA	ADA WATER CLOSET		
1	EA	WALL & FLOOR REPAIR AT DEMO		
1	EA	CEILING REPAIR AT DEMO		
1	EA	PAINT AFFECTED WALLS		
1	EA	NEW 3-0 DOOR & FRAME		
1	EA	GRAB BAR		
1	EA	HAND TOWEL HOLDER		
1	EA	24" X 24 " WALL HUNG MIRROR		
<b>Total Proposal</b>				<b>\$6,490.00</b>

DCW Estimator:

*Johnny Lee*

Accepted by:

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Dominion Contracting, LLC  
205 McLarty Rd  
Whitesburg, GA 30185 US  
4049698169  
lee@dominioncontracting.net

Estimate 1035<sup>32</sup>

" LOWER WOMENS "

1 EA. DEMOLITION	1200.00
1 EA. INSTALL ADA WATER CLOSET	2500.00
1 EA. IN STALL NEW 3-0 DOOR & FRAME	650.00
1 EA. PAINTING	850.00
1 EA. INSTALL DIVIDER WALL-GRAB BARS & MIRROR	1650.00

TOTAL OF ALL ABOVE === \$ 6,850.00



# MASTERPIECE PAINTERS

# PROPOSAL

7475 IRAM TRAIL

(404) 453-5354

DOUGLASVILLE, GA 30312

Proposal to:

Date:

CHATAHOCHER Hills

3-19-2020

Job Name/Address:

DCW Proposal #:

LOWER WOMENS

C-002

Quantity	Unit	Description	Unit Cost	Line Item Cost
1	EA	DEMOLITION		
1	EA.	WATER CLOSET & SINK		
1	EA.	CEILING - WALL & FLOOR REPAIR		
1	EA	PAINT WALL WHERE NEEDED		
1	EA	NEW DOOR & FRAME		
1	EA	GRAB BAR		
1	EA	WALL HUNG MIRROR		
1	EA	HAND TOWEL DISPENSER		

Total Proposal

10,505.00  
10,505.00

DCW Estimator:

Accepted by:

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- \* Proposal has quantity & scope listed, please review to ensure items shown are the amounts required for project.
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# Chattahoochee Hills Requisition Cover Sheet

**I. SECTION I**

Description of Request: Upper Hallway Bathroom Renovation

Department: Public Works

Date: January 19, 2021

Fund (check one):  General

Capital

Grant

Budget Account: 4000-5421000

**Requisition Total:** \$3,445.00

**Vendor** DCW Construction

Quote #2: \$3,789.00

Dominion Contracting, LLC

Quote #3: \$3,600.00

Master Piece Painters

Budgeted Item:  yes

no

**II. SECTION II**

Please check the purchasing method used:

3 Verbal Quotes (\$2,500 - \$7,500)

3 Written Quotes (\$7,500 - \$15,000)

Bid/RFP Award (over \$15,000)

Piggy Back another Municipality (copy of contract attached).

Name of Government \_\_\_\_\_.

State Contract # 99999-001-SPD0000102-0014

Sole Source (Sole source letter attached and approved by Administration Director)

**III. SECTION III**

APPROVED BY:

Department Director: \_\_\_\_\_ Date: \_\_\_\_\_

Finance \_\_\_\_\_ Date: \_\_\_\_\_

City Manager: \_\_\_\_\_ Date: \_\_\_\_\_



PO BOX 89187  
 ATLANTA, GA 30312-0187  
 404-983-6548  
 FAX 404-581-5317

# PROPOSAL

Proposal to:

CHATTAHOOCHEE HILLS

Date:

Friday, March 6, 2020

Job Name/Address:

UPPER HALLWAY BATHROOM RENOVATION

DCW Proposal #:

CH-001B

Quantity	Unit	Description	Unit Cost	Line Item Cost
<b>BUILD BACK</b>				
2	EA	TOILETS TO INSTALL		
1	EA	WALL HUNG SINK		
1	EA	NEW 3-0 DOOR		
1	EA	24" X 24" MIRROR		
1	EA	HAND TOWEL DISPENCER		
<b>Total Proposal</b>				<b>\$3,445.00</b>

DCW Estimator:

*Tommy Lee*

Accepted by:

- \* Proposal not accepted within 30 days for work set to begin immediately is subject to a pricing adjustment at time of award notification.
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- \* Work performed over these quantities & scope requires an executed change order before said work will proceed.



Dominion Contracting, LLC  
205 McLarty Rd  
Whitesburg, GA 30185 US  
4049698169  
lee@dominioncontracting.net

Estimate **36**  
1035

UPPER HALLWAY BATH

2 EA. TOILETS INSTALL

1 EA. WALL HUNG SINK

1 EA. IN STALL NEW 3-0 DOOR & FRAME

1 EA. 24" X 24" WALL HUG MIRROR

1 EA. HAND TOWEL DISPENSER

TOTAL OF ALL ABOVE === \$ 3,789.00



# MASTERPIECE PAINTERS

# PROPOSAL

7475 IRAM TRAIL

(404) 453-5354

DOUGLASVILLE, GA 30312

Proposal to:

Date:

CHATAHOOCHEE HILLS

3-19-2020

Job Name/Address:

DCW Proposal #:

UPPER BATH RENOVATION

C-003

Quantity	Unit	Description	Unit Cost	Line Item Cost
1	EA.	SINK		
2	EA.	Toilets		
1	EA	HAND Towel Disp.		
1	EA	24" wall HUNG MIRROR		
1	EA.	New DOOR & HARDWARE		
<b>Total Proposal</b>				3600.00 3600.00

DCW Estimator:

Accepted by:

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6505 Rico Road Chattahoochee Hills, Georgia 30268

TO: Mayor and Council  
 CC: Dana Wicher  
 DATE: January 22<sup>nd</sup>, 2021 for February 2<sup>nd</sup>, 2021 Council Meeting  
 RE: Short Term Lodging Revenues

MAYOR  
 Tom Reed

CITY COUNCIL  
 Ruby Foster  
 Richard Schmidt  
 Laurie Searle  
 Camille Lowe  
 Troy Bettis

CITY MANAGER  
 Robert T. Rokovitz

[www.chatthillsga.us](http://www.chatthillsga.us)  
 (770) 463-8881  
 Fax (770) 463-8550

**Staff Recommendation:**

Staff recommends Council’s consideration to award a contract to LODGINGRevs in an amount not to exceed an estimated \$26,016 to provide short-term rental compliance, licensing, and tax collection solutions. Of this amount, \$6,950 is a one-time implementation cost and the remaining ongoing annual cost is \$19,066.

**Background:**

Short-term rental describes furnished self-contained apartments that are rented for short periods of time, usually by the month as opposed to annual rentals in the unfurnished apartment rental market. They are seen as an alternative to hotels. Short term rentals have become more and more popular for both homeowners and investors. Some local jurisdictions speculate they are banking only a quarter of the occupancy taxes owed. The revenue implications are only getting larger as the U.S. short term rental industry continues to expand.

**Total Revenue for Airbnb and Vrbo short-term rental bookings for selected states and the U.S.**

State	2018	2019	Projected raw revenue for 2020*
Florida	\$6,177,900,000	\$8,591,380,000	\$10,271,045,009
Georgia	\$524,817,000	\$833,424,000	\$1,278,311,348
Illinois	\$210,760,500	\$270,750,000	\$325,950,482
West Virginia	\$46,230,800	\$63,859,200	\$79,211,788
Wisconsin	\$208,185,300	\$291,287,000	\$356,700,302
<b>US Total</b>	<b>\$30,136,800,000</b>	<b>\$38,936,400,000</b>	<b>\$44,841,613,231</b>

**Local Government Challenges  
 Identifying Short-Term Rental Locations and Communicating with Operators**

- STR advertisement platforms don't provide the specific address of the property or owner/manager contact information.
- Often City departments have to utilize staff to attempt to recognize properties one by one in advertisements.



- Manual determination of compliance, generation of notices and an incapability to communicate to all property owners.
- Critical situational COVID-19 updates can't be effectively disseminated.

### **Business User Challenges**

#### **Awareness, Communication and Complication Processes**

- Seeking out compliance requirements with each local agency.
- Paper processes are burdensome and increase late filings.
- Self-tracking of all state, county and city ongoing requirements.
- Receiving information in multiple paper and electronic formats.
- Inefficient registration and remittance processes for managers and advertisement platforms (taxes, where applicable).

#### **Registration, Licensing and Revenue**

- Revenue Gaps - typically only 40-65% tax compliance.
- Manual data entry from paper registration and tax returns.
- Challenged with creating processes through manual tracking and piecing together components of fragmented software.
- Departments don't have an effective means to collaborate to approve multiple stages of a registration or licensing process.
- Pulling datasets from multiple paper and electronic resources to manually compile necessary reporting for decision makers.

### **Community + Commissioner Challenges**

#### **Complaints and Assumptive Decisions**

- Neighborhoods don't have an effective means to provide complaints on STR trash, parking, noise and other issues.
- Current local gov complaint resources rely on the police force.
- City Council meetings are heated with vocal one-sided vantage points.
- Lack of clear data on STR locations and complaint volume.

#### ***Discussion:***

LODGINGRevs' proven processes and systems enable clients to achieve the highest compliance rates and close revenue gaps. All clients are backed by the most responsive expert team in the industry and all users engage with the cornerstone of their firm.

#### **Short-Term Rental Detection and Compliance Monitoring**

- LODGINGRevs will create and maintain an ad listing and property database in our system of all discovered ad, property data, owner and property manager contact information.

- Review and analyze all relevant ad listings, which are not in the jurisdiction's existing database, connect the ad listings to property record data and determine compliance.
- Clear dashboard and reporting to track compliance status.
- Simple, integrated notification system with complete data integration via “smart fields.”

### **Business Tax and Hotel/Motel Tax**

- Custom tax forms with auto calculation fields and auto calculating penalty and interest.
- Property manager bulk filing and single payment fee checkout.
- AD platform voluntary collection agreement supplemental data capture with platform revenue reporting.
- Tax Remittance Audit Tool to leverage captured booking data in comparison to tax data.
- Extensive reporting and filtering functionality automating the reports that department heads and commissioners need.

### **Registration and Licensing**

- Online property owner/manager task portal for new and renewal licensing with streamlined business user workflows.
- Permitting process online forms and uploads with prompts.
- Customizable templates for notifications with auto reminders.
- Custom application approval workflows and interdepartmental collaboration to efficiently process registrations.

### **Dedicated Hotline**

- 24/7 US-based bilingual complaint hotline.
- Code compliance centralized online complaint database with violation, complaint communication and notation dashboard.
- Correct address validation by agents during the complaint call.
- Online bilingual complaint reporting form with upload.
- STR issues are routed to appropriate resources.

The table below breaks down the revenues by business area. When uploading the parcel data and owner contact data, an association the data can be made with different Community zones or business areas so that data can be reported by district. They can do this for elected official districts or whatever we like. This works well for revenue, code compliance, and licensing reports to provide regional insight.

### **Revenues by Business Area, Zone, or Commissioner District**



Business Area	Business Area Name	Total Amount 2020	Total Amount 2019	\$ Diff	% Diff	Up	Down	Total Amount 2018
1	Downtown	\$9,314.86	\$61,092.06	-51,777.20	-84.75%	0	1	\$122,793.90
2	Eastside	\$28,426.54	\$278,966.87	-250,540.33	-89.81%	0	1	\$518,184.12
3	Uptown	\$78,502.10	\$826,201.18	-747,699.08	-90.50%	0	1	\$1,557,035.95
4	Pier	\$13,189.96	\$123,006.89	-109,816.93	-89.28%	0	1	\$216,627.40
5	Residential Zone	\$12,434.56	\$161,515.92	-149,081.36	-92.30%	0	1	\$290,059.96
6	Tourism Public Improvement District (TPID)	\$0.00	\$0.00	0.00	-100.00%	0	0	\$0.00
8	Springfield	\$0.00	\$0.00	0.00	-100.00%	0	0	\$0.00
12	TEST	\$0.00	\$0.00	0.00	-100.00%	0	0	\$0.00
Grand Total		\$141,868.02	\$1,450,782.92	-1,308,914.90	-90.22%	0	1	\$2,704,701.33

***Fiscal Impact:***

<b>One Time Implementation</b>	<b>Annual Cost</b>
Short Term Rental Identification, Monitoring, and Compliance	\$ 2,000.00
Registration	\$ 2,200.00
Tax Collection	\$ 2,250.00
24/7 Hotline	\$ 500.00

Implementation Cost: \$6,950.00

**Total: \$6,950.00**

<b>Ongoing Cost</b>	<b>Annual Cost</b>
Short Term Rental Identification, Monitoring, and Compliance	\$ 4,956.00
Registration	\$ 4,956.00
Tax Collection	\$ 4,956.00
24/7 Hotline	\$ 4,200.00

Yearly Cost: \$19,068.00

**Total: \$19,068.00**

***Alternatives:***

None recommended at this time

***Attachments:***

Quote

***Additionally reviewed by:***

Rick Lindsey, City Attorney

**AN ORDINANCE TO REVISE AND AMEND CHAPTER 4, ALCOHOL BEVERAGES,  
ARTICLE II TO CREATE A NEW LICENSE FOR RETAIL PACKAGE LICENSEES  
AND A NEW LICENSE FOR RETAIL CONSUMPTION ON THE PREMISES  
LICENSEES TO DELIVER ALCOHOL TO AREAS LOCATED WITHIN THE CITY  
AND FOR OTHER PURPOSES**

**WHEREAS**, the City of Chattahoochee Hills finds that its current ordinance governing the sale of alcohol does not adequately address the needs and concerns for delivery of alcohol as permitted under state law; and

**WHEREAS**, it is further found and declared that there is a need for adequate laws governing delivery of alcohol.

**NOW THEREFORE**, the Mayor and Council of the City of Chattahoochee Hills, Georgia ordain that Chapter 4, Article II (*Licensing*) be amended with the following ordinance which is hereby adopted and approved as part of the Code of Ordinances of the City of Chattahoochee Hills, Georgia.

**Section 1.** Article II (*Licensing*) is amended by adding Section 4-26 (8) as follows:

No retail package licensee shall be permitted to engage in delivery operations without first obtaining a proper alcohol license for delivery. Delivery is restricted to distilled spirits in unbroken packages, beer in unopened containers, and wine in unopened containers to locations within the city limits of Chattahoochee Hills. All deliveries shall be made to a person who is at least 21 years of age with proper identification. The retail package licensee shall comply with the state law governing deliveries as set forth for packaged goods retailer in O.C.G.A. § 3-3-10, as may be amended.

**Section 2.** Article II (*Licensing*) is amended by adding Section 4-27 (13) as follows:

No retail consumption of the premises licensee shall be permitted to engage in delivery operations without first obtaining a proper alcohol license for delivery. Delivery is restricted to distilled spirits in unbroken packages, beer in unopened containers, and wine in unopened containers to locations within the city limits of Chattahoochee Hills. All deliveries shall be made to a person who is at least 21 years of age with proper identification. The retail consumption of the premises licensee shall comply with the state law governing deliveries as set forth for packaged goods retailers in O.C.G.A. § 3-3-10, as may be amended.

**Section 3.** All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

**Section 4.** If any section, clause, sentence or phrase of this ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way effect the validity of the remaining portions of this ordinance.

**Section 5.** This ordinance shall become effective immediately upon its adoption by the Council of the City of Chattahoochee Hills, Georgia.

**SO ORDAINED AND EFFECTIVE** this \_\_\_\_ day of February, 2021.

Approved:

\_\_\_\_\_  
Tom Reed, Mayor

Attest:

\_\_\_\_\_  
Dana Wicher, City Clerk  
(Seal)

**A RESOLUTION CALLING FOR A REFERENDUM TO ALLOW THE CITIZENS OF THE CITY OF CHATTAHOOCHEE HILLS, GEORGIA TO VOTE ON WHETHER TO AUTHORIZE PACKAGE SALES OF MALT BEVERAGES, WINE AND DISTILLED SPIRITS FROM 11:00 A.M. TO 12:00 MIDNIGHT ON SUNDAYS AND SALES OF MALT BEVERAGES, WINE AND DISTILLED SPIRITS BY THE DRINK FROM 11:00 A.M. TO 12:00 MIDNIGHT ON SUNDAYS.**

**WHEREAS**, the General Assembly of the State of Georgia has enacted legislation authorizing municipalities to permit and regulate package sales of malt beverage, wine and distilled spirits on Sundays between the hours of 11:00 a.m. and 12:00 Midnight and sales of malt beverage, wine and distilled spirits by the drink on Sundays between the hours of 11:00 a.m. and 12:00 Midnight if such sales are approved in a referendum by the electors of the municipality; and

**WHEREAS**, the Mayor and Council of the City of Chattahoochee Hills desire to allow the citizens of the City of Chattahoochee Hills to vote whether to permit and regulate package sales by retailers of malt beverages, wine and distilled spirits on Sundays between the hours of 11:00 a.m. and 12:00 Midnight and sales of malt beverage, wine and distilled spirits by the drink on Sundays between the hours of 11:00 a.m. and 12:00 Midnight.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the City of Chattahoochee Hills that package sales of malt beverage, wine sand distilled spirits on Sundays between the hours of 11:00 a.m. and 12:00 Midnight and sales of malt beverages, wine and distilled spirits by the drink on Sundays between the hours of 11:00 a.m. and 12:00 Midnight shall be subject to approval by the electors of the City of Chattahoochee Hills by vote in a referendum to be called in accordance with the laws of the State of Georgia and that the election superintendent shall issue the call and shall conduct the election on November 2, 2021.

**This 2<sup>nd</sup> day of February, 2021.**

Approved:

\_\_\_\_\_  
Tom Reed, Mayor

Attest:

\_\_\_\_\_  
Dana Wicher, City Clerk  
(Seal)