

Agenda
Regular Meeting of the Mayor and Council
City of Chattahoochee Hills, Georgia
June 2, 2020 / 6:00 p.m.

Note – In response to the Governor’s Executive Orders, the City will follow social distancing practices and is making the meeting available on-line. Attendees are encouraged to wear face coverings and are required to maintain at least ten feet of distance between themselves and others in attendance. If you wish to make a public comment, please consider sending the comment to the City Clerk via email prior to the meeting. The City Attorney will read the comment at the meeting for you. At the conclusion of the meeting, the public will be asked to leave City Hall and asked not to gather in conversation with others.

Call to Order

Review and Approval of Agenda

Approval of Minutes

1. Minutes of the Regular Meeting of May 5, 2020

Public Comments

Presentations / Proclamations (None)

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 20-011:** Public Hearing and Action on an Ordinance to Approve a Special Use Permit for a Personal Care Home in the RL (Rural) District and for All Other Purposes Related Thereto – property is located at 3915 Cascade Palmetto Highway.
2. **Item 20-013:** Public Hearing on an Ordinance to Adopt the Fiscal Year 2020 Budget for Each Fund of the City of Chattahoochee Hills, Georgia Appropriating the Amounts Shown in Each Budget as Expenditures, Adopting the Several Items of Revenue Anticipations, Prohibiting Expenditures to Exceed Appropriations, and Prohibiting Expenditures to Exceed Actual Funding Available. *No action will be taken.*

Unfinished Business (None)

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.

New Business (None)

Mayor and Council Comments

Executive Session (None)

Adjourn Meeting

Town Hall Session

**Minutes
Regular Meeting of the Mayor and Council
City of Chattahoochee Hills, Georgia
May 5, 2020 / 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, Laurie Searle, Alan Merrill, and Troy Bettis. All members were present. Also present was City Attorney Rick Lindsey.

Review and Approval of Agenda

Councilmember Schmidt made a motion to approve the agenda. Councilmember Bettis seconded. The motion passed unanimously.

Approval of Minutes

1. Minutes of the Regular Meeting of March 10, 2020
Councilmember Searle made a motion to approve the minutes of the Regular Meeting of March 10, 2020. Councilmember Merrill seconded. The motion passed unanimously.

Presentations/Proclamations

1. Campbellton Historic Crossroads Planning presentation – Andrew Kohr, Pond & Company.
Mr. Kohr spoke about the goals, tasks, public engagement process, and the timeline on the Campbellton Historic Crossroads Master Planning process.

Public Comment

There was no public comment.

Staff Reports

Financial Update: City Manager Robbie Rokovitz

Mr. Rokovitz reported on the updated financials as of May 5, 2020. The city is 83.8 percent through the fiscal year. General Fund revenues, including reserves, are 89.1 percent, and General Fund expenditures are 61.5 percent.

Fire Department Report: Greg Brett

Chief Brett reported that call volume is down. The department initiated an extra unit in anticipation of a surge of calls due to COVID-19 that did not materialize. It could be reinstated immediately if there is a surge in patient incidents. The department's state Medical First Responder license has been renewed. \$10,192 in donations have been raised for the purchase of a Lucas chest compression device, leaving a balance of \$8,688. The department is still reaching out for donors. The burn ban went into effect on May 1st. There have been discussions with Fulton County Senior Services about partnering with the department through the community paramedicine program

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.

to reach more senior citizens in the city. The Community Emergency Response Team volunteer program is gearing back up, and Chief Brett thanked Ted Wansley and Lynn Merrill for their help with those efforts. Enrollment forms for the new EverBridge emergency alert system are available. He also gave a status report on the COVID-19 pandemic.

Police Department Report: Jim Little

Chief Little reported that dispatched calls, citations, and warnings were all down for April 2020. There were six misdemeanor arrests and five investigations for the month. Cochran Mill Park reopened the previous weekend. Parking was at capacity, but the parking issues were not bad as they had been in the previous weeks when the park was closed.

Public Works/Parks Report: Darold Wendlandt

Mr. Wendlandt reported that staff took the opportunity while Cochran Mill Park was closed to complete some needed projects and repairs. The playground area is still closed due to COVID-19 concerns. The gravel road crew completed Vernon Grove Road, and crews continue to work on right of way maintenance. He also commented on how well the Fire and Police Departments work with the Public Works/Parks Department, and he thanked Chief Brett for allowing his department to help when needed.

Community Development: Mike Morton

Mr. Morton reported that there were no new house permits from April 2020. At the upcoming May 14th Planning Commission, there will be a Public Hearing for the Personal Care Home Use Permit that is a first read on this evening's agenda. He also provided more information on several items brought up by Andrew Kohr during the Campbellton Historic Crossroads Planning presentation. He also gave an update on the Southern Fulton Comprehensive Transportation Plan and the Imagine Music Festival.

Public Hearing

There were no public hearings.

Unfinished Business

There was no unfinished business.

New Business

- 1. Item 20-010:** Ordinance to Amend the Official Zoning Map to Rezone Ten Acres from the RL (Rural) District to the HM-MU (Mixed-Used Hamlet) District – property is ten acres in two parcels on the west side of Atlanta Newnan Road between Selborne Way and Selborne Lane.

Community Development Director Mike Morton presented the item. The property is ten acres near the entrance to Serenbe, and the application is to rezone the property to expand the Serenbe Hamlet. The applicant has asked for a postponement of the item, so the first

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public hearing will at the earliest be at the Planning Commission meeting in June. No action was taken.

2. Item 20-011: Ordinance to Approve a Special Use Permit for a Personal Care Home in the RL (Rural) District and for All Other Purposes Related Thereto – property is located at 3915 Cascade Palmetto Highway.

Community Development Director Mike Morton presented the item. The applicant would like to use an existing home to operate a personal care home serving up to five residents. However, our code only allows four residents. The application will be amended to reflect the limit four residents prior to the next meeting. No action was taken.

3. Item 20-012: Resolution Declaring Surplus Property and the Sale of Surplus Property – 2008 Crown Victoria and four (4) “iPhone 7” cell phones.

Police Chief Jim Little presented the item. City Clerk Dana Wicher said the resolution in front of the Council was amended to include three additional cell phones from other departments so there is a total of seven phones to surplus.

Mayor Reed called for a motion on Item No. 20-012. Councilmember Searle made a motion to approve Item No. 20-012. Councilmember Foster seconded. The motion passed unanimously.

Mayor and Council Comments

Councilmember Foster said it was good to hear that staff is working so well as a team. She also encouraged everyone to complete the Census.

Councilmember Schmidt thanked everyone for their hard work and said that the city has done a great job staying safe during this time.

Mayor Reed said we have done a better job of preparedness than most of the surrounding cities, the fact that we have an Emergency Medical Response Vehicle whereas surrounding cities needed Fulton County to provide one is just one example, and thanked staff for their work. The good news is that Fulton County is helping us in other ways instead, like with the new EMS radio tower, which will hopefully also help with WiMAX Internet. He recognized resident Ken Langley for the work he was doing cleaning up the Rico cemetery. He also encouraged everyone to continue to take precautions to stay safe, particularly if in one of the at-risk groups. He mentioned that has gotten a lot of commentary from both sides regarding both the closing and then re-opening of Cochran Mill Park, but he feels it is important for people to be able to safely spend time in our parks to get out into nature in these difficult times, and appreciates everyone who is using them responsibly.

Councilmember Searle said the community was doing a virtual celebration for 2020

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graduates. There are banners up around the community and she encouraged citizens to display a green ribbon in support of the graduates. She also gave a shout out to City Manager Robbie Rokovitz for recording the meetings via Zoom and said she would like for future meetings to be recorded and streamed.

Councilmember Merrill said he was pleased with the people who have returned to Cochran Mill Park and are practicing social distancing and being well behaved. He said it differentiates us from a lot of other places in the country.

Councilmember Bettis said we are going through unchartered waters. He said we are leading in time that no matter what decisions are made, it is going to be hard and everyone needs to be sensitive to that. He also thanked Councilmember Foster and Councilmember Searle for their work on the Census. He is looking forward to working with Council and staff on several issues and concerns that he has from constituents.

Executive Session

There was no Executive Session.

Adjourn Meeting

Councilmember Merrill made a motion to adjourn the meeting. Councilmember Schmidt seconded. The motion passed unanimously, and the meeting adjourned at 7:40 p.m.

Approved this _____ day of _____, 2020.

Dana Wicher, City Clerk

Tom Reed, Mayor

City of Chattahoochee Hills, GA
FY2020 Budget
Budget to Actual as of May 21, 2020 - 88.2% of Year Lapsed

Revenues:	FY2019	FY2019 (YTD)		FY2020	FY2020 (YTD)	
	Amended	May 21	% Collected	Amended	May 21	% Collected
Property Taxes	\$ 1,500,000	\$ 1,677,926	111.9%	\$ 1,750,000	\$ 1,818,739	103.9%
L.O.S.T.	\$ 660,000	\$ 578,432	87.6%	\$ 660,000	\$ 578,744	87.7%
Intangible Tax	\$ 35,000	\$ 27,412	78.3%	\$ 27,000	\$ 28,897	107.0%
Motor Vehicle Tax	\$ 15,000	\$ 9,939	66.3%	\$ 6,400	\$ 7,838	122.5%
Motor Vehicle Tax - Ad Valorem	\$ 10,000	\$ 37,579	375.8%	\$ 19,038	\$ 36,400	191.2%
Real Estate Transfer Tax	\$ 12,000	\$ 12,004	100.0%	\$ 10,000	\$ 12,766	127.7%
Business & Occupation Tax	\$ 29,100	\$ 33,834	116.3%	\$ 16,000	\$ 37,629	235.2%
Insurance Premium Tax	\$ 171,518	\$ 171,518	100.0%	\$ 200,615	\$ 200,615	100.0%
Alcohol Beverage Tax	\$ 20,000	\$ 19,277	96.4%	\$ 20,000	\$ 17,222	86.1%
Franchise Fees	\$ 125,000	\$ 149,060	119.2%	\$ 145,228	\$ 141,606	97.5%
Licenses & Permits	\$ 85,000	\$ 116,133	136.6%	\$ 100,000	\$ 82,165	82.2%
Charges for Service	\$ 60,000	\$ 76,815	128.0%	\$ 75,000	\$ 62,997	84.0%
Charges for Service (Parking Fees)	\$ 60,000	\$ 64,180	107.0%	\$ 60,000	\$ 65,244	108.7%
Charges for Service (Hunting Lease)	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
Intergovernmental (Conservation)	\$ 125,000	\$ -	0.0%	\$ 651,540	\$ 651,540	100.0%
Intergovernmental (CDBG)	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
Intergovernmental (LMIG Grant)	\$ 137,628	\$ 137,628	100.0%	\$ 110,102	\$ 126,057	114.5%
Intergovernmental (RTP)	\$ 100,000	\$ 97,999	98.0%	\$ -	\$ -	0.0%
Fines & Forfeitures	\$ 160,000	\$ 133,228	83.3%	\$ 145,000	\$ 161,534	111.4%
Insurance Proceeds	\$ -	\$ -	0.0%	\$ 28,729	\$ 28,729	100.0%
Contributions & Donations	\$ 5,000	\$ 1,370	27.4%	\$ 1,000	\$ 330	33.0%
Interest	\$ 2,000	\$ 15,356	767.8%	\$ 18,000	\$ 15,537	86.3%
Other Revenues	\$ -	\$ 25,398	0.0%	\$ 16,125	\$ 17,098	106.0%
Proceeds from Capital Lease	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
Running Fund Balance From Prior Year	\$ 1,995,118	\$ 1,542,300	77.3%	\$ 1,609,630	\$ 976,432	60.7%
GF Revenue Subtotal:	\$ 5,307,364	\$ 4,927,389	92.8%	\$ 5,669,407	\$ 5,068,120	89.4%

Other Financing Sources:	FY2019	FY2019 (YTD)	%	FY2020	FY2020 (YTD)	%
		May 21			May 21	
Hotel/Motel Tax	189,277	146,277	77.3%	\$ 155,000	\$ 132,155	85%
Hotel/Motel Tax Fund Balance	-	179,561	0.0%	\$ 189,239	\$ 189,239	100%
TSPLOST	458,363	360,551	78.7%	\$ 450,000	\$ 359,365	80%
TSPLOST Fund Balance	-	230,267	0.0%	\$ 120,431	\$ 245,031	100%
Subtotal Other Financing Sources:	\$ 647,640	\$ 916,656	141.5%	\$ 914,670	\$ 925,790	101%
Total Operating Revenue:	\$ 5,955,004	\$ 4,927,389	82.7%	\$ 6,584,077	\$ 5,993,911	91%

Expenditures:	FY2019	FY2019 (YTD)	%	FY2020	FY2020 (YTD)	%
		May 21	Expended		May 21	Expended
Mayor & Council	\$ 125,284	\$ 80,946	64.6%	\$ 125,284	\$ 99,098	79.1%
City Clerk	\$ 45,852	\$ 31,502	68.7%	\$ 56,231	\$ 43,531	77.4%
City Manager	\$ 126,538	\$ 114,676	90.6%	\$ 145,403	\$ 129,840	89.3%
General Administration	\$ 140,323	\$ 120,740	86.0%	\$ 159,065	\$ 129,963	81.7%
IT	\$ 49,279	\$ 27,114	55.0%	\$ 31,968	\$ 31,413	98.3%
Non-Departmental Insurance	\$ 92,200	\$ 86,403	93.7%	\$ 91,593	\$ 91,654	100.1%
Municipal Court	\$ 98,656	\$ 86,584	87.8%	\$ 99,806	\$ 69,459	69.6%
Police	\$ 791,533	\$ 638,926	80.7%	\$ 889,292	\$ 694,405	78.1%
Fire	\$ 749,978	\$ 793,341	105.8%	\$ 909,279	\$ 821,433	90.3%
Public Works	\$ 558,709	\$ 449,596	80.5%	\$ 528,114	\$ 521,216	98.7%
Engineering	\$ 5,000	\$ 2,892	57.8%	\$ 5,000	\$ 6,099	122.0%
Parks & Recreation	\$ 122,769	\$ 78,923	64.3%	\$ 99,422	\$ 88,912	89.4%
Community Development	\$ 164,621	\$ 84,945	51.6%	\$ 245,529	\$ 160,162	65.2%
Contingency - Reserved Fund Balance	\$ 472,484	\$ -	0.0%	\$ 1,083,297	\$ -	0.0%
Unclassified	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
Subtotal:	\$ 3,543,226	\$ 2,596,588	73.3%	\$ 4,469,284	\$ 2,887,185	64.6%

Other GF Financing Uses:	FY2019	FY2019 (YTD)	%	FY2020	FY2020 (YTD)	%
		May 21			May 21	
Interest - Capital Lease	\$ 21,107	\$ 21,462	101.7%	\$ 16,504	\$ 16,055	97.3%
Capital Lease Payment	\$ 153,454	\$ 153,121	99.8%	\$ 145,341	\$ 146,409	100.7%
Capital Fund	\$ 1,248,073	\$ 21,462	1.7%	\$ 957,331	\$ 728,354	76.1%
Grants	\$ 362,628	\$ 203,944	0.0%	\$ 202,072	\$ -	0.0%
Subtotal:	\$ 1,785,262	\$ 399,990	22.4%	\$ 1,321,248	\$ 890,819	67.4%
Total GF Expenditures	\$ 5,328,489	\$ 2,996,578	56.2%	\$ 5,790,532	\$ 3,778,004	65.2%

GF Revenues in Excess of Expenditures \$ (21,125) **\$ 1,930,811** \$ (121,125) **\$ 1,290,117**

Other Financing Uses:	FY2019	FY2019 (YTD)	%	FY2020	FY2020 (YTD)	%
		May 21			May 21	
Hotel Motel	\$ 168,153	\$ 110,685	65.8%	\$ 223,115	\$ 51,924	23.3%
TSPLOST	\$ 458,363	\$ 467,105	0.0%	\$ 570,431	\$ 365,688	64.1%
Subtotal Other Financing Uses:	\$ 626,516	\$ 577,789	92.2%	\$ 793,546	\$ 417,612	52.6%

Total ALL FUNDS Expenditures \$ 5,955,005 \$ 3,574,367 60.0% \$ 6,584,078 \$ 4,195,615 63.7%

Total ALL FUNDS Revenues \$ 5,955,004 \$ 4,927,389 83% \$ 6,584,077 \$ 5,993,911 91%

Revenues in Excess of Expenditures \$ (1) **\$ 1,353,022** \$ (1) **\$ 1,798,295**

G F Bank Account

Capital Category	Expenditure
Police (Vehicles)	\$ 106,993
Police (Capital)	\$ 14,688
Fire (Apparatus/Capital)	\$ 66,861
PW Vehicle(s)	\$ 40,812
LMIG (Capital)	\$ -
Off System Safety Grant	\$ -
PW Capital (TSPLOST)	\$ 59,624
TSPLOST (Contract Mgt)	\$ 688
TSPLOST Fund	\$ 365,000
Land Acquisition	\$ 439,376

Capital Category	Expenditure
RTP Grant	\$ -
LMIG	\$ -

Month To Date	Cash Flow
July 29, 2019 (Balance)	\$ 503,971
September 3, 2019 (Balance)	\$ 494,568
September 23, 2019 (Balance)	\$ 342,493
October 28, 2019 (Balance)	\$ 1,423,021
November 8, 2019 (Balance)	\$ 1,858,548
December 30, 2019 (Balance)	\$ 2,205,097
January 27, 2020 (Balance)	\$ 1,787,477
March 2, 2020 (Balance)	\$ 1,704,477
March 31, 2020 (Balance)	\$ 1,625,448
April 17, 2020 (Balance)	\$ 1,490,729
May 21, 2020 (Balance)	\$ 1,290,117
June 13, 2020 (Balance)	