

Agenda
Regular Meeting of the Mayor and Council
City of Chattahoochee Hills, Georgia
August 4, 2020 / 6:00 p.m.

Note: Meeting is being held as a virtual meeting only. Please visit www.chatthillsga.us for information on accessing the meeting via teleconference or videoconference.

Call to Order

Review and Approval of Agenda

Approval of Minutes

1. Minutes of the Regular Meeting of July 7, 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 20-022:** Public Hearing on an Ordinance to fix the Ad Valorem Tax Rate for Fiscal Year 2021. *(No action will be taken.)*

Unfinished Business *(None)*

New Business

1. **Item 20-023:** Award contract for Wayfinding Signs Program Services to ASI Signage Innovations.
2. **Item 20-024:** Resolution Authorizing, Among Other Things, the Execution of Documents Relating to the Acquisition of Land and Disposition of Land for a Park and for Other Related Purposes.

Mayor and Council Comments

Executive Session

1. To discuss legal matters.

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Adjourn Meeting

Town Hall Session

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**Minutes
Regular Meeting of the Mayor and Council
City of Chattahoochee Hills, Georgia
July 7, 2020 / 6:00 p.m.**

Call to Order

Mayor Reed called the meeting to order at 6:05 p.m. Councilmembers in attendance were Ruby Foster, Richard Schmidt, Laurie Searle, and Alan Merrill. Troy Bettis was absent. Also present was City Attorney Rick Lindsey. The meeting was held via videoconference/teleconference.

Review and Approval of Agenda

Mayor Reed called for a motion to amend the agenda as follows:

- 1. Move Item No. 20-018, Approval of an Ordinance to amend and revise Chapter 2, Article I, Administration Ordinance, to add a Provision providing for Teleconference Meetings for Councilmembers and Commission Members to attend via Teleconference, and for Other Purposes, to immediately after agenda approval.*
- 2. Add Item No. 20-022, a presentation by Lynn Merrill and a Resolution accepting a donation for Chattahoochee Hills citizens for the purchase of a Stryker Lucas Chest Compression System in the amount of \$19,580.60, immediately following Item No. 20-018.*

Councilmember Merrill made a motion to approve the agenda as amended.

Councilmember Foster seconded. The motion passed unanimously.

New Business Items

- 1. Item 20-018: Approval of an Ordinance to amend and revise Chapter 2, Article I, Administration Ordinance, to add a Provision providing for Teleconference Meetings for Councilmembers and Commission Members to attend via Teleconference, and for Other Purposes.*

City Attorney Rick Lindsey presented the item. The ordinance mirrors state law. Other than in emergency conditions or written notice from a health professional, members shall be limited to attending meetings via teleconference to two times per calendar year.

Mayor Reed called for a motion on Item No. 20-018. Councilmember Merrill made a motion to approve Item No. 20-018. Councilmember Foster seconded. The motion passed unanimously.

- 2. Item 20-022: Presentation by Lynn Merrill and a Resolution accepting a donation from Chattahoochee Hills citizens for the purchase of a Stryker Lucas Chest Compression System in the amount of \$19,580.60.*

Lynn Merrill presented a check to be used to purchase a chest compression device for the

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Chattahoochee Hills Fire Department. Forty-one donors led by the Serenbe Community Care Network raised the funds to purchase the device.

Fire Chief Greg Brett said this is a gift for everyone and is an example of those in our community giving back to the community.

City Manager Robbie Rokovitz read the resolution.

Mayor Reed called for a motion on Item No. 20-022. Councilmember Searle made a motion to approve Item No. 20-022. Councilmember Schmidt seconded. The motion passed unanimously.

Approval of Minutes

1. Minutes of the Regular Meeting of June 2, 2020
2. Minutes of the Special Called Meeting of June 11, 2020

Councilmember Schmidt made a motion to approve the minutes of the Regular Meeting of June 2, 2020 and the Special Called Meeting of June 11, 2020. Councilmember Merrill seconded. The motion passed unanimously.

Presentations/Proclamations

There were no presentations/proclamations.

Public Comment

Donald Winston, 9875 Cedar Grove Road – spoke about issues regarding large parties being held at a neighbor’s house. He said there were parties held on Memorial Day weekend and 4th of July weekend, and the traffic and people standing in the road was so bad he would not have been able to get out if there were an emergency. He urged the city to take legal action against the property owner and said he may need to take legal action against the owner and the city if nothing is done.

Danean Crawford, 5575 Cochran Mill Road (written comments read by City Attorney Rick Lindsey) – commented on issues concerning property lines, ordinances, fences and proper procedures. Her mother is having an issue with a new neighbor who installed a border fence which encroached on her mother’s property and enclosed a shared pond. She said the city needs to re-evaluate the ordinance regarding fences and property lines. She sees a need for adequate procedures to protect the citizen and the city government from legal ramifications.

Staff Reports

Financial Update: City Manager Robbie Rokovitz

Mr. Rokovitz reported on the financials as of June 29, 2020. The city is 99 percent through the fiscal year. Revenues are 103.8 percent not including the Fund Balance from the prior year, and there are still additional LOST and TSPLOST payments that have not yet been received. General Fund expenditures are 71.3 percent, and total

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expenditures are 68.6%.

Fire Department Report: Greg Brett

Chief Brett reported that call volume was down slightly for the month of June even though the department responded to four rescue incidents in Cochran Mill Park. There are a few Firefighters that have had to be quarantined due to COVID-19. He gave current statistics on the increase of positive cases of COVID-19 in the county and state. He also commented on the city's relationship with Atlanta Department of Watershed Management. He said when issues such as the recent boil water advisory occurs, the city is notified immediately and can push the information out to citizens quickly. He also said the Department is responsive to issues caused by the flush systems.

Police Department Report: Jim Little

Chief Little reported that calls are down about 35 percent and there were no auto accidents in the city in the month of June. Officer Queen is on the second phase of field training. Part-time Officer Tony Brown resigned/retired. There was a case of illegal dumping on Wilkerson Mill Road where a dump truck drove around barriers and dumped three truckloads of debris. The driver was tracked down and has been charged. Chief Little also addressed Mr. Winston's issue with the parties on Cedar Grove Road.

Public Works/Parks Report: Darold Wendlandt

Mr. Wendlandt reported that business is back to normal on roads and that the parks continue to be well used. He also reported that the John Deere tractor is currently inoperable and has been pulled out of service, leaving only the two New Holland tractors for right-of-way cutting.

Community Development: Cheryl Brooks

Ms. Brooks reported there were a total of nine building permits issued in June, with four of them for single family dwellings in Heatherwood Manor. She gave an update on the Campbellton Master Plan. There will be a Pop-up event in Campbellton on July 11th and a Virtual Workshop on July 16th. The next Planning Commission meeting has been rescheduled to July 23rd. Mado Paving has been completed, and the Imagine Festival permit has been declined due to a missed deadline and COVID-19 concerns.

Public Hearing

1. **Item 20-015:** Public Hearing and Approval of Atlanta Regional Commission (ARC) finding for proposed City Boat Ramp and parking lot at Campbellton Park, 8655 Cochran Rd, Fairburn, GA 30213 under the Metropolitan River Protection Act (Georgia O.C.G.A. Section 12-5-440). The ARC finding is that the proposed project is consistent with the Plan.

Parks Commission Chair Diana Wilson presented the item. In December 2018, the city entered into an agreement with the Department of Natural Resources (DNR) to build a

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boat ramp at Campbellton Park at no cost to the city. The DNR has been working on the many required permits for that last couple of years. The Atlanta Regional Commission has reviewed and approved the plan, and if approved by Council, construction will start in two weeks.

Mayor Reed opened the public hearing.

There was no public comment.

Mayor Reed closed the public hearing.

Councilmember Merrill called for a motion on Item No. 20-015. Councilmember Searle made a motion to approve Item No. 20-015. Councilmember Foster seconded. The motion passed unanimously.

Unfinished Business

There was no unfinished business.

New Business (continued)

1. Item 20-016: Approval of Concept Plan for Serenbe Farmettes Tract C. City Planner Cheryl Brooks presented the item. The plan is for three five-acre lots on the east side of Watkins Road. The three lots are outside the required HM district buffer and must follow the RL District requirements. Both the Planning Commission and staff recommend approval.

Mayor Reed called for a motion on Item No. 20-016. Councilmember Schmidt made a motion to approve Item No. 20-016. Councilmember Merrill seconded. The motion passed unanimously.

2. Item 20-017: Approval of Automatic Aid Agreement with City of South Fulton Fire & Rescue.

Fire Chief Greg Brett presented the item. ISO recognizes the agreement as beneficial for homeowner's insurance. Legal counsel for both cities have approved the agreement.

Mayor Reed called for a motion on Item No. 20-017. Councilmember Merrill made a motion to approve Item No. 20-017. Councilmember Schmidt seconded. The motion passed unanimously.

3. Item 20-019: Resolution appointing Historic Commission members.

4. Item 20-020: Resolution appointing Parks Commission members.

5. Item 20-021: Resolution appointing Planning Commission members.

Mayor Reed presented Item No. 20-019, Item No. 20-020, and Item No. 20-021. The members on the Parks Commission and Planning Commission will remain the same.

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The members on the Historic Commission remain the same with the addition of Amber Lightsey and Gene Griffith.

Mayor Reed called for a motion on Item No. 20-019, Item No. 20-020, and Item No. 20-021. Councilmember Schmidt made a motion to approve Item No. 20-019, Item No. 20-020, and Item No. 20-021. Councilmember Searle seconded. The motion passed unanimously.

Mayor and Council Comments

Councilmember Schmidt thanked Police Chief Little for what he was doing with the Cedar Grove party situation. He said that he had a long conversation with the City Manager about the issue and had received a lot of calls over the weekend. He also expressed concern about the damage to Wilkerson Mill Road being caused by trucks. He thanked Fire Chief Brett for his working with the City of South Fulton on the automatic aid agreement and said it was a good thing for the city. He told the Council that he would like everyone to think about getting the two additional staff for Public Works/Parks and the additional parking fee kiosks for the parks.

Councilmember Searle said instead of additional parking meters, they may want to consider the old fashion paper envelopes and drop box as back up.

Councilmember Foster thanked the staff and Parks Commission members Diana Wilson and Tom Blum for their help with the District 1 Town Hall meeting.

Councilmember Merrill said he was sad to see the numbers on the COVID-19 pandemic continue to grow. Knowing that we now have firefighters and members of their families affected brings it closer to home. He encouraged everyone to wear masks and practice social distancing.

Mayor Reed thanked everyone for their flexibility on the decision to hold the meeting virtually. He said that the reality is we are at a higher level now than when we shut down a few months ago. He encouraged everyone to take the COVID-19 virus seriously and encouraged everyone to wear masks when around others and take care of themselves. He also thanked the returning and new Commission members who are willing to step up and volunteer.

Councilmember Searle asked if the recordings of the meetings could be posted on the website. City Manager Robbie Rokovitz said he will post the recordings to the website but will have to delete them every thirty days or so due to storage capacity.

Executive Session

There was no Executive Session.

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Adjourn Meeting

Councilmember Merrill made a motion to adjourn the meeting. Councilmember Schmidt seconded. The motion passed unanimously, and the meeting adjourned at 7:03 p.m.

Approved this _____ day of _____, 2020.

Dana Wicher, City Clerk

Tom Reed, Mayor

DRAFT

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City of Chattahoochee Hills, GA
FY2021 Budget
Budget to Actual as of July 27 2020 - 7.4% of Year Lapsed

Revenues:	FY2020	FY2020 (YTD)	%	FY2021	FY2021 (YTD)	%
	Amended	July 27	Collected	Adopted	July 27	Collected
Property Taxes	\$ 1,750,000	\$ -	0.0%	\$ 1,750,000	\$ -	0.0%
L.O.S.T.	\$ 660,000	\$ -	0.0%	\$ 480,000	\$ -	0.0%
Intangible Tax	\$ 27,000	\$ -	0.0%	\$ 30,000	\$ -	0.0%
Motor Vehicle Tax	\$ 6,400	\$ -	0.0%	\$ 10,000	\$ -	0.0%
Motor Vehicle Tax - Ad Valorem	\$ 19,038	\$ -	0.0%	\$ 20,000	\$ -	0.0%
Real Estate Transfer Tax	\$ 10,000	\$ -	0.0%	\$ 10,000	\$ -	0.0%
Business & Occupation Tax	\$ 16,000	\$ 175	1.1%	\$ 25,000	\$ 511	2.0%
Insurance Premium Tax	\$ 200,615	\$ -	0.0%	\$ 180,000	\$ -	0.0%
Alcohol Beverage Tax	\$ 20,000	\$ -	0.0%	\$ 15,000	\$ -	0.0%
Franchise Fees	\$ 145,228	\$ -	0.0%	\$ 145,000	\$ -	0.0%
Licenses & Permits	\$ 100,000	\$ 2,454	2.5%	\$ 80,000	\$ 5,119	6.4%
Charges for Service	\$ 75,000	\$ 1,530	2.0%	\$ 60,000	\$ 2,258	3.8%
Charges for Service (Parking Fees)	\$ 60,000	\$ 7,194	12.0%	\$ 60,000	\$ 9,044	15.1%
Charges for Service (Hunting Lease)	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
Intergovernmental (Conservation)	\$ 651,540	\$ -	0.0%	\$ 125,000	\$ -	0.0%
Intergovernmental (CDBG)	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
Intergovernmental (LMIG Grant)	\$ 110,102	\$ -	0.0%	\$ 138,801	\$ -	0.0%
Intergovernmental (RTP)	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
Intergovernmental (CDAP)	\$ -	\$ -	0.0%	\$ -	\$ -	100.0%
Fines & Forfeitures	\$ 145,000	\$ -	0.0%	\$ 125,000	\$ -	0.0%
Insurance Proceeds	\$ 28,729	\$ -	0.0%	\$ -	\$ -	0.0%
Contributions & Donations	\$ 1,000	\$ -	0.0%	\$ -	\$ 19,600	100.0%
Interest	\$ 18,000	\$ -	0.0%	\$ 7,000	\$ -	0.0%
Other Revenues	\$ 16,125	\$ 7,686	0.0%	\$ -	\$ -	0.0%
Proceeds from Capital Lease	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
Running Fund Balance From Prior Year	\$ 1,609,630	\$ 935,780	58.1%	\$ 960,501	\$ 1,151,904	0.0%
GF Revenue Subtotal:	\$ 5,669,407	\$ 954,819	16.8%	\$ 4,221,302	\$ 1,188,436	28.2%

Other Financing Sources:	FY2020	FY2020 (YTD)	%	FY2021	FY2021 (YTD)	%
		July 27	Expended	Adopted	July 27	Expended
Hotel/Motel Tax	155,000	-	0.0%	75,000	-	0%
Hotel/Motel Tax Fund Balance	\$ 189,239	189,239	0.0%	\$ 90,000	\$ 237,389	100%
TSPLOST	450,000	-	0.0%	\$ 350,000	\$ -	0%
TSPLOST Fund Balance	\$ 120,431	14,765	0.0%	\$ 303,250	\$ 306,744	100%
Subtotal Other Financing Sources:	\$ 914,670	\$ 204,004	22.3%	\$ 818,250	\$ 544,133	66%
Total Operating Revenue:	\$ 6,584,077	\$ 954,819	14.5%	\$ 5,039,552	\$ 1,732,570	34%

Expenditures:	FY2020	FY2020 (YTD)	%	FY2021	FY2021 (YTD)	%
	Amended	July 27	Expended	Adopted	July 27	Expended
Mayor & Council	\$ 125,284	\$ 7,942	6.3%	\$ 126,546	\$ 313	0.2%
City Clerk	\$ 56,231	\$ 3,421	6.1%	\$ 61,576	\$ 2,982	4.8%
City Manager	\$ 145,403	\$ 12,302	8.5%	\$ 146,397	\$ 12,116	8.3%
General Administration	\$ 159,065	\$ 12,802	8.0%	\$ 147,575	\$ 7,578	5.1%
IT	\$ 31,968	\$ 19,477	60.9%	\$ 33,385	\$ 3,031	9.1%
Non-Departmental Insurance	\$ 91,593	\$ 45,379	49.5%	\$ 69,992	\$ 37,133	53.1%
Municipal Court	\$ 99,806	\$ 8,262	8.3%	\$ 92,095	\$ 6,045	6.6%
Police	\$ 889,292	\$ 103,229	11.6%	\$ 863,513	\$ 51,078	5.9%
Fire	\$ 909,279	\$ 100,125	11.0%	\$ 845,578	\$ 65,745	7.8%
Public Works	\$ 528,114	\$ 60,363	11.4%	\$ 524,255	\$ 32,943	6.3%
Engineering	\$ 5,000	\$ -	0.0%	\$ 5,000	\$ -	0.0%
Parks & Recreation	\$ 99,422	\$ 11,416	11.5%	\$ 104,986	\$ 4,902	4.7%
Community Development	\$ 245,529	\$ 8,886	3.6%	\$ 219,140	\$ 11,461	5.2%
Contingency - Reserved Fund Balance	\$ 1,083,297	\$ -	0.0%	\$ 237,087	\$ -	0.0%
Unclassified	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
Subtotal:	\$ 4,469,284	\$ 393,605	8.8%	\$ 3,477,127	\$ 235,328	6.8%

Other GF Financing Uses:	FY2020	FY2020 (YTD)	%	FY2021	FY2021 (YTD)	%
		July 27	Expended	Adopted	July 27	Expended
Interest - Capital Lease	\$ 16,504	\$ 5,927	35.9%	\$ 11,868	\$ 3,034	25.6%
Capital Lease Payment	\$ 145,341	\$ 67,665	46.6%	\$ 126,866	\$ 46,827	36.9%
Capital Fund	\$ 957,331	\$ 28,876	3.0%	\$ 341,640	\$ -	0.0%
Grants	\$ 202,072	\$ -	0.0%	\$ 263,801	\$ -	0.0%
Subtotal:	\$ 1,321,248	\$ 102,469	7.8%	\$ 744,175	\$ 49,861	6.7%
Total GF Expenditures	\$ 5,790,532	\$ 496,074	8.6%	\$ 4,221,302	\$ 285,189	6.8%

GF Revenues in Excess of Expenditures \$ (121,125) \$ 458,746 \$ (0) \$ 903,248

Other Financing Uses:	FY2020	FY2020 (YTD)	%	FY2021	FY2021 (YTD)	%
		July 27	Expended	Adopted	July 27	Expended
Hotel Motel	\$ 223,115	\$ -	0.0%	\$ 165,000	\$ 500	0.3%
TSPLOST	\$ 570,431	\$ -	0.0%	\$ 653,250	\$ -	0.0%
Subtotal Other Financing Uses:	\$ 793,546	\$ -	0.0%	\$ 818,250	\$ 500	0.1%

Total ALL FUNDS Expenditures \$ 6,584,078 \$ 496,074 7.5% \$ 5,039,552 \$ 285,689 5.7%
Total ALL FUNDS Revenues \$ 6,584,077 \$ 954,819 15% \$ 5,039,552 \$ 1,732,570 34%
Revenues in Excess of Expenditures \$ (1) \$ 458,746 \$ (0) \$ 1,446,881

Capital Category	Expenditure
Police (Vehicles)	\$ -
Police (Capital)	\$ -
Fire (Apparatus/Capital)	\$ -
PW Vehicle(s)	\$ -
LMIG (Capital)	\$ -
Off System Safety Grant	\$ -
PW Capital (TSPLOST)	\$ -
TSPLOST (Contract Mgt)	\$ -
TSPLOST Fund	\$ -
Land Acquisition	\$ -

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

Month To Date	Cash Flow
July 27, 2019 (Balance)	\$ 903,248
September 3, 2019 (Balance)	
September 23, 2019 (Balance)	
October 28, 2019 (Balance)	
November 8, 2019 (Balance)	
December 30, 2019 (Balance)	
January 27, 2020 (Balance)	
March 2, 2020 (Balance)	
March 31, 2020 (Balance)	
April 17, 2020 (Balance)	
May 31, 2020 (Balance)	
June 29, 2020 (Balance)	

G F Bank Account