

Agenda
Regular Meeting of the Mayor and Council
City of Chattahoochee Hills, Georgia
September 10, 2019 / 6:00 p.m.

Call to Order

Review and Approval of Agenda

Approval of Minutes

1. Minutes of the Regular Meeting of August 6, 2019

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 *(None)*

Unfinished Business *(None)*

New Business

1. **Item 19-052:** Approval of a reroute of a section of Cochran Mill Park yellow trail from Boy Scout Bridge to field to NICA Standards.

Mayor and Council Comments

Executive Session

1. To discuss Real Estate and Legal matters.

Adjourn Meeting

Town Hall Session

**Minutes
Regular Meeting of the Mayor and Council
City of Chattahoochee Hills, Georgia
August 6, 2019 / 6:00 p.m.**

Call to Order

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

Review and Approval of Agenda

Mayor Reed requested that the agenda be amended as follows:

- 1. Remove Item 19-049, Ordinance for a broadband ready community (Mayor Reed requested that the City Attorney and City Planner draft a less general and more directly actionable item to address the lack of current internet services in the community.)*
- 2. Remove Item 19-051, Approval of a Rural Fire Defense Cooperative Lease Agreement and Memorandum of Understanding with Georgia Forestry Commission.*

Councilmember Merrill made a motion to approve the agenda as amended. Councilmember Hayes seconded. The motion passed unanimously.

Approval of Minutes

- 1. Minutes of the Regular Meeting of July 2, 2019*

Councilmember Schmidt made a motion to approve the minutes of the Regular Meeting of June 4, 2019. Councilmember Stephens seconded. The motion passed unanimously.

Public Comment

Patrick Muhammad, Chattahoochee Hills Charter School, 9670 Rivertown Road – gave an update on the charter school. Their charter was renewed for another three years in May, and they have 580 students enrolled for the upcoming year. Based on test scores, the charter school is ranked in the top five South Fulton elementary schools and the top three South Fulton middle schools. He thanked the Mayor and Council for their continued support.

Donald Winston, 9875 Cedar Grove Road – thanked the police department regarding how they have been handling an ongoing issue at a neighbor's house. He said the police have done a tremendous job and are committed to keep the citizens safe.

Presentations/Proclamations

There were no presentations or proclamations.

Staff Reports

Financial Update: City Manager Robbie Rokovitz

City Manager Robbie Rokovitz reported that the city is 7.95 percent through the fiscal year as of July 29th. There is not much revenue coming in this early in the fiscal year and expenditures are as expected.

Fire Department Report: Greg Brett

Chief Brett was not present.

Police Department Report: Jim Little

Chief Little reported the statistics for the month of July. There were 129 dispatched calls, 1,504 self-initiated calls, 387 citations, and 118 warnings. The department is still participating in the Governor's Office of Highway Safety's "100 Days of Summer H.E.A.T." program and, as a result, the number of accidents continue to be down. There was one felony arrest related to a burglary on Capps Ferry Road and warrants have been issued for two additional suspects. Additionally, there were 354 business checks and 588 residence checks during July.

Public Works/Parks Report: Darold Wendlandt

Mr. Wendlandt reported that staff removed several dead trees at Rico Park. They also ditched along Upper Wooten to help with drainage and installed posts at cross drains. The motor grading crew has completed Upper Wooten Road and Old Phillips Road. They are currently working on Piney Woods Church Road and will be grading Jenkins Road next. The right-of-way crew is making its second round for the season.

Community Development: Mike Morton

Mr. Morton reported that there were seven new residential single family dwelling permits and 18 total building permits issued in July. The "One Love Century Bicycle Ride" will be taking place on August 31st. Discussion regarding changes to the breweries, wineries, and distilleries zoning will be on the August 15th Planning Commission meeting agenda.

Mayor Reed said he wanted to give a couple of highlights for the Fire Department in the absence of Fire Chief Brett. Public Safety personnel recently received active shooter training. The department has also streamlined search and rescue operations, and the process of locating lost parks visitors has become more efficient.

Public Hearing

- 1. Item 19-044:** Public Hearing and Action on Ordinance to amend and revise the Future Development Map of the City of Chattahoochee Hills and for all other purposes related thereto – proposed revision to map for property located on the east side of Atlanta Newnan Road at the Coweta County line.

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.

- 2. Item 19-045:** Public Hearing and Action on an Ordinance to amend and revise Chapter 35 City of Chattahoochee Hills Zoning Ordinance and for all other purposes related thereto – proposed text amendment creating the HM-SD3 (Hamlet Special District) District.
- 3. Item 19-046:** Public Hearing and Action on an Ordinance to amend the Official Zoning Map to rezone 88 acres from RL (Rural) District to the HM-SD3 (Hamlet Special District) District and for all other purposes related thereto – proposed map amendment for 88 acres located on the east side of Atlanta Newnan Road at the Coweta County line.

City Planner Mike Morton gave background information on Item No. 19-044, Item No. 19-045, and Item No. 19-046. The proposal is to create a new HM-SD zoning district east of Atlanta Newnan Road, just north of the Coweta County line for the purpose of creating a leadership educational center.

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

Mayor Reed opened the public hearing for Item No. 19-044, Item No. 19-045, and Item No. 19-046.

The following people spoke in support of the items:

- 1. John "Pepper" Bullock, 9155 Selborne Lane – said he is requesting that the city create a new HM-SD district for a leadership education center. The district will follow the hamlet rules and will preserve 61.6 of the 88 acres. Creation @ Serenbe is a for profit company and has no religious affiliation or affiliation with an outside organization.*
- 2. Bill Creel, 8150 Rico Road – said Mr. Bullock is a man of integrity and he believes the proposed project will be an asset to the community and will compliment Serenbe.*
- 3. Judy Walker, 9119 Selborne Lane – said she is in favor of the project and it will be in keeping with the community.*
- 4. Alec Michaelides, 10668 Serenbe Lane – said he is in favor of the project and it will be a great asset.*

The following people did not speak but completed public comment cards in support of the items:

- 1. Martin Rueter, 570 Tabb Way*
- 2. Janice Barton, 9170 Selborne Lane*
- 3. Dallas Nevins, 9155 Selborne Lane*
- 4. Juliet Cutler, 9198 Selborne Lane*
- 5. Deborah Cureton, 9062 Selborne Lane*
- 6. Keith Cureton, 9062 Selborne Lane*
- 7. Cathy Gailey, 11200 Serenbe Lane*
- 8. Al Gailey, 11200 Serenbe Lane*

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.

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City Attorney Rick Lindsey read comments from the following person:

1. *Judy Kazarski, 10596 Serenbe Lane – concerned about amount of tree loss in development on Atlanta Newnan Road. Reference Palmetto Oaks and Genessee Developments.*

Mayor Reed closed the public hearing.

City Planner Mike Morton presented the staff and Planning Commission recommendations.

The recommendation for Item No. 19-044 is approval.

The recommendation for Item No. 19-045 is approval with the following amendments:

1. *Add “for non-residential” to Sec. 35-539 (4)(e)(3) so it reads “First floor ceiling heights shall be limited to a minimum of 14 feet for non-residential”*
2. *Add “for non-residential” to Sec. 35-539(4)(e)(4) so it reads “Pedestrian lighting shall be provided along all building frontages for non-residential”*

The recommendation for Item No. 19-046 is approval with eight proposed conditions as discussed.

Mayor Reed called for a motion on Item No. 19-044. Councilmember Schmidt made a motion to approve Item No. 19-044. Councilmember Stephens seconded. The motion passed unanimously.

Mayor Reed called for a motion on Item No. 19-045. Councilmember Stephens made a motion to approve Item No. 19-045 with the two amendments. Councilmember Williams seconded. The motion passed unanimously.

Mayor Reed called for a motion on Item No. 19-046. Councilmember Merrill made a motion to approve Item No. 19-046 with the recommended conditions. Councilmember Hayes seconded. The motion passed unanimously.

4. Item 19-047: Public Hearing and Action on an Ordinance to fix the Ad Valorem Tax Rate for Fiscal Year 2020.

City Manager Robbie Rokovitz presented the item. The proposed millage rate remains at 10.00 mills.

Mayor Reed opened the public hearing.

There was no public comment.

Mayor Reed closed the public hearing.

Mayor Reed called for a motion on Item No. 19-047. Councilmember Stephens made a

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motion to approve Item No. 19-047. Councilmember Schmidt seconded. The motion passed unanimously.

Unfinished Business

There was no unfinished business.

New Business

- 1. Item 19-048:** Ordinance to amend and revise Chapter 20, Parks and Recreation, Article II to add a provision governing the removal of relics and other items from the parks and to add a provision prohibiting the riding of bicycles and horses on the trails at certain times.

City Attorney Rick Lindsey presented the item. The proposed ordinance prohibits the removal of relics or vegetation from the parks and the riding of a bicycle or horse on wet or muddy trails. Section 2 of the ordinance should be amended to reference adding Section 20-26 in lieu of Section 20-25.

Mayor Reed called for a motion on Item No. 19-048. Councilmember Merrill made a motion to approve Item No. 19-048 with the amendment. Councilmember Schmidt seconded. The motion passed unanimously.

- 2. Item 19-049:** Ordinance for a broadband ready community. *Removed from the agenda.*

- 3. Item 19-050:** Resolution declaring 2011 Chevrolet Tahoe as surplus property. *Police Chief Jim Little presented the item. The vehicle needs extensive repairs so staff recommends to surplus it as part of the vehicle fleet streamlining process.*

Mayor Reed called for a motion on Item No. 19-050. Councilmember Schmidt made a motion to approve Item No. 19-050. Councilmember Stephens seconded. The motion passed unanimously.

- 4. Item 19-051:** Approval of a Rural Fire Defense Cooperative Lease Agreement and Memorandum of Understanding with Georgia Forestry Commission. *Removed from the agenda.*

Mayor and Council Comments

Councilmember Schmidt said he was very impressed with how the city is currently running and with the attention to detail from staff when it comes to protecting the citizens. He also told Mr. Bullock that he appreciates what he is bringing to the community and thanked him for making the process so easy.

Mayor Reed commented on the Mayor and Council's quick response to the recent discussions regarding a gate being installed on Kite Road. He complimented the Council on how thoughtful they are when looking out for the citizens best interests. He

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also said there is a huge issue about what quality of investment is for around south Fulton County and the first Class A Office Building grand opening that happened today in Chattahoochee Hills is a big deal in that conversation.

Executive Session

Councilmember Schmidt made a motion to move to into Executive Session to discuss real estate matters. Councilmember Merrill seconded. The motion passed unanimously at 6:54 p.m.

Councilmember Hayes made a motion to convene the Executive Session. Councilmember Stephens seconded. The motion passed unanimously at 6:55 p.m.

Councilmember Schmidt made motion to come out of Executive Session. Councilmember Merrill seconded. The motion passed unanimously at 7:17 p.m.

Councilmember Merrill made a motion to reconvene the Regular Meeting. Councilmember Hayes seconded. The motion passed unanimously at 7:19 p.m.

Adjourn Meeting

Councilmember Schmidt made a motion to adjourn the meeting. Councilmember Stephens seconded. The motion passed unanimously and the meeting adjourned at 7:20 p.m.

Approved this _____ day of _____, 2019.

Dana Wicher, City Clerk

Tom Reed, Mayor

City of Chattahoochee Hills, GA
FY2020 Budget
Budget to Actual as of September 3, 2019 - 17.8% of Year Lapsed

Revenues:	FY2019	FY2019 (YTD)		FY2020	FY2020 (YTD)	
	Amended	Sept 3	% Collected		Adopted	Sept 3
Property Taxes	\$ 1,500,000	\$ 10,212	0.7%	\$ 1,750,000	\$ -	0.0%
L.O.S.T.	\$ 660,000	\$ 61,744	9.4%	\$ 660,000	\$ 63,765	9.7%
Intangible Tax	\$ 35,000	\$ 3,352	9.6%	\$ 27,000	\$ 1,846	6.8%
Motor Vehicle Tax	\$ 15,000	\$ -	0.0%	\$ 6,400	\$ -	0.0%
Motor Vehicle Tax - Ad Valorem	\$ 10,000	\$ -	0.0%	\$ 15,000	\$ -	0.0%
Real Estate Transfer Tax	\$ 12,000	\$ 1,029	8.6%	\$ 10,000	\$ 1,540	15.4%
Business & Occupation Tax	\$ 29,100	\$ 718	2.5%	\$ 16,000	\$ 300	1.9%
Insurance Premium Tax	\$ 171,518	\$ -	0.0%	\$ 170,000	\$ -	0.0%
Alcohol Beverage Tax	\$ 20,000	\$ 2,020	10.1%	\$ 20,000	\$ 2,065	10.3%
Franchise Fees	\$ 125,000	\$ -	0.0%	\$ 145,228	\$ -	0.0%
Licenses & Permits	\$ 85,000	\$ 15,516	18.3%	\$ 100,000	\$ 9,070	9.1%
Charges for Service	\$ 60,000	\$ 9,448	15.7%	\$ 75,000	\$ 7,183	9.6%
Charges for Service (Parking Fees)	\$ 60,000	\$ 13,632	22.7%	\$ 60,000	\$ 15,386	25.6%
Charges for Service (Hunting Lease)	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
Intergovernmental (Conservation)	\$ 125,000	\$ -	0.0%	\$ 125,000	\$ -	0.0%
Intergovernmental (CDBG)	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
Intergovernmental (LMIG Grant)	\$ 137,628	\$ -	0.0%	\$ 110,102	\$ -	0.0%
Intergovernmental (RTP)	\$ 100,000	\$ -	0.0%	\$ -	\$ -	0.0%
Fines & Forfeitures	\$ 160,000	\$ 29,546	18.5%	\$ 145,000	\$ 17,371	12.0%
Insurance Proceeds	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
Contributions & Donations	\$ 5,000	\$ -	0.0%	\$ 1,000	\$ -	0.0%
Interest	\$ 2,000	\$ 395	19.8%	\$ 18,000	\$ 1,230	6.8%
Other Revenues	\$ -	\$ 12,447	0.0%	\$ -	\$ 778	100.0%
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	\$ 1,032,322	64.1%
GF Revenue Subtotal:	\$ 5,307,364	\$ 1,702,360	32.1%	\$ 5,063,360	\$ 1,152,856	22.8%

Other Financing Sources:	FY2019	FY2019 (YTD)		FY2020	FY2020 (YTD)	
	Amended	Sept 3	% Collected	Adopted	Sept 3	% Collected
Hotel/Motel Tax	189,277	15,105	8.0%	155,000	12,818	8%
Hotel/Motel Tax Fund Balance	-	179,561	0.0%	100,000	189,239	100%
TSPLOST	458,363	39,388	8.6%	450,000	41,223	9%
TSPLOST Fund Balance	-	230,267	0.0%	120,431	245,031	100%
Subtotal Other Financing Sources:	\$ 647,640	\$ 464,321	71.7%	\$ 825,431	\$ 488,311	59%
Total Operating Revenue:	\$ 5,955,004	\$ 1,702,360	28.6%	\$ 5,888,791	\$ 1,641,167	28%

Expenditures:	FY2019	FY2019 (YTD)		FY2020	FY2020 (YTD)	
	Amended	Sept 3	% Expended	Adopted	Sept 3	% Expended
Mayor & Council	\$ 125,284	\$ 21,250	17.0%	\$ 125,284	\$ 5,960	4.8%
City Clerk	\$ 45,852	\$ 1,802	3.9%	\$ 56,231	\$ 6,402	11.4%
City Manager	\$ 126,538	\$ 24,446	19.3%	\$ 145,403	\$ 23,249	16.0%
General Administration	\$ 140,323	\$ 23,778	16.9%	\$ 142,200	\$ 20,479	14.4%
IT	\$ 49,279	\$ 4,309	8.7%	\$ 31,968	\$ 5,302	16.6%
Non-Departmental Insurance	\$ 92,200	\$ 47,803	51.8%	\$ 86,403	\$ 45,379	52.5%
Municipal Court	\$ 98,656	\$ 19,164	19.4%	\$ 99,806	\$ 11,364	11.4%
Police	\$ 791,533	\$ 141,663	17.9%	\$ 889,292	\$ 157,651	17.7%
Fire	\$ 749,978	\$ 141,663	18.9%	\$ 897,376	\$ 162,525	18.1%
Public Works	\$ 558,709	\$ 84,187	15.1%	\$ 515,837	\$ 93,578	18.1%
Engineering	\$ 5,000	\$ 1,892	37.8%	\$ 5,000	\$ 181	3.6%
Parks & Recreation	\$ 122,769	\$ 21,005	17.1%	\$ 99,422	\$ 7,743	7.8%
Community Development	\$ 164,621	\$ 14,020	8.5%	\$ 245,529	\$ 16,007	6.5%
Contingency - Reserved Fund Balance	\$ 472,484	\$ -	0.0%	\$ 523,485	\$ -	0.0%
Unclassified	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
Subtotal:	\$ 3,543,226	\$ 546,980	15.4%	\$ 3,863,237	\$ 555,820	14.4%

Other GF Financing Uses:	FY2019	FY2019 (YTD)		FY2020	FY2020 (YTD)	
	Amended	Sept 3	% Collected	Adopted	Sept 3	% Collected
Interest - Capital Lease	\$ 21,107	\$ 8,020	38.0%	\$ 16,504	\$ 5,927	35.9%
Capital Lease Payment	\$ 153,454	\$ 65,578	42.7%	\$ 145,341	\$ 67,665	46.6%
Capital Fund	\$ 1,248,073	\$ 19,439	1.6%	\$ 957,331	\$ 28,876	3.0%
Grants	\$ 362,628	\$ -	0.0%	\$ 202,072	\$ -	0.0%
Subtotal:	\$ 1,785,262	\$ 93,036	5.2%	\$ 1,321,248	\$ 102,469	7.8%
Total GF Expenditures	\$ 5,328,489	\$ 640,017	12.0%	\$ 5,184,485	\$ 658,288	12.7%

GF Revenues in Excess of Expenditures \$ (21,125) **\$ 1,062,343** \$ (121,125) **\$ 494,568**

Other Financing Uses:	FY2019	FY2019 (YTD)		FY2020	FY2020 (YTD)	
	Amended	Sept 3	% Collected	Adopted	Sept 3	% Collected
Interfund Transfer to E-911 Fund	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
Hotel Motel	\$ 168,153	\$ 4,855	2.9%	\$ 133,876	\$ 4,026	3.0%
TSPLOST	\$ 458,363	\$ 7,601	0.0%	\$ 570,431	\$ -	0.0%
Subtotal Other Financing Uses:	\$ 626,516	\$ 12,456	2.0%	\$ 704,307	\$ 4,026	0.6%

Total ALL FUNDS Expenditures \$ 5,955,005 \$ 652,473 11.0% \$ 5,888,792 \$ 662,314 11.2%
Total ALL FUNDS Revenues \$ 5,955,004 \$ 1,702,360 29% \$ 5,888,791 \$ 1,641,167 28%
Revenues in Excess of Expenditures \$ (1) **\$ 1,049,887** \$ (1) **\$ 978,853**

Capital Category	Expenditure
Police (Vehicles)	\$ 28,078
Fire (Apparatus/Capital)	
PW Vehicle(s)	
LMIG (Capital)	
Off System Safety Grant	
PW Capital (TSPLOST)	\$ 798
TSPLOST (Contract Mgt)	
TSPLOST Fund	
Total	\$ 28,876

Capital Category	Expenditure
RTP Grant	
LMIG	

Month To Date	Cash Flow
July 29, 2019 (Balance)	\$ 503,971
September 3, 2019 (Balance)	\$ 494,568
September 24, 2019 (Balance)	
October 31, 2019 (Balance)	
November 26, 2019 (Balance)	
January 3, 2019 (Balance)	
January 31, 2020 (Balance)	
February 28, 2020 (Balance)	
March 25, 2020 (Balance)	
April 30, 2020 (Balance)	
May 24, 2020 (Balance)	
June 13, 2020 (Balance)	

Proposed Reroute of Cochran Mill Park Trail

On August 13, 2019, the Chattahoochee Hills Parks Commission voted unanimously to recommend that the section of trail in Cochran Mill Park from the Boy Scout Bridge to the field be rerouted to create a sustainable trail which would meet the standards adopted by the City of Chattahoochee Hills as described in the ***USDA Trail Construction and Maintenance Notebook***. This reroute had been proposed by Pete Edmondson who has designed the new trails in the park, and has led volunteers in building new trails and maintaining old trails.

The existing trail which is 0.3 mile in length is too steep and eroded to be sustainable. The reroute would create a rolling contour trail with full bench construction, grade reversals, and an average grade of 8% or less. The reroute would also address a persistent drainage issue along this section of trail. The trail would be safer to ride and easier to maintain. The proposed reroute would also meet the National Interscholastic Cycling Association (NICA) trail standards and would create a loop ride for beginners and a practice loop for the Chattahoochee Grippers NICA team.

The proposed reroute has been flagged by the volunteers and has been reviewed and approved by Parks Director Darold Wendlandt and Parks Commission Chair Diana Wilson.