



**City of Helen
Georgia's Alpine
Village**

25 Alpenrosen Strasse
PO Box 280
Helen, Georgia 30545
706-878-2733
706-878-1655 -fax
www.cityofhelen.org



The City of Helen is an equal opportunity provider and employer

**CITY OF HELEN
COMMISSION MEETING
OCTOBER 17, 2023
10:00 A.M.
AGENDA**

Commissioners:

Jeff Ash
Steve Fowler
Fred Garmon
Cliff Hood
Cinnamon Sullivan

City Manager:

Darrell Westmoreland

City Clerk/ :

Clerk of Court

Marilyn M. Chastain

Finance Director:

Mona Wood

Chief of Police:

Aletha Barrett

Building and Zoning

Administrator:

Jonah Casper

Public Works

Director:

Jack Morgan

Fire Department

Chief:

Jody Prickett

1. CALL TO ORDER BY MAYOR JEFF ASH
2. ROLL CALL BY CITY CLERK MARILYN CHASTAIN
3. SALUTE TO THE FLAG
4. APPROVAL OF AGENDA
5. APPROVAL OF MINUTES FROM SEPTEMBER 19, 2023
6. PETITIONS AND COMMUNICATIONS FROM THE PUBLIC
7. ALPINE HELEN/WHITE COUNTY C.V.B. MONTHLY REPORT
8. HELEN CHAMBER OF COMMERCE MONTHLY REPORT
9. ADMINISTRATIVE
 - A.UPDATE FROM CITY MANAGER OF CURRENT PROJECTS
 - DISCUSSION OF THE UNITED WAY FUNDRAISER FOR OCTOBER 21, 2023
 - DISCUSSION OF CHANGING THE NOVEMBER 21, 2023 COMMISSION MEETING TO NOVEMBER 14, 2023
 - PRESENTATION OF WHITE CHRISTMAS MONEY COLLECTED FROM KEG TAPPINGS
 - B. FINANCIAL REPORT
10. POLICE DEPARTMENT MONTHLY REPORT
11. FIRE DEPARTMENT MONTHLY REPORT
12. PUBLIC WORKS, WATER AND WASTE WATER MONTHLY REPORT
13. BUILDING AND ZONING DEPARTMENT MONTHLY REPORT
14. PURCHASES AND BIDS

15. ORDINANCES; SECOND READING; 23-09-01 ORDINANCE OF THE CITY OF HELEN, GEORGIA TO AMEND CHAPTER 62, TAXATION, ARTICLE III, HOTEL-MOTEL EXCISE TAX, OF THE OFFICIAL CITY CODE OF HELEN, GEORGIA
16. RESOLUTIONS
17. WORK SESSION TO DISCUSS GOLF CART ORDINANCE
18. EXECUTIVE SESSION TO DISCUSS PENDING LITIGATION, REAL ESTATE, AND PERSONEL
19. CITY COMMISSION COMMENTS
20. ADJOURNMENT

**THIS AGENDA WAS POSTED OCTOBER 13, 2023 @ 11:45 A.M.
THE MEETING AGENDA IS SUBJECT TO CHANGE AND IS NOT FINAL UNTIL APPROVED BY THE
CITY OF HELEN COMMISSION AT THE COMMISSION MEETING STATED HEREIN.**



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**CITY OF HELEN
COMMISSION MEETING
SEPTEMBER 19, 2023
MINUTES OF MEETING**

Commissioners:
Jeff Ash
Steve Fowler
Fred Garmon
Cliff Hood
Cinnamon Sullivan

The Helen City Commission met on Tuesday September 19, 2023 in the Commission Chambers at Helen City Hall. Mayor Jeff Ash called the meeting to order at 10:00 a.m. City Clerk Marilyn Chastain called the roll and the following were present; Commissioner Fred Garmon, Commissioner Cliff Hood, Mayor Jeff Ash, Commissioner Steve Fowler, and Commissioner Cinnamon Sullivan. Also attending were City Manager Darrell Westmoreland, City Attorney Carl Free, City Clerk Marilyn Chastain, Police Chief Aletha Barrett, Fire Chief Jody Prickett, Finance Director Mona Wood, Building & Zoning Director Jonah Casper. Absent was Public Works Director Jack Morgan.

City Manager:
Darrell Westmoreland

**City Clerk/ :
Clerk of Court**
Marilyn M. Chastain

PLEDGE OF ALLEGIANCE TO THE FLAG

Finance Director:
Mona Wood

APPROVAL OF AGENDA; Motion to approve made by Commissioner Steve Fowler, 2nd by Commissioner Cliff Hood. Motion approved with a unanimous vote of the Commission.

Chief of Police:
Aletha Barrett

APPROVAL OF MINUTES FROM AUGUST 15, 2023, AND CALLED MEETING SEPTEMBER 11, 2023;

Motion to approve the August 15, 2023 Minutes made by Commissioner Cliff Hood, 2nd by Commissioner Fred Garmon. Motion approved with a unanimous vote of the Commission.

**Building and Zoning
Administrator:**
Jonah Casper

Motion to approve the Minutes from the called Meeting on September 11, 2023 made by Commissioner Fred Garmon, 2nd by Commissioner Cliff Hood. Motion approved with a unanimous vote of the Commission.

**Public Works
Director:**
Jack Morgan

PETITIONS AND COMMUNICATIONS FROM THE PUBLIC; None

ALPINE HELEN/WHITE COUNTY C.V.B. MONTHLY REPORT; Report included as an integral part of the Minutes. Director Jerry Brown was absent.

**Fire Department
Chief:**
Jody Prickett

HELEN CHAMBER OF COMMERCE MONTHLY REPORT; Verbal report given by Judy Holloway. Judy Holloway also asked about the rule on Directional signs. Commissioner Steve Fowler made a motion that directional signs be at the direction and discretion of the PDRB, Building & Zoning Director, City Manager and by Ordinance, 2nd by Commissioner Cliff Hood. Motion approved with a unanimous vote of the Commission.

ADMINISTRATIVE

A. UPDATE FROM CITY MANAGER OF CURRENT PROJECTS; City Manager Darrell Westmoreland stated the wall for the new sidewalk had to be re-designed due to the soil sample but has a verbal OK from DOT to move forward but haven't received the letter of approval as of today.

**COMMISSION MEETING
SEPTEMBER 19, 2023
MINUTES OF MEETING
PAGE 2**

The new lift station is in progress and explained the roadway will be closed thru the weekend from the stop sign at the water park to the McCone's building to allow the contractor to continue to work and will not affect the businesses, also the well at the Lenzen property grading has been done and hope to start drilling the well in the next couple of weeks, that the Capital improvement plan should also be completed in the next few weeks, and last that he had checked with several other Cities on their sewer connection fee's and that we are not charging enough due to the additional impact on the sewer system by new hotel's and will be putting a price plan together along with a new Ordinance about connection fee's for the Commission to consider.

FINANCIAL REPORT; Report included as an integral part of the Minutes. Finance Director Mona Wood was present and gave a verbal report as well. Motion to approve the Financial report made by Commissioner Cliff Hood, 2nd by Commissioner Cinnamon Sullivan. Motion approved with a unanimous vote of the Commission.

CONSIDERATION FOR APPROVAL OF ALCOHOL LICENSE FOR FRANK DARYL WHITTINGTON AND MARIA ANDERSON D/B/A AS DAS ICE CREAM CAFÉ, LOCATED AT 369 EDELWEISS STRASS FOR LIQUOR POURING AND SUNDAY SALES; City Clerk Marilyn Chastain explained that the application for the new location of Das Ice Cream Café at 369 Edelweiss had been withdrawn by the owner because they had decided to stay at their current location and asked that license fee's that were paid be allowed to go toward their 2024 license. Motion to approve made by Commissioner Steve Fowler, 2nd by Commissioner Cinnamon Sullivan. Motion approved with a unanimous vote of the Commission.

POLICE DEPARTMENT MONTHLY REPORT; Report included as an integral part of the Minutes. Police Chief Aletha Barrett also gave a verbal report. Police Chief Aletha Barrett informed the Commission of a variance request from Ash Patel owner of Ameriview and Bugetell motels asking to allow more permeant guest than the current Ordinance allows of letting each hotel/motel I have up to 2 hotel employees in rooms as approved registered guest. She also informed the Commission of drug activity that has been a problem at these Motels. Motion to deny the request made by Commissioner Steve Fowler, 2nd by Commissioner Cinnamon Sullivan. Motion approved with a unanimous vote of the Commission present.

Chief Barrett asked to have a date set for a workshop on the Golf Cart Ordinance. It was decided to add that as an item on the October Commission Meeting Agenda.

COMMISSION MEETING

SEPTEMBER 19, 2023

MINUTES OF MEETING

PAGE 3

FIRE DEPARTMENT MONTHLY REPORT; Report included as an integral part of the Minutes. Fire Chief Jody Prickett was present and gave a verbal report.

PUBLIC WORKS, WATER AND WASTE WATER MONTHLY REPORT; Report included as an integral part of the Minutes. Public Works Director Jack Morgan was absent. City Manager Darrell Westmoreland informed the Commission of the confiscated truck that was bought from the Police Department by City Hall for use by Public Works so they would have a truck large enough to install a snow plow for the winter, and that the money was used by the Police Department to purchase a new police vehicle.

BUILDING AND ZONING DEPARTMENT MONTHLY REPORT; Report included as an integral part of the Minutes. Building and Zoning Director Jonah Casper was present and gave a verbal report, he also informed the Commission of plans being discussed to build 4-6 cottages on the property behind Paul's off Berg Weg for short term rentals. Also discussed was the Winery property coming into town on the south end, that upgrades to the building and landscaping have been discussed by the owner and of possibly adding a restaurant.

PURCHASES AND BIDS; None

ORDINANCES; First reading of: 23-09-01 ORDINANCE OF THE CITY OF HELEN, GEORGIA TO AMEND CHAPTER 62, TAXATION, ARTICLE III, HOTEL-MOTEL EXCISE TAX, OF THE OFFICIAL CITY CODE OF HELEN, GEORGIA; Motion to amend 62-53 (a) to read the physical address of the "property or properties" and to approve the first reading made by Commissioner Cliff Hood, 2nd by Commissioner Cinnamon Sullivan. Motion approved with a unanimous vote of the Commission.

RESOLUTIONS; NONE

EXECUTIVE SESSION FOR PENDING LITIGATION; Motion to go into Executive Session at 11:25 a.m. made by Commissioner Fred Garmon, 2nd by Commissioner Cliff Hood. Motion approved with a unanimous vote of the Commission.

Motion to resume the regular Commission meeting at 11:37 a.m. made by Commissioner Steve Fowler, 2nd by Commissioner Fred Garmon. Motion approved with a unanimous vote of the Commission.

**COMMISSION MEETING
SEPTEMBER 19, 2023
MINUTES OF MEETING
PAGE 4**

Motion as a result of the Executive Session to approve the settlement amount of \$40,000.00 for unpaid Hotel/Motel taxes from nightly rentals by owner Billy Maynard and to allow removal of the fence encroachment on City owned property by Billy Maynard

**COMMISSION MEETING
SEPTEMBER 19, 2023
MINUTES OF MEETING
PAGE 4**

within 5 days of signed agreement, and to allow City Manager Darrell Westmoreland authority to execute any paper work signed on behalf of the City made by Commissioner Steve Fowler, 2nd by Commissioner Cinnamon Sullivan. Motion approved with a unanimous vote of the Commission.

CITY COMMISSION COMMENTS; None

ADJOURNMENT; Motion to adjourn at 11:40 a.m. made by Commissioner Cliff Hood, 2nd by Commissioner Cinnamon Sullivan. Motion approved with a unanimous vote of the Commission.

RESPECTFULLY PREPARED BY CITY CLERK MARILYN CHASTAIN

A handwritten signature in blue ink that reads "Marilyn Chastain". The signature is written in a cursive, flowing style.



Alpine Helen/White County Convention & Visitors Bureau

P.O. Box 730 • Helen, Georgia 30545 • 706-878-2181 • FAX 706-878-4032

CVB Report September, 2023

ADVERTISEMENTS:

- Digital Campaign reaching Birmingham, Nashville, Tampa-St. Pete, Orlando, Jacksonville, Atlanta and Charlotte continued.
- Oktoberfest insert in the regional newspapers.
- AAA Living Magazine.
- Blue Ridge Country Magazine.
- Georgia EMC Magazine.
- South Carolina EMC Magazine.
- Southern Living Magazine.
- Blue Ridge Digest.
- LRC Travel media Press Room.
- A-Z Anamials.com – Top 10 most stunningly Scenic Drives in Georgia – Richard B. Russell Scenic highway – Helen and Anna Ruby Falls. 21,526,999 Impressions, with an estimated value of \$199,125.
- A-Z Animals.com – 10 Natural Springs in Georgia and where to find them – High Shoals Falls and Helen. 21 Million Impressions, with an estimated value of \$199 Thousand.
- 365 Traveler.com – The 50+ Fall Festivals in Georgia That You'll Love – Helen – Oktoberfest. 508,000. Impressions, with an estimated value of \$4,699.
- Bring Fido.com – Fido's favorite Waterfall Hikes – Anna Ruby Falls – Helen. 1.7 Million Impressions, with an estimated value of \$15,861.



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WELCOME CENTER:

- 3308. (895 more than last year) Visitors stopped by the Welcome Center in September. With the majority of visitors from GA, FL, SC and TN.
- Helen Travel Guides delivered over 405 Cases of the new guides. Mailed out an additional 153 Travel Guides by request in September. We had 119 Travel Guide downloads.
- Website visits for the month of September 122,000 (31,066 more than last year) with 117,000. Unique/new visitors 3.10 page visits with over 489,000. page views (112,120 more than last year) with duration of 2.49 minutes per view. Bounce rate 47.32%.

TRAVEL SHOWS/MEETINGS:

- September 6nd – Director Brown met with the Helen Rotary Club to discuss a new Chili Cook off event in Helen sanctioned by the International Chili Society for November 11th.
- September 10th -13th - Director Brown attended the Annual Governor's Tourism Conference in Jekyll.
- September 21st – Monthly CVB Board Meeting.
- September 19th – Director Brown sent the CVB Monthly report to Helen City Commission for the monthly meeting.
- September 22nd – Director Brown met with Advance Travel and Tourism to go over monthly Digital Campaign report.
- September 23rd – 28th – Director Brown attended the Annual STS Conference in Jackson Mississippi.

10/23

Water/Wastewater - Infrastructure Projects Update - City of Helen

Groundwater Development: The hydrogeologist hired by the City has selected four potential sites for ground water exploration. EMI has submitted a request to EPD to drill at the Lenzen property, this site has been approved. Additionally, EMI is moving forward with an ARC grant application for future ground water wells.

Main Street Sidewalk: Initial design of the sidewalk, curb/gutter and storm drain has been completed. Recently completed soil drilling for wall construction, GDOT is requiring design of modified retaining wall. Design is complete with resubmittal to GDOT, awaiting final approval and anticipate bid after Oktoberfest is completed.

Main Lift-Station: Contractor has began work, new force-main has been installed to the treatment plant, paving and replacement of dilapidated storm water pipe has been also been completed. Remaining work is scheduled to be completed after Oktoberfest. *Anticipated Completion Date May 2024.*

Well # 11 (Lenzen Property Well): Permission to drill as well as the ground water assessment have been approved by EPD. The City has cleared the site, recently met with contractor, still need some minor grading to be complete prior to drilling. Existing well has been plugged, Oconee well drilling is currently slated to begin drilling in two weeks. *This project is slated to be under construction in 2023.*

SSES: All smoke testing and manhole evaluations has been finished in Helen and Innsbruck. The final report with recommendations has been completed and submitted to City staff for review. EMI has completed remedial applications and design, scheduled to go out to bid in November. *Recommendations from this report are scheduled to be completed in 2023-2024. - Anticipated Completion Date May 2024.*

LAS Improvements: EMI has completed evaluation of the LAS to develop final plans and specs for a projected construction schedule to begin spring 2024. The City has received the Army Corp permit for all three Wilkins ponds and the stream.

10/23

Helen Project Update

Page 2 of 2

The City has received pricing from ASI for pricing of erosion remediation efforts on spray fields 3a, 3b, and 3c. ASI has begun work on construction of the road and erosion repairs, current progress is approximately 50% complete. Once the erosion remediation efforts have been completed repair efforts of the spray field lines and appurtenances will be completed. ***Construction is currently slated for November 2023 - Anticipated Completion Date June 2024.***

Comprehensive Sidewalk Plan: EMI has developed new maps to use as a basis of the study and have provided such to the City for use.

SCADA/Telemetry System: Installation of equipment has begun, should be completed within the next 60 days.

Capital Improvement Plan (CIP): EMI has recently received all financial data from City and is currently completing the cash flow and rate analysis portion of the plan. Anticipate having these items completed to present at next Commission meeting.

System Connection Fee Ordinance: EMI has received information from the City and is in the process of completing the Ordinance, will have draft for the City to review by the next Commission meeting.



CITY OF HELEN
FINANCIAL REPORT SUMMARY
THREE MONTHS ENDED SEPTEMBER, 2023
TAX REVENUES SUMMARY COMPARISON

TAX REVENUES

HOTEL/MOTEL TAX FUND

| <u>Monthly Comparison</u> | | | | <u>Fiscal YTD Comparison - Three Months Ended 9/30/23</u> | | | |
|---------------------------|---------|------------|------------|---|---------|------------|------------|
| Sep-22 | Sep-23 | Difference | % Inc(Dec) | Sep-22 | Sep-23 | Difference | % Inc(Dec) |
| 235,782 | 259,787 | 24,005 | 10.18% | 879,819 | 887,546 | 7,727 | 0.88% |

SALES TAX

| <u>Monthly Comparison</u> | | | | <u>Fiscal YTD Comparison - Three Months Ended 9/30/23</u> | | | |
|---------------------------|---------|------------|------------|---|---------|------------|------------|
| Sep-22 | Sep-23 | Difference | % Inc(Dec) | Sep-22 | Sep-23 | Difference | % Inc(Dec) |
| 124,803 | 132,938 | 8,135 | 6.52% | 404,710 | 429,749 | 25,039 | 6.19% |

BEER/WINE/LIQUOR EXCISE TAX

| <u>Monthly Comparison</u> | | | | <u>Fiscal YTD Comparison - Three Months Ended 9/30/23</u> | | | |
|---------------------------|--------|------------|------------|---|--------|------------|------------|
| Sep-22 | Sep-23 | Difference | % Inc(Dec) | Sep-22 | Sep-23 | Difference | % Inc(Dec) |
| 19,509 | 18,499 | -1,010 | -5.18% | 56,279 | 53,294 | -2,985 | -5.30% |

MIXED DRINK TAX

| <u>Monthly Comparison</u> | | | | <u>Fiscal YTD Comparison - Three Months Ended 9/30/23</u> | | | |
|---------------------------|--------|------------|------------|---|--------|------------|------------|
| Sep-22 | Sep-23 | Difference | % Inc(Dec) | Sep-22 | Sep-23 | Difference | % Inc(Dec) |
| 8,271 | 10,343 | 2,072 | 25.05% | 29,933 | 32,667 | 2,734 | 9.13% |

2020 SPLOST

| <u>Monthly Comparison</u> | | | | <u>Fiscal YTD Comparison - Three Months Ended 9/30/23</u> | | | |
|---------------------------|---------|------------|------------|---|---------|------------|------------|
| Sep-22 | Sep-23 | Difference | % Inc(Dec) | Sep-22 | Sep-23 | Difference | % Inc(Dec) |
| 122,242 | 131,607 | 9,365 | 7.66% | 399,351 | 424,703 | 25,352 | 6.35% |

Fiscal YTD Budget Comparison - Three Months Ended 9/30/23

| Budget | Actual | % Inc(Dec) |
|-----------|---------|------------|
| 1,425,000 | 424,703 | 29.80% |

| Cumulative #34 | Estimated 2020 | Difference | % of Estimate |
|----------------|----------------|------------|---------------|
| 4,064,330 | 5,600,000 | 1,535,670 | 72.58% |



2021 Construction Fund

Account Summary

Date Range: 08/01/2021 - 09/30/2023

| | Budget | 9/30/2023 | Available @ 8/31/23 |
|--------------------------------|------------------|------------------|--------------------------------|
| HEX STRASSE WELL | 250,000 | 80,471 | 169,529 |
| LENZEN PROPERTY WELL #11 | 495,000 | 35,765 | 459,235 |
| MAIN LIFT STATION | 1,450,000 | 308,064 | 1,141,936 |
| SSES IMPROVEMENTS | 1,500,000 | 47,835 | 1,452,165 |
| CHATTAHOOCHEE RIVER SEWER LINE | 375,000 | 239,360 | 135,640 |
| GROUND WATER DEVELOPMENT | 25,000 | 37,569 | (12,569) |
| METER REPLACEMENT | 595,000 | 409,286 | 185,714 |
| WWTF SOLIDS REMOVAL | 425,000 | 558,379 | (133,379) |
| LAS IMPROVEMENTS | 875,000 | 258,535 | 616,465 |
| | <u>5,990,000</u> | <u>1,975,264</u> | <u>4,014,736</u> |



City of Helen Debt Service as of September 30, 2023

| Lender | Collateral | Loan Amount | Rate | Pmt. Amount | Due | Balance | Matures |
|-------------------|--------------------------|-------------|-------|---------------|----------|----------------|---------|
| BB&T | HME Ahrens Fire Truck | 406,802 | 3.060 | 47,721 | January* | 177,130 | Jan-27 |
| GEFA CWSRF 14-018 | Willow Pond Sewer Rehab | 281,000 | 0.500 | 2,401 | Monthly | 88,144 | Oct-26 |
| GEFA DWSRG 13-012 | Hamby St Bridge Crossing | 309,041 | 0.660 | 2,662 | Monthly | 110,491 | Mar-27 |
| | | | | <u>52,784</u> | | <u>375,765</u> | |

Debt Service 2021 Construction Bond 6,383,900



**CITY OF HELEN AVAILABLE 2020 SPLOST FUNDS
AS OF SEPTEMBER 30, 2023**

| <u>2020 SPLOST (20%)</u> | <u>ROADS, STREETS, BRIDGES, SIDEWALKS (23.21%)</u> | <u>WATER/WASTEWATER IMPROVEMENTS (33.93%)</u> | <u>PUBLIC BUILDINGS AND GROUNDS (37.5%)</u> | <u>ADMIN EQUIP, FACILITIES & VEHICLES (5.36%)</u> | <u>2020 SPLOST REVENUE</u> |
|--------------------------------|--|---|---|---|--------------------------------|
| TOTALS FOR | | | | | |
| 6 YEAR PERIOD | 1,300,000.00 | 1,900,000.00 | 2,100,000.00 | 300,000.00 | 5,600,000.00 |
| <u>CURRENT ESTIMATE</u> | | | | | |
| <u>REVENUE</u> | | | | | |
| ACTUAL RECEIVED | 943,354.53 | 1,379,061.58 | 1,524,161.79 | 217,853.52 | 4,064,431.43 |
| INTEREST EARNED | 22,226.62 | 32,492.42 | 35,911.16 | 5,132.90 | 95,763.10 |
| <u>EXPENSES</u> | | | | | |
| PRIOR YEARS TOTALS | 573,093.58 | 398,075.64 | 327,448.22 | 105,985.57 | 1,404,603.01 |
| CURRENT YEAR TOTALS | 48,300.00 | 0.00 | 17,961.00 | 0.00 | 66,261.00 |
| BANK FEES | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2020 SPLOST AVAILABLE | 344,187.57 | 1,013,478.36 | 1,214,663.73 | 117,000.86 | 2,689,330.52 |



**CITY OF HELEN
CASH BALANCES
AS OF 9/30/23**

| | |
|--|----------------------|
| Pooled | |
| <hr/> | |
| Unrestricted | 6,148,306 |
| Restricted | 29,635 |
| | <hr/> |
| | \$ 6,177,941 |
| 2020 SPLOST (Restricted) | \$ 2,689,331 |
| Other | |
| <hr/> | |
| Restricted | \$ 861,013 |
| Unrestricted | \$ 1,238,366 |
| | <hr/> |
| | <u>\$ 10,966,651</u> |
| | |
| GA 1 - Bond Cash & Investment Balance @ 9/30/23 | \$ 4,183,044 |
| | |
| Interest Rate @ 9/30/23 | |
| <hr/> | |
| Interest Earned September 2023 | \$ 42,661 |
| FYE September 2023 | \$ 134,588 |



Helen, GA

Budget Report Group Summary

For Fiscal: 2023-2024 Period Ending: 09/30/2023

| Department | Original YTD Budget | Current YTD Budget | Period Activity | Fiscal Activity | Variance Favorable (Unfavorable) | Percent Used |
|--|------------------------|-----------------------|--------------------|---------------------|--|-----------------|
| Fund: 100 - GENERAL FUND | | | | | | |
| Revenue | | | | | | |
| 00 - GENERAL OVERHEAD | 1,372,102.86 | 1,372,102.86 | 368,749.23 | 1,153,974.43 | -218,128.43 | |
| Revenue Total: | 1,372,102.86 | 1,372,102.86 | 368,749.23 | 1,153,974.43 | -218,128.43 | |
| Expense | | | | | | |
| 00 - GENERAL OVERHEAD | 316,736.19 | 316,736.19 | 36,466.11 | 143,940.08 | 172,796.11 | |
| 01 - ADMINISTRATION | 143,410.59 | 143,410.59 | 42,282.08 | 128,211.38 | 15,199.21 | |
| 02 - CITY COMMISSION | 4,323.27 | 4,323.27 | 550.00 | 7,072.84 | -2,749.57 | |
| 03 - JUDICIAL | 8,325.15 | 8,325.15 | 1,815.00 | 5,569.00 | 2,756.15 | |
| 04 - FIRE DEPARTMENT | 143,022.99 | 143,022.99 | 38,726.76 | 126,402.05 | 16,620.94 | |
| 05 - INFORMATION TECHNOLOGY | 17,543.70 | 17,543.70 | 4,971.25 | 15,137.11 | 2,406.59 | |
| 07 - HOUSING AND DEVELOPMENT | 58,676.52 | 58,676.52 | 17,495.43 | 66,869.71 | -8,193.19 | |
| 09 - PUBLIC WORKS | 215,047.68 | 215,047.68 | 51,708.43 | 183,702.93 | 31,344.75 | |
| 10 - POLICE DEPARTMENT | 447,548.64 | 447,548.64 | 124,255.37 | 391,376.20 | 56,172.44 | |
| 11 - COMMUNITY RELATIONS | 3,873.45 | 3,873.45 | 0.00 | 692.95 | 3,180.50 | |
| 13 - SOLID WASTE | 13,594.56 | 13,594.56 | 4,656.55 | 13,333.68 | 260.88 | |
| Expense Total: | 1,372,102.74 | 1,372,102.74 | 322,926.98 | 1,082,307.93 | 289,794.81 | |
| Fund: 100 - GENERAL FUND Surplus (Deficit): | 0.12 | 0.12 | 45,822.25 | 71,666.50 | 71,666.38 | |
| Report Surplus (Deficit): | 0.12 | 0.12 | 45,822.25 | 71,666.50 | 71,666.38 | |



Helen, GA

Budget Report Group Summary

For Fiscal: 2023-2024 Period Ending: 09/30/2023

| Account Type | Original YTD Budget | Current YTD Budget | Period Activity | Fiscal Activity | Variance Favorable (Unfavorable) | Percent Used |
|--|------------------------|-----------------------|--------------------|--------------------|--|-----------------|
| Fund: 505 - WATER/SEWER FUND | | | | | | |
| Revenue | 403,796.64 | 403,796.64 | 116,163.35 | 401,669.15 | -2,127.49 | |
| Expense | 403,796.55 | 403,796.55 | 59,783.63 | 210,114.86 | 193,681.69 | |
| Fund: 505 - WATER/SEWER FUND Surplus (Deficit): | 0.09 | 0.09 | 56,379.72 | 191,554.29 | 191,554.20 | |
| Report Surplus (Deficit): | 0.09 | 0.09 | 56,379.72 | 191,554.29 | 191,554.20 | |



Helen, GA

Budget Report Group Summary

For Fiscal: 2023-2024 Period Ending: 09/30/2023

| Account Type | Original YTD Budget | Current YTD Budget | Period Activity | Fiscal Activity | Variance Favorable (Unfavorable) | Percent Used |
|---|------------------------|-----------------------|--------------------|--------------------|--|-----------------|
| Fund: 275 - HOTEL/MOTEL | | | | | | |
| Revenue | 832,441.89 | 832,441.89 | 260,159.39 | 889,617.51 | 57,175.62 | |
| Expense | 832,441.89 | 832,441.89 | 219,367.84 | 1,347,574.54 | -515,132.65 | |
| Fund: 275 - HOTEL/MOTEL Surplus (Deficit): | 0.00 | 0.00 | 40,791.55 | -457,957.03 | -457,957.03 | |
| Report Surplus (Deficit): | 0.00 | 0.00 | 40,791.55 | -457,957.03 | -457,957.03 | |



Helen, GA

Budget Report Group Summary

For Fiscal: 2023-2024 Period Ending: 09/30/2023

| Account Type | Original YTD Budget | Current YTD Budget | Period Activity | Fiscal Activity | Variance Favorable (Unfavorable) | Percent Used |
|--|------------------------|-----------------------|--------------------|--------------------|--|-----------------|
| Fund: 323 - 2020 SPLOST FUND | | | | | | |
| Revenue | 372,351.00 | 372,351.00 | 142,353.80 | 456,325.06 | 83,974.06 | |
| Expense | 372,350.94 | 372,350.94 | 48,750.00 | 66,261.00 | 306,089.94 | |
| Fund: 323 - 2020 SPLOST FUND Surplus (Deficit): | 0.06 | 0.06 | 93,603.80 | 390,064.06 | 390,064.00 | |
| Report Surplus (Deficit): | 0.06 | 0.06 | 93,603.80 | 390,064.06 | 390,064.00 | |

Helen Police Department

Monthly Report



September 2023

| | |
|---|---|
| <p style="text-align: center;"><u>Arrests- 15</u></p> <ul style="list-style-type: none"> • Felony- 1 • Misdemeanor- 11 • FVA- 0 • VGCSA- 3 | <p style="text-align: center;"><u>Citations</u></p> <p style="text-align: center;">338</p> |
| <p style="text-align: center;"><u>Security Checks</u></p> <p style="text-align: center;">783</p> <p>*Downtown businesses 71 (4,970)</p> | <p style="text-align: center;"><u>Calls for Service</u></p> <p style="text-align: center;">710</p> |
| <p style="text-align: center;"><u>Foot Patrol Hours</u></p> <p style="text-align: center;">32</p> | <p style="text-align: center;"><u>Accident Reports</u></p> <p style="text-align: center;">6</p> |
| <p style="text-align: center;"><u>Criminal Trespass</u></p> <p style="text-align: center;">4</p> | <p style="text-align: center;"><u>Investigations</u></p> <ul style="list-style-type: none"> • Cases cleared by arrest • Cases closed • Cases opened • Investigative Interviews • Search warrants obtained |

Calls for Service

| | | | | | |
|-----------------------------------|----|---------------------------|----|----------------------------------|-----|
| 911 Accidental/Open Line/Hang Up | 34 | Fight | 4 | Road Rage | |
| Abandoned Vehicle | 4 | Fire Calls | 4 | Security / Business Check | 16 |
| Active Shooter | | Flag Down | 1 | Sexual Assault Reported | 1 |
| Alarm Calls | | Follow up Report | 8 | Shots Fired | 1 |
| Amber/Levi/Matties Call/Alert | | Foot Patrol | 32 | Special Detail | 20 |
| Animal Call | 5 | For Your Information | 4 | Speeding Vehicle | |
| Apparent Death | 1 | Forgery | | Stalking | |
| Armed Robbery | | Fraud | 2 | Subject Screaming | |
| Assault | 2 | Harassment | | Suicide (attempt or threat) | 1 |
| Assist Fire / LEO | 4 | Hit and Run | | Suspicious Person or Vehicle | 25 |
| Assist Motorist | 8 | Hostage Situation | | Taking Report | 5 |
| Assistance Needed | | Improperly Parked Vehicle | 8 | Temporary Protection Order | |
| Attempting to Stop | 1 | In the Area | 3 | Test Call | 1 |
| BOLO | 11 | Intoxicated Driver/ Ped. | 6 | Theft Report | 7 |
| Bomb Threat | | Indecent Exposure | | Threats | 1 |
| Bond | 12 | Juvenile Problem | 2 | Traffic Accident | 8 |
| Burglary | 6 | Kidnapping | | Traffic Hazard | |
| Call by Phone | 22 | Lines Down | | Traffic Stop | 275 |
| Car Jacking | | Loitering | | Tree Down/ Across Roadway | |
| Chase in Progress | | Lost/Found Item or Person | 15 | Trespassing | |
| Child Abuse/ DFCS | | Mechanical Breakdown | 2 | Problem Unknown | |
| City/County Ordinance Violation | 14 | Medical Calls | 30 | Vandalism | |
| Court Detail | | Meet in Person | 16 | Vehicle Lock Out | |
| Criminal Trespass | 2 | Mental Subject | | Vehicle Registration Info. | 9 |
| Damage to Property | | Missing Person | | Vehicle Taken without Permission | 1 |
| Debris in Roadway | | Noise Complaint | | Vin Verification | |
| Deliver Message | | Not Otherwise Specified | 7 | Walk Thru | 11 |
| Direct Traffic | | Open Door | 1 | Wanted Person/Warrant | 5 |
| Dispute | 9 | Overdue Motorist | 3 | Wanted/Stolen Indicated | |
| Disturbance | 4 | Pandering | | Welfare Check | 3 |
| Domestic | 10 | Pick up Prisoner/ Subject | 1 | School Crossing/ Traffic | |
| Driver/Criminal History Requested | | Possible Dam Failure | | Subject in Custody | 1 |
| Driver's License Info. | 2 | Prowler | 2 | Wrecker needed | |
| Drug Suspect | | Public Assist | 1 | Civil Process | |
| Emergency Road Repair | | Reckless Driving | 4 | Illegal Dumping | |
| Entering Auto | | Refusing to Leave | 2 | Residence Check | |
| Escort | 5 | River Patrol | 1 | Calls for Water Dept Problems | |
| Extra Patrol | 2 | Road Blocked | | Information Purposes Only | 2 |

Total call for service: 710

LBF Consulting Group LLC
4210 Valley Ridge Blvd Ste 134
Ponte Vedra, FL 32081 US
+1 4049987545
matt@lbiconsultinggroup.com



Secure your company's future, today.

Quote

ADDRESS

City of Helen Georgia
1180 Edelweiss Strasse
Helen, Georgia 30545

QUOTE # 00213

DATE 10/16/2023

EXPIRATION DATE 11/16/2023

| MODEL | DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL PRICE |
|--------------|---|----------|------------|-------------|
| CH52-1TBE-HW | CH52-E Outdoor Multisensor Camera, 1TB, 30 Days Max | 2 | 2,419.00 | 4,838.00 |
| LIC-CH52-5Y | 5-Year CH52 Multisensor Camera License | 2 | 1,814.00 | 3,628.00 |
| CD42-256E-HW | CD42-E Outdoor Dome Camera, 256GB, 30 Days Max | 6 | 806.00 | 4,836.00 |
| LIC-5Y | Verkada 5 Year Camera License | 6 | 604.00 | 3,624.00 |
| CB51-30TE-HW | Verkada CB51-TE Outdoor Bullet Camera, 30 Days | 1 | 0.00 | 0.00 |
| LIC-5Y | Verkada 5 Year Camera License | 1 | 0.00 | 0.00 |

This is a quotation on the goods named, subject to the conditions noted below: All Seller invoices shall be paid by the Client within thirty (30) days of the invoice date unless otherwise agreed in writing by the Seller. In the event of late payment, the Seller may charge interest on the amount outstanding before and after judgment. Alternatively, for invoices unpaid 30 days after the due date, the Seller may impose a surcharge equal to 2.5% of the outstanding amount. *Please provide tax exempt certificate.
City of Helen - 5 Year

| | |
|--------------|--------------------|
| SUBTOTAL | 16,926.00 |
| TAX | 0.00 |
| SHIPPING | 153.00 |
| TOTAL | \$17,079.00 |

Accepted By

Accepted Date



Oktoberfest 2023

Helen, GA

Keg Tapping Schedule

\$10.00 per day cash only

Proceeds go to the Helen Police Department for the White Christmas Families in need fund

SEPT 9

- 1:30pm - Helen Festhalle
- 3pm - Café International
- 3:30pm - Christoff's 76
- 4pm - Bodensee

SEPT 16

- 12pm - Cowboys and Angels
- 12:30pm - Troll Tavern
- 1:00pm - Alpine Brew Deck
- 1:30pm - King Ludwigs Biergarten
- 2pm - Chatt Street Tap Room

SEPT 23

- 12pm - Slice of Helen
- 12:30pm - Bigg Daddy's
- 1pm - Bangkok
- 1:30pm - Lacabana


Sept 30

- 12pm - Hofbrau Haus
- 1pm - Bettys
- 1:30pm - Alpine Pizza Garden
- 2pm - Two Tire Tavern
- 2:30pm - Hofer's Bakery & Cafe

OCT 7

- 12 pm Das Ice Cream
- 1 pm - Sweet Acre Wine
- 130 pm Chattahoochee Dog
- 2pm - Mondays Pub
- 2:30 pm - Spice 55

MUST BE 21 WITH A VALID ID TO PARTICIPATE

Prast

 ALL
 M&A music
 Randy Summers
 Poursers / Licens
 Doris Skelton
 Pam Summers
 Add'l Poursers:
 Local < Dennis Doll
 Jessica Wood
 FV < Bill Harting
 Buford < Kathy Harting



City of Helen Fire & Rescue Monthly Report for September 2023

Total "911 Responses" = 57 / Year to Date = 612

Major Incident Type(s) Breakdown

| Major Incident Type | # Of Incidents Current Month | 2022 Monthly Comparison | % Of Total Current Month |
|---|------------------------------|-------------------------|--------------------------|
| Fires | 1 | 0 | 1.75% |
| Overpressure rupture, explosion, overhear (No Fire) | 0 | 0 | 0% |
| Rescue & Emergency Medical Service | 36 | 37 | 63.16% |
| Hazardous Condition (No Fire) | 2 | 2 | 3.51% |
| Service Call | 11 | 16 | 19.3% |
| Good Intent Call | 7 | 5 | 12.28% |
| False Alarm & False Call | 0 | 2 | 0% |
| Severe Weather & Natural Disaster | 0 | 0 | 0% |
| Special Incident Type | 0 | 0 | 0% |
| TOTAL | 57 | 62 | |

| | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | TTL |
|-------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| 2022 | 41 | 30 | 23 | 40 | 66 | 81 | 87 | 55 | 62 | 78 | 52 | 59 | 675 |
| 2023 | 42 | 33 | 58 | 54 | 69 | 96 | 132 | 71 | 57 | | | | 612 |
| Difference | +1 | +3 | +30 | +14 | +3 | +15 | +45 | +16 | -5 | | | | |

| Count of Aid Given and Received for Incidents for Date Range | | | # Of Incidents by Day of the Week for Date Range | | | | | | |
|--|-------|------------|--|-----|-----|-----|-----|-----|-----|
| AID TYPE | TOTAL | % Of TOTAL | MON | TUE | WED | THU | FRI | SAT | SUN |
| Aid Given | 4 | 7% | 5 | 8 | 8 | 5 | 9 | 14 | 8 |
| Aid Received | 2 | 3.5% | Busiest Hours for Date Range | | | | | | |
| None | 51 | 89.5% | 1100-2259 | | | | | | |

| Average Response Time for Non-Aid Incidents for Date Range | | |
|--|---|---------------------|
| AGENCY | AVERAGE RESPONSE TIME (Dispatched to Arrival) | NUMBER OF INCIDENTS |
| City of Helen Fire & Rescue | 4:56 | 46 |

Overlapping Calls

Overlapping calls are two or more calls occurring at the same time before the Duty Crew can respond to it. For instance, the Duty Crew could be responding to, arriving at, or at the scene of an incident when another call for service comes in. In September we had 7 overlapping calls for a total of 12.28% of our calls. This year our overlapping call average is about 15.03% (92 of 612).



Apparatus Responses: This chart identifies our busiest apparatus for the Month.

| Apparatus Call Sign | Type of Vehicle | Number of Responses for Apparatus |
|---------------------|-------------------------------|-----------------------------------|
| Engine 31 | 2017 HME "Ahrens Fox" | 40 |
| Engine 32 | 1997 Ferrara "Spartan" | 1 |
| Truck 31 | 2002 Ferrara "Igniter Series" | 5 |
| Rescue 31 | 2000 Ford "F-650" | 3 |
| 301 | 2016 Ford "F-150" | 4 |
| ATV 31 | 2016 Polaris "Ranger" | 6 |

Training

Firefighters completed a total of **72.00 combined hours of classroom and practical training.**

| Fire Department Non-Emergency Activities | | |
|--|-------------|--|
| Walk In Evaluation & Public Assist | 5 | *E-31: Replaced 4 Batteries (Personnel) |
| Station Tour/Visitors | 23 | *Tire Pressure on all trucks checked (Personnel) |
| Public Relation Hours | 150.61 hrs. | *Attended Flagpole dedication at Tax Building |
| Fire Safety Programs | 4 kids | *Oktoberfest Parade |
| CPR/BLS Class | 0 | *Public Safety Meeting with County Fire |
| Smoke Detector Installation | 0 | *Drained and Flushed pumps on trucks |
| Pre-Fire Plans/Inspections | 3 | *Regulator fixed and placed back in service |
| Hose Testing (Feet) | 0 | *Fixed Water Leak on EMS Side (P.W.) |
| Hydrant Testing/Maintenance (Total #) | 0 | *Bay Doors repaired (Personnel) |

APPARATUS PROPOSAL August 8, 2023



PEACH STATE
TRUCK CENTERS
EMERGENCY VEHICLES

City of Helen Fire Department

Spartan Fire LLC and Peach State Emergency Vehicles (the dealer) hereby proposes to furnish to you, subject to proper execution of a purchase agreement by you and by an officer of your County or Fire Department, the following apparatus and equipment to be supplied in accordance with the attached specifications:

One (1) – 100' Midmount Aerial Platform

TOTAL \$1,826,343.00

Delivery will be 470 days after acceptance from Spartan Fire LLC of the contract or receipt of Purchase Order.

Terms of payment are \$ 1,826,343.00 upon delivery to customer from the dealer's facility.

This proposal shall expire unless accepted within 60 days after the date first set above. This expiration date may be extended, in writing, at the discretion of the Company

Dealer: Peach State Emergency Vehicles

6535 Crescent Drive
Norcross, GA 30071
843-274-9107

I. The purpose of this proposal is to request the purchase of a new Commercial Fire Aerial Apparatus for the city of Helen, Georgia. The new aerial apparatus is a 100' midmount platform built by Peach State Emergency Vehicles. It is the truck that the City needs for the next 20-25 years. The total price of the apparatus is \$1,839,286.00 and delivery will be 470 days after acceptance from Spartan Fire LLC of the contract or receipt of Purchase Order.

II. The new aerial apparatus is necessary because the current aerial apparatus used by the city of Helen is a 2002, 75' ladder which has been in service for over 20 years and is now outdated. The new aerial apparatus will provide better safety and efficiency to the city's fire department and the citizens and visitors it will serve. The new aerial apparatus will have better maneuverability and will be able to reach higher elevations than the current ladder truck. It will also have more advanced features and specifications that will help the city's firefighters respond to emergencies more effectively.

III. The new aerial apparatus is a 100' midmount platform built by Peach State Emergency Vehicles. The 100' Aerial Platform is a Spartan model with great maneuverability, greater versatility, and more firefighting capability than any other mid-mount aerial apparatus on the market. The layout of this aerial apparatus will allow it to maneuver easily through tight city streets, cul-de-sacs, and apartment or business complexes. It has different body options featuring up to 300 cubic feet of usable compartment space, providing plenty of room for tool mounting boards, storage of rescue tools, fans, and even long-handled tools. The large, safe platform features almost 20 square feet of working space and can be easily accessed from the ground without having to walk the length of the ladder. The new aerial apparatus will be a valuable asset to the city's fire department for the next 20-25 years.

IV. The City of Helen Commissioners are encouraged to approve the proposal for the purchase of a new Commercial Fire Aerial Apparatus. The new aerial apparatus is a 100' midmount platform built by Peach State Emergency Vehicles. It will provide better safety and efficiency to the city's fire department. It will have better maneuverability and will be able to reach higher elevations than the current ladder truck. It will also have more advanced features and specifications that will help the city's firefighters respond to emergencies more effectively. The new aerial apparatus will be a valuable asset to the city's fire department for the next 20-25 years.

APPARATUS PROPOSAL August 8, 2023



PEACH STATE
TRUCK CENTERS
EMERGENCY VEHICLES

City of Helen Fire Department

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Dealer: Peach State Emergency Vehicles

6535 Crescent Drive
Norcross, GA 30071
843-274-9107

PUBLIC WORKS REPORT

SEPTEMBER 2023

- Put up Christmas lights in petes park .
- Fixed two water main leaks.
- Worked on Christmas fixtures.
- Put up Christmas lights at Elena falls.
- Put up Christmas lights throughout the market platz .
- Worked on river street restroom.
- Normal routine clean restrooms. Trash rout. Road side trash. read meters . Cut grass . 811 locates.
- Made around ten Ten Thousand feet of Christmas lights .
- Worked in spray field .
- Put doors back on river street restroom.
- Put in Seven hundred feet of direct burial wire and outlet boxes at petes .
- Put chlorine and salt in wells weekly .
- Put in 8/8/16 polls in river side park for the event speakers.
- Put new teeth on the trencher.



Group Summary

| Group | Issued | Completed | Voided | New |
|---------------|--------|-----------|--------|-----|
| 1ST AVAILABLE | 82 | 77 | 4 | 1 |
| TRASH | 2 | 2 | 0 | 0 |
| WATER | 3 | 1 | 2 | 0 |
| Grand Totals | 87 | 80 | 6 | 1 |

Staff Summary

| Staff | Issued | Completed | Voided | New |
|--------------------|--------|-----------|--------|-----|
| 1ST AVAILABLE | 11 | 7 | 3 | 1 |
| CHRIS ESTES | 1 | 1 | 0 | 0 |
| EDWARD SALWAY | 59 | 56 | 3 | 0 |
| JACK MORGAN | 3 | 3 | 0 | 0 |
| JACOB WESTMORELAND | 3 | 3 | 0 | 0 |
| JARED TURNER | 7 | 7 | 0 | 0 |
| JIMMY ROGERS | 3 | 3 | 0 | 0 |
| Grand Totals | 87 | 80 | 6 | 1 |

Job Code Summary

| Job Code | Issued | Completed | Voided | New |
|---|--------|-----------|--------|-----|
| CONNECT - CONNECT | 6 | 5 | 1 | 0 |
| DELIVER CAN - DELIVER CAN | 1 | 1 | 0 | 0 |
| DISCONNECT & READ - DISCONNECT & READ | 7 | 4 | 3 | 0 |
| END SUSP - END SUSPEND | 2 | 1 | 1 | 0 |
| LEAK CK - LEAK CHECK | 6 | 6 | 0 | 0 |
| LOCK NON PAYMENT - LOCK NON PAYMENT | 9 | 9 | 0 | 0 |
| MISC - MISC | 21 | 21 | 0 | 0 |
| PICK UP CAN- TERM - PICK UP CAN - TERMINATE SERVI | 3 | 3 | 0 | 0 |
| PICK UP TRASH - PICK UP TRASH | 2 | 2 | 0 | 0 |
| READ - READ | 9 | 7 | 1 | 1 |
| READ TO TRANSFER - READ TO TRANSFER | 15 | 15 | 0 | 0 |
| UNLOCK - UNLOCK | 5 | 5 | 0 | 0 |
| UNLOCK & READ - UNLOCK & READ | 1 | 1 | 0 | 0 |
| Grand Totals | 87 | 80 | 6 | 1 |

Action Summary

| Action | Issued | Completed | Voided | New |
|-----------------|--------|-----------|--------|-----|
| Connect | 6 | 5 | 1 | 0 |
| Disconnect | 7 | 4 | 3 | 0 |
| Occupant Change | 15 | 15 | 0 | 0 |
| Miscellaneous | 44 | 42 | 1 | 1 |
| Cutoff | 9 | 9 | 0 | 0 |
| Service Action | 4 | 4 | 0 | 0 |
| End Suspend | 2 | 1 | 1 | 0 |
| Grand Totals | 87 | 80 | 6 | 1 |

Issued by User

| User | Issued |
|--------------|--------|
| Mirinda | 17 |
| Susie | 70 |
| Grand Totals | 87 |

Completed by User

| User | Completed |
|--------------|------------------|
| esalway | 46 |
| ssanders | 34 |
| Grand Totals | 80 |



**City of Helen
Georgia's Alpine
Village**

25 Alpenrosen Strasse
PO Box 280
Helen, Georgia 30545
706-878-2733
706-878-1655 -fax
www.cityofhelen.org



The City of Helen is an equal
opportunity provider and employer

BUILDING AND ZONING MONTHLY REPORT September 2023

Commissioners:

Jeff Ash
Steve Fowler
Fred Garmon
Cinnamon Sullivan
Cliff Hood

City Manager:

Darrell Westmoreland

**City Clerk/
Clerk of Court:**

Marilyn M. Chastain

City Finance Director:

Mona Wood

Chief of Police:

Aletha Barrett

**Building and Zoning
Director:**

Jonah Casper

Fire Chief:

Jody Prickett

**Public Works
Director:**

Jack Morgan

PERMITS

Building: 2
Electrical: 2
Mechanical: 0
Plumbing: 2
Signs: 2
Events: 1

INSPECTIONS

-Permitted: 8
-Courtesy inspections and consultations: 5
-Builder and Architect consultations: 7

Certificate of Occupancy permits issued: 2

ORDINANCE NO. 23-09-01

**ORDINANCE OF THE CITY OF HELEN, GEORGIA TO AMEND CHAPTER 62,
TAXATION, ARTICLE III, HOTEL-MOTEL EXCISE TAX, OF THE OFFICIAL CITY
CODE OF HELEN, GEORGIA**

WHEREAS, the City of Helen is a Georgia municipal corporation; and

WHEREAS, the City Commission is the governing authority of the City of Helen; and

WHEREAS, there exists in the city of Helen, a number of short term rental properties in which residential property owners are in the business of renting their properties out on a short term basis to visitors to the city of Helen, Georgia; and

WHEREAS, for the protection of visitors to the city of Helen, residents of the city of Helen, and the owners of such rental properties themselves, the City Commission of Helen, Georgia finds that it is necessary to have registration information for each specific property being rented; including multiple emergency contacts for each specific property in the event a situation arises at such property necessitating a response from the city;

WHEREAS, such short term rental properties are subject to the levy of a hotel-motel excise tax pursuant to Section 62-51 of the Helen City Code, and O.C.G.A. Section 48-13-50 et. seq.; and

WHEREAS, changes in state law have occurred whereby the remittance of the hotel-motel excise tax is now made in some circumstances by marketplace innkeeper facilitators pursuant to O.C.G.A. Section 48-13-50.4; and

WHEREAS, the City Commission of Helen, Georgia, finds that with such changes, an amendment is necessary Section 62-55 of the Helen Municipal Code, to ensure that each short term rental operator-owner within the city is properly credited with the payment of the required excise tax in conjunction with their individual location; and

NOW, THEREFORE, BE IT ORDAINED, and it is hereby ordained, that Chapter 62, Taxation, of the Official Code of the City of Helen is amended, by the amendment of Section 62-53. - Registration of operator, as follows:

Sec. 62-53. - Registration of operator.

- (a) Every person engaging in, or about to engage in, business in the city as an operator of any establishment covered by section 62-51 shall immediately register the business with the city, on a form provided by the city for such purpose. This registration form shall be an annual requirement, but the operator is further required to update the information provided to the city during the year, should any such information change. The required registration hereunder shall include such information as the city requires, but specifically including the name under which the operator transacts business, or intends to transact

business and the physical address of the property or properties from which business is transacted. The registrant shall provide a social security and/or federal tax ID number, as well as the registrant's Georgia Department of Revenue sales tax identification number. The registrant must provide a mailing address, phone numbers, email addresses, and such other information as the city may require of the registrant. The registrant shall provide a list of all online rental management platforms utilized in the conduct of registrant's business. Each registrant must provide the name and contact information of two emergency contacts to be available 24 hours a day, with said emergency contact having the ability to respond within 2 hours to any situations occurring at the property which necessitate a response from the city; including complaints about the property, the behavior of guests, damage to the property, or any illegal activity occurring at the property.

- (b) A separate registration shall be required for each place of business of an operator.

BE IT FURTHER ORDAINED, and it is hereby ordained, that Chapter 62, Taxation, of the Official Code of the City of Helen; Sec. 62-55. Due date, filing of return levied; is hereby amended to read as follows:

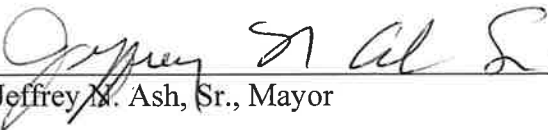
Sec. 62-55. - Due date, filing of return.

- (a) All taxes levied by this article shall be due and payable to the city monthly on or before the 20th day of every month next succeeding each respective month in which such taxes are collected. Payment shall be accompanied by a return for the preceding monthly period showing the gross rent, taxable rent, any exemptions claimed, and the amount of tax collected or otherwise due for the period, and such other information as may be required by the city.
- (b) Should the owner of the accommodations required to pay the tax pursuant to this Article utilize a marketplace innkeeper (as such is defined in O.C.G.A. Section 48-13-50.4) to make available short term rental lodging and/or facilitate the sale of such lodging or accommodations on the owner's behalf; and when, in such circumstances, the taxes due the City of Helen under this Article are remitted by that marketplace innkeeper to the city, the owner of such accommodations (including, but not limited to the owners of short term rentals as such short term rentals are defined under Section 14-26 of the Helen Municipal Code) shall still be required to file the report required under Section 62-55(a); providing the same information for each property owned, and reflecting the same information as required in Section 62-55(a) of the Helen Municipal Code, but also the amounts remitted by the owner's marketplace facilitator to the city, and any such other information as may be required by the city.
- (c) In the event there are no sales or rentals of lodging accommodations in a reporting period, lodging providers are still required to file the monthly return with the City of Helen, stating they had zero rentals or sales for the period. Failure to file a return shall result in applicable penalties and interest.

Be it further ordained that no other changes are intended to Chapter 62, Taxation, of the City Code of Helen, Georgia, other than the specific amendments and additions contained herein.

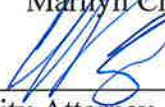
Be it further ordained, by the Helen City Commission, that any ordinance or resolution previously existing, either replaced by or inconsistent or in conflict with this ordinance, are repealed in their entirety if replaced hereby, and repealed partially to the extent of the conflict or inconsistency of the previous ordinance, and that this ordinance shall become effective upon adoption.

This ordinance approved by the Helen City Commission this 17 day of October, 2023.

 (SEAL)
Jeffrey N. Ash, Sr., Mayor

ATTEST:


Marilyn Chastain, City Clerk

APPROVED AS TO FORM: 
Carl Free, City Attorney

Date: 10-17-23

Passed First Reading 9-19-23

Passed Second Reading 10-17-23

Approved and Adopted 10-17-23

**AFFIDAVIT FOR CLOSED MEETING OF
THE CITY OF HELEN, GEORGIA
PURSUANT TO O.C.G.A. §50-14-4(b)**

Personally appeared before the undersigned officer duly authorized by law to administer oaths, Jeff Bick, who after being duly sworn, deposes and says as follows:

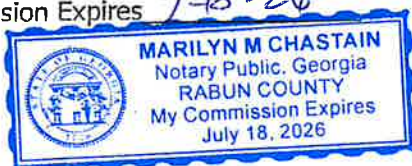
1. That the undersigned presided over a meeting closed to the public pursuant to the laws of the State of Georgia.
2. That said meetings was conducted on the 17 day of October, 2023
3. at 10:00 o'clock a.m. at Helen City Hall, City of Helen, Georgia.
4. That the specific relevant exception(s) are checked below:

- A. To discuss the future acquisition of real estate; O.C.G.A. §50-14-3(4).
- B. To discuss or deliberate upon the appointment, employment, compensation, hiring, disciplinary action, or periodic evaluation or rating of a public officer or employee; O.C.G.A. §50-14-3(6).
- C. To consult or meet with legal counsel pertaining to pending or potential litigation, settlement, claims, administrative proceedings, or other judicial actions brought or to be brought by or against the City or an officer or employee or in which the officer or employee may be directly involved; O.C.G.A. §50-14-2 and O.C.G.A. §50-18-72(e).
- D. Staff meeting held for investigative purposes under duties or responsibilities imposed by law; §50-14-3(1).

5. That this affidavit is made pursuant to O.C.G.A. §50-14-4(B) and is intended to comply with the provisions of said statute,

Sworn to and subscribed
before me this 17 of
October, 2023

Marilyn M Chastain
Notary Public
My Commission Expires 7-18-26



Jeffrey N. Bick
Affiant
Title: Mayer
Presiding