



**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  
DECEMBER 12, 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 NOVEMBER 14, 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
  - B. FINANCIAL REPORT
  - C. DISCUSSION FOR APPROVAL OF ALCOHOL LICENSE FOR THE GREATER HELEN AREA CHAMBER OF COMMERCE LOCATED AT 1074 EDELWEISS STRASSE FOR FERNANDO SOTELA GARIBALDI FOR BEER ON PREMISES, WINE ON PREMISES AND SUNDAY SALES
  - D. APPROVAL OF 2024 ALCOHOL LICENSE RENEWALS
  - E. SET DATES FOR 2024 COMMISSION MEETINGS
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;

16. EXECUTIVE SESSION TO DISCUSS PERSONNEL

17. CITY COMMISSION COMMENTS

18. ADJOURNMENT

**THIS AGENDA WAS POSTED DECEMBER 6, 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  
NOVEMBER 14, 2023  
MINUTES OF MEETING**

**Commissioners:**

Jeff Ash  
Steve Fowler  
Fred Garmon  
Cliff Hood  
Cinnamon Sullivan

The Helen City Commission met on Tuesday November 14, 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, Mayor Jeff Ash, Commissioner Steve Fowler, and Commissioner Cinnamon Sullivan. Absent was Commissioner Cliff Hood.

**City Manager:**

Darrell Westmoreland

Also attending were City Manager Darrell Westmoreland, City Attorney Carl Free, City Clerk Marilyn Chastain, Police Chief Aletha Barrett, Finance Director Mona Wood, Fire Chief Jody Prickett, Building & Zoning Director Jonah Casper. Absent was Public Works Director Jack Morgan.

**City Clerk/ :**

**Clerk of Court**

Marilyn M. Chastain

PLEDGE OF ALLEGIANCE TO THE FLAG

**Finance Director:**

Mona Wood

APPROVAL OF AGENDA; Motion to amend the Agenda by changing item 16 from first reading of Ordinance 23-11-01 to Public discussion made by Commissioner Fred Garmon, 2<sup>nd</sup> by Commissioner Cinnamon Sullivan. Motion approved with a unanimous vote of those present.

**Chief of Police:**

Aletha Barrett

APPROVAL OF MINUTES FROM OCTOBER 17, 2023; Motion to approve as written made by Commissioner Steve Fowler, 2<sup>nd</sup> by Commissioner Fred Garmon. Motion approved with a unanimous vote of the Commission present.

**Building and Zoning  
Administrator:**

Jonah Casper

PETITIONS AND COMMUNICATIONS FROM THE PUBLIC; None

**Public Works  
Director:**

Jack Morgan

DISCUSSION OF DOLLY PARTON IMAGINATION LIBRARY PRESENTED BY JOHN & VICKI AIKEN; Vicki Aiken addressed the Commission and gave a verbal report on how well the local support has helped the program stating that as of November 2023 they have 645 children enrolled to receive books. She also told of an upcoming fundraiser on March 9, 2024 and is looking for sponsors. But really appreciates how Linda McAllister and the other local sponsors have made the program such a success.

**Fire Department  
Chief:**

Jody Prickett

ALPINE HELEN/WHITE COUNTY C.V.B. MONTHLY REPORT; Report included as an integral part of the Minutes. Director Jerry Brown was present and gave a verbal report. He also stated that Helen was voted #12 in the Nation of Quaint Towns to visit. He also reminded the Commission of upcoming dates; November 24<sup>th</sup> lighting of the Village, December 4<sup>th</sup> Community Christmas Dinner, and December 9<sup>th</sup> the Christmas Parade.

HELEN CHAMBER OF COMMERCE MONTHLY REPORT; Judy Holloway of the Chamber asked Police Chief Aletha Barrett to the podium and presented her with a check from the Chamber of \$5,000.00 to be used toward the White Christmas fund. She then reported

**COMMISSION MEETING  
OCTOBER 14, 2023  
MINUTES OF MEETING  
PAGE 2**

the gate sales from Oktoberfest were up 28% this year, and are continuing to do improvements at the fest hall on the building.

**ADMINISTRATIVE**

UPDATE FROM CITY MANAGER ON CURRENT PROJECTS ; City Manager Darrell Westmoreland stated the purchase had been completed of the property for the new restrooms, and that the restrooms are now back open that had been vandalized and that the gate to close them at night has been ordered and should help with that problem. He then asked Fletcher Holiday of EMI to update the Commission on projects, a written report was given and will become an integral part of the Minutes. He told the Commission at their request an estimate for a new pedestrian bridge on Hamby Street is being prepared. He then explained the connection fee study on water/wastewater and stated that due to the growth of Helen the original plan of utilizing the 3<sup>rd</sup> sewer pond should be considered, that the 2 current ones are in good shape but will not be able to support a lot of future growth past the next 10 years. Mayor Jeff Ash stated that at the time the ponds were installed the 3<sup>rd</sup> was used only for storage and not needed so after 2 or 3 years it was disconnected and was abandoned. Fletcher Holiday stated it would also allow for storage during peak times if put back operational, and that it would have to have plans submitted and meet current standards. Fletcher Holiday stated that rates show an increase in expenses of 9.2% yearly and that the City Should consider adding a 4<sup>th</sup> tier for peak users and to add a 5% increase per year to stay ahead of projected expenses. He then went over a proposed Ordinance for the water/sewer connection fees explaining the cost is currently to low and should be adjusted to mimic the cost of installing a septic tank or drilling a well. There will be a first reading of the Ordinance at the December meeting.

FINANCIAL REPORT; Report included as an integral part of the Minutes. Finance Director Mona Wood gave a verbal report.

POLICE DEPARTMENT MONTHLY REPORT; Report included as an integral part of the Minutes. Police Chief Aletha Barrett gave a verbal report and stated the recent Golf Tournament brought in close to bring in the most ever at \$12,000 + for the White Christmas Fund, and that the digital signs warning of open containers are working. She also stated that the Citizen Advisory Board did ride a-longs and got to see first hand action.

**COMMISSION MEETING  
OCTOBER 14, 2023  
MINUTES OF MEETING  
PAGE 3**

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

PUBLIC WORKS, WATER AND WASTE WATER MONTHLY REPORT; Report included as an integral part of the Minutes.

BUILDING AND ZONING DEPARTMENT MONTHLY REPORT; Report included as an integral part of the Minutes. Building & Zoning Director Jona Casper gave a verbal report and stated he is still waiting on plans for the new Hotel.

PURCHASES AND BIDS; None

PUBLIC DISCUSSION OF ORDINANCE 23-11-01; AN ORDINANCE OF THE CITY OF HELEN, GEORGIA, TO AMEND THE OFFICIAL CODE OF THE CITY OF HELEN, GEORGIA, BY THE ADDITION OF CHAPTER SEVENTY-ONE: MOTORIZED CARTS; Motion to go into Public Discussion at 11:15 a.m. made by Commissioner Steve Fowler 2<sup>nd</sup> by Commissioner Cinnamon Sullivan. Commissioner Steve Fowler made a motion to have a Town Hall meeting about the Ordinance, 2<sup>nd</sup> by Commissioner Cinnamon Sullivan. Motion approved with a unanimous vote of the Commission present. City Manager Darrell Westmoreland explained that due to a new House Bill that will take effect January 1<sup>st</sup> that no golf carts will be allowed on State Highways at all that only vehicles that go over 35 mph and meet state requirements such as turn signals, brake lights and can be tagged will be allowed. Motion to go out of the Public Discussion at 11:27 a.m. made by Commissioner Steve Fowler, 2<sup>nd</sup> by Commissioner Cinnamon Sullivan. Motion approved with a unanimous vote of the Commission present.

RESOLUTIONS; None

EXECUTIVE SESSION TO DISCUSS PERSONNEL, LAND ACQUISITION AND PENDING OR POTENTIAL LITIGATION; Motion to go into Executive Session at 11:28 made by Commissioner Steve Fowler, 2<sup>nd</sup> by Commissioner Cinnamon Sullivan. Motion approved with a unanimous vote of the Commission.

Motion to come out of Executive Session at 12:06 p.m. made by Commissioner Fred Garmon, 2<sup>nd</sup> by Commissioner Cinnamon Sullivan. Motion approved with a unanimous vote of the Commission.

Motion as a result of the Executive Session to allow City Manager Darrell Westmoreland to proceed with the sale of the property between the sidewalk and the Hayloft Pub that had already been approved at the sale price of \$2800.00 and send a letter to the bank

**COMMISSION MEETING  
OCTOBER 14, 2023  
MINUTES OF MEETING  
PAGE 4**

approving the sale, made by Commissioner Fred Garmon, 2<sup>nd</sup> by Commissioner Cinnamon Sullivan. Motion approved with a unanimous vote of the Commission present.

Additional motion to approve a COLA pay increase of 4% for each City Employee beginning in January made by Commissioner Cinnamon Sullivan, 2<sup>nd</sup> by Commissioner Fred Garmon. Motion approved with a unanimous vote of the Commission present.

CITY COMMISSION COMMENTS; None

ADJOURNMENT; Motion to adjourn at 12:09 p.m. made by Commissioner Fred Garmon, 2<sup>nd</sup> by Commissioner Cinnamon Sullivan. Motion approved with a unanimous vote of the commission present.

**RESPECTFULLY PREPARED BY CITY CLERK MARILYN CHASTAIN**

A handwritten signature in cursive script, reading "Marilyn Chastain".



# Alpine Helen/White County Convention & Visitors Bureau

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

## CVB Report November, 2023

### ADVERTISEMENTS:

- Blue Ridge Country Magazine.
- LRC Inc. Blogs, etc.
- Georgia EMC Magazine.
- Atlanta Magazine.
- Group Tour Magazine.
- Atlanta Parent Magazine.
- North Georgia Living Magazine.
- Taste of the South Magazine.
- Traveling Lifestyles.com – 7 most charming Christmas towns & festivities in Georgia – Helen. 2 million impressions, with an estimated value of \$19,021.
- Vacation Ideas.com – 25 Best Georgia Waterfalls – Helen, Anna Ruby, Dukes Creek and Raven Cliffs. 3.5 million Impressions, with an estimated value of \$33,038.
- Kids are a Trip.com – 25 Best places to go for Christmas in the USA – Helen. 150 thousand Impressions, with an estimated value of \$1,388.
- Southern Living.com – 12 Small Georgia Towns that are Magical at Christmas – Helen. 11.4 million Impressions, with an estimated value of \$105,450.
- Atlanta Journal Constitution – Where to see the leaves change in Georgia – Helen. 10.8 Million Impressions, with an estimated value of \$99,900.
- Report Wire.com – 30+ Best Christmas Towns of the South – Helen. 336 Thousand Impressions, with an estimated value of \$ 3,112.
- Country Living – 30 Most Magical Christmas Towns in the U.S. – Helen. 16.4 million Impressions with an estimated value of \$151,700.
- Travel&Leisure.com – This small town in Georgia is modeled after a Bavarian Village – With German food, a European inspired Christmas Market and the longest running Oktoberfest in the U.S. – Helen. 11.4 million Impressions, with an estimated value of \$104,525.



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## **ADVERTISEMENTS Con't:**

- Travel Lens.com – 15 must visit quaint and quirky towns in American – Helen. 1.3 million Impressions, with an estimated value of \$12,084.
- World Atlas.com – 7 must visit small towns worth visiting this year – Helen. 8.8 million Impressions, with an estimated value of \$81,878.
- The Travel.com – 10 U.S. Christmas Towns worth visiting this year – Helen. 2.6 million Impressions, with an estimated value of \$24,420.
- Travel & Noire – Visit Helen, GA for Christmas this holiday season. 908K Impressions, with an estimated value of \$8,402.
- Southern Living.com – 16 Best destinations for a Classic Southern Christmas – Helen. 11.4 million Impressions, with an estimated value of \$105,450.
- Travel Awaits.com – 7 Bavarian Villages in the U.S. that will make you feel like you're in Germany – Helen. 4.7 million Impressions, with an estimated value of \$43,475.

## **WELCOME CENTER:**

- 3,014 (as of 11/27 – 164 more) Visitors stopped by the Welcome Center in November.
- Helen Travel Guides delivered over 457 cases of the 2023 guides. Mailed out an additional 129 Travel Guides by request in November. We had 162 Travel Guide downloads. The 2024 guides arrived November 22<sup>nd</sup>.
- Website visits for the month of November 121,000 (3,000 more than last year, as of 11/27) With 118,000. unique/new visitors. 3.35 page visits per user with over 455,000. page views with duration of 3.08 minutes per view. Bounce rate 48.59%.





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## **TRAVEL SHOWS/MEETINGS:**

- November 7<sup>th</sup> – Director Brown met with Monica Hall with ITI Digital to discuss a new itinerary platform for our Website.
- November 8<sup>th</sup> – Director Brown attended the monthly Regional Travel Association Board meeting in Dawson County.
- November 9<sup>th</sup> – Director Brown presented the monthly CVB report to the CVB Board.
- November 13<sup>th</sup> – Director Brown, Doris Skelton and Inez Couch decorated the State Welcome Center Tree in Lavonia.
- November 14<sup>th</sup> – Director Brown presented the CVB Monthly report to the City Commission.
- November 15<sup>th</sup> – Director Brown met with Scott Dumon with Fox 5 to discuss their streaming campaigns.
- November 18<sup>th</sup> – Director Brown met with Gwenn Beckham with the AJC to discuss programmatic advertising offered through the AJC/ Cox Media for spring of 2024.
- November 20<sup>th</sup> – Director Brown met with two UGA Students on Economic Development and sustainability.
- November 21<sup>st</sup> – Director Brown met with Advance Travel & Tourism for monthly report on digital campaign and to discuss the next campaign.
- November 24<sup>th</sup> – Director Brown and Doris Skelton along with the Welcome Center staff assisted the City with the Annual Lighting of the Village celebration.
- November 28<sup>th</sup> – Director Brown attended a Regional Travel Association search committee meeting for Board appointments.

12/23

## 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. The City is moving forward with the Lenzen Property site. 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. GDOT has a new reviewer which has added additional comments to latest review.

**Main Lift-Station:** Contractor has begun work, new force-main has been installed to the treatment plant, paving and replacement of dilapidated storm water pipe has also been completed. Bypass pumping system is in place, new wet well and valve vault has also been installed. *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. Existing well has been plugged, Oconee well has begun drilling, casing is set, current depth approximately 120ft with initial flows at 85 gpm. *This project is slated to be under construction in 2023.*

**SSES:** All smoke testing and manhole evaluations has been finished in Helen and Innsbruck. EMI has completed remedial applications and design. Project is out to bid with scheduled bid opening on this project January 11, 2024.

*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. 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 80% complete. Dredging of the

12/23

Helen Project Update

Page 2 of 2

channel and the two small ponds has been complete, large pond is set to begin. 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 is complete, waiting for Windstream to install internet at WWTF. Startup will begin as soon as internet is available.

**Capital Improvement Plan (CIP):** The financial analysis portion of the CIP is complete; a review is scheduled with City staff.

**System Connection Fee Ordinance:** This ordinance has been completed and submitted to the City.

**Hamby Street Pedestrian Bridge:** A preliminary scope and cost estimate has been prepared for City review.

December 8, 2023

Mr. Darrell Westmoreland  
City Manager  
City of Helen  
P.O. Box 280  
Helen, Georgia 30545-0280

**Re: City of Helen – Hamby Street Pedestrian Bridge**

Dear Darrell:

As requested, Engineering Management Inc. (EMI), has evaluated the potential design and construction of a pedestrian bridge adjacent to the existing vehicular bridge that carries Hamby Street over the Chattahoochee River. Please find below a scope of work for the conceptual phase which would also include the installation of a sidewalk along the East side of Hamby Street from Carrie Cox Drive.

1. Concept Development
  - Concept Hydraulic
    - i. Obtain and review existing FEMA model
  - Prepare Concept Typical Sections
    - i. Bridge Sections
    - ii. Roadway Sections
  - Concept Bridge and Sidewalk Layout
  - Conceptual Construction Cost Estimate
2. Survey
  - Survey along Hamby Street to Carrie Cox Drive (Approx. 600 LF)
  - Full bridge survey of existing Hamby Street Bridge over Chattahoochee River
  - Stream traverse extending 500 LF in each direction from existing bridge.
  - Subsurface Utility Engineering (SUE)
  - Quality Level B SUE within topographic survey boundary
3. Environmental
  - Field work for ecology and archaeology and history to identify potential resources and develop a delineation for design.

Deliverables:

Conceptual Hydraulic Study, Concept Typical Sections, Concept Layout, Conceptual Cost Opinion, Environmental Evaluation Memo (Cultural and Ecology), Environmental delineations, Survey Database.

EMI will complete all tasks and submit the final deliverable within one hundred eighty (180) days of notice-to-proceed. Once conceptual phase is approved by the City of Helen, EMI will provide a cost proposal for final design. EMI proposes to complete all services as listed above for the conceptual phase for a total fee of \$125,000.

It is anticipated the estimated construction cost of the Hamby Street Pedestrian Bridge to be in the range of \$650,000 - \$750,000 and the permitting and final design fee to be an estimated \$195,000.

As always, should you have any questions or concerns, please feel free to contact us at any time. We appreciate our association with the City of Helen, Georgia.

Sincerely,



Fletcher Holliday  
President



**CITY OF HELEN  
FINANCIAL REPORT SUMMARY  
FIVE MONTHS ENDED NOVEMBER 30, 2023  
TAX REVENUES SUMMARY COMPARISON**

**TAX REVENUES**

**HOTEL/MOTEL TAX FUND**

| <u>Monthly Comparison</u> |               |                   |                   |
|---------------------------|---------------|-------------------|-------------------|
| <u>Nov-22</u>             | <u>Nov-23</u> | <u>Difference</u> | <u>% Inc(Dec)</u> |
| 363,403                   | 392,511       | 29,108            | 8.01%             |

| <u>Fiscal YTD Comparison - Five Months Ended 11/30/23</u> |               |                   |                   |
|---|---------------|-------------------|-------------------|
| <u>Nov-22</u>   | <u>Nov-23</u> | <u>Difference</u> | <u>% Inc(Dec)</u> |
| 1,498,869   | 1,553,868     | 54,999            | 3.67%             |

**SALES TAX**

| <u>Monthly Comparison</u> |               |                   |                   |
|---------------------------|---------------|-------------------|-------------------|
| <u>Nov-22</u>             | <u>Nov-23</u> | <u>Difference</u> | <u>% Inc(Dec)</u> |
| 144,680                   | 141,910       | -2,770            | -1.91%            |

| <u>Fiscal YTD Comparison - Five Months Ended 11/30/23</u> |               |                   |                   |
|---|---------------|-------------------|-------------------|
| <u>Nov-22</u>   | <u>Nov-23</u> | <u>Difference</u> | <u>% Inc(Dec)</u> |
| 676,606   | 707,152       | 30,546            | 4.51%             |

**BEER/WINE/LIQUOR EXCISE TAX**

| <u>Monthly Comparison</u> |               |                   |                   |
|---------------------------|---------------|-------------------|-------------------|
| <u>Nov-22</u>             | <u>Nov-23</u> | <u>Difference</u> | <u>% Inc(Dec)</u> |
| 25,563                    | 25,386        | -177              | -0.69%            |

| <u>Fiscal YTD Comparison - Five Months Ended 11/30/23</u> |               |                   |                   |
|---|---------------|-------------------|-------------------|
| <u>Nov-22</u>   | <u>Nov-23</u> | <u>Difference</u> | <u>% Inc(Dec)</u> |
| 102,821   | 97,007        | -5,814            | -5.65%            |

**MIXED DRINK TAX**

| <u>Monthly Comparison</u> |               |                   |                   |
|---------------------------|---------------|-------------------|-------------------|
| <u>Nov-22</u>             | <u>Nov-23</u> | <u>Difference</u> | <u>% Inc(Dec)</u> |
| 16,372                    | 14,415        | -1,957            | -11.95%           |

| <u>Fiscal YTD Comparison - Five Months Ended 11/30/23</u> |               |                   |                   |
|---|---------------|-------------------|-------------------|
| <u>Nov-22</u>   | <u>Nov-23</u> | <u>Difference</u> | <u>% Inc(Dec)</u> |
| 55,087  | 58,361        | 3,274             | 5.94%             |

**2020 SPLOST**

| <u>Monthly Comparison</u> |               |                   |                   |
|---------------------------|---------------|-------------------|-------------------|
| <u>Nov-22</u>             | <u>Nov-23</u> | <u>Difference</u> | <u>% Inc(Dec)</u> |
| 143,341                   | 140,492       | -2,849            | -1.99%            |

| <u>Fiscal YTD Comparison - Five Months Ended 11/30/23</u> |               |                   |                   |
|---|---------------|-------------------|-------------------|
| <u>Nov-22</u>   | <u>Nov-23</u> | <u>Difference</u> | <u>% Inc(Dec)</u> |
| 667,432   | 699,334       | 31,902            | 4.78%             |

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

| <u>Budget</u> | <u>Actual</u> | <u>% Inc(Dec)</u> |
|---------------|---------------|-------------------|
| 1,425,000     | 699,334       | 49.08%            |

| <u>Cumulative #36</u> | <u>Estimated 2020</u> | <u>Difference</u> | <u>% of Estimate</u> |
|-----------------------|-----------------------|-------------------|----------------------|
| 4,338,961             | 5,600,000             | 1,261,039         | 77.48%               |



**2021 Construction Fund  
Account Summary**

**Date Range: 08/01/2021 - 11/30/2023**

|                                | <b>Budget</b>    | <b>11/30/2023</b> | <b>Available @<br/>11/30/23</b> |
|--------------------------------|------------------|-------------------|---------------------------------|
| HEX STRASSE WELL               | 250,000          | 80,471            | 169,529                         |
| LENZEN PROPERTY WELL #11       | 495,000          | 37,330            | 457,670                         |
| MAIN LIFT STATION              | 1,450,000        | 448,542           | 1,001,458                       |
| SSES IMPROVEMENTS              | 1,500,000        | 59,420            | 1,440,580                       |
| 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          | 300,380           | 574,620                         |
|                                | <u>5,990,000</u> | <u>2,170,737</u>  | <u>3,819,263</u>                |



**CITY OF HELEN  
CASH BALANCES  
AS OF 11/30/23**

**Pooled**

|              |    |                  |
|--------------|----|------------------|
| Unrestricted |    | <b>6,058,012</b> |
| Restricted   |    | <b>124,942</b>   |
|              | \$ | <b>6,182,954</b> |

**2020 SPLOST (Restricted)** \$ **2,938,703**

**Other**

Restricted \$ **726,410**

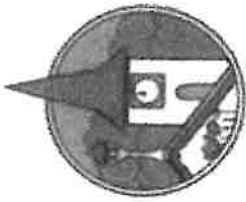
Unrestricted \$ **1,860,704**

**\$ 11,708,771**

**GA 1 - Bond Cash & Investment Balance @ 10/31/23** \$ **4,186,047**  
Regions Statement Not Yet Received for 11/30/23

**Interest Rate @ 11/30/23** **5.25%**  
Interest Earned November 2023 \$ **49,047**  
FYE November 2023 \$ **232,767**





**City of Helen Debt Service as of November 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  | 83,414         | Oct-26  |
| GEFA DWSRG 13-012 | Hamby St Bridge Crossing | 309,041     | 0.660 | 2,662         | Monthly  | 105,287        | Mar-27  |
|                   |                          |             |       | <u>52,784</u> |          | <u>365,831</u> |         |

Debt Service 2021 Construction Bond 6,383,900



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

| <u>2020 SPLOST (20%)</u>     | <u>ROADS, STREETS,<br/>BRIDGES, SIDEWALKS (23.21%)</u> | <u>WATER/WASTEWATER<br/>IMPROVEMENTS (33.93%)</u> | <u>PUBLIC BUILDINGS<br/>AND GROUNDS (37.5%)</u> | <u>ADMIN EQUIP, FACILITIES<br/>&amp; VEHICLES (5.36%)</u> | <u>2020<br/>SPLOST REVENUE</u> |
|------------------------------|--|---|---|---|--------------------------------|
| <b>TOTALS FOR</b>            |  |   |   |   |                                |
| <b>6 YEAR PERIOD</b>         | 1,300,000.00   | 1,900,000.00                                      | 2,100,000.00                                    | 300,000.00  | 5,600,000.00                   |
| <b>CURRENT ESTIMATE</b>      |  |   |   |   |                                |
| <b>REVENUE</b>               |  |   |   |   |                                |
| ACTUAL RECEIVED              | 1,007,096.37   | 1,472,243.85                                      | 1,627,148.38                                    | 232,573.74  | 4,339,062.34                   |
| INTEREST EARNED              | 27,927.65  | 40,826.59   | 45,122.23                                       | 6,449.47  | 120,325.94                     |
| <b>EXPENSES</b>              |  |   |   |   |                                |
| PRIOR YEARS TOTALS           | 573,093.58   | 398,075.64  | 327,448.22                                      | 105,985.57  | 1,404,603.01                   |
| CURRENT YEAR TOTALS          | 63,040.00  | 31,000.00   | 392,961.00                                      | 0.00  | 487,001.00                     |
| BANK FEES                    | 0.00   | 0.00  | 0.00  | 0.00  | 0.00                           |
| <b>2020 SPLOST AVAILABLE</b> | <b>398,890.44</b>                                      | <b>1,083,994.80</b>                               | <b>951,861.39</b>                               | <b>133,037.64</b>   | <b>2,567,784.27</b>            |

**Group Summary**

| Department   | Original<br>YTD Budget | Current<br>YTD Budget | Period<br>Activity | Fiscal<br>Activity  | Variance<br>Favorable<br>(Unfavorable) | Percent<br>Used |
|--|------------------------|-----------------------|--------------------|---------------------|--|-----------------|
| <b>Fund: 100 - GENERAL FUND</b>                    |                        |                       |                    |                     |  |                 |
| <b>Revenue</b>                                     |                        |                       |                    |                     |  |                 |
| 00 - GENERAL OVERHEAD                              | 2,286,838.10           | 2,286,838.10          | 769,446.40         | 2,453,063.38        | 166,225.28                             |                 |
| <b>Revenue Total:</b>                              | <b>2,286,838.10</b>    | <b>2,286,838.10</b>   | <b>769,446.40</b>  | <b>2,453,063.38</b> | <b>166,225.28</b>                      |                 |
| <b>Expense</b>                                     |                        |                       |                    |                     |  |                 |
| 00 - GENERAL OVERHEAD                              | 507,068.65             | 507,068.65            | 54,368.57          | 225,427.99          | 281,640.66                             |                 |
| 01 - ADMINISTRATION                                | 239,017.65             | 239,017.65            | 50,609.70          | 237,441.87          | 1,575.78                               |                 |
| 02 - CITY COMMISSION                               | 7,205.45               | 7,205.45              | 1,000.00           | 8,622.84            | -1,417.39                              |                 |
| 03 - JUDICIAL                                      | 13,875.25              | 13,875.25             | 3,072.46           | 10,456.46           | 3,418.79                               |                 |
| 04 - FIRE DEPARTMENT                               | 238,371.65             | 238,371.65            | 40,504.10          | 222,857.01          | 15,514.64                              |                 |
| 05 - INFORMATION TECHNOLOGY                        | 29,239.50              | 29,239.50             | 5,377.66           | 27,361.83           | 1,877.67                               |                 |
| 07 - HOUSING AND DEVELOPMENT                       | 118,619.20             | 118,619.20            | 11,230.99          | 90,783.89           | 27,835.31                              |                 |
| 09 - PUBLIC WORKS                                  | 358,412.80             | 358,412.80            | 56,542.66          | 341,206.08          | 17,206.72                              |                 |
| 10 - POLICE DEPARTMENT                             | 745,914.40             | 745,914.40            | 124,848.19         | 675,530.61          | 70,383.79                              |                 |
| 11 - COMMUNITY RELATIONS                           | 6,455.75               | 6,455.75              | 1,930.20           | 2,913.81            | 3,541.94                               |                 |
| 13 - SOLID WASTE                                   | 22,657.60              | 22,657.60             | 4,047.07           | 22,746.59           | -88.99                                 |                 |
| <b>Expense Total:</b>                              | <b>2,286,837.90</b>    | <b>2,286,837.90</b>   | <b>353,531.60</b>  | <b>1,865,348.98</b> | <b>421,488.92</b>                      |                 |
| <b>Fund: 100 - GENERAL FUND Surplus (Deficit):</b> | <b>0.20</b>            | <b>0.20</b>           | <b>415,914.80</b>  | <b>587,714.40</b>   | <b>587,714.20</b>                      |                 |
| <b>Report Surplus (Deficit):</b>                   | <b>0.20</b>            | <b>0.20</b>           | <b>415,914.80</b>  | <b>587,714.40</b>   | <b>587,714.20</b>                      |                 |

### Group Summary

| Account Type   | Original<br>YTD Budget | Current<br>YTD Budget | Period<br>Activity | Fiscal<br>Activity | Variance<br>Favorable<br>(Unfavorable) | Percent<br>Used |
|--|------------------------|-----------------------|--------------------|--------------------|--|-----------------|
| <b>Fund: 505 - WATER/SEWER FUND</b>                    |                        |                       |                    |                    |  |                 |
| Revenue  | 672,994.40             | 672,994.40            | 111,268.21         | 652,532.59         | -20,461.81                             |                 |
| Expense  | 672,994.25             | 672,994.25            | 87,042.34          | 388,229.41         | 284,764.84                             |                 |
| <b>Fund: 505 - WATER/SEWER FUND Surplus (Deficit):</b> | <b>0.15</b>            | <b>0.15</b>           | <b>24,225.87</b>   | <b>264,303.18</b>  | <b>264,303.03</b>                      |                 |
| <b>Report Surplus (Deficit):</b>                       | <b>0.15</b>            | <b>0.15</b>           | <b>24,225.87</b>   | <b>264,303.18</b>  | <b>264,303.03</b>                      |                 |

### Group Summary

| Account Type                                      | Original<br>Total Budget | Current<br>Total Budget | Period<br>Activity | Fiscal<br>Activity | Variance                   |                      |
|---|--------------------------|-------------------------|--------------------|--------------------|----------------------------|----------------------|
|   |                          |                         |                    |                    | Favorable<br>(Unfavorable) | Percent<br>Remaining |
| <b>Fund: 275 - HOTEL/MOTEL</b>                    |                          |                         |                    |                    |                            |                      |
| Revenue   | 3,331,100.00             | 3,331,100.00            | 393,556.08         | 1,557,145.60       | -1,773,954.40              | 53.25%               |
| Expense   | 3,331,100.00             | 3,331,100.00            | 344,484.81         | 1,942,639.91       | 1,388,460.09               | 41.68%               |
| <b>Fund: 275 - HOTEL/MOTEL Surplus (Deficit):</b> | <b>0.00</b>              | <b>0.00</b>             | <b>49,071.27</b>   | <b>-385,494.31</b> | <b>-385,494.31</b>         | <b>0.00%</b>         |
| <b>Report Surplus (Deficit):</b>                  | <b>0.00</b>              | <b>0.00</b>             | <b>49,071.27</b>   | <b>-385,494.31</b> | <b>-385,494.31</b>         | <b>0.00%</b>         |

### Group Summary

| Account Type   | Original<br>Total Budget | Current<br>Total Budget | Period<br>Activity | Fiscal<br>Activity | Variance                   |                      |
|--|--------------------------|-------------------------|--------------------|--------------------|----------------------------|----------------------|
|  |                          |                         |                    |                    | Favorable<br>(Unfavorable) | Percent<br>Remaining |
| <b>Fund: 323 - 2020 SPLOST FUND</b>                    |                          |                         |                    |                    |                            |                      |
| Revenue  | 1,490,000.00             | 1,490,000.00            | 152,674.30         | 755,518.81         | -734,481.19                | 49.29%               |
| Expense  | 1,490,000.00             | 1,490,000.00            | 31,000.00          | 116,082.00         | 1,373,918.00               | 92.21%               |
| <b>Fund: 323 - 2020 SPLOST FUND Surplus (Deficit):</b> | <b>0.00</b>              | <b>0.00</b>             | <b>121,674.30</b>  | <b>639,436.81</b>  | <b>639,436.81</b>          | <b>0.00%</b>         |
| <b>Report Surplus (Deficit):</b>                       | <b>0.00</b>              | <b>0.00</b>             | <b>121,674.30</b>  | <b>639,436.81</b>  | <b>639,436.81</b>          | <b>0.00%</b>         |

**NOTICE OF MEETINGS FOR  
THE HELEN CITY COMMISSION  
FOR 2024**

Notice is hereby given that the 2024 Regular Meetings of the Helen City Commission will be conducted on the Third Tuesday of each Month at 10:00 a.m. in the Commission Chambers located at Helen City Hall, 25 Alpenrosen Strasse, Helen Georgia. The meetings will Commence at 10:00 a.m. and continue until the business at hand has Been completed. If need necessitates a Called Second meeting would Be conducted after proper notification to the local Legal organ and posted At Helen City Hall.

The following will be the dates for the 2024 Meetings:

January 16, February 20, March 19, April 16, May 21, June 18, July 16,  
August 20, September 17, October 15, November 19, December 17.

# Helen Police Department

## Monthly Report



### November 2023

|  |   |
|--|---|
| <p style="text-align: center;"><b><u>Arrests- 15</u></b></p> <ul style="list-style-type: none"><li>• Felony- 0</li><li>• Misdemeanor- 12</li><li>• FVA- 0</li><li>• VGCSA- 3</li></ul> | <p style="text-align: center;"><b><u>Citations</u></b></p> <p style="text-align: center;">254</p>   |
| <p style="text-align: center;"><b><u>Security Checks</u></b></p> <p style="text-align: center;">2,774</p> <p>*Downtown businesses 71 (7,171)</p>                                       | <p style="text-align: center;"><b><u>Calls for Service</u></b></p> <p style="text-align: center;">646</p>   |
| <p style="text-align: center;"><b><u>Foot Patrol Hours</u></b></p> <p style="text-align: center;">38</p>   | <p style="text-align: center;"><b><u>Accident Reports</u></b></p> <p style="text-align: center;">5</p>  |
| <p style="text-align: center;"><b><u>Criminal Trespass</u></b></p> <p style="text-align: center;">6</p>  | <p style="text-align: center;"><b><u>Investigations</u></b></p> <ul style="list-style-type: none"><li>• Cases cleared by arrest</li><li>• Cases closed</li><li>• Cases opened</li><li>• Investigative Interviews</li><li>• Search warrants obtained</li></ul> |



## Calls for Service

|                                   |    |                           |    |                                  |     |
|-----------------------------------|----|---------------------------|----|----------------------------------|-----|
| 911 Accidental/Open Line/Hang Up  | 16 | Fight                     | 3  | Road Rage                        |     |
| Abandoned Vehicle                 |    | Fire Calls                | 4  | Security / Business Check        | 74  |
| Active Shooter                    |    | Flag Down                 | 2  | Sexual Assault Reported          |     |
| Alarm Calls                       |    | Follow up Report          | 8  | Shots Fired                      | 1   |
| Amber/Levi/Matties Call/Alert     |    | Foot Patrol               | 38 | Special Detail                   | 10  |
| Animal Call                       | 1  | For Your Information      | 1  | Speeding Vehicle                 |     |
| Apparent Death                    |    | Forgery                   |    | Stalking                         |     |
| Armed Robbery                     |    | Fraud                     | 1  | Subject Screaming                |     |
| Assault                           |    | Harassment                | 1  | Suicide (attempt or threat)      |     |
| Assist Fire / LEO                 | 4  | Hit and Run               | 2  | Suspicious Person or Vehicle     | 39  |
| Assist Motorist                   | 5  | Hostage Situation         |    | Taking Report                    | 2   |
| Assistance Needed                 |    | Improperly Parked Vehicle | 17 | Temporary Protection Order       |     |
| Attempting to Stop                |    | In the Area               |    | Test Call                        |     |
| BOLO                              | 2  | Intoxicated Driver/ Ped.  | 2  | Theft Report                     | 2   |
| Bomb Threat                       |    | Indecent Exposure         |    | Threats                          |     |
| Bond                              | 9  | Juvenile Problem          |    | Traffic Accident                 | 9   |
| Burglary                          | 12 | Kidnapping                |    | Traffic Hazard                   | 1   |
| Call by Phone                     | 3  | Lines Down                |    | Traffic Stop                     | 249 |
| Car Jacking                       |    | Loitering                 |    | Tree Down/ Across Roadway        |     |
| Chase in Progress                 |    | Lost/Found Item or Person | 8  | Trespassing                      |     |
| Child Abuse/ DFCS                 | 1  | Mechanical Breakdown      | 2  | Problem Unknown                  |     |
| City/County Ordinance Violation   | 3  | Medical Calls             | 17 | Vandalism                        |     |
| Court Detail                      | 1  | Meet in Person            | 15 | Vehicle Lock Out                 |     |
| Criminal Trespass                 |    | Mental Subject            |    | Vehicle Registration Info.       | 7   |
| Damage to Property                | 3  | Missing Person            |    | Vehicle Taken without Permission |     |
| Debris in Roadway                 |    | Noise Complaint           | 1  | Vin Verification                 |     |
| Deliver Message                   |    | Not Otherwise Specified   | 7  | Walk Thru                        | 4   |
| Direct Traffic                    |    | Open Door                 |    | Wanted Person/Warrant            | 4   |
| Dispute                           | 8  | Overdue Motorist          | 2  | Wanted/Stolen Indicated          |     |
| Disturbance                       | 5  | Pandering                 |    | Welfare Check                    | 5   |
| Domestic                          | 3  | Pick up Prisoner/ Subject | 6  | School Crossing/ Traffic         |     |
| Driver/Criminal History Requested |    | Possible Dam Failure      |    | Subject in Custody               |     |
| Driver's License Info.            | 3  | Prowler                   |    | Wrecker needed                   |     |
| Drug Suspect                      | 1  | Public Assist             | 1  | Civil Process                    |     |
| Emergency Road Repair             |    | Reckless Driving          | 1  | Illegal Dumping                  |     |
| Entering Auto                     |    | Refusing to Leave         | 7  | Residence Check                  | 1   |
| Escort                            | 5  | River Patrol              |    | Calls for Water Dept Problems    |     |
| Extra Patrol                      | 2  | Road Blocked              |    | Information Purposes Only        | 5   |

**Total call for service: 646**

## City of Helen Fire & Rescue Monthly Report for November 2023

Total "911 Responses" = 59 / Year to Date = 740

### Major Incident Type(s) Breakdown

| Major Incident Type                                 | # Of Incidents Current Month | 2022 Monthly Comparison | % Of Total Current Month |
|---|------------------------------|-------------------------|--------------------------|
| Fires   | 5                            | 1                       | 8.47%                    |
| Overpressure rupture, explosion, overhear (No Fire) | 0                            | 0                       | 0%                       |
| Rescue & Emergency Medical Service                  | 36                           | 35                      | 61.02%                   |
| Hazardous Condition (No Fire)                       | 0                            | 0                       | 2.9%                     |
| Service Call  | 4                            | 8                       | 6.78%                    |
| Good Intent Call                                    | 13                           | 7                       | 22.03%                   |
| False Alarm & False Call                            | 1                            | 1                       | 1.69%                    |
| Severe Weather & Natural Disaster                   | 0                            | 0                       | 0%                       |
| Special Incident Type                               | 0                            | 0                       | 0%                       |
| <b>TOTAL</b>  | <b>59</b>                    | <b>52</b>               |                          |

|                   | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | TTL |
|-------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| <b>2022</b>       | 41  | 30  | 23  | 40  | 66  | 81  | 87  | 55  | 62  | 78  | 52  | 59  | 675 |
| <b>2023</b>       | 42  | 33  | 58  | 54  | 69  | 96  | 132 | 71  | 57  | 69  | 59  |     | 740 |
| <b>Difference</b> | +1  | +3  | +30 | +14 | +3  | +15 | +45 | +16 | -5  | -9  | +7  |     |     |

| 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  | 11    | 18.7%      | 6  | 10  | 4   | 14  | 13  | 7   | 5   |
| Aid Received   | 4     | 6.7%       | <b>Busiest Hours for Date Range</b>              |     |     |     |     |     |     |
| None   | 44    | 74.6%      | 0800-1859  |     |     |     |     |     |     |

| Average Response Time (Dispatch to Arrival) |   |                     |
|---|---|---------------------|
| AGENCY                                      | AVERAGE RESPONSE TIME (Dispatched to Arrival) | NUMBER OF INCIDENTS |
| City of Helen Fire & Rescue                 | 6:16  | 33                  |

### 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 November we had 7 overlapping calls for a total of 11.86% of our calls. This year our overlapping call average is about 15.27% (113 of 740).



**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"         | 37                                |
| Engine 32           | 1997 Ferrara "Spartan"        | 0                                 |
| Truck 31            | 2002 Ferrara "Igniter Series" | 5                                 |
| Rescue 31           | 2000 Ford "F-650"             | 11                                |
| 301                 | 2016 Ford "F-150"             | 5                                 |
| ATV 31              | 2016 Polaris "Ranger"         | 1                                 |

### Training

Firefighters completed a total of **122.00** combined hours of classroom and practical training.

| Fire Department Non-Emergency Activities |             |   |
|--|-------------|---|
| Walk In Evaluation & Public Assist       | 11          | *All FF completed Yearly Live Fire Training<br>*Attended Lighting of the Village<br>*Burnt the pile of leaves at the Library<br>*Fixed rear latch on Engine 31<br>*Installed a lightbar on ATV 31<br>*Water Leaks @ Station fixed – EMS BR and Outside Faucet<br>*CPR Class for Local Business (Troll Tavern) |
| Station Tour/Visitors                    | 35          |   |
| Public Relation Hours                    | 147.87 hrs. |   |
| Fire Safety Programs                     | 12 kids     |   |
| CPR/BLS Class                            | 1           |   |
| Smoke Detector Installation              | 0           |   |
| Pre-Fire Plans/Inspections               | 3           |   |
| Hose Testing (Feet)                      | 0           |   |
| Hydrant Testing/Maintenance (Total #)    | 0           |   |

# **PUBLIC WORKS REPORT**

**November 2023**

- Worked on Christmas lights.
- Light up town.
- Worked on Christmas fixtures.
- Worked on some street lights .
- Put up fall decorations.
- Fixed four  $\frac{3}{4}$  in water leaks.
- Normal routine clean restrooms. Trash rout. Road side trash. read meters . blow leaves . 811 locates.
- Worked on play ground swings .
- Worked in spray field .
- Put up directional signs.
- Clean up leaves throughout town .
- Put chlorine and salt in wells weekly .
- Take out more dirt at the lenzen property .
- Clean up at the library.



Helen, GA

# Service Order Statistics

## Group Summary

| Group         | Issued | Completed | Voided | New |
|---------------|--------|-----------|--------|-----|
| 1ST AVAILABLE | 45     | 42        | 3      | 0   |
| TRASH         | 1      | 1         | 0      | 0   |
| WATER         | 3      | 3         | 0      | 0   |
| Grand Totals  | 49     | 46        | 3      | 0   |

## Staff Summary

| Staff         | Issued | Completed | Voided | New |
|---------------|--------|-----------|--------|-----|
| 1ST AVAILABLE | 11     | 11        | 0      | 0   |
| EDWARD SALWAY | 32     | 31        | 1      | 0   |
| JACK MORGAN   | 2      | 0         | 2      | 0   |
| JARED TURNER  | 4      | 4         | 0      | 0   |
| Grand Totals  | 49     | 46        | 3      | 0   |

## Job Code Summary

| Job Code  | Issued | Completed | Voided | New |
|---|--------|-----------|--------|-----|
| CONNECT - CONNECT                                 | 2      | 2         | 0      | 0   |
| DELIVER CAN - DELIVER CAN                         | 3      | 2         | 1      | 0   |
| DISCONNECT & READ - DISCONNECT & READ             | 3      | 3         | 0      | 0   |
| END SUSP - END SUSPEND                            | 1      | 1         | 0      | 0   |
| LEAK CK - LEAK CHECK                              | 5      | 5         | 0      | 0   |
| LOCK NON PAYMENT - LOCK NON PAYMENT               | 6      | 6         | 0      | 0   |
| MISC - MISC                                       | 14     | 14        | 0      | 0   |
| PICK UP CAN- TERM - PICK UP CAN - TERMINATE SERVI | 4      | 3         | 1      | 0   |
| PICK UP TRASH - PICK UP TRASH                     | 1      | 1         | 0      | 0   |
| READ TO TRANSFER - READ TO TRANSFER               | 7      | 6         | 1      | 0   |
| RE-READ IN BILLING - RE-READ IN BILLING           | 3      | 3         | 0      | 0   |
| Grand Totals                                      | 49     | 46        | 3      | 0   |

## Action Summary

| Action          | Issued | Completed | Voided | New |
|-----------------|--------|-----------|--------|-----|
| Connect         | 2      | 2         | 0      | 0   |
| Disconnect      | 3      | 3         | 0      | 0   |
| Re-Read         | 3      | 3         | 0      | 0   |
| Occupant Change | 7      | 6         | 1      | 0   |
| Miscellaneous   | 20     | 20        | 0      | 0   |
| Cutoff          | 6      | 6         | 0      | 0   |
| Service Action  | 7      | 5         | 2      | 0   |
| End Suspend     | 1      | 1         | 0      | 0   |
| Grand Totals    | 49     | 46        | 3      | 0   |

## Issued by User

| User         | Issued |
|--------------|--------|
| Mirinda      | 9      |
| Susie        | 37     |
| Tori         | 3      |
| Grand Totals | 49     |

## Completed by User

| User         | Completed |
|--------------|-----------|
| esalway      | 36        |
| ssanders     | 10        |
| Grand Totals | 46        |



## Group Summary

| Group         | Issued | Completed | Voided | New |
|---------------|--------|-----------|--------|-----|
| 1ST AVAILABLE | 45     | 42        | 3      | 0   |
| TRASH         | 1      | 1         | 0      | 0   |
| WATER         | 3      | 3         | 0      | 0   |
| Grand Totals  | 49     | 46        | 3      | 0   |

## Staff Summary

| Staff         | Issued | Completed | Voided | New |
|---------------|--------|-----------|--------|-----|
| 1ST AVAILABLE | 11     | 11        | 0      | 0   |
| EDWARD SALWAY | 32     | 31        | 1      | 0   |
| JACK MORGAN   | 2      | 0         | 2      | 0   |
| JARED TURNER  | 4      | 4         | 0      | 0   |
| Grand Totals  | 49     | 46        | 3      | 0   |

## Job Code Summary

| Job Code  | Issued | Completed | Voided | New |
|---|--------|-----------|--------|-----|
| CONNECT - CONNECT                                 | 2      | 2         | 0      | 0   |
| DELIVER CAN - DELIVER CAN                         | 3      | 2         | 1      | 0   |
| DISCONNECT & READ - DISCONNECT & READ             | 3      | 3         | 0      | 0   |
| END SUSP - END SUSPEND                            | 1      | 1         | 0      | 0   |
| LEAK CK - LEAK CHECK                              | 5      | 5         | 0      | 0   |
| LOCK NON PAYMENT - LOCK NON PAYMENT               | 6      | 6         | 0      | 0   |
| MISC - MISC                                       | 14     | 14        | 0      | 0   |
| PICK UP CAN- TERM - PICK UP CAN - TERMINATE SERVI | 4      | 3         | 1      | 0   |
| PICK UP TRASH - PICK UP TRASH                     | 1      | 1         | 0      | 0   |
| READ TO TRANSFER - READ TO TRANSFER               | 7      | 6         | 1      | 0   |
| RE-READ IN BILLING - RE-READ IN BILLING           | 3      | 3         | 0      | 0   |
| Grand Totals                                      | 49     | 46        | 3      | 0   |

## Action Summary

| Action          | Issued | Completed | Voided | New |
|-----------------|--------|-----------|--------|-----|
| Connect         | 2      | 2         | 0      | 0   |
| Disconnect      | 3      | 3         | 0      | 0   |
| Re-Read         | 3      | 3         | 0      | 0   |
| Occupant Change | 7      | 6         | 1      | 0   |
| Miscellaneous   | 20     | 20        | 0      | 0   |
| Cutoff          | 6      | 6         | 0      | 0   |
| Service Action  | 7      | 5         | 2      | 0   |
| End Suspend     | 1      | 1         | 0      | 0   |
| Grand Totals    | 49     | 46        | 3      | 0   |

## Issued by User

| User         | Issued |
|--------------|--------|
| Mirinda      | 9      |
| Susie        | 37     |
| Tori         | 3      |
| Grand Totals | 49     |

## Completed by User

| User         | Completed |
|--------------|-----------|
| esalway      | 36        |
| ssanders     | 10        |
| Grand Totals | 46        |



**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  
November 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: 0

**INSPECTIONS**

-Permitted: 10

-Courtesy inspections and consultations: 2

-Builder and Architect consultations: 2

Certificate of Occupancy permits issued: 1

**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 Ash, 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 12 day of December, 2023,
3. at \_\_\_\_\_ o'clock \_\_\_\_m. at \_\_\_\_\_, 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 \_\_\_\_\_ of \_\_\_\_\_

\_\_\_\_\_  
Notary Public  
My Commission Expires \_\_\_\_\_

Jeffrey Neal D  
Affiant  
Title: \_\_\_\_\_  
Presiding