



City Administrator Briefing Report

March 2022

Mayor Rhonda Haight ---- City Administrator Eric M. Soroka

This report is prepared in order to inform the Mayor and City Council of ongoing matters, governmental services activities and the status of major projects. If you have any questions, please feel free to contact me.

Amended Planning Commission Ordinance

Reviewed at first reading at the February Council Meeting. Scheduled for adopted at the March Council meeting and selection of members will occur at the April Council meeting.

Amended Short Term Rental Ordinance

Reviewed at first reading at the February Council Meeting. Scheduled for adopted at the March Council meeting.

Modification to Moratorium in the Central Business District

The moratorium was modified at the February Council Meeting, to not include renovation or remodeling projects in the CBD that require a building permit and do not involve land disturbing activities and the expansion of the existing building footprint.

Downtown Parking Ordinance

The City Council held a workshop on March 1 to discuss limited parking in the downtown area and obtain input from the public. It was the consensus of the City Council to direct that a new Parking Ordinance be drafted to include a three hour only parking limit between the hours of 8:00 a.m. and 5:00 p.m. seven days a week within the downtown business district, more specially described as parking areas on East Main Street between Church Street and Mountain Street and West Main Street between Depot Street and Mountain Street. The Ordinance was reviewed on first reading at the March Council meeting.

New City Council Agenda Format and Backup Package

The City Council Agenda format was revised to clearly identify items on the agenda and provide backup information on each item to improve transparency to the public.

Utility Department Highlights and Infrastructure Improvements

WATER

Finished water	29,008,337
Billed	<u>15,763,767</u>
Non revenue	13,244,570 (which includes flushing, road washing, fire department usage, etc)

- Mckim & Creed is scheduled to perform leak detection the week of March 28
- The first round of leak detection was completed on February 11. They identified 17 City side leaks with an estimate of 25 gpm total leakage found. The crew had repaired all identified leaks by Feb 23. This improvement should be reflected on the upcoming reports for March.
- The City was awarded a \$1,000,000 grant, which the City was required to provide a local match, for a total project of \$2,000,000 to address water loss in Mountain Tops subdivision. The data is currently being analyzed to identify the areas with the most leakage in that subdivision. The project cost is \$2,000,000 which was previously allotted in October 2021 to be paid as follows: \$1,000,000 from SFR funds (grant), \$400,000 water surcharge, \$420,000 splost, \$100,000 ARPA (grant), and \$80,000 from water funds.
- Hwy 60 GDOT water main relocation construction started by T. Stanco Inc on February 21, 2022. The estimated completion date is March 11, 2022.

WASTEWATER

Treated sewer	17,313,000 (a huge spike was experienced due to rain water infiltration)
Billed	<u>7,561,377</u>
I & I	9,751,623

- Sewer crews have been smoke testing lines to determine where the new infiltration is coming from.
- The Mineral Springs sewer line rehab will reduce some of the rain water infiltration and is currently in design phase. The project cost is \$550,000 which was previously allotted in August 2021 to be paid as follows: \$300,000 from ARPA funds (grant) and \$250,000 from sewer funds.
- The Sewer lift station upgrades due to aging infrastructure for CVS and Industrial lift stations is nearing design completion. The station at CVS will be abandoned and the Industrial station will be rehabilitated into a bigger station that will handle what previously required two stations. Included in this project will be the rerouting of a force main. The project will be advertised for bids by June 2022. The project cost is \$2,000,000 and the City has been approved by GEFA for a grant/loan for this project.

CUSTOMER BASE –3,134 active water customers, 1130 sewer customers. 11 new water taps and 5 new sewer taps were installed in February. 22 new customers were added at existing locations and 172 work orders were handled for the month of February.

Police Department Statistics & Highlights

	FEBRUARY 2021-2022	FEB 2022
DISPATCHED CALLS FOR SERVICE	5479	585
UCR CRIMES REPORTED	375	53
CITATIONS ISSUED /WARNINGS	546/272	42/115
TOP 5 CITATIONS ISSUED	*Theft by Shoplifting *Driving w/ Suspended license *Tag violations *No Insurance *Driving w/ unlicensed	*Tag violations *Driving w/ Suspended license *Loitering/Prowling *No Insurance *Speeding

Municipal Court

Feb 21-Feb 22 - Processed 1544 citations from all agencies with fines totaling \$251,309.

February 2022 -Process 121 citations with fines totaling \$26,488.

Community Services Department Highlights

- Replaced two lights in the playground bathroom
- Replaced the heater in the women's bathroom at the playground
- Replaced the heater in the men's bathroom at the depot
- Fertilized the grass in downtown
- Trim the plants at the stage next to the grill above the playground
- Cleaned the playground turf
- Built and installed 4 water boxes for the Utility Department.
- Practice continues on all fields Monday - Friday (Avg. 7 teams a day)
- Mow the grass at the ball park twice a week
- Spray weed killer on fields and parking lot
- Scraped the parking lot at Mineral Springs Trail

Depot Street Storm Drainage Project Update

Wilson Construction Management has installed 64 LF of 60” RCP (reinforced concrete pipe) under the railroad tracks to replace the existing 24” culvert that was undersized for the amount of storm water draining to it. They also installed a concrete headwall on the influent size of the 60” RCP and an 8’ diameter junction box on the effluent end that connected the new pipe to the existing clay pipe that continues across the Wojohn property. The contractor then backfilled the railroad bed with stone and Patriot Rail reinstalled the cross-ties and rails. The materials have been ordered for the portion of the project along Depot Street.

Property Tax Information

2015 -2020 Tax years - \$2,448.28 on 8 properties in back taxes are due. The tax sale is scheduled for May 3, 2022.

2021 Tax year -Approximately \$51,000 in back taxes are due. The 30 day notice will be sent out on March 18,2022. Property owners will then have 30 days to pay before the lien process starts. The tax sale for these properties will likely occur in June/July 2022.

Capital Improvement Projects Status Report

Purchase 2 Police Vehicles

On order

CURRENT DEVELOPMENT & APPLICATIONS IN PROGRESS

Applicant	Project	Address	Application	Description	Status
Jacqueline Brown	Building Permit for Garage Apartment	22 College Street	Permit 2019-566 Administrative Site Plan Approval	Building a Garage Apartment	Approved 6-4-2019 Under Construction
Hawthorne Ventures Blue Ridge LLC	Grading Permit for Residential Lot & Building Permit	Located at the end of West First Street next to 870 West First Street	Permit 2022-758 Permit 2022-757 Permit 2022-756 Permit 2022-755 Permit 2022-754 Permit 2020-669	Grading to build a Two Story House with Basement	Approved 9-15-2020 Work Has not commenced
Karen Anderson Stephens	Building Permit for Garage	145 Ash Street	Permit 2021-707 Admi	Building a Garage	Approved 4-8-2021 checking on progress
Boss Real Estate LLC	Building Permit for Duplex	581 Summit Street	County Permit 14197	Building a Duplex	Approved 11-8-2021 Work has not commenced
Robert Churchill	Remodel	61 Pinewood Road	Administrative Site Plan Approval	Remoding inside of House	County Permit: Waiting City Zoning Application: Number 764 Approved 3-10-2022
Denise Campbell	Remove Mobile Home and Replace	Ashe Street	Administrative Site Plan Approval	Owner is removing old single wide and putting in new single wide	County Permit: Waiting City Zone Application: Approved 3-10-2022
AXELROD WILLIAM	REMODEL	BR02-206 54 EAST HIGHLAND STREET	County Permit: Waiting	INCLOSING EXSISTING CARPORT	County Permit: Waiting City Zone Application: Number Approved 1-25-22
Hank Davenport	Rezone	Located between Zebra Lane & Mountain Hideaway Trail	Rezoning	Zone RA to C-2 to put a Metal building for a landscaping company	Tentatively Schedule for May Planning Commission
Martin Velasquez	Rezone	78 West Fain Street	Rezoning	Zone R2 to C-2 to make a Future Restaurant	Tentatively Schedule for May Planning Commission

Grading and Demolition Permits

Project	Address	Application	Description	Status
Grading Permit for Residential Lot & Building Permit	Located at the end of West First Street next to 870 West First Street	Permit 2022-758 Permit 2022-757 Permit 2022-756 Permit 2022-755 Permit 2022-754 Permit 2020-669	Grading to build a Two Story House with Basement	Approved 9-15-2020 Work Has not been started.
Demo Permit	78 West Fain Street	Pemit 2022-760	Demo of House	Approved 1-11-2022 Not Started Demo Yet
Demo	510 East Second Street	Permit 2021-751	Owner is demo old Grocery Store	Approved 12-28-2021 Demo has not started
LAND DISTURBANCE	MINERAL SPRINGS & JONES STREET	PERMIT:2022-762	LEVEL LAND TO BUILD A HOUSE	STILL LEVELING LAND 3-11-22
LAND DISTURBANCE	BR05-016 EAST SECOND STREET & MOUNTAIN STREET		LEVEL LAND TO BUILD A HOUSE	WAITING ON EPD PLATS BEFORE ISSUE PERMIT BECAUSE ITS MORE THEN A ACRE OF LAND 3-11-22
LAND DISTURBANCE	0052B-25C 2769 SCENIC DRIVE	PERMIT:2021-746	SUBSTATION	STILL WORKING ON GRADING 3-11-22

REVENUE & EXPENDITURE STATEMENT

CITY OF BLUE RIDGE

02/01/2022 To 02/28/2022

FY 2022

	Current Period (\$)	YTD (\$)	Budget (\$)	% Used	
100 General Fund					
Revenue					
31 Taxes Subtotal	\$166,100.88	\$1,042,436.07	\$2,796,750.00	37	
32 Licenses & Permits Subtotal	\$6,185.00	\$42,705.69	\$128,000.00	33	
33 Intergovernmental Revenue Subtotal	\$0.00	\$10,200.00	\$3,000.00	340	
34 Charges For Services Subtotal	\$520.00	\$2,000.00	\$9,750.00	21	
35 Fines & Forfeitures Subtotal	\$17,261.00	\$35,027.00	\$150,000.00	23	
36 Investment Income Subtotal	\$0.00	\$0.00	\$4,000.00	0	
38 Miscellaneous Revenue Subtotal	\$6,643.59	\$11,282.02	\$66,000.00	17	
39 Other Financing Sources Subtotal	\$0.00	\$0.00	\$300,000.00	0	
Revenue Subtotal	\$196,710.47	\$1,143,650.78	\$3,457,500.00	33	
Expenditure					
1100 Mayor & Council Subtotal	\$3,474.33	\$6,472.00	\$142,535.00	5	
1400 Elections Subtotal	\$0.00	\$0.00	\$10,500.00	0	
1500 General Administration Subtotal	\$37,356.38	\$56,563.31	\$410,577.00	14	
1514 Tax Admin & Licensing Subtotal	\$543.23	\$593.23	\$7,300.00	8	
2650 Municipal Court Subtotal	\$5,717.88	\$11,921.42	\$143,421.00	8	
3200 Police Subtotal	\$95,358.74	\$144,645.04	\$1,280,956.00	11	
3226 Custody Of Prisoners Subtotal	\$0.00	\$0.00	\$7,000.00	0	
3520 Fire Fighting Subtotal	\$0.00	\$44.00	\$82,000.00	0	
4200 Highways & Streets Subtotal	\$20,455.61	\$32,896.26	\$335,896.00	10	
4900 Maintenance & Shop Subtotal	\$7,498.96	\$14,056.80	\$131,093.00	11	
6124 Recreational Facilities Subtotal	\$823.79	\$1,175.47	\$81,600.00	1	
6210 Parks Administration Subtotal	\$0.00	\$120.86	\$0.00	0	
6220 Park Areas Subtotal	\$12,304.19	\$25,339.92	\$270,077.00	9	
7400 Planning And Zoning Subtotal	\$777.32	\$7,208.62	\$99,098.00	7	
7540 Tourism Subtotal	\$692.07	\$1,676.99	\$68,386.00	2	
7565 Special Facilities- Renta Subtotal	\$131.24	\$163.45	\$4,850.00	3	
Expenditure Subtotal	\$185,133.74	\$302,877.37	\$3,075,289.00	10	
Before Transfers	Excess Of Revenue Subtotal	\$11,576.73	\$840,773.41	\$382,211.00	220
Other Financing Use					
1100 Mayor & Council Subtotal	\$0.00	\$0.00	\$82,212.00	0	
Other Financing Use Subtotal	\$0.00	\$0.00	\$82,212.00	0	
After Transfers	Excess Of Revenue Subtotal	\$11,576.73	\$840,773.41	\$299,999.00	280
210 Confiscated Assets					
Revenue					
35 Fines & Forfeitures Subtotal	\$0.00	\$0.00	\$1,500.00	0	
Revenue Subtotal	\$0.00	\$0.00	\$1,500.00	0	
Expenditure					
3200 Police Subtotal	\$0.00	\$0.00	\$1,500.00	0	
Expenditure Subtotal	\$0.00	\$0.00	\$1,500.00	0	
Before Transfers	Deficiency Of Revenue Subtotal	\$0.00	\$0.00	\$0.00	0

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FY 2022

		Current Period (\$)	YTD (\$)	Budget (\$)	% Used
After Transfers	Deficiency Of Revenue Subtotal	\$0.00	\$0.00	\$0.00	0
230 American Rescue Plan (Arp)					
Revenue					
	33 Intergovernmental Revenue Subtotal	\$0.00	\$0.00	\$273,000.00	0
	Revenue Subtotal	\$0.00	\$0.00	\$273,000.00	0
After Transfers	Deficiency Of Revenue Subtotal	\$0.00	\$0.00	\$273,000.00	0
275 Hotel/Motel Fund					
Revenue					
	31 Taxes Subtotal	\$38,485.76	\$88,235.10	\$475,000.00	19
	Revenue Subtotal	\$38,485.76	\$88,235.10	\$475,000.00	19
Expenditure					
	7540 Tourism Subtotal	\$0.00	\$0.00	\$320,950.00	0
	7550 Downtown Dev Auth Subtotal	\$0.00	\$6,218.67	\$149,000.00	4
	7565 Special Facilities- Renta Subtotal	\$324.82	\$483.47	\$5,050.00	10
	Expenditure Subtotal	\$324.82	\$6,702.14	\$475,000.00	1
Before Transfers	Excess Of Revenue Subtotal	\$38,160.94	\$81,532.96	\$0.00	0
Other Financing Source					
	39 Other Financing Sources Subtotal	\$0.00	\$0.00	\$27,000.00	0
	Other Financing Source Subtotal	\$0.00	\$0.00	\$27,000.00	0
After Transfers	Excess Of Revenue Subtotal	\$38,160.94	\$81,532.96	\$27,000.00	302
320 City Of Blue Ridge Splst					
Revenue					
	33 Intergovernmental Revenue Subtotal	\$59,329.50	\$118,076.99	\$638,820.00	18
	36 Investment Income Subtotal	\$0.00	\$0.00	\$1,000.00	0
	Revenue Subtotal	\$59,329.50	\$118,076.99	\$639,820.00	18
Expenditure					
	4200 Highways & Streets Subtotal	\$0.00	\$0.00	\$219,820.00	0
	4440 Water Distribution Subtotal	\$0.00	\$0.00	\$420,000.00	0
	Expenditure Subtotal	\$0.00	\$0.00	\$639,820.00	0
Before Transfers	Excess Of Revenue Subtotal	\$59,329.50	\$118,076.99	\$0.00	0
After Transfers	Excess Of Revenue Subtotal	\$59,329.50	\$118,076.99	\$0.00	0
505 Blue Ridge Water/Sewer Fund					
Revenue					
	33 Intergovernmental Revenue Subtotal	\$0.00	\$0.00	\$847,500.00	0
	34 Charges For Services Subtotal	\$395,485.56	\$737,574.32	\$4,592,000.00	16
	36 Investment Income Subtotal	\$0.00	\$0.00	\$3,000.00	0
	39 Other Financing Sources Subtotal	\$0.00	\$0.00	\$5,997,500.00	0
	Revenue Subtotal	\$395,485.56	\$737,574.32	\$11,440,000.00	6
Expenditure					
	4310 Sanitary Administration Subtotal	\$101.25	\$197.65	\$120,576.00	0
	4331 Sanitary Sewer Maintenanc Subtotal	\$3,227.76	\$3,275.06	\$3,102,590.00	0
	4335 Sewage Treatment Plant Subtotal	\$20,101.98	\$33,751.55	\$4,421,738.00	1

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CITY OF BLUE RIDGE

02/01/2022 To 02/28/2022

FY 2022

	Current Period (\$)	YTD (\$)	Budget (\$)	% Used	
4410 Water Administration Subtotal	\$6,557.34	\$11,877.14	\$869,204.00	1	
4430 Water Treatment Subtotal	\$31,307.17	\$55,311.99	\$540,752.00	10	
4440 Water Distribution Subtotal	\$69,317.48	\$115,469.52	\$3,657,530.00	3	
4450 Mapping Subtotal	\$0.00	\$0.00	\$27,611.00	0	
Expenditure Subtotal	\$130,612.98	\$219,882.91	\$12,740,001.00	2	
Before Transfers	Excess Of Revenue Subtotal	\$264,872.58	\$517,691.41	-\$1,300,001.00	-40
Other Financing Use					
0000 Revenues Subtotal	\$0.00	\$0.00	\$1,000,000.00	0	
Other Financing Use Subtotal	\$0.00	\$0.00	\$1,000,000.00	0	
After Transfers	Excess Of Revenue Subtotal	\$264,872.58	\$517,691.41	-\$2,300,001.00	-23
800 Downtown Development Authority					
Revenue					
33 Intergovernmental Revenue Subtotal	\$0.00	\$6,218.67	\$60,000.00	10	
34 Charges For Services Subtotal	\$5,026.00	\$5,026.00	\$100,000.00	5	
Revenue Subtotal	\$5,026.00	\$11,244.67	\$160,000.00	7	
Expenditure					
7550 Downtown Dev Auth Subtotal	\$0.00	\$300.00	\$37,150.00	1	
Expenditure Subtotal	\$0.00	\$300.00	\$37,150.00	1	
Before Transfers	Excess Of Revenue Subtotal	\$5,026.00	\$10,944.67	\$122,850.00	9
Other Financing Use					
7550 Downtown Dev Auth Subtotal	\$0.00	\$0.00	\$122,850.00	0	
Other Financing Use Subtotal	\$0.00	\$0.00	\$122,850.00	0	
After Transfers	Excess Of Revenue Subtotal	\$5,026.00	\$10,944.67	\$0.00	0