



# City Administrator Briefing Report

## Mayor

Rhonda Haight

## City Council

Angie Arp, Mayor Pro Tempore

Jack Taylor

Christy Kay

Bill Bivins

William Whaley

April 2022

City Administrator Eric M. Soroka

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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**

**Complete.** Adopted on second reading at the March Council Meeting. Selection of members will occur at the April Council meeting.

### **Downtown Parking Ordinance**

Reviewed on first reading a new Parking Ordinance that includes 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 is scheduled for second reading at the April Council meeting.

### **General Purchasing Regulations Ordinance**

Reviewed on first reading at the March Council Meeting an Ordinance establishing general purchasing guidelines.

### **City Council Visioning Session**

The Mayor and City Council along with the City Administrator and City Attorney held a Visioning Session Workshop on April 7, 2022. The purpose of the Meeting was to receive the Council's direction and input to develop a list of priorities/topics that need to be addressed. Topics included organization structure of City operations, Zoning Code revisions to control growth, developing a 5 year Capital Improvement Program document to address Infrastructure needs, programming for the Farmers Market and Downtown Development Authority.

## Updated City Webpage

The development of a more user-friendly website has begun.

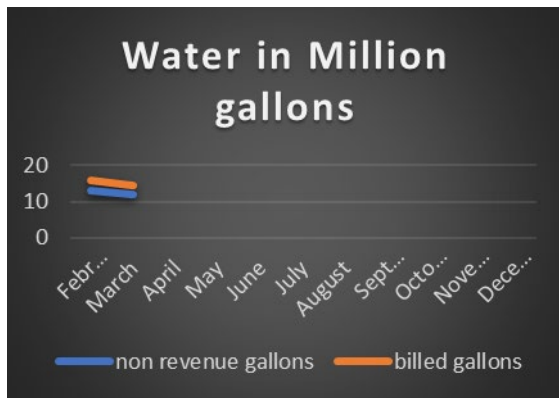
## Utility Department Highlights and Infrastructure Improvements

### WATER

Finished water 26,437,466

Billed 14,577,798

**Non revenue 11,859,668** down 1.4 mg from last month (which includes flushing, road washing, fire department usage, etc)



- Another round of leak detection; 6 weeks were found estimated at 1.3 mg/month. They had to stop early due to weather and will be back to complete the remaining 20 hours in the next 30 days. All the leaks found should be repaired by April 15. The crew worked to locate, clean out and mark every valve, meter box, and fire hydrant along the 13 miles where the detection work was scheduled.
- 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 is complete.
- 5 water main leaks were repaired.

### WASTEWATER

Treated sewer 15,860,000

Billed 7,576,631

**I & I 8,283,369** down 1.5 mg from last month

- Sewer crews have been smoke testing lines to determine where the 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.
- The sewer treatment plant rehab is a \$5,000,000 project funded by a GEFA grant/loan and is currently in design phase. The project is expected to be bid by September 2022. The current plant is nearing 25 years old, making some of the equipment and electrical outdated and difficult to service.
- 2 sewer mains were repaired

**CUSTOMER BASE** –3,134 active water customers, 1130 sewer customers. 4 new water taps and 1 new sewer tap were installed in March. 49 new customers were added at existing locations and 249 work orders were handled for the month of March.

**MAPPING** – The water infrastructure map for inside the City is scheduled to be placed on the website by April 29 and will include line replacements for the last 20 years, as well as known future replacements.

**Police Department Statistics & Highlights**

Police body cameras were deployed to the police force during the month.

	FEB 2022	MARCH 2022
<b>DISPATCHED CALLS FOR SERVICE</b>	585	612
<b>UCR CRIMES REPORTED</b>	53	5
<b>CITATIONS ISSUED /WARNINGS</b>	42/115	70/141
<b>TOP 5 CITATIONS ISSUED</b>	*Tag violations *Driving w/ Suspended license *Loitering/Prowling *No Insurance *Speeding	*Tag violations *Driving w/ Suspended license *Driving w/unlicensed *DUI *Failure to maintain lane

**Municipal Court**

March 2021 thru March 2022 - Processed 1531 citations from all agencies with fines totaling \$267,367.

March 2022 - Processed 120 citations from all agencies with fines totaling \$39,279.

### **Public Works Department Highlights**

- Mow the ballpark every Tuesday and Friday.
- Drag Field 1-4 and Tee-ball for practices Monday – Friday.
- Clean the Depot bathroom Sunday – Saturday.
- Clean the playground bathroom - Sunday – Saturday.
- Change 52 trash can liners in downtown and Mineral Springs - Sunday – Saturday.
- Change 24 trash can liners at the ballpark - Monday – Friday.
- Scraped Mineral Springs Trail and cleaned the limbs off trail.
- Repaired the mowing shaft on the mower.
- Water plant road was be graded and graveled.
- Repaired streetlights.
- Repaired minor drainage issues in various locations.
- Bush hog various roads and streets.
- Cleared roads, sidewalks, curb, and gutters from debris in downtown every Friday.

### **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 side 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 Depot Street section and a portion have already been delivered. The remaining materials are scheduled to be delivered in late May so there will be a delay waiting for this delivery. This is due to an unprecedented nationwide delay/shortage of concrete pipe. The contract period has been temporarily paused until the pipe is delivered.

### **Property Tax Information**

2015 -2020 Tax years - \$749.07 on 1 property in back taxes is due. The tax sale is scheduled for May 3, 2022.

2021 Tax year -Approximately \$50,000 in back taxes are due. The 30 day notice was 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 - **Complete**

## CURRENT DEVELOPMENT & APPLICATIONS IN PROGRESS

Applicant	Project	Address	Application	Description	Status
BO Chance	Grading Permit for Commercial Lot	BR02-099 Corner of Carter Street & East First Street	Permit 2022-759 Administrative Site Plan Approval	Parking lot/Remove brush, small trees & gravel	Approved 1-11-22 Compete 3-11-22
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	County Permit •Lot #2 – Permit # 14394 •Lot #3 – Permit # 14395 •Lot #4 – Permit # 14393 •Lot #5 – Permit # 14397 • Lot #6 – Permit # 14396	GRADING TO BUILD 5 HOMES	Approved 1-11-2022 Work started 3-22-22.
Karen Anderson Stephens	Building Permit for Garage	145 Ash Street	Permit 2021-707	Building a Garage	Approved 4-8-2021 FOUNDATION & WALLS UP 3-11-22
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
Martin Velasquez	Demo Permit	78 West Fain Street	Permit 2022-760	Demo of House	Approved 1-11-2022 Demo finished 3-30-22
Roger Watson	Demo	510 East Second Street	Permit 2021-751	Demo old Grocery Store	Approved 12-28-2021 Demo has not started
Robert Churchill	Remodel	61 Pinewood Road	Administrative Site Plan Approval	Remoding inside of House	<u>City Zoning Application:</u> Number 764
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	<u>City Zoning Application:</u> Approved 3-10-2022
David Haight	LAND DISTURBANCE	MINERAL SPRINGS & JONES STREET	PERMIT:2022-762	Leving land to build home	In Process
CLAYTON HATFIELD	LAND DISTURBANCE	BR05-016 EAST SECOND STREET & MOUNTAIN STREET	PERMIT:2022-768 COUNTY:WAITING	Leving land to build home	EPD PLATS RECEIVED APPROVED 3-31-22
TRI-STATE	LAND DISTURBANCE	0052B-25C 2769 SCENIC DRIVE	PERMIT:2021-746	SUBSTATION	STILL WORKING ON GRADING 3-11-22
TDS	DEMO PERMIT	BR02-106 3233 EAST FIRST STREET	COUNTY: 14109 PERMIT:2021-727	Removal of hazard waste	APPROVED 8-10-2021 STILL WORKING ON PROJECT

<b>AXELROD WILLIAM</b>	REMODEL	BR02-206 54 EAST HIGHLAND STREET	County Permit: Waiting	INCLOSING EXISTING CARPORT	<u>City Zone</u> <u>Application:</u> Number Approved 1-25-22
<b>LISA &amp; MATTHEW CRAIN</b>	MANUFACTURED HOME PARK	27 SUMMIT STREET	COUNTY: WAITING PERMIT:2022-771	ADDING A MANUFACTURED HOME TO PARK	APPROVED 4-1-22
<b>TRACKSIDE STATION</b>	INTERIOR TENANT FINISH	BR02-160 322 WEST MAIN STREET UNIT 2F	County Permit: Waiting	Retail Store	<u>City Zone</u> <u>Application:</u> Approved 3-18-22
<b>WILLIAMS TIRE</b>	ADDING BUILDING	0045-70BD 5140 APPLICATION HWY	PERMIT:2021-699	ADDING A METAL BUILDING TO EXISTING STRUCTURE	APPROVED 2-23-21
<b>TRACKSIDE STATION</b>	INTERIOR TENANT FINISH	BR02-160 322 WEST MAIN STREET UNIT 1DEF	County Permit: Waiting PERMIT:2022-	DOG PLAY AREA & RESTAURANT	<u>City Zone</u> <u>Application:</u> Approved 4-4-22
<b>NOEL BRENDAN DOYLE</b>	REMODEL	BR02-175-01 164 WEST MAIN STREET	County Permit: Waiting PERMIT:2022-772	FIXING HOUSE AND DRIVEWAY	<u>City Zone</u> <u>Application:</u> Number Approved 4-1-22
<b>JOHN GIBBS</b>	LAND DISTURBANCE BUILDING HOUSE	BR06-75 100 HILL STREET	County Permit: Waiting PERMIT:2022-770	SINGLE FAMILY HOME	<u>City Zone</u> <u>Application:</u> Approved 4-1-22
<b>Martin Velasquez</b>	Rezone	78 West Fain Street	Application 3-10-2022	Zone R2 to C-2 to make a Future Restaurant	Schuduled for May 3 Zoning Meeting
<b>SEARLES FOUNDATION AFFORDABLE HOUSING</b>	Rezone	BOARDTOWN ROAD & TRACKSIDE LANE	Application 3-31-2022	Zone C2 to R3 to make affordable housing	Schuduled for May 3 Zoning Meeting
<b>SCOTT GIET</b>	DEANNEXATION Request	180 MOUNTAIN HIDEAWAY	Application 3-31- 2022		Scheduled for April 19 Council Meeting

REVENUE & EXPENDITURE STATEMENT

CITY OF BLUE RIDGE

03/01/2022 To 03/31/2022

FY 2022

	Current Period (\$)	YTD (\$)	Budget (\$)	% Used	
<b>100 General Fund</b>					
<b>Revenue</b>					
31 Taxes Subtotal	\$199,230.09	\$1,457,360.65	\$2,796,750.00	52	
32 Licenses & Permits Subtotal	\$5,435.00	\$48,140.69	\$128,000.00	38	
33 Intergovernmental Revenue Subtotal	\$0.00	\$10,200.00	\$3,000.00	340	
34 Charges For Services Subtotal	\$8,754.00	\$15,780.00	\$9,750.00	162	
35 Fines & Forfeitures Subtotal	\$15,178.00	\$50,205.00	\$150,000.00	33	
36 Investment Income Subtotal	\$0.00	\$0.00	\$4,000.00	0	
38 Miscellaneous Revenue Subtotal	\$4,521.54	\$15,803.56	\$66,000.00	24	
39 Other Financing Sources Subtotal	\$0.00	\$0.00	\$300,000.00	0	
Revenue Subtotal	\$233,118.63	\$1,597,489.90	\$3,457,500.00	46	
<b>Expenditure</b>					
1100 Mayor & Council Subtotal	\$25,924.60	\$32,396.60	\$142,535.00	23	
1400 Elections Subtotal	\$0.00	\$0.00	\$10,500.00	0	
1500 General Administration Subtotal	\$61,509.60	\$118,068.66	\$410,577.00	29	
1514 Tax Admin & Licensing Subtotal	\$0.00	\$593.23	\$7,300.00	8	
2650 Municipal Court Subtotal	\$23,124.99	\$35,046.41	\$143,421.00	24	
3200 Police Subtotal	\$136,135.16	\$280,780.20	\$1,280,956.00	22	
3226 Custody Of Prisoners Subtotal	\$740.00	\$740.00	\$7,000.00	11	
3520 Fire Fighting Subtotal	\$1,282.50	\$1,326.50	\$82,000.00	2	
4200 Highways & Streets Subtotal	\$36,015.47	\$68,911.73	\$335,896.00	21	
4900 Maintenance & Shop Subtotal	\$12,909.10	\$26,965.90	\$131,093.00	21	
6124 Recreational Facilities Subtotal	\$4,301.52	\$5,476.99	\$81,600.00	7	
6210 Parks Administration Subtotal	\$26.92	\$147.78	\$0.00	0	
6220 Park Areas Subtotal	\$24,115.08	\$49,455.00	\$270,077.00	18	
7400 Planning And Zoning Subtotal	\$6,687.23	\$13,895.85	\$99,098.00	14	
7540 Tourism Subtotal	\$1,916.42	\$3,593.41	\$68,386.00	5	
7565 Special Facilities- Renta Subtotal	\$203.88	\$367.33	\$4,850.00	8	
Expenditure Subtotal	\$334,892.47	\$637,765.59	\$3,075,289.00	21	
Before Transfers	Deficiency Of Revenue Subtotal	-\$101,773.84	\$959,724.31	\$382,211.00	251
<b>Other Financing Use</b>					
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	Deficiency Of Revenue Subtotal	-\$101,773.84	\$959,724.31	\$299,999.00	320
<b>210 Confiscated Assets</b>					
<b>Revenue</b>					
35 Fines & Forfeitures Subtotal	\$0.00	\$0.00	\$1,500.00	0	
Revenue Subtotal	\$0.00	\$0.00	\$1,500.00	0	
<b>Expenditure</b>					
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

REVENUE & EXPENDITURE STATEMENT

CITY OF BLUE RIDGE

03/01/2022 To 03/31/2022

FY 2022

	Current Period (\$)	YTD (\$)	Budget (\$)	% Used	
4331 Sanitary Sewer Maintenanc Subtotal	\$21,053.67	\$24,328.73	\$3,102,590.00	1	
4335 Sewage Treatment Plant Subtotal	\$44,898.24	\$78,649.79	\$4,421,738.00	2	
4410 Water Administration Subtotal	\$15,259.33	\$27,119.52	\$869,204.00	3	
4430 Water Treatment Subtotal	\$50,478.18	\$105,790.17	\$540,752.00	20	
4440 Water Distribution Subtotal	\$153,750.29	\$269,219.81	\$3,657,530.00	7	
4450 Mapping Subtotal	\$0.00	\$0.00	\$27,611.00	0	
Expenditure Subtotal	\$285,612.50	\$505,478.46	\$12,740,001.00	4	
Before Transfers	Excess Of Revenue Subtotal	\$46,243.67	\$564,127.03	-\$1,300,001.00	-43
<b>Other Financing Use</b>					
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	\$46,243.67	\$564,127.03	-\$2,300,001.00	-25
<b>800 Downtown Development Authority</b>					
<b>Revenue</b>					
33 Intergovernmental Revenue Subtotal	\$0.00	\$6,218.67	\$60,000.00	10	
34 Charges For Services Subtotal	\$0.00	\$0.00	\$100,000.00	0	
Revenue Subtotal	\$0.00	\$6,218.67	\$160,000.00	4	
<b>Expenditure</b>					
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	Deficiency Of Revenue Subtotal	\$0.00	\$5,918.67	\$122,850.00	5
<b>Other Financing Use</b>					
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	Deficiency Of Revenue Subtotal	\$0.00	\$5,918.67	\$0.00	0



REVENUE & EXPENDITURE STATEMENT

CITY OF BLUE RIDGE

03/01/2022 To 03/31/2022

FY 2022

		Current Period (\$)	YTD (\$)	Budget (\$)	% Used
After Transfers	<b>Deficiency Of Revenue Subtotal</b>	\$0.00	\$0.00	\$0.00	0
<b>230 American Rescue Plan (Arp)</b>					
<b>Revenue</b>					
	<b>33 Intergovernmental Revenue Subtotal</b>	\$0.00	\$0.00	\$273,000.00	0
	<b>Revenue Subtotal</b>	\$0.00	\$0.00	\$273,000.00	0
After Transfers	<b>Deficiency Of Revenue Subtotal</b>	\$0.00	\$0.00	\$273,000.00	0
<b>275 Hotel/Motel Fund</b>					
<b>Revenue</b>					
	<b>31 Taxes Subtotal</b>	\$41,389.84	\$129,624.94	\$475,000.00	27
	<b>Revenue Subtotal</b>	\$41,389.84	\$129,624.94	\$475,000.00	27
<b>Expenditure</b>					
	<b>7540 Tourism Subtotal</b>	\$0.00	\$0.00	\$320,950.00	0
	<b>7550 Downtown Dev Auth Subtotal</b>	\$0.00	\$6,218.67	\$149,000.00	4
	<b>7565 Special Facilities- Renta Subtotal</b>	\$968.91	\$1,452.38	\$5,050.00	29
	<b>Expenditure Subtotal</b>	\$968.91	\$7,671.05	\$475,000.00	2
Before Transfers	<b>Excess Of Revenue Subtotal</b>	\$40,420.93	\$121,953.89	\$0.00	0
<b>Other Financing Source</b>					
	<b>39 Other Financing Sources Subtotal</b>	\$0.00	\$0.00	\$27,000.00	0
	<b>Other Financing Source Subtotal</b>	\$0.00	\$0.00	\$27,000.00	0
After Transfers	<b>Excess Of Revenue Subtotal</b>	\$40,420.93	\$121,953.89	\$27,000.00	452
<b>320 City Of Blue Ridge Splst</b>					
<b>Revenue</b>					
	<b>33 Intergovernmental Revenue Subtotal</b>	\$48,448.08	\$166,525.07	\$638,820.00	26
	<b>36 Investment Income Subtotal</b>	\$0.00	\$0.00	\$1,000.00	0
	<b>Revenue Subtotal</b>	\$48,448.08	\$166,525.07	\$639,820.00	26
<b>Expenditure</b>					
	<b>4200 Highways &amp; Streets Subtotal</b>	\$1,932.29	\$1,932.29	\$219,820.00	1
	<b>4211 Streetscape Subtotal</b>	\$53,194.40	\$53,194.40	\$0.00	0
	<b>4440 Water Distribution Subtotal</b>	\$0.00	\$0.00	\$420,000.00	0
	<b>Expenditure Subtotal</b>	\$55,126.69	\$55,126.69	\$639,820.00	9
Before Transfers	<b>Deficiency Of Revenue Subtotal</b>	-\$6,678.61	\$111,398.38	\$0.00	0
After Transfers	<b>Deficiency Of Revenue Subtotal</b>	-\$6,678.61	\$111,398.38	\$0.00	0
<b>505 Blue Ridge Water/Sewer Fund</b>					
<b>Revenue</b>					
	<b>33 Intergovernmental Revenue Subtotal</b>	\$0.00	\$0.00	\$847,500.00	0
	<b>34 Charges For Services Subtotal</b>	\$329,840.97	\$1,067,590.29	\$4,592,000.00	23
	<b>36 Investment Income Subtotal</b>	\$0.00	\$0.00	\$3,000.00	0
	<b>38 Miscellaneous Revenue Subtotal</b>	\$2,015.20	\$2,015.20	\$0.00	0
	<b>39 Other Financing Sources Subtotal</b>	\$0.00	\$0.00	\$5,997,500.00	0
	<b>Revenue Subtotal</b>	\$331,856.17	\$1,069,605.49	\$11,440,000.00	9
<b>Expenditure</b>					
	<b>4310 Sanitary Administration Subtotal</b>	\$172.79	\$370.44	\$120,576.00	0