



City Administrator Briefing Report

Mayor

Rhonda Haight

City Council

Angie Arp, Mayor Pro Tempore

Jack Taylor

Christy Kay

Bill Bivins

William Whaley

June 2022

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.

Ordinance Updating the Departments of the City.

Complete. Adopted on second reading at the May Council Meeting. This Ordinance updates Chapter 2, section 2-52 of the City Code which established the various departments of the City by reflecting the recent reorganization and establishing the following departments of the City as shown on the attached Organization Chart: Administration, Finance, Legal, Public Safety, Public Works, Planning & Zoning, Municipal Court, and Utility.

Resolution Amending Resolution No. BR 2018-12-11 Which Created the Downtown Development Authority

Complete. Adopted at the May Council Meeting. As discussed in the Visioning Session Workshop held on April 7, 2022 and the Workshop Meeting of May 2, 2022, the City Attorney prepared a Resolution restating and clarifying the powers and duties of the Downtown Development Authority.

Ordinance Amending Occupational Taxes

Read at first reading at the May Council Meeting. This Ordinance updates Chapter 10 of the City Code which adopted the Occupational Tax requirements by reassigning certain duties to facilitate a "one stop shop" for the business community and establishing the due dates.

City Logo

The City Council adopted a new City Logo at the May 26 Meeting. As discussed at the May Workshop Meeting, a new City logo was designed based on input from a contest held at the

Fannin High School Arts Class and a graphics designer. The final version of the logo was updated based on the input from the City Council at the Workshop Meeting.

Updated City Webpage/Live Streaming Equipment

The development of a more user-friendly website is underway. The upgrade to the live streaming system for City Council meetings is complete and will be utilized for the next Council Meeting.

Downtown Parking

Enforcement for the new parking regulations for the downtown area went into effect June 1, 2022. The kiosk at the City Parking Lot has been installed and is up and running

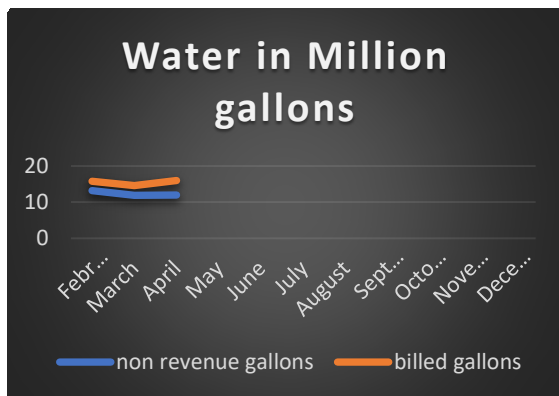
Utility Department Highlights and Infrastructure Improvements

WATER

Finished water 27,213,140

Billed 15,982,142

Non revenue 11,230,998 Down 1.26 million gallons from last month (which includes flushing, road washing, fire department usage, etc)



- The leak detection crew was here the week of May 23 and covered 23 miles of main finding 7 leaks with leak detection and correlation equipment. All of the leaks have been fixed. We have 3 weeks remaining with Mckimm & Creed and we will be scheduling those for fall when there is less rain.

- 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 SPOST, \$100,000 ARPA (grant), and \$80,000 from water funds.

- The City is applying for a SRF grant to rehab the pump station at Mountain Tops Subdivision, the station is approximately 30 years old.
- 18 water line leaks were repaired, 5 City service lines were replaced and a master meter was installed at the entrance of park.

WASTEWATER

Treated sewer 11,368,000

Billed 7,990,714

I & I 3,377,286 Down from April due to some repairs and decrease in rain

- A 300 ft section of old sewer main was replaced on West Second St.

- We are currently making a map of manholes that need repaired or rehabilitated to decrease infiltration.
- The Mineral Springs sewer line rehab will reduce some of the rain water infiltration and is currently in design phase. Bid opening for this project is scheduled for June 22. It is estimated that this project will be completed by January 2022. 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 project is estimated to be completed by January 2023.
- The Sewer lift station upgrades due to aging infrastructure for CVS, Aska and Industrial lift stations is nearing design completion. The stations at CVS and Aska will be abandoned and the Industrial station will be rehabilitated into a bigger station that will handle what previously required three stations. Included in this project will be the rerouting of a force main along 515. The project will be advertised for bids by June 2022. The project cost is \$3,500,000 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.
- 1 sewer leak was repaired

CUSTOMER BASE –3,156 active water customers serving 3,378 units and 1138 sewer customers. 9 new water taps and 3 new sewer tap were installed in May. 40 new customers were added at existing locations and 183 work orders were handled for the month of May.

MAPPING – The water infrastructure map for inside the City is available on the website and is located on the Water & Wastewater section.

New Development Revenues - \$142,651. **Utilities Collection Revenue** - \$282,364.

Police Department Statistics & Highlights

	April 2022	May 2022
DISPATCHED CALLS FOR SERVICE	605	629
UCR CRIMES REPORTED	10	6
CITATIONS ISSUED /WARNINGS	69/141	55/139
TOP 5 CITATIONS ISSUED	*Tag violations *Failure to obey traffic control device *Driving w/unlicensed *Driving w/ Suspended *Speeding	*Speeding *DUI *Move over violation *No insurance *Theft by Shoplifting

Municipal Court

May 2021 to May 2022 - Processed 1527 citations from all agencies with fines totaling \$291,380.

May 2022 - Processed 152 citations from all agencies with fines totaling \$38,492.

Joint Training

A joint training exercise was held this month for Active Shooter Training between the Fannin County Sheriff's Office, City of Blue Ridge Police Department, Fannin County School Administration, Fannin County Fire/EMS and E911 to ensure all entities are working together in the case of an emergency involving an active shooter.

Public Works Department Highlights

- 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 minor drainage issues in various locations.
- Bush hog various roads and streets.
- Cleared roads, sidewalks, curb, and gutters from debris in downtown every Friday.
- Began the move to the new Maintenance Building.
- Installed new parking Kiosk.

Evaluation of the City's Roads and Sidewalks Work is underway with the City Engineer to evaluate the City's roads and sidewalks to develop a plan, including cost estimates, to resurface roads and replace sidewalks.

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 Anthony/Wojohn property. The contractor then backfilled the railroad bed with stone and Patriot Rail reinstalled the cross-ties and rails. All of the materials have been delivered. The contractor's crews are tied up on other projects since we've been waiting for materials, but they hope they will get started on the Depot Street portion of the work within the next couple of weeks.

We are also looking at options for proceeding with the long-term plan for the storm drainage improvements across the Anthony/Wojohn property so the property would only have to be disturbed once. At a minimum, we will make sure that the easement is prepared to accommodate the current work along with the future work. The surveyor is currently revising the easement plat and should have it finished this month. The contractor has the updated long-term storm drainage layout and is waiting on material pricing from the concrete pipe and structure supplier. It is anticipated that we may have this back by the middle of the month.

Property Tax Information

2021 Tax year -Approximately \$21,682 in back taxes are due. The 30-day notice process was completed May 6, 2022. Property owners who did not meet the 30-day requirement will be subject to the tax sale that will likely occur in July/August 2022.

Special Event Permit Application Form

The Special events Permit Application was updated.

Zoning Code Assessment

Retained the services of a Planning Consultant to perform an assessment of the City’s Zoning Code to identify proposed modifications and updates in accordance with “best practices” and address local zoning issues discussed by the City Council at the Visioning Session Workshop.

CURRENT DEVELOPMENT & APPLICATIONS IN PROGRESS					
Applicant	Project	Address	Application	Description	Status
Brown	Building Permit for Garage Apartment	22 College Street	Permit 2019-566 Administrative Site Plan Approval	Building a Garage Apartment	In Process
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 <ul style="list-style-type: none"> •Lot #2 – Permit # 14394 •Lot #3 – Permit # 14395 •Lot #4 – Permit # 14393 •Lot #5 – Permit # 14397 • Lot #6 – Permit # 14396 Permit 2022-758 Permit 2022-757 Permit 2022-756 Permit 2022-755 Permit 2022-754 Permit 2020-669	GRADING TO BUILD 5 HOMES	In Process
Karen Anderson Stephens	Building Permit for Garage	145 Ash Street	Permit 2021-707	Building a Garage	In Process
Boss Real Estate LLC	Building Permit for Duplex	581 Summit Street	County Permit: 1419	Building a Duplex	In Process
Roger Watson	Demo	510 East Second Street	Permit: 2021-751	Demo old Grocery Store	Demo has not started

Robert Churchill	Remodel	61 Pinewood Road	PERMIT: 2022-764	Remoding inside of House	In Process
DAVID HAIGHT	LAND DISTURBANCE	MINERAL SPRINGS & JONES STREET	PERMIT:2022-762	LEVEL LAND TO BUILD A HOUSE	In Process
CLAYTON HATFIELD	BUILDING PERMIT	BR05-016 EAST SECOND STREET & MOUNTAIN STREET	PERMIT:2022-768	LEVEL LAND TO BUILD A HOUSE	In Process
ALEPROD WILLIAM	REMODEL	BR02-206 54 EAST HIGHLAND STREET		INCLOSING CARPORT	In Process
TRI-STATE	LAND DISTURBANCE	0052B-25C 2769 SCENIC DRIVE	PERMIT:2021-746	SUBSTATION	In Process
TDS	DEMO PERMIT	BR02-106 3233 EAST FIRST STREET	COUNTY: 14109 PERMIT:2021-727	STATE AND FEDERAL REQUATIONS MUST BE FOLLOWED FOR REMOVAL AND DISPOSAL OF HAZERD MATERIAL	In Process
WILLIAMS TIRE	ADDING BUILDING	0045-70BD 5140 APPALACHIAN HWY	PERMIT:2021-699	ADDING A METAL BUILDING TO EXISTING STRUCTURE	In Process
TRACKSIDE STATION	INTERIOR TENANT FINISH	BR02-160 322 WEST MAIN STREET UNIT 1DEF	PERMIT:2022-773	DOG PLAY AREA& RESTAURANT	In Process
JOHN GIBBS	BUILDING PERMIT	BR06-75 100 HILL STREET	PERMIT:2022-770	SINGLE FAMILY HOME	In Process
HIGHLAND OUTDOOR MINISTRIES	BUILDING PERMIT	BR02-153-01 CORNER OF EAST FIRST STREET & SUMMIT STREET	PERMIT:2022-780	SKATE PARK	In Process
TRACKSIDE STATION	INTERIOR TENANT FINISH	BR02-160 322 WEST MAIN STREET UNIT 2D	PERMIT:2022-779	TIPPING POINT BREWERY	In Process
GWG INVESTMENTS	LAND DISTURBANCE	2780 SCENIC DRIVE	PERMIT:2021-742	SHOPPING CENTER	In Process
CLAYTON HATFIELD	BUILDING PERMIT	BRR05-016 322 MTN STREET	PERMIT:2022-791	BUILDING 2END HOME ON PROPERTY	In Process

VYK RENOVATION	REMODEL	125 JONES STREET	PERMIT:2022-790	REMODING APARTMENTS	In Process
LISA MITCHELL	LAND DISTURBANCE	BR01-012A 245 EAST MAIN STREET	PERMIT:2022-793	FIXING WALL AND DECK	In Process
BODYPLEX	REMODEL	2672 EAST FIRST STREET	PERMIT:2022-789	INTERIOR REMODEL	In Process
DAILEY HOLDINGS	REMODEL	BR02-077 771 EAST MAIN STREET	PERMIT:2022-778	REMODEL	In Process
PANTER PROPERTIES	REMODEL	BR06-112 3840 EAST FIRST STREET	PERMIT:2022-796	INTERIOR & EXTERIOR REMODEL	In Process
TRACKSIDE STATION	INTERIOR TENANT FINISH	BR02-160 322 WEST MAIN STREET UNIT 2A	PERMIT:2022-794	IGOR FERRANRO ITALIAN RESTAURANT	In Process
WAYNE & MEREDITH LOWRY	STORAGE BUILDING	425 WEST FIRST STREET	PERMIT:2022-795	PREFAB STORAGE BUILDING	In Process
JERRY DAVIS	REMODEL	BR01-099 50 RIVER STREET	PERMIT:2022-799	REMODEL	In Process
Karen Anderson Stephens	REZONE R-2 TO R-3	145 Ash Street	PERMIT:2022-797	REZONE R-2 TO R-3	READY FOR JULY 5, 2022 PLANNING COMMISSION MEETING
PETE GRAY	STORAGE BUILDING	BR05-031 661 AUSTON STREET	PERMIT:2022-802	STORAGE BUILDING	In Process

REVENUE & EXPENDITURE STATEMENT

CITY OF BLUE RIDGE

05/01/2022 To 05/31/2022

FY 2022

	Current Period (\$)	YTD (\$)	Budget (\$)	% Used	
100 General Fund					
Revenue					
31 Taxes Subtotal	\$191,321.09	\$1,799,618.42	\$2,796,750.00	64	
32 Licenses & Permits Subtotal	\$17,790.00	\$136,024.69	\$128,000.00	106	
33 Intergovernmental Revenue Subtotal	\$0.00	\$10,200.00	\$3,000.00	340	
34 Charges For Services Subtotal	\$6,421.60	\$29,576.66	\$9,750.00	303	
35 Fines & Forfeitures Subtotal	\$3,595.00	\$69,579.31	\$150,000.00	46	
36 Investment Income Subtotal	\$0.00	\$0.00	\$4,000.00	0	
38 Miscellaneous Revenue Subtotal	\$5,430.45	\$26,453.46	\$66,000.00	40	
39 Other Financing Sources Subtotal	\$0.00	\$0.00	\$300,000.00	0	
Revenue Subtotal	\$224,558.14	\$2,071,452.54	\$3,457,500.00	60	
Expenditure					
1100 Mayor & Council Subtotal	\$13,419.84	\$52,564.14	\$142,535.00	37	
1400 Elections Subtotal	\$0.00	\$0.00	\$10,500.00	0	
1500 General Administration Subtotal	\$56,297.65	\$217,204.80	\$410,577.00	53	
1514 Tax Admin & Licensing Subtotal	\$701.99	\$1,295.22	\$7,300.00	18	
2650 Municipal Court Subtotal	\$11,968.90	\$57,603.80	\$143,421.00	40	
3200 Police Subtotal	\$94,622.59	\$450,315.72	\$1,280,956.00	35	
3226 Custody Of Prisoners Subtotal	\$1,640.00	\$2,380.00	\$7,000.00	34	
3520 Fire Fighting Subtotal	\$1,290.00	\$5,666.50	\$82,000.00	7	
4200 Highways & Streets Subtotal	\$33,555.68	\$121,510.26	\$335,896.00	36	
4900 Maintenance & Shop Subtotal	\$8,421.81	\$42,941.19	\$131,093.00	33	
6124 Recreational Facilities Subtotal	\$1,379.49	\$10,539.64	\$81,600.00	13	
6210 Parks Administration Subtotal	\$0.00	\$147.78	\$0.00	0	
6220 Park Areas Subtotal	\$33,456.74	\$107,009.82	\$270,077.00	40	
7400 Planning And Zoning Subtotal	\$5,507.74	\$20,394.58	\$99,098.00	21	
7540 Tourism Subtotal	\$915.81	\$6,125.44	\$68,386.00	9	
7565 Special Facilities- Renta Subtotal	\$89.88	\$551.61	\$4,850.00	11	
Expenditure Subtotal	\$263,268.12	\$1,096,250.50	\$3,075,289.00	36	
Before Transfers	Deficiency Of Revenue Subtotal	-\$38,709.98	\$975,202.04	\$382,211.00	255
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	Deficiency Of Revenue Subtotal	-\$38,709.98	\$975,202.04	\$299,999.00	325
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

REVENUE & EXPENDITURE STATEMENT

CITY OF BLUE RIDGE

05/01/2022 To 05/31/2022

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	\$53,760.77	\$240,246.22	\$475,000.00	51
	Revenue Subtotal	\$53,760.77	\$240,246.22	\$475,000.00	51
Expenditure					
	7540 Tourism Subtotal	\$0.00	\$54,254.79	\$320,950.00	17
	7550 Downtown Dev Auth Subtotal	\$0.00	\$23,064.86	\$149,000.00	15
	7565 Special Facilities- Renta Subtotal	\$193.95	\$2,043.00	\$5,050.00	40
	Expenditure Subtotal	\$193.95	\$79,362.65	\$475,000.00	17
Before Transfers	Excess Of Revenue Subtotal	\$53,566.82	\$160,883.57	\$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	\$53,566.82	\$160,883.57	\$27,000.00	596
320 City Of Blue Ridge Splst					
Revenue					
	33 Intergovernmental Revenue Subtotal	\$57,760.92	\$273,020.98	\$638,820.00	43
	36 Investment Income Subtotal	\$0.00	\$0.00	\$1,000.00	0
	Revenue Subtotal	\$57,760.92	\$273,020.98	\$639,820.00	43
Expenditure					
	4200 Highways & Streets Subtotal	\$0.00	\$1,932.29	\$219,820.00	1
	4211 Streetscape Subtotal	\$21,062.12	\$74,256.52	\$0.00	0
	4440 Water Distribution Subtotal	\$0.00	\$0.00	\$420,000.00	0
	Expenditure Subtotal	\$21,062.12	\$76,188.81	\$639,820.00	12
Before Transfers	Excess Of Revenue Subtotal	\$36,698.80	\$196,832.17	\$0.00	0
After Transfers	Excess Of Revenue Subtotal	\$36,698.80	\$196,832.17	\$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	\$469,705.35	\$1,890,268.24	\$4,592,000.00	41
	36 Investment Income Subtotal	\$0.00	\$0.00	\$3,000.00	0
	38 Miscellaneous Revenue Subtotal	\$0.00	\$2,378.20	\$0.00	0
	39 Other Financing Sources Subtotal	\$0.00	\$0.00	\$5,997,500.00	0
	Revenue Subtotal	\$469,705.35	\$1,892,646.44	\$11,440,000.00	17
Expenditure					
	4310 Sanitary Administration Subtotal	\$1,217.11	\$2,954.00	\$120,576.00	2

REVENUE & EXPENDITURE STATEMENT

CITY OF BLUE RIDGE

05/01/2022 To 05/31/2022

FY 2022

	Current Period (\$)	YTD (\$)	Budget (\$)	% Used	
4331 Sanitary Sewer Maintenanc Subtotal	\$8,299.94	\$58,143.18	\$3,102,590.00	2	
4335 Sewage Treatment Plant Subtotal	\$29,390.95	\$144,288.37	\$4,421,738.00	3	
4410 Water Administration Subtotal	\$11,125.61	\$52,022.01	\$869,204.00	6	
4430 Water Treatment Subtotal	\$25,143.17	\$167,881.46	\$540,752.00	31	
4440 Water Distribution Subtotal	\$157,932.87	\$555,486.17	\$3,657,530.00	15	
4450 Mapping Subtotal	\$0.00	\$0.00	\$27,611.00	0	
Expenditure Subtotal	\$233,109.65	\$980,775.19	\$12,740,001.00	8	
Before Transfers	Excess Of Revenue Subtotal	\$236,595.70	\$911,871.25	-\$1,300,001.00	-70
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	\$236,595.70	\$911,871.25	-\$2,300,001.00	-40
800 Downtown Development Authority					
Revenue					
33 Intergovernmental Revenue Subtotal	\$0.00	\$23,064.86	\$60,000.00	38	
34 Charges For Services Subtotal	\$0.00	\$0.00	\$100,000.00	0	
Revenue Subtotal	\$0.00	\$23,064.86	\$160,000.00	14	
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	Deficiency Of Revenue Subtotal	\$0.00	\$22,764.86	\$122,850.00	19
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	Deficiency Of Revenue Subtotal	\$0.00	\$22,764.86	\$0.00	0