



City Administrator Briefing Report

Mayor

Rhonda Haight

City Council

Angie Arp, Mayor Pro Tempore

Jack Taylor

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Bill Bivins

William Whaley

June 2023

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.

Amendments to the Alcohol License Code

After a Workshop held on May 4 and a Committee Meeting held on May 11, the City Council agreed at the May 16 Council Meeting to have the City Attorney prepare temporary regulations for currently licensed breweries, wineries and distilleries utilizing live amplified music on outside patios. The Ordinance is scheduled for first reading at the July Council Meeting.

Amendments to Land Development Code

The next round of proposed Land Development/Zoning Amendments has been submitted to the City Council. A Workshop has been scheduled for June 20 , 2023 to review the amendments. The amendments relate to the following sections:

Article I In General 140-140-4

Article XIII Buffers, Landscaping and Tree Protection

Article XIV Planned Unit Development Regulations

Article XVII Street, Traffic and Parking Regulations

Article XIX Nonconforming Uses

Section 140-616 Remedies

New Work Order/Purchase Order System

The new Citizen Portal that enables citizens to submit work orders from reporting potholes to down trees went live this month. This user-friendly system offers a streamlined approach for

instant communication and requests directly from citizens to our city departments. The portal includes a map that can be used to show the exact location of the work order. In addition, pictures can also be uploaded and sent with work order. Users of the system will be able to track your work orders and receive updates via email. The goal is to expedite the resolution to requests and provide a response as quickly as possible

Special Events Farmers Market

The following events are scheduled:

- Monthly Community Yard Sales
- Jazz Band 9/30
- Film Festival 10/6
- Ice Skating Rink scheduled from November to January
- Light Up Blue Ridge

City Special Events



Next Movie Night in the Downtown Park – July 22

Downtown Special Events

July 4th Parade

Blues & BBQ – 9/16

Fall Arts in the Park – 10/14-10/15

Qpublic/GIS Update

Progress continues on updating the capabilities of qPublic to expand web-based property information. This includes important information available to staff to improve productivity by creating data labels containing city zoning classifications by parcel, inserting water and sewer line locations including pump stations, fire hydrants, master meters and street classifications. In the future, additional information regarding the city's facilities and infrastructure will be added.

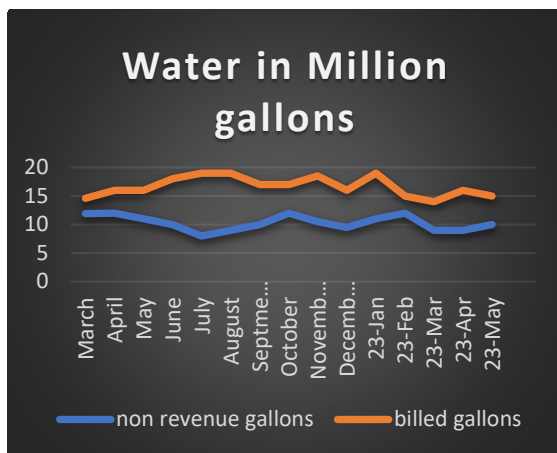
Utility Department Highlights and Infrastructure Improvements

WATER

Finished water	24,745,756
Water sold	14,982,674
Non revenue	9,763,082

(includes flushing, road washing, fire department usage, etc). Water permit used is 73%. Water plant capacity used is 41%. Percentages can be affected by main leaks or times of heavy tourism; fluctuations are normal.

- The City was awarded a \$1,000,000 grant and the City will provide local match, for a total project of \$2,000,000 to address water loss in Mountain Tops. We are working with engineers to design the rehab to address areas with the most leakage in that subdivision. The project cost is \$2,000,000 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. Carter & Sloope, city engineers, has surveyed 75% of the rehab area and we are currently waiting on additional information from OPB on additional grant requirements.



- The pump station rehab at Mountain Tops is currently estimated at \$350,000. This project has been pushed to 2024-2025 so that it doesn't interfere with the water main rehab. The station is approximately 30 years old and needs rehabilitation.
- The crew has started field audits for EPD's new requirement on Service Line Inventory. The purpose of the new regulation is to determine if there is any lead pipe in the water system. Currently there is no known lead pipe. By October 2024 the City will have identified every water main and service line in the system.

- 8 water line leaks were repaired, 0 city side service lines were replaced and 1 fire hydrants was repaired.

WASTEWATER

Treated sewer	15,353,000
Billed	7,419,915
I & I	7,933,085

Sewer permit used is 47%. Sewer plant capacity used is 47%

*Percentages can be affected rain, storm water infiltration or times of heavy; fluctuations are normal

- The City is continuing repair of known I & I issues. Recent video work was done which revealed I & I along sewer mains on East Main Street, Depot St and East First St. We are working on a plan to address these areas. We are currently making a map of manholes that need repaired or rehabilitated to further decrease infiltration.
- The design for the sewer lift station upgrades due to aging infrastructure for CVS and Industrial lift stations is complete. The City will abandon the CVS station and will rehab

the Industrial station into a bigger station that will handle what previously took two stations. Included in this will be the rerouting of a force main along 515. The Aska lift stations will be in phase 2 of this project. Carter & Sloope is finishing paperwork for easements and EPD approvals. 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 out for bid. The current plant is nearing 25 years old, making some of the equipment and electrical outdated and difficult to get serviced.
- 2 sewer leaks were repaired.

SPECIAL PROJECTS

- The new Citizen Portal was added to the City website. Field personnel are now receiving mobile work orders and citizen requests.
- Inventory was completed at the Distribution Shop for the Audit.

CUSTOMER BASE – The City has 3,241 active water connections serving 3,480 units, 1161 active sewer connections. We have 3497 meters in the distribution system. The City installed 5 new residential water taps and 1 new sewer taps. 7 new residential tap applications were submitted. The City signed up 31 new customers at existing locations, had 28 customers leave existing locations and completed 194 work orders for the month.

New Development Revenues - \$44,123.

Utilities Collection Revenue - \$341,453.

Police Department Statistics & Highlights

The upgrade to Microsoft tablets in all the patrol vehicles was completed. This will provide more capabilities and updated software for the officers to do their job.

	April 2023	April 2023
DISPATCHED CALLS FOR SERVICE	648	708
UCR CRIMES REPORTED	27	5
ACCIDENT/INCIDENT/ MISCELLANEOUS REPORTS	28/32/44	24/34/48
CITATIONS ISSUED /WARNINGS	78/151 *10 parking tickets	115/196 *17 parking tickets
TOP 5 CITATIONS ISSUED	*Tag violations *Suspended tag *No Insurance *Failure to obey traffic control device *Speeding	*Speeding *Tag violations *Failure to stop @ stop sign *Failure to obey traffic control device *No Insurance

Municipal Court

May 2022-May 2023 - Processed 1997 citations from all agencies with fines totaling \$373,353.00.

May 2023 - Processed 17 parking citations and 203 citations from all agencies with fines totaling \$52,847.00.

Downtown Park Improvements

Additional streetlights have been installed along the area adjacent to the Downtown Park.

Public Works (Streets & Parks) Department Highlights

- Clean the Depot bathroom Sunday – Saturday.
- Clean the playground bathroom - Sunday – Saturday.
- Maintained Mineral Springs Trail.
- Cleared roads, sidewalks, curb, and gutters from debris in downtown every Friday.
- Repaired and replaced damaged storm drains.
- Cleared numerous drainage ditches in various sections of the City before and during heavy rain.
- Repaired various pothole and utility repairs throughout the City.
- City Parking Lot revenue to May 2023: \$ 67,390.
- Repaired various signs throughout the City.

City's Roads and Sidewalk Improvements

This project is out for bid with a bid opening on July 13, 2023 and includes the following areas:

Sidewalks:

1. Mountain Street (Roberts Way to Old Hwy 76)
2. Depot Street (E. Main St. to Old Hwy 76)
3. W. Main Street (In Front of Fire Dept)
4. E. Main Street (Church St. to past Hall St.)
5. Church Street (Old Hwy 76 to E. 2nd St.)
6. Summit Street (W. 1st St. to W. Main St.)

Streets:

1. Depot Street (Old Hwy 76 to W. 1st St.)
2. E. 1st Street (E. 2nd St. to 76 Conn)
3. W. Main Street (Church St. to N of Depot St.)
4. Industrial Park Dr. (Ada St. to Windy Ridge)
5. McKinney Street (W. 1st St. to Old Hwy 76)

Downtown Drainage Project Update

Railroad Crossing Portion- The contractor (Wilson Construction Management) has completed the culvert replacement/upgrade (24" to 60") under the railroad tracks. This portion of the project has been inspected and approved.

The city is in the process of condemning the property for the necessary easement to complete the storm drainage improvements. The Resolution approving the condemnation was adopted by the City Council at the May meeting. Once that process is complete and the easement is acquired the project will be placed out for bid.

Mineral Springs Road Sanitary Sewer Rehabilitation
Complete.

Downtown Restroom Facility Project

This project is out for bid with a bid opening on July 17, 2023. Below is a preliminary sketch of the proposed 2 story building facing Main Street.



MAIN STREET ELEVATION
SCALE: 1/4" = 1'-0"

CURRENT DEVELOPMENT & APPLICATIONS IN PROGRESS

Applicant	Project	Address	Application	Description	Status \Expiration date
GWG INVESTMENTS	LAND DISTURBANCE	0052-109A & 0052-110-01 SCENIC DRIVE	RENEWED PERMIT:2022-841	GRADING 2 COMMERCIAL LOTS AND STORMWATER PLANS	IN PROCESS 11-19-2023
SILKS FOR LESS	ADDING A ADDITION	BR02-119 3423 EAST FIRST ST	PERMIT:2022-807	ADDING A ADDITION	In Process 1-11-2024
CHRISTY KAY	STORAGE BUILDING	BR01-084C 133 RIVER STREET	PERMIT:2022-820	STORAGE BUILDING	IN PROCESS 8-5-2023
LEE ARNOLD	REMODEL	BR06-055 68 ORCHARD BLVD	PERMIT:2022-825	REMODEL AND REPLACING DECKS AND HOOKING ELECTRIC TO STORAGE BUILDING	IN PROCESS 8-24-2023
TOP GUNZ CONSTRUCTION	REMODEL	BR02-197 304 WEST FIRST STREET	PERMIT:2022-830	IMPROVE FLOOR STABILIZATION FOR SAGGING FLOOR.REPAIR ROOF LEAKS.NEW EXTERIOR DOOR.CLEAN OUT DRAINAGE DITCH(WATER GETTING IN OFFICE).	IN PROCESS 9-7-2023
SOUTHERN CHARM	REMODEL	BR02-171 224 WEST MAIN ST	PERMIT:2022-838	REMODEL EXISTING BUILDING PER PLANS	IN PROCESS 10-4-2023
LR PATTERSON	BUILDING VET CLINIC	0045-081-63A ORVIN LANCE CONNECTOR	PERMIT:2022-846	BUILDING VET CLINIC	IN PROCESS 11-18-2023
JOHN SHIREY	STORAGE BUILDING	0045-40BE-2B 130 WINDY RIDGE STORAGE	PERMIT:2022-847	STORAGE BUILDING	IN PROCESS 11-22-2023
Hawthorne Ventures Blue Ridge LLC	REMODEL HOUSE	BR02-220 133 CHURCH STREET	PERMIT:2022-850	REMODEL HOUSE	IN PROCESS 12-5-2023
WHISKEY & WATER	ADDING A FENCE	BR02-167 187 DEPOT STREET	PERMIT:2022-813	ADDING A FENCE	IN PROCESS 7-21-2023
FAVA JOSEPH COOK & WILLIAM D CLASS	NEW BUILDING 4 OFFICES ON LEVEL 1 4 LOFT UNITS LEVEL 2	BR03-022-01 1281 EAST MAIN STREET	PERMIT:2023-814	NEW BUILDING 4 OFFICES ON LEVEL 1 4 LOFT UNITS LEVEL 2	IN PROCESS 3-2-2024
FANNIN COMMISSIONERS	LAND DISTURBANCE	BR02-221 & BR02-222 134 CHURCH STREET	PERMIT:2023-865	PARKING LOT	IN PROCESS 2-15-2024

CAR CRAFTERS	SLAB ONLY	BR01-031-K4 WINDY RIDGE RD	PERMIT:2023-873	SLAB ONLY	IN PROCESS 3-2-2024
BUILDING OF BLUE RIDGE LLC	REMODEL	BR02-124B 544 EAST MAIN STREET	PERMIT:2023-885	REMODEL FOR A APARTMENT	IN PROCESS 3-28-2024
ROGER WATSON	DEMO PERMIT	BR02-005 524 EAST SECOND ST	PERMIT:2023-887	DEMO OLD BLOCK BUILDING	IN PROCESS 3/29/2024
TH PROPERTIES	REMODEL	BR06-054 14 WILSON ST	PERMIT:2023-892	REMODELING INTERIOR OF HOUSE TO BE A DUPLEX	IN PROCESS 4/18/2024
GRUMPY OLD MEN	REMODEL	BR03-022 1315 EAST MAIN STREET	PERMIT:2023-897	REMODELING RESTROOMS ONLY	IN PROCESS 6/7/2024
BBSI	BUILD WALL	BR02-098 631 EAST MAIN STREET	PERMIT:2023-898	BUILDING WALL REMOVE TREES AND FIX DRAINAGE ISSUES	IN PROCESS 6/8/2024
NEW HORIZON HOMES	DEMO PERMIT CONSTRUCTION PERMIT	BR02-063 951 EAST MAIN STREET	PERMIT:2023-899	DEMO GARAGE CONSTRUCT NEW GARAGE REMODEL KITCHEN AND BATHROOMS	IN PROCESS 6/8/2024

REVENUE & EXPENDITURE STATEMENT

05/01/2023 To 05/31/2023

CITY OF BLUE RIDGE

FY 2023

*100 in the % Used column indicates that no budget exists

	Current Period (\$)	YTD (\$)	Budget (\$)	% Used
100 General Fund				
Revenue				
31 Taxes Subtotal	\$219,249.13	\$1,799,468.59	\$2,999,500.00	60
32 Licenses & Permits Subtotal	\$15,940.00	\$167,617.00	\$152,500.00	110
33 Intergovernmental Revenue Subtotal	\$0.00	\$38,391.43	\$3,000.00	1,280
34 Charges For Services Subtotal	\$5,685.00	\$78,150.05	\$121,150.00	65
35 Fines & Forfeitures Subtotal	\$34,035.04	\$112,213.40	\$200,000.00	56
36 Investment Income Subtotal	\$0.00	\$48,070.20	\$4,000.00	1,202
38 Miscellaneous Revenue Subtotal	\$5,699.58	\$27,944.30	\$79,000.00	35
39 Other Financing Sources Subtotal	\$0.00	\$8,521.00	\$980,000.00	1
Revenue Subtotal	\$280,608.75	\$2,280,375.97	\$4,539,150.00	50
Expenditure				
1100 Mayor & Council Subtotal	\$5,659.99	\$58,901.60	\$171,880.00	34
1300 Executive Subtotal	\$17,321.81	\$85,379.95	\$218,733.00	39
1400 Elections Subtotal	\$892.12	\$1,901.12	\$15,500.00	12
1500 General Administration Subtotal	\$9,925.94	\$63,598.46	\$201,522.00	32
2650 Municipal Court Subtotal	\$15,319.38	\$73,525.63	\$169,575.00	43
3200 Police Subtotal	\$82,435.81	\$509,193.58	\$1,383,728.00	37
3520 Fire Fighting Subtotal	\$785.75	\$9,148.82	\$27,000.00	34
4200 Highways & Streets Subtotal	\$52,991.66	\$318,891.29	\$1,059,687.00	30
6220 Park Areas Subtotal	\$27,853.15	\$155,878.76	\$1,193,721.00	13
7400 Planning And Zoning Subtotal	\$7,451.13	\$46,055.19	\$97,806.00	47
Expenditure Subtotal	\$220,636.74	\$1,322,474.40	\$4,539,152.00	29
Before Transfers	Excess Of Revenue Subtotal	\$59,972.01	\$957,901.57	-\$2.00 ,895,079
After Transfers	Excess Of Revenue Subtotal	\$59,972.01	\$957,901.57	-\$2.00 ,895,079
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
After Transfers	Deficiency Of Revenue Subtotal	\$0.00	\$0.00	\$0.00 0
230 American Rescue Plan (Arp)				
Revenue				

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CITY OF BLUE RIDGE

FY 2023

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		Current Period (\$)	YTD (\$)	Budget (\$)	% Used
	36 Investment Income Subtotal	\$0.00	\$548.58	\$0.00	*100
	39 Other Financing Sources Subtotal	\$0.00	\$0.00	\$300,000.00	0
	Revenue Subtotal	\$0.00	\$548.58	\$300,000.00	0
Expenditure					
	0000 Revenues Subtotal	\$0.00	\$0.00	\$300,000.00	0
	Expenditure Subtotal	\$0.00	\$0.00	\$300,000.00	0
Before Transfers	Deficiency Of Revenue Subtotal	\$0.00	\$548.58	\$0.00	*100
After Transfers	Deficiency Of Revenue Subtotal	\$0.00	\$548.58	\$0.00	*100
275 Hotel/Motel Fund					
Revenue					
	31 Taxes Subtotal	\$58,375.90	\$277,072.16	\$625,000.00	44
	Revenue Subtotal	\$58,375.90	\$277,072.16	\$625,000.00	44
Expenditure					
	7540 Tourism Subtotal	\$11,797.04	\$154,451.96	\$760,099.00	20
	Expenditure Subtotal	\$11,797.04	\$154,451.96	\$760,099.00	20
Before Transfers	Excess Of Revenue Subtotal	\$46,578.86	\$122,620.20	-\$135,099.00	-91
Other Financing Source					
	39 Other Financing Sources Subtotal	\$0.00	\$0.00	\$135,099.00	0
	Other Financing Source Subtotal	\$0.00	\$0.00	\$135,099.00	0
After Transfers	Excess Of Revenue Subtotal	\$46,578.86	\$122,620.20	\$0.00	*100
320 City Of Blue Ridge Splost					
Revenue					
	33 Intergovernmental Revenue Subtotal	\$58,208.69	\$288,245.61	\$718,820.00	40
	36 Investment Income Subtotal	\$0.00	\$14,013.50	\$1,000.00	1,401
	39 Other Financing Sources Subtotal	\$0.00	\$0.00	\$849,000.00	0
	Revenue Subtotal	\$58,208.69	\$302,259.11	\$1,568,820.00	19
Expenditure					
	1500 General Administration Subtotal	\$0.00	\$15,987.06	\$0.00	*100
	4200 Highways & Streets Subtotal	\$16,463.75	\$16,463.75	\$1,148,820.00	1
	4440 Water Distribution Subtotal	\$0.00	\$0.00	\$420,000.00	0
	Expenditure Subtotal	\$16,463.75	\$32,450.81	\$1,568,820.00	2
Before Transfers	Excess Of Revenue Subtotal	\$41,744.94	\$269,808.30	\$0.00	*100
After Transfers	Excess Of Revenue Subtotal	\$41,744.94	\$269,808.30	\$0.00	*100
340 Multiple Grant Fund					
Revenue					
	36 Investment Income Subtotal	\$0.00	\$1.16	\$0.00	*100
	Revenue Subtotal	\$0.00	\$1.16	\$0.00	*100

REVENUE & EXPENDITURE STATEMENT

05/01/2023 To 05/31/2023

CITY OF BLUE RIDGE

FY 2023

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		Current Period (\$)	YTD (\$)	Budget (\$)	% Used
After Transfers	Deficiency Of Revenue Subtotal	\$0.00	\$1.16	\$0.00	*100
505 Blue Ridge Water/Sewer Fund					
Revenue					
	33 Intergovernmental Revenue Subtotal	\$0.00	\$0.00	\$1,000,000.00	0
	34 Charges For Services Subtotal	\$361,218.08	\$1,844,915.49	\$4,342,000.00	42
	36 Investment Income Subtotal	\$0.00	\$15,181.91	\$3,000.00	506
	38 Miscellaneous Revenue Subtotal	\$0.00	\$5,819.00	\$0.00	*100
	39 Other Financing Sources Subtotal	\$0.00	\$0.00	\$6,273,955.00	0
	Revenue Subtotal	\$361,218.08	\$1,865,916.40	\$11,618,955.00	16
Expenditure					
	4310 Sanitary Administration Subtotal	\$7,700.20	\$67,923.99	\$174,548.00	39
	4331 Sanitary Sewer Maintenan Subtotal	\$51,731.05	\$415,032.51	\$2,509,119.00	17
	4335 Sewage Treatment Plant Subtotal	\$61,030.23	\$250,836.65	\$3,640,004.00	7
	4410 Water Administration Subtotal	\$20,240.59	\$289,301.72	\$918,384.00	32
	4430 Water Treatment Subtotal	\$35,791.21	\$230,440.15	\$715,657.00	32
	4440 Water Distribution Subtotal	\$122,617.29	\$518,609.83	\$3,661,243.00	14
	Expenditure Subtotal	\$299,110.57	\$1,772,144.85	\$11,618,955.00	15
Before Transfers	Excess Of Revenue Subtotal	\$62,107.51	\$93,771.55	\$0.00	*100
After Transfers	Excess Of Revenue Subtotal	\$62,107.51	\$93,771.55	\$0.00	*100
800 Downtown Development Authority					
Revenue					
	33 Intergovernmental Revenue Subtotal	\$7,296.99	\$34,634.02	\$78,125.00	44
	Revenue Subtotal	\$7,296.99	\$34,634.02	\$78,125.00	44
Revenue					
	39 Other Financing Sources Subtotal	\$0.00	\$0.00	\$150,000.00	0
		\$0.00	\$0.00	\$150,000.00	0
Expenditure					
	7540 Tourism Subtotal	\$0.00	\$0.00	\$100,000.00	0
	7550 Downtown Dev Auth Subtotal	\$862.40	\$10,260.47	\$128,125.00	8
	Expenditure Subtotal	\$862.40	\$10,260.47	\$228,125.00	4
Before Transfers	Excess Of Revenue Subtotal	\$6,434.59	\$24,373.55	-\$300,000.00	-8
After Transfers	Excess Of Revenue Subtotal	\$6,434.59	\$24,373.55	-\$300,000.00	-8