



City Administrator Briefing Report

Mayor

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City Council

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July 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.

Ordinance to Regulate Live Amplified Music on Outdoor Patios at Breweries, Wineries and Distilleries. The Ordinance was heard on first reading at the July Council Meeting. It is scheduled for second reading at the August meeting.

Amendments to Land Development Code

The next round of proposed Land Development/Zoning Amendments was submitted to the City Council. A Workshop was held on June 20, 2023 to review the amendments. The Planning Commission held a public hearing on July 17, 2023 to review the amendments. The amendments relate to the following sections:

Chapter 135 Subdivision Regulations

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

The City Council is scheduled to hear the Ordinance approving the amendments on first reading on July 31 and second reading is scheduled August 3.

Ordinance to Allow for Backyard Chickens

The Ordinance was heard on first reading at the July Council Meeting. It is scheduled for second reading at the August meeting.

Intergovernmental Agreement for Blue Ridge City Park between the City and County

The County has completed the plans for the new swimming pool facility and splash pad. This project is out for bid this month. The tentative completion date is April 2024.

New Work Order/Purchase Order System

The new Citizen Portal that enables citizens to submit work orders from reporting potholes to down trees. This user-friendly system offers a streamlined approach for instant communication and requests directly from citizens to our city departments. 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.

Annual Audit and Financial Statements

The annual audit was completed and distributed to the state.

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

Blues & BBQ – 9/16

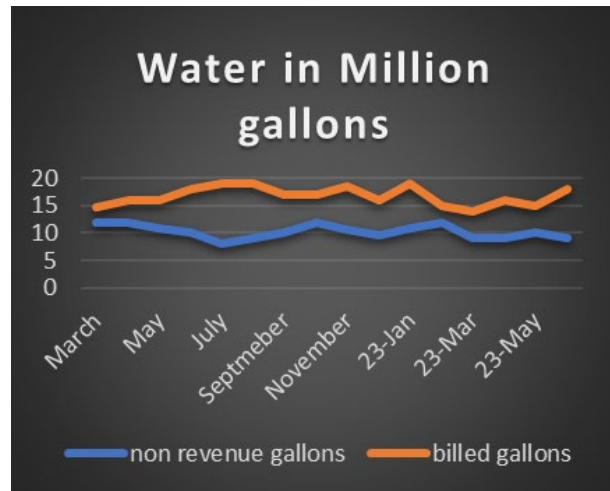
Fall Arts in the Park – 10/14-10/15

Utility Department Highlights and Infrastructure Improvements

WATER

Finished water	27,307,851
Water sold	<u>18,489,018</u>
Non revenue	8,818,833

(includes flushing, road washing, fire department usage, etc). Water permit average daily use is 74%. Water plant capacity average daily use is 42%. 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 and is 70% complete with City service line identification. 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.
- 13 water line leaks were repaired and 0 city side service lines were replaced.

WASTEWATER

Treated sewer	12,486,000
Billed	<u>8,701,582</u>
I & I	3,784,418

Sewer permit used is 46%. Sewer plant capacity used is 46%

*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 bid for the sewer treatment plant rehab project is scheduled to be awarded in August. 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.

CUSTOMER BASE – The City has 3,243 active water connections serving 3,482 units, 1161 active sewer connections. We have 3499 meters in the distribution system. The City installed 2 new residential water taps and 0 new sewer taps. 4 new residential tap applications were submitted. The City signed up 29 new customers at existing locations, had 28 customers leave existing locations and completed 167 work orders for the month.

New Development Revenues - \$5,904.

Utilities Collection Revenue - \$328,664.

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.

	May 2023	June 2023
DISPATCHED CALLS FOR SERVICE	708	553
UCR CRIMES REPORTED	5	8
ACCIDENT/INCIDENT/ MISCELLANEOUS REPORTS	24/34/48	20/22/50
CITATIONS ISSUED /WARNINGS	115/196 *17 parking tickets	73/154 *13 parking tickets
TOP 5 CITATIONS ISSUED	*Speeding *Tag violations *Failure to stop @ stop sign *Failure to obey traffic control device *No Insurance	*Tag violations *Driving w/ license suspended *Failure to obey traffic control device *Failure to stop @ stop sign *Following too closely

Municipal Court

June 2022-June 2023 - Processed 1951 citations from all agencies with fines totaling \$345,959.

June 2023 - Processed 13 parking citations and 121 citations from all agencies with fines totaling \$20,431.

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.
- Cleared roads of debris and fallen trees after 3 storm events.
- Repaired various pothole and utility repairs throughout the City.
- City Parking Lot revenue to June 2023: \$ 93,682.
- Repaired various signs throughout the City.
- Began installing new directional signs for city parking lots.
- Began downtown planter beautification projects.

City's Roads and Sidewalk Improvements

This bid for this project is scheduled to be awarded in August 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 bid for this project is scheduled to be awarded in August. 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
CHRISTY KAY	STORAGE BUILDING	BR01-084C 133 RIVER STREET	PERMIT:2022-820	STORAGE BUILDING	IN PROCESS 8-5-2023
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
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
FERRO BUILDING COMPANY	BUILD DUPLEX	BR06-101 202 EAST SECOND STREET	PERMIT:2023-867	BUILD DUPLEX WITH DRIVEWAY	IN PROCESS 6/21/2024

NADEEM-TAYYAB	REZONE	BR01-031E JOSH HALL ROAD	PERMIT:2023-901	REZONE FROM M1-C2	IN PROCESS
SUBHA CORPORATION	REZONE	BR01-031F 4500 APPALACHIAN HWY	PERMIT:2023-900	REZONE FROM M1-C2	IN PROCESS
MARK SIMS	CONSTRUCTION PERMIT	BR02-039 MCKINNEY STREET	PERMIT:2023-902	BUILD PRIMARY RESIDENCE	IN PROCESS 6/23/2024
BLUE RIDGE CITY STORAGE	CONSTRUCTION PERMIT	BR04-010 83 INDUSTRIAL BLVD	PERMIT:2023-904	ENCLOSE BUILDING BY INSTALLING ROLL UP DOOR	IN PROCESS 7/6/2024