

## Departmental Report by the City Manager

January, 2018



### *Announcements*

City Hall will be closed in observance of the New Year on Monday, January 1<sup>st</sup> and in observance of Martin Luther King, Jr. Day on Monday, January 15<sup>th</sup>. Garbage pick-up will be on the Tuesday after an observed Monday holiday. Thursday recycle pick-up will not be affected. If you need to dispose of garbage at any other time, the compactor is available on Knob Drive behind the postal facility to use at your convenience.

Tax bills have been mailed and were due by December 20, 2017. Interest will begin accruing on Friday, December 29, 2017. If you have not paid your bill, please contact Alyssa Mullins at City Hall for a duplicate billing. Remember Sky Valley and Rabun County bill separately. Make sure you have paid both.

If you are not currently claiming the homestead exemption in the city and the county separately, you must file in person between January 2 and April 1. Qualification requires that you must own and occupy the property as of January 1 as your primary domicile and legal residence for all purposes. Exemptions are not automatically granted. Special exemptions are available if you are 100% military service connected disabled or their un-remarried spouse, or the un-remarried spouse of a peace officer or firefighter killed in the line of duty. Once approved, the exemption remains in effect as long as you own and reside in your home subject to periodic audits to verify continuing eligibility.

### *Website - [www.skyvalleyga.com](http://www.skyvalleyga.com)*

Our website is full of a variety of information for visitors and citizens. We have a visitor's guide with information on the area, and we also have the business side including meeting minutes ordinances, forms, permitting requirements, event information, contact information, etc. In 2016, we had over 34,000 unique visitors to the website. For 2017, we had 34,013 unique visitors to the website, including 2,710 during the month of December.

### *E-Mail and Crisis Communication*

The City's e-mail distribution list is used frequently to keep everyone informed during inclement weather and for current events. This is our best way of staying connected with the residents. We currently have 475 e-mails for City News and another 1,051 for Event and Tourism Information. We also utilize a phone system for relaying urgent information. If you are not on these lists, please contact City Hall or sign up through the City's website home page.

### *Facebook - [www.facebook.com/skyvalleyga](http://www.facebook.com/skyvalleyga)*

The City's Facebook page has a total of 2,007 followers with 39 new followers added during the month of December. If you have not "liked" us on Facebook yet, please do and suggest our page to all of your Facebook friends. We share information, links, and many pictures on Facebook. We would love to have you share your favorite Sky Valley experiences and pictures on our page.

### *Visitor Center*

Last year we had the opportunity to welcome 1,798 visitors to the City of Sky Valley through our operations at the visitor center including 75 during the month of December. Our longest distance travelers last month came from Canada, Indiana and Texas.

### *Public Works*

The City is working on a new Snow and Ice Control Plan that will be discussed with the public at the next council workshop. City employees are prepared to work long hours as necessary throughout the winter season to keep the 26 miles of City streets as safe as possible following a storm event. Plows are called out when there is 1 – 2" of snow accumulation. We have two snow plows, one chat spreader and one liquid salt brine sprayer that we use depending on the conditions. Main thoroughfares are concentrated on first followed by the remaining secondary roads. Remember... snow removal crews are able to clear the roads much quicker and safer when they don't have obstructions in the roadway. When crews have to move about the city in response to individual motorist situations, the entire snow removal process is severely slowed.

#### **Here are a few reminders of winter road hazards to consider for everyone's safety:**

Please avoid parking on roadways or abandoning your vehicle on City roadways when road conditions make roads impassable. In order to ensure that the Sky Valley Police and city road crews are able to keep the roads open during inclement weather, any vehicle that is impeding snow removal efforts or is leading to the endangering of public safety will be removed by an approved wrecker service at the owner's expense. If you are forced to abandon your vehicle, you must leave it where it does not obstruct the roadway. Do not leave valuables inside and have the vehicle moved as quickly as it is safe to do so.

Motorists should make a reasonable effort to remove all ice and snow from their vehicles before traveling. Snow and ice left on a vehicle, in particular on the hood, windows and roof, can become a deadly projectile, creating a hazard for everyone on the road.

Snow left out in the road by homeowners or private snow plowers can be a road hazard. We have all come upon this situation where we are driving along and come across a wall of snow trailing out of a driveway across the road. Snow should never be plowed onto or across the roadway. The proper way to plow a driveway is to start at the mouth of the drive and plow in.

Make sure your children/grandchildren do not play in any large piles of snow located near the roadway. These piles of snow look appealing to children, but can be very dangerous when the plows are pushing snow.

The City strongly urges residents and motorists to exercise extreme caution and avoid making unnecessary road trips during a storm event. Be extremely cautious when driving or walking on slippery roadways.

Use common sense. If it looks and feels unsafe, it is. Plan ahead... run your errands before a storm arrives; don't get out if you don't have to; be patient; and know your vehicle's abilities. If you don't have 4WD or AWD, your chances of negotiating slippery streets and hills without problems are severely diminished. The City crews have 4WD, use snow chains, and still often find themselves in precarious situations. Driving on slippery roads is dangerous and should be avoided when possible.

By working together, we can make this a safe winter season.

### *City Park*

#### **Walking Path and Bridge**

The 2017 City Council appropriated funds to lengthen the walking path in the park across from the mail facility. Construction of a bridge has been completed which completes the loop.

#### **Pickleball Courts**

Two Pickleball Courts have been completed for public use in the park adjacent to the mail facility. The Courts are open when the weather is nice, but it is recommended that you call City Hall or the Police Department to let them know you plan to play so they can make sure they are unlocked. Please wear court shoes and bring your own playing equipment and water bottles.

#### **Pavilion**

The community pavilion and restrooms at the park between the mail facility and the pickleball courts have been completed and are now available for public use.

### *Police*

The 2017 City Council appropriated funds to purchase a radar speed detection warning sign. The sign has been ordered and should be installed prior to the next meeting.

The Police Chief would like to remind everyone that the non-emergency number for the police department should not be used in the case of an emergency. Please call 911 so that all responding agencies can get the necessary information through the dispatch center without delay.

The police responded to 5 emergency 911 calls, assisted 27 residents, escorted 3 visitors, conducted 535 residence checks, 185 business checks, 13 welfare checks and conducted 14 traffic stops among the total calls and requests for service. They also logged 3,134 miles patrolling the city.

### *Sewer*

The feasibility study for the sewer project has been completed and will be presented to Council and the public in February. This is a study prepared by Engineering Management Inc. and funded jointly by the City and Rabun County.

### *Water*

Don't forget that we now offer automated bank draft for water/garbage billings. Please contact Alyssa Mullins at City Hall to sign up for this service. Remember, your account will automatically be drafted for the total amount due each month. You will still receive a paper bill so that you can continue to audit the water usage and billing amount each month.

City Ordinance requires that all residences vacated during winter months shall be winterized to protect the plumbing from freezing. Under no circumstances may a water tap be left open to prevent freezing while you are away. This practice is prohibited and a violation of water use conservation by GA EPD. Any vacated residence detected using water by the City will be assumed to have faulty plumbing internally. Upon this assumption the City will turn off the water to prevent additional damage to the property and attempt to contact the property owner. With the cold weather, several homeowners have experienced broken water lines in their yards and damages to their homes. We cannot emphasize enough that you should have your homeowner valve adjacent to the meter shut off when you are going to be away. If you are unable to turn off/on the valve by yourself, the City offers this service for \$10.00.

### *Solid Waste*

On days of inclement weather, the City may be unable to run the garbage route. Automated phone calls and the e-mail system will be utilized to keep you informed of these circumstances.

Please note, if your underground cans are in disrepair, you will need to discontinue their use or replace them. We have a constant problem with untied bags and loose trash in the underground cans. If you are using an underground can, you should have a removable liner such as the one pictured here. If you do not have the liner that our garbage collectors can lift out of your underground can, you will need to discontinue use until replaced. This is for the safety of our garbage collectors.

Don't forget that garbage should not be placed out for pick-up any earlier than the morning of the service. Animals scatter garbage even when put in the underground cans. Our garbage

collectors are not responsible for picking up any garbage that is not properly bagged once they arrive. The compactor at the tractor barn on Knob Drive can be utilized when you need to take your garbage somewhere prior to a garbage collection day. This is especially important when your garbage contains food items. NO garbage other than regular bagged household garbage should be put out by the road or in any dumpster or compactor.

Any contractors or residents found dumping lumber, carpeting, paint, furniture, appliances, or any other non-bagged household garbage in the dumpsters or compactor will be cited and fined up to \$1,000. Construction debris and other such items should be hauled to the transfer station on Boggs Mountain Road in Tiger.



**Don't  
FORGET!**

**Reduce... Reuse... Recycle...**

**Reduce the amount and toxicity of trash you throw away**

**Reuse containers and products**

**Recycle as much as possible and buy products with recycled content**

100 GENERAL FUND

Assets

Current Assets	
GENERAL FUND CHECKING	1,570,477.51
TAXES RECEIVABLE - 2017	73,135.53
TAXES RECEIVABLE - 2016	479.26
TAXES RECEIVABLE - 2015	718.57
TAX RECEIVABLE - 2014	97.86
DUE FROM OTHER FUNDS	( 0.19)
<b>Total Current Assets</b>	<b>1,644,908.54</b>
<b>Total Assets</b>	<b>1,644,908.54</b>

Liabilities and Equity

Current Liabilities	
PAYROLL LIABILITIES	5,876.00
<b>Total Current Liabilities</b>	<b>5,876.00</b>
Other Liabilities	
DEFERRED REVENUE - TAXES	943,807.84
<b>Total Other Liabilities</b>	<b>943,807.84</b>
<b>Total Liabilities</b>	<b>949,683.84</b>
Equity	
FUND BALANCE - UNASSIGNED	912,920.31
FUND BALANCE - RESTRICTED	3,536.00
FB ASSIGNED - SITE IMPROVEMENTS	14,180.00
FB ASSIGNED - ROADS INFRASTRUCTURE	6,247.00
FB ASSIGNED - ROADS MACHINERY/EQUIPMENT	28,900.00
FB ASSIGNED - JOINT MARKETING	2,572.00
CURRENT YEAR INCOME/(LOSS)	( 273,130.61)
<b>Total Equity</b>	<b>695,224.70</b>
<b>Total Liabilities &amp; Equity</b>	<b>1,644,908.54</b>

100 GENERAL FUND

Account	Description	Current Year			Variance	%
		Current Month	Current YTD	Budget		
<b>Revenue</b>						
310000	TAXES	5,520.12	1,085,372.44	1,083,550.00	1,822.44	100
320000	LICENSES & PERMITS	2,480.00	11,685.00	10,300.00	1,385.00	113
330000	INTERGOVERNMENTAL REVENUE		17,953.22	17,950.00	3.22	100
340000	CHARGES FOR SERVICES	1,017.00	9,589.62	9,400.00	189.62	102
350000	FINES & FORFEITS	282.56	4,906.91	4,900.00	6.91	100
360000	INVESTMENT INCOME	97.40	1,467.54	1,500.00	-32.46	98
370000	CONTRIBUTIONS/DONATIONS	425.00	21,155.00	21,000.00	155.00	101
380000	MISCELLANEOUS REVENUE	3,424.35	29,600.66	25,900.00	3,700.66	114
	<b>Total Revenue</b>	<b>13,246.43</b>	<b>1,181,730.39</b>	<b>1,174,500.00</b>	<b>7,230.39</b>	<b>101</b>
<b>Expenses</b>						
411000	LEGISLATIVE	858.75	8,293.95	10,800.00	2,506.05	77
413000	EXECUTIVE	37.48	2,541.61	3,500.00	958.39	73
414000	ELECTIONS	1,492.68	1,844.60	4,790.00	2,945.40	39
415000	GENERAL ADMINISTRATION	19,610.76	209,315.37	217,440.00	8,124.63	96
415650	GENERAL GOVERNMENT BUILDINGS AND GROUNDS	5,500.04	48,546.24	53,000.00	4,453.76	92
420000	JUDICIAL	200.16	3,565.80	4,915.00	1,349.20	73
432000	POLICE	23,944.90	303,163.39	316,000.00	12,836.61	96
435000	FIRE	29,212.50	61,225.00	61,225.00		100
442000	ROADS	10,373.91	560,759.80	593,613.00	32,853.20	94
461000	SPECIAL ACTIVITIES/EVENTS	1,551.23	24,976.47	30,000.00	5,023.53	83
462000	PARKS	15,450.00	158,787.06	174,000.00	15,212.94	91
470000	HOUSING & DEVELOPMENT	1,602.27	33,901.27	36,380.00	2,478.73	93
475000	ECONOMIC DEVELOPMENT	3,705.68	48,356.07	54,045.00	5,688.93	89
	<b>Total Expenses</b>	<b>113,540.36</b>	<b>1,465,276.63</b>	<b>1,559,708.00</b>	<b>94,431.37</b>	<b>94</b>
	Net Income from Operations	-100,293.93	-283,546.24			
<b>Other Revenue</b>						
390000	OTHER FINANCING SOURCES		10,415.63	12,600.00	-2,184.37	83
	<b>Total Other Revenue</b>	<b>0.00</b>	<b>10,415.63</b>	<b>12,600.00</b>	<b>-2,184.37</b>	<b>83</b>
	Net Income	-100,293.93	-273,130.61			

Combined Funds - W+ SW

Assets

Current Assets	
GENERAL FUND CHECKING	( 1,619.95)
ENTERPRISE CHECKING	965,065.46
ACCOUNTS RECEIVABLE	15,878.33
Allowance for Uncollectible Accounts	( 24,988.00)

**Total Current Assets** 954,335.84

**Total Assets** 954,335.84

Liabilities and Equity

Other Liabilities	
CUSTOMER DEPOSITS	1,052.09
ACCOUNTS PAYABLE TAX SALE	55.33

**Total Other Liabilities** 1,107.42

**Total Liabilities** 1,107.42

Equity	
NET INVESTMENT IN CAPITAL ASSETS	1,604.00
UNRESTRICTED	825,676.73
CUSTOMER OVERPAYMENTS	9,008.41
CURRENT YEAR INCOME / (LOSS)	116,939.28

**Total Equity** 953,228.42

**Total Liabilities & Equity** 954,335.84



Combined Funds **W4SW**

Account	Description	Current Year				Variance	%
		Current Month	Current YTD	Budget			
Revenue							
340000	CHARGES FOR SERVICES	52,149.09	596,545.07	583,100.00	13,445.07	102	
360000	INVESTMENT INCOME	85.76	933.90	1,000.00	-66.10	93	
	<b>Total Revenue</b>	<b>52,234.85</b>	<b>597,478.97</b>	<b>584,100.00</b>	<b>13,378.97</b>	<b>102</b>	
Expenses							
444000	WATER	37,338.52	333,107.18	390,400.00	57,292.82	85	
445000	SOLID WASTE & RECYCLING	20,033.95	147,432.51	193,200.00	45,767.49	76	
	<b>Total Expenses</b>	<b>57,372.47</b>	<b>480,539.69</b>	<b>583,600.00</b>	<b>103,060.31</b>	<b>82</b>	
	Net Income from Operations	-5,137.62	116,939.28				
	Net Income	-5,137.62	116,939.28				

275 HOTEL/MOTEL TAX

Assets	
Current Assets	
HOTEL MOTEL CHECKING	17,350.78
<b>Total Current Assets</b>	<b>17,350.78</b>
<b>Total Assets</b>	
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<b>17,350.78</b>	
Liabilities and Equity	
Total Liabilities	
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Equity	
FUND BALANCE - UNASSIGNED	55.27
CURRENT YEAR INCOME/(LOSS)	17,295.51
<b>Total Equity</b>	<b>17,350.78</b>
<b>Total Liabilities &amp; Equity</b>	
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<b>17,350.78</b>	





Assets	
Current Assets	
ESCROW CHECKING	17,033.09
<b>Total Current Assets</b>	<b>17,033.09</b>
<b>Total Assets</b>	
Liabilities and Equity	
Current Liabilities	
ACCOUNTS PAYABLE	2,000.00
ACCOUNTS PAYABLE - EMPLOYEE HEALTH INSURANCE	81.86
<b>Total Current Liabilities</b>	<b>2,081.86</b>
Other Liabilities	
LIABILITIES PAYABLE FROM RESTRICTED ASSETS	4.70
ACCOUNTS PAYABLE TAX SALE	13,589.34
<b>Total Other Liabilities</b>	<b>13,594.04</b>
<b>Total Liabilities</b>	
Equity	
UNRESTRICTED	1,357.19
<b>Total Equity</b>	<b>1,357.19</b>
<b>Total Liabilities &amp; Equity</b>	
<b>17,033.09</b>	

745 COURT

Assets		
Current Assets		
COURT CHECKING	17,360.34	
<b>Total Current Assets</b>		<b>17,360.34</b>
<b>Total Assets</b>		<b>17,360.34</b>
Liabilities and Equity		
Total Liabilities		
Equity		
FUND BALANCE - UNASSIGNED	17,782.29	
CURRENT YEAR INCOME/(LOSS)	(421.95)	
<b>Total Equity</b>		<b>17,360.34</b>
<b>Total Liabilities &amp; Equity</b>		<b>17,360.34</b>

**Totals Report For 2014 Taxes  
December 2017  
Tax Commissioner**

	Billed	Collected	Adjustments	Outstanding
2014 Ad Valorem Tax	953,344.25	948,356.10	4,890.29-	97.86
Interest	1793.90	1767.17	0	26.73
Penalty	1387.45	1377.66	0	9.79
Costs	940.00	918.00	0	22.00
<b>Totals</b>	<b>957,465.60</b>	<b>952,418.93</b>	<b>4890.29-</b>	<b>156.38</b>

**Collected: 99.98 %**

**Totals Report For 2015 Taxes  
December 2017  
Tax Commissioner**

	Billed	Collected	Adjustments	Outstanding
2015 Ad Valorem Tax	945099.76	944,848.33	467.14+	718.57
Interest	2234.76	2105.02	0	129.74
Penalty	1627.68	1555.83	0	71.85
Costs	4036.00	3640.00	0	396.00
<b>Totals</b>	<b>952,998.20</b>	<b>952,149.18</b>	<b>467.14+</b>	<b>1316.16</b>

**Collected: 99.92%**

**Totals Report For 2016 Taxes  
December 2017  
Tax Commissioner**

	Billed	Collected	Adjustments	Outstanding
2016 Ad Valorem Tax	943,040.34	939,934.63	(-2,626.45)	479.26
Interest	1076.65	1022.92		53.73
Penalty	414.93	397.07		17.86
Costs	7150.31	6071.38		1078.93
<b>Totals</b>	<b>951,682.23</b>	<b>947,426.00</b>	<b>(-2,626.45)</b>	<b>1629.78</b>

**Collected: 99.94%**

**Totals Report For 2017 Taxes  
December 2017  
Tax Commissioner**

	Billed	Collected	Adjustments	Outstanding
2017 Ad Valorem Tax	942,962.54	870,672.31	+845.30	73,135.53
Interest	392.49	0.00	0.00	392.49
Penalty				
Costs				
<b>Totals</b>	<b>943,355.03</b>	<b>870,672.31</b>	<b>+845.30</b>	<b>73,528.02</b>

**Collected 92.21%**

<b>Housing &amp; Development Departmental Data Report</b>	<b>For month ending December 31, 2017</b>		
	<b>Dec-17</b>	<b>YTD</b>	<b>2016 YTD</b>
New Residential & Commercial permits issued	0	1	1
All other addition, remodel and repair permits	12	130	118
Certificates of Occupancy issued	0	1	0
Total New Construction not yet finalized	0		0
Total Other Construction not yet finalized	14		6
Notices to Comply issued	0	0	0
Stop Work Orders issued	0	0	0
Tree Cutting permits issued	2	90	112
Code & Ordinance Violations cited	0	0	0
<b>Fees Collected</b>			
	<b>Dec-17</b>	<b>YTD</b>	<b>2016 YTD</b>
New Residential or Commercial Permits	\$0.00	\$0.00	\$0.00
Other Addition, Remodel, Repair Permits	\$545.00	\$4,695.00	\$8,722.00
Tree Cutting Permits	\$240.00	\$3,320.00	\$4,390.00
Land Disturbing Permits	\$0.00	\$0.00	\$0.00
Fines Collected for Ordinance Violations	\$0.00	\$0.00	\$6,100.00

**POLICE DEPARTMENT ACTIVITY LOG**

INCIDENT	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2017 YTD	2016		2015		2014 Complete
														Incomplete Data	Data	Incomplete Data	Data	
Fire	0	1	2	1	1	1	0	1	0	0	0	5	12	6	4	10		
Medical Emergency	9	6	3	3	5	3	4	5	5	4	1	1	49	52	21	35		
Vehicle Accident	0	0	0	0	2	1	4	2	3	0	1	1	14	19	13	7		
Family Violence	2	0	0	0	0	0	2	0	0	0	0	0	4	0	2	1		
Fight/Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	1		
Death/Suicide	0	2	0	0	0	0	0	1	1	0	0	0	4	2	0	3		
Missing Person	6	1	0	0	0	0	2	1	0	0	0	0	10	6	2	6		
Burglary/Break-In	0	0	0	0	0	0	0	0	1	0	0	0	1	7	1	1		
Theft	0	0	1	0	0	0	0	0	0	0	0	0	1	6	3	4		
Suspicious Activity	1	1	0	0	2	1	1	0	0	4	0	0	10	8	14	26		
Suspicious Person	0	0	0	0	6	4	0	3	1	0	3	1	18	7	3	4		
Suspicious Vehicle	3	0	2	0	6	4	0	2	3	2	2	0	24	10	5	24		
Alarm	0	4	3	1	3	3	1	0	1	0	4	0	20	23	0	12		
Investigation	13	5	5	7	4	6	9	4	1	3	4	8	69	162	0	3		
DUI/Public Drunk	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0		
Drug Related	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Juvenile	0	0	0	0	0	0	0	0	0	0	0	0	0	4	0	0		
Traffic Control	3	2	3	2	5	7	7	9	2	3	2	0	45	41	20	14		
Traffic Stop	6	5	2	3	8	7	20	21	10	2	33	14	131	189	31	19		
Mutual Aid	3	6	3	5	6	5	1	8	1	1	1	4	44	45	9	38		
Animal	1	1	8	2	16	18	24	45	9	4	5	3	136	117	30	29		
Lost & Found	0	0	0	0	0	0	3	0	0	0	0	0	3	18	0	6		
Complaint	0	0	0	0	0	2	1	2	0	0	1	0	6	3	13	16		
City Ord. Violation	1	3	0	0	1	0	1	3	0	1	0	0	10	8	1	2		
Resident Assist	51	16	13	9	20	16	25	13	20	22	22	27	254	312	16	18		
Residence Check	679	526	409	384	315	299	367	344	447	462	512	535	5279	1299	36	0		
Business Check	166	162	211	236	180	255	290	257	246	205	184	185	2577	820	0	0		
Welfare Check	35	32	23	14	19	11	8	3	10	0	10	13	178	90	9	11		
Visitor Escort	13	4	5	5	4	4	6	6	4	9	3	3	66	190	22	34		
Vehicle Assist	6	3	0	4	5	1	6	5	4	5	0	0	39	80	36	70		
Arrests	1	0	0	0	0	0	2	0	0	0	1	0	4	8	1	5		
Warnings	3	7	0	2	5	7	16	14	11	2	30	12	109	121	4	3		
Citations	3	0	0	1	0	2	1	4	0	0	3	0	14	93	3	9		
Total Calls	1006	787	693	679	613	657	801	753	780	729	822	812	9132	3748	140	561		
911 Calls	10	12	8	4	14	9	4	5	9	6	7	5	93	69	0	90		
Mileage	4049	3269	3253	3756	3805	3447	3672	3935	3359	3271	3311	3134	42261	34929	18152	37039		