



CITY MANAGER'S WEEKLY REPORT

City of Villa Rica | David A Milliron, City Manager | 678.840.1211 | September 9, 2016

The people who work for the City of Villa Rica do their best to respond effectively to community needs. We are dedicated to excellent customer service, openness and transparency in our activities and proactive problem solving. In an effort to better inform the City Council, staff and the public about the operations of their local government, this weekly report is published online at <http://goo.gl/fjOjvw>.

Public Safety (Michael Mansour, Police Chief)

Administrative

- 16 Accident Reports Completed
- 104 Citations Issued

August 29

- Battery – FVA Hickory Level Road
- Arrest Probation Violation
- Identity Theft Augusta Woods
- Arrest Disorderly Conduct
- Theft by Taking South Dogwood
- Simple Battery River Trace
- Battery Cleghorn Street

August 30

- Arrest Probation Violation
- Criminal Damage to Property Thomas Dorsey
- Arrest Driving while unlicensed
- Criminal Trespass Stockmar Road
- Theft by Shoplifting West Bankhead Highway
- Runaway Juvenile (Located) Report Taken
- Arrest Shoplifting

August 31

- Terroristic Threats Cleghorn Street
- Theft of Lost/Mislaid Property West Bankhead Highway
- Criminal Trespass Cleghorn Street
- Arrest Driving while license suspended
- Civil Dispute Report Taken
- Identity Theft River Trace
- Arrest Terroristic Threats

September 1

- Affray Hickory Level Road
- Simple Assault Herrell Road
- Identity Theft Mariner Way
- Arrest Driving while license suspended

September 2

- Theft by Deception West Bankhead Highway
- Theft of Lost/Mislaidd Property Chipping Court
- Arrest Shoplifting
- Theft by Taking Edge Road
- Criminal Trespass Sara Sauls Drive
- Entering Auto Ball Park Drive
- Entering Auto Prospector Drive
- Domestic Dispute East Wilson
- Domestic Dispute Millpond Parkway

September 3

- Arrest Possession of Marijuana
- Battery – FVA Walker Street
- Simple Battery – FVA Peachtree Street

September 4

- Criminal Trespass Nautical Way
- Suicide Threats Report Taken
- Arrest Shoplifting
- Interference with Custody Report Taken
- Recovered Property Highway 78
- Damage to Property Red Branch Road

FVA: Family Violence Act

Financial Administration (Sarah Hefty, Chief Finance Officer)

Administration:

On August 31st, staff attended a Governmental Accounting Standards Board update in Kennesaw that was put on by Mauldin & Jenkins, auditors of the city's finances. Staff prepared a presentation about property taxes for the Council meeting on September 1st. Additionally, staff finalized the 2015 Hotel-Motel tax report to the state Department of Community Affairs.

Accounts Receivable:

For the week ending September 2nd, staff sent one invoice for \$305. As of September 2nd, the total of outstanding invoices due to the City is \$3,236.

Purchasing:

For the week ending September 2nd, staff processed 66 purchase orders.

Accounts Payable:

For the week ending September 2nd, staff processed 77 checks for a total of \$122,744. Of the total, \$2,520 was for SPLOST projects. The remainder was for other accounts payable.

Customer Service:

For the week ending September 2nd, the customer service staff receipted a total of \$367,589. Of that total, \$160,957 was for utility payments and \$198,273 was for local option sales tax. The remainder was for reconnects, inspections, licenses and other miscellaneous receipts. Additionally, staff receipted deposits and set up 6 new customer accounts.

Public Works (Pete Zorbanos, Director)

Water Plant:

- Water quality testing on-going.
- Monthly Operating and Surface Water Withdrawal Reports were submitted to the Georgia Environmental Protection Division.
- The new chlorine feed pumps arrived and are pending installation.
- Quarterly calibration of the laboratory equipment was completed.

Wastewater Treatment Plants:

- Both wastewater treatment plants maintained permit compliance.
- All staff members have or will have received new uniforms this week.
- The Jar Test for increased belt press performance has been scheduled for the West Plant.
- Instructions for thickening the digested sludge for the North Plant have been implemented. This should help increase solids and reduce belt press run-time, saving resources.

Distribution:

- Replaced the cut-off on a meter on Walker Street.
- Repaired the grounds with seed and hay at Walker Street.
- Replaced the cut-off on a meter on South Villa Road.
- Investigated two water leaks.
- All crew were certified in Flagging Training following training.
- Located and painted all the sewer and valve lids on Highway 78 from city line to city line.
- Met with a contractor at the water treatment plant about installation of a new pump.
- The sewer line maintenance was checked at Florence Circle and Summergate Subdivision.
- Measured and prepared the material list for the waterline replacement at North Villa Road, West Villa Road, South Villa Road and other areas of the city.
- The Locate crew member processed 59 locates.
- Performed two sewer blow outs.
- Dug up the street and replaced the water service line at Russell Street.
- Cut a manhole at North Avenue from under the road for a survey and put it back with a cold patch.
- Dug up and replaced the water service line at Darden Street due to a water leak.
- Repaired the road with gravel on Darden Street.
- Meter Reader:
 - Connected water service – 35
 - Customer courtesy calls – 4
 - Disconnected water service – 12
 - Registers installed – 22
 - Leak checks – 13
 - Reconnects – Non Pay – 10

Streets and Solid Waste:

- The Junk and Chipping crews completed all daily routes.
- Continued bush hogging along the city right-of-ways.
- Continued to trim around signs and other objects where the bush hogs were not able to cut.
- Cleaned equipment and some of the vehicles that are used daily.
- Removed material from dump sites along the city streets.
- Removed a dead, rotten limb that had fallen into the street.
- Removed a broken limb that was hanging between two trees above Spring Street.

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- Ground a stump where a dead tree was removed along the city right-of-way.
- Reinstalled several signs that had been damaged at different locations.
- Repaired the skid plate on the batwing mower.
- Prepared the saws and equipment in case Hurricane Hermine caused damage.
- Removed a dead animal from the street.
- Checked a street light for an outage and called it in for repair.
- Completed greasing and daily maintenance of the bush hogs and tractors.
- Emptied all the trash canisters along the sidewalks around the downtown area.
- Installed two temporary stop signs at different locations where The Department of Transportation stop signs were run over. The temporary signs were removed after the permanent signs were repaired.
- Repaired potholes with asphalt patches.
- Cut back the grass and weeds, sprayed with weed killer and blew off the grass clippings and debris along the street curbs, concrete islands and sidewalks.

Vehicle and Building Maintenance and Inmate Work Detail Crews:

- Fourteen vehicles were serviced and repaired by the Fleet Department.
- The light bar and department decal upgrades for all city vehicles are ongoing.
- Located and working on procurement of a 2008 Freightliner grapple truck for the Streets Department.
- Completed all Public Works budgets by deadline.
- A city vehicle daily checklist for all vehicles is being implemented for all departments to increase safety and save on maintenance costs. This will go into effect 9/12/16, a week later than previously planned due to the three-day holiday.
- Working with an engineer on Lake Fashion access issues at the water intake structure. This project is ongoing.
- Utility Locating classes have been set up for two staff members in the Distribution and Collections Department.
- Three new light fixtures have been ordered for the Hillcrest Cemetery sign and flag illumination. These will be repaired within two weeks.
- The General Maintenance Supervisor is working closely with the plant electronic controls technicians on solving problems with equipment failures. Upgrades will be looked at in several areas for all three plants.
- An additional Patrol Unit SUV was approved at the Council Meeting and will be ordered this week.
- Watching the progress at the new Library and coordinating the stepped door lock systems being installed by Best Access, which is on our Master Key Program.
- Multiple training classes are scheduled for various Public Works Departments in the coming weeks for certifications and safety. These are all set up and ready to move forward as the class dates approach.
- Continuing to work on job description updates for several positions under the direction of the General Maintenance Supervisor.
- Working on several preventive maintenance programs and issues at all the plants. Some of these are addressed in the new budget.
- Installing security cameras at all three our water and waste water treatment plants that will be monitored 24 hours a day. The water treatment plant security system has been completed.
- Metropolitan Communications will be doing the unfitting of the new patrol vehicles under the direction of the Police Department.
- Processed multiple purchase orders and submitted them to accounting for payment.
- Assisted the Public Works Director with project planning, material procurement and implementation.
- The General Maintenance Supervisor is working closely with the Douglas County and one of the Carroll County Inmate crews. The other Carroll County Inmate crew is under the Recreation Department's supervision.

- The Douglas County Inmate crew is working at the Gold Mine Museum on Mondays and Fridays, with the other 3 days picking up litter and cutting grass in Douglas County.
- Inmate crews are back to grass maintenance fulltime until Fall, when their duties will change to building issues. Trash and litter control will be first on that list.
- All downtown areas are being heavily groomed by the Carroll County Inmate crew for the Gold Rush Festival this weekend.

Stormwater/Watershed Management:

- The department continues to implement the Best Management Practices as outlined in the Stormwater Management Plan to meet the federal guidelines of the Municipal Separate Storm Sewer System (MS4) permit. This week staff began coordinating site visits with various industries that have Industrial Stormwater Permits (GAR050000) issued through the Georgia Environmental Protection Division. Staff completed inspections of all the city facilities that have industrial stormwater permits or a No Exposure Certification (NEE).
- A contractor completed the re-pour of the entire manhole lid that was crushed within the sidewalk on South Dogwood Street just before the entrance into the old gymnasium at Villa Rica Elementary. Staff completed this project by backfilling behind the sidewalk and manhole lid with several loads of dirt.
- Coordinated with a contractor to complete drainage repair work on 351 Thomas Dorsey Drive and 326 Rockmart Road.
- Continuing to complete general maintenance to various drainage structures that are located inside of the right-of-way. Trash and other noted items are removed from the structures as needed. Listed below are some areas of the city where maintenance of drainage structures was completed and inspected:
 - Eleanor Walk @ Highway 78: The grate was cleared of various debris and trash that accumulated on top, blocking the flow of water.
 - 218 Millpond Parkway: The catch basin was inspected and all the gaps were properly sealed around the culverts.
 - North Candler Street @ West Gordon Street: The grate and drop inlet was inspected. Dirt, leaves and kudzu were cleared from the grate.
 - Stone Street sewer and water easement: The trash rack was cleared of various debris that washes downstream before it enters into the culverts. Note: this is an ongoing maintenance item that is typically completed once a week or more depending on rain events.
 - West Wilson Street @ South Candler Street: Cleared sand, gravel and trash from the sidewalk storm drain.
 - 521 Old Town Road: Inspected the road culvert and removed various debris that had accumulated in and around the culvert.
 - Spring Street @ South Candler Street: Removed leaves that have fallen from the magnolia tree and other debris from the inlet of the storm drain.
 - 225 South Carroll Road: The storm drain was cleared of various debris.

Parks, Recreation & Leisure Services (Vicki Coleman, Director)

Administration:

- Staff continues to work on online software planning and implementation; Staff is waiting on updated addressing information to arrive from Carroll County to integrate with the software.
- A total of 22 background checks completed this week for Volunteer Coaches for Fall Sports.
- Facility Rentals
 - Powell Park, 1 rental
 - Civic Center, No rentals
 - Senior Dining room, 2 rentals
 - The Mill, Friday, September 9th, 9/11 Service, Saturday, September 10, Gold Rush
- A total of 44 participants have registered this week for various activities.
- Several staff members participated in the following training: Successful Supervision and Leadership Webinar

Athletics Division:

- Football & Soccer season begins Saturday, September 10th
- Staff has been lining and preparing fields for games
- Fall Baseball/Softball schedules will be passed out Thursday, September 8th.
- Infield mix will be applied next week

Library:

- Monday, September 5, 2016 – Closed for Labor Day.
- Tuesday, September 6, 2016 – Teen Movie Night, *Batman vs. Superman* @ 4:30 p.m.
- Wednesday, September 7, 2016 – “Little Listeners” @ 10:30 am (Ages 3-5)
- Wednesday September 7, 2016 – Staff worked on float for Gold Rush Parade.
- Thursday, September 8, 2016 – WGRL Mandatory ALL Staff Strategic Planning Meeting @ 10 a.m.
- Thursday, September 8, 2016 - BIB @ 11:00 am
- Thursday, September 8, 2016 — Staff worked on float for Gold Rush Parade.
- Saturday, September 10, 2016 –Book Club @12:00 p.m.
- Saturday, September 10, 2016 – Participate in Gold Rush Parade.

Maintenance Division:

- Cleaned gym at Gold Dust Park
- Cleaned all parks and all outside restrooms daily
- Cut grass on all athletic fields and throughout parks
- Setting up for 9/11 & Gold Rush
- New ice machine installed at Fullerville concession stand
- Repaired and painted walking trail bridges at Gold Dust Park

Pine Mountain Museum:

- Supernatural setting up display for Ghost Train all this week
- PMGM hosting Cowboy Festival, Saturday Sept 17th
- Planning for weekly demonstrations of shaker and related mining equipment
- Tours and programming continue.
- DCSO inmate crew removing all containers where mosquitos are breeding

Programs Division:

- Staff has been working to coordinate the following:
 - Gold Rush Festival – September 10, 2016
 - 9/11 Memorial – September 11, 2016
- Planning for the following events/projects is currently underway:
 - Comedy Night – September 24, 2016
 - Employee Family Day – November 5, 2016
 - Breakfast with Santa – December 10, 2016
 - Gold Nugget Drop – December 31, 2016

Senior Services Division:

- The center served 282 Congregate Meals and 236 home delivered meals this week
- One new client signed up this week.
- Staff continues training on “Harmony” - the new State software program.

Human Resource Management (Stephanie Rooks, Manager)

Recruitment:

- Public Works Department
 - Wastewater Operator - Open until filled.
 - Water Plant Superintendent – Open until filled.
- Parks, Recreation & Leisure Services
 - Part-time Recreation Program Leader – Accepting applications through September 14, 2016. 40 External Applicants

Employee Arrivals:

- Sharon Dupont – Tourism and Main Street Program Coordinator

Employee Departures:

- None this week

Miscellaneous:

- Tobacco Cessation classes begin

Office of Community Development

Planning and Zoning:

- Golden Business of the Week: Chat-N-Choo
- Weekly Community Development Staff Meeting
- Villa Rica Development Authority monthly meeting
- Training Webinar: Successful Supervision and Leadership
- Revisions to proposed Memorandum of Understanding between City and Villa Rica First Baptist Church for Hart House

Commercial Occupational Tax Licenses: 2

- DriButts: Michael Wall; Admin. Offices; located at 216 W. Montgomery St. with 1 employee.
- Motor City Garage: Brian Borek; Automobile Dealer; located at 104-B Hunter Industrial Blvd with 1 employee.

Home Occupational Tax Licenses: 2

- Celebrations of Life: Khadijah Aytch; Party Planner; located at 330 Berkley Drive with 1 employee.
- Plotner Photography: Chrissy Plotner; Photographer; located at 118 Berkley Drive with 2 employees.

Code Enforcement:

Villa Rica:

- Code Compliance Inspections: 34
- Code Compliance Letters Mailed: 16
- Signs Removed from Right-of-Way: 10
- Park & Ride Violation Notices: 0
- Delivered Stop Work Order to Holiday Inn Express Work Site
- Patrol mileage: 146 miles

Temple:

- Code Compliance Inspections: 20
- Code Compliance Letters Mailed: 5
- Patrol Mileage: 64

Building Permits and Inspections:

- 1 Building (Single Family Dwelling 1,240 sq. ft.), 1 Electrical & 2 Mechanical

Miscellaneous:

- Notary Services: 10

Downtown Development & Tourism (Christopher Pike, Manager)

General Notes: None

Meeting: Weekly Department Status Update Meeting with City Manager

Main Street Program

Ongoing Projects:

- Downtown Villa Rica Website Development
- Planning for Gold Rush Festival – September 10th
- Planning for Thrill at the MILL – October 29th
- Fundraising for Gold Miner Statue

Meetings/Events

- Report: Monthly Report – Department of Community Affairs
- Meeting: Gold Rush Logistics Meeting – Weekly Meeting
- Meeting: Parade Logistics Meeting
- Event/Meeting: #CarrollFirst Campaign Debut – Carroll County Chamber
- Meeting: Potential Event Sponsorship Meeting

Media Coverage

- Radio: WLBB: Gold Rush Festival
- Newspaper: Villa Rican: Gold Rush Festival

Golden Business of the Week

- Plaza Home Care

Main Street Membership Program

- Main Street Business Memberships: 0
- Main Street Discount Cards Issued: 0

Main Street Merchant/Business Services Rendered

- Business Site Visits: 1 (Plaza Home Care)

Marketing/Advertising/Community Engagement

- Radio: Graddick: Gold Rush Festival
- Newspaper: Times/Douglas/Villa Rican: Gold Rush Festival; Golden Business of the Week
- Magazine: Chapel Hill/Villa Rica: Gold Rush Festival
- Main Street Matters: Gold Rush Festival: New Main Street Member; Main Street Memberships; Golden Business of the Week; Rise-n-Shine

Twitter: 590 Followers

Instagram: 1137 Followers

Facebook: 6077 Likes

Downtown Development Authority

Ongoing Projects:

- Development of Welcome Center/Retail Center
- Gateway and Wayfinding Signs
- Funding opportunities for DDA.
- Development of General Standard Operating Procedures.

Meetings/Events

- Meeting: City Council Work Session: Funding for Downtown Market Study for Hotel/Conference Center
- Meeting: Status update meeting with Architect for Welcome Center/Retail Development

Tourism – Convention and Visitors Bureau

Ongoing Projects:

- R&R Design: Logo, Tagline, Website, Marketing Development
- Bylaws for Villa Rica Convention and Visitors Bureau
- Development of Tourism Advisory Board

Meetings/Events

- Meeting: Golden City Cruisers
- Meeting: R&R Design Tourism Kickoff Conference

Marketing/Advertising/Community Engagement

- Villa Rica Rodeo: Gold Rush Festival

End of Report