



CITY MANAGER'S

WEEKLY REPORT

City of Villa Rica | David A Milliron, City Manager | 678.840.1211 | September 16, 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. This weekly report is published online at <http://goo.gl/fjQjvw> to inform the City Council, city staff and the public about the operations of their local government.

Public Safety (Michael Mansour, Police Chief)

Administrative

- 21 Accident Reports Completed
- 92 Citations Issued

September 5

- Theft by Shoplifting
Carrollton Villa Rica Highway
- Simple Assault
Firethorn Court

September 6

- Arrest
Driving while license suspended
- Criminal Trespass
Nautical Way
- Arrested (2)
Disorderly Conduct
- Aggravated Cruelty to Animals
Report Taken

September 7

- Fraud
Millwheel Drive
- Arrest
Disorderly Conduct
- Theft by Deception
Florence Circle
- Theft of Lost/Mislaid Property
Carrollton Villa Rica Highway
- Burglary
Gold Creek Drive
- Juvenile Arrest
Shoplifting
- Criminal Damage to property
Coastal Pointe

September 8

- Arrest
Probation Violation
- Arrest
Probation Violation
- Theft by Deception
Second Street
- Entering Auto
Highway 61 South

September 9

- Arrested (2)
Theft by Deception
- Theft by Shoplifting
Carrollton Villa Rica Highway
- Arrest
Court Ordered Arrest
- Arrest
Court Ordered Arrest

- Arrest
- Arrest

Court Ordered Arrest
Court Ordered Arrest

September 10

- Arrest
- Aggravated Assault
- Battery
- Theft by Shoplifting
- Arrest
- Battery – FVA

Obstruction
Alton Circle
West Bankhead Highway
Rockmart Road
Driving while license suspended
Dartmouth Way

September 11

- Battery – FVA
- Criminal Trespass
- Gas Drive Off
- Domestic Dispute

Stone Way
Acorn Hill
Highway 61 connector
Old Stone Road

FVA: Family Violence Act

Financial Administration (Sarah Hefty, Chief Finance Officer)

Administration:

Staff met with the City Manager to discuss departmental budget requests for 2017. Staff also prepped for the departmental budget meetings on September 13th – 16th. Additionally, on Thursday, September 8, staff participated in a webinar called “Successful Supervision and Leadership.”

Accounts Receivable:

For the week ending September 9, staff sent one invoice for \$6,819. As of September 9, the total of outstanding invoices due to the City is \$10,055.

Purchasing:

For the week ending September 9, staff processed 71 purchase orders.

Accounts Payable:

For the week ending September 9, staff processed 59 checks for a total of \$189,919. There were no SPLOST project checks.

Customer Service:

For the week ending September 9, the customer service staff receipted a total of \$187,174. Of that total, \$166,228 was for utility payments and \$12,555 was for water and sewer taps. The remainder was for reconnects, inspections, licenses and other miscellaneous receipts. Additionally, staff receipted deposits and set up 24 new customer accounts.

Water Plant:

- Water quality testing on going.
- Installed new motor on the flocculator.
- Installed new mixer on the carbon feed system.
- Installed new chlorine feed pumps.
- Drained and cleaned the sedimentation basin.
- Notification of the Georgia Environmental Protection Division's Level 1 Drought Response encouraging water conservation posted on the City web site.

Wastewater Treatment Plants:

- Both North and West wastewater treatment plants maintained permit compliance.
- New standard operating procedures are being initiated for the FOG program to work toward a streamlined system.
- Cedar Chem was at the West Plant and had great success in preconditioning the digester sludge and running the belt press.

Distribution:

- Replaced the cut-off on a meter on Walker Street.
- Repaired the ground 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.
- Located and painted all the sewer and valve lids on Highway 78.
- 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 blowouts.
- 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 dumpsites along the city streets.

- Removed dead, rotten limbs that had fallen into the street.
- Reinstalled several signs that had been damaged at different locations.
- Removed a dead animal from the street.
- Completed greasing and daily maintenance of the bush hogs and tractors.
- Emptied all the trash canisters along the sidewalks around the downtown area.
- Installed temporary stop signs where a Georgia Department of Transportation stop sign was run over; the temporary sign was removed after the permanent sign was 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.
- Employees attended an erosion and sediment control certification class.
- Closed East Montgomery Street while the crew removed a fallen tree.
- Repaired a large water cut with asphalt; it was temporarily filled with gravel.
- Relevelled a sunken waterline cut in the road that was previously repaired.
- Hung Taste of Villa Rica banners in the Downtown area.
- Repaired a section of the sidewalk with concrete that was removed for a water repair.
- Relocated an equipment trailer from the city shop to the city storage/car wash area.
- Washed the city vehicles and checked for maintenance.

Vehicle and Building Maintenance and Inmate Work Detail Crews:

- Twelve vehicles were serviced and repaired by the Fleet Department.
- The light bar and department decal upgrades for all City vehicles are ongoing.
- Completed lighting repairs at the Hillcrest Cemetery sign.
- Completed the first round of the Public Works budget workshops.
- A city vehicle daily checklist has been implemented to increase safety and save on maintenance costs.
- Lights in Courthouse, and Police Department have been repaired this week. Some ballasts are on order.
- Worked exclusively last week on the Gold Rush preparations on grounds maintenance. Grass cutting schedules are back to normal this week.
- 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.
- Backup generators for the last two lift stations that are not so equipped are being planned. A Request for Proposal (RFP) announcement will be going out next week.
- The General Maintenance Supervisor is working closely with the plant electronic control technicians on solving problems with equipment failures. Upgrades will be looked at in several areas for all three plants.
- Monitored the progress at the new Library and coordinating the stepped door lock system installation by Best Access, which is on our Master Key Program.
- Continued to work on job description updates for several positions under the direction of the General Maintenance Supervisor.
- Worked on several preventive maintenance programs and issues at all the plants
- Installing security cameras at all three of our water and wastewater treatment plants that will be monitored 24 hours a day. The Water Treatment plant security system has been completed; The West Plant is currently in progress.
- Metropolitan Communications is 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 Inmate Crew and one of the Carroll County Inmate Crews.
- 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.
- The Douglas County Inmate Crew repaired the fence and gate at the Douglas County Pump Station and cleaned up the entire structure on Conners Road.
- Working on plans and scheduling for a new fence at the Catamaran Cove lift station.

Stormwater/Watershed Management:

- Continued 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. During this weekly report, staff completed site visits to inspect Mary Ann Industries and the three Printpack facilities. Both industries have an Industrial Stormwater Permit (GAR050000) issued through the Georgia Environmental Protection Division. There were no issues found during the inspections of the mentioned facilities.
- Handled drainage concern from resident at 151 Chadwick Place. Earlier in the year sections of the sidewalk were replaced in front of the home. In doing so, small French drains were installed under the sidewalks by the contractor to help keep the underground springs from eroding away the sidewalks.
- Storm water technician attended an erosion and sediment control training class to obtain the level 1A state certification issued through the Georgia Soil and Water Conservation Commission (GSWCC).
- Staff continues 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 during this weekly report:
 - North Avenue: All driveway culverts were inspected and cleared of various debris and trash as needed at the inlet of the pipes.
 - 151 Chadwick Place: Dirt was used to fill around the circular inlet box sticking up about one inch (1”) from the ground and then leveled off even with the ground.
 - 1068 Southwoods Drive: Removed trash, newspapers, and bags of dog waste from the inside of the catch basin.
 - Cooley Way: Four catch basins were inspected and cleaned out. Several five-gallon buckets of silt were removed from the throats of the catch basins along with various trash items from inside the basin.
 - 149 Pin Oak Trail: Removed various household trash from the catch basin.
 - Pin Oak Trail @ Anderson Drive: Cleared a culvert under the road that had various loose debris blocking the inlet of the culvert.
 - East Montgomery Street @ Thomas Dorsey Boulevard: Cleared the ditch line and unclogged the culvert.
 - 519 Russell Street: Removed trash from the front of the catch basin.

Administration:

- Fullerville Trailhead Project: Georgia Department of Transportation (GDOT) has evaluated the city's lowest bidder and determined the contractor did not meet all of GDOT's DBE certification requirements before bid opening. GDOT requires the city move to its next lowest bidder. Staff will bring the second lowest bidder before the City Council at its next meeting.
- Staff continues to work on online software planning and implementation; Staff has forwarded addressing information to software developers to integrate with the software. The company's development group is evaluating the city's data structuring requirements.
- 19 background checks completed this week for Volunteer Coaches for Fall Sports.
- Facility Rentals
 - Powell Park, 2 rentals
 - Civic Center, Senior Dance, Friday September 17.
 - Senior Dining room, 2 rentals
 - The Mill, Golden City Cruisers, Saturday, September 17 - 3:30 pm – 8:00 pm
- 29 participants have registered this week for various activities.

Athletics Division:

- Fall baseball/softball games begin Monday September 19th
- New infield dirt has been spread and will be dragged in and completed by end of the week.
- Football games this Saturday will be played at VRHS in conjunction with their homecoming.
- VRRD teams will participate in VRHS homecoming parade Thursday afternoon.

Library:

- Monday, September 12, 2016 – Adult Game Day @ 12:30 p.m.
- Monday, September 12, 2016 – Computer Class @ 4:00 p.m.
- Tuesday, September 13, 2016 – Friends of the Library meeting @ 12:00 p.m.
- Wednesday, September 14, 2016 –“Little Listeners” @ 10:30 am (Ages 3-5)
- Thursday, September 15, 2016 - BIB @ 11:00 am (Ages 0-2)
- Thursday, September 15, 2016 — WGRL STEAM Engine – *Make It Station* – “Electronics”.
- Staff began to pack books to be moved to new location.
- Continued to weed book collection.

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
- Set up for Senior Dance
- Staff put out infield mix on ballfields at Gold Dust Park
- Staff attended Erosion Control class

Pine Mountain Museum:

- Supernatural setting up display for Ghost Train all this week
- PMGM hosting Cowboy Festival, Saturday Sept 17th
- Line crossing and 100' rail line repair to take place Thursday 9/15/16

- Tours and programming continue.
- DCSO inmate crew is continuing to clean up around mountain

Programs Division:

- Staff has been working to coordinate the following:
 - Post Gold Rush Festival Meeting
 - Setup sound system for Community Pep Rally
- 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
 - 10th Annual Volunteer Appreciation Banquet – March 11, 2017

Senior Services Division:

- The center served 276 Congregate Meals and 236 home delivered meals this week
- One new client signed up this week.
- Senior trip to MJ's restaurant in Carrollton for dinner on September 14.

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. 118 External Applicants

Employee Arrivals:

- Sharon Dupont – Tourism and Main Street Program Coordinator

Employee Departures:

- David Henson – Wastewater Plant Manager

Miscellaneous:

- Employee tobacco cessation classes have begun

Training Hours:

- 20 Employees attended a four-hour Flagging Training class to update certifications
- Multiple staff participated in a training webinar called “Successful Supervision and Leadership”
- Two staff members and the Mayor are participating in the 11-week Villa Rica Police Department’s Citizens Police Academy

Planning and Zoning:

- Participated in Gold Rush Parade and Festival
- Weekly Department Heads meeting
- Weekly Administration Department staff meeting
- Weekly Community Development staff meeting
- Meeting with Norfolk Southern / Joel Harrell on ROW Safety Concerns at VR Rail Grade Crossings
- Processed tax digest data for Carroll and Douglas County; meeting with Carroll County Tax Commissioner
- Golden Business of the Week - Villa Rica Chiropractic Center - 117 S Carroll Rd, Villa Rica, GA
- Lunch meeting with Dick Chambers, Villa Rica Housing Authority
- Department Budget Meeting
- Monthly Historic Preservation Commission meeting
- NPDES Training: Erosion & Sediment Certification 1A Initial
- Meeting with College and Career Academy North Campus at Hillcrest Cemetery regarding access control upgrades
- Attended and presented the city's RSVP Downtown Master Plan at the Georgia Municipal Association District 4 Fall Meeting in Griffin, Ga.

Commercial Occupational Tax Licenses: 1

- Loyal Cutz: Michael Alexander; Barber Shop at 265 Montgomery St. with two employees.

Home Occupational Tax Licenses: 1

- KNAK, Inc.: Alan Collins; Office/Entertainment/Party Supplies at 392 River Trace Dr. with two employees.

Renewals: 1

Out of State Insurance Companies: 0

Zoning Verification (verbal): 0

Code Enforcement:

Villa Rica:

- Code Compliance Inspections: 29
- Code Compliance Letters Mailed: 0
- Signs Removed from Right-of-Way: 33
- Park & Ride Violation Notices: 0
- Picked Up Public Hearing Signs
- Patrol mileage: 141 miles

Temple:

- Code Compliance Inspections: 62
- Code Compliance Letters Mailed: 2
- Patrol Mileage: 15

Building Permits and Inspections:

- One Building (New Commercial); Two Electrical; Three Mechanical; and One Plumbing

Miscellaneous:

- Notary Services: 7

Downtown Development & Tourism (Christopher Pike, Manager)

General Notes: None

Meeting: Weekly Department Status Update Meeting with City Manager
International Downtown Association Conference

Main Street Program

Ongoing Projects:

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

Meetings/Events

Meeting: Promotions Committee
Meeting: Gold Rush Sound and Lighting Walk Through
Meeting: Gold Rush Logistics Meeting – Weekly Meeting
Meeting: Parade Logistics Meeting
Event: 9/11 Program
Event: Gold Rush Festival

Media Coverage

Golden Business of the Week

Chat & Choo

Main Street Membership Program

Main Street Business Memberships: 1
State Farm: Bradford Hegler
Main Street Discount Cards Issued: 4

Main Street Merchant/Business Services Rendered

Business Site Visits: 1
Chat & Choo

Grants:

Exterior Improvement Grants: 0
BOOST Grants: 0

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: 615 Followers
Instagram: 1155 Followers
Facebook: 6088 Likes

Downtown Development Authority

Ongoing Projects:

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

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

Business Prospect Meeting

Prospect meetings: 0

Grants

Façade Grant Applications: 0

Tourism – Convention and Visitors Bureau

Ongoing Projects:

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

Meetings/Events

Media Coverage

Newspaper: Villa Rican: Tourism Rebranding Project

Marketing/Advertising/Community Engagement

Hotel/Business Services Rendered

Site Visits: 0

Sponsorships/Marketing/Advertisement

- Sponsorship: 0

End of Report