



CITY MANAGER'S

WEEKLY REPORT

City of Villa Rica | David A Milliron, City Manager | 678.840.1211 | September 30, 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

- 27 Accident Reports Completed
- 72 Citations Issued

September 19

- Concern for Welfare
Bolijeri Blvd
- Theft by Conversion
West Bankhead Highway
- Entering Auto
Hillcrest Drive
- Entering Auto
I-20
- Rape
Report Taken
- Arrest
Driving while unlicensed
- Statutory Rape
Report Taken
- Arrest
Failure to Appear

September 20

- Theft by Taking
East Bankhead Highway
- Arrest
Probation Violation
- Identity Theft
Charles Place

September 21

- Runaway Juvenile Located
Report Taken
- Dog Complaint
Industrial Blvd
- Theft by Conversion
West Bankhead Highway
- Deposit Account Fraud
Industrial Court
- Unattended Death
Report Taken
- Arrest
Shoplifting
- Arrest
Failure to Appear
- Criminal Damage to Prop.
South Carroll Road
- Arrest
Driving while unlicensed
- Criminal Trespass
Bankhead Highway

September 22

- Arrest
- Arrest X 2
- Arrest

Driving while license suspended
Shoplifting
Shoplifting

September 23

- Arrest
- Battery
- Entering Auto X 2
- Arrest

Probation Violation
Stockmar Road
Industrial Court
Battery – Fva

September 24

- Terroristic Threats
- Child Molestation
- Arrest
- Arrest
- Theft by Taking
- Deposit Account Fraud

West Montgomery
Report Taken
Driving while license suspended
Probation Violation
Honeysuckle Lane
Mirror Lake Blvd

September 25

- Arrest
- Disorderly Conduct
- Criminal Trespass
- Death Investigation
- Recovered Stolen Vehicle

Failure to Appear
Dallas Highway
Sycamore Lane
Report Taken
I-20

FVA: Family Violence Act

Financial Administration (Sarah Hefty, Chief Finance Officer)

Administration:

Staff continues to analyze the proposed 2017 budget. Additionally, staff prepared the financial update and presentation for the upcoming work session.

Accounts Receivable:

During the week ending September 23rd, two invoices were sent out, and one payment was received. As of September 23rd, the total of outstanding invoices due to the City is \$25,261.

Purchasing:

For the week ending September 23rd, staff processed 79 purchase orders.

Accounts Payable:

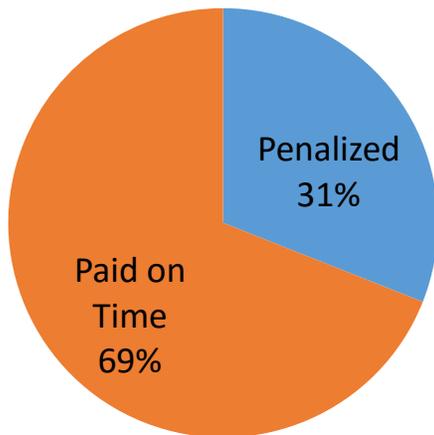
For the week ending September 23rd, staff processed 93 checks for a total of \$242,586. Of the total, \$5,900 was for SPLOST projects. The remainder was for other accounts payable.

Customer Service:

For the week ending September 23rd, the customer service staff receipted a total of \$159,288. Of that total, \$60,238 was for utility payments and \$19,913 was for franchise tax. The remainder was for reconnects,

inspections, licenses and other miscellaneous receipts. Additionally, staff receipted deposits and set up 12 new customer accounts.

Penalties were assessed for customers that had not paid off their accounts by September 15th. Of the total customers, 1,860 (31%) were penalized, which is down from the 32.4% who paid late in August.



Water Plant:

- Water quality testing is ongoing
- Bacteriological samples were collected in the distribution system and submitted to the State laboratory.
- Water treatment supplies were ordered.

Wastewater Treatment Plants:

- The North and West plants stayed in compliance with NPDES permit requirements.
- The new Variable Frequency Drives (VFD's) on the North Plant are running smoothly and are already passing savings on to the customer in savings of power consumption.
- Since the North Plant Variable Frequency Drive (VFD) project was such a success more projects are in the planning stages this week.
- The Fat, Oil and Grease (FOG) program is continually improving and with each inspection we find a high percentage of businesses are compliant with permits. This keeps the collection systems clean and reduces operational cost.

Distribution:

- Excavated and repaired five three-quarter-inch (¾”) service lines due to water leaks.
- Excavated and repaired one two-inch (2”) service line due to a water leak.
- Investigated four water leaks.
- Performed two sewer backups.
- Investigated one sewer backup.
- Met with a contractor at the Race Trac store about sewer lines.
- Placed a dye tab in the sewer line at the Race Trac store to trace sewer lines.
- Performed a water pressure test at four locations within the city.
- Explored a two-inch (2”) galvanized line on North Avenue.
- Installed a water meter at Walker Street.
- Applied gravel on the road cut at South Dogwood.
- Applied hay and seed at North Lasseter Court and South Lasseter Circle.
- Met with a homeowner regarding a water line repair at South Harbour.
- Serviced the tractor with an oil change and lube.
- Locate crew member processed 70 locates.
- Meter Reader –
 - Connected water service – 22
 - Customer courtesy calls – 2
 - Disconnected water service – 7
 - Door tags – 1
 - High usage calls – 20
 - Meter base installed – 1
 - Registers installed – 20
 - Leak Checks – 3

Streets and Solid Waste:

- Cleaned equipment and some of the vehicles that are used daily.
- Completed all vehicle morning daily maintenance inspections.
- Trimmed limbs along the sidewalk for visibility for the “stop ahead” signage being installed for the new three way stop at Dallas Highway / Rockmart Road.
- Removed material from dump sites along the city streets.
- Removed dead, rotten limbs that had fallen in the street.
- Called the Department of Transportation and notified them of signs that had been damaged and need replacing.
- The Junk Crew and Chipping Crew completed all daily routes.
- Installed an extra “stop ahead” sign on Rockmart Road for Jones Street traffic going toward the new three way stop at Dallas Highway / Rockmart Road.
- Filled in along the edges of the sidewalk repair sections.
- 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 out the curbing along Spring Street near South Carroll Road.
- Reinstalled several city regulatory signs and poles that had been damaged at different locations.
- Removed dead animals from the street.
- Washed vehicles.
- Repaired some cuts within the streets with asphalt patching that had been filled with gravel from water line repairs.
- Completed greasing and daily maintenance of the bush hogs and tractors.
- Emptied all the trash canisters along the sidewalks around the downtown area.
- Repaired potholes with asphalt patch.
- Cut back the grass and weeds, sprayed with weed killer and blew off the grass clippings and debris along the street curbs and sidewalks.
- Filled in the shoulder wash out sections on Rockmart Road, Thomas Dorsey Drive and South Candler Street.
- Coordinated with the Stormwater Department to fill in the washed area with rip rap on South Candler Street.

Vehicle and Building Maintenance and Inmate Work Detail Crews:

- Fifteen vehicles were serviced and repaired by the Fleet Department.
- Completed the current city vehicle list with mileage and department assignments.
- The light bar and department decal upgrades for all city vehicles are ongoing.
- Working on a bid package for two lift station generators and a backup generator for the SCADA system. These last two lift station generators, when completed, will put all of the lift stations on backup power sources.
- Working on 2017 capital budget item requests and options.
- Continue working with the engineer on Lake Fashion access issues at the water intake structure. This project is ongoing.
- Two new LED light fixtures have been installed at the City Hall sign.
- Staff and management are working closely with the plant electronic controls technicians on solving problems with equipment failures. Upgrades are being looked at in several areas, at all three plants.
- The General Maintenance Supervisor assisted with the new Library’s stepped door lock systems being installed by Best Access which is on the Master Key Program. This is nearly completed; delays were due to incorrect door specifications.
- 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 three of the plants. Some of these are addressed in the new budget requests.
- Installing security cameras at all three of the water and wastewater treatment plants that will be monitored 24 hours a day. The Water Treatment Plant and the West Plant system have 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 Douglas County Inmate crew is working at the Gold Mine Museum on Mondays and Fridays, with the other three days picking up litter and cutting grass in Douglas County.
- The Inmate crews will continue grass maintenance fulltime until Fall, when their duties will change to building issues. Trash and litter control will be first on the Fall list.

Stormwater/Watershed Management:

- Implementation of 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 is ongoing. During this weekly report, staff continued to inspect various drainage facilities and structures, outfall screenings, and properly process the reports from the inspected industries thus far that have an Industrial Stormwater Permit (GAR050000) issued through the Georgia Environmental Protection Division.
- Handled a storm water issue from a property owner at the corner of Spring Street and South Carroll Road. The property owner was attempting to install an undersized culvert inside of the city right-of-way ditch line without approval from the city and without proper sizing by a certified engineer. Staff met with the property owner to instruct removal of the pipe immediately. The property owner complied and had the culvert pipe removed from the ditch line. Note: Staff handled the issue before any disturbance was conducted within the ditch line.
- Worked with a contractor in digging out the ditch line on 351 Thomas Dorsey Drive so storm water runoff can drain properly through the right-of-way. Also worked with a contractor to fix the erosion issue inside the city right-of-way at 326 Rockmart Road. Several dump truck loads of dirt were hauled in to fix the erosion issue.
- 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 during this weekly report:
 - 22 Cashel Court: There was a huge gap between the culvert inlet and the concrete catch basin structure. Bricks, mortar and expandable sealant were used to fill in the gap.
 - South Dogwood Street @ Maple Street: The drop inlet was full of silt and muck from a water leak repair just above the drainage structure. The drop inlet was cleaned out after repairs were made to the water line. Staff is in the process of getting a proposal from a contractor to replace the metal grate with a concrete top since the grate is compromised.
 - South Dogwood Street @ Peachtree Street: Various vegetation, leaves and trash were removed from the storm drain and culvert.
 - 311 North Avenue: The driveway culvert inlet and outlet that were packed with dirt and debris were dug out.
 - 1038 Summer Cypress Drive: Removed trash and debris from the inside of the catch basin.
 - Stockmar Road @ Mirror Lake Parkway: Cleaned debris from the top of the storm drain.
 - 529 South Dogwood Street: Worked with the Street Department to place rip-rap in the washed out area of the stream bank to help control erosion.

Administration:

- Facility Rentals
 - Powell Park, 3 rentals
 - Civic Center, Senior Dance, U Can Dance workshop
 - Senior Dining room, 2 rentals
 - The Mill, Final Comedy Night series, Saturday, September 24th, 8:00 pm – 10:00pm
- A total of 18 participants have registered this week for various activities.

Athletics Division:

- Staff working on parent information sheets for Basketball registration
- Both Saturday football games have been moved to Monday night due to referee associations being shorthanded this weekend.
- Staff is meeting with a group next week to schedule some basketball games in our gyms for kids with special needs

Library: No Report received

Maintenance Division:

- Darryl Brazier completed his GRPA Certification in Playground Safety Inspection
- Cleaned gym at Gold Dust Park
- Cleaned all parks and all outside restrooms daily
- Cut grass on all athletic fields and throughout parks
- Northwest Wildlife installed squirrel traps and secured areas of the building to address issues at Powell Park.
- Staff continues to work on outside restroom issues at Gold Dust Park.
- Set up for Senior Dance at V-Plex

Pine Mountain Museum:

- Supernatural continuing setup for Ghost Train.
- "NO FISHING" signs reinstalled.
- College film students filming at PMGM for class assignment Sept 24th.

Programs Division:

- Villa Rica Tour for New Employees
- Completed Recreation Program Leader Interviews
- Attended Chamber of Commerce Training: Explaining the Overtime Rule & Conversations to Have Now
- Tips and Tricks to Successful Email Marketing Webinar
- Planning for the following events/projects is currently underway:
 - 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
- Started five new home delivered meals
- Silver Eagles Band performed for the Seniors on September 28th

Human Resource Management (Stephanie Rooks, Manager)

Recruitment:

- Public Works Department
 - Wastewater Lead Operator - Accepting applications through September 30, 2016. Four external candidates, one internal candidate
 - Water Plant Operator – Accepting applications through September 30, 2016. Three external candidates.
 - Wastewater Plant Superintendent – Accepting applications through September 30, 2016. Three external candidates, one internal candidates
- Parks, Recreation & Leisure Services
 - Part-time Recreation Program Leader –Position closed. 148 external applicants – Review in progress.

Employee Departures:

- Ricky Dewberry – Street Department

Training Hours:

- Staff members completed 25 hours of training

Planning and Zoning:

- Weekly Department Head Meeting
- Weekly Administration Department Meeting
- Chick Fil A meeting regarding state traffic pattern changes
- Villa Rica tour for new employees
- Golden Business of the Week
- Villa Rica Road Resurfacing - Bid Opening
- Economic Development project meeting
- Library Construction closeout meeting
- Weekly Community Development Staff Meeting
- First Baptist Church of Villa Rica Sewer System Design Meeting
- Meeting with resident regarding housing opportunities in Central Business District
- Preliminary pre-plan review meeting with company moving to Villa Rica from Carrollton
- Mayor and Council Work Session
- Budget Review Meetings

• Commercial Occupational Tax Licenses: 1

SIB-KIC, LLC for Real Estate Investing is located at 311 W. Church Street with 3 employees and owned by John Covalli.

• Home Occupational Tax Licenses: 1

GFPC, LLC for Fire Protection has an office located at 618 Hemlock Court with 6 employees and owned by Brandon Barker.

• Zoning Verification (verbal): 2

Code Enforcement:

Villa Rica:

- Code Compliance Inspections: 39
- Code Compliance Letters Mailed: 12
- Signs Removed from Right-of-Way: 19
- Patrol mileage: 158 Miles

Temple:

- Code Compliance Inspections: 13
- Patrol Mileage: 67 Miles

Building Permits and Inspections:

2 Building, 2 Electrical, 3 Mechanical & 2 Plumbing

Plan Reviews: 3

Miscellaneous:

- Notary Services: 13

Downtown Development & Tourism (Christopher Pike, Manager)

General Notes:

Meeting: Weekly Department Status Update Meeting with City Manager
Meeting: Weekly Administration Department Meeting

Main Street Program

Ongoing Projects:

Planning for Thrill at the MILL – October 29th
Villa Rica Casino Night – November 5th
Christmas on Main Street – December 3rd
Egg Nog Jog and Reindeer Run – December 3rd
Fundraising for Gold Miner Statue
Downtown Villa Rica Website Development

Projects in Progress:

Small Business Saturday November 2016
Villa Rica Restaurant Week July 2017
Main Street Food Drive November 2016
Scarecrow Contest

Meetings/Events

Meeting: Rise-n-Shine Planning Meeting
Event: Volunteer & Staff Appreciation Luncheon
Event: Rise-N-Shine

Media Coverage

None

Golden Business of the Week

RWB Services

Main Street Merchant/Business Services Rendered

Business Site Visits: 1
RWB Services
Cinema Tavern

Marketing/Advertising/Community Engagement

Newspaper: Times/Douglas/Villa Rican: Golden Business of the Week
Magazine: Chapel Hill/Villa Rica: Thrill at the MILL
Main Street Matters: Scarecrow Contest, Thrill at the MILL, New Main Street Member; Main Street Memberships; Golden Business of the Week; Rise-n-Shine

Twitter: 629 Followers
Instagram: 1165 Followers
Facebook: 6090 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

Projects in Progress;

Farmers & Craft Market
9 Vendors committed
2017 Schedule Completed

Meetings/Events

Meeting: Status Update meeting with DDA Members

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
Developed profile sheet and events calendar for operators

Meetings/Events

Meeting: Thomas Dorsey Board President
Meeting: Thomas Dorsey Festival Board Meeting

Media Coverage

None

Prospecting Sales Call (Business we called on)

Georgia and Alabama Motor Coach Operators Association

Sale Call Service (Incoming Request for Information)

Marketing/Advertising/Community Engagement

Promotional Items Developed for Tourism

Hotel/Business Services Rendered

Site Visits: 4

End of Report