



CITY MANAGER'S WEEKLY REPORT

City of Villa Rica | David A Milliron, City Manager | 678.840.1211 | October 7, 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/fjOjvw> to inform the City Council, city staff and the public about the operations of their local government.

Public Safety (Michael Mansour, Police Chief)

Administrative

- 16 Accident Reports Completed
- 75 Citations Issued

September 26

- Arrest Driving while unlicensed
- Burglary Harlan Lane Road
- Statutory Rape Report Taken
- Arrest Battery - Fva

September 27

- Criminal Trespass River Trace
- Burglary Pate Drive
- Arrest Battery – Fva
- Criminal Damage to Property Wall Street

September 28

- Burglary Rockmart Road
- Theft by Taking East Wilson
- Runaway Juvenile (Located) Report Taken
- Arrest Failure to Appear
- Arrest Illegal possession of a controlled substance

September 29

- Theft by Taking Cooley Way
- Arrest Probation Violation
- Theft by Taking East Wilson
- Arrest Shoplifting

September 30

- Runaway Juvenile Report Taken
- Terroristic Threats Pin Oak Trail
- Arrest Terroristic Threats
- Arrest Driving while unlicensed

October 1

- Arrest Possession of Marijuana
- Burglary Barrington Lane
- Arrest Driving while license suspended
- Arrest Simple Battery
- Arrest Shoplifting
- Criminal Trespass East Wilson
- Theft of Lost/Mislaid Prop. North Dogwood
- Recovered Property West Bankhead Highway

October 2

- Arrest Illegal possession of a controlled substance
- Theft by Taking Rockmart Road
- Theft by Taking Three West Parkway
- Simple Battery Hickory Level Road
- Terroristic Threats North Bay Overlook

FVA: Family Violence Act

Financial Administration (Sarah Hefty, Chief Finance Officer)

Administration:

Staff continued to calculate and analyze the 2017 budget.

Accounts Receivable:

During the week ending September 30th, two payments were received. The total of outstanding invoices due to the City is \$3,236.

Purchasing:

For the week ending September 30th, staff processed 71 purchase orders.

Accounts Payable:

For the week ending September 30th, staff processed 45 checks for a total of \$199,662. Of the total, \$11,352 was for SPLOST projects. The remainder was for other accounts payable.

Customer Service:

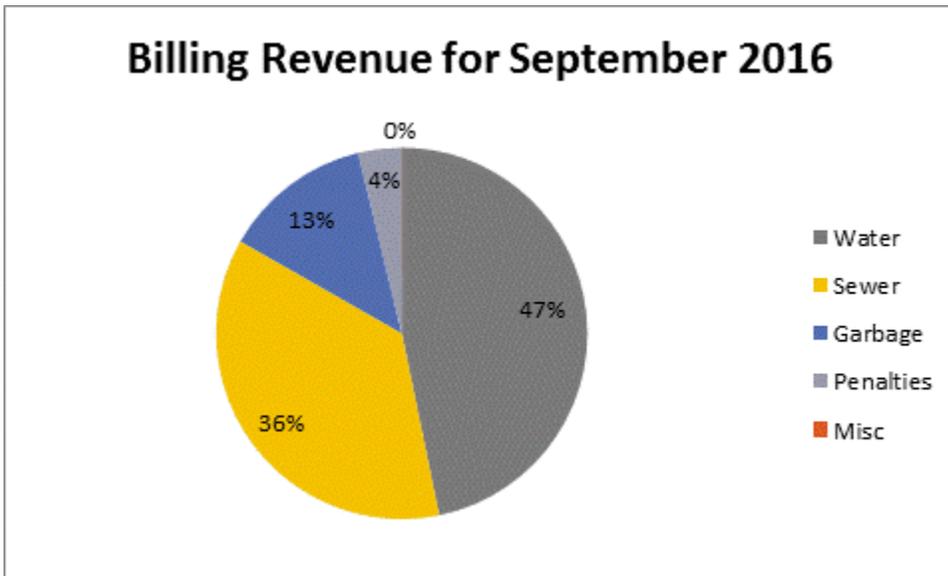
For the week ending September 30th, the customer service staff receipted a total of \$439,746. Of that total, \$171,649 was for utility payments and \$185,616 was for local option sales tax. The remainder was for reconnects, inspections, licenses and other miscellaneous receipts. Additionally, staff receipted deposits and set up 22 new customer accounts.

Water services were cut-off for 60 accounts during the week ending September 30th.

Almost 6,000 bills were sent to the vendor be printed and mailed on September 29th. The total amount of the revenue generated was \$522,972. A 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.



Public Works (Peter Zorbanos, Director)

Water Plant:

- Water quality testing is ongoing.
- Bacteriological samples were collected in the distribution system and submitted to the State laboratory.
- The Monthly Operating and Surface Water Withdrawal reports were submitted to the Georgia Environmental Protection Division.
- New valve actuators were installed on the filter rewash and effluent valves.
- Lake level monitoring installation has begun for Lake Fashion.

Wastewater Treatment Plants:

- Both the North and West Plants stayed within compliance with NPDES permit requirements.
- Representatives from Cedarchem in Cedartown, Ga. have been working with plant operations to save costs on chemical usage. Initial results look very good to decrease spending on solids removal.
- Jerome McHenry and Dino Lester have been working with the Villa Rica Wastewater department for a year now and continue to serve their positions well.

Distribution:

- Excavated and repaired one three-quarter-inch (3/4") service line due to a water leak.
- Investigated two water leaks.
- Performed four sewer backups.
- Video footage was taken of a sewer line on North Carroll Street.
- Investigated four sewer issues.
- Replaced the teeth on the bucket of the backhoe.
- Met with a homeowner in Brandywine Subdivision regarding water pressure.
- Installed six water meters at Somerport Subdivision for new service.

- Replaced a damaged meter box on North Villa Road.
- Repaired a road cut with road patch.
- Used sewer tape and locate equipment to locate a sewer line at Gold Dust Park.
- Checked and marked the water valves on Highway 78.
- Crew members attended a meeting with the City Manager.
- Met with the manager at Dunkin Donuts.
- Checked the water pressure at East Gordon Street.
- Crew members assisted with non-payment disconnects of water service.
- The Locate crew member processed 56 locates.
- Meter Reader:
 - Connected water service – 16
 - Customer courtesy calls – 5
 - Disconnected water service – 15
 - Leak checks – 3
 - Non-payment disconnects – 45
 - Reconnects after payment – 37

Streets and Solid Waste:

- Completed all vehicle daily maintenance inspections.
- The Junk and Chipping crews completed all daily routes.
- Removed material from dump sites along the city streets.
- Removed dead, rotten limbs that had fallen in the street.
- Called the Department of Transportation to notify them of signs that had been run over and need replacing.
- Cleaned equipment and some of the vehicles that are used daily.
- 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.
- Repaired a broken banner holder that had been hit.
- Reinstalled several city regulatory signs and poles that had been damaged at different locations.
- Removed dead animals from the streets.
- Washed vehicles.
- Lowered the American flags at city properties in honor of Shimon Peres.
- Repaired some cuts within the streets that were filled with gravel from water line repairs with asphalt patching.
- Completed several sidewalk repairs.
- Cut up and removed a stump section from the city right-of-way.
- 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.
- Checked for street light outages and marked them for the power company to repair.

Vehicle and Building Maintenance and Inmate Work Detail Crews:

- Fifteen vehicles were repaired and serviced by the Fleet Garage.
- A 1996 Jeep Cherokee with a bad engine was auctioned off on the GovDeals website for \$616. These funds will go back into the Police Seizure fund.
- A retired K9 vehicle is being prepped for auction to law enforcement agencies.

- All budget requests for Public Works Departments for 2017 have been turned in to the Finance Department for consideration.
- The city's Class Eight (36,000-pound capacity) grapple is nearing completion of reconditioning in Freightliner's facility in Florida. An independent mechanical / electrical inspection company will be looking everything over before the transaction is completed and the vehicle delivered to us. Delivery is expected in three weeks.
- Completed the city vehicle inventory and mileage updates.
- Performed routine train maintenance.
- New valve actuators are being installed this week at the water treatment plant to improve control of the flow rates.
- Aerator drives were repaired at the West Wastewater Plant.
- Several pumps and motors are being prioritized for repairs and replacement throughout our plant facilities.
- The City Manager held a quarterly meeting with all Public Works employees. This was well received and appreciated, while addressing current needs and issues.
- Staff is reviewing plans and building codes for a new fence around the Catamaran Cove lift station. This project will be underway as soon as grass cutting season ends.
- The General Maintenance Supervisor is working with an engineering firm to develop specifications and install three generators at two critical lift stations and our Supervisory Control and Data Acquisition (SCADA) communications systems. Upon completion, all lift stations will have back-up power during power outages.
- Level monitoring equipment is being installed at Lake Fashion.
- Working with electricians and programmers at all plants for possible upgrades that will be much more energy efficient while improving control and longevity, which could eliminate maintenance downtime.
- Working on completing the annual reporting of all facilities with the staff per the Georgia Environmental Protection Division (EPD) regulations.
- The locks on the new library should be completed by the end of the week.
- Entered and implemented many requisitions, purchase orders, and inter-departmental paperwork to keep all Public Works Departments work flowing smoothly.
- The watering schedule at the Gateway Project has been adjusted to conserve water as temperatures cool.
- Staff is looking at used scissor lifts so the city can stop renting these for fireworks events three times a year, plus at least two maintenance rentals for high ceiling lighting repairs. The City Manager has helped with leads on this equipment. This equipment purchase will pay for itself in one-and-one-half (1 ½) years in rental savings.
- As grass cutting starts to slow down, many fall and winter projects will be implemented for the Douglas County inmate crew, as well as the Carroll County crews. Litter control and Cemetery projects are high on the list.
- Working on completing all Public Works 2016 budgeted projects by the end of the year. This is a high priority.

Stormwater/Watershed Management:

- The Best Management Practices continue to be implemented as outlined in the Stormwater Management Plan to meet the federal guidelines of the Municipal Separate Storm Sewer System (MS4) permit. Staff continued to inspect various drainage facilities and structures, outfall screenings, and inspected Villa Rica Bins (Frito Lays) the last of the facilities to be inspected that have an Industrial Stormwater Permit (GAR050000) issued through the Georgia Environmental Protection Division.
- Handled a concern from a homeowner that lives at 9608 Spyglass Drive. The homeowner requested to fill in the roll over curb at the entrance to the home's driveway with a small PVC pipe and concrete in the hope this would keep the homeowner's vehicle from bottoming out. The homeowner was instructed that this would restrict the natural flow of water to the nearest catch basin and would violate a city code.

- Coordinated with a contractor to repair the broken metal grate located on South Dogwood Street across from the Villa Rica Elementary School old gymnasium. The metal grate will be replaced with a concrete riser top. In addition, a new throat will be re-poured to allow storm water to flow better into the catch basin.
- 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:
 - 326 Rockmart Road: Installed a new steel curb grate to replace the previous compromised grate that appeared to have been run over by a large commercial truck.
 - 618 Spring Street: Cleaned a concrete spillway that had dirt and debris in it.
 - Park Ridge Drive: Cleaned various litter from all the throats of the catch basins along this street.
 - 3011 Gold Creek Drive: Sealed the gap around the culvert on the inside of the catch basin to keep a potential sinkhole from forming behind the manhole lid.
 - Spring Street @ South Candler Street: Removed dirt and various loose debris from the inlet of the culvert. The culvert is about twenty-five percent (25%) full of sediment.
 - 528 South Dogwood Street: The culvert outlet was stopped up with dirt and a section of ditch line was filled in. Staff dug out the outlet of the pipe and sloped the ditch line to allow water to drain properly.
 - 157 Fleet Drive: The sinkhole behind the drop inlet was filled in with twelve (12) five gallon buckets of dirt. Debris was also removed from the grate and inlet of the culvert.

Office of Community Development

Planning and Zoning:

- Attended Weekly Department Head Meeting
- Attended Weekly Administration Department Meeting
- Meeting with Carroll County resident regarding noise issues with an industrial park tenant
- Weekly Status Update Meeting - Downtown Development
- Attended Golden Business of the Week
- Attended Monthly City/County Manager's Luncheon
- Attended Monthly Council Meeting
- Attended Weekly Community Development Staff Meeting
- Attended League of Women Voters of Carrollton-Carroll County Candidate Forums
- Participated in Pre-K Week at Glanton-Hindsman Elementary School
- Participated in 15th Annual Citizens' Police Academy 2016
- Certificate of Occupancy inspections for 638 Amberwood and 235 Summergate Lane
- Weekly - Library Construction Closeout Meeting
- ROW Access Permit Violation | US 78 / CVS west of SR 61
- Attended Taste of Villa Rica

Commercial Occupational Tax Licenses: 1

- BC Custom Wheels & Tires for Retail/Tire Service located at 900 W. Bankhead Hwy. with 1 employee owned by Blessing Ogu.

Home Occupational Tax Licenses: 1

- Ambassador's Inc. for Non-Profit located at 1000 Rolling Meadows Rd. with 1 employee owned by Sheneka Peterson.

Alcohol Renewals: 0

Out of State Insurance Companies: 0

Zoning Verification (verbal): 0

Code Enforcement:

Villa Rica:

- Code Compliance Inspections: 34
- Code Compliance Letters Mailed: 5
- Signs Removed from Right-of-Way: 27
- Park & Ride Violation Notices: 0
- Patrol mileage: 140

Temple:

- Code Compliance Inspections: 6
- Code Compliance Letters Mailed: 4
- Patrol Mileage: 49 miles

Building Permits and Inspections: 6 Building Permits (2,471 sq ft, 2,006 sq ft, 2,381 sq ft, 2,471 sq ft, 2,465 sq ft, & 2,354 sq ft), 6 Electrical Permit, 7 Mechanical Permits, & 1 Plumbing Permit

Plan Reviews: 6

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:

- Advertising Coop for Downtown Business
- Small Business Saturday - November 2016
- Downtown Business/Merchant Meeting - November 10, 2016
- Villa Rica Restaurant Week - July 2017
- Main Street Food Drive - November 2016
- Scarecrow Contest

Meetings/Events

- Meeting: Thrill at the MILL Planning Meeting
- Event: Volunteer & Staff Appreciation Luncheon

Event: Rise-N-Shine
Event: New Employee City tour
Event: Ribbon Presentations (Gold Rush Parade Winners)
Activity: Monthly Report Submitted to Department of Community Affairs

Media Coverage

None

Golden Business of the Week

2 Sew 4U

Main Street Membership Program

Main Street Business Memberships: 0

Main Street Discount Cards Issued: 0

Main Street Merchant/Business Services Rendered

Business Site Visits: 30

Grants:

Exterior Improvement Grants: 0

BOOST Grants: 0

Marketing/Advertising/Community Engagement

Newspaper: Times/Douglas/Villa Rican: Golden Business of the Week

StarNews: Thrill at the MILL

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: 639 Followers

Instagram: 1167 Followers

Facebook: 6100 Likes

Downtown Development Authority

Ongoing Projects:

Plans to make Temple/Main Street One-Way

Funding opportunities for DDA

Development of General Standard Operating Procedures

Development of Welcome Center/Retail Center

Gateway and Wayfinding Signs

Projects in Progress:

Merchant Directional Sign Program

RFP for Hotel/Conference Center Market Study

Farmers & Craft Market

Meetings/Events

Meeting: Downtown Development Authority Meeting

Meeting: Carroll Tomorrow – Project Support

Meeting: Villa Rica City Council Work Session

Media Coverage

Villa Rican/Times-Georgian: Panel to Seek \$450K Loan for Visitor Center

Business Prospect Meeting

Prospect meetings: 2

Restaurant

Grants

Façade Grant Applications: 0

Tourism – Convention and Visitors Bureau

Ongoing Projects:

R&R Design: Logo, Tagline, Website, Marketing Development

Reorganizing of Welcome Center information to meet state compliance

Projects in Progress

Developed profile sheet and events calendar for operators

Development of Tourism Advisory Board

Meetings/Events

Meeting: Meeting: Susie Hopper (advertising, Visit West Georgia)

Meeting: Georgia Department of Economic Development Regional Representative (Janet Cochran, Ontario Finch)

Meeting: Collin Cash (partnering with Douglas County)

Phone calls/Emails-Brittney Gray (GDEcD Director of Visitors Center)

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: 0

Sponsorships/Marketing/Advertisement

Sponsorship: 0

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

No Report Filed

Human Resource Management (Stephanie Rooks, Manager)

Recruitment:

- Public Works Department

- Wastewater Lead Operator – Position closed. Four external candidates, one internal candidate. Review in process.
- Water Plant Operator – Position closed. Three external candidates. Review in process.
- Wastewater Plant Superintendent – Position Closed. Three external candidates, one internal candidates. Review in process.
- Parks, Recreation & Leisure Services
 - Part-time Recreation Program Leader –Position closed. 148 external applicants – Review in progress.

Employee Arrivals:

- None this week

Employee Departures:

- Brenda Evans – Police Department

Training Hours:

None this week

End of Report