



# CITY MANAGER'S WEEKLY REPORT

City of Villa Rica | David A Milliron, City Manager | 678.840.1211 | October 14, 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

- 27 Accident Reports Completed
- 60 Citations Issued

### October 3

- Arrest
  - Arrest
  - Arrest
  - Aggravated Stalking
  - Burglary
  - Credit Card Fraud
  - Obstruction
  - Identity Theft
  - Arrest
  - Arrest
- Driving while license suspended
  - Disorderly Conduct
  - Battery – Fva
  - Corkscrew Way
  - Conners Road
  - Liberty Road
  - South Carroll Road
  - Pebble Creek Court
  - Simple Battery – Fva
  - Probation Violation

### October 4

- Arrest
  - Entering Auto
  - Forgery
  - Criminal Damage to Property
  - Theft by Taking
  - Terroristic Threats
  - Missing Person
- Probation Violation
  - Raleigh Way
  - South Dogwood
  - Dallas Highway
  - Highway 61
  - Dartmouth Way
  - Located

### October 5

- Aggravated Assault
  - Arrest
  - Terroristic Threats
  - Aggravated Assault
- Whetstone Way
  - Probation Violation
  - Rockmart Road
  - Spring Street

### October 6

- Simple Assault Carrollton Villa Rica Highway
- Forgery 4<sup>th</sup> degree Conners Road
- Credit Card Fraud Old Town Road
- Criminal Damage to Property Report Taken

### October 7

- Recovered Property Main Street
- Arrest Possession of a firearm
- Arrest Court Ordered Arrest
- Sexual Battery Report Taken
- Credit Card Fraud Report Taken
- Arrest Aggravated Assault

### October 8

- Reckless Conduct Reflective Waters
- Arrest Battery – Fva
- Criminal Trespass Thomas Dorsey
- Theft of Lost/Mislaid Property Charleston Place
- Theft by Taking Dallas Highway
- Theft by Taking Highway 61

### October 9

- Simple Battery Highway 61
- Harassing Communication Highway 61
- Criminal Trespass Spyglass Drive

FVA: Family Violence Act

## **Financial Administration (Sarah Hefty, Chief Finance Officer)**

---

### **Administration:**

Staff attended the Georgia Government Finance Officer Association's annual conference in Stone Mountain. Some of the topics presented were Economic Update, Measuring the Health of a Government, SPLOST, Customer Service, and Georgia Governmental Budgets.

### **Accounts Receivable:**

During the week ending October 7<sup>th</sup>, staff sent one invoice for \$6,819. The total of outstanding invoices due to the City is \$10,055.

### **Purchasing:**

For the week ending October 7<sup>th</sup>, staff processed 71 purchase orders.

**Accounts Payable:**

For the week ending October 7<sup>th</sup>, staff processed 122 checks for a total of \$133,490. There were no checks for SPLOST projects.

**Customer Service:**

For the week ending October 7<sup>th</sup>, the customer service staff receipted a total of \$217,049. Of that total, \$95,378 was for utility payments and \$100,000 was for the sale of City assets (portion of North Avenue). The remainder was for reconnects, inspections, licenses and other miscellaneous receipts. Additionally, staff receipted deposits and set up 26 new customer accounts.

**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.

**Wastewater Treatment Plants:**

- Both the West and North Wastewater Treatment Plants stayed within NPDES permit requirements.
- Over the next few weeks, steps will be taken to winterize both plants.

**Distribution:**

- Excavated and repaired one two-inch (2") service line due to a water leak.
- Excavated and repaired one one-inch (1") service line due to a water leak.
- Excavated and repaired four three-quarter-inch (3/4") service lines due to water leaks.
- Checked in the new parts order and added to inventory.
- Restocked all the service trucks with parts.
- Met with sales representative about a pneumatic chain saw.
- Investigated two water leaks.
- Performed two sewer backups.
- Video footage was taken on the sewer line on Walker Street.
- Repaired the sewer line on Walker Street.
- Investigated four sewer issues.
- Installed a new tee and cut off at the water treatment plant.
- Assisted at the water treatment plant to install a valve.
- Performed pressure checks on Main Street.
- Tested a pneumatic chain saw for cutting ductile iron water line.
- The Locate crew member processed 61 locates.
- Meter Reader:
  - Connected water service – 34
  - Disconnected water service – 18
  - Customer courtesy calls – 1
  - Door tags – 4
  - Replacement registers installed – 29
  - Leak checks – 3
  - Non-payment disconnects – 34
  - Reconnects after payment – 29

**Streets and Solid Waste:** No Report Filed.

**Vehicle and Building Maintenance and Inmate Work Detail Crews:**

- Twelve vehicles were repaired and serviced by the Fleet Garage.
- Performed routine train maintenance.
- Tires have been inventoried and ordered for the fleet.
- The retired canine car is being listed for auction to law enforcement agencies.
- The security camera installation has been completed at the North Wastewater Treatment Plant.
- Reconditioning of the city's 2008 Model Class Eight (36,000-pound capacity) grapple truck that was purchased with funds saved by repairing rather than replacing the sewer jet truck body has been completed in Freightliner's facility in Florida. Delivery is expected in approximately two weeks.
- The belt press at the North Wastewater Treatment Plant is being repaired. Parts are being manufactured for its completion
- Aerator drive repairs were completed at the West Wastewater Treatment Plant.
- Several pumps and drive motors are being looked at for repairs and replacement throughout the plant facilities.
- Chemical orders for all the plants have been standardized and new formulas have been found to do a better job, while saving money.
- Repairs continue to be completed and upgraded at the West Wastewater Treatment Plant to get it back up to where it needs to be so that it has redundant systems in place that work properly. Many of these systems have not been properly maintained in the past. This has been corrected and will continue to be implemented as standard operating procedures.
- 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 continuing to work with the engineering firm to spec, bid out, and install three generators at two critical lift stations and the SCADA communications systems. Upon completion, all lift stations city-wide will have back up power during power outages.
- Level monitoring equipment is being installed at Lake Fashion and added to the SCADA system.
- Working with electricians and programmers at all plants for needed upgrades that will be much more energy efficient while improving control and longevity and eliminating maintenance downtime.
- Working on completing the annual reporting of all facilities under the Environmental Protection Division's regulations with staff.
- Locks on the new Library are being made to fit custom doors. The General Maintenance Supervisor has met with the hardware company several times in the past three weeks. This project will be completed by week's end pending manufacturing of the custom locks and housings for the specialized doors.
- Work on The Garden of Eternal Rest Cemetery started this week. The fence has been removed and land clearing is about to begin. A new driveway will also be added for the expansion of the project.
- Considering the purchase of used scissor lifts in order to stop renting this equipment for events three times a year, plus at least two yearly maintenance rentals for high ceiling lighting repairs.
- 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 inmate 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, and multiple projects are underway and waiting on engineering work.

### **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 other best management practices as outlined in the plan.
- Coordinated with a contractor to complete the repair of the broken metal grate located on South Dogwood Street across from the Villa Rica Elementary School old gymnasium entrance. The metal grate was replaced with a concrete riser top. In addition, a new throat was re-poured to allow storm water to flow better into the catch basin.
- Attended a site plan review meeting with other city departments to discuss and review various issues and compliance guidelines within a new proposed development.
- Several code compliance issues were found while inspecting city-owned drainage structures. Staff coordinated those concerns with the code compliance staff.
- 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:
  - 325 Millwheel Drive: Cleaned out the catch basin that was full of household trash and various debris.
  - 869 Dallas Hwy: The detention pond at the new city library was inspected. The half-round pipe and gravel filter ring need to be removed once permanent stabilization of the grass has been achieved in the pond area.
  - 322 River Trace Drive: The culvert inside the catch basin had a huge gap between the basin and culvert. The gap was properly sealed.
  - Honeysuckle Drive @ Daniel Road: The culvert inlet and outlet were dug out from where dirt had filled in over time.
  - Park Ridge Drive: All catch basins along this street were inspected and various trash removed from the structures as needed.
  - 240 Winchester Drive: The catch basin was stenciled with “No Dumping Drains to Stream” several months ago because of the amount of household trash located inside of the catch basin. The structure was cleaned out again.
  - 407 Oak Leaf Trail: Cleaned out the catch basin that was full of trash and newspapers. Also, a bucket full of cigarette butts was dumped at the throat of the catch basin.
  - 615 Hemlock Court: The catch basin was cleaned of trash and various debris.

**Planning and Zoning:**

- Attended Weekly Department Head Meeting
- Attended Weekly Administration Department Meeting
- Participated in Budget Meetings
- Participated in Capital Budget Meeting with Department Heads
- Attended Weekly Status Update Meeting - Downtown Development
- Attended Monthly Economic Development Meeting
- Participated in Golden Business of the Week
- Meeting with Carroll County Commission Chairman Marty Smith & Public Works Director
- Attended Historic Preservation Commission Meeting
- Attended Weekly Community Development Staff Meeting
- GDOT Progress Team Meeting for North Loop Project (PI 631490/Carroll County)
- Participated in Chamber Business of the Month @ The Venue
- Participated in Keep Carroll Beautiful for a trash pick-up around the Carroll County Chamber
- Attended 15th Annual Citizens' Police Academy 2016
- Meeting with Falcon Design | LMIG/Paving Projects

**Commercial Occupational Tax Licenses: 0**

**Home Occupational Tax Licenses: 1**

- KAM Services West located at 142 Red Branch Drive with 1 employee owned by Michael McConnell.

**Alcohol Renewals: 1**

**Out of State Insurance Companies: 0**

**Zoning Verification (verbal): 0**

**Code Enforcement:**

Villa Rica:

- Code Compliance Inspections: 26
- Code Compliance Letters Mailed: 4
- Signs Removed from Right-of-Way: 30
- Park & Ride Violation Notices: 1
- Patrol mileage: 156 miles

Temple:

- Code Compliance Inspections: 8
- Code Compliance Letters Mailed: 8
- Patrol Mileage: 50 miles

**Building Permits and Inspections: 1 Mechanical Permit & 2 Plumbing Permits**

**Plan Reviews: 1**

**Miscellaneous:**

Notary Services: 10

## **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 29<sup>th</sup>  
Christmas on Main Street – December 3<sup>rd</sup>  
Egg Nog Jog and Reindeer Run – December 3<sup>rd</sup>  
Fundraising for Gold Miner Statue

#### **Projects In Progress:**

Downtown Villa Rica Website Development  
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: Economic Vitality Committee Meeting  
Event: Jr. Chamber of Commerce Mock Interviews  
Meeting: Organization Committee Meeting  
Meeting: Design Committee Meeting

#### **Golden Business of the Week**

Douglas County Chamber

#### **Main Street Membership Program**

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

#### **Main Street Merchant/Business Services Rendered**

Business Site Visits: 2

#### **Grants:**

BOOST Grants: 2 - Applications

#### **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: 643 Followers  
Instagram: 1202 Followers  
Facebook: 6104 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  
FRP for Directional Signs  
Farmers & Craft Market

### **Meetings/Events**

### **Media Coverage**

### **Business Prospect Meeting**

Prospect meetings: 0

### **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: Atlanta Metro Travel Association

### **Media Coverage**

None

### **Prospecting Sales Call (Business we called on)**

### **Sale Call Service (Incoming Request for Information)**

### **Marketing/Advertising/Community Engagement**

### **Hotel/Business Services Rendered**

Site Visits: 1

### **Sponsorships/Marketing/Advertisement**

Sponsorship: 0

**Administration:**

- Staff is kicking off the first planning charrette for the Conners Road park (159 acres). The meeting will be held at the Villa Rica Civic Center on Saturday, October 15<sup>th</sup>.
- Fullerville Trailhead – Staff transmitted all final bid result package documentation to GDOT
- Facility Rentals
  - Powell Park, 3 rentals
  - Civic Center, No rentals,
  - Senior Dining room, 3 rentals
  - The Mill, Golden City Cruisers 8:00am-5:00pm
- A total of 47 participants have registered this week for various activities.

**Athletics Division:**

- We are entering the final 2 weeks of regular season for football, fall baseball/softball and soccer
- V-Plex will be the host site for 5&6 tackle football tournament starting October 29
- Gold Dust will be the host site for 7&8, 9&10, and 11&12 fall softball tournaments starting October 29

**Library:**

- Monday, October 10, 2016 – LIBRARY CLOSED – WGRL Staff Development Day
- Tuesday, October 11, 2016 – Game day @ the Library – 12:30 pm
- Tuesday, October 11, 2016 – Teen Advisory Board (TAB) – 4:00 pm
- Wednesday, October 12, 2016 – “Little Listeners” @ 11:00 am (Ages 3-5)
- Thursday, October 13, 2016 - BIB @ 11:00 am (Ages 0-2)
- Saturday, October 15, 2016 – Hispanic Heritage Festival 11:00 am - 1:00 pm
- Staff continued to transfer collection onto temporary shelving.
- Recipes for “The Taste of the Holidays 2016” are still being accepted.

**Maintenance Division:**

- Replaced panning shed floor at PMGM
- Building a retaining wall at PMGM
- Cleaned all parks and all outside restrooms daily
- Cut grass on all athletic fields and throughout parks
- Gold Dust Park Gym cleaned

**Pine Mountain Museum:**

- The Ghost Train launched its opening weekend with 352 ticket sales.
- Ghost Train will continue to run on Thursday, Friday & Saturday nights through Oct. 29<sup>th</sup>.

**Programs Division:**

- Requesting donations from local business for our first annual Employee Family Day.
- Attended Gold Business of the Week and upload information to the LED sign.
- Attended 10th Annual Volunteer Appreciation Banquet Meeting.
- Attended Promotions Committee Meeting.
- Webinar “Bring Attention to Your Website and Your Business with Video”
- Webinar “Why Your Website Should be a Top Marketing Priority”
- 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
  - 10<sup>th</sup> Annual Volunteer Appreciation Banquet – March 11, 2017

**Senior Services Division:**

- The center served 276 Congregate Meals and 241 home delivered meals this week
- Staff is still training on the new Harmony software program implemented by the State.

**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.
  - Equipment Operators – Accepting applications until 10-24-2016.
- Parks Recreation and Leisure Services
  - Contract Gymnastics Instructor - Accepting applications until 10-24-2016.

**Employee Arrivals:**

- None this week

**Employee Departures:**

- None this week

**Training Hours:**

- Staff members attended 29.65 hours of training.

## End of Report ##