



CITY MANAGER'S WEEKLY REPORT

City of Villa Rica | David A Milliron, City Manager | 678.840.1211 | October 28, 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

- 18 Accident Reports Completed
- 65 Citations Issued

October 17

- Theft by Deception
West Bankhead Highway
- Juvenile Arrest
Possession of Marijuana
- Runaway Juvenile (Located)
Report Taken
- Arrest
Illegal Poss of controlled substance
- Arrest
Speeding in Excess
- Identity Theft
Thomas Dorsey
- Criminal Trespass
Hickory Level Road
- Entering Auto
Carrollton Villa Rica Highway
- Criminal Trespass
South Carroll Road

October 18

- Recovered Property
Dallas Highway
- Arrest
Probation Violation
- Arrest
Illegal Poss of a controlled substance
- Arrest
Forgery 4th degree
- Theft by Taking
Hemlock Court
- Juvenile Arrest
Simple Assault
- Arrest
Reckless Driving

October 19

- Arrest
Probation Violation
- Found Property
South Villa
- Identity Theft
Mariner Way
- Burglary
Neighborhood Walk
- Runaway Juvenile (Located)
Report Taken

October 20

- Arrest Shoplifting
- Arrest Driving while license suspended
- Arrest Failure to Appear
- Arrest Possession of Marijuana
- Theft by Taking West Bankhead Highway

October 21

- Arrest Failure to Appear
- Arrest Illegal Poss of controlled substance
- Theft by Taking Carrollton Villa Rica Highway
- Arrest Simple Assault

October 22

- Credit Card Fraud Spring Street
- Arrest Dui
- Recovered Vehicle West Bankhead Highway
- Arrest Disorderly Conduct

October 23

- Arrest Criminal Damage to Property
- Battery Industrial Blvd

FVA: Family Violence Act

Financial Administration (Sarah Hefty, Chief Finance Officer)

Administration:

Staff reconciled various accounts during the week, including SPLOST and LMIG. Staff met with library officials to determine the remaining balance due from the City.

Accounts Receivable:

As of October 21st, the total of outstanding invoices due to the City is \$3,236.

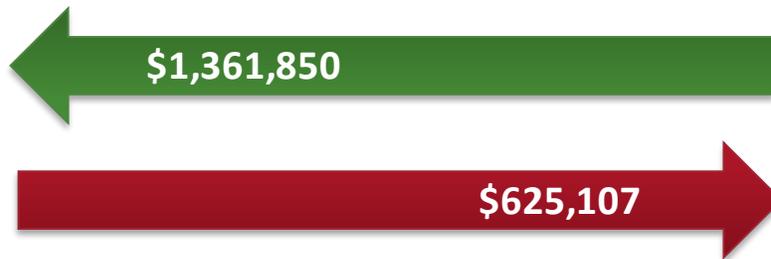
Purchasing:

For the week ending October 21st, staff processed 81 purchase orders.

Accounts Payable:

For the week ending October 21st, staff processed 82 checks for a total of \$625,107. Of the total, \$3,210 was for SPLOST projects. The remainder was for other accounts payable.

Cash Flow for the Week of October 21st

**Customer Service:**

For the week ending October 21st, the customer service staff receipted a total of \$1,361,850. Of that total, \$166,431 was for utility payments, \$871,052 was for insurance premium taxes, and \$224,137 was for property taxes. The remainder was for reconnects, inspections, licenses and other miscellaneous receipts. Additionally, staff receipted deposits and set up 26 new customer accounts.

Penalties were assessed for customers that had not paid off their accounts by October 15th. Of the total customers, 1,876 (31.3%) were penalized, which is up slightly from the 31% who paid late in September.

On October 19th, automated calls were sent to 272 customers who were due to have their water service cut-off.

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 Public Works Director attended the Georgia Rural Water Association Annual Conference.

Wastewater Treatment Plants:

- Both the North and West Plants stayed within compliance with NPDES permit requirements.
- Reports for Class A bio sludge Waste are positive and production of Class A sludge for land application is continuing.
- All operators and maintenance staff have undergone continuing education of the Thermaire ATAD (Auto thermal Thermophilic Aerobic Digestion) System.

Distribution:

- Excavated and repaired four three-quarter-inch (3/4") service lines due to water leaks.
- Two employees attended a two-day locate training class.
- Applied seed and straw to three locations after water leak repairs.
- Road patch and gravel were applied at several locations after water leak repairs.
- Installed one water meter.
- Investigated two water leaks.
- Performed three sewer inspections.

- Performed four sewer backups.
- Held onsite and hands-on training for setting up a trench box and trench box safety.
- Locate crew member processed 59 locates.
- Meter Reader:
 - Connected water service – 31
 - Disconnected water service – 11
 - Customer courtesy calls – 1
 - Meters installed – 1
 - Door tags – 2
 - Replacement registers installed – 8
 - Leak checks – 3
 - Manual meter reads – 4
 - Replaced meter box – 1

Streets and Solid Waste:

- Cleaned equipment and some of the vehicles that are used daily.
- Completed all vehicle morning daily maintenance inspections.
- Removed material from dump sites along the city streets.
- The junk and chipping crews completed all daily routes.
- Called the Department of Transportation and notified them of signs that had been damaged and need replacing.
- Washed vehicles.
- Emptied all the trash canisters along the sidewalks around the downtown area.
- Hauling base and grading for the drive-thru at the cemetery project.
- Continued to trim around signs and other objects where the bush hogs were not able to cut.
- Continued to bush hog and side arm mow along city right-of-ways.
- Reinstalled several city regulatory signs and poles that had been damaged at different locations.
- Removed dead animals from streets and right-of-ways.
- Repaired some small pot holes with asphalt patching.
- Completed greasing and daily maintenance of the equipment.
- Repaired potholes with asphalt patch.
- Cleared overgrowth, grading, and hauled numerous loads of dirt for the cemetery project.
- Completed punch list for Twin Oaks Phase II section.
- Coordinated with the Stormwater Department on a culvert new install.
- Put out temporary stop signs where different Department of Transportation stop signs were knocked down.
- Emptied the trash bins at Hillcrest Cemetery.
- Loaded and removed poles at the New Library project.

Vehicle and Building Maintenance and Inmate Work Detail Crews:

- Nine vehicles were repaired and serviced by the Fleet Garage.
- A daily check list of all city vehicles is helping to log issues with all vehicle maintenance.
- Light bars continue to be added to all city trucks as time allows.
- Performed routine train maintenance this week.
- The 2010 Police Crown Victoria that was totaled after an accident on I-20 is being stripped of police equipment. (The officer was not at fault.)
- The retired canine car is listed on the Govdeals.com auction site to law enforcement agencies this week.
- The General Maintenance Supervisor started working with the Street Department Manager this week as one of the departments under his direction, in line with Public Works departmental organization chart

changes. This will be a change for the departments, and will be implemented to help organize efforts to be more productive and proactive.

- The General Maintenance Supervisor has started working with the Storm Water Department Manager on day-to-day operations as another change in the organization chart.
- All mechanical and safety inspections have been completed on the city's new grapple truck. It is expected to be here and on the job next week.
- The belt press is being repaired at the North Plant. Parts are being manufactured for its completion.
- Multiple requisitions and purchase orders were processed and approved for all Public Works Departments.
- Operating supplies were ordered for the Water Treatment Plant.
- Several drives and pumps are under repair at the wastewater plants.
- Pumps and drive motors are being looked at for repairs and replacement throughout all three plant facilities.
- Chemical orders were placed for the plants this week.
- Repairs continue to be completed and upgraded at the West Plant to get it back up to where it needs to be so 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.
- The General Maintenance Supervisor is continuing to work with an engineering firm to spec, bid out and install three generators at two critical lift stations and the SCADA communications systems. This project is on hold pending funding.
- Level monitoring equipment has been installed at Lake Fashion and will be added to our 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 regulations with staff.
- Locks at the new library are being manufactured for four interior custom lock sets. The exterior of the building is secured.
- Work on The Garden of Eternal Rest Cemetery continued this week. The fence has been removed and land clearing is completed. Many loads of fill dirt have been hauled and leveled. Preparations for paving next week are nearing completion.
- Looking at used scissor lifts nationwide to stop renting these for events three times a year, plus at least two yearly maintenance rentals for high ceiling lighting repairs.
- As grass cutting continues 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, and multiple projects are underway and waiting on engineering work.
- Working with staff and an engineering firm on the sewer expansion project at the First Baptist Church.
- Met with the project manager at the Gateway Project on Highway 61 to identify and order 17 replacement plants that have not done well. They have been ordered and will be replaced next week.
- Staked out areas that could be changed at the Railroad Park Downtown due to regulations set by Norfolk Southern Railway.
- Had a meeting with staff to improve housekeeping at the Avanti building. We will be having an obsolete equipment auction later this year as we clean out the building over the winter months.

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. During this weekly report staff continued to inspect various drainage facilities and structures. In addition, staff has begun working on compiling various best management practices conducted throughout 2016 to show proper documentation of completion for the annual report.
- Participated with other city departments to review various site plans and inspect various drainage structures for possible issues. Staff completed inspections of the vacant area of the Twin Oaks subdivision to get a closer look at all the issues with the detention ponds and storm water infrastructures that have been dormant for over ten years. The engineer for this phase of development has contacted Community Development stating they are ready to submit final plats for this phase.
- Attended a meeting with the other divisions of the Public Works department to discuss various issues, concerns and to review the latest organization chart within the department.
- Talked with Ingles grocery store and their landscape contractor to discuss maintenance of the detention pond behind the store. The overgrowth of various vegetation within the detention pond needs to be cut back and removed from the pond area.
- 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:
 - Cooley Way: All four of the catch basins were inspected for trash and other types of possible rubbish. Two of the four catch basins had various trash removed from the inside of the basins.
 - 452 South Carroll Road: Various trash and debris was removed from the inlet of the road culvert and ditch line. In addition, staff coordinated with other city departments for use of a single axle dump truck to haul and dump a load of rip-rap rock in the ditch line that had severe erosion problems.
 - North Dogwood Street @ Magnolia Street: Trash and various debris was removed from the ditch line and inlet of the road culvert.
 - 262 and 259 South Carroll Road: Removed trash and various debris from both of the driveway culverts.
 - Townsend Village: Every catch basin in the neighborhood was inspected and various trash (sport balls, a car battery, curtain rods and debris) were removed from the catch basins.

Office of Community Development

Planning and Zoning:

- Attended Weekly Department Head Meeting
- Attended Weekly Administration Department Meeting
- Attended Finance Committee Workshop
- Attended Golden Business of the Week
- Meeting with appraisers working on GDOT North Loop Bypass Project
- Attended Planning & Zoning Meeting
- Attended Railroad Town Hall Meeting
- Attended Thrill at The MILL

Commercial Occupational Tax Licenses: 3

- JPS Technology Solutions, Inc. located at 359 W. Bankhead Highway and owned by John P. Scherer for computer sales and services with 1 employee.
- Pilot Travel Center #4559 located at 95 Liberty Road and owned by PFJ Southeast, Inc. for a travel plaza with 24 employees. This is an ownership/name change from the previous Wilco/Hess.
- Pilot Travel Center #4559 DBA Subway located at 95 Liberty Road and owned by PFJ Southeast, Inc. for a fast food restaurant with 15 employees. This is an ownership/name change from the previous Wilco/Hess.

Home Occupational Tax Licenses: 0

Alcohol Renewals: 5

Out of State Insurance Companies: 0

Zoning Verification (verbal): 0

Code Enforcement:

Villa Rica:

- Code Compliance Inspections: 31
- Code Compliance Letters Mailed: 1
- Signs Removed from Right-of-Way: 13
- Park & Ride Violation Notices: 2
- Patrol mileage: 171 miles

Temple:

- Code Compliance Inspections: 8
- Code Compliance Letters Mailed: 2
- Patrol Mileage: 70 miles

Building Permits and Inspections: 2 Electrical Permits and 6 Plumbing Permits

Plan Reviews: 0

Miscellaneous:

Notary Services: 4

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
- Christmas on Main Street – December 3rd
- Egg Nog Jog and Reindeer Run – December 3rd
- Fundraising for Gold Miner Statue

Projects in Progress:

- Advertising Coop for Downtown Business
- Small Business Saturday - November 2016

Downtown Business/Merchant Meeting - November 3, 2016 | Uncorked on Main Street
Main Street Food Drive - November 2016
Scarecrow Contest – November 2016

Meetings/Events/Activities

Event: Rise-n-Shine
Meeting: Cinema Tavern
Meeting: Main Street Advisory Board Meeting

Media Coverage

None

Golden Business of the Week

Bradford Hegler State Farm

Main Street Membership Program

Main Street Business Memberships: 4
 Sassy Ladies Boutique
 Compass Marketing Group
 Pure Haven Essentials by Peg Taylor
 Words in Motion Acting Classes

Main Street Discount Cards Issued: 16

Main Street Merchant/Business Services Rendered

Business Site Visits: 12

Grants:

Exterior Improvement Grants: 0
BOOST Grants: 0

Marketing/Advertising/Community Engagement

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

Twitter: 661 Followers
Instagram: 1254 Followers
Facebook: 6127 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 Welcome Center/Retail Development

RFP for Hotel/Conference Center Market Study
FRP for Directional Signs
Farmers & Craft Market – April 2017

Meetings/Events

None

Media Coverage

None

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

Meetings: Fairfield Plantation Golf

Media Coverage

None

Request for Marketing/Advertising/Community Engagement

Hotel/Business Services Rendered

Site Visits: 0

Sponsorships/Marketing/Advertisement

Sponsorship: 0

Welcome Center Visitors

Visitor Center Visitors: 4

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

Administration:

- Fullerville Trailhead: staff is working with the consultant to evaluate a construction schedule proposal.
- Facility Rentals
 - Powell Park, 2 rentals
 - Civic Center, Senior Dance
 - Senior Dining room, 2 rentals

- The Mill, Thrill @ The Mill, Saturday, October 29th, 10:00am – 2:00pm
- A total of 77 participants have registered this week for various activities.

Athletics Division:

- The V-plex is the host site for 4 football games in the 1st round of the Kiwanis Bowl this Saturday
- Gold Dust is the host site for the 11&12 baseball end of season tournament next week
- Basketball registration ends Friday, November 4th. Skill evaluations start Tuesday and the coaches meeting is Sunday,

Library:

- The sign installation started at the new library.
- Monday, October 24, 2016 – Adult Game Day @ 12:30 pm
- Tuesday, October 25, 2016 – WGRL Branch Manager’s Meeting @ 10:00 am
- Wednesday, October 26, 2016 – “Little Listeners” @ 11:00 am CANCELLED
- Thursday, October 27, 2016 - BIB @ 11:00 am (Ages 0-2) CANCELLED
- Staff began to clean out storage closets.
- Staff continued to box books and put them in storage.
- Recipes for “The Taste of the Holidays 2016” are still being accepted.

Maintenance Division:

- Painted score box stands and dugouts at V-Plex
- Repaired and painted playground fence at V-Plex
- Repaired water leak at Fullerville Soccer Complex
- Built picnic tables for Bicentennial Park
- Stripped and waxed floors in the Senior Division
- 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:

- Final weekend of Ghost Train. Complete sellout expected for both Friday and Saturday nights
- Planning for the Winter Wonderland Train

Programs Division:

- Staff participated in the City of Douglasville’s City Connector TV program.
- Staff attended the Thrill at THE MILL walkthrough.
- Staff training - webinar presented by the Georgia Chamber of Commerce titled “Part two: Preparing for the Overtime Rule Compliance: Best Practices Panel.”
- Staff continues to requests donations from local business for our first Annual Employee Family Day event. Employees can bring their family and enjoy a free day of activities at the Pine Mountain Gold Museum.
- New Employee training continues for Tracey Hampton, Programs Recreation Leader.
- 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 287 Congregate Meals and 241 home delivered meals this week
- Flu shots offered to seniors by local Pharmacy on Wednesday, October 26th
- October Birthday lunch on Friday

Human Resource Management (Stephanie Rooks, Manager)

Recruitment:

- Public Works Department
 - Wastewater Plant Operator – Accepting applications until 11/07/2016
 - Equipment Operators – Accepting applications until 11/07/2016. No applications received. Search Extended
- Parks Recreation and Leisure Services
 - Contract Gymnastics Instructor - Accepting applications until 10-24-2016.

Employee Arrivals:

- None this week

Employee Departures:

- None this week

Miscellaneous:

- Congratulations to Hollis Hale on his promotion to Wastewater Plant Manager

Training Hours:

- Staff members logged 32 hours of training this week.

End of Report