



CITY MANAGER'S WEEKLY REPORT

City of Villa Rica | David A Milliron, City Manager | 678.840.1211 | November 4, 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

- 24 Accident Reports Completed
- 87 Citations Issued

October 24

- Burglary Edge Road
- Criminal Trespass East Wilson
- Arrest Probation Violation
- Arrest Possession of a controlled substance
- Theft by Taking Russell Street
- Criminal Trespass Daisy Lane

October 25

- Arrest Probation Violation
- Arrest Battery – Fva
- Civil Dispute Winchester Drive
- Theft by Conversion Raleigh Way
- Fraudulent Telephone Activity Ashbury Drive
- Arrest Driving while license suspended
- Criminal Trespass Weatherford Drive

October 26

- Arrest Reckless Driving
- Arrest Failure to Appear
- Contributing to Delinquency of a Minor Report Taken
- Arrest Probation Violation
- Found Property Carrollton Villa Rica Highway

October 27

- Arrest Failure to Appear
- Disregard Traffic Control Device Highway 78
- Arrest Failure to Appear
- Burglary North Bay Overlook
- Theft by Taking West Bankhead Highwa

October 28

- Identity Theft Old Stone Road
- Theft by Receiving Stolen Property Main Street
- Arrest Failure to Appear
- Arrest Failure to Appear
- Arrest Driving while license suspended

October 29

- Burglary River Trace
- Theft by Shoplifting Carrollton Villa Rica Highway
- No Business Permit Commerce Drive
- Arrest Possession of Marijuana
- Entering Auto South Carroll Road
- Theft by Taking Rockmart Road
- Arrest False Imprisonment

October 30

- DFACS referral Carrollton Villa Rica Highway
- Arrest Aggravated Assault
- Arrest Dui
- Theft of Services Balsam Wood Trail
- Runaway Juvenile (Located) Report Taken
- Theft by Taking Carrollton Villa Rica Highway
- Dog Complaint Big Tree Point

FVA: Family Violence Act

Financial Administration (Sarah Hefty, Chief Finance Officer)

Administration:

On October 24th, the Finance Committee met to discuss the 2017 budget for the first time. A second committee meeting will be held at 3:30pm on November 2nd, and a Budget Workshop will be held in the courtroom on November 10th at 3pm.

On October 25th and 26th, Caselle (the City's financial software company) held a User Group meeting at the Civic Center. The meeting was attended by other city and county governments in Georgia, Tennessee and Alabama that also use Caselle. The representatives from Caselle were all product owners for the various divisions of the company – Financial Management, Accounts Payable, Utility Management, Cash Receipting, Human Resources, and Community Development. They revealed new features that will roll out in future updates and also answered many questions for City staff.

Accounts Receivable:

During the week, staff sent two invoices for a total of \$7,127. As of October 28th, the total of outstanding invoices due to the City is \$10,363.

Purchasing:

For the week ending October 28th, staff processed 72 purchase orders.

Accounts Payable:

For the week ending October 28th, staff processed 81 checks for a total of \$668,864. Of the total, \$471,675 was for SPLOST projects. The remainder was for other accounts payable.

Customer Service:

For the week ending October 28th, the customer service staff receipted a total of \$228,658. Of that total, \$189,162 was for utility payments. The remainder was for reconnects, inspections, licenses and other miscellaneous receipts. Additionally, staff receipted deposits and set up 24 new customer accounts.

Water services were cut-off for 86 accounts during the week ending October 28th.

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.
- Wednesday, November 2, the City of Villa Rica announced that it is asking all water users to conserve water during this time of drought and is issuing a [voluntary](#) outdoor watering ban. This voluntary conservation request is due to the severe lack of rainfall this spring and summer.

Wastewater Treatment Plants:

- Both the North and West Plants stayed within compliance with NPDES permit requirements.
- Doyle Bolden completed a Lab Analyst course at the Georgia Water and Wastewater Institute (GWWI) to maintain his license.
- Ovivo conducted a training class on the West Plant's biological reactor for all operators.

Distribution:

- Excavated and repaired two three-quarter-inch (3/4") service lines due to water leaks.
- Excavated and repaired one one-inch (1") service line due to a water leak.
- The Distribution Manager met with the Public Works Director and engineers regarding the Hart House.
- Road patch and gravel was applied at Anderson Road after a water leak repair.
- Investigated two water leaks.
- Performed six sewer inspections.
- Performed six sewer backups.
- Checked the water level at Lake Paradise.
- Assisted with monthly non-pay disconnects and reconnects.
- The Distribution Manager met with the Public Works Director and engineers regarding a water line replacement.
- The Distribution Manager met with Community Development at the Twin Oaks Subdivision for future development.
- Met with contractors at Dunkin Donuts regarding the water line tap.
- Investigated a water line and possible water line tap on Daniel Road.
- Checked the sewer line on Bankhead Highway.
- Checked the water pressure at Southwoods Subdivision.

- Removed two water meters on Old Stone Road.
- The Locate Crew member processed 67 locates.
- Meter Reader:
 - Connected water service – 27
 - Disconnected water service – 6
 - High usage checks – 31
 - Leak checks – 2
 - Disconnects non-pay – 55
 - Reconnects on-ay – 66

Streets and Solid Waste:

- Completed all daily vehicle maintenance inspections.
- Completed greasing and daily maintenance of the equipment.
- The junk and chipping crews completed all daily routes.
- Hung American flags along Highway 78 in preparation for Veterans Day.
- Called the Department of Transportation and notified them of signs that had been run over and need replacing.
- Cleaned equipment and some of the vehicles that are used daily.
- Removed material from dump sites along the city streets.
- Emptied all the trash canisters along the sidewalks around the downtown area.
- Blocked off the parking spaces along Highway 78 for the parking areas to be striped.
- Continued to bush hog and side arm mow along city right-of-ways, and cut back overgrowth that is causing poor visibility for the traveling public.
- 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.
- Cleared overgrowth, graded and hauled loads of crush-n-run base for the cemetery paving project.
- Removed tree limbs that had fallen across city streets.
- Cut down and removed a hanging tree limb on Dallas Highway that was broken, causing an immediate safety issue.
- Put out temporary stop signs where different DOT stop signs were knocked down.
- Emptied trash bins at Hillcrest Cemetery.

Vehicle and Building Maintenance and Inmate Work Detail Crews:

- Fourteen vehicles were repaired and serviced by the Fleet Garage.
- A daily checklist of city vehicles continues to be implemented and is helping to log issues with all vehicle maintenance.
- Light bars continue to be added to all city trucks as time allows.
- Routine train maintenance was performed.
- The 2010 Police Crown Victoria that was totaled after an accident on I-20. (officer was not at fault) has been stripped of police equipment. The city is waiting on the settlement of the insurance claim before the vehicle is released.
- The retired canine car that was listed on Govdeals.com auction site for sale to law enforcement agencies ended this week without meeting the reserve that was set of \$8,500.00. It will be relisted or sold to the highest bidder pending approval of Chief Mansour.
- The General Maintenance Supervisor continues to work with the Street Department Manager as one of the new departments under his direction, in line with the organizational chart changes. This is an ongoing change for the departments, and will be implemented to help organize efforts in being more productive and proactive.

- The General Maintenance Supervisor continues working with the Storm Water Department Manager on day-to-day operations as another change to the Public Works organizational chart.
- The grapple truck has been delivered. This truck will help with safety and productivity in lifting heavy items onto dump trucks.
- A training class will be held next week on the operation and safe use of the new grapple truck.
- The belt press is being repaired at the North Plant; parts are being manufactured for its completion.
- The Kawasaki Mule used at the West Plant was fully serviced and new tires and brakes have been installed.
- Processed and approved multiple requisitions and purchase orders for all Public Works Departments.
- Two replacement Return Activated Sludge (RAS) pumps have been ordered for the North Plant.
- Repairs to the carbon feed system at the water treatment plant were completed by staff on Sunday.
- Pumps and drive motors continue to be evaluated for repairs and replacement throughout all the 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 and checking those plans and codes with Mirror Lake's HOA requirements.
- 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 the SCADA system as soon as possible.
- Working with electricians and programmers at all plants for needed upgrades that will be much more energy efficient while improving control and longevity, as well as eliminating maintenance downtime.
- Working on completing the annual reporting of all facilities under the Environmental Protection Division's regulations with staff.
- Locks at the new library are being manufactured for four interior custom lock sets. The exterior of the building is secured. Locks will be installed as soon as they are completed.
- 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 this 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 comes to an end, 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 planned and waiting on engineering work and funding.
- Working with staff and engineering firms on the sewer expansion project at the First Baptist Church.
- Nineteen plants were replaced at the Gateway Project this week.
- All kudzu was removed from fences at all water towers and around the water treatment plant by inmate work crew.
- Repaired the timer on the Hillcrest Cemetery sign lighting.
- Continue to work with staff to improve housekeeping at the Avanti building. There will be an obsolete equipment auction later this year as the building is cleaned out 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.
- Worked with the Street Department to install a driveway culvert and dig out the ditch line at the cemetery located beside Glanton-Hindsman Elementary School.
- Talked with the management company for the Food Depot grocery store to discuss maintenance issues with the detention pond located beside Auto Zone on Highway 78. The overgrowth of various vegetation within the detention pond was cut back and all the trash and rubbish was 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:
 - East Wilson Street @ Stone Street: A steel grate was made and installed over the opening of the storm drain to help keep various trash from entering into the drainage culvert system.
 - Russell Street @ Myrtle Street: Trash and debris was removed from the catch basin.
 - Raleigh Way: All catch basins located on this street right-of-way were inspected and trash was removed.
 - Church Street @ North Avenue: Inspected storm drain and removed trash and leaves from the drain.
 - Commerce Drive: Removed trash and debris from curbs and from the inside of all the catch basins located on this street.
 - 225 Millwheel Drive: Removed trash from inside the catch basin and in the curb line of the drainage system.
 - Shoreline Parkway: Handled a complaint from the Mirror Lake Homeowners Association President. The complaint: Shoreline Parkway culverts that drain from Chadwick Place subdivision could be blocked by silt or debris. Staff inspected those culverts and found them to be clear and free of any blockages. Pictures were taken and shown to the Homeowner Association President of the results (same day) that show no issues were found with the drainage system.

Office of Community Development

Planning and Zoning:

- **Commercial Occupational Tax Licenses: 1**

Beauty Indulgences; owner Trudy Holdman; located at 941 S. Carroll Road, Suite D; Beauty Supply Sales; with 1 employee.

- **Home Occupational Tax Licenses: 0**

- **Alcohol Renewals: 8**

- **Out of State Insurance Companies: 0**

- **Zoning Verification (verbal): 1**

Code Enforcement:

Villa Rica:

- Code Compliance Inspections: 17

- Code Compliance Letters Mailed: 3
- Signs Removed from Right-of-Way: 22
- Park & Ride Violation Notices: 0
- Patrol mileage: 206

Temple:

- Code Compliance Inspections: 4
- Code Compliance Letters Mailed: 1
- Patrol Mileage: 75

Building Permits and Inspections: 1 Electrical & 1 Mechanical

Plan Reviews: 0

Miscellaneous:

Notary Services: 4

Downtown Development & Tourism (Christopher Pike, Manager)

General Notes:

Meeting: Weekly Administration Department Meeting

Main Street Program

Ongoing Projects:

Christmas on Main Street – December 3rd

Egg Nog Jog and Reindeer Run – December 3rd

Tour of Homes: Christmas – December 10th

Fundraising for Gold Miner Statue

Projects In Progress:

Gold Bucks Gift Certificates

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

Meetings/Events/Activities

Event: Thrill at the MILL

Event: Scarecrow Contest Judging

Meeting: Sassy Ladies Boutique

Meeting: Douglas County Chamber Small Business Committee

Meeting: Thrill at the MILL Walk Through

Meeting: Corporate Partnership Opportunities

Meeting: Rise-N-Shine Planning Meeting

Report: Department of Community Affairs Monthly Report

Media Coverage

Thrill at the MILL – The Villa Rican

Golden Business of the Week

The Haven Antiques

Main Street Membership Program

Main Street Business Memberships: 1

Villa Rica News & Views

Main Street Discount Cards Issued: 4

Main Street Merchant/Business Services Rendered

Business Site Visits: 8

Grants:

Exterior Improvement Grants: 0

BOOST Grants: 3 Applications Received

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 | Christmas on Main | Christmas Tour of Homes

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: 675 Followers

Instagram: 1328 Followers

Facebook: 6142 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 & Makers Market – April 2017

Meetings/Events

Meeting: Farmers & Makers Market Participants

Meeting: DDA Monthly Meeting

Media Coverage

None

Business Prospect Meeting

Prospect meetings: 2 - Retail

Grants

Façade Grant Applications: 0

Tourism – Convention and Visitors Bureau

Ongoing Projects:

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

Regional Visitor Center Certification

Design and Development of Welcome Center

State Visitor Center Partnership

Projects in Progress

Developed profile sheet and events calendar for operators

Development of Tourism Advisory Board

Meetings/Events

Media Coverage

None

Request for Marketing/Advertising/Community Engagement

Sponsorships/Marketing/Advertisement

Sponsorship: 0

Welcome Center Visitors

Visitor Center Visitors: 4

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

- No Report Filed

Human Resource Management (Stephanie Rooks, Manager)

Recruitment:

- Public Works Department
 - Equipment Operators – Accepting applications until November 18, 2016. No applications received. Search Extended
- Parks Recreation and Leisure Services
 - Contract Gymnastics Instructor - Accepting applications until November 18, 2016

Employee Arrivals:

- None this week

Employee Departures:

- None this week

Training Hours:

- Staff members logged 48 hours of training this week.

End of Report