



CITY MANAGER'S WEEKLY REPORT

City of Villa Rica | David A Milliron, City Manager | 678.840.1211 | November 11, 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

- 25 Accident Reports Completed
- 103 Citations Issued

October 31

- Recovered Property Leslie Drive
- Reckless Conduct South Carroll Road
- Theft by Taking Miners Lane
- Cruelty to Children Report Taken
- Theft by Deception West Bankhead Highway
- Robbery Laurel Springs Cove
- Arrest Possession of Marijuana

November 1

- Simple Battery Mill Wheel Drive
- Theft of Lost/Mislaid Property Rivercliff Lane
- Simple Assault Highway 61
- Arrest Failure to Appear
- Theft by Shoplifting Carrollton Villa Rica Highway
- Criminal Damage to Property Industrial Blvd

November 2

- Illegal Poss of a Controlled Substance Daisy Lane
- Credit Card Fraud Grayton Loop
- Arrest Possession of Marijuana
- Theft by Taking Fairway Circle
- Theft of Lost/Mislaid Property Carrollton Villa Rica Highway
- Arrest Failure to Appear

November 3

- Arrest X 2 Poss of a Controlled Substance
- Criminal Damage to Property Whetstone Way
- Theft by taking Carrollton Villa Rica Highway
- Theft by Taking Rocky Branch Road
- Arrest Probation Violation
- Entering Auto West Bankhead Highway

November 4

- Arrest Court Ordered Arrest
- Arrest Court Ordered Arrest
- Arrest Driving while license suspended

November 5

- Arrest Theft by Taking
- Theft of Lost/Mislaid Property Highway 61
- Theft by Taking River Trace
- Arrest Driving while license suspended

November 6

- Burglary Horace Luther
- Arrest Dui
- Arrest Failure to Appear
- Entering Auto Cross Creek Court

FVA: Family Violence Act

Financial Administration (Sarah Hefty, Chief Finance Officer)

Administration:

On November 2nd, the Finance Committee met to discuss the 2017 budget for the second time. A Budget Workshop will be held in the courtroom on November 10th at 3pm.

Staff reconciled bank accounts and prepared other account analysis. Two performance evaluations were also prepared. Kay Sweetalla celebrated her 10th anniversary with the City and Louise Shambra celebrated her 1st anniversary with the City.

Accounts Receivable:

During the week, staff sent one invoice for 6,819 and received two payments totaling \$13,528. As of November 4th, the total of outstanding invoices due to the City is \$3,654.

Purchasing:

For the week ending November 4th, staff processed 52 purchase orders.

Accounts Payable:

For the week ending November 4th, staff processed 119 checks for a total of \$120,989. There were no SPLOST checks.

Customer Service:

For the week ending November 4th, the customer service staff receipted a total of \$270,591. Of that total, \$57,062 was for utility payments, and \$189,288 was for local option sales tax. The remainder was for reconnects, inspections, licenses and other miscellaneous receipts. Additionally, staff receipted deposits and set up 28 new customer accounts.

Water services were cut-off for 19 accounts during the week ending November 4th.

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.
- Public Works Director participated in regional teleconference with the Georgia Environmental Protection Division discussing potential Level 2 Drought Response for the area.

Wastewater Treatment Plants:

- Both the North and West Plants stayed within compliance with NPDES permit requirements.

Distribution:

- Excavated and repaired two three-quarter-inch (3/4") service lines due to water leaks.
- Excavated and tapped a six-inch (6") water line for new water service and installed a three-quarter-inch (3/4") water meter.
- Performed sewer maintenance inspections at three locations of the city.
- Checked and painted sewer manholes from Mirror Lake Boulevard to South Harbour.
- Checked and located water valves and sewer manholes on Highway 78.
- Took video footage of a sewer line on Highway 78.
- Investigated two water leaks.
- Flushed and chlorinated the water main at Dunkin Donuts on Commerce Drive.
- Performed one sewer blow out.
- Inspected the sewer main at the new development on Hickory Level Road.
- The Distribution Manager met with land developers at Hickory Level Road to discuss fire line installment.
- The Distribution Manager met with the Public Works Director and engineers at Lake Fashion.
- Consolidated Pipe Representatives demonstrated tools as part of tool safety training.
- The Distribution Manager met with representatives of the Community Development Block Grant (CDBG) project.
- Performed a water pressure check for a residential customer.
- Installed a six-inch (6") fire hydrant on Commerce Drive.
- The Locate crew member processed 44 locates.
- Meter Reader:
 - Connected water service – 36
 - Disconnected water service – 16
 - Customer courtesy calls – 1
 - High usage checks – 2
 - Install new meters – 3
 - Leak checks – 2

- Disconnects non-pay – 19
- Reconnects non-pay – 17
- No usage checks – 21

Streets and Solid Waste:

- Completed all vehicle daily maintenance inspections.
- Completed greasing and daily maintenance of the equipment.
- The junk and chipping crews completed all daily routes.
- Straightened some American flags along Highway 78 that were tangled up in preparation of the upcoming Veterans Day.
- Called the Department of Transportation and notified them of signs that had been run over and need replacing. Temporary stop signs were put out until the damaged signs are repaired.
- 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.
- The paving at the cemetery is complete. Filled in the edging of the new asphalt with dirt.
- 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 and added more patching where old patches have sunk.
- Kept vehicles and equipment full of fuel before possible shortage or fuel spikes in pricing due to second pipeline issue.
- Removed tree limbs that had fallen across city streets.
- Emptied trash bins at Hillcrest Cemetery.
- Continued asphalt repairs where water line repair cuts were made within the streets.

Vehicle and Building Maintenance and Inmate Work Detail Crews:

- Fourteen vehicles were repaired and serviced by the Fleet Garage.
- A daily checklist of all city vehicles continues to be implemented and is helping to log issues with vehicle maintenance.
- Light bars and department decals continue to be added to all city trucks as time allows.
- Routine train maintenance was performed this week.
- The 2010 Police Crown Victoria that was totaled after the accident on I-20 has been stripped of police equipment. The city is waiting on 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 last week without meeting the reserve that was set of \$8500.00. It will be relisted or sold through the Police Department’s contacts.
- 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 department’s organization chart changes. This is an ongoing change for the department and will be implemented to help organize efforts in being productive and proactive.
- The General Maintenance Supervisor continues working with the Storm Water Department Manager on day-to-day operations as another change in the organization chart.
- The grapple truck is being sent out for installation of emergency lighting and strobe lamps.
- A training class will be held when the grapple truck returns from having safety lighting installed on the operation and safe use of the unit.
- The belt press is being repaired at the North Plant. Parts are being manufactured for its completion.
- The ice machine at City Hall was repaired and serviced.
- The General Maintenance Supervisor is working on a new lake level staff gauge for Lake Fashion. This will be completed this week.

- 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. Installation will follow shortly.
- The pump replacement for the carbon feed system was completed Sunday.
- Pumps and drive motors continue to be evaluated for repairs and replacement throughout all the plant facilities.
- Much time and planning went into the sewer expansion various plans.
- 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.
- The General Maintenance Supervisor continues to work with the 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 by the contractor.
- 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 Environmental Protection Division (EPD) regulations with staff. This will be an annual report required going forward.
- 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 this week.
- 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. New road paving has been completed and final landscaping will be implemented as soon as the General Maintenance Supervisor receives the design plans.
- Fall and winter projects are being implemented for the Douglas County inmate crew as well as the Carroll County crews. Litter control and cemetery projects are high on the list. The Douglas County inmate crew will be working on the new library landscaping project.
- The General Maintenance Supervisor continues 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.
- Continue working with staff and engineering firms on the sewer expansion project.
- All tires and trash have been picked up at Lake Cowan while it is at a low level and access is possible.
- The Lake Fashion dam was cleared and all brush has been chipped and removed by the inmate crew.
- 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. 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.
- Talked with the Ingles Corporate office to discuss maintenance issues with the detention pond located behind the grocery store. The overgrowth of vegetation within the detention pond was cut back and all the trash and rubbish was removed from the pond area. However, once the vegetation was cut back it was found that severe erosion was taking place around the concrete riser inside the pond area.
- Completed a site visit to the First Baptist Church located on Highway 78 to look at the progress of the retention ponds that are currently being installed in the church development.

- Continuing to complete general maintenance to various drainage structures that are located inside of the right-of-ways. 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:
 - 351 Thomas Dorsey Drive: Removed trash from the ditch line and inlet of the culvert.
 - The city cemetery located beside Glanton-Hindsman Elementary: Street Department installed a driveway culvert last week. Staff assisted with the installation of the ditch line and clearing of dirt blocking the outlet this week.
 - Anderson Road: The stream culvert was inspected and debris and trash was removed from the culvert.
 - Jones Street @ Peachtree Street: Removed leaves and loose debris from the rip-rap inlet of the culvert.
 - Spyglass section of Mirror Lake: Inspected the catch basins and removed trash from the inside of the basins.
 - Cross Creek Court. Inspected all drainage ditches and the dried-up creek for any issues in regards to drainage after receiving a complaint. All culverts were clear and no issues were found.
 - North Avenue @ Old Stone Road: Cleared debris from the culvert.
 - 406 West Montgomery: Removed trash and loose debris from the storm drain.

Office of Community Development

Planning and Zoning:

- **Commercial Occupational Tax Licenses: 0**
- **Home Occupational Tax Licenses: 0**
- **Occupational Tax Renewals: 11**
- **Out of State Insurance Companies: 0**
- **Zoning Verification (verbal): 0**

Code Enforcement:

Villa Rica:

- Code Compliance Inspections: 19
- Code Compliance Letters Mailed: 4
- Signs Removed from Right-of-Way: 17
- Park & Ride Violation Notices: 3
- Patrol mileage: 179 miles

Temple:

- Code Compliance Inspections: 8
- Code Compliance Letters Mailed: 3
- Patrol Mileage: 88 miles

Building Permits and Inspections: 2 Electrical Permits & 4 Mechanical Permits

Plan Reviews: 4

Miscellaneous:

Notary Services: 10

Downtown Development & Tourism (Christopher Pike, Manager)

General Notes:

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

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
West Georgia Jazz Festival – April 22nd
Fundraising for Gold Miner Statue

Projects/Activities in Progress:

Gold Bucks Gift Certificates.
Advertising Coop for Downtown Business
Small Business Saturday - November 2016
Main Street Food Drive - November 2016

Meetings/Events/Activities

Meeting: Economic Vitality Committee
Meeting: Design Committee
Meeting: Design Committee
Meeting: West Georgia Jazz Festival Planning Meeting
Meeting: Quarterly Downtown Meeting
Workshop/Training: Mobilizing Your Market

Media Coverage

None

Golden Business of the Week

Sassy Ladies Boutique

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
Delivered Shop Small Promotional Kits

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 | Reindeer Run & Egg Nog Jog | Christmas Tour of Homes

Main Street Matters: Rise-n-Shine, New Main Street Member; Main Street Memberships; Golden Business of the Week

Twitter: 681 Followers

Instagram: 1338 Followers

Facebook: 6149 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

Meeting: R&R Design Logo and Tag Line Development for Tourism

Media Coverage

None

Request for Marketing/Advertising/Community Engagement

Sponsorships/Marketing/Advertisement

Sponsorship: 0

Welcome Center Visitors

Visitor Center Visitors: 6

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

Administration:

- Conners Road park community planning meeting was held Saturday, Nov 5th at The Venue. Approximately, 21 attendees discussed what they would like to see in the new park. Staff is working to finalize a walking tour of the site for residents prior to the final meeting.
- Fullerville Trailhead: Staff held its pre-construction meeting with GDOT and its contractor on November 10th. The final contract documents are being prepared for GDOT. Staff is working with the contractor to finalize a construction schedule. Clearing and grading is expected to begin in January 2017.
- Facility Rentals
 - Powell Park, 2 rentals
 - Civic Center, 1 rental
 - Senior Dining room, 2 rentals
 - The Mill, No rentals
- A total of 201 participants have registered this week for various activities
- Submitted 29 Basketball volunteer background checks

Athletics Division:

- Football season is over with final game being played Monday night
- Staff and coaches will divide basketball teams this week
 - 5&6 Co-ed will have 8 teams
 - 7&8 boys will 10 teams
 - 9&10 boys will have 10 teams
 - 11&12 boys will have 7 teams
 - 13&14 boys will have 6 teams
 - 7&8, 9&10, 11&12 girls will have 1 team each
- Coaches certification for basketball is set for December 4th, at 1:00 pm

Library:

- Monday, November 7, 2016 –Adult Game Day @ 12:30 pm
- Staff continued to clean out storage closets.
- Staff continued to box books and put them in storage.

Maintenance Division:

- Cleaned Gold Dust gymnasium
- Staff raking up leaves at Gold Dust
- Staff cleaned restrooms daily
- Staff working on preparing the Library site for landscaping

Pine Mountain Museum:

- Cleaning up track and preparing site for install of Winter Wonderland decorations
- Attendance:
 - General Admissions -69
 - Group Admissions -192
 - Gem & Gold Panning – 69
 - Train Riders -222

Programs Division:

- Staff attended Gold Business of the Week and upload information to the LED sign.
- Staff updated THE MILL and the City's Facebook pages.
- Staff submitted weekly happenings information on behalf of department.
- Staff completed NRPA webinar training, "Every Kid in a Park"
- Staff attended Driving Safety Class
- Staff attended the following classes: Dealing with Difficult People, Some Things We Know That Ain't So, Full STEAM Ahead, and Illicit Activities in Parks
- Planning for the following events/projects is currently underway:
 - 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

Staff is developing a State Emergency Operation plan

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 24 hours of training this week.

End of Report