



CITY MANAGER'S WEEKLY REPORT

City of Villa Rica | David A Milliron, City Manager | 678.840.1211 | November 18, 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)

No Report Filed

Financial Administration (Sarah Hefty, Chief Finance Officer)

Administration:

During the week, staff prepared for the Budget Workshop that was held on November 10th. Additionally, staff reconciled bank accounts and prepared other account analysis.

Accounts Receivable:

During the week, staff sent one invoice for \$688. As of November 11th, the total of outstanding invoices due to the City is \$4,342.

Purchasing:

For the week ending November 11th, staff processed 72 purchase orders.

Accounts Payable:

For the week ending November 11th, staff processed 63 checks for a total of \$174,910. There were no SPLOST checks.

Customer Service:

For the week ending November 11th, the customer service staff receipted a total of \$872,201. Of that total, \$146,178 was for utility payments, and \$640,406 was for property taxes. The remainder was for reconnects, inspections, licenses and other miscellaneous receipts. Additionally, staff receipted deposits and set up 7 new customer accounts.

Water services were cut-off for 21 accounts during the week ending November 11th.

Public Works (Peter Zorbanos, Director)

Water Plant:

- Plant was in compliance with State and Federal regulations.
- Pleased to welcome Doug Andrews, Class I Water Operator, as a new team member to the water staff.
- Public Works Director met with Georgia Environmental Protection Division officials to discuss the drought impacts on the water supplies and the urgency to take the next steps for more stringent water restrictions and conservation efforts.

Wastewater Treatment Plants:

- Both plants stayed within NPDES permit requirements this week.
- The lift stations have been continually maintained and physically observed.
- All FOG (Fat Oil and Grease) permits have been awarded to local restaurants, schools and infirmaries. All passed or upgraded to compliance.
- Industrial permits have all been reviewed and compliance for pre-treatment is commendable.

Distribution:

- Excavated and repaired a three-quarter-inch (3/4") service line due to a water leak.
- Excavated and repaired a one-inch (1") service line due to a water leak.
- Performed a pressure test and chlorination of a water line on Commerce Drive.
- Checked on a water line locate at Three West Parkway.
- Checked the water level at Lake Fashion to dig out the intake.
- Installed a break away kit on a fire hydrant on Conner Road.
- Inspected the sewer line at the new project on Hickory Level Road.
- Checked a fire hydrant on Rockmart Road.
- Performed one sewer blow out.
- Inspected the sewer main at the new development on Hickory Level Road.
- Investigated two leak check calls.
- Dug up and replaced a water meter and cut off at Eagles Flight.
- Flushed the water line at Dunkin Donuts on Commerce Drive.
- Checked a sewer manhole lid at Grady Knight Industrial Boulevard.
- Checked the water pressure on Hickory Level Road.
- Performed a road patch repair on Ridge Drive.
- Flushed a fire hydrant at Concord Drive and took a water sample.
- Checked the water line tap at the new project on Hickory Level Road.
- Locate crew member processed 36 locates.
- Meter Reader:
 - Connected water service – 14
 - Disconnected water service – 8
 - Customer courtesy calls – 1
 - Install new meters – 4
 - Install new registers – 20
 - Leak checks – 13
 - Disconnects non-pay – 14
 - Reconnects non-pay – 7

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.
- Called the Department of Transportation about the red-light outage on Conners Road.
- 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.
- Repaired pot holes where locates are finding services to the new library in preparation of grading.
- Worked on grading around the new library for drainage.
- 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.
- Reinstalled several city regulatory signs and poles that had been damaged at different locations.
- Removed dead animals from the streets and right-of-ways.
- Repaired some small pot holes and where old patches have sunk with asphalt patching.
- Emptied the trash bins at Hillcrest Cemetery.
- Continuing asphalt repairs where water line repair cuts were made within the streets.
- Checking and repairing Christmas decorations.
- Beginning to hang Christmas lights on telephone / power poles.
- Taking down the American flags along Highway 78 following the Veterans Day observance.

Vehicle and Building Maintenance and Inmate Work Detail Crews:

- Ten vehicles were repaired and serviced by the Fleet Garage.
- A daily checklist of all city vehicles continues to be implemented into more departments and is helping to log issues with all 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 General Maintenance Supervisor continues to work with the Street Department Manager as one of the departments under his direction, in line with the organization chart changes. This is an ongoing change for the Public Works departments, 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 out for installation of emergency lighting and strobe lamps. A training class will be held on the operation and safe use of the unit when the grapple truck returns from having safety lighting installed.
- Several major pieces of equipment at the North Plant are under various stages of upgrades and repairs. Many parts are being manufactured for its completion.
- 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.
- Pumps and drive motors continue to be evaluated for repairs and replacement throughout all the plant facilities. This will be ongoing for several weeks.
- 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.
- All locks at the new library are now completed and working. This building is on the Best Access Master Key program.
- Work on The Garden of Eternal Rest Cemetery continued this week. 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 is 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.
- 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.
- Inmate crew picked up litter at the following locations this week:
 - Highway 61
 - Berry Drive
 - Industrial and Highway 101 intersection
 - South Carroll
 - Edge Road
 - Daniel Road
 - Thomas Dorsey
 - West Wilson
 - Fullerville area
- Inmate crews also cleaned the Avanti Building daily, repaired the ice machine at City Hall, cleaned up trash around the lakes, cleared guardrails on Highway 61, assisted with water level staff gauge installation at Lake Fashion, trimmed trees at City Hall, and assisted as needed with many small daily tasks.
- The Douglas County Crew has been taking care of the grounds at the Gold Museum and assisting with the landscaping project at the new library. They also maintain several of the lift station grounds and cut grass at the North Wastewater Treatment Plant.

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.
- Began working on the data collection table for the 2016 Municipal Separate Storm Sewer System (MS4) permit annual report.
- Met with a contractor to look at the erosion and culvert issue at Fleet Drive and Andrew Way. There is severe erosion around the inlet of the culvert that needs to be backfilled with dirt. A drainage swale will

also need to be installed to keep erosion from occurring around the inlet of the pipe. Staff is seeking a proposal to fix this issue.

- 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:
 - 3505 Laurel Springs Cove: The catch basin accumulates a lot of trash and toys. Everything was removed from the inside of the catch basin.
 - 70 Grady Knight Industrial: Answered a complaint about a sinking manhole lid. The manhole lid in question was a sewer cover that needed to be put back in place on the manhole structure.
 - Magnolia section of Mirror Lake: Removed a lot of trash and various loose debris from roads, curbs and catch basins inside the neighborhood.
 - 313 Highway 78: Removed trash and gravel from in front of the catch basin.
 - Eleanor Walk @ Highway 78: Removed trash and debris from both culverts and the ditch line that flows to the culverts.
 - 518 East Montgomery Street: Removed trash and dug out a buried driveway culvert.
 - Waterford Subdivision: All catch basins located in the right-of-way were inspected and all were clear and clean of litter and trash with the exception of leaves falling from the trees as they lose their foliage.

Office of Community Development

Planning and Zoning:

Villa Rica's Zoning Appeals Board on Thursday voted 4-1 to approve a variance request that paves the way for a developer to move forward with building permit submittals for a proposed Starbucks, Moe's Southwest Grill, Sprint Store and Lendmark Financial Services at 700 Hwy. 61 nestled in between the Paradise Auto Spa and Bojangles' Famous Chicken 'n Biscuits. More details can be found by clicking on the archives link at <http://www.villarica.tv> and watching Thursday night's meeting (Video No. i3161117.0549).

VARIANCE REQUEST NO. VA-04-16

Steve Lipofsky with The Ferber Company, Inc. requests a Variance for property located at 700 Hwy. 61, Parcel No: V06-004-0378, in Land Lot 126 of the 6th District in Carroll County, for the purpose of reducing the parking requirements. The parcel consists of .71 acres and is located in Ward 2.

- **Commercial Occupational Tax Licenses: 0**
- **Home Occupational Tax Licenses: 0**
- **Occupational Tax Renewals: 25**
- **Out of State Insurance Companies: 0**
- **Zoning Verification (verbal): 0**

Code Enforcement:

Villa Rica:

- Code Compliance Inspections: 19
- Code Compliance Letters Mailed: 2
- Signs Removed from Right-of-Way: 123
- Park & Ride Violation Notices: 2
- Patrol mileage: 169 miles

Temple:

- Code Compliance Inspections: 7
- Code Compliance Letters Mailed: 2
- Patrol Mileage: 89 miles

Building Permits and Inspections: 1 Building, 1 Electrical & 2 Mechanical

Plan Reviews: 1

Miscellaneous:

Notary Services: 9

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 5K– December 3rd

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: Promotions Committee

Meeting: Tour of Homes

Training: Defensive Driving Course

Media Coverage

None

Golden Business of the Week

Words in Motion Acting

Main Street Membership Program

Main Street Business Memberships: 1

Main Street Discount Cards Issued: 4

Main Street Merchant/Business Services Rendered

Business Site Visits: 9

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

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

Twitter: 692 Followers

Instagram: 1347 Followers

Facebook: 6153 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: The Garland Company

Media Coverage

None

Business Prospect Meeting

Prospect meetings: 1 - Restaurant

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

Family Reunion Program

State Visitor Center Partnership

Projects in Progress

Developed profile sheet and events calendar for operators

Development of Tourism Advisory Board

Meetings/Events

Meeting: Historic High Country Travel Association

Media Coverage

None

Request for Marketing/Advertising/Community Engagement**Sponsorships/Marketing/Advertisement**

Sponsorship: 0

Welcome Center Visitors

Visitor Center Visitors: 5

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

Administration:

- Conners Road park walking tour is planned for Saturday, November 19th at 2:00 p.m. The community has been invited to walk the property as part of the park visioning process.
- Facility Rentals
 - Powell Park, VR Library Taste of the Holidays, 2 rentals
 - Civic Center, Senior Dance
 - Senior Dining room, 2 rentals
 - The Mill, No rentals
- A total of 42 participants have registered this week for various activities
- Submitted 18 Basketball volunteer background checks

Athletics Division:

- Staff & Coaches have divided 45 basketball teams and started practice
- Coaches certification meeting for basketball set for Sunday Dec 4 at 1:00 in the gym at Gold Dust
- Basketball uniforms will be ordered Thursday, November 17
- Basketball game schedules are being made and should be ready next week

Library:

- Monday, November 14, 2016 – Computer Class @ 4:00 pm
- Tuesday, November 15, 2016 – Teen Activity – “Vision Boards” @ 4:30 pm
- Friday, November 18, 2016 – “Taste of the Holidays” @ 7 pm –Powell Park
- Saturday, November 19, 2016 – “Adult Game Day” – 11:00 am-1:45 pm
- Staff continued to clean out storage closets.

Maintenance Division:

- Cleaned Gold Dust gymnasium
- Replaced lights in the gym at Gold Dust Park
- Staff painting dugouts at Gold Dust Park
- Staff cleaned restrooms daily
- Staff working on preparing the Library site for landscaping

- Set up for Senior Dance
- Staff put up Christmas banner at The Mill
- Staff repaired a sink that was torn from the wall in the bathroom at Fullerville Park

Pine Mountain Museum:

- Tours and programming continue
- Douglas County Inmate Crew currently working on putting out lights for Winter Wonderland Train.
- Major repair work in progress for water wheel at Grist Mill
- Pump house piping and sewer pump repairs in progress
- Lake debris screen at pump house removed, repaired, strengthened, reinstalled
- Attendance:
 - General Admissions – 64
 - Group Admissions – 46
 - Gem & Gold Panning – 36
 - Train Riders -158

Programs Division:

- Staff attended Gold Business of the Week
- Staff updated information to the LED sign.
- Staff setting up at the Tallapoosa Visitor Center for Villa Rica Day to promote the City’s upcoming events.
- Updated THE MILL and the City’s Facebook pages.
- Submitted weekly happens information on behalf of department.
- Completed NRPA webinar training, “Active Adults”
- Completed ICMA webinar training, “Serving Diverse Population”
- Completed ICMA webinar training, “Succession Planning and Knowledge Transfer
- Planning for the following events/projects is currently underway:
 - Breakfast with Santa – Saturday, December 10, 2016
 - Gold Nugget Drop – Saturday, December 31, 2016
 - Annual Daddy-Daughter Valentine Dance – Saturday, February 11, 2017
 - 10th Annual Volunteer Appreciation Banquet – Saturday, March 11, 2017

Senior Services Division:

- The center served 264 Congregate Meals and 241 home delivered meals this week
- Staff is finalizing the State Emergency Operation plan
- Seniors attended the Carroll County Council on Aging Annual Thanksgiving Fellowship luncheon on Thursday, November 17th at 10:00 am

Human Resource Management (Stephanie Rooks, Manager)

No Report Filed

End of Report