



CITY MANAGER'S WEEKLY REPORT

City of Villa Rica | David A Milliron, City Manager | 678.840.1211 | December 2, 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
- 64 Citations Issued

November 14

- Concern for Welfare
Nine Oaks Circle
- Arrest
Disorderly Conduct

November 15

- Arrest
Poss of firearm by convicted felon
- Arrest
Shoplifting
- Terroristic Threats
South Street
- Arrest
Probation Violation
- Theft by Shoplifting
Carrollton Villa Rica Highway
- Arrest
Simple Battery

November 16

- Arrest
Probation Violation
- Arrest
Probation Violation
- Illegal Poss of a controlled substance
Dallas Highway
- Criminal Trespass
Horace Luther
- Theft by Taking
East Wilson
- Arrest
Driving while license suspended

November 17

- Simple Assault
Highway 61
- Theft of Lost/Mislaid Property
Punkintown Road
- Theft by Taking
Oakbrook Court
- Aggravated Child Molestation
Report Taken

November 18

- Arrest
Court Ordered Arrest
- Theft by Taking
North Avenue

November 19

- Arrest Driving while license suspended
- Terroristic Threats West Bankhead Highway

November 20

- Disorderly Conduct Dallas Highway
- Theft by Taking Industrial Blvd
- Entering Auto Carrollton Villa Rica Highway
- Arrest Driving while license suspended

Financial Administration (Sarah Hefty, Chief Finance Officer)

Administration:

Staff worked on reconciliations for various accounts and set up a checklist for the month-end process.

Accounts Receivable:

As of November 25th, the total of outstanding invoices due to the City is \$8,149.

Purchasing:

For the week ending November 25th, staff processed 53 purchase orders.

Accounts Payable:

For the week ending November 25th, staff processed 67 checks for a total of \$100,754. There were no SPLOST checks.

Customer Service:

For the week ending November 25th, the customer service staff receipted a total of \$353,780. Of that total, \$48,573 was for utility payments, and \$249,744 was for property taxes. The remainder was for reconnects, inspections, licenses and other miscellaneous receipts. Additionally, staff receipted deposits and set up 19 new customer accounts.

Public Works (Peter Zorbanos, Director)

Water Plant:

- The plant was in compliance with State and Federal regulations.

Wastewater Treatment Plants:

- The West and North Plants have both stayed in National Pollutant Discharge Elimination System (NPDES) compliance this week.
- Installation of a new variable frequency drive (VFD) motor at the North Plant will lower power costs.
- The Wastewater Lab Analysis of discharge is again below detectable levels and highly compliant with Environmental Protection Division standards.

Distribution:

- Checked and cleaned out the drain and overflow pipe at Lake Paradise.
- Excavated and repaired a galvanized three-quarter-inch (3/4”) service line due to a water leak.
- Met with the Public Works Director about Lake Paradise.
- Repaired a pipe and got ready for draining at Lake Paradise.
- Performed two sewer blow outs.
- Cleaned out valve jars and took pressure readings at Poole Road for fire hydrants.
- Flushed and checked the flow of fire hydrants at Poole Road.
- Met the Public Works Director at Hickory Level Tank.
- Installed valves at Lake Paradise.
- Repaired a water leak at Lake Breeze.
- Installed two water meters at Summergate Subdivision.
- Installed a water meter at Somerport Subdivision.
- Assisted with locates.
- The Locate crew member processed 30 locates.
- Meter Reader:
 - Connected water service – 20
 - Disconnected water service – 8
 - Installed registers – 8
 - Leak checks – 1

Streets and Solid Waste:

- Completed all daily vehicle maintenance inspections.
- Greasing and daily maintenance of the equipment was completed.
- The junk and chipping crews completed all daily routes.
- Took down the American flags along Highway 78 that were up for Veterans Day.
- Called the Department of Transportation about a red-light outage on Conners Road.
- Called the Department of Transportation and notified them of signs that had been damaged and need replacing. Temporary stop signs were put out until the damaged signs are replaced.
- Potholing 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.
- Installed the Christmas Tree at The Mill Amphitheatre for the upcoming holiday event. Coordinated with the detail crew on the install.
- Installed Christmas lighting around the downtown area. Coordinated with the detail crew on the Christmas décor along the grounds.
- Called the power company about street lights that were not working.
- 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 areas where old patches have sunken with asphalt patching.
- Continued asphalt repairs where water line repair cuts were made within the streets.
- Checking and repairing Christmas decorations.
- Called the Department of Transportation about a red-light that is not working.
- Completed yearly reviews for employees.

Vehicle and Building Maintenance and Inmate Work Detail Crews:

- Eight vehicles were repaired and serviced by the Fleet Garage.
- Heavy maintenance was performed on the snow plow and salt spreader.
- Light bars and department decals continue to be added to all city trucks as time allows.
- Routine train maintenance was performed this week.
- Parts have been ordered to perform train engine maintenance after the Christmas show ends. This will take a couple of weeks' worth of work which will be scheduled with the Museum Manager.
- The General Maintenance Supervisor continues to work with the Street Department Manager on several scheduling issues and organization of projects and personnel issues.
- The General Maintenance Supervisor continues working with the Storm Water Department Manager and the department's needs.
- Several training opportunities were made available for staff this week.
- The General Maintenance Supervisor is working on staffing issues with the Streets department, Water Treatment Plant, Distribution and Collections, and the Waste Water Treatment Plants.
- Work on the grapple truck to install emergency warning lights has been completed and the truck will be in use shortly.
- Two major lift station pumps are under emergency repair.
- The Street department prepped for possible heavy rains.
- The General Maintenance Supervisor is working on employee evaluations throughout Public Works Departments.
- Processed and approved multiple requisitions and purchase orders for all Public Works Departments.
- Closing out unfunded Purchase orders for year-end budgeting.
- Pumps and drive motors continue to be evaluated for repairs and replacement throughout all the plant facilities. This will carry over into the new budget year.
- Worked through issues with the Caselle Management Program updates with the Finance Department.
- Sync Global is working on communication issues at the North Plant.
- Level monitoring equipment has been installed at Lake Fashion and will be added to the SCADA system by the contractor.
- Working on completing the annual reporting of all facilities under the Environmental Protection Division regulations with staff. This will be an annual report required going forward.
- Work on The Garden of Eternal Rest Cemetery is nearly completed. Final landscaping will be implemented as soon as the design plans are received.
- Fall and winter projects continue to 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. The Douglas County inmate crew is working on the new library landscaping project, along with decoration the Pine Mountain Gold Museum for Christmas events.
- 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, equipment and funding.
- Continue working with staff and engineering firms on the possible sewer expansion project at the First Baptist Church.
- 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. Staff continued to make assessments of some older equipment this week.

- The Carroll County inmate crew picked up litter at the following locations this week:
 - Highway 61
 - McCurdy Road
 - Industrial and Highway 101 intersection
 - Poole Road
 - Berry Drive
 - Clearview Street
 - North Avenue
 - South Carroll
 - Edge Road
 - Daniel Road
 - Thomas Dorsey
- Inmate crews cleaned the Avanti Building daily. They also cleaned up trash around lakes, set up the Christmas tree at City Hall, and assisted as needed with many other 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 Waste Water Treatment Plant. They are presently working on Christmas decorations at the Museum.

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 (BMP's) conducted throughout the year. The documentation of the BMP's will be outlined in the 2016 annual report due to the Georgia Environmental Protection Division by February 15, 2017.
- Continuing to work with the Community Development Department in regards to the stormwater facility maintenance agreements. Staff has to inspect these detention ponds once they are completed (post development) and document the inspections as outlined in the stormwater management plan and report them yearly on the stormwater annual report.
- Continued completion of 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:
 - West Industrial Court (entrance into Sugar Foods): Cleared trash from the trash rack and loose debris from the ditch line before the expected rain event.
 - 521 Old Town Road: Cleared overgrown vegetation and trash from the ditch line and outlet of both culverts.
 - 277 East Montgomery Street: Removed trash and loose debris from the inlet of the storm drain.
 - West Wilson Street @ South Candler Street: The sidewalk drain was cleared of trash and debris.
 - Stone Street sewer easement: The trash rack above the inlets of the double culvert on the sewer easement were full of debris and trash that accumulated from a heavy rain event.
 - 562 South Candler Street: Inspected and removed all debris from the sidewalk culvert.
 - 318 and 319 North Avenue: Dug out the driveway culverts that were filled in with silt and various debris.
 - 157 Fleet Drive: Removed loose debris from the top of the drop inlet. Filled in the sinkhole behind the drop inlet.

Office of Community Development

Planning and Zoning:

• Commercial Occupational Tax Licenses: 2

- More Hair Studio at 364 W. Bankhead Hwy.; owner Kieosha Mouzone; beauty salon with 1 employee.
- Salon One Thirty-Three at 133 W. Wilson Street; owner Kristi Anderson; beauty salon with 1 employee.

Home Occupational Tax Licenses: 2

- Peg Taylor Ent. at 2120 Osprey Cove; owner Peg Taylor; misc. sales with 1 employee.
- All Wash VR at 120 Hwy. 61 Conn.; owner Doyle Sheffield; personal service with 1 employee.

Occupational Tax Renewals: 10

Out of State Insurance Companies: 0

Zoning Verification (verbal): 1

Code Enforcement:

Villa Rica:

- Code Compliance Inspections: 28
- Code Compliance Letters Mailed: 2
- Signs Removed from Right-of-Way: 13
- Park & Ride Violation Notices: 2
- Patrol mileage: 304 miles

Temple: Code Compliance Officer on Vacation

- Code Compliance Inspections: 0
- Code Compliance Letters Mailed: 0
- Patrol Mileage: 0

Building Permits and Inspections: 1 Building Permit (3,238 sq. ft.) & 1 Mechanical Permit

Plan Reviews: 0

Miscellaneous:

Notary Services: 10

Downtown Development & Tourism (Christopher Pike, Manager)

No Report Filed

Administration:

- Fullerville Trailhead: Georgia Power will begin their utility relocation next week
- Facility Rentals
 - Powell Park, 3 rentals
 - Civic Center, Senior Dance, U Can Dance Workshops
 - Senior Dining room, 2 rentals
 - The Mill, Christmas on Main Street, 3:00 pm – 8:00 pm
- A total of 22 participants have registered this week for various activities

Athletics Division:

- Staff purchased new scheduling software and have begun making basketball game schedules
- Basketball coach's certification is this Sunday 1:00 in the gym
- Basketball goal height adjuster kits have been ordered for VRES

Library:

- The Library board meeting was held on Tuesday, November 29, 2016
- Tuesday, November 29, 2016 –Genealogy Class @ 5:30 pm
- Tuesday, November 29, 2016 – Library Advisory Board Meeting @ 6:00 pm
- Saturday, Christmas on Main Street December 3, 2016 (Staff Volunteers)
- Staff continued to clean out storage closets.

Maintenance Division:

- Cleaned Gold Dust gymnasium
- Replaced lights in main office and hallways at Gold Dust
- Staff waxed floors at V-Plex Civic Center
- Staff cleaned restrooms daily
- Staff continues to work on preparing the Library site for landscaping
- Set up for Senior Dance
- Staff picked up new tables and delivered to designated facilities

Pine Mountain Museum:

- Winter Wonderland Holiday Train begins 12/1/16
- Attendance:
 - General Admissions – 55
 - Group Admissions – 0
 - Gem & Gold Panning – 34
 - Train Riders -121

Programs Division:

- Attended Staff Appreciation meeting
- Staff attended Christmas on Main/Reindeer Run Walk Through
- Staff Training: “Go To Webinar”, webinar training, “Stand Out Subject Lines”

- 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
 - Completed, “Go To Webinar”, webinar training, “Stand Out Subject Lines”

Senior Services Division:

- The center served 264 Congregate Meals and 241 home delivered meals this week
- Staff setting up Holiday decorations in the dining room

Human Resource Management (Stephanie Rooks, Manager)

Recruitment:

- Public Works Department
 - Equipment Operators – Position Closed Ten external applicants and one internal applicant.
 - Water Plant Superintendent – Accepting Applications until November 30, 2016. One applicant, search to be extended.
- Parks Recreation and Leisure Services
 - Contract Gymnastics Instructor - Accepting applications until November 30, 2016
- Administration
 - Community Development Manager – Accepting applications until December 09, 2016. One external applicant

Employee Arrivals:

- Richard Jett – Wastewater Operator in Training
- Doug Andrews – Class I Water Operator – Night Shift

Employee Departures:

- None over the last two weeks.

Training Hours:

- Staff members logged 72 hours of training over the last two weeks.

End of Report