



CITY MANAGER'S WEEKLY REPORT

City of Villa Rica | David A Milliron, City Manager | 678.840.1211 | December 9, 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
- 54 Citations Issued

November 28

- | | |
|----------------------------------|--------------------------------|
| • Arrest | Forgery 1 st Degree |
| • Reckless Conduct | Highway 61 |
| • Burglary | Ashbury Drive |
| • Theft of Lost/Mislaid Property | Highway 61 |
| • Identity Theft | Remington Court |
| • Arrest | Shoplifting |
| • Entering Auto | Hickory Level Road |

November 29

- | | |
|----------|---------------------|
| • Arrest | Probation Violation |
|----------|---------------------|

November 30

- | | |
|----------|---------------------------------|
| • Arrest | Driving while license suspended |
|----------|---------------------------------|

December 1

- | | |
|----------------------|--------------------|
| • Disorderly Conduct | Tyson Road |
| • Burglary | Walnut Drive |
| • Criminal Attempt | South Carroll Road |
| • Arrest | Dui |

December 2

- Arrest Court Ordered Arrest
- Arrest Probation Violation
- Arrest Probation Violation
- Theft by Shoplifting Carrollton Villa Rica Highway
- Arrest Simple Assault
- Theft by Taking Mirror Lake Blvd
- Sexual Battery Dallas Highway

December 3

- Criminal Trespass West Bankhead Highway
- Theft of Lost/Mislaid Property Main Street
- Arrest Failure to Appear
- Credit Card Fraud Parkway Circle
- Theft of Services Edge Road
- Arrest Battery – FVA
- Arrest Possession of Marijuana

December 4

- Arrest Probation Violation
- Battery – Fva South Street

FVA: Family Violence Act

DUI: Driving under the Influence

Financial Administration (Sarah Hefty, Chief Finance Officer)

Administration:

Staff worked on various budget and utility rate analyses. Also, staff continues to prepare reconciliations for the month-end and year-end processes.

Accounts Receivable:

As of December 2nd, the total of outstanding invoices due to the City is \$8,149.

Purchasing:

For the week ending December 2nd, staff processed 61 purchase orders.

Accounts Payable:

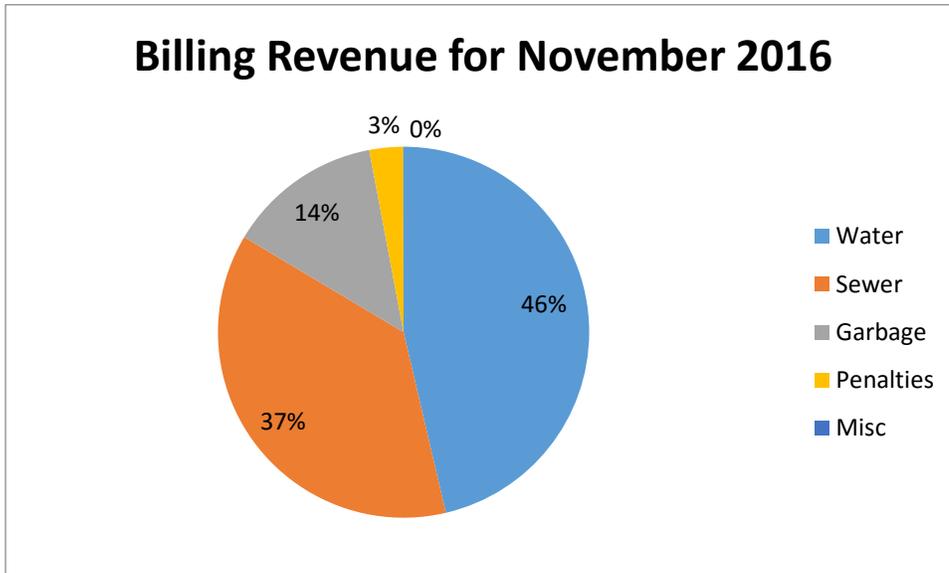
For the week ending December 2nd, staff processed 84 checks for a total of \$210,692. There were no SPLOST checks.

Customer Service:

For the week ending December 2nd, the customer service staff received a total of \$517,007. Of that total, \$173,225 was for utility payments, and \$321,335 was for property taxes. The remainder was for reconnects, inspections, licenses and other miscellaneous receipts. Additionally, staff received deposits and set up 26 new customer accounts.

Water services were cut-off for 56 accounts during the week ending December 2nd.

Almost 6,000 bills were sent to the vendor to be printed and mailed on November 29th. The total amount of revenue generated was \$503,614.



Public Works (Peter Zorbanos, Director)

Water Plant:

- The plant was in compliance with State and Federal regulations.
- The Monthly Operation and Surface Withdrawal Reports have been submitted to the Georgia Environmental Protection Division.

Wastewater Treatment Plants:

- The West and North Plants stayed in National Pollutant Discharge Elimination System (NPDES) compliance throughout November.
- A new pump was installed in the influent station at the West Plant.
- The aerator on the North Plant has been refurbished and the digestion system is back online.
- The new Variable Frequency Drive (VFD) aerator at the North Plant for biological removal is operating efficiently with an estimated 30 – 40 percent power savings.
- The belt press at the North plant has a new drive motor to lessen dewatering interruptions.

Distribution:

- Excavated and repaired two three-quarter-inch (3/4”) service lines due to water leaks.
- Performed a road patch on Rockmart Road.
- Checked the road patch and water main at South Villa Road and Anderson Road.
- Performed two sewer blow outs.
- Checked two sewer lines.
- Installed a new water meter at the new library.
- Disconnected and capped off the sewer line on Bolijeri Boulevard.
- Repaired a water leak on South Carroll Road.
- Dug up and repaired a two-inch damaged water line at Hickory Level Road at Holiday Inn Express.
- Completed yearly reviews for employees.
- Three crew members attended a “competent person” training class.
- Repaired a sewer line on Bolijeri Boulevard.
- The Locate crew member processed 27 locates.
- Meter Reader:
 - Connected water service – 31
 - Disconnected water service – 17
 - High usage checks – 1
 - Install registers – 9
 - Disconnects non-pay – 31
 - Reconnects non-pay – 21
 - Replace antenna on register – 10

Streets and Solid Waste:

- Completed all vehicle daily 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 they are repaired.
- Cleaned equipment and some of the vehicles that are used daily.
- Removed material from dump sites along the city streets.
- 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 streets and right-of-ways.
- Repaired some small pot holes and old patches that have sunk with asphalt patching.
- Continue asphalt repairs where water line repair cuts were made within the street.
- Checking and repairing Christmas decorations.
- Called the Department of Transportation about a red light that is not working.
- Completed yearly reviews for employees.
- Completed interviews for open position.
- Repaired a hanging phone line that was wrapped around a telephone pole.
- Used the motto grader to scrape the edge of roads so the rain water can get into the ditch line.
- Used the motto grader to cut a ditch line out to keep the water from pooling in the road.
- All employees attended a “Darkness to Light” class.
- An employee attended and completed the “competent person” class on work site safety.

Vehicle and Building Maintenance and Inmate Work Detail Crews:

- Thirteen vehicles were repaired or serviced by the Fleet Garage.
- Snow plow maintenance has been completed.
- Light bars and department decals continue to be added to all city trucks as time allows. There are seven vehicles that need to be completed.
- 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 has been working daily with the Street Department on schedules and personnel.
- Starting the project on replacing the Catamaran Cove lift station wood fence.
- Road salt was purchased to give the city an adequate supply for any winter weather.
- Ice removal blades have been purchased for the motor grader in preparation for winter weather use.
- The General Maintenance Supervisor has been working on staffing issues with the Streets Department, Water Treatment Plant, Distribution and Collections and Waste Water Treatment Plant.
- The grapple truck is ready to be placed in service with full emergency lighting installation completed. There will be a training class on its safe operation this week.
- The front-end loader is having all four tires foam filled to cure continuous leaks due to heavily rusted wheels that became obsolete over ten years ago.
- The Street Department is prepped for possible heavy rains and downed trees.
- The General Maintenance Supervisor continues working on employee evaluations throughout the Public Works Departments.
- Processed and approved multiple requisitions and purchase orders for all Public Works Departments.
- 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.
- Continue to work through issues with the Caselle Management Program updates with Finance Department.
- 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 Environmental Protection Division regulations with staff. This will be an annual report required going forward.
- Work on The Garden of Eternal Rest Cemetery was done to stabilize new soil from erosion.
- 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 Pine Mountain Gold Museum for Christmas events. They will be building a new lift station fence next week.
- 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.
- The Carroll County inmate crew guard was on vacation this past week. No work report was given.
- Inmate crews cleaned the Avanti Building daily. They also cleaned up trash around the lakes and assisted as needed with many other small daily tasks. Additionally, they picked up within the Railroad Park and assisted with trash pickup.
- 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 (BMPs) conducted throughout the year. The documentation of the BMPs will be outlined in the 2016 annual report due to the Georgia Environmental Protection Division by February 15, 2017.
- Attended a “competent person” training on December 2, 2016 to obtain certification in identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous or dangerous to employees. The training also covered who has the authorization to take prompt corrective measures to eliminate them. Staff also attended “Darkness to Light” training at the Holt Bishop courtroom on December 7, 2016.
- 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:
 - 707 Rockmart Road: Opened up the storm drain and cleaned out both catch basins that were 75 percent full of dirt.
 - 622 Rockmart Road: Cleared overgrown vegetation, privet hedge and dirt from inside and around the storm drain.
 - 141 Main Street: Received a complaint from the business owner to clean the leaves and debris from the storm sewer drop inlet grate that collected from the rain events in front of the business.
 - 303 and 304 Rockmart Road: Removed leaves and other loose debris from the storm drain that washed to the inlet from the heavy rain event.
 - Stone Street sewer easement: The trash rack above the inlets of the double culvert on the sewer easement were full of various debris and trash that accumulated from a heavy rain event. Note: visited this site several times to clear because of the rain events.
 - Cross Creek Court: Cleared the drainage flume and inlets of road culverts that drain to the creek. Loose debris and leaves accumulated on these structures during the heavy rain event.
 - 513 Reid Street: Received a call asking staff to clean out the inlet of the driveway culvert and ditch line. Staff removed debris from the ditch line and the culvert.
 - 519 and 523 North Avenue: Cleared leaves from the inlet of the driveway culverts that were blocking the flow of water. Coordinated with Code Compliance in asking the homeowners to bag their leaves for the Street Department to pick up instead of blowing them out into the right-of-way.

Office of Community Development

Planning and Zoning:

Commercial Occupational Tax Licenses: 2

- Apex School of Theology of Douglasville located at 2460 Mirror Lake Blvd.; owner Alvin Litman; School for Ministry Training with 1 employee.
- May Wings & Deli, LLC located at 451 W. Bankhead Hwy., Suite 153; owner Hua Mei Lin; Restaurant with 5 employees.

Home Occupational Tax Licenses: 1

- Optimal Concepts located at 3022 Harmon Springs Drive; owner Alvin Litman; Consulting & Motivational Speaking with 1 employee.

Occupational Tax Renewals: 37

Out of State Insurance Companies: 0

Zoning Verification (verbal): 0

Code Enforcement:

Villa Rica:

- Code Compliance Inspections: 34
- Code Compliance Letters Mailed: 1
- Signs Removed from Right-of-Way: 10
- Park & Ride Violation Notices: 2
- Patrol mileage: 367 miles

Temple:

- Code Compliance Inspections: 4
- Code Compliance Letters Mailed: 2
- Patrol Mileage: 60 miles

Building Permits and Inspections: 1 Building Permit (Accessory Structure) & 1 Mechanical Permit

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 – Go on sale December 1st

Advertising Coop for Downtown Business – December issues of West Georgia Woman Magazine

Small Business Saturday – Shop Small VR Promotion

Main Street Food Drive - November 2016

Meetings/Events/Activities

Meeting: Promotions Committee

Meeting: Tour of Homes

Training: Defensive Driving Course

Event: Reindeer Run 5k & Egg Nog Jog

Event: Christmas on Main – Rescheduled due to weather conditions. – December 10th

Media Coverage

Christmas on Main – The Villa Rican
Reindeer Run 5K& Egg Nog Jog – The Villa Rican

Golden Business of the Week

Villa Rica News & Views

Main Street Membership Program

Main Street Business Memberships: 0

Main Street Discount Cards Issued: 0

Main Street Merchant/Business Services Rendered

Business Site Visits: 4

Grants:

Exterior Improvement Grants: 0

BOOST Grants: 0

Marketing/Advertising/Community Engagement

Newspaper: Times/Douglas/Villa Rican: Golden Business of the Week; Reindeer Run 5K & Egg Nog Jog

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: 714 Followers

Instagram: 1370 Followers

Facebook: 6191 Likes

Downtown Development Authority

Ongoing Projects:

Evaluating feasibility 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: Carroll County UGA Extension Office for Farmers Market

Media Coverage

None

Business Prospect Meeting

Prospect meetings:

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

Thomas A. Dorsey Museum

Developed profile sheet and events calendar for operators

Development of Tourism Advisory Board

Meetings/Events

Meeting: Thomas A. Dorsey Museum Committee

Conference Call: R&R Design – Tagline and new logo

Media Coverage

None

Request for Marketing/Advertising/Community Engagement

Placed Advertisement in:

Georgia Travel Guide

Carroll Chamber Community Guide

Douglas County Community Guide

Sponsorships/Marketing/Advertisement

Sponsorship: 0

Welcome Center Visitors

Visitor Center Visitors: 8

Administration:

- Fullerville Trailhead: Georgia Power postponed their utility relocation next week due to this week's rain
- Staff Training: "Carl Vinson Institute of Government", webinar training, "GA Department of Administrative Services – How They Assist Local Governments"
- Staff in various divisions attended Darkness to Light's Stewards of Children training
- Facility Rentals
 - Powell Park, 4 rentals
 - Civic Center, No rentals, Breakfast with Santa
 - Senior Dining room, 4 rentals
 - The Mill, Rescheduled Christmas on Main Street 4:00pm – 6:00pm
- A total of 16 participants have registered this week for various activities

Athletics Division:

- Basketball goal height adjuster kits have been delivered to Villa Rica Elementary School
- Basketball jerseys will be distributed this weekend
- Basketball coaches' clinic was held this past Saturday

Library:

- Tuesday, December 6, 2016 – Genealogy Class @ 5:30 pm
- Saturday, December 10, 2016 - Christmas on Main Street December 10, 2016 (Staff Volunteers)
- Saturday, December 10, 2016 – Book Club @ 10:00 am
- Staff continued to clean out storage closets.

Maintenance Division:

- Cleaned Gold Dust gymnasium
- Replaced lights in hallways at Gold Dust
- Staff blowing leaves at parks
- Staff cleaned restrooms daily
- Staff installed an additional pipe to aid in conveying stormwater away from the building
- Staff continues to work on preparing the Library site for landscaping
- Set up for Breakfast with Santa
- Staff replaced flags at the parks

Pine Mountain Museum:

- Winter Wonderland Holiday Train will run Thursday, Friday & Saturday
- Tours & Programming continues
- Attendance:
 - General Admissions – 15
 - Group Admissions – 3
 - Gem & Gold Panning – 0
 - Train Riders – 126 for Winter Wonderland

Programs Division:

- Breakfast with Santa – Saturday, December 10, 2016. Currently 92 participants are registered.
- Planning for the following events/projects is currently underway:
 - 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 277 Congregate Meals and 241 home delivered meals this week

Human Resource Management (Stephanie Rooks, Manager)

Recruitment:

- Public Works Department
 - Equipment Operators – Position Closed. Ten external applicants and one internal applicant. Under Review
 - Water Plant Superintendent – One applicant, search to be extended.
- Administration
 - Community Development Manager – Accepting applications until December 09, 2016. One external applicant.
 - Finance Clerk – Open to Internal applicants only – two internal applicants.

Employee Arrivals:

- None this week

Employee Departures:

- None this week

Training Hours:

- Staff members logged 15 hours of training last week.

End of Report