



# CITY MANAGER'S

# WEEKLY REPORT

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City of Villa Rica | David A Milliron, City Manager | 678.840.1211 | September 23, 2016

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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)

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### Administrative

- 18 Accident Reports Completed
- 55 Citations Issued

### September 12

- Theft by Shoplifting  
Carrollton Villa Rica Highway
- Unruly Juvenile  
Report Taken

### September 13

- Criminal Damage to Property  
Berry Drive
- Arrest  
Forgery
- Entering Auto  
Newport Drive
- Entering Auto  
Newport Drive
- Entering Auto  
Meadows Court
- Arrest  
Driving while unlicensed

### September 14

- Entering Auto  
Newport Drive
- Financial Transaction Card fraud  
Barberry Drive
- Impersonating a police officer X 2  
Report Taken
- Arrest  
Obstruction
- Arrest  
Failure to Appear
- Simple Assault  
Summer Breeze

### September 15

- Arrest  
DUI
- Arrest  
Possession of Meth
- Theft by Shoplifting X 2  
West Bankhead Highway
- Theft by Taking  
Commerce Drive

### September 16

- Arrest  
Probation Violation
- Arrest  
Driving while license suspended
- Arrest  
Terroristic Threats

- Arrest
  - Arrest
  - Theft by Taking
  - Arrest
  - Arrest
  - Suicide Attempt
- Court Ordered Arrest  
 Court Ordered Arrest  
 South Candler Street  
 Battery – FVA  
 Aggravated Assault  
 Report Taken

**September 17**

- Theft by Taking
  - Runaway Juvenile (Located)
  - Arrest
  - Arrest
- Commerce Drive  
 Report Taken  
 Battery – FVA  
 Disorderly Conduct

**September 18**

- Public Indecency
  - Arrest
  - Arrest
  - Theft of Lost/Mislaid Property
  - Criminal Trespass – FVA
  - Theft by Taking X 2
- Report Taken  
 Illegal Possession of a controlled substance  
 Failure to appear  
 South Lassiter  
 East Wilson  
 West Bankhead highway

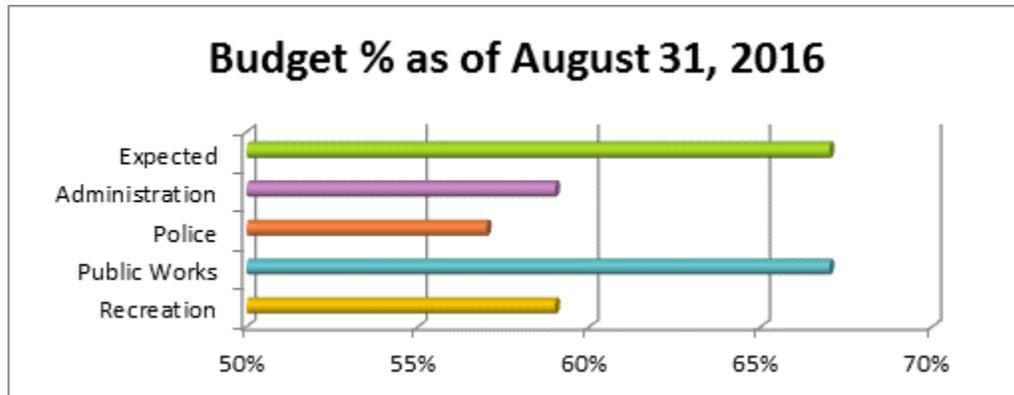
FVA: Family Violence Act

## Financial Administration (Sarah Hefty, Chief Finance Officer)

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### Administration:

Staff met with the City Manager and Department Heads to discuss budget requests for 2017. After posting journal entries and budget transfers, staff distributed the August 2016 financial statements to the Department Heads. All four departments remain at or under budget after eight months (67% of total budget).



### Accounts Receivable:

As of September 16, the total of outstanding invoices due to the City is \$10,055.

### Purchasing:

For the week ending September 16, staff processed 79 purchase orders.

### Accounts Payable:

For the week ending September 16, staff processed 85 checks for a total of \$278,603. Of the total, \$2,208 was for SPLOST projects. The remainder was for other accounts payable.

### Customer Service:

For the week ending September 16, the customer service staff receipted a total of \$277,137. Of that total, \$233,110 was for utility payments and \$25,012 was for beer & wine excise tax. The remainder was for reconnects, inspections, licenses and other miscellaneous receipts. Additionally, staff receipted deposits and set up 24 new customer accounts.

**Water Plant:**

- Water quality testing on going.
- Bacteriological samples were collected in the distribution system and submitted to the State laboratory.
- Repairs to the # 2 raw water pump at Cowans Lake has been completed and is scheduled for installation.

**Wastewater Treatment Plants:**

- Variable Frequency Drives (VFD's) at the North Plant have been installed and are operational. The aeration tank levels are being adjusted to deliver optimal Dissolved Oxygen (D.O.) to structures and expect electrical savings by next month.
- Both North and West wastewater treatment plants maintained permit compliance.
- The press motor at the North Plant was diagnosed and it was determined that the drive pin is warped or bent. The electrical contractors are working on a solution.
- Toxicity characteristic leachate procedure (TCLP) and Volatile Solids tests are underway with Environmental Lab Services. This is a test to identify our sludge as Class A.

**Distribution:**

- Repaired one three-quarter-inch (¾") service line due to a water leak.
- Repaired one one-inch (1") service line due to a water leak.
- Repaired one eight-inch (8") water main due to a water leak.
- Investigated three water leaks.
- Performed five sewer backups.
- Investigated a sewer problem using the video camera at North Avenue.
- Met with a homeowner at Hickory Level Road.
- Checked the water pressure on Thomas Dorsey Drive.
- Performed two sewer inspections at Summergate Subdivision.
- Met with the building supervisor at Race Trac.
- Three staff members attended Soil Erosion Training.
- Dug up and repaired the sewer line at Tolbert Road.
- Changed out three pumps and re-plumbed the pump lines at the Water Treatment Plant.
- Installed a one-inch (1") meter on Goldworth Drive.
- Applied gravel on the road cut at Park Place.
- Applied hay and seed at Poole Road
- The Locate crewmember processed 51 locates.
- Meter Reader:
  - Connected water service – 20
  - Customer courtesy calls – 2
  - Disconnected water service – 1
  - Door tags – 1
  - Registers installed - 5
  - Leak checks – 4
  - Monthly Meter Reads

**Streets and Solid Waste:**

- The Junk and Chipping crews completed all daily routes.
- Cleaned equipment and some of the vehicles that are used daily.
- Completed all vehicle daily maintenance inspections.

- Removed material from dumpsites along the city streets.
- Removed dead, rotten limbs that had fallen in the street.
- Called the Department of Transportation to notify them of signs that had been run over and need replacing.
- Removed form boards from the sidewalk repair sections.
- Continued bush hogging along the city right-of-ways.
- Continued to trim around signs and other objects where the bush hogs were not able to cut.
- Reinstalled the twelve-foot (12') beam across West Montgomery Street that was hit and wrapped over the hanging cables.
- Reinstalled several city regulatory signs and poles that had been damaged at different locations.
- Removed dead animals from the street.
- Washed the department vehicles.
- Repaired sections of the sidewalk that were removed for water line/meter repair.
- Repaired some cuts within the streets that were filled with gravel from water line repairs.
- Cut back overgrowth along sidewalks and removed the debris.
- Completed greasing and daily maintenance of the bush hogs and tractors.
- Emptied all the trash canisters along the sidewalks around the downtown area.
- Repaired potholes with asphalt patch.
- Cut back the grass and weeds, sprayed with weed killer and blew off the grass clippings and debris along the street curbs, concrete islands and sidewalks.

#### **Vehicle and Building Maintenance and Inmate Work Detail Crews:**

- Eleven vehicles were serviced and repaired by the Fleet Department.
- The light bar and department decal upgrades for all City vehicles are ongoing.
- Located and working on procurement of a 2008 Freightliner grapple truck for the Streets Department. It should be delivered within six weeks.
- Continue to work on all Public Works budgets.
- The city vehicle daily checklist has been implemented for all departments to increase safety and save on maintenance costs. The Public Works departments have begun the process as the program is being fine-tuned.
- Continue working with an engineer on Lake Fashion access issues at the water intake structure. This project is ongoing and should be completed by the end of the year.
- Utility Locating classes have been set up for two staff members in the Distribution and Collections Department. This will allow two staff members to become certified.
- Two new LED light fixtures have been ordered for the City Hall sign illumination. These fixtures are energy efficient and will provide a long service life and reduce maintenance costs compared to the quartz fixtures there now.
- The General Maintenance Supervisor is working closely with the plant electronic control technicians on solving problems with equipment failures. Upgrades will be looked at in several areas for all three plants. This process will be ongoing as we get the plants all under routine maintenance programs.
- Monitoring the progress at the new Library and coordinating the stepped door lock system installation by Best Access, which is on the city's Master Key Program.
- Exploring changes within the city staffing needs of the Fleet Department for the new budget year.
- Continue to work on job description updates for several positions under the direction of the General Maintenance Supervisor.
- The General Maintenance Supervisor is looking into upgrade options for the repeater tower at the water tank near Walmart. Repair costs are being evaluated versus replacement cost of converting the analog equipment to digital upgrades to achieve greater equipment reliability.

- Installing security cameras at all three water and waste water treatment plants that will be monitored 24 hours a day. The Water Treatment plant security system has been completed. The West and North Plants are fifty percent (50%) completed.
- Metropolitan Communications is doing the unfitting of the new patrol vehicles under the direction of the Police Department.
- Additional Police vehicles are on order and will be arriving in a few weeks. These include a 2017 Ford Fusion and a 2017 Ford Pursuit Utility Vehicle.
- Processed multiple purchase orders and submitted them to accounting for payment.
- Padlocks were replaced on the Gold Rush power outlets located in the downtown area for safety.
- Assisted the Public Works Director with project planning, material procurement and implementation.
- The General Maintenance Supervisor is working closely with the Douglas County Inmate Crew and one of the Carroll County Inmate Crews. The other Carroll County Inmate Crew is under the Recreation Department's supervision.
- The Douglas County Inmate Crew is working at the Gold Mine Museum on Mondays and Fridays, with the other three days picking up litter and cutting grass in Douglas County.
- Inmate crews are back to grass maintenance fulltime until fall, when their duties will change to building issues. Trash and litter control will be first on that list.
- Plans are being prepared to replace the fence around the Catamaran Cove lift station.

### **Stormwater/Watershed Management:**

- Implementation of the Best Management Practices as outlined in the Stormwater Management Plan to meet the federal guidelines of the Municipal Separate Storm Sewer System (MS4) permit is ongoing. During this weekly report, staff continued to inspect various drainage facilities and structures, outfall screenings, and properly process the reports from the inspected industries thus far that have an Industrial Stormwater Permit (GAR050000) issued through the Georgia Environmental Protection Division.
- Handled storm water concerns from the owner of Econo Lodge Hotel located off Highway 61 and from the President of the Homeowners Association of Berkley Park. Both storm water concerns were private property issues. Staff did complete inspections of all city-owned drains located inside the city right-of-way on South Carroll Road near Berkley Park as well as the drains located inside the Berkley Park right-of-way. All drains were clear. No drainage problems found.
- 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:
  - Jones Street @ Peachtree Street: Removed sediment, grass and leaves from the culvert inlet.
  - 406 Montgomery Street: Cleared leaves, grass and sediment from the culvert inlet.
  - Eleanor Walk: Removed kudzu out of the culvert and flume just before Highway 78.
  - Beginning at Southlake Parkway ending at Punkintown Road: Removed all debris, leaves, pine straw and trash from the six (6) catch basins located in the right-of-way.
  - North Dogwood Street @ Magnolia Street: Dug out four (4) culverts that were approximately 75 percent (75%) full of silt and roots from vegetation at the inlet of the pipes.
  - Church Street @ North Avenue: Removed debris and silt from the flume.
  - 532 Leslie Drive: Removed tree limbs and trash from the ditch line and inlet of the culvert that goes under the road.
  - Rockmart Road: All storm drains were inspected and cleaned as needed inside the city right-of-way.
  - East Wilson Street @ South Carroll Road: All debris was removed from all storm drains and catch basins in this area.
  - Spring Street @ South Candler Street: Removed trash and Magnolia leaves from the ditch line and mouth of the street culvert.

**Administration:**

- 12 background checks completed this week for Volunteer Coaches for Fall Sports.
- Facility Rentals
  - Powell Park, 2 rentals
  - Civic Center, No rentals
  - Senior Dining room, 3 rentals
  - The Mill, Final Comedy Night series, Saturday, September 24, 8:00 pm – 10:00pm
- 42 participants have registered this week for various activities.

**Athletics Division:**

- Fall baseball/softball season started Monday with teams playing in the Carroll county league
- Staff has submitted requests to be the third site for Kiwanis Bowl after youth football regular season. Staff should receive notice if we were selected by the end of next week

**Library:**

- A meeting was held with the engineering team and contractors to resolve issues with drainage on the site. Staff held a meeting to discuss the final landscape concepts and plans for installation. Additionally, staff is reviewing the final punch list items that must be addressed with the contractor and engineer.
- Monday, September 19, 2016 – Friday, September 23, 2016 – Packing up library items to be moved to the new facility.
- Wednesday, September 21, 2016 –“Little Listeners” @ 10:30 am (Ages 3-5)
- Thursday, September 22, 2016 - BIB @ 11:00 am (Ages 0-2)
- Staff continued to weed collection.
- Registration is open for free American Sign-Language Classes beginning on Saturday, October 3, 2016. Ages 16+.

**Maintenance Division:**

- Cleaned gym at Gold Dust Park
- Cleaned all parks and all outside restrooms daily
- Cut grass on all athletic fields and throughout parks
- Staff attending Playground Safety Certification Course
- Sprinkler system repaired at Fullerville Soccer field & Downtown RR Park
- Railroad track repairs completed at PMGM
- Repaired outside rest room drainage issues at Gold Dust Park

**Pine Mountain Museum:**

- Supernatural continuing setup for Ghost Train
- Requests by Country/Western Music Association (Eastern Chapter) to perform and film an event next Spring at PMGM
- PMGM staff responding to all media and interview requests regarding the missing koi fish.
- Train track maintenance included line crossing and 100' rail line repair were completed by 7:00PM on 9/16/16

**Programs Division:**

- Logistics meeting with Lions Club of Villa Rica concerning the “A Taste of Villa Rica” (ATVR) – Saturday, October 8, 2017.
- 2017 Senior Prom Dance Sponsor/Keyline Home Care Solutions.
- Fourth District Meeting – Staff attended the “Bystanders Protecting Children from Boundary Violations” class.
- 2017 Sponsorship/Carroll EMC - \$500.00
- Social Media Marketing Conference (Cobb Galleria)
- Comedy Night – Saturday, September 24, 2016
- Submitted a Fourth District GRPA Special Event Awards Nomination for the 11th Annual Fireworks Display Extravaganza.
- Planning for the following events/projects is currently underway:
  - Comedy Night – September 24, 2016
  - Employee Family Day – November 5, 2016
  - Breakfast with Santa – December 10, 2016
  - Gold Nugget Drop – December 31, 2016
  - 10<sup>th</sup> Annual Volunteer Appreciation Banquet – March 11, 2017

**Senior Services Division:**

- The center served 276 Congregate Meals and 236 home delivered meals this week
- One new client signed up this week.
- The State has added 6 new home delivered meal clients.

## **Human Resource Management (Stephanie Rooks, Manager)**

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### **Recruitment:**

- Public Works Department
  - Wastewater Lead Operator - Open until filled.
  - Water Plant Superintendent – Open until filled.
  - Water Plant Operator – Accepting applications through September 30, 2016.
  - Wastewater Plant Superintendent – Accepting applications through September 30, 2016.
- Parks, Recreation & Leisure Services
  - Part-time Recreation Program Leader – Position closed. 148 external applicants; review in progress.

### **Employee Arrivals:**

- Regan Clayton – Police Department - Detective

### **Miscellaneous:**

- Tobacco cessation classes continue.
- John Hancock Representative and Tracy McDaniel hold information session on conversion from Lord Abbot to Jon Hancock.

### **Training Hours:**

- 88 hours earned (11 employees attended Soil Erosion Training Class)
- 16 hours -Staff member attending required course for certification and Excel Training.

### Planning and Zoning:

- Weekly Administration Department staff meeting
  - Lunch meeting with City of Temple's City Administrator
  - Meeting regarding grading and drainage issues at new Villa Rica Public Library
  - Review of concept drawings by landscape architect for new Villa Rica Public Library
  - Monthly RISE –n- SHINE business networking meeting
  - Weekly Community Development staff meeting
  - Retail Opportunities Workshop sponsored by the Carroll Chamber of Commerce
  - Meeting with developer regarding potential multi-phase project
  - Follow-up with GDOT/Cartersville on various projects throughout the city
    - Staking is complete for North Loop bypass project; appraisal teams are now in the field
    - All-Way Stop implemented on September 21<sup>st</sup> at SR 61 and Main Street
    - Concept drawing approved for traffic flow patterns at SR 61 and Commerce Drive
    - Paving project proceeding on US 78/SR 8 and VR Public Works set to have vendor re-stripe downtown parking spaces
    - Roundabout at SR 61/Punkintown Road is almost ready to commence; GDOT Utilities Office has almost completed its utility relocation coordination, which will require the relocation of an AT&T line; city to seek and obtain construction easements from three property owners
    - US-78 @ N Van Wert Rd: Left Turn Phase -- Left turn phase is not warranted at this location. Vehicle counts were collected and resulted in 59 peak hour left turns with a cross product of 26,255, below the minimum of 125 left turns or cross product of 50,000.
    - US-78 @ Rocky Branch Rd: Traffic Signal / School Zone -- Obtained 12 hour counts and a signal is not warranted. GDOT observed and recorded traffic operations at the intersection and did not see where a School Zone is needed. Recommend meeting with VR to determine next steps.
    - SB 61 @ 1605 Georgia 61, Villa Rica: RT Lane extension -- Lengthening the right turn lane would require extending the culvert, not within scope for a Quick Response Project.
    - NB 61 @ US 78, motorists enter turn lane too soon -- GDOT has added a project to the Quick Response List for overhead signage to correct this problem.
    - SB 101 @ US 78, motorists enter turn lane too soon -- GDOT has added a project to the Quick Response List for overhead signage to correct this problem.
    - 646 Industrial Blvd: decal/acceleration lanes on SR 61 -- The proposed geometric improvements will exceed the 200k available for Quick Response Projects. Reconstructing the intersection as a roundabout may be possible. Obtained 12 hour counts and conducted a roundabout analysis which indicated roundabout would have a level of service A/B on all approaches. Will likely need local support/participation and discussion with QR about moving forward.
    - W Bankhead Hwy @ W View Rd and W Montgomery St -- Met at site to discuss options. GDOT installed pavement marking to prohibit trucks.
    - GA-61 at Cheeves St and W Montgomery St, Villa Rica, GA -- Met at site to discuss options. GDOT installed pavement marking to prohibit trucks.
    - SR 61 @ South Carroll Rd: Left Turn signal -- Left turn phase Eastbound to Northbound is justified. GDOT is seeking revised Signal Permit.
  - Meeting with Historic Preservation Commission Chairman Dale Schwarzkoph
  - Certificate of Occupancy issued for Lot 35 in Summergate (229 Summergate Lane)
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- **Alcohol Renewals: 2**
  - **Zoning Verification (verbal): 1**

**Code Enforcement:**

Villa Rica:

- Code Compliance Inspections: 33
- Code Compliance Letters Mailed: 5
- Signs Removed from Right-of-Way: 13
- Park & Ride Violation Notices: 0
- Soil Erosion Class – 8 Hours Training
- Municipal Court 9/16/16
- Patrol mileage: 110

Temple:

- Code Compliance Inspections: 5
- Code Compliance Letters Mailed: 3
- Patrol Mileage: 25

**Building Permits and Inspections:**

1 Building, 7 Electrical, 3 Mechanical

**Miscellaneous:**

- Notary Services: 9

**Downtown Development & Tourism (Christopher Pike, Manager)**

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**No Report Filed**

## End of Report ##