



# CITY MANAGER'S WEEKLY REPORT

City of Villa Rica | David A Milliron, City Manager | 678.840.1211 | October 21, 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

- 25 Accident Reports Completed
- 94 Citations Issued

### October 10

- Burglary  
Carrollton Villa Rica Highway
- Criminal Damage to Property  
Highway 61
- Criminal Trespass  
Highway 61
- Arrest  
Failure to Appear
- Theft by Taking  
Candler Street
- Arrest  
Driving while license suspended
- Criminal Damage to Property  
Highway 61
- Theft by Taking  
West Bankhead Highway
- Theft by Taking  
Commerce Drive
- Criminal Trespass  
Carrollton Villa Rica Highway
- Suspicious Activity  
Report Taken

### October 11

- Juvenile Arrest  
Driving while unlicensed
- Battery – Fva  
Carrollton Villa Rica Highway
- Criminal Trespass  
South Dogwood
- Attempted Overdose  
Report Taken
- Runaway Juvenile (Located)  
Report Taken

### October 12

- Identity Theft  
Dartmouth Way
- Theft by Taking  
South Carroll Road

### October 13

- Lost Tag Edge Road
- Criminal Trespass Industrial Blvd
- Arrest Failure to Appear
- Theft by Taking Highway 61 Connector
- Terroristic Threats Clearview Street
- Arrest Driving while license suspended

### October 14

- Possession of Drug Related Objects Dallas Highway
- Arrest Simple Battery – Fva
- Burglary Carrollton Villa Rica Highway
- Theft by Taking South Carroll Road
- Theft by Taking Thomas Dorsey
- Criminal Trespass Highway 61
- Domestic Dispute West Gordon

### October 15

- Theft by Taking Berkeley Drive
- Arrest Dui
- Arrest Shoplifting
- Fraud Hickory Level Road
- Arrest X 2 Possession of Meth
- Domestic Dispute Harbor Drive

### October 16

- Cruelty to Children River Trace
- Criminal Damage to Property Cooley Way
- Arrest Driving while license suspended
- Terroristic Threats Highway 61
- Criminal Damage to Pro Carrollton Villa Rica Highway
- Domestic Dispute South Candler Street
- Domestic Dispute Highway 78

FVA: Family Violence Act

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

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### **Administration:**

On October 14<sup>th</sup>, the 2017 Proposed Operating and Capital Budget was completed and made available for review – either in person at City Hall or online at <http://www.villarica.org> .

Two staff members attended the annual conference for Caselle, which is our financial and utility billing management software.

**Accounts Receivable:**

During the week ending October 14<sup>th</sup>, one payment was received. The total of outstanding invoices due to the City is \$3,236.

**Purchasing:**

For the week ending October 14<sup>th</sup>, staff processed 52 purchase orders.

**Accounts Payable:**

For the week ending October 14<sup>th</sup>, staff processed 72 checks for a total of \$87,374. There were no checks for SPLOST projects.

**Customer Service:**

For the week ending October 14<sup>th</sup>, the customer service staff receipted a total of \$188,724. Of that total, \$168,028 was for utility payments and \$4,600 was for alcoholic beverage licenses. The remainder was for reconnects, inspections, licenses and other miscellaneous receipts. Additionally, staff receipted deposits and set up 20 new customer accounts.

**Public Works (Peter Zorbanos, Director)**

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**Water Plant:**

- Water quality testing is ongoing.
- Bacteriological samples were collected in the distribution system and submitted to the State laboratory.

**Wastewater Treatment Plants:**

- Both the North and West Wastewater Treatment Plants stayed within compliance with NPDES permit requirements.
- The West Wastewater Treatment Plant has stringent permit requirements for phosphorus and ammonia levels. This week they were below detectable levels.

**Distribution:**

- Excavated and replaced one two-inch (2") fire hydrant.
- Excavated and repaired four three-quarter-inch (3/4") service lines due to water leaks.
- Checked in a new parts order and added to inventory.
- Investigated five water leaks.
- Performed two sewer backups.
- Replaced cock drains on backflow at the V-Plex.
- Performed one sewer inspection.
- Painted and called in a locate on Sunny Lane.
- Checked the water pressure on Miners Lane.
- Repaired leaks at the water plant on pumps and the flow meter.
- Located water shut off for irrigation at West Bankhead.
- Inventoried parts at the West Wastewater Treatment Plant and transported them to the Avanti building.
- Checked a manhole on Fleet Drive.
- Checked a water meter at Summer Gate for theft.
- The Locate crew member processed 76 locates.
- Meter Reader:
  - Connected water service – 18
  - Disconnected water service – 10

- Door tags – 2
- Replacement registers installed – 8
- Leak checks – 3
- Manual meter reads – 4
- Replaced meter box – 1

**Streets and Solid Waste:**

- Cleaned equipment and some of the vehicles that are used daily.
- Completed all vehicle daily maintenance inspections.
- Removed material from dump sites along the city streets.
- The junk and chipping crews completed all daily routes.
- Called the Department of Transportation and notified them of signs that had been damaged and need replacing.
- Continued to trim around signs and other objects where the bush hogs were not able to cut.
- Continued to bush hog along city right-of-ways.
- Reinstalled several city regulatory signs and poles that had been damaged at different locations.
- Removed dead animals from the streets and right-of-ways.
- Washed department vehicles.
- Repaired some small pot holes with asphalt patching.
- Completed greasing and daily maintenance of the equipment.
- Emptied all the trash canisters along the sidewalks around the downtown area.
- In the process of clearing overgrowth, grading and hauling numerous loads of dirt for the cemetery project.
- Coordinated with the Stormwater Department on a culvert removal and new install.
- Put out a temporary stop sign where a Department of Transportation stop sign had been knocked down.
- Emptied trash bins at Hillcrest Cemetery.
- Trimmed around the fire hydrant on Dallas Highway.

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

- Sixteen vehicles were repaired and serviced by the Fleet Garage.
- Performed routine train maintenance.
- Repairs are now completed on two dump trucks that have been down. They are now back on the road.
- The retired canine car is listed for auction to law enforcement agencies on Govdeals.com
- Brick paver repairs and new sidewalk drainage work has been completed at the Court House.
- Two new LED floodlights have been installed at the Courthouse flag.
- Security camera installation has been completed at all Plant facilities.
- The camera at The Mill weather station has been repaired and aimed.
- The city's 2008 model class 8 (36,000-pound capacity) grapple truck is undergoing an independent final inspection and will be delivered within two weeks.
- The belt press is being repaired at the North Wastewater Treatment Plant. Parts are being manufactured for its completion.
- Aerator Variable Frequency Drive (VFD) repairs were completed at the West Wastewater Treatment Plant. Scheduled motor replacements are underway this week.
- Several pumps and drive motors continue to be looked at for needed repairs and replacement throughout the plant facilities.
- The Garden of Eternal Rest Cemetery expansion program is under way and going well. Many loads of fill dirt are being hauled in preparation of the road being paved there.
- Repairs continue to be completed and upgraded at the West Wastewater Treatment 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.

- Staff is reviewing plans and building codes for a new fence around the Catamaran Cove lift station. This project will be underway within a couple of weeks pending plan approvals.
- The General Maintenance Supervisor is continuing to work with an engineering firm to spec, bid out and install three generators at two critical lift stations and the SCADA communications systems. Upon completion, all lift stations city-wide will have back up power during power outages.
- Working with procurement of engineering plans for the First Baptist Church sewer expansion project.
- Level monitoring equipment has been installed at Lake Fashion and is being added to the SCADA system.
- 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 the Environmental Protection Division regulations with staff.
- Locks at the new Library are now installed and can be locked and secured at night. The General Maintenance Supervisor has met with the hardware company several times in the past four weeks.
- The General Maintenance Supervisor met with several vendors at the new Library Monday about final punch list items.
- Looking into phone and internet alternatives for the North Wastewater Treatment Plant.
- Continue looking at used scissor lifts to stop renting these for events three times a year, plus at least two yearly maintenance rentals for high ceiling lighting repairs.
- As grass cutting starts to slow down, many fall and winter projects will be implemented for the Douglas County inmate crew, as well as the Carroll County inmate crews. Litter control and Cemetery projects are high on the list.
- Working on completing all Public Works 2016 budgeted projects by the end of the year. This is a high priority and multiple projects are underway and waiting on engineering work.

### **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 and other best management practices as outlined in the plan. In addition, staff updated all storm water spreadsheets and scanned/filed all inspection forms for proper documentation in guidance of the MS4 permit.
- Completed inspections of all city-owned drainage structures along Rock Branch Road and Emerald Drive. As outlined in the stormwater management plan, all drainage structures in Sector Three of the city has to be inspected and inventoried by December 31, 2016. All of Sector Three is now completed.
- Completed site visits with a contractor to look at various drainage issues that need to be repaired within the city right-of-way.
- Worked with the Street Department to install a driveway culvert at 609 Spring Street. The existing culvert was crushed and had a huge hole in the middle of the pipe. Staff replaced the old culvert with a new 15-inch (15”) tar coated culvert pipe and added rip-rap to the inlet of the pipe.
- 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:
  - 112 Chadwick Place: The catch basin had a steel manhole cover inside that was removed along with various debris. Several large gaps were properly sealed on the inside of the catch basin.
  - Permian Way across from Tanner Urgent Care: A broken steel manhole cover was removed and replaced with a new one. The throat of the catch basin was also cleaned out.
  - Canongate Parkway @ Coastal Pointe: The concrete wall of the catch basin that supports the manhole lid was crushed from what appears to be a utility bore of some sort. The contractor re-

poured the back wall of the catch basin and filled in all the washed out areas around the inlet of the culvert.

- East Wilson Street @ Stone Street: There were over a dozen beer cans stuffed inside this storm drain. Staff removed as many of the beer cans as possible along with various litter. There appear to be more beer cans deeper inside the culvert that cannot be safely reached.
- Northwoods Subdivision inside Mirror Lake: All catch basins were inspected. All drainage structures are free and clear of any trash and debris that would cause a drainage issue.
- 1025, 1068 and 1057 Southwoods Drive along with 1017 Southwoods Creek Drive: While inspecting the catch basins in front of the above mentioned addresses, small plastic bags of dog waste were found inside the structures. All bags of dog waste were removed from the structures.

## **Office of Community Development**

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### **Planning and Zoning:**

- Attended Weekly Department Head Meeting
- Attended Weekly Administration Department Meeting
- Certificate of Occupancy Inspection: 209 Cooley Way, Villa Rica, GA 30180
- Certificate of Occupancy Inspection: 124 Chadwick Place, Villa Rica, GA
- Follow-up Meeting | A Taste of Villa Rica | Villa Rica Golden Lions Club
- Meet & Great New Employee - Tracy Hampton (Parks, Recreation & Leisure Services)
- Attended Weekly Status Update Meeting - Downtown Development
- Meeting to discuss recommendations for wastewater Super and Lead Operator salary strategy
- Library Construction Budget Update & Review Meeting
- Attended Library Board Meeting
- Attended Villa Rica Rise-n-Shine business networking event
- Meeting with ServPro on disaster recovery preparedness
- Finance Meeting to discuss LMIG & SPLOST budgets; Water & Sewer write-offs for nonpayment
- Attended Communities in Schools of Carrollton City and Carroll County Annual Luncheon
- Participated in Survival Skills for Managers webinar
- Attended Explorer Post 314 Open House
- Attended Zoning Board of Appeals Meeting
- Attended Citizens Academy 2016 - Graduation & Murder Mystery Dinner
- Attended Carroll County Chamber Board Retreat
- Meeting on Economic Development Project (Preliminary Plan Review)

### **Commercial Occupational Tax Licenses:**

- Peggy Hyman, CMT located at 214 Maple Street and owned by Peggy Hyman for a wellness center with 1 employee.

**Home Occupational Tax Licenses: 0**

**Alcohol Renewals: 2**

**Out of State Insurance Companies: 0**

**Zoning Verification (verbal): 0**

**Code Enforcement:**

Villa Rica:

- Code Compliance Inspections: 34
- Code Compliance Letters Mailed: 4
- Signs Removed from Right-of-Way: 25
- Park & Ride Violation Notices: 1
- Patrol mileage: 318

Temple:

- Code Compliance Inspections: 12
- Code Compliance Letters Mailed: 8
- Patrol Mileage: 30 miles

**Building Permits and Inspections:** 3 Building Permits, 1 Electrical Permit, and 1 Mechanical Permit

**Plan Reviews:** 2

**Miscellaneous:**

- Notary Services: 8

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

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**General Notes:**

Meeting: Weekly Department Status Update Meeting with City Manager

Meeting: Weekly Administration Department Meeting

**Main Street Program****Ongoing Projects:**

Planning for Thrill at the MILL – October 29<sup>th</sup>

Christmas on Main Street – December 3<sup>rd</sup>

Egg Nog Jog and Reindeer Run – December 3<sup>rd</sup>

Fundraising for Gold Miner Statue

**Projects In Progress:**

Advertising Coop for Downtown Business

Small Business Saturday - November 2016

Downtown Business/Merchant Meeting - November 3, 2016 | Uncorked on Main Street

Main Street Food Drive - November 2016

Scarecrow Contest – November 2016

**Meetings/Events/Activities**

Activity: Certified 5K Course for Reindeer Run & Egg Nog Jog

Meeting: Developer for Downtown Project

Meeting: Volunteer Appreciation Committee

Meeting: Business Development Committee – Carroll County Chamber

Meeting: Promotions Committee Meeting

**Media Coverage**

None

## **Golden Business of the Week**

MAS by Lindsey

## **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

Magazine: Chapel Hill/Villa Rica: Thrill at the MILL

Main Street Matters: Scarecrow Contest, Rise-n-Shine, Thrill at the MILL, New Main Street Member;

Main Street Memberships; Golden Business of the Week

Twitter: 645 Followers

Instagram: 1212 Followers

Facebook: 6111 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 Hotel/Conference Center Market Study

FRP for Directional Signs

Farmers & Craft Market – April 2017

### **Meetings/Events**

Meeting: Historic Preservation Commission Meeting

Meeting: Courtney Powell (Farmers Market)

Meeting: Johnny Fulmer (Farmers Market)

Meeting: Architect for Welcome Center Project

### **Media Coverage**

None

### **Business Prospect Meeting**

Prospect meetings: 1

### **Grants**

Façade Grant Applications: 0

## **Tourism – Convention and Visitors Bureau**

### **Ongoing Projects:**

R&R Design: Logo, Tagline, Website, Marketing Development  
Reorganizing of Welcome Center information to meet state compliance

### **Projects in Progress**

Developed profile sheet and events calendar for operators  
Development of Tourism Advisory Board

### **Meetings/Events**

Meeting: Historic High Country Travel Association (Dalton)

### **Media Coverage**

None

### **Request for Marketing/Advertising/Community Engagement**

Event: Golden City Cruiser Annual Car Show

### **Hotel/Business Services Rendered**

Site Visits: 1  
Fairview Inn

### **Sponsorships/Marketing/Advertisement**

Sponsorship: 1  
SWAG: Golden City Cruiser Annual Car Show

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

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### **Administration:**

- Fullerville Trailhead – The City was issued its Notice to Proceed from GDOT on October 17<sup>th</sup>. Staff is finalizing the remaining paperwork with GDOT and the contractors. Staff is also coordinating with Georgia Power to schedule the utility relocation. Georgia Power will notify us in the coming days when they can schedule and will begin their work on this project.
- The City will host its Employee Family Day at the Pine Mountain Gold Museum on November 5, 2016.
- Facility Rentals
  - Powell Park, 2 rentals
  - Civic Center, Senior Dance,
  - Senior Dining room, 3 rentals
  - The Mill, No Rentals
- A total of 27 participants have registered this week for various activities.

### **Athletics Division:**

- We are hosting the 11&12 baseball end of season tournament for our fall league. Play will begin October 29<sup>th</sup> at Gold Dust Park.
- V-Plex will be the host site for 5&6 tackle football tournament starting October 29<sup>th</sup>.
- The City will now be the host site for the 1<sup>st</sup> round of the Kiwanis Bowl for our youth football league. Staff will meet with them Sunday to draw up brackets

**Library:**

- The Villa Rica Library Board held their meeting on October 18<sup>th</sup>.
- Staff continues to work on establishing a Friends of the Library program. For those interested in becoming active with the program, they can contact library staff to get more information getting involved.
- Monday, October 17, 2016 – Computer Class @ 4:00 pm
- Tuesday, October 18, 2016 – Library Advisory Board Meeting @ the Library – 6:00 pm
- Wednesday, October 19, 2016 – “Little Listeners” @ 11:00 am CANCELLED
- Thursday, October 20, 2016 - BIB @ 11:00 am (Ages 0-2) CANCELLED
- Saturday, October 22, 2016 – American Sign Language Class (ASL) @ 10:30 am
- Staff continued to transfer collection onto temporary shelving.
- Staff continued to put books in storage.
- Recipes for “The Taste of the Holidays 2016” are still being accepted.

**Maintenance Division:**

- Repaired ice maker in Civic Center at V-Plex
- Replaced batting cage nets at Gold Dust
- Repaired water leak at Fullerville Soccer Complex
- Built picnic tables for Bicentennial Park
- Replaced bridge floor at Lake Paradise
- Cleaned all parks and all outside restrooms daily
- Cut grass on all athletic fields and throughout parks
- Gold Dust Park Gym cleaned

**Pine Mountain Museum:**

- Both Friday and Saturday nights for Ghost train were sold out before 8:00 p.m.
- Ghost Train will continue to run on Thursday, Friday & Saturday nights through Oct. 29<sup>th</sup>

**Programs Division:**

- Congratulations to the Programs Division. The department received an award from the Georgia Recreation and Parks Association’s (GRPA) 4<sup>th</sup> District for the City’s 2016 11th Annual Fireworks Display Extravaganza. The award was presented for the 2016 Class B, Special Events Award.
- Staff training: Creating & Strengthening Parks
  - Prescriptions Programs, Park II Needs Assessment and Programs for Active Adults:
  - What Really Works through the National Recreation and Parks Association (NRPA)
  - Survival Skills for Managers through International City/County Management Association (ICMA) Coaching Program.
- Liberty Chevrolet has committed a \$2,200.00 sponsorship for the Gold Nugget Drop.
- Planning for the following events/projects is currently underway:
  - 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 283 Congregate Meals and 241 home delivered meals this week
- The State of Georgia's Division of Aging Services conducted their annual kitchen monitoring on Thursday, October 20<sup>th</sup>.
- Annual apple picking trip to Ellijay on Friday, October 21<sup>st</sup>

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

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**Recruitment:**

- Public Works Department
  - Wastewater Lead Operator – Position closed. Four external candidates, one internal candidate. Offer extended
  - Water Plant Operator – Position closed. Three external candidates. Review in process. Offer extended.
  - Equipment Operators – Accepting applications until 10-24-2016. No applications received.
- Parks Recreation and Leisure Services
  - Contract Gymnastics Instructor - Accepting applications until 10-24-2016.

**Employee Arrivals:**

- Donna Moore – Police Department Receptionist

**Employee Departures:**

- Sam Jones – Police Department

**Training Hours:**

- None this week

## End of Report ##