

Here are the Significant Activities for the week ending October 29, 2021.

For those who may be seeking employment please visit our website at [www.cityofgrovetown.com](http://www.cityofgrovetown.com).

Please note that rough trash and yard waste will be picked up at the same time unless large equipment is needed at your location to remove debris.

Please be aware that there is an ordinance against illegal parking. This ordinance is being enforced.

Christmas Lights have been ordered and our Streets and Sanitation Dept. will begin installing lights around the city during the first two weeks of November.

City Hall and other city services will be closed from noon on November 10th and will remain closed on November 11th to celebrate Veterans Day. City Hall and services will reopen November 12<sup>th</sup> during normal business hours.

***\*\*We ask all employees and visitors to our offices to observe all PPE guidelines related to COVID-19 and thank all those who comply. \*\****

## **Human Resources**

### **Personnel Count**

- Number authorized = **142** full time.
- Number employed = **116** full-time.
- 1 part-time (Museum).
- 4 part-time/as needed (Fire Fighters)

### **Vacancies (26)**

- 1 Public Safety Director
- 2 Police Sergeant
- 5 Road Patrol Officer
- 2 Traffic – Road Patrol Officer
- 1 Police Lieutenant Investigator
- 1 Police Investigator

- 3 Public Safety Dispatcher
- 1 Public Safety Certification Coordinator
- 1 Police Administrative Assistant
- 1 Sewer Plant Operator Lic.3
- 2 Light Equipment Operator- (Sewer Dept.)
- 1 Light Equipment Operator- (Water)
- 1 Light Equipment Operator- (Storm Water)
- 1 Light Equipment Operator (Streets)
- 1 Light Equipment Operator- (Leisure & Rec.)
- 1 Water Service Asst.
- 1 IT Tech

### **Hiring Actions**

- One Utility Services Assistant tentative start date of 11-15-2021
- One conditional job offer extended for a Parttime Firefighter
- Interviews for Dispatcher positions (7 candidates)
- Interviews for Police Administrative Assistant/TAC Officer (4 candidates)

### **Complaints**

- Nothing to report

### **Safety / Training/Wellness**

- Safety Talk: **Fire Extinguishers: Choose the Right One**

### **Worker's Comp Claims**

- One injury (Motor Vehicle Crash)

### **Additional information**

- Processed additional applications and preparing for interviews
- Developed and/or revised several HR related forms to current standards
- Scheduling additional interviews for other jobs as we receive enough completed applications from qualified applicants
- Start developing training for supervisors

### **Finance Department**

- Continued work on 2020-2021 audit. Submitted trial balances with supporting schedules to the auditors

- Staff accountant and city clerk completed first AP automation packet this week. This process will allow us to pay our vendors quicker. Thanks to Kristal and Brian for all their hard work.

### **Public Safety**

- Police Department arrested 13 subjects during this period:
  - 1 for Obstruction of Law Enforcement Officer (Juvenile)
  - 1 for Probation Warrant
  - 1 for Reckless Conduct
  - 1 for DUI
  - 1 for Failure to appear
  - 1 for Battery
  - 1 for Simple Battery
  - 1 for Driving without a license
  - 3 for Driving with Suspended License
  - 2 for Cruelty to children
- Criminal Investigation Division had 6 cases assigned and closed 4 cases.
- Fire Department responded to 18 calls: 5 fire calls and 13 medical calls.
- Public Safety Department would like to wish a Happy Birthday to Fire Fighter Brett Wesson, Officer Timothy Hughes, Lieutenant Christopher Powell, and Dispatcher Toshanda Crawley.
- Chief Kitchens attended the Governor's Office of Highway Safety Training Conference as the Asst. Coordinator for the East Central Network on 10/26/2021.
- Fire Department conducted Fire Safety education classes at Grovetown Elementary. Approx. 140 children went through the fire safety house and learned what to do in case of a fire. Pictures and video can be found on the City of Grovetown's Facebook page.
- Fire crews also continued with annual fire hydrant testing.
- Congratulations to Sgt. Reeves (10/30/2021) and Reserve Officer Williams (11/12/2021) on their forthcoming nuptials.
- Public Safety Department conducted interviews for the positions of Communication Officer (Dispatch) and Administrative Assistance on 10/28/2021 and 10/29/2021

### **Leisure and Recreation (L&R) Services**

## **General**

- Leisure and Recreational Shop: cleaned shop and vehicles
- Euchee Creek Trails: cut grass and blew off walking trails
- Liberty Park: cut grass ,ballfields, and dragged all fields
- Kiddie Park: cut grass
- Historic Park: cut grass and cleaned up inside flower beds
- 201 East Robinson: cut grass
- Goodale Park: cut grass
- Wildflower Garden: cut grass
- Welcome sign: cut and removed weeds at the Newmantown Rd. sign

## **Rental & Member Updates**

- 10 new rental contracts with 3 return payments/contracts
- Facilities and fields were utilized a total of 66 hours

## **Fleet Maintenance**

- **Public Safety**
  - Chevy Silverado pickup truck: A/C Issue
  - Chevy Tahoe 1: replaced tire
  - Chevy Tahoe 2: routine service, replaced rear pads and rotors
- **Storm Water/Sewer**
  - Ford F-250 utility truck1: routine service
  - Ford F-250 utility truck 2: replaced tire
- **Street Department**
  - Ford F-650 dump truck: routine service replaced front tires
  - Utility mower trailer: replaced two tires
  - Ford F-750 dump truck: routine service
- **Leisure & Recreation**
  - Ford F-350 Brush truck: replaced fuel filter
- **Planning & Development**
  - Ford Ranger: fabricate printer mount

## **Facility Maintenance**

- A total of 10 work orders for this week: 2 at Liberty Park, 2 at public safety, 2 at museum, 2 at City Hall, and 2 at Municipal Court.

## **Programs**

- Maverick's Fitness will be held every Monday and Wednesday 6:15 PM – 7:15 PM and Martial Arts classes will be held every Tuesday and Thursday 6 PM – 7:30 PM.
- Zumba classes will be held every Tuesday and Thursdays at 6 PM – 7 PM

### **Up-Coming Programs**

- Veeta Dinkins Fitness class on Saturday December 11<sup>th</sup> and 18<sup>th</sup> from 9AM to 11AM at Liberty Park

### **Up-Coming Events**

- Vietnam Veteran's Recognition Event on Saturday November 13<sup>th</sup> starting at 11AM. This is in conjunction with the Defense Department's on going 50<sup>th</sup> anniversary Commemoration of the Vietnam War and the Georgia Department of Veterans Service.
- City of Grovetown 47<sup>th</sup> Annual Christmas parade will be on Saturday, December 4<sup>th</sup> at 10AM. Registration is open online at Cityofgrovetown.com or call Liberty Park Community Center.
- Christmas Festival will be on Saturday December 4<sup>th</sup> from 4PM to 8PM. We will have tree lighting, games, snow, entertainment, visit from Santa and vendors. Registration is open online at Cityofgrovetown.com or call Liberty Park Community Center.

### **Information Technology**

- Had a successful City Council Work Session livestream
  - I was able to add some context about adding Wi-Fi to some of our parks during the meeting
- Installed two new desktops for Public Safety
- Ordered, received and began updating 8 new tablets for our Water Dept mobile service orders
  - These are expected to be finished by the end of week next week
  - They will be delivered individually once complete so they can be put into immediate use compared to in bulk
- Ordered a new UPS for the Public Safety server room.
- Set-up Chief Kitchens new phone for him.
- Updated the by name extension list this week
- Added a new user in Incode for our Planning and Community Development
  - This will allow SAFEbuilt to use our operating system

### **Water / Sewer/Stormwater/ Infrastructure and Streets Departments**

#### **Water Department Report**

- Work orders (165 total)
- 26 locates
- 17 history's
- 2 water leaks repaired
- 10 water quality samples taken (15 of 15 monthly required)
- 4 new meters installed (Robin Landing)
- 2 Sidewalks repaired @ (2016 Darwood, 3031 Ashland Way)
- 5 road cuts repaired with asphalt (various spots in City)
- Irrigation taps and meter installed @ Liberty gym sign
- Locate missing meters for Faircloth Homes (new builds)

### **Stormwater:**

- Cleaned fence, hauled off debris from Arbor Springs retention pond
- Assisted Water Department with repairs
- Installed new hose on Vac Truck

### **Sewer / Wastewater Treatment Plant:**

- Conducted stream walks on monitoring sites 1, 3, and 4
- Collected stream samples for biological and chemical analysis from monitoring sites 1, 3, and 4
- Ran belt press
- Preventative maintenance on digester and treatment basins
- Continuing stream monitoring of Euchee Creek
- Sanitary Sewer Overflow (SSO) cleanup and mitigation on Wrightsboro Rd.
- Ran daily labs
- Continued working on WWTP standard operating procedures (SOPs)
- Calibrated and conducted preventative maintenance on WWTP samplers
- Cleaned up building and WWTP grounds

### **Streets and Sanitation**

- Picked up a total of 25.9 tons of Yard and Bulk waste.
- Cleaned Sycamore Subdivision, Reynolds Pond, and Railroad Ave with the street sweeper.
- Removed trees around the retention pond fence line on Old Berzelia Rd.
- Removed trees around Dodge Lane water tank.
- Picked up 20 bags of litter.
- Repaired pot holes on Harlem Grovetown Road
- Cleaned ROW in Ashland Dr.
- Began working on Christmas lights.

## Planning and Community Development

### General

- 130 total building inspections

### Meeting Update

- Planning Commission
  - 11.18 Meeting: No agenda
- BZA
  - 11.04 Meeting:
    - Variance Request—211 West Robinson Avenue

### Code Enforcement Update

- 10 signs removed from public ROW
- Inoperative/abandoned vehicles
  - 1 NOV
- Parking Violations
  - 12 warnings
  - 1 NOV
- Property Maintenance
  - 1 warning
  - 1 NOV
- 4 cases deemed in compliance
- 2 responses to civil concerns
- 6 permit checks for construction jobs within the city

## DEVELOPMENT PROGRESS CHART

DATE: October 29, 2021

<u>Sr. No.</u>	<u>PROJECT NAME And Project Details</u>	<u>Building Permits Issued</u>	<u>CO Issued</u>	<u>% of Project Completed</u>	<u>Comments</u>
<b><u>Commercial</u></b>					
<u>1</u>	<u>Dunkin Site</u>	<u>1</u>			<u>Site work is on going</u>
<u>2</u>	<u>Sparkle Car Wash</u>	<u>1</u>			<u>Site work is on going</u>
<b><u>Residential</u></b>					
<u>1</u>	<u>Grove Landing, Section 5 (64 Single Family Homes)</u>	<u>65</u>	<u>50</u>	<u>±78%</u>	<u>No change</u>

<u>2</u>	<u>Brighton Landing, Section 2 (67 Single Family Homes)</u>	<u>68</u>	<u>53</u>	<u>79%</u>	<u>1 C/O</u>
<u>3</u>	<u>Highland Hills, Section 2 (32 Apartments in 4 Buildings)</u>	<u>32</u>	<u>24</u>	<u>75%</u>	<u>No change</u>
<u>4</u>	<u>McCoy's Creek Section 6 (53 Single Family Homes)</u>	<u>43</u>	<u>25</u>	<u>47%</u>	<u>2 C/O</u>
<u>5</u>	<u>Deer Hollow Section 2 (110 Single Family Homes)</u>	<u>75</u>	<u>=</u>	<u>=</u>	<u>No change</u>
<u>6</u>	<u>Caroleton, Phase 2 (67 Single Family Lots)</u>	<u>66</u>	<u>55</u>	<u>82%</u>	<u>1 permit 1 C/O</u>
<u>7</u>	<u>Caroleton Phase 3 (103 townhomes)</u>	<u>=</u>	<u>=</u>	<u>=</u>	<u>Site work being completed</u>
<u>8</u>	<u>Robin Landing Townhomes (47 Townhomes)</u>	<u>7 bldgs. (35 units)</u>	<u>5 bldgs. (24 units)</u>	<u>51%</u>	<u>No change</u>
<u>9</u>	<u>Brighton Woods Townhomes Section 1 (45 Townhomes)</u>	<u>45</u>	<u>45</u>	<u>100%</u>	<u>Project complete</u>
<u>10</u>	<u>Brighton Woods Townhomes Section 2 (66 Townhomes)</u>	<u>21</u>	<u>4</u>	<u>6%</u>	<u>No change</u>
<u>11</u>	<u>Shepard Square Section 4 (7 Single Family Homes)</u>	<u>7</u>	<u>2</u>	<u>29%</u>	<u>1 permit</u>
	<b><u>Number of Renovation Permits Issued</u></b>	<b><u>9</u></b>			
	<b><u>Number of New Construction Permits Issued</u></b>	<b><u>2</u></b>			
	<b><u>Total Number of Permits Issued</u></b>	<b><u>11</u></b>			
	<b><u>New Business Licenses Issued:</u></b>	<b><u>4</u></b>			
	<b><u>Renewal Business Licenses Issued:</u></b>	<b><u>0</u></b>			

## City Wide Projects

### Pump Stations

Euchee Creek: cat walk, railings, and stairs installed.  
Milton Hitt: online.  
Butler Creek: waiting for power.

### Gravity Sewer & Force Main



All pipe has been installed, tested & is ready to put in service.

### **Caroleton Townhomes**

Final plat approval pending.

### **Dunkin Donuts**

Erecting building.

### **Public Information Officer**

- City Website: Updated Job Opportunities page with new employment application and Utilities page with new application for services
- Posted Work Session for City Council on web and City sign
- Attended Columbia County Public Works and Community and Emergency Services Committee meetings (Leadership Columbia County)
- Purchased billboards and did heavy promotion for Grovetown Leisure and Recreation's "Trunk or Treat" event
- Press Releases sent to all media outlets
  - Vietnam Veteran Ceremony (Covered by WRDW/WAGT: website, WFXG: website, Facebook and news story, Columbia County News Times: news article by Amanda King)
  - Public Works regarding sanitary sewer overflow (Also posted to City Facebook page and Alert page on City website)
  - Grovetown Child Cruelty Case by Grovetown Department of Public Safety (Covered by WJBF: web, Facebook and newscast, WRDW/WAGT: web, Facebook and newscast, WFXG: web, Facebook and newscast, WGAC, Augusta Chronicle, The Augusta Press: website and Facebook)
  - Trunk or Treat for Grovetown Leisure and Recreation: (Covered by WRDW/WAGT: web and newscasts, Augusta Chronicle under Halloween Events section),(WJBF 11PM News)
- Pictures and video of GDPS Fire-Rescue Fire Safety House at Grovetown Elementary
- Pictures/Video of Trunk or Treat event at Liberty Park

### **Upcoming Events/Programs**

- *Board of Zoning Appeals meeting November 4, 2021, at 6:00PM in the Council Chambers at City Hall. (Variance Request—211 West Robinson Avenue)*
- *Council meeting November 8, 2021, at 6:00PM in the Council Chambers at City Hall*
- *Vietnam Veteran's Recognition Event on Saturday November 13<sup>th</sup> starting at 11AM.*

*This is in conjunction with the Defense Department's ongoing 50<sup>th</sup> anniversary Commemoration of the Vietnam War and the Georgia Department of Veterans service. "All Vietnam Veterans (or family member on their behalf) who would like to submit their name for recognition at the event are encouraged to contact Sandra Darby at [dysa@cox.net](mailto:dysa@cox.net) or 478.747.7529*

- *City of Grovetown 47<sup>th</sup> Annual Christmas parade will be on Saturday, December 4<sup>th</sup> at 10AM. Registration is open online at [Cityofgrovetown.com](http://Cityofgrovetown.com) or call Liberty Park Community Center.*
- *Christmas Festival will be on Saturday, December 4<sup>th</sup> from 4PM-8PM we will have Tree lighting, Games, Snow, Entertainment, visit from Santa and vendors. Registration for vendor space is open online at [cityofgrovetown.com](http://cityofgrovetown.com) or call Liberty Park Community Center.*

### **Closing Comments**

City elections will be held on November 2, 2021. Polls will be open from 7:00 am until 7:00 pm.

Thanks to all employees for their hard work. Thanks to our Council Members for supporting the city and its employees every day.

Mayor Gary E. Jones

(Posted on behalf of Mayor Jones by Public Information Officer Ashley Campbell)