



*SIGNIFICANT ACTIVITIES FOR THE WEEK ENDING  
November 12, 2021*

Good morning everyone,

We have several job openings in the city. For those who may be seeking employment please visit our website at [www.cityofgrovetown.com](http://www.cityofgrovetown.com).

Our Streets and Sanitation Department and the Leisure and Recreation Department are installing Christmas lights and decorations around the city. They are working long hours to accomplish this task and we ask that you please allow them to work safely on the sides of our streets.

Please be advised that all rough trash and yard waste should be put at the roadside on Monday of your pickup week. All debris is collected at the same time so there is no longer a need to separate it.

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

***\*\*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 = **112** full-time.
- 1 Interim Public Safety Director
- 1 part-time (Museum).
- 4 part-time/as needed (Fire Fighters)

### **Vacancies (30)**

- 1 Public Safety Director
- 2 Police Sergeant
- 4 Road Patrol Officer
- 3 Traffic – Road Patrol Officer
- 1 Police Lieutenant Investigator
- 1 Police Investigator
- 3 Public Safety Dispatcher
- 1 Police Administrative Assistant
- 1 Sewer Plant Operator Class 3 License
- 1 Light Equipment Operator (Sewer Dept.)
- 2 Light Equipment Operator (Water Dept.)
- 5 Light Equipment Operator (Streets)
- 1 Light Equipment Operator (Parks & Rec)
- 1 Heavy Equipment Operator (Streets)
- 1 Utility Service Assistant
- 1 Information Technology Technician II
- 1 \*\*\*Frozen Position\*\*\*

### **Hiring Actions**

- One Utility Services Assistant tentative start date of 11-15-2021
- Two conditional job offers extended for Police Officers – Road Patrol
- One conditional job offer extended for Police Admin. Assistant/TAC Officer

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

- Safety Talk:

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

- Nothing to report

### **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
- Continuing to develop training for supervisors

### **Finance**

- Continued work on 2020-2021 audit.
- Finance Director attended Carl Vinson Institute management development training where we discussed ethics and authority in the workplace.
- Met with Police Chief and Fire Captain to discuss current and future plans for City's SPLOST funds.

### **Public Safety**

- Police Department arrested 9 subjects during this period:
  - 1 for DUI
  - 2 for Possession Schedule II drugs with intent
  - 1 for Possession of drug related objects
  - 2 for Other Agency warrants
  - 2 for Failure to appear
  - 1 for Suspended License
- Criminal Investigation Division had 5 cases assigned and closed 4 cases.
- Fire Department responded to 28 calls: 9 fire calls and 19 medical calls.
- Fire Department completed annual fire hose testing.
- Chief Kitchens and Capt. Kent met with the Warden Ted Philbin at Augusta State Medical Prison for a review of emergency response plans.
- Public Safety Department would like to wish a Happy Birthday to F/F Troy Fields, F/F Williams Marquavious, and Officer Michael McDaniel.

### **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
- 201 east Robinson: cut grass
- Wildflower Garden: cut grass
- Planning and Development: cut grass

### **Rental & Member Updates**

- 3 new rental contracts with 4 return payments/contracts
- Facilities and fields were utilized a total of 51.5 hours

### **Fleet Maintenance**

- **Public Safety**
  - Chevy Tahoe 1: routine service
  - Dodge Charger: routine service
- **Storm Water/Sewer**
  - Ford F250 utility truck: routine service
- **Leisure & Recreation**
  - Chevrolet Silverado : routine service
- **Street Department**
  - Big Tex u-dump trailer: repaired flat tire and tarp crank
- **Planning and Development**
  - Ford F150: replaced tires and front-end alignment

### **Facility Maintenance**

- A total of 11 work orders for this week: 3 at Liberty Park, 1 at public safety, 1 at museum, 5 at City Hall, and 1 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.

### **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**

- 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**

- The main effort this week was to visit every computer and end point to get Pollock monitoring tools installed
- The initial installation of equipment for backups of our data has been accomplished
  - Pollock has performed the backup of all of our server data
  - We are now back to a stable state for any disaster or IT related scenario needing to restore our data
- We are now completely moved over to Pollock Company for our IT services
  - I have sent a PDF to all Directors and Managers on how to contact Pollock in my absence
  - That email also reminded everyone that I am the first point of contact for IT related issues
- Updated all users for Office 365 licenses and for Tyler Incode 10 access
- Received some old excess equipment to be processed for final disposition
- Ordered new batteries for the Business class UPS at City Hall
- There were only a few calls for service this short week
  - Responded to 5 calls for service for Passwords, Incode issues, and Computer issues

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

#### **Water Department Report**

- 3 histories'
- 29 locates

- 134 work orders
- 1 leak repaired
- 5 water quality samples taken (5 of 15 monthly required)
- 3 new meters installed
- 5 water quality samples taken (10 of 15 monthly required)
- State report finished and sent off
- Sidewalk repaired @ walking trail and dress up
- Walk thru @ Brighton Landing (Both phases) and Caroleton
- Present for demo of old buildings @ plant

### **Wastewater Treatment Dept.**

- Trouble shooting a problem with the belt drive system on the disk filters
- Cleaned the influent pump chambers, used vac-truck to get FOG out.

### **Stormwater Dept.**

- Cut the pond at the dog park
- Started on cleaning the fence line on Battle St. Pond

### **Infrastructure Inspections Dept.**

- Developmental infrastructure inspections: 7
- Existing infrastructure inspections: 2
- Stormwater inspections: 4
- FOG Inspections: 8 Thank You Caitlin Roman for your assistance!!!
- Attended a meeting on Tuesday 11/9/2021 with Elaine Matthews, Horace Kitchens, and Ceretta Smith about 833 Shirez Dr sewer service lateral.

### **Streets and Sanitation**

- 19.29 tons of combined waste
- Litter: 16 bags
- Working on Christmas lights

## **Planning and Community Development**

### **General**

- 105 total building inspections

## Meeting Update

- Planning Commission
  - 11.18 Meeting:
    - Caroleton Section 3 Townhomes Final Plat
    - 316 Newmantown Road Preliminary Plat
- BZA
  - 12.02 Meeting: No agenda

## Code Enforcement Update

- 1 sign removed from public ROW
- Inoperative/Abandoned Vehicles
  - 1 NOV
  - 4 warnings
- Parking Violations
  - 3 warnings
- Property Maintenance
  - 1 warning
- ROW/Sidewalk Obstruction
  - 10 warnings
- 8 cases deemed in compliance
- 1 response to civil concerns
- 1 permit check for construction jobs within the city

## **DEVELOPMENT PROGRESS CHART**

**DATE: November 12, 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>No change</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>

4	<u>McCoy's Creek Section 6 (53 Single Family Homes)</u>	<u>43</u>	<u>25</u>	<u>47%</u>	<u>No change</u>
5	<u>Deer Hollow Section 2 (110 Single Family Homes)</u>	<u>75</u>	-	-	<u>No change</u>
6	<u>Caroleton, Phase 2 (67 Single Family Lots)</u>	<u>66</u>	<u>57</u>	<b>86%</b>	<u>1 C/O</u>
7	<u>Caroleton Phase 3 (103 townhomes)</u>	-	-	-	<u>Site work being completed</u>
8	<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>
9	<u>Brighton Woods Townhomes Section 2 (66 Townhomes)</u>	<u>21</u>	<u>4</u>	<u>6%</u>	<u>No change</u>
10	<u>Shepard Square Section 4 (7 Single Family Homes)</u>	<u>7</u>	<u>4</u>	<b>57%</b>	<u>2 C/Os</u>
11	<u>Brighton Park Apartments (134 Units in 29 Buildings)</u>	<u>26</u>	-	-	<u>First permits issued (includes leasing office and storage area)</u>
	<b><u>Number of Renovation Permits Issued</u></b>	<b><u>3</u></b>			
	<b><u>Number of New Construction Permits Issued</u></b>	<b><u>28</u></b>			
	<b><u>Total Number of Permits Issued</u></b>	<b><u>31</u></b>			
	<b><u>New Business Licenses Issued: 2</u></b>				
	<b><u>Renewal Business Licenses Issued: 2</u></b>				

## City Wide Projects

### Pump Stations

Euchee Creek: Canopy being installed, and Georgia Power scheduled to run power next week.

Milton Hitt: Fencing installed.

Butler Creek: Waiting for power.

### Gravity Sewer & Force Main



All pipe has been installed, tested & is ready to put in service. Contractor is working on punch list items.

### **Caroleton Townhomes**

Final plat approval pending.

### **Dunkin Donuts**

Erecting building.

## **Public Information Office**

- Accepted more donations for the City's Coat Drive
- Meeting about City of Grovetown float for parade
- Reached out to Columbia County Sheriff's Office regarding parade
- Video/edit/post for GDPS Fire-Rescue Fire hose testing and vehicle fire on Tuesday
- Leadership Columbia County: County Operations and Economic Development
- Certificate of Appreciation for veteran and opening remarks for mayor during Vietnam Veteran Ceremony Saturday, November 13<sup>th</sup>

## **Upcoming Events/Programs**

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Mayor Gary E. Jones

