



***SIGNIFICANT ACTIVITIES FOR THE WEEK ENDING  
November 19, 2021***

Good afternoon everyone,

Work crews have been very busy this week installing Christmas decorations throughout the city. We appreciate all the cooperation from Georgia Power Company and others who are helping us make this a very special holiday season. Be aware of employees who are working along roadsides.

Our trash pickup service has extended their work hours in some sections of the City. They may come to your area as early as 5:30 am, so please take your cans to the road the night before.

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 and be aware that this ordinance is being enforced.

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).

In observance of the Thanksgiving Holidays, next week City offices and services will close at noon on Wednesday, November 24<sup>th</sup> and will not reopen until November 29<sup>th</sup> at the 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 = **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 started on 11-15-2021
- Interviews for Light Equipment Operators in Public Works and Leisure & Recreation (13 scheduled, 11 arrived)

### 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
- Placed IT Technician II Job Posting with the Augusta Chronicle and related outlets
- Conducted training for supervisors
- Processed and submitted retirement paperwork for one former employee

### **Finance**

- Attended a demonstration of the MyCivic Mobile Application provided by Tyler Technologies which provides a Grovetown specific comprehensive, customizable platform designed to promote civic engagement and enhance the quality of life with access to bill payment portals, two-way communication with departments regarding issues, and access to other services, resources, and information Grovetown has to offer, enabling them to play a more active role in the area they call home.
- Continued work on the audit.

### **Public Safety**

- Police Department arrested 5 subjects during this period:
  - 1 for a Dekalb County Sheriff's Office Warrant
  - 1 for DUI
  - 1 for a Grovetown Police Department warrant
  - 2 for Suspended License
- Criminal Investigation Division had 6 cases assigned and closed 9 cases.
- Fire Department responded to 14 calls: 3 fire calls and 11 medical calls.
- Chief Kitchens and Lt. Powell attended the funeral service for a line of duty death of Deputy Lena Nicole Marshall of the Jackson County Sheriff's Office on 11/15/2021.
- Chief Kitchens and Lt. Powell attended a Domestic Task Force meeting sponsored by Safe Homes of Augusta and hosted by the District Attorney's Office 11/18/2021.
- Fire Department completed fire hydrant testing in Euchee Creek Subdivision as well as the Brighton Development.

- Congratulations to Matthew Whaley, Harrison Warren, and Ian Donohue for passing the National Registry Testing to become certified Emergency Medical Technicians.

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

### **General**

- Leisure and Recreational Shop: cleaned shop and cleaned vehicles
- Euchee Creek trails: cleaned off walking trails
- Liberty Park: cut grass and ballfields and dragged all fields
- Wildflower Garden: cut grass
- Planning and Development: cut grass
- Installed Christmas lights at Liberty Park, Wildflower Garden, Historic Park, and 310 West Robinson Ave.

### **Rental & Member Updates**

- 6 new rental contracts with 6 return payments/contracts
- Facilities and fields were utilized a total of 57 hours

### **Fleet Maintenance**

- **Public Safety**
  - Chevy Tahoe 1: routine service, replaced brakes
  - E-One Aerial truck: replaced batteries
- **Storm Water/Sewer**
  - Ford F-250: repaired flat tire
  - Chevy Silverado: routine service
  - Ford Transit van: sent to dealer for recall
- **Leisure & Recreation**
  - Chevrolet Silverado : routine service
- **Street Department**
  - Ford F-750: checked for coolant leak

### **Facility Maintenance**

- A total of 10 work orders for this week: 2 at Liberty Park, 1 at public safety, 1 at museum, 4 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.

### **Up-Coming Programs**

- Veeta Dinkins Fitness classes 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](http://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](http://Cityofgrovetown.com) or call Liberty Park Community Center.

## **Information Technology**

- This week was a busy week for calls for service
  - Responded to 12 calls for service
- Met with IDN on our ongoing Wi-Fi in the Parks project
  - The meeting was to set the need to meet with an Aruba representative to go over Outdoor Wi-Fi options
  - The meeting with Aruba (the City's Wi-Fi growth platform) will happen next week
- Conducted a successful Planning Commission Livestream
- Met with Columbia County Broadband Utility at Euchee Creek Walking Trails
  - Euchee Creek will be the first Park to receive Outdoor Wi-Fi from the City
  - It will be the testbed on best practices for all future locations
  - This meeting laid out the timeline for introducing the necessary fiber optic infrastructure to Euchee Creek
- Updated all employees in Incode 10
  - This update ensures that all current employees have an Employee Self Service (ESS) Username
- This week started a project to bring Mobile Tablets to our Planning and Development Team

- This will be for Building inspections and Code Enforcement
- Preliminary finding is that we will need implement an Incode 9 application or possibly move to a Tough Book solution
- Meeting with Tyler Incode 9 reps next week for cost and timeline to implement

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

### **Water Department Report**

- 2 histories'
- 12 locates
- 134 work orders
- 1 leak repaired
- 5 water quality samples taken (15 of 15 monthly required)
- All meters in the city read (radio and manual)
- High usage door hangers given out
- Assisted Sewer Dept. with lime tank problems

### **Wastewater Treatment Dept.**

- Sewer Dept. helped in the storm pond cleaning it up on battle
- Ran labs and poured concrete in a sidewalk in Ashland commons
- Started cleaning sewer lines in Liberty Hills
- Drained and cleaned the lime tank, ran the belt press, and filled in small pond areas with dirt in the LAS fields
- Pulled manholes checking for obstructions in Arbour Springs, Whispering Willow, Senators Ridge, and Main St. subdivisions
- Participated in the walk thru for the Force Main project
- Assisted the Street dept. with Christmas lights and met with Ga Power to have more Christmas light drops connected

### **Stormwater Dept.**

- Worked in the pond on Battle St.
- Assisted with the draining and cleaning of the lime tank

### **Infrastructure Inspections Dept.**

- Developmental infrastructure inspections: 6
- Existing infrastructure inspections: 4
- FOG Inspections: 1
- Conducted a punch list walk through on the sewer force main with Turnipseed Engineering

### **Streets and Sanitation**

- 27.53 tons of combined waste
- Litter: 12 bags
- Working on Christmas lights
- Patched several potholes on Harlem-Grovetown Road

## **Planning and Community Development**

### **General**

- 133 total building inspections

### **Meeting Update**

- Planning Commission
  - 11.18 Meeting:
    - Approved Carleton Section 3 Townhomes Final Plat
    - Approved 316 Newmantown Road Preliminary Plat
  - 12.16 Meeting: no agenda
- BZA
  - 12.02 Meeting: no agenda

### **Code Enforcement Update**

- 4 signs removed from public ROW
- Inoperative/abandoned vehicles
  - 1 NOV
  - 2 warnings
- Parking Violations
  - 2 warnings
- Solid Waste/Trash
  - 5 warnings
- Property Maintenance
  - 1 warning
- 3 cases deemed in compliance

- 1 response to civil concerns
- 2 permit checks for construction jobs within the city

### DEVELOPMENT PROGRESS CHART

DATE: November 19, 2021

Sr. No.	PROJECT NAME And Project Details	Building Permits Issued	CO Issued	% of Project Completed	Comments
<b>Commercial</b>					
1	Dunkin Site	1			Site work is on going
2	Sparkle Car Wash	1			Site work is on going
<b>Residential</b>					
1	Grove Landing, Section 5 (64 Single Family Homes)	65	50	±78%	No change
2	Brighton Landing, Section 2 (67 Single Family Homes)	68	56	83%	3 C/O
3	Highland Hills, Section 2 (32 Apartments in 4 Buildings)	32	24	75%	No change
4	McCoy's Creek Section 6 (53 Single Family Homes)	43	27	50%	2 C/O
5	Deer Hollow Section 2 (110 Single Family Homes)	90	2	2%	15 permits 2 C/O
6	Caroleton, Phase 2 (67 Single Family Lots)	66	57	86%	No change
7	Caroleton Phase 3 (103 townhomes)	-	-	-	Site work being completed
8	Robin Landing Townhomes (47 Townhomes)	7 bldgs. (35 units)	5 bldgs. (24 units)	51%	No change
9	Brighton Woods Townhomes Section 2 (66 Townhomes)	24	7	11%	3 permits 3 C/O
10	Shephard Square Section 4 (7 Single Family Homes)	7	4	57%	No change
11	Brighton Park Apartments (134 Units in 29 Buildings)	26	-	-	No change
	<b>Number of Renovation Permits Issued</b>	<b>4</b>			



	<b>Number of New Construction Permits Issued</b>	<b>18</b>			
	<b>Total Number of Permits Issued</b>	<b>22</b>			
	<b>New Business Licenses Issued:</b>	<b>2</b>			
	<b>Renewal Business Licenses Issued:</b>	<b>1</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, evaluated and is ready to put in service. Contractor is working on punch list items.

### Caroleton Townhomes

Final plat approved.

### Dunkin Donuts

Erecting building.

## Public Information Office

- Vietnam Veterans Ceremony: took pictures and posted to social media, assisted local media who attended, continuing to hand out certificates and pins for those who could not attend
- Ordered City of Grovetown holiday cards
- Worked on City of Grovetown float
- Confirmed Columbia County Sheriff's Office for City parade
- Pictures/Video of Asst. Chief Robert Eastman during discussions with Pepper Hill subdivision HOA members regarding House Watch/Safe House programs
- Ongoing Coat Drive
- Bears for Teddy Bear Giveaway are now in-house (to be given out during Christmas parade with partnership of Health Center Credit Union)
- Regular duties for social media, city website and Help and Information Desk

- Attended Columbia County Chamber of Commerce Executive Luncheon
- Leadership Columbia County- Background check/Set up ride-along with Columbia County Sheriff's Office
- Martinez-Evans Rotary- Board meeting as President-Elect; approved funding for International Project (Rehabilitation of maternity ward at hospital in Zambia, Africa)

### **Upcoming Events/Programs**

- *Work Session for November 25, 2021 is canceled due to the Thanksgiving Holiday.*
- *In observance of the Thanksgiving Holidays, next week City offices and services will close at noon on Wednesday, November 24th and will not reopen until November 29th at the normal business hours.*
- *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.*
- *City Council Meeting will be held on December 13, 2021, at 6:00 PM in Council Chambers at City Hall.*

### **Closing Comments**

The Thanksgiving season is a time for us to count our blessings, reflect upon all that has been provided for us, and to spend time with family and friends. Hanukkah begins at sundown on November 28<sup>th</sup>. Celebrate the season and find reasons to help someone in need. Thank those who are near and dear to you. As always, thank you to our Council, City Administrator and all of our City employees for their hard work each day, especially during the holiday season. Happy Thanksgiving!

Mayor Gary E. Jones

