



SIGNIFICANT ACTIVITIES FOR THE WEEK ENDING

February 25, 2022

Good Afternoon Everyone,

This week the City of Grovetown was officially certified as having achieved the CSRA-Regional Commission's Excellence Standards as established in the Commission's comprehensive regional plan. Many thanks to our staff who worked to make this happen. Congratulations!

Today the Mayor, Council and Department Heads spent several hours working on budget preparation for the next fiscal year. During the meeting we discussed several future projects and goals for our city. This meeting is part of the chain of events that will take place over the next three months as we move toward adopting a budget for FY2022-2023.

Two major events are scheduled for the month of April 2022. The Spring Fling will be held on Saturday, April 9th at Liberty Park from 10AM to 3PM. Many vendors will be on hand for the event. On April 15 and 16 the first ever rodeo will also be held at Liberty Park with great entertainment for the whole family. Gates open at 5PM.

PUBLIC SERVICE ANNOUNCEMENT TO RESIDENTS:

As you are aware, COVID-19 cases have recently seen a dramatic increase in the CSRA. The spread of COVID-19 has impacted Grovetown operations at all levels including some of our third-party providers. The City of Grovetown Public Works Department and Advanced Disposal are currently operating with smaller crews due to COVID-19. Employees are required to quarantine according to CDC guidelines after contracting or being exposed to COVID-19. Their absences, while temporary, are negatively affecting the City's ability to provide on-time service for services such as bulk waste pick-up, yard debris pick-up, and residential garbage and

recycling pick-up. The City would like to thank residents in advance for their understanding during this time when the CSRA is seeing an increase in COVID-19 cases.

Council Member Ceretta Smith will be organizing a Junior Council for our city that will involve young citizens learning how government works. The response to the Junior Council has been overwhelming. Please see our website for more information.

Please be aware that there is an ordinance against illegal parking and this ordinance is being enforced. Also be aware that our city has a tree ordinance. Before cutting a tree please contact the Planning Department for guidance on this matter.

We have several job openings in the City. For those who may be seeking employment please visit our website at www.cityofgrovetown.com.

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

Human Resources

Personnel Count

- Number authorized = **144** full time.
- Number employed = **120** full-time.
- 1 part-time (Museum).
- 4 part-time/as needed (Fire Fighters)

Vacancies (24)

- 3 Road Patrol Officer
- 3 Traffic – Road Patrol Officer
- 1 Criminal Investigator
- 4 Public Safety Dispatcher
- 1 Fire Fighter-EMT
- 1 Sewer Plant Operator Class 3 License
- 1 Light Equipment Operator (Sewer Dept.) (using 1 temp. employee to augment staffing)
- 1 Light Equipment Operator (Water Dept.)(using 1 temp. employees to augment staffing)
- 2 Light Equipment Operator (Streets) (using 5 temp. employees to augment staffing)
- 1 Light Equipment Operator (Storm Water) (using 1 temp. employee to augment staffing)
- 1 Heavy Equipment Operator (Streets)
- 1 Assistant Street & Sanitation Supervisor

- 1 Water Supervisor
- 1 Light Equipment Operator (Parks & Rec)
- 1 Program Assistant (Parks & Rec)
- 1 ***Frozen Position***

Hiring Actions

- Promotion of Donald Anthony Carroll to Road Patrol Sergeant – Police Department
- Interviewed one applicant for Criminal Investigator – Police Department – 02-24-2022
- Interviewed on applicant for Reserve Officer – Police Department – 02-24-2022
- Interviewed two applicants for Dispatcher – Police Department – 02-24-2022
- Interviewed two applicants for Assistant Supervisor – Street and Sanitation 02-25-2022
- Tentative start date for Street and Sanitation Heavy Equipment Operator – 02-28-2022
- Tentative start date for Vehicle Mechanic – 02-28-2022
- Tentative start date for a Dispatcher – 02-28-2022
- Tentative start date for IT Technician II – 03-07-2022

Safety / Training/Wellness

- Safety Talk: **Lifting Awkward Loads**

Worker's Comp Claims

- Nothing to report

Additional information

- Processed additional applications and preparing for interviews
- Scheduling additional interviews for other jobs as we receive enough completed applications from qualified applicants
- Processing pre-employment paperwork and backgrounds on several potential employees
- Preparing conditional job offers for several applicants
- Revised several job descriptions to be presented to City Council
- Processed one retirement packet
- Charlie Rothermel, Security Benefits, was at City Hall on Wednesday to meet with any City employee who wanted to participate in a 457 plan or update their current plan

Finance

- Attended meeting with Georgia Power company to receive annual franchise payment as well as discuss future opportunities for the City of Grovetown to partner with Georgia Power to provide better services to our citizens.
- Prepared and hosted first budget off-site for the 2022-2023 annual budget. Special thanks to Kristal and Brian for all of their assistance.
- Received 2021 rental payment for service providers who utilize the top of City of Grovetown water towers.
- Utility billing completed and inserted flyers into next month's bills advertising for paperless billing to be provided by the City. Great job Roxanne and Morgan

Grovetown Police & Fire Rescue Departments

The Police Department arrested 4 subjects during this period:

1 for Suspended license and Failure to obey traffic control device

1 for DUI

1 for GDPS warrant

1 for Arson

- Criminal Investigation Division had 1 case assigned and closed 3 cases
- Grovetown Police Department would like to wish Investigator William Rodman a very Happy Birthday.
- Congratulations to Sergeant Donald Carroll and Sgt. Jarrett Nieves for successfully completing the Supervision Level 1 course.
- Grovetown Police Department conducted interviews on 02/24/2022 for an Investigator, Road Patrol Officers, and Communication Officers.
- Fire Department responded to 23 calls: 12 Medical and 11 fire calls.
- Chief Kent attended Off-site City Budget meeting

Leisure and Recreation (L&R) Services

General

- Leisure and Recreational Shop: cut grass, cleaned shop, and cleaned vehicles.
- Euchee Creek Trails: cleaned off trails
- Kiddie Park: cut grass
- Liberty Park: cut retention pond, removed trees, and brush from fence area
- Municipal Court: cleaned off parking lot
- Goodale Park: cut dog park

Rental & Member Updates

- 5 new rental contracts with 6 return payments/contracts
- Facilities and fields were utilized a total of 55 hours
- 1 new gym membership

Fleet Maintenance

- **Public Safety**
 - Chevy Tahoe: routine service
- **Streets**
 - Ford F650: replaced steering column
 - Elgin Street Sweeper: replaced side broom
- **Water/Sewer/Storm water**
 - Ford F-250 utility truck: replaced front tires, frontend alignment, and turn signal switch
 - Gravely Zero Turn mower: replaced drive belt
- **Leisure and Recreation**
 - Chevy Silverado: replaced tires and frontend alignment

Facility Maintenance

- A total of 19 work orders for this week: 3 at Liberty Park, 2 at Public Safety, 4 at Courthouse, 2 at the Museum, 5 at City Hall, and 3 at Sewer Plant.

Up-Coming Programs

- **Maverick's Fitness**-Monday & Wednesday at Liberty Park from 6:15pm-7:15pm
- **Maverick's Martial Arts**-Tuesday & Thursday at Liberty Park from 6pm-7:30pm

Up-Coming Events

- **Spring Fest**-Saturday, April 9th from 10am-3pm, at Liberty Park Community Center

Information Technology

- This week we met with Columbia County Community Broadband Utility (C3BU)
 - This project is to expand the fiber network at the Waste Water Treatment Plant (WWTP)
- Setup a laptop at the WWTP for the Lab
 - This was an excess equipment laptop that is out of date and will need to be replaced on the next life cycle
- Continued installing new and excess monitors as part of the planned Monitor Refresh
- This week was more typical for calls for service at 15
 - Several continuing issues were resolved such as the tablet for Planning and Community Development getting cellular service restored
 - The majority of issues were considered normal with the typical set being setup of new users and password issues for email, Incode and computers leading

Water / Sewer/Stormwater/ Infrastructure and Streets Departments

Water Department Reports

- Daily water route
- 19 locates
- 88 work orders
- 6 histories
- Repaired 2 water leaks (Lory Ln /Reynolds Farm Rd)
- 2 new water taps & service lines (Grove landing irrigation/ Durban)
- 4 concrete patch repairs are completed
- 2 new meter installations (Grove Landing / Durban)
- Road patch repairs on (Flyth St)

- Water loss audit report/ state samples
- Dressed up Lakeview Dr. by squaring up the road cut and added crush and run to Landing Ct.

Sewer Department

- City Administrator from the City of Wadley was given a tour of the plant
- 113 work orders
- Conducted monthly preventative maintenance on the Headworks and Belt Press
- Repaired drain at the plant office
- A site visit from Broadband Utility to install fiber optics to surrounding buildings on plant
- Jetted sewer lines at Sewer Plant
- Ran route
- Ran samples
- Finished EPD requirements at the landfill
- Cleaned up around the plant
- Cleaned up at the head works
- Cut around the wastewater ponds
- Clean the buildings up
- Raked up lime from an old SSO

Stormwater Department

- Clean ditches at the Wastewater Plant
- Assisted the Water Department with making a water tap
- Took bobcat to bobcat of Augusta
- Helped sewer install cleanout on Adams Lane
- Jetted storm pipes at Wastewater Plant

Infrastructure Inspections Department

- Developmental infrastructure inspections: 13
- FOG Inspections: 7
- Stormwater Inspections: 0
- Existing infrastructure inspects: 7

Dunkin Donuts

- Contractors are working on utilities

Sparkle Carwash

- Contractors are working on infrastructure

Deer Hollow Section 3

- Contractors are working on grading and excavating

Brighton Park Apartments

- Contractors are building homes and pouring concrete for foundations

Brighton Landing Phase II

- Collaborating with contractors on punch list

Streets and Sanitation Department

- Picked up 35.20 Tons of bulk and yard waste
- Picked up 13 bags of litter around town
- Pothole repairs on Harlem Grovetown Rd, Kathrine St, Williams St. and Creekside.
- Street Sweeper – Dorn St., Williams St., Hayne Dr., and Railroad Ave.

Planning and Community Development

- The City of Grovetown was certified as having achieved the CSRA-Regional Commission's **Excellence Standards** as established in the Commission's comprehensive regional plan. These standards are envisioned as desirable activities for the implementation of the plan beyond the minimum expectations and include planning and development best practices.
- Some of our Planning Commission members attended Columbia County's "Rezoning and Variance Process" seminar on Wednesday, February 23. The class provided detailed information on the nature of applications, how the process works, and criteria used to evaluate them. We plan to host formal training sessions at the end of this year or early next as well.
- Our Building Inspector, Horace Kitchens, attended virtual training for Residential Plumbing Inspector credentials from the International Code Council from February 22-24.
- Our Director of Planning and Community Development, Ronnie Kurtz, attended "Greater Augusta Day" at the Georgia State Capitol on behalf of the City on Thursday, February 24. In conjunction with a delegation from the Augusta Metro, Columbia County, and Burke County Chambers of Commerce, he met with the city's state representatives and senators to discuss how developments from this year's General Assembly will impact our citizenry and to advocate on behalf of our community's interests.
- 95 total building inspections.

Meeting Update

- Planning Commission
 - 03.17 Meeting:

- 769 Chamblin Road: Request to annex and rezone to C-2
- BZA
 - 03.03 Meeting: No Agenda

Code Enforcement Update

- 7 signs removed from Public ROW
- Parking Violations
 - 6 warnings
- Obstruction of ROW
 - 1 NOV
 - 1 warning
- 2 cases deemed in compliance
- 3 responses to civil concerns
- 6 permit checks for construction jobs within the city

DEVELOPMENT PROGRESS CHART

DATE: February 25, 2022

<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>
<u>Commercial</u>					
<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>
<u>3</u>	<u>Therapy Trails</u>	<u>1</u>			<u>Expect site work to begin mid-March.</u>
<u>Residential</u>					
<u>1</u>	<u>Grove Landing, Section 5 (64 Single Family Homes)</u>	<u>64</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>60</u>	<u>90%</u>	<u>No change</u>
<u>3</u>	<u>Highland Hills, Section 2 (32 Apartments in 4 Buildings)</u>	<u>32</u>	<u>25</u>	<u>78%</u>	<u>No change</u>
<u>4</u>	<u>McCoy's Creek Section 6 (53 Single Family Homes)</u>	<u>43</u>	<u>31</u>	<u>58%</u>	<u>No change</u>
<u>5</u>	<u>Deer Hollow Section 2 (110 Single Family Homes)</u>	<u>105</u>	<u>21</u>	<u>19%</u>	<u>4 C/O</u>
<u>6</u>	<u>Caroleton, Phase 2</u>	<u>73</u>	<u>69</u>	<u>95%</u>	<u>No change</u>

	(73 Single Family Lots)				
7	<u>Caroleton Phase 3 (103 townhomes)</u>	<u>31</u>	=	=	<u>4 Permits</u>
8	<u>Robin Landing Townhomes (47 Townhomes)</u>	<u>7 bldgs. (35 units)</u>	<u>5 bldgs. (27 units)</u>	<u>55%</u>	<u>1 C/O</u>
9	<u>Brighton Woods Townhomes Section 2 (66 Townhomes)</u>	<u>37</u>	<u>12</u>	<u>18%</u>	<u>No change</u>
10	<u>Shepard Square Section 4 (7 Single Family Homes)</u>	<u>7</u>	<u>6</u>	<u>86%</u>	<u>No change</u>
11	<u>Brighton Park Apartments (134 Units in 29 Buildings)</u>	<u>88</u>	=	=	<u>No Change</u>
	<u>Number of Renovation Permits Issued</u>	<u>14</u>			
	<u>Number of New Construction Permits Issued</u>	<u>3</u>			
	<u>Total Number of Permits Issued</u>	<u>17</u>			
	<u>New Business Licenses Issued: 3</u>				
	<u>Renewal Business Licenses Issued: 7</u>				

City Wide Projects

Pump stations

Euchee Creek: online. it is my understanding the pump number two faults out every Tuesday when the generator exercises. Norm, the Electrician for the pump manufacturer, Will be replacing wire to pump number two.

Milton Hitt: online

Lewiston Rd: online

Butler Creek: needs power

Contractor for lift stations is working on punch list items.

Gravity Sewer & Force Main

Contractor is working on punch list items.

Old Louisville Road booster station

Tank should be online next week. Coordinating with the Columbia County and City of Grovetown to get watermain from booster station disinfected.

Public Information Officer

- Updated forms on City Utilities webpage
- Updated info on Public Safety webpages
- Highlighted events in/around Grovetown via social media
- Photographed assets and new/repared infrastructure purchased during 2021-2022 budget year for 2/25 offsite budget meeting presentation
- Attended/documented 2/25 offsite budget meeting

Upcoming Events/Programs/Meetings

- ***Blood Drive- Friday, March 11, 2022, from 11:00 AM – 4:00 PM at Liberty Park Community Center.***
- ***Council Meeting March 14, 2022, at 6:00 PM in the Council Chambers at City Hall***
- ***Planning Commission meeting March 17, 2022, at 6:00 PM in the Council Chambers at City Hall. 769 Chamblin Road: Request to annex and rezone to C-2***
- ***Spring Fest: Saturday, April 9th from 10am-3pm, at Liberty Park Community Center***
- ***In the near future Martinez-Evans Little League will be announcing a registration for Baseball at Liberty Park.***
- ***There will be a Career Day/ College Expo on March 8 at the Columbia County Exhibition Center, Staring at 4:00.pm and is sponsored by the Columbia County Chamber of Commerce. The City of Grovetown will participate in this event.***

Closing Comments

Thanks to all employees who work hard each day to make Grovetown the best it can be.

Gary Jones, Mayor

