



## ***SIGNIFICANT ACTIVITIES FOR THE WEEK ENDING***

***March 4, 2022***

*Good Afternoon Everyone,*

*This month our Public Information Officer will be publishing articles about Women's History Month. There are many women in the Grovetown workforce and we are very proud of the work they do for our community.*

*On March 8<sup>th</sup> the Columbia County Chamber of Commerce will host a Career Day at the convention center near Walmart and will begin at 4pm. The City of Grovetown will participate in this event.*

*On March 16<sup>th</sup> the Columbia County Chamber of Commerce will sponsor an executive luncheon series and several of Groveton officials will be attend this meeting, which will be held at the Savannah Rapids Pavilion.*

*Two major events are scheduled for the month of April 2022. The Spring Fling will be held on Saturday, April 9<sup>th</sup> at Liberty Park from 10AM to 3PM. Many vendors will be on hand for the event. On April 15<sup>th</sup> and 16<sup>th</sup> 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 has been 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](http://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 = **119** full-time.
- 1 part-time (Museum).
- 4 part-time/as needed (Fire Fighters)

### Vacancies (25)

- 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 (Water Dept.)(using 2 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)
- 2 \*\*\*Frozen Position\*\*\*

### **Hiring Actions**

- One Vehicle Mechanic – Started on 02-28-2022
- One Dispatcher – Started on 02-28-2022
- One Street and Sanitation Heavy Equipment Operator II – Started on 02-28-2022
- Interviewed one applicant for Dispatcher – Police Department – 03-01-2022
- One conditional job offer extended for Criminal Investigator – Police Department – 03-03-2022
- One conditional job offer extended for Dispatcher – Police Department – 03-03-2022
- Interviewed six applicants for Leisure and Recreation Program Assistant – 03-04-2022
- Interviewed two applicants for Leisure and Recreation Light Equipment Operator – 03-04-2022
- Interviewed three applicants for Street and Sanitation Light Equipment Operator – 03-04-2022
- Interviewed two applicants for Street and Sanitation Heavy Equipment Operator II – 03-04-2022
- Tentative start date for IT Technician II – 03-07-2022
- Tentative start day for one Police Officer – Road Patrol – 03-07-2022

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

- Safety Talk: **Material Handling Dollies and Hand Trucks**

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

- One minor injury (legs) – treatment was declined

### **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

- Scheduled to participate in the Columbia County Chamber of Commerce Career and College Expo on March 8, 2022, at 4:00 PM

### Finance

- Staff accountant worked with Planning and Development to update billing codes in the City's software.
- Hosted budget refresher training with Directors who wanted to attend.
- Continued working on 2022-2023 budget
- Met with Columbia County Water Utility to discuss transition of services as the new wastewater treatment plant come fully online

### Grovetown Police & Fire Rescue Departments

The Police Department arrested 7 subjects during this period:

4 for DUI

1 for Theft by taking and Possession of tools for the commission of a crime

1 for Child Molestation

1 for Aggravated Assault

- Criminal Investigation Division had 4 case assigned and closed 3 cases.
- Grovetown Police Department would like to welcome Dispatcher Vivian Melcher to the Communication Center and the City of Grovetown.
- Grovetown Police Department conducted their annual Firearms qualification course on 03/01/2022.
- For the month of February all Police Department personnel completed an online class titled "Effective Workplace Communication."

- Fire Department responded to 32 calls: 22 medical and 9 fire calls.
- Chief Kent attended the quarterly EMS Advisory Board on March 3<sup>rd</sup>.
- On Friday March 4<sup>th</sup>, Chief Kent and Lt. McFatrige attended the Georgia Fire Academy graduation for Firefighter Matthew Whaley and Firefighter Emmanuel Melendez Cruz. We all would like to congratulate both of them on an outstanding job throughout their 8 weeks of intense training.

## Leisure and Recreation (L&R) Services

### General

- Leisure and Recreational Shop: cleaned, organized shop, washed vehicles, and cut grass
- Liberty Park: cut and dragged all baseball fields
- Kiddie Park: cut grass
- Euchee Creek Trails: cut grass and cleaned off trails
- City Hall: cut grass
- Planning and Development: cut grass
- Court House: cut grass and installed crepe myrtles
- Historic Park: cut grass and removed weeds from flower bed

### Rental & Member Updates

- 8 new rental contracts with contracts returned with payment 8
- Facilities and fields were utilized a total of 51 hours

### Fleet Maintenance

- **Storm Water/Sewer**
  - Ford F-250 utility truck 1: replaced tires, front end alignment, and signal switch
  - Ford F-250 utility truck 2: replaced battery
  - Case mini Excavator: replaced boom hydraulic lines
  - John Deere Gator: drive clutch issue
- **Street Department**
  - D2e U-Dump trailer: repaired flat tire
  - International 4300 Dump truck: repaired and reinforce stake bed sides

### Facility Maintenance

- A total of 11 work orders for this week: 1 at City Hall, 1 at Public Safety, 4 at Sewer Plant, 3 at Liberty Park, and 2 at Court house

## **Up-Coming 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.
- Spring Fest-Saturday, April 9th from 10am-3pm, at Liberty Park Community Center
- Blood Drive: Friday, March 11 at Liberty Park Community Center from 11 AM to 4PM
- American Hero Pro Rodeo: April 15<sup>th</sup> and 16<sup>th</sup> at Liberty Park Community Center gates open at 5 PM and show starts at 7:30 PM

## **Information Technology**

- Met this week with Cruise Security at the Police Department to ensure a smooth transition to their services
- Installed a stacking dual monitor mount at Planning and Community Development
- Resolved an issue on our Verizon Cellular account where cost centers were not added
- Ordered two new desktop computers for Public Works
  - This will upgrade a newly promoted user to a desktop from a laptop and replace a malfunctioning laptop
- The IT Department started the process of moving over to the Historical Data Hosted web interface
  - This will consolidate all log-ins to one web interface for any needed data on our previous operating system called CSI
- An otherwise normal week for calls for service at 12
  - As typical, password issues led the charge with mapping of share drives and printing issues rounding out the week

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

### **Water Department Reports**

- Daily water route
- 36 locates
- 137 work orders
- 4 Histories
- Repaired 4 water leaks (3<sup>rd</sup> Ave / Jarrow / Newmantown Rd. / Cedarwood Ct.)
- 2 valve boxes were cleaned out (Old Berzelia Rd. / Lakeside Dr.)
- 3 new meter installation's (Caroleton subdivision)
- Ran camera to locate a sewer tap (Durban Dr.)
- Took state required fluoride samples
- Dressed up an area on 3<sup>rd</sup> Ave where a water leak was repaired

- Cleaned fence line around the Water Pollution Control Plant
- Re-set top on the storm drain box (Robin Ln.)

### **Sewer Department**

- 79 work orders completed
- Diagnosed and repaired a float issue at the influent lift station
- Analyzed and monitored treatment processes
  - Monitored pH, nitrogen, and phosphorus levels
  - Evaluated for settleability and solids in treatment basins and aerobic digester
  - Conducted a 5-day Biochemical Oxygen Demand (BOD) analysis to ensure compliance with permit and water quality standards
  - Conducted bacteriological testing to ensure proper disinfection of treated effluent prior to discharge
- Oversaw replacement of chemical feed line actuator on treatment Basin 4
- Continued preparation and clearing of fields 2 and 3 for April Rodeo
- Daily inspection of the condition and function of sewer lift stations
- Ran the belt press for 3 days to reduce solids
- Deep cleaned the belt press with a degreaser to improve dewatering
- Met with Columbia County regarding EPD and EPA reporting requirements
- 2 employees received training in preparation for obtaining their Collection System Operation and Maintenance license from the Georgia Secretary of State
- Prepared monthly Discharge Monitoring Report (DMR) for submittal to the EPD
- Cut grass around the wastewater fields
- Completed daily labs
- Installed sewer cleanouts

### **Stormwater Department**

- 14 Work orders completed
- Clean ditches on Stephen Ln
- Assisted the water department with leaks
- Started work on Nantucket retention pond
- Helped sewer install cleanout
- Jetted storm pipes at wastewater plant
- Repaired driveway on Phinzy St

### **Infrastructure Inspections Department**

- Met with Planning and Community Development to discuss Utility Permits
- Reviewed 2 sets of utility plans for permit applications
- Storm Water Inspections: 7

## **Bojangles**

- FOG inspection

## **Streets and Sanitation Department**

- Picked up 14.59 more Tons of bulk and yard waste than last week, bringing total to 49.79 Tons
- Picked up 11 bags of litter around town, including the main thorough fare
- Pothole and driveway repairs on Harlem Grovetown Rd, Kathrine St, and Berzelia Rd.
- Cleaned underbrush and growth on fence at the property on the corner of East Robinson Ave. and Railroad Ave.

## **Planning and Community Development**

### **General**

- The Department received printed copies of the City's updated zoning map and distributed them to appropriate City staff. An electronic copy of the map can be found on the City's website at the link below:  
<https://cityofgrovetown.com/DocumentCenter/View/1992/Zoning-Map2022>
- Our Code Enforcement Officers, Mark Haynes and Leigh Lackey, attended the Georgia Association of Code Enforcement (GACE) Spring Conference in Savannah, GA from March 1-March 4.
- Our Director of Planning and Community Development, Ronnie Kurtz, attended the Augusta Regional Transportation Study Metropolitan Planning Organization (ARTS MPO) Policy Committee Meeting on March 3 on behalf of the City.
- 172 total building inspections.

### **Meeting Update**

- Planning Commission
  - 03.17 Meeting:
    - 769 Chamblin Road: Request to annex and rezone to C-2
- BZA
  - 04.07 Meeting: No Agenda

### **Code Enforcement Update**

- 2 signs removed from Public ROW
- Parking Violations
  - 1 warning
- Obstruction of ROW
  - 2 NOVs



- 1 warning
- 2 responses to civil concerns
- 6 permit checks for construction jobs within the city

**DEVELOPMENT PROGRESS CHART**

**DATE: March 4, 2022**

<b>Sr. No.</b>	<b>PROJECT NAME And Project Details</b>	<b>Building Permits Issued</b>	<b>CO Issued</b>	<b>% of Project Completed</b>	<b>Comments</b>
<b>Commercial</b>					
1	Dunkin Site	1			Site work is on going
2	Sparkle Car Wash	1			Site work is on going
3	Therapy Trails	1			Expect site work to begin mid-March.
<b>Residential</b>					
1	Grove Landing, Section 5 (64 Single Family Homes)	64	50	78%	No change
2	Brighton Landing, Section 2 (67 Single Family Homes)	68	60	90%	No change
3	Highland Hills, Section 2 (32 Apartments in 4 Buildings)	32	25	78%	No change
4	McCoy's Creek Section 6 (53 Single Family Homes)	43	31	58%	No change
5	Deer Hollow Section 2 (110 Single Family Homes)	105	24	22%	3 C/O
6	Caroleton, Phase 2 (73 Single Family Lots)	73	70	96%	1 C/O
7	Caroleton Phase 3 (103 townhomes)	31	-	-	No change
8	Robin Landing Townhomes (47 Townhomes)	7 bldgs. (35 units)	5 bldgs. (27 units)	57%	No change
9	Brighton Woods Townhomes Section 2 (66 Townhomes)	37	12	18%	No change
10	Shephard Square Section 4 (7 Single Family Homes)	7	6	86%	No change

11	Brighton Park Apartments (134 Units in 29 Buildings)	88	-	-	No change
	<b>Number of Renovation Permits Issued</b>	<b>5</b>			
	<b>Number of New Construction Permits Issued</b>	<b>0</b>			
	<b>Total Number of Permits Issued</b>	<b>5</b>			
	<b>New Business Licenses Issued: 7</b>				
	<b>Renewal Business Licenses Issued: 3</b>				

## City Wide Projects

### Pump Stations

All are online and running except for Butler Creek which is waiting on power. Both contractors are currently working on punch list items.

### Old Louisville Road Booster Station

Tank is now online. Coordination continuing with Columbia County and City of Grovetown to get Grovetown line disinfected and in service.

### Public Information Officer

- Updated Parks & City Facilities webpage to include Historical Park
- Highlighted local business via social media  
Photographed new employees to highlight via social media
- Registered City employees to attend Columbia County Chamber's 3/16 Executive Luncheon Series
- Promoted events in/around Grovetown via social media

### Upcoming Events/Programs/Meetings

- *Career Day/ College Expo on March 8 at the Columbia County Exhibition Center, Starting at 4:00.p.m and is sponsored by the Columbia County Chamber of Commerce. The City of Grovetown will participate in this event*
- *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.*

### Closing Comments

*Our City is a very busy place and all our employees work very hard each day to protect it, keep it clean, and provide services to our citizens. Keep up the good work*

*Gary E. Jones, Mayor*

