



***SIGNIFICANT ACTIVITIES FOR THE WEEK ENDING  
May 20, 2022***

*Good Afternoon,*

*This week, two of our City departments are being honored during National Police Week and National Public Works Week. We appreciate the hard work done from both departments.*

*Our City Clerk, Brian Henderson, has been nominated for the Georgia Municipal Association Clerk of the Year. The winner will be announced at the GMA Conference in Savannah in late June. Best of luck to Brian!*

*Our City Administrator, Elaine Matthews, has been nominated for 2022 Columbia County Chamber Businesswoman of the Year. The winner will be announced during the Columbia County Chamber of Commerce's Executive Luncheon Series on June 8<sup>th</sup>, 2022. Best of luck to Elaine!*

*Please be aware that City offices will close at noon on May 27<sup>th</sup>, 2022, and will remain closed until May 31<sup>st</sup>, 2022, to observe Memorial Day. On that note, flags will be placed at Veterans Park and in other areas of the City during this period, and will remain up for Flag Day and July 4<sup>th</sup>.*

*We would like to welcome Ethan Dent to our Department of Planning and Community Development. He is a high school student who will be working on an intern program provided by the Columbia County Chamber of Commerce.*

***PUBLIC SERVICE ANNOUNCEMENT TO RESIDENTS:***

*The CDC has recently revised its guidelines for COVID-19, helping communities determine steps to take based on the most current data by introducing COVID-19 Community Levels (Low, Medium, and High). Currently, Grovetown is at a **LOW** level. This means that the CDC recommends staying up to date with COVID-19 vaccines and getting tested if you have symptoms. You may choose to mask at any time; mask recommendations may change if cases and hospitalizations in the area begin to rise. The pandemic has impacted City operations at all levels, including some of our third-party providers. Various departments may at times operate*

*with smaller crews due to COVID-19. Employees are required to quarantine according to CDC guidelines after contracting or being exposed to the virus. Their absences, while temporary, may negatively affect the City's ability to provide on-time services. The City would like to thank residents in advance for their understanding during this time.*

*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 Planning and Community Development for guidance on this matter.*

*If your trash can is missed during pickup, please contact Grovetown City Hall at 706-863-4576, Ext. 450.*

*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).*

## **Human Resources**

### **Personnel Count**

- Number authorized = **144** full-time.
- Number employed = **127** full-time.
- 1 part-time (Museum).
- 5 part-time/as needed (Firefighters)

### **Vacancies (17)**

- 3 Road Patrol Officer
- 3 Public Safety Dispatcher
- 1 Police Operations Lieutenant
- 1 Part-Time Firefighter/EMT
- 1 Water/Sewer Service Technician
- 1 Sewer Plant Operator Class 3 License
- 1 Sewer Plant Operator Trainee [using 4 temp employees to augment staffing]
- 1 Light Equipment Operator (Streets) [using 6 temp. employees to augment staffing]
- 1 Heavy Equipment Operator 2 (Streets)
- 1 Light Equipment Operator (Parks & Recreation)
- 1 Water/Sewer/Maintenance Supervisor
- 1 Lab Analyst
- 1 Administrative Assistant Municipal Court
- 1 \*\*\*Frozen Position\*\*\*

### **Hiring Actions**

- 1 promotion, Michael Mills, to Water/Sewer/Maintenance Supervisor on 5/14/2022
- 1 Light Equipment Operator -Water & Sewer Systems – Sewer Department started on 5/18/2022
- Interviewed 2 applicants for part-time Firefighter/EMT on 5/18/2022

### **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
- Coordinating harassment training through LGRMS

### **Finance**

- Developed template for import of City credit card transactions; this will increase speed and efficiency of properly recorded employee credit card transactions
- Met with Finance Dept. to discuss future plans related to department expansion
- Met with Georgia Power to discuss streetlight project along Robinson Ave.
- Released advertisement for 2<sup>nd</sup> vote on 2022-2023 budget; meeting will be on June 13<sup>th</sup> at 6:30PM in the City Hall Council Chambers

### **Police Department**

Police Dept. arrested 10 subjects during this period:

- 3 for DUI
- 1 for Driving without a License
- 1 for Driving with Suspended License
- 1 for a Warrant through Columbia County Sheriff's Office
- 1 for a Warrant Through Bibb County Sheriff's Office
- 1 for a Court-Ordered Time to Serve
- 1 for a Warrant for Probation Violation
- 1 for a Warrant for Failure to Appear
- The Criminal Investigation Division had 3 cases assigned and closed 5 cases.
- The Police Dept. would like to wish Officer William Jenkins a very happy birthday.
- Congratulations to Traffic Enforcement Officer Timothy Hardin for successfully completing the Child Safety Seat Technician course.
- The Police Dept. completed a weapons qualification range course on 5/16/2022.
- The Police Dept. completed a mandatory "Stop Stick Course" and a Health, Wellness, and Physical Fitness course on 5/17/2022 and 5/19/2022 respectively.

### **Fire Rescue**

- Fire Dept. responded to 18 calls:
  - 11 medical and 7 fire calls
- Renovations continue at Station #1 with possible completion sometime next week.
- On Tuesday, May 17<sup>th</sup>, Medical Officer McAvoy, Lt. Rote, and Chief Kent attended a Zoom meeting with ESO Solutions to demonstrate the Medical Reporting Software that we will be implementing in the next 90 days.
- Conducted part-time Firefighter interviews on Wednesday, May 18<sup>th</sup>

- On Saturday, May 14<sup>th</sup>, Medical Officer McAvoy and Chief Kent met with our Medical Director Dr. Becky Abell on implementation of medical protocols and to move forward with applying for our State of Georgia First Responder License.

## Leisure and Recreation (L&R) Services

### General

- Leisure and Recreational Shop: Cleaned, organized shop, washed vehicles, and cut grass
- Liberty Park: Cut grass
- City Hall/Veterans Park: Cut grass
- Euchee Creek Trails: Cut grass and blew off trails
- 2<sup>nd</sup> Ave. Cemetery: Cut grass
- Municipal Court: Cut grass
- Wildflower garden: Cut grass
- 201 E Robinson Ave.: Cut grass
- Planning and Development: Cut grass

### Rental & Member Updates

- 5 new rental contracts
- Facilities and fields were utilized a total of 60 hours
- 4 contracts returned with payment
- 1 new gym membership

### Fleet Maintenance

- **Stormwater/Sewer**
  - John Deere Tri-Deck Batwing: Repaired deck
  - Hustler Mower: Routine service, replaced blades and decking wheels
  - Ford F-250 Utility Truck: Routine service
  - Chevy Silverado: Replaced flat tire
  - Bobcat Skid Steer: Replaced bucket cylinders
- **Street Department**
  - GMC Sierra 3500 HD: Routine service
  - Ford F-250 Utility Truck: Routine service
- **Police Department**
  - Chevy Tahoe: Routine service
- **Fire Rescue**
  - Ford F-550: Replaced batteries
- **Leisure and Recreation**
  - Ford F-150: Routine service
  - John Deere Mower: Routine service.

### Facility Maintenance

- A total of 13 work orders for this week:
  - 3 at City Hall, 2 at Police Department, 3 at Sewer Plant, 2 at Liberty Park, 1 at Courthouse, 1 at the Museum, and 1 at the Street Department

### Programs

- Maverick's Fitness: Mondays and Wednesdays from 6:15PM–7:15PM
- Martial Arts Classes: Tuesdays and Thursdays from 6PM–7:30PM

- Queen Diva's Line Dance Class: May 21<sup>st</sup> from 12PM– PM and June 11<sup>th</sup> from 12PM-4PM
- Grovetown Summer Jam: June 25<sup>th</sup> at Liberty Park from 5PM–10PM

### Information Technology

- Completed process of procuring computer monitors for Monitor Refresh Project
  - Began installing and replacing outdated models across the City
- 3 new desk phones were delivered and installed at Fire Dept. Station #1
  - Identified issues with new phones as they require a switch configuration; this has been scheduled for next week.
- Worked on and completed an Open Records Request
- Ordered 2 more iPads for Public Works
- Ordered 2 phones: 1 Android for the Water-MSO and 1 for Caitlin at the WWTP
- Worked on several Tyler issues
  - Configurations with Finance, a fee change at Planning and Development, a Dashboard issue, and several password issues
- Ordered 3 more UPS battery back-ups as we depleted our stock
- Cybersecurity training roll out began Monday; we encourage all City employees to complete their training to stay aware of threats and phishing attempts
- Resolved Police Vehicle Camera download issue; the new Access Point and parking closer to the building for downloads finally resolved the issue
- Call volume for the week was high at 19
  - Email password issues and computer log-in issues were the main culprits this week

### Public Works

#### Water Department Reports

- 253 locates this week
- 99 work orders
- Ran 4 histories
- Water leaks repaired: 4 total
- Replaced 1 damaged water meter
- Assisted Sewer Dept. with 2 new sewer taps
- Continued cleaning the fence line and brush area at 3<sup>rd</sup> Ave. water tank & Lottie Ln. old well lot
- Cut grass around the plant/spread screening around the gas tank and the barn area
- Radio reads route and manual read meters were completed
- Ran 5 monthly samples
- Replaced 4 meter boxes
- Completed 4 road patches
- Added parts to 2 fire hydrant meters and painted them; both are ready for City Hall

#### Sewer Department

- Cut all of the lift stations
- Sprayed weed killer at some of the lift stations
- Startup of Butler Creek lift station

- Vacuumed out lift stations:
  - Milton Hitt Rd.
  - Lewiston Rd.
  - Grovetown Crossing
- Cut grass around the WWTP
- Replaced a hose on the lime pump for the chemical system at the WWTP

#### **Stormwater Department**

- Cleaned the ditch at the headworks at the WWTP
- Assisted the Water Dept. with the Vac truck on Newmantown Rd.
- Assisted the Water Dept. with reading water meters
- Put rip rap around a drainpipe on VFW Rd.
- Put rip rap around a drain ditch at the Liberty Park gym
- Helped with the pumping out of the sewer lift stations for the sewer department

#### **Streets and Sanitation Department**

- Bulk and yard waste were down this week to 19.39 tons
- Litter pick-up was down a little to 19 bags of litter on the main thoroughfare
- Potholes and driveways were fixed and cleaned on Newmantown Rd. and the corner of Howell St.
- Cutting low hanging limbs on Newmantown Rd., Spring St., VFW Rd., and Hardy Dr.
- Ran litter detail throughout the week and weekend

#### **Environmental Compliance**

- Conducted grounds maintenance on the plant
- Pressed over 15 tons of sludge
- Conducted permit-required and process control testing of raw and treated wastewater
  - All treated water samples were in compliance
- Collected samples from area streams as part of the City's long term water quality monitoring program
- Tested water quality samples in house and sent some to local lab
- Conducted daily inspections of 8 lift stations
- Continued preparation of the Annual Watershed Protection Plan
- Conducted preventative maintenance on the disc filters
- Met with Columbia County regarding lead and copper testing
- Resubmitted paperwork for renewal of the City's NPDES permit to EPD

#### **Infrastructure Inspections**

- Infrastructure Inspector Nick Horton obtained the Water Collection Certificate from the State of Georgia
- Developmental infrastructure inspections this week: 19
- Existing Infrastructure Inspections: 2
- Stormwater Inspections: 2
- Fiber boring is ongoing:
  - Arbor Landing
  - Brighton Park Apartments
  - Berzelia Commons

#### ***Sparkle Carwash***

- Infrastructure complete

### ***Deer Hollow Section 3***

- McElmurray contractors on-site; they are installing storm pipe that will fall into the 2<sup>nd</sup> pond, which is in the rear of section 3, and still installing storm pipe that will fall into the 1<sup>st</sup> pond in the front of this section

### ***Brighton Woods Phase 2***

- Infrastructure complete

### ***Dunkin Donuts***

- Contractors are on-site and working on beautifying this project, planting bushes and using an auger to dig holes for the planting of trees

### ***Milton Hitt Rd.***

- Contractors are not on-site; still waiting on the tap to be made by Columbia County

### ***2001 Lake Forest Dr.***

- Completed by Stormwater crew

### ***1500 Lakeview Dr.***

- Assisted the Water Dept. with repairing and rebuilding hydrant meters and installing backflow devices; hydrants were painted, hydrant meter #3 was repaired, and hydrant meter #6 was rebuilt

## **Planning and Community Development**

### **General**

- The City's revised sign code was recommended for approval at the May 19<sup>th</sup> Planning Commission meeting and is available on Facebook, Twitter, and at the City's website. Concerned members of the public are invited to submit questions via email to Jonathan Bush at [jbush@cityofgrovetown.com](mailto:jbush@cityofgrovetown.com) and attend the May 26<sup>th</sup> City Council Work Session, where the new code will be considered.
- The City of Grovetown has officially submitted its application for PlanFirst designation from the Georgia Department of Community Affairs. PlanFirst is described as "DCA's program to recognize and reward communities that clearly demonstrate an established pattern of successfully implementing their Local Comprehensive Plan." Thanks to all in the City who helped compile the application!
- Our Director of Planning and Community Development, Ronnie Kurtz, attended the CSRA Regional Commission's annual meeting on May 16<sup>th</sup> in Thomson. The City was recognized for being the only local government in the region to achieve the RC's "Excellence Standards" for Planning and Development best practices. Again, thanks to all in the City who helped achieve this designation!
- Our Director also attended the Association of the U.S. Army (AUSA) Greater Augusta-Fort Gordon Chapter's Monthly "Breakfast and Briefing" on May 17<sup>th</sup>. The speaker was MG Johanna Clyborne, the U.S. Army CCOE and Ft. Gordon Deputy Commanding General, who gave a presentation on the dynamic nature of her role.
- 97 total building inspections.

### **Meeting Updates**

- Planning Commission
  - 5/19 Meeting:

- Rivercrest Townhomes Preliminary Plat: Approved with variance to alter road alignment.
- Recommended approval of amendments to City Sign Code
- 6/16 Meeting:
  - 105 E Robinson Ave.: Request to rezone to CC 2
- BZA
  - 6/2 Meeting:
    - 302 Hardy Drive: Request to encroach side yard setback for a parking structure

**Code Enforcement Update**

- 28 signs removed from public ROW
- Overgrown Vegetation
  - 21 warnings
  - 2 NOVs
- Inoperative/Abandoned Vehicles
  - 1 NOV
- Parking Violations
  - 4 warnings
- Solid Waste/Trash
  - 8 NOVs
- 5 responses to civil concerns
- 4 permit checks for construction jobs within the City
- 24 cases deemed in compliance

**DEVELOPMENT PROGRESS CHART**

**DATE: May 20, 2022**

<b><u>Sr. No.</u></b>	<b><u>PROJECT NAME And Project Details</u></b>	<b><u>Building Permits Issued</u></b>	<b><u>CO Issued</u></b>	<b><u>% of Project Completed</u></b>	<b><u>Comments</u></b>
<b><u>Commercial</u></b>					
<u>1</u>	<u>Dunkin Site</u>	<u>1</u>			<u>Site work is ongoing</u>
<u>2</u>	<u>Sparkle Car Wash</u>	<u>1</u>			<u>Site work is ongoing</u>
<u>3</u>	<u>Therapy Trails</u>	<u>1</u>			<u>Expect site work to begin soon</u>
<b><u>Residential</u></b>					
<u>1</u>	<u>Grove Landing, Section 5 (64 Single Family Homes)</u>	<u>64</u>	<u>57</u>	<b>89%</b>	<u>2 C/Os</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>49</u>	<u>38</u>	<u>72%</u>	<u>No change</u>
<u>5</u>	<u>Deer Hollow Section 2 (110 Single Family Homes)</u>	<u>105</u>	<u>43</u>	<u>39%</u>	<u>No change</u>
<u>6</u>	<u>Caroleton, Phase 2 (73 Single Family Lots)</u>	<u>73</u>	<u>72</u>	<u>99%</u>	<u>No change</u>
<u>7</u>	<u>Caroleton Phase 3 (103 townhomes)</u>	<u>42</u>	<u>=</u>	<u>=</u>	<u>No change</u>
<u>8</u>	<u>Robin Landing Townhomes (47 Townhomes)</u>	<u>8 bldgs. (35 units)</u>	<u>7 bldgs. (32 units)</u>	<u>68%</u>	<u>No change</u>
<u>9</u>	<u>Brighton Woods Townhomes Section 2 (66 Townhomes)</u>	<u>37</u>	<u>15</u>	<u>23%</u>	<u>No change</u>
<u>10</u>	<u>Brighton Park Apartments (134 Units in 29 Buildings)</u>	<u>130</u>	<u>=</u>	<u>=</u>	<u>No change</u>
	<b><u>Number of Renovation Permits Issued</u></b>	<b><u>26</u></b>			
	<b><u>Number of New Construction Permits Issued</u></b>	<b><u>0</u></b>			
	<b><u>Total Number of Permits Issued</u></b>	<b><u>26</u></b>			
	<b><u>New Business Licenses Issued: 2</u></b>				
	<b><u>Renewal Business Licenses Issued: 0</u></b>				

### **Public Information Officer**

- Photographed renovations at Euchee Creek Walking Trails
- Informed public on facility re-openings via social media
- Posted alert regarding delays in bulk/yard waste pickup to City website and social media
- Highlighted City employees via social media
- Began drafting locations for upcoming Grovetown video project
- Attended 5/17 meeting with Augusta Magazine regarding upcoming advertisements
- Observed National Police Week and National Public Works Week on social media
- Edited upcoming Wellness Week presentation
- Updated job postings on City website
- Alerted public to heat advisories in our area via social media
- Updated Environmental Compliance section of City website
- Posted 2021 Consumer Confidence Report to City website and at City Hall
- Promoted events in/around Grovetown via social media

### Upcoming Events/Programs/Meetings

- *City Council will hold a work session on Thursday, May 26<sup>th</sup>, 2022, at 6PM in the Council Chambers at City Hall.*
- *Board of Zoning Appeals will hold a meeting on Thursday, June 2<sup>nd</sup>, 2022, at 6PM in the Council Chambers at City Hall.*
- *Planning Commission will hold a meeting on Thursday, June 16<sup>th</sup>, 2022, at 6PM in the Council Chambers at City Hall.*
- *Grovetown Summer Jam: June 25<sup>th</sup> at Liberty Park from 5PM–10PM*

### Closing Comments

*Summer temperatures have arrived, and I ask that all employees be aware of the heat advisories that are in place to protect you as you work each day.*

*Gary E. Jones, Mayor*

