



***SIGNIFICANT ACTIVITIES FOR THE WEEK ENDING
June 10, 2022***

Good Afternoon,

This week, our Police Department has been engaged with young citizens at Liberty Park for the annual summer camp. The event was well-attended, and we give thanks to our employees in Public Safety for giving their time and talents to the event.

On Wednesday, several staff members attended a Columbia County Chamber of Commerce meeting at Savannah Rapids Pavilion, centered around women in business.

On Thursday, several staff members met with Tina Hutcheson from the Georgia Department of Community Affairs. She provided some information about available state funding through their agency.

Repaving projects are underway for Katherine St. and areas in the Reynolds Pond subdivision.

Please be reminded that our City observes Juneteenth. City offices will close early Friday, June 17th, at noon, and will remain closed until Tuesday, June 21st, at 9AM.

All department heads have been very busy in their areas, and we appreciate their hard work. Monday night, we will hold our monthly City Council meeting, and we have a packed agenda.

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.

Human Resources

Personnel Count

- Number authorized = **144** full-time
- Number employed = **125** full-time
- 1 part-time (Museum)
- 5 part-time/as needed (Firefighters)
- 1 Summer Intern (temporary, part-time)

Vacancies (19)

- 3 Road Patrol Officer
- 1 Traffic Officer
- 4 Public Safety Dispatcher
- 1 Police Operations Lieutenant
- 1 PT Firefighter/EMT
- 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 Meter Maintenance Technician Coordinator
- 1 Lab Analyst
- 3 ***Positions to be advertised after July 1st***

Hiring Actions

- 1 summer intern (temporary, part-time position) assigned to Planning and Development started on 6/6/2022
- 1 conditional job offer extended for part-time Firefighter/EMT – Fire Department on 6/8/2022
- 1 conditional job offer extended for Police Officer-Road Patrol – Police Department on 6/9/2022

Safety/Training/Wellness

- Safety Talk: **Working Safely with Ladders**

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
- Interviewed 3 applicants for Leisure and Recreation – Light Equipment Operator on 6/9/2022
- Interviewed 3 applicants for Streets & Sanitation – Light Equipment Operator on 6/9/2022
- Interviewed 1 applicant for Water/Sewer – Lab Analyst on 6/9/2022

Finance

- Completed end of year projections and prepared budget amendments for 2021-2022
- Worked with HR to complete annual required DCA surveys

Police Department

Police Dept. arrested 5 subjects during this period:

- 1 for DUI
- 1 for Driving with Suspended License
- 1 for Driving without a License
- 2 for Theft of Services
- Criminal Investigation Division had 2 cases assigned and closed 1 case
- Police Dept. would like to thank Officer Joseph Holshouser and Dispatcher Sean Perdue for their service to the City of Grovetown and wish them well in their future endeavors
- Police Dept. would like to wish Officer Rita Whittington a very happy birthday

Fire Rescue

- Fire Dept. responded to 20 calls:
 - 11 medical
 - 9 fire
- Congratulations to Firefighter/EMT Ian Donohue and Firefighter/EMT Richard Sapp who passed both written and practical testing to obtain their Apparatus Driver Operator Certifications
- Fire Dept. personnel conducted hydrant testing June 6th- June 9th
- Conducted fire safety presentation utilizing inflatable Fire Safety House for the Police Dept. summer camp and helped kids stay cool with the fire truck

Leisure and Recreation (L&R) Services

- Leisure and Recreational Shop: Cleaned, organized shop, washed vehicles, and cut grass
- Welcome Signs: Cut grass
- Kiddie Hall: Cut grass
- City Hall/Veterans Park: Cut grass

- Euchee Creek Trails: Cut grass and cleaned trails
- 2nd Ave. Cemetery: Cut grass
- Municipal Court: Cut grass
- Goodale Park: Cut grass
- Wildflower Garden: Cut grass
- 201 E Robinson Ave.: Cut grass
- Harvestwood Dr.: Cut grass

Rental & Member Updates

- 2 new rental contracts with 4 contracts returned with payment
- Facilities and fields were utilized a total of 80 hours
- 2 new gym memberships

Fleet Maintenance

- ***Stormwater/Sewer***
 - Gravely Zero Turn Mower: Routine service, replaced blades, and replaced PTO belt
 - GMC Sierra 3500: Routine service
 - Case CX55B Mini Excavator: Routine service, repaired AC
 - Ford F-250 Utility Truck: Routine service
- ***Street Dept.***
 - Chevy 5500 Dump Truck: Front end issues
 - Bandit 1890 Chipper: Replaced fuel lines and filters
- ***Police Dept.***
 - Chevy Tahoe: Routine service
 - Ford Interceptor: Routine service
- ***Leisure and Recreation***
 - Ford F-150: Replaced battery and ignition switch
 - John Deere Mower: Replaced blades and PTO switch

Facility Maintenance

- A total of 11 work orders for this week:
 - 3 at City Hall, 2 at Police Dept., 1 at Sewer Plant, 3 at Liberty Park, 1 at Courthouse, and 1 at Museum

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: June 11th from 12PM-4PM
- Grovetown Summer Jam: June 25th at Liberty Park from 5PM–10PM

Information Technology

- Contacted finalist vendors for Grovetown branded cellphone app
- Installed new phone in City Council office at City Hall and updated extension list
- Resolved scanning issues where Gmail email servers had to be replaced with Microsoft email server for Konica Minolta copiers
- Sourced and quoted several computers/laptops for Public Works
- Sourced and expecting quotes from Verizon on office based cellular Wi-Fi solution to provide connectivity to WWTP's blower room and belt press office space

- Looking into attending AFCEA Tech Conference in Augusta as part of IT Dept.'s continuing education
- Calls for service this week slightly below average at 11
 - Scanning issues and log-in credential resets led the way

Public Works

- Road Improvement Project in Reynolds Pond is underway

Streets and Sanitation Dept.

- Bulk and yard waste more than tripled this week to 42.01 tons
- Litter pick-up more than doubled to 34 bags of litter on the main thoroughfare
- Fixed potholes at Horizon South Pkwy., Newmantown Rd., and Old Berzelia Rd.
- Street Sweeper cleaned Ford Ave., John St., Dorn St., and Williams St.
- Cut low hanging limbs on Newmantown Rd. from VFW Rd. to Hardy Dr.
- Ran litter detail throughout the week and weekend

Sewer Dept.

- Finished jetting in Reynolds Pond
- Camera at sewer line on Cannock Loop
- Cleaned pipe on Cannock Loop
- Cleaned chemical room at WWTP
- Cleaned effluent pit at WWTP
- Ran route daily
- Worked on belt press at WWTP
- Worked on pump at chemical room; took apart and put back together
- Put quick connect on bypass line at Grove Crossing lift station

Stormwater Dept.

- Completed paperwork on stormwater pond
- Tried to unclog drainpipe at Caroleton Dr.
- Checked Porter Ln. after sinkhole was fixed
- Washed the mini X and dropped it off at Fleet Maintenance for service
- Cut City of Grovetown landfill
- Washed John Deere tractor
- Worked on cleaning pond in Grove Landing Cir.

Environmental Compliance

- Conducted preventative maintenance on disk filters
- Pressed over 25 tons of sludge
- Conducted permit-required and process control testing of raw and treated wastewater
 - All treated water samples were in compliance
- Conducted daily inspections of 8 lift stations
- Coordinated cleaning of 3 lift stations with Augusta Industrial Services
- Continued preparation of Annual Watershed Report
- Compiled monthly operating report and discharge monthly report
- Conducted inspection of safety equipment around plant and ordered new life preservers
- Participated in a meeting with CSRA Stormwater Alliance
 - Discussed maintenance schedules, inspections, and stormwater awareness week
- Conducted inspections on 5 private ponds

- Tested manhole monitors and various alarms to ensure proper function at both the WWTP and in the City

Water Dept.

- Ran daily water route
- 118 locates
- 174 work orders
- 117 histories
- Repaired 5 water leaks
- Pressure washed VFW wellhouse
- Completed 2 flow and pressure tests
- Installed 1 irrigation meter
- Moved 2 meters out of driveway
- Installed 1 water filter
- Completed 5 house samples for state report
- Aquaphalt road patch
- Cut grass at lift stations, ponds, water tanks, WWTP, and wellhouse

Infrastructure Inspections

- Attended CSRA Stormwater Alliance meeting in Columbia County
- Attended pre-construction meeting for Comcast to bore, install conduit, and fiber optics around City
- Developmental infrastructure inspections this week: 18
- Fiber boring ongoing:
 - Brandimere Townhomes
 - Northrop Townhomes

Deer Hollow Section 3

- McElmurray contractors on-site and continuing to run 6" PVC water main, make taps for water services, and install 6" water valves; rip rap rock placed around some storm drains, and damaged manhole ring and cover replaced

Milton Hitt Rd.

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

Projects Throughout Week:

- **717 Porter Ln.** - Investigated sink hole near storm box/catch basin, created S/O for Keith and Scott to address
- **208 Pinetree St.** - Investigated complaint about storm ditch eroding away, created S/O for Keith and Scott to address
- **3089 Lobella Dr.** - Investigated low water complaint, created S/O and flow test was done; this is a customer issue
- **Fornum Dr. and Harlem Grovetown Rd.** - Investigated complaint on 2 damaged storm drains, contacted resident about repairing/replacing 2 storm boxes
- **Sambar Cir. and Deer Hollow Run** - Isolated damaged irrigation line at shutoff valve, notified Trevor (site superintendent) with D.R. Horton for repairs
- **222 Koweta Way** - Investigated customer complaint regarding private pond and erosion of property; this is a customer issue
- **115 Thorton Dr. and 208 Summer Field Cir.** - Flushed hydrant at both addresses to help with dirty water complaints after prior hydrant testing

- **808 South Willowick Dr.** = Assisted Water Dept. with traffic control on job site; locating, excavating, and repairing water leak on a ¾” water service, and performing backfilling/dress-up
- **Milton Hitt Rd. Lift Station** - Contractors dug hole to spot 2” water line; replaced missing cone over this area for safety
- **Joiner Crossing at Katherine St.** - Assisted Water Dept. with locating, excavating, and repairing water leak on a ¾” water service
- **Brandimere Subdivision** - Assisted Water Dept. with locating, excavating, and repairing water leak on a ¾” water service in concrete driveway and sidewalk damaged by contractors
- **943 Bryan Cir.** - Investigated complaint about sink hole near storm box/catch basin, created a S/O for Keith and Scott to address

Planning and Community Development

- The City’s revised sign code was discussed at the 5/26 City Council work session and is available on the City’s website and Facebook. Concerned members of the public are also encouraged to view the video archive of the meeting on the City’s Facebook. All are invited to submit questions via email to Jonathan Bush at jbush@cityofgrovetown.com and attend the **6/13** City Council Meeting, where the first reading will occur.
- The City would like to remind the public that, for anyone who does not possess an occupation license for a permanent place of business within the city limits, a transient vendor license is required to sell any articles or goods for profit. If this applies to you, please contact Planning and Community Development at 706-860-5094.
- Our new intern, Ethan Dent, started working with us on 6/6. He will be on board until 7/29. Welcome, Ethan!
- The City would like to welcome Dunkin’ Donuts, which opened a new location at 5225 Wrightsboro Rd. on 6/7!
- Our Director of Planning and Community Development, Ronnie Kurtz, attended the Columbia County Chamber of Commerce Executive Luncheon Series on 6/8. The topic of discussion was Women in Business.
- Our Director, along with City Administrator Elaine Matthews and Assistant City Administrator Bradley Smith, met with Ms. Tina Hutcheson the Region 7 Representative for the Georgia Department of Community Affairs on 6/9. The group discussed potential funding and economic development support the DCA could provide for the City in the near future.
- Our Director virtually attended the Augusta Regional Transportation Study (ARTS) Metropolitan Planning Organization’s Special Called meeting on behalf of the City on 6/9. The purpose of the meeting was to amend the Unified Planning Work Program to include funding for Complete Streets programming as required by the Federal Highway Administration. The updated plan is located on their website at <https://www.augustaga.gov/680/ARTS-Metropolitan-Planning-Organization>
- 73 total building inspections.

Meeting Update

- Planning Commission
 - 6/16 Meeting:
 - 105 E Robinson Ave. Request to rezone to CC 2.
- BZA
 - 7/7 Meeting:
 - 1135 Newmantown Rd. (“Rivercrest Townhomes”): Request to encroach front and rear setbacks to accommodate townhome units.

Code Enforcement Update

- 14 signs removed from Public ROW
- Overgrown Vegetation
 - 23 warnings
- Inoperative/Abandoned Vehicles
 - 7 warnings
- Parking Violations
 - 4 warnings
- Property Maintenance
 - 6 warnings
- Solid Waste/Trash
 - 10 warnings
- Obstruction of ROW
 - 1 NOV
 - 3 warnings
- 13 responses to civil concerns
- 2 permit checks for construction jobs within the city
- 44 cases deemed in compliance

DEVELOPMENT PROGRESS CHART

DATE: June 10, 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 (4 Unit Building)</u>	<u>2</u>	<u>1</u>	<u>25%</u>	<u>Held soft open 6/7</u>
<u>2</u>	<u>Sparkle Car Wash</u>	<u>1</u>		<u>=</u>	<u>Site work ongoing</u>
<u>3</u>	<u>Therapy Trails</u>	<u>1</u>		<u>=</u>	<u>Expect site work to begin soon</u>
<u>Residential</u>					
<u>1</u>	<u>Grove Landing, Section 5 (64 Single Family Homes)</u>	<u>64</u>	<u>59</u>	<u>92%</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>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>45</u>	41%	<u>1 C/O</u>
<u>6</u>	<u>Caroleton, Phase 2 (74 Single Family Lots)</u>	<u>74</u>	<u>73</u>	99%	<u>1 C/O</u>
<u>7</u>	<u>Caroleton Phase 3 (103 townhomes)</u>	<u>42</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>21</u>	32%	<u>3 C/Os</u>
<u>10</u>	<u>Brighton Park Apartments (134 Units in 29 Buildings)</u>	<u>130</u>	<u>10</u>	7%	<u>10 C/Os</u>
<u>11</u>	<u>Rivercrest Townhomes (45 Units in 18 Buildings)</u>	=	=	=	<u>Expect site work to begin soon.</u>
	<u>Number of Renovation Permits Issued</u>	<u>34</u>			
	<u>Number of New Construction Permits Issued</u>	<u>0</u>			
	<u>Total Number of Permits Issued</u>	<u>34</u>			
	<u>New Business Licenses Issued: 0</u>				
	<u>Renewal Business Licenses Issued: 1</u>				

Public Information Officer

- Alerted public to road paving projects via City website and social media
- Alerted public to hydrant testing via City website and social media
- Photographed various Grovetown Police Dept. summer camp activities
- Updated public on bridge reopening at Harlem Grovetown Rd. via social media
- Donated box fans to local citizens
- Registered City employees for 6/27 Columbia County Chamber of Commerce After Hours event
- Updated information in display case at City Hall
- Recorded new phone prompt
- Alerted public to 6/7 Goodale Park dog park closure via social media
- Attended 6/8 Columbia County Chamber of Commerce Executive Luncheon Series

- Posted public notice for 6/23 City Council work session cancellation to City website and social media
- Informed public of Liberty Park cooling center hours via social media
- Informed public of annual fan donation drive via social media
- Conducted interview with WJBF on Liberty Park cooling center
- Collected fans donated for fan donation drive
- Updated City website
- Promoted events in/around Grovetown via social media

Upcoming Events/Programs/Meetings

- *City Council will hold a meeting on June 13th, 2022, at 6PM in the Council Chambers at City Hall*
- *Planning Commission will hold a meeting on June 16th, 2022, at 6PM in the Council Chambers at City Hall*
- *Grovetown Summer Jam: June 25th at Liberty Park from 5PM–10PM*
- *Board of Zoning Appeals will hold a meeting on July 7th, 2022, at 6PM in the Council Chambers at City Hal*

Closing Comments

On Saturday, June 25th, our annual Summer Jam will begin at 5PM. Come out and enjoy the festivities at Liberty Park. Thanks to all our employees for their dedication to their jobs and for keeping Grovetown clean.

Gary E. Jones, Mayor

