



## ***SIGNIFICANT ACTIVITIES FOR THE WEEK ENDING July 15, 2022***

*Good Afternoon,*

*On July 19<sup>th</sup>, most of our employees will attend a bio-screening to aid them in staying healthy. The screening will take place in the Council Chambers beginning at 8:30 AM.*

*As of July 1<sup>st</sup>, our new 2022-2023 budget became effective. All department directors and the employees in our Finance Department did an outstanding job.*

*Some important dates to remember regarding public hearings on setting the millage rate are July 19<sup>th</sup>, 2022, at 6PM at City Hall, and July 26<sup>th</sup>, 2022, at both 10AM and 6PM at City Hall. The purpose of these meetings is to receive input and comments from citizens of Grovetown regarding the proposed millage rate for next year.*

*Repaving projects continue for Katherine St. and areas in the Reynolds Pond subdivision. Please exercise caution when traveling in these areas of town.*

### ***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 **MEDIUM** level. This means that if you are a high-risk or immunocompromised individual, the CDC recommends staying up to date with COVID-19 vaccines, getting tested if you have symptoms, and talking with your doctor about wearing a mask indoors or in public; 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 = **153** full-time
- Number employed = **121** full-time
- 1 part-time (Museum).
- 6 part-time/as needed (Firefighters)
- 1 Summer Intern (Temporary, Part-time)
- 6 Temp Agency Employees in Street & Sanitation
- 4 Temp Agency Employees in Water/Sewer

### **Vacancies (32)**

- 1 Human Resources Technician
- 1 Accounting Clerk
- 2 Road Patrol Officer
- 1 Traffic Officer
- 4 Public Safety Dispatcher
- 1 Police Administrative Specialist
- 1 Police Operations Lieutenant
- 1 Firefighter/EMT
- 1 Sewer Plant Operator Class 3 License
- 2 Sewer Plant Operator Trainee
- 1 Light Equipment Operator
- 7 Light Equipment Operator (Streets)
- 1 Heavy Equipment Operator 2 (Streets)
- 1 Light Equipment Operator (Stormwater)
- 1 Light Equipment Operator (Water)
- 1 Light Equipment Operator (Parks & Recreation)
- 1 Meter Maintenance Technician Coordinator
- 4 \*\*\*Positions to be advertised at a later date\*\*\*
- 3 Part-time Firefighter/EMT

### **Hiring Actions**

- Interviewed 2 applicants for Sewer Plant Operator Trainee on 7/15/2022
- Interviewed 1 applicant for Light Equipment Operator – Streets and Sanitation on 7/15/2022

### **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
- Presented several new job descriptions to City Council for approval

### **Finance**

- Prepared for millage rate hearings on 7/19 at 6PM and 7/26 at 10AM and 6PM
- Finance Director attended webinar related to second tranche of ARP funding

### **Police Department**

Police Dept. arrested 8 subjects during this period:

- 2 for Neglect of Disabled/Elderly and Cruelty to Animals
- 1 for Richmond County Warrant (Driving while Unlicensed)
- 2 for Possession of Methamphetamine and Possession of Marijuana
- 2 for Simple Battery
- 1 for Burke County Sheriff Office Warrant (Possession of Marijuana and Driving on Suspended License)
- Criminal Investigation Division had 6 cases assigned and closed 5 cases

### **Fire Rescue**

- Fire Department responded to 16 calls:
  - 10 medical
  - 6 fire
- Lt. McFatrige and Chief Kent attended monthly City staff meeting
- We would like to wish Firefighter/EMT Joseph Taylor a happy birthday on 7/16
- Conducted classes 7/12-7/14 as part of Firefighter II training program

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

- Leisure and Recreational Shop: Cleaned, organized shop, washed vehicles, and cut grass
- Kiddie Park: Cut grass
- Goodale Park: Cut grass
- Liberty Park: Cut baseball fields
- Euchee Creek Trails: Cut grass, cleaned trails
- 2<sup>nd</sup> Avenue Cemetery: Cut grass
- Municipal Court: Cut grass
- Historical Park: Cut grass

### **Rental & Member Updates**

- 3 new rental contracts with 4 contracts returned with payment
- Facilities and fields were utilized a total of 63 hours
- 1 new gym membership

### **Fleet Maintenance**

- **Stormwater/Sewer Dept.**
  - Gravely Mower: Replaced front tires and rims
  - Bobcat 250T: Replaced front bucket blades
- **Street Dept.**
  - International Dump Truck: Installed battery isolation switch
  - Chevy Silverado: Routine service
  - Hustler Mower: Routine service
- **Police Dept.**
  - Ford Interceptor SUV: Routine service
- **Leisure and Recreation**
  - Ford F-150: Routine service
  - John Deere Mower: Routine service

### **Facility Maintenance**

A total of 11 work orders for this week:

- 3 City Hall
- 2 Police Dept.
- 1 at Street Dept.
- 3 at Liberty Park
- 1 at Courthouse
- 1 at Fleet Maintenance

### **Upcoming Events/Programs**

- Maverick's Fitness: Mondays and Wednesdays from 6:15PM–7:15PM
- Martial Arts Classes: Tuesdays and Thursdays from 6PM–7:30PM
- American Red Cross Blood Drive: 7/15 at Liberty Park from 11AM–4PM
- National Night Out Back-to-School Bash: 7/29 at Liberty Park from 6PM–9PM

## **Information Technology**

- Sourcing and quoting switching solution for Water Trailer at WWTP
- Began process of identifying, sourcing, and quoting life cycle replacements for computer workstations
- Currently sourcing and quoting a replacement for firewall at City Hall
- Conducted meeting with Pollock company to wire Liberty Park Community Center with inside wireless access points
- Researched Microsoft suite training for City employees
  - Allows employees to gain mastery over Word, Excel, PowerPoint, and other applications
- Configured spare laptop for Morgan Reese in Utility Billing
- Identified and began sourcing solution for having all IT tools supplied on site with a “Go Kit”

- Calls for Service volume was moderately high at 20 for this week

## Public Works

\*Road Improvement Projects on Kathrine Street and in Reynolds Pond are ongoing\*

### Infrastructure Inspections

- Assisted Sewer Dept. at Arbor Springs Cir. with jet washing sewer gravity mains, sewer service laterals, and dye testing
- Reviewed CCTV video and reports on storm and sewer system in section 3B of Deer Hollow
- Investigated complaint of storm ditch being overgrown in the rear of 4017 Pensacola Way
- Attended pre-construction meeting with Comcast and Southeast Utilities for installation of upcoming fiber optics
- Assisted Water Dept. with repairs to a ¾" water service that was damaged by boring crew at 7641 Main St.
- Assisted customer in possibly locating the cleanout by marked inside her fence which should be the cleanout
- Completed:
  - 17 developmental infrastructure inspections this week
  - 2 existing infrastructure inspections
  - 1 FOG inspection/pump out
- Maintained quality control for fiber boring is ongoing:
  - Magnolia Station
  - Main St.
  - Wrightsboro Rd. to connect Brandimere

### *Caroleton Townhomes*

- Contractors on-site building homes, framing, siding, roofing, etc.; no other infrastructure work currently ongoing

### *Deer Hollow Section 3*

- McElmurray Contractors are on-site running 8" sewer gravity main, installing 6" sewer service laterals, and coming up on another manhole to install

### *Milton Hitt Rd.*

- Project is about 99% complete; waiting on the back flow test

### Stormwater Dept.

- Continued to clean storm pond in Grove Landing

### Sewer Dept.

- Jetted sewer lines in Arbour Springs subdivision in preparation for videoing the lines
- Cleaned pit at WWTP
- Maintenance team conducted repairs on air valve actuator at WWTP
- Maintenance team troubleshoot and repaired issue with UV system at WWTP
- Pulled manholes at Milton Hitt

### Streets and Sanitation Dept.

- Bulk and yard waste more than doubled this week to 35.9 tons
- Crews picked up 30 bags of litter on the main thoroughfare, which was up from last week
- Potholes were fixed on Katherine St.

- Grass was cut on Harlem Grovetown Rd. and Ford Ave., in addition to finishing all avenues
- Crew cut low hanging limbs on Newmantown Rd.
- Stop signs fixed around Summerfield
- Ran litter detail throughout week and weekend

### **Water Dept.**

- Crew located 55 utilities
- 130 service orders completed
- 16 histories
- 5 water leaks repaired
- 5 state samples taken
- Cut grass at GIW/Trudeau Tr. booster station
- Organized supply building
- Continued cleanup process at old well on 6<sup>th</sup> Ave.
- Safety meeting completed
- Flushed meter and samples were taken
- Cut grass at lift stations, ponds, water tanks, WWTP, and well house
- 2 flow and pressure tests completed
- Door hangers were passed out to customers

### **Environmental Compliance**

- Conducted preventative maintenance on the disk filters, UV system, and effluent flume
- Pressed over 12 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
- Responded to sewer spill; fixed issue and conducted inspections (stream monitoring ongoing); submitted written notification to EPD and DPH and finishing preparation of final report to EPD
- Tested floats for proper function at all lift stations
- Reviewed monthly data and submitted Discharge Monthly Report to EPD
- Continuing preparation and pre-audit for upcoming EPD inspection with Water Dept.
- Troubleshoot electrical issues, replaced faulty fuses at WWTP

## **Planning and Community Development**

- City Council approved the new Sign Code at the 7/11 meeting. The City encourages all property owners to take pictures of their signs as they currently exist to allow for maintenance in the future. New standards should be published in the City's Code of Ordinances soon and are available at the following link:  
<https://cityofgrovetown.com/DocumentCenter/View/2088/Final-Sign-Code>
- 103 total building inspections.

### **Meeting Update**

- Planning Commission
  - 7/21 Meeting: Request to approve preliminary plat for 109 Old Thompson Rd.
- BZA
  - 8/4 Meeting:
    - E Robinson Ave. (Parcel# G18 001C): Request to reduce front lot line coverage, allow buildings outside of the build-to zone, permit side and

front yard parking, and reduce parking stall size to accommodate a retail development.

**Code Enforcement Update**

- 6 signs removed from Public ROW
- Property Maintenance
  - 1 NOV
- Trash/Bulk Waste
  - 3 warnings
- 1 response to civil concern
- 3 permit checks for construction jobs within City
- 6 cases deemed in compliance

**DEVELOPMENT PROGRESS CHART**

**DATE: July 15, 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 (4 Unit Building)</u>	<u>2</u>	<u>1</u>	<u>25%</u>	<u>Dunkin held soft open 6/7</u>
<u>2</u>	<u>Therapy Trails</u>	<u>=</u>	<u>=</u>	<u>=</u>	<u>Site plan approved. Expect 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>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>McCoy's Creek Section 6 (52 Single Family Homes)</u>	<u>50</u>	<u>42</u>	<u>81%</u>	<u>No change</u>
<u>4</u>	<u>Deer Hollow Section 2 (110 Single Family Homes)</u>	<u>105</u>	<u>60</u>	<u>55%</u>	<u>4 C/Os</u>
<u>5</u>	<u>Caroleton Phase 3 (103 townhomes)</u>	<u>42</u>	<u>4</u>	<u>4%</u>	<u>No change</u>
<u>6</u>	<u>Robin Landing Townhomes (47 Townhomes)</u>	<u>35</u>	<u>35</u>	<u>74%</u>	<u>No change</u>
<u>7</u>	<u>Brighton Woods Townhomes Section 2 (66 Townhomes)</u>	<u>37</u>	<u>27</u>	<u>41%</u>	<u>2 C/Os</u>
<u>8</u>	<u>Brighton Park Apartments (134 Units in 29 Buildings)</u>	<u>130</u>	<u>20</u>	<u>15%</u>	<u>No change</u>
<u>9</u>	<u>Rivercrest Townhomes (45 Units in 18 Buildings)</u>	<u>=</u>	<u>=</u>	<u>=</u>	<u>Site plan approved.</u>

					<u>Expect work to begin soon</u>
	<b><u>Number of Renovation Permits Issued</u></b>	<b><u>38</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>38</u></b>			
	<b><u>New Business Licenses Issued: 1</u></b>				
	<b><u>Renewal Business Licenses Issued: 0</u></b>				

### **Public Information Officer**

- Updated alert regarding road paving project on City website and social media
- Updated organizational flow chart for City departments
- Updated City website
- Alerted public and media to 7/10 Sanitary Sewer Overflow via email, City website, and social media
- Highlighted City employees via social media
- Attended 7/13 staff meeting and updated department heads on social media analytics
- Booked photographer for City employee headshots
- Spoke with WFXG regarding Sanitary Sewer Overflow
- Posted public notice regarding traffic and trash pickup delays around City to social media
- Registered members of City leadership for 8/17 Columbia County Chamber of Commerce Executive Luncheon Series
- Created rough draft outline for 2022 State of the Community video plans
- Posted public notice regarding change in COVID-19 Community Level to social media
- Promoted events in/around Grovetown via social media

### **Upcoming Events/Programs/Meetings**

- *Public Hearings will be held on July 19<sup>th</sup>, 2022, at 6PM in the Council Chambers at City Hall, and on July 26<sup>th</sup>, 2022, at both 10AM and 6PM*
- *National Night Out Back-to-School Bash: July 29<sup>th</sup> at Liberty Park from 6PM–9PM*

### **Closing Comments**

*As in other areas of the state, we are experiencing an increase in the number of COVID cases. Please exercise extreme caution and stay healthy.*

Gary E. Jones, Mayor

