



SIGNIFICANT ACTIVITIES FOR THE WEEK ENDING July 22, 2022

Good Afternoon,

On Tuesday, July 19th, 88 employees came to City Hall to attend a bio-screening, provided by our medical insurance provider, Humana. Employee wellness is extremely important and we thank all those who participated. Carol Wolfe did an outstanding job in coordinating this event.

Some important dates to remember regarding public hearings on setting the millage rate are July 26th, 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; the Mayor and Council will meet immediately following the 6PM hearing to approve the millage rate.

Repaving projects continue for areas in 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.

Human Resources

Personnel Count

- Number authorized = **153** full-time
- Number employed = **122** 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 (31)

- 1 Human Resources Technician
- 1 Accounting Clerk
- 2 Road Patrol 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

- 1 Police Officer-Traffic Officer – Police Dept. started on 7/18/2022
- 1 conditional job offer extended for 1 Light Equipment Operator – Streets and Sanitation on 7/18/2022
- 1 conditional job offer extended for 1 Firefighter/EMT – Fire Dept. on 7/21/2022

Safety/Training/Wellness

- Safety Talk: **First Aid for Shock/First Aid for Choking Adult**

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
- Biometric Screening held on 7/19/2022
- Organizing and scheduling job fair for 8/18 2022

Finance

- Hosted first of 3 millage rate hearings to discuss setting 2022 millage rate: next hearings on 7/26/2022 at both 10AM and 6PM
 - 6PM hearing followed by a special called meeting to adopt the 2022 millage rate
- Attended virtual meeting to confirm banking information related to ARP funding
- Completed 2nd quarter required payroll submissions
- Kudos to Kristal Singletary for filling in during absence of Purchasing Coordinator; her hard work does not go unnoticed

Police Department

Police Dept. arrested 7 subjects during this period:

- 3 for DUI
- 1 for Aggravated Child Molestation
- 1 for Interference with Law Enforcement and Disorderly Conduct
- 1 for CCSO Warrant (Driving with Suspended License)
- 1 for Driving with Suspended Registration and Suspended License
- Criminal Investigation Division had 8 cases assigned and closed 2 cases
- Happy birthday to Chief Jamey Kitchens
- Police Dept. would like to welcome Officer Anthony Plyler to the City of Grovetown, from the Richmond County Sheriff's Office

Fire Rescue

- Fire Dept. responded to 24 calls:
 - 15 medical
 - 9 fire
- Fire Department Utility Terrain Vehicle (UTV) arrived at local dealership and is scheduled for pickup on 7/22
- Happy birthday to Firefighter/EMT Charlie Proctor on 7/23
- Congratulations to Firefighter/EMT Brandon Hesterman on obtaining his Apparatus Operator Certification
- Conducted Technical Support and Vehicle Rescue Operations 7/19 and 7/21 as part of Firefighter II training program

Leisure and Recreation (L&R) Services

- Leisure and Recreational Shop: Cleaned shop, washed vehicles, and cut grass
- Kiddie Park: Cut grass
- Goodale Park: Cut grass
- Liberty Park: Cut grass
- Euchee Creek Trails: Cut grass and cleaned trails
- 2nd Ave. Cemetery: Cut grass
- Municipal Court: Cut grass
- Historical Park: Cut grass

Rental & Member Updates

- 3 new rental contracts and 4 contracts returned with payment
- Facilities and fields were utilized a total of 67 hours
- 1 new gym membership

Fleet Maintenance

- **Stormwater/Sewer Dept.**
 - Silverado 1500: Routine service
 - Hustler Mower: Routine service
- **Streets Dept.**
 - John Deere Mower: Routine service
 - Chevy Silverado: Routine service
 - Hustler Mower: Routine service
- **Police Dept.**
 - Chevrolet Tahoe: Routine service
 - John Deere Gator: Routine service
 - Ford Crown Victoria: Replaced window regulator
- **Leisure and Recreation Dept.**
 - Ford F-550: Routine service
 - John Deere Mower: Routine service
 - UN Forklift: Repaired lift cylinder and replaced hydraulic hoses

Facility Maintenance

A total of 13 work orders for this week:

- 4 City Hall, 3 Police Dept., 2 Streets Dept., 2 Liberty Park, 1 Courthouse, and 1 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
- National Night Out Back-to-School Bash: 7/29 at Liberty Park from 6PM–9PM

Information Technology

- Indoor Wi-Fi at Liberty Park Community Center available effective 7/25
- Held 2 successful livestreams
- Ordered updated switch for Water Trailer
- Sourced several quotes for City Hall firewall replacement
- Installed phone at Planning and Community Development

- Worked on finalizing needed contents in new “Go-Kit”
 - Content and pricing list available for review next week
- Researched available training for suite of Microsoft Applications through Office365
 - This will be a multiweek project that will culminate in Microsoft training for City employees
- Call for service volume was high at 22

Public Works

- Congratulations to Phillip Knight for passing his Collections exam; he now holds a Collections License for the City of Grovetown
- 4 employees (Sylvester Rosier, Nick Horton, Sarah Anderson, and Caitlin Roman) attended the annual Georgia Association of Water Professionals Conference in Savannah, GA
- The road paving project continues in Reynolds Pond

Stormwater Dept.

- Jetted driveway pipes on Dorn St. and 3rd Ave.
- Worked on clearing storm pond at Grove Landing Cir.
- Helped clear path to manhole on Milton Hitt trunk line
- Looked at storm ditches and pipes on Wadsworth Ct. and called locates in to dig and replace pipes

Environmental Compliance

- Pressed over 20 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
- Cleaned 5 lift stations
- Continued stream monitoring in tributary of Sunrise Lake following sewer spill
 - Submitted final written report to EPD
- Continuing preparation and pre audit for upcoming EPD inspection with Water Dept.
- Troubleshoot alarm and communications issues at WWTP
- Attended GAWP conference in Savannah; earned points towards state license renewal

Water Dept.

- 150 locates
- 97 work orders
- 6 histories
- 10 water leaks repaired
- 5 state samples taken
- Cut grass at GIW/Trudeau Tr. booster station
- Completed radio reads and manual read meters
- Changed 9 water meters
- Installed water irrigation meter and tap at City welcome sign
- Cut grass at lift stations, ponds, water tanks, WWTP, and well house
- Serviced 5 fire hydrants
- Door hangers were passed out to customers for high usage
- Pulled water meter from VFW well
- Replaced water filter on Reynolds Farm Rd.

- Assisted Leisure and Recreation Dept. with water leak

Streets and Sanitation Dept.

- Bulk and yard waste up again this week to 37.39 tons
- Crews picked up 44 bags of litter on the main thoroughfare: up from last week
- Potholes fixed on Katherine St. and Parham Rd.
- Grass cut on Harlem Grovetown Rd., Robinson Ave., and Old Wrightsboro Rd.
- Crew cut low hanging limbs on Berzelia Rd.
- Ran Street Sweeper on 3rd Ave. and Dorn St.
- Ran litter detail throughout week and weekend

Sewer Dept.

- Jetted Northrop sewer lines
- Walked trunk line pulling manholes at Milton Hitt line
- Cleared a path for access to manhole at Milton Hitt lift station
- Performed maintenance on gearbox motor for WWTP lime tank
- Maintained quality control as Augusta Industrial cleaned 5 lift stations

Infrastructure Inspections

- 2nd Ave. - Met with GMC and Shockley to discuss changes to plan and discuss tree issues with Mr. Boiter
- Milton Hitt Lift Station - Picked up and dropped off 2 bolt down manhole rings and covers
- E Robinson Ave. Citgo - Met with owner about damage to his vehicle from paving project on Katherine St. and relayed info to Dennis Martin (Turnipseed) to address issue; put out 2 cones and 1 barrel for safety
- Performed ride along with City Intern
- Inspected hydrant for operation at 249 Caroleton Dr.
- Met with homeowner about water issues; contractor info, date of incident, and brief description was emailed to Utility Billing
- Assisted Wastewater Treatment Plant with getting the OD of a ductile iron pipe at 4 basins; contacted Core + Main for quote and availability on needed parts
- Completed:
 - 11 developmental infrastructure inspections this week
 - 2 existing infrastructure inspections
 - 8 FOG inspections/pump outs
- Maintained quality control for Comcast fiber boring; ongoing at:
 - Magnolia Station
 - Main St.
 - Wrightsboro Rd. to connect Brandimere
 - Trudeau Tr.

Katherine St. Asphalt Replacement

- Contractors putting down asphalt; utilizing flaggers to control and direct traffic around job site

Caroleton Townhomes

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

Deer Hollow Section 3

- McElmurray contractors on-site and addressing roads from rain; roadways are muddy and not vehicle ready

Milton Hitt Rd.

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

Planning and Community Development

- Our Director, Ronnie Kurtz, attended the Association of the U.S. Army (AUSA) Greater Augusta-Fort Gordon Chapter's Monthly "Breakfast and Briefing" on 7/19. The speaker was Col. Neil Khatod, the Chief of Operations for the U.S. Army Cyber Command, who discussed his role and the importance of cybersecurity to the CSRA economy and community.
- Our Director presented before the Columbia County Board of Commissioners on 7/19 regarding a rezoning for the property at 5221 Parham Rd. that the City has purchased for development of a new water tower. The Commission voted to approve the request. The City expects to break ground within 2 years.
- Our summer intern, Ethan Dent, spent his last day with us on 7/22. He has tackled a wide array of projects and been a true asset to the team during his two months. Best wishes, sir. You have a bright future!
- Dunkin' at 5225 Wrightsboro Rd. held their grand opening on 7/22!
- 96 total building inspections.

Meeting Update

- Planning Commission
 - 7/21 Meeting: Approved preliminary plat for 109 Old Thompson Rd.
- BZA
 - 8/4 Meeting:
 - East 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

- 4 signs removed from Public ROW
- Overgrown Vegetation
 - 2 warnings
- Inoperative/Abandoned Vehicles
 - 1 warning
- Parking Violations
 - 1 warning
- Property Maintenance
 - 1 NOV
- 7 responses to civil concerns
- 6 cases deemed in compliance

DEVELOPMENT PROGRESS CHART

DATE: July 22, 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>Dunkin held Grand Opening 06.22</u>
<u>2</u>	<u>Therapy Trails</u>	=	=	=	<u>Site plan approved. Expect 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>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>61</u>	<u>55%</u>	<u>1 C/O</u>
<u>5</u>	<u>Caroleton Phase 3 (103 townhomes)</u>	<u>42</u>	<u>5</u>	<u>5%</u>	<u>1 C/O</u>
<u>6</u>	<u>Robin Landing Townhomes (47 Townhomes)</u>	<u>41</u>	<u>35</u>	<u>74%</u>	<u>6 Permits</u>
<u>7</u>	<u>Brighton Woods Townhomes Section 2 (66 Townhomes)</u>	<u>37</u>	<u>27</u>	<u>41%</u>	<u>No change</u>
<u>8</u>	<u>Brighton Park Apartments (134 Units in 29 Buildings)</u>	<u>130</u>	<u>28</u>	<u>21%</u>	<u>8 C/Os</u>
<u>9</u>	<u>Rivercrest Townhomes (45 Units in 18 Buildings)</u>	=	=	=	<u>Site plan approved. Expect work to begin soon</u>
	<u>Number of Renovation Permits Issued</u>	<u>16</u>			
	<u>Number of New Construction Permits Issued</u>	<u>6</u>			
	<u>Total Number of Permits Issued</u>	<u>22</u>			
	<u>New Business Licenses Issued: 2</u>				

Renewal Business Licenses Issued: 0			
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Public Information Officer

- Attended meeting with Columbia County Chamber of Commerce regarding 2022 State of the Community address
- Updated City website
- Created marketing materials for 8/18 job fair
- Photographed biometric screening event at City Hall
- Created talking points outline for upcoming video shoot
- Posted public notice regarding special City Council meeting following 6PM millage rate hearing on 7/26 to social media
- Photographed updated section of Euchee Creek Walking Trails
- Promoted events in/around Grovetown via social media

Upcoming Events/Programs/Meetings

- **Public Hearings will be held July 26th, 2022, at both 10AM and 6PM**
 - **Special Called Meeting will be held following 6PM Public Hearing**
- **National Night Out Back-to-School Bash: July 29th at Liberty Park from 6PM–9PM**
- **Job Fair: August 18th at Liberty Park from 1PM-4PM**

Closing Comments

Next week, City officials will be meeting with officials of Columbia County to discuss the Local Option Sales Tax project. LOST is very important to the City and we look forward to a productive meeting. More information will be posted when available.

Thanks to all our council members and employees for their hard work.

Gary E. Jones, Mayor

