



***SIGNIFICANT ACTIVITIES FOR THE WEEK ENDING  
August 19, 2022***

*Good Afternoon,*

*A job fair was held by the HR Department on Thursday and was well attended by several businesses and colleges throughout the area. Thanks to all staff who coordinated this event.*

*As noted in this report, all City staff are busy with activities in their various departments. Soon, we will be highlighting plans for a new community center which will be located at the corner of Robinson Avenue and Railroad Avenue. We are calling it the "Depot Project," as it will somewhat resemble the old train depot that was demolished by the railroad almost 50 years ago. More information will be available at the City Council work session on August 25<sup>th</sup>, 2022, at 6PM.*

*Please be reminded that curbside pickup is for bulk garbage and yard waste, not for household trash.*

***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**

- **152** full-time Number authorized
- **123** full-time Number employed
- 1 part-time (Museum).
- 5 part-time/as needed (Firefighters)
- 6 Temp Agency Employees in Streets & Sanitation
- 4 Temp Agency Employees in Water/Sewer

### **Vacancies (28)**

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

### **Hiring Actions**

- Interviewed 1 applicant for Police Officer-Road Patrol on 8/16/2022
- Interviewed 3 applicants for Communication Officer-Police Department on 8/16/2022
- Extended 1 conditional job offer for Part-time Firefighter/EMT-Fire Department on 8/16/2022

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

- Safety Talk: **Responding to an Electrical Emergency!**

### **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
- Coordinate and schedule LGRMS conducted harassment training make-up classes
- Conducted a job fair at Liberty Park on 8/18/2022; 3 colleges and 5 local entities participated, and 81 potential applicants attended

### **Finance Department**

- Finance Director completed procurement training related to Locally Administered Project (LAP) certification; this is 1 of 7 areas the City needs to be certified in to receive LAP certification

### **Police Department**

Police Dept. arrested 5 subjects during this period:

- 1 for Probation Violation Warrant (Driving While License Suspended)
- 1 for Battery
- 3 for DUI Refusal (Hit and Run, Driving on the Wrong Side of Roadway)
- Criminal Investigation Division had 5 cases assigned and closed 4 cases
- Conducted patrol rifle qualification and shotgun qualification courses on 8/16 and 08/18 at the GRU range
- Thanks to the Public Works Dept., Fire Rescue, and members of our Police Dept. for their hard work and professional response to the accident that occurred on Wrightsboro Rd. on 8/16

### **Fire Rescue**

- Fire Dept. responded to 26 calls:
  - 18 medical
  - 8 fire
- Participated in job fair on 8/18
- Continued conducting classes in Firefighter II certification program
- Forcible Entry Training Prop is scheduled for delivery on 8/18; this training tool allows firefighters to practice forcible entry techniques on a variety of door configurations while using hand tools and rotary cutoff saws
- Thanks to Shift 3 fire crews that responded to the structure fire on Hayne Dr. on 8/15; their quick response extinguishment of the multiple sheds on fire led to no damage to the residence or neighboring properties

### **Leisure and Recreation**

- Leisure and Recreational Shop: Cleaned shop, washed vehicles, and cut grass
- Liberty Park: Cut grass
- City Hall: Cut grass
- Historical Park: Cut grass

- Goodale Park: Cut grass
- Annex: Cut grass
- 201 E Robinson Ave.: Cut grass
- Wildflower Garden: Cut grass
- Planning and Community Development: Cut grass
- Grovetown Walking Trails at Euchee Creek: Cut grass and trimmed trees
- Welcome Signs: Cut grass

### **Rental & Member Updates**

- 4 new rental contracts with 4 contracts returned with payment
- Facilities and fields were utilized a total of 63.5 hours
- 1 new gym membership

### **Fleet Maintenance**

- **Stormwater/Sewer Dept.**
  - Hustler Mower: Routine service, replaced scalping wheels and oil tube
  - Case Excavator: Hydraulic leak and replaced bucket blade
- **Public Safety**
  - Tahoe: Routine service
- **Leisure and Recreation Dept.**
  - F-150: Repaired battery terminal
  - John Deere Mower 60: Routine service
  - Silverado 1500: Routine service
- **Streets Department**
  - Mower Trailer: Repaired flat tires
  - Hustler Mower: Routine service
  - Ford F250: Routine service
  - Ford F750: Repaired flat tire

### **Facility Maintenance**

- A total of 13 work orders for this week:
  - 4 at City Hall, 2 at Public Safety, 1 at Sewer Plant, 3 at Liberty Park, 2 at Streets, and 1 at the Museum.

### **Upcoming Events/Programs**

- Maverick's Fitness: Mondays and Wednesdays from 6:15PM–7:15PM
- Martial Arts Classes: Tuesdays and Thursdays from 6PM–7:30PM
- Trunk or Treat: 10/28 from 6PM-9PM

## **Information Technology**

- Presented 2 demonstrations for new branded cellphone app
- Conducted successful livestream for 8/18 Planning Commission Meeting
- Conducted monthly scrub of Microsoft Office 365 licenses and ERP Pro 10 users
- Ordered POE injector to upgrade Wi-Fi at Water Trailer to an Aruba Access point
- Almost finalized life cycle replacement list schedule for the first year in our next 3-year cycle
- Calls for service volume was very high at 30

## Public Works

### 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 preventative maintenance on the digester aerators and mixer
- Conducted preventative maintenance on the belt press
- Changed lower tension belt on the belt press
- Decanted digester
- Conducted daily inspections of 8 lift stations
- Submitted end of month reports to EPD with no violations
- Continue stream monitoring of Euchee Creek following sanitary sewer spill
- Contacted EPD and health department, coordinated sanitary sewer spill response in Euchee Creek

### Stormwater Dept.

- Cleaned section of ditch line on 6<sup>th</sup> Ave.
- Replaced a driveway pipe on VFW Rd.
- Filled in sinkhole at Station #1
- Helped Sewer Dept. pull a pump at Dodge Ln. lift station
- Inspected some storm drains in Pepper Hill Estates
- Helped Sewer Dept. with spill at Euchee Creek

### Sewer Dept.

- Pulled a pump at Dodge Ln. lift station
- Helped Stormwater Dept. with replacing a driveway pipe on VFW Rd.
- Ran the route checking lift stations
- Worked on Dodge Ln. lift station electrical system
- Responded to sewer spill at Euchee Creek; cleared blockage and spread lime
- Started cutting grass on sewer trunk line on VFW Rd.

### Water Dept.

- 44 locates
- 58 work orders
- 15 histories
- 2 water leaks repaired
- 5 state samples taken
- Fire hydrant extension kit was installed on Fiske St.
- Water tap and meter installation was completed on Woodland Rd.
- Replacement of 2" meter was completed on Whiskey Rd.
- Cut grass at lift stations, ponds, water tanks, WWTP, and well house
- Radio reads and manual read meters were completed

### Streets and Sanitation Dept.

- 17.5 tons of bulk and yard waste picked up this week
- Litter crews picked up 39 bags of litter
- Crews repaired potholes in Grove Landing and on Robinson Ave.
- Grass was cut on Wrightsboro Rd, Ford Ave., Robinson Ave., and Old Wrightsboro Rd.

- Crews cut hanging limbs on 3<sup>rd</sup> Ave., Ford Ave., William St., Fiske St., and Howell St.

### **Infrastructure Inspections Dept.**

- Checked sinkhole at 1053 Grove Landing Ln.
- Completed:
  - 22 developmental infrastructure inspections
  - 1 existing infrastructure inspection
  - 5 stormwater inspections
  - 0 FOG inspections/pump outs
- Maintained quality control for Comcast fiber boring at:
  - E Robinson Ave.
  - W Robinson Ave.
  - Shepherd's Square

### ***Caroleton Townhomes***

- Contractors on-site and working on inside of homes and framing, siding, roofing, etc.

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

- McElmurray contractors on-site and installing check dams, sewer mains, and laterals  
***2nd Ave. at E Robinson Ave.***
- Shockley contractors on-site; water service was shutoff to allow contractor to tie new line into the existing line; line was tested and contractor also starting on storm drain replacement portion of project

## **Planning and Community Development**

- The Dept. of Planning and Community Development will hold an informational meeting in the Council Chambers of Grovetown City Hall, 103 Old Wrightsboro Road, on Tuesday, 8/30/2022 at 6PM to discuss the City's zoning code revision. Representatives from staff and Kimley-Horn, the City's selected contractor for assistance in the code revision, will be present to receive feedback. All members of the public are encouraged to attend. See below for the information page on the City's website:  
<http://cityofgrovetown.com/304/Zoning-Code-Revision>
- Our Director, Ronnie Kurtz, attended the Rotary Club of Columbia County West's weekly meeting on behalf of the City on 8/16.
- Our Director attended the Columbia County Chamber of Commerce's Executive Luncheon Series at Savannah Rapids Pavilion on behalf of the City on 8/17. The featured speaker was Dr. Jermaine Whirl, President of Augusta Technical College.
- Our Director attended TechNet Augusta 2022 at the Augusta Marriott on behalf of the City on 8/18.
- Our City Planner, Jonathan Bush, attended the Georgia Association of Zoning Administrators (GAZA) Summer 2022 Conference in Jekyll Island from 8/17-8/19.
- 47 total building inspections

### **Meeting Update**

- Planning Commission
  - 8/18 Meeting:
    - Approved preliminary plat for 111 Old Thompson Rd.
    - Approved final plat for Deer Hollow Section 3A.

- 9/15 Meeting: No Agenda
- BZA
  - 9/1 Meeting: No Agenda

**Code Enforcement Update**

- Overgrown Vegetation
  - 2 warnings
- Inoperative/Abandoned Vehicles
  - 5 NOVs
  - 2 warnings
- Parking Violations
  - 1 warning
- Property Maintenance
  - 1 NOV
- Obstruction of ROW
  - 1 warning
- 8 responses to civil concerns
- 13 cases deemed in compliance

**DEVELOPMENT PROGRESS CHART**

**DATE: August 19<sup>th</sup>, 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>	
<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>44</u>	<u>85%</u>	<u>No change</u>
<u>4</u>	<u>Deer Hollow Section 2 (110 Single Family Homes)</u>	<u>105</u>	<u>69</u>	<u>63%</u>	<u>1 C/O</u>
<u>5</u>	<u>Caroleton Phase 3 (103 townhomes)</u>	<u>42</u>	<u>11</u>	<u>11%</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>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>No change</u>
<u>8</u>	<u>Brighton Park Apartments (134 Units in 29 Buildings)</u>	<u>130</u>	<u>29</u>	<u>22%</u>	<u>1 C/O</u>

9	Rivercrest Townhomes (45 Units in 18 Buildings)	=	=	=	Site work in progress.
	<b><u>Number of Renovation Permits Issued</u></b>	<b>13</b>			
	<b><u>Number of New Construction Permits Issued</u></b>	<b>0</b>			
	<b><u>Total Number of Permits Issued</u></b>	<b>13</b>			
	<b><u>New Business Licenses Issued: 5</u></b>				
	<b><u>Renewal Business Licenses Issued: 0</u></b>				

### Public Information Officer

- Notified public and local media of 8/11 sanitary sewer overflow at Grovetown Walking Trails via social media and gave interview to WJBF
- Updated City website
- Participated in 2 demonstrations to City staff for branded City cellphone app
- Participated in #CityHallSelfie Day via social media
- Notified public of water shut off/restoration for 2<sup>nd</sup> Ave. water main project via social media
- Shared post on Goodale Park dog park closure/reopening via social media
- Shared new Zoning Code Revision webpage to social media
- Appeared on WRDW's *Morning Mix* program and WFXG's morning newscast to promote 8/18 job fair
- Attended 8/17 Columbia County Chamber of Commerce Executive Luncheon Series
- Created materials for 8/17 job fair
- Issued correction to local media regarding 8/18 job fair
- Photographed assets at Goodale Park
- Photographed and assisted with 8/18 job fair
- Notified public of hydrant testing via City website and social media
- Promoted events in/around Grovetown via social media

### Upcoming Events/Programs/Meetings

- *City Council Work Session: 8/25/2022 at 6PM in the Council Chambers at City Hall*
- *City Council Meeting: 8/12/2022 at 6PM in the Council Chambers at City Hall*
- *Planning and Community Development Informational Meeting: 8/30/2022 at 6PM in the Council Chambers at City Hall*
- *Trunk or Treat: 10/28/2022 from 6PM-9PM at Liberty Park*



## Closing Comments

*Thanks to all those who work hard each day. I appreciate your dedication to our citizens.*

*Gary E. Jones, Mayor*

