



***SIGNIFICANT ACTIVITIES FOR THE WEEK ENDING  
August 26, 2022***

*Good Afternoon,*

*Over 80 people visited the job fair held by the HR Department on August 24<sup>th</sup>, 2022, at Liberty Park, and several applications were received. Next week, interviews will be conducted to fill City vacancies. Thanks to all who worked on the job fair.*

*Please be reminded that curbside pickup is for bulk garbage and yard waste, not for household trash. Be sure yard waste is placed at the curb on Sunday night during the appropriate week for pickup in your neighborhood.*

***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 **HIGH** level. This means that the CDC recommends staying up to date with COVID-19 vaccines, getting tested if you have symptoms, and wearing a mask indoors while in public; mask recommendations may change if cases and hospitalizations in the area begin to decrease. Additional precautions may be needed for high-risk or immunocompromised individuals. 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
- **119** 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 (33)**

- 1 Human Resources Technician
- 1 Accounting Clerk
- 1 Road Patrol Sergeant
- 2 Road Patrol Officer
- 1 Traffic Officer
- 3 Public Safety Dispatcher
- 1 Police Investigator (CID)
- 1 Police Investigation (CID) Sergeant
- 1 Police Operations Lieutenant
- 1 Firefighter/EMT
- 1 Public Works Director
- 1 Sewer Plant Operator Class 3 License
- 1 Sewer Plant Operator Trainee
- 1 Light Equipment Operator (Recreation)
- 2 Light Equipment Operator (Sewer)
- 5 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

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

- Safety Talk: **Lockout Tagout De-Energize for Safety!**

### **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

- LGRMS conducted 3 harassment training make-up classes and 1 harassment training class for appointed/elected officials on 8/24
- Processing numerous applications, emails, and calls resulting from the job fair

### Police Department

Police Dept. arrested 7 subjects during this period:

- 2 for Probation Violation Warrant
- 1 for Driving Without a Valid License
- 1 for Richmond County Warrant
- 1 for DUI
- 1 for Suspended License and Fleeing and Eluding
- 1 for Driving while Unlicensed
- Criminal Investigation Division had 4 cases assigned and closed 38 cases
- Thank you to Sgt. Jason Reeves for his outstanding service to the City of Grovetown; we wish him well in his future endeavors
- Cpt. Christopher Powell and TAC Officer Naise Gordon attended the TAC conference from 8/22-8/25
- Thank you to Inv. William Rodman and Inv. Patrick Brown for taking on the added responsibility of running the Criminal Investigation Division with minimum manpower

### Fire Rescue

- Fire Dept. responded to 22 calls:
  - 15 medical
  - 7 fire
- Conducted hydrant testing in the areas of Newmantown Rd and Liberty Hills subdivision
- Firefighter II training continued this week with classes on the National Incident Management System

### Leisure and Recreation

- Leisure and Recreational Shop: Cleaned shop, washed vehicles, and cut grass
- Kiddie Park: Cut grass
- Goodale Park: Cut grass
- Liberty Park: Cut grass
- Grovetown Trails at Euchee Creek: Cut grass and cleaned trails
- 2<sup>nd</sup> Ave. Cemetery: Cut grass
- Municipal Court: Cut grass
- Wildflower Garden: Cut grass
- City Hall: Cut grass
- Historical Park: Cut grass

### Rental & Member Updates

- 8 new rental contracts with 11 contracts returned with payment
- Facilities and fields were utilized a total of 58 hours
- 1 new gym membership

### **Fleet Maintenance**

- **Stormwater/Sewer Dept.**
  - Ford F-250 Utility Truck: Repaired flat tire
  - Gravelly Mower: Routine service
- **Streets Dept.**
  - Ford F-750: Replaced transmission dipstick and tube
  - Hustler Mower: Routine service
  - Silverado 1500: Routine service
- **Police Dept.**
  - Chevrolet Tahoe 1: Routine service
  - Chevrolet Tahoe 2: Routine service
- **Leisure and Recreation Dept.**
  - Ford F-150: Routine service and replaced battery
  - John Deere Mower: Routine service
  - John Deere Mower: Replaced blades
  - Silverado 1500: Replaced wiper blades

### **Facility Maintenance**

- A total of 11 work orders for this week:
  - 2 at City Hall, 2 at Police Dept., 2 at the Streets Dept., 3 at Liberty Park, 1 at the Courthouse, and 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
- Trunk or Treat: 10/28 from 6PM-9PM
  - Registration is now open: <https://secure.rec1.com/GA/grovetown-ga/catalog>

### **Information Technology**

- Conducted meeting with Tyler Tech Representative for MyCivic contract
- Conducted meeting to ensure that Wastewater Treatment Plant can approve outstanding IT quotes
- Conducted meeting and walkthrough with C3BU for increased fiber installation at Wastewater Treatment Plant
- Conducted 2 livestreams this week
- Replaced a UPS that needed new batteries in City Hall server room with Business Class UPS
- Replaced an office UPS at Police Dept. from stock ordered last week
- Call for service were high this week at 25

### **Public Works**

- Please be advised to put your trash can out *the night before* your pick-up day.

### **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
- Decanted digester

- Assisted with daily inspections of 8 lift stations
- Continued stream monitoring of Euchee Creek following sanitary sewer spill
- Implemented new alarm monitoring system
- Troubleshooting of lime chemical feed system
- Swapped hydraulic hose and roller to repair lime pump

#### **Water Dept.**

- 170 locates (170 total)
- 121 work orders
- 9 histories
- 5 water leaks repaired
- 5 TCB water samples taken
- Moved 2 meters back from sidewalk at Deer Hollow Run
- Hauled off 91 damaged trash cans to Waste Management
- Hauled off 10.36 tons of debris to Sample & Son landfill
- Cut grass at lift stations, ponds, water tanks, WWTP, and well house
- Changed out 6 water meters
- Hung 91 high usage door hangers
- Changed out 1 curb stop in Creekside Estates

#### **Streets and Sanitation Dept.**

- Bulk and yard waste was up this week to 26.82 tons
- Crews picked up 33 bags of litter on the main thoroughfare
- Cut grass on Wrightsboro Rd., Robinson Ave., Harlem Grovetown Rd., and Whiskey Rd.
- Cut low hanging limbs at Leven and Green St., 3<sup>rd</sup> Ave., and Railroad Ave.
- Ran Street Sweeper on Old Berzelia Rd. and Newmantown Rd.
- Ran litter detail throughout week and weekend

#### **Sewer Dept.**

- Cut grass around pond
- Attached feed line for lime tank at WWTP
- Checked out sewer problem at Public Safety building
- Cleaned lift stations
- Removed graffiti on road and manhole in Martha's Vineyard subdivision
- Completed 4 service orders

#### **Stormwater Dept.**

- Cleaned ditch on Harlem Grovetown Rd.
- Fixed driveway pipe at VFW Rd.
- Hauled dirt to landfill
- Helped Water Dept. with leaks by using the vac truck
- Cleaned ditch on Phinizy St.
- Helped Sewer Dept. clean lift stations
- Fixed 2 storm boxes in Pepper Hill subdivision

#### **Infrastructure Inspections**

- Assisted Mike Woods and Keith Hinton with repairs at lime tank
- Attended pre-con meeting for upcoming Comcast project for Bryan Cove and Shepherd's Sq.

- Completed:
  - 15 developmental infrastructure inspections
  - 1 existing infrastructure inspection
  - 4 stormwater inspection
  - 9 FOG inspections/pump outs
- Maintained quality control for Comcast fiber boring at:
  - Bryans Cove
  - Shephard's Sq.
  - E Robinson Ave.
  - W Robinson Ave.

***Deer Hollow Section 3A***

- McElmurray contractors on-site raising a manhole

***Deer Hollow Section 3B***

- McElmurray contractors on-site installing 24" storm drainpipe and have begun to backfill and compact

***2<sup>nd</sup> Ave. at E Robinson Ave.***

- Flushed new 6" PVC water main and pressured test; test passed after holding desired pressure for 2 hours

**Planning and Community Development**

- Planning and Community Development will hold an informational meeting in the Council Chambers at City Hall on 8/30 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 the link below for the information page on the City's website:
  - <http://cityofgrovetown.com/304/Zoning-Code-Revision>
- Director Ronnie Kurtz and City Planner Jonathan Bush attended the Association of the U.S. Army (AUSA) Greater Augusta-Fort Gordon Chapter's Monthly Breakfast and Briefing on 8/23. The speaker was Dr. Tom Clark, Executive Director of the CSRA Alliance for Fort Gordon, who discussed his role and the importance of both Fort Gordon advocacy and the development of a cyber regional workforce.
- Our director attended the 2022 Georgia Downtown Association's Annual Conference in Macon on behalf of the City from 8/23-8/24.
- 116 total building inspections

**Meeting Update**

- Planning Commission
  - 9/15 Meeting: Request to approve final plat for 111 Old Thompson Rd.
- BZA
  - 9/1 Meeting: No Agenda

**Code Enforcement Update**

- Overgrown Vegetation
  - 7 warnings
- Inoperative/Abandoned Vehicles
  - 3 NOVs
- 4 warnings

- Parking Violations
  - 2 warnings
- 2 signs removed from public ROW
- 2 responses to civil concerns
- 6 cases deemed in compliance

**DEVELOPMENT PROGRESS CHART**

**DATE: August 26, 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>
<b>Commercial</b>					
<u>1</u>	<u>Dunkin Site (4 Unit Building)</u>	<u>2</u>	<u>1</u>	<u>25%</u>	
<b>Residential</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>73</u>	<b>66%</b>	<u>4 C/Os</u>
<u>5</u>	<u>Caroleton Phase 3 (103 townhomes)</u>	<u>42</u>	<u>11</u>	<u>11%</u>	<u>No change</u>
<u>6</u>	<u>Robin Landing Townhomes (47 Townhomes)</u>	<u>47</u>	<u>35</u>	<u>74%</u>	<u>6 permits issued</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>No change</u>
<u>9</u>	<u>Rivercrest Townhomes (45 Units in 18 Buildings)</u>	<u>=</u>	<u>=</u>	<u>=</u>	<u>Site work in progress.</u>
	<b><u>Number of Renovation Permits Issued</u></b>	<b><u>10</u></b>			
	<b><u>Number of New Construction Permits Issued</u></b>	<b><u>6</u></b>			
	<b><u>Total Number of Permits Issued</u></b>	<b><u>16</u></b>			
	<b><u>New Business Licenses Issued: 0</u></b>				
	<b><u>Renewal Business Licenses Issued: 0</u></b>				

## Public Information Officer

- Alerted public to 8/22 City Hall Internet outage/restoration via social media
- Updated City website and gave new user permissions for RequestTracker oversight
- Alerted public to hydrant testing via social media and City website
- Submitted final draft of August 2022 Mayor's Corner newsletter for printing
- Finalized list of attendees for Columbia County Chamber of Commerce 2022 State of the Community Address
- Filmed welcome sign at Harlem Grovetown Rd. for potential use in upcoming video presentation
- Posted public notice regarding City of Grovetown Labor Day hours to website and social media
- Photographed 8/26 high voltage demonstration for Public Works at Liberty Park
- Gave interview to WRDW regarding Depot Project
- 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***
- ***Planning and Community Development Informational Meeting: 8/30/2022 at 6PM in the Council Chambers at City Hall***
- ***City Council Meeting: 9/12/2022 at 6PM in the Council Chambers at City Hall***
- ***Trunk or Treat: 10/28/2022 from 6PM-9PM at Liberty Park***

## Closing Comments

*In observance of Labor Day, City offices and services will close at noon on Friday, September 2<sup>nd</sup>, 2022, and will remain closed until September 6<sup>th</sup>, 2022, at the normal business hour. Thank you and have a great weekend.*

*Gary E. Jones, Mayor*

