

Good morning. Here are the Significant Activities for the week ending October 8, 2021.

The City of Grovetown celebrated "Georgia Cities Week". Public Information Officer Ashley Campbell and Grovetown Historian Charles Lord have been in the forefront this week with a great news story about the history of Grovetown. Mayor Pro-Tem Eric Blair and Councilmember Ceretta Smith have been helping youngsters from Columbia County Community Connections learn more about the community and local government.

Please plan to visit Liberty Park on October 29th for the Trunk or Treat festivities which will be held outdoors-family fun for everyone!

Please be aware that there is an ordinance against illegal parking. This ordinance is being enforced.

City offices and services are closed Monday and will re-open on Tuesday, October 12, 2021 at the normal business hour to celebrate Columbus Day.

*****We ask all employees and visitors to our offices to observe all PPE guidelines related to COVID-19 and thank all those who comply. *****

Human Resources

Personnel Count

- Number authorized = **142** full time.
- Number employed = **119** full-time.
- 1 part-time (Museum).
- 4 part-time/as needed (Fire Fighters)

Vacancies (23)

- 2 Police Sergeant
- 4 Road Patrol Officers
- 2 Traffic- Road Patrol Officer
- 1 Investigator
- 3 Dispatchers
- 1 Public Safety Certification Coordinator
- 1 Police Administrative Assistant
- 1 Sewer Plant Operator Lic.3
- 2 Light Equipment Operator- (Sewer Dept.)
- 1 Light Equipment Operator- (Water)

- 1 Light Equipment Operator- (Storm Water)
- 1 Light Equipment Operator (Streets)
- 1 Light Equipment Operator- (Leisure & Rec.)
- 1 Water Service Asst.
- 1 IT Tech

Hiring Actions

- Extended 2 conditional job offers, one for Police Officer and one for Part Time Firefighter
- Interim Public Safety Director started on Thursday, October 7, 2021
- One Road Patrol Officer with a tentative start date of Monday, October 18, 2021

Complaints

- Nothing to report

Safety / Training/Wellness

- Safety Talk: **A Guide to Worksite Fire Safety**

Worker's Comp Claims

- One minor injury (foot/toe)

Additional information

- Waiting on drug screen information
- Processed additional applications and preparing for interviews
- Developed and/or revised several HR related forms to current standards
- Scheduling additional interviews for other jobs as we receive enough completed applications from qualified applicants

Finance

- Finance Director attended first session for Certified Public Manager Course through the Carl Vinson Institute of Technology. This course will span a few days each month through May. The course covers a variety of leadership techniques and provides training and insight into my personal management style. Thank you to Mayor, Council and City Administrator for this opportunity.
- Special thanks to the finance department and utility billing for covering so well while the finance director attended training.
- Continued work on 2020-2021 audit.
- Met with investment agent to discuss future investment of the Citizen's reserve funding. We will try and capitalize on investments with the greatest return while ensuring the initial investment remains.

Public Safety

- Police Department arrested 2 subjects during this period:
1 for Aggravated assault (Family Violence)
1 for Assault and interference with a Police Officer
- Criminal Investigation Division had 2 cases assigned and closed 4 cases.
- Fire Department responded to 14 calls: 6 fire calls and 8 medical calls.
- Public Safety Department conducted make-up training for their annual Patrol Rifle qualification course and Shot-gun qualification course on 10/05/2021 and 10/07/2021.
- Fire crews continued annual fire hydrant testing.

Leisure and Recreation (L&R) Services

General

- Leisure and Recreational Shop: cut grass, cleaned shop, and cleaned vehicles.
- City Hall: cut grass
- Euchee Creek trails: cut grass, blew off walking trails
- Planning and development: cut grass
- 201 east Robinson: cut grass
- Municipal Court: cut grass
- Wildflower Garden: cut grass
- 122 2nd Avenue: cut grass
- 2nd Avenue cemetery: cut grass
- Liberty Park: cut grass, dragged ballfields
- Goodale Park: cut grass
- Welcome Signs: cut grass

Rental & Member Updates

- 10 new rental contracts with 7 return payments/contracts
- Facilities and fields were utilized a total of 47 hours
- 1 new gym memberships

Fleet Maintenance

- **Public Safety**
 - Ford Interceptor: sent to dealer for electrical repairs

- **Storm Water/Sewer**
 - Ford F-150: routine service
 - Gravely Zero-Turn mower: replaced blades
- **Street Department**
 - John Deere Tractor: routine service, replaced blades
- **Fire Department**
 - Ford F-150: repaired leaking window
 - E-One: Repaired door latch
- **Recreation Department**
 - John Deere: replaced blades, repaired deck
 - John Deere: replaced blades

Facility Maintenance

- A total of 13 work orders for this week: 2 at Liberty Park, 2 at public safety, 1 at museum, 6 at City Hall, and 2 at Municipal Court.

Programs

- Maverick's Fitness will be held every Monday and Wednesday 6:15 PM – 7:15 PM and Martial Arts Classes will be held every Tuesday and Thursday 6 PM – 7:30 PM.
- Zumba Class will be held every Tuesday and Thursdays at 6 PM – 7 PM
- Xtreme Hip Hop with Tujuana will be held every Tuesday and Thursday 7:15PM – 8PM

Up-Coming Events

- Trunk or Treat: Friday, October 29th 6PM – 10PM come join us for a hayride, Trunk or Treat, DJ, vendors, inflatables, and farm animals.

Information Technology

- Conducted two successful Livestreams this week for Planning Commission and BZA
- Conducted another Corsica meeting as part of our “close the gaps” initiative
 - Discussed the way forward on Wi-Fi access points
 - Discussed the mapping of the network to capture all connected devices
- Updated all Wi-Fi access points to a static IP for monitoring and issue resolution
- Completed an FOIA request from our City Administrator
- Conducted a Verizon meeting
 - Discussed the need for a cell phone management platform as a best business practice

- Discussed the way ahead on cell phone returns from upgrades
- Discussed the need to include Cell phone coverage as part of our natural disaster recovery plan
- Updated the user tracker for all personnel that have a computer or access the City network

Water / Sewer/Stormwater/ Infrastructure and Streets Departments

Water Department Report

- 9 histories'
- 62 locates
- 177 work orders
- 2 leaks repaired.
- 7 new meters installed
- Flushed hydrants on Reynolds Way, cleared line
- Patched road cuts on Reynolds Cir and Newmantown Rd.
- State water report completed and sent to EPD
- Monthly fluoride sample taken and sent to State lab
- 5 water quality samples taken (5 of 15 monthly required)

Wastewater Treatment Dept.

- Inspected several grease traps
- Checked manholes along Euchee Creek and performed sampling from the SSO over the weekend
- Placed mulch in the flower beds around the control building
- Cleaned the blower building and pulled some maintenance on hoses in the chemical room
- Scraped the road to the headworks

Stormwater Dept.

- Started and completed the pond on Independence Way
- Assisted the Water Dept. with a leak on Battle Ct.
- Started cutting Arbor Springs Pond

Infrastructure Inspections Dept.

- Developmental infrastructure inspections: 17
- Existing infrastructure inspections: 7
- Stormwater pond inspections: 1

Streets and Sanitation.

- 19.42 tons of bulk waste
- 9.77 tons of yard waste
- Litter: 24 bags

Planning and Community Development

General

- 79 total building inspections

Meeting Update

- Planning Commission
 - 10.05 Special Called Meeting:
 - Voted to recommend approval of Annexation and Rezoning of 103 Old Berzelia Road, 316 Newmantown Road, 408 Newmantown Road
 - 10.21 Regular Meeting: No Agenda
- BZA
 - 10.07 Meeting:
 - Voted to approve Conditional Use Permit—211 West Robinson Avenue
 - Voted to approve Conditional Use Permit—103 East Robinson Avenue
 - Voted to approve 3 Variances—103 East Robinson Avenue
 - 11.04 Meeting:
 - Variance Request—211 West Robinson Avenue

Code Enforcement Update

- 17 signs removed from public ROW
- Overgrown vegetation
 - 1 NOV
 - 1 warning
- Inoperative/Abandoned Vehicles
 - 3 NOVs
- Parking Violations
 - 1 NOV
 - 28 warnings
- Property Maintenance
 - 1 warning
- 2 cases deemed in compliance
- 3 permit checks for construction jobs within the city

City Wide Projects

Pump Stations

Euclaw Creek pump station: Piping has been installed and connected to Force Main. Thrust blocks poured.

Has power & pumps are scheduled to be installed next week. Whitaker Electric is being scheduled to wire up pump station.

Gravity Sewer & Force Main

All pipe has been installed, tested & is ready to put in service.

Caroleton Townhomes

Contractor working on punch item list. Currently flushing/cleaning stormwater system, erecting fences around ponds & bacteriological test went to lab Thursday (results expected Monday or Tuesday).

Dunkin' Donuts

Erecting building.

Public Information Office

- Post, alert and press release to all local media regarding manhole overflow and continued monitoring of Euchee Creek.
- Coordinated with Mayor and City Council regarding “Georgia Cities Week” through the Georgia Municipal Association
- Interview with Melvin Cobb, whose wife was greatly involved with the City of Grovetown, and Augusta historian regarding “Georgia Cities Week”
- Interview with NewsChannel 6 regarding “Georgia Cities Week” and Historian Charles Lord
- Pictures and video of City Council members speaking with Dream Academy students at Columbia County Community Connections regarding the role of City government for “Georgia Cities Week”
- Pictures for “Georgia Cities Week” Facebook challenge, “Where in Grovetown?”
- Attended 2021 Georgia Government Communicators Conference for Public Information training (provided through Georgia Municipal Association.)

Upcoming Events/Programs

- *Council Meeting, October 11, 2021 at 6:00 pm in the Council Chambers at City Hall*
- *Trunk or Treat: Friday, October 29th 6PM – 10PM come join us for hayride, Trunk or Treat, DJ, vendors, inflatables, farm animals*
- *Vietnam Veteran’s Recognition Event on Saturday November 13th starting at 11AM.*

This is in conjunction with the Defense Department's ongoing 50th anniversary Commemoration of the Vietnam War and the Georgia Department of Veterans service. "All Vietnam Veterans (or family member on their behalf) who would like to submit their name for recognition at the event are encouraged to contact Mrs. Ceretta Smith at csmith@cityofgrovetown.com or 706.945.3451."

Closing Comments

Thanks to all employees for their hard work and to our Council who support and encourage us each day. Have a safe and happy Columbus Day.