



## ***SIGNIFICANT ACTIVITIES FOR THE WEEK ENDING***

***March 11, 2022***

*Good Afternoon,*

*On March 8<sup>th</sup> the Columbia County Chamber of Commerce Foundation hosted a Career & College Expo at the convention center and our City participated in this event.*

*On March 16<sup>th</sup> the Columbia County Chamber of Commerce will sponsor an executive luncheon at the Savannah Rapids Pavilion, and several Grovetown officials will attend.*

*On March 23<sup>rd</sup> the Georgia Municipal Association will be conducting training on diversity in the workplace. All directors and supervisors are required to attend.*

*Two major events are scheduled for the month of April 2022. Spring Fest will be held on Saturday, April 9<sup>th</sup> at Liberty Park from 10AM to 3PM. Many vendors will be on hand for the event. On April 15<sup>th</sup> and 16<sup>th</sup> the first ever rodeo in Grovetown will also be held at Liberty Park with great entertainment for the whole family. Gates open at 5PM.*

### ***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.*

*If your trash can is missed during pickup, please contact Grovetown City Hall at 706-863-4576, Ext. 450.*

*Councilwoman Ceretta Smith has been organizing a Junior Council for our City that will involve young citizens learning how government works. The response to the Junior Council has been overwhelming and Councilwoman Smith will give an update on this topic at the next Council Meeting.*

*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 the Planning & Development Department for guidance on this matter.*

*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 = **144** full-time.
- Number employed = **120** full-time.
- 1 part-time (Museum).
- 4 part-time/as needed (Firefighters)

### **Vacancies (24)**

- 2 Road Patrol Officer
- 3 Traffic-Road Patrol Officer
- 1 Criminal Investigator
- 3 Public Safety Dispatcher
- 1 Firefighter-EMT
- 1 Sewer Plant Class-2 License
- 1 Sewer Plant Operator-Class 3 License
- 1 Sewer Plant Operator Trainee
- 1 Light Equipment Operator (Water Dept.) [using 2 temp. employees to augment staffing]
- 3 Light Equipment Operator (Streets) [using 5 temp. employees to augment staffing]
- 1 Light Equipment Operator (Stormwater) [using 1 temp. employee to augment staffing]
- 1 Heavy Equipment Operator (Streets) Level 11

- 1 Light Equipment Operator (Parks & Recreation)
- 1 Program Assistant (Parks & Recreation)
- 1 Water/Sewer/Maintenance Supervisor
- 2 \*\*\*Frozen Position\*\*\*

### **Hiring Actions**

- One IT Tech II, John Klosinski, started on 03-07-2022
- One Police Officer-Road Patrol started on 03-07-2022
- One conditional job offer extended for Dispatcher – Police Department – 03-07-2022
- One Police Officer-Road Patrol started on 03-09-2022
- One conditional job offer extended for Program Assistant – Leisure and Recreation Department – 03-10-2022
- One conditional job offer extended for Dispatcher – Police Department – 03-10-2022
- One conditional job offer extended for Light Equipment Operator – Leisure and Recreation Department – 03-11-2022
- Tentative start date for one Criminal Investigator – Police Department – 03-14-2022
- Tentative start date for one part-time Firefighter – Fire Department – 03-16-2022
- Tentative start date for one Police Officer – Road Patrol – 04-04-2022

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

- Safety Talk: **Do the Right Thing**

### **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
- Revised several job descriptions to be presented to City Council

- Participated in the Columbia County Chamber of Commerce Foundation Career and College Expo on March 8, 2022

### Finance

- Billing Manager and Billing Coordinator did a great job starting the City's paperless billing initiative. In one week, 67 customers have signed up for paperless billing. If you are interested in paperless billing, please e-mail [paperlessbilling@cityofgrovetown.com](mailto:paperlessbilling@cityofgrovetown.com) from the e-mail address you want to receive the bill, and one of our clerks will be glad to set you up.
- Utility Billing eclipsed 57.5% of the total transaction online or over the phone
- Continued working on 2022-2023 budget
- Finance Department has enrolled in State Government Purchasing Training offered by Carl Vinson Institute of Governments

### Grovetown Police & Fire Rescue Departments

The Police Department arrested 8 subjects during this period:

3 for DUI

1 for Disorderly Conduct

1 for Suspended License

1 for 2 counts of Contributing to the Delinquency of a Minor and Selling Tobacco Products to Minors

1 for Driving with a Suspended License, Fleeing and Eluding a Police Officer

1 for Probation warrant

- Criminal Investigation Division had 5 cases assigned and closed 4 cases.
- Grovetown Police Department would like to wish Officer Karlton Williams a very happy birthday.
- Grovetown Police Department would like to welcome Officer Timothy Hardin and Officer William Jenkins to the City of Grovetown.

- Grovetown Police Department would like to give a big “thank you” to Code Enforcement Officer Mark Haynes for assisting us in times of need.
- Congratulations to Communication Officer Kristina Maddox on the birth of her healthy baby boy!
- Fire Department responded to 14 calls:
  - 9 medical and 5 fire calls
- On March 11<sup>th</sup> Cardiotronix conducted testing of all Automated External Defibrillators (AEDs) in the City; all of the units passed.
- On March 16<sup>th</sup> Firefighter EMT Matt Eck will begin working as a part-time Firefighter for the department.

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

#### **General**

- Leisure and Recreational Shop: Cleaned, organized shop, washed vehicles, and cut grass
- Liberty Park: Cut grass and dragged all baseball fields
- Kiddie Park: Cut grass
- Euchee Creek Trails: Cleaned off trails
- City Hall: Cut grass
- Planning and Development: Cut grass
- Courthouse: Cut grass
- Goodale Park: Cut grass

#### **Rental & Member Updates**

- 3 new rental contracts with 4 contracts returned with payment
- Facilities and fields were utilized for a total of 86 hours

#### **Fleet Maintenance**

- **Stormwater/Sewer**
  - Chevy Silverado 1500: Replaced wiper blades

- Ford F-250 utility truck: Routine service
- **Street Department**
  - Hustler Mower 1: Routine service and replaced blades
  - Hustler Mower 2: Routine service and replaced blades
  - Chevy Silverado 5500: Routine service
  - Chevy Silverado 5500 2: Repaired dump lift
  - D2E U-Dump: Replaced tire
- **Fire Department**
  - Ford F-550 Rescue Truck: Replaced fuel filter
- **Recreation Department**
  - Chevy Silverado: Routine service
  - John Deere Mower: Routine service and replaced blades
  - Chevy Silverado: Replaced tires and frontend alignment

### **Facility Maintenance**

- A total of 12 work orders for this week: 4 at City Hall, 1 at Public Safety, 1 at Sewer Plant, 4 at Liberty Park, and 2 at Court house

### **Upcoming Programs**

- Maverick's Fitness will be held every Monday and Wednesday (6:15PM – 7:15PM) and Martial Arts Classes will be held every Tuesday and Thursday (6PM – 7:30PM).
- Spring Fest: Saturday, April 9<sup>th</sup> from 10AM-3PM at Liberty Park Community Center
- American Hero Pro Rodeo: April 15<sup>th</sup> and 16<sup>th</sup> at Liberty Park Community Center; gates open at 5PM and show starts at 7:30PM

### **Information Technology**

- This week was very significant as we welcomed our new IT Tech John Klosinski.
  - John will focus on helping our Public Safety team and their IT needs once he is fully setup and acclimatized.
- Updated phone extension list
- Verified the needed installation equipment and ordered new Aruba Wi-Fi access points.
  - Installation will begin as soon as the Access Points arrive.

- Ordered a new set of docking stations and wireless keyboards/mouses as our stock is fully depleted.
- Met with Pineland Telephone to discuss new telephone needs at the Fire Dept. Station 1
- Met with Columbia County Community Broadband Utility
  - This is our meet and greet for John as a new member of our team.
  - Discussed and visited the Wastewater Treatment Plant for fiber network expansion.
- Calls for service were higher for the week at 17 with mapping drives, printing issues, and new employee credential creation leading the way

## Water/Sewer/Stormwater/Infrastructure and Streets Departments

### Water Department Reports

- Locates were up by 40, bringing total for the week to 76 locates
- 76 work orders
- Leaks were fixed at 120 Landing, 1007 Fawn Forest, 139 Swinton Pond Rd., and 6222 Freedom Cir.
- State samples were taken
- Flushed hydrant on Young Dr.
- Monitored and tested water at buster pump stations daily
- Checked road patches
- Fixed the leak on Milton Hitt Rd.
- Cleaned fence line around the Water Pollution Plant

### Sewer Department

- 81 service orders were completed at the WWTP
- Diagnosed and repaired an issue with a manhole monitor
- Analyzed and monitored treatment processes
  - Monitored pH, nitrogen, and phosphorus levels
  - Evaluated for settleability and solids in treatment basins and aerobic digester
  - Conducted a 5-day Biochemical Oxygen Demand (BOD) analysis to ensure compliance with permit and water quality standards
  - Conducted bacteriological testing to ensure proper disinfection of treated effluent prior to discharge
- Submitted monthly samples for monitoring of permit compliance and effluent quality
- Continued preparation and clearing of fields 2 and 3 for rodeo
- Daily inspection of the condition and function of sewer lift stations
- Established new account with Richmond County landfill to save money on sludge removal
- Reviewed monthly drink water reporting requirements, created updated forms, and streamlined reporting process
- Completed monthly Discharge Monitoring Report (DMR) for submittal to the EPD
- Monitored lift stations daily

- Preparing for April rodeo
  - Preparing roads for pedestrian use
  - Cut grass on fields
  - Aided in moving surplus equipment off fields
- Had training on how to use Vacuum Truck

### **Stormwater Department**

- Cut grass around Martha Vineyard Pond
- Cleaned fence line around Martha Vineyard Pond
- Vacuum Truck training in Liberty Hills

### **Infrastructure Inspections Department**

- Stormwater Inspections: 6
- Existing Infrastructure Inspections: 6
- Developmental Infrastructure Inspections: 6

### ***Sparkle Carwash***

- Construction still ongoing – vacuum station almost complete; working on inside of building

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

- Construction still ongoing – Pond 1 & 2 near completion

### ***Brighton Park Apartments***

- Building of homes is ongoing – Civil Solutions on-site with Vacuum Truck

### **Streets and Sanitation Department**

- Picked up 42.06 tons of bulk and yard waste
- Picked up 8 bags of litter on the main thoroughfare
- Repairs to potholes and driveways were made on Harlem Grovetown Rd., Newmantown Rd., and Liberty Hills
- Cleaned stormwater drains on Williams St. and Barbara St.
- Street Sweeper was used to maintain street's cleanliness on Robinson Ave., in Woodward Place, and the Willowick subdivision

## **Planning and Community Development**

### **General**

- Our Director of Planning and Community Development, Ronnie Kurtz, met with Col. (Ret.) Kelly Knitter, President of Association of the U.S. Army (AUSA) Greater Augusta-Fort Gordon Chapter, on March 7<sup>th</sup>, to discuss ways in which the City can continue to grow in its efforts to serve the veteran and active duty community.



- Our Director and our City Planner, Jonathan Bush, met with Regina Pyles, Director of Planning with the CSRA Regional Commission, on March 8<sup>th</sup>. They discussed the City's recent achievement of being certified to the Commission's excellence standards, as well as future applications the City will be submitting to the State for further recognition. She also dropped off physical copies of the City's Comprehensive Plan, one of which is available at the Planning Office.
- Our Permit Technician, Joanne Murdock, attended the International Code Council's Virtual Permit Technician Institute from March 9<sup>th</sup>-10<sup>th</sup>.
- 106 total building inspections

**Meeting Update**

- Planning Commission
  - 03/17 Meeting:
    - McCoys Creek Section 6 Final Plat Revision
    - 769 Chamblin Road: Request to annex and rezone to C-2
- BZA
  - 4/7 Meeting:
    - 305 E Robinson Ave. - Request to reduce parking stall size and quantity
    - 5221 Wrightsboro Road - Request to reduce parking stall size

**Code Enforcement Update**

- 21 signs removed from Public ROW
- Parking Violations
  - 1 warning
- Property Maintenance
  - 1 warning
- Obstruction of ROW
  - 1 NOV
  - 1 warning
- 2 cases deemed in compliance
- 4 permit checks for construction jobs within the city

**DEVELOPMENT PROGRESS CHART**

**DATE: March 11, 2022**

<b>Sr. No.</b>	<b>PROJECT NAME And Project Details</b>	<b>Building Permits Issued</b>	<b>CO Issued</b>	<b>% of Project Completed</b>	<b>Comments</b>
	<b>Commercial</b>				

1	Dunkin Site	1			Site work is ongoing
2	Sparkle Car Wash	1			Site work is ongoing
3	Therapy Trails	1			Expect site work to begin mid-March.
<b>Residential</b>					
1	Grove Landing, Section 5 (64 Single Family Homes)	64	53	83%	3 C/O
2	Brighton Landing, Section 2 (67 Single Family Homes)	68	60	90%	No change
3	Highland Hills, Section 2 (32 Apartments in 4 Buildings)	32	25	78%	No change
4	McCoy's Creek Section 6 (53 Single Family Homes)	43	32	60%	1 C/O
5	Deer Hollow Section 2 (110 Single Family Homes)	105	25	23%	1 C/O
6	Caroleton, Phase 2 (73 Single Family Lots)	73	70	96%	No change
7	Caroleton Phase 3 (103 townhomes)	31	-	-	No change
8	Robin Landing Townhomes (47 Townhomes)	7 bldgs. (35 units)	5 bldgs. (27 units)	57%	No change
9	Brighton Woods Townhomes Section 2 (66 Townhomes)	37	15	23%	3 C/O
10	Shephard Square Section 4 (7 Single Family Homes)	7	6	86%	No change
11	Brighton Park Apartments (134 Units in 29 Buildings)	88	-	-	No change
	<b>Number of Renovation Permits Issued</b>	<b>10</b>			
	<b>Number of New Construction Permits Issued</b>	<b>0</b>			
	<b>Total Number of Permits Issued</b>	<b>10</b>			
	<b>New Business Licenses Issued: 1</b>				
	<b>Renewal Business Licenses Issued: 4</b>				

## **City Wide Projects**

### **Pump Stations**

All pump stations and accompanying force mains are online and running except for Butler Creek which is waiting on power. Both contractors are approximately 90% complete on punch list items.

### **Old Louisville Road Booster Station**

Tank is now online. Coordination continuing with Columbia County and City of Grovetown to get line disinfected and in use.

### **Public Information Officer**

- Launched 2022 Women's History Month social media campaign  
Attended a meeting to plan for Georgia Cities Week
- Updated job postings on City website
- Attended 2022 Columbia County Chamber Foundation Career & College Expo on behalf of City
- Attended 3/9 Staff Meeting and updated department heads on social media analytics
- Consulted with local businesses in preparation for Georgia Cities Week
- Highlighted City employees via social media
- Promoted events in/around Grovetown via social media

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

- *Blood Drive: Friday, March 11, 2022, from 11AM – 4PM at Liberty Park Community Center*
- *Council Meeting: Monday, March 14, 2022, at 6PM in the Council Chambers at City Hall*
- *Planning Commission Meeting: Thursday, March 17, 2022, at 6PM in the Council Chambers at City Hall.*
  - *769 Chamblin Road: Request to annex and rezone to C-2*
- *Spring Fest: Saturday, April 9<sup>th</sup>, from 10AM-3PM, at Liberty Park Community Center*
- *American Hero Pro Rodeo: Friday and Saturday, April 15<sup>th</sup> and 16<sup>th</sup> at Liberty Park Community Center; gates open at 5PM and show starts at 7:30PM*

- *In the near future, Martinez-Evans Little League will be announcing a registration for Baseball at Liberty Park.*

### Closing Comments

*Please visit our Facebook page in observance of Women's History Month. Each week a woman from the Grovetown community will be profiled for their contributions to our community.*

*Gary E. Jones, Mayor*

