



SIGNIFICANT ACTIVITIES FOR THE WEEK ENDING

March 25, 2022

Good Afternoon,

This has been a very busy week for our City. On Thursday, directors and managers attended diversity and inclusion training which was presented by Freddie Broome from the Georgia Municipal Association.

Country singer Terry Gibbs, Councilwoman Dr. Deborah Fisher, and former Councilwoman Rosa Lee Owens have been featured by our Public Information Officer in celebration of Women's History Month, and we thank each of these outstanding women for their contributions to the City of Grovetown.

The Mayor and Council signed a proclamation to declare March 11th as Grovetown High School Boys Basketball Team Day in the City of Grovetown. The team and its many supporters were very happy to receive this designation. Signs will be placed in the city limits signifying their recent win of the 6A Championship in Macon on March 11th, 2022,

Two major events are scheduled for the month of April 2022. The Spring Fest will be held on Saturday, April 9th at Liberty Park from 10AM to 3PM. Many vendors will be on hand for the event. On April 15th and 16th 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.

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 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.

Human Resources

Personnel Count

- Number authorized = **144** full-time.
- Number employed = **122** full-time.
- 1 part-time (Museum).
- 5 part-time/as needed (Firefighters)

Vacancies (22)

- 4 Road Patrol Officer
- 4 Public Safety Dispatcher
- 1 Firefighter/EMT/Medical Officer
- 1 PT Firefighter/EMT
- 1 Sewer Plant Operator 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 2 (Streets)
- 1 Light Equipment Operator (Parks & Recreation)

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

Hiring Actions

- 1 promotion, Chris Powell, Administrative Captain-Police Department on 3/19/2022
- 1 promotion, Harry Davis, to Utility Locator/Water Operator Assistant-Sewer Department on 3/19/2022
- Interviewed 1 applicant for Firefighter/EMT/Medical Officer on 3/25/2022

Safety/Training/Wellness

- Safety Talk: **Hearing Hazards/ Choosing & Using Ear Protection**

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
- Attended diversity training on 3/23/2022

Finance

- Continued working on 2022-2023 budget and received all budget submissions from all departments; will be working with City Administrator to review budget submissions prior to meeting with department heads and making proposed adjustments to submissions.
- Staff Accountant attended Carl Vinson Institute Intermediate Governmental Accounting Training as she pursues her level 2 Finance Officer Certification.

Police Department

Grovetown Police Department arrested 5 subjects during this period:

- 2 for DUI
- 1 for criminal trespassing (juvenile)
- 2 for possession of a firearm by a convicted felon, possession of drugs with intent to distribute, and trafficking heroin

- Criminal Investigation Division had 8 cases assigned and closed 6 cases.
- Grovetown Police Department would like to wish Sgt. Donald Carroll, Officer Timothy Hardin, and Communication Officer Christian Rhaney a very happy birthday.
- Congratulations are in order for recently promoted Captain Christopher Powell.
- Police Department personnel attended diversity training hosted by the City of Grovetown and conducted by the Georgia Municipal Association on 3/23/2022.
- Grovetown Police Department hosted the Georgia Association of Chiefs of Police monthly regional meeting on 3/24/2022.
- Grovetown Police Department hosted a media luncheon for members of local media on 3/25/2022.

Fire Rescue

- Fire Department responded to 12 calls:
 - 10 medical and 8 fire calls.
- Lt. Mitchell, Lt. Rote, Lt. McFatridge, and Chief Kent attended diversity training at City Hall on March 23rd.
- Municipal Emergency Services was on site on March 22nd and 23rd to conduct annual SCBA mask fit testing of all personnel.
 - MES also conducted NFPA flow testing of all self-contained breathing apparatus to confirm all are working properly and are up to standard; all units passed with no issues.

Leisure and Recreation (L&R) Services

General

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

Rental & Member Updates

- 10 new rental contracts with 6 returned with payment
- Facilities and fields were utilized a total of 69 hours
- 1 new fitness membership

Fleet Maintenance

- **Storm Water/Sewer**
 - Ford F-250 utility truck: electrical issue
 - Ford F250 utility truck: routine service
- **Street Department**
 - Hustler Mower 1: routine service and replaced blades
 - Elgin Street Sweeper: replaced side brooms
- **Police Department**
 - Chevy Tahoe 1: routine service
 - Chevy Tahoe 2: routine service
 - EZGO Golf Cart: routine service and replaced battery
- **Recreation Department**
 - Chevy Silverado: routine service
 - John Deere Mower: routine service and replaced blades
 - John Deere Tractor: routine service

Facility Maintenance

- A total of 16 work orders for this week: 5 at City Hall, 2 at Public Safety, 3 at Sewer Plant, 3 at Liberty Park, 2 at Courthouse, and 1 at the Fire department.

Programs and Upcoming Events

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

Information Technology

- Installed new computer for Quantice Samuels in his supervisor role at the Streets Department
 - Setup and ensured Incode 10 access
- Researched and showed Public Works how to use Adobe PDF Pro for an end of day checklist
 - Researched locking a PDF so it cannot be changed after transmittal
- Installed new monitor for Loida at the Police Department
- Assembled and installed a standing desk for Vickie in the Finance Department
- Attended diversity training for managers this week
- Ordered more monitors for new hires, upgrades, and to keep stock at 3 available after order
- Began research on increasing livestreaming capabilities such as adding another camera and equipment setup

- Ordered a new Solid state Disk Drive for the Wastewater Treatment Plant Superintendent
- The calls for service volume was typical at 20 this week
 - New employee credentials and email issues were in the majority this week which is a change from password issues

Water/Sewer/Stormwater/Infrastructure and Streets Departments

Water Department Reports

- Work orders were up by 33, bringing this week's total to 77
- Flushed hydrant on Young Dr. and took state required samples
- 12 locates
- Monitored and tested water at buster pump stations daily
- 5 water meters were changed out
- 6 new water meters were installed
- Maintained beautification at:
 - Trudeau Trail booster station
 - VFW well
 - All 3 water tank locations
 - The old well on Lottie Ln.
- Crews assembled water meters for future installations

Sewer Department

- Cut the ditch line in Field 1 at the WWTP
- Daily inspection of the condition and function of sewer lift stations
- Analyzed and monitored treatment processes at WWTP
 - 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

Stormwater Department

- Fixed storm drain at Swinton Pond
- Began beautification of Martha Vineyard Pond

Streets and Sanitation Department

- Bulk and yard waste was up by almost 10 tons for a total of 34.07 tons
- Litter pick-up was up again this week with 16 bags of litter on the main thoroughfare
- Repairs to potholes were made on the corner of Harlem Grovetown Rd, Old Berzelia Rd., and Williams St.
- Maintained beautification of roads by cleaning storm drains on 2nd Ave., Barbara St., and at Leven and Green St.
- Established new vendor to repaint crosswalks at Harlem Grovetown Rd. and Old Berzelia Rd.

Infrastructure Inspections Department

- Developmental infrastructure inspections: 11
- Indoor grease traps pumped out: 8

Sparkle Carwash

- Construction still on-going – pouring concrete, spreading crush and run, laying brick on outside of building, and installing equipment and electrical wire on inside

Deer Hollow Section 3

- Construction still on-going – grading grounds

Brighton Park Apartments

- Building of homes is on-going

East Robinson Ave. Lift Station

- Contractors are performing maintenance and repairs

Euclaw Lake Subdivision

- Comcast will be boring; estimated date of work/boring to start in this area is April 11th due to the Masters.

Planning and Community Development

General

- Our Director of Planning and Community Development, Ronnie Kurtz, spoke about his role with a Local Government Management Class in the University of Georgia's master's in Public Administration program on March 23rd.
- City Council held a work session considering changes to the Form Based Code on March 24th.
- 88 total building inspections.

Meeting Update

- Planning Commission
 - 04.21 Meeting:
 - 320 Newmantown Road: Request to annex and rezone to CC6.
 - 408 Newmantown Road: Request to annex and rezone to CC6.
 - The following to facilitate an approximately 100-home subdivision:
 - 301 Old Berzelia Road/Parcel# G14 001: Request to annex and rezone to R-2.
 - 301 Old Berzelia Road/Parcel# G14 001A: Request to rezone to R-2.
 - 0 Old Berzelia Road/Parcel# G14 001B: Request to rezone to R-2.
 - 215 Old Berzelia Road: Request to rezone to R-2.
- BZA
 - 04.07 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

- 20 signs removed from Public ROW
- Inoperative/Abandoned Vehicles
 - 1 NOV
 - 2 warnings
- Parking Violations
 - 4 warnings
- Property Maintenance
 - 2 warnings
- 1 case deemed in compliance
- 4 responses to civil concerns
- 1 permit check for construction jobs within the city

DEVELOPMENT PROGRESS CHART

DATE: March 25, 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</u> | <u>1</u> | | | <u>Site work is on going</u> |
| <u>2</u> | <u>Sparkle Car Wash</u> | <u>1</u> | | | <u>Site work is on going</u> |
| <u>3</u> | <u>Therapy Trails</u> | <u>1</u> | | | <u>Expect site 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>53</u> | <u>83%</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>Highland Hills, Section 2 (32 Apartments in 4 Buildings)</u> | <u>32</u> | <u>25</u> | <u>78%</u> | <u>No change</u> |
| <u>4</u> | <u>McCoy's Creek Section 6 (53 Single Family Homes)</u> | <u>49</u> | <u>32</u> | <u>60%</u> | <u>No change</u> |
| <u>5</u> | <u>Deer Hollow Section 2 (110 Single Family Homes)</u> | <u>105</u> | <u>27</u> | <u>25%</u> | <u>No change</u> |
| <u>6</u> | <u>Caroleton, Phase 2 (73 Single Family Lots)</u> | <u>73</u> | <u>70</u> | <u>96%</u> | <u>No change</u> |
| <u>7</u> | <u>Caroleton Phase 3 (103 townhomes)</u> | <u>31</u> | <u>-</u> | <u>-</u> | <u>No change</u> |
| <u>8</u> | <u>Robin Landing Townhomes (47 Townhomes)</u> | <u>7 bldgs. (35 units)</u> | <u>5 bldgs. (28 units)</u> | <u>60%</u> | <u>No change</u> |

| | | | | | |
|-----------|---|------------------|-----------|------------|------------------|
| <u>9</u> | <u>Brighton Woods Townhomes Section 2 (66 Townhomes)</u> | <u>37</u> | <u>15</u> | <u>23%</u> | <u>No change</u> |
| <u>10</u> | <u>Shepard Square Section 4 (7 Single Family Homes)</u> | <u>7</u> | <u>6</u> | <u>86%</u> | <u>No change</u> |
| <u>11</u> | <u>Brighton Park Apartments (134 Units in 29 Buildings)</u> | <u>98</u> | <u>=</u> | <u>=</u> | <u>No change</u> |
| | <u>Number of Renovation Permits Issued</u> | <u>12</u> | | | |
| | <u>Number of New Construction Permits Issued</u> | <u>0</u> | | | |
| | <u>Total Number of Permits Issued</u> | <u>12</u> | | | |
| | | | | | |
| | <u>New Business Licenses Issued: 0</u> | | | | |
| | | | | | |
| | <u>Renewal Business Licenses Issued: 2</u> | | | | |

Citywide Projects

Pump Stations

- All pump stations and accompanying force mains are online and running except for Butler Creek which is waiting on power. Georgia Power was on-site this week working on getting power to the station. Both contractors are nearing completion 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

- Continued Women's History Month social media campaign
- Created 2022 Georgia Cities Week proposal for Mayor, Council, Directors, and Managers
- Submitted list of events planned for Georgia Cities Week to Georgia Municipal Association
- Highlighted recently promoted City employees on social media
- Attended diversity training session held by Georgia Municipal Association alongside other City leadership on 3/23/2022
- Posted Public Notice for 4/7/2022 Board of Zoning Appeals Meeting to social media and City website
- Photographed District Chief's Meeting hosted by Grovetown Police Department on 3/24/2022
- Photographed media luncheon hosted by Grovetown Police Department on 3/25/2022
- Promoted events in/around Grovetown via social media

Upcoming Events/Programs/Meetings

- *Board of Zoning Appeals will have a meeting on Thursday, April 7th, 2022, at 6PM in the Council Chambers at City Hall*
- *Spring Fest: Saturday, April 9th, from 10AM-3PM, at Liberty Park Community Center*
- *Council Meeting will be held on Monday, April 11, 2022, at 6PM in the Council Chambers at City Hall*
- *Planning Commission will have a meeting on Thursday, April 21, 2022, at 6PM in the Council Chambers at City Hall*
- *American Hero Pro Rodeo: Friday and Saturday, April 15th and 16th at Liberty Park Community Center; gates open at 5PM and show starts at 7:30PM*

Closing Comments

The City would like to extend a sincere “thank you” to Mrs. Mary Ann Navarro, who has served the City of Grovetown as a member of the Planning Commission and on the Museum Board. Her contributions to the City are invaluable. Thanks to all our City employees for their hard work.

Gary E. Jones, Mayor

