

Good Afternoon from the Mayor's Corner,

Below please find our weekly staff Significant Events for July 27-31, 2020.

Initial Notes

1. The Form Based Code Committee (FBCC) met this week to finalize and formally approve their report concerning nonconforming structures and adjusting the form based code area boundaries. The report will be presented by the Chairman of the FBCC, Councilman Transou, at the August City Council meeting.

Modifying the FBC area boundaries requires zoning changes for multiple parcels, so if and when the City Council approves the report the Department of Planning and Community Development will initiate the rezonings, marking the respective parcels, making public notice, holding a rezoning hearing, and presenting the recommended changes to the Planning Commission.

2. The PIO and City Administrator participated in the Columbia County Chamber of Commerce Small business roundtable via Zoom this week. This was the first of what the Chamber plans to be monthly meetings with local business owners. We had the pleasure of providing a "City Update" to the business owners; next month Harlem is invited to provide a city update.
3. On Friday we installed a traffic island on Harlem Grovetown Road at the entrance to Northlake Subdivision that delineates the right hand turn into the subdivision when traveling east on Harlem Grovetown Road and the thru-lane for motorists continuing on Harlem Grovetown Road.
4. We contracted to have the dog park at Goodale Park sodded to improve aesthetics and reduce maintenance on the crush-and-run dog walking path and mulch areas. Sprinklers were installed to keep the grass healthy. After final rolling of the new sod and testing of the sprinklers the dog park will reopen late next week.

Human Resources

Personnel Count number authorized = 129 full time; number employed = 123 full-time (No Change); 1 part-time (museum); 5 part-time / as needed (firefighters)

- vacancies – 6 (**No Change**): 2 each Police Officers; and 1 each Public Works Director, Water-Sewer Light Equipment Operator (LEO), Building Inspector, and Lab Technician

Hiring Actions – nothing to report this week

Resignations and Terminations - none

Safety / Training & Worker's Comp Claims – nothing to report this week

Finance

- the Utility Billing Department set up 36 new accounts and finalized 26 accounts, a net increase of 10 accounts
- completed quarterly tax returns including Department of Labor, Federal 941 and State G7 tax returns for first quarter 2020
- Finance Director and staff accountant completed bank reconciliation training on new Incode software; should allow for electronic bank reconciliations to increase efficiency

Public Safety

- the Police Department arrested 7 subjects during this period: 5 for DUI; and 1 each court ordered arrest and outstanding warrant
- Criminal Investigation Division had 2 cases assigned and closed 14 cases
- the Fire Department responded to 13 calls: 4 fire calls and 9 medical calls
- the following personnel are testing for certifications today:
 - Firefighters Glasscock, Barnes, and Wright are testing for Firefighter II certification
 - Firefighter Fields is testing for Apparatus Operator certification
 - Lt. Scrum is testing for Fire Officer I certification

- contractor started this week at Station 2 to expand the concrete pad behind the station in preparation for the installation of the covered building for the Fire Safety House and other equipment
- Public Safety command staff had a meeting with Dr. Becky Abell in reference to her becoming our medical director; Dr. Abell updated us about current trends related to the COVID-19 pandemic
- the Public Safety Department would like to wish a happy birthday to our Chaplain, Mr. Russell Folger

Leisure and Recreation (L&R) Services

Parks & Facilities Updates

- cut grass at Cemetery, Harvest Wood Park, Liberty Park, Municipal Court, the new Robinson Avenue property and at the City welcome signs
- work continues at the Dog Park, the contractor will monitor the sprinkler system over the weekend and hopefully reopen the dog park end of next week (Friday, August 7th)

Facilities Maintenance

- a total of 8 work orders this week: 2 each at City Hall and the Fire Department; 1 each at Liberty Park, Maintenance Shop, Municipal Court and Public Safety

Fleet Maintenance

- cleaned office area, storage area and 1 bay area
- 4 jobs from last week completed
 - **Public Safety Department**
 - Dodge Charger: power steering problem, rack and pinion (outsourced – completed from 2 weeks ago)
 - Dodge Charger: front end work, water pumps, tires (outsourced - completed from 2 weeks ago)
 - Pierce Pumper Fire Truck: replaced batteries
 - Dodge Charger: replaced alternator
 - Dodge Charger: A/C issue & frontend problems (outsourced - not complete)
 - **Streets**

- Hustler Mower: replaced rear tire
 - F-750 Dump Truck: water pump failure (completed from last week)
 - F-750 Dump Truck: DEF issues, transmission issues (outsourced – completed from last week)
 - John Deere Mower: routine service, replaced blades
 - Grasshopper Mower: need to replace hydro pump, hoses and starter (not complete)
- **Water/Sewer**
 - Hustler Mower: replaced PTO deck belt

Rental & Member Updates

- 3 new rental contracts and 2 returned contract with payment
- facilities and fields were utilized a total of 8 hours

Event & Program Updates

- *Family Movie Night* – **Postponed to Friday, August 21st** due to predicted rain and thunderstorms
 - Friday, August 21st at Liberty Park on the Gym Field at Dusk (approx. 8:45pm); limited space available, reservations required at \$5.00 per family, food vendors will be present
 - we are showing *How to Train Your Dragon - The Hidden World* – 17 registrations (75 guest) & 2 vendors
- *Food Truck & Farmer's Market event*
 - Friday, September 11th at Liberty Park; 4 confirmed vendors
- *Fall Archery Program*
 - Tuesdays beginning August 25th through September 29th from 6pm to 6:45pm or 7pm to 7:45pm at Liberty Park Community Center
 - 8 registrations (limited to 20 registrations due to COVID-19 regulations)

Miscellaneous - happy 5-year Work Anniversary to David Carlin, our Facilities Maintenance Manager

Information Technology

- coordinated for security cameras at Goodale Park and the Euchee Creek walking trails restroom areas; explored wifi improvements for city hall and extending wifi to other City facilities
- pricing servers to increase storage space for data at Station 1
- nearly completed the City-wide computer inventory and machine renaming convention project
- assisted workers in all departments with various computer and IT needs

Public Works

General – met with Planning and Development Director regarding several projects

Project Updates

- Phase 3 Effluent Force Main – contractor to be back on site with equipment and crews in mid-August; estimated time to complete the work is 90 days
- Pump Stations – contractor continues work on the Horizon South Parkway station
- Christmas Lights
 - received the 126 new lights we ordered for utility poles and the 40 restrung ground light displays
 - made contact with Wow Representative and forwarded the 93 page “Make Ready” work documents to have their contractor start working on them; working to contact the AT&T rep to have their utility pole-mounted equipment moved to accommodate the electrical outlets and light hangers for our holiday decorations

Streets and Sanitation Department

- collected 5.67 tons of bulk waste, 6.77 tons of yard waste, and 14 bags of litter; completed 15 work orders

- cut grass on Harlem Grovetown, Whiskey, VFW, and Wrightsboro Roads, Ford Avenue, Johns Street, and Dodge Lane; trimmed limbs on Harlem Grovetown Road

Water / Sewer and Stormwater Departments

- 8 x water use history reports and 21 locates performed; repaired 4 water service line leaks
- performed monthly water service disconnects for nonpayment
- moved goats to the Battle Street pond
- cut grass at the Robinson Avenue water tank around the plant and the Bryans Circle pond and Summerfield pond
- Columbia County replaced their meter at the GIW booster station (it had quit working properly)
- we had visitors from the City of Braselton, Georgia come visit and tour our treatment plant, focusing on the UV system as they are going to upgrade their facility soon

Planning and Development

General

- 114 inspections; 4 renovation permits, 4 construction permits, 2 business licenses, and 3 business license renewal issued
- the new plotter was delivered and installed
- meetings update
 - the first Comprehensive Plan Stakeholders Meeting scheduled for July 23rd was postponed due to non-availability of the lead speaker but we will conduct a Complan update meeting on Wednesday, August 5th
 - a Form Based Committee Meeting was held on Wednesday
 - Committee voted unanimously to approve the report on nonconformities and recommended boundary changes to the form based code area and forward their recommendations to the Mayor and City Council for their acceptance

- the Committee will be presented for consideration by the Council during the regular City Council meeting of August 10th

Code Enforcement Update

- mostly dealt with yard issues around the City
- researching selective dilapidated structures
- followed up on open cases around the City

Public Information Officer

- Managed the Help and Information Line- an average of 30 calls and walk-ins which consisted of mosquito complaints, notaries, utility set ups, municipal court inquiries, Code Enforcement, bulk waste pick-up and fan donation needs.
- Began Fan Drive for those who may not have air conditioning in their home and provided a fan to a person in need
- Managed all social media and City Website daily
- Created a, “Significant Acts” column on the front page of City website for residents
- Helped organize and participated in Small Business Roundtable with Columbia County Chamber of Commerce

Key Events

- August 5th – Complan Update Meeting #1, 6:00 p.m., Council Chambers (*was scheduled to be the second meeting but the first was rescheduled due to unavailability of primary speaker from the CSRA Regional Commission*)
- August 6th – Staff Update, 10:00 a.m., Zoom; *also*, Board of Zoning Appeals, 6:00 p.m., Council Chambers
- August 7th – Post Legislative Breakfast, 7:30 a.m., Savannah Rapids Pavilion; event includes a Farewell to the Retiring President and CEO of the Columbia County Chamber of Commerce, Tammy Shepherd
- August 10th – **City Council Meeting, 6:30 p.m., Zoom, which will include the first Comprehensive Plan Update Public Hearing**; City Council Meeting preceded by Work Session at 6:00 p.m.
- August 20th - Staff Update, 10:00 a.m., Zoom; *also*, Planning Commission Meeting, 6:00 p.m., Council Chambers, if needed

- August 25th - Association of the United States Army Breakfast and Briefings, 7:30 a.m. (webinar)
- **August 27th – Work Session, 6:00 p.m., via Zoom** (*changed from August 24th, the fourth Monday of the Month; Work Sessions will be held the fourth Thursday of the Month from now on*)
- September 3rd – Staff Update, 10:00 a.m., Zoom; *also*, Board of Zoning Appeals, if needed

Closing Comments

- the City Administrator and all Directors conducted a Zoom meeting Friday morning to discuss COVID-19 and its effects on our workforce and provide guidance as schools begin next week
 - we need to be sensitive to workers with school-aged children as these parents are juggling decisions as to whether to send their children to school or have them remain home and attend school virtually
 - within our ability to do so - where possible and feasible - we will strive to adjust work hours to allow parents who wish to drive their child to school instead of ride the bus to do so; tougher for parents who will keep their children home, but on a case by case basis, if we can make adjustments to work schedules and still complete our mission then that is what we will do
- all employees testing for COVID-19 this week due to believing they had contact with a COVID-19 positive person received negative test results

Enjoy the rest of your weekend,

Mayor Gary Jones

(Posted on behalf of Mayor Jones by Public Information Officer Ashley Campbell)