

Good afternoon from the Mayor's Corner.

Below please find our staff Significant Acts for the week ending August 28, 2020

Initial Notes

This week we are moving forward and transitioning to Incode (our new computer program) and utility bills will go out next week from the new system. Some employees are settling into their new roles. Cleanup is still underway from last week's storm.

Human Resources

Personnel Count

- number authorized = 129 full time; number employed = 123 full-time
- 1 part-time (museum); 5 part-time / as needed (firefighters)
- vacancies – 6): 2 each Police Officers, 1 each Public Works Dir.
Dispatcher, UB Clerk, Building Inspector
- Interview for Police officers 9/2/20

Safety / Training –

- GO 365 Rebate: \$7564.00 for the month of July

Resignations

- One dispatcher

Finance

- Utility billing began cutover to Incode next week. Thanks to all employees working tirelessly to ensure accurate cutover to new software. Special thanks to Kristal Singletary for going above and beyond to help the UB department this week.
- Submitted phase 2 CARES act funding for City's submission to receive an additional \$550,000. Received contingent approval this week. Hope to receive final approval beginning of next week.
- Began preparation for the 6-month audit. Audit is scheduled to begin end of October. This will leave us sufficient time to make 6-month reporting deadline.

- **Public Safety**

- The Police Department arrested 3 subjects during this period, one for DUI, 1 each for a warrant and court ordered time.
- CID had 9 cases assigned and 8 closed cases
- The Fire Department responded to 13 calls: 5 fire calls and 8 medical calls
- New storage building completed at Fire Station 2
- FF Joseph Redd attended a 40 hours Fire Instructor 1 Course and the Georgia Fire Academy this week.

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Public Works

General P.W.

- Pump Stations: Horizon South Station – ongoing
- Butler Creek – ongoing
- Christmas Lights – on going
- Effluent force main: laying out materials. Pipe installation next week

Street Department

- 15.5 tons of yard waste and 16 tons of Bulk waste was picked up and taken to Advanced Disposal.
- 11 bags of litter collected.
- Grass was cut along Berzelia, Howell, Fiske ,Horizon South, Wrightsboro Rds.
- Grass cut in the Avenues
- Removed storm debris and cut trees as needed

Water/Sewer/Stormwater Departments

- 2 History reports completed
- 25 locates performed
- Repaired 1 service line leaks
- 9 new meters were installed in various locations
- Moved 2 meters
- Submitted a copy of the well closing documents to EPD to close out their open file
- Made some repairs to the VFW well
- Cut grass at the VFW well and around the treatment plant
- 3 road patches were completed from cuts made to repair leaks
- 1 water and 1 sewer employee participated in continuing education class via Zoom

- Had an electrician come out and look at some problems with fault alarms on Blower #4
- Decanted the digester

Leisure & Recreation Services

Parks & Facilities Updates

- Cut grass at Liberty Park, 2nd Avenue cemetery, 201 E Robinson Ave, Municipal Court and Harvest wood. Planted shrubs at Veterans Park and filled in holes and seeded dirt areas around city hall.

Facilities Maintenance

- A total of 6 work orders this week: 2 at City Hall, 2 at Municipal Court; and 1 each at the Museum and Liberty Park.

Fleet Maintenance

- 3 jobs from last week completed
- Leisure and Recreation
 - Chevy 3500 pickup truck: Routine service.
- Planning
 - Ford F150 pickup truck: Repaired taillight.
- Streets
 - Ford F-250 Pickup Truck: Routine service, replaced brakes and rotors.
 - Ford F-750 Dump truck: Repaired truck bed.
 - International Chip truck: Routine service.
- Water/Sewer
 - Ford F-250 utility truck: Repaired flat tire
 - Ford F-150 Pickup truck: Routine service and replaced antenna

Rental & Member Updates

- 3 new rental contracts and 3 returned contracts with payment
- facilities and fields were utilized a total of 13 hours
- 1 new gym membership

Event & Program Updates

- *Family Movie Night* – postponed to Friday, September 11th alongside our Food Truck and Farmer's Market Event.

- we are showing *How to Train Your Dragon - The Hidden World* – 24 registrations (88 guest) & 2 vendors

Department of Planning and Community Development

General:

86 Inspections this week

Leigh Lackey is the new Code Enforcement Officer effective August 24th

Upcoming Meetings:

No meeting next week related to Planning and Community Development Department

Code Enforcement Update:

- Penalty applied for working(construction) without permits, and collected in reference to 105 Third Avenue
- Several verbal warnings for “tractor trailer” parking at in lot in front of vacant Food Lion building.
- Written violation notices issued to other tractor trailers parking in residential zone
- Several notices issued for overgrown vegetation on vacant parcels
- Performed several on site permit verifications for roof replacement jobs
- Posted several notices for inoperable/untagged vehicles in the city.
- Responded to questions from several citizens on a variety of topics; topics included fences, sheds, easements, cemeteries
- Monitoring construction sites for soil erosion compliance during these frequent heavy rain showers.

Effluent Force Main

Plan on getting started next week, putting pipe on ground.

Raw Sewage Pump Stations

Working on the Butler Creek pump station

Brighton Apartments:

Working on the buildings and the apartments they will let us know when the next paving is ready

Georgia Iron Works

Has not started work tying the water in the ROW
Crew out there today by gate # 1, working on gas line.

Deer Hollow:

Mulching and clearing stumps. Started installing the silt fence.
Scheduled to bore up under creek in a couple of week.

James St. Drain

Duffie has began work

Pepper Hill Drain

Installing last of storm drain inlets

Public Information Officer

- Managed Facebook and Website on daily basis (averaging three posts per day on City FB page)
- Agenda and related documents for August 27th City Council Work Session posted to website and sent out as an, "Alert"
- Two public notices to the public were pushed out as Alerts and on front page of City website and Facebook
- Notice sent to residents via social media and City website Alert about City Hall and other facilities closing early for mandatory personnel meeting, [Friday afternoon](#)
- Managed Help and Information Desk and Hotline with an average of 20-30 calls and walk-ins pertaining to Utilities, trash services, bulk waste pick-up, notaries and emergency tree down. Calls and walk-ins seem to remain at an average pace. I wouldn't mind pushing the Help Line more and will be working on a plan for that in the near future
- Participated with other state cities in Census Challenge- City of Grovetown ranks five out of those 33 cities with a response rate of 63.00. Our rate as of Friday, August 28th stands at 63.8 % response rate which is above the state average.
- Participated in City Council Work Session
- Registered City Council and certain Directors for the Columbia County Chamber State of the Community Address Dinner. The City will have a booth there [from 4 p.m. until 5:45 p.m.](#) and will be manned by Public Information Officer and Leisure and Development Director Janet Wheatley. New promotional items have been ordered and half of the order has already been shipped with me currently waiting on proof of other item. I'm told, despite minor hold-up, it will be delivered in time of the event.
- Posted new Judicial Order for Municipal Court on City Website and Facebook as it pertains to new COVID-19 guidelines.
- Notary for several employees in house as they take on new roles within City Hall

- Oversaw City resident complaint; turned over to Human Resources Director
- Working to design and order new pins for City of Grovetown to include new City Logo
- City of Grovetown research for future project.

IT Department

- Installed two New Cisco switches this week. One each at the City Shop and one at the Liberty Park Rec Center.
 - This brings us to only two more locations (WWTP and Water Trailer at the WWTP) before the whole network is on updated switches
 - This homogenization will allow for remote monitoring at every City location and a stronger more reliable network
- The first week of Go Live with Incode for the UB team ended Today.
 - The UB team and Bradley and Kristal have done a phenomenal job of exhibiting patience as the background processes are accomplished by the Tyler team
 - We continue to hone our communications with the Tyler team as they have been working diligently for us in the background, but not making their work flow known
 - We expect that we conduct Billing on Monday. We were hoping to do so today but there were end reports that needed verification.
- There were several personnel changes this week that required workstations to be updated for those personnel to assume their new job title.
 - Everyone has been successfully changed over to their new locations with no issues reported.
- Excess computer formatting is continuing.
- Received the Access Points for the Wifi refresh but need the right mounting brackets.
 - Access points have been initialized and will be mounted to the ceiling next week

Key Events

Staff Meeting Friday at 2PM at Liberty Park

Columbia County Chamber State of the Community Address Dinner – Thursday at 4pm to 8pm

Next Council Meeting - September 14, 2020

Closing Comments

Thanks to all our employees for their hard work and dedication.

Enjoy the rest of your weekend,

Mayor Gary E. Jones

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