

Here are the Significant Acts for the week of September 4, 2020.

Initial Notes

This week our Utility Billing was done in the new system. Congratulations all who made this happen. Great Teamwork!!! Also received approval for reimbursement of funds from the CARES Act.

Human Resources

Personnel Count number authorized = 129 full time; number employed = 121 full-time; 1 part-time (museum); 5 part-time / as needed (firefighters)

- vacancies –8 (**Up two**): (2) Police Officers, (1) Investigator, posted-Internal Only) (1) Public Works Director, (1) Utility Billing Clerk (1) Water Operator Trainee, (1) City Administrator (building inspector is being filled by a contract), (1) Dispatcher

Hiring Actions

Ads re-posted for Public Works Director and Utility Billing Clerk

Resignations - one dispatcher

Safety / Training & Worker's Comp Claims – None this week

Finance

- Updated banking information with Office of Insurance and Safety Fire Commissioner. This is where we receive our portion of Insurance Premium taxes for insurance premiums sold to homeowners inside Grovetown city limits.
- Received final approval of Phase two of CARES funding from the state. The City was approved for an additional \$555,000. It can take a few weeks before the City sees the funds deposited.
- New software is officially live in Utility Billing. April, Deb, Roxanne, Morgan, Kristal and Dave worked really hard to complete the transition. The first bills out of the new system are in the mail and the team is quickly adapting to using the new software. The department still has a few weeks of support and the transition to our new meter reading software that is compatible with our new billing software to transition in to. Special thanks to everyone who has worked so hard to make this transition successful.

Public Safety

The police department arrested 6 subjects during this period: 3 for DUI, 1 each for simple battery, theft by taking, and possession of heroin

- criminal investigation division had 6 cases assigned and closed 1 case
- the fire department responded to 10 calls: 5 fire calls and 5 medical calls
- the public safety department would like to wish a happy birthday to Sgt. Matthew Williamson
- Sgt. Eldon Powers successfully completed the 40-hour Supervision 1 leadership course held at Forsyth Georgia
- Captain Kent attended the quarterly EMS Advisory Board meeting at Columbia County EMA
- The public safety department conducted their monthly in-service training (search & seizure, and rules and regulations) on 09/03/2020

Leisure and Recreation (L&R) Services

Parks & Facilities Updates

- cut grass at City Hall, Euchee Creek Trails, Goodale Park, Kiddie Park, Leisure & Recreation Maintenance & Planning/Development.
- Kiddie Park is now open

Facilities Maintenance

- a total of 7 work orders this week: 3 at City Hall, 2 at Liberty Park; and 1 each at the Municipal Court & Planning/Development

Fleet Maintenance

- 2 jobs from last week completed, 1 job from 2 weeks ago completed and 2 job remain open from this week (or previous weeks)
- Public Safety
 - Chevy Tahoe: Battery Charging Issue
 - Chevy Tahoe: Replace Headlamp
- Streets
 - Ford F-650: ECM Issue- Outsourced – completed from last week
 - Ford F-750: DEF Issues- Outsourced- completed from last week
 - International Chip truck: DEF Issue – Outsourced (under warranty) – not complete
 - Hustler Mower: repair flat tire
 - Hustler Mower: leaking motor seal- Outsourced (under warranty) – not completed for 3 weeks
 - Hustler Mower: arm control issue – Outsourced (under warranty) – completed form 2 weeks ago
- Water/Sewer
 - Ford F-250 utility truck: Replaced battery
 - Chevy Silverado: Replace master window switch
- We revamped how often vehicles will be served in the shop: moving forward all public safety vehicles will be serviced every 3,500 miles and all other city vehicles will be serviced every 5,000 miles

Rental & Member Updates

- 3 new rental contracts and 4 returned contracts with payment
- facilities and fields were utilized a total of 17 hours

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* – 27 registrations (120 guest)
- *Food Truck & Farmer’s Market event* – Friday, September 11th at Liberty Park from 5:30pm to 9pm; 15 confirmed vendors
- *Community Yard Sale* – Saturday, October 10th at Goodale Park; 2 confirmed vendors

Miscellaneous

- New storage unit arrived today at Liberty Park
- Basketball Courts will be closed this Friday morning through Tuesday morning. Basketball courts will be closed on the weekends until further notice.
- Liberty Park hours for the Labor Day Weekend are as follows:
 - Closing at Noon on Friday, September 4th; Closed all day on Saturday, September 5th; Open from 1pm to 6pm on Sunday, September 6th and Closed all day on Monday, September 7th

Information Technology

- We have finished Week 2 of Go Live for Incode implementation for the UB section
 - The UB team performed admirably to get our first Billing cycle completed with Incode
 - A special thanks to Kristal Singletary for her help and support
 - We are now transferred to a more common Tyler tech support by phone paradigm
 - Our UB clerks will continue to have a learning curve to the new way of processing transactions and using the new equipment.
- This week was focused on Incode equipment implementation
 - Receipt printers, barcode scanners, and new credit card swipe machines were installed.
- Excess equipment formatting to a clean Windows 10 install has ramped back up
- Next week will be focused on New Incode capabilities that will allow citizens to pay their bills online and by phone
 - New setups are also planned for the Water Department, City Shop, and then for the extra Building Inspector that will help out P&D

Streets and Sanitation

Bulk Waste : 12.85 tons

Yard Waste : 9.27 tons

Litter : 35 bags

Work Orders : 40

Cut and cleaned various roads through the City.

Attended a meeting regarding Christmas Lights and electrical connections

[Water / Sewer and Stormwater Departments](#)

General

Met with Interim City Admin., Mayor and several other departments for an update and game plan for Christmas light decorations along the Corridors

Participated in some online classes for recertification points

We held a phone and web conference call with representatives with Win-911, this is the call out alarm system for the treatment plant. We are working to get it setup

Project Updates

- **Pump Stations:** Horizon South Station- still ongoing (no change)
- Butler Creek- still ongoing (no change)
- **Christmas Lights** still ongoing working to coordinate with electrician to start on several poles that are ready for us
- **Effluent force main:** Still ongoing (no change)

Water/Sewer/Stormwater Departments

- 2 History reports completed
- 21 locates performed
- Repaired 4 service line leaks
- State fluoride samples collected and sent to lab
- State monthly water report completed and sent to EPD
- Worked with utility billing to re-read over 60 accounts for possible problems
- Decanted the digester
- Coordinated with our generator service company to add the new generator for the treatment plant onto our maintenance agreement with them

[Planning and Community Development](#)

General:

54 Inspections this week

Upcoming Meetings:

No meeting next week related to Planning and Community Development Department

Code Enforcement Update:

- Numerous inoperable/untagged vehicles issued violation notices, 100 percent compliance achieved
- Several permit verifications for roofing jobs being performed, confirmed 100 percent compliance
- One illegal dumping case remains active, suspect identified
- Assisted Planning Dept. in placement of re-zoning signs for numerous parcels
- Achieved voluntary compliance for numerous parcels with overgrown grass
- Issued several notices for prohibited parking, “tractor trailer” trucks parked in residential zoned areas
- Achieved compliance for swimming pool violation, pool cleaned
- Redirected numerous tractor trailer drivers to find approved parking, vacant Food Lion parking lot posted by owners, preventing parking of tractor trailers.
- Working with developer to perform maintenance on detention pond in construction area (overgrown weeds/grass)

Pump stations

- working on both Butler creek and Lewiston Rd.,

Effluent Force Main (Pepper Hill)

- began work today

104 James St.

- Infrastructure work in progress.

Pepper Hill Stormwater

- work substantially complete waiting on landscaper.

Brighton Apartments

- working on buildings

Deer Hollow

- clearing and grading & digging retention ponds

Georgia Ironworks

- Not Started.

Public Information Office

- Managed Help and Information Desk- about 20 calls and walk-ins regarding Utilities, Notary, trash pick-up and fan requests
- Responded to a neighbor complaint regarding water cut-off due to burst pipe
- Responded to a neighbor complaint regarding yard damage after a leaking pipe was fixed
- Posted daily on social media platforms and website
- Working to add new payment option to our website as Utilities Department rolls out new software
- Promotional items are starting to arrive
- Receiving information from different departments for quarterly newsletter
- Reviewing new push notification software for City website, including text alerts
- Pushed out press release regarding the need for fans for the City Fan Drive
- Finalizing details for Chamber of Commerce “State of the Community” Dinner
- Continuing to Push 2020 Census- (Georgia Cities Census Challenge)

General

Key Events

- September 4th – City Offices Closed at Noon, Staff Released Early for Labor Day Weekend
- September 7th – Labor Day, City Hall and Offices Closed
- September 9th – Com-plan Update Meeting, 6:00 p.m., Council Chambers
- **September 10th – Columbia County Chamber of Commerce “State of the Community” Dinner, Columbia County Exhibition Center**

Closing Comments – Continued appreciation to all city employees for their hard work. We go forward using the TAPP method of operation – Teamwork, Accountability,

Productivity and Professionalism. Thanks to our Mayor and Council Members for taking care of all employee needs during the Covid19. We have 2 employees in quarantine.

Please stay safe and enjoy the rest of your holiday weekend,

Mayor Gary E. Jones

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