



***SIGNIFICANT ACTIVITIES FOR THE WEEK ENDING
February 4, 2022***

Good Afternoon Everyone,

On Thursday three Grovetown officials attended a GMA class to receive updates pertaining to local option sales tax. The City will meet with officials of Columbia County and Harlem prior to voting on this matter which will come later this year.

Thursday evening, several officials of the City attended the Annual Business Meeting of the Columbia County Chamber of Commerce. The event, hosted by Channel 12 news anchor Laura Warren, was a great success. The Chamber has approximately 1000 members and growing.

PUBLIC SERVICE ANNOUNCEMENT TO RESIDENTS:

As you are aware, COVID-19 cases have recently seen a dramatic increase in the CSRA. The spread of COVID-19 has impacted Grovetown operations at all levels including some of our third-party providers. The City of Grovetown Public Works Department and Advanced Disposal are currently operating with smaller crews due to COVID-19. Employees are required to quarantine according to CDC guidelines after contracting or being exposed to COVID-19. Their absences, while temporary, are negatively affecting the City's ability to provide on-time service for services such as bulk waste pick-up, yard debris pick-up, and residential garbage and recycling pick-up. The City would like to thank residents in advance for their understanding during this time when the CSRA is seeing an increase in COVID-19 cases.

Council Member Ceretta Smith will be 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. Please see our website for more information.

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.

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

*****We ask all employees and visitors to our offices to observe all PPE requirements related to COVID-19 and thank all those who comply. *****

Human Resources

Personnel Count

- Number authorized = **142** full time.
- Number employed = **113** full-time.
- 1 Interim Police Chief
- 1 part-time (Museum).
- 4 part-time/as needed (Fire Fighters)
- 1 Part-time Temporary Employee (Admin)

Vacancies (29)

- 1 Police Chief
- 1 Road Patrol Sergeant
- 4 Road Patrol Officer
- 3 Traffic – Road Patrol Officer
- 1 Criminal Investigator
- 4 Public Safety Dispatcher
- 2 Fire Fighter-EMT
- 1 Sewer Plant Operator Class 3 License
- 1 Light Equipment Operator (Sewer Dept.)
- 1 Light Equipment Operator (Water Dept.)
- 2 Light Equipment Operator (Streets) (using 5 temp. employees to augment staffing)
- 1 Light Equipment Operator (Storm Water)
- 1 Heavy Equipment Operator (Streets)
- 1 Street & Sanitation Supervisor

- 1 Water Supervisor
- 1 Public Works Administrative Assistant
- 1 Mechanic (Parks & Rec)
- 1 Help Desk Operator/PIO/Webmaster
- 1 ***Frozen Position***

Hiring Actions

- Extended two conditional job offers for Police Officer-Road Patrol
- Extended one conditional job offer for Criminal Investigator – Police Department
- Interviewed one additional applicant for IT Technician II
- Interviewed three applicants for Vehicle Mechanic
- Interviewed two applicants for Public Works Administrative Assistant

Safety / Training/Wellness

- Safety Talk: **What's your Safety Score**

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
- Attended the Columbia County Chamber of Commerce Banquet

Finance

- Continued working with Recreation and Public Works in planning for upcoming events
- Attended meeting with Planning and Community Development and Columbia County Development Authority and floated ideas on where and how we see future development in and around the City of Grovetown

- Attended GMA Local Option Sales Tax renegotiation training. This training provided different methodologies to calculate a proposed share of Local Option Sales Tax among County and Municipal entities.

Police & Fire Departments

The Police Department arrested 8 subjects during this period:

- 1 for Driving with suspended license and Probation violation warrant
- 1 for Possession of Methamphetamines and Probation violation warrant
- 4 for DUI
- 1 for False report of a crime
- 1 for Battery (Family violence) and Cruelty to children

- Criminal Investigation Division had 8 cases assigned and closed 9 cases.
- Fire Department responded 26 calls: 17 Medical and 8 fire calls.
- Fire Department would like to wish Dylan Newman a Happy Birthday on February 8th.
- New Hire Firefighter EMT Phillip Donohue will be starting Monday February 7th.
- Matthew Whaley and Emmanuel Melendez Cruz this week reached the half way point in the Basic Firefighter Training Course at the Georgia Fire Academy and are doing great in class.

Leisure and Recreation (L&R) Services

General

- Leisure and Recreational Shop: cut grass, cleaned shop, and cleaned vehicles.
- Euchee Creek Trails: cleaned off trails and cut brushes along the entrance of the trails.
- Kiddie Park: cut grass
- City Hall: mulched leaves
- Goodale Park: cut brushes along the walking track and dog park.
- Municipal Court: cut grass
- Historical Park: removed weeds from flower beds.

Rental & Member Updates

- 7 new rental contracts with 9 return payments/contracts
 - Facilities and fields were utilized a total of 61.5 hours
 - 1 new gym membership

Fleet Maintenance

- **Public Safety**
 - Ford Interceptor: routine service
 - Chevy Tahoe: routine service
- **Storm Water/Sewer**
 - O'Brien Jetter: replaced battery
 - Ford F-250 utility truck: routine service
- **Street Department**
 - Ford F-250 utility truck: routine service
 - Chevy Silverado: routine service
- **Leisure and Recreation**
 - Chevy Silverado: routine service
 - Chevy 3500: routine service
- **Public Information**
 - Chevy Traxx: routine service

Facility Maintenance

- A total of 14 work orders for this week: 2 at Liberty Park, 3 at Public Safety, 2 at Courthouse, 4 at City Hall, 2 at Museum, and 1 at the Fire Department.

Up-Coming Programs

- **Maverick's Fitness**-Monday & Wednesday at Liberty Park from 6:15pm-7:15pm
- **Maverick's Martial Arts**-Tuesday & Thursday at Liberty Park from 6pm-7:30pm

Information Technology

- This week we held another interview for the IT Tech II position
- Ordered new battery replacements for our Business Class UPS for the City Hall server room
- We are poised to begin implementing mobile applications at Planning and Community Development for their Building Inspections and Code Enforcement
- The Wi-Fi in the Parks projects is currently waiting on Columbia County Broadband Utility for their timeline of events
 - When they expand the Fiber network into the parks, we can install the equipment
- The project for assessing Wi-Fi needs in the City will continue into next week
 - This will culminate in the ordering and installation of new Wi-Fi access points
- Updated the City logos on Planning and Community Development's documents given to our citizens
- Calls for service this week was at 11
 - Service calls: password issues on email, network, Incode, printing, and scanning issues

Water / Sewer/Stormwater/ Infrastructure and Streets Departments

Water Department Report

- 6 histories
- 16 locates
- 172 work orders
- Worked on TTHM Samples/ Fluoride
- Repaired 2 water leaks (Mainstreet & Magnolia)
- Installed 8 New Meter's (Caroleton)
- Changed out meter. (Creekside)
- Road repair on the shoulder (Harlem G-town Rd)
- Hauled off 78 broken trash cans to the dump.
- Assemble 35 new trash / used trash cans with wheels

Wastewater Treatment Dept.

- 42 work orders combined for Wastewater and Stormwater
- Ran samples
- Ran belt press
- Cut limbs around the plant area
- Assisted in installing a ramp at the Recreation Dept. for the upcoming rodeo
- Cleaned around the headworks area

Stormwater Dept.

- Assisted the Water Dept. with a leak
- Cut and cleaned the pond on Jackson St. attended a Pre-Con meeting for a new phase in Brighton landing

Infrastructure Inspections Dept.

Dunkin Donuts

- Two 1,500 Gallon 3 stage grease interceptors set, sanitary tie-in and whole joint of 6" PVC sewer pipe stubbed out.
- Both grease traps were set.

Sparkle Carwash

- Grading and framing work continues
- 2 water reclamation tanks were delivered to the site. These will be installed early next week

Deer Hollow Section 3

- Contractors are working through large amounts of rock to construct a retention pond

Brighton Park Apts.

- Construction and plumbing work continues

- Developmental Infrastructure Inspections: 10
- Existing Infrastructure Inspections: 4
- Stormwater Inspections: 2
- FOG Inspections: 2

Streets and Sanitation.

- 40.55 tons of combined waste
- Litter: 17
- Ran the street sweeper through the Hayne Drive and East Robinson Ave. area
- Repaired several potholes
- Assisted in cutting trees and limbs around the Liberty Park area and Treatment Plant

Planning and Community Development

General

- Planning and Community Development Department has begun issuing permit cards for all projects conducting land disturbance activities. Developers are responsible for ensuring these are posted on site for new projects moving forward.
- 95 total building inspections.

Meeting Update

- Planning Commission
 - 02.17 Meeting: No Agenda
- BZA
 - 03.03 Meeting: No Agenda

Code Enforcement Update

- 7 signs removed from Public ROW
- Inoperative/Abandoned Vehicles
 - 2 NOVs
- Parking Violations
 - 4 warnings
- Solid Waste/Trash
 - 1 NOV
- Obstruction of ROW
 - 1 warning
- 6 cases deemed in compliance
- 4 responses to civil concerns
- 9 permit checks for construction jobs within the city

DEVELOPMENT PROGRESS CHART

DATE: February 4, 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>Pre-Con Meeting held this week. Expect site work to begin mid-March.</u> |
| Residential | | | | | |
| <u>1</u> | <u>Grove Landing, Section 5 (64 Single Family Homes)</u> | <u>64</u> | <u>50</u> | <u>78%</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>43</u> | <u>31</u> | <u>58%</u> | <u>No change</u> |
| <u>5</u> | <u>Deer Hollow Section 2 (110 Single Family Homes)</u> | <u>103</u> | <u>15</u> | 14% | <u>1 C/O</u> |
| <u>6</u> | <u>Caroleton, Phase 2 (73 Single Family Lots)</u> | <u>68</u> | <u>68</u> | <u>93%</u> | <u>No change</u> |
| <u>7</u> | <u>Caroleton Phase 3 (103 townhomes)</u> | <u>24</u> | <u>-</u> | <u>-</u> | <u>4 Permits</u> |
| <u>8</u> | <u>Robin Landing Townhomes (47 Townhomes)</u> | <u>7 bldgs. (35 units)</u> | <u>5 bldgs. (24 units)</u> | <u>51%</u> | <u>No change</u> |
| <u>9</u> | <u>Brighton Woods Townhomes Section 2 (66 Townhomes)</u> | <u>37</u> | <u>9</u> | <u>14%</u> | <u>No change</u> |
| <u>10</u> | <u>Shephard Square Section 4 (7 Single Family Homes)</u> | <u>7</u> | <u>4</u> | <u>57%</u> | <u>No change</u> |
| <u>11</u> | <u>Brighton Park Apartments (134 Units in 29 Buildings)</u> | <u>72</u> | <u>-</u> | <u>-</u> | <u>No change</u> |
| | <u>Number of Renovation Permits Issued</u> | <u>10</u> | | | |
| | <u>Number of New Construction Permits Issued</u> | <u>4</u> | | | |
| | <u>Total Number of Permits Issued</u> | <u>14</u> | | | |
| | <u>New Business Licenses Issued: 0</u> | | | | |
| | <u>Renewal Business Licenses Issued: 38</u> | | | | |

City Wide Projects

Pump Stations

Euchee Creek: pump station is online. Contractor is scheduled to pull the meter Tuesday, February 8.

Milton Hitt: pump station is online.

Butler Creek: pump station is waiting for power

Gravity Sewer & Force Main

Contractor working on punch list items.

Upcoming Events/Programs

- *Council Meeting February 14, 2022, at 6:00 PM in the Council Chambers at City Hall*
- *Blood Drive- Friday, March 11, 2022, from 11:00 AM – 4:00 PM at Liberty Park Community Center.*
- *In the near future Martinez-Evans Little League will be announcing a registration for Baseball at Liberty Park.*

Closing Comments

Thanks to all our employees for their dedication. Thanks to all our citizens for their understanding and cooperation during this period of manpower shortages. Have a good weekend.

Elaine Matthews- City Administrator

