



*SIGNIFICANT ACTIVITIES FOR THE WEEK ENDING
December 30, 2021*

Good morning, everyone,

Thanks to all our citizens who participated in the new toy drop-off sponsored by the Public Safety Department. The response was overwhelming, and we appreciate all donations that came forth. These toys were distributed to families throughout the community.

Dr. Deborah Fisher and Dr. Sylvia Martin will be sworn in for another term as City Council Members on January 10, 2022, at 6pm in the Council Chambers at City Hall. The public is invited to attend.

Our trash pickup service has extended work hours in some sections of the City. They may come to your area as early as 5:30 am so please take your cans to the road the night before. Please be advised that all rough trash and yard waste should be put at the roadside on Monday of your pickup week. All debris is collected at the same time so there is no longer a need to separate it.

Please be aware that there is an ordinance against illegal parking and be aware that this ordinance is being enforced. Also be aware that our city has a tree ordinance. Before cutting a tree please contact the Planning and Community Development 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

*****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 = **107** full-time.
- 1 Interim Public Safety Director
- 1 part-time (Museum).
- 4 part-time/as needed (Fire Fighters)

Vacancies (35)

- 1 Public Safety Director
- 6 Road Patrol Officer
- 3 Traffic – Road Patrol Officer
- 3 Public Safety Dispatcher
- 3 Fire Fighter-EMT
- 1 Sewer Plant Operator Class 3 License
- 1 Light Equipment Operator (Sewer Dept.)
- 1 Light Equipment Operator (Water Dept.)
- 8 Light Equipment Operator (Streets)
- 1 Light Equipment Operator (Storm Water)
- 1 Heavy Equipment Operator (Streets)
- 1 Street & Sanitation Supervisor
- 1 Mechanic (Parks & Rec)
- 1 Information Technology Technician II
- 3 ***Frozen Position***

Hiring Actions

- Two promotions to Police Sergeant – Road Patrol 12-11-2021
- One Light Equipment Operator – Parks & Recreation started on 12-15-2021
- One Light Equipment Operator – Water started on 12-16-2021
- One promotion to Shift Lieutenant Fire Department – 12-25-2021
- One Police Administrative Assistant/TAC Officer started on 12-27-2021
- One Light Equipment Operator – Water started on 12-27-2021
- Extended one conditional job offer for Light Equipment Operator – Water
- Extended four conditional job offers for Light Equipment Operator – Street & Sanitation
- Extended one conditional job offer for IT Technician II
- Extended one conditional job offer for Police Officer

Safety / Training/Wellness

- Safety Talk: **Blood Alcohol Concentration and You**

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
- Preparing conditional job offers for several applicants

Finance

- The 2021 Financial Audit has been completed.
- Thank you to the Utility Billing Department for assisting with alcohol business licenses renewals in the City Clerk's absence.
- The Staff Accountant assisted in collecting documentation for the water department in regard to the state annual water audit.
- The Finance Department completed end of calendar year-end reporting and software processes for Purchasing, Accounts Payable, and Payroll in preparation for the new year.

Public Safety

Police Department arrested 3 subjects during this period:

- 1 for Failure to Appear.
- 1 for Suspended License.
- 1 for Forgery.
- Criminal Investigation Division had 4 cases assigned and closed 4 cases.
- Fire Department responded to 22 calls: 7 fire calls and 15 medical calls.
- Police Department would like to wish C/O Deborah James a very Happy Birthday.
- Public Safety Department would like to welcome Certification/TAC Officer Naise Gordon to the City of Grovetown, she comes to us from Waynesboro Police Department.

Leisure and Recreation (L&R) Services

General

- Leisure and Recreational Shop: cleaned and organized shop, washed vehicles
- Liberty Park: dragged all baseball fields
- Kiddie Park: mulched leaves and cut all overgrowth around park
- Goodale Park: removed old slide (broken) and removed a dead tree near picnic table area
- City Hall: cleaned off parking lot, cut down overgrowth near museum and front of City Hall
- Annex: cleaned off parking lot
- Euchee Creek Trails: cleaned off trails
- Planning and Development: cleaned out the ditch behind building and cut back overgrowth on side of building
- Fixed all Christmas lights that had blown fuses or blown over

Rental & Member Updates

- 2 new rental contracts
- Facilities and fields were utilized a total of 13 hours

Fleet Maintenance

- **Storm Water/Sewer**
 - Ford F-750 dump truck: electrical circuit issue
 - Ford F-250 utility truck: repaired flat tire
- **Street Department**
 - Chevy Silverado 5500 HD dump truck: at dealer for warranty work
- **Leisure and Recreation**
 - John Deere Gator: repaired flat tire
 - Chevy Silverado pickup truck: repaired flat tire
- **Public Works**
 - Chevy Silverado pickup truck: repaired flat tire

- **Public Safety**
 - Chevy Tahoe: at dealer for engine work

Facility Maintenance

- A total of 11 work orders for this week: 5 at Liberty Park, 1 at Courthouse, 2 at Public Safety, 1 at Fire Department, 1 at Planning and Development and 1 at Water Department

Up-Coming Programs

- Maverick's Fitness will be held every Monday and Wednesday 6:15 PM – 7:15 PM and Martial Arts classes will be held every Tuesday and Thursday 6 PM – 7:30 PM.
- Veeta Dinkins Fitness class on Saturday, January 8th from 9AM to 11AM at Liberty Park

Information Technology

- This short week focused on Calls for Service
 - Service calls ranged as usual from password issues to printer issues and Incode Issues
 - They were down slightly with only 6 calls for the short week
- Set up the new employee for Public Safety, Naise Gordon, with her IT needs
 - Welcome to the team Naise
- The IT Department purchased 5 more Adobe Acrobat DC licenses this week
 - All of them were immediately issued.
- We are still experiencing delays in some shipments of products such as phone, printers and monitors.
- A Happy and Successful New Year to our City workers and our Citizens from the IT Department

Water / Sewer/Stormwater/ Infrastructure and Streets Departments

Water Department Report

- Daily Water route
- Completed 77 Work orders
- 27 locates
- 2 history's
- 3 water leaks repaired
- 6 new meters installed (Caroleton / Deer Hollow)
- Cleared brush and debris from master meter @ KJ's plaza

Wastewater Collections Department

- 51 work orders completed
- Repaired chemical pump
- Draining holding ponds
- Cut ditches in old treatment fields
- Ran belt press and filled two dumpsters
- Assisted with work orders and maintenance requests from treatment plant
- Assisted Stormwater Department with repairs on Jarrow Place
- Daily checks of lift stations

Stormwater Dept.

- Repaired storm box at Jarrow Place
- Assisted Sewer Department with lift station checks and maintenance

Infrastructure Inspections Dept.

- Developmental infrastructure inspections: 4
- Existing infrastructure inspections: 4
- Stormwater inspections: 1
- FOG Inspections: 0

Streets and Sanitation

- 18 bags of litter picked up along the right of ways
- Repaired potholes in Reynolds Pond subdivision
- Repaired damaged Christmas lights at the parks
- 21.51 tons of combined waste picked up and delivered to the transfer station
- Street sweeper cleaned Newmantown Road

Planning and Community Development

General

- Our Code Enforcement Officer, Mark Haynes, received Property Maintenance and Housing Inspector credentials from the International Code Council. Congratulations, Mark!
- City Council approved new schedules of building and development fees at the December 20, 2021 Council Meeting. These fees will go into effect **January 1, 2021**. Contact the Planning and Community Development Department at 706.834.5094 for more information.

- Please be aware that our city has a tree ordinance. Before cutting a tree please contact the Planning and Community Development Department for guidance on this matter.
- 75 total building inspections.

Meeting Update

- Planning Commission
 - 01.20 Meeting: No Agenda
- BZA
 - 01.06 Meeting: No Agenda

Code Enforcement Update

- 19 signs removed from Public ROW
- Inoperative/Abandoned Vehicles
 - 1 NOV
- Parking Violations
 - 1 NOV
 - 2 warnings
- Solid Waste/Trash
 - 1 warning
- Obstruction of ROW
 - 2 warnings
- 3 cases deemed in compliance
- 3 responses to civil concerns

DEVELOPMENT PROGRESS CHART

DATE: December 30, 2021

Sr. No.	PROJECT NAME And Project Details	Building Permits Issued	CO Issued	% of Project Completed	Comments
Commercial					
1	Dunkin Site	1			Site work is on going
2	Sparkle Car Wash	1			Site work is on going
Residential					
1	Grove Landing, Section 5 (64 Single Family Homes)	64	50	78%	No change
2	Brighton Landing, Section 2 (67 Single Family Homes)	68	58	87%	No change
3	Highland Hills, Section 2 (32 Apartments in 4 Buildings)	32	25	78%	No change

4	McCoy's Creek Section 6 (53 Single Family Homes)	43	31	58%	No change
5	Deer Hollow Section 2 (110 Single Family Homes)	94	7	6%	No change
6	Caroleton, Phase 2 (73 Single Family Lots)	68	64	87%	3 C/O
7	Caroleton Phase 3 (103 townhomes)	8	-	-	No change
8	Robin Landing Townhomes (47 Townhomes)	7 bldgs. (35 units)	5 bldgs. (24 units)	51%	No change
9	Brighton Woods Townhomes Section 2 (66 Townhomes)	30	9	14%	2 C/O
10	Shephard Square Section 4 (7 Single Family Homes)	7	4	57%	No change
11	Brighton Park Apartments (134 Units in 29 Buildings)	26	-	-	No change
	Number of Renovation Permits Issued	2			
	Number of New Construction Permits Issued	0			
	Total Number of Permits Issued	2			
	New Business Licenses Issued:	1			
	Renewal Business Licenses Issued:	24			

City Wide Projects

Pump Stations

Eucler Creek: Diagnosing problem with generator power to pump #1.

Milton Hitt: No work onsite. Station online with no issues. Need to remove flow meter.

Butler Creek: Waiting for power.

Gravity Sewer & Force Main

Contractor working on punch list items.

Dunkin Donuts

Inspection has been taken over by the City of Grovetown.

Public Information Officer

- Employee birthday cards sent for January
- Tent for Grovetown Department of Public Safety arrived
- Brief meeting with Planning and Community Development Director regarding January project
- Edited and updated “Planning and Community Development” section of city website
- Updated “Job Opportunities” section on city website
- Coordinated picture of Chief Kitchens to go with annual calendar (Weather delayed)

Upcoming Events/Programs

- *Blood Drive- Friday, January 14, 2022, from 11:00 AM – 4:00 PM at Liberty Park Community Center.*
- *First Council Meeting of the New Year – January 10, 2022*

Closing Comments

2021 has come to an end. I would like to thank our Council for all they have done this past year for our city. A huge “thank you” to all our employees who have done an outstanding job working through manpower shortages, keeping the city safe and clean. Thanks to all our citizens for allowing us to serve you throughout the year. HAPPY NEW YEAR!

Mayor Gary E. Jones

