



***SIGNIFICANT ACTIVITIES FOR THE WEEK ENDING
December 3, 2021***

I would like to thank all our city employees for their hard work this week preparing for the Christmas Parade, which was a huge success with the biggest turnout the city has seen. I would like to thank all the businesses, organizations, area law enforcement agencies and first responders who participated and helped provide security so patrons could enjoy the parade in a fun and safe environment. All our departments worked in unison for a wonderful event. Festivities continued at Liberty Park with our annual Christmas Tree lighting.

If you know someone in need of a coat, we have some available at City Hall. You may also donate a coat at the same location.

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 this ordinance is being enforced.

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 guidelines related to COVID-19 and thank all those who comply. *****

Human Resources

Personnel Count

- Number authorized = **142** full time.
- Number employed = **108** full-time.
- 1 Interim Public Safety Director
- 1 part-time (Museum).
- 4 part-time/as needed (Fire Fighters)

Vacancies (34)

- 1 Public Safety Director
- 2 Police Sergeant
- 4 Road Patrol Officer
- 3 Traffic – Road Patrol Officer
- 1 Police Lieutenant Investigator
- 1 Police Investigator
- 3 Public Safety Dispatcher
- 1 Police Administrative Assistant
- 1 Lieutenant Fire Fighter-EMT
- 1 Sewer Plant Operator Class 3 License
- 1 Light Equipment Operator (Sewer Dept.)
- 2 Light Equipment Operator (Water Dept.)
- 7 Light Equipment Operator (Streets)
- 1 Light Equipment Operator (Parks & Rec)
- 1 Heavy Equipment Operator (Streets)
- 1 Street & Sanitation Supervisor
- 1 Mechanic (Parks & Rec)
- 1 Information Technology Technician II
- 1 ***Frozen Position***

Hiring Actions

- Worked on interview paperwork preparing for conditional job offers
- One promotion to Police Sergeant Investigator
- One Police Officer (part time) started on 12-01-2021
- Two conditional job offers extended for Light Equipment Operator – Water
- Two conditional job offers extended for Light Equipment Operator – Street & Sanitation
- One conditional job offer extended for Light Equipment Operator – Parks and Recreation

Safety / Training/Wellness

- Safety Talk: **Just How Far Does Honesty Go at Work**

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
- Revised the Public Safety application
- Met with Miller Motte College about employee recruitment and CDL training

Finance

- Continued work on 2020-2021 audit. Received draft of financial statements.
- Submitted grant for Public Safety and First Responders Supplemental Pay grant provided by the State of Georgia via the ARP funds.
- Staff accountant continuing level 2 finance officer certification program.
- Utility billing prepared flyers with pertinent information related to bulk waste and calendars for next year. They also added some additional tips for trash pickup such as keeping your cans 5 feet away from any obstruction.
- Over the past 6-8 weeks, Kristal Singletary has been implementing AP automation as part of the Incode suite. This automation allows faster processing of payables resulting in less lag time for our vendors to be paid. We are in week 5 of go live and this week a little over 60% of our checks were processed using automation. This not only pays our vendors faster but also results in less staff time allocated to printing and stuffing checks. Special thanks to all involved and especially Kristal for leading the charge and getting this process implemented.

Public Safety

The Police Department arrested 12 subjects during this period:

- 1 for Disorderly Conduct.
- 1 for CCSO Warrant.
- 1 for Reckless Conduct and Criminal trespass.
- 1 for Reckless Conduct

- 1 for a theft by taking.
- 1 for Possession of Methamphetamines.
- 1 for Driving while unlicensed.
- 5 for DUI.
- Criminal Investigation Division had 3 cases assigned and closed 5 cases.
- Fire Department responded to 17 calls: 6 fire calls and 11 medical calls.
- Major Eastman attended the Columbia County Animal Services advisory board meeting on 11/30/2021. (They offer Microchipping, cremation services, semi-annual rabies clinics, animal cruelty investigations, and nuisance complaints).
- Public Safety department would like to welcome Officer Donald Carrol as our newest Public Safety Officer to the City of Grovetown.
- Public Safety Department would like to thank Officer Brandon Sibert for his service to the City of Grovetown as he embarks on his future career with the Georgia State Patrol.
- Public Safety Department is extremely excited and congratulates Investigator Matthew Williamson for being promoted to Sergeant over the Criminal Investigation Division.
- On November 30th, Dec 1st, and Dec 2nd the Fire Department conducted annual driver training that included classroom defensive driving and a practical cone course competency test with the Fire Engines and the Ladder Truck.
- Chief Kitchens, Lt. Powell, and Ofc. Holshouser were accompanied by Councilmember Eric Blair to a Governor's Office of Highway Safety Road check in Taliaferro County on 11/19.

Leisure and Recreation (L&R) Services

General

- Leisure and Recreational Shop: cleaned, organized shop, and washed vehicles
- Liberty Park: decorated park for our Christmas event and got all items ready for our 47th Annual Christmas Parade
- Kiddie Park: mulched leaves
- Goodale Park: cleaned walking track and old playground area
- City hall: cleaned parking lot

- Annex: cleaned parking lot
- Euchee Creek Trails: cleaned trails

Rental & Member Updates

- 1 new rental contract, 2 new gym memberships, with 3 return payments/contracts
- Facilities and fields were utilized a total of 33 hours

Fleet Maintenance

- ***Storm Water/Sewer***
 - Ford F-150 pickup truck 1: routine service
 - Ford F-150 pickup truck 2: replaced turn signal/ wiper switch
- ***Street Department***
 - Chevy Silverado 5500 HD dump truck: coolant leak
 - OBD leaf truck: replaced tire
 - Ford F-750 dump truck: DEF/DPF issue
- ***Leisure and Recreation***
 - John Deere Gator: routine service

Facility Maintenance

- A total of 8 work orders for this week: 3 at Liberty Park, 2 at Courthouse, 2 at city hall, and 1 at museum

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, December 11th and 18th from 9AM to 11AM at Liberty Park

Up-Coming Events

- City of Grovetown 47th Annual Christmas parade will be on Saturday, December 4th at 10AM.
- Christmas Festival will be on Saturday, December 4th from 4PM-8PM we will have tree lighting, games, snow, entertainment, vendors and visit from Santa.
- City of Grovetown Annual Christmas Luncheon, December 10, 2021, at 11:30am at Liberty Park.

Information Technology

- This week was a busy week for Calls for Service
 - Responded to 18 calls for service this week
- Next week I will be downloading an OpenEdge update for all computers that process credit card payments
 - The process must be completed before December 31st to prevent loss of ability to process payments
- I will be scheduling a demo for Incode Mobile Services Orders for Code Enforcement and Building permits asap with available personnel

Water / Sewer/Stormwater/ Infrastructure and Streets Departments

Water Department Report

- 3 histories'
- 23 locates
- 77 work orders
- 1 leak repaired
- Cut off and cut on's from delinquent payments (114 total)
- 1 new meter install
- Curb stop changeout in Creekside

Wastewater Treatment Dept.

- Ran labs
- Cut the old LAS fields
- Checked the manhole monitors in Reynolds Pond Subdivision
- Ran belt press was

Stormwater Dept.

- Cut both ponds in Bryans Cove
- Finished cutting the pond off Battle Street
- Cut the pond in Summerfield
- Jetted a driveway pipe on Wrightsboro Rd.

Infrastructure Inspections Dept.

- Developmental infrastructure inspections: 7
- Existing infrastructure inspections: 5
- Stormwater inspections: 5

Streets and Sanitation.

- 21.8 tons of combined waste
- Litter: 8 bags
- Continued working on Christmas lights around town
- Cleaned the parade route, cut the grass and used the street sweeper

Planning and Community Development

General

- Our Director of Planning and Community Development, Ronnie Kurtz, received his professional certification from the American Institute of Certified Planners (AICP).
- 52 total building inspections

Meeting Update

- Planning Commission
 - 12.16 Meeting: 316 Newmantown Road Final Plat
- BZA
 - 01.06 Meeting: No agenda

Code Enforcement Update

- 4 signs removed from public ROW
- Parking Violations
 - 3 warnings
- Obstruction of ROW
 - 15 warnings
- Property Maintenance
 - 1 warning
 - 1 NOV
- 2 cases deemed in compliance
- 4 responses to civil concerns

DEVELOPMENT PROGRESS CHART

DATE: December 3, 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 (Plus 1 for vacuum canopy)			Permit issued for vacuum canopy
Residential					
1	Grove Landing, Section 5	65	50	±78%	No change

	(64 Single Family Homes)				
2	Brighton Landing, Section 2 (67 Single Family Homes)	68	57	85%	1 C/O
3	Highland Hills, Section 2 (32 Apartments in 4 Buildings)	32	25	78%	1 C/O
4	McCoy's Creek Section 6 (53 Single Family Homes)	43	31	58%	2 C/O
5	Deer Hollow Section 2 (110 Single Family Homes)	90	7	6%	3 C/O
6	Caroleton, Phase 2 (67 Single Family Lots)	66	59	88%	No change
7	Caroleton Phase 3 (103 townhomes)	-	-	-	Site work being completed
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)	27	7	11%	No change
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	4			
	Number of New Construction Permits Issued	1			
	Total Number of Permits Issued	5			
	New Business Licenses Issued: 0				
	Renewal Business Licenses Issued: 0				

City Wide Projects

Pump Stations

Euchee Creek: Whitaker Electric onsite working on electrical. The pumps have been installed. The concrete pad for generator has been formed.

Milton Hitt: no work onsite. Station online with no issues. Need to remove flow meter. Working on SCADA reprogramming.

Butler Creek: waiting for power.

Gravity Sewer & Force Main

Returning next week to continue to work on punch list items.

Dunkin Donuts

Working on inside of building.

Public Information Officer

- Lunch meeting with Planning and Community Development and Columbia County Economic Development
- Confirmation for Columbia County Chamber of Commerce Pre-Legislative Breakfast
- Continued handing out certificates from Vietnam Veteran Ceremony
- Posted parade route information to social media and sent press release to all media outlets
- Continued work on parade float decorations and confirmed volunteers for parade, Saturday
- Website updates for Planning and Community Development
- Video of Grovetown Department of Public Safety Fire Rescue crews conducting Defensive Driving Course (edited and posted to social media)
- Press release sent to all media outlets on behalf of Grovetown Public Safety; fielded calls and information to/for GDPS from local media outlets
- Began shooting video for Christmas video project- (set to continue Saturday and Sunday)
- Video of City Hall decorations; edited and posted to social media
- Project for Mayor Jones and City Administrator for local Legislative Delegation meeting set for next week

Upcoming Events/Programs

- *City of Grovetown's Annual Employee Christmas Luncheon December 10, 2021, at 11:30am at Liberty Park.*
- *City Council Meeting will be held on December 13, 2021, at 6:00 PM in Council Chambers at City Hall.*

Closing Comments

You may view Christmas Lights at the following locations: City Hall, Veterans Park, Wildflower Garden, Historical Park, and area across from the AM /PM Store. Other lights are

scattered on utility poles throughout the city. I ask that you please enjoy the displays without crossing the barriers for you and your family's safety. Happy Holidays!

Mayor Gary E. Jones

