



*SIGNIFICANT ACTIVITIES FOR THE WEEK ENDING  
December 17, 2021*

Good Morning Everyone,

Last Friday our employees came together for Lunch and Awards Day. The following awards were made:

1. Mayor's Choice Award, Sylvester Rozier
2. Department Head of the Year, David Carlin
3. Employee of the Year, Donna South
4. Supervisor of the Year, Eddie Jones
5. Charles Clifford Heritage Award, Anthony Jennings

Many other department awards were given out. All the elected officials participated in the ceremony, and it was enjoyed by all who attended. City Offices will close on December 22 at noon and will remain closed until December 27<sup>th</sup> at 9 a.m.

At the Work Session on December 13, 2021, a fifteen-year pin award was given to Rodney Williams, Reserve Officer for the Grovetown Public Safety Department. Congratulations Officer Williams.

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.

The Grovetown Department of Public Safety is accepting donations of a new unwrapped toy that they can distribute to those who may have a need during the Christmas season.

Dr. Deborah Fisher and Dr. Sylvia Martin will be sworn in for another term as City Council members on January 10, 2022, at 6 pm 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.

We have several job openings in the City. For those who may be seeking employment please visit our website at [www.cityofgrovetown.com](http://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 = **109** full-time.
- 1 Interim Public Safety Director
- 1 part-time (Museum).
- 4 part-time/as needed (Fire Fighters)

### **Vacancies (33)**

- 1 Public Safety Director
- 2 Police Sergeant
- 4 Road Patrol Officer
- 3 Traffic – Road Patrol Officer
- 1 Police Investigator
- 1 Police Internal Affairs 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.)

- 1 Light Equipment Operator (Water Dept.)
- 7 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
- 1 \*\*\*Frozen Position\*\*\*

### Hiring Actions

- Worked on interview paperwork preparing for conditional job offers
- Interviewed one applicant for police officer
- Interviewed three applicants for Fire Shift Lieutenant
- One Light Equipment Operator – Parks & Recreation started 12-15-2021
- One Light Equipment Operator – Water started 12-16-2021

### Safety / Training/Wellness

- Safety Talk: **Alcohol and Other Drugs Affect Safety**

### 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
- Scheduled interviews for IT Technician II
- Scheduled interviews for Light Equipment Operator – Street & Sanitation

## Finance

- Continued work on 2020-2021 audit. Reviewed draft of financial statements.
- Reviewed dumpster rates and current practices. Will provide summary to council in coming weeks. Special thanks to Roxanne Brown and Morgan Reese for compiling information regarding city commercial dumpster clients.

## **Public Safety**

Police Department arrested 9 subjects during this period:

- 3 for DUI.
- 2 for Probation Warrant.
- 1 for Reckless Driving, fleeing and attempting to elude, and Passing School bus.
- 1 for Simple Battery, Criminal Trespass, and Suspended license.
- 1 for Suspended License, failure to stop sign.
- 1 for Forgery.
  
- Criminal Investigation Division had 3 cases assigned and closed 4 cases.
  
- Fire Department responded to 10 calls: 3 fire calls and 7 medical calls.
  
- Congratulations to newly promoted Sgt. Matthew Williamson, Sgt. Jarrett Nieves, and Sgt. Michael McDaniel.
  
- Congratulations to FF/AEMT John Finnegan for being awarded employee of the month for November.
  
- Congratulations to Reserve Officer Rodney Williams for attaining 15 years of industrious service to the City of Grovetown.
  
- Fire Department conducted a Lieutenant's Promotion board on 12/16/2021 at 1330 Hrs.

## **Leisure and Recreation (L&R) Services**

### **General**

- Leisure and Recreational Shop: cleaned, organized shop, washed vehicles, and cut grass
- Planning and Development: cleaned off parking lot
- Baseball fields: cut grass, dragged all fields, cleaned restrooms, and cut retention pond
- Dog Park: cut grass
- Euchee Creek trails: cleaned off all walking paths
- City Hall: mulched leaves
- Kiddie Park: cut grass and mulched leaves

### **Rental & Member Updates**

- 5 new rental contracts with 6 return payments/contracts

- Facilities and fields were utilized a total of 55 hours
- 2 new gym memberships

### **Fleet Maintenance**

- ***Public Safety***
  - Chevy Tahoe: routine service, replaced two tires
  - Chevy Tahoe: took to dealer for engine work
- ***Storm Water/Sewer***
  - Ford F-750: electrical issues
- ***Street Department***
  - U-Trailer: replaced flat tire
  - Chevy 2500: repaired flat tire
  - Grappler Truck: hydraulic leak, repaired line

### **Facility Maintenance**

- A total of 12 work orders for this week: 4 at Liberty Park, 2 at Fire Department, 3 at City Hall, 1 Museum, 1 at Streets Department, and 1 at Public Safety

### **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 18<sup>th</sup> from 9AM to 11AM at Liberty Park

## **Information Technology**

- Set-up a demo date for the Planning and Community Development mobile apps
  - Demo will occur on January, 4th
- Rolled out the newest upgrade for RCM for the UB Department
  - This must occur at all locations that utilize Global Payments Integrated
  - The Leisure and Recreation Department at Liberty park will be next
- Two successful Livestreams this week
  - One for just the City Council Work Session on Monday
    - The rescheduled meeting will occur Monday the 20<sup>th</sup> at 6 pm
  - One for the Planning Commission on Thursday
- Set-up our new temp. employee.
- Ordered a new cyan toner roller for Planning and Community Development
- Answered 10 other calls for Service that took a lesser amount of time

## **Water / Sewer/Stormwater/ Infrastructure and Streets Departments**

### **Water Department Report**

- 3 histories'
- 27 Locates
- 70 work orders
- 5 water quality samples taken (10 of 15 required monthly)
- 3 water leaks repaired
- 3 meters moved for contractor (314-318 Koweta Way)
- Assisted sewer with manhole locating on Old Berzelia Rd

### **Wastewater Treatment Dept.**

- 49 work orders
- Ran the belt press this week
- Located covered manhole on Old Berzelia Road
- Several employees attended a confined entry training course
- Checked manholes around several restaurants for grease problems

### **Stormwater Dept.**

- 8 work orders
- Jetted the inlet pipes on the Bryan Circle Pond
- Cleaned the storm drainage trap at the battle street pond

### **Infrastructure Inspections Dept.**

- Developmental infrastructure inspections: 4
- Existing infrastructure inspections: 4
- Stormwater inspections: 8
- FOG Inspections: 8

### **Streets and Sanitation**

- 24.3 tons of combined waste
- Litter: 29 bags
- Checking and repairing Christmas lights as needed

## **Planning and Community Development**

### **General**

- Planning Commissioner Samantha Brown served on her final Planning Commission meeting on December 16. The City of Grovetown would like to thank her for her contributions to our community and wish her well in her future endeavors!
- 49 total building inspections

### Meeting Update

- Planning Commission
  - 12.16 Meeting: Approved 316 Newmantown Road Final Plat
  - 01.20 Meeting: No Agenda
- BZA
  - 01.06 Meeting: No Agenda

### Code Enforcement Update

- 3 signs removed from Public ROW
- Inoperative/Abandoned Vehicles
  - 1 NOV
- Parking Violations
  - 3 Warnings
- Solid Waste/Trash
  - 4 Warnings
- Obstruction of ROW
  - 2 Warnings
- 7 cases deemed in compliance
- 1 response to civil concerns
- 1 permit check for construction jobs within the city

### DEVELOPMENT PROGRESS CHART

DATE: December 17, 2021

Sr. No.	PROJECT NAME And Project Details	Building Permits Issued	CO Issued	% of Project Completed	Comments
<b>Commercial</b>					
1	Dunkin Site	1			Site work is on going
2	Sparkle Car Wash	1			Site work is on going
<b>Residential</b>					
1	Grove Landing, Section 5 (64 Single Family Homes)	65	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%	4 permits issued
6	Caroleton, Phase 2 (73 Single Family Lots)	68	61	84%	2 permits issued
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)	30	7	11%	3 permits issued
10	Shepard Square Section 4 (7 Single Family Homes)	7	4	57%	No change
11	Brighton Park Apartments (134 Units in 29 Buildings)	26	-	-	No change
	<b>Number of Renovation Permits Issued</b>	<b>3</b>			
	<b>Number of New Construction Permits Issued</b>	<b>9</b>			
	<b>Total Number of Permits Issued</b>	<b>12</b>			
	<b>New Business Licenses Issued:</b>	<b>0</b>			
	<b>Renewal Business Licenses Issued:</b>	<b>36</b>			

## City Wide Projects

### Pump Stations

Euchee Creek: generator has been set and electrician is set to wire pump station on December 17. Startup will be scheduled next week.

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

- Grovetown Department of Public Safety tent ordered
- City Council Work Session
- Pictures of Grovetown Department of Public Safety officers and Fire-Rescue crews throughout the week
- Posted new Council meeting agenda and supporting documents to social media and city website
- Administrative meeting with mayor and certain department heads to discuss potential event
- Holiday hours posted
- Rotarian duties with Early Act program students from Baker Place Elementary

## Upcoming Events/Programs

- *City Council Meeting will be held on December 20, 2021, at 6:00 PM in Council Chambers at City Hall.*
- *City Hall will close at noon on Wednesday, December 22, 2021 for the Christmas Holiday and will reopen on Monday, December 27, 2021, at its regular hours.*

## Closing Comments

During this holiday season as you make plans, please stop to give thanks for all that has been provided to you. If you have more than you need, please share with a friend or someone who may be in need. The holidays bring joy to many, but sadness to some. Be aware of those who may need comfort and lend a helping hand. The blessing will be returned to you.

Mayor Gary E. Jones

