



## ***SIGNIFICANT ACTIVITIES FOR THE WEEK ENDING December 16, 2022***

*Good afternoon,*

***City offices and services will close early on December 16<sup>th</sup>, 2022, at 11:30AM for our annual awards ceremony at Liberty Park, and will reopen at the normal business hour on Monday, December 19<sup>th</sup>. City offices will also close at noon on December 22<sup>nd</sup>, 2022, and will reopen on Tuesday, December 27<sup>th</sup>, at the normal business hour in observance of the Christmas holiday.***

*Congratulations to Sonny Genova for passing his Wastewater Level II test. Sonny is a great employee who has a passion for serving our City.*

*Please join us in thanking Major Robert Eastman for taking care of many of our young citizens by making sure they have toys and other needed items during this time of year. Thanks to all who have made donations to keep this program going.*

*Please be reminded that curb-side pickup is for bulk garbage and yard waste, not for household trash. Be sure yard waste is placed at the curb on Sunday night in the appropriate week for pickup in your neighborhood. Also be reminded that we do not pick up tree debris when it is cut by a company; it is the responsibility of the company to move it.*

### ***PUBLIC SERVICE ANNOUNCEMENT TO RESIDENTS:***

*The CDC has recently revised its guidelines for COVID-19, helping communities determine steps to take based on the most current data by introducing COVID-19 Community Levels (Low, Medium, and High). Currently, Grovetown is at a **LOW** level. This means that the CDC recommends staying up to date with COVID-19 vaccines and getting tested if you have symptoms. You may choose to mask at any time; mask recommendations may change if cases and hospitalizations in the area begin to rise. The pandemic has impacted City operations at all levels, including some of our third-party providers. Various departments may at times operate with smaller crews due to COVID-19. Employees are required to quarantine according to CDC guidelines after contracting or being exposed to the virus. Their absences, while temporary, may negatively affect the City's ability to provide on-time services. The City would like to thank residents in advance for their understanding during this time.*

*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 Planning and Community Development for guidance on this matter.*

*If your trash can is missed during pickup, please contact Grovetown City Hall at 706-863-4576, ext. 450.*

*Citizens are encouraged to submit comments about the City's Zoning Code Revision project to [jbush@cityofgrovetown.com](mailto:jbush@cityofgrovetown.com). Follow this link for the information page on the City's website:*

- <http://cityofgrovetown.com/304/Zoning-Code-Revision>

*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).*

## **Human Resources**

### **Personnel Count**

- 152 full-time number authorized
- 131 full-time number employed
- 1 part-time (Museum)
- 7 part-time/as needed (Firefighters)
- 6 temp. agency employees in Streets and Sanitation
- 4 temp. agency employees in Water/Sewer

### **Vacancies (21)**

- 1 Human Resources Technician
- 1 Utility Billing Clerk
- 1 Road Patrol Officer
- 2 Traffic Officer
- 3 Public Safety Dispatcher
- 1 Utility Services Director
- 1 Sewer Plant Operator Class 3 License
- 1 Sewer Plant Operator Trainee
- 1 Light Equipment Operator (Recreation)
- 1 Light Equipment Operator (Sewer)
- 1 Light Equipment Operator (Streets)
- 1 Heavy Equipment Operator 2 (Streets)
- 1 General Maintenance Technician I
- 1 Administrative Assistant-General Services
- 1 Meter Maintenance Technician Coordinator
- 3 \*\*\*Positions to be advertised at a later date\*\*\*
- 2 Part-Time Firefighter/EMT

### **Hiring Actions**

- Interviewed 4 applicants for Utility Billing Accounting Clerk I on 12/13/2022
- 1 Part-Time Firefighter/EMT started on 12/14/2022

### **Safety/Training/Wellness**

- Training: Customer Service Workshop

### **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
- Participated in employee Christmas luncheon

### **Finance**

- Received year end audit
- Attended meeting with state delegation

### **Police Department**

- Police Dept. arrested 9 subjects during this period:
  - 3 for DUI (Failure to Dim Lights)
  - 2 for Probation Warrant (Possession of Drug Paraphernalia)
  - 1 for Battery (Family Violence)
  - 1 for Columbia County Sheriff's Office Warrant (Failure to Appear)
  - 1 for Forgery in the 3<sup>rd</sup> Degree
  - 1 for Simple Battery (Family Violence)
- Criminal Investigation Division had 6 cases assigned and closed 4 cases
- Happy birthday to Lt. Robert Cross

### **Fire Rescue**

- Fire Department responded to 15 calls:
  - 12 medical
  - 3 fire
- New Part-Time Firefighter/EMT Jacob Neville started 12/14
- Conducted Hydrant Testing
- Lt. McFtridge instructed class to all shifts titled Taking Action Against Cancer in the Fire Service 12/8-12/10; this is part of the Cancer Awareness Initiative Program sponsored by the Fire Cancer Support Network
- Conducted annual driver training class and cone course at Columbia County Sheriff's Office Driving Course from 12/12-12/14

### **General Services**

#### **Leisure and Recreation Dept.**

- Leisure and Recreational Shop: Cleaned shop, washed vehicles, and cut grass
- Kiddie Park: Cut grass
- Harvestwood subdivision: Cut grass

- Grovetown Trails at Euchee Creek: Cut grass and cleaned trails
- Liberty Park: Cut grass at ballfields

### **Rental & Member Updates**

- 12 new rental contracts with 4 contracts returned with payment
- Facilities and fields were utilized a total of 58 hours
- 1 new gym membership

### **Fleet Maintenance**

- **Stormwater/Sewer Dept.**
  - John Deere Loader: Replaced batteries and routine service
  - Silverado 1500: Routine service
- **Streets and Sanitation Dept.**
  - Ford F-650: Repaired bed stakes
  - Ford F-750: Replaced bed tarp and Re-Gen
  - Ford F-250: Routine service
- **Police Dept.**
  - Chevrolet Tahoe: Routine service
- **Leisure and Recreation Dept.**
  - Ford F-150: Routine service
  - John Deere Tractor: Routine service
  - Chevrolet Express Van : Routine service

### **Facility Maintenance**

- A total of 12 work orders for this week:
  - 3 at City Hall, 3 at Liberty Park, 1 at Fire Dept., 1 at Police Dept., 1 at Museum, and 3 at Fleet Maintenance

### **Upcoming Events/Programs**

- Maverick's Fitness: Mondays and Wednesdays from 6:15PM–7:15PM
- Martial Arts Classes: Tuesdays and Thursdays from 6PM–7:30PM

## **Information Technology**

- Focused on renovations to Facility Maintenance Office for General Services
  - Installed 2 more life cycle replacements; this brings numbers to 10 of 22
- Moved computer that controls digital sign at City Hall
- Replaced laptop for Fleet Maintenance from bench stock as current computer became non-functional
- This week's calls for service were normal at 16

## **Utility Services**

### **Water Dept.**

- Ran daily water route
- 36 locates
- 73 service orders
- 4 histories
- 7 water leaks repaired
- 5 state water samples completed (TCB samples)

- Radio read and manual read meters completed
- Continued cleaning and hauling debris from Robinson Ave. water tank area
- Continued picking up trash in retention ponds
- Assisted Streets and Sanitation with demolition of old gazebo
- Measured 3 road cut repairs scheduled to be asphalted, weather permitting
- Superintendent completed and submitted LMIG

#### **Stormwater Dept.**

- 1 service orders
- Fixed sink hole behind storm drain box on Newmantown Rd.
- Assisted Water Dept. in repairing water leaks
- Graded road to the Butler Creek lift station
- Completed 10 retention pond inspections

#### **Sewer Dept.**

- Unloaded lime off the flatbed truck and cleaned truck out
- Replaced broken sewer cap and added sewer concrete collar at Blackberry Dr.
- Added lime to each basin
- Checked all generators at each lift station

#### **WWTP Employees**

- Conducted permit-required process control testing of raw and treated wastewater
  - All results for weekly reports were in permit
- Performed maintenance to disc filters

#### **Infrastructure Inspections**

- Completed 16 developmental infrastructure inspections
- Created punch list for 18-month warranty inspection for Deer Hollow Section 2
- Reviewed plans for Pepperhill Dr. Dollar General
- Spoke with customer about sewer service line issue and passed info along to have line videoed for records; line will be videoed next week
- Attended large project meeting for Southeast Utilities and Comcast about upcoming projects in Summerfield
- Assisted Fire Rescue with fire flows and checking position of water valves in area; notified contractors of repairs needed to put damaged hydrant back in service
- Monitored Summerfield AT&T boring
- Monitored Senators Ridge Xfinity boring

#### ***Deer Hollow Section 3A***

- WM Ventures contractors on-site installing power and AT&T

#### ***Brighton Park Apartments***

- Contractors on-site and working on inside of homes; no outside work going on due to weather

#### ***Carrolton Townhomes***

- Contractors on-site continuing to build homes, framing, etc.

#### ***Rivercrest Townhomes***

- Garnto Southern contractors back on-site and continuing to install last section of sewer gravity main

## Planning and Community Development

- The Dept. of Planning and Community Development held an informational meeting on 8/30 at 6PM to discuss the City’s zoning code revision. Video of the event is on the City’s Facebook and citizens are encouraged to submit comment throughout the process to [jbush@cityofgrovetown.com](mailto:jbush@cityofgrovetown.com). Follow this link for the information page on the City’s website:
  - <http://cityofgrovetown.com/304/Zoning-Code-Revision>
- Director Ronnie Kurtz attended the Columbia County West Rotary Club’s weekly luncheon on 12/13
- 21 total building inspections

### Meeting Update

- Planning Commission
  - 1/19 Meeting: No Agenda.
- BZA
  - 1/5 Meeting:
    - Request to approve variance for Horizon W Pkwy. (parcel# 062 3140) for a reduction in parking stall size.

### Code Enforcement Update

- 6 signs removed from public ROW
- Inoperative/Abandoned Vehicles
  - 3 NOVs
  - 2 warnings
- Parking Violations
  - 4 warnings
- Solid Waste/Trash
  - 1 warning
- 5 responses to civil concerns
- 8 cases deemed in compliance

## DEVELOPMENT PROGRESS CHART

**December 16, 2022**

Sr. No.	PROJECT NAME And Project Details	Building Permits Issued	CO Issued	% of Project Completed	Comments
<b>Commercial</b>					
1	Dunkin Site (4 Unit Building)	3	1	25%	Tasty Wings and Seafood buildout underway
<b>Residential</b>					
1	Grove Landing, Section 5 (64 Single Family Homes)	64	59	92%	No change
2	Brighton Landing, Section 2 (67 Single Family Homes)	68	60	90%	No change

3	McCoy's Creek Section 6 (52 Single Family Homes)	50	49	94%	No change
4	Deer Hollow Section 2 (110 Single Family Homes)	105	90	82%	No change
5	Deer Hollow Section 3A (54 Single Family Homes)	12	-	0%	No change
6	Caroleton Phase 3 (103 townhomes)	42	27	26%	No change
7	Robin Landing Townhomes (47 Townhomes)	47	35	74%	No change
8	Brighton Park Apartments (134 Units in 29 Buildings)	130	88	66%	No change
9	Rivercrest Townhomes (45 Units in 18 Buildings)	-	-	-	Site work in progress
	<b>Renovation Permits Issued</b>	<b>3</b>			
	<b>New Construction Permits Issued</b>	<b>0</b>			
	<b>Total Permits Issued</b>	<b>3</b>			
	<b>New Business Licenses Issued: 2</b>				
	<b>Renewal Business Licenses Issued: 26</b>				

### Public Information Officer

- Alerted public to hydrant testing via social media
- Updated City website
- Photographed 12/12 City Council meeting and highlighted City employees via social media
- Alerted public to 12/16 early closing and Christmas holiday hours via City website, social media, and digital sign at City Hall
- Edited 2023 Bulk and Yard Waste Guidelines to include list of streets in each zone
- Attended 12/15 customer service training
- Photographed 12/16 employee Christmas luncheon and awards ceremony
- Promoted events in/around Grovetown via social media

### Upcoming Events/Programs/Meetings

- *Board of Zoning Appeals Meeting: 1/5/2023 at 6PM in the Council Chambers at City Hall*
- *City Council Meeting: 1/9/2023 at 6PM in the Council Chambers at City Hall*
- *Planning Commission Meeting: 1/16/2023*

## Closing Comments

*Our City's light displays are second to none. Thanks to all employees who keep the lights on, and for all those who spend their weekends working on City projects and events. Many of our citizens are taking advantage of photo opportunities at the various sites around the City. It is a great way to get in the holiday spirit!*

*Gary E. Jones, Mayor*

