



**THE CITY OF
GROVETOWN**
RISING TOWARD ITS FUTURE
WEEKLY ACTIVITIES REPORT
February 17, 2023

Good afternoon,

On both Wednesday and Thursday, the City held diversity, equity, and inclusion training for our employees. We'd like to thank Mr. Freddie Broome and Mr. Johnny Knatt from Georgia City Solutions for sharing their time and knowledge with us this week.

Code Enforcement in the City of Grovetown will issue violations for empty trashcans left by the road beginning March 1st. Please see the section of our City Code dealing with this issue, available on our website. If you have any questions regarding code enforcement in the City, please call the Department of Planning and Community Development at 706-863-4576, ext. 313. Thank you for your understanding.

Please be reminded curb-side pickup is for rough 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 a company cuts it. 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.

The City of Grovetown Dept. of Planning and Community Development will hold a public meeting in the Council Chambers at City Hall, 103 Old Wrightsboro Rd., on 2/28 6PM to discuss the City's zoning code revision. A draft copy of the code revision is available online. Citizens are encouraged to submit comment throughout the process to 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.

Human Resources

Personnel Count

- 152 full-time number authorized
- 130 full-time number employed
- 1 part-time (Museum)
- 7 part-time/as needed (Firefighters)
- 1 temp. agency employee in Streets and Sanitation Dept. (used to augment staffing)

Vacancies (22)

- 1 Human Resources Technician
- 1 Road Patrol Officer
- 2 Traffic Officer
- 4 Public Safety Dispatcher
- 1 Utility Services Director
- 1 Sewer Plant Operator Class III License
- 1 Sewer Plant Operator Trainee
- 1 Light Equipment Operator (Leisure and Recreation Dept.)
- 2 Light Equipment Operator (Water Dept.)
- 2 Light Equipment Operator (Streets and Streets Dept.)
- 1 Heavy Equipment Operator II (Streets)
- 1 Administrative Assistant – Municipal Court
- 1 Meter Maintenance Technician Coordinator
- 3 ***positions to be advertised at a later date***
- 2 Part-Time Firefighter/EMT

Hiring Actions

- 1 Firefighter/EMT – Fire Rescue started on 2/14/2023
- 1 conditional job offer for Light Equipment Operator – Streets and Sanitation Dept. on 2/14/2023

- 1 conditional job offer for Light Equipment Operator – Streets and Sanitation Dept. on 2/16/2023
- 1 conditional job offer for Police Officer – Road Patrol – Police Dept. on 2/17/2023
- 2 conditional job offers for Communication Officer – Police Dept. on 2/17/2023

Safety/Training/Wellness

- The Mechanics of Lifting
- Nurturing Civil Workplace Cultures

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
- GMA conducted Nurturing Civil Workplace Cultures Training Classes for employees

Finance

- Staff accountant continues working on compilation of statistics for presentation of City's Annual Comprehensive Financial Report (ACFR)
- Finance Director completed off-site budget slides for upcoming budget off site meeting

Police Department

- Police Dept. arrested 14 subjects during this period:
 - 3 for DUI (Failure to Maintain Lane, Too Fast for Conditions, and Improper Passing of an Emergency Vehicle)
 - 1 for Theft by Taking (Motor Vehicle)
 - 1 for Theft by Shoplifting
 - 1 for Disorderly Conduct and Interference with a Law Enforcement Officer
 - 1 for Theft by Taking
 - 2 for Suspended License (Failure to Dim Lights, Break Lights Requirement, and Fleeing and Eluding)
 - 2 for Probation Warrant (No Insurance, Suspended Registration, Driving without a Tag, Failure to Stop at Stop Sign, and Tint Violation)
 - 1 for Driving while Unlicensed
 - 1 for Reckless Conduct
 - 1 for Aggravated Assault, Criminal Attempt Armed Robbery, Financial Transaction Card Theft, Possession of a Firearm During the Commission of a Crime, Reckless Conduct, and Unlawful Street Gang Activity
- Criminal Investigation Division had 5 cases assigned and closed 5 cases
- Happy birthday to Communication Officer Tricia Rayle
- Asst. Chief of Police Robert Eastman participated in discussion group with Cub Scout pack 108 about responsibilities of a government entity on 2/13

- Conducted 10 hour mentorship program for Grovetown High School student's senior project
- Asst. Chief Robert Eastman conducted community briefing with Brandimere Subdivision's Homeowner Association on 2/16

Fire Rescue

- Fire Dept. responded to 26 calls:
 - 18 medical
 - 8 fire
- Conducted fire hydrant painting in areas of Reynolds Pond, Reynolds Ridge, Senators Ridge, Main St., and Arbor Springs.
- Shift 2 conducted Tuesday night fire training on hose loads and fire streams
- David Edmiston, Lt. McFatrige and Chief Kent met with Putnam County Fire Chief Thomas McClain to discuss his recently delivered Pierce platform aerial truck and experience with Pierce Manufacturing and Ten 8 Fire (local dealer for GA), and viewed demonstration of its capabilities
- Shift 2 conducted CPR Recertification on 2/16
- Several members of Fire Rescue attended the 2/10 EMS Trauma Lab at Liberty Park

General Services

Leisure and Recreation Dept.

- Leisure and Recreation Shop: Cleaned shop and washed/cleaned interior of all vehicles
- Public Safety: Pulled weeds from flowerbeds and added mulch to beds
- Kiddie Park: Cut grass, edged sidewalks, and used weed eater
- Grovetown Trails at Euchee Creek: Filled in potholes in parking lot, trimmed low-hanging branches along walking paths, blew off trails, and leveled off backside ruts; contractor also striped parking lot
- Liberty Park: Cut grass, cleaned restrooms, dragged all baseball fields, and cleaned weeds from sidewalks and flower beds
- City Hall: Cut grass, blew off parking lot, and sprayed for weeds
- Veterans Park: Filled in holes

Fleet Maintenance

- **Stormwater/Sewer Dept.**
 - Yamar Mini Excavator: Hydraulic repaired (E77)
 - P&T Utility Trailer: Tire repaired (E177)
- **Streets and Sanitation Dept.**
 - John Deere Mower: Routine maintenance and replaced wiper blades (E222)
 - Chevy Silverado 4WD 2500: Routine maintenance (V144)
 - Hustler Mower: Routine maintenance (E157)
- **General Services**
 - John Deere Mower: Routine maintenance (E124)
- **Public Safety**
 - Chevy Tahoe: Routine maintenance (V110)

Facility Maintenance

- A total of 10 work orders for this week:
 - 3 at City Hall, 4 at Liberty Park, 1 at Courthouse, 1 for Stormwater Dept., and 1 for Water Dept.

Streets and Sanitation Dept.

- Picked up 26 bags of litter on main thoroughfare
- Collected total of 25.01 tons of bulk and yard waste
- Repaired potholes on Dorn St., 2nd Ave., 5th Ave., and Grove Landing subdivision
- Removed limbs, leaves, and debris from ditches throughout City
- Utilized Street Sweeper to clean Hardy Dr., VFW Rd., Newmantown Rd., and Woodward Dr.; crews collected 5.6 tons of debris with the sweeper
- Completed 3 work orders for the week

Rental & Member Updates

- 4 new rental contracts with 3 contracts returned with payment
- Facilities and fields were utilized a total of 82 hours.

Upcoming Events/Programs

- Maverick's Fitness: Mondays and Wednesdays from 6:15PM–7:15PM
- Martial Arts Classes: Tuesdays and Thursdays from 6PM–7:30PM
- Spring Fest: 4/1/2023 from 11AM-2PM

Information Technology

- Conducted successful streams for 2/13 City Council and 2/16 Planning Commission meetings
- Issued new phone to General Services
- 15 calls for service this week.
 - Worked to get all City Apple devices updated to newest iOS; several departments have reported all devices updated

Utility Services

Water Dept.

- 171 utility locates
- 66 service orders
- 6 histories
- 3 water leaks repaired on Leven St., Selkirk Way, and Magnolia Dr.
- 5 state samples
- Dressed up Lakeview Dr. work site
- Continued picking up trash in retention ponds
- Completed radio and manual reads
- Conducted safety meeting was
- Attended diversity, equity, and inclusion training

Stormwater Dept.

- Assisted Sewer Dept. with sewer issues on Dodge Ln.
- Assisted Sewer Dept. with sewer issues at Pamir Pl. lift station
- Assisted Water Dept. with meter reads

- Assisted Water Dept. with 3 water leaks
- Attended diversity, equity, and inclusion training

Sewer Dept.

- Conducted daily checks on lift stations
- Replaced broken bypass shutoff valve at Dodge Ln. lift station
- Serviced rented bypass pump at Dodge Ln. lift station
- Unclogged Pamir Pl. lift station
- Reinstalled rebuilt pump at Pamir Pl. lift station
- Cleaned belt press

WWTP Employees

- Conducted permit required laboratory testing
- Troubleshoot and fixed polymer feed system
- Capped water line spigot

Infrastructure Inspections

- 17 developmental infrastructure inspections.
- Assisted Director and Superintendent with repairs to broken 4” MJ Gate Valve at Dodge Ln. lift station
- Assisted locate team with scheduling locates for large project
- Conducted inspection of AT&T repairs to utility boxes
 - Reviewed final plats for 610 Katherine St. and 410 E Robinson Ave.
- Checked completed punch list items in Deer Hollow Section 2
- Assisted WWTP with repair to polymer pump
- Conducted daily inspections at:
 - Deer Hollow Sections 3A and 3B
 - Rivercrest Townhomes
 - Dollar General – Pepperhill subdivision
 - Euchee Creek – Comcast fiber bore
 - Reynolds Pond – Comcast fiber bore

Planning and Community Development

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- Director Ronnie Kurtz was the guest speaker for the Rotary Club of Columbia County West at their weekly meeting on 2/14 and promoted the positive growth and development occurring in the City and how those in the community can get further involved.
- Our Director virtually attended the Georgia Planning Association’s weekly Policy and Advocacy meeting on 2/17

Meeting Update

- Planning Commission
 - 2/16 Meeting:
 - Approved Preliminary Plat for Horizon W Pkwy. (Parcel # 062 3140)
 - Approved Preliminary Plat for 329 and 337 Whiskey Rd.
 - 3/16 Meeting:
 - Request to approve Final Plat for 610 Katherine St.
 - Request to approve Final Plat for 401 E Robinson Ave.
 - Request to approve Final Plat for 109 Old Thompson Rd.
- BZA
 - 3/2 Meeting: No Agenda.

Code Enforcement Update

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

DEVELOPMENT PROGRESS CHART

February 17, 2023

Sr. No.	PROJECT NAME And Project Details	Building Permits Issued	CO Issued	% of Project Completed	Comments
Commercial					
1	Dunkin' Site (4 Unit Building)	3	2	50%	Tasty Wings & Seafood NOW OPEN!
2	Dollar General (Pepperhill)	1	-	-	Building permit issued.
Residential					
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	92	84%	No change
5	Deer Hollow Section 3A	22	1	2%	No change

	(54 Single Family Homes)				
6	Caroleton Phase 3 (103 townhomes)	42	30	29%	No change
7	Robin Landing Townhomes (47 Townhomes)	47	35	74%	No change
8	Rivercrest Townhomes (45 Units in 18 Buildings)	-	-	-	Site work in progress.
	Renovation Permits Issued	5			
	New Construction Permits Issued	0			
	Total Permits Issued	5			
	New Business Licenses Issued: 2				
	Renewal Business Licenses Issued: 2				

Public Information Officer

- Shared weather alert from NWS via social media
- Updated City website
- Photographed 2/13 City Council meeting
- Observed Valentine’s Day holiday via social media
- Posted alert regarding enforcement of garbage codes via social media
- Highlighted City employees via social media
- Photographed diversity, equity, and inclusion training
- Updated bulletin board at City Hall
- Corresponded with and prepared materials for City Historian regarding upcoming social media campaign
- Promoted events in/around Grovetown via social media

Upcoming Events/Programs/Meetings

- *Zoning Code Revision Public Information Meeting: 2/28/2023 at 6PM in the Council Chambers at City Hall*
- *Council Meeting: 3/13/2023 at 6PM in the Council Chambers at City Hall*

Closing Comments

I'd like to wish all employees a lovely and enjoyable weekend. Thanks for all that you do to make our City a better place.

Gary E. Jones, Mayor

