



**THE CITY OF
GROVETOWN**
RISING TOWARD ITS FUTURE
WEEKLY ACTIVITIES REPORT
April 7, 2023

Good afternoon,

Please be advised that our offices and facilities will be closing early at noon today.

Last Friday, many Grovetown team members visited area schools and provided eggs for Easter Egg hunts. Pictures from these events are posted on our Facebook page. Thanks to all who participated, and we'd like to compliment the school administrators and staff who welcomed us to their various locations. Hopefully, we can make this an annual event!

An off-site budget meeting will be held on April 21, 2023, at 9AM at the Municipal Court, and it is open to the public.

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.

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 isn't emptied during pickup, please contact Grovetown City Hall at 706-863-4576, ext. 450.

We have several job openings in the City. For those who may be seeking employment, please visit our website at www.cityofgrovetown.com/jobs.

Human Resources

Personnel Count

- 152 full-time number authorized

- 125 full-time number employed
- 1 part-time (Museum)
- 6 part-time/as needed (Firefighters)
- 1 part-time, temporary (Planning and Community Development)

Vacancies (27)

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

Hiring Actions

- 1 Light Equipment Operator – Street & Sanitation Department on 4/3/2023
- Interviewed 5 applicants for Administrative Assistant – Utility Services Dept. on 4/5/2023
- Interviewed 4 applicants for Administrative Assistant – Municipal Court on 4/6/2023

Safety/Training/Wellness

- Hand Hazards: Choosing & Using Work Gloves

Worker's Comp Claims

- One minor ankle injury

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

Police Department

- Police Dept. arrested 13 subjects during this period:
 - 4 for DUI (Failure to Maintain Lane, Headlight Requirement, Open Container, and Driving While Unlicensed)

- 2 for Driving While Unlicensed
- 1 for Aggravated Assault (x2)
- 1 for Grovetown Police Dept. Warrant
- 1 for Probation Warrant
- 1 for Failure to Appear
- 1 for Suspended License
- 1 for Simple battery (Family Violence)
- 1 for Richmond County Sheriff's Office Warrant
- Criminal Investigation Division had 3 cases assigned and closed 2 cases
- Employees and Reserve Officers completed online course titled Intellectual and Neurodevelopmental Disabilities
- Sgt. Jarrett Nieves and Sgt. Eldon Powers successfully completed a 40-hour course titled Supervision Level 2

Fire Rescue

- Fire Rescue responded to 19 calls:
 - 13 medical
 - 6 fire

General Services

- General Services: Cut grass, cleaned vehicles, organized, and sharpened chainsaw blades
- Liberty Park: Cut grass, dragged and chalked baseball fields, and cleaned bathrooms; utilized community service worker
- Grovetown Trails at Euchee Creek: Cut grass, blew off trails, cut overhanging limbs, and cleaned bathrooms
- Kiddie Park/Goodale Park/Welcome Signs/2nd Ave. Cemetery/Historical Park: Cut grass
- Assisted Utility Services with issue on Battle St. and at Pelican's SnoBalls.

Fleet Maintenance

- **Utility Services**
 - Ford F-250 4x4 Pickup: Routine maintenance (V116)
 - Ford F-350 Utility Truck: Replaced battery (V142)
 - Yanmar Mini Excavator: Hydraulic repaired (E77)
- **General Services**
 - John Deere Mower: Routine maintenance and replaced blades (E162)
 - Elgin Street Sweeper: Brush repaired at vendor (E189)
 - Chevy 5500 Dump Truck: Tailgate repaired (V180)
 - John Deere Gator: Routine maintenance (E113)
 - Chevy 3500 4x4: Replaced windshield (V134)
- **Public Safety**
 - Chevy Tahoe: Routine maintenance and bumper repaired (V107)

Facility Maintenance

- Completed 14 work orders:
 - 5 for General Services, 3 for Public Safety, 2 for Utility Services, 2 at City Hall, 1 at Planning and Community Development, and 1 at Courthouse

Streets and Sanitation Dept.

- Picked up 18 bags of litter on main thoroughfare

- Collected total of 24.78 tons of bulk and yard waste
- Cut low hanging limbs on Robinson Ave.
- Utilized Street Sweeper to clean Robinson Ave., Harlem Grovetown Rd., Hayne Dr. and Woodward Dr.
- Completed 7 work orders
- Cut grass on rights-of-way in The Avenues area

Liberty Park Rental and Member Updates

- 2 new rental contracts
- Facilities and fields were utilized a total of 57 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
- Summer Jam: 6/17/2023 from 12PM-6PM

Utility Services

Water Dept.

- Ran daily water route
- 130 locates
- 68 service orders
- 5 histories
- 1 water leak repaired
- 5 state samples completed
- Cut grass at W Robinson Ave. and 3rd Ave. water tanks
- Potholed on Hardy Dr. in search of water main
- Flow and pressure tested lines on Corners Way

Stormwater Dept.

- Jetted and snaked clogged drain line
- Assisted Sewer Dept. as needed
- Loaded and hauled off debris from Parham Rd. site

Sewer Dept.

- Conducted daily checks on lift stations.

WWTP Employees

- Conducted permit required laboratory testing
- Conducted daily checks and operations
- Discharged 52.064 million gallons of treated wastewater for March 2023
- Cut Grass at WWTP

Information Technology

- Finished this year's Life Cycle Replacement for computers
 - 24/24 computers are replaced
- Provided dual monitor solution for General Services employee
- Received new bench stock laptops for emergencies and replacements
- Sourced and quoted updated plotter solution for Planning and Community Development
- Action items were moderate at 16

Planning and Community Development

- The Planning Commission held a public hearing on 3/16 to discuss the City’s zoning code revision. Video from the event is archived on the City’s Facebook page.
 - City Council will consider the amendment on **4/10** at 6PM in the Council Chambers at City Hall
 - A draft copy of the code revision is now live. Citizens are encouraged to submit comment throughout the process to rkurtz@cityofgrovetown.com, and visit this link for the information page on the City’s website:
 - <http://cityofgrovetown.com/304/Zoning-Code-Revision>
- 16 total building inspections

Meeting Update

- Planning Commission
 - 4/20 Meeting:
 - Request to approve Final Plat for 111 Howell St.
 - Request to approve Final Plat for 329 and 337 Whiskey Rd.
- BZA
 - 5/4 Meeting: No Agenda

Code Enforcement Update

- 10 cases deemed in compliance
- 2 signs removed from public ROW
- Overgrown Vegetation
 - 13 warnings
- Inoperative/Abandoned Vehicles
 - 4 warnings
- Trash Containers
 - 29 warnings
- Property Maintenance
 - 1 warning
- Solid Waste/Trash
 - 1 warning
- Obstruction of ROW
 - 3 warnings
- 6 responses to Civil Concerns

DEVELOPMENT PROGRESS CHART

April 7, 2023

<u>Sr. No.</u>	<u>PROJECT NAME And Project Details</u>	<u>Building Permits Issued</u>	<u>CO Issued</u>	<u>% of Project Completed</u>	<u>Comments</u>
<u>Commercial</u>					
<u>1</u>	<u>Dunkin’ Site (4 Unit Building)</u>	<u>3</u>	<u>2</u>	<u>50%</u>	<u>No change</u>
<u>2</u>	<u>Dollar General (Pepperhill)</u>	<u>1</u>	=	=	<u>Site work in progress</u>

<u>3</u>	<u>Palmetto Industries (Brighton)</u>	=	=	=	<u>Expect site work to begin soon</u>
Residential					
<u>1</u>	<u>Grove Landing, Section 5 (64 Single Family Homes)</u>	<u>64</u>	<u>59</u>	<u>92%</u>	<u>No change</u>
<u>2</u>	<u>Brighton Landing, Section 2 (67 Single Family Homes)</u>	<u>68</u>	<u>60</u>	<u>90%</u>	<u>No change</u>
<u>3</u>	<u>McCoy's Creek Section 6 (52 Single Family Homes)</u>	<u>50</u>	<u>49</u>	<u>94%</u>	<u>No change</u>
<u>4</u>	<u>Deer Hollow Section 2 (110 Single Family Homes)</u>	<u>105</u>	<u>92</u>	<u>84%</u>	<u>No change</u>
<u>5</u>	<u>Deer Hollow Section 3A (54 Single Family Homes)</u>	<u>33</u>	<u>5</u>	<u>9%</u>	<u>11 permits</u>
<u>6</u>	<u>Caroleton Phase 3 (103 townhomes)</u>	<u>42</u>	<u>33</u>	<u>32%</u>	<u>No change</u>
<u>7</u>	<u>Robin Landing Townhomes (47 Townhomes)</u>	<u>47</u>	<u>35</u>	<u>74%</u>	<u>No change</u>
<u>8</u>	<u>Rivercrest Townhomes (45 Units in 18 Buildings)</u>	=	=	=	<u>Site work in progress</u>
	<u>Renovation Permits Issued</u>	<u>9</u>			
	<u>New Construction Permits Issued</u>	<u>11</u>			
	<u>Total Permits Issued</u>	<u>20</u>			
	<u>New Business Licenses Issued: 2</u>				
	<u>Renewal Business Licenses Issued: 0</u>				

Public Information Officer

- Observed National Assistant Principals Week via social media
- Updated bulletin board at City Hall
- Posted educational materials for public distribution via City website and social media
- Shared April 2023 Mayor's Corner newsletter via City website and social media
- Updated City website prior to website redesign launch
- Observed Gold Star Spouses Day via social media
- Launched redesigned City website
- Reminded public of early closure on 4/7 via social media
- Contacted Project Manager for MyGrovettown app regarding app updates
- Informed public of 4/10-4/11 manhole repairs in area of Reynolds Pond via City website and social media
- Submitted Georgia Cities Week proposal to Mayor and City Council
- Informed public of 4/8-4/9 Liberty Park closure via social media
- Promoted events in/around Grovettown via social media

Upcoming Events/Programs/Meetings

- *Early Closure: 4/7/2023 at 12PM*
- *City Council Meeting: 4/10/2023 at 6PM in the Council Chambers at City Hall*
- *Planning Commission Meeting: 4/20/2023 at 6PM in the Council Chambers at City Hall*
- *Summer Jam: 6/17/2023 from 12PM-6PM at Liberty Park*

Closing Comments

Hopefully, all our school-aged citizens have enjoyed a week out of school. Happy Easter to all!

Gary E. Jones, Mayor

