



**THE CITY OF
GROVETOWN**
RISING TOWARD ITS FUTURE
WEEKLY ACTIVITIES REPORT
September 1, 2023

Good afternoon,

City offices will close at noon on Friday, September 1st, and will remain closed until 9AM on Tuesday, September 5th, 2023, in observance of the Labor Day holiday.

This week, we made emergency preparations for Hurricane Idalia, and we are happy to report that we had minimal damage in our City. Two residences had damage from falling trees, but we had no injuries or loss of life.

Work continues on a plan for renovations of the Liberty Park Community Center. Stay tuned for more information!

Next week, City officials will be attending the Columbia County Chamber of Commerce State of the Community address at the Columbia County Performing Arts Center in Evans.

We are having issues with illegal dumping in our City and our Streets and Sanitation Dept. has been busy putting up “No Dumping” signs. They have issued over 110 warnings regarding rough trash violations this year. Asst. Supervisor Quantice Samuels is heading up this effort and we have also called on Code Enforcement to help with violations. We thank them for their hard work.

Employees are still on the lookout for trash being brought into the City and dumped on the sides of City streets. If you notice anyone dumping, please notify the General Services Dept. at 706-863-4576, ext. 319.

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 is not 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

- 155 full-time number authorized
- 128 full-time number employed
- 1 part-time (Museum)
- 12 part-time/as needed (Firefighters)

Vacancies (27)

- 1 Human Resources Technician
- 1 Police Sergeant-Road Patrol
- 4 Police Officer – Road Patrol
- 2 Public Safety Dispatcher
- 2 Firefighter/EMT
- 1 City Planner
- 1 Wastewater Lab Analyst
- 2 Sewer Plant Operator Trainee
- 1 Light Equipment Operator (Sewer Dept.)
- 3 Light Equipment Operator (Water Dept.)
- 2 Light Equipment Operator (Streets and Sanitation Dept.)
- 1 Administrative Assistant – Administration
- 6 ***positions to be advertised at a later date***
- 3 Part-Time Firefighter/EMT

Hiring Actions

- Interviewed 1 internal applicant for Facility Maintenance Worker – Facility Maintenance Dept. on 8/29/2023

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

Police Department

- Police Dept. arrested 6 subjects during this period:
 - 1 for Simple Battery (Family Violence)
 - 2 for Theft by Taking
 - 1 for Probation Violation (DUI) and a Hold for Gwinnett County Sheriff's Office
 - 1 for Battery and Theft by Taking
 - 1 for DUI (1st), Headlight Requirement, Open Container, and Possession of Marijuana
- Criminal Investigation Division had 3 cases assigned and closed 1 case:
 - Obtained and executed 1 search warrant and conducted 1 death investigation
- K9 Unit initiated:
 - 30 traffic stops, issued 21 citations and 30 warnings, and seized 2 grams of marijuana
- Inv. Robin Ashmore successfully completed the Columbia County Advanced Driving System 16-hour training program
- Many thanks to our Dispatchers, Criminal Investigation Division, Road Patrol Officers, and staff for their unselfish response during unusual weather conditions.
- Thanks to Officer Rita Palmer for taking over supervision of B-shift in the absence of an assigned Sgt.
- Congratulations to Mrs. Samantha Coker for achieving 5 years of service with the City of Grovetown

Fire Rescue

- Fire Rescue responded to 34 calls:
 - 17 medical
 - 17 fire
- Shifts 1 and 3 continued to conduct hydrant testing
- All shifts completed weekly duties around both stations
- Chief Kent attended class in Forsyth, GA for fire alarms and suppression systems
- All crew members conducted company training among their shifts
- All crew members conducted onboard training for new reporting system

General Services

Leisure and Recreation

- General Services: Cut grass, cleaned shop and offices, and cleaned City vehicles
- Made weekly park rounds and watered flowers throughout City
- Liberty Park: Cut grass, organized all storage areas, dragged and chalked baseball fields, and cleaned and sanitized bathroom and concession area
- Planning and Community Development, Courthouse, Kiddie Park, Historical Park, and Goodale Park: Cut grass
- Grovetown Trails at Euchee Creek: Cut low hanging limbs, cut grass, and cleaned trails
- Teamed with the Streets and Sanitation Dept. to prepare for/respond to Hurricane Idalia
 - Picked up all loose debris throughout City once storm passed and cut low hanging or dangerous limbs

Fleet Maintenance

- **General Services**
 - John Deere Mower 72": Replaced ignition switch (E110)
 - John Deere Mower 60": Routine maintenance and sharpened blades (E162)
 - Hustler Mower 60": Replaced blades, replaced front tweels, and replaced anti scalping wheels on deck (E154)
 - John Deere Mower 60": Routine maintenance, replaced blades (E241)
 - John Deere Mower 60": Replaced blades, replaced arm switches, and 1 front tweel (E157)
 - John Deere Mower 60": Routine maintenance, replaced blades (E179)
 - Hawke U-Dump Trailer: Repaired trailer light harness (E240)
- **Public safety**
 - Chevy Tahoe: Replaced headlight, replaced wiper blades (V112)
 - Chevy Tahoe: Routine maintenance (V138)
- **Utility Services**
 - John Deere Batwing Mower: Routine maintenance, replaced blades, repaired AC (E99)

Facility Maintenance

- Completed 23 work orders:
 - 6 at Liberty Park, 4 at Fire Dept., 3 at City Hall, 3 at Streets and Sanitation Dept., 3 at the Police Dept., 3 at Facility Maintenance, and 1 at Planning and Community Development

Streets and Sanitation Dept.

- Picked up 22 bags of litter on main thoroughfare
- Collected total of 36.26 tons of bulk and yard waste
- 10.34 tons of debris and limbs picked up from Hurricane Idalia
- Completed 9 work orders
- Distributed 9 bulk and yard waste violation tags
- Utilized Street Sweeper to clean 3rd Ave., Williams St., 4th Ave., and Dorn St., collecting 3.54 tons of waste
- Halted weekly easement and right-of-way grass cutting to prepare for Hurricane Idalia; workers cut low hanging limbs on 3rd, 5th, and 6th Ave.
 - Crews cleaned storm debris throughout City following storm

Leisure and Recreation Rental and Member Updates

- 6 new rental contracts and 5 returned with payment
- 1 new gym membership
- Facilities and fields were utilized a total of 47 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
- Trunk or Treat: 10/27 from 6PM-9PM

Utility Services

Water Dept.

- Ran daily water route
- 81 locates
- 114 service orders
- 1 leak repaired on Jackson St.
- 5 histories
- 5-TCB samples completed
- Performed cut-ons/cutoffs for non-payment (per City Hall)
- Installed 5-new meters
 - 1 in Deer Hollow's new phase and 4 in Caroleton's new phase
- Cleaned crush and run out of road cut patches and asphalted in 5 separate areas:
 - 3 on Dorn St., 1 on VFW Rd., and 1 on Wadsworth Ct.
- Changed out 1 meter on Dorn St. and replaced crushed meter box and lid on E Robinson Ave.
- Assisted Sewer Dept. with grass cutting around pond
- Conducted 2 safety meetings for employees
- Cleaned and organized all trucks

Stormwater Dept.

- Rip raff was added to ditch area on Charlotte Ave.
- Cleaned debris out of multiple storm drain ditches
- Cut grass along ditch and easement on E Robinson Ave.
- Completed grass cutting at Brighton Landing retention pond
- Cleaned and organized all trucks

Sewer Dept./WWTP Employees

- Conducted daily labs and operations
- Submitted monthly samples to CSRA labs
- Stored all data for month of August
- Discharged 9.43 million gallons of treated wastewater to Butler Creek
- Recorded 5.6 inches of rainfall which significantly increased flow to plant
- Dumped 30 bags of hydrated lime into basins
- Cleaned Montana flume
- Cleaned chemical room
- Unclogged lime system
- Cut grass at WWTP
- Cut grass at discharge point

Infrastructure Inspections

- Addressed 9 residential issues

Information Technology

- Had Cruise Security move monitoring system within City Hall
- New server shipped and will arrive Tuesday of next week
 - Pollock is scheduled to arrive next Thursday for server setup

- Chose top computer lifecycle replacement quotes and completed draft presentation
- Ordered and installed new case for the on-call WWTP phone
- Calls for service volume moderate at 15

Planning and Community Development

- City Council voted to adopt a new zoning code and map on **5/8** at 6PM in the Council Chambers. Video from the event is archived on the City’s Facebook page. Follow this link to access the new documents on the City’s website:
 - <https://cityofgrovetown.com/159/Zoning>
 - Citizens are encouraged to reach out with any questions to: rkurtz@cityofgrovetown.com.
- Director Ronnie Kurtz was interviewed by Columbia County Magazine on 8/28 about development trends in the City of Grovetown for their annual “What’s New” issue, out in October!
- Our Director attended the ribbon cutting ceremony for Golden Harvest Food Bank’s new Volunteer and Administration Center on 8/29.
- Our Director attended the breakfast reception hosted by the University System of Georgia regarding the Wellstar Health System merger on 8/30. The featured guest was USG Chancellor and former Governor Sonny Perdue.
- 27 total building inspections

Meeting Update:

- Planning Commission
 - 9/21 Meeting: No Agenda
- BZA
 - 9/7 Meeting: No Agenda

Code Enforcement Update:

- 29 cases deemed in compliance
- 20 signs removed from ROW
- 3 responses to civil concerns
- Overgrown Vegetation
 - 3 NOVs
 - 2 warnings
- Inoperative/Abandoned Vehicles
 - 5 warnings
- Parking Violations
 - 1 NOV
 - 2 warnings
- Property Maintenance
 - 1 NOV
 - 2 warnings
- Obstruction of ROW
 - 2 warnings

DEVELOPMENT PROGRESS CHART

September 1, 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>
Commercial					
<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>Palmetto Industries (Brighton)</u>	<u>1</u>	<u>-</u>	<u>-</u>	<u>Building permit issued</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>Deer Hollow Section 2 (110 Single Family Homes)</u>	<u>106</u>	<u>102</u>	<u>93%</u>	<u>No change</u>
<u>4</u>	<u>Deer Hollow Section 3 (122 Single Family Homes)</u>	<u>87</u>	<u>42</u>	<u>34%</u>	<u>2 C/Os</u>
<u>5</u>	<u>Caroleton Phase 3 (103 townhomes)</u>	<u>46</u>	<u>37</u>	<u>36%</u>	<u>No change</u>
<u>6</u>	<u>Rivercrest Townhomes (45 Townhomes)</u>	<u>22</u>	<u>-</u>	<u>-</u>	<u>2 C/Os</u>
<u>7</u>	<u>Ferguson Farms (100 Single Family Homes)</u>	<u>=</u>	<u>-</u>	<u>-</u>	<u>LDP issued; site work to begin soon</u>
	<u>Renovation Permits Issued</u>	<u>6</u>			
	<u>New Construction Permits Issued</u>	<u>12</u>			
	<u>Total Permits Issued</u>	<u>18</u>			
	<u>New Business Licenses Issued: 2</u>				
	<u>Renewal Business Licenses Issued: 2</u>				

Public Information Officer

- Alerted public to hydrant testing via social media
- Updated City website
- Alerted public to Labor Day holiday hours and delayed trash/bulk and yard waste pickup via City website, social media, and digital sign at City Hall
- Provided materials and edits to Alison South and approved final draft for upcoming video
- Shared weather alerts from NWS via social media
- Attended 8/29 hurricane preparedness meeting
- Updated slideshow in lobby at City Hall
- Highlighted City employees via social media

- Alerted public to 8/30 early closure via City website, social media, and digital sign at City Hall
- Shared August 2023 Mayor's Corner newsletter via City website and social media
- Alerted public to draining of 3rd Ave. water tank via social media
- Promoted events in/around Grovetown via social media

Upcoming Events/Programs/Meetings

- *City Council Meeting: 9/11 at 6PM in the Council Chambers at City Hall*
- *Trunk or Treat: 10/27 at Liberty Park from 6PM-9PM*

Closing Comments

Please take some time this weekend to reflect on all the hardworking people out there in honor of Labor Day, a time set aside to show appreciation to all workers who make our country a great place to live.

Gary E. Jones, Mayor

