



**THE CITY OF
GROVETOWN**
RISING TOWARD ITS FUTURE
WEEKLY ACTIVITIES REPORT
October 13, 2023

Good afternoon,

At Monday's City Council meeting, City resident Paul Tan was appointed to fill a vacancy on the Planning Commission. We welcome him aboard!

On Wednesday, the City of Grovetown sponsored an Economic Development Day luncheon for Leadership Columbia County. About 40 participants attended and speakers included Community Development Director for the City of Harlem David Jenkins, Executive Director of Columbia County Convention & Visitors Bureau Shelly Blackburn, and City Administrator Elaine Matthews.

If you are a veteran and would like your name placed on the Veterans Wall, please bring a copy of your DD214, and provide a current address and phone number to Grovetown City Hall during business hours, 9AM-5PM, Monday-Friday.

*Our Streets and Sanitation Department and Code Enforcement has issued **nearly 200** notices for rough trash violations. Please do not place your waste in the street. Bulk and yard waste pickup from the City occurs every other week in your area. If you do not have a bulk and yard waste pickup schedule, please contact Utility Billing at 706-863-4576, ext. 450, and you will be advised on how to receive one. Do not place rough trash out for pickup if it is not your scheduled week. The City will not pick up excessive piles of trash (see guidelines on your bulk and yard waste schedule). Trash must be placed at your address. Do not haul trash across town to dump it on someone else's property. Please help us keep our City clean. 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 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.

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
- 127 full-time number employed
- 1 part-time (Museum)
- 12 part-time/as needed (Firefighters)

Vacancies (28)

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

Hiring Actions

- Interviewed 1 applicant for Police Officer-Road Patrol – Police Dept. on 10/13/2023

Worker's Comp Claims

- 1 minor shoulder 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 3 subjects during this period:
 - 1 for Aggravated Assault and Cruelty to Children in the 3rd Degree
 - 1 for False Imprisonment and Possession of Marijuana Less Than 1 Ounce
 - 1 for Disorderly House (x2)
- Criminal Investigation Division had 2 cases assigned and closed 4 cases
- K9 Unit:
 - Initiated 12 traffic stops, issued 8 citations, and 10 warnings
- K9 Officer Jenkins and K9 Banner attended weekly K9 training in preparation for annual recertification
- Sgt. Felicies and K9 Officer Jenkins participated in the Ft. Eisenhower DUI awareness Safety Day event
- Conducted firearms training on 10/6

- Lt. Cross and Officer Fleming attended the Georgia Commission on Family Violence
- TAC Officer Naise Gordon and Communication Officer Rhaney successfully completed the Georgia Crisis Intervention Team training course
- Conducted weapon familiarization training at the Richmond County Sheriff's Office training facility on 10/6
- Conducted a walkthrough training session at Grovetown Elementary and Grovetown Middle schools on 10/10 with the mobile ballistic barriers
- Happy birthday to TAC Officer Naise Gordon!

Fire Rescue

- Fire Department responded to 27 calls:
 - 18 medical
 - 9 fire
- Conducted weekly duties around stations
- Assisted FireCatt with annual firehose testing
- Station #2's Shift 2 crews conducted a fire safety tour for Greenbrier Daycare on 10/11
- Grovetown City Council unanimously approved purchase of 100' tower ladder truck to be built by Pierce Manufacturing

General Services

Leisure and Recreation

- General Service: Cut grass, cleaned shop and offices, and cleaned City vehicles
- Liberty Park: Cut grass, cleaned all storage areas, dragged and chalked baseball fields, cleaned and sanitized bathroom and concession area, and maintained multipurpose fields
- City Hall, Planning and Community Development, Goodale Park, Kiddie Park, and Historical Park: Cut grass
- Cleaned Grovetown Trails at Euchee Creek, Courthouse parking lot, pavilion and surrounding area, and undergrowth at Kiddie Park
- Completed training on new field machine
- Made weekly park rounds and watered flowers throughout City

Fleet Maintenance

- **General Services**
 - John Deere Mower 72": Replaced blades (E267)
 - D2E Utility Trailer: Replaced rear tires (E214)
 - John Deere Mower 72": Replaced battery (E110)
 - Hawke U-Dump Trailer: Replaced tire (E240)
- **Public Safety**
 - Chevy Tahoe: Routine maintenance and replaced window transmitter (V110)
- **Utility Services**
 - Gravely Zero Turn Mower: Replaced seat slide track (E153)
 - Gravely Zero Turn Mower: Replaced seat hinge support pin (E224)
- **Planning and Community Development**
 - Ford F-150 Pickup Truck: Repaired flat tire and rotated to rear (V213)

Facility Maintenance

- Completed 11 work orders:
 - 4 at City Hall, 3 at Fleet Maintenance, 1 at Police Dept., 1 at Courthouse, 1 at Fire Dept., and 1 at Planning and Community Development

Streets and Sanitation Dept.

- Picked up 17 bags of litter on main thoroughfare
- Collected total of 16.39 tons of bulk and yard waste
- Completed 6 work orders
- Distributed 3 bulk and yard waste violation tags
- Utilized Street Sweeper to clean Pepper Hill, Martha's Vineyard, and Woodward Pl. subdivisions, collecting 2.5 tons of waste/debris
- Cut grass at easements and rights-of-way on Trudeau Tr., Whiskey Rd., Harlem Grovetown Rd. and Old Berzelia Rd.
- Reported 4 streetlight issues to GA Power for repair

Leisure and Recreation Rental and Member Updates

- 5 new rental contracts and 7 returned with payment
- Facilities and fields were utilized a total of 70 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
- Veterans Day Ceremony: 11/9 from 10AM-11AM at Veterans Park

Utility Services

Water Dept.

- Ran daily water route
- 37 locates
- 69 service orders
- 9 histories
- 2 leaks repaired (Landing Ct. and Cottonwood Ct.)
- 5-TCB samples completed
- 2 curb stops replaced (Fornum Dr. and Old Thompson Rd.)
- Changed out meter on Fornum Dr.
- Cut grass at Dodge Ln. water tank
- Cleaned all trucks

Stormwater Dept.

- Cut grass at 5 retention Ponds
- Vacuumed out storm drain box on Country Glen Dr.
- Cleaned all trucks

Sewer Dept./WWTP Employees

- Conducted daily labs and operations
- Took stormwater samples for permit
- Ran TSS, COP, and pH tests on stormwater samples
- Submitted DMR to EPD for month of Sept.

- Discharged 9.26 million gallons of treated wastewater to Butler Creek
- Cleaned disk filters and flume
- Filled 3 dumpsters of sludge and sent to Waste Management
- Cut grass at WWTP
- Trojan replaced 1 UV bulb

Infrastructure Inspections

- Addressed 3 residential issues
- Submitted and approved 1 permit application

Information Technology

- Still at 1/19 computer replacements
 - 3 computers prepared for replacement
 - 2 computers are waiting for City Hall relevant employees
- Worked with Tyler Tech to fix long running slowdown on ICD web for Planning and Community Development
 - Scheduled next meeting for ACFR Builder on Monday next week
- Calls for service volume low this week at 12

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.
- Code Enforcement Official Leigh Lackey achieved her Level II Certification from the Georgia Association of Code Enforcement (GACE). Congratulations, Leigh! We appreciate all you do!
- Permit Technician Joanne Murdock attended the Georgia Association of Business Tax Officials (GABTO) fall conference in Buford, GA from 10/9-10/11.
- Director Ronnie Kurtz attended the Columbia County West Rotary Club's weekly luncheon on 10/10.
- Our Director attended the Columbia County Chamber Government Affairs Committee's monthly meeting on 10/12.
- 51 total building inspections

Meeting Update:

- Planning Commission
 - 10/19 Meeting: No Agenda
- BZA
 - 11/2 Meeting: No Agenda

Code Enforcement

- 11 cases deemed in compliance
- 3 signs removed from ROW
- 1 response to civil concerns

- Overgrown Vegetation
 - 1 NOV
 - 2 warnings
- Inoperative/Abandoned Vehicles
 - 3 warnings
- Parking Violations
 - 1 warning
- Trash
 - 21 warnings
- Property Maintenance
 - 1 warning

DEVELOPMENT PROGRESS CHART

October 13, 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>Palmetto Industries (Brighton)</u>	<u>1</u>	-	-	<u>Building permit issued</u>
<u>Residential</u>					
<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>91</u>	<u>50</u>	41%	<u>4 C/Os</u>
<u>5</u>	<u>Caroleton Phase 3 (103 townhomes)</u>	<u>50</u>	<u>37</u>	<u>36%</u>	<u>No change</u>
<u>6</u>	<u>Rivercrest Townhomes (45 Townhomes)</u>	<u>22</u>	-	-	<u>No change</u>
<u>7</u>	<u>Ferguson Farms (100 Single Family Homes)</u>	-	-	-	<u>LDP issued; site work to begin soon</u>
	<u>Renovation Permits Issued</u>	<u>7</u>			
	<u>New Construction Permits Issued</u>	<u>0</u>			
	<u>Total Permits Issued</u>	<u>7</u>			
	<u>New Business Licenses Issued: 0</u>				
	<u>Renewal Business Licenses Issued: 0</u>				

Public Information Officer

- Updated City website
- Updated digital sign at City Hall
- Shared traffic updates from Columbia County via social media
- Distributed employee headshots
- Registered participants for Spooktacular Halloween Home Contest
- Updated bulletin board at City Hall
- Observed Fire Prevention Week via social media
- Photographed 10/10 City Council meeting
- Highlighted City employees via social media
- Photographed 10/11 Columbia County Leadership luncheon
- Shared weather updated from NWS via social media
- Amended Terms of Use disclaimer on City Facebook pages and distributed to City employees
- Promoted events in/around Grovetown via social media

Upcoming Events/Programs/Meetings

- *Trunk or Treat: 10/27 at Liberty Park from 6PM-9PM*
- *Veterans Day Ceremony 11/09/23 10AM-11AM @ Veterans Park*
- *City Council Meeting: 11/13 at 6PM in the Council Chambers at City Hall*

Closing Comments

On Friday, October 27th, our City will sponsor Trunk or Treat, an annual event that is well-attended by our citizens and neighbors. We hope to see you there! Thanks to all our employees for keeping our City safe and clean.

Gary E. Jones, Mayor

